

NARRATIVE	OPENING BALANCE	BALANCE AS AT 31/09/19	AMOUNT TO BE RELEASED FOLLOWING NOVEMBER REVIEW	RELEASED AUTHORISED BY	REASON FOR RETENTION	REVIEWED BY AD'S NOVEMBER 2019	REVIEWED BY ED & AD FINANCE Nov 2019
FUTURE CAPITAL EXPENDITURE							
HOUSING CAPITAL RESERVE	(12,936,107.61)	(12,936,107.61)			To finance capital works on council housing, the balance being included in future capital resource projections	OK	OK
CAPITAL FUND	(795,742.28)	(795,742.28)			To finance general capital works, the balance being included in future capital resource projections	OK	OK
PRIVATE SECTOR HOUSING RENEWAL (DF)	(229,844.59)	(229,844.59)			Balance of grant funding received from MHCLG	OK	OK
MAJOR REPAIRS FUND (HRA)	(2,960,531.43)	(2,960,531.43)			To finance capital works on council housing, the balance being included in future capital resource projections	OK	OK
AFFORDABLE HOUSING DEVELOPMENT (HRA)	(42,770.60)	(42,770.60)			To finance capital works on council housing, the balance being included in future capital resource projections	OK	OK
	(16,964,996.51)	(16,964,996.51)	0.00				
TEMPORARY RESERVES							
HSG REPAIRS OPTIONS REVIEW	(125,000.00)	(125,000.00)		P Weston	As per the cabinet report 22/2/18 a temp reserve created at 31/03/18 of £150k to meet the anticipated project costs for the future modelling of repairs delivery options	Monies required to fund project and it is anticipated that some will fund the early recruitment of Call Centre Staff.	OK but any unspent will be returned to balances at 31/3/19
TEMPORARY STAFF	(35,000.00)	(35,000.00)		Z Wolicki	As approved in MTFs, funding for retention of temp staff for 12 month period	anticipated to be required before year end to support staffing changes	To be released to Revenue 2019/20
STAFFS CONNECTS CONTRIBUTION	(31,820.00)	(25,820.00)		Z Wolicki	To fund contribution due to termination of contract in 2019/20 (no base budgetary funding)	carry forward to support portal development	To be released to Revenue 2019/20
TRAINING	(20,000.00)	(19,110.00)		Z Wolicki	CMT decision to put a hold on training pending finalisation of the organisational review. This reserve is required to fund additional training in 2019/20 as a result.	to carry forward to support OD programme from Jan 20 onwards	OK
HOUSING STRATEGY STATEMENT	(17,900.00)	(17,900.00)	15,900.00	J Sands	Funding required to meet costs of developing a new Housing Strategy	£2,000 to be released to cover cost of strategy 2020-23. £15,900 can be released. Review for 2023	£2,000 to be released to cover cost of strategy 2020-23. £15,900 can be released to balances. Review for 2023
FLEXI HOMELESS SUPPORT GRANT	(93,450.00)	(81,450.00)		R Barnes	Projects and spending plan under review not likely to be realised before March 2019 so reserve to be carried forward for a further year	HQN engaged to update plans and spending for Housing Strategy not likely to be realised before March 2020 so reserve to be carried forward for a further year	OK
HOMELESS REDUCTION ACT	(21,100.00)	(21,100.00)		R Barnes	Projects and spending plan under review not likely to be realised before March 2019 so reserve to be	HQN engaged to update plans and spending for Housing Strategy not likely to be realised before March 2020 so reserve to be carried forward for a further year	OK
HOUSING STRATEGY TEMP STAFF	(17,000.00)	0.00		J Sands	Funding required to meet costs of continuing to use agency cover as outlined in the staffing business case.	Released before 31/10/19	
CUSTOMER PORTAL APIS	(30,000.00)	(30,000.00)		L Pugh	Unspent government grant re welfare reform to be utilised in development of customer portal and specifically to fund cost of APis	Retain - No change	OK
PEER CHALLENGE	(53,000.00)	(53,000.00)		S Garner	To meet costs of peer challenge in 2019/20	To be Carried forward to Peer Challenge in 20/21	OK
ROSEMARY ROAD PLAY PARK	(16,000.00)	0.00		S McGrandle		Released before 31/10/19	

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LEISURE STRATEGY	(26,000.00)	(26,000.00)		A Goodwin	External support will be required with regard to review of Leisure Strategy during 2019/20 and this reserve is funded from underspends across several leisure budgets.	Review of Leisure Services and Strategy now postponed until 2020/21. Will still need to fund work.	OK
