



**BELLE ISLE
TENANT MANAGEMENT ORGANISATION**

BOARD MEETING

AGENDA AND PAPERS

Thursday 28th March 2024 at 6.00pm

Refreshments from 5.30pm

**BITMOs GATE
Aberfield Gate
Belle Isle
(With Teams Available)**

Note:

This is the agenda and papers for the Full Board of Belle Isle Tenant Management Organisation (BITMO)

For each item on the agenda there is narrative describing any issues and details of any recommendations requiring Board approval, where appropriate there may be separate reports attached as an appendix

Part A of the Board meeting and related papers are open to the public

Part B is reserved for matters confidential to the Board

Board members who wish to discuss any area of the board papers that requires further information or clarification are welcome to contact Deborah Kelly (CEO) via Karen Hoole 0113 378 2182

FULL BOARD MEETING

Meeting to be held on
Thursday 28th March 2024
at BITMOs GATE at 6.00pm
(With online access available)

Refreshments from 5.30pm

*WOULD BOARD MEMBERS PLEASE PASS ANY ITEMS FOR 'ANY OTHER BUSINESS' TO THE CHAIR
BEFORE THE START OF THE MEETING*

Part A – Public Agenda Items

- Apologies
- Questions from the public
- Issues raised by Board members for the agenda

Presentations:

- (i) The Police have been asked to attend to discuss anti-social behaviour and ginnel security.
- (ii) Mr Ben Hutchinson of the Hunslet and Belle Isle Community Project will attend to talk about the work of the organisation and the proposed project to provide community activities for children and young people.

Meeting items:

1. Minutes and Matters Arising from the Board meeting held 25th January 2024 (page 5 & Appendix 1, page 41)
2. Operational reports and relevance to regulatory framework (page 6 and Appendix 2, page 49)
3. Board training (page 11)
4. Funding Requests (page 12)
5. Estate Physical Environment: Priorities (page 16)
6. Five-Year Ballot 2024: Plan (page 21)
7. Finance Committee (page 26 and Appendices 3-8, page 53, 57, 61, 65, 69, 73)
8. Board Forward Plan – meeting dates and times for the coming year (page 38)
9. Any other business (page 40)

Part B – Confidential Items (Part B papers - separately enclosed)

BITMO Board meeting 28th March 2024 Executive Summary

Agenda item	Topic	Why is this important	What can BITMO do as a result	What are the Board being asked to do
Presentation items	(i) Police liaison (ii) Community Project	Working with other statutory and non-statutory agencies across Belle Isle is key to supporting a strong and positive community and environment	Build strong partnerships for the benefit of Belle Isle. Encourage the community to report ASB and criminal activity.	Discuss further potential partnership working.
Operating reports	Operational update: - Safeguarding - Gate tuition - Board champions - BITMO office	Board are making key decisions about BITMO activity and residents are kept informed about the activities of BITMO.	Continue to improve Board control and impact of decision making.	Note, discuss and agree where requested.
Board training	Overall review and discussion	It is essential that Board members have the necessary skills to undertake their role.	Confirm the base level training required and establish a training plan.	Take a full part in the training programme, which will be expanded going forward.
Funding Requests	- Revised proposal for a ginnel gate. - Request for shrub planting	Tenant engagement for estate enhancement.	Further encourage tenant engagement around priorities	Agree the revised proposals.
Estate Physical Environment: Priorities	Estate maintenance plan.	The physical appearance of the estate effects quality of life for residents.	Further enhance estate maintenance.	Discuss and agree priorities.
Five-Year Ballot	Five Yearly Ballot of tenants and leaseholders	A successful outcome is essential for BITMO's continued existence.	Ensure the plan is robust.	Comment and agree the plan.
Finance Committee reports	- Revenue & Capital accounts - Revenue and Capital Budgets - Grant apps	Review the findings and recommendations of the Committee.	Continue to oversee and monitor financial stewardship of the organisation.	Agree any recommendations of the Finance Committee.
Board Forward Plan	To agree meeting and development event dates.	Required for good governance.	To ensure business is carried out correctly and to aid development of Board skills and experience.	Agree the current forward plan.

Part A – Public Agenda Items

Apologies: To be reported at the meeting.

Questions from the Public: All BITMO Board meetings are open to the public. This part of the meeting is set aside for questions to the Board from the public. Time and venue of Board meetings are advertised on the web site. Minutes from previous meetings are also available on the web site.

Issues raised by Board members: If Board members have issues that they wish to raise that are not included on the agenda these should be discussed with the Chair **before** the meeting starts.

1. Minutes and Matters Arising

In this part of the meeting the Board will consider the minutes and matters arising from the **Full Board Meeting held on 25th January 2024 (Appendix 1)**. The table below details updates on items not dealt with elsewhere on the agenda.

Full Board 25th January 2024

Item	Update
Joseph Aspdin Skills Trust	Follow on from the presentation at the last meeting, follow up discussions regarding green construction industry training will be held with the Trust and with partner bodies.
Health & Safety Forum	A meeting of the Forum was held on 14 th February. Office inspections conducted and action list complied. Review of grit bins on the estate to take place.
Belle Isle Green Spaces	Recent discussions have focussed on Belle Isle Circus.
Foodbank	This has been operating successfully at the GATE each Friday. Discussions continue about other potential days.

Recommendation:

Board is asked to APPROVE the minutes and discuss any matters arising.

2. Operational Report

BITMO

Board of Management Report



Meeting Date: 28th March 2024

Report Title: Operational Report

Author(s): Deborah Kelly

For Information/ Decision/ Discussion

Executive Summary:

The report provides an update to the Board on matters not covered elsewhere on the agenda. Specifically, it discusses the Safeguarding Policy, gives an update on GATE activities (including information on the success of the tuition in maths and English). We also ask Board members to increase their involvement in supporting the GATE and playing a role via social media.

Recommendations:

Board is requested to Note the report and approve:

1. The Safeguarding Policy
2. Continuation of tutoring
3. Purchase of office carpets

Equality Diversity and Inclusion

The tuition offer is key to promoting equality of opportunity for young people who have experienced significant disadvantage and are below target educational attainment levels for their age.

Regulatory Framework:

The Safety and Quality Standard		The Tenancy Standard	
The Neighbourhood and Community Standard	✓	Transparency Influence and accountability standard	✓
The Tenant Satisfaction Measures Standard		The Rent standard	

The Transparency Influence and Accountability Standard is focused on improving the quality of the landlord tenant relationship, ensuring that tenants are treated with fairness and respect and that diverse needs are taken into account in the design and delivery of services. It requires evidence that communication and information is clear, accessible, relevant and timely. The use of social media to promote engagement is a key part of BITMOs communication approach. Involving Board members in this will strengthen transparency, influence and accountability.

The Neighbourhood and Community Standard requires that we identify and communicate how we will promote, social, environmental and economic wellbeing. The provision of tuition, the activities operating in the GATE, detailed in this report evidence our work on social economic and environmental wellbeing in our community.

Safeguarding

A safeguarding policy was presented to Board in May 2023. At that time, it was advised that there may need to be a number of amendments, and it was agreed that consideration of the policy should be deferred until a later date. This is to note that those discussions are ongoing, and Board is therefore asked to approve the Policy, with further amends being incorporated in due course. The Policy is separately enclosed.

The GATE

The GATE programme is thriving. The change in focus to outreach work, community engagement, and a focus on families and children, which was implemented over a year ago is proving very successful. We have a full calendar of activities around tuition, parents and toddlers, the food offer, community garden, community orchard, and supporting community groups who run sessions. We host a healthy hearts programme, parenting course, the food bank, a digital together group, craft groups, and the Repair Café and tool library. We are seeing record numbers of people use the GATE. The membership scheme is being re-launched and through it we will be able to gather information about numbers of people using it for different reasons, and find out what activities people would like to participate in.

A copy of the programme for March is provided at Appendix 2.

Tuition

Board have approved funding to provide tuition in maths and English for primary school children, to support educational attainment in Belle Isle which is below Leeds average and national average levels. This commitment aligns with the Boards revised focus following the health needs assessment. Typically, between 6 and 9 young people attend. We have capacity to support 18 students, and we will be working hard to increase awareness of the offer and attendance over the coming weeks.

The students are making good progress in both subjects.

Maths

	Beginning average	Current average
Student LP Year 5	5/10	8/10
Student LH Year 5	3/10	7/10
Student BM Year 6	1/10	7/10
Student KS Year 6	2/10	4/10

English

Students have been working on their reading fluency. This has included reading one to one with staff. The numbers below represent the number of words per minute that students are reading accurately.

	Beginning	Current
Student LP Year 5	103	125
Student LH Year 5	81	113
Student BM Year 6	90	145
Student IA Year 4	62	68

Parents views

Student X enjoyed tutor club it had help to improve in her schoolwork, Maths, English, Reading. Her school report was a glowing report. I'm impressed and proud of student T's determination. Her hard work has paid off. Her confidence is continuing to grow and she in turn continues to blossom.

Student Y has come on so much since doing this club. She has changed her behaviour and attitude towards learning and I'm sure this is from the care and patience the tutors have given to her. Her schoolwork has improved, and her writing has become neater and smaller which her school teachers have also noticed. Thank you so much

Student Z really enjoys coming to tutor club. She is coming along great and is now working at age related. I think without tutor club she would fall behind academically as her ADHD and autism means she struggles to stay on task. Recapping Maths and English after school in a smaller group works great for her. The tutors go out of their way to support her.

Students' views

Student 1 - I like playing games. I like doing maths and doing english.

Student 2 - I love doing extra maths and english. I like seeing friends after school.

Student 3 - I love learning new things and in school. I didn't understand anything but now I know almost everything that we do in class.

Student 4 - I love learning here because I am always struggling in maths. Maths is my favourite that is why I like this place.

Student 5 - I love it here because I learn more. All the teachers are kind.

Board are requested to confirm continuation of the tutoring provision for a further year from the Community Fund, at a cost of £14,400 per annum.

The role of Board members as BITMO champions

Being a Board member is a leadership role, and there are many ways in which this is demonstrated. As well as Board attendance, some Board members participate in GATE activities, recruitment panels, and complaints panels, and this is very valuable. We would like individual Board members to commit to participating in estate walkabouts on a regular basis, and helping to staff the GATE when it is open in the evening.

There is an opportunity for Board members to play an active part in addressing negative social media posts that impact on BITMO's reputation. There have been a number of recent examples of posts that have been damaging.

For example: We posted a story about the thermal efficiency work being done on the estate. This led to a large number of posts, and re-posts about individual complaints regarding repairs and property condition. There have been defamatory posts about individual members of staff.

We would like Board members to use social media as a platform to promote BITMO, and the work that is done, and to counter negative messages (without becoming embroiled in disputes). This would raise the profile of Board members, support local accountability, and encourage others to become involved.

Board member appraisals are taking place during the last week in March, and these matters will be discussed.

BITMO Office

The staff survey indicated that colleagues would appreciate some investment in the physical environment. A number of small commitments have been made out of revenue to provide an additional fridge for example. Quotes have been obtained for new carpets, as those that are in place are very stained and no longer possible to clean. The quotes received (excluding VAT) are: Burley Road Carpets - £17,603.64; UK Contract flooring - £19,563,24; Excel Flooring Leeds £14,900

Board are requested to approve expenditure of £14,900 plus VAT for new carpets throughout the building.

This matter was discussed by the Finance Committee on 13th March and was recommended for Board approval.

Conclusion

The paper has presented a number of matters for information, discussion and decision.

Recommendation:

Board is asked to approve :

1. the Safeguarding policy,
2. the continuation of the tutoring scheme,
3. purchase of carpets for the office

3. Board Training

Board training is an essential aspect of the operation of any tenant management organisation. We struggle to achieve high levels of Board attendance at training events.

A baseline level of training has been discussed by Board on numerous occasions which includes: meeting skills, knowledge and awareness of landlord responsibilities, finance, equality and diversity, safeguarding, health and safety, dealing with complaints. Specific training has been arranged in the past to address individual training needs e.g. Equality, Diversity and Inclusion. Further training will be focused on the needs of Board members following the upcoming round of appraisals.

BITMO has previously undertaken the following training programmes:

- (i) Induction
New Board members are introduced to staff and given briefings by senior managers.
An introduction pack is given at each October Board meeting
- (ii) Internal training
This is conducted via Bite Sized sessions before Board meetings or at other times if more time is required. It covers landlord responsibilities, policies and procedures, the regulatory framework, the role of Board Members, and finance.
- (iii) Skills audit.
An annual skills audit needs to be undertaken and this will be part of the appraisals taking place over the 26th and 27th March.
- (iv) External training
 - Several Board members attend the annual NFTMO Conference each year, which covers a wide range of TMO activities.
 - Board members have been invited to attend the Four Million Homes sessions.
 - Training has been provided on Equality, Diversity and Inclusion in 2023.
 - Other external training has been provided in previous years. For example at the Trafford Centre <https://www.traffordhall.com/programmes/> .

A Board training budget is included in the draft Revenue Budget for 2024-25, but this will need review and possible amendment following annual appraisals. It comprises £2,739 for conferences and £3,640 for training – a total of £6,379.

Recommendation:

Board is asked to ACCEPT the report and discuss training options.

4. Funding Requests

BITMO

Board of Management Report



Meeting Date: 28th March 2024

Report Title: Funding Requests

Author(s): Deborah Kelly

For Information/ Decision/ Discussion

The report presents requests to install a ginnel gate and plant shrubs.

Recommendations:

Board are requested to reconsider the requests and approve installation of a wooden gate at a cost of £1,500 and for shrub planting at £176.

Equality Diversity and Inclusion

N/A

Regulatory Framework:

The Safety and Quality Standard		The Tenancy Standard	
The Neighbourhood and Community Standard	✓	Transparency Influence and accountability standard	✓
The Tenant Satisfaction Measures Standard		The Rent standard	

The Neighbourhood and Community Standard requires that landlords pay close attention to the maintenance of shared spaces, local co-operation and safer neighbourhoods.

This paper addresses the concerns raised by tenants about ASB close to their homes that would be reduced if a gate was provided. Approval of the provision of a gate would improve safety and evidence involvement of tenants in the decisions around this.

The Transparency Influence and Accountability Standard requires us to have robust arrangement to engage with tenants and provide meaningful opportunities to influence and scrutinise what we do, and find ways to improve and tailor our approach to delivering services. This paper provides evidence that Board are consulting with tenants on the issues that are important to them, and that consultation around the issue of ASB relating to ginnels has been carried out. Publication of the paper will evidence the discussion and actions agreed.

4.1 Ginnel Gate Request

Background

A request for funding to install a ginnel gate was presented to the Board on 30th November 2023. The Board requested further information about the scale of the ASB in ginnels on the estate to gain a broader understanding of the issue. A consultation exercise was undertaken, and Police were asked for information (which they didn't provide). The consultation exercise did not reveal any broader incidents of ASB in ginnels.

Issues

There are a number of ginnel gates around the estate, put in place to prevent through traffic and discourage ASB. The Gates that have been installed are high specification metal fences that currently cost in the region of £6,000. This is the price that was given for a ginnel gate when the Board considered the initial request on 30th November 2023. The request was declined. This was fed back to the applicants who remain unhappy that some areas of the estate have been provided with gates, and they have been refused.

The houses in the area that this request relates to are a mix of tenanted and owner occupied properties. This formed part of the original decision to decline the request. It is important to bear in mind that the Mutual Management Agreement between Leeds and BITMO covers the management of the estate for the benefit of all tenures.

The applicant for the gate remains unhappy that BITMO are not willing to provide a gate, and has requested that the Board reconsider. A lower specification, and therefore cheaper gate has been identified and is considered suitable. The cost would be £1,500.

4.2 Community Fund request

In the last tenant email, tenants were asked to apply for a “Belle Isle Makeover”.

Is there an area of the estate near where you live that is an eyesore and needs some love? We can make money available through our Community Fund to carry out improvements on the estate, like planting bushes and trees, supplying planters, or street furniture. Contact us to see how we can work with you to get the funds and put a project together.

A resident in Windmill Road provided pictures of a muddy area that was originally grassed. Children kick balls against her wall regularly which have broken branches of her apple tree (supplied by BITMO) and hit her car.

She has asked for bushes to be planted along the wall.

The Arium have quoted £176 to supply and deliver sixteen laurel bushes, which will fill the 520cm length of the wall. They are currently about 107cm high. The wall is 135cm high.

BITMO caretakers will plant the bushes. The once grassed area will be re-seeded. A temporary barrier will be put in place while the grass grows.

Community Development Team staff will talk to parents and children in the area about where and how they play and ask their ideas for any other improvements.



The muddy patch on Windmill Road near the opening to Winrose Garth.



Laurel bushes from The Arium

The Board are asked to approve £176 from the BITMO Community Fund.

Recommendation:

Board is asked to APPROVE

- (i) the supply of a wooden ginnel gate at a cost of £1,500.
- (ii) the Community Fund application for £176.

5. Estate Physical Environment: Priorities

BITMO

Board of Management Report



Meeting Date: 28th March 2024

Report Title: Estate Physical Environment: Priorities

Author(s): Deborah Kelly

For Information/ Decision/ Discussion

The report presents information about the challenges involved in improving the appearance of the estate and invites the Board to discuss the issues and provide direction to the leadership team on their priorities, so that we can develop a plan to maintain the estate in accordance with Board priorities. There are financial implications which are noted in the report.

