



GREAT YARMOUTH
BOROUGH COUNCIL

Council

Date: Thursday, 22 December 2016
Time: 19:00
Venue: Council Chamber
Address: Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

AGENDA

Open to Public and Press

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

You must declare a personal interest but can speak and vote on the matter.

Whenever you declare an interest you must say why the interest arises, so that it can be included in the minutes.

3 PUBLIC QUESTION TIME

a) Question from Great Yarmouth and District Trades Union Council as follows :-

" In view of the current Universal Credit crisis, would the Council agree to hold a public meeting where agencies and those affected are encouraged to voice their own experience of this new benefit? That Mr Lewis, our MP is invited to that meeting, to hear first-hand the problems faced by residents.

Furthermore, will the Council implement a policy where those eligible, who present themselves to the Council, having been evicted because of sanctions or rent arrears triggered by Universal Credit system, are not considered to have intentionally made themselves homeless? In adopting such a policy, the Council commits to supporting the victims of the Universal Credit system find housing."

4 COUNCIL MINUTES

5 - 14

To confirm the Council minutes of the 3 November 2016.

5 SERVICE COMMITTEE MINUTES - OCTOBER 2016

15 - 38

To receive the following minutes :-

(a) Policy and Resources Committee - 6 October 2016

(b) Economic Development Committee - 10 October 2016

(c) Environment Committee - 12 October 2016

(d) Policy and Resources Committee - 18 October 2016

(e) Housing and Neighbourhoods Committee - 27 October 2016

6 MEDIUM TERM FINANCIAL STRATEGY 2017-18 TO 2020-21

39 - 74

Report attached.

7 FEES AND CHARGES 2017-18

75 - 100

Report attached.

8	<u>MARKET PLACE FEES AND CHARGES REVIEW</u>	101 - 114
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Report attached.

9	<u>COUNCIL TAX – TAX BASE - 2017-18</u>	115 - 118
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Report attached.

10	<u>ANY OTHER BUSINESS</u>
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To consider any other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.

Council

Minutes

Thursday, 03 November 2016 at 19:00

Present:

His Worship the Mayor (Councillor Bird) (in the Chair), Councillors Andrews, Annison, Bensly, Borg, Carpenter, B Coleman, M Coleman, Connell, Cutting, Davis, Fairhead, Flaxman-Taylor, Grant, A Grey, K Grey, Hacon, Hammond, Jeal, Lawn, Mavroudis, Myers, Plant, Pratt, Reynolds, Robinson- Payne, Rodwell, Smith, Stenhouse, Thirtle, Wainwright, Walch, Walker, Waters-Bunn, Weymouth, Williamson and Wright.

Also in attendance were :

Mrs S Oxtoby (Chief Executive Officer), Ms K Sly (Section 151 Officer), Mrs J Beck (Director of Customer Services), Ms J Cooke (Head of HR/Organisational Development), Mr D Johnson (Deputy Monitoring Officer) and Mr R Hodds (Corporate Governance Manager).

1 FORMER COUNCILLOR TONY BLYTH

His Worship the Mayor advised Members of the recent death of former Councillor Tony Blyth and Members stood in one minutes silence as tribute to former Councillor Blyth.

2 MAYOR'S ANNOUNCEMENTS

His Worship the Mayor welcomed to the Borough Council Sheila Oxtoby as the Council's newly appointed Chief Executive Officer, Karen Sly as the Section 151 Officer and Julie Cooke as the Head of HR/Organisational Development. His Worship also recorded the Council's thanks to Jane Beck and Donna Summers who had acted as the Council's interim Head of Paid Service and Section 151 Officer respectively over the past couple of months.

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Hanton and Jones.

4 DECLARATIONS OF INTEREST

Councillors Andrews, Bird, A Grey, K Grey, Hacon, Hammond, Jeal, Lawn, Mavroudis, Reynolds, Waters-Bunn and Weymouth declared a disclosable pecuniary interest in the items relating to the Council Tax Discretionary Discount Charges and to the item relating to the motions on notice relating to Universal Credit.

Councillor Thirtle declared a disclosable pecuniary interest in the items relating to Council Tax Discretionary Discount Charges, Safe at Home and Better Care Fund - Schedule of Fees and to the item relating to the motions on notice relating to the issue of Universal Credit.

The above members having declared their disclosable pecuniary interest left the meeting on motions of interest relating to Universal Credit and took no part in the voting or discussion there on.

5 PUBLIC QUESTION TIME

(a) Question from Mr P Davis :-

"Is the Leader of the Council aware of the adverse impact that the introduction of the full service of Universal Credit is having on tenants and landlords, social and private, in the Borough?"

In response, the Leader of the Council reported that he was fully aware of the impact of universal credit on tenants and landlords in the Borough and that he and officers of the Council had sought guidance from the Department of Works and Pensions on the likely impact that this would have on tenants and landlords in Great Yarmouth. The Leader also confirmed that the issue of Universal Credit was currently under review by the Borough Council on its impact to tenants and landlords.

In accordance with the constitution, Mr Davis was then entitled to ask one supplementary question as follows:-

"So what will you do as Leader of the Council to re-house those evicted in the Borough especially those where the Council has no obligation to re-house those evicted through rent arrears caused by Universal Credit, and those who have been in the Borough for less than two years?"

In response, the Leader reported that as far as he was aware no one in the Borough had been evicted from their property as yet because of Universal

Credit . He reported that in the event of a potential evictions taking place, the Borough Council had already arranged for measures and actions to be taken to mitigate any possible evictions. The Leader reminded Council that Great Yarmouth is a pilot area and that any problems associated with Universal Credit was being dealt with and any action where necessary would be expedited as far as possible.

(b) Question from Mr L Sutton:-

"Norfolk and Waveney's Sustainable Transformation Plan is discussed at Norfolk's Health and Wellbeing Board. Great Yarmouth Borough Council has a representative on this board. The Board has a general duty to promote the integration of health and social care, a key element of underpinning the Sustainable Transformation Plan.

Given the importance of the NHS plan for health and social care provision in the Borough of Great Yarmouth what engagement has Great Yarmouth Borough Council had with residents, elected representatives and others in forming its position on the sustainable transformation plan, what representations had been made by GYBC into the plan and does the plan provide better or worse healthcare for the people of Great Yarmouth?"

In response, Councillor Carpenter reported that Sustainability and Transformation Plans are a new approach introduced by the NHS in an attempt to ensure that health and care services are built around the needs of local populations. They are place-based, system-wide plans, in our case covering Norfolk and Waveney and cover integration with local authority services including, but not limited to, prevention and social care, reflecting locally agreed health and wellbeing strategies.

The approach for sustainable transformation plans is on planning at an area level, rather than organisationally, and the focus is on addressing three national challenges or 'gaps'

- Health and wellbeing gap - inequalities in health
- Care and quality gap - ensuring quality and performance of health and social services
- Finance and efficiency gap - ensuring a financially sustainable health and social care system

The Norfolk & Waveney sustainable transformation plan focuses on three key priorities

- Prevention and Wellbeing
- Primary Community and Social Care and
- Acute Care

It is recognised that the size of geographical footprint of our Sustainable Transformation Plan represents a considerable challenge to ensure full involvement across the whole system, particularly at the early stages of

developing plans. The Sustainable Transformation Plan Executive is made up of the following bodies:-

The five NHS Clinical Commissioning Groups, three hospital trusts, Norfolk Community Health and Care, Norfolk and Suffolk FT (mental health), East Coast Community Healthcare, East of England Ambulance Service, Norfolk County Council (including Public Health), the Norfolk and Waveney Local Medical Committee and Norfolk Independent Care. It is this Executive Board who are responsible for developing the STP. Each of the Clinical Commissioning Groups have been engaging directly with residents since the draft plans were prepared in July and as the independent body representing the views and concerns of people who live and work in Norfolk, Healthwatch Norfolk is also working with all the other organisations involved to understand what local people think about health and social care services.

The Council will continue to help shape the proposals locally through the Great Yarmouth Systems Leadership Partnership at Director level and through the Health and Wellbeing Board. We are also working closely with other Norfolk Councils as well as Waveney to ensure that the vital role played by a number of district services is recognised and maximised by closer working.

A key element of activity for the Sustainable Transport Plan Executive Board over the coming months will be engaging with the people and organisations of Norfolk and Waveney to help shape plans. Locally the Clinical Commissioning Group has appointed a new interim chief officer, with a view to a full appointment by Easter. We will work closely with the new appointees to ensure that there is a wider communication as possible with elected Members and with residents of the Borough about proposals for future changes to health and care services that affect them.

The Sustainable Transformation Plan is intended to take a whole systems approach, remove inefficiency in the system and place more emphasis on preventative services. It is too early to comment on whether this provides better or worse healthcare as it is a 5 year plan which has yet to be implemented. This Council will monitor through the mechanisms I have described the implementation of the plan but I personally welcome an approach which seeks to place more emphasis on preventative services and support for our residents. We are uniquely placed to support such an agenda through our own services such as housing and leisure.

In accordance with the constitution Councillor Sutton was then entitled to ask as supplementary question as follows:-

"Is it the Borough Council's intention to debate the sustainable transformation plan when this is published or will the Council not debate the plan?"

In response Councillor Carpenter reported that she would formally write to Councillor Sutton on this matter.

6 COUNCIL MINUTES

The Mayor presented the Council minutes of the 6 September 2016.

Proposer: Councillor Plant

Seconded: Councillor B Coleman

That the Council Minutes of the 6 September 2016 be approved.

CARRIED

7 SERVICE COMMITTEE MINUTES - SEPTEMBER 2016

Service Committee Minutes - September 2016

Proposer: Councillor Wainwright

Seconded: Councillor Plant

That the minutes of the September 2016 meetings of the Policy and Resources, Economic Development, Environment and Housing and Neighbourhoods Committees be received.

CARRIED

8 COUNCIL TAX REDUCTION SCHEME 2017

Council considered the Group Manager Customer Services report on the 2017 Local Council Tax Support / Reduction Scheme.

Council was recommended to agree that the 2017 scheme should be based on option 1 - current scheme which has been running for four years and limits the maximum amount of award for working age customers to 91.5% of the Council Tax Liability and that this should include any necessary alignment to the requirements under the Governments recent welfare reform proposals.

Proposer: Councillor Plant

Seconded: Councillor Carpenter

That the 2017 scheme be based on option 1 - current scheme as outlined above and that this should include any necessary alignment to the requirements under the Governments recent Welfare reform proposals.

CARRIED

9 COUNCIL TAX DISCRETIONARY DISCOUNT CHANGES

Council considered the Group Manager Customer Services report which sought agreement to the amendment of Council Tax discounts in accordance

with current legislation.

Proposer: Councillor Plant

Seconded: Councillor Grant

That approval be given to the following:-

- To proceed with the reduction in discount to Class A to 10%
- To proceed with the removal of discount for Class B
- To proceed with the reduction in awarding the discount of 100% from 3 months to 1 month for Class C
- To proceed with the removal of discount for Class D

CARRIED

10 SAFE AT HOME AND BETTER CARE FUND - SCHEDULE OF FEES

Council considered the Group Manager Housing, Health and Wellbeing's report which sought approval to increase the fees applied to adaptation and renewal works undertaken by "Safe at Home and Private Sector Housing Services".

Proposer: Councillor Carpenter

Seconded: Councillor Hacon

That approval be given to the approval of fees in respect of the Safe at Home and Better Care Fund as detailed in the Group Manager's report, and that the increase be applied from the 1 December 2016.

CARRIED

11 PSAA NATIONAL COLLECTIVE SCHEME

On reference from the Audit and Risk Committee of the 26 September 2016, Council was asked to agree to join the National Collective Scheme, led by the Public Sector Audit Appointment (PSAA), and that delegated authority be given to the Section 151 Officer (or Deputy) to communicate the willingness of the Council to join the scheme to PSAA and to enter into the scheme after a satisfactory examination/negotiation of the proposed terms and conditions is concluded .

Proposer: Councillor A Grey

Seconded: Councillor Wainwright

That approval be given to the Council agreeing to join the National Collective Scheme, led by the PSAA, and that delegated authority be given to the Section 151 officer (or deputy) to communicate the willingness of the Council to join the scheme to PSAA and to enter into the scheme after satisfactory examination/negotiation of the proposed terms and conditions is concluded.

CARRIED

12 APPOINTMENT OF MAYOR FOR 2017-18

Council was asked to agree that Councillor Kerry Robinson-Payne be appointed as Mayor of the Borough of Great Yarmouth for the Municipal Year 2017-18.

Proposer: Councillor Jeal
Councillor Wainwright

Seconded:

That Councillor Kerry Robinson-Payne be appointed as the Mayor of the Borough of Great Yarmouth for the Municipal Year 2017-18.

CARRIED

13 APPOINTMENT TO OUTSIDE BODIES 2016-17

Appointment to Outside Bodies 2016-17.

Proposer: Councillor Plant

Seconded: Councillor Carpenter

That Councillors B Coleman, Stenhouse and Williamson be appointed as the Councils nominated representatives on the Great Yarmouth Cultural Heritage Partnership.

CARRIED

14 YARMOUTH AREA COMMITTEE - CYCLE OF MEETINGS

On reference from the Policy and Resources Committee of the 18 October 2016, Council is asked to agree that the Yarmouth Area Committee meetings should now take place on a bi-monthly cycle.

The Chairman of the Yarmouth Area Committee, Councillor Walch, reported that this request from the Yarmouth Area Committee to increase the number of meetings was a proposal to engage further with the public on Yarmouth issues and would hopefully generate more interest from the residents of Great Yarmouth in the issues being dealt with by the Yarmouth Area Committee. Councillor Wainwright stated that he was not in favour of increasing the number of meetings and stated that there would be extra costs involved if Council were minded to agree to this increase. He did state however that if Council did agree to increase the number of meetings of the Yarmouth Area Committee then this should also apply to the number of meetings held by the Gorleston Area Committee.

Councillor Jeal stated that he was in favour of extra meetings to encourage the residents of Great Yarmouth to come along to these meetings.

Councillor Thirtle stated there was no evidence to support this request to increase the number of meetings and that the analysis of the Yarmouth Area Committee over last three years had shown that the average time of meetings was less than 1 1/2 hours and he felt that there was in fact a case to reduce the number of Yarmouth Area Committee meetings to two per annum.

Councillor Thirtle suggested that in the first instance this matter should be referred to the Constitutional Working Party as part of the overall review currently taking place into the new committee system.

Councillor K Grey stated that she was in favour of increasing the number of meetings of the Yarmouth Area Committee. Councillor Walker stated that his view was the evidence showed that there was a lack of public interest currently in meetings of the Yarmouth Area Committee and that by increasing the number of meetings would not necessarily encourage further people to attend. Councillor B Coleman endorsed the views of Councillor Walker on this matter. Councillor A Grey made the point that both the Chairman and Members of the Yarmouth Area Committee had requested and wished for an increase to the number of meetings.

Proposer: Councillor Thirtle
Councillor Plant

Seconder:

That the issue of the cycle of meetings of the Yarmouth Area Committee be referred for consideration to the Constitutional Working Party.

LOST

Proposer: Councillor Walsh
Councillor Grey

Seconder:

That the Yarmouth Area Committee meetings take place on a bi-monthly cycle.

LOST

(As stated under the Declarations of Interest Councillors Andrews , Bird, A Grey, K Grey, Hacon, Hammond, Jeal, Lawn, Mavouridis, Reynolds, Thirtle, Waters-Bunn and Weymouth left the meeting for the following item of business)

15 MOTIONS ON NOTICE

Members were advised that as the Mayor and Deputy Mayor had declared an interest in the following item it would therefore be necessary to elect a Chairman from the body of the meeting for the discussion of the following item. It was therefore proposed by Councillor Walker and Seconded by Councillor Wainwright that Councillor Plant should Chair the meeting for the following item. This was agreed by Council.

Proposer: Councillor Myers Seconder: Councillor Connell

That Standing Order 26.13.4 be waived to allow the Group Leaders to speak in excess of 5 minutes on this item.

LOST

In accordance with paragraph 26.11 (Motion on Notice) Council was asked to consider the following motions:-

(a) Notice on Motion from Councillors Connell, Myers, Stenhouse, Annison and Wainwright :-

"We the Council of Great Yarmouth call upon the Secretary of State for the DWP, Damion Green, MP to launch an urgent and immediate enquiry into all the negative and detrimental consequences that the roll out of Universal Credit is having in Great Yarmouth. We further call upon Neil Couling, Civil Service Head of Universal Credit, to immediately suspend the housing benefit element of Universal Credit to allow those who are subject to this transfer to do so without the threat of them being evicted from their homes."

(b) Notice on Motion from Councillors Wainwright, Williamson, Wright, Fairhead and Walker:-

"We call upon this Council to write to Damion Green MP Secretary of State for Work and Pensions and Brandon Lewis MP, to ask why the Borough of Great Yarmouth was chosen as a pilot area for a full digital roll out of Universal Credit when it was quite clear that there was not capacity within the system to deal with this, especially in a place like Great Yarmouth which has high levels of deprivation.

With this full digital roll out we now have over 2000 residents applying for Universal Credit, many of these residents in private rented accommodation who are in receipt of a housing benefit facing eviction, and a huge increase in the number of people visiting our food banks which are struggling to meet demand because of the delay in receiving benefits."

Councillor Myers and Councillor Wainwright spoke in support of their motions as detailed in (a) and (b) above respectively. Council were advised of issues relating to the length of time Universal Credit applications were being dealt with : the need for food banks in the Borough and on the general problem of disability benefits and their associated issues.

Other issues discussed by Members related to :-

- The difficulty in filling in the Universal Credit forms
- The way in which Great Yarmouth had been identified as a pilot area.
- The difficulty for people to ask questions and to get advice on Universal Credit
- Issues of Children that cannot be fed or housed appropriately
- The effect of the delay in which Universal Credit applications are being processed
- Disability benefits problems

Proposer: Councillor Wainwright
Councillor Smith

Seconder:

That the issues raised by the two motions and the discussions at this meeting be acknowledged, and that the four Group Leaders be requested to agree the content of a submission to be sent to the Secretary of State of Works and Pensions Damion Green, MP and to the Local MP Brandon Lewis.

CARRIED

16 ANY OTHER BUSINESS

(a) Independent Group

Councillor Myers reported that this group no longer existed and that with

immediate effect the Independent Group should now be known as the Tribune Group. The Deputy Monitoring Officer advised Councillor Myers that he should formally write to the Corporate Governance Manager advising him formally of the change to the Independent Group's status and the formation of the new Tribune Group on the Council.

The meeting ended at: 20:50

Policy and Resources Committee

Minutes

Thursday, 06 October 2016 at 14:30

PRESENT :

Councillor Plant (in the Chair); Councillors Carpenter, B Coleman, Hacon, Plant, Thirtle, Wainwright and Walker.

Councillor Stenhouse attended as substitute for Councillor A Grey

Councillor Walch attended as substitute for Councillor K Grey

Also in attendance :-

Mrs J Beck (Interim Chief Executive Officer), Mr R Read (Director of Housing and Neighbourhoods), Mr P Cheeseman (Employment Skills and Coordinator) Mrs T Bunn (Executive Support Manager) and Mrs S Wintle (Member Services Officer)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Annison, A Grey, K Grey and Jeal.

2 DECLARATIONS OF INTEREST

There were no Declarations of Interest declared at the meeting.

3 APPLICATIONS TO THE EUROPEAN SOCIAL FUND (ESF) IN RESPONSE TO NEW ANGLIA LEP'S EUROPEAN STRUCTURAL AND INVESTMENT FUND STRATEGY

The Committee received and considered the Employment Skills and Coordinator's report which gave details of the Council's successful application at stage one to the European Social Fund.

The Director of Housing and Neighbourhoods reported that the objectives set in the Corporate Plan were ambitious and are difficult to achieve with mainstream resources and that an innovative approach was required to external funding applications. He advised that the Council had been invited to submit two stage 2 applications to the European Fund (ESF) having successfully submitted outline proposals earlier in the year. These proposals requires match funding and in order to ensure that there is zero financial impact on the Council assumptions have been made about the success of bids in order to match fund others.

