



Winterbrook House

Battle Hospital

Oxford Road

Reading

RG30 1AP

Service Charge Budget

01st April 2026 – 31st March 2027

Contents

Introduction

The Property

Service Charge Objectives

VAT

Voids and Concessions

Banking

Reserve Fund

Service Charge Apportionment

Management Team

Budget Commentary

Budget Approval

Appendices

A. Service Charge Budget



Introduction

This report has been produced by Johnson Fellows on behalf of the Landlord, Tesco Stores Ltd. It is intended to provide details of the planned expenditure for the service charge period 1st April 2026 to 31st March 2027.

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 RICS Professional Statement; Service Charges in Commercial Property; 1st Edition.

The Property

The property is located off the A329 Oxford Road and is situated on the first floor of the Tesco Extra Store. The town centre is approximately 1 mile to the east and Reading West railway station lies less than ½ a mile to the east. Junction 4 of the M4 Motorway is approximately 3½ miles to the south.

The property is of steel framed construction with brick and clad elevations under a pitched roof. An archway leading from the front car park gives access to a secure gated car park to the rear.

The services provided at the property consist of the cleaning, landscaping and security with Tesco being directly responsible for their store and the areas immediately surrounding it.

Service Charge Objectives

The objective of Johnson Fellows as Managing Agent 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 this 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 period.

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.

VAT

The property is elected for VAT.

The VAT on the service charge expenditure attributable to the residential elements of the property cannot be recovered, so the gross expenditure is applied. The VAT on the commercial expenditure can be recovered, consequently the net costs plus VAT are applied, enabling the commercial leaseholders to recover the VAT charged to them.



Voids and Concessions

Where any void units exist, the responsibility for the service charge rests with the Landlord.

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.

Reserve Fund

There is no reserve fund.



Management Team

Facilities Manager:

Robert Scott
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
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:

Tina Hothi
Johnson Fellows, Charter House, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0462
Mobile: 07597 089316
Email: tina.hothi@johnsonfellows.co.uk

Tina Hothi is responsible for the overall management of the property.

Service Charge Accountant:

Kiesha Gregory
Client Accountant
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0405
Email: Kiesah.gregory@johnsonfellows.co.uk

Kiesha Gregory is the client accountant responsible for this property.

Budget Commentary

SCHEDULE 6 (Residential 100.00% Gross) – WINTERBROOK HOUSE BUILDING

- **Window Cleaning** **£1,440.00**

The cost heading provides for quarterly window cleaning. It has been maintained at the same level.

- **External Maintenance** **£18,000.00**

The cost heading provides a contingency sum for any external repairs that may need to be carried out to the structure, plus the annual test for the lightning conductor. It has been maintained at the same level.

- **Access Equipment** **£900.00**

The budget provides for the annual maintenance of the mansafe system in respect of the window cleaning. It has been maintained at the same level.

- **Help Desk** **£258.53**

This is a new cost heading for the service charge year. A 24 hour/7 day a week Help Desk has been set up to allow all occupiers to speak with a dedicated operative and report urgent items of repair and maintenance. This will ensure that matters can be handled promptly without delay. This cost heading will be increased annually in-line with RPI

- **Facilities Manager Costs** **£3,722.83**

The figure represents the costs incurred for periodic site inspections, to organise and supervise the various contracts in place, deal with items of maintenance and ensure compliance.

- **Adhoc Miscellaneous/Fly Tipping** **£2,400.00**

The figure represents the costs incurred for periodic cleaning; removal of fly tipping and any other adhoc works required on the site.

- **Onsite Security** **£12,000.00**

The figure represents the costs incurred for site security, due to ongoing issues with anti-social behaviour and periodic site inspections.

- **Insurance** **£10,800.00**

The budget provides for the annual building's insurance premium. The budget figure has been reduced based on last years premium.

- **Rear Carpark** **£16,470.00**



The budget provides for the annual building's insurance premium. The budget figure has been reduced based on last years premium.

- **Audit Fee** **£240.00**

The RICS Service Charge Code of Practice states that service charge accounts for commercial properties are to be independently certified on an annual basis. The Accountants fee for certifying the year end service charge account.

- **Management Fee** **£5,956.54**

This figure represents the costs incurred for the management of the property and the administration of the service charge. The RICS Service Charge Code of Practice recommends that this be a fixed fee, subject to annual review or indexation.

Total **£74,430.92 (Gross)**



Budget Approval

R. Scott

Blair

.....
Facilities Manager

Dated 8th July 2025

.....
Associate Partner

Dated 8th July 2025

Appendix A

Winterbrook House Battle Hospital, Oxford Road, Reading

Service Charge Budge Year Ending 2027

01st April 2026 - 31st March 2027

	GROSS
Window Cleaning	£1,440.00
External Maintenance	£18,000.00
Access Equipment	£900.00
Insurance	£10,800.00
Onsite Security	£12,000.00
Rear Car Park	£16,470.00
Adhoc Miscellaneous/Fly Tipping	£2,400.00
Audit Fees	£240.00
Help Desk	£310.24
Facilities Manager	£3,722.83
Management Fee	£7,147.85
	£73,430.92