**Unaudited Financial Statements** 

For the year ended 31 March 2019

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# 31 March 2019

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# **Council Information**

# 31 March 2019

### (Information current at 25th June 2019)

# Mayor

Cllr S Boulter

#### **Councillors**

Cllr K Hey (Deputy Mayor)

Cllr M Baker

Cllr M Bushkes

Cllr C. Butler

Cllr C Chappell

Cllr M Dykes

Cllr P Edwards

Cllr D Griffiths

Cllr J Kenyon

Cllr M Lloyd-Hayes

Cllr M Mansell

Cllr S Michael

Cllr P Rone

Cllr P. Stevens

Cllr L Tawn

Cllr K. Tillett

Cllr B Wilcox

## Clerk to the Council

Mr S Kerry BSc MBA CiLCA

## Auditors

PKF Littlejohn LLP SBA Team Westferry Canary wharf London E14 4HD

## **Internal Auditors**

UK

Auditing Solutions Clackerbrook Farm 46 The Common Bromham SN15 2JJ

### **Statement of Responsibilities**

### 31 March 2019

#### The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Responsible Financial Officer, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

### The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2019 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- · made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- · kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Responsible Financial Officer's Certificate**

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Hereford City Council at 31 March 2019, and its income and expenditure for the year ended 31 March 2019.

Signed:	Mr S Kerry BSc MBA CiLCA- Responsible Financial Officer
Date:	

### **Statement of Accounting Policies**

### 31 March 2019

#### **Auditors**

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

#### **Accounting Convention**

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

#### **Fixed Assets**

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

#### **Depreciation Policy**

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

### **Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

### Investments

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at note 11.

### **Statement of Accounting Policies**

#### 31 March 2019

#### **Debtors and Creditors**

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

#### Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

#### **External Loan Repayments**

The council has no long term borrowing. Consequently, there were no external loan repayments made in the year.

#### Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 16.

#### Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 18 to 20.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Revaluation Reserves – hold balances representing unrealised gains on the appropriate asset since 1<sup>st</sup> April 2007.

Capital Financing Account – represent the council's investment of resources in such assets already made.

### **Interest Income**

All interest receipts are credited initially to general funds.

#### **Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation was due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

# **Income and Expenditure Account**

# 31 March 2019

Notes	2019 £	2018 £
Income		
Precept on Principal Authority	860,825	796,917
Grants Receivable	-	2,139
Rents Receivable, Interest & Investment Income	13,866	5,185
Charges made for Services	67	130
Other Income	1,965	619
Total Income	876,723	804,990
Expenditure		
Direct Service Costs:		
Salaries & Wages	(39,067)	(39,747)
Grant-aid Expenditure	(160,293)	(140,022)
Other Costs 1	(62,429)	(96,463)
Democratic, Management & Civic Costs:		
Salaries & Wages	(206,675)	(228,119)
Other Costs 1	(242,288)	(206,376)
Total Expenditure	(710,752)	(710,727)
Excess of Income over Expenditure for the year.	165,971	94,263
Net Operating Surplus for Year	165,971	94,263
STATUTORY CHARGES & REVERSALS		
Capital Expenditure charged to revenue 12	(47,292)	(110,144)
Transfer from Earmarked Reserves 20	23,846	80,492
Surplus for the Year to General Fund	142,525	64,611
Net Surplus for the Year	118,679	(15,881)
The above Surplus for the Year has been applied for the Year to as follows:		
Transfer from Earmarked Reserves 20	(23,846)	(80,492)
Surplus for the Year to General Fund	142,525	64,611
	118,679	(15,881)

The council had no other recognisable gains and/or losses during the year.

# **Statement of Movement in Reserves**

# 31 March 2019

			ľ	Net Movement in	
Reserve	Purpose of Reserve	Notes	2019 £	Year £	2018 £
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	17	19,210	-	19,210
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	18	1,225,932	47,292	1,178,640
Usable Capital Receipts	Proceeds of fixed assets sales available to meet future capital investment	19	53,400	-	53,400
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	514,410	(23,846)	538,256
General Fund	Resources available to meet future running costs		692,789	142,525	550,264
Total		_	2,505,741	165,971	2,339,770

The notes on pages 11 to 18 form part of these unaudited statements.

