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**REPORT TO THE MEETING OF THE EXECUTIVE 5 NOVEMBER 2014****PORTFOLIO: FINANCE****REPORT FROM HEAD OF FINANCE****SUBJECT: QUARTER 2 2014/15 FINANCIAL MANAGEMENT REPORT****1 DECISIONS BEING RECOMMENDED**

- 1.1 That the current year-end forecasts for the revenue budgets of the Council based on financial performance in period April - September of the financial year 2014/15, as shown in Appendix 1, be noted.
- 1.2 That the current financial performance on key financial indicators, as shown in Appendix 2, be noted.
- 1.3 That the Quarter 2 Capital Monitoring Report in Appendix 3 be noted and agreed.
- 1.4 That the Contracts due to be competitively tendered in Q3 2014/15, as shown in Appendix 4, be noted.
- 1.5 That the amount recommended for write off relating to historic Leisure contract invoices, as detailed in paragraph 3.4, be approved.

**2 REASONS FOR RECOMMENDATION**

- 2.1 The purpose of this report is to provide Members with the latest forecast for the General Fund revenue budgets for the end of the year compared to the original budgets agreed in January 2014. The General Fund is split into cost centres such as Financial Services and Environmental Health and the forecasts for each cost centre are detailed in Appendix 1. These forecasts for the end of year position are based on the information available as at the end of September 2014.
- 2.2 Within the cost centres, there are budget headings which are considered significant to the overall financial position of the authority. An example of this would be salaries, which account for £7.0m of total expenditure, or significant income streams, such as planning fees or parking. These key financial indicators are summarised in Appendix 2.
- 2.3 The Council has strong budgetary control arrangements with the Finance team working with departmental officers to identify potential overspends or under recovery of income. Overspends are usually covered by virements from other budgets. The commentary in Appendix 1 does not attempt to cover all the budgetary changes as cost centres may have over 30 different budget lines, but it draws attention to the key factors affecting the net

expenditure for that cost centre. If the variance is under £5,000, there is no commentary. Some of the forecast under spends are due to staff vacancies which have either been filled or are being held vacant pending budget decisions. The Portfolio Holder for People and Technology receives quarterly reports on Staff Vacancies.

- 2.4 The Quarter 2 Capital Monitoring Report provides Members with an up to date position on how projects funded through the capital programme are progressing.

### **3 OVERALL FINANCIAL POSITION**

- 3.1 The results to the end of September 2014 indicate that, for the General Fund, the year-end position is forecast to meet the original estimate of £10.393m, whilst also being able to contribute in the region of a further £150,000 to the General Fund reserve.

- 3.2 All of our main income sources (appendix 2) will be regularly monitored as we progress through this year's revised budget process, this will ensure that budgets reflect as close a year end forecasted position as possible.

- 3.3 The main factors that are reducing the overall net expenditure are:-

- Income from providing a payroll service for elections staff at other local authorities has generated an additional £7,000 in income.
- Income from Local land Charges is forecast to be £20,000 above original budget.
- Income from Planning Applications is forecast to generate an additional £30,000.
- Savings of £50,000 have been generated from the renewal of the Recycling contract.
- By letting the Leisure contract to a registered charity, savings of £140,000 have been achieved on National Non Domestic Rates.

The main factors that are increasing the overall net expenditure are:-

- Income from penalty charge notices is expected to be below original budget by £10,000.
- While income from Pay & Display machines is just under £15,000 higher than the first half of 2013/14, it is not expected to meet original budget, with forecasted income expected to be under budget by around £100,000. This is due to the delay in introducing the increased tariff and not implementing the planned changes to Saturday afternoon charging.

The following table compares income received in the District's car parks for 2014/15 against 2013/14:-

<b>Car Park</b>	<b>Financial Year</b>	<b>Income received Q1</b>	<b>Income Received Q2</b>	<b>Income Received Q3</b>	<b>Income Received Q4</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Websters Way</b>	<b>2013/14</b>	100,416	105,089	97,206	118,716
	<b>2014/15</b>	101,998	116,798		
<b>Castle Road</b>	<b>2013/14</b>	33,633	33,527	34,242	34,117
	<b>2014/15</b>	30,696	33,736		
<b>Back Lane</b>	<b>2013/14</b>	26,774	26,989	26,619	27,107
	<b>2014/15</b>	24,981	28,352		
<b>Market</b>	<b>2013/14</b>	14,355	14,958	15,408	16,590
	<b>2014/15</b>	15,382	17,628		
<b>Bellingham Lane</b>	<b>2013/14</b>	32,198	34,685	31,733	32,460
	<b>2014/15</b>	31,292	34,545		
<b>Southend Road</b>	<b>2013/14</b>	10,334	9,926	9,995	10,007
	<b>2014/15</b>	10,390	10,780		
<b>The Approach</b>	<b>2013/14</b>	2,689	4,074	4,514	5,715
	<b>2014/15</b>	3,119	3,540		
<b>Hockley Woods</b>	<b>2013/14</b>	1,918	3,076	1,250	1,296
	<b>2014/15</b>	2,225	3,625		
<b>Freight House</b>	<b>2013/14</b>	3,331	2,431	2,941	3,030
	<b>2014/15</b>	3,108	2,270		
<b>Old Ship Lane</b>	<b>2013/14</b>	1,591	1,522	1,372	1,405
	<b>2014/15</b>	1,454	2,278		

### 3.4 **Details of Amounts to be approved for Write Off**

3.5 As part of this report Members are given information on the amount of outstanding money approved for write off during the reporting period. The Chief Finance Officer is authorised to write off amounts due or claimed by the Council up to £5,000 and, after consultation with the Leader of the Council, between £5,000 and £15,000. Amounts over £15,000 must be reported to the Executive.

3.6 It was originally agreed when the Leisure contract was first negotiated with the then contractor Holmes Place, that the refurbishment costs for Clements Hall would be recouped from any profit made by the contractor, but unfortunately since that time a profit was never made. Two invoices were raised for a total amount of £28,357.65 and date back to 2004 and 2006. Now that the contract has been re-let, these invoices will not be paid and therefore require to be written off.

