# **Audit & Corporate Services Review Committee**

#### REPORT OF FINANCE MANAGER

### SUBJECT:

### **BUDGET PERFORMANCE REPORT 6 MONTHS TO SEPTEMBER 2020**

## **Revenue Budget**

The detailed net revenue budget for the 6 months to 30<sup>™</sup> September 2020 is presented in Appendix 1, with the summary by service area as follows:

|                                | Net<br>Budget<br>2020/21 | Sept 20<br>Profiled<br>Budget | Sept 20<br>Actual &<br>Committed | Variance | %<br>Variance |
|--------------------------------|--------------------------|-------------------------------|----------------------------------|----------|---------------|
| Conservation of the Natural    | 400 000                  | 004.440                       | 040                              |          | 2 20/         |
| Environment                    | 430,636                  | 221,113                       | 213,795                          | 7,318    | 3.3%          |
| Conservation of the Historic & |                          |                               |                                  |          |               |
| Cultural Env't                 | 118,044                  | 57,126                        | 49,829                           | 7,297    | 12.8%         |
| Development Management         | 297,447                  | 142,199                       | 76,620                           | 65,579   | 46.1%         |
| Forward Planning & Communities | 308,678                  | 150,746                       | 137,089                          | 13,657   | 9.1%          |
| Promoting Understanding &      |                          |                               |                                  |          |               |
| Enjoyment                      | 1,015,979                | 383,763                       | 524,149                          | -140,386 | -36.6%        |
| Recreation & Park Management   | -62,910                  | -145,583                      | -10,116                          | -135,467 | 93.1%         |
| Rangers, Estates & Volunteers  | 1,080,564                | 504,867                       | 454,844                          | 50,023   | 9.9%          |
| Democratic Representation &    |                          |                               |                                  |          |               |
| Management                     | 844,203                  | 503,066                       | 456,341                          | 46,725   | 9.3%          |
| Service Management & Support   |                          |                               |                                  |          |               |
| Services                       | 1,283,886                | 593,574                       | 530,372                          | 63,202   | 10.6%         |
| Net Cost of Services           | 5,316,526                | 2,410,871                     | 2,432,923                        | -22,052  | -0.9%         |

As at 30<sup>th</sup> September 2020 the Authority's net revenue actual and committed expenditure was £2,433k, £22k (0.9%) over the profiled budget of £2,411k. The main reasons for the variance of actual expenditure against budget for each Service department are as follows:

Conservation of the Natural Environment (£7k under budget). While the Cilrhedyn Woodland Centre remained close for the first quarter, orders for countryside furniture are running on budget and these have yet to be reflected as recorded sales which has contributed to the budget shortfall. Conservation grant payments are currently also running behind budget.  Conservation of Cultural Heritage (£7k under budget). The variances in the Conservation of Cultural Heritage service are considered minor and arise from budget profiling.

Partnering with Pembrokeshire County Council the Authority has been awarded a grant of £40k from the Wales Council for Voluntary Action under the "Local Nature Partnership". The project will involve projects at Castell Henllys, Tefach, Ceibwr Bay and Manorbier and Stackpole. In addition a grant of £7k has been awarded to the Authority by the Pembrokeshire Coast National Park Trust for the "Making Meadows" project. A further £70k grant funding has been obtained from N.R.W. under the Supporting Natura 2000 scheme for a Damselfly and Fritillary project. These projects come on top of the Welsh Government "Enabling Natural Resources and Wellbeing in Wales" grant for the Stitch in Time project awarded last year. The grant is worth £150k over a 3 year period from April 2019 to March 2022

- **Development Management (£66k under budget)**. Within Development Management planning fee and pre application fees income of £119k are up £36k versus budget and £37k against the same period for 2019/20. This coupled with savings in salary, travel, professional fees and advertising costs and job retention scheme grant income has resulted in the under spend.
- Forward Planning & Communities (£13k under budget). The Development Plans service is running to budget. As at the end of the period no grant awards had been made under the SDF scheme although payments of £36k had been made in respect of prior year awards.
- Promoting & Understanding (£140k over budget).

The table that follows shows the current year budget, actual and prior years' figures for merchandise sales, admissions income and car park income for the 6 months ended 30th September 2020. Total Merchandise income of £59k is £121k below budget and £122k versus 2019/20. Total Admission income of £59k is below budget by £125k and £132k against the comparable period for 2019/20. Carew Castle, Castell Henllys and Oriel Y Parc remained closed until the end of the first quarter. The sites obtained the official UK tourism and hospitality mark, "We're Good To Go", clearance and then had a phased reopening. However in line with COVID secure guidelines visitor numbers were restricted throughout the remainder of the period with visitor bookings managed via a new online booking system. There was financial support from the Welsh Government of £100k for the 1st quarter loss of income from the centres. The claim was based on the shortfall of 1st quarter shortfall compared to the similar period in 2019/20.

The Authority along with its Irish and Welsh partners submitted bids for phase 2 of both the Ancient Connections and Celtic Roots Projects.

