

Report of Head of Finance

Draft Revenue Budget 2014-15 and the Medium Term Financial Plan projections

1 Purpose of report

- 1.1 This report has been prepared to provide members with details of the medium term financial plan projections for revenue spending and to outline more details of the 2014-15 draft revenue budget for consultation.
- 1.2 This report also outlines the progress to date on identifying proposals to match spending to available resources and the potential use of reserves whilst proposals are developed and fully implemented.
- 1.3 The projections include assumptions made on the levels of council tax and government funding, which will be updated and amended prior to formal agreement in February 2013.

2 Executive summary

- 2.1 The Council faces a huge financial challenge to match its current spending levels with the levels of future forecasts for funding. In order to allow for the development and implementation of proposals to meet this challenge the forecast financial position for the next 4 years has been estimated and savings of approx. £1.7m in 2014-15 are needed to give a fully balanced position.
- 2.2 The Council has already made significant efficiencies in previous years and so the challenge is even further enhanced by the limited potential available for consideration.
- 2.3 With this in mind the initial budget assumption for 2014-15 has been to roll forwards current budgets and to adjust for any known savings proposal as and when they arise. This assumption will mean that the Council will continue to need reserves to fund its revenue budget whilst more robust and deliverable solutions are developed. However, the level of reserves needed has reduced from 2013-14 as savings proposals that have already been implemented are factored in.
- 2.4 The public need to be consulted on the budget proposed for 2014-15 and this report outlines the methods being proposed for this.

3 Appendices

- Appendix 1: Financial projections to 2017-18
- Appendix 2: 2014-15 Initial opening budget position
- Appendix 3: Initial ideas for savings proposals for 2014-15 and beyond
- Appendix 4: Consultation methodology
- Appendix 5: Draft Fees and Charges schedule

- 4 Proposed action: Resource Committee is invited to RESOLVE to:**
- 4.1 agree the indicative level of council tax increase to be included in the budget assumptions as part of the consultation, after considering the S151 officers advice in the report**
 - 4.2 agree the use of reserves to support the revenue budget over the short to medium term to allow for more robust service delivery options to be developed and implemented**
 - 4.3 agree the proposed draft fees and charges schedule and its inclusion in the information for consultation**
 - 4.4 agree the draft 2014-15 revenue budget, including the initial proposed savings suggestions, for consultation**
 - 4.5 agree the methods of consultation proposed.**

5 Background

- 5.1 This committee reviewed the emerging medium term financial position at its meeting in October 2013, which outlined the financial challenges facing the Council. The figures presented as part of that report have been refreshed and are shown at Appendix 1.
- 5.2 Proposals to meet the challenge are continuing to be developed. However, due to the size of the task it is proposed to use reserves to support the revenue budget again in 2014-15 whilst the Council time to review its service delivery methods and priorities, and to implement long term strategies to manage the funding shortfalls. Further development of proposals will be undertaken throughout the budget setting process with an aim to implement these through 2014-15 after consultation and agreement with members. Initial ideas for savings proposals are outlined in Appendix 3 with a view to developing more detailed implementation plans and potential further consultations where appropriate.
- 5.3 As such an initial draft budget for 2014-15 has been modelled, which takes account of any known or estimated savings and funding changes. This is shown at appendix 2. Where possible on-going changes to the current budgets have been included in the draft revenue budget for 2014-15.
- 5.4 Income from fees and charges will become a key consideration to help meet the financial challenge faced by the Council. An assumption has been made that the current fees and charges will be, where possible, increased by approx. 2.5% in line with average CPI current inflation rates for the past 12 months (Oct 2012-Oct 2013 average rate 2.6%, Current rate Oct 2013 2.2%). Some of these may, however, be commercially sensitive and the effect that the price increase may have on levels of demand has not yet been considered. Other fees and charges are limited by statute and as such will need to be reviewed in line with the

relevant guidelines. The committee is asked to note the proposed draft increases in the schedule and to agree for its inclusion in the consultation on the draft budget. An initial draft fees and charges schedule is shown at Appendix 5.

6 Discussion

The council's priorities for 2014-15

6.1 The council set its priorities as part of its Corporate Plan 2011-14, which also set out five strategic themes that will guide the planning and delivery of services for the people of the Borough. These themes are:

- **Promoting high quality growth**
- **Reducing crime and anti-social behaviour**
- **Improving life chances for young people**
- **Delivering efficient and responsive services**
- **Enhancing the environment**

6.2 The corporate plan also outlined how the council will achieve a sustainable and balanced budget for the future. The plan states the Council will be focusing on the following areas of cost reduction and revenue generation.

- **Maximising the return from property assets**
- **Reducing management and staffing costs**
- **Outsourcing services where applicable**
- **Generating income from fees and charges**
- **Reducing discretionary services**
- **Making changes to service standards**

6.3 These approaches reflect an ambition of the Council to balance its traditional focus on direct delivery of quality services to local people whilst beginning to embrace contemporary models of devolved service facilitation in partnership with private, public and voluntary sector agencies.