## 4 **2014/15 QUARTER 2 CAPITAL MONITORING**

4.1 This provides an update on the financial progress in completing the Capital Programme for 2014/15, which is shown in the appendix 3 to this report. The current Capital Programme for 2014/15 was agreed by Council on 29 July 2014.

4.2 The appendix shows that, in financial terms, 27.9% of the planned expenditure has been completed, however, the majority of projects are expected to be completed by the end of 2014/15.

4.3 The main areas of spend in 2014/15 are the purchase of fleet vehicles and wheeled bins in connection with the newly negotiated refuse contract. The management plan for Cherry Orchard Country Park is currently under review.

4.4 The Capital Programme is funded by grants, capital receipts from proceeds of a VAT Shelter arrangement and the sale of council housing under a sharing arrangement with Rochford Housing Association

## 5 **CONTRACTS FOR TENDER**

5.1 All competitively tendered contracts above £25,000 are included in this Quarterly Financial Management Report.

5.2 In addition a full list of our contracts is published on the Rochford District Council website in the “selling to guide”.

## 6 **RISK IMPLICATIONS**

6.1 Current general economic conditions still have the potential to adversely affect some of our major income streams, such as parking, Building Control and Development Management income. Further falls in activity may lead to further reductions in income. Benefits activity has increased which may increase

expenditure on processing claims if turnaround times are to be maintained. Changes to benefits may increase the number of homeless.

- 6.2 Changes to legislation, economic factors and external funding can put pressure on resources. Regular monitoring of those budgets with the higher risk considerations will assist in controlling resource risk.
- 6.3 Delays in completing the items on the Capital Programme could prevent the Council from achieving its strategic objectives and lead to adverse publicity.
- 6.4 Accuracy of forecasting revenue income streams could prevent the council from meeting its revised budget. Unknown events such as severe weather can impact income streams like car parking; such events are very hard to build into budget setting processes.

I confirm that the above recommendation does not depart from Council policy and that appropriate consideration has been given to any budgetary and legal implications.

SMT Lead Officer Signature: Y. Woodhead

**Head of Finance**

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**Background Papers:-**

None.

For further information please contact Matthew Petley (Senior Accountant) on:-

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If you would like this report in large print, Braille or another language please contact 01702 318111.

FINANCIAL MANAGEMENT REPORT

FORECAST YEAR-END POSITION FOR 2014/15 AS AT END OF SEPTEMBER 2014

PORTFOLIO HOLDER: LEADER, CLLR TERRY CUTMORE

Service Area	Head of Service	2014/15 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Chief Executive's Office	A Dave	178,300	177,600	(700)	
Conducting Elections	A Dave	120,700	119,900	(800)	
Registration of Electors	A Dave	83,600	80,100	(3,500)	
Corporate Management	A Dave	181,100	176,200	(4,900)	
Senior Management Team	A Dave	799,800	663,200	(136,600)	*Note

**\*Note** As part of the budget setting process, a target salary savings is set based on expected staff turnover. These forecast underspends show the achievement of the salary savings by individual cost centre.

**PORTFOLIO HOLDER: FINANCE, CLLR SIMON SMITH**

Service Area	Head of Service	2014/15 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Financial Services	Y Woodward	419,200	380,600	(38,600)	*Note. In addition, income is now being received from providing an elections payroll service to other Essex Authorities, not originally budgeted for.
Audit & Performance Management	Y Woodward	159,900	152,200	(7,700)	*Note
Information & Support Services	Y Woodward	569,700	558,700	(11,000)	*Note

**\*Note** As part of the budget setting process, a target salary savings is set based on expected staff turnover. These forecast underspends show the achievement of the salary savings by individual cost centre.

**PORTFOLIO HOLDER: ENTEPRISE, CLLR MIKE STEPTOE**

Service Area	Head of Service	2014/15 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Estate Management Services	A Bugeja	138,100	137,000	(1,100)	
Economic Development	S Scrutton	236,800	244,700	7,900	An additional member of staff was recruited during the year, being funded from salary savings elsewhere.
Off St Parking	S Scrutton	(876,000)	(773,800)	102,200	Original budget was based upon a Pay & Display ticket price increase coming into effect from 01/04/14, this was delayed until Aug 2014, therefore, income will be down proportionally. Revised budget will be amended accordingly to take this into account. Additionally, income from Penalty Charge Notices continues to fall. Current forecasts suggest a shortfall of about £10,000 from this income stream. This is linked to the number of Penalty Charge Notices being issued. The current period saw 346 issued, compared to 577 for the same period last year.
Office Accommodation Rochford	A Bugeja	266,600	252,800	(13,800)	A couple of special items projects have been capitalised, saving on revenue funding.
Office Accommodation Rayleigh	A Bugeja	59,800	58,200	(1,600)	

**\*Note** As part of the budget setting process, a target salary savings is set based on expected staff turnover. These forecast underspends show the achievement of the salary savings by individual cost centre.



**PORTFOLIO HOLDER: PEOPLE & TECHNOLOGY, CLLR GILLIAN LUCAS-GILL**

Service Area	Head of Service	2014/15 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Customer Services	R Evans	295,700	293,900	(1,800)	
Human Resources	C McClellan	226,500	226,400	(100)	
Computer Services	S Scrutton	1,157,600	1,106,700	(50,900)	*Note In addition, a review of software licences is taking place that is forecast to generate additional savings.
Communications	C McClellan	76,400	75,200	(1,200)	
Reception	R Evans	145,300	143,300	(2,000)	

**\*Note** As part of the budget setting process, a target salary savings is set based on expected staff turnover. These forecast underspends show the achievement of the salary savings by individual cost centre.

**PORTFOLIO HOLDER: PLANNING, CLLR IAN WARD**

Service Area	Head of Service	2014/15 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Building Control Client Account	S Scrutton	225,100	230,000	4,900	
Building Control Fee Account	S Scrutton	(230,000)	(230,000)	-	
Planning Policy	S Scrutton	203,000	194,100	(8,900)	*Note
Development Management	S Scrutton	171,500	118,300	(53,200)	*Note Income from Planning Applications is forecast to be about £30,000 higher than originally budget, this relates to a couple of large applications being submitted.