Members were advised that the Borough Council had received notification that they had been unsuccessful in their application to the Coastal Community Fund Bid which impacted on the ESF and other Bids.

The Employment Skills and Coordinator provided Members with an brief description of the projects aims and objectives and an overview of the Councils Proposals. He advised that these proposals were split in two parts, an Employability Worker who would provide face to face support to unemployed and economically inactive residents, and a small grants scheme which would be made available to the local community, voluntary and social enterprise organisations. These ESF proposals would provide the Council with resources for one FTE Employability Worker and one FTE Project Coordinator to manage the grant scheme.

The Director of Housing and Neighbourhoods advised that the Council has been invited to stage 2 for an application to the European Regional Development Fund (ERDF), but has secured an extension from the Department of Communities and Local Government who manage the ERDF in the UK. He advised that this is also at risk due to the CCF Bid not being successful and that alternative match funding needed to be sourced. This is currently being identified and is scheduled to be put forward as an agenda item for the next meeting of the Policy and Resources Committee.

Councillor Wainwright asked in relation to the £240,000 of grant funding and how this would be match funded. In response the Employment Skills and Coordinator advised that this funding could be met by recipient funding but that all match options would be considered. Councillor Wainwright expressed the importance for Local Member and Officer involvement throughout the process.

Councillor Thirtle asked whether officers were confident that they would be able to successfully locate 48 charitable organisations to receive funding. The Employment Skills and Coordinator stated that he believed this possible and would be a successful process. Councillor Thirtle also asked whether financially there would be an impact to the Council, and he was advised that there would be no financial impact to the Council.

Councillor Coleman asked for clarification in relation to the work continuing with the DWP, in light of the Coastal Community Fund Bid being unsuccessful, and he was advised that due to other local authorities withdrawing their applications, this Council understands that it is the only applicant to go through to a stage 2 application, therefore this may put the Borough Council in a good position to work with funders to look at alternative proposals. It was reported that a conference call has been proposed between GYBC, DWP/ESF and the DCLG/ERDF to discuss further options. Councillor Coleman asked when it was hoped that the delivery of the project would commence. The Employment Skills and Coordinator reported that the date was yet to be confirmed although he advised that it had been initially proposed for April 2017.

The Chairman advised that the Council had been an early adopter to pilot the Universal Credit Scheme, therefore the need for a positive outcome was imperative, and he suggested that a letter be sent to the Minister to state the Council's proposals. The Interim Chief Executive Officer advised that the Council had built a strong working relationship with both the DWP and the Job Centre through the pilot scheme. She advised that Julia Nix, Regional Director for the DWP attends regular meeting with the Council and that she fully supported the Bid process.

RESOLVED :

That the Committee endorse the Officers to continue to look at further funding options and bring an updated report to the next meeting of the Policy and Resources Committee.

The meeting ended at: 16:30

Economic Development Committee

Minutes

Monday, 10 October 2016 at 18:30

PRESENT :

Councillor B Coleman (in the Chair), Councillors Hammond, Hanton, Jeal, Grant, K Grey, Pratt, Thirtle, Walker

Councillor Hacon attended as substitute for Councillor Stenhouse

Councillor Williamson attended as substitute for Councillor Wainwright

Also in attendance :

Mrs J Beck (Interim Chief Executive Officer), Mr D Glason (Group Manager, Growth), Mr A Carr (Group Manager, Tourism and Communications), Mr D Wiles (Press and Communications Officer), Charlotte Paddock (Assistant Conservation Officer) and Mrs S Wintle (Member Services Officer).

1 CULTURAL HERITAGE CONFERENCE

The Assistant Conservation Officer provided Members with a brief presentation on the Cultural Heritage 'Wish you were here' conference, which will be held at St George's Theatre on Thursday 20 October.

2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Stenhouse and Wainwright.

3 DECLARATIONS OF INTEREST

There were no Declarations of Interest declared at this meeting.

4 MINUTES

The minutes of the meeting held on the 7 September were confirmed.

5 MATTERS ARISING

The Chairman reported for information that the Borough Council had received notification that they had been unsuccessful in their bid application to the Coastal Community Fund.

6 TOWN CENTRE MASTERPLAN

The Group Manager, Growth provided Members with a presentation detailing the priority areas, projects, milestones and consultation timetable for the Great Yarmouth Town Centre Master Plan.

It was reported that a draft Masterplan would be issued to Officers for sensitivity checking and internal scrutiny on the 11 November 2016 and then taken to the Town Centre Initiative Member meeting before the draft Masterplan document sign-off scheduled for the Economic Development Committee in December. Members were advised that a two week public consultation would be held in January 2017 which would comprise of a major town centre stakeholder workshop and two manned exhibitions in Great Yarmouth Market Place. The Great Yarmouth Masterplan was anticipated to be completed for February 2017.

Councillor Grant asked whether there were considerable changes expected as a result of the plan and that these would be deliverable. It was advised that although significant ideas had been suggested, these were subject to feasibility checks by the consultants, Carter Jonas.

Councillor Jeal suggested that Members of the Economic Development Committee have sight of the proposed plan, but he was advised that a final draft would be circulated to all Members at the next meeting.

RESOLVED :

That the Committee agree to hold a special meeting of the Economic Development Committee on the 19 December 2016 to consider the Masterplan.

7 AGENDA ITEMS FOR COMMITTEE

The Chairman informed Members that items to be considered by the Committee would require the Committee's approval for items to be included in the Committee's Forward Plan.

8 ROLLER SKATING RINK - GREAT YARMOUTH TOWN CENTRE

The Committee received and considered the Transformation Programme Manager's report which provided Members with a summary of options to rent or buy a roller skating rink for use in the town centre and potentially other venues within the Borough.

The Group Manager, (Tourism and Communications) advised that the figures presented to Members would be subject to the procurement procedure.

The Chairman advised that Members had received a report by Councillor Walch which set out the costings for an ice skating / roller rink. Councillor Walch circulated the report to Members of the Committee.

Councillor Walch summarised the quotation to Members and stated that the quotation provided would be a guaranteed purchase for the Council for 14 years. The Chairman stated that the quotation report circulated had not followed the correct Council Procedures.

Councillor Grey stated that this facility would be a purchase for the Council for 14 years and that it would provide a guaranteed event for residents of the Borough for that time. Councillor Walker stated that he felt there were alternative ways to support residents within the Borough without the need for the Council to spend £122,426 on this facility.

Councillor Williamson stated that there was a need for the Council to save money, and raised concern in relation to the necessity for correct procedures to be followed to ensure that the Council's Medium Term Financial Strategy had been taken into account and that a business analysis had been undertaken.

RESOLVED :

That no further action be taken on this matter.

9 ANY OTHER BUSINESS

The Committee received and noted the items contained within the Forward

Plan for the Economic Development Committee.

The meeting ended at: 19:30

Environment Committee

Minutes

Wednesday, 12 October 2016 at 18:30

PRESENT :

Councillor Smith (in the Chair); Councillors Annison, Fairhead, Grant, Jones, Pratt, Smith, Walch, Waters-Bunn and Weymouth

Councillor K Grey attended as substitute for Councillor Hacon

Councillor Robinson-Payne attended as substitute for Councillor Wright

Councillor Lawn attended as substitute for Councillor Bensly

Also in attendance :

Mrs J Beck (Interim Chief Executive Officer), Mr G Buck (Group Manager, Environmental Services), Mrs J Jackson (Technical Officer, Environmental Services), Mrs N Holden (Director GYB Services), Mr B Parker (Coastal Partnership East), Mr B Harris (Coastal Manager), and Mrs S Wintle (Member Services Officer).

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bensly, Hacon and Wright.

2 DECLARATIONS OF INTEREST

There were no Declarations of Interest declared at the meeting.

3 MINUTES

The minutes of the meeting held on the 12 September were confirmed.

4 MATTERS ARISING

The Group Manager, Environmental Services reported that there was one place remaining on the visit to the recycling facility in Norwich on Tuesday 29 November and he advised that transport would be provided from the Town Hall.

The Group Manager, Environmental Services reported that the review of dog control measures consultation process was well underway and that to date 730 responses had been received. The Chairman advised that this matter would be not be discussed until completion of the consultation period where a report would be brought back to the Committee, and he asked that Councillors Hacon and Pratt be invited to attend the next pre-agenda meeting of the Environment Committee.

The Chairman suggested that the next Committee meeting be at the revised time of 6pm, although due to a number of Members unable to make the earlier proposed time it was agreed that the meeting would be held at the usual time of 6:30pm, and he also advised that the next meeting of the Environment Committee would be held in the Council Chamber.

5 COASTAL MANAGEMENT

The Committee received and considered the Head of Coastal Management Coastal Partnership East's report which introduced the Committee to the work of Coastal Partnership East, which specifically informed Members of the progress of the Gorleston to Lowestoft Coastal Strategy and the Great Yarmouth tidal defence.

Bill Parker, Head of Coastal Management reported that Coastal Partnership East (CPE) was formed on the 1st April 2016 and is a joint coastal management between four local authorities; Great Yarmouth Borough, North Norfolk, Suffolk Coastal and Waveney District Councils. This team had been formed to provide greater resilience for each authority, to share fragmented expertise and improve recruitment potential, utilise scale to leverage benefits, build on opportunities created by New Anglia Local Enterprise Partnership and to take advantage of opportunities beyond Norfolk and Suffolk. He advised

that the CPE provides resilience to GYBC for flood and coast defence. Enabling capacity that previously has been unavailable to GYBC to be utilised to address long term issues.

Members were advised of the three key projects as follows :-

- Gorleston to Lowestoft Strategy
- Great Yarmouth Harbour
- Winterton to Great Yarmouth Strategy

Councillor Weymouth asked in relation to the privately funded scheme at Hopton, and she was advised that further work was to be undertaken with Potters Leisure and Bourne Leisure to elevate significant issues.

Councillor Grant asked whether defences where the value of land equates to more than the value of the defence needed to be defended, and he was advised that a benefit cost analysis would have to be undertaken.

RESOLVED :

(1) That the Committee agree to support the progress so far and the future work of the Coastal Partnership East.

(2) That the Committee agree to continue to support the Gorleston to Lowestoft Strategy to its conclusion.

(3) That the Committee note the progress of tidal flood defence works.

(4) That the Committee agree to support the development of the Winterton to Yarmouth Coastal Management review.

6 COASTAL STRATEGY FOR WINTERTON TO GREAT YARMOUTH

The Committee received and considered the Director of Customer Services report which outlined the proposed delivery of a Coastal Management review of the Coastline from Winterton to South Denes Great Yarmouth.

Bill Parker, Head of Coastal Management Coastal Partnership East reported that the Coastal Partnership Management Review was intended to be an inclusive project engaging with coastal communities, all relevant authorities and bodies to develop a pathway for managing coastal change going forward. He advised that the existing Shoreline Management Plan which was adopted in 2012 identified the policies and management methods for Winterton to Great Yarmouth. a significant amount of change has occurred along the length of coastline and therefore a review of the 2012 plan is recommended.

Councillor Weymouth asked in relation to the interim measure time period at Scratby/California, and she was advised that the Borough Council would be

committed to maintain the defences for 20 years.

RESOLVED :

That the Committee endorse the requirement to undertake a review of the Winterton to Great Yarmouth Shoreline Management Plan subject to suitable external funding being identified.

7 PUBLIC HEALTH ACT FUNERALS

The Committee received and considered the Group Manager, Environmental Services report which set out to advise to Members of the Councils duty under the Public Health (Control of Diseases) Act 1984 to carry out the funeral of persons for whom no funeral arrangements have been made.

The Group Manager, Environmental Services reported that under Section 46 of the Public Health (Control of Disease) Act 1984, the Council is under a legal duty to cause to be buried or cremated the body of any person who has died or been found dead in their area where it appears to the local authority that no suitable arrangements for the disposal of the body have been or are being made. He advised that there had been a marked increase in the number of funerals undertaken by the Council in recent years, the sharp rise has been linked to economic factors and that a typical funeral costs in the region of £1,000.

Members were advised that in respect of funerals arranged by the Council, the Council can recover from the estate of the deceased person the expenses incurred by the local authority in carrying out on this duty. Where there is no or insufficient money or saleable goods, the Council will cover the costs. It was pointed out to Members that the Council does not administer the estate of the deceased. Where there are next of kin the officer will give advice on applying to the Department of Work and Pensions (DWP) for a Funeral payment.

Councillor Walch asked where a non resident of the borough would be buried should they pass away whilst in the James Paget Hospital, and he was advised that the Council were obliged to undertake the public health funeral actions for those persons that die in hospital , irrespective of where they live and that the person deceased would be buried within their residing borough.

Councillor Weymouth asked where the deceased would be buried or cremated should there be no known family members, and it was advised that burials would be undertaken at one of the Borough Councils cemeteries and cremations would be undertaken at Gorleston crematorium.

Councillor Grant asked whether the Council could claim a pension grant for the deceased towards the costs, and he was advised that this was not possible. Councillor Grant asked whether there was a significant cost difference between a burial and cremation, and it was reported that there was a small difference of up to £20.

Councillor Robinson-Payne asked whether the Council could offer a loan service to help with funeral costs, and the Group Manager Environmental Services stated that there were grants available elsewhere to be able to help with the cost of a funeral and that he did not believe the Council were in a position to offer a loan service. Councillor Pratt stated that funeral directors based within the Borough were able to offer payment schemes.

RESOLVED :

That the Committee noted the contents of the Group Manager Environmental Services report.

8 GYBS LIAISON BOARD

The Committee received and considered the Interim Chief Executives Officer's report which informed Members of the discussions held at the GYBS Liaison Board meeting on the 5th September 2016.

Councillor Robinson-Payne asked in relation to the total number of garden waste bins that had been missed on collection rounds, and she was advised that 45 were missed out of a total of 8000 bins collected.

Councillor Annison asked how many road sweepers were available within the Borough, and Nicola Holden advised that there was one large and 2 small sweepers available, she stated that one sweeper was currently under repair and it was hoped that this would be back on the road within the next week. Councillor Annison raised concern in relation to lack of roads being cleaned on a regular basis, and he was advised that due to shortages in resource it had been difficult to keep up with demand.

Following the success of Operation Sparkle Councillor Grey asked whether there was still outstanding work to be completed, and she was advised that there were certain areas that required work to be carried out although the back log had now decreased significantly.

RESOLVED :

That the Committee noted the contents of the Group Manager Growth's report.

9 ANY OTHER BUSINESS

The Interim Chief Executive Officer reported that a number of meetings had taken place with Highways England in relation to the maintenance of Roundabouts on the A12 currently maintained by Highways England. She advised that the Borough Council had informed Highways England that the roundabouts could not be adopted whilst at their current state and that costings were provided to undertake the necessary works.

The Interim Chief Executive Officer reminded the Committee that Highways England currently maintained the roundabouts at Hopton, Gorleston Beacon Park, Middleton Road, Victoria Road and Harfreys industrial Estate, and that The roundabouts at Gapton Hall Industrial Estate and Vauxhall roundabout are maintained through the joint venture contract with GYB Services.

It was reported that a proposal was to be prepared by AMEY on behalf of Highways England. Members were advised that if the Borough Council were to take over the management and maintenance of the five roundabouts the cost to the Council would be approximately £7000.

Councillor K Grey asked whether sponsorship money could be secured and used to offset money spent by the Council on the roundabouts, and she was advised that this could be an option to be considered.

10 EXCLUSION OF PUBLIC

RESOLVED :

That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act.

11 THE COLLECTION AND PROCESSING OF RECYCLING MATERIALS - PROPOSED CHANGES TO THE CURRENT SYSTEM

(Confidential Minute on this Item)

The meeting ended at: 20:30

Policy and Resources Committee

Minutes

Tuesday, 18 October 2016 at 18:30

Present:

Councillor Plant (in the Chair), Councillors Annison, Carpenter, B Coleman, A Grey, K Grey, Hacon, Jeal, Smith, Thirtle, Wainwright, Walker and Williamson.

Councillor Walch attended for item 9.

Mrs J Beck (Interim Chief Executive Officer), Mr R Read (Director of Housing and Neighbourhoods), Mrs M Lee (Group Manager Customer Services), Mr A Dyson (Group Manager Property and Construction), Mr R Hodds (Corporate Governance Manager) and Mr P Cheeseman (Employment and Skills Manager).

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2 DECLARATIONS OF INTEREST

Councillors Carpenter, K Grey, Plant, Thirtle, Wainwright and Williamson declared their personal interest in item 6 (Asset Management Plan 2016- 2018 in their capacity as Borough Council representatives on the Local Authority Trading Company Shareholders Committee).

3 MINUTES

The minutes of the meeting held on the 6 September 2016 were confirmed.

4 FORWARD PLAN

The Committee received and noted the items contained within the Forward Plan for the Policy and Resources Committee.

5 APPLICATIONS TO THE EUROPEAN SOCIAL FUND (ESF) IN RESPONSE TO NEW ANGLIA LEP'S EUROPEAN STRUCTURAL AND INVESTMENT FUND STRATEGY

The Committee considered the Employment and Skills Manager's report which gave details of the Council's successful application at Stage 1 to the European Regional Development Fund, and recommended approval of the project plan for a stage 2 application.

The Employment and Skills Manager reported that the ERDF proposal was in two parts:

- A development worker will be employed by the Council to work closely with the existing Community Development Teams providing advice to voluntary, community and social enterprise groups on how they can take forward their new ideas, including those relating to business growth and sustainability.
- where these organisations are assessed as having good prospect for growth, leading to job creation, they will be matched to specialist providers.

Members were advised over 3 years, the ERDF proposal would provide the Council with £501,983. This amount provides for the following key activities and areas:

- One Full Time Development Worker to work closely with the Council's existing Neighbourhood Teams and to provide support to up to 40 voluntary groups.
- 0.5 full time Project Coordinator to help match voluntary groups to the most appropriate specialist support and to ensure that the project complies with the performance management and requirements of the funder.
- Up to 50% management costs to the Council where these costs to be set against all salary based activities.

The Employment and Skills Manager reported that in order to secure the investment from the ERDF the Council has to be able to demonstrate 50% match funding. Combined with the ESF projects, the ERDF proposal has the capacity to make a significant contribution to a key priority for the Council which relates to supporting people to access employment and addressing complex needs to improve life chances. By supporting Voluntary Groups to take forward new ideas to become more sustainable, the ERDF will help to create the jobs needed by the unemployed and economically inactive residents to become more job ready via the ESF projects.

RESOLVED:

- (i) That approval be given to the continued exploration of alternative match funding proposals.
- (ii) That a stage 2 submission for the ERDF based on the project detailed in the Employment and Skill Manager's report be approved subject to sign off by the Section 151 Officer confirming that match funding is achievable and represents no additional cost to the Council.

6 ASSET MANAGEMENT PLAN 2016-2018

The Committee considered the Group Manager Property and Construction's report on the bi-annual update progress and actions in respect of the Asset Management Plan 2016-2018.

The Group Manager reported that the Asset Management Plan, which had been updated to reflect the Committee structure of the Council, considers the Council's asset holdings in relation to the Corporate Plan and Medium Term Financial Strategy objectives. It sets out aspirations to improve management and performance (both financial and operational) of the Council's property assets and the property and construction services team. The plan aligns the Borough Council's "plan" and identifies assets using the same six key objectives reporting income and expenditure in addition to raising awareness of issues which are currently outside budget provision.

Members were advised that the Asset Management Plan contained two clear strategic aims:-

- To manage the assets through a strategic client model
- To deliver financial incentives, asset redevelopment and disposal as identified through the plan and in line with the Medium Term Financial Strategy.

The Group Manager reported that the Action Plan outlines the activities to be undertaken and the proposed timescales for delivery to achieve these aims. It had been previously agreed that as part of this process regular updates are progressed through the new committee process to ensure that objectives are achieved and opportunities identified.

