

## FINANCIAL OUTTURN 2019/20

REPORT OF: Head of Corporate Resources  
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Wards Affected: All  
Key Decision: No  
Report to: Cabinet  
1<sup>st</sup> June 2020

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### EXECUTIVE SUMMARY AND RECOMMENDATIONS

#### Purpose of Report

1. To inform Cabinet of the outturn position for the 2019/20 revenue and capital budgets. The 2019/20 year saw some early signs of the financial impact on the Council of the Covid-19 crisis. Further detail for the current financial year is provided in a report elsewhere on the agenda.

#### Summary

2. Following closedown, the year-end position for 2019/20 showed a net underspend of £247,000 before allowing for transfers to Reserves outlined within this report and those previously approved at Council on 25 September 2020, totalling £457,000. However, as these previously approved transfers to Reserves included £300,000 to top-up the JE/VR Reserve of which only £100,000 was required, transfers to Reserves totalling £257,000 have been actioned at year-end. The position after these transfers shows a year-end net overspend of £10,000 which is an increase of £21,000 since the last report to Cabinet 10<sup>th</sup> February 2020.
3. The main changes in the last quarter of the year relate to reduced income levels in some areas (car parking and outdoor facilities). These were starting to decline in March 2020 as a result of the Coronavirus pandemic. In addition, investment property supplementary rents, tenant service charges, recycling credit income and revenues enforcement income were also reducing and there was increased expenditure for tree maintenance and outdoor facilities.
4. Interest income during the year, totalling £335,222, was £22,778 less than the original estimate of £358,000. This is mainly due to a lower than forecast average balance, due to timing differences between budgeted and actual capital receipts anticipated for the year. Of the total interest received for the year, £531 has been utilised (refer to paragraph 21) leaving a balance of £334,691 to transfer to General Reserve.
5. Dividend income from investments in the Local Authorities Property Fund generated £256,962 in year, which exceeded the 2019/20 projection by £16,962. This overachievement of dividend income received will be transferred to General Reserve.
6. The capital outturn position shows a £3,501,000 increase in approved spending against the revised budget. This includes projects that came forward during the year totalling £4,566,000 which were unbudgeted at the start of the year but approved by Members during the year. An analysis of this is shown in Table 2. The total net expenditure on the Specific Items financed from Specific Reserve and the General Reserve for 2019/20 is set out in Appendix C of this report.

## Recommendations

7. **Cabinet is asked to note the contents of this report, and to recommend to Council:**
- (i) that grant income as set out in paragraph 12 of this report be transferred to General Reserve;**
  - (ii) that grant income as set out in paragraph 13 to 18 of this report be transferred to Specific Reserves;**
  - (iii) that requests totalling £38,000 be transferred to Specific Reserves as set out in Table 1;**
  - (iv) that £50,000 be transferred to the Community Development Fund Specific Reserve from General Reserve as detailed in paragraph 20;**
  - (v) that balance of interest totalling £334,691 as set out in paragraph 21 is transferred to the General Reserve;**
  - (vi) that Dividend income totalling £16,962 as set out in paragraph 24 is transferred to the General Reserve;**
  - (vii) that the 2020/21 capital programme be increased by £1,291,000 as a result of slippage of some 2019/20 capital projects as detailed in Table 2;**
  - (viii) that the revenue overspend in 2020/21, totalling £10,000, be met from General Reserve.**
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## Background

8. During 2019/20, Cabinet received four Budget Management reports on 8 July 2019, 16 September 2019, 18 November 2019, and 10 February 2020. The last Budget Management report in February highlighted a potential underspend of £11,000, after allowing for the transfer of £457,000 to Specific Reserves approved at Council on 25 September 2019.
9. However, since the last report to Members, the position has moved to a small revenue overspend. These 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 2019/20 will be reported to the first meeting of Scrutiny Committee for Leader, Finance and Performance on 17 June 2020 in the usual way, and will then be considered by Cabinet at its meeting on 6 July 2020.

## Revenue Spending 2019/20

10. Over the year the budget has continued to be carefully managed to ensure, as far as possible, that financial targets are met without compromising service performance. Whilst the first three quarters of the year showed an underspend, this position has now changed. The outturn for 2019/20, is an overspend of £10,000, after allowing for transfers of £257,000, rather than £457,000, to Specific Reserves as detailed in paragraph 2 of this report. This £10,000 Outturn overspend is £21,000 more than the latest forecast underspend position of £11,000, reported to Cabinet on the 10 February 2020. The outturn position is further detailed in Appendix A.

11. The main variances were the result of reduced income in a number of areas together with increased expenditure in the last quarter of the year.

#### **Requests to Reserves for Grants received in Quarter 4 of 2019/20**

12. On 26 March 20 the Council received a non ring-fenced grant totalling £2,446 from the Ministry of Housing, Communities and Local Government (MHCLG) in respect of Brownfield Register. This is a not ring-fenced grant and Members are requested to approve the transfer to General Reserve.
13. On 26 March 20 we received a not ring-fenced grant totalling £15,000 from MHCLG in respect of Self Build and Custom Housebuilding Grant. 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.
14. On 27 March 20 we received a not ring-fenced grant totalling £37,729 from the MHCLG in respect COVID-19 Emergency Funding Grant. Members are requested to approve that this sum be earmarked in Specific Reserve to meet the costs arising.
15. In March, we received a grant payment of £8,103 from the Department for Work and Pensions to meet the costs of new burdens relating to Transparency code. Members are requested to approve the transfer of this sum to Specific Reserve to meet this additional cost.
16. Recently we have received a grant payment of £18,486 from Department of Work and Pensions in respect of the 2019/20 Council Tax Discount grant. Members are requested to approve the transfer of this sum to Specific Reserves to meet this additional cost.
17. On 31 March 2020 we received a £7,187 Levy account surplus final allocation for 2019/20, in respect of a redistribution from the business rates levy account, based on the local authority's 2013/14 Settlement Funding Assessment. Members are requested to approve the transfer of this sum to Specific Reserve.
18. On 3 March 2020 we received a £5,000 grant from the Improvement and Development Agency for Local Government to undertake work to improve cyber security as part of the LGA Cyber Security Programme Phase 3. Members are requested to approve the transfer of this sum to Specific Reserves to meet these costs as they arise.

#### **Requests to transfer unused budgets to Specific Reserves**

19. During the year a number of budgets were underspend and Table 1 of this report details a number of requests to Members to earmark these unutilised budgets in Specific Reserve for the reasons outlined below:

	£	<i>Notes</i>
Community Safety Reserve	16,000	1
Emergency Planning Reserve	5,000	2
Community Volunteer Service (CVS) Reserve	5,000	3
"Icon" Upgrade Costs Reserve	12,000	4
<b>Total</b>	<b>38,000</b>	

Notes:

- 1 Additional funding required for additional CCTV cameras to be installed in 2020/21 from the Community Safety underspend.
- 2 Request to create a new reserve for Covid-19 response and recovery process from the Emergency Planning revenue underspend in 2019/20.
- 3 Request to create a new reserve to support additional grant requests resulting from the Covid-19 pandemic, using the revenue underspend in grants to organisations and sponsorship.
- 4 Additional funding required, to help meet the mandatory "Icon" upgrade costs of £54,000 in 2020/21, to be partly funded from the Finance Consultants underspend in 2019/20.

20. In addition to the requests set out above, Members are also requested to approve the transfer of £50,000 from General Reserve to the Community Development Fund to replenish this reserve that grant aids many voluntary organisations and community groups.

### **Total Interest (Treasury Management, Personal Loans and Mortgage)**

21. Interest receipts for the year are £335,222, £22,778 less than the original estimate. Of the total, £531 has been transferred to the Specific Reserve in accordance with existing practice to part pay professional subscriptions. The remaining balance of £334,691 can then be transferred to General Reserve.

### **Treasury Management Interest**

22. This report details the Treasury Management interest earnings for the year to be £333,793 at an average interest rate of 1.064%. This compares with a budgeted figure of £357,230 at 1.062%, which is £23,437 less than the original estimate. This is an improvement on the last reported position, which was £29,000 under target. The main reason for the variance was due to a lower than forecast average balance, due to timing differences between budgeted and actual capital receipts anticipated for the year. Further detail will be set out in a separate report to Audit Committee on 21 July 2020.

### **Local Authority Property Fund Dividends**

23. 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.
24. Dividends received for 2019/20 totalled £256,962 against a budget of £240,000 which is required to finance the 2019/20 Revenue Budget. This additional Dividend income of £16,962 will be transferred to General Reserve.

### **General Reserve 2019/20**

25. 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.

## Specific items

26. 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 £7,171,000.

## Capital Spending

27. Actual capital spending for the year was £9,754,000. This was £3,501,000 more than the updated 2019/20 programme totalling £6,253,000 and is due to service specific and other projects which were not budgeted at the start of the year but were approved within the year and now require financing. 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 2 below.
28. The variances within the programme include £1,291,000 not spent in 2019/20. This includes £894,000 relating to Corporate Estates and Facilities projects including Major Capital Renewals schemes, £204,000 in Planning Policy for Burgess Hill Place and Connectivity Programme, £53k for Cleansing Services, Landscapes and Leisure, and £140,000 relating to Disabled Facilities Grants. Further detail can be found in Appendix D of this report.
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<i>Category</i>	<i>£'000</i>	<i>£'000</i>
2019/20 Revised Budget		6,253
A Slippage to 2020/21	(1,291)	
B Projects completed and underspent	(160)	
C Projects overspent	386	
D Projects brought forward in the year	4,566	
Total difference		3,501
2019/20 Outturn		9,754

### 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 did not form part of the planned Capital Programme but which were agreed in-year, authorised under delegated authority and/or financed from S106s.