\*Note As part of the budget setting process, a target salary savings is set based on expected staff turnover. These forecast underspends show the achievement of the salary savings by individual cost centre.

**PORTFOLIO HOLDER: ENVIRONMENT, CLLR KEITH GORDON**

Service Area	Head of Service	2014/15 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Parks & Open Spaces	R Evans	1,000,700	949,300	(51,400)	Officers whose work in predominately Cemetery related have been moved to the Cemeteries cost centre.
Environmental Health	R Evans	343,200	323,900	(19,300)	*Note
Public Health	R Evans	17,000	28,100	11,100	As flood prevention becomes a key area for the authority, expenditure on clearing sewers and ditches increases. The revised budget will be adjusted accordingly for this, with any overspend being met from reserve.
Public Conveniences	R Evans	112,500	106,700	(5,800)	The renewal of the Public Convenience cleaning contract has generated a saving in the year.
Street Cleansing	R Evans	713,100	753,900	40,800	The increase in contract costs for the Street Cleaning contract has been offset by the savings generated on the renewal of the Recycling Collection contract.
Recycling Collection	R Evans	2,802,300	2,728,200	(74,100)	
Recycling Disposal	R Evans	(1,213,800)	(1,232,000)	(18,200)	
Depot	R Evans	376,100	376,300	200	
Highways/Roads Routine	R Evans	(24,800)	(24,700)	100	
Coast Protection	Y Woodward	2,100	2,100	-	
Emergency Planning	C McClellan	56,800	73,100	16,300	Allowances for 6 Emergency on Call Officers have been moved from separate cost centres, to be pooled under this one heading.

\*Note As part of the budget setting process, a target salary savings is set based on expected staff turnover. These forecast underspends show the achievement of the salary savings by individual cost centre.

**PORTFOLIO HOLDER: GOVERNANCE, CLLR CHERYL ROE**

<b>Service Area</b>	<b>Head of Service</b>	<b>2014/15 Original Budget £</b>	<b>End of Year Forecast £</b>	<b>Variance (Bracketed figures are favourable) £</b>	<b>Comment</b>
Legal Services	A Bugeja	206,100	206,000	(100)	
Hackney Carriage	S Scrutton	4,700	4,500	(200)	
Licensing	R Evans	(36,900)	(25,500)	11,400	Liquor Licensing not expected to generate as much income as originally budgeted for.
Local Land Charges	A Bugeja	(136,600)	(161,500)	(24,900)	Income generated form Land Searches is forecasted to be around £20,000 higher than originally budget.
Council Tax	Y Woodward	81,700	(39,500)	(121,200)	Original budget included £60,000 costs for administering Local Council Tax Support. This is not required and will be used instead to fund free parking on Saturday afternoons in December. In addition to this, income is now being received from precepting bodies to support the collection work on Local Council Tax Support.
Housing Benefit Administration	Y Woodward	147,200	152,000	4,800	
Business Rates	Y Woodward	(71,400)	(67,800)	3,600	
Housing Benefit Payments	Y Woodward	(217,800)	(152,200)	65,600	Information is based upon latest reports received from the system. Figures change daily, and as such this budget will be monitored closely as we move towards setting revised budgets.
Revenues Investigation Section	Y Woodward	106,400	109,900	3,500	

**PORTFOLIO HOLDER: GOVERNANCE, CLLR CHERYL ROE**

Service Area	Head of Service	2014/15 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Member & Committee Services	A Bugeja	558,000	557,100	(900)	

**\*Note** As part of the budget setting process, a target salary savings is set based on expected staff turnover. These forecast underspends show the achievement of the salary savings by individual cost centre.

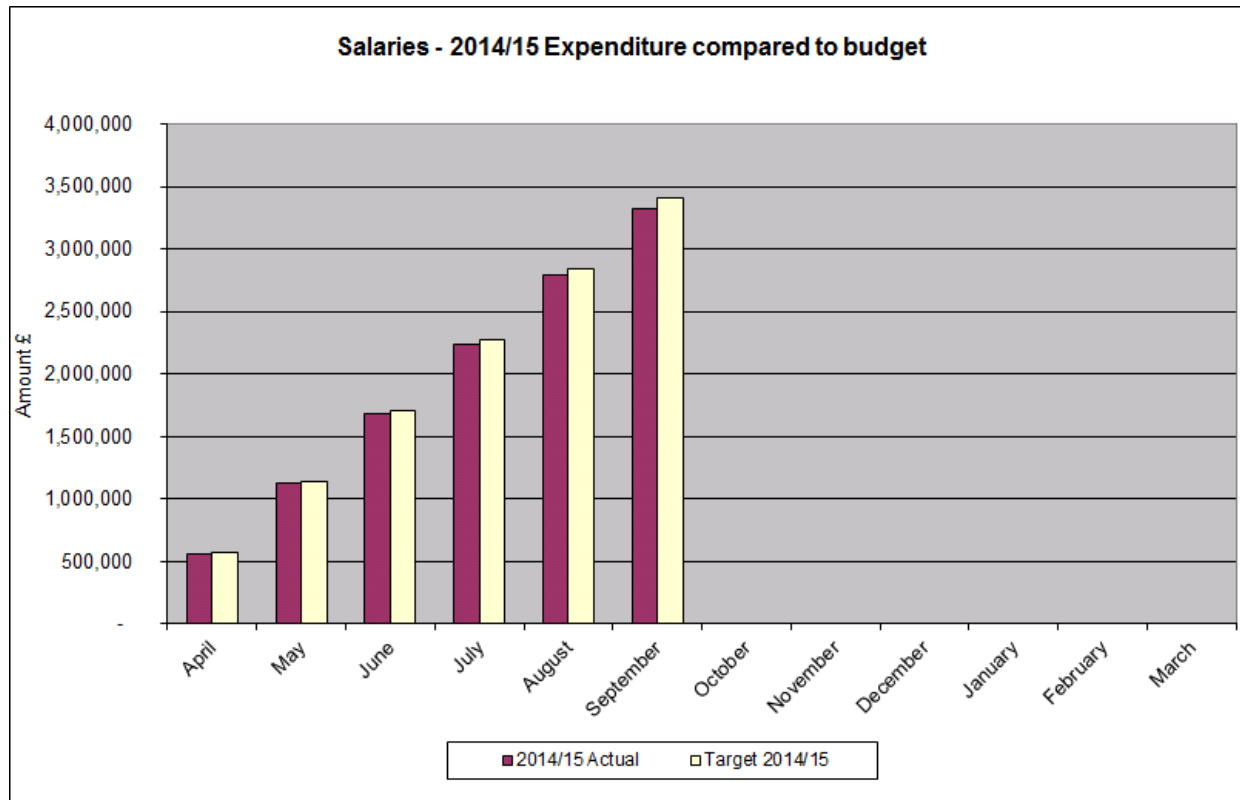
**PORTFOLIO HOLDER: COMMUNITY, CLLR JO McPHERSON**

