

BUDGET BOOK

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CORPORATE MANAGEMENT	2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: P Warren	£	£	£	£	
Supplies & Services					
4 Best Value/CPA	25,000	25,000	50,000	40,000	60%
4 Comprehensive Performance Assessment	-	30,000	-	-	
4 Subscriptions	3,525	3,700	3,700	3,800	3%
Contracted Services					
5 External Audit Fees - Main Audit	70,070	62,000	80,000	90,000	45%
5 External Audit Fees - Outside Inspectors	15,950	-	15,800	17,500	
5 External Audit Fees - Grant Claims	18,040	25,000	25,000	26,300	5%
5 Bank Charges	26,559	21,300	22,100	18,800	-12%
Total Net Expenditure	159,144	167,000	196,600	196,400	

CHIEF EXECUTIVE	2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Services: P Warren	£	£	£	£	
Employee Costs					
1 Salaries	123,168	129,000	134,600	136,000	5%
1 Professional Fees	531	600	300	300	-50%
1 Telephone Allowances	98	100	100	100	
1 Training	169	600	600	600	
1 Insurance	400	400	500	500	
Transport Related					
3 Car Allowances	1,996	1,800	1,800	1,800	
Supplies & Services					
4 Expenses	402	400	400	400	
4 Equipment, Tools and Materials	1,553	2,200	2,000	2,000	
4 Conferences	609	700	700	700	
Total Net Expenditure	128,927	135,800	141,000	142,400	

FINANCE & EXTERNAL SERVICES CLIENT ACCOUNT Head of Service: R Crofts		2002/2003 ACTUAL £	2003/2004 ESTIMATE £	2003/2004 REVISED £	2004/2005 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
Employee Costs						
1	Salaries	98,789	103,500	106,100	108,600	5%
1	Telephone Allowance	98	100	100	100	
1	Professional Fees	244	300	300	300	
1	Training	-	300	300	300	
1	Insurance	400	400	500	500	
Transport Related						
3	Car Allowances	1,522	1,800	1,800	1,800	
Supplies & Services						
4	Expenses	573	700	700	700	
4	Conference Expenses	96	700	1,200	700	
4	Equipment, Tools & Materials	1,245	1,000	500	500	-50%
Total Net Expenditure		102,966	108,800	111,500	113,500	

LAW, PLANNING & ADMINISTRATION SERVICES CLIENT ACCOUNT Head of Service: R J Honey		2002/2003 ACTUAL £	2003/2004 ESTIMATE £	2003/2004 REVISED £	2004/2005 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
Employee Costs						
1	Salaries	103,406	100,600	105,600	105,600	5%
1	Telephone Allowances	98	100	100	100	
1	Professional Fees	820	1,000	1,100	1,100	
1	Training	773	800	800	800	
1	Insurance	400	400	500	500	
Transport Related						
3	Car Allowances	1,611	1,500	1,500	1,500	
Supplies & Services						
4	Expenses	378	300	400	400	
4	Equipment, Tools & Materials	438	300	400	400	
Total Net Expenditure		107,924	105,000	110,400	110,400	

DEMOCRATIC REPRESENTATION		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: Sarah Fowler		£	£	£	£	
Employee Costs						
1	Salaries	170,923	191,600	189,000	199,000	4%
1	Professional Fees	173	200	200	200	
1	Training Expenses	900	1,600	1,000	1,600	
1	Insurance	1,890	2,000	2,300	2,400	20%
Transport Related						
3	Car Allowances	2,153	1,700	1,600	1,700	
3	Transport & Plant	95	700	700	700	
Supplies & Services						
4	Expenses	5,485	8,000	5,400	5,500	-31%
4	Equipment, Tools & Materials	1,002	800	4,400	4,800	500%
4	Members' Site Visits	-	200	100	100	
4	Members Allowances (Inc. Chairman's and Vice-Chairman's)	65,197	73,300	61,800	100,000	36%
4	Public Meetings	75	100	100	100	
4	Members Support & Training	6,655	6,000	12,000	12,000	100%
4	Meeting Subsistence	261	1,500	1,500	1,500	
4	Hospitality General & Gifts	635	800	700	700	
4	Chairmans Account	8,430	8,000	8,800	8,800	10%
4	Publicity	454	500	500	500	
4	Citizens Award	944	300	500	500	
4	Chairman's Transport Allowance	2,113	2,800	2,100	2,100	-25%
4	Newspaper	27,059	25,000	32,500	31,000	24%
4	Regalia Expenses	297	400	300	300	
4	Community Liaison	70	300	300	300	
4	Queens Golden Jubilee Fund	2,921	-	-	-	
4	Subscriptions	22,550	23,200	23,700	24,600	6%
4	Overview & Scrutiny Provision	-	-	-	5,000	
Contracted Services						
5	Members Delivery	8,172	8,600	11,200	13,000	
Capital Financing Costs						
9	Asset Rentals/Depreciation	1,919	3,000	1,900	1,900	-37%
Total Expenditure		330,372	360,600	362,600	418,300	16%
Fees & Charges						
10	Sale of Minutes	(1,220)	(1,000)	(1,200)	(1,200)	
10	Sales	(110)	(100)	(100)	(100)	
10	Newspaper Sponsorship	(26,425)	(25,000)	(31,000)	(31,000)	24%
Total Income		(27,755)	(26,100)	(32,300)	(32,300)	
Total Expenditure		302,617	334,500	330,300	386,000	

OTHER OPERATING INCOME & EXPENDITURE	2002/2003 ACTUAL £	2003/2004 ESTIMATE £	2003/2004 REVISED £	2004/2005 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
Fees & Charges 10 Net External Finance	(476,835)	(326,500)	(340,000)	(290,000)	-11%

NON DISTRIBUTED COSTS	2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE
Head of Service D Deeks	£	£	£	£	% CHANGE
Employee Costs					
1 Pension	473,107	544,700	551,200	620,000	14%
1 Provision for Redundancy & Financial Strain	50,000				

COUNCIL TAX		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: S J Clarkson		£	£	£	£	
Employee Costs						
1	Salaries	-	-	-	-	
1	Training	2,686	5,000	5,000	5,000	
1	Insurance	3,080	3,300	3,500	3,700	12%
Transport Related						
3	Car Allowances	4,246	4,700	4,200	3,400	-28%
Supplies & Services						
4	Expenses	450	300	300	300	
4	Equipment & Supplies	10,304	6,600	6,500	6,000	-9%
4	Publicity	2,217	1,500	1,500	1,600	
4	Printing	13,835	18,600	19,000	18,600	
4	Court Costs	6,519	3,700	500	3,700	
4	Debt Recovery Costs	-	-	-	2,500	
4	Delivery Costs	8,391	8,600	8,600	9,000	5%
Contracted Services						
5	Bailiff & Tracing	7,455	6,900	6,800	6,900	
Fees & Charges						
10	Court Costs	(73,414)	(86,000)	(86,000)	(91,000)	6%
10	Debt Recovery	-	-	-	(2,500)	
10	Credit Card Provision	(66)				

BUSINESS RATES		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: S J Clarkson		£	£	£	£	
Employee Costs						
1	Salaries	20,886	22,000	22,400	23,100	5%
1	Training	50	800	800	800	
1	Insurance	200	200	300	300	
Supplies & Services						
4	Expenses	31	100	100	100	
4	Equipment, Tools & Materials	150	200	200	200	
4	Court Costs	-	500	200	200	-60%
4	Printing	1,412	1,400	1,500	1,600	
Contracted Services						
5	Bailiff/Tracing Agents	1,012	1,500	1,100	1,100	-27%
5	Rate Submission	500	-	-	-	
Fees & Charges						
10	Court Costs	(6,850)	(9,200)	(7,000)	(8,500)	-8%
Grants						
11	NNDR Pool Administration Grant	(86,943)	(92,000)	(92,000)	(95,000)	3%

COUNCIL TAX BENEFITS		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: S J Clarkson		£	£	£	£	
Transfer Payments						
6	Council Tax Rebates	2,564,551	2,545,200	2,731,800	3,008,800	18%
Grants						
11	Housing Benefit Subsidy	(2,389,406)	(2,341,600)	(2,535,700)	(2,940,000)	26%
6	ECC Clawback		-			

CONDUCTING ELECTIONS		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: Sarah Fowler		£	£	£	£	
Employee Costs						
1	Salaries	28,293	29,300	30,100	31,000	6%
1	Training	1,440	1,500	1,500	1,500	
1	Insurance	695	700	800	800	
Supplies & Services						
4	Equipment, Tools and Materials	1,633	1,000	1,000	1,200	
4	Expenses	419	400	300	400	
4	Cost of Elections	50,000	25,000	40,000	40,000	60%
4	Electoral Review - Publicity	-	500	300	300	
4	National Register Initiatives	-	5,000	5,000	-	
Fees & Charges						
10	Parish Re-charges	(2,105)	(3,000)	(3,000)	(3,000)	

REGISTRATION OF ELECTORS		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: Sarah Fowler		£	£	£	£	
Employee Costs						
1	Salaries	27,843	29,300	30,100	31,000	6%
4	Professional Fees	40	100	100	100	
Supplies & Services						
4	Expenses	114	-	-	-	
4	Payments to Canvassers	16,632	19,000	19,000	19,000	
4	Printing	5,387	6,000	6,000	6,000	
4	Advertising	254	1,000	1,000	1,000	
4	Bulk Postage	5,737	7,000	7,000	7,000	
Fees & Charges						
10	Sales	(2,745)	(700)	(1,000)	(1,000)	43%

EMERGENCY PLANNING/HEALTH AND SAFETY		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: P Warren		£	£	£	£	
Employee Costs						
1	Salaries	33,928	35,200	38,600	36,900	5%
1	Training Expenses	306	400	400	400	
1	First Aid Courses	655	900	900	900	
1	Insurance	200	200	300	300	
Transport Related						
3	Car Allowances	1,817	1,600	1,600	1,600	
Supplies & Services						
4	Expenses	151	200	300	300	
4	Plant	-	200	200	200	
4	Equipment, Tools & Materials	1,425	3,500	3,500	1,500	-57%
4	Telephone	164	200	200	200	
4	Communication Equipment	763	1,100	1,100	1,100	
4	S I - Emergency Exercise	-	2,000	1,000	2,000	
4	Call-Out Service	5,964	6,400	6,400	6,500	
4	Emergency Planning Society	100	100	100	100	
4	Health & Safety	3,700	4,200	4,200	4,200	
4	Sand Bags	1,779	2,000	2,000	2,000	
Contracted Services						
5	Health & Safety Consultants	-	300	-	-	
5	Risk Management	1,207	-	500	5,000	

LOCAL LAND CHARGES		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: A J Bugeja		£	£	£	£	
Employee Costs						
1	Salaries	33,141	33,200	33,300	35,300	6%
1	Training	25	300	300	300	
1	Insurance	9,830	10,400	9,500	10,000	-4%
Supplies & Services						
4	Expenses	92	300	100	100	
4	Equipment, Tools, & Materials	36	100	100	100	
Fees & Charges						
10	Fees and Charges	(286,983)	(330,000)	(300,000)	(300,000)	-9%

REVENUES & HOUSING MANAGEMENT ACCOUNT Head of Service: S J Clarkson		2002/2003 ACTUAL £	2003/2004 ESTIMATE £	2003/2004 REVISED £	2004/2005 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
Employee Costs						
1	Salaries	745,861	837,400	777,900	858,000	2%
1	Training	744	2,500	2,500	2,500	
1	Telephone Allowances	98	100	100	100	
1	Professional Fees	156	200	200	200	
1	Insurance	1,290	1,400	2,700	2,800	100%
Transport Related						
3	Car Allowances	4,202	3,900	3,000	3,100	-21%
Supplies & Services						
4	Expenses	610	400	400	500	
4	Equipment, Tools & Materials	691	600	600	700	

CULTURE & HERITAGE	2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: R Crofts	£	£	£	£	
Premises Related					
2 Mill Tower Repairs & Maintenance	2,207	2,800	3,700	3,500	25%
2 Mill Tower National Non-Domestic Rates	217	200	200	200	
2 Mill Tower Insurance	100	100	100	100	
2 Dutch Cottage - Thatching	-	-	2,000	2,000	
Supplies & Services					
4 Youth Arts Project	2,000	2,000	2,000	2,000	
4 Grants	19,750	20,600	20,600	22,000	7%
4 Subscriptions	2,850	2,900	4,400	4,600	59%
Capital Financing Costs					
9 Asset Rentals/Depreciation	7,000	10,900	7,000	7,000	-36%
9 Deferred Charges	4,527	-	-	-	

