



**JOHNSON FELLOWS**  
CHARTERED SURVEYORS

**Market Hall Street/Church Street**

**Cannock**

**Staffordshire**

**WS11 1EB**

**Service Charge Budget Report**

**1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018**



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





## **Introduction**

This report has been produced by Johnson Fellows on behalf of the Landlord, Cabot Investments Limited. It is intended to provide details of the planned expenditure for the service charge year commencing 1<sup>st</sup> April 2017.

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 Service Charges in Commercial Property, 3<sup>rd</sup> Edition; RICS Code of Practice.

## **The Property**

The subject property is located within Cannock Town Centre. It comprises two storey retail and ancillary accommodation fronting Market Hall Street and three storey retail and ancillary accommodation fronting Church Street. There is a car parking area/service deck at second floor level, which is accessed via Church Street.

Internal common areas include stairs from the second floor service deck, the first floor corridor, stairs from the first floor corridor, the ground floor corridor, and the goods lifts within Phases 1&2 (Market Hall Street). The internal communal stairs and lift at Church Street have been removed from the service charge budget for the new year, following the inclusion of this area within the lease granted on 3 Church Street.

## **Voids and Concessions**

Where any void units exist, the responsibility for the service charge rests with the Landlord. At the commencement of the service charge year the void units include 14 Market Hall Street, 1st Floor 16 Market Hall Street, 16b Market Hall Street and 7 Church Street.

## **VAT**

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

## **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.

There is no sinking fund or reserve fund.



### **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 objective of the budget report is to provide a 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 welcomed. We would also welcome constructive feedback on the communal services provided at the property.



## **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:

Ian Starbuck

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

Direct Dial: 0121 234 0462

Mobile: 07887 745 635

Email: [ian.starbuck@johnsonfellows.co.uk](mailto:ian.starbuck@johnsonfellows.co.uk)

Ian Starbuck 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 principle for the apportionment of the service charge expenditure is to enable the sharing of costs of the common services between the occupiers who benefit from the services. Where services only benefit a few occupiers, these are apportioned to separate schedules to which only the occupiers who benefit contribute towards.

The four service charge schedules adopted are:

Schedule 1 – Phases 1 & 2 Market Hall Street

Schedule 2 – Phase 3 Church Street

Schedule 3 – Phase 4 Church Street Lift (No longer used)

Schedule 4 – All Phases

Having regard to the nature of the property, the most appropriate method for calculating the apportionment percentages is on a fair and reasonable basis having regard to floor area. Certain leases contain fixed percentages for recharge, but the fair and reasonable percentage has been adopted, which in all cases are at a level slightly below the fixed percentage stated in the relevant lease documents.

Schedule 3 is no longer used. The lift and internal stairwell has now been demised to the occupier of 3 Church Street. In addition, the internal cleaning and building repair costs have been removed from Schedule 2.

An Apportionment Schedule for the property is attached at Appendix A.



## **Budget Commentary**

### **SCHEDULE 1 - Phases 1 and 2 Market Hall Street**

**All figures are shown net of VAT**

- **Cleaning** **£13,875**

Cost for the onsite caretaker who carries out the cleaning of the communal areas. The budget has increased within Schedule 1 for the current year. The internal cleaning duties have been removed from Schedule 2, but it was felt beneficial for the property to maintain the same contract hours. Schedule 2 now picks up a 50% share of external costs only. The remaining 50% of the external costs, together with the full cost for the cleaning of the internal corridors is allocated to Schedule 1.

- **Refuse** **£22,200**

Daily collection of all tenants waste at site. The budget has been increased in order to reflect the rise in the contract rate for the refuse collection and recycling.

- **Internal Building Repair** **£3,000**

Budgeted cost for ad hoc internal repairs of the common areas, including the required works to the fire door and any issues identified within the health and safety report. The budget has been maintained at the same level.

- **Lift Maintenance** **£960**

Annual maintenance contract for the two lifts, consisting of three services by ThyssenKrupp lifts and an insurance inspection.

- **Lift Repairs** **£5,000**

The anticipated cost of repairs required to the lifts following the insurance survey to ensure that the equipment is compliant and safe. The budget has been reduced for the current year following the completion of various works last year.