Service Area	Head of Service	2014/15 Original Budget £	End of Year Forecast £	Variance (Bracketed figures are favourable) £	Comment
Cemeteries & Churchyards – Open/Closed	R Evans	(139,400)	(88,200)	51,200	Relates to a transfer of staff from Parks and Open Spaces to this cost centre, to more accurately reflect their working pattern.
Culture & Heritage – Windmill	R Evans	33,000	29,300	(3,700)	
Leisure Premises	R Evans	1,139,000	996,900	(142,100)	Savings are generated from the relief incurred against National Non Domestic Rates, as the contractor is a registered charity.
Sports Development & Promotion	R Evans	3,600	3,500	(100)	
Leisure Client Account	R Evans	81,300	76,600	(4,700)	
Housing Strategy	S Scrutton	112,800	108,200	(4,600)	
Private Sector Housing Renewal	S Scrutton	427,300	398,100	(29,200)	*Note
Homelessness	S Scrutton	530,200	473,600	(56,600)	Expenditure incurred in housing homeless people in temporary accommodation is not expected to be as high as originally anticipated. This can be seen in the average number of people being housed in temporary accommodation dropping from 47 to 43.5 for this quarter compared to the same quarter last year.
Community Safety	R Evans	146,800	128,800	(18,000)	*Note

\*Note As part of the budget setting process, a target salary savings is set based on expected staff turnover. These forecast underspends show the achievement of the salary savings by individual cost centre.

FINANCIAL MANAGEMENT REPORT  
KEY FINANCIAL INDICATORS AS AT END OF QUARTER 2

Salaries

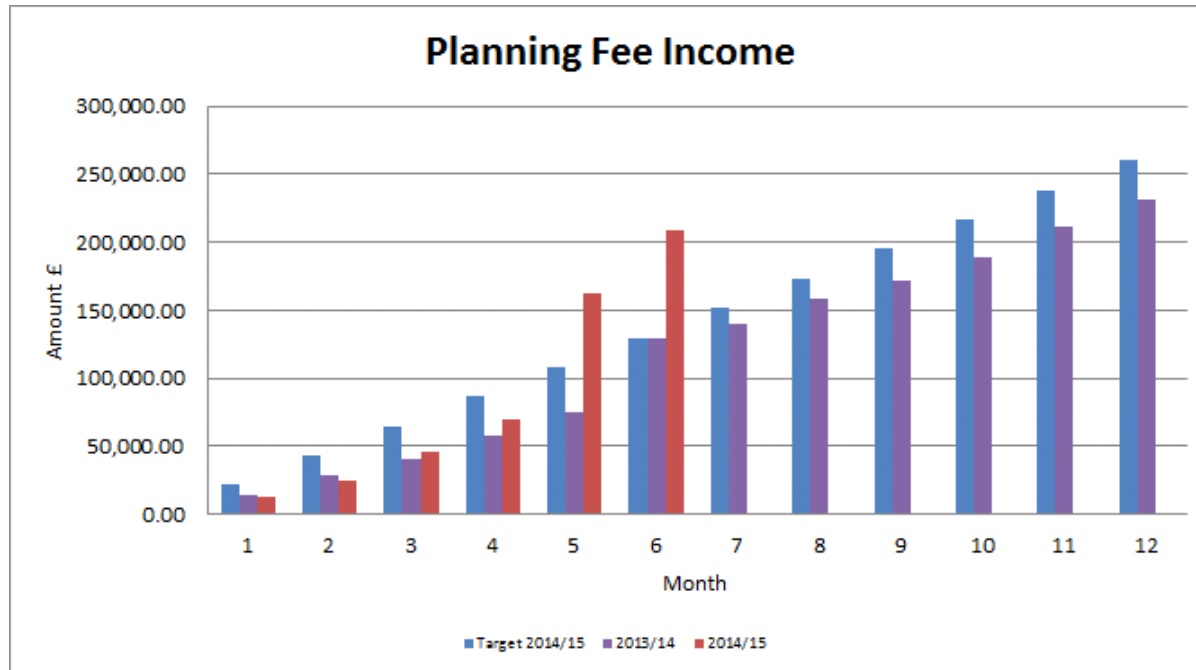


Commentary

Total salaries are estimated at £6.826m which includes a salary strategy saving of £300,000 as detailed in the MTFS.

Expenditure on salaries is managed corporately and will be kept within the overall total. There is a possibility of further savings on salaries depending on staff turnover in the remainder of the year.