LEISURE PREMISES		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: R Crofts		£	£	£	£	
Premises Related						
Repairs & Maintenance:						
2	Castle Hall	200	900	900	600	-33%
2	Mill Hall	14	-	-	-	
2	Freight House	-	1,200	1,200	800	-33%
2	Park Sports Centre	-	-	-	-	
2	Great Waking Sports Centre	261	1,200	1,200	1,400	
2	Clements Hall	386	2,500	2,500	5,700	128%
2	Day Centres	1,870	2,700	2,700	2,200	-19%
Leisure Premises		280	-	-	-	
Special Items:						
2	Mill Hall	2,830	-	-	-	
2	Clements Hall	7,000	-	-	-	
2	Day Centres	1,000	-	-	2,500	
2	Emergency Works - Control of Travellers	1,100	-	-	-	
2	National Non-Domestic Rates	137,039	178,600	134,200	138,200	-23%
2	Rating Revaluation	-	5,600	-	-	
2	Insurance	7,840	8,300	9,900	10,400	25%
Contracted Services						
5	Park Sports Centre-Contribution to Reserve	368,279	-	-	-	
5	Leisure FM Contract Payment (net)	111,415	114,600	114,600	118,100	3%
Capital Financing Costs						
9	Asset Rentals/Depreciation	1,108,726	1,405,200	1,108,700	1,108,700	-21%
9	Deferred Charges	-	50,000	-	90,000	80%
Fees & Charges						
10	Circa Leisure re Heat	(3,251)	-	-	-	
10	Rents	(50)	-	-	-	
10	Holmes Place - Profit Sharing	-	-	(113,300)	-	
10	Rating Revaluation	(778,680)	-	(75,200)	-	
Provision of Services						
13	Grant to Voluntary Bodies - Day Centre	(10,700)	(10,700)	(10,700)	(10,700)	

WOODLANDS UNIT		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: R Crofts		£	£	£	£	
Employee Related						
1	Salaries	58,593	66,800	88,700	138,500	107%
1	Training	506	1,100	2,200	2,200	100%
1	Insurance	695	700	800	800	
Premises Related						
2	Repairs, Alterations & Maintenance	298	1,300	1,300	1,100	
2	Electricity	341	300	300	400	
Transport Related						
3	Car Allowances	942	1,600	1,600	1,600	
3	Car Parking	207	200	300	300	
3	Transport & Plant	6,856	7,100	7,500	7,600	7%
Supplies & Services						
4	Expenses	30	100	200	200	
4	Equipment, Tools & Materials	2,318	2,600	5,100	7,600	192%
4	Horse Riding Trails - Maintenance	-	1,500	1,000	2,000	33%
4	Subscriptions	624	600	600	1,100	83%
Contracted Services						
5	Contractors & Suppliers	7,757	9,000	9,000	14,000	56%
5	Tree Survey Works	5,080	5,000	5,000	2,300	-54%
5	Tree Works	895	-	-	-	
Capital Financing Costs						
9	Asset Rentals/Depreciation	2,716	2,300	2,700	2,700	17%
Fees & Charges						
10	Miscellaneous Sales & Fees	(2,344)	(5,400)	(5,300)	(5,300)	
Grants						
11	Grants	(5,920)	(8,500)	(17,000)	(14,600)	72%
	English Nature (Environmental Liasion Post)	-	-	-	(20,000)	

MAINTENANCE OF GROUNDS HOLDING ACCOUNT Head of Service: R Crofts		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
		£	£	£	£	
Employee Costs						
1	Salaries	31,161	34,400	35,100	35,900	4%
1	Training	404	500	500	500	
1	Insurance	200	200	300	300	
Transport Related						
3	Transport & Plant	1,976	2,500	1,900	2,200	-12%
Supplies & Services						
4	Expenses	18	200	100	100	
Contracted Services						
5	Contract Payments	548,027	576,000	566,000	583,000	1%
5	Works Outside of Main Contract	7,318	7,200	7,200	7,200	
5	Emergency Tree Works	1,290	-	-	-	

MANAGEMENT OF RECREATION GROUNDS & OPEN SPACES Head of Service: R Crofts		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
		£	£	£	£	
Premises Related						
2	Repairs, Alterations & Maintenance	72,189	55,600	55,600	56,500	2%
2	S/I Building Works	20,464	79,800	75,800	53,000	-34%
2	Insurance	495	500	800	800	60%
Supplies & Services						
4	Equipment, Tools & Materials	7,595	7,700	7,700	7,700	
4	Trees, Shrubs & Grounds	7,614	9,700	10,000	10,700	10%
4	Essex Playing Fields & Children's Play	50	100	100	100	
Contracted Services						
5	Annual Safety Audit	1,595	2,000	2,000	2,000	
5	Maintenance of Bridleways	4,416	4,500	4,500	4,500	
5	Cherry Orchard Jubilee Park	-	26,500	-	-	
Capital Financing Costs						
9	Asset Rentals/Depreciation	70,059	83,200	70,100	70,100	-16%
9	Deferred Charges	37,703	-			
Fees & Charges						
10	Land & Access Charges	(12,471)	(11,500)	(11,500)	(11,500)	
10	Pavilions	(800)	(800)	(800)	(800)	
10	Hire of Pitches	(450)	(450)	(500)	(500)	

SPORTS DEVELOPMENT & PROMOTION Head of Service: R Crofts		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
		£	£	£	£	
Employee Related						
1	Salaries	24,628	26,600	27,200	27,900	5%
1	Sports Coaches	4,690	4,000	6,500	5,000	25%
1	Insurance	200	200	300	300	
Transport Related						
3	Car Allowances	1,140	900	1,500	2,100	133%
3	Staff Parking	-	-	-	-	
Supplies & Services						
4	Subscriptions	2,463	2,600	2,600	2,700	
4	Summer Play Activities	10,940	9,100	8,600	9,100	
4	Summer Swimming Scheme Provision	10,838	12,000	9,500	11,000	-8%
4	Rochford Sports Council (Grant)	2,250	2,300	3,000	3,000	30%
Grants						
	Income	(24,730)	(22,000)	(27,600)	(27,600)	25%

LEISURE CLIENT ACCOUNT Head of Service: R Crofts		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
		£	£	£	£	
Employee Costs						
1	Salaries	151,582	163,300	157,000	171,800	5%
1	Training Expenses	872	1,100	1,100	1,100	
1	Insurance	1,490	1,600	1,300	1,400	-13%
Transport Related						
3	Car Allowances	4,536	4,100	3,700	3,700	-10%
3	Staff Parking	-	-	300	300	
Supplies & Services						
4	Expenses	386	400	500	500	
4	Equipment, Tools & Materials	2,290	900	900	900	
4	Arts Development Equipment	-	-	-	5,000	
Fees & Charges						
	Holmes Place Contribution - Arts Officer	(21,622)	(23,900)	(27,500)	(27,500)	

BUILDING CONTROL - CLIENT A/C		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: S Scrutton		£	£	£	£	
Employee Costs						
1	Salaries	225,571	235,900	228,900	248,400	5%
1	Training Expenses	806	900	1,600	1,600	78%
1	Insurance	1,490	1,600	1,900	2,000	25%
Transport Related						
2	Car Allowances	15,394	16,600	15,700	16,700	
Supplies & Services						
4	Expenses	150	200	600	100	
4	Equipment, Tools & Materials	4,929	4,700	4,700	4,900	
Contracted Services						
5	Consultants	-	1,200	600	600	-50%

BUILDING CONTROL FEE A/C		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: S Scrutton		£	£	£	£	
Supplies & Services						
	Contribution to Building Control Reserve	20,000	-	-	-	
Fees & Charges						
10	Deposit of Plans	(47,727)	(42,000)	(45,000)	(42,000)	3%
10	First Inspection	(159,137)	(145,000)	(155,000)	(150,000)	

DEVELOPMENT CONTROL		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: S Scrutton		£	£	£	£	
Employee Costs						
1	Salaries	361,267	381,600	376,000	402,900	6%
1	Telephone Allowances	98	100	100	100	
1	Training Expenses	5,803	5,900	5,900	5,900	
1	Insurance	2,880	3,000	3,700	3,900	30%
Transport Related						
3	Car Allowances	13,498	16,600	15,700	16,200	-2%
3	Parking Allowances	1,034	1,300	1,700	1,800	38%
Supplies & Services						
4	Expenses	609	500	800	800	60%
4	Equipment, Tools & Materials	2,367	2,700	2,200	2,700	
4	Advertising	11,000	11,000	11,500	11,000	
4	Planning Portal	-	-	300	-	
4	Planning Delivery	-	-	143,400	-	
Contracted Services						
5	Consultancy Advice	1,369	1,800	1,600	1,600	
Fees & Charges						
10	Planning Fees	(227,071)	(175,000)	(175,000)	(200,000)	14%
10	Miscellaneous Income	(86)	(200)	(300)	(300)	
Grants						
11	Planning Delivery Grant	-	-	(143,400)	-	

PLANNING POLICY		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: S Scrutton		£	£	£	£	
Employee Costs						
1	Salaries	92,092	127,100	148,700	168,800	33%
1	Professional Fees	236	200	200	200	
1	Telephone Allowances	98	100	100	100	
1	Training	481	200	200	200	
1	Insurance	890	900	1,300	1,400	56%
Transport Related						
3	Car Allowances	2,533	3,600	3,800	4,000	11%
3	Parking Allowances	207	200	300	300	
Supplies & Services						
4	Expenses	785	600	800	900	50%
4	District Plan	4,500	5,000	4,800	5,000	
4	Equipment, Tools & Materials	465	200	400	400	
4	Research & Publicity	35	1,000	500	1,000	
4	Ordnance Survey	8,417	8,700	8,700	8,900	
4	Conservation Grants	3,000	3,000	3,000	3,000	
4	Subscriptions	187	200	300	300	
Fees & Charges						
10	District Plan Income	(2,496)	(600)	(2,800)	(2,000)	233%
10	Miscellaneous Income	(1,893)	(1,300)	(1,000)	(1,000)	-23%
Grants						
11	Planning Delivery Grant	-	-	(8,700)	(16,400)	

CORPORATE POLICY		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: P Warren		£	£	£	£	
Employee Costs						
1	Salaries	106,130	122,500	98,000	119,100	-3%
1	Training	1,170	600	600	600	
1	Insurance	890	900	1,100	1,200	33%
Transport Related						
3	Car Allowances	1,653	2,400	2,000	2,300	
3	Staff Parking	207	200	300	300	
Supplies & Services						
4	Expenses	418	400	300	300	
4	Equipment, Tools & Materials	169	300	300	300	

ENVIRONMENTAL INITIATIVES		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: P Warren		£	£	£	£	
Supplies & Services						
4	Community Plan	2,000	2,000	2,000	2,000	
4	Subscriptions	220	200	200	200	
Capital Financing Costs						
9	Deferred Charges	-	75,000	-	75,000	

ECONOMIC DEVELOPMENT		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: P Warren		£	£	£	£	
Employee Costs						
1	Salaries	24,358	27,300	27,700	28,400	4%
1	Training	-	300	200	200	
1	Insurance	200	200	300	300	
Transport Related						
3	Car Allowances	730	800	800	900	
3	Parking Allowances	(88)	200	300	300	
Supplies & Services						
4	Expenses	30	500	200	200	-60%
4	NNDR Charitable Relief & Other Costs	25,755	25,000	26,000	26,000	4%
4	Economic Regeneration	2,000	2,000	2,000	-	
4	S E Essex Economic Strategy	3,000	3,000	3,000	-	
4	Economic Development	-	-	-	4,000	
4	Essex Investment Office	11,250	-	-	-	
4	Business Enterprise Agency of SE Essex	1,500	1,600	1,500	1,500	
4	Chamber of Trade	5,000	5,000	5,000	5,000	
4	Subscriptions	10,789	16,600	11,200	21,400	29%
4	Business Directory	-	-	-	1,000	
Grants						
Essex Investment Office		(11,221)	-	-	-	

COMMUNITY DEVELOPMENT		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: P Warren		£	£	£	£	
Employee Costs						
1	Salaries	43,090	46,600	46,900	48,200	3%
1	Training	400	400	400	400	
1	Insurance	695	700	800	800	
Transport Contributions						
3	Car Allowances	1,100	1,400	1,400	1,300	
3	Car Parking	-	-	-	-	
Supplies & Services						
4	Expenses	236	700	500	500	
4	Equipment, Tools & Materials	528	500	500	500	
4	Rochford & Rayleigh CAB's (grant)					
4	- General Grant	68,000	70,000	70,000	72,100	3%
4	- Home Visiting	-	-	-	-	
4	- Outreach Service	1,600	1,700	1,700	1,800	
4	- Mediation	-	1,000	500	1,000	
4	Accommodation to Voluntary Bodies (grant)	19,500	20,500	17,500	17,500	-15%
4	Crime & Disorder	20,000	20,000	20,000	20,000	
4	57 South Street - NNDR	-	-	4,000	4,000	
Capital Financing Costs						
9	Deferred Charges	383,527	-	98,200	-	
9	Asset Rentals / Dep'n	2,487	-	2,500	2,500	

PLANNING ADMINISTRATION		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: S Scrutton		£	£	£	£	
Employee Costs						
1	Salaries	60,057	69,200	78,900	83,000	20%
1	Training	25	200	200	200	
1	Insurance	1,090	1,200	1,100	1,200	
Supplies & Services						
4	Expenses	136	100	300	200	
4	Equipment, Tools & Materials	5,711	3,600	4,600	4,600	28%
4	Maintenance of Microfilming Records	6,142	4,000	4,000	4,000	
Fees & Charges						
10	Miscellaneous Income (Copying)	(9,646)	(7,600)	(8,500)	(8,500)	12%
Grants						
11	Planning Delivery Grant	-	-	(3,900)	(3,900)	

CEMETERIES & CHURCHYARDS - OPEN (ROCHFORD) Head of Service: A Bugeja	2002/2003 ACTUAL £	2003/2004 ESTIMATE £	2003/2004 REVISED £	2004/2005 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
Premises Related Expenditure					
2 Repairs, Alterations & Maintenance	193	1,000	1,000	700	-30%
2 Special Items	-	5,000	6,500	6,500	30%
2 NNDR	765	800	800	800	
2 Water and Sewerage	55	-	-	-	
Supplies & Services					
4 Equipment, Tools & Materials	714	600	700	700	
Fees & Charges					
10 Grave Purchases	(32,798)	(28,000)	(30,000)	(30,000)	7%
10 Interments	(36,128)	(35,200)	(36,000)	(36,000)	2%
10 Monuments	(9,210)	(8,200)	(7,700)	(7,700)	-6%