Recommendations:

Board is requested to discuss the report and give direction to the leadership team about their priorities.

Equality Diversity and Inclusion

N/A

Regulatory Framework:

The Safety and Quality Standard		The Tenancy Standard	
The Neighbourhood and Community Standard	✓	Transparency Influence and accountability standard	✓
The Tenant Satisfaction Measures Standard		The Rent standard	

The Neighbourhood and Community Standard requires that landlords pay close attention to the maintenance of shared spaces, local co-operation and safer neighbourhoods.

This discussion sets the framework for how BITMO will work to improve tenant satisfaction with the way we maintain the appearance of the estate, improve safety and how we involve tenants in the decisions around this.

The Transparency Influence and Accountability Standard requires us to have robust arrangement to engage with tenants and provide meaningful opportunities to influence and scrutinise what we do, and find ways to improve and tailor our approach to delivering services. This report provides a summary of engagement and consultation that has taken place so far on the physical environment and evidences the actions that have been taken in response to that consultation. It provides the opportunity to set out a clear estate improvement plan, to consult on and inform future engagement activity.

Background

The estate is maintained by Continental, and our in-house caretaker team. Caretakers do litter picking, remove dumped items and cut grass, shrubs, trees, and hedges. There are a number of planters on the estate that have been quite neglected for a number of years. Continental maintain these but this just involves an annual weed kill and pruning. We have spoken to Continental about changing the maintenance routine but this is not possible. They are not willing to maintain any flowering plants. Consultation exercises carried out linked to the health agenda have identified quality green spaces as a priority for local residents. The physical environment of the estate requires investment and improvement.

Issues

Maintaining an attractive estate is important. The quality of the physical environment impacts the quality of life of the people who live here in Belle Isle

Previous tenant consultations have revealed that the lack of usable green space is a concern for residents.

Planters, verges and parking There are over 20 brick/concrete planters on the estate that require attention. They are large and to be re-stocked would be expensive. The bulk are in the East Grange Garth and Square, Windmill Road and Winrose Drive areas.

Board members are invited to visit the area to better understand the issues.

Belle Isle Close



East Grange Garth



East Grange Garth



East Grange Garth play area



East Grange View planter



Windmill Road planter



Windmill Road planter



Winrose Drive



Winrose Garth



There is a grassed area on Winrose Garth that is frequently used for bonfires. We will ask residents if providing a skip would be helpful and propose to ask residents if they have further ideas to enhance the area.

There are a number of verges, including those outside Kasa that people use for parking. They no longer have grass on them and are churned mud when wet.

A plan could be put in place to address some of the planting and removal of eroded grass verges, to increase parking capacity and install large natural bollards to prevent damage at a cost of £50k.

The MUGA surface is worn and needs repair. Mears are asking their sub-contractors to fund this work as part of their corporate social responsibility commitments.

The Circus has benefited from the planting of additional trees and the installation of the perimeter fence, which has ended the practice of riding quad bikes across it. It is felt to be a considerable asset on the estate. It has the potential to be used much more for a range of leisure activities. A fun trail has been provided and two more are being planned. Parks and Countryside have submitted a HAP application to fund lighting for the circus. This is presented in the Finance Committee report section.

Housing Leeds are using the Community Payback scheme to tidy the play equipment at **Middleton Way**. During the May half term we are organising a fun day clean up and consultation event.

Low Grange View The Ward Councillors Community Committee have ring fenced £30k for play equipment for Belle Isle. Also, six oak trees and 12 fruit trees are being planted here. Board are asked to consider a HAP bid to provide organised sport activities once a week for six months (see Finance Committee report below).

Consultation

There have been numerous consultation activities carried out with residents and the issues have been brought to the Board in various ways over the last two years, since the public health research was completed. A summary of this is included below.

- January 2023 Report on Community Development Team door knock on Circus about the fence – showing strong support for the fence as a first step to be followed by consultation on further improvements when it was in.
- March 2023 - Report back on further consultation – support for improved pedestrian access, lighting, play area, bandstand, gym equipment.
- May 2023 - Further consultation on short term improvements like fun trails and bushes to attract butterflies and long term improvements like lighting and play equipment.
- July 2023 - Board approved funding for first fun trail. Report included the previous consultation on short and long term improvements. It stated there would be a consultation event in September on improvements to the Circus and other green areas.
- September 2023 - Reported on the fun trail being installed and plans to consult Windmill School and Circus residents on further fun trails. Announced the 20 September consultation event and encouraged Board attendance.
- October 2023 - Community Fund application approved in principle for Circus planters pending further information.
- Reported back on 20 September event – support for improved lighting and pedestrian access. Also reported on consultation about other green spaces. The Board officially noted the public support for lighting and pedestrian access.

- November 2023 - Presentation on consultation on Belle Isle green spaces by public health and parks & countryside. Board requested Highways to include feasibility study on improving pedestrian access to the Circus in their 24/25 workplan. Noted Mears had funded the Circus planters.
- February 2024 - A further meeting offered for Board Members to attend the circus to form a view as to its potential.
- March 16th 2024 - Board members are invited to visit the circus and Low Grange View.

Summary

Once Board have determined priorities, and if they approve funding of up to £50k to support the work, we propose to consult with residents living near to the various sites to gauge what their preferences would be for these areas, and if there is any interest in individuals or groups taking responsibility for any of the areas. There is potential to form groups of tenants who could apply for community fund monies to improve their local area.

Recommendation:

Board is requested to discuss the issues and decide what priority they wish to give to improving the physical appearance of the estate so that a plan can be drawn up for local consultation.

Board is requested to approve up to £50k funding to support the plan, to be incorporated into the capital and revenue budgets as opportunities arise.

6. Five Year Ballot Plan

BITMO

Board of Management Report



Meeting Date: 28th March 2024

Report Title: Ballot Plan

Author(s): Deborah Kelly Peter Olver

For Information/ Decision/ Discussion

The report presents a plan to prepare for the 2024 ballot with indicative costings.

Recommendations:

Board is requested to approve the plan and budget.

Equality Diversity and Inclusion

The particular needs of tenants are recognised in the services we provide. Communication via the website, text, Facebook and Facebook Live, means our messaging can be as inclusive as possible, touching as it does, traditional and digital channels and written and video content. We aim to increase use of a diverse range of media as part of the ballot campaign.

Regulatory Framework:

The Safety and Quality Standard	✓	The Tenancy Standard	✓
The Neighbourhood and Community Standard	✓	Transparency Influence and accountability standard	✓
The Tenant Satisfaction Measures Standard	✓	The Rent standard	

Preparation for the ballot provides BITMO with the opportunity to evidence robust compliance with all the regulatory standards using a combination of KPI data, tenant satisfaction data, and customer voice. We have self-assessed against these requirements and prepared an annual report to tenants which sets out how well the TMO is doing in relation to these requirements and what action plans are in place to improve compliance. We need to refresh this as part of our ballot preparations and to feed into LCC's reporting. This work is currently underway and will be presented to the Board in May.

Introduction

The purpose of this report is to gain approval to a ballot preparation plan that includes a number of events, promotional materials, and staff activity. There are budgetary implications which are set out below.

Background

Every five years BITMO must arrange a ballot of all tenants and leaseholders, who are requested to vote in favour of, or against BITMO continuing to exist to provide landlord services on behalf of Leeds City Council, under the terms of the Modular Management Agreement. A range of promotional activities have been undertaken in the past to support the ballot. We aim to repeat this in 2024, and to add some additional activities in celebration of the fact that this is BITMO's 20th year of operation.

Proposal

The plan below at table 1 outlines the key activities that will be delivered. A budget of £12k is requested to pay for promotional materials as detailed in table 2.

Objective	Activity	Who	When	Key messages
<ul style="list-style-type: none"> Make full population aware of Ballot in September 	<p>Bits N Pieces</p> <p>South Leeds Life article</p> <p>Voicescape message and feedback</p>	<p>All BITMO tenants</p> <p>All South Leeds residents</p> <p>All BITMO tenants</p>	<p>March, June, August</p>	<p>BITMO exists because of a ballot</p> <p>There is a ballot in September</p> <p>Lose the Ballot lose BITMO</p>
<ul style="list-style-type: none"> Highlight benefits of tenant management . 	<p>Booklet</p> <p>South Leeds Life</p> <p>Website Videos, promoted via FB</p>	<p>New tenants</p> <p>Local Population</p> <p>Local Population</p>	<p>May</p> <p>May</p> <p>Monthly from May</p>	<p>BITMO does more than provide housing management services</p> <p>Tenant management is about community control</p>
<ul style="list-style-type: none"> Raise Profile of BITMO 	<p>FaceBook promotion of key features of BITMO and tenant satisfaction results</p> <p>Attendance with stall at local events including school summer fairs, Middleton Produce show</p>	<p>Local population</p>	<p>April onwards</p>	<p>BITMO is a safe pair of hands</p>
<ul style="list-style-type: none"> Celebrate BITMO 	<p>20th Birthday celebrations</p> <p>Afternoon Tea at the GATE</p> <p>Gala</p> <p>4 local fun days arranged</p>	<p>Retirement Life and Shareholders</p>	<p>June Onwards</p>	<p>Celebration of BITMOs successes over the years</p>
<ul style="list-style-type: none"> Board Champions 	<p>Board members attending events</p> <p>Board Members being interviewed</p> <p>Facebook Live</p>			<p>BITMO Board have credibility and loyalty in the community</p>
<ul style="list-style-type: none"> Staff Ambassadors 	<p>Staff will carry out door knocking exercises to gauge support for BITMO</p>	<p>BITMO tenants</p>	<p>May Onwards</p>	
<ul style="list-style-type: none"> Ballot Reminder 	<p>Voicescape messages will be sent to all tenants who we have a phone number for each week of the ballot.</p>	<p>BITMO tenants</p>	<p>September</p>	

Draft budget

Budget as presented to Finance Committee on 13th March 2024:

Promotional materials	£1,500
Consultancy cost inc some postage	£4,995
Phone banking via Voicescape system	£1,350
Event cost	£2,000
Reminders	£1,575
Total	£11,420

(i) Promotional materials

The promotional materials could include:

	unit cost	number	cost £
20 years of BITMO tea towels	£2	200	400
20 Years of BITMO pencils to do pads & other fillers	50p £1	200 400	100 400
20 years of BITMO cotton bags	£2	300	600
TOTAL			£1,500

The event cost of £2k is intended to be a celebration of 20 years since the establishment of BITMO. An alternative may be to absorb this activity in other events budgeted elsewhere and potentially release up to £2k for additional promotional materials – including banners, t-shirts, posters and leaflets.

Additional or alternative promotional materials could include:

	unit cost	number	cost
20 years of BITMO mugs	2.5	100	250
T shirts for staff, Board members and volunteers	4	40	160
Tenant Management Works Banners	50	10	500
Birthday cake	100	1	100
Posters	20	20	400

Please note that the GALA, which will include ballot promotion, is separately budgeted.

(ii) Consultancy

This cost is detailed in the Finance Committee report below and represents the tender submission recommended by the Committee.

(iii) Phone bank re Voicescape

This item has been approved by Chairs as an effective means of contacting tenants and leaseholders to discuss the ballot and its importance to the estate.

(iv) Event costs are discussed above.

(v) Reminders

This is the estimated cost of sending reminder packs to those who have not responded to the original ballot call or who request replacements.

Recommendation:

Board are requested to consider and comment on the proposed ballot plan and APPROVE any variation to the overall ballot budget from the detail above.

7. Finance Committee reports

BITMO



Board of Management Report

Meeting Date: 28th March 2024

Report Title: Finance Committee report

Author(s): Peter Olver

For Information/ Decision/ Discussion

Executive Summary:

The Finance Committee met on 13th March to review financial issues.

Recommendations:

Board is requested to NOTE and ACCEPT the reports

Equality Diversity and Inclusion

There are no implications for equality, diversity and inclusion arising from the report.

Regulatory Framework:

The Safety and Quality Standard	✓	The Tenancy Standard	
The Neighbourhood and Community Standard	✓	Transparency Influence and accountability standard	✓
The Tenant Satisfaction Measures Standard		The Rent standard	

The Safety and Quality Standard requires landlords to provide safe and good-quality homes for their tenants, along with good-quality landlord services. The finance report evidences the attention to safety through expenditure on gas, electric, asbestos, water, and fire safety, and quality through expenditure on planned maintenance designed to improve the quality of tenants homes, in particular the investment in thermal efficiency designed to address issues of damp and mould.

The Neighbourhood and Community Standard requires that landlords pay close attention to the maintenance of shared spaces, local co-operation and safer neighbourhoods.

The finance paper sets out applications from community groups for funding to improve the appearance of the estate, and increase the provision of facilities that meet expressed community needs.

The Transparency Influence and Accountability Standard requires us to have robust arrangements to engage with tenants and provide meaningful opportunities to influence and scrutinise what we do, and find ways to improve and tailor our approach to delivering services. The finance report promotes transparency through the publication of the financial matters considered by Board.

Summary

- 7.1 Revenue & Capital accounts 2023-24
- 7.2 Revenue & Capital budgets 2024-25
- 7.3 Ballot tenders
- 7.4 Housing Advisory Panel grant applications
- 7.5 Governance Health Check Audit
- 7.6 Treasury Deposit account
- 7.7 Office carpets – see Operational Report above.

7.1 Revenue & Capital Accounts 2023-24

7.1.1 Revenue accounts 2023-24

Finance Committee reviewed the Revenue Accounts for the nine months to 31st December 2023.

A query was raised as to whether more up to date accounts were available. It was explained that the January accounts were now complete and that more up to date figures would be presented to the Board at the end of March. February figures are not yet available at the time of distribution (21.3.24) and so January figures are given below.

Management Accounts for the period ending 31st January 2024

Expenditure	Budget £	Year to Date Budget £	Actual Spend £	Variance	Notes
RESPONSIVE MAINTENANCE	1,485,174	1,184,701	1,007,512	177,189	1
CYCLICAL MAINTENANCE	631,200	515,556	496,129	19,427	2
TOTAL MAINTENANCE`	2,116,375	1,700,257	1,503,641	196,616	
GATE	247,447	196,315	205,583	(9,269)	
INCOME AND TENANCY	289,025	240,854	242,391	(1,536)	
TENANCY SUPPORT	209,338	201,872	204,002	(2,130)	3
RETIREMENT LIFE	104,038	86,698	72,456	14,243	4
CORPORATE RUNNING COST	162,547	128,962	116,067	12,895	3
CORPORATE STAFFING COST	419,793	353,994	317,254	36,740	3
SERVICE LEVEL AGREEMENTS	60,582	50,485	50,485	0	
TOTAL EXPENDITURE`	3,609,146	2,959,438	2,711,879	247,559	
Income					
Management Fee and Other Income	3,557,592	2,926,270	2,984,359	58,089	5
OPERATING SURPLUS/(DEFICIT)	(51,554)	(33,168)	272,480	305,648	
Thermal Efficiency	(200,000)	0	0	0	6
Community Fund Costs	(70,000)	(58,333)	(37,449)	20,885	7
(Deficit) after exceptional items	(321,554)	(91,502)	235,031	326,533	

NOTES

- | | | | | | |
|--|--|--|--|--|--|
| 1. Responsive repairs budget includes projected increases in last 6 months for increased jobs and inflationary uplift. | | | | | |
| 2. Some variation in staff cost allocation and capitalisation of staff costs . | | | | | |
| 3. Staff cost underspend generally due to post vacancy and other variations. | | | | | |
| 4. Underspend due to the delay in the appointment of second warden and saving on utilities cost | | | | | |
| 5. Additional income re bank interest and grant income, partly offset by void penalty. | | | | | |
| 6. Thermal efficiency work now complete. | | | | | |
| 7. Community fund costs to increase with winter warmth programme. | | | | | |

The underspend in repair costs continues, but some variation is expected at the year end with some additional costs from Leeds Building Services and some refunds due on the main contract.

Recommendation:

Board is asked to ACCEPT the report.