In relation to the recommendation with regards to the loan of £100,000 to Equinox Enterprises Ltd, the Committee discussed the question of the process for offering this loan to Equinox Enterprises Ltd and whether in fact this matter should have been previously been considered by the Local Authority Trading Company Shareholder Committee to consider the issue of the loan. The Interim Chief Executive Officer reported that the loan would offer the ability to Equinox Enterprise Ltd to examine the investment opportunities that are available as detailed in the Asset Management Plan. It was anticipated that funds would be drawn down as and when needed.

RESOLVED:

- (i) That a further update report on the Asset Management Plan 2016-2018 be made to the Policy and Resources Committee in January 2017.
- (ii) That table A as detailed in the Group Manager's report detailing sites for retention until suitable disposal be agreed.
- (iii) That approval be given to offer of a loan of up to £100,000 to Equinox Enterprises Ltd allowing the disposal identified in Table B and C as detailed in the Group Manager's report, to be progressed together with an ongoing fund for the evaluation of other investment opportunities.
- (iv) That Table D as detailed in the Group Manager's report be offered to

tenants, licensees or adjoining occupiers at open market value.
(v) That the Action Plan be noted and approved.

7 COUNCIL TAX REDUCTION SCHEME 2017

The Committee considered the Group Manager Customer Service's report which requested approval of the 2017 Local Council Tax support/reduction scheme.

The Group Manager reported that in designing a local scheme for 2017 the Council has to consider :-

- The amount of funding the Council wants to allocate towards the scheme.
- Support for pensioners must be protected and would not be affected by the Local Scheme meaning that the rules around a localised scheme would only apply to those customers of working age. Members were advised that consultation in relation to the 2017 scheme had closed on the 21st September 2016 and had run for a 12 week period and had covered a number of questions as detailed in the Group Manager's report.

RESOLVED:

That Council be recommended to agree that the 2017 Scheme should be based on option 1 - current scheme which has been running for 4 years and limits the maximum amount of award for working age customers to 91.5% of the Council Tax liability, and that this should include any necessary alignment to the requirements under the Government's recent welfare reform proposals.

8 COUNCIL TAX DISCRETIONARY DISCOUNT CHANGES

The Committee considered the Group Manager Customer Service's report which sought approval to the amendment of the Council Tax discounts in accordance with current legislation.

RESOLVED:

That Council be recommended to agree:-

- (i) To proceed with the reduction in discount to Class A to 10%.
- (ii) To proceed with the removal of discount for Class B.
- (iii) To proceed with the reduction in awarding the discount of 100% from 3 months to 1 month for Class C.
- (iv) To proceed with the removal of discount for Class D.

9 YARMOUTH AREA COMMITTEE - CYCLE OF MEETINGS

Councillor Walch, Chairman of the Yarmouth Area Committee, reported that the Yarmouth Area Committee had unanimously agreed to ask the Policy and Resources Committee to consider their request to change to bi-monthly

meetings on the basis that this Committee is an important channel for Yarmouth residents to raise issues into the Council process and was an integral part of the current democratic process and that it was hoped that more members of the public would be encouraged to attend the Yarmouth Area Committee meetings.

The Corporate Governance Manager advised Members that the Yarmouth Area Committee currently meets four times per annum and that if this request were to be agreed the Area Committee would be six times per annum.

The Chairman reminded the Committee that if they were minded to approve the Yarmouth Area Committee's request there would be a financial cost to increasing the number of meetings of the Area Committee.

The Committee also discussed whether the meetings of the Gorleston Area Committee should also be increased in line with the request from the Yarmouth Area Committee.

RESOLVED:

That Council be asked to agree that the Yarmouth Area Committee meetings should now take place on a bi-monthly cycle.

10 ANY OTHER BUSINESS

There was no other business.

The meeting ended at: 20:05

Housing and Neighbourhoods Committee

Minutes

Thursday, 27 October 2016 at 18:30

PRESENT:

Councillor Carpenter (in the Chair); Councillors Borg, Flaxman-Taylor, Grant, K Grey, Hacon, Rodwell, Walch & Waters-Bunn.

Councillor Jeal attended as a substitute for Councillor Robinson-Payne.

Councillor Bensly attended as a substitute for Councillor Mavroudis.

Councillor Lawn attended as a substitute for Councillor M Coleman.

Councillor Davis attended as a substitute for Councillor Williamson.

Mr T Chaplin (Group Manager Housing Services), Mr R Gregory (Group Manager Neighbourhoods & Communities) & Mrs C Webb (Member Services Officer).

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Coleman, Mavroudis, Robinson-Payne & Williamson.

2 DECLARATIONS OF INTEREST

It was noted that there were no declaration of interest declared at the meeting.

3 EXCLUSION OF PUBLIC

The Committee moved the following resolution:-

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act."

4 MINUTES

The minutes and the confidential minute of the meeting held on 15 September 2016 were confirmed.

5 MATTERS ARISING

(i) With regard to minute number 10, Neighbourhoods That Work - Study Visit 2016; the Group Manager Neighbourhoods & Communities reported that the event had been very successful with over 100 attendees. The National Lottery was keen that the format was shared with other coastal towns and were, in effect, using Great Yarmouth as a test bed. The Group Manager Neighbourhoods & Communities reported that a 12 month outcomes data report would be presented to the Committee at the next meeting.

(ii) With regard to minute number 13, Sport, Play & Leisure Strategy, the Group Manager Neighbourhoods & Communities reported that he would request the Member Services officer to e-mail copies of the document to the Committee.

(iii) With regard to confidential minute number 15, the Committee moved the Exclusion of Public Resolution before discussing the item. Councillor Walch requested that the minute be updated to include the following:-
A member requested that the Yarmouth Area Committee and Ward Councillors be given the opportunity to discuss the proposals regarding the Wellesley Recreation Ground prior to any decision being made by this Committee.

6 FORWARD PLAN

The Committee received and considered the Forward Plan.

The Chairman suggested that the Committee might wish to rearrange the items for decision allotted for the next meeting as it would result in a heavy

agenda. Members suggested that item 5, Housing Strategy - Demand/PRS be deferred to the meeting scheduled for 2 March 2017.

The Chairman reported that she had attended a useful presentation by Norfolk Police in the Supper Room, Town Hall last Thursday, 20 October 2016 and asked whether the Committee would like to receive the same presentation. The Committee agreed that the presentation would be useful and asked that it be added to the Forward Plan.

RESOLVED:

(i) That item number 5 on the Forward Plan, Housing Strategy - Demand/PRS, be deferred to the meeting scheduled for 2 March 2017.

(ii) That Norfolk Police be invited to give a presentation to the Committee and be added to the Forward Plan.

7 HOUSING & NEIGHBOURHOODS PERFORMANCE REPORT QUARTER 2 2016/17

The Committee received and considered the report from the Group Manager Housing Services which provided performance data from the Housing & Neighbourhoods Directorate for Quarter 2, of 2016/17.

With regard to PI HN08, Number of Complaints of Anti-Social Behaviour (ASB) received, the Chairman reported that the figures were unacceptably high. The Chairman requested that the figures be broken down further to identify the number of each type of ASB before being reported to the Committee. The Group Manager Housing Services reported that the figures were provided by Environmental Health and that he would approach the Group Manager Environmental Services to see if a further breakdown of data was achievable.

Councillor Jeal reported his concerns regarding the threat of eviction for tenants who were in receipt of the new Universal Credit benefit. He asked for an assurance from the Group Manager Housing Services, that tenants in receipt of Universal Credit, would not be evicted from their homes by the Council.

The Group Manager Housing Services reported that he was unable to give such a reassurance but that Community Housing would exhaust every avenue before it applied to the Magistrates Court for an eviction notice.

Councillor Jeal reported that tenants in receipt of Universal Credit were used to their rent being paid directly to the Council and were not used to budgeting and that it would take time for them to familiarise themselves with the new system. It was imperative that the Council did not evict our tenants for non-payment of rent, especially in light of the fact, that the Council wrote off large amounts of debt each year for issues such as non-payment of rates.

Councillor Jeal proposed that the Committee should recommend that eviction

orders be suspended and that in future, eviction notices could only be issued if it was sanctioned by the Chairman and Vice-Chairman of the Committee.

Councillor K Grey reported that it was ludicrous that the Government had chosen Great Yarmouth to pilot Universal Credit. Councillor Grant reported that he assumed that no court would sanction eviction due to non-receipt of Universal Credit.

The Group Manager Housing Services reported that the procedure to apply for eviction of a tenant through the Courts followed strict guidelines and that each eviction application had been judged on a case by case nature and been dealt with professionally at all stages by the Rents Team. The Council had a fair rents policy but had to be tough at the same time with early enforcement measures being undertaken and eviction as the ultimate sanction.

Councillor Walch proposed that the Chairman and one other Councillor from the Committee, but not a Ward Councillor, should be involved in the eviction process.

The Committee were in agreement that the Chairman and one other Councillor from the Committee, in consultation with the Group Manager Housing Services, should be involved in any potential eviction on a case by case nature. The Group Manager Housing Services reported that in the last year, the Council had applied for 15 eviction notices, 11 due to rent arrears and 4 due to non-rent arrears and he proposed that he should report the eviction data on a quarterly basis.

Councillor Jeal reported that he was not questioning the ability of officers to undertake decisions on individual eviction cases.

Councillor K Grey reported that she was concerned regarding the net cost of the Council providing bed and breakfast accommodation. The Group Manager Housing Services reported that this figure was likely to rise in the future. Councillor Jeal reported that if the person(s) did not reimburse the Council for providing temporary accommodation, they would not qualify for our Housing Allocation Scheme.

RESOLVED:

- (i) That the Chairman and one other member of the Committee (who was not a Ward Councillor), in consultation with the Group Manager Housing Services, be involved in the eviction process, on a case by case basis.
- (ii) That the Committee note the report.

8 CAR ENTHUSIASTS PROGRESS REPORT

The Group Manager Neighbourhoods & Communities gave an update on the proposed multi-agency response to the issue of car and motorbike enthusiasts

causing anti-social behaviour along Great Yarmouth.

The Group Manager Neighbourhoods & Communities reported that nplaw had advised that it would not be possible to extend the PSPO to encompass Jellicoe Road/Freemantle Road and the surrounding area and that a separate PSPO would have to be applied for these areas.

The Chairman asked whether nplaw had checked the wording of the proposed PSPO to ensure that it was watertight and could not be challenged legally and that the local Magistrates Court had been informed of its existence.

RESOLVED:

(i) That that Committee note the results of the consultation in relation to the Personal Space Protection Order (PSPO); and

(ii) That the Committee receive a further report to approve the creation of the PSPO in conjunction with the work currently being undertaken by the Enforcement Board.

9 WELLESLEY RECREATION GROUND

The Group Manager Neighbourhoods and Communities reported recent reports of anti-social behaviour and criminal damage at the Wellesley Recreation Ground which included immediate prevention work and longer term development options.

Councillor Walch reported that he supported the need for a different operating model for the Wellesley, perhaps the formation of a Trust, but he requested that the Council should not gift this land, as it belonged to the residents of the Borough. Councillor Walch reported that he did not think the Council was receiving value for money from GYB Services for the maintenance of the Wellesley at an annual cost of £50k.

Councillor Walch requested that the Ward Councillors for Central and Northgate wards should be invited to attend any working group which was set up to consider the future of the Wellesley.

The Chairman reported that she had recently visited the Wellesley and had witnessed several incidents of anti-social behaviour.

Councillor Waters-Bunn reported that since the Police had been exercising Police Dogs in the Wellesley and carrying out additional visits to the area that anti-social behaviour incidents had dropped dramatically in the last two weeks.

Councillor Jeal reported that there were three listed buildings in the Wellesley, the stand, the pavilion and the Ticket Office which would require a significant amount of revenue to bring up to standard and maintain.

RESOLVED:

That the Committee note the contents of the report and the recommended next steps.

10 ANY OTHER BUSINESS

(i) Councillor Water-Bunn asked whether E qualities Training could be provided for Members. The Group Manager Neighbourhoods and Communities agreed to look into this matter and report back.

The meeting ended at: 19:50

Subject: Medium Term Financial Strategy 2017/18 to 2020/21

Report to: Policy and Resources Committee 29 November 2016

Report by: S 151 Officer

SUBJECT MATTER/RECOMMENDATIONS

This report presents an updated medium term financial strategy for the period 2017/18 to 2020/21. The strategy has been updated to support the current Plan and will be used to inform the detailed budget for 2017/18.

1. INTRODUCTION/BACKGROUND

- 1.1 The attached document “Medium Term Financial Strategy 2017/18 to 2020/21” (MTFS) sets out how the external financial challenges and internal budget pressures will impact on the overall financial position of the Council for the next four years.
- 1.2 The Strategy provides an updated position on the Council’s financial projections for the medium term, identifying the budgetary pressures on the Council during this period. It takes account of inflation, service pressures, income streams, reserves and the capital programme and starts to consider the implications of the shift to local funding in 2020 from the removal of revenue support grant.
- 1.3 The Strategy seeks to identify strategies for addressing these areas within the overall context of the revenue and capital budgets.
- 1.4 Revised funding projections have been made and are included within the MTFS. These have been informed by the 2015/16 outturn position along with the in-year budget monitoring and updating for known and new savings and additional income that can be factored into the current and future financial forecasts as part of the 2017/18 budget process.
- 1.5 The Financial Strategy is the first of a number of pieces of work which culminate in setting the annual budget and Council Tax for the forward financial year in February 2017.
- 1.6 The Council has recently received confirmation that they are eligible for the multi-year settlement. As part of the Local Government Finance Settlement announcement ahead of the 2016/17 budget the Government made an offer of a multi-year settlement for the period 2016/17 to 2019/20. Confirmation of the funding albeit at a reducing level each year allows for greater certainty around grant funding to inform a longer term financial position.

2. FINANCIAL AND RISK IMPLICATIONS

- 2.1 The detail within the strategy document has highlighted the financial challenges that continue to face the Council in terms of the forecast funding reductions and the removal of revenue support grant in 2020/21.

- 2.2 The strategy provides an update to the funding forecasts for the period 2017/18 to 2020/21 which will be revised over the coming months as the full detail of the budget for 2017/18 and forward projections is finalised to be considered by Members in February as part of setting the budget for the forthcoming financial year.
- 2.3 The Strategy outlines a number of the key themes and priorities of the business strategy that are currently ongoing that will assist in reducing the forecast budget gap.
- 2.4 The detailed work on the future budgets will be completed over the coming months which will provide an update to the position as currently forecast.
- 2.5 The funding position makes assumptions on grant funding outside of the multi-year settlement, the most significant of which is the New Homes Bonus for which there is yet to be an announcement following the consultation that took place earlier in the year.
- 2.6 The outcome of the Autumn statement announcements will be used to inform the budget for 2017/18 and future financial forecasts.
- 2.7 Whilst the Council does hold a number of earmarked reserves along with the general reserve (currently above the recommended level), this funding only provides short term-one off funding and does not provide a means for producing a robust sustainable position in the longer term.

3. CONCLUSIONS

- 3.1 The projections are currently forecasting a deficit of just over £500,000 for 2017/18; work is ongoing on the detailed budget to present to members for approval in February 2017. The MTFS identifies the key themes and priorities for the Council in seeking to reduce the forecast budget gap.

4. RECOMMENDATIONS

4.1 Members are asked to consider and note

- a) **The current financial forecast for the period 2017/18 to 2020/21;**
- b) **The revised reserves statement as included at Appendix A to the financial strategy.**

5. BACKGROUND PAPERS

- 5.1 Current year budget monitoring reports, 2015/16 outturn report, finance settlement.

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	

Section 151 Officer Consultation:	
Existing Council Policies:	
Financial Implications:	Detailed in attached strategy
Legal Implications (including human rights):	
Risk Implications:	Detailed in report and strategy
Equality Issues/EQIA assessment:	
Crime & Disorder:	
Every Child Matters:	

FINANCIAL STRATEGY 2017/18 TO 2020/21

1. INTRODUCTION

- 1.1 The production of a Medium Term Financial Strategy (MTFS) provides preparatory work for the next year's budget informing members and stakeholders of the future funding gaps and outlines the strategy for the Council to deliver a medium to long term sustainable position.
- 1.2 The MTFS informs the attainment of the Council's priorities by setting out the framework within which resources are available to the Council over the medium term and the financial challenges facing the Council in terms of future funding gaps.
- 1.3 The MTFS of an authority is a strategic document that supports the delivery of the Corporate Plan. Great Yarmouth Borough Council's "The Plan 2015-2020" sets out the Council's commitment to lead and drive development of six priorities for the Borough over the next five years. The six key priorities are:
 - Economic Growth
 - Housing
 - Neighbourhoods, Communities and the Environment
 - Tourism, Culture and Heritage
 - Great Yarmouth's Town Centre
 - Transport and Infrastructure.
- 1.4 The plan expands on the above key priorities, highlighting the Council's ambition, and approach to delivery.
- 1.5 The MTFS provides a high-level assessment of the resources available and outlines the financial projections for the following four financial years (beyond the current year). It provides a refresh of the financial projections taking into account a number of local and national factors which inform the assumptions upon which the projections are based. These will include known spending pressures and commitments, along with forecast of future funding reductions and the impact of the national economic outlook.
- 1.6 The strategy explores the expenditure plans of the Council and sets these against the impact of reduced central government funding. It also considers the capacity for levying council tax, the likely levels of grants and the part played by fees and charges in the overall revenue budget of the Council going forward.
- 1.7 In addition, the MTFS explores the demands on the capital programme in terms of both ambition and resources and the impact on the revenue account and on the level of reserves held by the Council of its financing.
- 1.8 Finally, the strategy addresses both the sustainability of the Council's financial position and examines the risks inherent in the proposals.
- 1.9 The MTFS includes the following:
 - Background and Context – this provides an overview of the wider financial issues and assumptions that have been made in the strategy and forward financial projections;
 - Resources – this provides an overview of the resources available to the Council from grants and income;

- Financial Forecast – this provides an update to the financial projections made in February 2016 taking into account known changes to expenditure and income forecasts and revised forecasts as applicable;
- Reserves – this section provides an overview of the Council's reserves both general and earmarked;
- Capital – an overview of the current capital programme and resources is included within this section of the MTFS;
- Financial Strategy – this section of the document outlines some of the work that is currently in progress or is due to commence in the short to medium term to reduce the forecast deficit;
- Risk and Sensitivity – this section outlines the more significant financial risks facing the Council along with scenarios of the impact of changes to some of the assumptions.

2. BACKGROUND AND CONTEXT

- 2.1 The 2016/17 budget was set and approved in February 2016. At the same time, the forward financial projections and funding gaps for the following three years were reported. These were based on current service delivery spending and income plans at the time taking into account inflationary increases (where applicable) along with agreed savings plans and additional income where applicable. They also included the funding allocations as detailed within the four-year settlement as announced in February 2016.
- 2.2 This document now provides the latest financial forecast for the period 2017/18 to 2020/21, which has been informed by both local and national factors that have or are due to have an impact on the overall financial position for the Council, moving forward. The MTFS will inform the detailed work on the 2017/18 budget and future forecasts.
- 2.3 The financial projections have been updated to reflect the latest indications of government funding reductions and to take account of revised spending pressures, local demand and commitments along with updated forecasts of property growth to inform the council tax income and New Homes Bonus allocations along with local income sources.
- 2.4 There continues to be a number of important issues facing the public sector along with the associated financial impact. This section of the report seeks to outline a number of these issues, in particular the following:
- Economic Outlook (2.5)
 - Funding (2.6)
 - Business Rates Retention (2.6)
 - New Homes Bonus (2.7)
 - Local Council Tax Support (2.9)

2.5 National Economic Outlook

- 2.5.1 The Bank of England has kept the bank rate at 0.25% and has made no change on the quantitative easing front.
- 2.5.2 The Bank has changed its inflation outlook and now foresees a breaching of the 2% target in the second quarter of 2017. Despite breaching the ceiling, the Monetary Policy Committee announced that there will be a limited tolerance for above target inflation.
- 2.5.3 The Halifax House Price Index rose to a seasonally adjusted 1.4% in October from 0.3% the preceding month, exceeding the 0.2% predicted by economists polled by Reuters. Halifax have commented that the growth was rather unexpected. However, due to Brexit related uncertainty, it suggested that price growth will likely ease in the upcoming months. Nevertheless, low mortgage rates and a shortage of properties for sale should still provide some support in the future. The shortage seems to be creating an imbalance between supply and demand and hence lifting residential house prices.
- 2.5.4 Britain's trade deficit with the rest of the world has surprisingly widened in September. It had been expected that the dramatic fall in the pound would have stimulated a pick-up in foreign demand for exports, thereby reducing the deficit. Instead, the UK trade in goods deficit increased by £1.6 billion over the month, to £12.7 billion. Imports increased by £1.3 billion to £38.8 billion, while

exports fell by over £200 million to £26.1 billion. The Office for National Statistics commented that the increase in imports was largely due to increases in demand for ships, materials and oil.