6.4 The priorities remain the same but the focus is moving towards the need to promote growth, both economic and residential, provide for the welfare and wellbeing of residents, particularly those who are most vulnerable, and also to ensure the residents safety, from a statutory and duty of care point of view.

6.5 These new areas of focus link closely to those of our main partners and other public sector bodies in the borough and provide for a more cohesive and joined up response for the future.

6.6 The Council is aware that with the predicted decreases to the level of central government support for the future, it will need to place less reliance on this source of funding and more towards its own locally raised taxes and income. In line with this, revenue spending levels should reflect the ability to raise funding locally to ensure that the budget position is sustainable and stable for the future. It is for this reason that the promotion of both economic and residential growth is

paramount to the continued financial sustainability of the council.

- 6.7 In the short to medium term, to allow for the continued development, consultation and implementation of the proposals revenue reserves will need to be once again used to support the current levels of service delivery and quality.
- 6.8 However, the level of general fund reserves is depleting each year as it is used to support the current levels of spending. This is not a sustainable position and changes to the levels of current spending need to be made prior to the 2015-16 budget preparation. The Reserves policy will be refreshed and presented to this committee in February 2014, where the current minimum level of reserves will be reviewed in line with the S151 officers Section 25 report on the financial robustness of the coming years budget.
- 6.9 Over the next year the choices and options for the changes to service delivery and quality will need to be further developed and consulted upon, to match the spending levels to the funding available and reduce the pressure on revenue reserves going forwards. These will not be easy decisions and so it is important to allow time for this development to ensure the right solution can be found and that robust decisions on service delivery and quality are made for the future. A considerable amount of work has already been done on this development and it is assumed that the proposals will be able to be delivered within the next 12 months to ensure that the budget position for 2015-16 is secure. Initial ideas are detailed in Appendix 3.

The medium term financial outlook

- 6.10 The Chancellor is due to announce his intentions for the next financial year in his Autumn Statement speech on 5th December 2013 and any implications for the Council will be built into any future financial projections. In addition to this the provisional local government finance settlement will not be known until later in December 2013, with the final figures not available until January 2014. These two items have the potential to change the funding position considerably and this may mean that a larger call on revenue reserves will be needed than originally thought. This position will be factored into the final budget proposed in February 2014.
- 6.11 There have been significant changes to the way local government is funded in line with the Local Government Finance Act 2012 coming into force. These are mainly around the localisation of council tax support and the business rates retention scheme. The accounting treatment of these items, in particular the business rates retention scheme, is still being considered. Once further details are known the effects of these issues will be built into the financial projections before final consideration by the committee in February 2014.
- 6.12 The Council has taken the decision to pool its element of retained business rates with other authorities in the county, to maximise the income from central government. The governance arrangements for this pooling have been agreed with both the Chief Executive and the Leader; in line with the delegation agree by Resources Committee. This will create a beneficial funding settlement to all pooling members and the Borough Council of Wellingborough should receive a

significant increase in the amount of Business rates income it gains from the benefits of pooling. As business rates grow in the borough, this benefit will increase. An initial estimate of the benefit has been included in the financial projections, but as the final figures will not be known until after the budget has been set, these may vary in year and will be reflected as part of the 2014-15 budget monitoring process.

The councils approach to the budget pressures for 2014-15 and the medium term

- 6.13 The medium term financial projections indicate a need to save approx. £1.7m in 2014-15, rising to approx. £2.3m pa by 2017-18. This equates to approximately £8m over the 4 years, which potentially will need to be met by reserves if further savings are not identified. The current level of general fund reserves is £4m. These estimates are based on the current know variables on spending and funding. Appendix 1 shows these in more detail
- 6.14 An assumption of a 1.99% Council Tax increases has been made in the projections, which is below the current referendum limit.
- 6.15 If the council tax is raised higher than the government referendum limit, currently at 2%, a local referendum may be called. This does not mean the council can not consider this option, but does mean that the risks of doing so are higher and the potential costs of the referendum would also need to be considered. The referendum level will be announced later in December 2014.
- 6.16 The Head of Finance, as Section 151 officer, recommends members agree a council tax increase of 1.99%, which will keep the council below the potential referendum level. The decision to increase council tax would benefit the council's finances not only in 2014-15 but more so over the medium term.
- 6.17 Some initial options for savings and efficiencies have been explored and where possible included into the financial projections. Other options are currently being generated based on the principles agreed at the October Resources Committee. These options need to be investigated further and agreed before being included in the figures, but should included as part of the consultation process and as such are explained further in the next section and at Appendix 3.