7.1.2 Capital accounts 2023-24

Forecast results:

Scheme	Original Budget	Revised Budget	Expected Spend	Variance	Comments
Kitchens and Bathrooms	£250,000	£350,000	£300,000	£50,000	Programme underway and completion expected soon
Mansard Roofs	£185,148	£175,175	£175,200	£25	Works complete
Fire Remedial Works	£30,000	£20,000	£24,900	£4,900	Doors etc needed after risk assessments
Boiler Upgrades	£150,000	£150,000	£213,900	£63,900	Further spend enabled by savings elsewhere
Thermal Efficiency	£637,352	£409,660	£327,000	£82,660	Savings previously reported
Chimneys/ Canopies	£20,000	£20,000	£21,300	£1,300	Programme released (11)
Fencing	£30,000	£50,000	£24,000	£26,000	Ad hoc relating to 11 fences
Footpaths	£15,000	£15,000	£17,985	£2,985	Programme underway (6)
Electrical Remedial	£30,000	£20,000	£71,519	£51,519	5 year periodic testing - adhoc works following tests e.g. rewires. Previous works reserve.
Windows and doors	£20,000	£20,000	£38,180	£18,180	Adhoc spike in damaged doors
Roofing	£15,000	£17,500	£22,830	£5,330	Based on 3 adhoc roof
Adaptations	£200,000	£250,000	£272,400	£22,400	Increase in referrals
Asbestos	£30,000	£30,000	£27,900	£2,100	Based on removals
Structural Works	£30,000	£0	£0	£0	Captured in adhoc capital works
Decency Failures	£15,000	£0	£7,000	£7,000	Captured in adhoc capital works
Unadopted Roads	£15,000	£10,000	£0	£10,000	Inspections done December
Damp Works	£25,000	£50,000	£55,360	£5,360	Envirovent programme being invoices
Capital voids	£150,000	£150,000	£168,507	£18,507	Reactive service with reported fluctuations
Legionella	£2,500	£2,500	£2,500	£0	Awaiting invoicing
Repointing	£0	£20,000	£14,343	£5,657	Programme released (11)
Adhoc capital work	£70,000	£120,000	£133,800	£13,800	Unforeseen - already significant spend
Unallocated staff costs	£0	£37,536	£15,000	£22,536	Capital salary costs
Contingencies	£0	£2,629	£0	£2,629	
Total	£1,920,000	£1,920,000	£1,919,624	£376	
				0.02%	

A very large amount of cost is currently going through the system, including the thermal efficiency costs.

Recommendation:

Board is asked to ACCEPT the report.

7.2 Revenue & Capital Budgets 2024-25

7.2.1 Revenue Budgets 2024-25

Revenue budgets were discussed by the Finance Committee and examined in detail.

Notification has been received from Leeds City Council that the provisional budget allocation for the next financial year was agreed by full Council on 21 February 2024.

Draft budgets are presented below. They need to be signed off at the Board meeting of 28th March 2024.

The budgeted result for 2024-25 presented, achieves a near break-even position, with a small deficit of some £15k (0.4% of income).

Board has previously agreed an injection of up to £200k from the revenue budget to aid Capital Scheme costs in 2024-25.

A provisional budget of £60k has been allocated to the Community Fund for 2024-25. This is based upon the revised budgets presented to Board at the last meeting, along with a potential £15k spend on other areas of need.

The Capital Scheme funding and Community Fund budget spend for 2024-25 would potentially reduce the available free reserves to some £265k going forward. This is after allowing for a minimum reserves retention of £945k, equivalent to 3 months normal spend.

Please see Appendix 8 for the full budget detail.

Recommendation:

Finance Committee recommends that the Board **ACCEPTS** the report and **AGREES** the draft Revenue Budget for 2024-25.

7.2.2 Capital Budgets 2024-25

The Capital Budget for 2024-25 was reviewed and agreed by Board at the meeting in January 2024. A capital injection of up to £200k was agreed and is reflected in the Revenue budgets above.

The majority of spend on capital works for 2024-25 will take place over the summer months and so will be completed before the tenant ballot.

Scheme	Original Budget	Full Required Budget	Revised Budget	Notes
Kitchens and Bathrooms	£150,000	£414,000	£414,000	1
Mansard Roofs	£170,471	£184,108	£184,108	2
Fire Remedial Works	£20,000	£20,000	£20,000	3
Boiler Upgrades	£150,000	£150,000	£125,000	4
Pointing	£50,000	£30,000	£30,000	5
Thermal Efficiency	£480,529	£377,850	£175,500	6
Chimneys/ Canopies	£25,000	£25,000	£25,000	7
Fencing	£30,000	£50,000	£50,000	8
Footpaths	£10,000	£10,000	£10,000	9
Electrical Remedial Works	£25,000	£25,000	£25,000	10
Windows and doors	£20,000	£20,000	£20,000	11
Roofing	£15,000	£15,000	£15,000	12
Adaptations	£200,000	£225,000	£225,000	13
Asbestos	£30,000	£25,000	£25,000	14
Structural Works	£30,000	£0	£0	15
Decency Failures	£25,000	£0	£0	16
Unadopted Roads	£10,000	£5,000	£5,000	
Damp Works	£25,000	£30,000	£30,000	
Capital voids	£150,000	£125,000	£125,000	
Legionella	£4,000	£2,000	£2,000	
Adhoc capital work	£100,000	£150,000	£214,392	
Total	£1,720,000	£1,882,958	£1,720,000	
Over/ Under	-£200,000	-£362,958	£0	

Notes	Comments
1	42 kitchens and 13 bathrooms on the list as of 7/12/23 (8k per kit and 6k per bat)
2	To include 14 roofs as per phase 3 (8% uplift also applied on previous costs)
3	Additional fire stopping required as per regs
4	Based on each of the previous years, could potentially be reduced
5	Poor across the estate £4,500 per property inc scaffolding - allows 6 adhoc properties
6	Phase 2 costings
7	Adhoc for replacement of canopies and dropping of stacks causing roof leaks
8	Large request for fencing each year (ave around 5k) per fence
9	Repairs always required to properties and footpaths due to age and wear and tear
10	Arising through 5 year cyclical tests and adhoc rewires
11	High volume of doors kicked in per year. Already at 18 this year
12	Roofing across the estate in poor condition. Allows 3 adhoc roofs per year
13	Budget hugely increased this year and demand showing no sign of slowing down
14	Consistent in terms of surveys and removal
15	Included in adhoc capital works
16	Included in adhoc capital works

Recommendation:

Board is asked to ACCEPT the above report.

7.3 Ballot Tenders

Three recommended companies were approached to tender for the ballot process, which needs to be undertaken by an independent body. The tender documentation has previously been reported to Board. Recommendations were made by NFTMO.

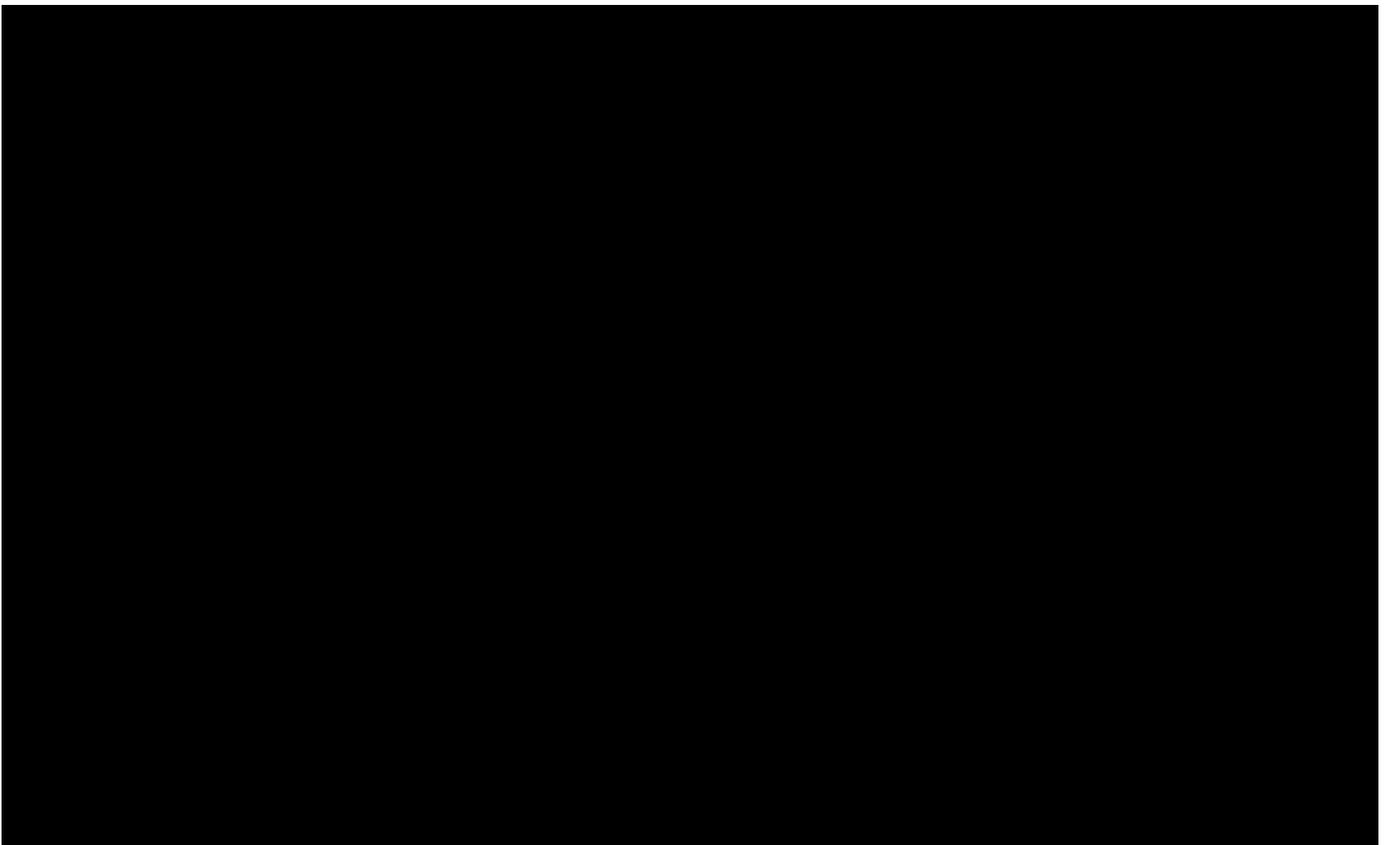
The results of the tender process are as follows: **(redacted for commercial confidentiality)**

(i)

This company provided services to BITMO for the 2019 Tenant Ballot.

A tender was received on 9th February 2024 and was distributed to the Finance Committee.

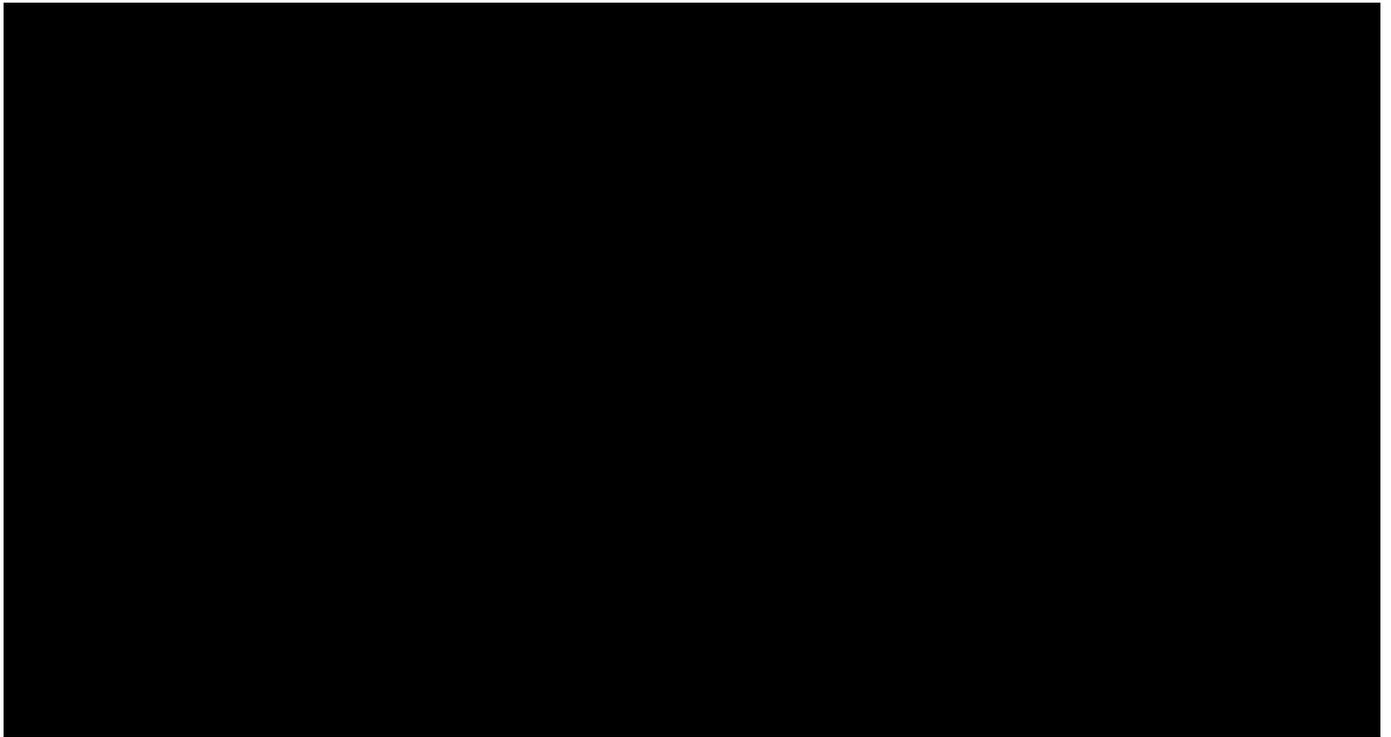
Summary costs are as follows:



(ii)

This tender was received on 12th January 2024.

A summary of proposed costs was received .



(iii).

were invited to tender but declined to do so.

Other:

In addition to the above we were approached by a company called [redacted] operating out of France. Discussions with that company led to the conclusion that they would not be contenders for the contract, because they could not offer a postal or phone element to the service.

Summary

The lowest effective cost proposal and the most extensive project proposal submitted were from [redacted]. In addition, we have the most recent experience of working with that company, for the Ballot in 2019.

Recommendation:

Finance Committee ask Board to AGREE to the appointment of [redacted] for the 5-year ballot consultancy.

7.4 Housing Advisory Panel Applications

Confirmation has been received that this grant scheme will be discontinued from 1st April 2024.

There are some unspent funds of some £17k available for suitable projects and the following schemes are presented for discussion and possible approval.

7.4.1 Belle Isle Circus lighting

The Climate, Energy and Green Spaces team at Leeds City Council has applied for **£12,647.54** plus VAT, for the installation of two lighting columns to provide light to Belle Isle Circus, making it a safer space. See Appendix 3.

Finance Committee asked for confirmation that glare would not be an issue for surrounding properties. It has been confirmed that lights will be shone downwards, with minimal spillage beyond the Circus roundabout and no more than existing streetlighting. It was also noted that liaison with the Police would be advisable.

Conditionally recommended by Finance Committee.

7.4.2 Sports activities on Low Grange View Park

An application has been received from the Hunslet & Belle Isle Community Project, who run the current Multi Use Games Area sport sessions.

They are proposing to run sports sessions on Low Grange View for 6 months from 3.30-4.30pm, before their sessions on the MUGA 4.45-5.45pm.

They would have two paid staff and volunteers.

BITMO would arrange publicity, including promoting to Windmill and Hunslet Carr schools.

Their cost is **£1,760**. See Appendix 4.

Recommended by Finance Committee.

7.4.3 Estate picnic benches

Three picnic tables and benches are being sought by residents at 26 Belle Isle Circus, 3 Winrose Grove and the Orchard behind 58 Belle Isle Circus. The cost per table would be up to £400 (**£1,200** in total). See Appendix 5.

Finance Committee asked if the public could potentially use them. This was confirmed although the benches will be at the rear of the properties.

Conditionally recommended by Finance Committee.

7.4.4 Manorfield Hall Foodbank

A request is made for up to an amount estimated to be $\frac{3}{4}$ of the annual food subscription ie **£1,125**. An application is attached per Appendix 6.

Finance Committee noted that this would need to fit in with ongoing discussions with management. Otherwise recommended.

7.4.5 Notice Boards

A contribution of **£250** is requested by Manorfield Hall towards an estate notice board. See Appendix 7. Further funds for this purpose are included in the budget.

Recommendation:

Board is asked to DISCUSS the above applications and AGREE as to whether they may be granted. If all are granted this would amount to £16,983.

7.5 Governance Health Check Audit

As previously advised to the Board, LCC has commissioned an audit of governance arrangements to ensure adherence to the new Consumer Standards from the Regulator of Social Housing, which come into force on 1st April 2024. This will be undertaken by YD Consultancy and will involve a desk-based review of documents as well as interviews with key personnel. It will also include an attendance at the Board meeting on 31st March to look at how Board business is conducted.

The audit proposal from YD Consultancy was presented to the Finance Committee on 13th March 2024.

As part of the audit a review will be conducted of BITMO's Financial Procedures. An updated draft Financial Procedures document was therefore enclosed for review and discussion and a further copy is available on request.

Recommendation:

Board is asked to ACCEPT the report.

7.6 Treasury Deposit Account

The previous Treasury Deposit account of £600k matured on 13th March.

Current dealing rates at that time were: 3 months (4.04%); 4 months (3.96%); 6 months (4.11%); 12 months (4.32%).

It is recommended to the Finance Committee that a new Treasury Deposit is taken up for 3 months. This was approved.

Recommendation:

Board is asked to VERIFY the decision of the Finance Committee.

8. Board forward plan

Author: Peter Olver

Relevant regulatory standard: Governance

Governance arrangements should establish and maintain clear roles, responsibilities and accountabilities for the board

Equality, diversity and inclusion has been considered in the programmes below.

(i) Meetings schedule

The following schedule sets draft proposals for Board meetings for the coming year.

In addition to this the Board would be able to establish ad hoc sub committees should this be required.

The following schedule sets draft proposals for Board meetings for the coming year.