Risk assessments for the activities and events programme was completed in line with Welsh Government guidance on a resumption of outdoor activity. A revised programme produced and walk Leaders were signed up to deliver a programme which consists largely of 'socially distanced' walks.

Recreation & Park Management (£135k over budget). The first quarter car park income was down £105k versus the same period in 2019/20 and, similar the centre income shortfall, a grant from the Welsh Government compensated for this loss. Car Parks did reopen in June and in the subsequent period income partially recovered. The table that follows shows total Car Park income of £282k was £141k down against budget and down £97k on 2019/20. The Authority was due to commence charging at four additional car parks but this has been deferred until 2021/22.

Under the Welsh Government's Access Improvement Grant, the Authority has been awarded a grant of £39k. This grant is to be spent on a range of public rights of way and countryside access improvements that have been agreed as part of a Work Plan with Welsh Government.

- Rangers, Estates & Volunteers (£50k under budget). While cutting activity was on hold for the first 8 weeks of the financial year work resumed and Authority is expected to claim nearly all but a very small element of the National Trial grant available. All staff have had their own vehicles to avoid sharing which is adding to the Authority's vehicle hire costs.
- Democratic Representation & Management (£46k under budget). The under spend in Democratic Representation is due savings on members allowances and expenses and translations and conferences costs. A new cost centre was created to record some of the costs and incomes streams associated with the Covid 19 pandemic. While the receipt from HMRC the job support scheme have been credited to each service area a rates relief support grant of £45k along with additional protective equipment costs is shown under this cost centre.
- Service Management & Support Services (£63k under budget). The General Building Maintenance budget is under spent by £23k versus the profile budget and it is anticipated that this and other budget variances in Service Management & Support Serves will be corrected by the end of the financial year.

|                          | 202     | 0/21 2nd   | Quarter  | Income  | Versus   | Budget  | & Prior \ | <u>rears</u> |          |         |          |
|--------------------------|---------|------------|----------|---------|----------|---------|-----------|--------------|----------|---------|----------|
| Merchandise Sales        | Budget  | YTD Actual | Variance | 2019/20 | Variance | 2018/19 | Variance  | 2017/18      | Variance | 2016/17 | Variance |
| Carew Income             | 65,215  | 15,041     | -50,174  | 66,875  | -51,833  | 70,978  | -55,937   | 71,006       | -55,965  | 67,689  | -52,648  |
| Oriel Y Parc             | 88,722  | 37,116     | -51,606  | 88,724  | -51,608  | 90,977  | -53,861   | 88,927       | -51,811  | 84,645  | -47,529  |
| Castell Henllys Income   | 25,907  | 7,133      | -18,774  | 25,906  | -18,773  | 28,533  | -21,400   | 34,906       | -27,773  | 32,213  | -25,080  |
|                          | 179,844 | 59,290     | -120,554 | 181,504 | -122,214 | 190,488 | -131,198  | 194,839      | -135,549 | 184,547 | -125,257 |
| Admission Fees           |         |            |          |         |          |         |           |              |          |         |          |
| Carew Income             | 126,001 | 43,221     | -82,780  | 133,784 | -90,563  | 121,061 | -77,840   | 127,882      | -84,660  | 105,663 | -62,442  |
| Castell Henllys          | 57,480  | 15,557     | -41,923  | 57,479  | -41,921  | 59,446  | -43,888   | 68,614       | -53,057  | 49,093  | -33,536  |
|                          | 183,481 | 58,779     | -124,703 | 191,263 | -132,484 | 180,507 | -121,728  | 196,496      | -137,717 | 154,756 | -95,977  |
| Car Park Income          |         |            |          |         |          |         |           |              |          |         |          |
| Car Park Operations      | 22,909  | 16,878     | -6,031   | 21,170  | -4,292   | 16,948  | -71       | 16,944       | -67      | 10,562  | 6,315    |
| Manorbier Car Park       | 41,430  | 34,506     | -6,924   | 41,430  | -6,925   | 40,687  | -6,182    | 38,251       | -3,746   | 37,204  | -2,699   |
| Little Haven Car Park    | 26,663  | 18,188     | -8,475   | 26,663  | -8,475   | 26,064  | -7,876    | 24,348       | -6,160   | 30,328  | -12,139  |
| St Davids Car Park       | 61,057  | 26,164     | -34,893  | 61,058  | -34,894  | 62,937  | -36,773   | 67,038       | -40,875  | 67,433  | -41,269  |
| Poppit Car Park          | 52,004  | 41,056     | -10,948  | 52,004  | -10,948  | 49,400  | -8,343    | 48,391       | -7,334   | 36,657  | 4,399    |
| Saundersfoot Car Park    | 47,470  | 30,169     | -17,301  | 47,470  | -17,301  | 53,271  | -23,102   | 56,750       | -26,581  | 54,049  | -23,880  |
| Freshwater East Car Park | 22,203  | 29,323     | 7,120    | 22,203  | 7,121    | 21,956  | 7,368     | 21,921       | 7,402    | 23,639  | 5,684    |
| Broad Haven Car Park     | 22,053  | 28,751     | 6,698    | 22,054  | 6,697    | 20,089  | 8,662     | 20,728       | 8,023    | 21,818  | 6,933    |
| Newport Car Park         | 23,031  | 13,668     | -9,363   | 23,033  | -9,365   | 18,186  | -4,518    | 21,356       | -7,688   | 38,861  | -25,193  |
| Newgale Car Park         | 18,675  | 16,009     | -2,666   | 18,675  | -2,666   | 19,038  | -3,029    | 16,619       | -610     | 17,584  | -1,575   |
| Solva Car Park           | 43,245  | 26,844     | -16,401  | 43,245  | -16,402  | 48,112  | -21,268   | 49,449       | -22,606  | 0       | 26,844   |
| Amroth Car Park          | 15,750  |            | -15,750  |         |          |         |           |              |          |         |          |
| West Angle Car Park      | 13,050  |            | -13,050  |         |          |         |           |              |          |         |          |
| Nolton Car Park          | 9,000   |            | -9,000   |         |          |         |           |              |          |         |          |
| Penally Car Park         | 4,128   |            | -4,128   |         |          |         |           |              |          |         |          |
|                          | 422,668 | 281,555    | -141,113 | 379,004 | -97,449  | 376,688 | -95,132   | 381,796      | -100,241 | 338,135 | -56,580  |