## **POLICY CONTEXT**

30. The outturn for 2019/20 shows actual financial performance against the original budget, which was approved within the context of the Financial Strategy. The 2019/20 budget was compiled in line with the Council's priorities. This policy context was explained in sections 1 and 2 of the Corporate Plan and Budget 2019/20 that was approved by Council on 27 February 2019. 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**

31. This report is concerned in its entirety with the outturn financial position for each service area for 2019/20

## **RISK MANAGEMENT IMPLICATIONS**

32. 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**

33. There are none.

## **OTHER MATERIAL IMPLICATIONS**

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

### **Background Papers**

Revenue Budget 2019/20

Final Accounts Working Papers for 2019/20.

Summary Of Revenue Spending Outturn for 2019/20					
Business Unit	Original	Revised		Outturn	
	budget	Budget*	Outturn	Variation	Notes in
	2019/20	2019/20	2019/20	from	Appendix
	£'000	£'000	£'000	Revised	
				Budget	
				£'000	
Housing	1,231	1,232	1,447	215	1
Planning Policy & Economic Development	1,079	1,103	897	(206)	2
Development Management	650	650	547	(103)	3
Cleansing Services	3,105	3,105	3,025	(80)	4
Parking Services	(1,127)	(1,127)	(1,195)	(68)	5
Landscapes and Leisure	1,049	997	1,065	68	6
Community Services Policy and Performance	1,261	1,355	1,319	(36)	7
Corporate Estates and Facilities	(2,426)	(2,464)	(2,385)	79	8
Finance Accountancy	0	0	44	44	9
Finance Corporate	1,505	1,505	1,359	(146)	10
Revenues & Benefits	2,394	2,394	2,407	13	11
Customer Services and Communications	0	0	27	27	12
ICT	129	100	20	(80)	13
Human Resources & Payroll	0	0	52	52	14
Legal Services	0	0	(25)	(25)	15
Democratic Services	981	981	958	(23)	16
Land Charges	143	143	87	(56)	17
Planning & Building Control Support	0	0	0	0	18
Environmental Health	1,122	1,122	1,104	(18)	19
Building Control	298	298	368	70	20
Strategic Core	1,148	1,148	1,174	26	21
Benefits	(119)	(119)	(119)	0	22
Drainage Levies	1	1	1	0	
Balance Unallocated	62	62	62	0	23
<b>Council Net Expenditure</b>	<b>12,486</b>	<b>12,486</b>	<b>12,239</b>	<b>(247)</b>	<b>**</b>
<b>Total Revenue Spending (before approved reserve transfers)</b>	<b>12,486</b>	<b>12,486</b>	<b>12,239</b>	<b>(247)</b>	
Contribution to the Development Plan reserve	100	100	100	0	
Contribution to the Rate Relief Equalisation reserve	200	200	200	0	
Contribution to ICT reserve	400	400	400	0	
Contribution to Burgess Hill Growth reserve	60	60	60	0	
Contribution to Orchards reserve	425	425	425	0	
Transfer to Specific Reserves (previously reported)	0	0	257	257	
<b>Total Revenue Spending</b>	<b>13,671</b>	<b>13,671</b>	<b>13,681</b>	<b>10</b>	<b>***</b>
			0	0	
				0	
<b>Total</b>	<b>13,671</b>	<b>13,671</b>	<b>13,681</b>	<b>10</b>	

\* includes approved variations including any utilisation of Balance Unallocated

\*\* Before transfers to Specific Reserves approved during 19/20 (£257k).

\*\*\* After transfers to Specific Reserves approved during 19/20 (£257k).

## Forecast Budget Variations for 2019/20

	<i>Changes since last report in 2019/20</i>	<i>Notes</i>
	<i>£'000</i>	
Apr to Dec net savings Cabinet	(468)	
Approved Transfers to Specific Reserve (Council 25 Sept 19)	457	
	<hr style="width: 100%; border: 0.5px solid black; margin-bottom: 5px;"/> (11)	
<b><i>Final Quarter Variations:</i></b>		
Temporary Accommodation	11	1
Housing minor variations	7	1
Economic Development Initiatives	(84)	2
Planning Policy staffing	(27)	2
Planning Policy minor variations	5	2
Development Management staffing	(25)	3
Planning Fee Income	28	3
Planning Consultants	(94)	3
Recycling credit Income	40	4
Garden Waste Income	24	4
Cleansing minor variations	(11)	4
Parking Season Ticket Income	15	5
Parking Financial Transaction processing	14	5
Parking Fixed Plant contracts	(9)	5
Car Parks gritting and snow clearance	(7)	5
Tree maintenance contract	187	6
Outdoor Facilities premises costs	43	6
Outdoor Facilities Income	20	6
Landscapes Grounds Maintenance	(98)	6
Landscapes Playground Repairs	(21)	6
Landscapes Civil repairs	(27)	6
Illegal Encampments Damage	(14)	6
Landscapes and Leisure Staffing	(57)	6
Community Services, Policy & Performance - salaries	2	7
Corporate Estates and Facilities – Investment properties	401	8
Corporate Estates and Facilities – Operational properties	(57)	8
Corporate Estates and Facilities – salaries	13	8
Corporate Estates and Facilities – minor variations	8	8
Finance Accountancy minor variations	3	9
Finance Corporate – Treasury Management	19	10
Finance Corporate – insurance recovery	(20)	10
Finance Corporate – audit fees	6	10
Finance Corporate – minor variations	8	10
Revenues and Benefits staffing	(87)	11
Revenues and Benefits consultants	21	11
Revenues Enforcement Income	46	11
Revenues and Benefits bank charges	21	11
Customer Services and Communications	9	12
Digital & Technology – salaries	17	13
Digital & Technology - maintenance	(91)	13
Digital & Technology – printers	(17)	13
Human Resources and Payroll consultants	25	14
Human Resources and Payroll salaries	8	14
Human Resources and Payroll minor variations	9	14
Legal Service - Income	(71)	15
Legal Services - Salaries	39	15
Legal Services – Minor variations	7	15
Democratic Services – Members Allowances and Expenses	(19)	16

## Appendix A

	<i>Changes since last report in 2019/20 £'000</i>	<i>Notes</i>
Democratic Services – Electoral Registration	(4)	16
Land Charges – Scanning contract	(11)	17
Land Charges – Salary savings	(3)	17
Planning & Building Support – Salary savings	(3)	18
Environmental Health minor variations	(9)	19
Building Control minor variations	6	20
Strategic Core consultants	16	21
Strategic Core minor variations	9	21
Part Reversal of Transfers to Specific Reserve (Council 25 Sept 19)	(200)	22
	<u>10</u>	

### 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 2019/20. Members should note that some of these variances have also been addressed as part of the Budget Process for 2020/21, and where budgets have been adjusted, the 2019/20 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. The service previously reported a £197K pressure. In the last quarter a further pressure of £18K has been identified. This is mainly due to an increase in the cost of Temporary Accommodation of £11K, due to increased guest house usage reflecting the increase in homelessness for which the council has a statutory responsibility. A further £7K pressure is due to a number of variations below £10K, resulting in a final outturn pressure of £215K.

#### *Planning Policy & Economic Development*

2. £100K saving was previously identified for the service. There has since been a further saving of £106k. This is mainly due to an underspend of £84K in economic development, particularly the commissioning of work regarding marketing and promotion of the District and available employment sites, particularly the Science and Technology Park, which needs to align with the progress of work on the Site Allocations Development Planning Document. A further £27K saving was achieved through staff vacancies in year. These savings are offset by a £5K pressure, due to a number of minor variations below £10K, resulting in a final outturn saving of £206K.

#### *Development Management*

3. The last forecast position identified £12K net saving for the service. Since then there has been a further saving of £91K. Due to the number of Planning Inquiries, the last forecast identified a pressure of £94k on the planning consultants/counsels fees (reported within the £12k net saving). All the fees for planning inquiries have now been met from specific reserves (£105k). A further staff saving has been achieved of £25K due to vacant posts. These savings are partly offset by a reduction against profile for Planning Fee Income in the Fourth quarter of the year by £28K. Together this resulted in a final outturn saving of £103K.

#### *Cleansing Services*

4. The last reported year-end forecast was a £133K saving. An additional pressure of £53K has been identified in the last quarter, resulting in a final outturn saving of £80K. The recent variations are the result of:
- £40K shortfall of Recycling Credit income from West Sussex County Council. This is due to savings made by the County Council which changed to a 'statutory minimum' payment mechanism for 2019/20, with no bonus payment for recycling quality;
  - £24K reversal of a previously reported forecast of additional income in respect of Garden Waste. The level of projected growth was not achieved in-year due to the need to introduce a temporary waiting list for the service while additional collection capacity was identified. The service was re-opened to new customers in February 2020.
  - (£11K) saving resulting from a number of minor variations below £10K.

#### *Parking Services*

5. The service was previously forecasting a saving of £81K. Since then a further pressure of £13K has occurred due to the following: £15K shortfall in Season ticket Income due to a change of season ticket purchasing profile and refunds as a result of Covid-19; £14K pressure in Financial Transactions processing due to increased take up of cashless parking facilities; offset by (£9K) saving in Fixed plant contract costs due to savings from the new machines warranty in 18/19 resulting in a credit; and (£7K) saving in Gritting and snow clearance costs due to milder winter weather, resulting in a final outturn saving of £68K.

