

Annexe 1

GENERAL FUND - 2011-12 Major Variations to Budget							
January 2012							
	July	August	September	November	December	January	Reason (Compared to previous monitoring report where figures have changed ▲ up, ▼ down, — no change)
	£	£	£	£	£	£	
Additional Expenditure							
Discretionary Rate Relief					7,000	7,000	— As approved during December
Miscellaneous Properties	12,200	12,200	14,200	14,200	14,200	14,200	— Business Rates and Gas Montrose House & East Street properties
Homelessness			33,000	33,000	33,000	33,000	— Anticipated overspend due to increased demand for support in the year to date.
Museum of Farnham				12,500	12,500	12,500	— Target savings partially achieved in salaries
Recreational Open Space				15,000	15,000	15,000	— Net overspend on service
Car Parks						15,000	▲ Implementation costs of new charges
Reduced Income							
Planning	150,000	140,000	140,000	140,000	140,000	150,000	▲ Few larger applications received so far this year.
Building Control	30,000	30,000	30,000	40,000	40,000	55,000	▲ Under-recovery of costs. Allows for increase in fees from 1/10/11
Rent Allowances			10,000	15,000	15,000	15,000	— Reduced income from recovery of overpayments
Rent Rebates			10,000	15,000	15,000	15,000	— Reduced income from recovery of overpayments
Loss in Income							
Recreational Open Space			15,000	13,000	13,000	0	▼ Farnham Park golf course lease terminated but action planned to recover previously reported loss
Licensing			14,000	14,000	14,000	14,000	— Hackney carriage and car hire budget will not be achieved
Legal Expenses			27,000	27,000	27,000	20,000	▼ Under-achievement of income
Sub-Total	192,200	182,200	293,200	338,700	345,700	365,700	

Annexe 1

GENERAL FUND - 2011-12 Major Variations to Budget January 2012

	July	August	September	November	December	January	Reason (Compared to previous monitoring report where figures have changed ▲ up, ▼ down, — no change)
Savings							
Other Planning Services						(24,500)	▲ Inquiry costs not spent
Waste Recycling	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	— Contract cost savings / improved disposal arrangements
Leisure Centres			(95,000)	(95,000)	(95,000)	(90,000)	▼ Savings on excess energy provision 2010/11
Cemeteries			(10,400)	(10,400)	(10,400)	(9,800)	▼ Net underspend based on current levels
Office Expenses			(17,700)	(17,800)	(17,800)	(17,800)	— Savings in telephones and reduced volumes of postage
Inflation Provision				(136,000)	(136,000)	(136,000)	— Unused provision
Additional Income							
Licensing						(10,000)	▲ Additional income from Licencing income other
Interest	(40,000)	(40,000)	(40,000)	(50,000)	(50,000)	(50,000)	— Additional Interest earned on Investments
Waste Recycling						(70,000)	▲ Extra income from paper
Homelessness Funding	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	— Notification after Budget Setting
Car Parks	(45,000)	(40,000)	(35,000)	(80,000)	(100,000)	(110,000)	▲ Extra income
Land Charges	(60,000)	(75,000)	(93,000)	(125,000)	(140,000)	(140,000)	— Reflecting market conditions during year to date
Sub-Total	(195,000)	(205,000)	(341,100)	(564,200)	(599,200)	(708,100)	
Net Major Variations	(2,800)	(22,800)	(47,900)	(225,500)	(253,500)	(342,400)	These are the items detailed above.
Net Other Variations	2,640	2,640	(3,160)	20,310	20,310	18,930	The total of items of individually small amounts.
Staff Savings over Target		(50,000)	(100,000)	(112,000)	(112,000)	(151,000)	▲ Position at end of December
Overspend / (Underspend)	(£160)	(£70,160)	(£151,060)	(£317,190)	(£345,190)	(£474,470)	
To be used for one-off spending			150,000	150,000	150,000	150,000	
Weyhill Appeal Costs				35,000	35,000	35,000	—
Balance of Underspend			(£1,060)	(£132,190)	(£160,190)	(£289,470)	
Recycling- new system				38,500	38,500	38,500	— As reported previously
East St / Riverside Project				61,500	61,500	61,500	— As reported previously
Balance of Underspend				(£32,190)	(£60,190)	(£189,470)	
					£60,000	£60,000	Provision for Key Site Appeal