The consultation process

- 6.18 The Council has a duty to consult with the public and other external stakeholders on its proposed budget for the coming year. In addition to this external consultation, internal consultation should also take place with both members and officers. It is envisaged that this will be done via a series of workshop meetings and briefing sessions in the period between draft and final budget.
- 6.19 Appendix 4 sets out the recommendations on how the external public consultation should be carried out. This is similar to the approach taken last year.

7 Legal powers

Local Government Acts 1992 & 2003
Local Government Finance Act 2012

8 Financial and value for money implications

8.1 The medium term financial projections outline significant savings needed over the next 4 years to match spending levels with estimated funding levels. The budget strategy for this period is to reach a position where the revenue budget is sustainable and not supported by reserves.

8.2 However, it is recognised that it will take time to develop and implement suitable proposals to address this strategy. In the short term, reserves will be utilised to allow this development. The shortfalls identified will be kept under constant review and will require more robust and integrated service and financial planning for future years. The extent of the savings requires are shown in appendix 1.

9 Risk analysis

Nature of risk	Consequences if realised	Likelihood of occurrence	Control measures
Inaccuracies in the reported standstill budgets	Overspends and reduced reserves and balances	Low due to quality assurance	Robust financial practices
Changes in activity levels and new burdens in the short term	Overspends and reduced reserves and balances	Probable in the short term until more robust budget forecasting in place	Further improvements to forecasting arrangements
Assumptions in the report are unrealistic	Further adjustments to service delivery methods and savings targets in medium term and use of reserves in the short term	Possible	Robust monitoring of the variables and periodic refreshing of data
Failure to meet the financial strategy in the medium term	Further adjustments to service delivery methods and savings targets in medium term and decreased levels of reserves	Possible	Robust financial planning and budgetary processes, including the monitoring of the implementation of proposals

Failure to meet the savings required/efficiencies in a managed way	Further adjustments to service delivery methods and savings targets in medium term and use of reserves in the short term	Possible	Management actions and member monitoring. Compensating/ alternative proposals developed
Changes in future funding driven by government	Further adjustments to service delivery methods and savings targets in medium term and use of reserves in the short term	Possible	Close monitoring of potential changes and early reporting of impacts

10 Implications for resources

There will inevitably be significant resource implications across all service areas on staffing, finance and property resources arising from the budget process.

11 Implications for stronger and safer communities

Any implications will be considered as part of the budget setting process.

12 Implications for equalities

Equalities impact screening will be carried out as part of the budget setting process and any adjustments deemed necessary will be included in the final budget presented in February 2014.

13 Author and contact officer

Liz Elliott – Head of Finance.

14 Consultees

John Campbell – Chief Executive
 Bridget Lawrence – Head of Resources
 Steven Wood – Head of Planning and Development

15 Background papers

Medium term financial strategy Report – Resources Committee Oct 2013.

Medium Term Financial Projections 2014-15 to 2017-18

	2014/15	2015/16	2016/17	2017/18
	£ 000's	£ 000's	£ 000's	£ 000's
Current/revised spending levels B/F	10,425	10,385	10,273	10,391
Inescapable pressures:				
Inflation: Pay		50	100	100
Additional Contributions to offset Pension Strain	100	68	68	68
Income increases:				
Norse Partnership fee changes	-100	-30	-40	-40
Investment property income		-100		
Forecast other budget changes:				
Contract & procurement savings	-100	-50	-50	
Crematorium Operating net income		-100	-100	
Changes in welfare reform demand pressures		-50	-50	
Insurance premiums	60			
NI pressures from contracting out changes			90	
Local Plan pressures	0	100	100	-200
Total Changes to Base spending levels	-40	-112	118	-72
Revised spending levels C/F	10,385	10,273	10,391	10,319
Financed by: :				
Previous use of reserves or savings to be identified:	-1,890	-1,721	-2,041	-2,191
Central government Total Funding (incl growth in BRRS)	-5,008	-4,502	-4,133	-3,838
Council Tax (assumed 1.99% inc pa)	-3,287	-3,401	-3,520	-3,643
Council tax freeze Grant			32	
New Homes Bonus additional income above current budget	-369	-329	-579	-484
Total On going Funding available	-8,664	-8,232	-8,200	-7,964
Total Funding including the one off use of reserves from previous years	-10,554	-9,953	-10,241	-10,155
Additional savings needed to balance budget/additional use of reserves (+) or reduced need for reserves (-)	-169	320	150	164
Cummulative Total Savings needed:	1,721	2,041	2,191	2,355
	-4,109	-2,498	-997	1,195
Less used to fund annual base shortfalls	1,721	2,041	2,191	2,355
Creation of Budget Implementation reserve				
Use of Budget Implementation reserve	-110			
Contribution to Reserves		-540		
Total revised General Fund Balance	-2,498	-997	1,195	3,550

