



**JOHNSON FELLOWS**  
CHARTERED SURVEYORS

**Hamilton District Centre**

**Maidenwell Avenue**

**Leicester**

**LE5 1BJ**

**Service Charge Budget Report**

**1<sup>st</sup> January 2016 to 31<sup>st</sup> December  
2016**



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## **Introduction**

This report has been produced by Johnson Fellows on behalf of the Landlord, Tesco Stores Limited. It is intended to provide details of the planned expenditure for the service charge year commencing 1<sup>st</sup> January 2016.

Whilst leases for units at the property do provide for the operation of a service charge for the upkeep of the common parts and services, a service charge has not operated in recent years. A service charge is now being established to attend to the upkeep of the property.

This report is intended to provide details of the planned expenditure for the forthcoming service charge year. As this is the first such report, we will look too improve the accuracy of the budget during the initial years of its operation.

## **The Property**

The property is located on the northern eastern section of the Leicester outer Ring Road, the A563 Hamilton Way, about 4 miles from Leicester City Centre. The premises consists of a parade of 7 shops arranged in a 'L' shaped layout with one section fronting south and a grassed area and Library, the section facing east and Topaz Way. To the rear is a communal service yard accessed from the road servicing the rear of the Tesco Extra located adjacent to the property.

The communal areas maintained directly by the service charge are the external and structural parts of the Building, the rear service area and the immediately adjoining pedestrian and landscaped areas. Contributions are also to be made towards the repair and maintenance of the other common areas of the Centre including the landscape areas, service roads and car park.

## **Voids and Concessions**

The Landlord assumes responsibility for the service charge attributable to any void unit and service charge concessions.

## **VAT**

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

## **Banking**

Due to the general level of service charge funds, we do not maintain the funds in a discreet bank account. As a consequence the service charge is not credited with any interest, neither are any bank charges allocated to the service charge accounts. The funds are held within the Johnson Fellows Clients Account, which is maintained with Barclays Bank plc, Kidderminster branch, sort code 20-46-06.



### **Service Charge Objectives**

The objective of Johnson Fellows as Managing Agents 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 object of the budget report is to provide clear explanation for 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 year.

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 welcome. We would also welcome constructive feedback on the communal services provided at the property.

The service charge is administered having regard to Service Charges in Commercial Property; RICS Code of Practice 3<sup>rd</sup> Edition.



## **Management Team**

### Facilities Manager

Chris Monteith

Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW

Direct Dial: 0121 234 0409

Mobile: 07786 072 755

Email: [chris.monteith@johnsonfellows.co.uk](mailto:chris.monteith@johnsonfellows.co.uk)

Chris Monteith is responsible for the repair and maintenance of the property and statutory compliance.

### Management Surveyor

Jeremy Williams

Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW

Direct Dial: 0121 234 0454

Mobile: 07884 352 576

Email: [jeremy.williams@johnsonfellows.co.uk](mailto:jeremy.williams@johnsonfellows.co.uk)

Jeremy Williams is responsible for the overall management of the property.

### Service Charge Accountant

Rebecca Glover

Client Accounts

Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW

Direct Dial: 0121 234 0405

Email: [rebecca.glover@johnsonfellows.co.uk](mailto:rebecca.glover@johnsonfellows.co.uk)

Rebecca Glover is the client accountant responsible for this property.



### **Service Charge Apportionment**

The service charge costs are apportioned in line with the terms of the leases which provide for each tenant to pay a due proportion of the service charge which is attributable to each tenant's premises. The general method of apportionment adopted has regard to the Net Internal Area of each unit. This is shown in Appendix A.



## **Budget Commentary**

### ***SCHEDULE 1 – Commercial***

**All figures are shown net of VAT**

- **Cleaning** **£1,000**

Budgeted cost for periodic litter pick of the site; annual clean of the canopy, facade and block paving; and a small contingency for any potential fly tipping or graffiti.

- **Building Repairs** **£2,000**

Budgeted costs block paving repairs and contingency for unforeseen repairs.

- **Drain Maintenance** **£600**

Annual flush out of drainage channel and aco drains around the centre.

- **Electrical Maintenance** **£1,000**

Budgeted cost for the annual testing of the lightning conductor that is on site, to ensure that it is compliant and fit for purpose. This includes a cost for installation of solar panelled emergency lighting to rear service yard and re-lamping as required.

- **Landscaping** **£750**

Maintenance and high level pruning of the landscaped areas in the raised beds, includes implementation of weed control to paving slabs.

- **Health and Safety** **£750**

Health and safety audit of the site to ensure that it meets current regulations and highlights potential risks that can be managed.

- **Interest** **£0**

Any interest charge on late payment of the service charge will be credited to the budget heading.

- **Audit Fee** **£250**

The RICS Service Charge Code of Practice states that service charge accounts should be independently certified on an annual basis.

- **Management Fee** **£3,023**

This figure represents the cost incurred for the management of the property and administration of the service charge, including periodic inspection. The RICS Service Charge Code of Practice recommends that this be a fixed fee, subject to annual indexation (RPI).



- **Facilities Management** **£250**

The cost for the Facilities Manager to organise and supervise the service charge contracts and maintenance works.

**Total**

**Schedule 1** **£9,623**

.....  
Management Surveyor

.....  
Dated  
19<sup>th</sup> November 2015

.....  
Partner

.....  
Dated  
19<sup>th</sup> November 2015



## Appendix A

**Hamilton District Centre, Thurmaston, Leicester LE5 1BJ**

**Service Charge Apportionment Schedule**

**1st January 2016 to 31st December 2016**

<b>Unit</b>	<b>Tenant</b>	<b>GIA (sq m)</b>	<b>Schedule 1 All Tenants</b>
1	Void	96	13.0%
2	Wa Chilli Chinese Takeaway	107	14.4%
3	Rafik's Finest Fast Food	103	13.9%
4 & 5	Barnardos	217	29.2%
6 & 7	Central England Co-Op	219	29.5%
	<b>Total</b>	<b>742</b>	<b>100.0%</b>



## Appendix B

**Hamilton District Centre, Thurmaston, Leicester LE5 1BJ**

### **Service Charge Variance Schedule**

**1st January 2016 to 31st December 2016**

The property is VAT registered. Figures shown net of VAT.

Service Charge Item	Schedule	Budget 2015	Budget 2016	Budget v Budget Variance %	Budget v Budget Variance £
Cleaning	1	£ 1,250	£ 1,000	-20.00%	-£ 250
Building Repairs	1	£ 1,250	£ 2,000	60.00%	£ 750
Drain Maintenance	1	£ 250	£ 600	140.00%	£ 350
Electrical Maintenance	1	£ 250	£ 1,000	300.00%	£ 750
Landscape - External	1	£ 1,000	£ 750	-25.00%	-£ 250
Electricity Supply	1	£ 250	£ -	-100.00%	-£ 250
Health & Safety	1	£ 500	£ 750	50.00%	£ 250
Interest	1	£ -	£ -	0.00%	£ -
Audit Fee	1	£ 250	£ 250	0.00%	£ -
Management Fees	1	£ 3,000	£ 3,023	0.77%	£ 23
Facilities Management	1	£ 250	£ 250	0.00%	£ -
<b>Grand Total</b>		<b>£ 8,250</b>	<b>£ 9,623</b>	<b>405.77%</b>	<b>£ 1,373</b>