#### *Landscapes & Leisure*

6. The last forecast position identified a £35K net pressure. Since then there has been a further pressure of £33K, resulting in a final outturn pressure of £68K. The variation in the last quarter is due to the following:
- £187K Additional Tree Maintenance work;
  - £43K Additional premises utility costs including £17K Electricity due to two new nurseries in operation for 2019/20; 15K Water pressure due to water leaks (credits are potentially due in 2020/21); and £11K NNDR pressure due to revaluations for 2019/20.
  - £20K Outdoor Facilities Income pressure relating to credits due for sporting income which were cancelled due to wet winter weather and the suspension of all football and other sports due to Covid 19;
  - (£146K) Repair savings including: (£98K) Grounds Maintenance; (£21K) Playground Repairs; (£27K) Civil repairs. These savings are the result of reprioritisation of repairs and maintenance budgets to help manage the tree pressure in year.
  - (£14K) saving in Illegal Encampments repair budget. This cost has been reduced by preventative works investment in respect of Illegal Encampments.
  - (£57K) Staff saving due to vacant posts

#### *Community Services, Policy and Performance*

7. The last forecast position identified a salary saving of £40K. This figure has decreased by £2K, due to minor unbudgeted one-off staffing costs at year end.

#### *Corporate Estates and Facilities*

8. The last reported forecast position was a saving of £286K; this has now changed to show a pressure of £365k. This is mainly due to a pressure of £401k for Investment properties of which the Market Place supplementary rent is the most significant. In this case, the tenant has made deductions from the rent which are the subject of a long-standing dispute. Given this has not yet been resolved, the arrears have been allowed for as a bad debt although we are still seeking a mutually agreeable solution, very possibly via mediation.

#### *Finance Accountancy*

9. Since the last reported position there has been a pressure of £3K resulting from minor variations.

#### *Finance Corporate*

10. The last reported position was a saving of £159k. The final quarter is showing a pressure of £13k. Part of this is due to Treasury Management costs totalling £19k of which £12k is for credit/debit card bank charges following an increase in the number of transactions. There has also been a saving of £20K for insurance recovery which has been partly offset by a pressure of £6k for audit fees and £8k for minor variations.

#### *Revenues & Benefits*

11. Outturn is showing a final net underspend of £13K. A net pressure of £12K had been reported previously. Since then a further net pressure of £1K is shown and is made up of some large offsetting pressures and savings: (£87K) staff saving due to vacant posts; offset by £46K shortfall in Enforcement income due to action being stopped in March due to COVID19; £21K Credit/Debit card bank charges due to an increase in the number of transactions using this method; £21K consultancy costs as a result of additional rateable value finder and appeal costs.

#### *Customer Services and Communications*

12. Since the last reported position there has been an additional pressure of £9k relating to staffing costs within the Communications team.

#### *Digital & Technology*

13. The overspend of £37k for salaries has resulted from the departmental restructure of the Digital and Technology Department. The increase in salaries reflects MSDC's continued commitment to reaching efficiency savings across the business by investing in capable and knowledgeable staff to help business units take full advantage of modern technology and working practices. The business case identified that by investing in the right skills, the overspend could be offset and this has been done by finding significant savings of £91K from the maintenance spend. This has been achieved by simplifying, modernising and consolidating outdated and costly infrastructure. A jointly procured printing contract between HDC, MSDC and CBC has also resulted in a saving of £17K.

#### *Human Resources & Payroll*

14. Consultants were used to provide additional support in terms of resilience for the transition of the payroll service to an external provider. Consultants also carried out an external review of resilience across management within the Council. Salaries overspend mainly due to the additional cost of providing cover whilst a member of the team was on maternity leave.

*Legal Services*

15. Two consultants were used during the year to cover vacant posts, causing an overspend on salaries of £39k. This has been more than offset by the over achievement of Legal income by £71k. There have been other minor variations resulting in a pressure of £7k. This results in a final outturn saving of £25K.

*Democratic Services*

16. There has been a saving on Members Allowances and Expenses totalling £19k due to a reduction in the number of Planning Committees, from three to two, and therefore Special Responsibilities Allowance (SRA) paid. Also due to the District election in 2019 there was a gap in payments of SRAs between the election date and Annual Council. Minor savings of £4k in Electoral Registration, resulted in an overall outturn saving of £23K.

*Land Charges*

17. Since the last reported position there has been a further saving of £14K. This relates to an £11K reduction in the cost of the scanning of data contract and £3k underspend on salaries.

*Planning & Building Control Support*

18. Since the last reported position there has been a saving of £3K due to a salary underspend.

*Environmental Health*

19. The last reported year-end forecast was a £9K saving. Since then a further saving of £9K has occurred, resulting in a final outturn saving of £18K. The additional saving is the result of a number of minor variations below £10K.

*Building Control*

20. The service previously reported a £64K pressure. Since then a further pressure of £6K has been identified due to a number of minor variations, increasing the outturn pressure to £70K.

*Strategic Core*

21. Since the last reported position there is a pressure of £25k of which £16k is the cost of consultants and £9k is due to minor variations.

*Transfer to/ (from) Reserve*

22. Refer Paragraph 2 of main report.

*Benefits*

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

*Balance Unallocated*

No variation.

<b>Benefits Outturn 2019/20</b>				
(using Academy subsidy claim figures)				
	2019/20 Original Budget	2019/20 Outturn	Variation from Budget	
<b>Non HRA rent rebates</b>				
	£	£	£	
<i>gross expenditure</i>	446,000	877,491	431,491	
net expenditure at standard subsidy	0	0	0	
effect of reduced subsidy	270,000	515,789	245,789	
effect of overpayments	(37,000)	(75,148)	(38,148)	
<b>Total Rent Rebates</b>	<b>233,000</b>	<b>440,641</b>	<b>207,641</b>	1
<b>Rent Allowances</b>				
	£	£	£	
<i>gross expenditure</i>	31,964,000	27,175,496	(4,788,504)	
net expenditure at standard subsidy	0	0	0	
effect of reduced subsidy	824,000	507,278	(316,722)	
effect of overpayments	(982,000)	(582,625)	399,375	
<b>Total Rent Allowances</b>	<b>(158,000)</b>	<b>(75,347)</b>	<b>82,653</b>	2
<b>Discretionary Local Scheme</b>				
Council Tax Benefit	0	0	0	
Rent Allowances	17,000	12,125	(4,875)	
Subsidy 75%	(13,000)	(9,094)	3,906	
<b>Total Discretionary scheme</b>	<b>4,000</b>	<b>3,031</b>	<b>(969)</b>	
<b>Total Support</b>	<b>79,000</b>	<b>368,325</b>	<b>289,325</b>	
Less: LA Error Subsidy	(95,000)	(44,121)	50,879	2
Expenditure above the cap recoverable from Housing Services	(227,000)	(433,229)	(206,229)	1
Less: Funding to / (from) Benefits Equalisation Reserve	<b>124,000</b>	(9,975)	(133,975)	3
<b>Cost to MSDC</b>	<b>(119,000)</b>	<b>(119,000)</b>	<b>0</b>	

<b>Reasons for variation:</b>				
<p>(1) In an effort to maximise the amount of Benefits received for Temporary Accommodation cases, the Benefits team have been using the full rent payable to assess the claim rather than the Local Housing Allowance (LHA) rate previously used. Non-HRA expenditure has therefore increased to reflect the full rent, of which expenditure above the cap/(LHA) rate is identified, and is recoverable internally from Housing Services.</p>				
<p>(2) Rent Allowances Subsidy allows for a percentage of overpayments to be claimed back from Central Government in the form of Benefits Subsidy, as well as recovery of these overpayments from Benefit recipients, resulting in a net income for the council. The budget was based on historic volumes of overpayments, however, the volume has decreased since budgeting, reducing the net income from overpayments in respect of Rent Allowances.</p>				
<p>(3) 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 £9,975 has been funded from the equalisation reserve, compared to the £124,000 budgeted contribution to the reserve, a variation of £133,975. This is the result of reduced Rent Allowance overpayment volumes.</p>				