### **Total**

**Schedule 1** **£45,035**



## **SCHEDULE 2 – Phase 3 Church Street**

**All figures are shown net of VAT**

- **Cleaning** **£4,625**

Cost for the onsite caretaker who carries out the cleaning of the communal areas. The budget has been reduced for Schedule 2 for the current year. The internal cleaning duties have been removed following the inclusion of these areas within the lease granted on 3 Church Street. The budget figure reflects 50% of the cost of the external cleaning costs. The remaining 50% is allocated to Schedule 1.

### **Total**

- Schedule 2 **£4,625**

## **SCHEDULE 4 – All Phases**

**All figures are shown net of VAT**

- **Fire Prevention** **£9,250**

Annual cost for weekly fire alarm testing, emergency light testing, fire alarm drills, testing of the fire extinguishers, dry riser testing, sprinkler maintenance and monitoring. Included in the cost is a budgeted figure for any ad hoc unforeseen repairs that may be required. The budget has been increased marginally for the current year.

- **External Building Repairs** **£5,000**

The budget provides for external repairs that are required to the car park deck and building fabric. The budget has been maintained at the same level for the current year, with the aim of addressing the items identified within the health and safety report.

- **Drainage** **£500**

Annual flush out of the drainage system at site. The budget has been maintained at the same level.

- **Electrical Repairs** **£600**

Contingency sum for any unforeseen repairs. The budget has been maintained at the same level.

- **Electricity Supply** **£5,200**

The cost of the electricity supply to the common areas. The budget is based on the consumption over the previous 12 months. It has been maintained at the same level.



- **Telephone** **£350**

The cost heading is for the phone line at the Centre that is used for alarm monitoring and for the caretaker to liaise with the Managing Agents and contractors.

- **Health and Safety** **£900**

The budget is for the preparation of the annual health and safety audit for the site and the inclusion of an asbestos management plan.

- **Audit Fees** **£400**

The cost for an independent accountant to certify the service charge expenditure for the year.

- **Management Fee** **£12,128**

This figure represents the costs incurred for the management of the property and administration of the service charge, including periodic inspections. The RICS Service Charge Code of Practice recommends that this be a fixed fee, subject to annual review or indexation. The budget has been increased in line with the Retail Price Index, which has shown a 2.6% increase over the 12 month period.

- **Facilities Management** **£1,333**

The cost for the Facilities Manager to organise and supervise the service charge contracts and maintenance works. The fee has been increased in line with the Retail Price Index, which has shown a 2.6% increase over the 12 month period.

**Total**

**Schedule 4** **£35,661**

.....  
Management Surveyor

.....  
Facilities Manager

.....  
Dated  
8<sup>th</sup> March 2017

.....  
Dated  
8<sup>th</sup> March 2017



Appendix A

Market Hall Street/Church Street, Cannock, Staffordshire WS11 1EB											
Service Charge Apportionment Schedule											
1st April 2017 to 31st March 2018											
Address	Occupier	Floor Areas			G.I.A. Source	% Adopted			Sch 3 - Phase 3 Church Street	Sch 4 - All Phases Church St Lift	Source of Adoption
		Ground Floor	First Floor	Second Floor		Sch 1 - Phases 1&2 Market Hall Street	Sch 2 - Phase 3 Church Street	Sch 3 - Phase 4 Church St Lift			
<b>PHASE 3</b>											
3, Pt 9 & Flat 23 Church St	G Williams	0.00	0.00	357.15	357.15 Plans	0.00%	0.00%	12.32%	67.36%	7.74%	Floor Area
7 Church Street	Void	197.14	88.72	93.06	378.92 Plans	0.00%	0.00%	13.07%	0.00%	8.21%	Floor Area
9 Church Street	Halifax	95.39	173.08	0.00	288.47 Plans	0.00%	0.00%	9.26%	32.64%	5.82%	Floor Area
1 Church Street	Boots	894.97	882.36	116.35	1893.68 Plans	0.00%	0.00%	65.35%	0.00%	41.05%	Lease states 72%
				<b>TOTAL</b>	<b>2898.22</b>						
<b>PHASES 1&amp;2</b>											
Unit 1A	H Samuel	0.00	113.26	0.00	113.26 Plans	6.60%		0.00%	0.00%	2.52%	Floor Area
Unit 1B & Grd 1A	C Moule	176.51	58.34	0.00	234.85 Plans	13.69%		0.00%	0.00%	5.03%	Floor Area
2 Market Hall Street	Crawshaw	75.69	102.50	0.00	178.19 Plans	10.39%		0.00%	0.00%	3.86%	Floor Area
4 Market Hall Street	Vodafone	58.56	50.88	0.00	109.44 Plans	6.38%		0.00%	0.00%	2.37%	Floor Area
6 Market Hall Street	William Hill	74.99	86.20	0.00	161.19 Plans	9.40%		0.00%	0.00%	3.50%	Floor Area
8 Market Hall Street	3G UK	58.52	56.28	0.00	114.80 Plans	6.69%		0.00%	0.00%	2.49%	Floor Area
10 Market Hall Street	Blue Cross	57.41	57.95	0.00	115.36 Plans	6.73%		0.00%	0.00%	2.50%	Floor Area
12 Market Hall Street	Sportswift	62.31	56.36	0.00	118.67 Plans	6.92%		0.00%	0.00%	2.57%	Floor Area
14 Market Hall Street	Void	149.63	128.63	0.00	278.26 Plans	16.22%		0.00%	0.00%	6.03%	Floor Area
16a Market Hall Street	H Samuel	84.45	0.00	0.00	84.45 Plans	4.92%		0.00%	0.00%	1.83%	Floor Area
16b Market Hall Street	Void	58.25	0.00	0.00	58.25 Plans	3.40%		0.00%	0.00%	1.26%	Floor Area
1st Fl 16 Market Hall Street	Void	0.00	148.55	0.00	148.55 Plans	8.66%		0.00%	0.00%	3.22%	Floor Area
				<b>TOTAL</b>	<b>1715.27</b>	<b>100.00%</b>		<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	
										<b>MASTER TOTAL</b>	<b>4613.485</b>