Annexe 2

HOUSING REVENUE ACCOUNT - 2011-12 Major Variations to Budget							
January 2012							
	July	August	September	November	December	January	Reason
	£	£	£	£	£	£	
Additional Expenditure							
Home Loss/Decant costs	50,000	70,000	70,000	120,000	120,000	120,000	— Already significant overspend relating to home loss compensation and supporting removals. The level of overspend now projected should accommodate the remaining decants from Wey Court House
Postage	6,000	6,000	6,000	6,000	6,000	6,000	— Impact of extra postage re PV panels and 1 extra mailing rent statements
Responsive Repairs and Voids			400,000	400,000	400,000	400,000	— Current indications are for this level of overspend, partly due to high level of void activity in first half year.
Council Tax on empty properties			15,000	15,000	15,000	15,000	— Number of properties awaiting disposal.
Loss in Income							
Service Charges	6,500	8,300	8,300	12,000	12,000	12,000	— Indicative based on 34 weeks' debit. High level of voids at Wey Court House.
Dwelling rents	34,000	29,000	25,000	25,000	25,000	25,000	— Indicative based on 34 weeks' debit. Several units of stock decommissioned after inclusion in the rent base for 2011-12
Overspends	96,500	113,300	524,300	578,000	578,000	578,000	

Annexe 2

HOUSING REVENUE ACCOUNT - 2011-12 Major Variations to Budget							
January 2012							
	July	August	September	November	December	January	Reason
	£	£	£	£	£	£	
Savings							
Cyclical Maintenance			(325,000)	(325,000)	(325,000)	(325,000)	— Achieved by not carrying out external decorations and associated work until new contract is let.
Management surveys			(75,000)	(75,000)	(75,000)	(75,000)	— Fewer EPCs needed, fewer asbestos surveys due to good database, boiler servicing post inspections reduced due to good contractor performance.
Community Safety			(25,000)	(25,000)	(25,000)	(25,000)	— No major projects so far this year. Very low spend to date. Propose vire to Home loss compensation
Provision for bad debts			(25,000)	(25,000)	(25,000)	(25,000)	— reduce provision due to low level of arrears.
Cleaners' wages				(10,000)	(10,000)	(10,000)	—
Cesspool emptying				(10,000)	(10,000)	(10,000)	— Maintenance work carried out last year has reduced the level of service needed
Energy costs in Sheltered Accommodation				(30,000)	(30,000)	(30,000)	— Even allowing for winter costs there should be a saving on the original budget
Underspends	-	-	(450,000)	(500,000)	(500,000)	(500,000)	
Net Major Variations	£96,500	£113,300	£74,300	£78,000	£78,000	78,000	—
Net Other Variations							The total of items of individually small amounts.
Staff savings over target		(70,000)	(70,000)	(113,563)	(113,563)	(77,343)	▼
Overspend/ (Underspend)	£96,500	£43,300	£4,300	(£35,563)	(£35,563)	£657	

