



JOHNSON FELLOWS
CHARTERED SURVEYORS

All Saints Square & King Street

Bedworth,

CV12 8LP

Service Charge Expenditure Report

1st January 2023 to

31st December 2023



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Introduction

The service charge report is intended to provide details of the expenditure for the service charge year.

The service charge is to fund the maintenance of the communal structures, services and areas.

Johnson Fellows LLP were appointed as managing agents of All Saints Square & King Street Bedworth by Viners Capital Properties Ltd on 1st January 2023.

The Property

The property is a shopping parade of 10 retail units with a communal service yard and car parking at the rear. The retail units front All Saints Square and King Street whilst the car park is accessed from Croxhall Street.

The buildings are of traditional construction and comprises ground floor retail space with first floor ancillary accommodation.

The car park entrance has a barrier operated by ANPR.

The common parts include the main structure and external parts of the building (but not the shop frontages), the car park, service yard and access road, forecourts, soft landscaped areas, and the boundary walls/fences.

There are several communal systems which include fire alarms, lighting, drains, car park entry system and an electric supply.

All occupiers are responsible for contributing to the service charge expenditure for the property. Contributions are also received from Warwickshire County Council who have a lease for car parking and Wetherspoons who have access to the car park.

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. The service charge has VAT charged at the standard 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





A reserve fund has been established for future infrequent expenditure for the external redecoration of the buildings and the car park/service yard.

The total reserve fund is:

Balance December 2022	£4,018.08
Contribution 2023	<u>£13,000.00</u>
Balance 2023	£17,018.08

This is broken down between the schedules as follows:

Schedule 1:	£4,000.00
Schedule 3:	£2,500.00
Schedule 4:	£10,518.08

The reserve fund for roof repairs for the King Street units (Schedule 3) advised in the service charge budget for the year ending December 2024 is not presently required as the condition of the main roof of these units has been confirmed as satisfactory for the time being.

Service Charge Objectives

The object of this report is to provide clear explanation 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 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 the RICS professional statement: Service Charges in Commercial Property, 1st edition 2018.

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.

Management Surveyor:





Neil Wetherell

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

Direct Dial: 0121 234 0406

Mobile: 07836 313 914

Email: neil.wetherell@johnsonfellows.co.uk

Neil Wetherell is responsible for the overall management of the 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, as detailed in Appendix A.

Following a review of the service charge the apportionment matrix has been updated with effect from 1st January 2023. The intention is to provide more clarity of the expenditure being incurred and fair apportionment of that expenditure between leaseholders.

Not all occupiers contribute to all expenditure. For this reason, schedules are used, and these have been reviewed and updated for the apportionment of the service charge. These are:

Schedule 1 – All Saints Square Building - The tenants of 1-15 All Saints Square and 2-4 King Street contribute to this schedule which comprises of the repair and maintenance of the building.

Schedule 2 – All Saints Square Internal - The tenants of 1- 3 All Saints Square and 2A-2B King Street contribute to this schedule which comprises of the repair and maintenance of the internal corridor which provides access to the rear of these units from the service yard.

Schedule 3 – King Street Building - The tenants of 6-14 King Street contribute to this schedule which comprises of the repair and maintenance of the building.

Schedule 4 – Service Area - All tenants contribute to this schedule which comprises of the repair and maintenance of the service area and car park. There is a contribution to this schedule by Warwickshire County Council which has a lease for an area of the car park and are liable to contribute to some expenditure.

Schedule 5 – Residential - The costs associated with the communal parts of the residential flats at 12/14 King Street.

Expenditure Commentary

All figures are shown net of VAT.

SCHEDULE 1 – All Saints Square Building

- **Decoration External** **£0**

No expenditure was incurred.

- **Building Repair** **£0**

No expenditure was incurred.



- **Reserve Fund** **£4,000**

A contribution to the reserve fund has been made so external redecoration can be undertaken in 2024.

Total Schedule 1 **£4,000**

SCHEDULE 2 – All Saints Square Internal

- **Fire Prevention/detection** **£1,340**

The contract cost for the maintenance and testing of the fire alarm and emergency lights serving the internal areas.

- **Internal Repairs and maintenance** **£258**

A minor repair to the fire escape door.