2.6 Funding

2.6.1 In December 2015 a four year provisional Local Government Finance settlement was announced which was then finalised in February 2016. Whilst there were some changes in terms of allocations of funding in the final settlement the key messages were as follows:

- a) **Four Year Settlement** - The settlement covered a four year period 2016/17 to 2019/20, although the acceptance of the four-year settlement is dependent upon the production of an efficiency plan which needed to be approved and published by 14 October 2016. Confirmation has now been received that the Council is eligible for the multi-year settlement.
- b) **RSG Reductions** – One of the main changes in the settlement announcement for 2016/17 was that the Revenue Support Grant allocations have taken into account Local Authorities ability to generate resources from Council Tax and those with higher tax bases have seen higher reductions in RSG. Over the four years there is a reduction in total RSG being allocated of just under £5billion, with approximately 170 authorities no longer receiving RSG by 2019/20 (final year of the four year settlement).
- c) **Council Tax Income** - The shift in generating resources locally, i.e. through the increasing of Council Tax is a factor that has been assumed in the four-year settlement. This is based on the assumption that local council tax is increased in line with the council tax referendum principles announced within the settlement which essentially allow council tax annual increases of the higher of 2% or £5.
- d) **Social Care** - A new 2% Social Care precept for council tax has been announced for those authorities with responsibility for social care (i.e. County and Unitary).
- e) **NHB** – The New Homes Bonus allocation methodology remained the same for 2016/17, although future allocations will be subject to change as a result of the consultation, which closed in March 2016 for which the outcomes are yet to be announced.

Revenue Finance

2.6.2 Within the 2016/17 settlement the Government used a measure of “Core Spending Power (CSP)” which sets out potential revenue income for Local Authorities for the period 2017/18 to 2019/20 from a number of funding sources:

- Settlement Funding Assessment – comprising of Revenue Support Grant (RSG) and Retained Business Rates (Baseline Funding level including where necessary tariff and top up adjustments);
- Council tax requirement (excluding parish precepts) - i.e. income generated locally from Council Tax;
- New Homes Bonus allocation;
- Rural Services Delivery Grant (where applicable).

2.6.3 A number of assumptions have been made within the future years Core Spending Power as included in the finance settlement, for each of the income sources the assumptions are outlined below:

- a) Annual reductions have been made to the RSG;
- b) Annual increases to the business rates baseline in line with RPI;
- c) Council Tax Base Growth – it has been assumed there will be annual growth in the Council Tax base throughout the period to 2019/20. The level of growth has been based on the average annual growth in the council tax base between 2013/14 and 2015/16 throughout the period to 2019/20.
- d) Council Tax Increases – the settlement assumed that Local Authorities will increase their Band D council tax in line with the Office for Budget Responsibilities (OBR) forecast for CPI for each year (which is an annual average of 1.75%) throughout the period to 2019/20, rather than the 2% allowed before triggering a referendum.
- e) Additional Council Tax – the potential additional council tax available from the adult social care council tax flexibility has been estimated by assuming all eligible local authorities take up the adult social care flexibilities announced at the Spending Review in each year to 2019/20.
- f) Additional council tax available from a £5 cash principle – it has been assumed that all eligible councils will increase council tax by the higher of 2% or £5 where applicable.
- g) New Homes Bonus – for 2016/17, the settlement included the actual allocations along with returned funding. For 2017/18 onwards the settlement assumes that the total funding (after planned reductions of at least £800 million to be released for the improved Better Care Fund) is apportioned to local authorities based on the allocations in 2016/17.
- h) Rural Services Delivery Grant - This provided £80.5 million of funding in 2016/17, £65 million in 2017/18, £50 million in 2018/19 and £65 million in 2019/20. This funding is distributed to the top-quartile of authorities ranked by super-sparsity, as per the distributional methodology for the Rural Services Delivery Grant indicator in 2015/16 (GYBC does not receive this grant).
- i) Transitional grant funding of £150million was allocated in 2016/17 and 2017/18 to mitigate the impact of the pace of the central government funding reductions.

2.6.4 A key feature of the 2016/17 settlement is the recognisable shift from centrally allocated to funding to a more localised funding system. The main elements of local authority funding being generated through 'Local' Council Tax generation ability through the flexibility to raise council tax within the referendum principles limits, 'Local' business rates through the scheme of retention of local business rate growth and from New Homes Bonus from additional grant allocations linked to increases in properties and bringing long term empty properties back into use.

2.6.5 Table 1 provides a summary of the main elements of Spending Power as included in the 2016/17 finance settlement for the four-year period.

Table 1 - Core Spending Power					
FINAL	2015/16 Adjusted £000	2016-17 £000	2017-18 £000	2018-19 £000	2019-20 £000
Settlement Funding Assessment:					
Revenue Support Grant		3,740	3,007	2,545	2,029
Baseline Funding Level		3,515	3,584	3,690	3,808
Modified Settlement Funding Assessment (MSFA)	8,135	7,255	6,591	6,235	5,837
Council Tax:	3,831	4,028	4,231	4,439	4,653
Council Tax Requirement excluding parish precepts (including base growth and levels increasing by CPI)	3,831	3,946	4,084	4,232	4,388
additional revenue from £5 referendum principle for all districts	0	82	147	208	265
New Homes Bonus and returned funding	1,168	1,385	1,393	875	839
Rural Services Delivery Grant	0	0	0	0	0
Core Spending Power (as per announcement)	13,134	12,668	12,214	11,549	11,330
Reduction £		(466)	(454)	(665)	(219)
Reduction %		-3.5%	-3.6%	-5.4%	-1.9%
					(1,805)
					-13.7%

- 2.6.6 The main element of government funding is the “Settlement Funding Assessment” (SFA) and includes revenue support grants (RSG) and the baseline funding level (retained business rates). The baseline funding element is increased by RPI each year and the RSG is reduced year on year in line with the governments programme of funding reductions. Table 2 provides a breakdown of the SFA since 2015/16 when this measure of government funding was introduced.

Table 2 – Settlement Fund Assessment

	2015/16 Adjusted £000	Four Year Settlement Period				Forecast
		2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000
Settlement Funding Assessment:						
Revenue Support Grant		3,740	3,007	2,545	2,029	0
Baseline Funding Level		3,515	3,584	3,690	3,808	3,911
Total Settlement Funding Assessment	8,135	7,255	6,591	6,235	5,837	3,911
Movement - Year on Year						
Revenue Support Grant £ (Reduction)		3,740	(733)	(462)	(516)	(2,029)
Revenue Support Grant % Reduction			-19.6%	-15.4%	-20.3%	-100.0%
Baseline Funding Level £ Increase		3,515	69	106	118	103
Baseline Funding Level % Increase			1.967%	2.950%	3.196%	2.700%
Total Settlement Funding Assessment (Reduction) £		(880)	(664)	(356)	(398)	(1,926)
Total Settlement Funding Assessment (Reduction) %		-10.8%	-9.2%	-5.4%	-6.4%	-33.0%
					(2,298)	(3,344)
					-28%	-46%

- 2.6.7 The above summary shows the four-year settlement includes RSG up until 2019/20. The last column has been included as a forecast showing that the RSG has been assumed to no longer be receivable after 2019/20 and the significant impact that the removal of this funding will have to the Council.

Business Rates Retention

- 2.6.8 The following outlines the main elements of the current business rates retention scheme:

- Business rates collected are split 50/50 between central and local shares. The local share is then split 80/20 districts and County, so essentially GYBC receive 40% of the business rates collected;
- The system includes a mechanism of tariffs and top ups to reflect local spending needs, essentially districts pay a tariff and counties (i.e. NCC) receive a top-up;
- The business rates baseline is increased annually by RPI (in line with the actual business rates payable) and the tariffs and top-ups are increased by the same measure, RPI. The baseline allocation forms part of annual budget finance settlement announcements;
- The baseline, tariffs and top-ups are expected to grow in line with RPI each year, other revisions will be when the business rate system is reset (in 2020 as stipulated in the current government policy) or at the time of a revaluation (due to come into effect in 2017)¹;
- Local Authorities can keep up to 50% of the growth in business rate income. They will however be required to pay a levy (to central government

¹ It is expected that as part of the re-valuation top-ups and tariffs will be recalculated in order that Local Authorities do not lose or gain specifically due to revaluation.

outside any business rates pool²) to ensure there is not disproportionate growth within the overall system;

- f) The Levy is used to fund the 'safety net' element of the system which provides protection to those authorities that see their year-on-year income fall by more than 7.5%, i.e. they are protected beyond the 7.5% reduction;
- g) Business rates' pooling provides a mechanism for a business rate pool to be established which allows for the levy payment that would have been paid to the government on growth, to be retained locally and used as agreed by the authorities within the pool.

2.6.9 Previous Autumn statements have included a package of business rate relief measures to support businesses, including the following:

- a) A 2% cap on the inflation increase for 2014/15 and 2015/16 instead of the annual RPI increase;
- b) Extension of the small business rate relief, doubled from 50% to 100% for properties with a rateable value of £6,000 or less;
- c) A discount of £1,500 for all retail, pubs and restaurants with a rateable value below £50,000 for two years up to state aid limits, from 1 April 2014, this relief ended in March 2016;
- d) Relaxation of the small business rate relief for a second property allowing continuation of the relief for 12 months.

2.6.10 Local Authorities are being reimbursed for these measures via a section 31 grant, although the grants are taken into account when determining the level of levy payable each year on business rate growth each year. The future forecasts assume that these measures continue and that Local Authorities are recompensed accordingly as the current system.

2.6.11 Business rate information on reliefs and income received or expected is collected on the National Non Domestic Rate (NNDR) returns submitted in January (projection) and May (actual). The returns are reviewed as part of the annual audit process.

2.6.12 The business rates baseline funding and tariff is included in the annual finance settlement announcement and these increase by inflation each year. Table 3 below provides a summary of the local share, tariff and baseline funding level for 2016/17 to 2019/20.

Table 3 - Business Rates Retained					
	Four Year Settlement Period				
	2015/16	2016/17	2017/18	2018/19	2019/20
	£000	£000	£000	£000	£000
Retained Business Rates	12,143	12,244	12,485	12,853	13,264
Less Tarriff	(8,657)	(8,729)	(8,901)	(9,163)	(9,456)
Baseline Funding	3,486	3,515	3,584	3,690	3,808
Movement £000		29	69	106	118
Movement %		0.8%	2.0%	3.0%	3.2%

2.6.13 The annual National Non-Domestic Rates Return (NNDR1 form) provides an estimate of what the Council will collect in business rate income for the following

² GYBC (and Norwich City) are not currently part of the Norfolk Business Rates pool but still have the ability to bid for funds from the pool.

financial year. The variation between the estimate and the actual is then accounted for through the surplus/deficit on the (business rates) collection fund in the following year, in a similar way to the operation of the council tax collection fund account. The actual position will be influenced by fluctuations in business rate income received in the year, for example as a result of appeals and reductions in property rateable value, new business rate growth and changes in the level of eligible reliefs. The forecast of a deficit on the 2015/16 business rates collection fund was taken into account within the 2016/17 NNDR1 return and in determining the respective values of the shares of the business rates income for the year. The actual position at 31 March 2016 compared to the estimate will be adjusted in the 2017/18 shares. Increases in business rate income compared to the baseline will be used to calculate the amount of saved levy paid into the Norfolk Business Rate Pool.

2.6.14 **100% Retention of Business Rates**

2.6.15 As part of the 2015 Spending Review, the Government announced that the current system for local government finance would change allowing 100% retention of business rate income by the end of the current Parliament. A consultation titled “Self-sufficient local government: 100% Business Rates Retention” was issued earlier in the year and there is expected to be a further technical consultation late 2016. The announcement of 100% retention is a move towards “self-sufficiency” at a local level and a shift from funding dependence on central government. The consultation paper also details grant funding streams that have been identified as a possible fit against the criteria for being funded through retained business rates, in particular for GYBC these include the following:

- a) Revenue Support Grant
- b) Local Council Tax Support Administration.

2.7 **New Homes Bonus**

2.7.1 The New Homes Bonus (NHB) was introduced in 2011/12 to incentivise and reward councils and communities for building new homes in their areas. As announced within the 2015 Spending Review the Government issued a consultation on changes to the new homes bonus system that will come into effect from 2017/18. The following outlines the current methodology:

- a) The grant is payable for six years (paid under section 31 of the Local Government Act 2003);
- b) The grant is calculated by multiplying the national average council tax by the net additional homes growth;
- c) An additional supplement of £350 per affordable dwelling is payable;
- d) The payment of NHB is split between local authority tiers; 80% to the lower tier (GYBC) and 20% to the upper tier (NCC);
- e) The net additional growth includes growth in housing unit numbers (after demolitions) and reduction in long term empty properties;
- f) Annual allocations of NHB Grant are announced as part of the finance settlement each year and are based on the Council Tax Base returns that are submitted annually to the Government (covering the twelve-month period October to September).
- g) The calculation of the bonus does not take into account planning permissions or any other elements of the planning processes.

2.7.2 For budgeting and future financial forecasting 100% of the annual NHB grant has been included in the Council's base budget and future projections funding to support local service provision and in part the loss of government funding by the scaling back of the revenue support grant. The future financial projections as reported in February 2016 reflected the allocations as announced in the 2016/17 finance settlement.

2.7.3 The funding received via the NHB grant to date is illustrated in table 4 below.

Table 4 – New Homes Bonus – Allocations to date

Allocation	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
	£'000	£'000	£'000	£'000	£'000	£'000
2011/12	274	274	274	274	274	274
2012/13		234	234	234	234	234
2013/14			321	321	321	321
2014/15				119	119	119
2015/16					208	208
2016/17						220
Total	274	508	829	949	1,157	1,377

2.7.4 The outcomes of the consultation on the future of the NHB have yet to be announced. The main proposed changes to the scheme are as follows:

- Reduction to a four year system (from the current six years);
- Allocations linked to planning, including abatements for non-delivery of a local plan and, where housing developments are approved, on appeal.

2.7.5 Nationally up to and including the 2016/17 Local Government Finance Settlement, funding in the region of £4.9 billion has been allocated through the New Homes Bonus scheme. By the end of 2016/17, GYBC will have received just over £5.094million, and therefore this still represents a significant funding resource for the Authority. Future changes to the allocation and distribution method still represent a significant risk in terms of future funding allocations.

2.7.6 The following provides a summary of the NHB provisional allocations announced within the finance settlement for the period 2017/18 to 2021/22 as part of the Council's spending power although these could be subject to change depending on the new scheme.

Table 5	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000
LGFS Announcement (Feb 2016)	1,377	1,393	875	840

2.7.7 The funding for 2017/18 (as outlined in the table above) would require 244 net growth/reduction in long term empty properties as per the current methodology. The lack of announcements following the NHB consultation earlier in the year could suggest a greater risk to the future funding availability from this source and therefore the projections included in section 4 have been updated to reduce the funding forecast in 2017/18 from the NHB. Further announcements are expected in the Autumn Statement and the full impact will be factored into the 2017/18 detailed budget and future financial forecasts.

- 2.7.8 Assuming a reduction to the scheme funding to that level recently published via the DCLG online, it would be prudent to scale back the annual allocations of NHB to the level included in the following table.

Table 6	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000
Revised Forecast	1,377	1,103	869	548
Impact to Financial Projections	0	290	6	292

2.8 Autumn Statement

- 2.8.1 The Autumn Statement by the Chancellor of the Exchequer will be made on 23 November 2016. It is anticipated to include statements in relation to Brexit and the impact to the economy. The implications of the Autumn Statement will then be quantified and included in the detailed budget for 2017/18 and used to inform the future financial projections.

2.9 Local Council Tax Support (LCTS)

- 2.9.1 The LCTS scheme was implemented in April 2013 as a replacement to Council Tax Benefit as part of a national funding reduction programme and to encourage people to work. Previously the scheme was 100% funded through subsidy paid to the Council from the Department for Work and Pensions (DWP). From April 2013 each billing authority was given the discretion to set their own scheme, although at the outset the government did stipulate that the scheme would not change the support for low income pensioners, i.e. they would receive the same level of support as they did under the system of Council Tax Benefit.
- 2.9.2 Funding for LCTS is no longer received as a separate subsidy grant but is now within the overall Local Government Funding system as non ring-fenced funding within revenue support grant and baseline funding level. The overall level of funding for LCTS is reduced each year in line with the funding reductions to Local Authorities.
- 2.9.3 The local scheme (for Great Yarmouth Borough Council) has remained the same since the introduction of LCTS in 2013/14. The local scheme means that those that were previously entitled to 100% council tax benefit would be required to pay 8.5%.
- 2.9.4 The Policy & Resources Committee received the consultation document for 2017/18 recommendations on the scheme on 18 October 2016 and Full Council on 3 November 2016 approved no changes to the scheme for 2017/18. This position has been included in the future financial projections.
- 2.9.5 The funding for LCTS includes an element in relation to parishes, this funding has been passed to the town and parish council's since the commencement of the scheme, by passing the grant to town and parish councils provide some mitigation in terms of funding from changes to the tax base from the LCTS scheme.

3. RESOURCES

- 3.1 The Council's net current revenue budget for 2016/17 (excluding Parish and Town Council Precepts) is £12.6 million and is summarised in table 7 below. Internal resources are from Council Tax and other income, these two areas are discussed in further detail below.

<u>Table 7 – Funding Sources</u>	2016/17 Budget £000
Council Tax – Borough	3,914
Retained Business Rates	3,515
Revenue Support Grant	3,740
New Homes Bonus	1,377
Total	12,546

3.2 Council Tax

- 3.2.1 Council Tax freeze funding ended in 2015/16. Prior to this the Council had accepted the annual council tax freeze grant since 2011/12, thereby maintaining the Band D Borough Council tax charge of £146.48.
- 3.2.2 As part of the annual Local Government Finance Settlement, the government make announcements on referendums relating to Council Tax increases (Principles). These require that over a threshold an authority would be required to hold a referendum in order to increase Council Tax. For 2016/17 the amount of council tax increase deemed to be excessive if it exceeded either 2% or £5 increase. As a guide a 2% increase in GYBC's council tax would generate income of approximately £80,000.
- 3.2.3 The Council tax base is an assessment of the number of dwellings expressed in Band D equivalents; it allows for non-collection, discounts and new property growth and influences the level of council tax income for funding in the year. For 2016/17 the tax base was set at 26,722 (an increase of 567 from 2015/16).
- 3.2.4 Table 8 below shows the current forecast of Council Tax income for the period 2017/18 to 2020/21. This currently assumes tax base growth each year and increases to Council Tax in line with the funding principles as included in the Local Government Finance Settlement. Changes to Council Tax discounts for example second homes and Council tax Support will influence the Council Tax Base and therefore the level of income generated through Council Tax, no changes to discounts have been assumed in the current forecast other than those currently approved by Members³.

³ 3 November 2016 Full Council approved changes to council tax discounts for second homes and empty properties.