EARNED AUTONOMY	(15,000.00)	0.00		J Sands	Earned Autonomy grant from SCC. This is an extension to the contract with CAB for families in debt and will be paid in 2019/20 following the change of provider.	Released before 31/10/19	
INNOVATIVE GRANTS	(30,000.00)	(30,000.00)		J Sands	Jointly funded by SCC and OPCC to focus on ASB and absence from school	To be reserved to check funding options - SCC to send invoice	OK
EU EXIT RESERVE	(17,480.00)	(17,480.00)		T Mustafa/S Gar	EU Exit funding from MHCLG	EU Exit funding from MHCLG	OK
INTERIM STAFFING COSTS	(36,000.00)	(36,000.00)		A Miller	The utilisation of section 106 funds in respect of compliance and monitoring has produced an underspend on the salary budget. It is requested that the underspend is reserved for interim staffing costs .	This continues to be the case - interim staffing will be required for longer whilst recruitment is undertaken.	OK
	(584,750.00)	(517,860.00)	15,900.00				
RETAINED FUNDS							
HSG PROPERTY INSURANCE EXCESS	(147,380.10)	(147,380.10)		L Pugh	The level of excess held on the property policy has been increased to £10k and has provided significant savings in premium costs but the cover for future payments will need to be financed from internal funds. The property policy carries a stop loss amount of £150k which represents our maximum exposure before external funds are available.	Retain - No change	OK
HOUSING CONDITION SURVEY	(66,600.00)	(66,600.00)		P Weston	Stock condition survey work underway	This fund is rolled over into future years to fund a larger survey when required. Estimated costs of survey £100k and expected to be undertaken in 21/22	Is this needed given the £185k [policy change for 2020/21? (stock, high rise & non-tradition)
IMPS ORCHARD-FUNDING HOME & TT	(59,040.00)	(59,040.00)		R Barnes	Funding required for Orchard development specifically around income analytics (rent arrears phase 2 - linked to intelligence on bad debt); finding a home - emerald likely to end so review of orchard offer; then repairs module to support repairs re-procurement	Funding required for Orchard development specifically around income analytics (rent arrears phase 2 - linked to intelligence on bad debt); repairs procurement will require orchard development and this is also supports the asset management module to inform in-house call handling	Can we see a plan for the spend of this - there is an annual revenue budget for this type of work.
MAINTENANCE & SECURITY UPGRADE	(60,285.00)	(60,285.00)		R Barnes	Tunstall (third party alarm maintenance) and Eldercare (new community alarm provider) have been appointed April 2019. Additional costs likely as infrastructure and BT compliance is re-assessed. Spending plan to be agreed 2019/2020	Tunstall (third party alarm maintenance) and Eldercare (new community alarm provider) have been appointed April 2019. Additional costs likely as infrastructure and BT compliance is re-assessed. Spending plan to be agreed 2019/2020	OK but any unspent will be returned to balances at 31/3/20

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INSURANCE-THIRD PARTY EXCESS	(148,869.94)	(148,869.94)		L Pugh	Maintained through insurance budgets in order to finance claims below the excess level on current policies. Enquiries are ongoing into using this reserve to 'self fund' some insurance risks which could result in savings on insurance premiums.	Retain - No change	OK
FUTURE MEMORIAL INSP/MAINT	(50,000.00)	(50,000.00)		S McGrandle	Funding for ongoing inspection, testing & maintenance of memorials, now capped at £50,000 cabinet 30/11/17	Retain - No change	Capped at £50,000 - Contingency
CASTLE STRUCTURE REPAIRS	(72,961.00)	(56,961.00)		A Miller	Due to delays in the capital and exhibition programme for the HLF project the castle has been unable to progress the condition report and roof works beyond prelim meetings and start up discussions. However the scale of the works has been confirmed and framework agreed for work to commence early in 2019/20 and be completed by March 2020.	??Why hasn't this been used to fund the roof repairs rather than using the BRF??	Can be released to revenue to fund planned works?