Total Schedule 2 **£1,598**

SCHEDULE 3 – King Street Building

- **Decoration External** **£0**

No expenditure was incurred.

- **Building Repair** **£519**

A minor repair to the anti-vandal spikes preventing access to the roof.

- **Reserve Fund** **£2,500**

A contribution to the reserve fund has been made so external redecoration can be undertaken in 2024.

Total Schedule 3 **£3,019**

SCHEDULE 4 – Service Area

- **Management Fees** **£5,083**

This figure represents a fixed fee to manage the property and administer the service charge which is indexed linked annually to RPI.

- **S/C Audit Fees** **£500**

The service charge code provides for the service charge accounts to be certified on an annual basis. This cost covers the fee of the accountants for certifying the year end service charge accounts.



- **Facilities Manager** **£2,253**

The figure represents a contribution to the facilities managers costs, to administer the maintenance contracts and organise the repair and maintenance of the common parts. It is a fixed fee indexed linked annually to RPI.

- **Business Rates** **£4,456**

The non-domestic rates payable for the service area.

- **Landlords risk assessments audits & reviews** **£0**

The annual health and safety audit of the common parts was undertaken after the end of the service charge year.

- **Electricity** **£843**

The electric supply for the communal areas of the property, including the external lights and car parking control system.

- **Water and sewage charges** **£0**

No costs were incurred for water to the common parts.

- **External Cleaning** **£1,458**

The employment cost for the cleaning of the common areas, including the car park, service area and pedestrian walkway. The cleaning is undertaken for two hours each Monday and Thursday.

- **External Landscaping** **£504**

The contract cost for the maintenance of the soft landscapes areas and to treat weeds in the service area and car park.

- **Snow clearance / Gritting** **£1,404**

The cost for the gritting of the car park, service yard and pedestrian walkways.

- **Refuse collection** **£140**

The cost for removal of fly tipping.

- **Drainage** **£720**

Annual flush of the surface water drains serving the car park and service yard.

- **Car Park Management System** **£3,277**

The costs for the maintenance and repair of the car park entrance system, including maintaining the whitelist of vehicle registration number.

- **External Repairs and Maintenance** **£0**



No expenditure was incurred.

- **Electrical Repair** **£2,719**

The cost to repair the external lighting and install LED light fittings which will help reduced consumption costs.

- **Interest** **-£22.05**

Interest collected for the late payment of service charge has been credited to the service charge.

- **Other Income** **-£12,629**

The contribution from Warwickshire County Council and JD Wetherspoon towards the costs for maintaining the car park and service area.

- **Building Insurance** **£422**

The premium for the insurance of the car park and service area.

- **Reserve Fund** **£6,500**

A reserve fund for future irregular but reoccurring expenditure for the maintenance of the car park and service area. More details will be provided of the planned expenditure in future service charge reports, but anticipated costs include the resurfacing and relining of the car park.

Total Schedule 4 **£17,629**

SCHEDULE 5 – Residential

No budget was set for this year and no expenditure was incurred.

Total Schedule 2 **£0**

GRAND TOTAL **£26,247**

The total expenditure was £6,046 (18.7%) below budget.

Please note this budget is net of VAT at 20%.

.....
Partner

.....
Facilities Manager



Appendix A

All Saints Square/King Street Bedworth (p0000028)