CEMETERIES & CHURCHYARDS - CLOSED (RAYLEIGH & PARISH) Head of Service: A Bugeja	2002/2003 ACTUAL £	2003/2004 ESTIMATE £	2003/2004 REVISED £	2004/2005 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
Premises Related Expenditure					
2 Repairs, Alterations & Maintenance	301	1,500	1,500	1,100	-27%
2 Special Items	9,000	9,000	9,000	13,500	50%
2 NNDR	287	300	300	300	
Supplies & Services					
4 Equipment, Tools & Materials	204	200	300	300	
Contracted Services					
5 Parish Churchyards Maintenance	419	900	700	1,500	67%
Fees & Charges					
10 Registration Fees	(990)	(1,000)	-	-	
10 Interments	(9,032)	(8,800)	(9,000)	(9,000)	
10 Monuments	(2,250)	(1,800)	(3,300)	(3,300)	83%

ENVIRONMENTAL HEALTH		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: G P Woolhouse		£	£	£	£	
Employee Costs						
1	Salaries	328,311	408,500	385,800	440,100	8%
1	Telephone Allowances	213	200	200	200	
1	Training Expenses	8,093	8,500	8,500	8,500	
1	Insurance	3,275	3,500	3,700	3,900	11%
Transport Related						
3	Car Allowances	16,723	24,800	16,500	17,600	-29%
3	Car Parking	1,482	1,700	2,600	2,800	65%
Supplies & Services						
4	Expenses	455	500	900	900	80%
4	Equipment, tools & materials	3,280	6,000	6,500	6,500	8%
4	Fees & Samples	5,083	7,200	7,500	7,500	4%
4	Exclusions From Work	-	500	500	500	
4	Subscriptions	395	600	600	600	
Contacted Services						
5	Consultancy Fees	-	1,500	1,000	1,500	
5	Consultants - Contaminated Land Invest.	7,000	7,000	7,000	7,000	
5	Public Health (Control of Disease Act)	416	400	600	600	
5	Contract Payments - Pest Control	17,000	17,500	17,500	18,000	3%
5	Pest Control Treatments	372	600	500	500	
5	Air Quality Review	4,000	9,000	9,000	9,000	
5	Food Hygiene Contractors	12,403	17,100	17,100	20,000	17%
5	Abandoned Vehicles	603	3,000	3,000	3,000	
Capital Financing Costs						
9	Asset Rentals/Depreciation	1,417	1,600	1,400	1,400	
Fees & Charges						
10	Other Licence	(17,398)	(16,700)	(16,700)	(16,700)	
10	Veterinary Recharge	(341)	(1,100)	(500)	(500)	-55%
10	Environmental Protection Act	(11,076)	(8,800)	(10,000)	(10,000)	14%
10	Other Income	(235)	(300)	(700)	(300)	

PUBLIC HEALTH	2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: R Crofts	£	£	£	£	
Contracted Services					
5 Sewers & Ditch Clearance	19,884	25,000	25,000	30,000	20%
5 S.98 Contribution	39,669	40,900	42,700	44,000	8%
5 Collection/Kennelling - Stray Dogs	4,800	5,000	4,900	5,000	

PUBLIC CONVENIENCES	2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: R Crofts	£	£	£	£	
Premises Related Costs					
2 Repairs, Alterations & Maintenance	14,815	16,700	16,700	19,400	16%
2 S I Building Works	5,981	2,000	-	-	
2 Improvement Works	-	50,000	50,000	42,900	-14%
2 NNDR	3,506	4,600	3,500	3,900	-15%
2 Electricity	2,027	1,900	1,900	1,900	
2 Water /Sewerage	3,767	7,500	7,300	7,300	
2 Insurance	100	100	200	200	
Contracted Services					
5 Contract Cleaning	24,768	27,900	27,900	35,000	25%
Capital Financing Costs					
9 Asset Rentals/Depreciation	16,918	20,500	16,900	16,900	-18%

HACKNEY CARRIAGE		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: S J Clarkson		£	£	£	£	
Employee Costs						
1	Salaries	26,786	28,000	54,600	68,000	143%
1	Training Expenses	500	500	700	800	60%
1	Insurance	400	400	1,100	1,200	200%
Transport Related Costs						
3	Car Allowances	64	1,100	3,700	3,900	255%
Supplies & Services						
4	Expenses	44	200	100	100	
4	Equipment, Tools & Materials	3,296	3,000	2,800	3,600	20%
4	Printing and Publicity	1,428	2,000	2,000	2,000	
4	Nat Association of Taxi & Private Hire	81	100	100	200	
Fees & Charges						
10	Vehicle Licensing	(38,358)	(40,000)	(40,000)	(40,000)	
10	Driver Licensing	(16,386)	(15,000)	(16,700)	(16,700)	11%
10	Operators Licensing	(935)	(700)	(900)	(900)	
10	Other Miscellaneous Income	(13)	-	-	-	

COAST PROTECTION		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: D Deeks		£	£	£	£	
Supplies & Services						
4	Contribution - Crouch Harbour	1,650	1,600	1,700	1,800	

STREET CLEANSING		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: R Crofts		£	£	£	£	
Supplies & Services						
4	Anti-Litter Initiatives	6,264	5,000	5,000	5,000	
4	Tipping Signs/Street Maintenance	-	300	100	1,100	267%
Contracted Services						
5	Contract Payments - Street Cleansing	348,446	375,000	373,000	375,000	
5	Tip Clearance	11,322	20,000	15,000	20,000	
5	Minor Groundworks	6,698	6,700	8,000	8,000	19%
Capital Financing Costs						
9	Asset Rentals/Depreciation	6,725	7,600	6,700	6,700	
Fees & Charges						
10	E.C.C. Contribution to Street Cleansing	(1,120)	(1,100)	(1,100)	(1,100)	
	Contribution from Reserve - Pigeon Control	(4,331)	-	-	-	

WASTE COLLECTION		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: R Crofts		£	£	£	£	
Employee Costs						
1	Salaries	20,973	41,600	41,100	42,400	2%
1	Training General	17	500	800	1,000	100%
1	Insurance	400	400	500	500	
Transport Related						
3	Car Allowances	242	800	1,500	1,200	50%
Supplies & Services						
4	Sacks	400	800	800	800	
4	Equipment, Tools & Materials	1,579	1,500	1,500	1,600	
4	Expenses	618	100	100	100	
4	Market Development Project	3,485	3,500	3,500	3,500	
4	Recycling containers and Bags	2,953	3,500	3,500	3,500	
Contracted Services						
5	Contract Payments - Refuse Collection	797,834	832,000	827,000	852,000	2%
5	Recycling Provision/Contractors	112,051	141,800	150,000	154,500	9%
Capital Financing Costs						
9	Deferred Charges	25,000	30,000	28,500	35,000	17%
Fees & Charges						
10	Refuse Bins	-	(100)	-	-	
10	Extra Bin Collection Scheme	(880)	-	(2,000)	(2,000)	
Contributions from Reserves						
15	Recycling Credits Applied (Note 1)	(24,592)	-	-	-	

WASTE DISPOSAL		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: R Crofts		£	£	£	£	
Supplies & Services						
4	Subscriptions	175	200	300	300	
Contracted Services						
5	Recycling - Payments to Contractors	20,169	26,000	26,000	26,800	3%
5	Waste Management Strategy	6,322	-	-	-	
Fees & Charges						
10	Recycling Credits & Sales (Contractors)	(84,194)	(70,000)	(86,000)	(88,500)	26%

HEALTH, HOUSING & COMMUNITY CARE CLIENT ACCOUNT		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: G P Woolhouse		£	£	£	£	
Employee Costs						
1	Salaries	121,371	132,400	133,800	142,000	7%
1	Telephone Allowances	98	100	100	100	
1	Training Expenses	544	900	900	900	
1	Professional Fees	230	200	200	200	
1	Insurance	1,090	1,200	1,300	1,400	
Transport Related						
3	Car Allowances	1,538	1,800	1,800	1,800	
Supplies & Services						
4	Expenses	314	300	300	300	
4	Equipment, Tools & Materials	-	300	200	200	

DEPOT		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: R Crofts		£	£	£	£	
Employee Costs						
1	Salaries	96,821	117,200	127,200	131,300	12%
1	Training	35	600	600	600	
1	Insurance	1,685	1,800	2,000	2,100	17%
Premises Related						
2	Repairs, Alterations & Maintenance	2,944	9,600	9,600	7,400	-23%
2	S I Building Works	364	-	-	-	
2	National Non-Domestic Rates	6,642	6,800	6,700	6,900	
2	Gas/Electricity	1,467	2,300	1,100	1,100	-52%
2	Water/Sewerage	843	1,200	1,200	1,200	
Transport Related						
3	Transport & Plant	9,281	12,400	8,200	8,300	-33%
3	Car Allowances	599	-	-	-	
Supplies & Services						
4	Expenses	129	200	300	300	
4	Equipment & Supplies	2,980	4,700	4,400	4,400	-6%
Contracted Services						
5	Refuse Removal	1,280	2,600	2,600	2,600	
5	Depot Security Contractor	1,800	1,800	1,800	1,800	
Capital Financing Costs						
9	Asset Rentals	13,800	12,100	8,100	8,100	-33%
Fees & Charges						
10	Lease of Land	(10,174)	(10,200)	(10,200)	(10,200)	
10	Recharge re outside work	-	(100)	(100)	(100)	

HIGHWAYS/ROADS (ROUTINE)	2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: R Crofts	£	£	£	£	
Supplies & Services					
4 Repairs, Alterations & Maintenance	-	200	200	-	
4 Special Items	-	12,000	12,000	-	
4 White Lines - Taxi Ranks	(126)	700	500	700	
4 Signage & Equipment	8,126	8,900	9,600	8,700	
Fees & Charges					
10 E.C.C. Contribution - Verge Maintenance	(28,351)	(29,100)	(29,900)	(30,800)	6%

ON STREET PARKING	2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: S J Clarkson	£	£	£	£	
Employee Costs					
Salaries	-	-	-	43,300	
Training	-	-	300	2,700	
Premises Related					
SI Building Works	-	-	15,000	-	
Transport Related					
Transport & Plant	-	-	-	3,100	
Car Parking	-	-	-	300	
Supplies & Services					
Set up Costs	-	-	-	8,800	
Expenses	-	-	1,500	1,500	
Equipment, Tools and Materials	-	-	5,600	4,000	
Uniforms	-	-	-	1,200	
NPAS Adjudications	-	-	-	12,600	
Handsets	-	-	-	8,000	
DVLA Link	-	-	-	800	
Notices	-	-	400	600	
Stationary - Police Computer Network	-	-	-	6,000	
Mobile Phones	-	-	-	600	
Fees & Charges					
PCN Payments	-	-	-	(52,000)	
Uplift in Car Park Income	-	-	-	(23,700)	
County Court Costs Received	-	-	-	(2,200)	
ECC Start up Capital	-	-	(40,000)	(41,600)	
ECC Start up Expenses	-	-	-	(38,200)	

PARKING OFF-STREET		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: S J Clarkson		£	£	£	£	
Employee Costs						
1	Salaries	61,249	64,400	94,900	99,000	54%
1	Training	-	100	100	100	
1	Insurance	1,090	1,200	1,300	1,400	
Premises Related						
2	Repairs, Alterations & Maintenance	15,429	16,500	16,500	20,200	22%
2	SI Building Works	10,000	8,500	7,500	18,800	121%
2	Back Lane - Purchase of Land	1,660	-	-	-	
2	National Non-Domestic Rates	74,610	81,100	87,800	90,400	11%
2	Lights & Power	2,283	2,400	2,400	2,600	
2	Water & Sewerage	3,391	3,500	3,500	3,600	
Transport Related						
3	Transport & Plant	3,082	3,000	2,900	3,100	
3	Car Parking	207	200	300	300	
Supplies & Services						
4	Expenses	881	500	1,400	1,400	180%
4	Equipment, Supplies & Maintenance	13,233	12,900	14,600	13,700	6%
4	Printing	3,165	8,200	6,200	8,200	
4	Car Parks Statistics Software Package	-	-	4,400	-	
4	SI - Coin Sorter	-	-	8,000	-	
4	East Anglia Car Park Managers Forum	25	100	100	100	
4	SI - Arboricultural Works	500	1,000	500	-	
4	Environmental Services Treatment	-	1,000	500	500	-50%
4	Decriminalised Parking Enforcement	163	-	-	-	
Capital Financing Costs						
9	Asset Rentals/Depreciation	163,008	212,800	163,000	163,000	-23%
9	Deferred Charges	-	-			
Fees & Charges						
10	Parking Fees	(448,291)	(474,000)	(491,900)	(492,000)	4%
10	Market Rents	(4,500)	(4,500)	(4,500)	(4,500)	
10	Permits/Season Tickets	(74,186)	(70,000)	(100,000)	(100,000)	43%
10	Costs Awarded	(2,255)	(3,000)	(3,000)	(1,200)	-60%
10	Excess Charges	(34,720)	(40,000)	(48,900)	(48,900)	22%