Use of Specific Reserve in 2019/20					
Description	Balance at 01/04/2019 £'000	Contributions In Year £'000	Utilised In Year £'000	Balance at 31/03/2020 £'000	Notes
<b>Housing</b>					
Recyclable loan fund	(21)	0	21	0	1
Housing Needs Survey	(19)	0	0	(19)	2
Gypsy and Traveller feasibility Studies	(13)	0	0	(13)	3
County court desk	(14)	0	0	(14)	4
CPO Fund for Empty Homes	(50)	0	0	(50)	5
Self Build and Custom House building	(81)	(15)	9	(87)	6
Flexible Homelessness Support SR	(328)	(281)	186	(422)	7
Preventing Homelessness Grant	(11)	(28)	0	(39)	8
Overhauling Statutory Homelessness data	(9)	0	0	(9)	9
Rough Sleepers Partnership Outreach	(0)	(10)	0	(10)	10
Temporary Accommodation reserve	(1,817)	0	1,471	(346)	11
<b>Planning Policy &amp; Economic Development</b>					
Specialist Advice studies - Gatwick	(25)	(137)	71	(91)	12
Neighbourhood Planning Non Frontrunners	(116)	0	16	(100)	13
Development Plan Reserve (Studies and EIP costs)	(356)	(100)	425	(31)	14
SAMM Fees	(1,634)	(286)	0	(1,919)	15
Burgess Hill Growth	(854)	(60)	376	(539)	16
Martlets Relocation	(165)	0	31	(133)	17
Planning Performance Agreement	(14)	0	0	(14)	18
Independence Retail Programme	(23)	0	6	(17)	19
Business digitalisation	(16)	0	0	(16)	20
Burgess Hill Station Qtr Project	0	(90)	34	(56)	21
<b>Development Management</b>					
Development Management Temporary Staff	(1)	0	0	(1)	22
Brownfield Register	(20)	0	0	(20)	23
<b>Cleansing Services</b>					
Waste TEEP Assessment	(34)	0	0	(34)	24
A23 Highway Cleansing	(15)	0	0	(15)	25
Communal Recycling Quality	(18)	0	0	(18)	26
Waste and Recycling Projects	(83)	0	12	(72)	27
Community Street Clean	(26)	0	23	(3)	28
<b>Parking Services</b>					
CPE Investment Fund	(29)	(0)	12	(18)	29
Car Park Strategy	(85)	0	8	(77)	30
<b>Landscapes and Leisure</b>					
Outstanding Insurance Claims	(2)	0	0	(2)	31
Invest to Save -Pavilions	(5)	0	0	(5)	32
Parks Improvement	(143)	(82)	8	(217)	33
Leisure Reserve	(86)	0	3	(83)	34
Illegal Incursions Preventative Works	(131)	0	116	(15)	35
Tree Works	(59)	(100)	159	0	36
Anscombe Wood Regeneration	0	(69)	11	(58)	37
Sang Maintenance	0	(27)	0	(27)	38
<b>Community Services, Policy &amp; Performance</b>					
Capital Grants	(17)	0	0	(17)	39
Community Development Fund*	(168)	(50)	118	(101)	40
CCTV Fund	(39)	0	0	(39)	41
Community Safety - Funding for All*	(100)	(16)	0	(116)	42
Performance and Partnerships staffing	(22)	0	0	(22)	43
Community Services Policy	(30)	0	30	0	44
WSCC Pool Business Rates Bicycle Funding	(70)	0	0	(70)	45
Emergency Planning*	0	(5)	0	(5)	46
Community Volunteer Service (CVS)*	0	(5)	0	(5)	47

Use of Specific Reserve in 2019/20					
Description	Balance at 01/04/2019 £'000	Contributions In Year £'000	Utilised In Year £'000	Balance at 31/03/2020 £'000	Notes
<b>Corporate Estates and Facilities</b>					
Asset management	(100)	0	100	0	48
WSCC Watercourse delegated function	(17)	0	0	(17)	49
Asset Maintenance and Landscapes	(8)	0	0	(8)	50
Planned Asset maintenance Specific Reserve	(50)	0	0	(50)	51
Property Consultants	(14)	0	0	(14)	52
Orchards Repairs and Renewals	(155)	(679)	358	(476)	53
Orchards Improvement Reserve	(5,000)	0	0	(5,000)	54
High-rise Residential Building Data Collection SR	0	(2)	0	(2)	55
Corporate Estates Restructure SR	0	(57)	57	0	56
<b>Finance Accountancy</b>					
FMS to move server costs	(2)	0	0	(2)	57
Icon Upgrade costs	(9)	(17)	14	(12)	58
<b>Finance Corporate</b>					
Insurance Reserve	(61)	0	0	(61)	59
JE and VR Reserve*	(311)	(100)	408	(2)	60
Audit Costs	(16)	0	0	(16)	61
Land and Property Reserve	(16)	0	0	(16)	62
Covid19 Emergency Fund	0	(38)	0	(38)	63
<b>Revenues &amp; Benefits</b>					
Localising Council Tax support admin	(129)	0	0	(129)	64
Revenues and Benefits New Burdens	(15)	(132)	29	(118)	65
Census Partnership Disaggregation	(47)	0	12	(36)	66
<b>Digital &amp; Technology</b>					
Inspire hosted software solution	(7)	0	3	(5)	67
ICT PSN related work	(7)	0	0	(7)	68
ICT reserve	(58)	(400)	443	(15)	69
ICT - Replacement GIS Software	(4)	0	0	(4)	70
Burgess Hill Fibre Exchange	(123)	0	85	(39)	71
Cyber Security	0	(5)	0	(5)	72
<b>Human Resources &amp; Payroll</b>					
Employee Benefits	(0)	(7)	7	0	73
Corporate Training	(1)	0	0	(1)	74
<b>Democratic Services</b>					
District Elections	(150)	(45)	119	(76)	75
Civic Events	(2)	0	0	(2)	76
Individual Electoral Registration Grant	(55)	(25)	10	(70)	77
<b>Land Charges</b>					
Temporary staff for land searches	(2)	0	0	(2)	78
<b>Planning &amp; Building Control Support</b>					
Validation Officer Temporary staff	(25)	0	25	0	79
<b>Environmental Health</b>					
Hackney Carriage Unmet Demand Survey	0	(5)	0	(5)	80
<b>Corporate Funds</b>					
Benefits Equalisation	(1,134)	0	38	(1,096)	81
Rate Retention Scheme Equalisation	(2,454)	(1,414)	719	(3,149)	82
Benefits & Council tax support scheme equalisation	(100)	0	0	(100)	83
LA EU Exit Preparation	(17)	(35)	0	(52)	84
<b>Total Specific Reserves</b>	<b>(16,840)</b>	<b>(4,320)</b>	<b>5,569</b>	<b>(15,591)</b>	

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 and Deposit guarantee scheme to create a recyclable loan fund for eligible households. The balance at the start of 2019/20 was £21,242, which has been fully utilised in year.
2. In 2018/19 £18,873 was transferred from the Repossession and Eviction Prevention fund as reported in the Budget Management report to Cabinet 11 February 19 as it was no longer required and it has been reallocated to the Housing Needs Survey Specific Reserve. The balance at the start of 2019/20 was £19,314. There has been no call on this reserve during 2019/20.
3. The Gypsy and Traveller Feasibility Studies Reserve was created in 2018/19 as detailed in the Budget Management Report to Cabinet 11 February 19, to cover feasibility studies to assess Gypsy and Traveller housing needs. The balance at the start of 2019/20 was £13,089. There has been no call on this reserve during 2019/20.
4. Approved at Cabinet 6<sup>th</sup> June 11 Outturn Report 2011/12, to fund additional resources to prevent homelessness in the future through defending court proceedings. The balance at the start of 2019/20 was £13,989. There has been no call on this reserve during 2019/20.
5. This CPO Fund for Empty Homes was approved by Council 27<sup>th</sup> February 2013 to be funded from New Homes Bonus monies. To date this reserve has not been utilised.
6. This reserve was created to hold grants received from MHCLG in respect of Self build and custom house building. At the start of the year the balance in this reserve was £80,850. In March 2020 a further £15,000 grant was received from MHCLG. These monies are for custom build development work to be undertaken by Housing Services. During 2019/20 £8,501 was used to fund Feasibility studies. The balance at year end stands at £87,349.
7. Reserve created in 2017/18, in respect of Flexible Homelessness Support Grant received from MHCLG to support Local Authority efforts in preventing and dealing with homelessness. In 2019/20, £280,925 was received as detailed in Budget Management report to Cabinet 16 September 19. £186,361 has been utilised in year on Flexible Homelessness Support costs leaving a balance of £422,104.
8. Reserve created to hold Preventing Homelessness New Burdens grants received from MHCLG to support Local Authorities in fulfilling their duties under the Homelessness Reduction Act. In 2017/18 it was confirmed that grant totalling £82,706 would be received over a three-year period. In 2019/20, £27,765 was received as reported in the Budget Management report to Cabinet on 16 September 19, being the last of three payments over the three-year period. There has been no call on this reserve during 2019/20.
9. Reserve created in 2017/18, to hold £9,202 received from MHCLG 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. To date this reserve has not been utilised.
10. Reserve created at Outturn 2017/18 from a contribution received from West Sussex County Council. This has been used for Rough sleeper Outreach work to be undertaken by Housing Services. In 2019/20, £9,916 was received from MHCLG, as reported in the Budget Management report to Cabinet 8 July 19, in respect of a Cold Weather Fund Payment. There has been no call on this reserve during 2019/20.
11. Reserve created at Outturn 2017/18 to acquire and manage properties to improve the quality of services for homeless families and reduce revenue expenditure on the service. £1,471,264 has been utilised as part of Capital Financing, leaving a balance of £346,038.
12. 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. A further contribution totalling £137,000 was reported in the Budget Management report to Cabinet 18 November 2019. Of this, £62,000 was met from balance unallocated and a further £75,000 was transferred from General Reserve this year, to meet the cost of ongoing work related to the Development Consent Order, and to secure robust financial contributions through a potential S106. £70,741 has been utilised in-year on specialist advice costs leaving a balance of £91,258.
13. The reserve shows the remaining balance of a grant received for Neighbourhood Planning. £15,684 has been utilised in-year on grants in relation to Neighbourhood plans, leaving a balance of £100,354.
14. The reserve shows the remaining balance of £355,782 at the start of the year. This Reserve is to help meet the costs of maintaining and preparing Development Plans. A contribution of £100,000 was approved in the Corporate Plan and Budget 2019/20 to Council 27 February 2019. In 2019/20 £424,773 was utilised on Counsels fees and Consultants. A balance of £31,009 remains at 31 March 2020.