Service Charge Unit Percentages

Recovery Group = sc

Reconciliation Period = 01/01/2023-31/12/2023

*Amounts in gbp

Unit	Tenant	Days	All Saints Square Building	All Saints Square Internal	King Street Building	Service Area	Residential
1-3	Coventry Resource Centre for the Blind (Original)	365.00	13.8600	50.4600	0.0000	10.6600	0.0000
5	DP Realty Limited (Original)	365.00	10.3000	0.0000	0.0000	7.9200	0.0000
7-9	Sportswift Limited (Original)	31.00	1.2825	0.0000	0.0000	0.9869	0.0000
7-9	Sportswift Limited (Holdover)	143.00	5.9159	0.0000	0.0000	4.5525	0.0000
7-9	Sportswift Limited (Renewal)	191.00	7.9016	0.0000	0.0000	6.0806	0.0000
11-15	Boots UK Limited (Original)	365.00	39.1600	0.0000	0.0000	30.1300	0.0000
2B	Hadi Ahmad Ali (Original)	151.00	1.8823	6.8508	0.0000	1.4479	0.0000
2B	Hadi Ahmad Ali (Renewal)	214.00	2.6677	9.7092	0.0000	2.0521	0.0000
2A-2	Latte Artist Ltd (Original)	137.00	3.4006	12.3788	0.0000	2.6161	0.0000
2A-2	Vacant	228.00	5.6594	20.6012	0.0000	4.3539	0.0000
4	Dan Li (Original)	365.00	7.9700	0.0000	0.0000	6.1300	0.0000
6	Hushang Salah Khodr (Original)	365.00	0.0000	0.0000	19.2000	4.4300	0.0000
8-10	Coventry Building Society (Original)	365.00	0.0000	0.0000	35.4600	8.1800	0.0000
12-14	Coventry and Warwickshire Partnership NHS Trust (Original)	181.00	0.0000	0.0000	12.2287	2.8216	0.0000
12-14	Coventry and Warwickshire Partnership NHS Trust (Renewal)	62.00	0.0000	0.0000	4.1888	0.9665	0.0000
12-14	Vacant	122.00	0.0000	0.0000	8.2425	1.9019	0.0000
12A-12B	Flats	365.00	0.0000	0.0000	20.6800	4.7700	100.0000
Total			100.0000	100.0000	100.0000	100.0000	100.0000



Appendix B

All Saints Square/King Street Bedworth (p0000028)

Service Charge Budget Comparison

Recovery Group = sc

Reconciliation Period = 01/01/2023-31/12/2023

*Amounts in gbp

Code	Description	Actual (12/2023)	Budget (12/2023)	Variance	%
1	All Saints Square Building				
5400-1516	Decoration External	0.00	2,500.00	-2,500.00	-100.0000
5400-1530	Building Repair	0.00	5,000.00	-5,000.00	-100.0000
5700-2202	Reserve fund	4,000.00	0.00	4,000.00	
	Schedule Total	4,000.00	7,500.00	-3,500.00	-46.6667
2	All Saints Square Internal				
5400-1211	Fire prevention/detection	1,340.31	2,000.00	-659.69	-32.9845
5400-1501	Internal Repairs and maintenance	258.00	1,000.00	-742.00	-74.2000
	Schedule Total	1,598.31	3,000.00	-1,401.69	-46.7230
3	King Street Building				
5400-1516	Decoration External	0.00	1,500.00	-1,500.00	-100.0000
5400-1530	Building Repair	519.00	2,500.00	-1,981.00	-79.2400
5700-2202	Reserve fund	2,500.00	0.00	2,500.00	
	Schedule Total	3,019.00	4,000.00	-981.00	-24.5250
4	Service Area				
5100-0101	Management Fee	5,082.80	4,506.00	576.80	12.8007
5100-0203	S/C Audit Fees	500.00	750.00	-250.00	-33.3333
5100-0309	Facilities Manager	2,253.00	2,253.00	0.00	0.0000
5100-0311	Business Rates	4,455.60	5,376.00	-920.40	-17.1205
5100-0401	Landlords risk assessments, audits i	0.00	750.00	-750.00	-100.0000
5200-0501	Electricity	843.42	3,000.00	-2,156.58	-71.8860
5200-0801	Water and sewage charges	0.00	100.00	-100.00	-100.0000
5300-1002	External Cleaning	1,457.93	1,750.00	-292.07	-16.6897
5300-1009	External Landscaping	504.00	750.00	-246.00	-32.8000
5300-1010	Snow clearance / Gritting	1,404.90	1,500.00	-95.10	-6.3400
5300-1014	Refuse collection	140.00	500.00	-360.00	-72.0000
5300-1016	Drainage	720.00	600.00	120.00	20.0000
5400-1216	Car Park Management System	3,277.43	3,500.00	-222.57	-6.3591
5400-1502	External Repairs and maintenance	0.00	5,000.00	-5,000.00	-100.0000
5400-1535	Electrical Repair	2,719.00	1,000.00	1,719.00	171.9000
5500-1601	Interest	-22.05	0.00	-22.05	
5500-1703	Other income	-12,628.97	-16,342.00	3,713.03	-22.7208
5600-1901	Building Insurance	422.17	300.00	122.17	40.7233
5700-2202	Reserve fund	6,500.00	2,500.00	4,000.00	160.0000
	Schedule Total	17,629.23	17,793.00	-163.77	-0.9204
	Total	26,246.54	32,293.00	-6,046.46	-18.7237



