

**Annex 2:****Budget Action Plan**

<b>Repairs and Maintenance</b>			
<b>Function</b>	<b>Function Description / Explanation</b>	<b>Action Category/ Action Description</b>	<b>Responsible Officer</b>
<b>R41A</b>	<b>Repairs and Maintenance General Fund</b>  Less than anticipated expenditure by £55.0K	Repairs and Maintenance balance carried forward through Repairs and Renewals Fund.	<b>D Richardson</b>

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<b>Sundry Accounts</b>			
<b>Function</b>	<b>Function Description / Explanation</b>	<b>Action Category/ Action Description</b>	<b>Responsible Officer</b>
<b>R45C</b>	<p><b>Utilities Holding Account</b></p> <p>More than anticipated expenditure by £133.0K</p> <p>More invoices processed for water bills in 2017/2018 than in 2016/2017 and an increase in expenditure on water.</p>	Investigation into the cause of the increase to be carried out by the budget holder.	<b>D Richardson</b>
<b>R45E</b>	<p><b>Insurance Holding Account</b></p> <p>More than anticipated expenditure by £127.1K</p> <p>Largely due to Marine and Towage services insurance costs going through this account where previously they were charged directly to the service.</p>	Budget will be re-aligned during 2018/19 financial year.	<b>G Waterson</b>
<b>R45F</b>	<p><b>Telephones Holding Account</b></p> <p>More than anticipated expenditure by £13.9K</p> <p>The recurring costs and usage charges from BT increased during 2017/18.</p>	The contract will be reviewed in 2018/19 to see if a better deal can be identified.	<b>H Green</b>

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<b>R45H</b>	<b>Postages Holding Account</b>  Less than anticipated expenditure by £14.3K  Mainly in respect of savings generated by Myview where payslips are viewed online.	Savings applied through the budget setting process for financial year 2018/19.	<b>K Greaves</b>