Table 8 - Council Tax Income							
	2014/15 Actual £000	2015/16 Actual £000	2016/17 Forecast £000	2017/18 Forecast * £000	2018/19 Forecast * £000	2019/20 Forecast * £000	2020/21 Forecast * £000
Council Tax Income	3,772	3,831	3,914	4,059	4,264	4,475	4,637
Increase/(Decrease) in Yield	n/a	59	83	145	204	211	162
<i>Note the Council Tax Income equates to the tax base multiplied by the Band D equivalent. Forecasts from 2017/18 onwards assume Council Tax increases in line with the the 2016/17 local government finance settlement funding assumptions.</i>							

3.3 Fees, Charges and Other Income

- 3.3.1 The Council has a number of limited sources of income available, for example fees and charges for services and income from investments.
- 3.3.2 Some of the charges for services are set by government, for example some licence fees, others are set locally to break even over a three year period and others set to fund the provision of wider Council services.
- 3.3.3 A number of the more significant income budgets are subject to factors which the Council has limited control over, for example some demand led services including Car Parking, Crematorium fees, Planning and Building Control fees and Waste and Recycling credits which are influenced by both the level of recycling achieved as a Borough and the market for recycled materials. These areas are highlighted within the annual budget setting report and the risk of not achieving the budgeted figures is reflected in the assessment of the level of general reserve.
- 3.3.4 In December 2014 the Council approved a Fees and Charges policy which recommended planned fee increases each year. The proposed fees and charges for 2017/18 in line with the policy are being reported to Members ahead of the approval of the 2017/18 budget process to allow informed estimates to be included and also for implementation.

4. FINANCIAL FORECAST UPDATE

- 4.1 The 2016/17 budget was approved in February 2016, at the same time the forward financial projections for the following three years to 2019/20 were also reported. The projections were based on the current expenditure and income plans at the time, forecasting a future deficit of £885k in 2017/18, increasing to £1.75million in 2018/19 and £2.2million in 2019/20. This forecast position was after allowing for projected savings and income from a number of proposals agreed as part of the 2016/17 budget which were dependent upon future changes to working and provision of services which were yet to commence and the funding allocations as detailed in the 2016/17 Local Government Finance Settlement.
- 4.2 The updated forecasts have been informed by revised income projections for a number of the more significant income areas, RSG and business rates retention and where further savings have been identified.
- 4.3 The Council continues to align its spending plans with the available resources at its disposal. Significant savings and additional income have been realised over a number of years and the continuation of these savings and income have been assumed within the MTFS.
- 4.4 There continues to be a number of national changes for which timescales have changed including the roll out of universal credit, the impact of Brexit, changes to New Homes Bonus allocations and the full retention of business rates. As the impact and financial implications of these and others are quantified, this will need to be taken into account and spending plans adjusted accordingly. The detailed budget for 2017/18 will be produced later in the year and revised forecasts updated to reflect the latest funding announcements.
- 4.5 The detailed budget for 2017/18 will be produced later in the year, this will be presented for approval in February 2017 along with the revised forecasts updated to reflect the latest funding announcements and spending pressures.
- 4.6 The financial forecasts have been updated for known service variances that have been highlighted to date or where revised forecasts based on the 2015/16 outturn position are necessary. The following commentary provides further information as applicable:
- 4.6.1 Service Income – The income profile for Beacon Park has been updated resulting in a reduction of income in 2017/18 of £511k, with minimal change to future years. A reduction of £106k relating to the administration grant for Benefits, has also been recognised. The current year shortfall on crematorium has been reflected in the profile and further work on this budget heading is currently underway.
- 4.6.2 Employee Budgets – A number of posts within the establishment have been or have become vacant in the year. Where applicable, some have been replaced or opportunities taken to replace in a different way. There are still a number of vacant posts and these will be reviewed alongside the areas of focus within the financial strategy as detailed at section 7. The forecasts assume an annual pay award of 1% for the period of the strategy. Following the announcement by the Chancellor of the introduction of a National Living Wage by 2020/21 the forecasts have been updated to reflect the impact to direct employee budgets over the period covered by the financial strategy. The impact on contractors has not yet been quantified and has therefore not been included at this time.
- 4.6.3 Business Rates – The forecasts have been informed by the outturn position on the 2015/16 NNDR return and the current year monitoring position, updated in respect of appeals, growth and the collection fund deficit.
- 4.6.4 Council Tax/New Homes Bonus – The forecasts take account of the latest projections of tax base growth which have an impact on the council tax income forecasts along with the forecast of NHB.

- 4.7 Table 9 provides a summary of the revised position taking into account all the factors identified above, these are based on the current service delivery.

Table 9 - Updated Financial Forecast			
	2017/18	2018/19	2019/20
	£'000	£'000	£'000
Forecast Gap (as reported February 2016)	885	1753	2209
Service Spending Pressures	77	77	77
Service Income	884	337	321
Non Service Spending Pressures	(156)	(122)	88
Revised Funding Forecasts:			
Retained Business Rates (net of Levy)	(250)	(280)	(290)
Section 31 Grant	(400)	(400)	(400)
Council Tax	(15)	0	0
NHB	290	6	292
Revised Forecast Budget Gap	1,315	1,371	2,297

- 4.8 The revised financial projections are now forecasting a budget gap of just over £2million by 2019/20. Detailed work has already commenced on identifying options to reduce the future funding deficits some of these areas are discussed in section 8 along with targets which will help to reduce the future funding gap.

5. HOUSING REVENUE ACCOUNT

5.1 HRA – Overview

- 5.1.1 Since the introduction of self-financing in 2012, the 30 year HRA business plan has been challenged by a number of changes. Right to buy discounts have increased, rent setting policy has changed and other future new proposals affecting the HRA have been announced such as 'Disposal of higher value properties' in order to fund the Right to Buy of Housing Association properties.
- 5.1.2 In response to these changes, the Council has, in the short term, kept the HRA reserves levels high in order to mitigate this loss of revenue. Community Housing has carried out a review of all revenue spending to look at where savings can be made. The Capital programme, which is funded in large part by contributions from revenue, has also been reviewed and certain areas of work have been reduced or slowed down. Careful consideration has been made not to reduce capital spend where this would have an overly detrimental impact on revenue costs.
- 5.1.3 Although details are still to emerge, it is clear that the Council needs to prepare for further reduction in resource available to manage, maintain, improve and add to its housing stock. In addition, additional costs may be incurred through administration of the new regulations.
- 5.1.4 The affordable housing plans have been reviewed and the amount of money in the capital programme for new affordable housing is limited to the amount of money that needs to be spent in order to use available RTB receipts. Consideration will be given to selling empty properties where this makes best use of the stock and is the most economic option.
- 5.1.5 Service charges have been proposed to rise in line with the council's policy in order to close the gap between cost and income.
- 5.1.6 A new Asset Management strategy has been agreed between Great Yarmouth Norse (GYN) and the Council and known changes to the revenue maintenance plans have been reflected in the future budgets. Crucially, as part of the Asset management strategy, a refreshed stock condition survey started in 2016/17, concluding into 2017/18 and will gather updated information about the stock held. This will allow more accurate forecasting of future costs and enable better planning of maintenance and improvement programmes.
- 5.1.7 The impact of the latest forecasts and changes to the investment plans are reported separately in the Housing Major Works Capital Programme.

5.2 Rent setting policy changes - 1% Reduction over 4 years

- 5.2.1 The Welfare Reform and Work Act 2016 introduced a 1% reduction per year for four years to social housing rents starting in April 2016. This replaced the Government's rent policy, which commenced in April 2015 to limit rent increases to CPI + 1%. This in itself replaced the previous policy which aimed to bring parity between social housing rents in the Council and Housing Association sector and had set a target rent for each property. The financial impact of this change was a reduction in income of £9.8m up until 2024/25, when considered in conjunction with the Council's decision in February 2014 to agree a rent increase below the recommended formula.
- 5.2.2 The government has said that 1% reduction will 'reset the levels of rents in the social housing sector', which over the recent years have become out of kilter with private rents.
- 5.2.3 The impact of the rent decrease is to further reduce the amount of money available to manage, maintain and improve the housing stock. The modelled reduction in

resources amounts to a further reduction of £9.6m over four years and £142m over the course of the 30-year business plan.

5.3 Disposal of 'higher value' properties

- 5.3.1 The Housing and Planning Bill makes provision for grants to be made to private registered providers in respect of Right to Buy (RTB) discounts. The grants may be made by the Secretary of the State, the Homes and Communities Agency (HCA) and, in relation to dwellings in London, the Greater London Authority.
- 5.3.2 To meet the costs of providing discounts, a determination may be made requiring a local authority in England with an HRA to make a payment to the Government for a financial year reflecting the market value of high value housing likely to become vacant during the year, less costs, whether or not receipts are realised. Regulations will determine 'higher value' as applicable to different areas. The detail of how this will work in practice is still to be finalised and the regulations have not been published. Recently the Government has announced a delay to the full implementation of RTB for Housing Association tenants and to these regulations. Without the full detail, it is not possible to model the financial impact. However, the Government has recently said that it acknowledges that Councils will need a considerable lead in period in which to prepare.
- 5.3.3 It is understood, however, that when enacted, the local authority must consider selling its interest (Freehold or leasehold) in high value housing but it is assumed that it could fund the payment by other means. It is likely that stock retaining authorities will have the option to retain some receipts to facilitate provision of replacement homes. The details of this part of the scheme are not known and may for part of a revised scheme on the use of Right to Buy funds.
- 5.3.4 All the payments will be based on assumptions about receipts from voids sales; it may be the case that actual receipts fall short of the payments due. In this case local authorities will need to fund the payments from other sources or face interest charges on late payments.
- 5.3.5 As a result of this policy, the Council will lose rental streams from any high value properties that are sold, along with any marginal costs of managing and maintaining those units. It would be equitable for authorities to receive some form of compensation for the loss of net rent income.

5.4 Pay to Stay

- 5.4.1 The Housing and Planning Bill made provision for the charging of rent with reference to the market rate or other factors based on income and housing area. The original announcement referred to relevant, income levels of households outside of London of £31k pa
- 5.4.2 On 22 November, The Government announced that it no longer intends to make 'Pay to Stay' compulsory for Council tenants.

5.5 Capital Financing Costs

- 5.5.1 As a result of the introduction of self-financing, the Council paid the Government £58.4m on behalf of the HRA. The implications of interest payable on borrowing and debt repayments are built into the draft HRA budget.
- 5.5.2 The existing debt attributable to both the HRA and GF has been split (nominally) into two separate pools. The self-financing settlement debt was aggregated within the new HRA debt pool from 1 April 2012.
- 5.5.3 The financing costs charged to the HRA will continue to be monitored and reviewed, to ensure that the implications of treasury management decisions are recognised corporately and reflected in budgeting and forecasting.

Right to Buy Discounts and Retained Receipts

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- 5.6.1 Right to buy discounts have increased since the introduction of Self Financing, the maximum discount increases each year based on the consumer price index (CPI). The business model has been amended to incorporate this change.
- 5.6.2 The HRA is still part of a retention agreement, where the HRA can retain receipts, to support up to 30% of the cost of replacement homes if incurred in a 3 year period. If retained receipts are not used, the Council is liable to repayment of the receipt plus interest, so it is important to monitor and project RTB sales and RTB receipts in order to plan for their appropriate use.
- 5.6.3 The HRA has plans for new affordable housing which covers the spend of the RTB retained receipts. This includes looking at options for new build sites, including 6 properties on the Beacon Park development and an in-fill site in Gorleston which has recently been granted planning permission for a further 6 properties. Other sites are also being considered as part of the Local Plan 'call for sites.'
- 5.6.4 In addition to the funding of new build properties, it is proposed to increase the availability of affordable housing with a combination of: grant contributions to Housing Association developments; purchasing appropriate empty homes on the open market; and purchasing of a limited number of suitable properties on the open market.
- 5.7 Future Plans**
- 5.7.1 There are two key strands to the Councils HRA investment plans:
- a) Maintaining and improving the housing stock;
 - b) New Affordable council housing, including new housing to replace sales under RTB in line with Government guidance.
- 5.8 The next stage of the HRA review will be the preparation of the revised HRA 30 year business plan incorporating the HRA long term spending plans driven by the stock condition survey and the resourcing of those plans including the impact of RTB sales and social rent policy.

6. RESERVES

- 6.1 As part of the annual budget and council tax setting process the Chief Financial Officer must report on the adequacy of the reserves that the Authority holds. This is informed by the Policy Framework for Reserves which is reviewed and updated alongside approving the budget each year⁴.
- 6.2 The Council holds a number of useable reserves both for revenue and capital purposes which fall within one of the following categories, each are discussed in the following sections:
- General Reserve
 - Earmarked Reserves
 - Capital Receipts Reserve
 - Housing Revenue Account Reserve.
- 6.3 The General Reserve is held for two main purposes:
- to provide a working balance to help cushion the impact of uneven cashflows and avoid temporary borrowing
 - a contingency to help cushion the impact of unexpected events or emergencies
- 6.4 As part of setting the budget each year the adequacy of all reserves is assessed along with the optimum level of general reserve that an authority should hold. The optimum level of the general reserve takes into account a risk assessment of the budget and the context within which it has been prepared including the following factors:
- sensitivity to pay and price inflation;
 - sensitivity to fluctuations in interest rates;
 - the level of savings that have been factored into the budget and the risk they will not be delivered as anticipated, both level and timing;
 - potential legal claims where earmarked funds have not been allocated;
 - emergencies and other unknowns;
 - impact of demand led pressures which impact on both income and expenditure;
 - future funding fluctuations;
 - level of earmarked reserves held;
 - a level of general reserve that is within 5% to 10% of net expenditure.
- 6.5 A financial assessment will be made of all the factors to arrive at a recommended level for the general reserve. The current recommended balance is £2 million.
- 6.6 The general reserve balance at 1 April 2016 was £6.35 million, after allowing for planned movements, the balance by 31 March 2017 is expected to be £5.3 million.
- 6.7 **Earmarked Reserves** provide a means of building up funds to meet known or predicted liabilities and are typically used to set aside sums for major schemes, such as capital developments or asset purchases, or to fund restructurings. Whilst earmarked in nature until the amounts are budgeted to be taken from the reserves, commitments have not yet been made from these reserves. Earmarked reserves can also be held for service projects and business units which have been established from surpluses to cover potential losses in future years, or to finance capital expenditure. Earmarked reserves also provide a mechanism to carry forward underspends at the year-end for use in the following financial year where no budget exists.
- 6.8 For each earmarked reserve a number of principles should be established:
- the reasons for, or the purpose of the reserve

⁴ Full Council Agenda February 2016, Agenda Item No. 4

- how and when the reserve can be used – short to long term
 - procedures for the reserve's management and control.
- 6.9 The establishment and use of earmarked reserves is reviewed at the time of budget setting, throughout the year as part of the budget monitoring processes and also as part of the year-end reporting. Review of earmarked reserves throughout the year takes into account the continuing relevance and adequacy of the reserve and also the level of the general reserve.
- 6.10 An updated reserves statement is included at Appendix A. This reflects the latest position for the use of all reserves in the current and future financial years where known. There is still some uncertainty around the exact timing of the use of a number of the reserves, for which some are held as a contingency to mitigate a potential liability although the timing and likelihood of this is depended upon future events.
- 6.11 The following provides a commentary on some of the more significant reserves that the Council currently holds and maintains:
- Invest to Save – a £1 million reserve established in 2015/16 to fund one-off/upfront costs for projects that will deliver on-going savings. Examples include, officer restructurings where one-off redundancy or pension strain costs might be payable but the business case delivers an on-going revenue saving within two to five years, or for investment in IT hardware, software or equipment or one-off costs which will deliver savings through more efficient ways of working for example the programme of digital transformation projects.
 - Town Centre Indicative – This reserve earmarks funding for regenerating and developing the Great Yarmouth town centre through a variety of projects. As at 31st March 2016 the balance on this reserve was £0.595 million.
 - Collection Fund National Non-domestic Rates safety net reserve - Established as part of the 2014/15 accounts audit in respect of the business rates safety net. The reserve had a balance of £1.197 million as at 31st March 2016. Use of this reserve will be to offset return of monies to the Government or as a result of appeals, not currently available for spend.
- 6.12 All reserves general and earmarked will be reviewed over the coming months as part of setting the detailed budgets for 2016/17, with a view that where commitments have not been identified, and funds or reserve balances are no longer required, these are re-allocated to specific reserves to address the other requirements as applicable
- 6.13 The Council also holds a Capital Receipts Reserve, this includes the balance of receipts generated from asset disposals. Capital receipts are generated when an asset is disposed of and can only be used to fund expenditure of a capital nature, i.e. not for on-going revenue expenditure. The balance of capital receipts is used to fund the current approved capital programme. The balance of capital receipts at 31 March 2016 was approximately £0.692 million.
- 6.14 Details of the current capital programme that are being financed from capital receipts is included in section 6 and which highlights the reducing available balance within this reserve over the next three years.
- 6.15 The MTFs does not currently rely on the use of reserves over the medium term. The use of reserves provides only a short-term measure to reduce the funding gap and whilst it can be used to mitigate the impact in the short-term, to allow time for the implementation of financial strategy options or in response to in-year changes does not provide a sustainable solution in the medium to long term.

7. CAPITAL

7.1 The capital programme is updated regularly throughout the year as part of the budget monitoring report process. A copy of the current capital programme is included as an appendix to the 2016/17 period 6 budget monitoring report within the November 2016 Policy and Resources Agenda and has therefore not been reproduced within this document.

7.2 General Fund Capital Programme

7.3 The following tables provide a summary of the current revised capital programme for 2016/17 (adjusted for changes due to project slippage in 2016/17), together with current forecasts for 2017/18 and 2018/19, along with a breakdown of the relevant scheme financing.

Table 10 - Summary of the Current Revised Capital Programmes (£000)

<u>2016/17</u>	Capital Programme Revised Expenditure	Financing			
		Unsupported Borrowing	DFG	Other Grants & Contributions	Capital Receipts
Housing & Neighbourhoods	4,468	1,981	567	1,750	170
Resources, Governance & Growth	4,362	2,012	-	2,350	-
Customer Services	1,333	1,333	-	-	-
Transformation team	-	-	-	-	-
TOTAL	10,163	5,326	567	4,100	170

<u>2017/18</u>	Capital Programme Revised Expenditure	Financing			
		Unsupported Borrowing	DFG	Other Grants & Contributions	Capital Receipts
Housing & Neighbourhoods	17,107	16,540	567	-	-
Resources, Governance & Growth	8,050	8,050	-	-	-
Customer Services	200	200	-	-	-
Transformation team	-	-	-	-	-
TOTAL	25,357	24,790	567	-	-

<u>2018/19</u>	Capital Programme Expenditure	Financing			
		Unsupported Borrowing	DFG	Other Grants & Contributions	Capital Receipts
Housing & Neighbourhoods	800	233	567	-	-
Resources, Governance & Growth	-	-	-	-	-
Customer Services	200	200	-	-	-
Transformation team	-	-	-	-	-
TOTAL	1,000	433	567	-	-

7.4 The current capital programme is funded from the following sources of finance:

- Capital Receipts – generated from asset disposals (both new and existing within the capital receipts reserve);
- Grants and contributions received from external sources including third parties and government;
- Revenue – by means of making a revenue contribution to capital.
- Prudential Borrowing – by means of loans made to the council by PWLB and other sources;

- Internal Borrowing – by using of the council's cash balances as opposed to borrowing externally.

7.5 Prudential borrowing to fund capital expenditure can only be undertaken when an authority can demonstrate the need to borrow. The need to undertake prudential borrowing is demonstrated through its Capital Financing Requirement, which is driven by the balance sheet of the authority and takes into account reserves (including general and earmarked). Financing costs of the borrowing would be a charge to the revenue account and therefore any decision to undertake external borrowing would need to take account of the debt costs including interest and the Minimum Revenue Provision (MRP).