PUBLIC TRANSPORT		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: S J Clarkson		£	£	£	£	
Employee Costs						
1	Salaries	326	19,300	8,500	11,800	-39%
1	Training	-	100	100	100	
1	Insurance	200	200	300	300	
Supplies & Services						
4	Expenses	-	-	100	200	
4	Payments re Travel Concessions:-					
4	ETM	-	-	100	200	
	Bus Passes	109,578	127,500	134,100	140,000	10%
4	Taxi Voucher Scheme	53,000	90,000	90,000	90,000	
4	Mayday Mobile	1,100	1,200	-	-	
4	Community Transport Scheme - Service Dev.	-	-	18,200	7,000	
4	Community Transport Grant	-	-	10,000	18,000	
Fees & Charges						
10	Concessions - Fees & Charges	(260)	-	(300)	(300)	
10	Taxi Voucher Scheme Contribution from ECC	(34,532)	(34,500)	(20,000)	(21,000)	-39%
10	Taxi Voucher Scheme (Fees)	(2,487)	(1,800)	(1,800)	(1,800)	
10	Community Transport Scheme - Service Dev.	-	-	(18,200)	(7,000)	
10	Community Transport Grant	-	-	(10,000)	(7,500)	

HOUSING STRATEGY		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: G P Woolhouse		£	£	£	£	
Employee Costs						
1	Salaries	37,338	38,800	39,600	40,600	5%
1	Training	564	400	400	400	
1	Professional Fees	210	200	200	200	
1	Telephone Allowance	98	100	100	100	
1	Insurance	200	200	300	300	
Transport Related						
3	Car Allowances	1,185	1,200	1,300	1,300	
Supplies & Services						
4	Equipment, Tools & Materials	53	300	100	200	
4	Energy Advice Centre	-	400	400	400	
4	Expenses	91	100	200	200	
4	Supporting People	16,449	21,000	21,000	-	
Contracted Services						
5	Frail Elderly Survey	5,000	-	5,000	-	
Grants						
11	Supporting People Grant	(20,003)	(21,000)	(21,000)	-	

PRIVATE SECTOR HOUSING RENEWAL Head of Service: G P Woolhouse		2002/2003 ACTUAL £	2003/2004 ESTIMATE £	2003/2004 REVISED £	2004/2005 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
Employee Costs						
1	Salaries	54,144	56,900	57,400	60,300	6%
1	Training	240	1,000	200	1,000	
1	Insurance	200	200	500	500	150%
Transport Related						
3	Car Allowances	2,335	3,000	2,600	3,000	
3	Parking Allowances	207	400	600	600	
Supplies & Services						
4	Equipment, tools & materials	300	300	300	300	
4	Fees & Samples	-	400	400	400	
4	Home Loss Payments	-	1,500	1,500	1,500	
4	Handy Person Service	4,000	4,000	4,000	4,000	
4	Consultancy Fees	875	1,000	1,000	1,000	
4	Care & Repair	12,500	12,500	12,500	13,000	4%
4	Care Alarms	306	800	600	600	-25%
4	Gardening for the Elderly	-	-	-	5,000	
Capital Financing Costs						
9	Deferred Charges	123,357	508,000	690,000	378,000	-26%
Grants						
	ECC Grant (Gardening Service)	-	-	-	(5,000)	

HOMELESSNESS		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: G P Woolhouse		£	£	£	£	
Employee Costs						
1	Salaries	101,214	114,500	109,300	113,400	-1%
1	Training	700	1,100	1,100	1,100	
1	Telephone Allowances	197	200	200	200	
1	Insurance	890	900	1,100	1,200	33%
Transport Related						
3	Car Allowances	3,771	4,400	4,500	4,800	9%
3	Car Parking	207	200	300	300	
Supplies & Services						
4	Equipment, Tools & Materials	2,566	700	700	700	
4	Expenses	162	300	300	300	
4	Removals & Storage	4,830	7,000	9,000	9,000	29%
4	Contracted Accommodation	99,720	100,000	200,000	200,000	100%
4	Medical Assessments	373	500	500	500	
4	Grants & Contributions	18,329	18,800	18,800	19,000	
4	Rent Guarantee Scheme	-	5,000	5,000	5,000	
4	Garage Rents	900	900	900	900	
4	Priority Need	19,000	-	19,000	19,000	
4	Contribution to Judicial Review (Travellers)	1,000	-	-	-	
Capital Financing Costs						
9	Deferred Charges	300,000	-	75,000	-	
Fees & Charges						
	Priority Need - DTLR Income	(19,000)	-	(19,000)	(19,000)	
	Bed & Breakfast Recharge	-	-	(100,000)	(100,000)	

HOUSING BENEFITS PAYMENTS		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: S J Clarkson		£	£	£	£	
Transfer Payments						
6	Rent Allowances	5,119,899	5,390,200	5,023,300	5,226,300	-3%
	Rent Rebates	-	-	-	2,950,000	
	DWP Rebates	10,997	-	-	-	
Grants						
10	Housing Benefit Subsidies	(4,663,162)	(5,066,700)	(4,646,600)	(5,061,000)	
	Rent Allowances Adj	(2,002)	-	-	-	
	Rent Rebates Subsidies	-	-	-	(3,033,700)	
10	Recoveries	(344,944)	(200,000)	(300,000)	(300,000)	50%

HOUSING BENEFIT ADMIN		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: S J Clarkson		£	£	£	£	
Employee Costs						
1	Salaries	-	-	-	-	
1	Training Expenses	7,451	8,000	8,000	12,000	50%
1	Insurance	4,365	4,600	6,100	6,400	39%
1	Tax Credits - Training & Staffing Costs	-	-	32,000	-	
Transport Related						
3	Car Parking	620	1,300	1,600	1,600	23%
Supplies & Services						
4	Expenses	5,837	4,000	4,600	4,700	18%
4	Equipment, Tools & Materials	4,323	8,000	8,000	8,000	
4	Printing	8,800	8,000	9,000	9,000	13%
4	Benefits Verification Framework	2,923	-	-	-	
4	Recovery Costs	12	1,500	2,000	2,200	47%
4	THBS Administration	659	-	-	-	
4	Performance Standards	1,000	-	99,200	15,000	
4	Tax Credits / Pension Credits	-	54,000	30,000	-	
4	Discretionary Housing Payments - Private Tenants	-	-	7,400	-	
Fees & Charges						
10	Verification Framework Income	(36,016)	(65,300)	(65,300)	(50,000)	-23%
10	Discretionary Housing Income	(7,433)	-	(7,400)	-	
10	Tax Credits	(23,342)	(34,000)	(54,000)	-	
10	WIBS Subsidy	-	-	(20,300)	(12,000)	
10	Court Costs	-	-	(1,000)	(1,200)	
Grants						
11	Administration Subsidy/THBS Grant	(136,745)	(250,000)	(267,000)	(267,000)	7%
11	Performance Standards	-	-	(96,700)	-	

REVENUES INVESTIGATION SECTION		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: S J Clarkson		£	£	£	£	
Employee Costs						
1	Salaries	43,957	45,900	57,600	61,900	35%
1	Training Expenses	1,750	2,400	2,400	2,400	
1	Insurance	400	400	500	500	25%
Transport Related						
3	Car Allowances	2,745	2,700	2,900	2,700	
3	Car Parking	207	200	300	300	
Supplies & Services						
4	Expenses	351	600	1,500	2,000	233%
4	Equipment & Professional Advice	3,950	4,600	4,400	5,400	17%
4	Local Authority Investigation Group	100	100	100	200	
4	Publicity & Advertising	681	1,000	1,000	1,000	
Contracted Services						
	Prosecutions	1,250	-	-	-	
Grants						
11	Government Grant - WBS Sanctions	(248)	(50,000)	(42,000)	(42,000)	-16%
11	Government Grant - Fraud Incentive	(36,275)	-	-	-	

CENTRAL SERVICES - TELEPHONES & RECEPTION Head of Service: Sarah Fowler		2002/2003 ACTUAL £	2003/2004 ESTIMATE £	2003/2004 REVISED £	2004/2005 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
Employee Costs						
1	Salaries	48,390	52,200	37,500	39,500	-24%
1	Insurance	1,090	1,200	1,100	1,200	
Supplies & Services						
4	Equipment, Tools & Materials	1,018	1,300	1,300	1,300	
4	Expenses	172	400	400	400	
4	Office Telephone	32,812	35,900	34,500	35,500	-1%
4	Mobile Phones	3,786	4,000	5,000	5,000	25%
4	Telephone Maintenance	8,918	9,300	9,300	9,600	3%
4	Office Call Box	679	700	700	700	
4	Fax Machine	559	1,500	1,200	1,200	-20%
Fees & Charges						
10	Postages and Telephones	(114)	(300)	(600)	(600)	100%

CENTRAL SERVICES - POSTAL & OFFICE SERVICES Head of Service: Sarah Fowler		2002/2003 ACTUAL £	2003/2004 ESTIMATE £	2003/2004 REVISED £	2004/2005 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
Employee Costs						
1	Salaries	81,351	91,400	90,100	94,400	3%
1	Training Expenses	-	100	100	100	
1	Insurance	1,490	1,600	1,600	1,700	
Supplies & Services						
4	Expenses	780	900	800	1,000	
4	Equipment, Tools & Materials	6,347	3,500	3,300	3,300	
4	Central Stationery Provision	16,451	23,000	23,000	23,000	
4	E-procurement Support	-	-	-	3,000	
4	Subscriptions	-	-	-	8,000	
4	Postal Charges - Franking	35,890	39,000	40,000	40,000	3%
4	Postal Charges - Bulk Postage	30,339	30,000	30,000	30,900	3%
4	Postal Charges - Other	33	100	100	100	
Capital Financing Costs						
9	Asset Rentals/Depreciation	1,926	2,100	1,900	1,900	
Fees and Charges						
	Honesty Boxes	(26)	-	-	-	

CENTRAL SERVICES - FILING		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: Sarah Fowler		£	£	£	£	
Employee Costs						
1	Salaries	22,161	23,000	23,400	24,000	4%
1	Insurance	400	400	500	500	
Supplies & Services						
4	Equipment, Tools & Materials	3,210	3,300	3,300	3,400	

CENTRAL SERVICES - DOCUMENT MANAGEMENT UNIT		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: Sarah Fowler		£	£	£	£	
Employee Costs						
1	Salaries	96,218	97,700	81,100	84,600	-13%
1	Training	2,000	2,000	2,000	2,000	
1	Insurance	1,785	1,900	1,600	1,700	
Supplies & Services						
4	Expenses	-	100	100	100	
4	Equipment, Tools & Materials	2,296	2,600	2,100	2,100	-19%
4	Photocopier Maintenance	5,086	6,200	5,200	5,200	-16%
4	Photocopying Paper	6,478	7,600	7,600	7,600	
4	Central Printing - Equipment	15,253	18,700	18,700	18,700	
4	Central Printing - Supplies	7,916	10,000	10,500	11,000	10%
4	Central Printing - External	10,049	9,500	10,000	10,000	5%
Capital Financing Costs						
9	Asset Rentals/Depreciation	11,339	2,400	10,400	10,400	333%
Fees & Charges						
10	Printing and Copying	(1,533)	(2,000)	(1,700)	(1,700)	-15%

OFFICE ACCOMMODATION - ROCHFORD Head of Service: Sarah Fowler		2002/2003 ACTUAL £	2003/2004 ESTIMATE £	2003/2004 REVISED £	2004/2005 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
Employee Costs						
1	Salaries	30,473	34,000	32,300	37,700	11%
1	Insurance	1,390	1,500	2,000	2,100	40%
Transport Related						
	Staff Parking	207	-	300	300	
Premises Related						
2	Repairs, Alterations & Maintenance	33,928	45,200	45,200	34,800	-23%
2	Special Items - Building Works	23,883	20,500	29,300	39,000	90%
2	National Non-Domestic Rates	65,784	71,800	62,600	64,500	-10%
2	Gas	2,834	4,800	5,800	4,800	
2	Electricity	21,305	21,000	21,600	22,000	5%
2	Water & Sewerage	2,935	3,200	3,100	3,200	
2	Cleaning	32,965	32,000	39,000	40,000	25%
2	Window Cleaning	3,467	4,100	4,100	4,100	
Supplies & Services						
4	Expenses	1,146	2,200	1,100	1,500	-32%
4	Equipment, Tools & Materials	3,017	3,700	3,800	3,900	
Capital Financing Costs						
9	Asset Rentals/Depreciation	191,604	136,500	140,300	140,300	3%
9	Deferred Charges	9,125	125,000	40,000	160,000	28%
Rents						
12	Rents and Charges	(760)	(1,600)	(900)	(900)	

OFFICE ACCOMMODATION - RAYLEIGH Head of Service: Sarah Fowler		2002/2003 ACTUAL £	2003/2004 ESTIMATE £	2003/2004 REVISED £	2004/2005 ESTIMATE £	ESTIMATE TO ESTIMATE % CHANGE
Employee Costs						
1	Salaries	15,758	16,500	17,600	18,000	9%
1	Insurance	400	400	600	600	
Premises Related Costs						
2	Repairs, Alterations and Maintenance	9,236	9,700	9,700	18,800	94%
2	S I Building Works	10,600	25,000	28,900	13,500	-46%
2	Members Lounge	3,248				
2	NNDR	17,237	17,700	16,300	16,800	-5%
2	Oil	3,429	3,500	3,500	3,600	
2	Electricity	3,030	3,000	3,100	3,100	
2	Water & Sewerage	581	700	600	600	
2	Refuse Removal	139	300	300	300	
2	Window Cleaning	1,089	1,000	1,200	1,300	30%
2	Office Cleaning	1,856	4,000	3,000	3,200	-20%
Transport Costs						
3	Car Allowances	-	100	100	100	
Supplies & Services						
4	Equipment, Tools & Materials	1,825	2,100	2,100	2,300	
4	Presentation Equipment	4,688	-	-	-	
4	Audio-Visual Equipment Maintenance	-	-	2,900	2,900	
Capital Financing Costs						
9	Asset Rentals/Depreciation	62,156	48,900	48,400	48,400	-1%
Rents						
12	Rents and Charges	(9,651)	(9,200)	(7,000)	(7,000)	-24%
Provision of Services						
	Voluntary Organisations & Rayleigh Town Council	(8,800)	(5,800)	(5,800)	(5,800)	