PROJECT MONITORING GROUP- GENERAL FUND

Gantt Chart	PROJECT TITLE	1 WBC FUNDING 2011/12 £	2 EXTERNAL FUNDING 2011/12 £	3 Approved Changes £	4 TOTAL PROGRAMME £	5 PAYMENTS to end of January 2012 £	6 FINANCIAL REMARKS	7 Projected 2011/12 Savings £
	PLANNING SERVICES							
-	K1515 Capital Works funded from PDG				0	1,147	19" Samsung LCD.	
-	K1261 Flood Protection		4,169		4,169	4,169	Complete.	
-	K1352 Broadwater Lake Spillway				0	(1,931)	Creditor for retention. To be paid March 2012.	
	COMMUNITY SERVICES							
✓	K1110 Central Communications - Careline	30,000			30,000	17,732	To move to control centre in Chichester.	
✓	K1111 Day Centres	10,000			10,000	7,163	Works complete at Farncombe and Brightwells Day Centres. Final invoices received.	
✓	K1331 Borough Hall Redecoration	20,000			20,000	6,154	Final invoices received.	
	Leisure Strategy							
	K1310 Farnham Sports Centre			15,000	15,000	(66,250)	Retention. Some minor works to be carried out this year, financed by leisure provision.	
	K1311 Godalming Leisure Centre	3,805,000		134,200	3,939,200	1,739,416	Currently on site.	
	K1318 - Biomass & PV's	147,370			147,370	0	Waiting for ISG programme update. May slip into next year.	
-	K1314 Cranleigh Leisure Centre				0	(30,250)	Retention.	
	Externally Funded							
-	K1450 Farnham Park SPA		3,013		3,013	3,013	Funded from SPA budget.	
-	K1455 Roman Way Rec Ground				0	(60)	Complete.	
-	K1457 S106 Environmental Improvements		150		0	150	Telephone box in Frensham.	
	Sports Centres							
✓	K1302 Client Rolling Programme - The Herons	80,000			80,000	17,303	Currently doing minimum works in order to save money for the possible redevelopment.	
	K1319 Client Rolling Programme - Contingency			20,000	20,000	4,132		
	K1301 Client Rolling Programme - Capital Items			48,000	48,000	10,179	Works planned for next few months.	
	Countryside							
-	K1373 Countryside Stewardship				0	(1,200)	Creditor for Frensham pond dam.	
✓	K1377 Countryside Projects	25,000			25,000	22,663	£2.4k invoice due.	
	Arts							
✓	K1390 Farnham Maltings Great Hall			8,400	8,400	8,400	Complete.	
✓	K1390 Farnham Maltings Hall for All	30,000			30,000	0	Project to slip to 2013/14 with reduced funding required.	
✓	K1390 Farnham Maltings South Wing Roof	20,000			20,000	20,000	Complete.	
✓	K1390 Farnham Maltings Brick Restoration	25,000			25,000	0	To slip into 2012/13 with bid for increased funding.	
	K1330 Farnham Memorial Hall			4,500	4,500	3,411	Funding from Emergency Provision for roof leaks. Works complete, waiting for invoice. Overspent by £700 due to extra works needed.	
	K1391 Museum of Farnham			4,000	4,000	4,687	Funding from Emergency Provision for roof leak. Works carried out before Christmas.	