Planning Fees



Commentary

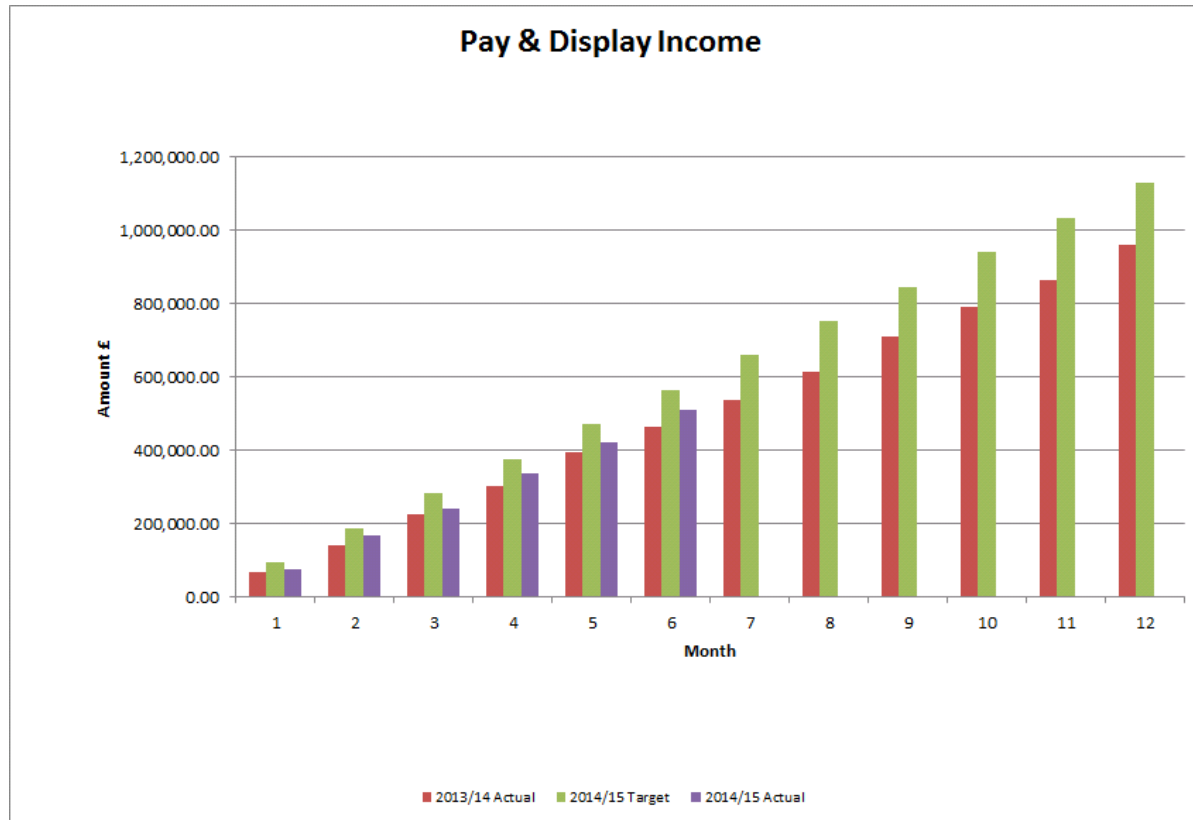
The original budget for planning fees income is £260,000.

At this stage, the year to date position is over budget by £79,000. With this in mind, year end forecasts predict total income to be near £290,000, around £30,000 more than original budget.

Compared to the same period in previous years, 2014/15 income at £209,400 is up by £80,140 against 2013/14 and up £52,255 against 2012/13.



**Parking Fees**



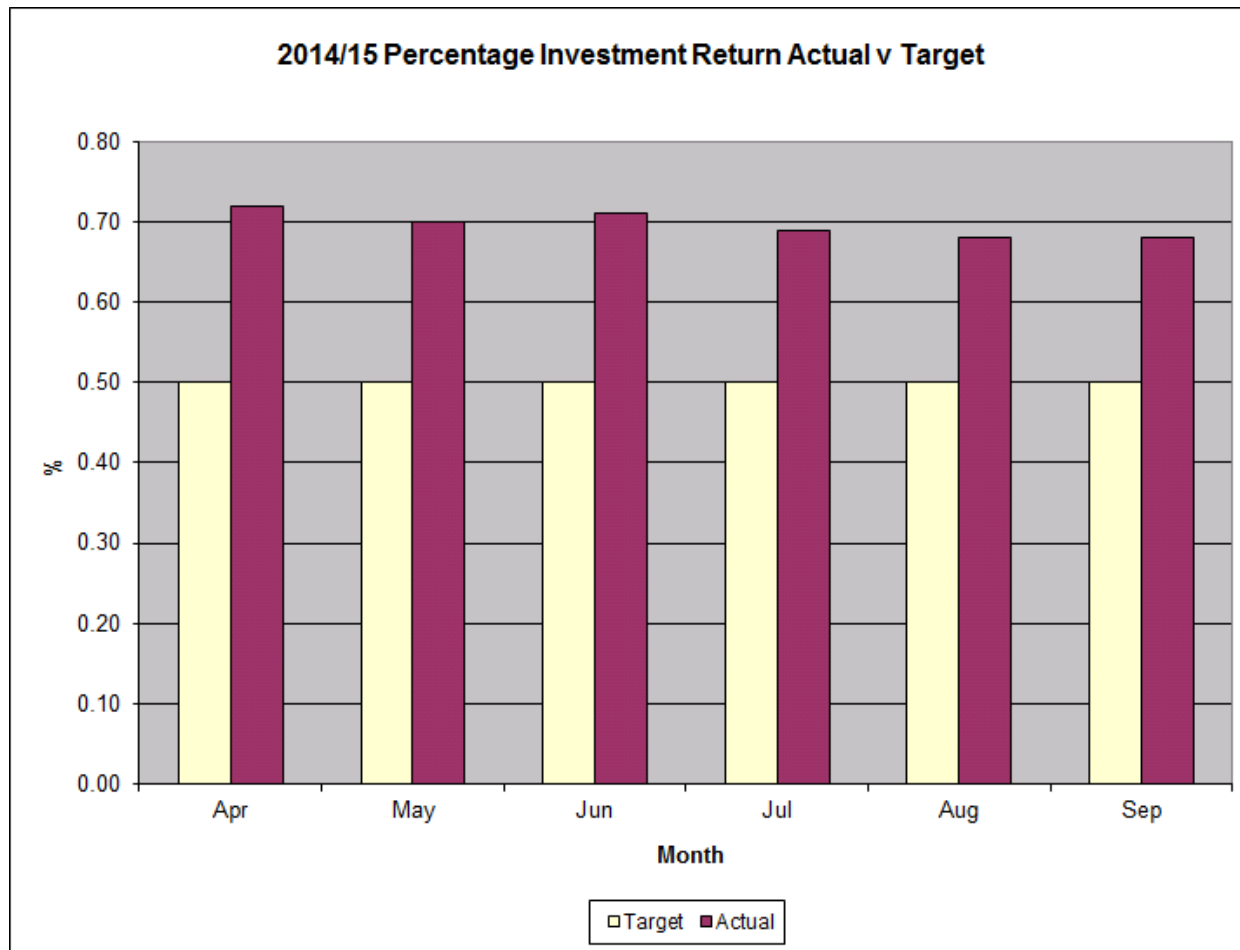
**Commentary**

The original budget for 2013/14 is set at £1,128,500.