CAR PARKS MAINTENANCE	(38,460.00)	(38,460.00)		S McGrandle	Funds retained to ensure ongoing maintenance programme for outside car parks can be funded appropriately year on year.	Funds retained to ensure costs of defects identified by inspectors for outside car parks can be met.	OK - Contingency
TREE MAINTENANCE BOROUGH WIDE	(12,755.00)	(12,755.00)		S McGrandle	To provide funding for further felling, removal and replanting of trees across the borough as necess	Retain - No change	OK - Contingency
TOWN CENTRE STRATEGY	(120,145.00)	(120,145.00)		A Miller	Consolidated reserve to support The Town Centre Strategy as reported to Cabinet on 8th November 2018. Will be used over a 5 year period.	Retain	OK
EXTERNAL SUPPORT	(27,605.00)	(27,605.00)		R Neill	To ensure that funds are available to cover staff sickness/maternity leave or for additional external support eg for a special investigation or specialist audits, particularly during shared service arrangements with Lichfield DC. The external audit review work to be undertaken by FIT will not be completed until 2019/20 so funding for this will need to be carried forward.	This will be required both to pay for the FIT contract work planned for 2019/20, and for external support/temporary staff cover as a result of maternity leave & staff vacancies.	OK
LSPA LOCALITY WORKING RESERVE	(122,710.00)	(85,905.86)		R Barnes	A Connecting Communities Grants fund is being developed with 4 priorities:- Homelessness, Emotional Health and Wellbeing, Social Isolation and Loneliness and Supporting Vulnerable People. A maximum of £40k will be awarded each year for 2019/20, 2020/21 and 2021/22. £1k is required to make a final payment to St. Martins church in 2019/20 in respect of rent.	To be retained as per Cabinet agreement as part of community development funding for commissioning for VCSE. Connecting Communities grant funding	OK - to be spent by 2021/22
STAFFORDSHIRE HOARD	(5,930.00)	(5,930.00)		A Miller	The initial programme of works has now evolved and in order to complement the HLF project the intention is to use the funding for extra costume and support the HLF activity plan and develop some augmented reality interpretation to increase future sustainability.	Retain	OK
HOMELESSNESS PREVENTION	(82,625.22)	(0.22)	0.22	R Barnes	To be spent by 2020 as part of the wider spending plan	Small balance to be returned to Revenue	Small balance to be returned to Revenue

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LPSA2 GRANT ASB	(43,506.50)	(43,506.50)		J Sands	To support SCC and OPCC partnership for Diversionary Activities for Children and Young People over 2019/20 and 2020/21	To be retained at this time pending LDF community grant provision which are unknown at this time.	OK
DWP UC/NEW BURDENS GRANT	(73,136.00)	(53,086.00)		L Pugh	Retained fund established from DWP New Burdens & Welfare Reforms grants, to fund additional hours/temp staff cover and additional costs associated with welfare reform/UC, for example IEG 4 software maintenance	To be retained to fund annual cost IEG 4 software (not included within base budget)	OK
GF PROPERTY INSURANCE EXCESS	(58,966.12)	(58,966.12)		L Pugh	Funding has continued to be held back as a contribution to Inward Investment activity across the LEP area. It is now a project under the Commercial Strategy and funding will be required to produce the strategy and undertake associated activity.	Retain - No change	OK
GF MOTOR INSURANCE EXCESS	(21,190.57)	(21,190.57)		L Pugh	To cover the ongoing commitment to settle the excess level of General fund Motor insurance claims.	Retain - No change	OK
TOWN HALL IMPROVEMENTS	(8,870.00)	0.00		Z Wolicki	Spend put on hold in 2018/19, remaining funds required to be carried forward for Town Hall improvements (no other budgetary funding)	Released before 31/10/19	