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15. 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. This reserve totalled £1,633,639 at the start of 2019/20. In year, the Reserve has increased by a further £285,730. The balance on this reserve, totalling £1,919,369, is due to be transferred to Wealden District Council, as part of the Joint SAMM Strategy and the pooled funding of the shared service in April 2020.
16. This Reserve was created to help meet the costs of planning and delivering the Burgess Hill growth work. A contribution of £60,000 was approved in the Corporate Plan and Budget 2019/20 to Council 27 February 2019. £375,516 was utilised in 2019/20 on consultant and surveyor costs leaving a balance of £538,976.
17. This Reserve was created to hold contributions from New River Retail Ltd towards any costs relating to the closure of Martlets Hall needed to support the town revitalisation project. In 2019/20 £31,156 has been utilised leaving a balance of £133,355.
18. In December 2017, the Council 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 19<sup>th</sup> February 2018. To date this reserve has not been utilised.
19. This Reserve was created to deliver a training programme for independent retailers on managing their shopfronts and to provide them with small bursaries to enable improvements to be made. £5,950 has been used for contractor costs in 2019/20, leaving a balance of £17,050 at 31 March 20
20. Business Digitalisation Balance of £15,707 has been re-categorised to Economic Development from ICT at Outturn 2019/20 as it relates to Economic Development activities. There was no call on the reserve during 2019/20).
21. £90,000 received from GBEB in respect of One Public Estate funding, for Masterplanning Burgess Hill Station Quarter Project for which the costs are expected to cover two financial years, as reported in the Budget Management Report to Cabinet 18<sup>th</sup> November 2019. £34,005 was utilised in 2019/20 on feasibility studies leaving a balance of £55,995 at year-end.
22. This reserve was created at Outturn 2014/15 is to cover the cost of temporary staff for a two-year period to meet the rising number of planning applications. The balance in this Reserve at the start of the year was £790. There was no call on the reserve during 2019/20.
23. This Reserve was created at Outturn 2016/17 to hold grant received from MHCLG in respect of New Burdens funding for the Brownfield Land Register and Permission In Principle (PIP) Legal Agreement. There was no call on the reserve during 2019/20.
24. 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 2019/20.
25. The A23 Highway Cleansing Reserve was created to cover the cost of litter-picking the A23. The balance in this Reserve at the start of the year was £15,213. There was no call on the reserve during 2019/20.
26. This Reserve 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 19<sup>th</sup> February 18. The balance in this Reserve at the start of the year was £17,705. There was no call on the reserve during 2019/20.
27. The Waste and Recycling Projects Specific Reserve of £83,403 is to fund future projects identified in the 2018/19 Service Plan as set out in the Budget Management Report to Cabinet 19<sup>th</sup> February 18. In 2019/20 £11,618 has been utilised leaving a balance of £71,785.
28. The Community Street Clean Specific Reserve created was approved at Outturn 2018/19 following receipt of £26,005 from MHCLG in respect of National Community Clean up Grant. In year, £23,417 has been used for projects working with community groups to undertake community-led street cleans, leaving a balance at year end of £2,588.
29. This Reserve was created at Outturn 2016/17 as 30% of the Civil Parking Enforcement (CPE) Surplus is retained by MSDC on the condition that it is re-invested in the Service. In 2019/20, £229 was received relating to the current year's surplus and £11,819 was utilised on Parking Enforcement investment costs leaving a balance of £17,768.
30. This Reserve was created to support the Car Park Strategy refresh in 2020/21. In year, £8,320 has been utilised on Parking Strategy consultant costs, leaving a balance at year end of £76,503.

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31. 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 2019/20.
32. This reserve was originally set up to fund the improvement works to pavilions as set out in the Proposal for in-year investment projects report to Cabinet 16<sup>th</sup> October 12. There was no call on the reserve during 2019/20.
33. The Parks Improvements Reserve was created to cover the costs of the Parks Asset Management Plan, Recycling Bins in key parks and master planning costs on a number of sites, prior to bringing forwards Capital projects in 2020/21. As reported in the April to December Budget Management Report to Cabinet 10 February 2020, £82,000 was transferred from General Reserve to cover the year 2 costs which include Parks Asset Management Plan (£50k), Recycling Bins in key parks (£16k) and Master Planning costs (£16k). £8,000 was utilised on Consultants and Masterplanning leaving a balance of £217,284.
34. The Leisure Reserve was created to enable investment in the Council's Leisure Centres. The remaining balance at the start of the year was £85,653. During the year £2,941 has been utilised on financing the Dolphin Car Park works leaving a balance of £82,712 at year-end.
35. Illegal Incursions Preventative Works Reserve was created to accelerate the programme of outstanding works across the District's most vulnerable sites. During the year £116,653 has been utilised for this purpose.
36. At Outturn 2018/19, a Tree Works Reserve was created from the Revenue underspend to finance maintenance work on a number of trees which the Council is responsible. As reported in the April to July Budget Management Report to Cabinet 16 September 2019, a further contribution of £100,000 was transferred from the current year's reported Revenue underspend for this purpose. This Reserve was fully utilised in the year.
37. In 2013/14, we received the sum of £68,762 in S106 from Crest Nicholson to meet the costs arising from St. Francis, Haywards Heath – Anscombe Wood Regeneration. This contribution was incorrectly treated as a commuted sum and put into the General Reserve in error. As detailed in the Budget Management Report to Cabinet 18 November 2019, this sum was transferred to Specific Reserve to finance the wood regeneration undertaken by Mid Sussex in 2019/20. During 2019/20 £10,643 was utilised leaving a balance of £58,119 at year-end.
38. SANG Maintenance Specific Reserve was created to hold unspent SANG Maintenance budget totalling £26,943 from SANG contributions ringfenced to fund costs in future years.
39. This reserve represents the Capital grant which was approved by the Cabinet Grants Panel on 11<sup>th</sup> February 2009 for Ansty Village Hall, but not yet paid over. There was no call on the reserve during 2019/20.
40. The Reserve was set up to help meet the cost of Community Development related activities. The balance in this Reserve at the start of the year was £168,261. £117,675 has been utilised in 2019/20 on Community Development grants in year. A request to add a further £50,000 to this reserve is detailed in paragraph 20 of this report.
41. 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 this during 2019/20 due to the delay in installation of the new CCTV cameras.
42. 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 2019/20 but a request to add a further £16,000 to fund additional CCTV cameras in 2020/21 is detailed in the Table 1 note 1 of this report.
43. This Reserve was created due to a Revenue Underspend at Outturn 2016/17 to be used for temporary staffing and equipment in Policy and Performance Business Unit. However, to date there has been no call on the reserve
44. Community Services Policy Reserve was set up, as detailed in Budget Management Report to Cabinet 24 September 2018, to cover the cost of consultancy services on the Playing Pitch Strategy (£15,750), the Play & Amenity Green Space Strategy (£33,000) and the Community Building Strategy (£19,949). £30,442 was utilised in year for this purpose.
45. £70,000 contribution relates to grant received from WSCC Business rate pool in March 2019 to support WSCC Walking and Cycling Strategy. The WSCC Pool Business Rates Bicycle Funding Specific Reserve was approved at Outturn 2018/19. There was no call on the reserve during 2019/20.
46. A request to create a reserve for Covid-19 response and recovery process from the Emergency Planning revenue underspend in 2019/20 is included in Table 1 note 2 of this report.
47. A request to create a reserve for the Community Volunteers Service (CVS), to provide additional grant requests resulting from the Covid-19 pandemic, using the revenue underspends in grants to organisations and sponsorship in 2019/20, is included in Table 1 note 3 of this report.

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48. This reserve is to cover the cost of work needed to enable the Council to make best use of its assets. During 2019/20 this reserve has been fully utilised towards the cost of a number of assets including Martlets joint venture (£20k), and feasibility studies for Lower Hollow Copse, Paddockhall Road, Hammonds Ridge and Bedelands.
49. This represents balance of monies received from WSCC for the watercourse delegated function which was earmarked for trash screens at Copthorne Golf Course. There has been no utilisation of this Reserve in 2019/20.
50. 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 2019/20.
51. Reserve created to fund planned asset maintenance works that were not able to be completed during the year it was created. There was no call on the reserve during 2019/20.
52. Approved to help meet the future cost of Property Consultants. There has been no call on this reserve during 2019/20.
53. In 2017/18, this reserve was created to meet expenses that remain the landlord's responsibility and for future investment in the centre. During 2019/20, a budgeted contribution totalling £425,000 has been added to the Reserve. There was also further contribution of £340,000 relating to the Orchards Roof work capital project which was originally funded from this reserve. This contribution representing the amount invoiced to tenants for their share of the service charge. However, this amount has also been reduced by £89,000 provision for uncollected debts in respect of this. The balance of £3,298 relates to the reversal of financing for Orchards Roof Works for 18/19. In 2019/20, £358,219 has been utilised as part of Capital Financing, leaving a balance of £476,080 at year end.
54. Reserve created at Outturn 2017/18 to fund future Orchards improvements. There was no call on the reserve during 2019/20.
55. Reserve created in 2019/20 from grant received from the MHCLG to assist Local Authorities with the costs of completing a data collection exercise to identify external wall materials and insulation on all high-rise residential buildings in their area. This was detailed in the April to December Budget Management Report to Cabinet 10 February 2020. There was no call on the reserve during 2019/20.
56. £57,000 was earmarked from the reported Revenue underspend in the April to July Budget Management Report to Cabinet 16 September 2019 to meet the current year impact of implementing the Estates Team Restructure. This reserve has been fully utilised in year.
57. Reserve created to fund the consultancy costs of moving FMS over to the new server. At the start of the year the balance was £2,016. There has been no call on this reserve in 2019/20.
58. Reserve created to fund the bi-annual Icon upgrade costs of approximately £9,000. In 2019/20, £5,000 represented the annual budgeted contribution. In 19/20 £13,500 has been used for this purpose. At Outturn there is a request to add a further £12,000 to this Reserve as detailed in the Table 1 note 4 of this report.
59. The insurance reserve is to be held for non-planned MSDC liability settlements. There has been no call on this reserve in 2019/20.
60. Reserve created to offset planned redundancy and job evaluation costs. In 2019/20, £300,000 was approved to be transferred to the Reserve to cover additional pressures on this Reserve resulting from the ICT restructure as detailed in Budget Management Report to Cabinet 16 September 2019. However, at Outturn only £100,000 was required to top-up this Reserve for 2019/20. £408,188 has been utilised leaving a balance of £2,408 at year-end.
61. Reserve created to offset unbudgeted costs which may arise due to the uncertainty of the total cost of External Audit services. There has been no call on this reserve in 2019/20.
62. The Land and Property Reserve was created in 2016/17 to enable land and property investments to generate a revenue stream. The balance remaining on this Reserve at the start of the year was ££16,148. There has been no call on this reserve in 2019/20.
63. Reserve created in 2019/20 from grant totalling £37,729, received from the MHCLG, to provide additional support to local Authorities for homelessness and rough sleepers, as well as to help meet pressures from reduced income, rising costs or increased demand as a result of the COVID 19 epidemic.
64. 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 9<sup>th</sup> July 2013. During 2019/20, there has been no call on this reserve, leaving a balance of £129,199 to be spent in future years.