### **2020/21 Revenue Forecast**

At the end of the second quarter the forecast revenue position for the 2020/21 year end is a deficit of £142k versus a nil surplus in the original budget. The movement in the position is explained as follows:

| 2020/21 Budget Forecast                        | £000's | £000's |
|--|--------|--------|
| Original Operating Deficit                     | -176   |        |
| Transfer from Reserves                         | 176    |        |
| Original Budget                                |        | 0      |
| Movements:                                     |        |        |
| Additional / Reduced Costs                     |        |        |
| Coast to Coast Refund                          | -74    |        |
| Staff Cost                                     | 20     |        |
| Travel & Subsistence                           | 20     |        |
| Vehicle Hire Cost                              | -25    |        |
|  |        | -59    |
| Additional / Reduce Income                     |        |        |
| Car Park Income                                | -150   |        |
| Centre Income                                  | -250   |        |
| Rental Income                                  | -50    |        |
| Planning Fees                                  | 30     |        |
| Rates Support Grant                            | 45     |        |
| Welsh Government 1st Qtr Revenue Support Grant | 292    |        |
| Furlough claims HMRC                           | 150    | -83    |
|  |        |        |
| Revised revenue forecast Surplus / Deficit     |        | -142   |

The variance from the original budget of a nil surplus to a deficit of £142k is made up of a number of factors as detailed above.

- The Welsh Government agreed to support refunding the Coast to Coast advertisers and this amounted to approximately £74k.
- There are a number budget savings arising from vacant posts of approximately £20k, and other savings such as travel and subsistence costs of circa £20k.
- Due to Covid the restriction of single vehicle occupancy vehicle hire cost are expected to be £25k above budget.

- The Authority car parks were closed for most of the first quarter and while income
  has recovered since it is expected that income for the year will be down £150k
  against budget.
- The Authority's heritage centres remained closed up until late June early July. This
  in combination with restricting visitor numbers and opening times means that overall
  income for the year is expected to be down circa £250k versus budget.
- Income from property rentals and concessions are also expected to be down at an estimated £50k versus budget.
- On a more positive note planning fee income is expected to exceed budget by £30k.

The Authority has mitigated these losses of income by obtaining additional support grants totally £487k. These are made up of: the rate support grant scheme, £45k, the Welsh Government 1st quarter revenue support grant of £292k and the UK Government Job Retention Scheme circa £150k. The Authority has also submitted claims under the Local Government Cultural Services Fund. The net forecasted loss for the year is therefore expected to be circa £142k.