Date	Headline Report	Discussion topic	Area for Scrutiny and approval (not including standing items)
October 12 th	Urgent matters, Correspondence, Estate issues and Tenant feedback		Board elections
November 30 th		Greening the estate	Safeguarding Complaints Performance KPI's Finance Committee Anti-Social Behaviour – deferred
December		No Meeting	N/A
January 25 th 2024		Work of the Joseph Aspdin Trust	Budget preparation Repairs KPI's Finance Committee
March 28 th		Police matters Financial Inclusion - postponed	Budgets Safeguarding KPI's (to May)
May 30 th		TSM Survey	GATE Programme Performance KPI's Risk Register (July) Retirement Life
July 25 th		To be set by Board	HR Report Statutory Accounts Key Performance Indicators Health & Safety report Safeguarding Anti-Social Behaviour Complaints Finance Committee
August		No meeting	N/A
September 5 th		To be set by Board	AGM

			Repairs GATE programme
September 26 th			2024 Annual General Meeting (AGM)

(ii) Board Member Bitesize Learning Sessions

Date	Title
Oct 2023	(i) Being a Board Member Skills training and responsibilities. (ii) Policy Reviews Priorities and focus
Nov 2023	Handling Complaints How the process works and what a complaints panel will examine
Jan 2024	Social Housing Act 2023 Responsibilities of social housing providers
March 2024	Community Development opportunities Partner discussion
May 2024	Lettings & Tenant Support How we let properties and support our tenants.
July 2024	Repairs & Maintenance An overview of Responsive and Planned works
Sept 2024	Rents and Tenants Responsibilities An update on rent collections and how we support a positive payment culture.

Recommendation for Approval

Board members are asked to discuss and approve the above forward plan.

9. Any Other Business

None reported.

Date of Next Meeting: Thursday 30th May 2024 at 6.00pm

APPENDIX 1

FULL BOARD MEETING MINUTES

29th January 2024

BELLE ISLE TMO
FULL BOARD
Minutes of a Meeting
Meeting held on
Thursday 25th January 2024

Present: Jean Burton
Margaret Brown
Julie Rhodes
Lisa Caley
John Oddy
Harry Austin
Ashley Knowles
Emma Walkley

In Attendance: Deborah Kelly (Chief Executive Officer)
Peter Olver (Head of Governance & Finance)
Alex Orange (Head of Repairs, Maintenance and Investment)
Peter Sutton (Community Development Manager)
Peter Greenwood (LCC)
Karen Hoole (Governance & Admin Support Officer)

PART A – Public Agenda Items

Apologies

Apologies were received from: Leon Kirkham, Cllr Sharon Burke, Cllr Wayne Dixon, Kim Asquith, Paul Truswell, Tracey Morris, Rose Hodgkinson, Lamin Makolo, Sharafath Ghafiri

Questions from the Public

There were no members of the public present.

Issues raised by Board Members for the Agenda

There were no issues raised.

Presentation: Representatives from the Joseph Aspdin Skills Trust

Representatives of the Joseph Aspdin Skills Trust attended the meeting to outline the work of the trust and how it can impact on the Belle Isle area. The Trust requested help from BITMO to promote the project.

Bitesize Training – Regulatory Framework and the Social Housing Act 2023

A Bitesize training session was presented to Board members on the Regulatory Framework and the Social Housing Act 2023.

1. Minutes and Matters Arising

The minutes of the meeting held on 30th November 2023 were approved.

Matters Arising from the Board meeting held on 30th November 2023 were as follows:

Item	Update
Gate Kitchen Refurbishment	The works are now well underway and on target for the deadline
Winter Warmth Campaign	The majority of the budget is now spent and progressing well
Health and Safety Forum	A meeting of the forum will be held on 14 th February.
Belle Isle Green Spaces	A meeting has been held with Nicola Kelly and Vicky Nunns of LCC to take forward the Green Spaces Initiative. Costs and feasibility report will be submitted to the Board in due course.
Planters for Belle Isle Circus	The planters have now been ordered.
Belle Isle Circus Access	Discussions are currently underway with LCC Highways with regard to access onto the circus.

Recommendation for Approval

The Board were asked to approve the minutes and Matters Arising not covered elsewhere on the agenda

Approved

2. Operational Reports and Relevance to Regulatory Framework

2.1 Operational Update

The CEO gave an update on the latest performance statistics and highlighted the following:-

- **Repairs** – the number of repairs completed with the timescales is currently below target. The main issue is that Mears did not carry enough stock of shower parts leading to showers being replaced instead of repaired. Mears have now allocated additional resources and improvements are starting to be seen in performance.

- **Income** - performance is the best in the City in terms of rent collection and outstanding debt. 96.11% of rent is collected compared to 94.68 by Leeds City Council.
- **Void Management** – these have been significantly above target but improvements have been made through the latter part of last year.
- **Board Attendance and Management** – Board members attendance is at 82.19%. There is very low engagement with Board member appraisals with only 3 appraisals undertaken in the year 2022/23. Board members will be contact shortly to arrange these.

2.2 Enhanced Service Offer

The CEO reported that a working group of Board members had recently met to recommend an Enhanced Service Offer for BITMO tenants over and above the statutory and contractual obligations of BITMO. Board members were asked to approve the list of services to be provided.

2.3 Tenant Satisfaction Measures

The average satisfaction across all measures is 66% for BITMO and 60% for Leeds City Council. The CEO advised that our aim was for BITMO to have all satisfaction measures at 70%.

2.4 Foodbank

Leeds South and East Foodbank in conjunction with BITMO will be opening a Foodbank in The Gate. The Foodbank will be open from the first Friday in February.

Recommendation for Approval

The Board were requested to Note and ACCEPT the Report.

Noted and Accepted

The Board were requested to APPROVE the Enhanced Service Offer proposed by a working group of Board members.

Approved

3. Finance Committee Reports

3.1 Foodbank

Leeds South & East Foodbank is looking for a new base from which to operate in the Belle Isle area. BITMO has therefore been in discussion to see if there is a way of potentially using the GATE as a new base.

Initially the offer would be from 1-3pm on Friday afternoons and the hope is that this will in time be expanded to include some evening and weekend times.

The Finance Committee has recommended that an initial donation of £500 is made to Leeds South & East Foodbank. There may be a potential of up to 50 households who will benefit in any one session.

It is further proposed that further potential contribution may be made in due course.

Recommendation for Approval

The Board were asked to ACCEPT the report and to APPROVE and initial donation of £500 to Leeds South and East Foodbank with a potential further contribution in due course.

Accepted and Approved

3.2 Community Fund

At the last meeting a revised structure was agreed for the Community Fund. The following budgets were highlighted for the fund:-

- **Community and environment** – a cap of £15k was suggested for the fund with a maximum of £2k per award.
- **Qualifications, training and small business** – a cap of £10k was suggested for the fund with a maximum of £500 per award.
- **Cost of living support to households** – a cap of £20k was suggested for the fund, with individual awards being capped at £500.

The CEO advised that spend through previous headings of the Fund to date in 2023/24 amounts to £20,089.

Recommendation for Approval

The Board were asked to Note and Accept the Community Fund Report.

Noted and Accepted

3.3 Repairs Contract

This item was discussed under Part B – Confidential Items.

3.4 Performance

This item was discussed under Item 2 – Operational Report.

3.5 Budgets 2024-25

The Head of Governance & Finance reported that notification has been received from Leeds City Council as to the provisional budget allocation for the next financial year. This is subject to approval on 21st February 2024.

(i) Revenue budget

The Head of Governance and Finance presented details of the overall increase in the management fee and advised that this would be £196,840 (if the void incentive targets are met).

He advised that there is an assumption that salary costs will increase by 3.5% and that other costs will increase by 6.7%. These are the figures that will be used for budget purposes, except for the prospective 7.9% proposed for the inflationary increase for the main contractor.

The final pay settlement for the financial year is unlikely to be agreed for some time and this will also add some uncertainty as to final costs.

Draft budgets are still being prepared and will be brought to Board to be signed off at the Board meeting of 28th March 2024.

The Budget will be discussed at the Finance Committee to be held on 13th March, but there will be consultation before that date.

24/25 Estimate	£000s	Comment
Management Fees		
Management	1,381.31	2% pay award 23/24 to reflect £1925 (4% already assumed last year) plus 3.5% pay award 24/25
Sheltered Support	82.45	2% pay award 23/24 to reflect £1925 (4% already assumed last year) plus 3.5% pay award 24/25
Welfare Change	84.95	2% pay award 23/24 to reflect £1925 (4% already assumed last year) plus 3.5% pay award 24/25
Sub-Total	1,548.71	
Maintenance		
Maintenance	2,173.35	CPI Increase (6.7% at September)
Stock change Adj	(20.37)	1% decrease in stock due to RtB.
	2,152.98	
Void Incentive	19.27	Qrtly Payment if void target is met. Standstill budget for LCC . Could be slight pressure or gain in year for LCC if Void met.
Total	3,720.96	

Note: RTB stands for 'Right to Buy'. BITMO loses around 1% of stock annually through this legislation. CPI stands for Consumer Prices Index – the main measure of inflation for the UK.

(ii) Capital

The Head of Governance & Finance advised that the Housing Leeds capital budget had to be significantly reduced during the current financial year to address other budget pressures which emerged since the capital programme was set for the year.

For 2024/25, the LCC revenue contribution to the Housing Leeds capital budget has been reduced by 16.3% compared to what was originally in the capital programme for 24/25.

LCC is therefore proposing to reduce the BITMO capital programme by £200k for 2024/25.

This means that a 16.3% reduction in BITMO's programme would be a £280k reduction but LCC is proposing to cap this reduction at £200k bringing the BITMO capital programme down to £1.52m for 24/25.

Work is currently ongoing to rework the repairs capital budget.

A revised spread of costs would give an overall spend of £1.72m, comprising the LCC allocation and a potential BITMO injection of £200k.

The Finance Committee were asked to recommend a £200k injection into capital works from reserves. This may potentially be reduced, as some £80k should be forthcoming from an insurance claim from a fire damaged property last year.

Reserves as at 31.3.23 were £1.75m, of which £0.75m was seen as a minimum threshold for retention. The anticipated level of reserves as at 31st March 2024, after a capital injection of £200k for the current year, may leave a total general reserve of £1.4m.

If the minimum level of reserves is increased to £825k then that would leave £575k for potential investment in the estate and the community. A further injection of £200k would reduce that level to £375k. This in turn is intended for investment in the estate and the community in due course.

Recommendation for Approval

The Committee recommends that the Board ACCEPTS the above report and APPROVES a capital injection of up to £200k from reserves for the 2024-25 financial year.

Accepted and Approved

The Committee also recommends that the level of thermal efficiency budget is reviewed as the year progresses and as any potential further budget becomes free.

Approved

3.6 BITMO/BISA Joint working re digital enablement

BITMO has had a joint working arrangement with Belle Isle Senior Action since early 2023 to employ a part time Digital Inclusion Officer.

Funding is currently provided by both organisations and Board last agreed to fund the post until January 2024.

Belle Isle has been highlighted in the Tenant Satisfaction Surveys as having a population which is less digitally enabled than the rest of Leeds.

The project was therefore to enable access to digital skills development and digital health resources.

The project identified two key objectives, as follows:

1. To develop a Digital Health Hub model, using outreach and communal spaces to increase online health services.
2. Supporting people to access online services in their homes.

The need for the work remains and the Chairs took the decision to take this support for the work to 31st March 2024, when it will be subject to a thorough review. The cost of this extension is circa £1,767.

Recommendation for Approval

The Committee recommended that the Board Notes and Accepts the BITMO/BISA Joint Working Report.

Noted and Accepted

4. Tenant Ballot 2024

The five yearly ballot of tenants and leaseholders will take place in September.

Tender documents have been sent to three companies who provide election services.

They are:

- Electoral Reform Services (Civica)
- Open Communities
- Tenants Participation Advisory Service (Tpas)

A copy of the tender document was provided at the meeting and a detailed action plan is being formulated.

Recommendations for Approval

The Board were asked to NOTE and ACCEPT the Report and Board members were asked to make any suggestions for the Ballot Plan.

Noted and Accepted

5. Complaints Annual Self-Assessment

The CEO advised that the Housing Ombudsman requires that all housing providers abide by a Complaint Handling Code. An annual assessment will be undertaken and the results reported to the Ombudsman. This will be via Leeds City Council for BITMO.

The last review was undertaken by the organisation on 7th September 2023. A further review is required

Recommendations for Approval

The Board were asked to Agree for the 2024 Complaints Self Assessments as outlined in Appendix 4.

Agreed

6. Board Forward Plan

(i) Meeting Schedule

The Board Forward Plan for the forthcoming year 2023/24 was presented at the meeting.

(ii) Board Member Bitesize Learning Sessions

Board members were asked to note the Bitesize Learning Sessions

Recommendation for Approval

Board members were asked to discuss and Approve the Board Forward Plan.

Approved

7. Any Other Business

7.1 Communication with Private Residents

A Board member asked whether private residents should be receiving more information about the estate from BITMO, e.g. by newsletter.

The CEO advised that Information is posted on the website, noticeboards and residents can pick up a newsletter from Aberfield Gate.

7.2 FlyTipping

A Board member advised that Middleton no longer accept soft furnishing at the waste recycling site. This has been causing fly tipping in the area.

7.3 Broom Close

A Board members raised an issue with a private landlord in Broom Close who owns three properties and is putting waste at the end of Broom Mount.

Date of Next Meeting: Thursday 28th March 2024 at 6.00pm

APPENDIX 2

MARCH GATE ACTIVITIES

MARCH in BITMO's GATE



Every week

MONDAYS

Tea and Toast—drop in for a chat plus free drinks, toast and jam 9-12
Digital employment support—11am-12.30pm. Help getting a new job.
Stop Smoking
Call 0800 169 4219 for an appointment on a Monday morning

TUESDAYS

Stay and Play with your Under 5s with Windmill Children's Centre every Tuesday 9-10.30am
Learn digital skills together—Tuesdays 1.30pm with Tracey
Free hot food—served 3.30-5.30pm
Tutors for Year 4 & 5 primary school children 4.15—6pm on Tuesdays.
Men's Group—Tuesdays 7-9pm—Men In Need Together (MINT)

WEDNESDAYS

Get confidence in your everyday number skills and maths 10am—1pm
Social space—all welcome for a tasty toastie served from 10am—12pm

THURSDAYS

Offload—mental fitness & wellbeing for women run by Leeds Rhinos Foundation. Thursdays at 1.15pm

FRIDAYS

Breakfast Club—9.30-11.30. Small donation if you can



Events

Stronger Together—monthly meeting for parents and carers of children up to 25 years with additional needs —**Tuesday 12 March** 11am.

Repair Café—bring your broken things—from clothes to toys, to toasters and lamps and our fixers will try to mend them—plus free toasties! **Saturday 16 March** 1-4pm.

NHS Jobs Event—**Wednesday 20 March** 9am-4pm. Help finding work in the NHS.

Community meal—stew. **Thursday 21 March** 2.30pm until the stew runs out.

Neurodivergent Stronger Together—disability support group for adults that are, have or suspect themselves to have a disability, **Tuesday 26 March** at 11am.

Around Belle Isle

West Grange Community Garden—off West Grange Road. Regular gardening sessions at 10.30am on Tuesdays. Call Jo on 07891 271692.

Julie's Ancestry—look up your family tree. Fridays 10-12/1-3pm, 26 Belle Isle Circus

Community Orchard—gentle Friday gardening sessions. Call Jo on 07891 271692.

Coming soon—free food and activities for the Easter holidays

Tuesday 2 April—indoor party plus hot meal

Thursday 4 April—afternoon filmshow with sandwich packs

Tuesday 9 April—afternoon DJ school and hot meal

Thursday 11 April—puppet making with sandwich packs

Friday 5 and Friday 12 April—hot breakfast with kids' craft activities

March hours

Monday – Wednesday - Friday 9am—1pm
Tuesday & Thursday 1pm-7pm.
Saturday 16 March 1pm—4pm

BITMOs GATE is the old library near Kasa. Please drop in when we are open or phone 0113 378 2190 or 07891 270094. Could you help cook, run a session or work in the community garden? Get in touch!

Help with computers for BITMO households

Tuesdays 2.30–7pm at BITMO's GATE. Individual help with online services

Thursdays 1–7pm at BITMO's GATE. Individual help with online services.

For an appointment please call 07891 270094.



belleisletmo



belle.isle.tmo



@BITMO_LS10

APPENDIX 3

Housing Advisory Scheme Application

Belle Isle Circus Lighting

Housing Advisory Funding Panel- Application Form

Please make sure you read through the Housing Advisory Panel Funding Scheme 'Information and Application Guidance Notes' before completing this application form.

Should you require assistance completing this application form, please contact the Community and Tenant Support Team on 0113 3782190.

Once completed, please return to the Community and Tenant Support Team at Belle Isle TMO, email GATE@belleisletmo.co.uk or post to 'Housing Advisory Panel, Belle Isle TMO, Aberfield Gate, Belle Isle, Leeds LS10 3QH'.

1. Your Information	
Full Name:	Victoria Nunns
Organisation or Group:	Climate, Energy and Green Spaces, Leeds City Council
Address (incl. postcode):	Farnley Hall LS12 5HA
Telephone Number(s):	Landline: xxxxxxxxx Mobile:
Email Address:	xxxxxxxxxxxxxxxxxxxxxx
How did you hear about the Advisory Funding Panel?	