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65. Reserve created in 2018/19 to hold grants received for implementing new burdens, in order to offset the costs as they arose. This was detailed in the Budget Management Report to Cabinet 9 July 18. Further grant payments were received totalling £91,364 as detailed in the Budget Management Report to Cabinet 8 July 2019. Additional grants totalling £9,225 were also reported to Cabinet 18 November 2019, and further £4,702 grants to Cabinet 10 February 2020. A further sum of £18,486 was received in respect of Council Tax Annexe Discount scheme and £8,103 for DWP Transparency code to be approved at Outturn 2019/20. (refer para. 15 and 16 of main report). In 2019/20 £28,786 was utilised, leaving £118,442 remaining at year-end.
66. This reserve was created from reserves reallocated to fund additional costs emerging associated with Census partnership disaggregation, as detailed in Budget Management Report to Cabinet 12 November 18. In 2019/20 £11,600 has been utilised to fund a Single Person Discount review leaving a balance of £35,720.
67. 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. In 2019/20 £2,500 has been utilised leaving a balance of £4,631 at year end.
68. 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 2018/19.
69. Reserve created to enable future development in ICT and related customer service software and the balance remaining at the start of the year was £57,955. A contribution of £400,000 was approved in the Corporate Plan and Budget 2019/20 to Council 27 February 2019. During the year £442,936 was utilised. £128,203 on the installation of a new FMS system revenue project (T1), £304,092 was used to finance the Capital Programme and £10,641 to finance the revenue project Supporting Infrastructure Refresh. A balance of £15,019 remains at year end.
70. This Reserve was set up to fund a fully hosted web-based service. In 2019/20, there has been no call on this reserve.
71. This Reserve was created for the Burgess Hill Fibre Exchange to procure legal, procurement and commercial advice. During 2019/20 £84,610 has been utilised on consultant fees leaving a balance of £38,505 at 31/03/2020.
72. Reserve created at Outturn 2019/20 from grant received at the end of 2019/20 to undertake work to improve cyber security. Refer paragraph 18 of this report for more details.
73. The utilisation in 2019/20 totalling £6,932 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 £531 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 2019/20 final accounts exercise.
74. This reserve is to meet necessary training requirements over and above the Corporate Training budget. There was no call on the reserve during 2019/20.
75. 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 £45,225. £119,135 has been utilised during 2019/20 leaving a balance of £75,639.
76. This reserve is earmarked to offset additional costs for the Chairman's civic events. There was no call on the reserve during 2019/20.
77. 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 2019/20, £24,737 was received from the Cabinet Office to cover costs associated with the ongoing transition to IER as reported in Budget Management Cabinet 18<sup>th</sup> November 19. £9,875 was spent in 2019/20 on the digitalisation of the Police and Crime Commissioner election now to be held in May 2021.
78. 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 2019/20.
79. 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 2019/20 and this reserve has been transferred to General Reserve.
80. Hackney Carriage Unmet Demand Survey reserve created through an annual reserve contribution of £5K to fund the triennial cost of this survey.
81. 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. £37,725 was utilised in 2019/20. £9,975 was required to cover the shortfall against the budgeted contribution of £119,000, (refer Appendix B of this report for more detail). A further £27,750 was used to cover audit fees for the HB Subsidy claim. The balance remaining at the end of the year stands at £1,095,881.

## Appendix C

82. 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 2019/20. In 2019/20 contributions totalled £1,413,553. Of the total contributions, £200,000 relates to the budgeted 2019/20 Corporate Plan contribution. £1,206,366 relates to MHCLG grants such as the NNDR1 Section 31 Payment on Account, Small Business Rate Relief, and Empty Property Relief. £7,187 is for the Levy Account Surplus Grant. £718,508 has been utilised in 2019/20. £439,324 represents the budgeted figure in the financing of the Corporate Plan 2019/20, £279,184 is the NNDR3 levy calculator adjustment for 2018/19. This leaves a balance of £3,148,739 in this reserve at year end.
83. 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 2019/20. In 2019/20 there has been no call on this reserve.
84. Reserve created from grant totalling £17,484 received from MHCLG in respect of funding Local Authority EU Exit preparation, as approved at Outturn 2018/19. Contributions were received in 2019/20 totalling £34,968 as detailed in Budget Management reports to Cabinet 8 July 2019 and 18 November 2019. There has been no call on this Reserve in year.

<b>Use of General Reserve in 2019/20</b>					
<b>Description</b>	<b>Balance at 01/04/2019 £'000</b>	<b>Contributions In Year £'000 y635</b>	<b>Utilised In Year £'000 y636</b>	<b>Balance at 31/03/2020 £'000</b>	<b>Notes</b>
Unallocated Balance:	(85)				
Local Authority Property Fund (LAPF) dividends **	0	(17)	0		1
Windfall income	0	(14)	0		2
MHCLG –Other grants received in year**	0	(3)	0		3
Transfers (from) /to Specific Reserves		(25)	207		4
Interest received / paid in 2019/20**	0	(336)	1		5
New Homes Bonus	0	(3,444)			6
Annual contribution to General Reserve for MCR	0	(229)	0		7
Capital Financing	0	0	1,107		8
Financing of Revenue Projects in Capital Programme	0	0	179		9
Financing of Revenue Overspend 2019/20	0	0	10		10
<b>Total Unallocated Balance</b>	<b>(85)</b>	<b>(4,068)</b>	<b>1,503</b>	<b>(2,650)</b>	
Historic Building Loans	(24)	0	0	(24)	11
Commuted Sums – Cemetery Maint.	(1)	0	0	(1)	
Commuted Sums – Open Spaces Maint.	(2,196)	(413)	99	(2,510)	
Commuted Sums – Culverts Maint	(101)	0	0	(101)	
SANG in perpetuity	(691)	(155)	0	(846)	12
<b>Total General Reserve</b>	<b>(3,098)</b>	<b>(4,636)</b>	<b>1,602</b>	<b>(6,133)</b>	

\*Figures are subject to roundings to nearest £'000

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

### Notes:

1. Refer paragraph 24 of the main report.
2. Allowance for bad debt on works in default whereby debt provided for in a previous year has now been repaid.
3. Refer paragraph 12 of the main report.
4. £207,000 has been moved to Specific Reserve as detailed in Specific Reserve notes 12, 33 & 40 of this report, and as reported in Budget Management on 18 November 2019 and 10 February 2020. This included a £75,000 transfer to the Specialist Advice Studies Gatwick Specific Reserve and a £82,000, contribution from General Reserve to the Parks Improvement Specific Reserve. In addition, paragraph 20 of this Outturn Report recommends £50,000 is transferred to the Community Development Fund. £25,000 has been moved back to General Reserve from the Validation Officer Temporary Staff Specific Reserve as it is no longer required.
5. Total interest received in 2019/20 of £335,222. Of this total £531 was transferred to the Employee Benefits Specific Reserve (refer Specific Reserves note 73 above). There is also a small contribution of £431 relating to reduced PWLB interest.
6. £3,443,804 New Homes Bonus monies have been received in 2019/20. This forms part of General Revenue Reserves.
7. This is the annual contribution budgeted to be paid to General Reserve for Major Capital Renewals (MCR).
8. Being the amount utilised to finance the capital programme.
9. Being the amount utilised to finance the revenue projects in the capital programme.
10. Revenue overspend 2019/20 funded from General Reserve.
11. Relates to transfer to/from General reserve relating to part repayment of Historic building loans.
12. Earmarked reserve to help meet costs of SANG. In 2019/20, £155,453 has been added to this reserve.