# **Balance Sheet**

# 31 March 2019

	Notes	2019 £	2019 £	2018 £
Fixed Assets				
Tangible Fixed Assets	10		1,245,142	1,197,850
Long Term Assets				
Investments Other Than Loans	11		400,000	200,000
Current Assets				
Debtors and prepayments	14	44,284		46,060
Cash at bank and in hand		845,361	_	928,198
		889,645		974,258
Current Liabilities				
Creditors and income in advance	15 _	(29,046)	_	(32,338)
Net Current Assets		_	860,599	941,920
<b>Total Assets Less Current Liabilities</b>			2,505,741	2,339,770
<b>Total Assets Less Liabilities</b>		_	2,505,741	2,339,770
Capital and Reserves				
Revaluation Reserve	17		19,210	19,210
Capital Financing Reserve	18		1,225,932	1,178,640
Usable Capital Receipts Reserve	19		53,400	53,400
Earmarked Reserves	20		514,410	538,256
General Reserve		_	692,789	550,264
		=	2,505,741	2,339,770

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2019, and of its Income and Expenditure for the year.

These accounts were approved by the Council on  $25 \mathrm{th}$  June 2019 .

Signed:		
	Cllr S Boulter	Mr S Kerry BSc MBA CiLCA
	Mayor	Responsible Financial Officer
Date:		

The notes on pages 11 to 18 form part of these unaudited statements.

# **Cash Flow Statement**

# 31 March 2019

	£	2019 £	2018 £
	~	~	•
			(267,866)
_	(464,420)		(460,279)
		(710,162)	(728,145)
	960 925		706.017
	•		796,917 749
	2,032		2,139
-		862,857	799,805
23	_	152,695	71,660
	11,760		4,323
_		11,760	4,323
	/		(110,145)
_	(200,000)		(200,000)
		(247,292)	(310,144)
	_	(82,837)	(234,161)
24	<u> </u>	(82,837)	(234,161)
	-	(47,293) (200,000)	(464,420)  (710,162)  860,825 2,032  862,857  152,695  11,760  (47,293) (200,000)  (247,292) (82,837)

The notes on pages 11 to 18 form part of these unaudited statements.

### **Notes to the Accounts**

### 31 March 2019

#### 1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

#### **Direct Service Costs**

	2019 £	2018 £
Community Parks & Open Spaces	8,479	8,929
Allotments	29,500	22,035
Floral Displays	-	19,500
Visitor Centres	20,000	20,000
Public Conveniences	131	2,770
Community Safety (Crime Reduction)	53,105	48,186
Community Development	111,507	115,065
Less: Grant-aid Expenditure	(160,293)	(140,022)
Total	62,429	96,463

## **Democratic, Management & Civic Costs**

	2019	2018
	£	£
Corporate Management	183,233	177,686
Democratic Representation & Management	4,882	4,618
Civic Expenses	54,173	24,072
Total	242,288	206,376

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

#### 2 Interest and Investment Income

	2019	2018
	£	£
Interest Income - General Funds	1,458	994
Investment Income	12,408	4,191
	13,866	5,185

#### 3 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

# **4 General Power of Competence**

With effect from 26th May 2015 Hereford City Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 26th May 2015 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

### **Notes to the Accounts**

### 31 March 2019

#### **5 Related Party Transactions**

The council entered into no material transactions with related parties during the year.

#### **6 Audit Fees**

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2019	2018
	£	£
Fees for statutory audit services	2,000	1,600
Total fees	2,000	1,600

#### 7 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2019	2018
	£	£
Advertising	110	900
	110	900

## 8 Employees

The average weekly number of employees during the year was as follows:

2019 Number	2018 Number
5	4
4	5
10	8
19	17
	Number 5 4 10

All staff are paid in accordance with nationally agreed pay scales.

#### **9 Pension Costs**

The council participates in the Worcestershire County Council Pension Fund. The Worcestershire County Council Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2019 was £39,261 (31 March 2018 - £40,300).

The most recent actuarial valuation was carried out as at 31st March 2016, and the council's contribution rate is confirmed as being 27.70% of employees' pay plus a lump sum of £0. with effect from 1st April 2019 (year ended 31 March 2019 - 27.70% plus a lump sum of £0.).