FINANCIAL SERVICES		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: D Deeks		£	£	£	£	
Employee Costs						
1	Salaries	248,056	286,400	293,100	303,200	6%
1	Training	5,942	6,200	6,200	6,200	
1	Telephone Allowances	98	100	100	100	
1	Professional Fees	244	300	300	300	
1	Insurance	3,375	3,600	4,200	4,400	22%
Transport Costs						
3	Car Allowances	986	1,100	1,100	1,100	
Supplies & Services						
4	Expenses	1,566	2,400	1,000	1,000	-58%
4	Equipment, Tools & Materials	7,386	6,400	6,600	6,400	
4	Ass of Local Authority Risk Managers	84	100	100	100	
Contracted Services						
5	Tax Consultants	4,638	4,400	4,400	4,400	
5	Insurance Consultancy	3,500	3,500	3,500	-	
5	Asset Valuation	2,500	6,000	3,000	3,000	
5	Treasury Management	10,000	10,000	10,000	10,000	
Fees & Charges						
10	VAT on Car Allowance	(2,088)	(2,000)	(2,300)	(2,300)	15%
10	Commission on Loans to Staff	(677)	(100)	(100)	(100)	

PERSONNEL SERVICES		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: R J Honey		£	£	£	£	
Employee Costs						
1	Salaries	68,204	80,100	94,100	106,400	33%
1	Occupational Health	2,947	4,000	4,500	4,000	
1	Training Expenses	555	700	700	700	
1	Central Training Provision	21,352	21,800	21,800	21,800	
1	Relocation Expenses	7,374	5,000	5,000	5,000	
1	Recruitment Expenses	564	1,600	1,600	1,600	
1	Staff Advertising	76,684	65,000	65,000	65,000	
1	Retirement Gifts	1,580	300	600	300	
1	Staff Reward Scheme	434	-	9,400	9,400	
1	Rochford Youth Training	13,204	24,700	24,700	24,700	
1	Insurance	890	900	1,300	1,400	56%
Supplies & Services						
4	Expenses	251	400	300	300	
4	Equipment, Tools and Materials	1,358	1,100	1,000	1,000	
4	Provisions	17,295	18,100	18,100	18,100	

PROPERTY MAINTENANCE		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: R Crofts		£	£	£	£	
Employee Costs						
1	Salaries	335,974	365,600	356,500	387,100	6%
1	Telephone Allowances	239	200	200	200	
1	Training	1,957	1,500	1,500	1,500	
1	Insurance	3,275	3,500	4,000	4,200	20%
Transport Related						
3	Car Allowances	9,485	10,800	10,800	11,600	7%
3	Transport & Plant	6,098	6,100	5,900	6,200	
Supplies & Services						
4	Expenses	189	400	200	200	
4	Equipment, Tools, Materials & Subs	8,402	8,300	8,300	8,400	
4	Consultants/Support Services	-	5,000	-	-	
4	Mobile Radio Maintenance	400	2,900	2,000	2,900	
Capital Financing Costs						
9	Asset Rentals/Depreciation	1,751	1,800	1,600	1,600	-11%
Fees & Charges						
10	Admin Charge/Rechargeable Income	(4,887)	(3,500)	(3,500)	(3,500)	
Provision of Services						
	Capital Works	-	(20,000)	(10,000)	(10,000)	-50%

CASHIERS		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: S J Clarkson		£	£	£	£	
Employee Costs						
1	Salaries	23,047	24,900	46,800	62,500	151%
1	Training Expenses	-	400	100	100	-75%
1	Insurance	700	700	800	800	
Supplies & Services						
4	Expenses	-	100	-	-	
4	Equipment, Tools & Materials	31	400	400	400	
Contracted Services						
5	Security Services - Cash Collection	6,788	8,000	10,500	10,100	26%
Capital Financing Costs						
9	Asset Rentals/Depreciation	884	1,100	900	900	

COMPUTER SERVICES		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: Sarah Fowler		£	£	£	£	
Employee Costs						
1	Salaries	55,944	62,500	112,800	117,600	88%
1	Training Expenses	1,370	1,400	1,400	1,400	
1	Insurance	790	800	2,000	2,100	163%
Supplies & Services						
4	Expenses	668	600	400	500	
4	ETM	412	1,200	1,000	1,000	
4	SOCITM Subscription	695	-	600	700	
4	Internet/Intranet Strategy	20,000	-	-	-	
4	IT Upgrades/Developments	70,000	70,000	58,000	38,500	-45%
4	Essex On-Line Partnership	-	-	-	15,000	
4	Leased Line	5,436	9,500	6,000	6,000	-37%
Contracted Services						
5	Contract Payment	544,292	560,000	602,000	643,000	15%
5	IS/IT Strategy	-	25,000	-	-	
5	Computer Consumables	12,548	12,000	12,000	12,000	
5	Software Licence Payments	1,654	5,000	2,000	2,000	-60%
5	Computer Service Extensions	-	300	-	-	
5	Consultancy IT	1,512	-	-	-	
Capital Financing Costs						
9	Asset Rentals/Depreciation	113,844	61,900	103,800	103,800	68%
Grants						
10	Essex On-Line Partnership	-	-	-	(15,000)	

LEGAL SERVICES		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: A J Bugeja		£	£	£	£	
Employee Costs						
1	Salaries	189,168	216,800	212,800	221,800	2%
1	Telephone Allowances	98	100	100	100	
1	Professional Fees	2,036	2,400	3,400	3,400	42%
1	Training Expenses	2,322	1,800	1,800	1,800	
1	Insurance	1,785	1,900	2,100	2,200	16%
Premises Related Costs						
2	Repairs, Alterations & Maintenance	427	1,500	1,500	1,500	
Transport Related						
3	Car Allowances	1,352	1,400	1,600	1,600	
Supplies & Services						
4	Expenses	794	1,200	800	900	-25%
4	Equipment, Tools & Materials	2,575	700	1,000	1,000	43%
4	Library	14,584	14,500	14,500	14,500	
4	Advertising General	583	700	700	700	
4	Legal Fees (Net)	(14,094)	500	500	500	
4	Planning Appeals General	59	200	200	200	
4	Land Registration Programme	240	400	300	6,000	1400%
4	Assn of Council Secretaries & Solicitors	145	100	200	200	
4	General Estate Management	19	200	100	100	
Fees & Charges						
10	Rents	(34,477)	(33,000)	(33,000)	(33,000)	

AUDIT AND PROCESS REVIEW		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE	ESTIMATE TO ESTIMATE % CHANGE
Head of Service: P Warren		£	£	£	£	
Employee Costs						
1	Salaries	106,976	125,300	128,900	132,900	6%
1	Training	1,036	1,400	1,400	1,400	
1	Insurance	1,290	1,400	1,600	1,700	21%
Transport Related						
3	Car Allowances	620	900	900	900	
Supplies & Services						
4	Expenses	185	300	200	200	
4	Equipment, Tools & Materials	1,097	1,000	700	1,000	

Revenue Budget - 2003/04 - 2008/09

9.0%

9.0%

9.0%

9.0%

9.0%

9.0%

9.0%

Appendix 2

	2003/04	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09
<u>Tax Increase at 9%, 9%, 9%</u>	Estimate	Revised	Estimate	Estimate	Estimate	Estimate	Estimate
1 Projected permitted expenditure	8,193,400	8,193,400	8,258,600	8,803,900	9,341,200	9,873,400	10,456,300
2 Opening draft budget	8,156,050	7,870,000	8,260,000	8,508,000	9,214,689	9,676,015	10,030,670
3 Leisure Contract & Park Sports				286,000	(50,000)		
4 IS/IT strategy				30,000			
5 Members Allowances				30,000	30,000		
6 Pension increases				150,000	50,000	50,000	50,000
7 Investment income change					32,500	52,500	52,500
8 Recycling							
9 Liquor Licensing			94,000	(60,000)			
10 Pay Strategy				100,000	100,000		
11 Expanded roll of patrol enforcement officers				17,300	(2,000)		
12 Publicity to prevent fly tipping			5,000				
13 Additional dog fouling bins			2,000				
14 Additional ditch clearances			10,000				
15 Income review				(40,000)		(40,000)	
16 Housing Resources			21,000		19,000		
17 Accommodation - short term			56,000	(35,000)			
18 Housing Needs Survey			30,000	(30,000)			
19 Freedom of Information Act			30,000	(10,000)			
20 Adjusted budget	8,156,050	7,870,000	8,508,000	8,946,300	9,394,189	9,738,515	10,133,170
21 Inflation on adjusted budget				268,389	281,826	292,155	303,995
22 Total budget	8,156,050	7,870,000	8,508,000	9,214,689	9,676,015	10,030,670	10,437,165
23							
24 Change in Budget Reserve/General Fund	37,350	323,400	(249,400)	(410,789)	(334,815)	(157,270)	19,135
25 Net Budget	8,193,400	8,193,400	8,258,600	8,803,900	9,341,200	9,873,400	10,456,300
26							
27 Budget Strategy Reserve *	500,000						
General Fund							
30 Balance Bought Forward	1,165,813	1,465,813	1,789,213	1,539,813	1,129,024	794,209	636,939
31 Change in fund	37,350	323,400	- 249,400	- 410,789	- 334,815	- 157,270	19,135
32 Balance Carried Forward	1,203,163	1,789,213	1,539,813	1,129,024	794,209	636,939	656,074
33 Balance should be	800,000	800,000	800,000	850,000	900,000	950,000	1,000,000

* £300,000 to General Reserves and £200,000 to Pension reserve

General Fund Capital Programme & Financing estimates				2004/2005 - 2008/09 DRAFT ESTIMATES							
		Responsible Officer	Actual 2002/03	Estimate 2003/04	Revised 2003/04	Estimate 2004/05	Estimate 2005/06	Estimate 2006/07	Estimate 2007/08	Estimate 2008/09	
	Information and communications technologies										
1	IS/IT strategy - Government funding	John Honey	210,612	200,000	200,000	-		-			
2	IT requirements	John Honey	-	30,000	77,000	30,000	30,000	30,000	30,000	30,000	
3	Software - new / replacements	John Honey	-	-	-	-					
4	Intranet Strategy	John Honey	-	-	-	-					
5											
6	Vehicles and equipment										
7	Car Park Machines	Stev Clarkson	-	-		-					
8	Wheelie Bins	Dave Timson	25,000	30,000	28,500	35,000	40,000	45,000	50,000	55,000	
9	413 Toyota Hi-Lux Pick up	Dave Timson	13,500	-	-	-					
10	410 Toyota Hi-Lux Truck	Dave Timson	13,500	-	-	-					
11	925 Land Rover	Dave Timson	-	-	-	14,000					
12	302 Leyland Road Runner	Dave Timson	18,357	-	-	-					
13	404 Suzuki Jeep	Dave Timson	8,791	-	-	-					
14	831 Massey Fergusson Tractor	Dave Timson	-	-	3,000	-					
15	201 Ford Tractor	Dave Timson	9,195	-	-	-					
16	575 - Civic Car	Roger Crofts	18,877	-	-	-					
17	Car Park patrol vehicle	Steve Clarkson	-	-	4,500	-					
18	Vehicle Replacement - Cleansing	Dave Timson	-	-	-	-			15,700	16,000	
19	Vehicle Replacement - Property Maintenance	Dave Timson	-	-	-	-		22,800			
20	Vehicle Replacement - Woodlands	Dave Timson	-	-	-	-			17,000		
21	Main Print Room Copiers/Dictation equipment	Sarah Fowler	34,995	-	9,000	-					
22	Franking machine	Sarah Fowler	-	-	-	12,000					
23	Photocopiers	Sarah Fowler	-	-	-	45,000					
25											
26	Repairs and improvements to operational assets										
27	Leisure Contract commitment	Roger Crofts	40,257	-	160,000	-					
28	Rayleigh Windmill	Roger Crofts	4,527	60,000	4,300	-	72,000				
29	Clements Hall Pool leak	Dave Timson		50,000	-	50,000					
30	Disability Discrimination Act - Pavillions	Paul Warren			-	40,000					
31	DDA - Office Accommodation	Paul Warren	9,125	125,000	40,000	160,000					
32	Public Conveniences	Dave Timson		50,000	50,000	35,000	20,000				
33	Back Lane Car Park	S Clarkson	-	-	7,800	-					
34	Depot Road	Dave Timson		40,000	40,000	-					