# Capital Programme 2020/21

|  |                            |                              |                  |                              |                     | <u> </u>                     |
|--|----------------------------|------------------------------|------------------|------------------------------|---------------------|------------------------------|
|  | Draft<br>Budget<br>2020/21 | Revised<br>Budget<br>2020-21 | Funded by<br>EMR | Funded<br>by other<br>Grants | Capital<br>Receipts | Spend as<br>at<br>30/09/2020 |
| PV 's In the Park  | 54,000                     |                              |                  |                              |                     |                              |
| IT Equipment   | 10,000                     | 10,000                       |                  |                              | 10,000              |                              |
| Castell Henllys Wood Pellet Silo                           | 30,000                     | 30,000                       |                  |                              | 30,000              |                              |
| Saundersfoot Car Park Bridge                               | 18,000                     | 18,000                       |                  |                              | 18,000              |                              |
| Improvements to Withybush Depot                            | 30,000                     | 30,000                       |                  |                              | 30,000              |                              |
| WG Funded: Broad Haven Car<br>Park                         | 403,500                    | 403,500                      | 275,615          |                              | 127,885             | 1,844                        |
| WG Funded: Causeway Repairs<br>Phase                       | 57,000                     | 57,000                       | 57,000           |                              |                     | 2,470                        |
| WG Funded: Castell Henllys<br>Programme                    | 38,000                     | 38,000                       | 38,000           |                              |                     | 3,394                        |
| WG Funded: Machinery                                       |                            | 16,578                       | 16,578           |                              |                     |                              |
| WG Funded 19/20: Resilience to Winter Storms               |                            | 25,889                       | 25,889           |                              |                     |                              |
| WG Funded 19/20: FWE Access Improvements                   |                            | 13,294                       | 13,294           |                              |                     | 12,977                       |
| WG Funded 19/20: Angel Gabions Refurbishment               |                            | 15,000                       | 15,000           |                              |                     |                              |
| WG Funded 19/20: Coast Path<br>Re-grading in North         |                            | 3,500                        | 3,500            |                              |                     |                              |
| WG Funded 19/20: Oriel Y Parc<br>Interpretation            | 30,000                     | 24,904                       | 24,904           |                              |                     |                              |
| WG Funded 19/20: Car Park<br>Refurbishment OYP             |                            | 10,000                       | 10,000           |                              |                     |                              |
| WG Funded 19/20: Carew Castle Enhancement & Interpretation | 38,660                     | 47,500                       | 47,500           |                              |                     |                              |
| WG Funded 19/20: Carew<br>Castle Visitor Access            | 32,000                     | 32,000                       | 32,000           |                              |                     |                              |
| WG Funded 19/20: C Hellys Revetment Works                  |                            | 5,000                        | 5,000            |                              |                     |                              |
| WG Funded 19/20: Bespoke<br>Mobile Information Unit        | 10,000                     | 10,000                       | 10,000           |                              |                     | 2,275                        |
| Electric Vehicle Charge Points                             | 60,000                     | 94,692                       | 4,692            | 60,000                       | 30,000              |                              |
| WG Funded 19/20: Electric Vehicles                         | 105,000                    | 140,000                      | 140,000          |                              |                     | 46,856                       |
| WG Funded 19/20: St Non's Physical Improvements            | 20,000                     | 20,000                       | 20,000           |                              |                     |                              |
| WG Funded 19/20: Disability<br>Mini Bus                    |                            | 48,186                       | 48,186           |                              |                     |                              |
| WG Funded 19/20: Electric Beach Wheelchairs                |                            | 21,984                       | 21,984           |                              |                     | 8,983                        |
| WG Funded 19/20: Pembs<br>Commons Resilience               | 15,000                     | 23,188                       | 23,188           |                              |                     |                              |
| WG Funded 19/20: Traditional Boundaries in L/Scape         |                            | 45,000                       | 45,000           |                              |                     |                              |

| WG Funded 19/20: Bug Hotel                        |           |           |           |           |         |         |
|---|-----------|-----------|-----------|-----------|---------|---------|
| Initiative  |           | 7,320     | 7,320     |           |         |         |
| WG Funded 19/20: St Brides                        |           |           |           |           |         |         |
| Walled Garden                                     |           | 3,500     | 3,500     |           |         |         |
| WG Funded 19/20: Refurb                           |           |           |           |           |         |         |
| Cannons at Fishguard                              |           | 2,717     | 2,717     |           |         |         |
| WG Funded 19/20: Porthgain                        |           |           |           |           |         |         |
| Hoppers   |           | 9,500     | 9,500     |           |         |         |
| WG Funded 19/20: Broadband                        |           |           |           |           |         |         |
| at Car Parks                                      | 48,000    | 48,000    | 48,000    |           |         |         |
| WG Funded 19/20: Castell                          |           |           |           |           |         |         |
| Henllys Open Sided Barn                           | 15,000    | 15,000    | 15,000    |           |         |         |
| WG Funded 19/20: Refurb                           |           |           |           |           |         |         |
| Cilrhedyn Workshop                                |           | 9,392     | 9,392     |           |         |         |
| WG Funded 19/20: Greening                         |           |           |           |           |         |         |
| Park Initiatives                                  | 5,000     | 5,000     | 5,000     |           |         |         |
| WG Funded: 19/20 Remote                           |           |           |           |           |         |         |
| Control Machinery                                 |           | 65,000    | 57,485    |           | 7,515   | 53,271  |
| WG Funded 19/20: Ranger Tool                      |           |           |           |           |         |         |
| Store x 2   |           | 10,000    | 10,000    |           |         |         |
| WG Funded 19/20: HAV's                            | 15,000    | 15,000    | 15,000    |           |         |         |
| WG Funded 20/21: SLSP IT                          |           | ·         | ·         |           |         |         |
| Equipment   |           | 220,000   |           | 220,000   |         | 17,814  |
| WC 5ded 20/04: CLCD 5./                           |           |           |           |           |         |         |
| WG Funded 20/21: SLSP EV                          |           | 1,198,000 |           | 1 100 000 |         |         |
| Charging Points & Infrastructure                  |           | 1,196,000 |           | 1,198,000 |         |         |
| WG Funded 20/21: SLSP SDF                         |           | 55,000    |           | 55,000    |         |         |
| Community Projects                                |           | 55,000    |           | 55,000    |         |         |
| WG Funded 20/21: SLSP Land                        |           | 220,000   |           | 220,000   |         |         |
| Purchase  |           | 220,000   |           | 220,000   |         |         |
| WG Funded 20/21: SLSP<br>Photovoltaic (PV) Arrays |           | 50,000    |           | 50,000    |         |         |
| , , ,   |           | ·         |           |           | 0-0 10- |         |
| _Total  | 1,034,160 | 3,116,644 | 1,060,244 | 1,803,000 | 253,400 | 149,884 |