## Appendix D

<b>Capital Programme Outturn 2019/20</b>						
Scheme Description	2019/20	2019/20	2019/20	Variance on	Category	Notes
	Original	Revised	Outturn	Revised		
	Budget	Budget	£'000	Budget		
	£'000	£'000	£'000	£'000		
<b>Housing</b>						
Temporary Accommodation	0	2	0	(2)	B	
Temporary Accommodation	0	10	19	9	C	
Temporary Accommodation	0	26	23	(3)	B	
Temporary Accommodation	0	292	291	(1)	B	
Temporary Accommodation	0	259	259	0		
Temporary Accommodation	0	221	221	0		
Temporary Accommodation	0	378	378	0		
Temporary Accommodation	0	272	280	8	C	
Affordable Housing Unallocated Funding	0	0		0		
<b>Total Housing</b>	0	1,460	1,471	11		
<b>Planning Policy</b>						
Burgess Hill Place and Connectivity Programme	0	394	190	(204)	A	1
<b>Total Planning Policy</b>	0	394	190	(204)		
<b>Commercial services and Contracts - Cleansing Services</b>						
Purchase of Green Bins	0	30	10	(20)	A	2
<b>Total Commercial services and Contracts - Cleansing Services</b>	0	30	10	(20)		
<b>Commercial services and Contracts - Parking Services</b>						
Extension to Heath Road Car Park Haywards Heath	0	1	0	(1)	B	
<b>Total Commercial services and Contracts -Parking Services</b>	0	1	0	(1)		
<b>Commercial services and Contracts -Landscapes and Leisure</b>						
Dolphin Car Park works			3	3	C	
Beech Hurst Gardens paths and landscape improvements			8	8	C	
Padel Tennis Court at the Triangle leisure Centre	110	103	100	(3)	A	
Dolphin Leisure Centre Improvement Works, Haywards Heath	0	198	198	0		
Twineham Playground Improvements	0	0	0	0		
Bolney Recreation Ground( Batchelor's Field) Playground Improvements	0	0	0	0		
John Pears Playground - AshhurstWood, Playground Improvements	0	0	0	0		
Improvement works to Lindfield Common Tennis Courts	0	11	9	(2)	B	
Improvement works to The Haven Sports Fields, Crawley Down	0	20	11	(9)	B	
Playground Equipment at Hickman's Lane Recreation Ground	0	18	18	0		
Petanque Rink construction, Marle Place Recreation Grd, Bhill	0	30	0	(30)	A	3
<b>Total Commercial services and Contracts -Landscapes and Leisure</b>	110	380	347	(33)		
<b>Corporate Estates &amp; Faciilites</b>						
Council Chamber Modernisation	300	584	7	(577)	A	4
St Johns Park BH Playground Imps	30	30	0	(30)	A	5
Drainage capital works	0	44	9	(35)	A/B	6
Upgrade Council Chamber toilets & Reception area, Oaklands	81	0	5	5	C	
Hurst Farm Development Costs	0	71	105	34	C	7
Upgrading Play Equipment at Dolphin Centre Playground HH	21	21	21	0		

## Appendix D

<b>Capital Programme Outturn 2019/20</b>						
Scheme Description	2019/20	2019/20	2019/20	Variance on	Category	Notes
	Original	Revised	Outturn	Revised		
	Budget £'000	Budget £'000	£'000	Budget £'000		
Replacement heating distribution system, Oaklands	0	2	3	1	C	
Resurface Queensway car park, East Grinstead	41	41	0	(41)	A	8
Refurbishment Works at Court Bushes Pavilion			15	15	C	9
The Orchards - roof works			(3)	(3)	B	
Finches Field Community Building Pavilion & Car Park	0	65	44	(21)	A	10
Bedelands Farm - improvement to paths	0	4	3	(1)	B	
Worlds End Recreation Ground Play Improvements	0	83	82	(1)	B	
Worlds End Recreation BHTC projects -streetscene	0	15	15	0		
Flat 16 St Wilfred's Way Acquisition		176	177	1	C	
Flat 12 St Wilfred's Way Acquisition			181	181	C	11
Replacement of CCTV system at Oaklands, Haywards Heath	0	5	4	(1)	A	
208-216 London Road (Halfords) Bhill	0	0	3	3	C	
Martlet's Hall demolition and car park creation	0	245	350	105	C	12
Oaklands Window Replacement	183	192	191	(1)	B	
Refurbish West Wing Grd Floor Gents W011	20	20	20	0		
Refurbish East Wing kitchen E104	15	15	12	(3)	B	
Refurbish East Wing Gents	20	20	21	1	C	
Refurbish IT Suite	20	78	82	4	C	
Cuckfield Rec Pavilion Refurbishment	84	0	0	0		
Intruder Alarm Upgrade	30	51	19	(32)	A	13
East Court Nursery	0	36	37	1	C	
Tolgate Car Park Upgrade - Lindfield	22	22	14	(8)	B	
Refurbishment of Sheddingdean Community Centre	0	44	39	(5)	B	
Trinity Road Car Park Upgrade - Hurstpierpoint	45	45	41	(4)	B	
Mount Noddy Pavilion - Extension and alteration	0	0	(4)	(4)	B	
St John's Park - Burgess Hill Pavilion Improvements	0	180	0	(180)	A	14
Disposal of Handcross Car Park	0	0	25	25	C	15
<b>Total Corporate Estates and Facilities</b>	<b>912</b>	<b>2,089</b>	<b>1,518</b>	<b>(571)</b>		
<b>Revenues and Benefits</b>						
Council Tax Support Banded Income Scheme (CTSS)	0	28	28	0		
<b>Total Revenues and Benefits</b>	<b>0</b>	<b>28</b>	<b>28</b>	<b>0</b>		
<b>Digital and Technology Services</b>						
Telephony System Upgrade	120	0	0	0		
Workstation replacement programme	50	50	41	(9)	B	16
Storage Area Network (SAN) Replacement	65	52	51	(1)	B	
Relocation of IDOX UNiform software to Oaklands (19/20)	37	43	14	(29)	B	17
Firewall replacement	25	25	26	1	C	
Supporting Infrastructure Refresh	30	8	10	2	C	
Covid 19 -purchase of laptops	0	0	4	4	C	
Windows 10 update	78	226	226	0		
<b>Total Digital and Technology Services</b>	<b>405</b>	<b>404</b>	<b>372</b>	<b>(32)</b>		
<b>Land Charges</b>						
Modernisation of corporate records	99	99	70	(29)	B	18
<b>Total Land Charges</b>	<b>99</b>	<b>99</b>	<b>70</b>	<b>(29)</b>		

## Appendix D

<b>Capital Programme Outturn 2019/20</b>						
Scheme Description	2019/20	2019/20	2019/20	Variance on	Category	Notes
	Original	Revised	Outturn	Revised		
	Budget	Budget		Budget		
	£'000	£'000	£'000	£'000		
<b>Environmental Health</b>						
Disabled Facility Grants	900	1,368	1,182	(186)	A/B	19
<b>Total Environmental Health</b>	<b>900</b>	<b>1,368</b>	<b>1,182</b>	<b>(186)</b>		
<b>Planning Services</b>						
Goddards Green Sewage Treatment Works	0		3,961	3,961	D	20
<b>Total Planning Services</b>	<b>0</b>	<b>0</b>	<b>3,961</b>	<b>3,961</b>		
<b>Total Programme</b>	<b>2,426</b>	<b>6,253</b>	<b>9,149</b>	<b>2,896</b>		
<b>Capital Programme Outturn 2019/20</b>						
Scheme Description	2019/20	2019/20	2019/20	Variance on	Category	Notes
	Original	Revised	Outturn	Revised		
	Budget	Budget		Budget		
	£'000	£'000	£'000	£'000		
<b>Projects brought forward in the year</b>						
Lindfield Medical Centre consulting room	0	0	6	6	D	21
East Grinstead Sports Club Fac Imp & Cricket Pitch	0	0	96	96	D	22
East Court Public Toilet - EGTC	0	0	18	18	D	23
Ardingly Rec Car Park -Ardingly PC	0	0	2	2	D	24
Adastra Wheel Park - Hassocks PC	0	0	75	75	D	25
Chapelfields Residents Assn -Imps to Play Area	0	0	13	13	D	26
Handcross Pavilion & Playground Imps- Slaugham PC	0	0	175	175	D	27
Adastra Hall disabled access - Hassocks Comm Assoc - S106	0	0	9	9	D	28
East Grinstead Rugby Football junior clubhouse imp - S106	0	0	28	28	D	29
Speed Indicating Device Lindfield Rural Parish Council	0	0	2	2	D	30
Scaynes Hill Common Footpath Lindfield Rural Parish Council	0	0	7	7	D	31
Lindfield Cricket Club Pavilion Extension	0	0	20	20	D	32
Haven Centre renovationsCrawley Down Community Centre Assoc	0	0	25	25	D	33
Hurstpierpoint Players - auditorium improvements	0	0	5	5	D	34
Sackville School controlled crossing	0	0	101	101	D	35
Bus Shelter in Sayers Common	0	0	10	10	D	36
Church Road HH Pedestrian Crossing WSCC	0	0	13	13	D	37
<b>Total Projects brought forward in the year</b>	<b>0</b>	<b>0</b>	<b>605</b>	<b>605</b>		
<b>Grand Total</b>	<b>2,426</b>	<b>6,253</b>	<b>9,754</b>	<b>3,501</b>		

### Notes:

- Burgess Hill Place and Connectivity Programme £204k underspend. There has been a delay in procuring construction project management support and these costs will be incurred in financial year 2020/2021. All spend incurred on the Place and Connectivity Programme will be reimbursed from Local Growth Fund grant funding.
- Purchase of Green Bins have been bought in batches according to available storage. An order will be placed for the balance in May 2020.
- Petanque project delayed due to planning constraints on site. Alternative options are being reviewed to enable progress to be made as soon as possible.
- Since the last Budget Management Report to Cabinet 10 February 2020, the Council Chamber Modernisation (£300k) and Council Chamber toilet facilities and reception areas (£81k) are showing as a combined project totalling £381k. In addition, further funding of £203k was approved for this project at Council 29 January 2020. The budget for this project now stands at £584k. Works on this project are to begin 2020/21. The unspent budget is to slip to next year.