Income at £511,997 is down against the year to date target of £564,250. This compares to £463,515 for the same period, against a final figure for 2013/14 of £959,324.

The current forecast for the end of year is for actual income to be about £100,000 short of original budget.

Investment Income



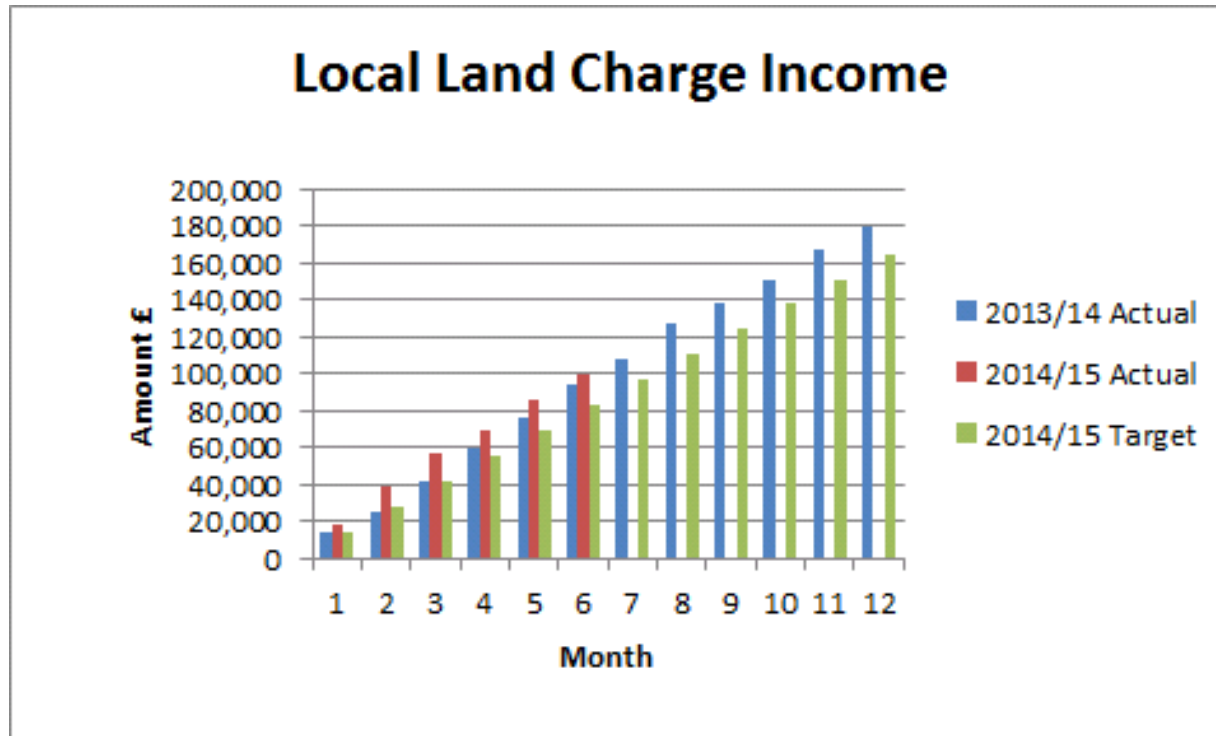
Commentary

The original estimate for investment income for 2014/15 is £48,500. Current indications are that income from investments will be around £40,000 for 2014/15.

Current interest rates are between 0.35% and 0.59% for short term deposits. For 12 months deposit we are currently able to get a maximum rate of 0.95%.

Interest rates are not expected to rise over the remainder of the year. Forecasts suggest that a rise in base rate is unlikely until Q1 2015.

