



JOHNSON FELLOWS

Johnson Fellows LLP
180 Newhall Street
Birmingham
B3 1SJ

Hamilton District Centre

Maidenwell Avenue

Leicester

LE5 1BJ

Service Expenditure Report

1st January 2024

to

31st December 2024

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Introduction

This report has been produced by Johnson Fellows on behalf of the Landlord; Tesco Store Stores Limited is intended to provide details of actual expenditure during the service charge year 1st January 2024 – 31st January 2024

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 consist 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.

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 is quoted as 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, nor are any bank charges allocated to the service charge.

Service Charge Objectives

The object of this expenditure report is to provide an explanation of the service charge expenditure on a not for profit/not for loss basis.

As Managing Agents, Johnson Fellows aims to provide a quality management service in

order to provide a well-maintained environment and deliver value for money for the service

charge expenditure.

The service charge is administered having regard to Service Charges in Commercial Property. RICS Code of Practice.

Reserve Fund

There is no reserve fund at this property.

Management Team

Facilities Manager:

Robert Scott
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
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, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0463
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, 180 Newhall Street, Birmingham, B3 1SJ
Email: angela.lindop@johnsonfellows.co.uk

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

Budget Commentary

SCHEDULE 1

All figures show net of VAT.

Management Fee **£4,412**

The fee for property management and service charge administration is a fixed amount, indexed annually to the Retail Price Index (RPI). This cost aligns with the budgeted amount.

• **S/C Audit Fees** **£300**

The actual cost of the independent audit carried out by TC Group relates to the accountancy fee for certifying the annual service charge. This cost was on budget.

• **Facilities Manager** **£1,429**

The expenditure relating to facilities management costs, which covers the administration of maintenance works, contracts, inspections, and compliance. It is a fixed fee, indexed annually to the Retail Price Index (RPI). This cost was on budget for the service charge year

• **Landlord Risk Assessments & Reviews** **£625**

The actual expenditure for the annual site Health and Safety audit carried out by Veritas Safety Services. This cost was under budget for this service charge year.

• **Electricity** **£500**

The actual cost of electricity which supplies the communal external lighting. This cost was in line with the service charge budget.

• **Pest Control** **£756**

The actual expenditure incurred for the annual site pest control services. This cost was under budget for this service charge year.

Snow clearance / Gritting **£1,095.94**

The actual expenditure incurred for the gritting service for external walkways and the service yard. Gritting took place when temperatures were expected to drop to 0°C or below, or when there was a risk of ice. This service is reactive, and costs may fluctuate depending on how often it is required. This winter there were fewer cold weather events than the 2023 and the cost came in under budget.

• **Drainage** **£650**

During this service charge year, expenditure was incurred for the cleaning of drainage channels, road gullies, and ACO drains around the Centre. While a contingency was budgeted for reactive callouts and drainage repairs, no reactive visits were required. As a result, the total expenditure for drainage maintenance was under budget for the year.

- **Electrical Maintenance** **£321.75**

The annual expenditure of the retesting of the lightning conductor by Eurosafe Solutions Ltd.

- **External Maintenance** **£5,528**

This represents the actual expenditure of the ground's maintenance contract for the site. Alongside the contracted work, additional tasks were undertaken including external cleaning of the retail gutter units, repainting of bollards, wall painting, removal of vines and removal and disposal of damaged bin. This cost heading was 38% over budget due to additional work.

- **External Repairs** **£0**

This heading provides for any external repairs to the exterior areas and footpaths when required. There was no cost incurred under this cost heading during this service charge year.

- **Building Repair** **£0**

A contingency for any required repairs to the building over the period is budgeted for. In this service charge year there was no expenditure under this cost heading.

The actual expenditure for the year was £15,617.69 and the budgeted cost was £24,941.00. Overall, the actual expenditure was under budget for the service charge year ending 31st December 2024.

Total

Schedule 1 **£15,617.69**

This budget is net of VAT.

A Lindop

Management Surveyor

R. Scott

Facilities Manager



Appendix A

Leicester:S/C Hamilton District Centre Maidenwell Aven			
Service Charge Unit Percentages			
Recovery Group = sc			
Reconciliation Period = 01/01/2024-31/12/2024			
*Amounts in gbp			
Unit	Tenant	Days	Schedule 1
0005	Barnardos	366.00	29.2000
0002	Marcus Chung & Nathan Chung	366.00	14.4000
0003	Pap Fa Ltd	366.00	13.9000
0004	Leicestershire & Rutland Organisation For The Relief of Suffering Ltd	366.00	29.5000
0001	Darul Fath Hamilton Trust	366.00	13.0000
	Total		100.0000



Appendix B

Leicester:S/C Hamilton District Centre Maidenwell Aven (01995)					
Service Charge Budget V Actual Expenditure					
Recovery Group = sc					
Reconciliation Period = 01/01/2024-31/12/2024					
*Amounts in gbp					
Code	Description	Actual (12/2024)	Budget (12/2024)	Variance	%
1	Schedule 1				
5100-0101	Management Fee	4,412.00	4,412.00	0.00	0.0000
5100-0203	S/C Audit Fees	300.00	300.00	0.00	0.0000
5100-0309	Facilities Manager	1,429.00	1,429.00	0.00	0.0000
5100-0401	Landlords risk assessments, audits & reviews	625.00	750.00	-125.00	-16.6667
5200-0501	Electricity	500.00	500.00	0.00	0.0000
5300-1007	Pest control	756.00	850.00	-94.00	-11.0588
5300-1010	Snow clearance / Gritting	1,095.94	1,200.00	-104.06	-8.6717
5300-1016	Drainage	650.00	1,800.00	-1,150.00	-63.8889
5400-1207	Electrical Maintenance	321.75	1,000.00	-678.25	-67.8250
5400-1502	External Repairs and maintenance	0.00	4,400.00	-4,400.00	-100.0000
5400-1506	External Maintenance	5,528.00	4,000.00	1,528.00	38.2000
5400-1530	Building Repair	0.00	4,300.00	-4,300.00	-100.0000
	Schedule Total	15,617.69	24,941.00	-9,323.31	-37.3815
	Total	15,617.69	24,941.00	-9,323.31	-37.3815

Appendix C

TESCO STORES LIMITED

**HAMILTON DISTRICT CENTRE
HAMILTON, LEICESTER**

SERVICE COST STATEMENT

INDEPENDENT REVIEW

YEAR ENDED 31ST DECEMBER 2024



Hamilton District Centre
Hamilton, Leicester
Certificate of Service Costs for the year ended 31st December 2024

	2024	2023
Building Repair	-	650.00
Drain Maintenance	650.00	1,850.00
Foot Path Maintenance	-	-
Electricity	500.00	500.00
Electrical Maintenance	321.75	-
Gritting	1,095.94	1,406.66
External Maintenance	5,528.00	3,280.00
Pest Control	756.00	756.00
Health & Safety	-	846.75
Audit Fees	300.00	300.00
Management Fees	4,412.00	4,053.00
Interest	-	-
Facilities Management	1,429.00	1,313.00
Landlord Risk assessment, audit & rev	625.00	-
Total expenditure	15,617.69	14,955.41

No reserve fund is held on this property.

Independent Accountant's Review Report

To the Manager, Hamilton District Centre

We have reviewed the statement of service charge expenditure for the above property for the year ended 31 December 2024. 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.