2. The Project Overview	
What is the name of your project or idea?	Belle Isle Circus Lighting
Where would your project take place?	Belle Isle Circus
Please give a brief overview of the project:	Consultation with Belle Isle residents has shown that the priority green space for improvement is Belle Isle Circus. Consultation with Circus residents has shown

	<p>support for improved lighting as part of reclaiming it as a safe space for the community.</p> <p>This project is to install two street lights on Belle Isle Circus. The street lights will be the same height as the lights around the Circus. The lights will be the same type as the lights in Elland Road Park and Ride and the car park at Morrisons in Morley. The cost is to provide and install the units including all materials, plant, labour and mains servicing works and for the lights to be 'adopted' by Highways so they will be responsible for all future maintenance and energy.</p>
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3. Your Group or Organisation

What are your group's aims or objectives:	Climate, Energy and Green Spaces, Leeds City Council. We manage around 4,000 hectares of green space across Leeds, making the city one of the greenest places to live in Europe. We manage parks, nature reserves, public rights of way, playgrounds, allotments, cemeteries and crematoria, sports pitches, woodlands, city centre flower beds as well as visitor attractions at Tropical World, Home Farm at Temple Newsam and Lotherton estate. We also support Leeds In Bloom, have a large plant nursery, run an education programme and lots more!
Where does your group operate:	Across Leeds
How is your group currently funded:	Leeds City Council department
What support does your group currently receive from BITMO:	We have worked closely with BITMO to consult residents in Belle Isle on improvements to green spaces

4. The Project- In Detail

Please describe your idea or project:	Installation of two lighting columns to provide light to Belle Isle Circus, making it a safer space.
How does this project meet our funding criteria:	Build a stronger and safer community. Benefit to Belle Isle Circus residents specifically and Belle Isle residents in general.
How will you know whether your project has been a success:	Satisfaction of Belle Isle Circus residents. Greater use of Belle Isle Circus.
How much funding is required from the Housing Advisory Funding Panel for your project:	£12,647.54

Has this project received any funding/ is funding being sought from elsewhere:	No.
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5. The Project Costs

Please list each individual element of expenditure, including the suppliers details, date the quote/ price was obtained and amount. Should you have any written quotes, please attach copies of these to your application form

Item:	Supplier:	Date:	Amount:
Provide and install two lighting units including all materials, plant, labour and mains servicing works and for the lights to be 'adopted' by Highways	Leeds City Council Highways. Columns supplied to them by Holophane.	5.3.24	£12,647.54

6. Declaration

I declare the above information in this application for Belle Isle TMO Housing Advisory Panel Funding is accurate and no relevant information has been omitted from this application. I am aware that payment of any funding approved and authorized by the Belle Isle TMO Board will be subject to specific conditions attached to this award being adhered to.

Name:	Victoria Nunns		
Signed:	<i>Victoria Nunns</i>	Date:	5.3.24

Please make sure you have completed the application form in full; signed the declaration; and attach any supporting documents before returning it to the Community and Tenant Support Team at Belle Isle TMO, email **GATE@belleisletmo.co.uk** or post to '**Housing Advisory Panel, Belle Isle TMO, Aberfield Gate, Belle Isle, Leeds LS10 3QH**'. Thank you for your application.

APPENDIX 4

Housing Advisory Scheme Application

Community activities for children & young people

Housing Advisory Funding Panel- Application Form

Please make sure you read through the Housing Advisory Panel Funding Scheme 'Information and Application Guidance Notes' before completing this application form.

Should you require assistance completing this application form, please contact the Community and Tenant Support Team on 0113 3782190.

Once completed, please return to the Community and Tenant Support Team at Belle Isle TMO, email GATE@belleisleimo.co.uk or post to 'Housing Advisory Panel, Belle Isle TMO, Aberfield Gate, Belle Isle, Leeds LS10 3QH'.

1. Your Information	
Full Name:	Mr Ben Hutchinson
Organisation or Group:	Hunslet & Belle Isle Community Project CIO. Charity number: 1206294
Address (incl. postcode):	c/o Involve Centre, Whitfield Avenue, Hunslet Ls10 2qe
Telephone Number(s):	Landline: Mobile: xxxxxxxxxx
Email Address:	xxxxxxxxxxxxxxxxxxxxxx
How did you hear about the Advisory Funding Panel?	Peter Sutton BITMO

2. The Project Overview	
What is the name of your project or idea?	Community activities for children & young people
Where would your project take place?	On the field at Low Grange View
Please give a brief overview of the project:	We will deliver a free weekly activities in the heart of the community. These sessions will give opportunity for young people to be physically active, meet other youngsters, develop their sports skills, try new things and build positive relationships with our team of leaders.

	Our experienced team will facilitate sports, games and activities that are safe, fair and inclusive and cater for a range of ages and ability/experience – this is essential on an open community session like this. When we have enough adults we hope to bring some garden games (giant jenga, dominoes, tin can alley etc) and in the warmest days bring some simple craft activities.
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3. Your Group or Organisation

What are your group's aims or objectives:	We aim to bring about positive change in the lives of children, teens and families across Hunslet and Belle Isle - to build bridges in the community, invest in the well-being of children, young people and their families and empower them to reach their potential. We do this through the provision of high quality activities and support programmes, which include children's and youth clubs, family activities, detached sports activities, mentoring, community events and trips for young people living in the areas of Hunslet and Belle Isle. We believe in the potential of this community and are committed to working with our participants to enable them to take the next steps in fulfilling their potential.
Where does your group operate:	We are based from the Involve Centre in Hunslet – next to Hunslet Library & Community Hub – but deliver activities/events out in the community throughout the year. We have delivered community sports activities on the West Grange MUGA each summer since 2008 so have a strong reputation in that area and are excited to expand our scope to other areas in Belle Isle.
How is your group currently funded:	All our projects and activities are funded through grants from a range of trusts and organisations. Examples for 2023/24 include: Inner South Community Committee, Sir George Martin Trust, Mears Foundation, Connect Together.
What support does your group currently receive from BITMO:	BITMO kindly funded our work in West Grange in 2023 and also allow us to use the MUGA there which they maintain. We are also grateful for the assistance with publicising our activities/events to residents/tenants through emails, social media and letters.

4. The Project- In Detail

Please describe your idea or project:	This project will replicate the successful project from the West Granges taking sports and other activities to the doorsteps of local children providing a unique accessible opportunity to try a range of activities and be inspired to be physically and socially active as they grow up. Sporting participation can have a significant impact on physical, emotional and social wellbeing however positive experiences at a formative age are crucial for sustained participation. These FREE activities will take place in the public space (Low Grange View field) in the heart of the Belle Isle community within walking distance for all participants. Activities will take place during the light evenings of spring and summer (April-October). This combination reduces major barriers for participation and from our experience effectively engaged people who wouldn't otherwise participate or benefit from existing provision.
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	<p>We provide a nurturing environment empowering all participants to join in with a high emphasis on fun and building confidence to inspire ongoing sporting choices benefitting physical, mental, social and emotional wellbeing.</p> <p>We expect 20-35 local children and young people to engage with our activities throughout the project and anticipate around 15 of these to benefit significantly from regular participation.</p> <p>Having done similar work in the area since 2008, and particularly in partnership with BITMO since 2022, we know there is a need for these activities as local young people, parents and other residents tell us there is a lack of good stuff happening for them.</p> <p>BITMO have conducted consultation with local residents in this pocket of Belle Isle and have identified a great need here.</p> <p>The activities will be delivered by a Lead worker, a sessional support worker and at least one volunteer.</p>
<p>How does this project meet our funding criteria:</p>	<p>This project meets several of the Leeds City Council “Best City Priorities” including:</p> <ul style="list-style-type: none"> • Health & well-being: supporting healthy, physically active lifestyles • Child friendly city: improving social, emotional and mental health and wellbeing • Safe, strong communities: reducing antisocial behaviour & promoting community respect and resilience
<p>How will you know whether your project has been a success:</p>	<p>In 2022 and 2023 we delivered similar projects in Spring and Summer which were successful evidenced by:</p> <ul style="list-style-type: none"> • High participation and retention rates – over 30 local youngsters took part regularly with a core of 15 attending most weeks. • Social integration between children and young people from a range of cultural and ethnic backgrounds. • Participants took part with a smile on their face whilst benefitting their physical and mental well-being. • Children and their parents will experience greater community pride as they see positive activities taking place in the heart of their neighbourhood. The field is sometimes a location for antisocial behaviour or the games the local youngsters initiate themselves are often not safe, fair or inclusive – our presence and engagement provides a better experience for all. <p>We anticipate similar outcomes but are realistic this is a new work so quantity and breadth of impact may be slightly smaller. Hopefully this year can establish some foundations that will be built on in the future.</p>
<p>How much funding is required from the Housing Advisory Funding Panel for your project:</p>	<p>The total cost for the project is £1760. It would be wonderful if the Housing Advisory Panel could cover the whole cost – however I understand resources are stretched and there is great need across the community.</p> <p>Any contribution would be gratefully received – we would hope to obtain the remainder from other sources.</p>

Has this project received any funding/ is funding being sought from elsewhere:	We have secured funding from Inner South Community Committee for our work in West Grange. If unsuccessful we will explore other sources of funding to fill any gaps.
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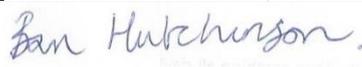
5. The Project Costs

Please list each individual element of expenditure, including the suppliers details, date the quote/ price was obtained and amount. Should you have any written quotes, please attach copies of these to your application form

Item:	Supplier:	Date:	Amount:
Lead worker	Hunslet & Belle Isle Community Project: Project leader £15 per hour x 2 hours per week x 30 weeks approx <i>Lead worker responsible for all areas of the project – risk assessments, health and safety, publicity, coordinating the team, communication, admin etc</i>		£900
Sessional support worker	Support worker £20 per session x 28 sessions <i>Support worker responsible for direct delivery of the activities.</i>		£560
Publicity	Banners, flyers, posters etc		£200
Equipment costs (balls, cones, bibs, bats, rackets, nets etc)	Mostly provided from existing supplies – however some replenishment required		£100
We also hope to deliver trips in July & October as a celebration of participations – cost approx. £150-200 each depending on destination.	Participants will pay a token fee with remainder of costs covered by HBCP reserves or funding we obtain elsewhere (e.g. Councillor MICE money)		

6. Declaration

I declare the above information in this application for Belle Isle TMO Housing Advisory Panel Funding is accurate and no relevant information has been omitted from this application. I am aware that payment of any funding approved and authorized by the Belle Isle TMO Board will be subject to specific conditions attached to this award being adhered to.

Name:	Ben Hutchinson		
Signed:		Date:	11/03/2024

APPENDIX 5

Housing Advisory Scheme Application

Picnic Benches

Housing Advisory Funding Panel- Application Form

Please make sure you read through the Housing Advisory Panel Funding Scheme 'Information and Application Guidance Notes' before completing this application form.

Should you require assistance completing this application form, please contact the Community and Tenant Support Team on 0113 3782190.

Once completed, please return to the Community and Tenant Support Team at Belle Isle TMO, email GATE@belleisletmo.co.uk or post to 'Housing Advisory Panel, Belle Isle TMO, Aberfield Gate, Belle Isle, Leeds LS10 3QH'.

1. Your Information	
Full Name:	(Mr/Mrs/Miss/Ms) Cherie Wigglesworth - Tenant
Organisation or Group:	Retirement Life – 26 Belle Isle Circus
Address (incl. postcode):	26 Belle Isle Circus, Leeds, LS10
Telephone Number(s):	Landline: Mobile: xxxxxxxxxxxxxx
Email Address:	
How did you hear about the Advisory Funding Panel?	From BITMO

2. The Project Overview	
What is the name of your project or idea?	Lunch Club & other Activities
Where would your project take place?	26 & 58 Belle Isle Circus and 3 Winrose Grove
Please give a brief overview of the project:	

	To provide picnic benches to the rear of the communal lounges to enable residents to meet and sit outside in good weather and socialise when using the communal facilities or attending scheduled activities.
3. Your Group or Organisation	
What are your group's aims or objectives:	To encourage the coming together of residents to tackle social isolation and provide a pleasant outdoor area for Retirement life residents and older residents in Belle Isle to meet.
Where does your group operate:	From 26 Belle Isle Circus
How is your group currently funded:	Self-funded through holding raffles etc
What support does your group currently receive from BITMO:	BITMO provide the premises and utilities.

4. The Project- In Detail	
Please describe your idea or project:	To provide an outdoor setting for Retirement Life residents and older tenants on the Belle Isle estate to meet and socialise.
How does this project meet our funding criteria:	
How will you know whether your project has been a success:	Residents visiting the communal facilities to attend arranged activities and spending time in the outdoor areas socialising. BITMO will send out flyers advertising these areas.
How much funding is required from the Housing Advisory Funding Panel for your project:	£1200
Has this project received any funding/ is funding being sought from elsewhere:	No

5. The Project Costs

Please list each individual element of expenditure, including the suppliers details, date the quote/ price was obtained and amount. Should you have any written quotes, please attach copies of these to your application form

Item:	Supplier:	Date:	Amount:
Picnic tables/benches x 3 - £400 each for 26 Belle Isle Circus 58 Belle Isle Circus 3 Winrose Grove		19/3/24	£1200

6. Declaration

I declare the above information in this application for Belle Isle TMO Housing Advisory Panel Funding is accurate and no relevant information has been omitted from this application. I am aware that payment of any funding approved and authorized by the Belle Isle TMO Board will be subject to specific conditions attached to this award being adhered to.

Name:	C Wigglesworth		
Signed:	<i>C Wigglesworth</i>	Date:	19.3.24

Please make sure you have completed the application form in full; signed the declaration; and attach any supporting documents before returning it to the Community and Tenant Support Team at Belle Isle TMO, email **GATE@belleisletmo.co.uk** or post to 'Housing Advisory Panel, Belle Isle TMO, Aberfield Gate, Belle Isle, Leeds LS10 3QH'. Thank you for your application.

APPENDIX 6

Housing Advisory Panel Application

Manorfield Hall Foodbank

Housing Advisory Funding Panel- Application Form

Please make sure you read through the Housing Advisory Panel Funding Scheme 'Information and Application Guidance Notes' before completing this application form.

Should you require assistance completing this application form, please contact the Community and Tenant Support Team on 0113 3782190.

Once completed, please return to the Community and Tenant Support Team at Belle Isle TMO, email GATE@belleisletmo.co.uk or post to 'Housing Advisory Panel, Belle Isle TMO, Aberfield Gate, Belle Isle, Leeds LS10 3QH'.

1. Your Information	
Full Name:	Mr Ian Rodley
Organisation or Group:	Manorfield Hall
Address (incl. postcode):	Newhall Road
Telephone Number(s):	Landline: Mobile: xxxxxxxxxxxxxxxxxxxx
Email Address:	xxxxxxxxxxxxxxxxxxxxx
How did you hear about the Advisory Funding Panel?	From BITMO

2. The Project Overview	
What is the name of your project or idea?	Manorfield Hall Foodbank
Where would your project take place?	Manorfield Hall
Please give a brief overview of the project:	BITMO funded Manorfield Hall's subscription to FareShare for the 2023/24 financial year. For the 2024/25 we are applying for 75% of the funding. We will cover the shortfall from the £2 contribution we receive from foodbank users who can afford it.
3. Your Group or Organisation	
What are your group's aims or objectives:	Manorfield Hall, for the benefit of the Belle Isle and Manor Farms community.
Where does your group operate:	Manorfield Hall
How is your group currently funded:	Mainly income through hall hire primary and a small amount of project grants.
What support does your group currently receive from BITMO:	Funding for foodbank.

4. The Project- In Detail	
Please describe your idea or project:	Manorfield Hall foodbank
How does this project meet our funding criteria:	Benefit to council tenants in the Belle Isle and Manor Farms area.
How will you know whether your project has been a success:	Numbers of foodbank users. Priority is given to Belle Isle and Manor Farms residents. We currently have on average 30 families attend each week.
How much funding is required from the Housing Advisory Funding Panel for your project:	£1125
Has this project received any funding/ is funding being sought from elsewhere:	Manorfield Hall will pay the remaining £375.

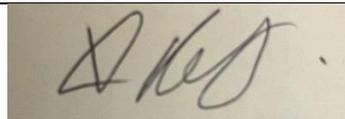
5. The Project Costs

Please list each individual element of expenditure, including the suppliers details, date the quote/ price was obtained and amount. Should you have any written quotes, please attach copies of these to your application form

Item:	Supplier:	Date:	Amount:
24/25 subscription	FareShare	11.3.24	£1500

6. Declaration

I declare the above information in this application for Belle Isle TMO Housing Advisory Panel Funding is accurate and no relevant information has been omitted from this application. I am aware that payment of any funding approved and authorized by the Belle Isle TMO Board will be subject to specific conditions attached to this award being adhered to.

Name:	Ian Rodley		
Signed:		Date:	18 March 2024

Please make sure you have completed the application form in full; signed the declaration; and attach any supporting documents before returning it to the Community and Tenant Support Team at Belle Isle TMO, email **GATE@belleisleTMO.co.uk** or post to 'Housing Advisory Panel, Belle Isle TMO, Aberfield Gate, Belle Isle, Leeds LS10 3QH'. Thank you for your application.