Appendix 3

		Responsible Officer	Actual 2002/03	Estimate 2003/04	Revised 2003/04	Estimate 2004/05	Estimate 2005/06	Estimate 2006/07	Estimate 2007/08	Estimate 2008/09	
	Town and Village improvements										
35	Rochford Town Centre	Shaun Scrutton	100,998	-	-	-					
36	Hullbridge	Roger Crofts	100,210	-	-	-					
37	Hockley	Roger Crofts	149,600	-	5,000	-					
38	West Street Rochford CPO - 37-39 (net)	Albert Bugeja	-	-	-	-					
39	----- " ----- 50 - 54	Albert Bugeja	-	75,000	-	75,000					
40											
41	Crime and Disorder and Safety strategies										
42	CCTV - small shopping parades across the Distr	Paul Warren	6,570	-	-	-					
43	Schools/pedestrian crossings - Holt Farm	Paul Warren	-	-	26,000	-					
44	Canewdon school. Amber warning signs	Paul Warren	2,030	-	-	-					
45	Downhall/London Rd junction	Paul Warren	-	-	50,000	-					
46	Crime and Disorder - Parish partnership	Paul Warren	7,000	-	1,600	-					
47	Hullbridge 5 a side	Paul Warren	17,119	-	-	-					
48	Additional CCTV	Paul Warren		-	15,600	-					
49											
50	Open Spaces and play facilities										
51	Play Spaces	Dave Timson	37,703	50,000	50,000	160,000	50,000	50,000	50,000	50,000	
52	Football Pitch drainage			52,300	151,000	-					
53	Cherry Orchard Jubilee Country Park	Roger Crofts		100,000	38,000	127,000					
54	- Grant funded works	Roger Crofts	98,798		-	-					
55	- Thames Gateway funding	Roger Crofts	50,000		-	-					
56	Sweyne Park	Dave Timson	26,195		9,000	-					
57											
58	Possible new items										
59	Depot	Dave Timson	-	-	-	16,000					
60	Old Ship Lane Car Park	Dave Timson	-	-	-	25,000					
61											
62											
63	Total For General Fund		1,002,960	862,300	970,300	824,000	212,000	147,800	162,700	151,000	

	Statement on Capital Receipts	Responsible Officer	Actual 2002/03	Estimate 2003/04	Revised 2003/04	Estimate 2004/05	Estimate 2005/06	Estimate 2006/07	Estimate 2007/08	Estimate 2008/09	
	Capital Programme financing										
63	General Fund - Basic Credit Approval	Dave Deeks	54,000	64,000	64,000	-					
64	RCCO - HRA	Dave Deeks	-	-	-	-					
65	Town Centre Regeneration Reserve	Dave Deeks	82,873	-	-	50,000					
66	Capital Receipts Required	Dave Deeks	517,289	598,300	590,008	774,000	212,000	147,800	162,700	151,000	
67	Capital Grant (IS/IT)	John Honey	200,000	200,000	200,000	-					
68	Capital Grant (Football Pitches)	Roger Crofts	-	-	100,800	-					
69	Cherry Orchard - Grants	Roger Crofts	98,798		15,492	-					
70	Thames Gateway (Cherry Orchard)	Roger Crofts	50,000								
71			1,002,960	862,300	970,300	824,000	212,000	147,800	162,700	151,000	
72											
73	Capital Receipts B/fwd		1,357,131	422,204	1,355,148	809,141	72,141	(232,859)	(290,659)	(266,359)	
74	Received in Year - Housing	Dave Deeks	460,000	200,000	400,000	300,000	300,000	300,000	300,000	300,000	
75	Received in Year - General Fund	Dave Deeks	140,000	-		-					
76	Use in the year - Housing	Dave Deeks	(84,694)	(145,000)	(356,000)	(263,000)	(393,000)	(210,000)	(113,000)	(113,000)	
77	Use in year - General Fund	Dave Deeks	(517,289)	(598,300)	(590,008)	(774,000)	(212,000)	(147,800)	(162,700)	(151,000)	
78	Capital Receipts C/fwd		1,355,148	(121,096)	809,141	72,141	(232,859)	(290,659)	(266,359)	(230,359)	-

	Housing Capital Programme & Financing		2004/2005 - 2010/11 DRAFT ESTIMATES								
		Actual 2002/03	Estimate 2003/04	Revised 2003/04	Estimate 2004/05	Estimate 2005/06	Estimate 2006/07	Estimate 2007/08	Estimate 2008/09	Estimate 2009/10	Estimate 2010/11
	<u>Housing Revenue Account</u>										
79	Cash Incentive	44,000	70,000	70,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
80	<u>Decent Homes</u>										
81	Window Replacements	110,875	10,000	10,000	10,000						
82	Central Heating - upgrades	-	20,000	20,000	-						
83	Provision for Improvements. Doors	67,983	75,000	75,000	100,000	100,000	100,000	100,000	100,000	150,000	150,000
84	Boiler replacements	89,200	70,000	70,000	117,000	117,000	117,000	117,000	117,000	115,000	117,000
85	Electrical upgrades	40,937	60,000	60,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000
86	Bathroom Replacements	-	60,000	75,000	100,000	100,000	100,000	100,000	108,000	100,000	200,000
87	Kitchen Replacements	-	60,000	75,000	276,000	200,000	200,000	200,000	200,000	200,000	200,000
88	Central Heating	-	-	-	34,000	34,000	34,000	34,000	34,000	34,000	34,000
89	Loft Insulation	-	-	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000
90	Walls	-	-	-	8,000	8,000	8,000	8,000	8,000	8,000	8,000
91	Roofs	-	-	-	7,000	7,000	7,000	7,000	7,000	7,000	8,000
92	Decent Homes Total		355,000	385,000	744,000	658,000	658,000	658,000	666,000	706,000	809,000
93											
94	<u>Project Work</u>										
95	Roofing Works - Cagefield	-	10,000	10,000	-						
96	Rochford Garden Way - area regeneration	-	125,000	275,000	-						
97	Boilers - Sheltered housing	100,275	-	-	75,000	75,000	75,000				
98	Smoke Alarms	29,667	30,000	30,000	-						
99	Conversion of properties	1,370	80,000	90,000	90,000						
100	Disabled Adaptations	49,981	60,000	60,000	60,000	65,000	70,000	75,000	80,000	85,000	85,000
101	Hatfield House Improvements	60,000	-	-	52,000						
102	Link Radio Project	26,377	-	-	-						
103	Sheltered Homes conversion/Decent Homes	145,873	550,000	400,000	-	250,000	250,000	250,000	250,000	250,000	150,000
104	Sheltered Homes - Communal works	-	-		15,000	16,000	17,000	19,000	19,000		
105	Fees to be allocated to schemes	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
106	Door Entry system	-	-	-	-	30,000	10,000				
107	Digital Aerials	-	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000
108	Equity share - 30 Woodstock Cres.	20,000	-	-	-						
109	Rochford Garden Way. Shops conversion	692	70,000	-	-						
110	Lift Improvements - Highmead	-	20,000	10,500	-						
111	Ormond Avenue Provision	-	-	-	9,000						
112	Spa Court	-	-	9,500	-						
113											
114		887,229	1,470,000	1,440,000	1,230,000	1,279,000	1,265,000	1,187,000	1,200,000	1,226,000	1,229,000

		Actual 2002/03	Estimate 2003/04	Revised 2003/04	Estimate 2004/05	Estimate 2005/06	Estimate 2006/07	Estimate 2007/08	Estimate 2008/09	Estimate 2009/10	Estimate 2010/11
115	HRA Financing (MRA)	1,058,000	1,057,000	1,057,000	1,154,355	1,149,000	1,168,000	1,187,000	1,200,000	1,226,000	1,229,000
116	MRA - B/Fwd	157,874	270,000	328,645	75,645	-	-	-	-	-	-
117	MRA - C/Fwd	(328,645)	-	(75,645)	-	-	-	-	-	-	-
118	RCCO - HRA	-	-	30,000	-	-	-	-	-	-	-
119	Capital Receipts applied		100,000	100,000	-	130,000	97,000	-	-	-	-
120	Slippage		43,000	-	-	-	-	-	-	-	-
121		887,229	1,470,000	1,440,000	1,230,000	1,279,000	1,265,000	1,187,000	1,200,000	1,226,000	1,229,000
	Other Housing										
	Graham Woolhouse										
122	Support for Housing Associations	300,000	300,000	285,000	150,000	150,000	-	-	-	-	-
123	Private Sector Renewal Grants	8,919	100,000	218,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
124	Disabled Grants	114,438	108,000	262,000	108,000	108,000	108,000	108,000	108,000	108,000	108,000
125		423,357	508,000	765,000	328,000	328,000	178,000	178,000	178,000	178,000	178,000
126	Other Housing - financing										
127	Grant - DFG	68,663	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000
128	Non HRA financing - BCA for Housing	270,000	400,000	400,000	-	-	-	-	-	-	-
129	Redistributed SCA	-	-	44,000	-	-	-	-	-	-	-
130	New Capital Receipts	84,694	45,000	256,000	263,000	263,000	113,000	113,000	113,000	113,000	113,000
131		423,357	510,000	765,000	328,000	328,000	178,000	178,000	178,000	178,000	178,000

HOUSING REVENUE ACCOUNT	2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE
	£	£	£	£
Supervision and Management General	618,662	672,500	740,000	811,200
Supervision and Management Special	678,204	744,200	702,900	695,400
Housing Repairs	-			
- General Properties	796,453	850,000	850,000	671,700
- OAP Schemes	275,689	300,000	300,000	248,900
- Housing Repairs Administration	400,000	438,100	438,100	438,000
Depreciation	1,058,000	1,055,000	1,055,000	1,135,000
Deferred Charges	152,087	130,000	130,000	140,000
Use of Capital	5,929,260	-	3,458,700	3,458,700
Stock Option Appraisal	-	-	-	300,000
Rent Rebate	3,087,737	3,240,000	3,000,000	-
PWLB Premium & Discount	2,303	-	7,700	7,700
Debt Management Charge	37,248	38,000	38,000	38,000
	13,035,644	7,467,800	10,720,400	7,944,600
Dwelling Rents/Non Dwelling Rents	(4,821,907)	(4,865,000)	(4,790,000)	(4,814,000)
Charges	(706,099)	(748,700)	(730,000)	(726,000)
Garage Rents	(138,702)	(141,300)	(141,300)	(146,000)
Income from Service Charges	(21,566)	(34,000)	(22,000)	(22,000)
Allocation of Fees for Major Repairs	(100,000)	(100,000)	(100,000)	(100,000)
Government Housing Subsidy:	-			
Block Subsidy	556,382	757,000	685,000	510,000
Housing Benefits	(3,079,569)	(3,240,000)	(3,000,000)	-
NET COST OF SERVICE	4,724,182	(904,200)	2,622,100	2,646,600
Capital Charges				
Adjusting Transfer from Asset Management Revenue A/C	(4,753,812)	1,134,000	(2,350,100)	(2,430,500)
Reversal of Deferred Charge	(152,087)	(130,000)	(130,000)	(140,000)
Interest Receivable	(44,645)	(21,000)	(20,000)	(27,000)
NET OPERATING EXPENDITURE	(226,362)	78,800	122,000	49,100
Provision for Repayment of External Loans MRP	267,492	235,000	235,000	-
Reversal of FRS17 Retirement Benefits Costs	-	-	(6,900)	(3,600)
(SURPLUS)/DEFICIT FOR THE YEAR	41,130	313,800	350,100	45,500
Changes in Balances				
Balance Brought Forward	(868,710)	(616,510)	(827,580)	(477,480)
(Surplus)/Deficit for the year	41,130	313,800	350,100	45,500
Balance Carried Forward	(827,580)	(302,710)	(477,480)	(431,980)

GENERAL MANAGEMENT Head of Service: S J Clarkson		CODE	2002/2003 ACTUAL £	2003/2004 ESTIMATE £	2003/2004 REVISED £	2004/2005 ESTIMATE £
Employee Costs						
1	Salaries	44 100 01 000	189,532	225,700	234,600	313,900
1	Central Superannuation Costs	44 100 00 755	37,900	43,600	46,200	52,200
1	Telephone Allowances	44 100 15 400	197	200	200	200
1	Training Expenses	44 100 05 200	4,094	7,600	17,600	7,800
1	Insurance	44 100 40 000	51,530	59,400	70,300	73,800
Transport Related						
3	Car Allowances	44 100 25 100	5,713	7,000	7,300	7,800
3	Staff Parking	44 100 38 000	827	1,400	1,800	1,800
Supplies & Services						
4	Expenses	44 100 35 xxx	605	700	800	1,000
4	Medical Support	44 100 00 515	1,600	1,600	1,600	1,700
4	Equipment, Tools & Materials	44 100 16 xxx	4,636	3,500	7,500	3,600
	Contribution to Software Reserve		60,000	-	-	-
4	Delivery Costs	44 100 33 100	1,302	3,200	2,600	2,700
4	Newsletter & Delivery	44 100 30 360	8,729	10,800	10,000	12,300
4	Removals (Grants To Tenants)	44 100 17 560	-	400	400	400
4	Estate Management	44 100 17 900	15,764	15,000	15,000	15,000
4	Compact Development / Review	44 100 00 611	800	12,000	12,000	15,000
4	Tenants Participation	44 100 00 600	45	3,000	3,000	3,000
4	Council Tax Voids	44 100 00 400	5,396	6,000	8,500	4,000
4	Court Costs	44 100 00 750	(84)	4,000	2,000	2,000
4	Tenants Handbook	44 100 00 612	-	1,500	1,000	1,000
4	Frail Elderly Survey	44 100 00 601	5,000	-	-	-
4	Resource Accounting	44 100 45 550	23,000	5,000	5,000	5,000
	Transfer Incentive Scheme	44 100 00 212	24,000	-	18,000	18,000
4	Customer Survey	44 100 00 173	-	3,500	3,500	-
	Reversal of Sundry Creditors/Debtors	44 100 00 888	(18,464)	-		
Contracted Services						
5	Giro Charges	44 100 20 500	28,129	20,000	20,000	21,000
5	Void Property Clearance	44 100 20 100	21,519	8,500	11,600	10,000
4	Optional Appraisal Consultancy	44 100 45 700	-	15,000	8,000	20,000
Support Services						
7	Committee Servicing		31,363	33,400	32,500	34,900
7	Woodlands Unit		9,808	11,100	14,600	10,200
7	Revenues & Housing Management A/c		56,589	67,400	65,000	65,500
7	Client Administration (Homelessness)		40,678	49,300	49,300	50,000
7	Telephones & Reception		6,242	6,800	9,700	10,100
7	Postal Services		7,544	8,400	9,400	10,100
7	Filing		3,686	3,900	4,000	4,100
7	Document Production		16,039	16,500	16,300	16,800
7	Office Accommodation - Rochford		11,213	13,000	13,400	13,400
7	Financial Services		11,845	13,200	13,300	12,800
7	Personnel Services		8,910	9,700	9,100	10,000
7	Cashiers		9,024	10,100	14,200	17,100
7	Computer Services		23,234	22,200	25,000	26,200
7	Legal Administration		2,367	2,900	2,900	3,000
7	Audit & Process Review		4,937	11,100	7,900	7,800
Total Expenditure			715,252	737,600	795,100	885,200