The Authority's capital program is an essential part of the Authority financial planning and is based on the Authority's corporate objectives, operational need, making prudent investments and the availability of sources of internal and external funding. The capital programme for the year has significantly increased from the original budget of £1,034k to a revised budget of £3,117k. The forecast is up due to an award from the Welsh Government under their Sustainable Landscapes Sustainable Places grant scheme. The grant includes funding of £1.2m to provide for electric vehicle charge points across the National Park, £50k for photovoltaic arrays at Cilrhedyn and Castell Henllys, £220k for digital transformation to support decarbonisations and Covid recovery, £55k to deliver SDF community decarbonisation projects and £200k for the purchase of land for carbon sequestration.

The revised budgeted expenditure of £3,117k is funded £1,060k from Earmarked Reserves, £1,803k from in year capital grants and £253k from the Capital Receipts Reserve. Total capital expenditure as at 30th September 2020 was £150k as shown in the table above.

Details of the capital programme are:

- Photovoltaic (PV's) Generation. This project is to look at the installation of PV's at suitable sites across the Authority. This is now being funded as part of the Sustainable Landscapes Sustainable Places.
- ICT Equipment. This expenditure represents the usual cycle of IT equipment replacement.
- Greening Park Initiatives. The Authority intends to spend funds on energy saving green projects with the exact nature of the expenditure yet to be determined.
- Castell Henllys Wood Pellet Silo
- Improvements to Withybush Depot
- Charging Points. It is anticipated grants will be available to extend the roll out electric vehicle charge points which would improve the parks offering for sustainable travel in Pembrokeshire

The following projects were funded from a Welsh Government award in 2018/19:

- Carew Castle Causeway Phases I. Under the Reservoirs Act the Authority has statutory duty to undertake the repairs as instructed by the Reservoirs Inspectorate. The Causeway has undergone many phases of major and minor repair works to prevent / minimise water leakage through the structure from the mill pond which is accepted as an ongoing and permanent issue.
- Broad Haven Car Park. Partially funded by the Welsh Government Capital Grant and The Tourist Amenity Investment Support Scheme the scope of the project has been enhanced to a major redevelopment of the site.
- Castell Henllys Program. Following the capital expenditure on the Origins project and repairs to the Round Houses at Castell Henllys, work will be undertaken to enhance the overall facility

The following projects were funded from a Welsh Government award in 2019/20:

- Carew Castle Interpretation. Improvements to the physical access and interpretation on-site will add to the visitor experience and understanding of Pembrokeshire's historical and cultural heritage
- Carew Castle Access. Following recent capital investment to enhance the visitor experience at Carew Castle the Authority will now prioritise a range of additional physical infrastructure works to improve the accessibility of the site for visitors with mobility problems and/or for families with pushchairs
- Oriel y Parc Interpretation. By increasing the amount of information available within OYP we can better inform visitors about the special qualities of the area
- Broad Band at Car Parks. An improved broadband infrastructure is necessary across PCNPA's car parks (many of which are in relatively isolated rural areas) in order to accommodate the number of cashless pay and display machines available

- Greening Park Initiatives. Funding for replacement bulbs, water saving taps, efficient boiler controls etc. across the authority estate, to continue to reduce energy use and carbon footprint
- Carew Castle Enhancing Visitor experience. Improvements to the physical access and interpretation on-site will add to the visitor experience and understanding of Pembrokeshire's historical and cultural heritage. It will allow access to as much of the Castle as possible and help increase visitor numbers.
- St Nons Ancient Connections. PCC and PCNPA were successful in securing INTERREG funding to boost heritage tourism between the West of Wales and the East of Ireland. One specific aspect of the project is to improve physical access to the holy well at St Non's which is a popular tourist attraction but is presently not accessible for wheelchair users
- Mitigation against Hand Arm Vibration Syndrome.(HAV's) This project will continue the Authority's investment in remote control (RC) machinery used for coast path maintenance and conservation work on difficult terrain across the National Park. RC technology helps mitigate against Hand Arm Vibration Syndrome
- Electric Vehicles The Authority is gradually switching to electric vehicles to undertake it's work wherever possible
- Bespoke Mobile Information Unit. An additional mobile information unit to complement the Authority's new approach to the provision of visitor information through a pop-up presence at busy visitor locations (beaches, events, festivals, etc)
- Castell Henllys Open side Barn. This will enhance the site management and safety through improving storage facilities away from public areas
- Commons resilience. This investment helps form part of PCNPA's wider conservation work with the farming community across Pembrokeshire and is funding that is generally not covered by other agri-environment schemes such as Glastir