LEGAL FEES	(12,400.00)	(12,400.00)	12,400.00	J Sands	Retention of the fund will allow for a central partnership budget for the prosecution of existing and emerging prosecutions and/or legal actions under the ASB, Crime and Policing Act 2014. This will allow greater flexibility and capacity when determining how and ASB perpetrator should be dealt with. The current revenue budget available is £2500 per year. If not retained then it would be necessary to seek increase to the revenue line in year.	No longer required - can be offered up	No longer required - to be returned to balances
INDIVIDUAL VOTER REGISTRATION	(20,000.00)	(20,000.00)		R Neill	Retained fund established from New Burdens grant to meet the requirements of IVR and additional staffing, printing, postage and equipment/systems costs. It is also required to bolster funds available for additional unbudgeted elections.	Will be required to meet the additional costs of any unbudgeted elections (eg by-elections) and additional costs re IVR, staffing, etc	OK

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MAINT. OF A5 BALANCING PONDS	(513,782.45)	(513,782.45)		S McGrandle	When the A5 bypass was constructed, a network of 8 balancing ponds and reedbeds were also constructed alongside it to take excess water from the surface of the road and prevent this water being discharged as either groundwater or surface water, and also to reduce the effects of certain pollutants from the carriageway. Over time these balancing ponds which flow from Kettlebrook through to Tamworth centre become 'silted' up and have to be cleansed. A recent survey of the ponds has highlighted the fact that the original commuted sum set aside to maintain these ponds is insufficient and further funding is required in order to support the proposed 10 year maintenance plan. Therefore it is proposed that the surplus revenue from the Highway Maintenance budget be retained to assist in the delivery of this cleansing and maintenance programme.	Tenders in on this project so reserves will need to be released.	OK
BUSINESS RATES COLLECTION	(710,380.00)	(710,380.00)		L Pugh	This retained fund was established from revenue contributions for new burdens (Small Business Rate Relief) grant received by the Council. It is required to mitigate the impact on the budget from fluctuations in business rates receivable (due to the increased risk/reliance on business rates received and the direct impact on the Council's budgets).	Retain - No change	OK
REGENERATION BUDGET	(9,720.00)	(9,720.00)		A Miller	This may need to be used to support the Town Centre/Gungate scheme	Retain	OK - Contingency
VR SAVINGS - TEMP STAFF	(7,573.00)	(7,573.00)	7,573.00	A Miller	to be used as a contingency to support vacancies as they arise. Temporary staff can be considerably more expensive and recruitment can be difficult and take considerable time.	No longer required - can be offered up	No longer required - to be returned to balances
SPORTS GRANT	(2,400.00)	(2,400.00)		S McGrandle	Required for Tamworth BMX club to draw against for track maintenance.	Retain - No change	OK
ECONOMIC DEVELOPMENT SHARED SE	(43,223.00)	(13,105.00)		A Miller	Following a tender exercise a contract worth £25k has been awarded and is due to be paid early April 2019. Negotiations are ongoing with LDC regarding partnership contributions in the future and so the balance will be needed to impement any decisions made	Retain	OK
POLICE&CRIME COMMISSIONERS GRT	(26,778.00)	(10,278.00)		J Sands	-£10K contribution to PBA Earned Autonomy plan	Retention for Sporting Communities SPACE provision 2020	OK

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CONSERVATION GRANTS	(27,557.00)	(27,557.00)		A Miller	£25k of this fund has already been used to support the Town Centre Strategy over a period of 5 years, as reported to Cabinet on 8th November. It is requested the remainder be retained to provide Conservation Grants as £6k of the annual revenue budget for Conservation Grants has been earmarked for virement to an annual revenue budget for Town Centre Strategy. It is requested that unallocated budget for 2018/19 be added to the fund to allow for any increase in demand.	Retain	OK - contingency