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5. St. Johns Park BH Playground Imps £30k underspend – Budget to be slipped to 2020/21 awaiting results of wider playground master plan currently underway.
6. Drainage capital works: £35k underspend: The 2019/20 budget has been spent. However, a £12k scheme for the installation of improved headwall and compliant trash screen at Silver Birches, Haywards Heath, has been delayed and slipped into 20/21. This was due to constant inclement weather of autumn and winter of 19/20, and then working restriction brought about by Coronavirus Pandemic.
7. Hurst Farm Development Costs £34k overspend – further traffic and ecology studies were needed, together with re-designing the school access.
8. Resurface Queensway car park, East Grinstead £41k underspend – Corporate Estates supported Parking Services in the development of a Council Car Park Strategy. Improvement works to this car park are on hold pending decision on mid to long term future of this site.
9. Refurbishment works at Court Bushes Pavilion. £15k overspend –Works complete and retention released. Overspend due to additional works to fire escapes and external ramps requested by Building Control once the main project was complete.
10. Finches Field Community Building Pavilion and Car Park £21k underspend - There are further car park and landscaping works to be completed. Remaining budget to be slipped to 2020/21.
11. Flat 12 St Wilfred's Way, Acquisition -£181k overspend - acquisition of the tenant's leasehold interest in an investment property.
12. Martlet's Hall demolition and car park creation -£105k overspend - increased costs due to the removal of asbestos which needed to be dealt with safely and in accordance with the relevant legislation.
13. Intruder Alarm Upgrade -£32k underspend. Some initial works carried out. Currently finalising updated requirements based on investigative surveys and establishing contractors required to carry out different work areas. Remaining budget to be slipped to 2020/21.
14. St John's Park- Burgess Hill Pavilion Improvements -£180k underspend. The Council has tendered for the works and will shortly appoint a contractor. Start on site is due in the summer. To be slipped to 2020/21.
15. Disposal of Handcross Car Park -£25k overspend – payment to Highways England to secure the release of covenants.
16. Workstation replacement programme -£9k underspend - annual programme of replacing old desktops that are out of warranty. Delivered as part of the Windows 10 project. Project for 19/20 complete.
17. Relocation of IDOX UNIFORM software to Oaklands (19/20) -£29k underspend – underspend due to lower than expected hardware costs. Project complete. Project housekeeping and closedown underway.
18. Modernisation of corporate records £29k underspend -All data capture operations concluded on 31/03/20 with the departure of the remaining member of staff. The Local Land Charges team started operation of their new 'Total Land Charges' case management system on 01/04/20. A decision has been taken not to scan the old Local Land Charge registers, and so no further costs related to the project itself are expected. The Modernisation Project is complete (2012-2020).
19. Disabled Facility Grants: Any unspent funds will be slipped to 2020/21 to meet the cost of renovation works approved in 2019/20 for which the works will not be completed until 2020/21. However, of the £186,000 unspent funds variance shown in the table above, only £140,000 can be slipped to 2020/21. Of the remaining balance, £34,000 has been utilised on DFG Revenue projects in 2019/20 and £12,000 reflects an adjustment to the total budget available which WSCC top sliced from the grant for 2019/20, for a County DFG Manager.
20. Goddard's Green Sewage Treatment Works: Mid Sussex acts as Accountable body for a Grant from the Local Enterprise Partnership. Any overspend shown for works completed in 2019/20 are fully funded by a Coast to capital grant claim.
21. Payment of Local Community Infrastructure contributions (P35/662 £6,034) S106 monies to Lindfield Medical Centre for a consulting room, as agreed by the Cabinet Grants Panel on 30th October 2017 (refer MIS 44 1st November 2017).
22. Payment of Formal Sport contributions (P35/779 £40,991, PL12-000896 £10,741, PL13-000019 £12,412, PL13-000617 £54 & P35/501 £3,057) and Local Community Infrastructure contributions (P35/602e £5,074, P35/694 £15,834, PL13-000617 £3,300, PL13-000680 £532, PL13-000415 £4,125) S106 monies to East Grinstead Sports Club for facility improvements and cricket pitch drainage, as agreed by the Cabinet Member Grants Panel on 14th March 2018 (refer MIS 11 14th March 2018).
23. Payment of Community Buildings contributions (P35/620a £1,200, P35/633b £6,775, P35/671 £2,311, P35/709 £3,545) and Local Community Infrastructure contributions (P35/667 £4,595) S106 monies to East Grinstead Town Council for refurbishment of East Court Mansion gent's toilet, as agreed by the Cabinet Member for Planning on 4<sup>th</sup> April 2019 (refer MIS 14a 5th April 2019).

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24. Payment of Local Community Infrastructure contribution (PL12-000981 £2,251) S106 monies to Ardingly Parish Council towards Ardingly Recreation Ground Car Park, as agreed by the Cabinet Member for Planning on 26<sup>th</sup> March 2019 (refer MIS 13 27<sup>th</sup> March 2019).
25. Payment of Play Space contributions (P35/750 £4,110, P35/503 £185, P35/638b £7,971 & P35/609b £62,734) S106 monies to Hassocks Parish Council towards the Adastra Wheel Park, as agreed by the Cabinet Grants Panel on 19<sup>th</sup> June 2018 (refer MIS 25 20<sup>th</sup> June 2018).
26. Payment of Play Space contribution (P35/737 £13,250) S106 monies to Chapelfields Residents Association for the improvements to play area, as agreed by the Cabinet Grants Panel on 26<sup>th</sup> February 2019 (refer MIS 9 28<sup>th</sup> February 2019).
27. Payment of Formal Sports contributions (P35/698a £3,565, PL13-000368 £9,694.61, PL13-001524 £9,166.30, PL12-001742 £20,255.76, PL12-002157 £6,630 & PL3-000303 £688.33), Community Buildings contributions (P35/745 £4,704, PL13-000368 £4,211.24, PL13-001524 £3,981.74, PL12-001742 £8,798.86 & PL3-000303 £58,304.16), Playspace contributions (PL13-000368 £8,049.60, PL13-001524 £7,610.93 & PL3-000303 £29,339.47) S106 monies to Slaugham Parish Council to upgrade the pavilion and play area at Handcross Recreation Ground, as agreed by the Cabinet Grants Panel on 16<sup>th</sup> April 2019 (Refer MIS 16 17<sup>th</sup> April 2019).
28. Payment of Community Buildings contribution (P35/681 £8,650) S106 monies to Hassocks Community Association to install automated doors at Adastra Hall in Hassocks, as agreed at the Cabinet Grants Panel on 18<sup>th</sup> June 2019 (refer MIS 25 21<sup>st</sup> June 2019).
29. Payment of Formal Sport contribution (P35/501c £10,372 & P35/694 £18,163) S106 monies to East Grinstead Rugby Football Club to enable a refit of the junior clubhouse roof and terrace, as agreed by the Cabinet Grants Panel on the 18<sup>th</sup> June 2019 (refer MIS 25 21<sup>st</sup> June 2019).
30. Payment of Local Community Infrastructure contribution (PL3-000199 £2,225.67) S106 monies to Lindfield Rural Parish Council to purchase an additional Speed Indication Device, as agreed under delegated authority by the Cabinet Member for Planning in September 2019 (refer MIS 37 11<sup>th</sup> September 2019).
31. Payment of Local Community Infrastructure contribution (PL3-000199 £6,780) S106 monies to Lindfield Rural Parish Council to extend and enhance the footpath on Scaynes Hill Common, as agreed by the Cabinet Member for Planning on 15<sup>th</sup> August 2019 (refer MIS 34a 23<sup>rd</sup> August 2019).
32. Payment of Formal Sport contribution (P35/662 £20,302.50) S106 monies to Lindfield Cricket Club towards the cost of extending the pavilion, as agreed by the Cabinet Grants Panel on 19<sup>th</sup> June 2018 (refer MIS 25 20<sup>th</sup> June 2018).
33. Payment of Community Buildings contributions (P35/717 £2.41, P35/728 £0.71, PL12-000170 £1,172, PL12-000367 £10,198.71, PL12-000620 £9,440 & PL12-000562 £3,919.41) S106 monies to Crawley Down Community Centre Association towards improvements to the café bar, outdoor paving and meeting rooms at the Haven Centre, as agreed by the Cabinet Grants Panel on 18<sup>th</sup> June 2019 (refer MIS 25 21<sup>st</sup> June 2019).
34. Payment of Community Buildings contributions (PL12-001100 £3,607 & P35/787 £1,393) S106 monies to Hurstpierpoint Players towards the cost of improving the auditorium, as agreed by the Cabinet Grants Panel on 29<sup>th</sup> October 2019 (refer MIS 44 30<sup>th</sup> October 2019).
35. Payment of Sustainable Transport TAD contributions (P35/554 £40,950, P35/581 £0.79, P35/602e £2,450, P35/617 £649, P35/623b £13,802, P35/628b £3,026, P35/637 £10,169, P35/642b £18,251.01, P35/664 £2,880, P35/709 £4,912 & PL13-000677 £3,524.20) S106 monies to WSCC to install a controlled crossing at Sackville School, East Grinstead, as agreed under delegated authority by the Cabinet Member for Planning in July 2019 (refer MIS 28 10<sup>th</sup> July 2019).
36. Payment of Local Community Infrastructure contribution (PL12-000366 £9,955) S106 monies to Hurstpierpoint and Sayers Common Parish Council towards a new bus shelter in Sayers Common, as agreed by the Cabinet Member for Planning on 16<sup>th</sup> December 2019 (refer MIS 51 19<sup>th</sup> December 2019).
37. Payment of Local Community Infrastructure contribution (PL12-001035 £12,850) S106 monies to West Sussex County Council for a pedestrian crossing in Church Road, Haywards Heath, as agreed by the Cabinet Member for Planning on 22<sup>nd</sup> January 2019 (refer MIS 4 23<sup>rd</sup> January 2019).