NB: Min level of Reserves is breached in 2015-16

2014/15 Draft Opening Budget for Consultation

Service Area	Original Budget 2013/14	Original Budget 2014/15
	£000's	£000's
Community Support	1,986	1,974
Environmental Protection	298	304
Health Protection	181	222
Community	2,465	2,500
Housing	514	550
Planning Policy and Regeneration	610	618
Planning and Building Control	312	144
Planning and Local Development Division	1,436	1,312
Environmental Maintenance	3,123	3,178
Waste and Transport	1,084	1,084
Environmental Services Division	4,207	4,262
Services Directorate	8,108	8,074
Organisational Development	307	231
Democratic Services	742	761
Property and Facilities	-299	-455
Resources Division	750	537
Information Technology Shared Service	1,057	1,066
District Law Shared Service	173	150
Accountancy	457	457
Internal Audit	87	65
Revenues and Benefits	101	296
Finance Division	645	818
Corporate Contingency	174	180
Council Tax Freeze Grant	-30	-30
Homelessness Grant	0	0
Collection Fund	0	0
New Homes Bonus	-461	-461
Bad Debt Provision	10	10
Depreciation & Amortisation	-1,546	-1,546
Non Distributed Costs- Pension Fund	1,185	1,185
Investment Income	-582	-312
Audit Fee & Bank Charges	159	96
Other Income and Expenditure	-1,091	-878
Resources Directorate	1,534	1,693
Corporate Management	447	215
Parish Precepts	443	443
TOTAL	10,532	10,425

- Promote further shared services/collaborative working with other local authorities and partners to create a shared revenue benefit. In particular the revenues and benefits department could be shared with a neighbouring authority or external partner. The potential to do this will be further explored in the coming months.
- Build to rent housing – either the building of new private sector rental properties or the conversion of current assets in to rentable properties at private market rates. Further investigation into the potential opportunities needs to be undertaken and a robust business case showing the benefits to the Council will need to be made.
- Contractual negotiations and procurement savings – such as the current leisure contract and insurance premiums. All current high value contracts should be reviewed and where possible procurement savings identified. If the contract is for desirable, but non-essential services that add value to the Borough but are not of a statutory nature, then the contract review should also include a full review of the service provision and its affordability over the medium term. Changes and variations to contracts to ensure the available resources are focussed on key priorities should also be included, and consultation undertaken as necessary.
- Review of current community grants policy and awards. Community grants are currently awarded to those organisations who add a value to the community. As revenue resources become scarcer the availability of funds to these organisations needs to be reviewed and potentially reduced in line with the overall reductions forecast in the Borough councils funding levels.
- Review of current discretionary rate relief policy and awards. Currently organisations who qualify for the statutory 80% element of rate relief are also able to apply for a further 20% discretionary rate relief funded by the Borough Council. As revenue resources become scarcer the availability of funds to these organisations needs to be reviewed and potentially reduced in line with the overall reductions forecast in the Borough councils funding levels.
- Strategic Asset management of the Councils current asset portfolio such as the disposal of assets that require high revenue costs, such as repairs and maintenance. Reinvest in services or assets that return higher values or are net nil on the revenue budget e.g. Photovoltaic panels on investment properties and/or strategic land holdings with no planned use.
- Review of current service delivery models to explore whether an alternative model would produce a revenue saving. This could potentially include the current provision of Day Care services for older people at Glamis Hall, with a view to ensuring a similar service is available within the borough for users to access but potentially via a different service delivery model and location.

Introduction

The Council has both a statutory and best practice obligation to consult with the community on its proposals for service priorities and draft budget allocation for the coming period. This appendix sets out officer recommendations for how the consultation on the 2014-15 budgets could be undertaken and is in line with the principles of consultation outlined in the Consultation toolkit as outlined below.

- Consultation must be based on understandable and accessible information so people can make informed responses. It must also be relevant and practical; there is no single 'right' way, but the method should be relevant to the issue.
- Timeframes should be proportionate and realistic to allow enough time to provide a considered response. Dependant on the nature and impact of the proposal and the ability to respond of the people being consulted. Most consultations be of an eight week duration. This can be extended for large consultations or, in exceptional circumstances, shortened for urgent matters.
- Consultation should begin early in policy development when views can genuinely be taken into account. It may be appropriate to engage in different ways at different stages.
- A mix of 'quantitative' methods (e.g. surveys where we can measure satisfaction or opinions/surveys numerically) and 'qualitative' methods (e.g. focus groups where we look for more in depth opinions or quality improvements) should be used

What are we consulting on?

In line with the consultation toolkit we will ensure that those being consulted know:

- Who is being consulted and why
- Which decisions will be influenced by the consultation
- Who will take these decisions
- When the decisions will be taken
- How the results will be fed back to them
- That anonymity will be respected if requested
- Who they can contact if they are unhappy about the consultation.

