

Title: Holborn DMC March Budget Report

Designation (Information/Discussion Report): Discussion

Recommendations: The DMC is asked to note the report notably the updates provided and new bids to be considered.

Report Summary: This report details the Holborn DMC budget allocation for 2024/2025, progress on approved bids and any new bids submitted for consideration.

1. Minor & Major Revenue Works Budget 2024/2025

- 1.1 The minor revenue and major works budget for 2024/2025 is **£148,080.00**. This budget is the consolidated total of the former minor works and major revenue works budgets.
- 1.2 All TRAs are encouraged to submit their bids as early as possible to allow enough time for assessment prior to DMC consideration. All expenditure must occur within the current financial year (2024/2025), unless it is clear that an individual scheme meets the capital criteria and needs to be categorised as such. To avoid capitalisation (carry forward) DMCs are encouraged to commit their in-year budget by their December meeting.
- 1.3 In the normal course of events, unspent budget cannot be carried forward from one year to the next. These rules are put in place by the Finance Department to ensure good governance of the Council's resources and meet financial regulations.
- 1.4 In exceptional circumstances money can be spent on specific projects using budget from the previous year. These must be decided on a case by case basis with the Finance Department. Any TRA seeking carry-over of funding should submit their case for carry-over of funding to the Ward Housing Manager who will refer this to the Finance Department for consideration.
- 1.5 TRAs are advised to use the Special Projects Grant (SPG) for social activities such as trips and community events. The SPG has a £750 limit, although funds can be requested twice within a 12-month period.
- 1.6 TRAs should continue to report back on all underspends and overspends, which will be noted in subsequent reports. Overspends are to be approved at DMC and

underspends to be returned to the budget in sufficient time to allow other TRAs to use the monies within the financial year.

2. Late Submissions

2.1 All bids should be discussed prior to being presenting to the DMC, with Tenant Participation Officers (***please refer to the application guidance***). This will ensure that the correct information regarding costs, resident consultation and input by other services/departments, if necessary, will be presented. It has therefore been agreed that no late and/or verbal bids can be tabled on the day but will be considered at the following meeting.

3. Bid Criteria

3.1 TRAs should refer to the application guidance that outline the process, eligibility and what funding can be applied for.

4. Bids for financial year 2024/2025

4.1 The table below outlines the in-year budget and spend to date

Total budget for the financial year	£ 141,920.00
Total of bids approved in year	£ 43,020.51
Balance available for the financial year	£ 98,899.49

4.2 There are two (2) new bids for consideration at the March meeting of 2024/2025.

TRA	Bid Request	Amount	Comments
Brunswick TRA	Soil and plants for planters on O'Donnell Court and Foundling Court podiums.	£12,050	To fill 72 disused planters with soil and plants
Tybalds TRA	Redecoration fencing along Blemundsby Windmill passage and around rose garden	£9,855	One quote – from Camden contractor that has been carrying out other work on the estate.
Holborn DMC	Rapid deployable cameras	£26,575	Sought following Holborn Special DMC meeting on 18/02/25 to discuss CCTV
Medway Court TRA	Painting of communal areas	£3,175	This was the cheaper of two quotes the TRA received
Medway Court TRA	Rejuvenation of communal garden	£3,902	Proposal uses existing hard landscaping, with deep clean, fresh soil and planting

Medway Court TRA	Jet washing of walls in communal areas	£4,992	TRA explored painting as an option but this was most cost-effective
Seymour House TRA	<ul style="list-style-type: none"> - Replace flooring in lift - Install cycle rack planters - Replace noticeboards in both entrances - Deep clean of communal stairwells and entrance floors and walls - Repaint entrance doors 	£5,664.72	Break down of costs is in the bid form

5. Itemised Bids Approved to Date

5.1 The table below list the bids approved in-year to date below for information with progress update where available.

TRA	Bid Request	Approved	Purchase Order date	Completion date	Comments
Brunswick TRA	£12,180.51	Yes	Officers scheduling with contractor		TRA hall redecorating
DMC bid	£2,500.00	Yes	Internal journal transfer	Yes	Event held on 28/09/24. Reps feedback to Special DMC on 29/10/24
Brunswick TRA	£4,750.00	Yes	13/1/25		Bid amended via express bid process. Delivery scheduled for 6/02/25
Gamages TRA	£3,840.00	Yes	13/1/25	29/1/25	Express bid process
Flaxman Court TRA	£19,750.00	Yes			TRA added as a supplier 4/2/25