Gantt Chart	PROJECT TITLE	1 WBC FUNDING 2011/12	2 EXTERNAL FUNDING 2011/12	3 Approved Changes	4 TOTAL PROGRAMME	5 PAYMENTS to end of January 2012	6 FINANCIAL REMARKS	7 Projected 2011/12 Savings
	Recreation							
✓	K1343 Pavilions - Capital Works	45,000		60,000	105,000	95,712	£60k paid for Hale Institute works.	
✓	K1344 Recreational Facilities for Young People			110,000	110,000	109,800	Possible small overspend of £3k due to extra necessary tarmac works, invoice still to come in.	
✓	K1345 Playground Replacement	145,000	20,000	20,000	185,000	30,540	All orders placed. Expected March completion.	
✓	K1354 Philips Memorial Garden Improvement Programme	53,000	165,300	25,000	243,300	78,133	£25k slipped from 2010/11, bid for funding from NHLF has been successful. £100k to slip as a long term project.	
✓	K1355 Parks Infrastructure works and DDA improvements	25,000			25,000	14,264	£15k to be spent on access improvements. £1.7k invoice due	
✓	K1349 Parks Signage					6,290	£10k to be spent, mainly on Broadwater Park. All committed.	
✓	K1340 Recreation Ground Improvements	20,000			20,000	9,473	All committed. £6k may slip as Badshot Lea is waiting for funding from Sport England.	
	ENVIRONMENTAL SERVICES							
	Public Conveniences							
✓	K1220 Rolling Programme	10,000		1,300	11,300	0	Works to be done to transfer two facilities at Cranleigh and will be demolishing facilities at Meadow. Tilford have shown an interest to take on facilities.	
	Environmental Health							
✓	K1205 Tackling Fuel Poverty in Waverley	25,000			25,000	16,377	Reactive programme. £18k expected expenditure.	
✓	K1206 Air Quality Action Plan			4,000	4,000	(0)	To be spent on diffusion tube network.	
✓	K1201 Contaminated Land	10,000			10,000	6,195	Weydown Road tip site needs follow up works, report to be taken to CMT.	
	Refuse Collection							
✓	K1230 Waste Recycling Containers	30,000		(10,000)	20,000	17,340	£10k moved to contract mobilisation project.	
✓	K1231 Upgrade Recycling Bring-Sites	20,000	4,000		24,000	15,425	Budget to refurbish prime sites that are expected to be used after co-mingled recycling implemented. Beaconhill site to complete.	
-	K1233 Food Waste		12,141		12,141	15,514	£12,141 grant from SCC for extending the scheme.	
	K1234 Recycling & Refuse contract mobilisation - containers		335,695	984,300	1,319,995	0	£925k from revenue reserve surplus, £10k from waste recycling containers, £332k from SCC, £4k from PIC monies. £9,070 funding from emergency provision approved by CMT 19th October. Additional £44,20 approved for 140l bins. Orders for bins have been placed.	
	Car Parks							
✓	K1240 Rolling Programme	50,000			50,000	47,439	To be spent on installation of tree pits at Lower Hart and maintenance works.	
✓	K1241 Parking Equipment Replacement	23,500			23,500	4,693	Implementation of new tariff structure and rest to be spent on machines for charging in extra car parks.	
	HOUSING							
	House Renovation Grants							
✓	K1101 Disabled Facilities	398,000	284,741	(100,000)	582,741	403,626	£150k funding available from earmarked underspend. £530k approved, possible underspend. Extra £32,741 grant received.	
✓	K1101 Private Sector Renewals		4,263		4,263	9,839	Grant repayments to be fed back into budget. 2 more possible repayments. Expenditure is on approvals from 2010/11.	
	Potential Hindhead Traveller Site				0			

