



JOHNSON FELLOWS
CHARTERED SURVEYORS

Hamilton District Centre

Maidenwell Avenue

Leicester

LE5 1BJ

Service Charge Budget Report

1st January 2024 to

31st December 2024



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Introduction

This service charge budget report is intended to provide details of the planned expenditure for the service charge year commencing 1st January 2024.

The service charge is established as provided for in the leases for the upkeep of the common parts of the property.

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 to other common areas of the Centre including the service roads and car park.

Service Charge Objectives

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

We encourage leaseholders to provide comments on the format and/or the information contained in this report which would assist in the report being improved for the benefit of all concerned. We would also welcome constructive feedback on the communal services provided at the property.

As Managing Agents, Johnson Fellows aim to provide a high-quality management service in order to provide a well-maintained environment and delivering value for money for the service charge expenditure.

The service charge is administered having regard to Service Charges in Commercial Property; RICS professional statement 1st edition.

Voids and Concessions

The service charge for any void lettable units or attributable to any service charge concessions is the responsibility of the Landlord.

VAT

The Landlord has elected the property for VAT. Consequently, all expenditure budgets are quoted net of VAT, with VAT being charged at the appropriate rate.



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. Consequently, the service charge is not credited with any interest, neither are any bank charges allocated to the service charge.

Reserve Fund

There is no reserve fund at this property.

Service Charge Apportionment

The service charge operates for the whole property as defined in the lease documents. The apportionment percentages for each lessee are noted within the Service Charge Apportionment in Appendix A. The apportionment is based upon the lettable net internal areas.

A single service charge schedule operates for the building.

Management Team

Facilities Manager:

Robert Scott
Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW
Direct Dial: 0121 234 0407
Mobile: 07540 732 602
Email: robert.scott@johnsonfellows.co.uk

Robert Scott is responsible for the repair and maintenance of the property and statutory compliance.

Assistant Property Manager:

Narinder Sira
Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW
Direct Dial: 0121 234 0463
Mobile: 07745 539 094
Email: narinder.sira@johnsonfellows.co.uk

Narinder Sira assists with the management of the building, including the administration and collection of the service charge.

Management Surveyor:

Angela Lindop
Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW
Mobile: 07954 124545
Email: angela.lindop@johnsonfellows.co.uk

Angela Lindop is responsible for the overall management of the property.





Budget Commentary

SCHEDULE 1

All figures shown net of VAT.

- **Management Fee** £4,412

The fee to manage the property and administer the service charge, which is a fixed fee indexed linked annually to RPI.

- **S/C Audit Fees** £300

The accountancy fee for certifying the annual service charge.

- **Facilities Manager** £1,429

A share of the facilities management costs for the administration of maintenance works, contracts, inspections and compliance.

- **Landlords risk assessments, audits & reviews** £ 750.00

The estimated cost of the site annual Health and Safety Audit and any other periodic assessments or reviews that may be required during the service charge year.

- **Health & Safety** £0

This cost has been transferred to the heading of **Landlords risk assessments, audits and reviews** and therefore there is no budgeted expenditure under this heading in this service charge year. This heading will be removed from the budget in 2025.

- **Electricity** £500

The estimated cost of electricity to the communal external lighting.

- **Pest Control** £850

The estimated annual cost for 2024 for the pest control services that were implemented in 2023.

- **Snow clearance / Gritting** £1,200

The estimated cost of a reactive gritting service for the gritting of the external paved walkway and service yard. This cost is based on the actual expenditure in the previous service charge year.

- **Drainage** £1,800

The estimated cost of annual flush out of drainage channels and Aco drains around the centre. A contingency is applied for reactive blockages or drain clearance required, based on previous year expenditure.



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

A budgeted cost for the annual testing of the lightening conductor that is on site, to ensure that it is compliant and fit for purpose. Costs under this heading would also include any ad-hoc electrical repairs that are required or replacement lamps.

- **External Repairs** **£4,400**

This estimated cost has been added to the service charge budget to provide for general repairs to the external areas. Repair works arising from any Health and Safety Audits will also be recorded under this cost heading. The Health and Safety Audit carried out in 2023 has identified a number of works including pothole repairs, relaying and replacement of various paved areas, relaying of block work and installation of handrails for external steps. A contingency for these works has been provided for under this cost heading for the 2024 service charge year.