APPENDIX 7

Housing Advisory Panel Application

Estate Notice Board contribution

Housing Advisory Funding Panel- Application Form

Please make sure you read through the Housing Advisory Panel Funding Scheme 'Information and Application Guidance Notes' before completing this application form.

Should you require assistance completing this application form, please contact the Community and Tenant Support Team on 0113 3782190.

Once completed, please return to the Community and Tenant Support Team at Belle Isle TMO, email GATE@belleisletmo.co.uk or post to 'Housing Advisory Panel, Belle Isle TMO, Aberfield Gate, Belle Isle, Leeds LS10 3QH'.

1. Your Information	
Full Name:	Mr Ian Rodley
Organisation or Group:	Manorfield Hall
Address (incl. postcode):	Newhall Road
Telephone Number(s):	Landline: Mobile: xxxxxxxxxxxxxxxxx
Email Address:	xxxxxxxxxxxxxxxxxxxxxx
How did you hear about the Advisory Funding Panel?	From BITMO

2. The Project Overview	
What is the name of your project or idea?	Manorfield Hall/Newhall Chase noticeboard
Where would your project take place?	Corner of Newhall Chase and Newhall Road

Please give a brief overview of the project:	We are asking for part funding for a Belle Isle Community Noticeboard to match the existing noticeboards. We would hold keys and BITMO would have a key. Both Manorfield Hall and BITMO posters will be displayed.
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3. Your Group or Organisation

What are your group's aims or objectives:	Manorfield Hall, for the benefit of the Belle Isle and Manor Farms community.
Where does your group operate:	Manorfield Hall
How is your group currently funded:	Mainly income though hall hire and grants.
What support does your group currently receive from BITMO:	Funding for foodbank.

4. The Project- In Detail

Please describe your idea or project:	Provision of a community noticeboard to provide the local community around the facility of Manorfield Hall
How does this project meet our funding criteria:	Benefit to council tenants in the Belle Isle and Manor Farms area.
How will you know whether your project has been a success:	More people in the community will be aware of BITMO and Manorfield Hall events and services. Also, opportunities for wider community
How much funding is required from the Housing Advisory Funding Panel for your project:	£250+ contribution out of a cost of £1,226.
Has this project received any funding/ is funding being sought from elsewhere:	No

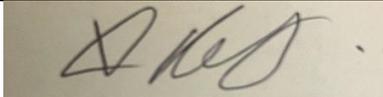
5. The Project Costs

Please list each individual element of expenditure, including the suppliers' details, date the quote/ price was obtained and amount. Should you have any written quotes, please attach copies of these to your application form

Item:	Supplier:	Date:	Amount:
Community Noticeboard	Earth Anchors Ltd.	23.1.24 (price held until 23.7.24)	£1226

6. Declaration

I declare the above information in this application for Belle Isle TMO Housing Advisory Panel Funding is accurate and no relevant information has been omitted from this application. I am aware that payment of any funding approved and authorized by the Belle Isle TMO Board will be subject to specific conditions attached to this award being adhered to.

Name:	Ian Rodley		
Signed:		Date:	19/03/2024

Please make sure you have completed the application form in full; signed the declaration; and attach any supporting documents before returning it to the Community and Tenant Support Team at Belle Isle TMO, email **GATE@belleisletmo.co.uk** or post to 'Housing Advisory Panel, Belle Isle TMO, Aberfield Gate, Belle Isle, Leeds LS10 3QH'. Thank you for your application.

APPENDIX 8

Draft Revenue Budgets

2024-25

Belle Isle TMO
Draft Budget 2024-25 (Version 1)

Expenditure	Actual 2022-23 £	Budget 2023-24 £	Expected 2023-24 £	Variance 2023-24 £	Budget 2024-25 £	Variance 2023-25 £	%	Notes
RESPONSIVE MAINTENANCE	1,363,850	1,485,174	1,399,231	85,943	1,574,552	89,378	6.0%	1
CYCLICAL MAINTENANCE	593,807	631,200	656,981	(25,781)	613,055	(18,145)	-2.9%	2
TOTAL MAINTENANCE`	1,957,657	2,116,375	2,056,212	60,162	2,187,607	71,233	3.4%	
GATE	157,501	247,447	255,615	(8,168)	258,434	10,987	4.4%	
INCOME AND TENANCY	245,800	289,025	291,405	(2,380)	300,043	11,018	3.8%	
TENANCY SUPPORT	225,118	242,246	237,486	4,761	260,640	18,393	7.6%	
RETIREMENT LIFE	110,705	104,038	95,534	8,504	108,989	4,951	4.8%	
CORPORATE RUNNING COST	146,333	162,547	179,541	(16,994)	196,787	34,240	21.1%	3
CORPORATE STAFFING COST	360,653	419,793	399,992	19,802	411,480	(8,313)	-2.0%	
SERVICE LEVEL AGREEMENTS	54,096	60,582	60,582	0	61,012	430	0.7%	
KITCHEN REDEVELOPMENT			30,776	(30,776)	0	0		4
TOTAL EXPENDITURE`	3,257,863	3,642,055	3,607,143	34,911	3,784,993	142,938	3.9%	
Income								
Management Fee and Other Income	3,262,678	3,557,592	3,571,266	13,675	3,769,924	212,333	6.0%	5
OPERATING SURPLUS/(DEFICIT)	4,815.	(84,463)	(35,877)	48,586	(15,068)	69,394		
Capital programme	-	(200,000)	(200,000)	0	(200,000)	0		6
Community Fund Costs	(13,389)	(70,000)	(38,571)	31,429	(60,000)	10,000		7
(Deficit) after exceptional items	(8,574)	(354,463)	(274,448)	80,015	(275,068)	79,394		

		(354,463)		(80,015)				
NOTES		0.01						

1. Responsive repairs budget includes uplift of 8.3% on expected main contract jobs.
2. Cyclical costs savings due to electrical testing and carbon monoxide programmes and increase in capitalised salaries.
3. Corporate costs due to increase because of five-year ballott and increased tax on interest.
4. Write off of Gate Kitchen refurbishment in year of installation rather than depreciation over remaining life of building lease.
5. Increase in LCC fees to cover effects of inflation on salaries and repair costs.
6. Board has agreed a second year of financial support for the capital programme.
7. Community fund cost reduction to better reflect actual spend patterns.

BITMO Reserves							£	
							Estimate	
Reserves at start of financial year 1.4.23							1,755,316	
Target minimum reserves							(945,000)	
Available							810,316	
Reduction per draft figures 2023-24							(274,448)	
Reduction per budget 2024-25							(275,068)	
							(549,517)	
Projected available balance 31.3.24							535,868	
Projected available balance 31.3.25							260,799	

BITMO RESERVES POLICY (Proposed re 2024-25)

PURPOSE

This policy establishes an effective, accountable and transparent framework for using reserves to meet organisational aims, to add value to the Belle Isle community.

SCOPE

Belle Isle TMO Reserves are split into two current categories:

(i) Free Reserves

BITMO uses the term Free Reserves to describe that part of the Organisation's income which is freely available for its general purposes. Reserves are therefore the resources not yet spent, committed, designated or invested in fixed assets.

(ii) Designated Reserves

These are part of overall reserves which have been currently designated by the Board for specific defined purposes.

POLICY STATEMENT

Free Reserves are intended to:

- * to fund working capital (see below);
- * to fund unexpected expenditure, for example when unplanned events occur;
- * funds to be used to cover expenditure in the event of reduced income or changes in circumstances.

The Board considers that the correct level of free reserves could be considered to be three months operating costs. This timescale is considered to be adequate to ensure continuity of service to Belle Isle in the event of a threat of reduced funding, the need to restructure the organisation or the occurrence of significant unplanned circumstances.

This level of free reserves would equate to some £910k.

Any excess funds that are identified over and above current need are deemed to be held as a designated fund for investment within Belle Isle Estate and for the benefit of the Belle Isle community and the people of Belle Isle Estate.

Designated reserves are to be used in support of Belle Isle TMO's aims .

- Providing high quality services
- Building a stronger safer belle isle
- Being a well-run TMO

This will include potential injections of funds to aid the capital investment programme to ensure that homes are decent and are thermally efficient, to both save tenants costs and aid the green agenda.

Funds may also be made available from designated reserves to promote the Community Fund programme. This aims to aid the following goals:

1. Property and Estate Enhancement
2. Training, development and qualifications for tenants and their families
3. Tenants sustainability

Applications for funding from the designated reserves can be made in relation to these categories by individuals or groups.

Belle Isle TMO

Responsive Repairs 2024-25

Expenditure Code	Responsive Repairs	Actual 2022-23	Budget 23/24	Expected 2023-24	Budget 2024-25	Variance budget	%	Comments
			£	£	£	£		
Payroll Cost		£ 280,825.56	250,727.10	254,698.05	306,384.28	55,657.18	22.20%	Increased Counter staff and Stock Survey work.
Repair Work completed by the Repairs Main Contractor								
106-30	Drainage works	£ 28,330.47	35,336.00	24,288.29	26,304.21	- 9,031.79	-25.56%	Lower numbers of jobs.
21025 101 31	Disrepairs	£ 9,589.30						
104 various	Day to Day Repairs	£ 631,982.47	£ 537,052.00	471,664.40	510,812.55	- 26,239.45	6.73%	Contractor uplift plus enhances service offer.
	Enhanced Service Offer				62,400.00	62,400.00		Based on 15 jobs per week at ave erage £80.
104 83	Void Repairs	£ 161,344.11	£ 417,733.00	377,406.45	408,731.19	- 9,001.81	-2.15%	Lower void numbers and streamlined costs.
Repair Work completed by the Repairs		831,246.35	990,121.00	873,359.14	1,008,247.95	18,126.95	1.83%	
Repair Work completed by Other								
104 00	Day to Day Repairs	£ 1,176.89	£ -	500.00	533.50	533.50		See enhanced service offer above.
104 05	Orders by Stand by Services		£ -		-	-		
104 40	Random Structural	£ 488.16	£ -		-	-		
104 63	Forestry	£ 745.00	£ 5,436.50	2,000.00	4,134.00	- 1,302.50	-23.96%	Allows for circa 5 tree removals.
104 69	CCTV Repairs		£ -		2,000.00	2,000.00		To replace possible vandalism of cameras.
104 90	Minor Adaptations	£ 180.00	£ 730.41	750.00	800.25	69.84	9.56%	Based on current costs.
106 89	Asbestos Testing	£ 42,295.00	£ 39,138.44	28,332.41	30,230.68	- 8,907.76	-22.76%	Based on current costs.
106 31	Disinfestations	£ 297.50	£ 4,750.15	3,276.74	3,496.28	- 1,253.87	-26.40%	Based on current costs.
						-		
Responsive Repairs by Other Contractors		45,182.55	50,055.50	34,859.15	41,194.71	- 8,860.79	-17.70%	Expected reduction in asbestos testing.
Other Cost affiliated to repairs								
142 50	Council Tax on Decants					-		
203 15	Repairs Equipment	5,721.49	2,206.23	1,000.00	1,067.00	- 1,139.23	-51.64%	State of equipment checked with Caretakers.
	Voicescape			6,450.00	4,300.00	4,300.00		New agreement for customer liaison and satisfaction.
213 - 05	SMS to tenants re Repairs	-	96.78	100.00	106.70	9.92	10.25%	
265 00	Other Hired Services		£ 458.85	500.00	533.50	74.65	16.27%	Based on current costs.
265 44	Compliance - Health & Safety				-	-		
265 51	Structural Surveys		£ 914.25	2,250.00	2,400.75	1,486.50	162.59%	Based on current costs.
265 50	Repair feedback surveys		£ -		-	-		
265 55	Gas Audits		£ -		-	-		
104 83	Meeting rooms etc for Voids	£ 1,379.00		-	-	-		
265 60	EPCs	£ 720.00	£ -	3,000.00	3,201.00	3,201.00		Unbudgeted in current year.
265 64	Decanting	£ 3,425.69	£ 4,055.42	3,500.00	3,734.50	- 320.92	-7.91%	Based on current costs.
265 65	Decanting - 6 Broom Nook	£ 1,869.38	£ -			-		
Other Cost affiliated to repairs		13,115.56	7,731.53	16,800.00	15,343.45	7,611.92	98.45%	Investment in Voicescape above.

SLA's and Subs									
38 662	Procurement	£ -	£ 14,980.00	14,980.00	-	-	14,980.00	-100.00%	No major procurement due 2024-25.
38 661	Customer Service	£ 11,900.00	£ 11,900.00	11,900.00	12,320.00	420.00	420.00	3.53%	Agreed with LCC
	Information Technology	£ 4,419.45	£ 4,964.75	4,964.75	4,964.75	-	-	0.00%	Agreed with LCC
	Central Information & technology	£ 5,394.00	£ 5,663.70	5,663.70	5,663.70	-	-	0.00%	Agreed with LCC
208 61	Repairs Compensation	£ 930.94		1,500.00	1,500.00	1,500.00	1,500.00		Estimate.
226	Subscriptions (BCIS and CAD)					-	-		
		22,644.39	37,508.45	39,008.45	24,448.45	-	13,060.00	-34.82%	Reduction due to procurement in current year.
In House Repairs Team Payroll Costs									
009	Total costs inc temporary		£ -			-	-		
Payroll 001, (Kickstart Scheme	£ 4,262.97	£ -	-	-	-	-		
	Capitalisation of salaries	-£ 18,902.28	-£ 35,818.00	- 16,760.22	- 17,346.83	18,471.17	18,471.17	-51.57%	See Cyclical repairs.
		- 14,639.31	- 35,818.00	- 16,760.22	- 17,346.83	18,471.17	18,471.17	-51.57%	
Responsive Repairs By In House Caretakers									
Payroll Cost		119,590.16	125,400.41	137,818.37	133,810.70	8,410.29	8,410.29	6.71%	
104-53	Caretaker Repairs	£ 20,084.42	£ 13,628.89	13,628.89	14,542.03	913.14	913.14	6.70%	Assumed inflation rate.
123	Gas on voids	£ 831.37	£ 1,074.00	1,074.00	1,145.96	71.96	71.96	6.70%	Assumed inflation rate.
124	Electricity on voids	£ 2,584.53	£ 1,503.60	1,503.60	1,604.34	100.74	100.74	6.70%	Assumed inflation rate.
125	Water on voids	£ 1,766.45	£ 3,257.83	3,257.83	3,476.10	218.27	218.27	6.70%	Assumed inflation rate.
126 20	Skips for Void Clearance	£ 1,541.66	£ 4,725.65	4,725.65	5,042.27	316.62	316.62	6.70%	Assumed inflation rate.
219 50	Insurance - for plant hire			-	-	-	-		
301 337	Vans	£ 5,539.55	£ 8,149.59	8,149.59	7,859.50	290.09	290.09	-3.56%	New fleet procured.
341	Vans Repairs	-£ 334.11	£ 154.18	154.18	164.51	10.33	10.33	6.70%	Assumed inflation rate.
320	Petrol & Oil	£ 2,116.51	£ 4,453.19	4,453.19	4,751.55	298.36	298.36	6.70%	Assumed inflation rate.
						-	-		
Responsive Repairs By In House Caretakers		153,720.54	162,347.34	174,765.30	172,396.96	10,049.62	10,049.62	6.19%	
Running Cost									
123	GAS	938.19	315.90	315.90	337.06	21.17	21.17	6.70%	
124	ELECTRICITY	2,360.47	1,986.23	1,986.23	2,119.30	133.08	133.08	6.70%	
125	WATER, SEWERAGE	252.40	168.69	168.69	180.00	11.30	11.30	6.70%	
141 00	OFFICE RENT	4,628.41	2,980.33	2,980.33	3,180.01	199.68	199.68	6.70%	
142	RATES	618.28	386.43	386.43	412.32	25.89	25.89	6.70%	
208 00	MISCELLANEOUS	10.76		-	-	-	-		
219 00	INSURANCE	15,160.30	11,605.13	11,605.13	12,382.67	777.54	777.54	6.70%	
129	CONTRACT CLEANING	2,468.33	1,686.74	1,686.74	1,799.75	113.01	113.01	6.70%	
201 30	MANAGED PRINT CHARGES	1,828.33	1,239.00	1,239.00	1,239.00	-	-	0.00%	SLA
203 00	OTHER EQUIPMENT	659.72		-	-	-	-		
210 20	STATIONERY	1,285.78	395.45	395.45	421.94	26.50	26.50	6.70%	
212 00	POSTAGE	650.04	1,101.51	1,101.51	1,175.31	73.80	73.80	6.70%	
213	TELEPHONES	893.79	635.98	635.98	635.98	-	-	0.00%	SLA
		31,754.80	22,501.36	22,501.36	23,883.33	1,381.97	1,381.97	6.14%	
Total Responsive Repairs		1,363,850.44	1,485,174.29	1,399,231.23	1,574,552.31	89,378.02	89,378.02	6.02%	Includes inflation at 8.3% to 6.7% generally.

