



**Boldmere Road**

**110-116 Boldmere Road**

**Sutton Coldfield**

**B73 5UB**

**Service Charge Year End Report**

**1<sup>st</sup> August 2024 –**

**31<sup>st</sup> July 2025**

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## **Introduction**

This report has been produced by Johnson Fellows on behalf of the Landlord, W Wing Yip & Brothers Foundation. It is intended to provide details of the expenditure for the service charge period 1<sup>st</sup> August 2023 to 31<sup>st</sup> July 2024.

Enclosed within this report is a copy of the Service Charge Variance Schedule and Service Charge Apportionment Schedule.

The service charge is administered having regard to RICS Professional Statement; Service Charges in Commercial Property; 1<sup>st</sup> Edition.

## **The Property**

The property is located on Boldmere Road, at the end of the local shopping high street. It is approximately, 6 miles north of Birmingham City Centre and 1.3 miles south west of Sutton Town Centre

The parade is a purpose-built retail and office premises with brick facades under a pitched tiled roof. Part first floor has been converted to a restaurant and 3 of the retail units merged into a bar. The parade now has a mix of retail, bar and food offerings. To the rear is a communal car park.

## **Service Charge Objectives**

The objective of Johnson Fellows as Managing Agent is to provide a high quality management service. In so doing we aim to provide a well maintained environment, delivering value for money for the service charge expenditure.

The objective of this budget report is to provide a clear explanation for the recovery of the service charge expenditure on a not for profit/not for loss basis. It is also to promote clarity and transparency and to allow the tenants to budget accurately for the forthcoming period.

Should any occupier have comments on the format, or the information contained in this report which would assist in the report being improved for the benefit of all concerned, these comments would be welcomed. We would also welcome constructive feedback on the communal services provided at the property.

## **VAT**

The property is elected for VAT, consequently the expenditure stated within this report is net of VAT.

## **Voids and Concessions**

Where any void units exist, the responsibility for the service charge rests with the Landlord.

## **Banking**

Due to the general level of service charge funds, they are not maintained within a discrete bank account. The funds are held within the Johnson Fellows Clients Account which is



maintained with Barclays Bank plc. As a consequence, the service charge is not credited with any interest, neither are any bank charges allocated to the service charge.

Interest charged on the late payment of service charge by tenants is to be credited to the service charge.

### **Service Charge Apportionment**

The apportionment is detailed within the Service Charge Apportionment Schedule attached at Appendix A.

The budget contains a single schedule that all occupiers contribute towards.

The apportionment percentages are calculated based on net internal floor areas.

### **Reserve Fund**

There are no funds in a reserve fund.



## **Management Team**

### **Management Surveyor:**

Tina Hothi  
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ  
Mobile: 07594 089 316  
Email: [tina.hothi@johnsonfellows.co.uk](mailto:tina.hothi@johnsonfellows.co.uk)

Tina Hothi is responsible for the overall management of the property.

### **Facilities Manager:**

Daniel Blakeman  
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ  
Mobile: 07786 072 755  
Email: [Daniel.blakeman@johnsonfellows.co.uk](mailto:Daniel.blakeman@johnsonfellows.co.uk)

Daniel Blakeman is responsible for the repair and maintenance of the property and statutory compliance.

### **Service Charge Accountant:**

Keisha Gregory  
Client Accounts  
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ  
Direct Dial: 0121 234 0405  
Email: [keisha.gregory@johnsonfellows.co.uk](mailto:keisha.gregory@johnsonfellows.co.uk)

Keisha Gregory is the client accountant responsible for this property.

## Expenditure Commentary

*All figures are shown net of VAT*  
**SCHEDULE 1 - All Occupiers**

- **Management Fee** **£4,017**

This figure represents the costs incurred for the management of the property, administration of the service charge and completing periodic inspections. The RICS Service Charge Professional Statement recommends that this be a fixed fee, subject to annual review or indexation.

- **Building Manager (site manager)** **£3,945.36**

The cost in relation to the Site Manager for the property one day per week who is responsible for landscaping, minor items of repair and maintenance and tenant liaison.