# The Authority's Useable Reserves £000's

|   | Year end<br>Position<br>2018/19 | Movement 2019/20 | Year end<br>Position<br>2019/20 | Movement 2020/21 | Year end<br>Position<br>2020/21 |
|---|---------------------------------|------------------|---------------------------------|------------------|---------------------------------|
| General Reserves                        | 1,008                           |                  | 1,008                           | -31              | 977                             |
| Capital Receipts                        | 654                             | -284             | 370                             | -253             | 117                             |
| TOTAL                                   | 1,662                           | -284             | 1,378                           | -284             | 1,094                           |
| Earmarked Reserves:                     |                                 |                  |                                 |                  |                                 |
| Receipts In Advance                     | -2,530                          | -229             | -2,759                          | 480              | -2,279                          |
| Asset Management                        | -37                             |                  | -37                             |                  | -37                             |
| LDP                                     | -123                            | 90               | -33                             |                  | -33                             |
| Self-Insurance                          | -30                             |                  | -30                             |                  | -30                             |
| Staff Restructuring                     | -214                            | 25               | -189                            |                  | -189                            |
| National Park Wales                     | -41                             | 27               | -14                             |                  | -14                             |
| Planning System                         | -89                             |                  | -89                             |                  | -89                             |
| Car Par Integration (Broad Haven)       | -77                             |                  | -77                             | 77               |                                 |
| Sponsored Maintenance re Sponsor A Gate | -5                              | -8               | -13                             |                  | -13                             |
| Rangers Services - Landscape Fund       |                                 | -4               | -4                              |                  | -4                              |
| Round Houses                            | -20                             | 20               | 0                               |                  | 0                               |
| SDF Increase In Funds                   | -29                             |                  | -29                             |                  | -29                             |
| NPG Reduction                           | -287                            |                  | -287                            | 287              |                                 |
| Car Park Resurfacing ( Broad Haven)     | -98                             |                  | -98                             |                  | -98                             |
| Biodiversidy                            | -11                             |                  | -11                             |                  | -11                             |
| Planning Enforcement                    | -100                            |                  | -100                            |                  | -100                            |
| Portfield Gate                          | 0                               |                  | 0                               |                  | 0                               |
| Invasive Species                        | -25                             | -11              | -36                             |                  | -36                             |
| The Pathways Project                    | -35                             |                  | -35                             |                  | -35                             |
| Skills In Action                        | -15                             | 15               |                                 |                  |                                 |
| Carew Causeway                          | -158                            | 4                | -154                            |                  | -154                            |
| Underground Cables At Newport Parrog    | -14                             | 14               |                                 |                  |                                 |
| Pollinator Project                      | -15                             |                  | -15                             |                  | -15                             |
| Roots Project                           |                                 | -10              | -10                             |                  | -10                             |
| Total                                   | -3,952                          | -67              | -4,018                          | 844              | -3,174                          |

# **Financial Reserves and Balances**

The Authority is required to keep a prudent level of working balances to maintain adequate cash flows to meet planned and unexpected expenditure. The General Reserve is a reserve created from prior years underspends and is available for any approved expenditure. As a minimum this reserve should be 5% of the net budget but it is considered prudent to keep above £400k. Earmarked Reserves are reserves that have been built up from revenue funding over a numbers of years and have been set aside for specific projects. The Capital Reserve balance is made from the receipts of the Authority's capital disposals in prior years and as such these funds are restricted for the use on capital expenditure

### **General Reserve**

The audited statements of accounts as at 31st March 2020 verified that the Authority's General Reserve stood at £1,008k. The forecasted deficit for the year is expected to be £142k and the reasons for this surplus are given earlier the report. Part of the deficit will be funded by the NPG Reduction Earmarked Reserve and the remainder charged to the General Reserve. The reserve is therefore expected to reduce to £977k at the end of the current financial year.

### **Capital Receipts**

The Capital Receipts reserve started the year at £370k and after funding various capital projects the reserve is expected to fall to £117k at the end of the 2020/21.

### **Earmarked Reserves**

Earmarked reserves as at 31st March 2020 stood at £4,018k and these are expected to fall by £844k to £3,174k at the end of 2019/20,

# **Recommendation**

Members are invited to **NOTE** the budgetary performance for the 6 months ended 30<sup>th</sup> September 2020 as presented in this report.