7.6 As an example, if a £5m capital project were approved there would be a revenue impact from an MRP charge to the revenue account will be made in line with the MRP Policy – probably over the useful life of the asset – which would amount to £200,000 per annum (assuming a 25 year life).

7.7 If a decision were to be taken to use revenue reserves to finance the expenditure, no MRP charge would be necessary, as the expenditure would be financed immediately by a revenue contribution to capital.

7.8 **Housing Revenue Account Capital Programme**

7.9 The following provides a summary of the current capital programme for the HRA along with the financing.

	Proposed Budget £000	Unsupported Borrowing £000	Capital Receipts £000	Revenue Funding £000
2016/17 (revised)	9,420	2,100	890	6,430
2017/18	7,651	2,052	877	4,722
2018/19	6,497	1,000	569	4,928

8. FINANCIAL AND BUSINESS STRATEGY AND KEY THEMES

- 8.1 The preceding sections set out the revised financial forecast for the period 2017/18 to 2020/21 and some of the context within which the forthcoming budget setting will be set.
- 8.2 The Council's strategy therefore is to maximise income through growth in homes and businesses, taking advantage of new funding streams including those that offer financial incentives, which at the same time deliver further efficiencies by transforming the way in which the Council currently schedule its business and provide services, taking advantage of technological changes.
- 8.3 The following outlines in more detail the key themes of the financial and business strategy to work towards reducing the forecast budget gap, along with indicative financial targets for each of the priorities as applicable. Each of the themes should not be seen in isolation and where applicable supporting other themes in the overall delivery:
- 8.3.1 **Strategic Asset Management** – To review all of the Council's asset holdings to ensure that income streams are being maximised and costs minimised. The current focus of the work is to identify development opportunities, new investment or assets which are under performing for potential disposal, with a view to adding value to strategic assets. The key aim is to identify the most efficient way to utilise the Council's assets and maximise the return that the Council receives from them.
- 8.3.2 **Economic Growth** – To enhance and protect the funding from business rates there needs to be opportunities to encourage new growth in the Borough, including the enterprise zones and other areas. This will also support new housing growth.
- 8.3.3 **Housing Growth** – Maximising the income from the New Homes Bonus and collection of Council Tax, will continue to be a main funding source for services. For each additional property built and each empty property brought back into use the Council will receive an adjustment to its council tax base as well as receiving additional New Homes Bonus. There are currently over 1,900 planning permissions granted but not yet implemented across the Borough and a commitment as part of the five year land supply to provide an additional 300 houses per annum, increasing to nearly 500 per annum in later years. If the Council were able to accelerate this growth and bring more empty properties back into use through a concerted effort on a corporate approach to enforcement then this will generate much greater income than is currently included within the forecast.
- The current forecast is based upon the government's projections and assumes growth based on previous years. An additional 300 properties would generate in the region of £45,000 per annum alone. A further review of the empty properties strategy will be undertaken with a view to bringing more houses and shop premises back into use by using the collective range of enforcement powers available to the Borough.
- Following the establishment of a wholly owned housing company, the Council is well placed to maximise housing growth but should also consider other delivery mechanism as it develops a housing strategy to deliver across all tenures.
- 8.3.4 **Property Investment and Commercialisation** – To identify opportunities for investment in properties whether direct or indirect should be considered to achieve either an income stream or improved returns on investment. These could support for example town centre regeneration to deliver growth, and linkages to the economic growth theme as detailed above. Any direct investment would be subject to a business case and the full revenue implications including borrowing costs would need to be taken into account. An example of this is the work currently ongoing at Beacon Park for new and current businesses.

- 8.3.5 **Technological Investment** – Enhancement and development of IT including the website to aid flexible working and access to services, linking to the digital by design work that is ongoing.
- 8.3.6 **Shared Services, Selling Services and Partnership** - Creating efficiencies through shared services continues to be a priority for central government. Identifying such opportunities must therefore continue at a local level, ensuring that realistic and deliverable benefits are achieved. In addition a strengthened approach to working with communities and partners in the voluntary sector to;
- Drive better outcomes for local residents;
 - Reduce avoidable demand on council services;
 - Secure investment to drive new partnerships with partners and communities to deliver corporate ambitions;
 - Make better use of council assets and resources to offer greater social value to local communities, to develop a partnership approach with public sector partners to working with communities across the borough.
 - Identifying opportunities to work alongside other public sector partners and organisations to deliver services
- 8.3.7 **GYBC Operating Model** – There are various strands to considering what the right operating model is for the Council and this includes the Organisational Development work already underway or completed. This is an opportunity to continue to review service delivery and the strategic capacity of the organisation, to ensure that the right people with the right skills are taking decisions in the right place, whilst at the same time empowering staff and Members to challenge and drive forward transformation initiatives, being clear on the benefits they will bring and being accountable for their delivery. Specific work strands which will continue to drive efficiency and savings and support other themes as detailed above, include the following:
- a) **Digital by Design** - To provide an on-line service for residents, businesses and visitors that is supported by a seamless transfer of data in the back office. For staff to have the ability to work remotely using a range of devices which again automate processes and support joined-up working, and mobile solutions.
 - b) **Procurement and Contract Management** - To consider the current contracts that are in place and the arrangements for managing these contracts, whether this is through a joint venture or formal contract management. This initial piece of work, which would include benchmarking and possibly soft market testing, would inform any future recommendations to review contracts
 - c) **Enforcement Strategy** – Outcomes of the enforcement board to bring a co-ordinated approach to issues such tackling homes and properties which blight areas and may contribute to anti-social behaviour. This will include a programme of work to bring empty homes back into use and to deliver new housing developments to grow the Council's tax base.
- 8.3.8 The following table provides a summary of the indicative financial targets for the above themes, where agreed plans and projects have commenced, or are planned and will not require any policy changes. These have been informed by joint work between officers and members as part of the preparatory work on the budget process for 2017/18. As the projects for the above are progressed the associated savings/additional income will be quantified and factored into the budget and future financial projections and will be brought forward to members for approval as part of the setting of the 2017/18 budget.

Table 11 - Savings and Additional Income	2017/18	2018/19	2019/20	2020/21	Total
	£000	£000	£000	£000	£000
Digital by Design	6	21	41	41	109
GYBC Operating Model	339	563	618	657	2,178
Partnership and Integration	23	30	38	26	117
Procurement and Contract Management	260	70	75	75	480
Strategic Asset Management*	(8)	32	35	35	93
Grand Total	621	716	807	834	2,977
* 2017/18 allows for costs of implementing changes in year 1					

8.4 Use of Reserves – Invest to Save

- 8.4.1 Use of reserves to balance a budget provides only a short-term solution as the funds can only be used once. They can however be used to smooth the impact of funding gaps over the short to medium term and to allow for planning and implementing projects and work streams that will deliver a longer term financial benefit through reduced costs or additional income.
- 8.4.2 Similarly, reserves can be used to fund one-off costs for projects that will deliver a longer-term benefit. In February 2016, the Council approved the allocation of £1million to an Invest to Save Reserve. This was established to fund one-off costs that will deliver future savings and can include officer restructure costs where the restructure or changes to working can deliver an ongoing saving to the Council.
- 8.4.3 The use of the reserves in this way will be considered as part of the full business case for individual project proposals, taking into account the payback period of the project along with indirect financial implications.
- 8.4.4 To date £46,911 has been allocated from the invest to save reserve for the purchase of mobile devices that will deliver an ongoing saving to the revenue account. The following is used to approve allocations from the reserve:
- Proposals should deliver a break even solution (after costs) to the Council within four years;
 - Amounts to be allocated from the reserve should be in line with the current virement limits and rules included in the constitution.

8.5 Updated Financial Forecast

- 8.5.1 The following table summarises the updated financial position allowing for the indicative financial targets identified at table 11 and referred to in section 8.3.

Table 12 - Updated Financial Forecast	2017/18	2018/19	2019/20
	£000	£000	£000
Forecast Budget Gap (Section 4, Table 9)	1,315	1,371	2,297
Savings and Income targets	(621)	(716)	(807)
Grand Total	695	655	1,490

- 8.5.2 Based on the latest financial projections and assuming delivery of the financial targets against each of the themes, there is still anticipated to be a shortfall in 2017/18 of just under £700k, increasing to just under £1.5 million by 2019/20. This is before any use of reserves in the short term to allow for the implementation of other work streams as identified above. This assumes delivery of the financial savings and additional income at the levels included in the indicative targets and the continued achievement of current income and growth forecasts along with the government funding forecasts. Once further detail of the Autumn Statement and financial settlement for 2017/18 are announced the forecast will be updated as applicable.

8.6 Savings and Additional Income from Fees and Charges

- 8.6.1 Approval of proposals to deliver savings and additional income streams will be made as part of the 2017/18 budget report. In the meantime there is a report to the Policy and Resources Committee in November 2016 which will then go to Full Council for approval in December 2016 to set fees and charges for 2017/18.
- 8.6.2 The reason for presenting the fees and charges for approval ahead of the detailed budget report is to allow implementation time where applicable and also to provide more informed income budgets for the 2017/18 budget based on approved fees and charges.
- 8.6.3 The Council approved a fees and charges policy in December 2014 to inform future budget setting processes and to provide a framework for the setting of fees annually. The majority of fees that are set locally as per the policy are subject to annual increases of RPI plus 2%. The report is also recommending
- 8.6.4 A number of the fees for 2017/18 have been subject to a more detailed review for future years namely the market fees and charges which have been subject to a separate report to the Economic Development Committee in November 2016.
- 8.6.5 These and further savings proposals to be agreed as part of the budget processes will help to reduce the forecast funding gap, table 13 provides an estimate of the overall position after allowing for these.

8.6.6

Table 13 - Updated Financial Forecast	2017/18	2018/19	2019/20
	£000	£000	£000
Forecast Budget Gap (Table 12)	695	655	1,490
Savings and Income targets	(184)	(316)	(389)
Grand Total	511	339	1,101

- 8.6.7 In summary the current forecasts indicate a budget gap of just over £500k for 2017/18, increasing to £1.1million by 2019/20, the final year of the four year settlement. This is prior to the detailed work on the budget for 2017/18 being completed which is currently in progress to be presented to Members in February as part of the approval process which will update these forecasts. Work is continuing with services to identify further options to reduce the forecast gap in the short to medium term.

9. SENSITIVITY ANALYSIS AND RISKS

- 9.1 The Council works within the constraints of central government funding allocations and its control over council tax increases through the capping and referendum principles. The continuing downward pressure on external resources will, over time, constrain the level of service delivery that the Council is able to provide.
- 9.2 The legal requirement to set an balanced budget each year, ensures care is taken in preparing figures and proposing changes to service levels which may require upfront investment, alongside approval of the budget the level of reserves and robustness of the estimates are factors that are considered.
- 9.3 The forecast projections as detailed earlier in the document are dependent upon a number of key assumptions which are not directly within the control of the Council, the most significant of these are detailed below along with the sensitivities to the financial projections, a summary table is also shown below.
- 9.4 **Employee Costs** – As mentioned above the forecasts assume an annual pay award of 1%, the Council is part of a national pay agreement and as a guide for GYBC, 1% equates to approximately £90,000 annually. Therefore should the annual pay award agreement be different to the 1% assumed say for example by 0.5%, this would equate to an additional cost of £45,000 per annum. The base budgets allow for a turnover element from staffing costs which equate to approximately 1% per annum.
- 9.5 **Business Rates Growth** – Within the Local Government Finance Settlement the Business Rates Baseline funding is assumed to increase annually in line with inflation. Actual increases (or reductions) will result in additional or a reduced level of income retained locally. Some allowance for growth after allowing for appeals has been factored into the projections, as a guide a 1% movement each year would result in approximately £50,000 additional per annum being retained locally above the level included in the forecasts.
- 9.6 **New Homes Growth/Increase in Tax Base** – The current budget and projections include the NHB allocation. There are risks associated with this funding source at a local and national level. Risks at a local level are the continued delivery of housing growth and also reductions in the number of long term empty properties. The growth in new homes can be informed by the housing trajectory figures, however the fluctuations in the number of long term empty properties can negatively (should the number increase) impact on the allocation of NHB. This area therefore that continues to be monitored closely with proactive work with homeowners and landlords to bring the properties back into use. The national risk around the future of the NHB is more significant should there be a change in the allocation method, removal of the scheme or change to the 80/20 District/County current split.
- 9.7 **Revenue Support Grant** – The overall reduction in RSG between financial years covered by the settlement period is just over £1.7m. The financial planning process has taken account of this change; however the future funding gaps still remain a risk. The future forecasts will assume the removal of RSG in full from 2020/21 which will mean a reduction of over £2 million in funding from 2019/20 to 2020/21.

Table 13 – Revenue Support Grant allocation

	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000
Revenue Support Grant	3,740	3,007	2,545	2,029

- 9.8 The extent to which the above factors will have an impact on the overall projections and forecast funding gap will vary. Some will have an ongoing impact, for example an increase to the tax base in 2017/18 will have an ongoing benefit in terms of additional

Council tax income generated year on year, converse to this an increase in the employee inflation in one year will increase the base budget requirement moving forward cumulatively.

- 9.9 Fluctuations in the demand for services, say for example a fall in car parking income due to inclement weather over a holiday period would be relatively short term, assuming no changes to other factors, for example the closure of a pay and display car park and the overall reduction in provision. For the short-term fluctuations these are mitigated through allowing elements within the general reserve.
- 9.10 The Council continues to face a number of risks in terms of future funding and delivery of services. A number of these risks have been referred to within the main body of the Financial Strategy. The detail of the 2017/18 budget will be completed over the coming months in preparation of the Budget and Council Tax setting report which will be presented for approval in February 2017. The work on the detailed budgets will be based on the latest local and national information and will be informed by the provisional and later final budget settlement announcements.
- 9.11 The main risks that the authority continue to face are outlined below:
- 9.11.1 **Future Funding and Business Rates** – Local Authority funding from central government continues to be under pressure with a greater shift from central government grant (from revenue support grant) to locally generated resources including retained business rates. The emphasis on retaining funds from business rates locally provides further risks to Local Authorities in that there are a number of inherent risks which will continue to be borne locally including, the status of properties changing, for example schools changing to academies and also business premises becoming empty. In addition, the impact of business rates appeals will continue to have an impact on the level of retained business rates and whilst the scheme does provide incentive for promoting and delivering growth in local economies, the impact of appeals and business decline can have a negative impact.
- 9.11.2 The impact of appeals will have an impact in year from reimbursement of refunds and also the future income received. There are still a number of significant appeals outstanding in particular purpose built medical centres and GP surgeries, NHS trust properties and power stations. Some of these will date back to 2005 for which refunds could be payable. The full impact will be dependent upon the outcome of the appeal by the Valuation Office Agency (VOA). The financial impact to the Council is mitigated through the appeals provision and the collection fund safety net earmarked reserve.
- 9.11.3 Further measures for example extension of reliefs announced within the Autumn Statement, continue to present a risk to Local Authorities, albeit some of this risk is mitigated by the section 31 grant. Growth and/or decline in businesses will continue to have a direct impact on the funding at a local level. Some of this risk is mitigated by the earmarked reserve which is maintained to reduce the impact of appeals and to smooth the fluctuations in income being retained year-on-year. In addition, the review of the Business Rates system will be used to inform the budget for 2016, the impact of this will need to be considered once further detail is announced.
- 9.11.4 **Savings** – The Council is continuing to deliver a programme of savings and additional income. Delivery of the savings at the levels budgeted is vital to delivery of the overall budget and achieving a sustainable future financial position. The delivery of these savings is closely monitored by EMT and Members as part of the ongoing budget monitoring process.
- 9.11.5 **Service Demand and Income** - Income from a number of demand led services remains a financial risk that cannot be fully influenced by the Council. Whilst

annual estimates are pulled together under a robust methodology taking into account current performance, previous actuals and knowledge of current and future service delivery, income levels need to be closely monitored, for example for planning and car park income. Fluctuations in income can be mitigated by the use of reserves and this is a factor that is taken into account as part of the budget setting process when determining the recommended level of general reserve.

- 9.11.6 **Interest and MRP** - The revenue budget takes account of the planned borrowing and financing of the current and future capital programmes. Slippage of capital schemes will impact on the level of borrowing required along with the associated financing costs. In addition as new schemes and projects are approved this will have an impact on the associated financing costs and will need to be considered as part of the options appraisal and business case.
- 9.11.7 **New Homes Bonus** – The current budget and projections assume use of the NHB allocation within the base budget. The allocation for 2016/17 was confirmed and is therefore certain, the future forecasts have been based on the four year finance settlement announcement with some adjustments to scale back funding in 2017/18. There are risks associated with this funding source at a local and national level. Risks at a local level are the continued delivery of housing growth and also reductions in the number of long term empty properties. The growth in new homes can be informed by the housing trajectory figures, however the fluctuations in the number of long term empty properties can negatively (should the number increase) impact on the allocation of NHB. This area therefore continues to be monitored closely with proactive work with homeowners and landlords to bring the properties back into use. The national risk around the future of the NHB is dependent upon the outcome of the NHB consultation and funding allocations in the future.
- 9.11.8 **Service Delivery Changes** – The Financial Strategy reflects known service delivery changes including the centralisation of the Land Charges service from 2017 to the Land Registry. Further service delivery changes, for example the roll out of universal credits, are currently underway and any implications of these changes will be accounted for in future budget updates.
- 9.11.9 **Autumn Statement** - The government will publish its Autumn Statement on 23 November 2016 and will inform the budget from 2017/18 onwards.
- 9.11.10 **HRA – Pay to Stay and Higher Value** – The implications of these are not yet known and until further information and guidance around these and timescales are known the full impact to the HRA cannot be quantified.

Glossary of Acronyms – Financial Strategy

DWP	Department for Work and Pensions
LCTS	Local Council Tax Support
LTE	Long Term Empty
MRP	Minimum Revenue Provision
NHB	New Homes Bonus
RSG	Revenue Support Grant
SFA	Settlement Funding Assessment

Appendix A - Reserves Statement

	Closing Balance 31.03.16	Movement 2016-17	Closing Balance 31.03.17	Movement 2017-18	Closing Balance 31.03.18	Movement 2018-19	Closing Balance 31.03.19	Movement 2019-20	Closing Balance 31.03.20
General Fund:	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Planning Delivery Grant	62	(43)	19		19		19		19
Insurance Fund	132	0	132		132		132		132
Town Centre Initiative	595	(173)	422		422		422		422
SHARP Funding	494	0	494		494		494		494
Restricted use grant	903	(182)	721		721		721		721
Efficiency Support grant	241	(241)	0		0		0		0
Invest to Save	1,000	(47)	953		953		953		953
Specific budget	63	(7)	56		56		56		56
LEGI	524	0	524		524		524		524
Repairs and maintenance	343	(16)	327		327		327		327
Second Homes Council tax	97	(77)	20		20		20		20
Waste Management	135	(110)	25	(11)	14		14		14
Collection Fund - Safety Net	1,197	(364)	833		833		833		833
Neighbourhoods	129	0	129		129		129		129
Other Reserves	208	(135)	72	(4)	68	(4)	64	(4)	60
Total Earmarked Reserves	6,123	(1,396)	4,727	(15)	4,712	(4)	4,708	(4)	4,704
General Fund	6,350	(176)	6,174		6,174		6,174		6,174
Total Reserves	12,473	(1,572)	10,901	(15)	10,886	(4)	10,882	(4)	10,878

Subject: Fees and Charges 2017/18

Report to: Policy and Resources Committee 29 November 2016
Full Council 22 December 2016

Report by: S 151 Officer

SUBJECT MATTER/RECOMMENDATIONS

This report outlines for approval the schedule of fees and Charges for the 2017/18 financial year.

Recommendation: It is recommended that the Policy and Resources agree and recommend for approval by Full Council the fees and charges as detailed within Appendix A of the report.