- **Facilities Management** **£4,933**

The figure represents the costs incurred to organise and supervise the various contracts in place, deal with items of maintenance, ensuring compliance and complete regular site inspections.

- **Health & Safety** **£845.00**

The cost of completing the health and safety audit, however, the costs have come in over budget for this Service Charge year end due to both a Health and Safety Survey and an Asbestos Survey being undertaken.

- **Security Systems** **£0.00**

This cost was previously accrued for the installation of a security system. However, as the works have not been undertaken the monies have now been returned and no expenditure has occurred.

- **Gritting** **£1,013**

Cost for gritting the shared areas, however, the costs for this service charge year are over budget due to additional gritting required to the site.

- **Drainage** **£832.50**

Costs of cleaning out the drainage system. These costs have come in over budget due to additional drainage works required to the site.

- **External Repairs & Maintenance** **£2,656**

The cost of site repairs for the period, these included parking signage, tarmac, padlock replacement, weed killer, and gutter repairs. However, these costs have come in under budget for this Service Charge year end.



- **Help Desk** **£250.00**

The cost for the implementation of a 24 hour help desk.

**Total** **£18,491.86**



**Expenditure Approval**

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Facilities Manager

Associate Partner

Dated 28/01/2026

Dated 28/01/2026

**Dragon Retail Park, 507 Newport Road, Cardiff, CF23 9AD**  
**Service Charge Apportionment**  
**Service Charge Year 1st October 2024 to 30th September 2025**

Unit	Occupier	Schedule	Area (sq. ft.)	Percentage
Unit 1	Wickes	1	20,021	63.67%
Unit 2	Original Style Tiles	1	5,087	16.18%
Unit 3	Metro Bank	1	4,447	14.14%
Unit 4	Campana Ltd T/as Taco Bell	1	1,892	6.02%
Unit 1	Wickes	2	20,021	79.74%
Unit 2	Original Style Tiles	2	5,087	20.26%
		<b>2 Total</b>	<b>25,108</b>	<b>100.00%</b>



## Appendix B

### Dragon Retail Park, 507 Newport Road, Cardiff, CF23 9AD Service Charge Budget

#### Service Charge Year 1st October 2024 to 30th September 2025

Service Charge Item	Schedule	Budget YE 2025	Actual YE 2025
Cleaning	1	£ 930.00	
Pest Control	1	£ 930.00	£ 1,270.50
Drainage	1	£ 3,500.00	£ 16,205.52
Electrical Repair	1	£ 500.00	
External Landscaping	1	£ 7,905.00	£ 6,354.54
External Repairs & Maintenance	1	£ 2,000.00	£ 2,866.86
Snow Clearance/Gritting	1	£ 1,500.00	£ 1,542.25
Electrical Supply	1	£ 3,000.00	£ 2,993.16
CCTV Monitoring	1	£ -	
Health & Safety	1	£ 698.00	£ 1,825.00
Security	1	£ -	
Signage	1	£ 500.00	
Help Desk	1	£ 334.80	£ 334.80
Audit Fees	1	£ 326.00	£ 326.00
Management Fees	1	£ 3,466.12	£ 3,466.12
Facilities Management	1	£ 4,020.30	£ 4,020.28
	<b>1 Total</b>	<b>£ 29,610.22</b>	<b>£ 41,205.03</b>
Cleaning	2	£ 70.00	
Pest Control	2	£ 70.00	
External Landscaping	2	£ -	£ -
External Repairs & Maintenance	2	£ 3,000.00	£ 750.00
Health & Safety	2	£ 207.00	£ -
Help Desk	2	£ 24.00	£ 25.20
Audit Fees	2	£ 24.00	£ 24.00
Management Fees	2	£ 237.90	£ 237.88
Facilities Management	2	£ 302.53	£ 302.52
	<b>2 Total</b>	<b>£ 3,935.43</b>	<b>£ 1,339.60</b>
	<b>TOTAL</b>	<b>£ 33,545.65</b>	<b>£ 42,544.63</b>