- **External maintenance** **£4,000**

Estimated cost for external maintenance of the site including periodic litter pick of the site, cleaning of the facade and block paving when required. A contingency for any potential fly tipping or graffiti and the maintenance and high-level pruning of the landscaped areas in the raised beds is provided for. Weed control to the paving slabs and any vegetation. The 2023 Health and Safety Audit highlighted areas requiring vine removal and clearance followed by repainting and additionally the repainting of 13 bollards.

- **Footpath Maintenance** **£0**

This cost has been removed from the budget and transferred to external repairs. This heading will be removed from the budget report in 2025.

- **Building Repair** **£4,300**

A contingency for any required repairs to the building over the period, a cost for cleaning and repairing both the canopy and downpipes when required has been included.

Total

Schedule 1 **£24,941.00**

This budget is net of VAT.

A Lindop

R. Scott

Management Surveyor

Facilities Manager





Appendix A

| Leicester:S/C Hamilton District Centre Maidenwell Aven (01995) | | | |
|--|---|-------------|-------------------|
| Service Charge Unit Percentages | | | |
| Recovery Group = sc | | | |
| Reconciliation Period = 01/01/2024-31/12/2024 | | | |
| *Amounts in gbp | | | |
| Unit | Tenant | Days | Schedule 1 |
| 0001 | Darul Fath Hamilton Trust | 365.00 | 13.0000 |
| 0002 | Marcus Chung & Nathan Chung | 365.00 | 14.4000 |
| 0003 | Pap Fa Ltd | 365.00 | 13.9000 |
| 0004 | Leicestershire & Rutland Organisation For The Relief | 365.00 | 29.5000 |
| 0005 | Barnardos | 365.00 | 29.2000 |
| | Total | | 100.0000 |



Appendix B

Leicester: S/C Hamilton District Centre Maidenwell Aven (01995)

Service Charge Budget Comparison

Recovery Group = sc

Reconciliation Period = 01/01/2024-31/12/2024

*Amounts in gbp

| Code | Description | Budget (12/2024) | Budget (12/2023) | Variance | % |
|-----------|--------------------------------------|------------------|------------------|-----------------|----------------|
| 1 | Schedule 1 | | | | |
| 5100-0101 | Management Fee | 4,412.00 | 4,053.00 | 359.00 | 8.8576 |
| 5100-0203 | S/C Audit Fees | 300.00 | 300.00 | 0.00 | 0.0000 |
| 5100-0309 | Facilities Manager | 1,429.00 | 1,313.00 | 116.00 | 8.8347 |
| 5100-0402 | Health & Safety | 0.00 | 750.00 | -750.00 | -100.0000 |
| 5100-0401 | Landlord Risk assessments and Audits | 750.00 | 0.00 | 750.00 | 100.0000 |
| 5200-0501 | Electricity | 500.00 | 500.00 | 0.00 | 0.0000 |
| 5300-1007 | Pest control | 850.00 | 0.00 | 850.00 | 100.0000 |
| 5300-1010 | Snow clearance / Gritting | 1,200.00 | 1,200.00 | 0.00 | 0.0000 |
| 5300-1016 | Drainage | 1,800.00 | 800.00 | 1,000.00 | 125.0000 |
| 5400-1207 | Electrical Maintenance | 1,000.00 | 1,000.00 | 0.00 | 0.0000 |
| 5400-1502 | External Repairs and maintenance | 4,400.00 | 0.00 | 4,400.00 | 100.0000 |
| 5400-1506 | External Maintenance | 4,000.00 | 4,000.00 | 0.00 | 0.0000 |
| 5400-1526 | Footpath Maintenance | 0.00 | 1,500.00 | -1,500.00 | -100.0000 |
| 5400-1530 | Building Repair | 4,300.00 | 4,500.00 | -200.00 | -4.4444 |
| | Schedule Total | 24,941.00 | 19,916.00 | 5,025.00 | 25.2310 |

Total **24,941.00** **19,916.00** **5,025.00** **25.2310**