



ESTATE CHARGE REPORT

Waterfront Estate, Manvers Way, Rotherham

Landlord : Manvers Lake & Dearne Valley Trust Ltd

1st January 2019 to 31st December 2019

SERVICE CHARGE CERTIFICATE

I hereby confirm that, according to the information available to me, the attached statement of estate charge expenditure records the true cost to the landlord of providing the services to the premises for the period 1st January 2019 to 31 December 2019, in accordance with the terms of the lease.

Summary Expenditure for Period

Schedule

All Tenants	£	72,750.00
Total Expenditure for Period	£	72,786.61

Notes

The accounting records have been independently reviewed and confirmed.

As Manvers Lake and Dearne Valley Trust Ltd is a not for profit organisation all charges should be lower than a commercial provider as there is no profit element added.



Signed

Mr Mark Benton: Company Secretary Manvers Lake & Dearne Valley Trust Ltd

29th July 2020



Signed

Mr Heera Singh FMAAT: HSL Accountancy Solutions Ltd

29th July 2020

Definitions and Commentary

Management

Including but not restricted to; service charge development and invoicing, chasing aged debt, letting and managing service contracts, tenant query management and resolution, estate safety inspection, patrols by Wardens, Directors Costs and any H&S Fees.

We under spent the budget due to not having to carry out as many Warden Patrols as estimated and not incurring Director Costs in the year.

Professional Fees

This category includes the fees for monthly book keeping, legal advice from our lawyers, the accountancy costs of these reports and any audits required. The overspend in the year was mainly due to having to take more legal advice than estimated due to the volume of challenge to the Estate Charges and our need to develop processes to manage any bad debt and slow payment from our tenants

Hard Services

Includes maintenance of estate fencing, tree maintenance, pathway repairs, car park surfacing, bridge repairs and maintenance. These services are provided to areas outside of any tenanted lease.

We completed some works to clear the reeds and silt build up at the western inlet to the lake in early winter. These works were necessary to ensure that the inlet remains able to disperse the surface water drainage from the housing developments. The works were undertaken in the winter to minimise the impact on wildlife. The northern bank of the inlet was left untouched to provide a refuge for the wildlife.

We completed some works on the car park furthest from the lake to increase its useful space and improve the surface. We now lock this car park overnight in response to requests from local residents.

During the year we have trimmed many trees and restored large areas of pathway. Some of the fencing has required replacement due to planks being stolen. We also cleared the drainage ditch that runs along the Southern edge of the Western path to ensure that it remains serviceable and keeps water flowing. This was cleared from our boundary with Old Moor to the bridge at the Western end of the lake.

Soft Services

Includes litter collection, waste bin emptying, dog waste bin emptying, waste disposal charges, grass cutting. These services are provided to areas outside of any tenanted lease.

The long dry summer resulted in a reduced need for grass cutting and strimming and therefore we had an under spend against the planned budget.

Litter picking undertaken by local volunteer groups reduced our need to litter pick on occasion and contributed to the under spend.

We identified a need to purchase a utility vehicle to assist in the management of the estate. As a number of categories were under spending we bought a used vehicle in the final quarter of the year.

We decided to buy used to minimise the spend and as we were able to avoid using finance we were able to keep all the spend within the current year. The cost of the vehicle was shared with our Manvers Waterfront Boat Club as it will be used occasionally to launch and recover safety boats from the lake.

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Summary Expenditure Report

Agreed Budget 2019

	2018 budget	2019 Budget
Insurance	3,000	3300
Litter Picking	8,400	6000
Litter Collection [Bins]	3,600	3600
Contract collection of wheelie bins	1,000	1000
Pest Control	250	250
Grass Cutting	3,000	3000
Strimming	1,000	
Trees	2,000	500
Ditching and Drainage	2,000	
Weed removal	3,000	3000
Hard Services - Grounds Maintenance	1,000	8500
Signage	1,000	500
Fences	1,000	500
Snow clearing/seasonal costs	1,000	
Mower Costs and strimmer costs.	750	4530
Equipment hire	1,000	1000
Leaflets, Publicity and ACM	1000	500
Wardens/Rangers	5,000	750
Management/Supervision	20,000	20000
Director costs	750	750
Site Supervisor	5000	5000
Staff Costs	300	320
Staff Training	250	250
Volunteer Expenses	1,000	2750
Legal and external reports	2,000	2000
Accountancy	500	500
Audit	200	
Office Costs O/H (Light, Heat, Telephone)	250	750
Travel and representation	500	500
PPE/Hi Viz/Uniform	500	500
Health Safety and Environmental	250	250
Contingency	2,000	2000
Miscellaneous	250	250

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Summary Actual Expenditure Report 2019

	Budget 2019	Actual
Management	£31,000.00	£32,920.68
Professional Fees	£3,000.00	£5,438.40
Insurance	£3,000.00	£3,300.00
Hard Services	£11,000.00	£12,844.68
Soft Services	£19,000.00	£16,381.87
Communications	£1,000.00	£1,000.00
Overheads	£2,500.00	£900.98
Miscellaneous	£250.00	£0.00
Grand Total	£72,750.00	£72,786.61

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Apportionment Matrix

		NIA (Sq Ft)	Fair Proportion		Charge
PLA	Pub Plot	43,560	2.797%	£	2034.96
PLB	Aldi Plot	91,476	5.874%	£	4273.43
PLC	Hotel Plot	95,832	6.154%	£	4476.92
PLD	Bauer Plot	113,992	7.320%	£	5325.30
PLE	Nursery Plot	21,780	1.399%	£	1017.48
PLF	KFC Plot	35,284	2.266%	£	1648.34
PLG	Westleigh Plot A	51,585	3.312%	£	2409.84
PLG	Westleigh Plot B	148,355	9.527%	£	6930.63
PLH	Snaefell Plot	21,780	1.399%	£	1017.48
PLI	Rose & Thickett Plot	32,670	2.098%	£	1526.22
PLJ	Harron Plot (Phase 1)	153,331	9.846%	£	7163.07
PLK	Onward Plot	108,900	6.993%	£	5087.41
PLL	Harron Plot (Phase 2)	89,734	5.762%	£	4192.05
PLM	Taylor Wimpey Plot	143,748	9.231%	£	6715.38
PLN	Strata Plot	192,535	12.364%	£	8994.54
PLO	Harron Plot (Phase 3)	121,968	7.832%	£	5697.90
PLP	Play Valley Plot	43,560	2.797%	£	2034.96
PLZ	Remainder (Covered by ML&DVT)	4,7180	3.03%	£	2204.08
	Total	<u>1,557,270</u>	1	£	<u>72750.00</u>