GENERAL MANAGEMENT - Continued	CODE	2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE
Head of Service: S J Clarkson		£	£	£	£
Fees & Charges					
10 Essex Water Company Commission	44 100 84 130	(41,726)	(12,000)	(2,000)	(20,000)
10 Forced Entry Charge	44 100 81 420	(270)	(100)	(100)	(100)
Provision of Services					
13 Elections		(200)	(200)	(200)	(200)
13 Emergency Planning		(1,000)	(1,000)	(1,000)	(1,100)
14 Warden Services		(46,694)	(45,300)	(45,300)	(46,000)
14 Finchfield Bungalows		(6,700)	(6,500)	(6,500)	(6,600)
Total Income		(96,589)	(65,100)	(55,100)	(74,000)
Total Net Expenditure		618,662	672,500	740,000	811,200

SPECIAL SERVICES	CODE	2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE
Head of Service: S J Clarkson		£	£	£	£
Supplies & Services					
4 Staircase & Estate Lighting	44 100 11 000	9,881	9,700	14,000	14,500
Contracted Services					
5 Cleaning	44 100 20 000	2,313	2,400	2,400	2,500
Support Services					
7 Maintenance of Grounds		26,072	26,800	26,900	27,400
Total Expenditure		38,266	38,900	43,300	44,400
Provision of Services					
14 Wardened Services - Grounds Maintenance		(17,457)	-	-	-
Total Income		(17,457)	-	-	-
Total Net Expenditure		20,810	38,900	43,300	44,400

WARDENED SERVICES		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE
Head of Service: S J Clarkson		£	£	£	£
Employee Costs					
1 Salaries	44 201 01 000	255,192	282,400	227,400	220,200
1 Wardens Emoluments	44 201 18 100	77,379	81,400	70,000	72,100
1 Training	44 201 05 200	-	600	600	1,200
1 Insurance	44 201 40 000	4,665	4,900	5,800	6,100
Premises Related Costs					
2 Heating	44 xxx 13 000	71,653	90,000	73,800	76,000
2 Commercial Boiler Services	44 201 54 650	26,196	31,600	31,900	28,500
2 Electricity	44 xxx 11 000	39,488	38,000	40,700	41,900
2 Cleaning Contract	44 xxx 20 000	31,149	31,700	31,700	32,100
2 Communal Services Housing Dept.	44 xxx 17 150	33,753	40,200	43,100	40,900
2 Communal Services Fire Safety	44 201 54 700	12,953	20,200	22,800	16,000
Transport Related					
3 Car Allowances	44 201 25 100	1,090	-	6,700	6,700
Supplies & Services					
4 Expenses	44 201 35 xxx	174	100	3,000	3,000
4 Cleaning Materials	44 xxx 16 000	869	1,400	1,500	1,500
4 Telephones	44 xxx 15 000	15,401	15,000	15,400	15,900
4 Falls Collaboration	44 201 00 183	2,000	-	-	-
4 Central Control Service	44 201 20 435	874	-	11,000	11,300
Support Services					
7 Contract Monitoring		-	-	1,600	1,600
7 Financial Services		4,663	5,000	5,000	5,100
7 Personnel		21,248	23,700	22,400	23,200
7 Computer Services		5,492	5,300	5,600	5,900
8 Supervision & Management General		46,694	45,300	45,300	46,000
7 Maintenance of Grounds (Housing)		17,457	-	-	-
8 Audit & Process Review		-	-	5,800	7,800
Total Expenditure		668,390	716,800	671,100	663,000
Provision of Services					
14 Finchfield Bungalows		(10,996)	(11,500)	(11,500)	(12,000)
Total Income		(10,996)	(11,500)	(11,500)	(12,000)
Total Net Expenditure		657,394	705,300	659,600	651,000

FINCHFIELD BUNGALOWS		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE
Head of Service: S J Clarkson		£	£	£	£
Premises Related Costs					
2 Repairs Alterations & Maintenance	44 700 10 300	9,801	14,600	10,400	10,800
2 Water & Sewerage	44 700 12 xxx	3,401	3,500	3,500	3,500
2 Window Cleaning	44 700 20 040	414	500	500	500
2 Landscape Gardens	44 700 00 142	300	400	400	500
2 Insurances	44 700 40 000	100	100	100	100
Supplies & Services					
4 External Audit Fees	44 700 00 167	500	500	500	500
4 Tenants Participation	44 700 00 600	79	-	100	200
4 Reversal of Sundry Creditors	44 700 00 888	(500)			
Support Services					
7 Repairs Administration		4,000	3,000	3,000	3,000
8 Supervision & Management General		6,700	6,500	6,500	6,600
8 Supervision & Management Special		10,996	11,500	11,500	12,000
Total Expenditure		35,792	40,600	36,500	37,700
Fees & Charges					
10 Rent Income	44 700 80 000	(28,677)	(27,100)	(26,788)	(27,592)
Weekly Charge £2.50		-	-	(1,560)	(1,560)
Supporting People Charge		-	-	(4,368)	(8,736)
Total Income		(28,677)	(27,100)	(32,716)	(37,888)
(Surplus)/Deficit Transfer to Special Repairs Account					
		7,116	13,500	3,784	(188)
SPECIAL REPAIRS ACCOUNT					
Balance B/Fwd		(24,781)	(10,900)	(18,600)	(14,816)
Contributions To/(From) Revenue A/C		7,116	13,500	3,784	(188)
Interest		(885)	(2,000)		
Balance Carried Forward		(18,550)	600	(14,816)	(15,004)

DUTCH COTTAGE ACCOUNT		2002/2003 ACTUAL	2003/2004 ESTIMATE	2003/2004 REVISED	2004/2005 ESTIMATE
Head of Service: S J Clarkson		£	£	£	£
Premises Related Expenditure					
2 Repairs, Alterations & Maintenance	44 800 10 300	968	3,700	700	8,400
2 Water & Sewerage	44 800 12 xxx	217	200	300	300
2 Insurance	44 800 40 000	100	100	100	100
Supplies & Services					
4 External Audit Fees	44 800 00 167	500	500	500	500
Reversal of Sundry Creditors	44 800 00 888	(500)	-	-	-
Support Services					
7 Repairs Administration		745	1,000	200	200
7 Transfer to General Fund		-	-	-	-
Total Expenditure		2,030	5,500	1,800	9,500
Fees & Charges					
12 Rent Income	44 800 80 000	(2,301)	(2,200)	(2,200)	(2,300)
Provision of Services					
Transfer from General Fund		-	-	(2,000)	(2,000)
Total Income		(2,301)	(2,200)	(4,200)	(4,300)
(Surplus)/Deficit Transfer to Special Repairs Account					
		(271)	3,300	(2,400)	5,200
SPECIAL REPAIRS ACCOUNT					
Balance B/Fwd		(7,016)	(3,600)	(7,300)	(9,700)
Contributions To/(From) Revenue A/C		(271)	3,300	(2,400)	5,200
Interest			-		
Balance Carried Forward		(7,287)	(300)	(9,700)	(4,500)

<u>SCHEDULE OF DISCRETIONARY CHARGES</u>	Charge 2003/04 £	Proposed Charge 2004/05 £
<u>CONCESSIONARY FARES</u>		
Taxi Voucher Scheme Membership	5.00	5.00
Duplicate Bus Pass	4.00	5.00
<u>CAR PARKS</u>		
<u>Websters Way / Mill Hall</u>		
Up to 1/2 hour	0.25	0.25
Up to 2 hours	0.50	0.50
Up to 4 hours	1.00	1.00
<u>Mixed</u>		
Up to 1/2 hour	0.25	0.25
Up to 2 hours	0.50	0.50
Up to 4 hours	1.00	1.00
Up to 5 hours	1.50	1.50
All day	2.50	2.50
Weekly	10.00	10.00
<u>Approach</u>		
Day Ticket	2.50	2.50
Quarterly - Residential	95.00	Delete
Quarterly - Non residential	150.00	Delete
Annual - Residential	350.00	Delete
Annual - Non residential	500.00	Delete
<u>Season Tickets</u>		
Quarterly	120.00	125.00
Quarterly - non residential	150.00	Delete
Annual	350.00	360.00
Annual - non residential	500.00	Delete
Admin fee for refund of season ticket	18.00	20.00
<u>Penalty (off street parking)</u>		
Penalty Fines - parking in a disabled bay	120.00	delete
Penalty fines	60.00	60.00
Penalty fines - if paid within 10 working days	30.00	30.00
Penalty fines -- (overstay only) If paid within 3 working days	10.00	10.00
Other offences	60.00	delete
Other offences - if paid within 10 days	30.00	delete
Car Park Management - Discretionary charge	18.00	18.00

<u>HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENSING</u>	Charge 2003/04 £	Proposed Charge 2004/05 £
<u>Vehicle Licence</u>		
Hackney Carriage Vehicle Licence	250.00	250.00
Wheelchair Accessible Hackney Carriage Vehicle Licence	180.00	200.00
Private Hire Vehicle Licence	195.00	200.00
Wheelchair Accessible Private Hire Vehicle Licence	150.00	150.00
<u>Other Charges</u>		
Interim vehicle inspection (for vehicles over 6 years old)	30.00	30.00
Replacement Vehicle Licence Plate	10.00	10.00
Replacement Drivers Badge	10.00	10.00
Replacement Door Stickers (x2)	-	10.00
Magnetic Door Sticker (Private Hire only) (x2)	-	15.00
Replacement Flexiplate Platform		10.00
Change of Vehicle		50.00
Transfer of Interest		20.00
<u>Drivers</u>		
<u>Drivers Licences</u>		
Hackney Carriage or Private Hire Drivers Licence - First Application	100.00	100.00
Hackney Carriage or Private Hire Drivers Licence - Renewal	45.00	50.00
Both Drivers Licences - First Application	-	120.00
Both Drivers Licences - Renewal	-	70.00
Criminal Records Disclosure (charge set by CRB)		29.00
<u>Private Hire Operators Licences</u>		
Annual Licence - up to 3 vehicles / per annum	70.00	70.00
Annual Licence - Over 3 vehicles	100.00	100.00

<u>PUBLIC FOOTPATHS</u>	Charge 2003/04	Proposed Charge 2004/05
	£	£
Diversion, Extinguishment or Creation	620.00	640.00
Each additional path on same Order (Plus advertisement costs)	155.00	160.00
Ancient Woodland of England Book by Oliver Rackham	10.00	10.00
<u>HOUSE PURCHASE LOANS</u>		
(Charges where VAT must be added)		
Premature Redemption Charge (Will be waived if redemption actually takes place)	50.00	52.00
Secondary Enquiry Charge	100.00	105.00
<u>RUSTIC PRODUCTS</u>		
(All prices are inclusive of VAT)		
<u>Woodchips</u>		
Collected from Hockley Woods per bag	2.00	2.00
Collected from Hockley Woods per m³.	15.00	15.00
Delivered within District m³.	20.00	20.00
Rustic Bench	30.00	30.00
Firewood (logs) per transit load delivered	50.00	50.00
Woodlands Walks leaflet	F.O.C.	F.O.C.
Stakes (5½ft/1.6m chestnut fencing) per stake		1.00
<u>LICENCES ETC.</u>		
(Charges exempt from VAT)		
Dangerous Wild Animals Act 1976	} Plus consultants fees where appropriate	110.00
Animal Boarding Establishment Act 1963		135.00
Riding Establishments Act 1964		230.00
Pet Animals Act 1951 & Breeding of Dogs Act 1973		120.00
<i>Variation of conditions - half annual licence fee</i>		123.00
Motor Salvage Operators Licence	70.00	72.00
<u>Licensing of Places of Public Entertainment and Indoor Sport</u>		
<u>1 st Application</u>		
Up to 100 persons	300.00	309.00
101 - 200 persons	485.00	500.00
201 - 500 persons	930.00	955.00
501 + persons	2,000.00	2,060.00
<u>Renewal applications</u>		
Up to 100 persons	220.00	226.00
101 - 200 persons	325.00	335.00
201 - 500 persons	620.00	635.00
501 + persons	1,300.00	1,340.00
Open Air Events ... As above plus	140.00	144.00
<i>Per 100 (or part thereof) specified on the Application</i>	75.00	77.00