The consultation will be focused on the draft budget for 2014-15 and will ask:

- Are the proposals in the right areas for savings and/or income?
- Are we tackling the problem in the right way?
- Are there opportunities for savings and/or income we have not considered yet?
- Should any of the proposals be removed from the budget?

It is envisaged that the consultation documents will take the form of a double sided sheet comprising of explanatory text and a series of questions as outlined above. Where the leaflet is sent to community members directly it will be accompanied by a letter and postage paid return envelope.

Who will we consult with?

It is anticipated that the following groups will be consulted with:

- The general public
- The voluntary/community sector
- The business sector
- Employees

What methods do we plan to use?

Broadly to 2 methods will be used:

- *Passive consultation*: whereby it is assumed that consultees will find the consultation materials themselves. Examples include information on our website and leaflets placed in reception areas.
- *Active consultation*: where consultees are targeted directly with information. Examples include public and private meetings and mailshots.

In addition equality impact assessment screening forms will be completed for all proposals to change services to ensure that no vulnerable groups will be disproportionately affected, where it is possible to put in reasonable changes to the proposals.

How will consultation be done?

The proposal is to run the consultation in a phased approach.

Initial phases on the draft Budget proposals

Phase 1: following the Resources Committee on 12th Dec 2013 a passive consultation campaign will be launched, whereby there will be information on our website relating to the budget consultation and leaflets will be produced and left at reception areas.

Phase 2: In the New Year a more active consultation will begin, including the inclusion of budget information in "The Link".

Phase 3: Where necessary community meeting will be held to further inform specific groups

As the number of proposals and the effects on service delivery outlined in the draft budget may be limited further consultation will be undertaken as proposals are developed. These are unlikely to be prior to the setting of the 2014/15 budget but will be in preparation for the changes needed to face the financial challenges for future years.

Fees & Charges for the 2014/15 Financial Year

	VAT Status	Charge 2014/15 £
<u>Council Minutes etc.</u>		
<u>Minutes</u>		
Commercial Concerns	Zero Rated	151.70
Political Parties		
<u>Planning Committee</u>		
Agendas, reports and minutes	Zero Rated	303.40
Minutes	Zero Rated	76.80
<u>Register of land held by Public Bodies</u>		
Copy of an entry	VAT Exclusive	13.30
Duplicate sheet	VAT Exclusive	0.40
<u>Freedom of Information Act</u>		
Requests for information	O/S Scope	
A charge can be made for the materials (eg Paper, CD Rom, Video Tape etc) needed to respond to a request for information, if the total cost is £10 or more. If the cost of materials is less than £10 no charge can be made. Photocopies are to be charged at 10p per sheet of paper.		
Staff time taken to find and prepare the information in response to a request is to be charged at £25 per hour. However, if the total amount of time taken is less than 18 hours (£450), no charge may be made.		
<u>Cemeteries</u>		
<u>Interments-Public & Purchased Graves (Monday - 11.30 Friday)</u>		
Age to 1 month	Exempt	No charge
Over 1 month - 16 years	Exempt	No charge
Over 16 years		
Depth to 6 ft.	Exempt	354.60
Per additional ft.	Exempt	71.70
Chamber - Single Interment	Exempt	260.30
Chamber - Double or Second Interment	Exempt	471.50
Cremated Remains	Exempt	83.00
Memorial Chambers	Exempt	76.80
Prepurchased mausoleum	Exempt	746.20

Appendix 5

	VAT Status	Charge 2014/15 £
<u>Interments-Public & Purchased Graves (Friday after 11.30am to 3.30pm, Saturday 9.00am -10.30 am)</u>		
Depth to 6 ft.	Exempt	531.90
Per additional ft.	Exempt	107.60
Chamber - Single Interment	Exempt	390.50
Chamber - Double or Second Interment	Exempt	707.20
Cremated Remains	Exempt	125.00
Memorial Chambers	Exempt	115.80
Prepurchased mausoleum	Exempt	1119.30
* 50% uplift to basic charges with figures shown below rounded up to the nearest 10p		
<u>Exclusive Rights</u>		
Earth Graves (9 ft. x 4 ft.)	Exempt	355.60
Childs Plot (4 ft. x 3 ft.)	Exempt	178.30
Memorial Garden (2 ft. x 2 ft.)	Exempt	118.90
Chamber - Single Interment	Exempt	355.60
Chamber - Double or Second Interment	Exempt	355.60
Memorial Chamber, Ashes (Including Plaque)	Exempt	296.20
Mausoleum - Purchase, facia tablets and inscription	Exempt	3231.80
<u>Memorials</u>		
Vase or Tablet	Exempt	32.80
Headstone or other monument	Exempt	180.40
Kerb	Exempt	102.50
Additional inscriptions	Exempt	51.20
Replacement of headstones	Exempt	58.40
Use of chapel	Exempt	35.80
Use of organ	Exempt	35.80
Search Fee	VAT inclusive	39.90
Exhumation	Exempt	
Exhumation of Ashes	Exempt	

Special Conditions

Purchaser is a non-inhabitant (100% uplift in charges, applies to purchase of exclusive rights only)

Deceased was a non-inhabitant 100% uplift in charges,applies to interment fee and memorial applicants)

Appendix 5

**VAT
Status**

**Charge
2014/15
£**

A non-inhabitant is a person who has not resided in the Borough for at least one year, in the five year period prior to the memorial application or interment.