1. INTRODUCTION AND BACKGROUND

- 1.1. The Council approved a fees and charges policy in December 2014. This policy was agreed as part of the financial planning and transformation work priority to provide a framework within which the Council's fees and charges would be set annually as part of the budget setting process. Income from fees and charges provides a key source of income to the Council for the provision of its services.
- 1.2. The setting of the fees and charges annually provides a key element of the annual budget setting process to inform the service income budgets which will also take into account local demand and other local factors. In addition the future financial projections will take into account planned increases to fees and charges in line with the policy to provide estimates on the level of future income.
- 1.3. The policy sets out some criteria and rationale for the annual changes to fees and charges which largely covered an annual increase of RPI plus 2% for the period until 2020. There are exceptions to this including the following:
 - 1.3.1. Where fees are statutory and are therefore outside the scope of control for the Council to set;
 - 1.3.2. Where fees are set within national rules for cost recovery, for example land charges and building control;
 - 1.3.3. Fees and charges subject to separate reviews and form part of the 2017/18 savings and additional income proposals.

2. FEES AND CHARGES PROPOSALS FOR 2017/18

- 2.1. As part of the budget process for 2017/18 Group Managers and Executive Management Team have been tasked with putting forward savings and additional income proposals to reduce the forecast funding gap from 2017/18 onwards. The draft proposals have been subject to officer and member challenge as part of the preparatory work on the budget ahead of proposals being brought forward as part of setting and approving the budget for 2017/18 which is due to be presented for approval in February 2017.
- 2.2. Some of the proposals that have been submitted include changes to fees and charges from 2017/18 which differ from the current fees and charges policy and require approval by Members. These are outlined below:

Service Area	Description of New Fee/ Charge	Value (17/18)
Planning	Charging for pre-application discussions, advice and general planning enquiries. These charges would be set independently of the fees and charges policy and based on officer time.	£30,000
Planning	Charging for re-opening old building regulation applications and review of prescribed charges.	£15,000
Environmental Health	Charging of an administration fee for replacement or extra bins and for new bins provided as part of redevelopment, the charges would be set based on cost to the council and will therefore increase annually in line with the fees and charges policy.	£23,777
Environmental Health	Full cost recovery of collection and detaining stray dogs where it is necessary to return to kennels, to be passed to the owner (in addition a statutory fee of £25 is chargeable independent of the fees and charges policy and will not therefore inflate annually).	£13,000
Safe at Homes	Increase fees to 19.1% and 21.6% (from 10.0% and 12.5%)	£38,568

- 2.3. In addition the Town Hall schedule of fees has been updated to include the Atrium and the discount for charities to be 25%. Other fees and charges have been assumed to increase by RPI + 2% for administration these will have been rounded as applicable, for example to nearest £.
- 2.4. The reason for presenting for approval the fees and charges ahead of the detailed budget report in February is to allow accurate forecasting of income to be included in the budget for 2017/18 and future projections and also to allow implementation time of changes as applicable.
- 2.5. The Market fees have been subject to a separate review which is being considered by Economic Development Committee on 21 November 2016 for which recommendations will then be made to the Policy and Resources Committee and Full Council for approval. These have therefore not been included as part of this report.

- 2.6. The fees and charges structure for the crematorium are currently being review and will come forward for recommendation as part of the budget report to Members for approval.

- 2.7. Appendix A details the proposed fees and charges for 2017/18.

3. FINANCIAL IMPLICATIONS

- 3.1. The financial implications from the proposed changes will be factored into the detailed service budgets for 2017/18 and used to inform the future financial projections.

4. RISK IMPLICATIONS

- 4.1. There is a risk of non-delivery of budgeted income from the fees and charges, an element of this risk is mitigated by the informed calculation of the income budgets taking into account known local and national factors and also current and past trends.
- 4.2. Where the level of income is related to service demand there are factors that are outside of the control of the Council, for example the impact that weather can have on the level of car parking income, or confidence in the economy on planning application income. A prudent approach is taken to the setting of these income budgets and the more significant demand income budgets, for example car parking fee income and planning income are closely monitored during the year.
- 4.3. The level of income from fees and charges will be reviewed during the year in terms of delivery of income targets and therefore future charges could be subject to change to mitigate any financial risks.

5. CONCLUSIONS

- 5.1. The proposed fees and charges for 2017/18 have been calculated based on the current fees and charges policy and where there are opportunities to deliver additional income to help reduce the future financial gap that the Council is facing.
- 5.2. The proposals will be factored into the detailed budget for 2017/18 which will be brought forward for Member approval in February 2017. In addition the future financial implications from 2018/19 will be used to inform the later financial projections for the Council.

6. RECOMMENDATIONS

- 6.1. It is recommended that Policy and Resources agree and recommend to Full Council the schedule of fees and charges as detailed in Appendix A for 2017/18.

7. BACKGROUND PAPERS

- 7.1. Fees and Charges Policy as approved in December 2014.
7.2. Current (2016/17) fees and charges.

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	
Existing Council Policies:	
Financial Implications:	
Legal Implications (including human rights):	
Risk Implications:	
Equality Issues/EQIA assessment:	
Crime & Disorder:	
Every Child Matters:	

Fees and Charges

Title	Page Number
Crematorium & Cemetery Fees	2
Environment	6
Environmental Health	8
Garden Waste Bins	10
Housing Needs and Welfare Services	11
Land Charges	12
Market Fees	13
Licenses	14
Pay and Display Car Parks	16
Sports and Leisure	19
Town Hall	22

† Indicates Fees and Charges inclusive of VAT

2016/17 Charges VAT @ 20% (where applicable)	2017/18 Charges VAT @ 20% (where applicable)
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CREMATION CHARGES

NB: From 01 April 2017 the Medical Referee Fee of £25 is included in the Cremation Fee.
The fee also includes an Environmental Charge of £60
The use of the Wesley Music System is included.

The following charges relate to cremation:

Non-viable foetus or stillborn child	No Charge	No Charge
The body of a child not exceeding four years of age at time of death	No Charge	No Charge
The body of a child of four years, but not exceeding twelve years at the time of death	No Charge	No Charge
The body of a person whose age at the time of death exceeded twelve years	698.00	Under Review

Additional Charges

Scattering of cremated remains from another Crematorium in the lawn area	180.00	187.50
Scattering of cremated remains from this Crematorium in the lawn area, with relatives and an officer in attendance	82.50	86.00
Scattering of cremated remains from this Crematorium in the lawn area	53.50	56.00
Hire of Crematorium Chapel:		
For Burial / Memorial Service	118.50	123.50
Extension of half an hour for Cremation Service	118.50	123.50
Hire of Crematorium Chapel only	250.00	260.00
Temporary retention of ashes, after first four weeks, per month	21.60	22.50
Ash containers (bronze urns)	21.60	22.50
Baby bio-degradable box urn	No Charge	No Charge
Bio-degradable box urn	No Charge	No Charge
Additional Certificate of Cremation	16.50	17.50
Certified extract from Register of Cremations	16.50	17.50
† Pall bearers (each) (VAT included in fee 2017-18)	27.00	28.50
† Audio recording of the service presented on USB or CD (VAT included in fee 2017-18)	60.00	62.50
The use of the Wesley Music System is provided		

Dedications

† Two line entry (VAT included in fee 2017-18)	84.00	87.50
† Five line entry (VAT included in fee 2017-18)	119.00	124.00
† Eight line entry (VAT included in fee 2017-18)	158.50	165.00
† Five line entry with flower illustration or similar (VAT included in fee 2017-18)	177.00	184.00
† Five line entry with heraldic device (VAT included in fee 2017-18)	191.30	199.00
† Eight line entry with flower illustration or similar (VAT included in fee 2017-18)	191.30	199.00
† Eight line entry with full heraldic device or crest (VAT included in fee 2017-18)	342.50	356.00

Memorial Cards

† Two line entry (VAT included in fee 2017-18)	18.50	19.50
† Five line entry (VAT included in fee 2017-18)	23.70	24.70
† Eight line entry (VAT included in fee 2017-18)	41.20	43.00
† Five line entry with flower illustration or similar (VAT included in fee 2017-18)	65.00	68.00
† Eight line entry with flower illustration or similar (VAT included in fee 2017-18)	81.00	84.50
† Five line entry with heraldic device (VAT included in fee 2017-18)	88.50	92.00
† Eight line entry with full heraldic device or crest (VAT included in fee 2017-18)	104.00	108.50

Memory Books

† Two line entry (VAT included in fee 2017-18)	65.00	68.00
† Five line entry (VAT included in fee 2017-18)	72.00	75.00
† Eight line entry (VAT included in fee 2017-18)	81.00	84.50
† Five line entry with flower illustration or similar (VAT included in fee 2017-18)	104.00	108.50
† Eight line entry with flower illustration or similar (VAT included in fee 2017-18)	112.00	116.50
† Five line entry with heraldic device (VAT included in fee 2017-18)	128.50	134.00
† Eight line entry with full heraldic device (VAT included in fee 2017-18)	145.00	151.00

NB: For each additional entry in Velum book - as in Memorial Cards above inclusive of postage and packing

Memorial Rose (including provision of Bronze Plaque)

Five year dedication period

† Bush Rose (VAT included in fee 2017-18)	128.00	133.00
† Standard Rose (VAT included in fee 2017-18)	150.00	156.00
† Double Plaque (to replace single) (VAT included in fee 2017-18)	65.00	68.00
† Embossed motif (from selection) on bronze plaque (VAT included in fee 2017-18)	16.50	17.50
† Postage and packing of expired memorial plaque (VAT included in fee 2017-18)	6.70	7.00

	2016/17 Charges VAT @ 20% (where applicable)	2017/18 Charges VAT @ 20% (where applicable)
Memorial Tree (including provision of Bronze Plaque)		
Five year dedication period		
† Five year dedication period (VAT included in fee 2017-18)	375.00	390.00
† Renewal - five year dedication period (VAT included in fee 2017-18)	142.00	148.00
† Renewal - ten year dedication period (VAT included in fee 2017-18)	223.00	232.00
Individual Memorial Seat (including provision of Bronze Plaque)		
Five year dedication period		
† Six foot seat (VAT included in fee 2017-18)	1,020.00	1,060.00
† Additional bronze plaque (VAT included in fee 2017-18)	113.50	118.00
† Renewal for five year dedication period (VAT included in fee 2017-18)	149.00	155.00
† Renewal for ten year dedication period (VAT included in fee 2017-18)	224.20	233.00
Individual Wall Plaques		
Ten year dedication period		
† Bronze plaque - black with gold lettering (VAT included in fee 2017-18)	154.50	161.00
† Renewal of existing plaque - 10 year dedication period (VAT included in fee 2017-18)	103.00	107.00
† To add additional name or request new plaque to replace existing (new 4 line plaque) (VAT included in fee 2017-18)	77.00	80.00
Polished Sterling Grey Granite Memorial Vase Kerbs		
Ten year dedication period		
† Granite Memorial Vase Kerbs with 6 line inscription (VAT included in fee 2017-18)	387.00	402.50
† To add additional name (new 6 line granite plate) (VAT included in fee 2017-18)	116.20	121.00
† Renewal - 10 year dedication period (VAT included in fee 2017-18)	296.00	308.00
Hexagonal Sandstone Tower with Granite Plaque		
Ten year dedication period		
Granite memorial plaque with 6 line inscription	160.00	166.50
New plaque for additional name to be added	108.00	112.50
Renewal of existing plaque for ten year period	108.00	112.50
Sanctum 2000 above ground vaults		
Twenty year lease period		
20 year lease of granite vault and black granite plaque and lettering (up to 80 letters) first interment and first posy vase	965.00	965.00
Decorative motifs/floral tribute on plaque (samples & price on request)		
Cameo photograph arranged and fixed to plaque (4cm x 3cm)	107.00	111.50
Cameo photograph arranged and fixed to plaque (7cm x 5cm)	128.50	134.00
Heart shaped cameo photo, arranged and fixed to plaque	172.00	179.00
Replacement of black granite plaque (excluding photograph) up to 80 letters	343.40	357.00
Renewal of 10 year lease	450.50	468.50
Additional letters (per letter)	3.00	3.15
Repainting of current plaque price on request (dependent on characters and motifs)		
Sanctum Panorama above ground vaults		
Twenty year lease period		
20 year lease of granite vault and black granite plaque and lettering (up to 80 letters) first interment and first posy vase		
Top level:	868.00	868.00
Mid level:	836.00	836.00
Lower level:	783.00	783.00
Decorative motifs/floral tribute on plaque (samples & price on request)		
Cameo photograph arranged and fixed to plaque (4cm x 3cm)	108.00	112.50
Cameo photograph arranged and fixed to plaque (7cm x 5cm)	128.50	134.00
Heart shaped cameo photo, arranged and fixed to plaque	172.00	179.00
Replacement of black granite plaque (excluding photograph) up to 80 letters	343.40	357.00
Renewal of 10 year lease	452.50	470.50
Additional letters (per letter)	3.00	3.15
Repainting of current plaque price on request (dependent on characters and motifs)		
Buxton Bench		
Twenty year lease period		
20 year lease Granite bench with two recesses for plaque, including one 7' x 5' engraved memorial plaque	1,020.00	1,020.00
Second plaque	108.00	112.50
Renewal of 10 year lease	453.00	471.00
Ornamental Memorial Tree in Garden of Remembrance		
Twenty year lease period		
Ornamental tree with plaque including inscription and motif, on a 20 year lease	620.00	645.00

	2016/17 Charges VAT @ 20% (where applicable)	2017/18 Charges VAT @ 20% (where applicable)
CEMETERY CHARGES		
Interment Charges		
The following charges relate to burial of persons resident within the Borough area at the time of death:		
The body of a stillborn child or child whose age at the time of death did not exceed one month	No Charge	No Charge
The body of a child whose age at the time of death exceeded one month, but did not exceed twelve years	No Charge	No Charge
The body of a person whose age at the time of death exceeded twelve years	595.00	618.50
The following charges relate to cremation of persons who are not resident within the Borough are at the time of death:		
The body of a stillborn child or child whose age at the time of death did not exceed one month	118.00	123.00
The body of a child whose age at the time of death exceeded one month, but did not exceed twelve years	150.00	156.00
The body of a person whose age at the time of death exceeded twelve years	1,027.00	1,067.50
Additional Charges		
Burial at 9' depth	118.50	123.50
For excavation for caskets	118.50	123.50
Excavation for 9' x 4' walled graves (not including construction of walls)	182.00	190.00
Larger excavations - prices upon request		
For burial at 3pm British Summer Time Only	54.00	56.50
Interment of cremated remains		
In a grave for which Exclusive Right of Burial has been granted		
The body of a child not exceeding four years of age at the time of death	38.00	39.50
The body of a child of four years but not exceeding twelve years at the time of death	53.50	56.00
The body of a person whose age at the time of death exceeded twelve years (resident)	188.00	195.50
The body of a person whose age at the time of death exceeded twelve years (non-resident interred into new grave)	370.00	385.00
The body of a person whose age at the time of death exceeded 12 yrs (non-resident interred into occupied grave)	188.00	195.50
Double interment of cremated remains (resident)	200.00	208.00
Double interment of cremated remains (non-resident interred into occupied grave)	200.00	208.00
Exhumation Charges		
† Exhumation of body of any age (VAT included in fee 2017-18)	1,566.00	1,628.00
† Exhumation of cremated remains (VAT included in fee 2017-18)	225.00	234.00
Reinterment Charges		
Charges for each reinterment in accordance with normal fees		
Purchase of Exclusive Right of Burial - 50 years		
Purchase by resident of the Borough: (Temporary memorial free upon request for the first interment)		
Earthen grave 9'x4'	644.00	695.00
Earthen grave 2'x2' (ashes)	429.00	470.00
Earthen grave 4'x2' (Child up to age of four)	80.00	83.50
Purchase by non resident of the Borough: (Temporary memorial free upon request for the first interment)		
Earthen grave 9'x4'	1,126.00	1,170.50
Earthen grave 2'x2' (ashes)	750.00	780.00
Earthen grave 4'x2' (Child up to age of four)	128.50	134.00
† Temporary memorial (including carriage) (VAT included in fee 2017-18)	58.60	61.00
Monuments and Gravestones		
From 2005/2006 onwards, monument fees have been incorporated into the scale of fees and charges for exclusive rights of burial and interment fees.		
However, where the Exclusive Right of Burial was purchased before 1st April 1989, a monument fee of £90.00 shall be paid.		
On safety grounds, no memorial constructed of wood, glass, china or plastic material, with the exception of the approved design for temporary memorials issued by the Council, shall be placed on any grave and all memorials shall conform to the requirements		

	2016/17 Charges VAT @ 20% (where applicable)	2017/18 Charges VAT @ 20% (where applicable)
Supplementary Charges		
Search Fee for Burial Registers (excluding genealogy enquiries) (per entry)	35.00	36.50
Indemnity Form (where owner is unable to produce original purchase Deed)	18.00	19.00
Fee for transfer of Deed of Exclusive Right	37.00	38.50
Fee for transfer of Deed of Exclusive Right (Deed not available)	59.00	61.50
† Genealogy enquires per hour or part thereof (VAT included in fee 2017-18)	37.00	39.00
Selection of new grave or cremated remains plot (Officer in attendance)	43.00	45.00
Search for grave on behalf of family or funeral director, by officer	43.00	45.00
† Administrative Fee (for preparation/production/amended/duplication of paperwork) (VAT included in fee 2017-18)	21.60	22.50
(NB - fee non-refundable, if after search grave is not located)		

PLEASE NOTE: The following fees have been prescribed by the Government.

Website address: <http://www.defra.gov.uk/industrial-emissions/files/List-of-Charges-2014.pdf>

Type of Charge	Type of process			
Application Fee	Standard Process	£1,579		
	Additional fee for operating without a permit	£1,137		
	Reduced fee activities (except VRs)	£148		
	PVR I & II combined	£246		
	Vehicle refinishers (VRs)	£346		
	Reduced fee activities: Additional fee for operating without a permit	£68		
	Mobile screening and crushing plant	£1,579		
	for the third to seventh applications	£943		
	for the eighth and subsequent applications	£477		
	Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts			
Annual Subsistence Charge	Standard process Low	£739 (+£99)*		
	Standard process Medium	£1,111 (+£149)*		
	Standard process High	£1,672 (+£198)*		
	Reduced fee activities Low / Medium / High	£76	£151	£227
	PVR I & II combined	£108	£216	£326
	Vehicle refinishers Low / Medium / High	£218	£349	£524
	Mobile screening and crushing plant, for first and second permits L / M / H	£618	£989	£1,484
	for the third to seventh permits L / M / H	£368	£590	£884
	eighth and subsequent permits L / M / H	£189	£302	£453
	Late payment Fee	£50		
	* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation			
	Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts			
Transfer and Surrender	Standard process transfer	£162		
	Standard process partial transfer	£476		
	New operator at low risk reduced fee activity	£75		
	Surrender: all Part B activities	£0		
	Reduced fee activities: transfer	£0		
	Reduced fee activities: partial transfer	£45		
Temporary transfer for mobiles	First transfer	£51		
	Repeat following enforcement or warning	£51		
Substantial change	Standard process	£1,005		
	Standard process where the substantial change results in a new PPC activity	£1,579		
	Reduced fee activities	£98		

LAPPC mobile plant charges

Number of permits	Application fee	Subsistence fee		
		Low	Med	High
1	£1,579	£618	£989	£1,484
2	£1,579	£618	£989	£1,484
3	£943	£368	£590	£884
4	£943	£368	£590	£884
5	£943	£368	£590	£884
6	£943	£368	£590	£884
7	£943	£368	£590	£884
8 and over	£477	£189	£302	£453

LA-IPPC charges

NB - every subsistence charge in the table below includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation

Type of Charge	Local authority element
Application	£3,218
Additional fee for operating without a permit	£1,137
Annual Subsistence LOW	£1,384
Annual Subsistence MEDIUM	£1,541
ANNUAL Subsistence HIGH	£2,233
Substantial Variation	£1,309
Transfer	£225
Partial transfer	£668
Surrender	£668

Key

Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.

Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW.

Newspaper advertisements

Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs.