(Further information is available from the Financial Manager Richard Griffiths, on 01646 624815 – email <u>richardg@pembrokeshirecoast.org.uk</u>)

| Appendix 1                                 | Revisions to<br>Budgets<br>2020/21 | September 20<br>Profiled<br>Budget | September 20<br>Actual &<br>Committed | Variance      |
|--|------------------------------------|------------------------------------|---------------------------------------|---------------|
| Conservation of the Natural Environment    | 430,636                            | 221,113                            | 213,795                               | 7,318         |
| Cilrhedyn Woodland Centre                  | 54,969                             | 21,703                             | 48,097                                | -26,394       |
| Invasive Species                           | 25,000                             | 20,430                             | 26,851                                | -6,421        |
| Environmental Growth Project               | 0                                  | 8,592                              | 8,592                                 | 0             |
| Nature Conservation                        | 344,952                            | 167,531                            | 130,255                               | 37,276        |
| Marine Environment                         | 5,714                              | 2,857                              | 0                                     | 2,857         |
| Conservation of the Cultural Heritage      | 118,044                            | 57,126                             | 49,829                                | 7,297         |
| Conservation Areas & Historic Buildings    | 47,594                             | 22,822                             | 20,625                                | 2,197         |
| CP10 - Archaeology, Culture & Heritage     | 70,450                             | 34,304                             | 29,204                                | 5,100         |
| Development Control                        | 297,447                            | 142,199                            | 76,620                                | 65,579        |
| Development Management (inc Mineral Plans) | 297,447                            | 142,199                            | 76,620                                | 65,579        |
| Forward Planning & Communities             | 308,678                            | 150,746                            | 137,089                               | 13,657        |
| Development Planning                       | 208,009                            | 100,746                            | 100,657                               | 89            |
| Sustainable Development Fund               | 100,669                            | 50,000                             | 36,432                                | 13,568        |
| Promoting Understanding                    | 1,015,979                          | 383,763                            | 524,149                               | -140,386      |
| Tourism & Wellbeing Officer                | 49,317                             | 26,195                             | 27,280                                | -1,085        |
| Carew Castle                               | 12,451                             | -86,170                            | 27,848                                | -114,018      |
| Carew Castle Tea Room                      | -15,243                            | -24,274                            | -2,947                                | -21,327       |
| Castell Henllys                            | 101,169                            | 19,811                             | 57,993                                | -38,182       |
| Oriel Y Parc, St David's                   | 246,128                            | 68,961                             | 69,909                                | -948          |
| Oriel Y Parc Cafe                          | -20,000                            | -10,000                            | 295                                   | -10,295       |
| Tenby National Park Office                 |                                    | 0                                  | -4                                    | 4             |
| Coast to Coast                             | -33,190                            | 28,728                             | 11,106                                | 17,622        |
| Wales Coast Path Marketing                 | 51,723                             | 50,622                             | 50,622                                | 0             |
| Communications                             | 216,696                            | 109,073                            | 99,189                                | 9,884         |
| SUP9 - Graphic Services                    | 91,354                             | 40,921                             | 34,290                                | 6,631         |
| Discovery                                  | 146,465                            | 70,945                             | 69,251                                | 1,694         |
| Activities & Events                        | 525                                | -53                                | -299                                  | 246           |
| Walkability Program                        | 15,698                             | 7,892                              | 5,932                                 | 1,960         |
| Pembs Outdoor Schools                      | 49575                              | 14,321                             | 14,321                                | 0             |
| Celtic Routes                              | _                                  | 0                                  | -2,721                                | 2,721         |
| Ancient Connections                        | 0                                  | 0                                  | -1,886                                | 1,886         |
| West Wales Walking                         | -9,454                             | 34,843                             | 34,843                                | 0             |
| Experiences for All                        | 0                                  | 0                                  | 2,480                                 | -2,480        |
| Nevern Castle Project                      | 210                                | 210                                | 0                                     | 210           |
| Pathways Project                           | 62,554                             | 31,738                             | 26,647                                | 5,091         |
| National Designated Landscapes             | 50,000                             | 0                                  | 0                                     | 0             |
| Recreation & Park Management               | -62,910                            | -145,583                           | -10,116                               | -135,467      |
| Sustainable Transport                      | 81,276                             | 10,677                             | 7,000                                 | 3,677         |
| National Trail                             | 43,413                             | 116,204                            | 102,166                               | 14,038        |
| Access Officer and Rights of Way           | 113,306                            | 62,710                             | 45,089                                | 17,621        |
| Acces Projects                             | 0                                  | 0                                  | 3,154                                 | -3,154        |
| Charging Car Parks                         | -317,572                           | -345,512                           | -178,137                              | -167,375      |
| Paths & Pollinators Project                | 16,667                             | 10,338                             | <sup>10,612</sup> Pa                  | nge 97 of 178 |