Gantt Chart	PROJECT TITLE	1 WBC FUNDING 2011/12	2 EXTERNAL FUNDING 2011/12	3 Approved Changes	4 TOTAL PROGRAMME	5 PAYMENTS to end of January 2012	6 FINANCIAL REMARKS	7 Projected 2011/12 Savings
	CUSTOMER, IT AND OFFICE SERVICES							
	Miscellaneous Properties							
✓	K1512 Development Consultancy	94,600		33,500	128,100	92,927	Includes £15,518 legal work from Kent CC. Will be £30k salary allocations. £28k provision for further costs. Brightwells has been broken into so some maintenance works may be necessary.	
	Central Offices							
-	K1002 Central Offices Roof Repairs			85,000	85,000	83,442	Funded from revenue underspend. Completed, retention of £2.5k still to be paid.	
	K1019 PV panels at The Bury			0	0	0	3 quotes received.	
-	K1014 Office Accommodation Review Works		9,000	61,000	70,000	74,659	Budget for reception works, have received £9k from the police. Overspend of £4k due to heating works.	
✓	K1001 Improved Working Environment	60,000			60,000	67,280	On programme. Works complete on flat roof. To fund overspend from revenue.	
	Disability Discrimination Act Compliance							
✓	K1006 DDA Compliance Works Provision	10,000			10,000	10,066	Completed.	
✓	K1309 DDA other Leisure Buildings			2,000	2,000	2,556	Expenditure from 2010/11 project. Completed.	
	ICT infrastructure Rolling Programme							
✓	K0001 Forward Programme/Legislative Changes	10,000	21,392		31,392	30,044	£16,679 & £4713 from DWP for benefit changes.	
✓	K0003 Desktop/Server Upgrades	29,000			29,000	5,343	Budget for Citrix environment upgrade, £10k to be carried forward.	
✓	K0007 Shared Infrastructure- Business Continuity.			8,000	8,000	7,105	Complete.	
✓	K0201 Members IT	5,000		(2,800)	2,200	1,547	Printers and one laptop. £2.8k transferred to K0261 for memberzone development.	200
	System Migration Upgrade							
✓	K0260 Agresso Upgrade	30,000		7,000	37,000	31,303	Highpoint awarded contract, system now live. To do some post-go live work.	
	K0261 Website Upgrade			2,800	2,800	2,800	£2.8k transferred from K0201, development of memberzone.	
✓	K0264 HR/Payroll System				0	1,188	Consultancy fees - Midland/HR. £1k staff costs to be recharged - to be funded from revenue.	
✓	K0268 Lotus Upgrade - database	20,000			20,000	14,367	Work in progress. Budget will be spent.	
✓	K0269 Orchard Upgrade	28,100			28,100	44,270	To be fully funded by the HRA. Implementation to be done in 2012/13 after contract retendering. Some expenditure on interfacing for new Mears contract.	
✓	K0270 Email migration to Microsoft			55,000	55,000	59,839	Funded by earmarked underspend. Complete. Overspend due to necessary add-ons.	
	Information Management							
✓	K0239 Northgate Hub	0			0	(8,875)	Creditor for remedial work. To go live next month.	
✓	K0249 Scanning- Environmental Health	47,000			47,000	5,500	Currently reducing number of files. Whole budget will be spent.	
✓	K0254 Network Upgrade & Flexible Working	25,000			25,000	2,906	To improve network for hotdesking and IP telephony. To look at possible options for future.	
✓	K0262 Email Archiving & Management	0			0	(4,000)	Creditor for Civica upgrade.	
✓	K0265 Environmental Services Contact Manager	0			0	441	LLPG Synchronisation work.	
	PARTNERSHIP FUNDING			9,000	9,000	0	Hambledon FC - have made bids to The Football Foundation and Sport England, will hear outcome mid March and mid May respectively. If The Football Foundation bid is unsuccessful then will withdraw funding.	
	PROVISION FOR EMERGENCY SCHEMES	185,000		(85,570)	99,430	0	£4.5k Farnham Memorial Hall for roof leak, £48k Leisure centre works, £20k Leisure Centre maintenance, £4k Museum of Farnham roof leak, £9k recycling & refuse contract mobilisation, £40k 140L bins.	
	Total Project Expenditure	£5,590,570	£863,863	£1,503,630	£7,957,913	£3,175,395		£200
	Capital Project Programme	5,180,970	863,863	1,306,330	7,351,013	2,725,948		200
	Revenue Project Programme	409,600	0	197,300	606,900	449,447		0
	Total Project Programme	£5,590,570	£863,863	£1,503,630	£7,957,913	£3,175,395		£200

Project Justification Form

Project: The Bishops Steps – Jubilee Project

Service: Planning

Officer Responsible for Project: Sarah Wells & FCAMP Steering Group

Identification of Need:

As a key pedestrian gateway into Farnham Castle (in part a Grade 1 listed building and Scheduled Ancient Monument), the Bishops Steps are currently in a poor state of repair and dangerous to users, especially at night. This gives a poor impression of one of the most iconic buildings in the town.

The proposal is that Surrey County Council will fund the repairs to the steps (as it is their responsibility), but in addition a new lighting scheme and interpretive panel be installed to improve access to the castle and give information about the meaning of the steps.

A landscape scheme adjacent to the steps incorporating a new wall and repositioning of the existing fence will also be considered to improve the entire area.

The Farnham Castle has significantly improved the number of visitors since the implementation of the interpretation centre and works to the keep (Overall Waverley Design Award winner 2011). One of the biggest complaints that the Farnham Castle management receive relates to the steps and their state of repair.

This proposal not only repairs the steps, but will implement new features to make them more useable throughout the day (and evening) and give greater insight into why they were designed in the way they were.