Local Land Charges

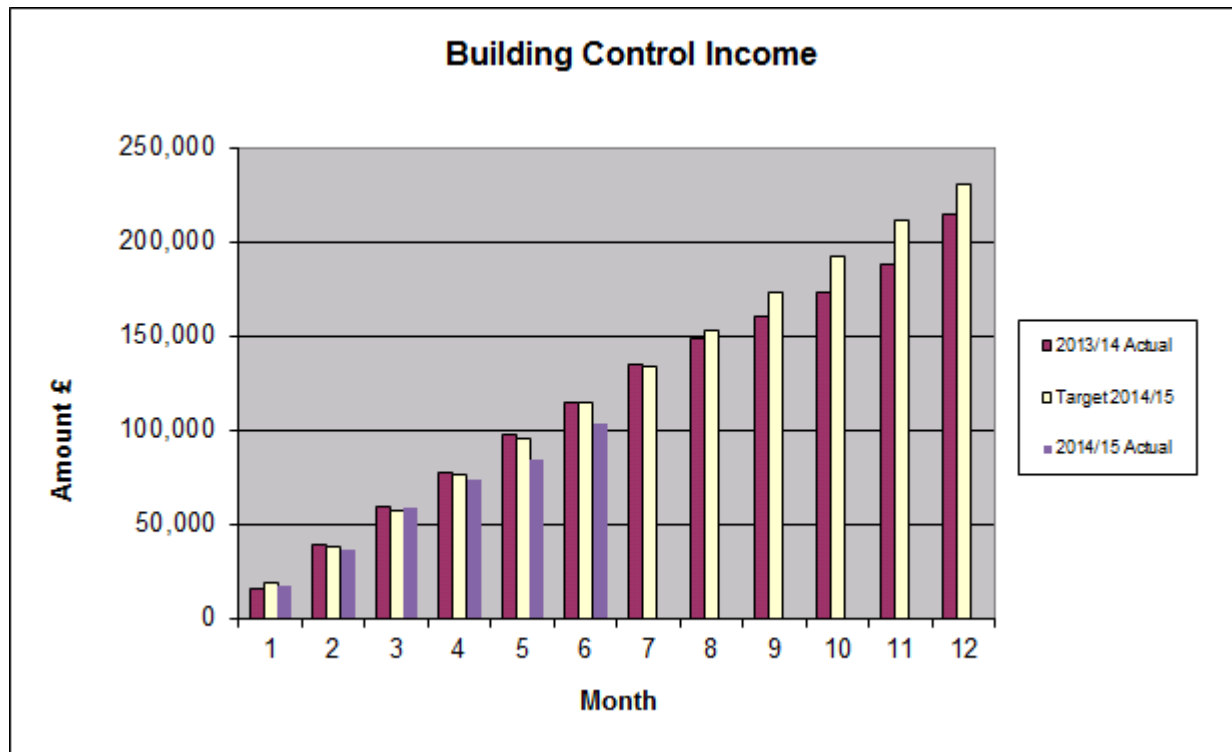


Commentary

The original budget for 2014/15 is £165,000 and income to date is £99,977 against a year to date target of £82,500.

Income is now forecast to be around £20,000 more than original budget based on the income received to date, and will be revised accordingly during the estimate process.

**Building Control Income**



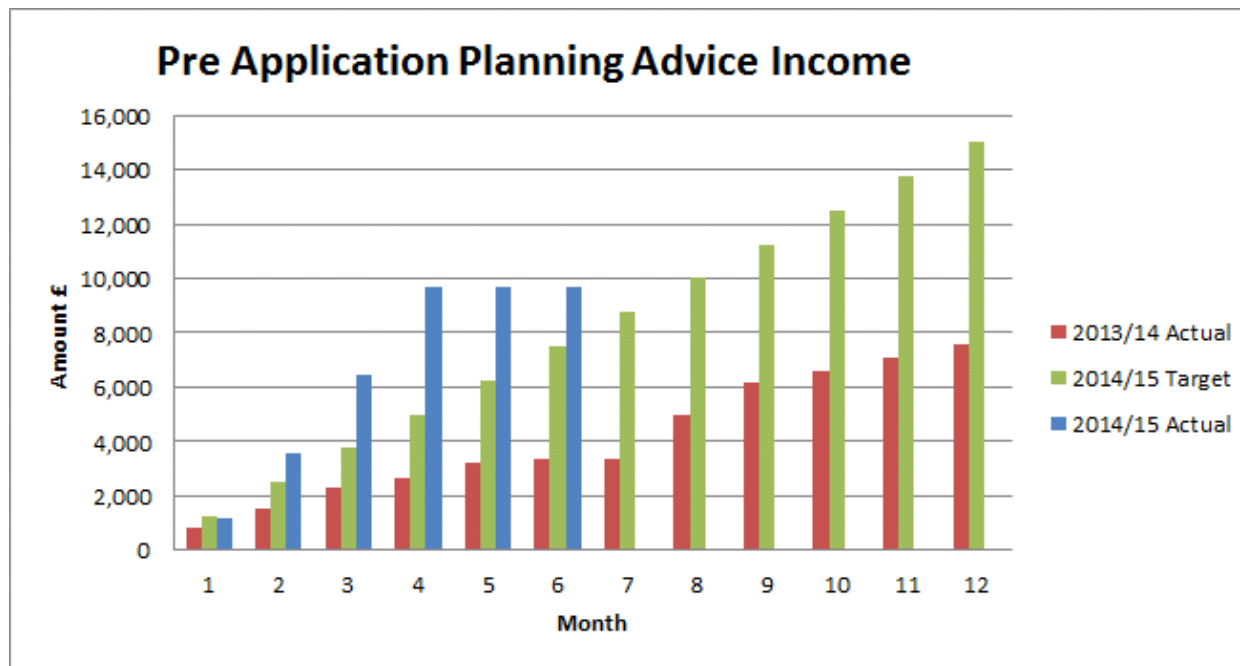
**Commentary**

The original estimate for 2014/15 is £230,000, income to date is £102,892 against a year to date target of £115,000. This compares to £114,510 for the same period last year.

Despite income being slightly down year on year, application rates have increased from 184 in Quarter 2 2013/14 to 201 in quarter 2 2014/15.

Given the continuing uncertainties economically, levels are likely to remain low for the forecasted period.

Pre Application Planning Advice



Commentary

The original budget for 2014/15 was set at £15,000. Current indications are that income will match the original budget set.

Income to date is £9,679 compared to a year to date target of £7,500.

**QUARTER 2 CAPITAL MONITORING REPORT 2014/15**

	Portfolio	Approved 2014/15	Actual 2014/15	Comments
<b>Information &amp; Communications</b>				
ICT Strategy	People & Technology	82,131	2,019	Allocation is for the implementation of ICT strategy and continued CoCo compliance. Proposed budget includes £7,131 Defra capital grant for geographical data sharing (INSPIRE EU Directive) The 2014/15 spend is expected to focus on back up, storage and infrastructure, subject to portfolio holder approval.
<b>Vehicles and Equipment</b>				
Wheelie Bins	Environment	166,000	20,798	Allocation is for the purchase of wheelie bins in connection with the renegotiated recycling contract. A contract is in place to purchase bins on a call off basis over the next 4 years. A review of the storage arrangements is on hold pending the depot facility replacement works. Total spend for 2014/15 is expected to be in the region of £100,000
Vehicle Replacements	Enterprise	75,000	14,756	Scheduled replacement for 2014/15: £15,000 – Wood chipper has been purchased £35,000 – Depot vehicle – to be approved by Head of Service – expenditure expected in Quarter 3. £25,000 – Civic car replacement – options to be reported to Executive.