Appendix 5

	VAT Status	Charge 2014/15 £
<u>Maintenance of Graves</u>		
Levelling and turfing grassed graves on one occasion	Exempt	85.00
Maintaining other graves for 25 years	Exempt	697.00
Planting on a single occasion	Exempt	58.40
Spring & Summer flowers for 25 years	Exempt	1395.00
 <u>Day Centres</u>		
Daily fee to include meals	O/S Scope	7.60
Provision of transport	O/S Scope	4.10
Provision of assisted showers and baths		3.00
 <u>Swanspool Pavilion</u>		
Monday to Saturday- Minimum Charge (3 hours)		
Off Peak - Per Hour (Min. 2 hours)		
Level 1 - Open and close.	Exempt	14.80
Level 2 - Open, set out, clear away and close.	Exempt	18.90
Level 3 - As 2 but remain present.	Exempt	26.60
 Peak - Per Hour (Min. 2 hours)		
Level 1 - Open and close.	Exempt	18.90
Level 2 - Open, set out, clear away and close.	Exempt	26.60
Level 3 - As 2 but remain present.	Exempt	29.70
 <u>Glamis Hall - Non Sporting</u>		
Off Peak - Per Hour (Min. 2 hours)		
Level 1 - Open and close.	Exempt	17.90
Level 2 - Open, set out, clear away and close.	Exempt	21.50
Level 3 - As 2 but remain present.	Exempt	27.60
 Peak - Per Hour (Min. 2 hours)		

Appendix 5

	VAT Status	Charge 2014/15 £
Level 1 - Open and close.	Exempt	21.50
Level 2 - Open, set out, clear away and close.	Exempt	27.60
Level 3 - As 2 but remain present.	Exempt	34.80
<u>Tithe Barn</u>		

Off Peak - Per Hour (Min. 2 hours)

Level 1 - Open and close.	Exempt	18.90
Level 2 - Open, set out, clear away and close.	Exempt	22.50
Level 3 - As 2 but remain present.	Exempt	34.80

Peak - Per Hour (Min. 2 hours)

Level 1 - Open and close.	Exempt	22.50
Level 2 - Open, set out, clear away and close.	Exempt	34.80
Level 3 - As 2 but remain present.	Exempt	42.00

Finedon Town Hall

Off Peak - Per Hour (Min. 2 hours)

Level 1 - Open and close.	Exempt	14.80
Level 2 - Open, set out, clear away and close.	Exempt	18.90
Level 3 - As 2 but remain present.	Exempt	26.60

Peak - Per Hour (Min. 2 hours)

Level 1 - Open and close.	Exempt	18.90
Level 2 - Open, set out, clear away and close.	Exempt	26.10
Level 3 - As 2 but remain present.	Exempt	29.70

All Halls

Sundays and Bank Holidays - 50% surcharge

Commercial Rate - 100% surcharge

Registered charities 50% discount

8 or more bookings, bookings in excess of 16 hours 10% discount

Appendix 5

	VAT Status	Charge 2014/15 £
Cleaning Fee (Disco's, Weddings etc)	Exempt	63.50
Hire of Piano (where available)	Exempt	2.50
Licensed Bar Facilities (per booking)	Exempt	37.90

Parks

Floral Decorations	Exempt	30.70
Chairs - Charge per chair per day	Exempt	1.00
Bandstand Section - each per day	Exempt	3.50

Fairs

Charged at a daily rate per operating day for areas of land up to 15,000 square metres	Exempt	260.30
Additional 25% charged for any Bank Holiday on which the fair is operating	Exempt	325.40
Returnable deposit to be paid by the fair operators, some or all of which may be retained by the Council	Exempt	691.80

Parks Games

Football	VAT Inclusive	42.00
Cricket -Day Matches	VAT Inclusive	50.20
Cricket -Evening Matches	VAT Inclusive	33.80
Tennis per court (per 45 minutes)	VAT Inclusive	4.60
Bowls-Per Rink (per hour)	VAT Inclusive	4.60
Equipment Hire Charges-Per Item (Query the proposed charge)	VAT Inclusive	1.00
Equipment Hire charges-Deposit (per session)	VAT Inclusive	6.60
Parks Games - Percentage increase in fees and proposed charge includes VAT rate at 20%.		