Appendix C

VINERS CAPITAL PROPERTIES LIMITED

**ALL SAINTS SQUARE
KINGS STREET BEDWORTH**

SERVICE COSTS STATEMENT

INDEPENDENT REVIEW

YEAR ENDED 31ST DECEMBER 2023

Haines Watts



All Saints Square
Kings Street Bedworth
Certificate of Service Costs for the Year Ended 31st December 2023

	2023
All Saints Square Building:	
Reserve Fund	4,000.00
	<u>4,000.00</u>
All Saints Square Internal:	
Fire Prevention	1,340.31
Internal Repairs & Maintenance	258.00
	<u>1,598.31</u>
Service Area:	
Management Fee	5,082.80
Audit Fees	500.00
Facilities Manager	2,253.00
Business Rates	4,455.60
Electricity	843.42
External Cleaning	1,457.93
External Landscaping	504.00
Gritting	1,404.90
Refuse Collection	140.00
Drainage	720.00
Car Park Management	3,277.43
Electrical Repair	2,719.00
Interest	(22.05)
Other Income	(12,628.97)
Building Insurance	422.17
Reserve Fund	6,500.00
	<u>17,629.23</u>
Kings Street Building:	
Building Repair	519.00
Reserve Fund	2,500.00
	<u>3,019.00</u>
Total Expenditure	<u><u>26,246.54</u></u>
Reserve fund:	
Balance @ 31.12.2022	4,018.08
Paid in during the year	13,000.00
Interest in the year	0.00
Balance @ 31.12.2023	<u><u>17,018.08</u></u>

Independent Accountant's Review Report

To the Manager, Viners Capital Properties Limited

We have reviewed the statement of service charge expenditure for the above property for the year ended 31 December 2023. The statement of service charge expenditure has been prepared by the Manager in accordance with guidance issued by the RICS in the Code of Practice, Services Charges in Commercial Property, 1st edition.

Manager's Responsibility for the Statement of service charge expenditure

The Manager is responsible for the preparation of the statement of service charge expenditure and for such internal control as the Manager determines is necessary to enable the preparation of statements that are free from material misstatement, whether due to fraud or error.

Reporting Accountant's Responsibility

Our responsibility is to express a conclusion on the statement of service charge expenditure based on the procedures we have performed and the evidence we have obtained. We conducted our review in accordance with International Standard on Review Engagements (ISRE) 2400, Engagements to Review Historical Financial Statements (Revised). ISRE 2400 (Revised) requires us to conclude whether anything has come to our attention that causes us to believe that the statement of service charge expenditure, taken as a whole, is not prepared in all material respects in accordance with the provisions of the Code of practice 'Service charges in commercial property' issued by the RICS. ISRE 4000 (Revised) also requires us to comply with relevant ethical requirements.

A review of a statement of service charge expenditure in accordance with ISRE 2400 (Revised) is a limited assurance engagement. The reporting accountant performs procedures, primarily consisting of making inquiries of management and others responsible for the services that comprise the service charge on this property, as appropriate, and applying analytical procedures, and evaluates the evidence obtained. The procedures do not include review of the allocation or apportionment of service charge expenditure to occupiers.

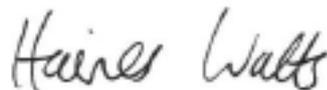
The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing. Accordingly, we do not express an audit opinion on the statement of service charge expenditure.

Conclusion

Based on the procedures we have performed and the evidence we have obtained, nothing has come to our attention that causes us to believe that the statement of service charge expenditure is not prepared, in all material respects, in accordance with the provisions of the Code of practice 'Service charges in commercial property' issued by the RICS.

Basis of Accounting and Restriction on Distribution and Use

Our report is made in accordance with the terms of our engagement and is intended solely for the Manager to issue to current occupiers. This report should not be distributed to or used by other parties. Our work has been undertaken to enable us to make this report to the Manager and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility or liability to anyone other than the Manager in connection with the report or this engagement.



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