| Appendix 1   | Revisions to<br>Budgets<br>2020/21       | September 20<br>Profiled<br>Budget      | September 20<br>Actual &<br>Committed  | Variance                |                   |
|--|--|---|--|-------------------------|-------------------|
| Rangers, Estates & Volunteers  | 1,080,564                                | 504,867                                 | 454,844                                | 50,023                  |                   |
| Park Delivery Management   | 117,486                                  | 40,645                                  | 46,579                                 | -5,934                  |                   |
| Ranger Services  | 229,104                                  | 115,274                                 | 96,206                                 | 19,068                  |                   |
| North Area   | 313,065                                  | 150,825                                 | 132,250                                | 18,575                  |                   |
| West Area  | 193,873                                  | 82,816                                  | 75,074                                 | 7,742                   |                   |
| South Area   | 224,434                                  | 108,500                                 | 104,111                                | 4,389                   |                   |
| Castlemartin Ranger  | 7,317                                    | -238                                    | -11,037                                | 10,799                  |                   |
| Tenby / Newport Ranger   | 17,776                                   | 8,888                                   | 4,301                                  | 4,587                   |                   |
| Estates Management (incl. Surplus Properties)  | -22,491                                  | -1,843                                  | 7,360                                  | -9,203                  |                   |
| Democratic Representation & Management   | 844,203                                  | 503,066                                 | 456,341                                | 46,725                  |                   |
| DRM2 - Chief Executive's Office  | 110,020                                  | 53,170                                  | 52,740                                 | 430                     |                   |
| DRM1 - Corporate Activities & Management   | 340,310                                  | 308,605                                 | 296,502                                | 12,103                  |                   |
| Democratic Representation  | 208,245                                  | 102,548                                 | 84,532                                 | 18,016                  |                   |
| Future Landscapes Wales  | 100,000                                  | 0                                       | 0                                      | 0                       |                   |
| National Parks Wales   | 8,291                                    | 75                                      | 75                                     | 0                       |                   |
| Corporate Governance   | 71,336                                   | 35,668                                  | 36,335                                 | -667                    |                   |
| Coronavirus  | 0  | 0                                       | -16,991                                | 16,991                  |                   |
| PCNP Trust   | 6,000                                    | 3,000                                   | 3,148                                  | -148                    |                   |
| Service Management & Support Services  | 1,283,886                                | 593,574                                 | 530,372                                | 63,202                  |                   |
| SUP1 - Director of Park Direction & Planning   | 81,687                                   | 39,432                                  | 38,666                                 | 766                     |                   |
| SUP3 - Director of Delivery & Discovery  | 100,393                                  | 48,783                                  | 48,019                                 | 764                     |                   |
| SUP5 - Reception/Admin Services  | 94,812                                   | 46,149                                  | 32,666                                 | 13,483                  |                   |
| SUP2 - Performance Management  | 53,306                                   | 20,626                                  | 20,344                                 | 282                     |                   |
| SUP6 - Legal Services  | 30,450                                   | 15,225                                  | 10,171                                 | 5,054                   |                   |
| SUP7 - Financial Services  | 165,711                                  | 80,824                                  | 78,871                                 | 1,953                   |                   |
| SUP8 - IT Services   | 268,996                                  | 111,769                                 | 115,420                                | -3,651                  |                   |
| SUP16 - Parc Llanion Park  | 94,378                                   | 34,814                                  | 33,135                                 | 1,679                   |                   |
| SUP12 - General Building Maintenance   | 90,002                                   | 45,001                                  | 21,986                                 | 23,015                  |                   |
| Grants Officer   | 63,068                                   | 30,788                                  | 29,041                                 | 1,747                   |                   |
| Projects Team  | 87,508                                   | 42,280                                  | 33,929                                 | 8,351                   |                   |
| SUP14 - Pool Vehicles  | 15,564                                   | 7,509                                   | 8,866                                  | -1,357                  |                   |
| HR, Health & Safety, Staff Training  | 138,010                                  | 70,374                                  | 59,258                                 | 11,116                  |                   |
| TOTALS   | 5,316,526                                | 2,410,871                               | 2,432,923                              | -22,052                 |                   |
| Conservation of the Natural Environment Conservation of the Historic & Cultural Env't Development Control Forward Planning & Communities | 430,636<br>118,044<br>297,447<br>308,678 | 221,113<br>57,126<br>142,199<br>150,746 | 213,795<br>49,829<br>76,620<br>137,089 | 7,297 12.<br>65,579 46. | .3%<br>.8%<br>.1% |
| Promoting Understanding & Enjoyment  | 1,015,979                                | 383,763                                 | 524,149                                | -140,386 -36.           |                   |
| Recreation & Park Management   | -62,910                                  | -145,583                                | -10,116                                | -135,467 93.            | .1%               |
| Rangers, Estates & Volunteers Democratic Representation & Management   | 1,080,564<br>844,203                     | 504,867<br>503,066                      | 454,844<br>456,341                     | ·                       | .9%<br>.3%        |
| Service Management & Support Services  | 1,283,886                                | 593,574                                 | 530,372                                |                         | .5%<br>.6%        |
| Net Cost of Services   | 5,316,526                                | 2,410,871                               | 2,432,923                              | -22,052 -0.             | .9%               |