Financial Reporting Standard 102 (FRS102): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as Worcestershire County Council Pension Fund, paragraph 9(b) of FRS102 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

### **Notes to the Accounts**

### 31 March 2019

### 10 Tangible Fixed Assets

8	Operational Freehold Land and Buildings	Vehicles and Equipment	Infra-structure Assets	Community Assets	Charters and Licences	Total
Cost	£	£	£	£	£	£
At 31 March 2018 Additions	157,000	140,082 36,117	118,268 11,175	551,469	231,031	1,197,850 47,292
				<del>-</del>	<del>-</del>	<u> </u>
At 31 March 2019	157,000	176,199	129,443	551,469	231,031	1,245,142
Depreciation						
At 31 March 2018		-	-	-	-	
At 31 March 2019	-	-	-	-	-	-
Net Book Value						
At 31 March 2019	157,000	176,199	129,443	551,469	231,031	1,245,142
At 31 March 2018	157,000	140,082	118,268	551,469	231,031	1,197,850

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

#### **Fixed Asset Valuation**

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2008 by external independent valuers, Messrs The District Valuation Service. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

## **Assets Held under Finance Agreements**

The council holds no such assets

# **Notes to the Accounts**

# 31 March 2019

## 11 Investments

	Investments Other Than
	Loans
Cost	£
At 01 April 2018	200,000
Additons	200,000
At 31 March 2019	400,000
Amounts Written Off	
At 31 March 2019	
Net Book Value	
At 31 March 2019	400,000
	400,000
	<u>====</u>
At 01 April 2018	200,000
	200,000

At 31 March 2019 the investments included above at a cost of £400,000 had a market value of £384,274 (31 March 2018 - £192,069).

# 12 Financing of Capital Expenditure

	<b>2019</b> £	<b>2018</b> £
The following capital expenditure during the year:	ž.	£
Fixed Assets Purchased	47,292	110,144
	47,292	110,144
was financed by:		
Precept and Revenue Income	47,292	110,144
	47,292	110,144

# **Notes to the Accounts**

# 31 March 2019

# 13 Information on Assets Held

Fixed assets owned by the council include the following:

# **Operational Land and Buildings**

Allotments Sites - 10

# **Vehicles and Equipment**

Cars - 1

Vans - 1

Play Equipment at various sites

Sundry grounds maintenance equipment

Sundry office equipment

## **Infrastructure Assets**

Seats and Noticeboards

Other street furniture

# **Community Assets**

Civic Regalia

Council Artefacts

### 14 Debtors

	2019	2018
	£	£
VAT Recoverable	4,329	13,862
Prepayments	35,806	30,155
Accrued Interest Income	4,149	2,043
	44,284	46,060

# 15 Creditors and Accrued Expenses

P. and	2019	2018
	£	£
Trade Creditors	21,982	23,059
Other Creditors	2,671	-
Accruals	4,393	9,279
	29,046	32,338

### **Notes to the Accounts**

### 31 March 2019

### 16 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2019 £	2018 £
Obligations expiring within one year	-	-
Obligations expiring between two and five years Obligations expiring after five years	921	921
Congations expiring after five years	921	921
17 Revaluation Reserve	2019	2018
Balance at 01 April	£ 19,210	£ 19,210
Balance at 31 March	19,210	19,210

The revised system of accounting for local councils requires the establishment of a Revaluation Reserve. The balance on this account represents revaluation of fixed assets since 1<sup>st</sup> April 2007, less subsequent depreciation charged to revenue on such revaluation elements. This account will increase or reduce as and when assets are revalued or disposed of.

#### 18 Capital Financing Account

	2019 £	2018 £
Balance at 01 April	1,178,640	1,068,496
Financing capital expenditure in the year Additions - using revenue balances	47,292	110,144
Balance at 31 March	1,225,932	1,178,640

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

### 19 Usable Capital Receipts Reserve

	2019 £	2018 £
Balance at 01 April	53,400	53,400
Balance at 31 March	53,400	53,400

The Usable Capital Receipts Reserve represents capital receipts available to finance capital expenditure in future years.

## **Notes to the Accounts**

# 31 March 2019

### 20 Earmarked Reserves

	Balance at 01/04/2018	Contribution to reserve £	Contribution from reserve £	
Capital Projects Reserves	-	-	-	-
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	538,256	_	(23,846)	514,410
Total Earmarked Reserves	538,256	-	(23,846)	514,410

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2019 are set out in detail at Appendix A.

## 21 Capital Commitments

The council had no other capital commitments at 31 March 2019 not otherwise provided for in these accounts.

# 22 Contingent Liabilities

The council is not aware of any other contingent liabilities at the date of these accounts.