Planning

Planning Application Fees	VAT Inclusive	Statutorily determined
Supply of a set of map extracts for Planning and Building Regulation Applications	Zero Rated	25.60

Copying Charges

First Sheet	VAT Exclusive	13.30
Duplicate Sheet	VAT Exclusive	0.40
Written Information from Archived Files to Solicitors and members of the public (per question)	O/S Scope	35.80
Planning Decisions notices	VAT Exclusive	15.30

Appendix 5

Copies of other documents (TPOs and S106 agreements)	VAT Status	Charge 2014/15 £	41.00
	VAT Exclusive		

Appendix 5

	VAT Status	Charge 2014/15 £
<u>Pest Control</u>		
<u>Pest Control - General Charges - All premises</u>		
Charge inclusive of Materials	VAT Exclusive	60.40
Call out charge- if treatment not required	VAT Exclusive	15.30
Council Tax & Housing Benefit claimants		FOC
<u>Food Safety</u>		
Street Trading - Licence	O/S Scope	1154.10
- Consent	O/S Scope	773.80
		0.00
Food Export Certificate		80.90
Voluntary Surrender of Food		£35 per hr
<u>Private Water Supplies</u>		
Risk assessment		35- 500
Sampling per visit (£35 per hour)		35-100
Other Investigations (£35 per hour)		35-100
Grant of Authorisation		100.00
Analysis of Samples		
Under Regulation 10		0-25
Taken during Check monitoring		0-100
Taken during Audit monitoring		0-500
<u>Health & Safety</u>		
Factual report requested for civil actions	O/S Scope	154.70

Appendix 5

	VAT Status	Charge 2014/15 £
<u>Health Courses</u>		
Food Hygiene/Health & Safety Courses		
Individual	VAT Exclusive	60.40
Group	VAT Exclusive	454.00
<u>Hackney Carriage / Private Hire</u>		
Vehicle licence	O/S Scope	187.80
Driver's Licence (2 years)	O/S Scope	104.50
Operator's Licence (3 years)	O/S Scope	305.40
Trailers	O/S Scope	56.70
Hackney Carriage Knowledge Test	O/S Scope	35.00
Private Hire Drivers Test	O/S Scope	10.00
Transfer of Vehicle Licence (paperwork only, no plates)	O/S Scope	22.40
Temporary Vehicle Transfer (plates included)	O/S Scope	68.00
Personal Plate Application (plates included)	O/S Scope	68.00
In Year Permanent Vehicle Replacement	O/S Scope	68.00
Temporary Drivers Badge	O/S Scope	10.00
Spares and Replacements:		
Rear Vehicle Plate	O/S Scope	25.00
Hackney Internal Plate	O/S Scope	17.00
Private Hire Internal Plate	O/S Scope	18.00
Bracket	O/S Scope	25.00
Windscreen Pouch	O/S Scope	8.00
Lost Drivers Badge Replacement	O/S Scope	10.00
<u>Private Sector Renewal</u>		
Accommodation inspection certificates	VAT Exclusive	113.70
Licence Application Fee for Houses in Multiple Occupation-Preliminary application	O/S Scope	143.50
Licence Application Fee for Houses in Multiple Occupation-Secondary application Maximum Fee	O/S Scope	199.80

Energy Assessments

Appendix 5

	VAT Status	Charge 2014/15 £
Energy Performance Certificates	VAT Exclusive	63.50
<u>CODE for Sustainable homes</u>		
Design Stage Assessment : Minimum fee		743.10
Design Stage Assessment : Per unit		74.80
Post Construction Review : Minimum fee		743.10
Post Construction Review : Per unit		107.60
Travelling Fees per mile		0.60

Appendix 5

	VAT Status	Charge 2014/15 £
<u>Building Control (excluding Countywide fees)</u>		
Building Control Charges	VAT Inclusive	Remain at current level
Copies of Building Regulation Approvals (Microfiched or stored applications)	O/S Scope	45.10
Copies of Completion Certificates (Microfiched or stored applications)	O/S Scope	45.10
Re-charge plan fee for applications rejected twice.	-	-
Written Information from Archived Files to Solicitors and members of the public (per question)	O/S Scope	35.80
All copies /documents after 2000		15.80
Archive search on information before 2000		44.50
Certificate for exempt work for Building Regulations	O/S Scope	55.30
Site Inspection to Ascertain Whether Building work is Exempt or not.	VAT Exclusive	84.00
Supervised Viewing of Files (per hour or part thereof)	O/S Scope	69.70
Provision of Site Specific Information or Reports on Commercial Projects – this includes Information on Ground conditions, Construction Details etc. (per hour or part thereof)	O/S Scope	71.70
Site visits requested for investigation or advice in respect of Building Regulation matters (not subject to current application) per hour or part thereof	VAT Exclusive	71.70
Withdrawal of Application before work commences or full plans examination takes place, and a refund of the fee is requested.	O/S Scope	63.50
<u>Clinical Waste</u>		
Clinical Waste Sack (landfill)	VAT Exclusive	3.00
Clinical Waste Sack (incineration)	VAT Exclusive	18.90
<u>Bulky Waste Collection</u>		
Up to 3 items	O/S Scope	35.30
SWANSPOOL HOUSE (Meeting rooms)		
Off Peak - Per Hour (Min. 2 hours)		
Level 1 - Open and close.	VAT Exclusive	18.90
Level 2 - Open, set out, clear away and close.	VAT Exclusive	22.50
Level 3 - As 2 but remain present.	VAT Exclusive	34.80