A variety of groups are involved with the project and will be contributing to its funding. Surrey County Council has committed £17,800 to the repair of the steps which will take place within the next two months. In addition Farnham Town Council has agreed to contribute at least £1,000 to the project as one of their Jubilee schemes. Farnham Castle will be repairing the steps within their responsibility and taking over the long term maintenance of the proposal, and alongside the Farnham Society, Farnham Preservation Trust and Castle Street Residents Association will also contribute funding to the overall project.

This proposal is seeking a pot of £12,500 (maximum) from the Section 106 Environmental Enhancement budget to be used towards the project.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Environment - This will be a significant environmental improvement project, improving a key pedestrian gateway to the iconic Farnham Castle.

Value for money – By working with key partners, the cost of the work will be shared.

Leisure – The proposal will support visitors to the castle, particularly pedestrians.

Cross Reference to Service Plan:

This is a key environmental enhancement scheme as identified in the emerging Farnham Conservation Area Management Plan (FCAMP). Service Plan Priority

Progress to date (including position regarding planning permission):

Farnham Conservation Area Management Plan is in the final drafting stage, this highlights a number of environmental enhancement projects that have been identified for the Conservation Area.

The Bishops Steps has been identified as a Jubilee project for Farnham. Surrey County Council will be undertaking much needed repairs to the steps (early 2012), whilst Farnham Town Council and the Farnham Society have identified the whole project as one to celebrate the Queen's Diamond Jubilee, to which they are willing to commit funding.

The Farnham Preservation Trust and the Castle Street Residents Association are also willing to contribute funding to the scheme.

Farnham Castle are very keen to be involved, both from the implementation side and funding side. They also have responsibility for the final flight of steps leading to the Castle and will upgrade these as part of the project.

A sub-group consisting of the Farnham Society, Farnham Castle, Waverley Borough Council and the Farnham Preservation Society met on 3 February to discuss the proposals. Three alternative schemes will be drawn up and presented to the WBC Conservation Officers and English Heritage for advice on the most appropriate way forward.

Will the Corporate Project Management Toolkit be used? No

If no, how will the project be managed?

This is a joint project between Waverley Borough Council, Surrey County Council, Farnham Town Council, The Farnham Society, Farnham Castle, The Farnham Preservation Society and the Castle Street Residents Association.

Key Project target dates and milestones:

Farnham Conservation Area Management Plan will be presented to Executive to obtain agreement to consult (March 2012).

Consultation on the document March – May 2012.

Adoption at Full Council (anticipated) – July 2012.

Queens Jubilee Bank Holiday – 5 June 2012.

Heritage Week – September 2012 (likely timeframe for completion of enhancement project)

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Repair of steps	17,800			
Lighting Scheme	TBC			
Landscaping	TBC			
Historic plaque	TBC			
Total Capital Cost				

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	0			
S106 (up to)	12,500			
External Funding (specify) - Surrey CC – repair and maintenance	17,800			
Farnham Town Council (minimum)	1,000			
Farnham Castle (money) (in-kind resources)	1,000 2,500			
The Farnham Society	2,000			
Surrey County Council (Local Councillors fund)	4,500			
Farnham Preservation Trust	TBC			
Castle Street Residents Association	TBC			
Total Funding	41,300			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -	0			
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

None.

Identify any risks which may effect the project:

Timeframes to procure, implement and complete the work in order to celebrate the Queen's Diamond Jubilee.
Consensus with all the stakeholders.

Environmental Impact, including Carbon Implications:

The installation of a lighting scheme will encourage more pedestrians to visit Farnham Castle via the Bishops Steps. Environmentally, the scheme as a whole will significantly improve one of the key gateways into the Castle, a Grade 1 Listed Building and Scheduled Ancient Monument.

Equality impact assessment carried out? No

How will the project be procured?

Surrey County Council will procure all the repair works to the steps, and it is likely that they will procure and install the lighting scheme.

The interpretation panel will be procured through Farnham Castle.

The procurement and installation of the fence and landscaping scheme is to be determined (possibly through Waverley Borough Council or more likely Farnham Castle).

Is there scope for sharing/joint work? Yes, the following organisations will be involved:

Surrey County Council, Waverley Borough Council, Farnham Town Council, Farnham Castle, the Farnham Society, Farnham Preservation Trust and the Castle Street Residents Association.

