



# NORWICH City Council

**Committee Name: Mousehold Heath Conservators**

**Committee Date: 14/06/2024**

**Report Title: Mousehold Heath Conservators budget monitoring to 31 March 2024**

**Portfolio:** To be confirmed

**Report from:** Head of environment services

**Wards:** Catton Grove and Crome

## **OPEN PUBLIC ITEM**

### **Purpose**

To provide the 2023/24 revenue budget monitoring position and 2023/24 capital receipts balance as at 31 March 2024.

### **Recommendation:**

To note the current budget monitoring and reserves positions

### **Policy Framework**

The Council has five corporate priorities, which are:

- An open and modern council.
- A prosperous Norwich
- A fairer Norwich.
- A climate responsive Norwich.
- A future proof Norwich.

This report contributes to the first and fourth of these priorities.

This report contributes to the “Vibrant parks and open spaces for all” and “Growing our capacity to adapt to climate change” objectives within this priority

### **Mousehold Heath management plan objectives**

The report helps to meet the Mousehold Heath management plan objective C.

C) To ensure that Mousehold Heath is clean and well maintained.

## Report Details

1. The report details the work, activities and issues arising on, and relating to the delivery of the Mousehold Heath management plan objectives.
2. The objectives are:
  - A) To ensure Mousehold Heath is a welcoming place for people to visit.
  - B) To protect Mousehold Heath and ensure that it is a safe and secure place to visit.
  - C) To ensure that Mousehold Heath is clean and well maintained.
  - D) To manage Mousehold Heath in a way that has a positive impact on the environment.
  - E) To improve habitats and the natural environment for wildlife to enhance the biodiversity of Mousehold Heath.
  - F) To safeguard the historic landscape, archaeological features and buildings of Mousehold Heath.
  - G) To provide opportunities for local communities to be involved in all aspect of our work.
  - H) To promote Mousehold Heath to increase awareness, knowledge, understanding and a sense of pride.

## Report Details

1. Conservators approved a precept for the financial year 2023/24 of £264,571 at their meeting of 20 January 2023.
2. The Conservators have requested that budget reports be brought to their meetings on a regular basis. Appendix A details the financial position for Mousehold Heath as at the end of March 2024, and comparison of the expected outturn to the annual budget.
3. Corporate recharge budgets are no longer shown against individual cost centres within the General Fund, for accounting presentation purposes. All corporate recharges are still calculated in line with agreed principles. The Conservator's element of the recharges has been included within the figures in this report, for consistency between accounting periods.
4. The impact of the precept and forecast 2023/24 budget monitoring position on the Mousehold Heath balances are as follows:
5. Overall, the budget shows a forecast Overspend of £16,619, which is made up from:-
  - (A) Salaries costs are £730 higher than budget.
  - (B) Property Costs are £17,954 Higher than budget – in relation to the roof works on the Pavilion.
  - (C) Supply and services are (£3,474) underspent.
  - (D) Income is under achieved by £1,410, due to reduced income from the Catering Concession Pitch & Putt.
6. Had there not been work to the Pavilion totalling £29,608 for the roof repair, the underspend would have been (£12,989), however, as this is not the case the reserve has been reduced by £16,619 to £24,249, which is still above the prudent minimum balance.
7. The invoice from NCSL for the Pavilion Roof work came in at the end of 2023/24 financial year. The work had been agreed at the conservators meeting 18 March 2022. With further expenditure agreed via an email from The Chair of the Conservators Councillor Mike Sands on 5 June 2023.
8. To the credit of the wardens, they had made a saving of £9,556.00 in the 2023/24 budget. This meant that only £16k needed to be taken from the reserve funds to offset the cost of the works to the Pavilion Roof.

**Table 1:**

	£
<b>Balance brought forward from 2022/23</b>	<b>(40,868)</b>
Precept 2023/24	(264,571)
Provisional outturn 2023/24	281,190
In-year movement in reserves overspend	16,619
<b>Forecast balance to be carried forward to 2024/25</b>	<b>(24,249)</b>

9. The prudent minimum level of reserves was assessed in 2022/23 for it to be £10,000 during 2023/24 budget cycle. The reserve balance is expected to continue to exceed the prudent minimum balance.