Appendix 5

	VAT Status	Charge 2014/15 £
Peak - Per Hour (Min. 2 hours)		
Level 1 - Open and close.	VAT Exclusive	22.50
Level 2 - Open, set out, clear away and close.	VAT Exclusive	34.80
Level 3 - As 2 but remain present.	VAT Exclusive	42.00

Wellingborough General Market Charges

Current Market Charges

Day	Permanent Traders		Casual Traders	
	Pebble Lane £	Main Market £	Pebble Lane £	Main Market £
Monday	9.00	N/A	15.00	N/A
Tuesday	14.00	N/A	19.00	13.50
Wednesday	10.00	9.00	15.00	14.00
Thursday	9.00	N/A	14.00	N/A
Friday	14.00	10.00	21.00	16.00
Saturday	17.00	12.00	24.00	18.00
Sunday	N/A	N/A	14.00	10.00

Proposed Market Charges from 1st April 2014

Day	Permanent Traders		Casual Traders	
	Pebble Lane £	Main Market £	Pebble Lane £	Main Market £
Monday	9.20	N/A	15.30	N/A
Tuesday	14.30	N/A	19.40	13.50
Wednesday	10.20	9.20	15.30	14.30
Thursday	9.20	N/A	14.30	N/A
Friday	14.30	10.20	21.50	16.40
Saturday	17.40	12.30	24.60	18.40
Sunday	N/A	N/A	14.30	10.20

1	Two stalls shall be available free of charge to charities or other not for profit users at the Council's discretion.
2	Vehicle or trailer units allowed to stand shall be charged as a single stall
3	Open areas used for trading on their own or in conjunction with a stall shall be charged as a single stall.
4	There shall be a surcharge of £1 per stall per day for each stall trading in fruit and vegetables and each other stall which generates and leaves disposal more than 1 standard bag full of waste per market
5	There shall be a loyalty bonus of two weeks credit per market for the February period for permanent traders who have sttod at least 48 weeks by the 31st December.
6	For casual traders who have not otherwise stood during that financial year, the casual trader rates shall be increased by £5 per stall for the two trading weeks prior to Christmas Christmas Day.
7	New permanent traders aged 25 years and under shall receive the equivalent of a three month rent free period during their first year of trading. This shall be taken in a pattern agreed by the trader.

LICENCE FEES FOR WELLINGBOROUGH TOWN CENTRE CONSENT STREETS

Current Fees from 1st April 2012

	Category 1				Category 2			
	Annual £	Quarterly £	Weekly £	Daily £	Annual £	Quarterly £	Weekly £	Daily £
Food & Drink	2,000	1,000	100	30	2,500	1,250	125	40
Other	1,200	600	100	30	1,500	750	125	40
Entertainment (Note 1)	25	N/A	15	10	25	N/A	15	10

Proposed Fees from 1st April 2013

	Category 1				Category 2			
	Annual £	Quarterly £	Weekly £	Daily £	Annual £	Quarterly £	Weekly £	Daily £
Food & Drink	2,000	1,000	120	50	A stall, kiosk, trailer, barrow, van, vehicle or other trading premises between 2m and 3.5m long (gross length excl. draw bar) or person not trading food occupying a pitch between 2m sq and 10m sq or a motorised ice cream van and which is removed at the end of each day. It is proposed that this Category is removed			
Other	1,200	600	120	50				
Entertainment (Note 1)	25	N/A	15	10				

Note 1-Not exceeding 6 persons, these are subsidised rates

Category 1 (Small Size)

A stall, kiosk, trailer, barrow or other trading premises less than 2 meters long (gross length excluding draw bar) or person with or without goods, equipment and apparatus occupying a pitch less than 4 square metres, which is removed at the end of each trading day.

Category 2 (Medium Size)

A stall, kiosk, trailer, barrow, van, vehicle or other trading premises between 2 meters and 3.5 metres long (gross length excluding draw bar) or person not trading food, occupying a pitch between 2 to 10 square metres or a motorised ice cream van and which is removed at the end of each trading day.

1. Daily and weekly rates are plus 50% for the two trading weeks prior to christmas day and the trading week following christmas day
2. Additional charges may be made for heavy users of electricity