Completed by: Sarah Wells

Date: 15/2/12

Project Justification Form

Project: Milford Day Centre Improvements (The Clockhouse Carpet)

Service: Community Services

Officer Responsible for Project: Jane Todd

Identification of Need: The original design of The Clockhouse accommodation no longer fully meets the needs of the multiple use of the building. The enforced closure of the bathing facilities, owing to unsustainable costs, has allowed the area to be opened up to provide improved reception facilities and direct access to the dining area from the entrance hall. The new facilities will meet the needs of our growing client base and provide a modern building for the future. The building works were made possible by a 'one off' legacy.

In summary the alterations provide the following benefits:

- The refreshments bar and dining room area can be accessed without passing through the lounge area. This allows independent concurrent activities without interference.
- Dining or lounge areas can be rented out to third parties during afternoons, for example, pilates courses in the dining room whilst members enjoy entertainment in the lounge. This enhances the rental income stream.
- The reception area is better organised and more functional and welcoming for members and "drop ins".
- Clients for hairdressing, chiropody and reflexology now have a safe seating area where refreshments can be taken whilst waiting.

The project we are seeking funding towards is new carpeting. Now that the building work is complete we need carpeting to the new areas and to replace existing 14 year old carpet. Carpets are the priority for health and safety reasons. They have been in continual use for 14 years and are becoming worn (trip hazard) and dirty in spite of industrial cleaning over the years. Replacement carpets will give a much improved appearance and encourage third parties to rent The Clockhouse. A number of quotes have been received and the lowest at £6,828 will be accepted. An application has been submitted to Witley Parish Council towards the total cost. The bid is for the maximum grant of £750 and will be considered by the finance committee in early February 2012.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

By maximising the available accommodation, that would allow The Clockhouse to expand and improve the facilities and thereby improve the lives for the elderly in the local community. The new facilities will help maximise our rental income, making the Clockhouse less reliant on funding from Waverley, offering better value for money for the services that we provide to.

Waverley's Corporate Plan prioritises the need to improve the lives of people living in the borough, particularly the vulnerable. The Clockhouse provides a vital service to older people from the Milford and Godalming areas, which is a growing sector of the local community. Our clients rely heavily on the Clockhouse to provide a hot meal and a place to meet and socialise.

Cross Reference to Service Plan:

The Clockhouse is a partner organisation of the Council and receives revenue funding from the Waverley Community Partnership. The project is in line with the Community Services service plan to support the voluntary and community sector to increase capacity and improve services for those most vulnerable in our society.

Progress to date (including position regarding planning permission):

Building works completed in December 2011 but carpets to the new areas and existing lounge/hall and corridors, together with furnishings, require replacement.

Will the Corporate Project Management Toolkit be used?

If no, how will the project be managed?

Not applicable as the application is from an external organisation.

Key Project target dates and milestones:

Building works completed in December 2011.

Carpets and furnishings chairs to be replaced as soon as possible, once funding is secured.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
New carpet and fitting	£6,828			
Total Capital Cost	£6,828			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital				
S106 (Godalming allocation)	£6,078			
External Funding (specify) -				
Witley Parish Council	£750			
Total Funding	£6,828			

Ongoing Revenue Cost and/or savings (Invest to Save):

There will be no additional ongoing revenue costs or expenditure in relation to the project.

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -	N/a			
Total Revenue Costs	N/a			
<u>Less</u>				
Revenue income	N/a			

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

Better and more efficient use of the accommodation and greater potential for rental income.

Identify any risks which may effect the project:

None

Environmental Impact, including Carbon Implications: None

Equality impact assessment carried out? N/A

How will the project be procured?

Lowest quotation will be accepted. Ian Coult, Chair of Trustees, will be responsible for procuring and delivering the project.

Is there scope for sharing/joint work?

Not applicable, although we work closely with Council officers as we are a partner organisation funded through the Waverley Community Partnership.

Completed by: D Kyd, Grants Administrator
The Clockhouse

Date:
12.1.12