LOCAL PLAN	(59,124.00)	(59,124.00)		A Miller	"The delivery and monitoring of the Local Plan is an ongoing commitment. The budget has supported activity relating to the examination of the Community Infrastructure Levy.. The service will look to start a required review of the Local Plan in preparation for 2020/2021 and some of the evidence base will be updated and the creation of this retained fund will support this activity. There has been a delay due to a change in our requirements	Ongoing work on the Local Plan will require this money to be available.	OK
EXPAND BILDING CONT PARTNSHIP	(7,000.00)	(7,000.00)		A Miller	This is the return of the building Control Surplus. It will be needed to support service delivery changes and the expansion of the Building Control Partnership.	Retain	OK
PLANNING INVEST FROM FEE INC	(59,890.00)	(36,190.00)		A Miller	The Government increased nationally set planning fees by 20% on 17th January 2018 on the understanding that the increase would be re-invested into the planning service. This is the estimated amount generated by the increase during 2018/19. It is requested that this fund is created to make improvements and efficiencies to the service and provide transparency .	A re-structure of the team is underway which will look at the way in which posts are funded - with a start date of April 2020.	OK
PROPERTY FUND INVESTMENT COSTS	(600,000.00)	(600,000.00)		S Garner	Contribution to reserve for potential cost of property fund investment purchases (stamp duty, valuation changes etc.) and changes in valuation not covered by mitigation regulations	Retain - no change	OK
PLANNING INTERN	(12,000.00)	(12,000.00)	12,000.00	A Miller	A policy change of £18k for a Planning Trainee post was included in the budget for 2018/19 and 2019/20. Appointment has been delayed due to business requirements and therefore the period of employment will now fall into 2020/21 and budget will be required in the third year. Funding of this post is also reliant on an additional contribution from PM1794.	A re-structure of the team is underway which will look at the way in which posts are funded - with a start date of April 2020.	REJECTED - all of this could be funded from the additional income identified and included in PM1794. In addition an annual budget has been included in 2019/20 for spend of planning fee income
	(3,332,862.90)	(3,098,195.76)	31,973.22				
SECTION 106 CAPITAL FUNDS							
CAPITAL FUND	(697,203.90)	(697,203.90)			To fund general capital works, the balance being included in future capital resource projections	OK	OK
	(697,203.90)	(697,203.90)	0.00				

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COMMUTED SUNS RESERVES							
CASTLE ACCESSION FUND	(10,000.00)	(10,000.00)			To enable acquisition of specimens for the museum	OK	OK
OPEN SPACE MAINTENANCE	(456,127.73)	(456,127.73)			Section 106 - open space maintenance	OK	OK
OPEN SPACE ENHANCEMENT	(230,181.75)	(295,554.25)			Section 106 - open space enhancement, including £250k contribution for Amminton Community Woodland	OK	OK
LEISURE CENTRE CONTRIBUTION	(33,169.50)	(33,169.50)			Section 106 - Persimon land off Cotton Lane	OK	OK
STORM WATER DRAINAGE MAINTENANCE	(420,599.74)	(420,599.74)			Section 106 - drainage maintenance including A5 balancing ponds	OK	OK
OPENSACE PURCHASE	(117,757.10)	(117,757.10)			Section 106 open space purchase	OK	OK
LEISURE / RECREATIONIAL FACILITIES	(792,599.85)	(916,679.85)			Section 106 Leisure / Recreational Facilities	OK	OK
AGREEMENT MONITORING	(5,262.00)	(5,262.00)			Section 106 - agreement monitoring	OK	OK
CIL ADMIN 5%	0.00	(6,395.96)			CIL Admin	OK	OK
CIL COMMUNITY 15%	0.00	(19,187.88)			CIL Community	OK	OK
CIL STRATEGIC 80%	0.00	(102,335.33)			CIL Strategic	OK	OK
	(2,065,697.67)	(2,383,069.34)	0.00				
OTHER RESERVES							
HOUSING TRANSFORMATION	(62,104.00)	(62,104.00)			To be released to HRA to fund transformation projects	OK	OK
BUILDING REPAIRS FUND	(471,709.75)	(471,709.75)			To be released to fund building repairs in year	OK	OK
GENERAL FUND TRANSFORMATION	(231,977.00)	(201,977.00)			To be released to HRA to fund transformation projects	OK	OK
	(765,790.75)	(735,790.75)	0.00				
TOTAL RESERVES	(24,411,301.73)	(24,397,116.26)	47,873.22				

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