<u>Licensing of Places of Public Entertainment and Indoor Sport - continued</u>		Charge 2003/04 £	Proposed Charge 2004/05 £
Indoor sports	(as above plus)	80.00	82.00
Plays (indoors & Outdoors)	(as above plus)		
Film exhibitions	(as above plus)		
(subject to statutory maximum)			
Grant/Renewal - licence for dancing and/or musical entertainment- Sundays		42.00	43.00
Transfer for Licence		42.00	43.00
Variation of Licence	Half of appropriate renewal fees plus newspaper advertisement and fees where appropriate		

Notes : (1) Charges may be waived for Charity Events

(2) Occasional Specified Date Licence 50% of the fees are charged)Other than open air

(3) Occasional Licence (28 day) 75% of the fees are charged) events

Late Night Refreshments House Licence	95.00	98.00
Sex Establishments:		
Non refundable application fee	5,000.00	5,500.00
Fee for Issue of Licence (if granted)	5,000.00	5,500.00
Non refundable Annual Renewal of Licence fee	5,000.00	5,500.00
Ear Piercing, Electrolysis, Acupuncture & Tatooist Registration	130.00	135.00

Licensing Act 1988

Certificate of suitability	- Grant of Certificate	}	As for Public Entertai		
	- Renewal				
	- Variation				
Surrender notes for unsound food (VAT to be added)				36.00	37.00
Street Trading Consent	- issue			130.00	134.00
	- renewal			62.00	64.00
Pavement Permissions	- issue			130.00	134.00
	- renewal			62.00	64.00
Export of food documentation				15.00	16.00
(provision and/or authorisation, plus additional fees recharged on an actual cost basis)					

ZOO LICENSING

Application for grant of first licence	}	Plus consultants fees and inspection expenses	165.00	170.00
Application for renewal of licence			110.00	113.00
Grant of first licence			350.00	360.00
Renewal of licence			480.00	495.00
Alteration of licence			65.00	67.00
Transfer of licence			65.00	67.00

FACTUAL STATEMENTS

(VAT to be added)

Section 28(9) of Health & Safety at Work etc Act 1974 plus cost of photographs as necessary	90.00	95.00
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	Charge 2003/04 £	Proposed Charge 2004/05 £
<u>PEST CONTROL</u>		
De-ratting of aircraft (Plus VAT if applicable) (plus additional charges on an actual cost basis)	150.00	155.00
<u>REPAIR NOTICE ETC</u>		
Charge for the service of Statutory Enforcement Notice under the Housing Acts (fitness enforcement)	300.00	310.00
<u>CEMETERIES</u>		
(Charges exempt from VAT)		
<u>Interments in grave or vaults for which exclusive right of burial has been granted</u>		
<u>Note - interment fees are inclusive of excavation charges and registration</u>		
Interment Fee (new grave or re-open)		
Still Born - under 1 month	160.00	165.00
Under 12 years	215.00	225.00
Over 12 years	365.00	380.00
Exclusive right of burial (50% reduction for child under 12 buried in children's are	350.00	370.00
For the interment of a cremation casket in a purchased grave	150.00	160.00
<u>Interments in Cremation Plots with or without exclusive rights of burial</u>		
Interment Fee (new grave or re-open)	150.00	160.00
Exclusive right of burial	200.00	210.00
 <u>Monuments, Gravestones, Tablets and Monumental Inscription</u>		
For the right to erect or place:-		
A flat stone not exceeding 60cm x 45cm		
A Headstone up to 90cm		
A nameplate of any description (other than a headstone)		
Kerbstone or border stone (height not exceeding 30cm)		
A tablet or vase		
A cross		
Kerbstone or Border Stone (Height not exceeding 30cm) Childs plot		
A flower vase or tablet (45x37cm) on a grave in which the exclusive right of burial has not been purchased		
A memorial case (37cm long x 22cm wide x 30cm high) and inscription panel for cremation plot		
Kerbstone around a cremation plot		
	75.00	80.00
Any additional inscription on a gravestone tablet or monument	40.00	45.00

Cemeteries - Continued

Charge 2003/04	Proposed Charge 2004/05
£	£

NOTE: If the deceased had not been a Council Taxpayer, inhabitant or parishioner within the Rochford District within a period of three years prior to his or her death, then all the foregoing fees, payments and sums will be doubled.

Exhumation Charge

Each exhumation will be recharged on an actual costs basis

Additional fees fixed by the Council

Saturday morning burials	100.00	120.00
Registering Transfer of Grant	40.00	45.00

Fees payable for the Maintenance of graves etc (Charges where VAT must be added)

Banking and Turfing Grave	50.00	55.00
Upkeep, cutting and weeding (per annum)	50.00	55.00
Upkeep for 5 years, including washing monument	250.00	275.00
Washing monument (per occasion)	50.00	55.00

LEISURE (Other than Leisure Contract)

Note - All charges subject to consultation with the Grounds Maintenance Contractor

Hockey (Note 1 below applies) (Charges exempt from VAT)

Exclusive use of pitch	490.00	500.00
Alternate use of pitch	250.00	255.00
Casual lettings including Pavilion (where VAT must be added)	47.00	48.00

Rugby/Football (Note 1 below applies) (Charges exempt from VAT)

Exclusive use of a pitch		
-Class 'A' Pitch	815.00	835.00
-Class 'B' Pitch	590.00	605.00
Alternate use of pitch		
-Class 'A' Pitch	410.00	420.00
-Class 'B' Pitch	295.00	300.00

Casual Lettings Including Pavilion (where VAT must be added)

-Adults	58.00	60.00
-Juniors	36.00	37.00

NOTE: Junior Teams 40% less on use of senior pitches

<u>LEISURE (Other than Leisure Contract) - continued</u>		Charge 2003/04	Proposed Charge 2004/05
<u>Established Junior Pitches</u>		£	£
Exclusive use of pitch			
- Class 'A' Pitch		430.00	440.00
- Class 'B' Pitch		285.00	290.00
Alternative use of pitch			
- Class 'A' Pitch		230.00	235.00
- Class 'B' Pitch		157.00	161.00
- Club use		135.00	138.00
(Exclusive use by Cub Scouts League 80% of junior Charge)			
<u>Mini Football</u> (Note 2 below applies)			
Exclusive use of pitch		225.00	230.00
Alternate use of pitch		170.00	174.00
1. In the event of a shortened season these prices will be charged pro rata 27/32			
2. Includes 2 hour usage (am or pm) and pavilion hire			
<u>Pavilion Hire</u> (Note below applies)			
Including Changing Rooms - per 3 hour session		35.00	35.00
<i>NOTE: Hire in respect of Youth Clubs will be reduced by 50%</i>			
<u>Playgroups</u>			
Pre-School and mother and child			
-Morning Session		8.50	8.50
-Afternoon Session		7.50	7.50
-Brownies Evening Session		3.20	3.20
NOTE: All playgroups using pavilion for five or more sessions per week will have a 10% reduction in the booking fee (minute 344/83 refers)			
<u>Tennis</u>			
<u>Casual Bookings (55 minute sessions)</u>			
(Charges where VAT is absorbed)			
Per Court - Adult - Any Day		3.00	3.00
- Junior - Any Day		2.00	2.00

LOCAL LAND CHARGES

(Charges exempt from VAT except where stated)

Note - charge is subject to any increase in E.C.C. charge

Charge	Proposed
2003/04	Charge
£	2004/05
	£

Fees for Supplementary Enquiries

Part I (a) where relating to one parcel of land only, as defined in Rule 2(2) (CON29)	150.00	165.00
(b) where relating to several parcels of land (which a single requisition for an Official Search would cover) and delivered on a single form:- for the first parcel of land	150.00	165.00
for each additional parcel of land (provided that where the fee on that basis would exceed £150.00, the amount is to be fixed by arrangement between the solicitors and the District Council)	25.00	30.00
Part II where relating to one parcel of land only or to several parcels (as above-mentioned) and delivered in a single form For each printed enquiry numbered in the form.	20.00	25.00
For each further enquiry added by solicitors and which the Council is willing to answer	30.00	35.00

COUNCIL MINUTES ETC.

(Charges exclusive of VAT)

Parish List	-Yearly Charge	130.00	134.00
Council	- per annum	85.00	88.00
Council	- per meeting	15.00	15.50
Committees	- per annum	170.00	175.00
Committees	- per meeting	26.00	27.00
Sub Committees	- per annum	95.00	98.00
Sub Committees	- per meeting	15.00	15.50
Committee Report Background Papers			
Inspection Fee (per item)		0.85	0.90
Local Plan - First Review		40.00	41.00
Inspectors report		20.00	21.00
Industrial directory		6.00	7.00
MOD Document		12.00	12.00
Land Availability - Residential		20.00	21.00
Land Availability - Industrial		15.00	15.00

<u>COPY DOCUMENTS</u>	Charge 2003/04	Proposed Charge 2004/05
(VAT absorbed on items under £1.00 - VAT to be added in other cases)	£	£
Copies of Planning Consents, Building Regulations, Stop Notice, Tree Preservation order or similar	20.00 plus 1.50	21.00 1.60
	per subsequent document	
Microfiche Planning Consent	15.00	16.00
Public Path Orders	15.00	16.00
Casual photocopying of documents (per A4/A3 sheets)	0.40	0.50
Copying Charge (A0/A1 Size)	2.00	2.00
Ordnance Survey Sheets	25.00	26.00
Plans	25.00	26.00
Copy of Register of food premises - per entry	0.60	0.65
FAX - Internal use only - first page	1.60	1.70
- each subsequent page	0.60	0.70
<u>MISCELLANEOUS ITEMS</u>		
Research per hour or part thereof (VAT to be added)	47.00	48.00
Engrossment of Conveyances	57.00	60.00
S106 Agreements - Single Domestic Dwellings	80.00	85.00
S106 Agreements - Other The charge will be based on actual costs associated with the preparation and completion of 106 agreements		
Notice of Assignment/Notice of charge	50.00	55.00
Handling charges (Deeds)	25.00	30.00
Rochford Matters - Half page advertisement	Market rate	Market rate
Origins of Rochford Book	1.50	1.50
Origins of Rayleigh Book	1.50	1.50
Old House Guide	1.00	1.00
Best Value /Corporate Plan	2.00	2.00
Guest room accommodation charge - per night (including VAT)	12.00	15.00
Inspection of other electoral documents on deposit	10.00	10.50
Mobile Exhibition unit - per day (plus staffing costs)	150.00	150.00
Photocopying charge (per copy) - Town & Parish Council, voluntary organisations	0.05	0.05
Sewer Clearances. Minimum charge:	15.00	15.00
Costs over £15.00 per household are apportioned.		
<u>HIRE OF CIVIC SUITE</u>		
(Per 3 hour session)		
Room 3	16.00	16.50
Room 5	16.00	16.50
Council Chamber - per hour	45.00	46.00
Additional charge for use of Video Projection equipment - per hour	25.00	26.00
All charges for commercial use will be increased by 100%		

Statutory Charges not to be included in budget book. The current year's are not received until after the budget book has gone to print so we are always a year behind.

Earmarked Reserves**Appendix 6****Projected Contributions to/(from) Earmarked Reserves during 2003/04**

Earmarked Reserves	Balance as at 31st March 2003	Planned Contribution to/(from) Reserve	Balance as at 31st March 2004
Arts	14,898	(8,000)	6,898
Building Control	20,000	-	20,000
Chamber of Trade	9,480	(80)	9,400
Communities against drugs	13,800	(13,800)	-
Comprehensive performance/best value	33,019	(20,000)	13,019
Contaminated Land	16,710	3,000	19,710
Council Tax Procedure Manuals Reserve	4,000	-	4,000
Crime & Disorder	102,352	-	102,352
Disability Playscheme Reserve	1,097	1,000	2,097
District Plan	4,500	-	4,500
Domestic Violence	1,430	(600)	830
Frail Elderly Survey	3,266	(3,266)	-
HRA - Software Reserve	60,000	-	60,000
HRA - Resource Accounting	36,642	(12,000)	24,642
HRA - Rochford Garden Way	30,000	-	30,000
Insurance & Risk Management Reserve	26,600	-	26,600
IT Strategy Reserve	53,856	(53,856)	-
Major Repairs (HRA)	328,645	(253,000)	75,645
Microsoft Renewal	10,000	-	10,000
Mill Tower	8,000	-	8,000
Park Sports	500,000	-	500,000
Partnership Development Reserve	21,875	(21,875)	-
Planning Appeals	38,899	-	38,899
Homelessness Priority Need Reserve	16,750	6,750	23,500
Public Health	8,200	(3,000)	5,200
PWLB Discount Reserve	12,745	(1,300)	11,445
PWLB Premium Reserve	(86,857)	9,000	(77,857)
Repairs & Maintenance (Special Items)	100,762	(23,737)	77,025
Sports Development	12,609	(1,000)	11,609
Stock Condition Survey	3,000	(3,000)	-
Town Centre Regeneration (Capital Programme)	50,000	-	50,000
Training Reserve	19,000	20,000	39,000
Verification framework	16,000	-	16,000
<u>New Reserves</u>			
Elections - National Register Initiative	-	5,000	5,000
Total	1,491,277	(373,764)	1,117,514