### Capital

10. The position on capital reserve is as below, with no recorded spend incurred in 2023/24 to date. There are no current items in the council's capital programme and budget, therefore no spend can be incurred in 2023/24 without a budget amendment to Council.

	£
Rangers House balance brought forward	(100,766)
Interest accrued on balance up until March 2023	(5,362)
Interest April - March 2024	(5,319)
<b>Forecast balance of receipts at 31/03/2024</b>	<b>(111,447)</b>

### Statutory considerations

Consideration	Details of any implications and proposed measures to address:
Equality and Diversity	None
Health, Social and Economic Impact	None
Crime and Disorder	None
Children and Adults Safeguarding	None
Environmental Impact	None

### Risk Management

Risk	Consequence	Controls Required
Financial performance	Failure to adequately plan and monitor finances could result in insufficient resources being available to deliver the aims and objectives of the Management Plan and Annual Work Programme.	Ensure that sufficient financial and management information is available to continue management and maintenance programme.

### Reasons for the decision/recommendation

11. Revenue budget and capital receipts balance monitoring will ensure that there are adequate resources to implement Mousehold Heath Management Plan and Annual Work Programme.

**Appendices: Appendix A: Mousehold Heath Conservators Provisional year end outturn report**

**Contact Officer:**

**Name: Neil Wright**

Telephone number: 01603 987725

Email address: [NeilWright@norwich.gov.uk](mailto:NeilWright@norwich.gov.uk)

**Appendix A: Mousehold Heath Conservators Provisional year end outturn report**

		<b>Budget (£)</b>	<b>Provisional outturn (£)</b>	<b>Provisional Variance (£)</b>
A	Salaries	83,038	83,541	503
A	Employers Pension	14,232	14,558	326
A	Pension Deficit Recovery	15,546	15,531	(15)
A	Employee Insurance	649	565	(84)
B	Property Repairs, Maintenance & Alterations	0	280	280
B	Property Repairs, Maintenance & Alterations (Reactive)	0	63	63
B	General Repairs & Maintenance	15,000	41,767	26,767
B	Programmed Maintenance	0	1,077	1,077
B	Day to Day Reps	0	79	79
B	Contract Cleaning	11,154	9,753	(1,401)
B	Electricity	3,890	1,204	(2,686)
B	Grounds General Maintenance & Upkeep	2,204	1,838	(367)
B	Recharge from GMO main contract	72,832	66,674	(6,158)
B	Tree works	9,613	8,851	(762)
B	Fire Insurance Buildings	48	0	(48)
B	Water Service Testing	0	560	560
B	Water Charges Metered	90	0	(90)
B	Recharge from AHOs	5,000	5,642	642
C	Car and Cycle Allowances	800	495	(305)
C	Clothing & Uniforms	500	308	(192)
C	Purchase of Equipment	450	451	1
C	Equip-Repairs/Maintenance	650	576	(74)
C	Other Equipment and Tools	550	692	142
C	Refreshments	745	759	14
C	Subsistence - Payroll	500	355	(145)
C	Specialist Supplies	445	439	(6)
C	Projects	4,046	2,452	(1,594)
C	Other Hired & Contracting Services	7,110	5,794	(1,316)
E	Bad Debt - Sundry Debtors	0	(1,094)	(1,094)
E	Football	(1,404)	(624)	780
E	Rent Income	(15,000)	(15,000)	0
E	Catering Concession Pitch & Putt	(1,800)	(76)	1,724
E	Government Grants - Specific	(2,204)	(2,204)	0
E	NCSL Deposit Recharge	0	6,241	6,241
E	Depot recharge to NCSL	0	(6,241)	(6,241)
	Corporate Recharges	35,887	35,887	0
	<b>Total</b>	<b>264,571</b>	<b>281,190</b>	<b>16,619</b>