Belle Isle TMO											
Cyclical Repairs 2024-25											
Planned Maintenance	Actual 2022-23	Budget 23/24	Year to date Budget 30.12.23	Paid 30.12.23	Variance	Estimates 2023-24	Budget 2024-25	Variance	%	Comments	
	£	£	£	£	£	£	£				
Payroll Cost	£ 84,272.24	107,728.62	80,796.47	69,590.81	11,205.66	100,525.97	86,049.41	- 21,679.21	-20.12%	Slight re-assignment of staff time.	
Controlled Entry	£ 8,887.61	6,251.86	4,688.90	5,560.58	- 871.68	7,414.11	7,910.85	1,658.99	26.54%	Based on spend.	
Security Shuttering	£ 8,420.93	6,910.17	5,182.63	4,955.18	227.45	6,606.91	7,049.57	139.40	2.02%	Based on spend.	
Electrical Heating		-	-	-	-		-	-			
Staircase Lighting	£ 1,097.89	13,555.88	9,473.20	-	9,473.20	13,555.88	14,464.12	908.24	6.70%	Billed by LCC.	
Fire, Burglar and Panic Alarms	£ 1,497.88	5,935.42	4,451.57	12,594.00	- 8,142.44	13,344.00	6,333.09	397.67	6.70%	New install in current year.	
Electrical Testing	£ 80,870.10	57,291.84	42,968.88	31,843.10	11,125.78	57,291.84	40,644.00	- 16,647.84	-29.06%	268 tests at £133 plus £5k	
Pat Testing	-£ 1,000.00	2,006.43	2,006.43	217.02	1,789.41	2,006.43	2,140.86	134.43	6.70%	Assumed inflation rate	
Stairlift Servicing	£ 3,312.06	8,359.56	6,269.67	-	6,269.67	8,359.56	8,919.65	560.09	6.70%	Assumed inflation rate	
Three Storey Flats	£ 9,787.38	10,125.90	7,594.43	5,812.24	1,782.19	10,125.90	10,804.34	678.44	6.70%	Assumed inflation rate	
Gas Maintenance – Annual Service	206,583.47	240,856.00	185,411.79	185,411.79	-	235,856.00	240,904.00	48.00	0.02%	1843 tests at £128 plus £5k	
Gas Maintenance – Revenue Replacement	77,791.89	74,081.32	66,598.14	52,998.14	13,600.00	70,664.19	75,398.69	1,317.37	1.78%	Based on current costs plus 6.7%	
Air Condition Servicing				-	-	4,950.00	12,375.00	12,375.00			Envirovent servicing.
Carbon Monoxide			-	65,800.00	- 65,800.00	81,684.00	40,800.00	40,800.00			Reduced number remaining to be installed.
Total Planned Maintenance	397,249.21	425,374.38	334,645.62	365,192.05	- 30,546.43	511,858.81	467,744.17	42,369.79	9.96%	Re CO1 installs and electrical tests.	
Information & Technology	£ 4,419.45	4,964.75	3,723.56	3,737.48	- 13.92	4,964.75	4,964.75	-	0.00%	SLA's agreed with LCC	
Central Information & Tech	£ 5,394.00	5,663.70	4,247.78	4,247.78	-	5,663.70	5,663.70	-	0.00%	SLA's agreed with LCC	
Total of SLAs	9,813.45	10,628.45	7,971.34	7,985.26	- 13.92	10,628.45	10,628.45	-	0.00%	SLA's agreed with LCC	
Payroll Costs			-	-	-			-			
Capitalisation of Salaries	-£ 23,995.25	17,641.74	- 13,231.31	- 47,046.48	33,815.18	- 55,928.64	- 57,886.15	- 40,244.41			Changes in staff roles
Fire Compliance & Temporary Officer	£ 32,834.67	-	-	3,257.89	- 3,257.89	3,500.00	3,734.50	3,734.50			Risk assessments conducted 2022/23 for three years.

**BELLE ISLE TMO
CORPORATE STAFF COSTS 2024-25**

Expenditure Code	Aberfield Gate Staff Cost	Actual 2022-23	Full Year Budget 23/24	Expected 2023-24	Budget 2024-25	Variance budget	%	Comments
			£			£		
DIRECT PAYROLL COSTS		323,099.89	396,259.10	378,113.40	389,726.80	- 6,532.30	-1.65%	Includes 3.5% inflation plus increments.
Capitalisation of Salaries								
265 33	LASBT	29,940.81	32,908.85	31,129.46	32,063.34			
	Trf Lettings		- 32,908.85	- 31,129.46	- 32,063.34			
Net Payroll Cost after capitalisation of salaries		353,040.70	396,259.10	378,113.40	389,726.80			
Pensions payment plan								
Pensions admin fee			898.04	900.00	500.00			
KICKSTART								
Expenses paid through Payroll System								
085	Occupational Health	1,308.00	3,352.78	2,500.00	2,600.00	- 752.78	0.22	Based on current costs.
208 05	HMRC Tax a& NIC re REG110							
258	Child Care Voucher Service Charge							
311	Car and Motorcycle Allowances	18.99	2,847.76	1,500.00	1,560.00	- 1,287.76	0.45	Low current costs.
312	Car Parking	6.17	-					
318	Essential User Payments							
Total Paid through Payroll System		354,373.86	403,357.68	383,013.40	394,386.80	- 8,970.88	-2.22%	LCC assume 3.5%.
256	Subsistence							
310	Travel Exps - other eg bus/taxi fares		859.11	859.11	893.47	34.36	0.04	Assumed inflation.
079 00	Staff Training & Development	5,039.50	10,000.00	10,000.00	10,400.00	400.00	0.04	Assumed inflation.
079 55	Staff Training - External courses	71.78		156.00	-	-		
079 60	PALS cost re LCC		2,302.66	2,302.66	2,394.77	92.11	0.04	Assumed inflation.
208 68	STAFF MEETINGS - TEAM BUILDII	543.76		-		-		
253 00	Conference - Staff	62.62	2,127.70	2,127.70	2,212.81	85.11	0.04	Assumed inflation.
241	Clothing & Uniforms	555.33	1,146.17	1,532.67	1,192.02	45.85	0.04	Assumed inflation.
Other Expenses Supporting Staff		6,278.74	16,435.64	16,978.14	17,093.07	657.43	0.04	Assumed inflation.
TOTAL STAFF COST - ABERFIELD GATE		360,652.60	419,793.32	399,991.54	411,479.87	- 8,313.45	-1.98%	

Belle Isle TMO								
Corporate Running Costs								
Aberfield Gate Running Cost	Actual 2022-23	Full Year Budget 23/24	Budget after allocation elsewhere	Estimate 2023-24	Budget 2024-25	Variance	%	Comments
	£	£		£	£			
GAS	835.43	1,836.00	627.04	455.17	473.38	- 153.66	-25%	Based on current costs
ELECTRICITY	2,101.95	11,544.00	3,942.58	2,202.27	2,290.36	- 1,652.22	-42%	Based on current costs
WATER, SEWERAGE	224.76	980.45	334.85	142.29	147.98	- 186.86	-56%	Based on current costs
UTILITY	3,162.14	14,360.45	4,904.47	2,799.73	2,911.72	- 1,992.75	-41%	
						-		
OFFICE RENT	4,121.49	17,321.74	6,787.03	6,787.03	6,951.28	164.25	2%	Per lease agreement.
RATES	550.56	2,245.93	880.00	880.00	941.60	61.60	7%	Assumed increase.
RENT AND RATES	4,672.05	19,567.67	7,667.03	7,667.03	7,892.88	225.85	3%	
						-		
INSURANCE	13,499.89	67,449.34	23,035.74	23,035.74	25,339.31	2,303.57	10%	Estimated.
						-		
KEYHOLDING & MAINT OF ALARMS	660.00	6,579.78	6,579.78	600.00	624.00	- 5,955.78	-91%	One off costs incurred 2023
A'Field Gate CCTV	2,825	500.00	500	1,450.00	1,508	1,008.00	202%	Maintenance and replacements
Door entry and shutters	2,603	3,400.00	3,400	6,400.00	3,656.00	256.00	8%	One off costs incurred 2023
A'FIELD GATE BURGLAR FIRE PANIC	1,928	4,326.07	4,326	3,419.50	3,556.28	- 769.79	-18%	Based on current costs.
Security Expense	8,015.55	14,805.85	14,806	11,869.50	9,344.28	- 5,461.57	-37%	
Skips for Aberfield Gate				1,183.34	1,230.67	1,230.67		
SHREDDING	185.25	500.00	500.00	519.34	520.00	20.00	4%	Assumed inflation.
CLEANING	363.95	230.70	230.70	317.40	330.10	99.40	43%	Based on current cost.
Office window cleaning				80.00	720.00			New window cleaning service.
TOILET & FIRST AID REQUISITES	1,398.54	1,588.00	1,588.00	1,588.00	1,651.52	63.52	4%	Assumed inflation.
CONTRACT CLEANING	2,197.99	9,803.37	3,841.17	3,841.17	3,994.82	153.65	4%	Assumed inflation.
CLEANING	4,145.73	12,122.07	6,159.87	7,529.25	8,447.11	2,287.24	37%	
						-		
BANKLINE CHARGES	102.35	-		348.00	371.32	371.32		New service
BANK CHARGES	241.22	243.06	243.06	247.63	264.22	21.16	9%	Estimate.

OFFICE EQUIPMENT	11,667.64	7,418.85	7,418.85	7,418.85	7,715.60	296.75	4%	Adjusted for inflation.
Washing Machine, Driers, Fridge Freez	-		-	300.00	-	-		
MANAGED PRINT CHARGES	1,628.09	7,201.10	2,459.37	2,459.37	2,459.37	-	0%	Agreed with LCC
OTHER EQUIPMENT - Health & Safety	871.67	2,872.95	2,872.95	2,872.95	2,987.87	114.92	4%	Adjusted for inflation.
Staff Leaving	17.17	350.00	350.00	350.00	364.00	14.00	4%	Adjusted for inflation.
PRINTING - General	131.00	-	-		-	-		
STATIONERY	1,144.96	2,298.36	784.95	322.33	335.23	- 449.72	-57%	Less copier usage.
POSTAGE	578.84	6,401.99	2,186.45	2,186.45	2,273.91	87.46	4%	Assumed inflation.
POSTAGE STAMPS				-	-	-		
TELEPHONES	795.90	3,696.32	1,262.39	1,262.39	1,262.39	-	0%	
TELEPHONES - additional mobile phor	101.88	2,011.07	2,011.07	2,000.00	2,080.00	68.93	3%	Assumed inflation.
INFORMATION TECHNOLOGY Equipment	1,158.42		-	-	-	-		
Website Development and Maintenance	1,200.00	1,384.17	1,384.17	1,200.00	1,248.00	- 136.17	-10%	Price maintained by supplier.
Leased Line			-		-	-		
SUBSCRIPTIONS	1,655.00	1,254.62	1,254.62	1,254.62	1,304.80	50.18	4%	Assumed inflation.
SUBSCRIPTIONS VAT eFILE	265.00			-	-	-		
SUBSCRIPTION NFTMO	550.00			550.00	572.00	572.00		Annual subscription.
SERVICING OF MEETINGS - water, tea/coffee and venue hire	406.67	673.23	673.23	500.00	700.16	26.93	4%	Assumed inflation.
LICENCES	-	183.34	183.34	183.34	190.67	7.33	4%	Assumed inflation.
OFFICE RUNNING COST	22,172.23	35,746.00	22,841.39	22,860.30	23,494.00	652.61	3%	
						-		

CORPORATION TAX	1,581.80	543.13	543.13	1,959.63	6,840.00	6,296.87	1159%	Increased bank interest receivable
EXTERNAL AUDIT FEES	9,500.00	12,271.20	12,271.20	12,271.20	12,762.05	490.85	4%	One audit.
Shareholders Meetings and Refreshments				388.06	403.58	403.58		New expense.
AGM EXPENSES	10,527.01	664.74	664.74	664.74	691.33	26.59	4%	Assumed inflation.
YEAR END COST	21,608.81	13,479.07	13,479.07	15,283.63	20,696.96	7,217.89	54%	
PUBLICITY - Bits & Pieces	1,473.10	1,379.02	1,379.02	1,260.00	1,310.40	- 68.62	-5%	Low currrent cost.
CARETAKERS GARAGES RENT	1,901.12	2,081.95	2,081.95	2,081.95	2,165.23	83.28	4%	Assumed inflation.
MISCELLANEOUS EXPENDITURE	1,507.14	500.00	500.00	500.00	520.00	20.00	4%	Assumed inflation.
DONATIONS	255.64	200.00	200.00	200.00	200.00	-	0%	Annual Board decision.
EXP FROM GRANT FOR EMERGENCY ENER	435.92	1,000.00	1,000.00	1,000.00	1,000.00	-	0%	Matched by income.
Tenant Rent Compensation	160.35			250.00	250.00	250.00		Estimate.
Tenant Complaint Compensation				100.00	500.00	500.00		Estimate.
GRANT FOR TENANTS	465.99		-	-	-	-		
COMMUNITY FUND:								
PROPERTY EST ENHANCEMENT	110.00			5,000.00	15,000.00	15,000.00		Provisional budget.
GREEN STRATEGY	2,074.99			500.00		-		Provisional budget.
TRAINING & QUALIFICATION	7,566.98			7,096.67	10,000.00	10,000.00		Provisional budget.
DECORATING & MINOR WORKS	1,098.94			2,391.35		-		Provisional budget.
TENANCY SUSTAINABILITY	1,679.82			22,033.56	20,000.00	20,000.00		Provisional budget.
MISC	84.50			1,449.80	15,000.00	15,000.00		Estimate
Community Kitchn Grant expenditure	773.62			100.00		-		
COMMUNITY FUND TOTAL	13,388.85	-	-	38,571.37	60,000.00	60,000.00		
CONFERENCE FEES - BOARD MEMB	5,156.78	2,633.54	2,633.54	2,633.54	2,738.88	105.34	4%	Assumed inflation.
BOARD MEMBERS TRAINING & DEVE	150.00	3,500.00	3,500.00	3,500.00	3,640.00	140.00	4%	Assumed inflation.
Board Meetings and Refreshments	299.57	450.00	450.00	2,393.00	2,488.72	2,038.72	453%	Based on current costs.
Board Members ad-hoc expenses	61.50			737.33	766.83	766.83		
BOARD MEMBERS COST	5,667.85	6,583.54	6,583.54	9,263.87	9,634.43	3,050.89	46%	

CONSULTANCY FEES - Other	728.00	1,074.00	1,074.00	525.00	1,000.00	-	74.00	-7%	Estimate
INTERNAL AUDIT FEES	3,036.29	3,260.97	3,260.97	3,260.97	3,391.41		130.44	4%	One audit.
Ballot Promotional Materials			-		1,500.00		1,500.00		Branded materials.
BITMO Continuation Ballot Cost		-	-	-	4,995.00		4,995.00		Fees and postage via consultancy.
BITMO Continuation Ballot - Voicescape					1,350.00		1,350.00		Agreed fee.
BITMO Continuation Ballot- Events Cost		-	-	-	2,000.00		2,000.00		Estimate.
BITMO Continuation Ballot Cost - reminders		-	-	-	1,575.00		1,575.00		Circa 2,100 reminders.
Debt Recovery	7,071.54	7,335.05	7,335.05	7,335.05	7,628.45		293.40	4%	Assumed inflation.
DBS Checks	1,297.22	851.21	851.21	459.57	477.96	-	373.25	-44%	Lower staff turnover.
TRANSLATION & INTERPRETATION	50.13	230.70	230.70	100.00	250.00		19.30	8%	Assumed.
Annual Tenant Report				2,315.00	2,407.60		2,407.60		Design.
Staff Survey	2,100.00	1,200.00	1,200.00	1,200.00	1,248.00		48.00	4%	Assumed inflation.
MoorePay	6,974.96	6,948.00	6,948.00	6,948.00	7,225.92		277.92	4%	Assumed inflation.
Job Evaluation Fee				2,300.00	750.00		750.00		Estimate.
Recruitment Cost	448.00	2,405.38	2,405.38	500.00	2,501.60		96.22	4%	Assumed inflation.
Occupational Therapy Referrals	202.23			500.00	520.00		520.00		Estimate.
Voicescape	10,453.97	11,394.99	11,394.99	11,093.91	11,537.66		142.67	1%	Small increase only.
TSM Surveys	660.00	3,500.00	3,500.00	3,500.00	3,640.00		140.00	4%	Assumed inflation.
SIGNAGE	-	-	-	46.00	-		-		
Corporate Audio Visual				5,000.00	-		-		
LEGAL SERVICES	13,921.12	14,433.35	14,433.35	15,241.73	15,010.68		577.33	4%	Assumed inflation.
TENANT STATEMENT AND PAYMENT	9,902.48	12,918.93	12,918.93	12,918.93	13,435.69		516.76	4%	Assumed inflation.
OTHER HIRED & CONTRACTED SERVICES	56,845.94	65,552.58	65,552.58	73,244.16	82,444.97		16,892.39	26%	
TOTAL RUNNING COST	159,721.87	255,070.60	170,433.57	218,112.17	256,786.82				

Belle Isle TMO

BITMO Community Development Team Costs 2024-25

GATE Running Cost	Actual	Full Year	Expected	Budget	Variance	%	Comments
	2022-23	Budget 23/24	2023-24	2024-25			
			£	£			
Payroll Cost	114,954.12	193,419.71	203,386.77	205,257.33	11,837.62	6%	Inc funded ABCD post.
BISA joint post	6,000.00		6,267.30	-	N/A	N/A	Grant funding ends 31.3.24.
					-		
GAS	1,893.20	3,450.79	1,031.48	1,072.74	- 2,378.05	-69%	Over budgeted during covid.
ELECTRICITY	4,495.51	3,680.58	3,375.56	3,510.58	- 170.00	-5%	Over budgeted during covid.
WATER, SEWERAGE	203.24	510.33	520.54	541.36	31.03	6%	Over budgeted during covid.
UTILITY	6,591.95	7,641.70	4,927.57	5,124.67	- 2,517.03	-33%	
					-		
OFFICE RENT	7,315.57	7,578.26	7,578.26	7,761.65	183.39	2%	Per office lease.
RATES	1,075.20	1,150.46	1,132.14	1,230.99	80.53	7%	Assumed increase.
RENT AND RATES	8,390.77	8,728.72	8,710.40	8,992.65	263.93	3%	
					-		
Repairs Café grant costs			2,000.00	-			Grant income
Digital Health grant spend			4,000.00	-			Grant income
Grant funded planters			2,500.00				
CONTRACT CLEANING	4,190.85	4,537.69	4,537.69	4,719.20	181.51	4%	Assumed increase.
Office Equipment - community boards		-	5,093.98	3,926.00	3,926.00		Potential 3 new boards
Other Equipment	993.84	1,000.00	500.00	1,040.00	40.00	4%	Assumed increase.
Audio-visual		250.00	100.00	104.00	- 146.00	-58%	Minimnal maint.
ABCD Small Sparks		3,000.00	3,000.00	3,120.00	120.00	4%	Assumed inflation increase.
Insurance	4,331.52	5,235.40	5,235.40	5,758.93	523.54	10%	Assumed inflation increase.
Managed Print	522.38	1,119.99	1,119.99	1,119.99	-	0%	LCC agreement.
Miscellaneous - chairs and printer	1,085.21	537.00	395.87	558.48	21.48	4%	Assumed inflation increase.
Health Hub grant	-	-	3,752.30	747.70	747.70		Spend of grant income.