**Appendix B**

**Market Hall Street/Church Street, Cannock, Staffordshire, WS11 1EB**

**Service Charge Variance Schedule**

**1st April 2017 to 31st March 2018**

The property is VAT registered. Figures for all Schedules are shown net of VAT.

Service Charge Item	Schedule	Budget 2016/2017	Budget 2017/2018	Budget v Budget Variance %	Budget v Budget Variance £
Cleaning	1	£ 9,000	£ 13,875	54.17%	£ 4,875
Refuse	1	£ 17,000	£ 22,200	30.59%	£ 5,200
Internal Building Repair	1	£ 3,000	£ 3,000	0.00%	£ -
Lift Maintenance	1	£ 960	£ 960	0.00%	£ -
Lift Repairs	1	£ 10,000	£ 5,000	-50.00%	-£ 5,000
<b>1 Total</b>		<b>£ 39,960</b>	<b>£ 45,035</b>	<b>12.70%</b>	<b>£ 5,075</b>
Cleaning	2	£ 9,000	£ 4,625	-48.61%	-£ 4,375
Internal Building Repair	2	£ 500	£ -	-100.00%	-£ 500
<b>2 Total</b>		<b>£ 9,500</b>	<b>£ 4,625</b>	<b>-51.32%</b>	<b>-£ 4,875</b>
Lift Maintenance	3	£ 500	£ -	-100.00%	-£ 500
Lift Repairs	3	£ 1,500	£ -	-100.00%	-£ 1,500
<b>3 Total</b>		<b>£ 2,000</b>	<b>£ -</b>	<b>-100.00%</b>	<b>-£ 2,000</b>
Fire Prevention	4	£ 9,000	£ 9,250	2.78%	£ 250
External Building Repair	4	£ 5,000	£ 5,000	0.00%	£ -
Drain Maintenance	4	£ 500	£ 500	0.00%	£ -
Electrical Repairs	4	£ 600	£ 600	0.00%	£ -
Electricity Supply	4	£ 5,200	£ 5,200	0.00%	£ -
Telephone	4	£ 350	£ 350	0.00%	£ -
Health & Safety	4	£ 900	£ 900	N/A	£ -
Audit Fees	4	£ 400	£ 400	0.00%	£ -
Management Fees	4	£ 11,821	£ 12,128	2.60%	£ 307
Facilities Management Fee	4	£ 1,300	£ 1,333	2.54%	£ 33
<b>4 Total</b>		<b>£ 35,071</b>	<b>£ 35,661</b>	<b>1.68%</b>	<b>£ 590</b>
<b>Grand Total</b>		<b>£ 86,531</b>	<b>£ 85,321</b>	<b>-1.40%</b>	<b>-£ 1,210</b>