### 23 Reconciliation of Revenue Cash Flow

Net Operating Surplus for the year	<b>2019 £</b> 165,971	<b>2018 £</b> 94,263
Add/(Deduct)		
Interest and Investment Income	(11,760)	(4,323)
Decrease/(Increase) in debtors (Decrease)/Increase in creditors	1,776 (3,292)	(22,827) 4,547
Revenue activities net cash inflow	152,695	71,660

# **Notes to the Accounts**

# 31 March 2019

### 24 Movement in Cash

24 Movement in Cash	2019 £	2018 £
Balances at 01 April		
Cash with accounting officers	62	33
Cash at bank	928,136	1,162,326
	928,198	1,162,359
Balances at 31 March		
Cash with accounting officers	63	62
Cash at bank	845,298	928,136
	845,361	928,198
Net cash (outflow)	(82,837)	(234,161)
25 Reconciliation of Net Funds/Debt	2019 £	2018 £
(Decrease) in cash in the year	(82,837)	(234,161)
Cash outflow from repayment of debt	-	-
Net cash flow arising from changes in debt	-	
Movement in net debt in the year	(82,837)	(234,161)
Cash at bank and in hand Total borrowings	928,198	1,162,359
Net funds at 01 April	928,198	1,162,359
Cash at bank and in hand Total borrowings	845,361	928,198
Net funds at 31 March	845,361	928,198

## **26 Post Balance Sheet Events**

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 25th June 2019), which would have a material impact on the amounts and results reported herein.

# **Appendices**

# 31 March 2019

# Appendix A

# **Schedule of Other Farmarked Reserves**

	Balance at 01/04/2018	Contribution to reserve £	Contribution from reserve	Balance at 31/03/2019 £
Other Farmarked Reserves				
Finance & Policy				-
Equipment Renewal	1,308			1,308
Elections	59,001			59,001
TIC/Museum	103,222			103,222
Community Development				
Allotment Improvements	15,807			15,807
Community Development	41,500			41,500
Ward Projects	28,920			28,920
Street Scene	40,580			40,580
City Events	27,603			27,603
Christmas Lights	26,084			26,084
Small Grants - Advertising	6,855			6,855
Travelling CAB Service	10,000			10,000
Herefordshire Pride - City Event	3,000			3,000
Special Hereford Projects				
- General	1,800			1,800
- City of Culture	5,000			5,000
- Parish Plan	67,958		(23,846)	44,112
Governance & Procedures				
Civic Apparel/Insignia	5,693			5,693
Transport	11,938			11,938
Freedom Ceremonies	12,242			12,242
Public Ceremonies/Receptions	17,190			17,190
Public Conveniences	5,000			5,000
Three Choirs Festival	34,741			34,741
Twinning	9,000			9,000
Mayoral Expenses	3,815			3,815
	538,256	0	(23,846)	514,410
	538,256	0	(23,846)	514,410

# 31 March 2019

# **Annual Report Tables**

# Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Open Spaces	64,605	37,979
Tourism	25,000	20,000
Environmental Health	14,700	131
Community Safety (Crime Reduction)	50,150	53,105
Planning & Development Services (including Markets)	156,790	150,574
Council Tax Benefit Support Grant		(67)
Net Direct Services Costs	311,245	261,722
Corporate Management	440,775	339,335
Democratic & Civic	114,805	107,663
Net Democratic, Management and Civic Costs	555,580	446,998
Interest & Investment Income	(6,000)	(13,866)
Capital Expenditure	-	47,292
Transfers to/(from) other reserves	-	(23,846)
(Deficit from)/Surplus to General Reserve		142,525
Precept on Principal Authority	860,825	860,825

# 31 March 2019

# **Annual Report Tables**

**Table. 2 – Service Income & Expenditure** 

	Notes	2019 £	2019 £	2019 £	2018 £
		Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES					
Open Spaces		37,979	-	37,979	30,864
Tourism		20,000	-	20,000	39,500
ENVIRONMENTAL SERVICES					
Environmental Health		131	-	131	2,770
Community Safety (Crime Reduction)		53,105	-	53,105	48,186
PLANNING & DEVELOPMENT SERVICES					
Community Development		150,574	-	150,574	154,782
OTHER SERVICES					
Council Tax Benefit Support Grant		-	(67)	(67)	-
CENTRAL SERVICES					
Corporate Management		341,300	(1,965)	339,335	322,119
Democratic & Civic		51,961	-	51,961	83,924
Civic Expenses		55,702		55,702	25,694
Net Cost of Services		710,752	(2,032)	708,720	707,839