	Portfolio	Approved 2014/15	Actual 2014/15	Comments
Waste Vehicles	Environment	230,000	225,010	The allocation is for the purchase of fleet vehicles in connection with the re-negotiated recycling contract. Expenditure to date is for two freighters which were procured in the previous year due to long lead in times to allow manufacture of the vehicles. A further procurement exercise will commence in 2014/15 to purchase the remainder of the vehicles. Expenditure is expected in 2015/16.
Cemetery Equipment	Environment / Community	20,000	498	To purchase equipment required for the in house cemetery function. The majority of the 2014/15 spend will be to provide a container for storage which is planned for Quarter 3.
Replacement Telephony System	People & Technology	25,800	24,605	Unspent provision carried forward to cover outstanding works and system admin training on the new system.
Equipment Replacement Programme	Enterprise	28,500	11,375	Scheduled replacement for 2014/15:  £12,500 - Printer equipment - An order is due to be placed in October for the AO scanner. £5,000 – Woodlands equipment has been purchased £6,000 – Noise equipment has been purchased  The proposed budget includes a £5,000 carry forward from 2013/14 for mobile working.

	Portfolio	Approved 2014/15	Actual 2014/15	Comments
<b>Operational Assets</b>				
Cemeteries	Enterprise / Community	80,400	-	Total budget remains within the original approved budget of £535,000 plus £12,000 for staff facilities. The remaining £160,400 budget has been split over two years. £5,000 spend is expected in 2014/15 for rotivating and seeding works.
Rochford Offices	Enterprise	48,700	25,626	The actual relates to the installation of air conditioning to the Customer Services and Revenues and Benefits workspaces and for the flat roof upgrade and formation of windows in the external wall of the Data Scanning office. Savings of £1,000 and £900 were identified for each of these projects as per the portfolio holder reports dated 21 <sup>st</sup> July and 15 <sup>th</sup> August respectively. The capital budget will be adjusted at revised to reflect this. Options for the door entry system are in test with an order expected in Quarter 3. The remaining budget is for roofing works and toilet replacements.
Rayleigh Offices	Enterprise	4,500	-	Options for the door entry system are in test with an order expected in Quarter 3. The remaining budget is for toilet replacements.
Car Parks	Enterprise	26,500	-	2014/15 Allocations: £25,000 resurfacing works £1,500 lighting A contract has been tendered for resurfacing works



	Portfolio	Approved 2014/15	Actual 2014/15	Comments
				to Back Lane Car Park. The corresponding report was presented to Executive on October 15 <sup>th</sup> . Budget to be reduced to £20,000 at revised with the remainder expected to top up funding on capital works to Rochford Reservoir as per the report.
Pavilion Refurbishments	Enterprise / Community	60,000	40,290	£37,590 committed to refurbish Fairview Pavilion. Additional spend on essential fire safety and exit works at Ashingdon Pavilion. The remainder of the programme to be agreed by Executive.
Mill Tower	Enterprise	0	12,190	External brickwork repointing works required to prolong the life of the building. To be funded from reserve.
<b>Town &amp; Village improvements</b>				
Community Funding	Community	15,000	8,029	Allocations for 2014/15 agreed. £2,407 will remain for a later grant round or to carry forward into 2015/16.
Signage Enhancements	Enterprise	13,700	2,000	To replace and upgrade street nameplates and highway directional signage to our facilities. Expenditure to be approved by Head of Service.
<b>Parks &amp; Play Facilities</b>				
Play Spaces	Environment	50,000	0	Installation of fencing and surfacing at Hullbridge Recreation Ground approved by the Portfolio holder. Extent of works dependent on the level of funding by the parish. Reduction in 2014/15 budget to £8,500

	Portfolio	Approved 2014/15	Actual 2014/15	Comments
				as per the report dated 15 <sup>th</sup> September 2014.
Cherry Orchard Jubilee Country Park	Environment	262,600	2,795	The Management plan for the Country Park is under review. Proposed Budget includes £10,000 roll forward for unfinished lake works of which £2,795 has been spent to date. Total spend for 2014/15 is not expected to exceed £6,000 and is expected to include further works to the pet cemetery and lake.
Hockley Woods	Environment	40,000	11,638	Proposed allocation for 2014/15: £20,000 to develop concession facilities – agreed by Executive in June 2014 and is currently out to tender. £20,000 rolled forward from 2013/14 for staff welfare facilities for which an order has been placed.
Purchase of Land	Enterprise	23,500	0	Proposed allocation carried forward from 2013/14 for fees associated with land purchase.
Parks and Open Spaces Programme	Environment	40,400	19,010	Programme of works approved as follows: Minor improvements to open spaces - £20,000  Essential maintenance works to open spaces - £10,000  .£10,400 rolled forward from 2013/14 for portfolio approved programme of bin and bench replacement.
Leisure Buildings	Enterprise	20,000	0	Resurfacing works at Rawreth Leisure Car Park have been tendered and will be outlined in a report to the Executive on October 15 <sup>th</sup>

	Portfolio	Approved 2014/15	Actual 2014/15	Comments
Ditch and resurfacing works	Enterprise	0	0	Special items to be capitalized as the works improve the life of the asset by 5 years of more: Sweyne Park – regrade surface water ditch - £15,000 Rochford Reservoir – desilt inlet area - £7,500 Rochford reservoir – resurface pedestrian pathway - £6,000. £6,500 to be moved from pay and display car park resurfacing at revised.  Total budget at revised £35,000  All works have been tendered and were reported to Executive on October 15 <sup>th</sup> for approval.
<b><u>Externally Funded Projects</u></b>				
Home maintenance and Adaptation Grants	Community	70,000	32,488	Spend is demand led
Disabled Facilities Grants	Community	250,000	268,474	Spend is demand led
<b><u>Total Capital Programme</u></b>		<b>1,808,710</b>	<b>503,976</b>	27.9% complete

**CONTRACTS FOR TENDER DURING QUARTER 3 2014/15**

The following contracts are valued at £25,000 or more and are expected to be tendered in the third quarter of financial year 2014/15 (between October and December 2014):-

<b>No.</b>	<b>Contract Title</b>	<b>Location</b>	<b>Proposed method of Procurement</b>	<b>Estimated Cost</b>
3009	Sale of Recycling materials	Rochford District	EU Framework	£150,000.00
3010	Purchase of Refuse Freighters/ street cleansing vehicles	Rochford District	Framework	£2,000,000.00
3030	Fixed Catering Facility	Hockley Woods	Competitive tender to at least 3 contractors who formally respond to an expressions of interest advertisement.	£25,000.00
3031	Bed and Breakfast Accommodation	Rochford District	Framework	£350,000.00 Gross per year