Printing and Advertising		120.76	190.11	197.71	76.95	64%	Social media posts
Stationery & equipment	487.80	341.93	403.42	419.56	77.63	23%	Based on current spend.
POSTAGE	185.72	496.92	496.92	516.80	19.88	4%	Assumed inflation.
TELEPHONES	255.37	635.28	635.28	635.28	-	0%	LCC agreed.
Specific Consultancy		3,000.00	179.99	500.00	- 2,500.00	N/A	Kitchen refurbishment.
INFORMATION TECHNOLOGY SLA for 5 PCs		214.00	214.00	222.56	8.56	4%	Assumed inflation.
Subscriptions - Foodbank	500.00				-		
SERVICING OF MEETINGS - tea/coffee an	1,119.56	-	-	-	-		
Event Delivery cost	4.37	-	0.00	0.00	0.00		
Estate Signage			24.75	0	-		
Service Delivery cost	673.93	1,089.46	432.22	449.51	- 639.95	-59%	Based on current costs
GATE ARTS AND CRAFTS	139.81		552.00	574.08	574.08		Based on current costs
GATE Running Cost	14,490.35	21,578.42	26,863.91	24,609.80	3,031.38	14%	
					-		
Community Events - GALA		2,941.36	-	6,000.00	3,058.64	104%	Budget agreed by Board
Community Events - Coach Trips	575.55				-		
Community Events - Food		980.45	20.00		- 980.45	-100%	Transferred to main event cost
Community Events - Sheltered Bowling Event		-			-		
Community Events - August Event	446.35	-	390.00		-		
Community Events - Summer Fun Day		576.74	780.00	750.00	173.26	30%	Anticipated event.
Community Events - Sheltered Halloween		219.10	-		- 219.10	-100%	Transferred to RL events
Community Events - Sheltered Race After	120.00	-	-		-		
Community Events - Retirement Life Eve	96.50	-	163.42	750.00	750.00		Retirement Life event budget
Community Events - Christmas Market		922.78	444.44	-	- 922.78	-100%	Christmas budget below.
Community Events - Christmas Party	268.00	219.10	-	500.00	280.90	128%	Combined Xmas budget.
Community Events - Sheltered Valentine		219.10	-		- 219.10	-100%	See RL budget above.
GATE Activity	3,969.57		6,022.22	6,450.00	6,450.00		Combined Gate event budget.
Christmas Hampers for Tenants	176.03				-		
Event Notice Boards	162.21				-		
Total Events Cost	5,814.21	6,078.62	7,820.08	14,450.00	8,371.38	138%	Inc GALA max cost.
					-		
GROUP'S FUND		-			-		
Money Advice Service					-		
208 55 HAP funding grants	1,260.00	10,000.00	3,906.00	-	- 10,000.00	-100%	Funding ceased at 1.4.24.
Grant and Miscellaneous	1,260.00	10,000.00	3,906.00	-	- 10,000.00	-100%	
					-		
BITMO GATE'S TOTAL COST	151,501.41	247,447.17	255,614.73	258,434.45	10,987.28	4%	

Belle Isle TMO										
Income & Tenancy Team Costs 2024-25										
SHELTERED COST	Actual 2022-23	Full Year Budget 23/24	Budget to 31.12.23	Actual to 31.12.23	Variance	Expected 2023-24	Budget 2024-25	Variance	%	Comments
	£	£	£	£	£	£	£			
STANDARD PAY	185,622.35	207,750.60	155,812.95	167,007.97	- 11,195.02					
OVERTIME			-	-	-					
ERNIC	18,671.93	18,623.21	13,967.41	16,219.95	- 2,252.54					
SEVERANCE			-	-	-					
PENSION CONTRIBUTIONS	23,742.88	41,965.64	31,474.23	21,342.87	10,131.36					
				-						
Direct Payroll Cost	228,037.16	268,339.45	201,254.59	204,570.79	- 3,316.20	272,761.05	279,731.15	11,391.70	4.25%	General uplift 3.5%.
								-		
Car & Motorcycle allowances	-		-	61.06	- 61.06	100.00	500.00	500.00		Estimate.
								-		
Total Staff Cost	245,977.83	268,339.45	201,254.59	204,631.85	- 3,377.26	272,861.05	280,231.15	11,891.70	4.43%	
								-		
GAS	536.11	285.02	213.76	219.07	- 5.30	292.09	303.77	18.75	6.58%)
ELECTRICITY	1,348.84	1,792.08	1,344.06	819.27	524.79	1,092.37	1,136.06	656.02	-36.61%) Over accrued previously.
WATER	144.23	152.20	114.15	68.48	45.67	91.31	94.96	57.24	-37.61%)
CONTRACT CLEANING	1,410.48	1,649.94	1,237.45	1,285.83	- 48.37	1,714.43	1,783.01	133.08	8.07%	Allocated cost.
OFFICE RENT	2,644.81	2,915.30	2,186.47	2,190.53	- 4.05	2,920.71	3,037.53	122.24	4.19%	Allocated cost.
RATES	353.30	378.00	283.50	304.86	- 21.36	406.48	422.74	44.74	11.84%	Allocated cost.
INSURANCE	8,663.03	10,470.79	7,853.09	7,423.14	429.95	9,897.52	10,887.27	416.48	3.98%	Allocated cost.
MANAGED PRINT CHARGES	1,044.76	1,117.89	838.42	838.42	-	1,117.89	1,117.89	-	0.00%	Allocated cost.
STATIONERY	734.73	356.80	267.60	155.13	112.46	206.85	215.12	141.68	-39.71%	Allocated cost.
POSTAGE	371.45	993.84	745.38	172.86	572.52	230.48	239.70	754.14	-75.88%	Allocated cost.
TELEPHONES	510.74	573.81	430.36	430.36	-	573.81	573.81	-	0.00%	Agreed with LCC.
			-	-	-	-	-	-		
								-		
Running Cost	17,762.47	20,685.67	15,514.26	13,907.96	1,606.30	18,543.95	19,811.89	873.79	-4.22%	
								-		
TOTAL COST OF SHELTERED SCHEMES	263,740.30	289,025.12	216,768.84	218,539.81	- 1,770.96	291,405.00	300,043.04	11,017.91	3.81%	

Belle Isle TMO

Lettings & Tenancy Support Costs 2024-25

SHELTERED COST	Actual 2022-23	Full Year Budget 23/24	Expected 2023-24	Budget 2024-25	Variance	%	Comments
		£	£	£			
STANDARD PAY	176,042.02	149,610.32					
OVERTIME							
Temporary Staff - Basic							
ERNIC	17,357.96	14,681.19					
SEVERANCE							
PENSION CONTRIBUTIONS	18,136.73	30,221.29					
				213,472.12			
LASBT		32,908.85		32,218.99			
Direct Payroll Cost	211,536.72	227,421.66	224,195.96	245,691.11	18,269.45	8.03%	Increased Housing Counter allocated cost.
Car & Motorcycle allowances				750.00	-		
					750.00		
					-		
Total Staff Cost	211,536.72	227,421.66	224,195.96	246,441.11	19,019.45	8.36%	
					-		
GAS	384.21	204.26	209.33	217.70	13.44	6.58%)
ELECTRICITY	966.67	1,284.33	782.86	814.18	- 470.15	-36.61%) Prior overestimate.
WATER	103.36	109.08	65.44	68.06	- 41.02	-37.61%)
CONTRACT CLEANING	1,010.84	1,182.45	1,228.68	1,277.83	95.37	8.07%	Allocated cost.
OFFICE RENT	1,895.44	2,089.30	2,093.17	2,176.90	87.60	4.19%	Allocated cost.
RATES	253.20	270.90	291.31	302.96	32.07	11.84%	Allocated cost.
INSURANCE	6,208.51	7,504.07	7,093.22	7,802.55	298.48	3.98%	Allocated cost.
MANAGED PRINT CHARGES	748.75	801.16	801.16	801.16	-	0.00%	Agreed with LCC
STATIONERY	526.56	255.70	148.24	154.17	- 101.54	-39.71%	Allocated cost.
POSTAGE	266.21	712.25	165.18	171.79	- 540.47	-75.88%	Allocated cost.
TELEPHONES	366.03	411.23	411.23	411.23	-	0.00%	Agreed with LCC
Occupational Therapy Housing Assessment	851.80		-	-	-		
					-		
Running Cost	13,581.57	14,824.73	13,289.83	14,198.52	- 626.21	-4.22%	
					-		
TOTAL COST OF SHELTERED SCHEMES	225,118.29	242,246.39	237,485.79	260,639.62	18,393.24	7.59%	

Belle Isle TMO

Retirement Life Costs 2024-25

SHELTERED COST	Actual 2022-23	Full Year Budget 23/24	Expected 2023-24	Budget 2024-25	Variance	%	Comments
		£	£	£			
STANDARD PAY	65,992.03	59,068.88					
Last Year Holiday Pay accruals							
Temporary Cover	1,153.46						
ERNIC	6,787.88	5,325.96					
Unrecoverable SSP	119.22						
SEVERANCE	5,092.69						
PENSION CONTRIBUTIONS	10,328.94	11,931.91					
Direct Payroll Cost	89,474.23	76,326.75	71,090.25	82,642.03	6,315.29	8.3%	Inflation plus new appontment.
Car & Motorcycle allowances	-	1,050.00	350	1,092.00	42.00		
Total Staff Cost	89,474.23	77,376.75	71,440.25	83,734.03	6,357.29	8.2%	
Fire, Burglar and Panic alarms	1,199.99	£2,109.49	£2,109.49	£2,193.87	84.38	4.0%	Assumed inflation.
Washing machine and drier repairs	756.18	1,226.72	1,226.72	£1,275.79	49.07	4.0%	Assumed inflation.
GAS	3,033.52	2,302.85	1,754.05	£1,824.22	-478.63	-20.8%)
ELECTRICITY	3,759.55	6,937.79	4,123.85	£4,288.80	-2,648.99	-38.2%) Prior overestimate.
WATER	1,362.80	1,450.45	2,130.55	£2,215.77	765.32	52.8%)
Toilet & First Aid Requisites			267.01	£277.69	277.69		Based on current costs.
CONTRACT CLEANING	4,867.63	5,227.83	5,755.85	£5,986.09	758.26	14.5%	Review of cleaning costs.
OFFICE RENT	991.80	1,093.24	1,095.27	£1,139.08	45.84	4.2%	Allocated cost
RATES	132.49	141.75	152.43	£158.53	16.78	11.8%	Allocated cost
KEYHOLDING	47.24	£103.81	£103.81	£107.96	4.15	4.0%	Allocated cost
OTHER EQUIPMENT	568.44	£1,000.00	865.08	£899.68	-100.32	-10.0%	Based on current costs.
MISC	264.85	£0.00	-	£0.00	0.00		
MANAGED PRINT CHARGES	391.79	419.21	419.21	£419.21	-	0.0%	Agreed with LCC.
STATIONERY	275.52	133.80	77.57	£80.67	-53.13	-39.7%	Allocated cost.
POSTAGE	139.29	372.69	86.43	£89.89	-282.80	-75.9%	Allocated cost.
TELEPHONES	191.53	215.18	215.18	£215.18	-	0.0%	Agreed with LCC.
INSURANCE	3,248.64	3,926.55	3,711.57	£4,082.73	156.18	4.0%	Allocated cost.
HOSPITALITY - Partnership Working		£0.00	-				
Running Cost	21,231.25	£26,661.35	£24,094.08	£25,255.16	1,406.19	-5.3%	
TOTAL COST OF SHELTERED SCHEM	110,705.47	104,038.10	95,534.32	108,989.19	4,951.09	4.8%	

Belle Isle TMO

Non-allocated LCC Service Level Agreements 2024-25

	<u>2023-24</u>	<u>2024-25</u>	<u>Variance</u>	<u>%</u>	<u>Comments</u>
Information and Technology	23,168.82	22,090.51	- 1,078.31	0.05	Notified by LCC.
Property Services / Storage	749.00	720.00	- 29.00	0.04	Notified by LCC.
Central Financial Services	930.00	960.00	30.00	0.03	Notified by LCC.
Central Payment Services	5,550.00	5,740.00	190.00	0.03	Notified by LCC.
Central HR EAS (Payroll & Pensions	1,660.00	1,720.00	60.00	0.04	Notified by LCC.
Central Information Technology	26,430.60	27,751.64	1,321.04	0.05	Notified by LCC.
ICT Telephones	120.91	0.00	- 120.91	1.00	Notified by LCC.
ICT Managed Print	235.55	-	- 235.55	1.00	Notified by LCC.
Mediation Services	2,093.99	2,030.00	- 63.99	0.03	Notified by LCC.
Customer Services Recharge	-	-	-		
Procurement recharges	-	-	-		
TOTAL NON-ASSIGNED SLA's	60,938.87	61,012.15	73.28	0.00	

Belle Isle TMO						
INCOME BUDGET 2024-25						
	Full Year Budget 23/24	Expected 2023-24	Full Year Budget 24/25	Variance	%	Comments
	£	£	£			
Management Fee	3,346,180.00	3,346,180.00	3,534,290.00	188,110.00	5.6%	Agreed at Council.
Contribution for 2.5 posts and .5 post						
Sheltered Fee	78,150.00	78,150.00	82,450.00	4,300.00	5.5%	Agreed at Council.
perf inct - bad debts						
perf inct - voids	-	-	4,817.50	4,817.50		Possible incentive income of £19k.
Welfare Reform Contribution from	80,520.00	80,520.00	84,950.00	4,430.00	5.5%	
CPA Scores - Incentive payment						
MANAGEMENT FEE, ETC	3,504,850.00	3,504,850.00	3,706,507.50	201,657.50	5.8%	Includes inflationary uplifts.
HM Courts Refunds						
Mortgage Reference						
NFTMO Fees	20,000.00	4,659.90	-	- 20,000.00	N/A	Arrangement ended November 2023.
ABCD Post Income	18,500.00	12,500.00	25,000.00	6,500.00	N/A	Three year funding cycle.
Issuance of communal keys						
Community Kitchen Grant		2,916.00	-			
Mears Foundation grants		2,500.00				
Capitalising of payroll cost						
Grant - Equal Ops DDA						
Tenants Grants from Trusts	2,000.00	300.00				
Air Fryer Project		4,500.00				
Digital Health Hub		4,000.00	-			
HARDSHIP FUND - VAILLANT	700.00		1,000.00			

Income from Events			
Room Hire	416.67	416.67	416.67
Utility Incentives		1,000.00	1,000.00
Tenants Recharges	-		
Donations - ring fenced			
Voluntary Action - Warm Places Grant			
Repairs Café		2,000.00	
Void Electricity Credits		4.93	
Swarthmoore Gate hire		360.00	
Leeds Mental Wellbeing		36.00	
GATE ARTS AND CRAFTS			
Bank Interest	1,125.00	27,316.82	36,000.00
Compensation interest			
HAP Funding	10,000.00	3,906.00	
Refund of NDR			
Credit to expenditure - Training	-		
OTHER INCOME	52,741.67	66,416.32	63,416.67
TOTAL INCOME	3,557,591.67	3,571,266.32	3,769,924.17

		Funding to cease 31.3..24.
212,332.50	6.0%	