Environment Agency Subsistence Fees for Discharge to Controlled Waters

Charge band	Applicability	Charge
A	Where permit conditions contain numerical water discharge limits other than for the pollutants or parameters listed in bands B and C	£2,270
B	Where permit conditions contain numerical water discharge limits for BOD, COD ¹ or ammonia	£760
C	Where permit conditions contain numerical limits for water flow, volume, suspended solids, pH, temperature, or oil or grease	£222
D	Where conditions are included in a permit which do not fall within any of the descriptions in bands A-C (e.g. descriptive conditions)	£66

There is no extra fee payable to the Environment Agency where quarterly payments are made.

	2016/17 Charges	2017/18 Charges
Local Licences		
Skin Piercing and Tattooists		
Skin piercing (registration) + 1 personal licence	269.00	280.00
Convention per Individual	59.00	62.00
or Event fee - whichever is the Greater	215.00	224.00
Pet Shop (Annual)	107.00	112.00
Riding Establishment (Annual) (Vet charges are recoverable)	189.00	197.00
Dog Breeding (Annual)	107.00	112.00
Dangerous Wild Animals (Annual)	107.00	112.00
Dangerous Wild Animals New Application		
Animal Boarding (Annual)	107.00	112.00
Zoo		
Application	209.00	218.00
Grant	86.00	90.00
Renewal	290.00	302.00
(Vet charges are recoverable)		
Food/Water Samples		
Upon request	Cost Recovery	Cost Recovery
Commercial Health Certificates		
Authorisation	11.50	12.00
Preparation and authentication	22.00	23.00
Port Health	4.00	5.00
Food Premises Register		
Copy of an entry	9.50	10.00
Copy of register	740.00	770.00
Request for information (plus VAT)	73.00	76.00
NOTE: The Food Premises Register is available free to view at the offices, however, if a copy of the full register or a single entry is required please see charges above.		
House in Multiple Occupation Licence		
House in Multiple Occupation Licence Application - Standard 5	450.00	470.00
Units of accommodation:		
Each Additional Unit at	27.00	29.00
House in Multiple Occupation Renewal of Licence - Standard 5	407.00	425.00
Units of accommodation		
Each Additional Unit at	27.00	29.00
Variation of a Licence	107.00	112.00
Follow up costs (e.g. due to incomplete information, failure to respond to requests etc) to be charged at an extra cost at time actually spent. Officer time per unit is £44.00 inclusive of administration and VAT.		
Housing Act 2004		
Recovery of costs re Enforcement Notices	324.00	337.00
ADD NEW Failure to provide smoke alarms		5,000.00
ADD NEW Failure to provide carbon monoxide alarms		5,000.00

		2016/17 Charges	2017/18 Charges
Scrap Metal Dealer Licence Fees			
	Site Licence		
	- New	267.00	278.00
	- Renewal	247.00	257.00
	- Variation	107.00	112.00
	Collectors Licence		
	- New	161.00	168.00
	- Renewal	140.00	146.00
	- Variation	107.00	112.00
Bulky Items			
	Collection of Bulky Items by Order:		
	1 Item	11.00	12.00
	3 Items	16.00	17.00
Public Health Act Funerals			
	Administration and Officer rate - flat fee (inclusive of VAT)	450.00	470.00
	Out of Borough Excess Cost Recovery	51.00	53.00
Dog Warden - Fees			
† ADD NEW	Contractors Fee for Collection and Kennelling per dog (Recharges include VAT)	N/A	Cost recovery
	Statutory Fee	25.00	25.00
Pest Control			
	Mouse and Rat Control and Extermination Fee (<i>Exlcuding VAT</i>)	36.00	37.50
Ship Sanitation Charges			
<i>These fees are set by the Association of Port Health Authorities - prices are subject to change and the prescribed charges will be adopted once published)</i>			
These fees are set by the Association Of Port Health Authorities.			
Gross Tonnage Charge (£)			
	Below 1,001	79.00	79.00
	From 1,001 to 3,000	116.00	116.00
	3,001 - 10,000	177.00	177.00
	10,001 - 20,000	235.00	235.00
	20,001 - 30,000	299.00	299.00
	Over 30,000	355.00	355.00
MOBILE HOMES ACT 2013			
Costs of New Application			
	1-5 pitches	220.50	220.50
	6-24 pitches	236.25	236.25
	25-99 pitches	252.00	252.00
	100+ pitches	283.50	283.50
Annual Inspection Fees			
	1-3 pitches	NIL	NIL
	4-5 pitches	126.00	126.00
	6-24 pitches	189.00	189.00
	25-99 pitches	252.00	252.00
	100+ pitches	283.00	283.00

Cut off date	Amount	Collections start	# collections	2nd Bin	2 Bins (new)	Renewal Price	2 Bins Renewal	3 Bins Renewal
2017								
1st April	£54.96	TBC	24	£39.38	£94.34	£42.24	£61.92	£82.60
1st May	£51.45	TBC	22	£37.61	£89.06	£38.72	£56.73	£75.74
1st June	£47.94	TBC	20	£35.95	£83.89	£35.20	£51.53	£68.78
1st July	£44.43	TBC	18	£34.18	£78.61	£31.68	£46.44	£61.92
1st August	£40.92	TBC	16	£32.52	£73.44	£28.16	£41.25	£55.07
1st September	£37.40	TBC	14	£30.75	£68.16	£24.64	£36.16	£48.21
1st October	£33.89	TBC	12	£28.99	£62.88	£21.12	£30.96	£41.35
1st November	£30.38	TBC	10	£27.33	£57.71	£17.60	£25.77	£34.39
1st December	£26.87	TBC	8	£25.56	£52.43	£14.08	£20.68	£27.53

Brown Bin Bags		2016/17 Charges	2017/18 Charges
Packet of 12		18.76	19.50
Packet of 24		37.52	39.00
Garden Waste Bins & Bags			
New Bins		12.34	12.85
Additional / Replacement Bins		18.43	19.20
Pick up cost			
one bin		1.69	1.75
additional bin		0.85	0.90
Brown Waste Bags			
(no pick up costs for			
brown bags)			
one bag	1.56	1.65	
12 bags	18.76	19.50	
24 bags	37.52	39.00	
Administration Fees			
ADD NEW	Replacement or extra bins		30.00
ADD NEW	Provision of bins at new properties		50.00

HOUSING NEEDS AND WELFARE SERVICES

2016/17 Charges 2017/18 Charges

Community Alarm Service - 'Yarecare'

Private

Alarm monitoring service - per week (plus VAT)	1.20	1.25
Alarm monitoring service - per month (plus VAT)	5.20	5.40
Alarm monitoring service - per annum (plus VAT)	62.44	65.00
Alarm unit rental - per week (inc monitoring) (plus VAT)	2.76	2.86
Alarm unit rental - per week (inc monitoring) (plus VAT)	11.95	12.41
Alarm unit rental - per quarter (inc monitoring) (plus VAT)	35.84	37.41
Alarm unit rental - per annum (inc monitoring) (plus VAT)	143.52	149.65
Alarm unit purchase (plus VAT)	135.00	N/A
From 01 April 2012 - Yare Care Installation Charge (plus VAT)	30.00	35.00

Council

Alarm monitoring service - per week (plus VAT)	1.25	1.35
Alarm unit rental - per week (inc monitoring) (plus VAT)	2.87	2.99
Alarm unit rental - per annum (inc monitoring) (plus VAT)	143.52	149.65
Alarm unit purchase (plus VAT)	135.00	N/A
From 01 April 2012 - Yare Care Installation Charge (plus VAT)	30.00	35.00

LOCAL LAND CHARGES / SEARCHES

	2016/17 Charges	2017/18 Charges
Local Land Charge Fees		
Local Search	10.79	11.25
Local Standard Enquiry	130.00	135.25
County Q2; Q22 and Rights of way	12.85	13.40
Local Search (LLC1) additional parcel of land	0.00	0.00
Standard Enquiries (CON29) additional parcel of land (non-commercial)	13.36	13.90
Standard Enquiries (CON29) additional parcel of land (commercial)	13.36	13.90
Additional Enquiries		
Optional enquiry (Part 2)	9.15	9.55
Optional enquiry (Part 3)	9.15	9.55
Personal Searches		
Statutory Personal Search Fee	no charge	no charge
Additional parcel of land	no charge	no charge
Fee for an assisted Personal Search	42.89	44.60
Copy of Planning Permission Notice (plus VAT)	5.37	5.80

MARKET FEES

	2016/17 Charges	2017/18 Charges
	£	£
Two Day Market - charges per metre		
Summer (May to September)	7.94 (£2.42 per foot)	
Winter (October to April)	3.67 (£1.12 per foot)	
Casual - Summer (May to September)	11.91 (£3.63 per foot)	
Casual - Winter (October to April)	5.51 (£1.68 per foot)	
		<i>Please refer to the Market Fees report to Economic Development Committee, 21 November 2016</i>
Six Day Market - charges per stall type		
Types of stall: Hot Food - 1	740.00 Monthly Charge	
Groceries	500.00 Monthly Charge	
Dry Goods	550.00 Monthly Charge	
Hot Food - 2	700.00 Monthly Charge	

	2016/2017 Charges	2017/2018 Charges
HACKNEY CARRIAGES		
First class hackney carriage and private hire vehicle	230.00	230.00
Second class hackney carriage	250.00	250.00
Transfer of Landau Vehicle Licence	60.00	60.00
Private hire operator (5 years) - covers any number of vehicles	300.00	300.00
Private hire vehicle	230.00	230.00
Drivers licence (3 years) - to be ratified by Council February 2016	150.00	150.00
Drivers licence (1 year issue for exceptional circumstances)	95.00	95.00
Transfer of vehicle licence	60.00	60.00
Knowledge test	15.00	15.00
Badges/Crests (included within costs)	0.00	0.00
SEX ESTABLISHMENTS		
Grant of annual licence	2,000.00	2,000.00
Renewal of annual licence (unless objections received/referred to Committee)	500.00	500.00
Transfer of annual licence	800.00	800.00
GAMBLING ACT 2005 LICENCES		
Large Casino		
New	10,000.00	10,000.00
Annual fee	10,000.00	10,000.00
Variation	5,000.00	5,000.00
Transfer	2,150.00	2,150.00
Reinstatement	2,150.00	2,150.00
Provisional Statement	10,000.00	10,000.00
Licence Application (Prov. Holders)	5,000.00	5,000.00
Existing Casinos		
New	N/A	N/A
Annual fee	1,540.00	1,540.00
Variation	1,440.00	1,440.00
Transfer	980.00	980.00
Reinstatement	980.00	980.00
Provisional Statement	N/A	N/A
Licence Application (Prov. Holders)	N/A	N/A
Betting premises		
New	2,100.00	2,100.00
Annual fee	470.00	470.00
Variation	1,050.00	1,050.00
Transfer	830.00	830.00
Reinstatement	830.00	830.00
Provisional Statement	2,100.00	2,100.00
Licence Application (Prov. Holders)	830.00	830.00
Betting (Tracks)		
New	1,830.00	1,830.00
Annual fee	520.00	520.00
Variation	890.00	890.00
Transfer	680.00	680.00
Reinstatement	680.00	680.00
Provisional Statement	1,830.00	1,830.00
Licence Application (Prov. Holders)	680.00	680.00

	2016/2017 Charges	2017/2018 Charges
Bingo premises		
New	2,560.00	2,560.00
Annual fee	630.00	630.00
Variation	1,250.00	1,250.00
Transfer	830.00	830.00
Reinstatement	830.00	830.00
Provisional Statement	2,560.00	2,560.00
Licence Application (Prov. Holders)	830.00	830.00
Adult Gaming Centre		
New	1,460.00	1,460.00
Annual fee	639.00	639.00
Variation	730.00	730.00
Transfer	830.00	830.00
Reinstatement	830.00	830.00
Provisional Statement	1,460.00	1,460.00
Licence Application (Prov. Holders)	830.00	830.00
Family Ent. Centres		
New	1,460.00	1,460.00
Annual fee	520.00	520.00
Variation	730.00	730.00
Transfer	680.00	680.00
Reinstatement	680.00	680.00
Provisional Statement	1,460.00	1,460.00
Licence Application (Prov. Holders)	680.00	680.00
Copy Licence	15.00	15.00
Notification of Change	30.00	30.00

	2016/17 Charges Inc VAT @ 20% (where applicable)	2017/18 Charges Inc VAT @ 20% (where applicable)
Town Centre Car Parks - Short Stay		
Howard Street (Palmers)		
Up to 4 hours - cost per hour	0.90	1.00
Over 4 hours (previously over 5 hours)	7.20	7.50
Evenings from 4pm	Free	Free
Sundays normal hourly rate to a maximum	2.60	2.70
Overnight (6pm to 8am)	Free	Free
King Street		
Up to 4 hours - cost per hour	0.90	1.00
Over 4 hours (previously over 5 hours)	7.20	7.50
Evenings from 4pm	Free	Free
Sundays normal hourly rate to a maximum	2.60	2.70
Wednesday 12pm to 4pm	Free	Free
Market Place		
Up to 4 hours - cost per hour	0.90	1.00
Over 4 hours	7.20	7.50
Evenings from 4pm	Free	Free
Sundays normal hourly rate to a maximum	2.60	2.70
Overnight (6pm to 8am)	Free	Free
Stonecutters		
Up to 4 hours - cost per hour	0.90	1.00
Over 4 hours	7.20	7.50
Evenings from 4pm	Free	Free
Sundays normal hourly rate to a maximum	2.60	2.70
Overnight (6pm to 8am)	Free	Free
George Street		
Up to 4 hours - cost per hour	0.90	1.00
Over 4 hours	7.20	7.50
Evenings from 4pm	Free	Free
Sundays normal hourly rate to a maximum	2.60	2.70
Overnight (6pm to 8am)	Free	Free
Wednesday 12pm to 4pm	Free	Free
Brewery Plain		
Up to 4 hours - cost per hour	0.90	1.00
Over 4 hours (previously over 5 hours)	7.20	7.50
Evenings from 4pm	Free	Free
Sundays normal hourly rate to a maximum	2.60	2.70
Overnight (6pm to 8am)	Free	Free
Wednesday 12pm to 4pm	Free	Free
Greyfriars		
Up to 4 hours - Cost per hour	0.90	1.00
Over 4 hours	7.20	7.50
Evenings from 4pm	Free	Free
Sundays normal hourly rate to a maximum	2.60	2.70
Overnight (6pm to 8am)	Free	Free
Town Centre Car Parks - Long Stay		
Fullers Hill		
Up to 4 hours - Cost per hour	0.90	1.00
Over 4 hours	4.10	4.30
Evenings from 4pm	0.00	Free
Sundays normal hourly rate to a maximum	2.60	2.70
Overnight (6pm to 8am)	0.00	Free

	2016/17 Charges Inc VAT @ 20% (where applicable)	2017/18 Charges Inc VAT @ 20% (where applicable)
Seafront Car Parks - Long Stay		
St Nicholas - Closed in Winter		
Up to 4 hours (1 April to 31 October inclusive)	4.70	4.90
Over 4 hours (1 April to 31 October inclusive)	7.20	7.50
North Drive - Closed in Winter		
Up to 4 hours (1 April to 31 October inclusive)	4.70	4.90
Over 4 hours (1 April to 31 October inclusive)	7.20	7.50
Seafront Car Parks - Short Stay		
Euston Road		
Summer - Cost per hour, first 2 hours	1.90	2.00
Summer - Cost per hour, after 2 hours	2.50	2.60
Winter - Cost per hour	0.90	1.00
Overnight (9pm to 8am)	1.00	1.00
Anchor Gardens		
Summer - Cost per hour, first 2 hours	1.90	2.00
Summer - Cost per hour, after 2 hours	2.50	2.60
Winter - Cost per hour	0.90	1.00
Overnight (9pm to 8am)	1.00	1.00
Jetty North		
Summer - Cost per hour, first 2 hours	1.90	2.00
Summer - Cost per hour, after 2 hours	2.50	2.60
Winter - Cost per hour	0.90	1.00
Overnight (9pm to 8am)	1.00	1.00
Jetty South		
Summer - Cost per hour, first 2 hours	1.90	2.00
Summer - Cost per hour, after 2 hours	2.50	2.60
Winter - Cost per hour	0.90	1.00
Overnight (9pm to 8am)	1.00	1.00
Other Car Parks		
Gorleston High Street		
All year cost per hour, first 2 hours	0.20	0.30
All year cost per hour, after 2 hours	0.50	0.60
Resident passes per quarter	16.50	17.25
Caister		
Summer - cost per hour or part thereof	0.60	0.70
Winter - cost per hour or part thereof	0.00	0.00
Resident passes per quarter	16.50	17.25
Season Tickets		
Season Ticket Fullers Hill (Monday to Friday only) and Beach	31.00	32.00
Coach Station per month		
Season Ticket excluding Palmers, Marina, Euston Road, Empire,	72.00	75.00
Jetty North & South (per month)		
Reserved bays (Seafront) per Annum	550.00	550.00
Rover Tickets		
Weekly	26.00	27.00
Penalty Charge Notices (1)		
Payment received within 14 days	35.00	35.00
Payment received after 14 days	70.00	70.00
Penalty Charge Notices (2)		
Payment received within 14 days	25.00	25.00
Payment received after 14 days	50.00	50.00
BEACH COACH STATION		
Cars		
Summer - peak tariff up to 4 hours (1 April to 31 October)	4.60	4.80
Summer - peak tariff over 4 hours (1 April to 31 October)	7.20	7.50
Winter - per day	1.00	1.00
Overnight (9pm to 8am)	1.00	1.00

	2016/17 Charges Inc VAT @ 20% (where applicable)	2017/18 Charges Inc VAT @ 20% (where applicable)
Coaches		
All year - bay fee up to 3 hours	4.70	4.90
All year - daily ticket	8.30	8.60
All year - weekly ticket	46.00	47.80
Lorries		
All year - per 12 hour period	11.50	12.00
Solo Motor Cycles and Scooter		
In designated area only	No Charge	No Charge
Left Luggage		
Per Item	N/A	N/A
Resident Advantage Card		
Advantage Card available to residents only	2.60	2.60

Concession tickets - are available for children of 16 years and under, persons of 60 years and over, recipients of Job Seekers Allowance, Incapacity Benefit, Attendance Allowance, Family Credit, Rent Rebate, Rent Allowance, Council Tax Benefit and Invalid Care Allowance.

Block Bookings - the Leisure Management Contractor and the Client Officer may jointly negotiate a fee for a large number of bookings for bowling rinks, petanque rinks, tennis courts and cricket pitches.

Bank Holidays - usage of facilities will be charged at the Sunday rate (where applicable).

	2016/17 Charge VAT @ 20% (where applicable)	2017/18 Charge VAT @ 20% (where applicable)
PITCH AND PUTT		
Bure Park (18 hole)		
Adult - per round	5.45	5.70
Concession - per round	3.65	3.80
Book of 10 Rounds		
Adults - per book	40.45	42.00
Concessions - per book	27.15	28.20
Lost ball charge	1.20	1.25
Deposit on Equipment (returnable)	3.00	3.00
Pencils	No Charge	No Charge
ALL TENNIS COURTS		
Courts		
Adults - per person per hour	2.50	2.60
Concessions - per person per hour	1.70	1.80
Organised clubs - per person per hour	1.70	1.80
Equipment		
Deposit per person (returnable)	5.00	5.00
Lost ball charge	1.05	1.10
PUTTING GREENS		
Gorleston Cliffs (9 hole)		
Adult - per round	2.30	2.40
Concession - per round	1.50	1.60
Pencils	No Charge	No Charge
Equipment		
Deposit per putter	1.20	1.25
Petanque		
Adults - per person per hour	1.40	1.50
Concessions - per person per hour	1.00	1.10
Floodlights per piste per hour	No Charge	No Charge
(Seasonal fee for club by arrangement)		

	2016/17 Charge VAT @ 20% (where applicable)	2017/18 Charge VAT @ 20% (where applicable)
ALL BOWLING GREENS		
Green Fees		
Adult - per hour (incl woods)	3.45	3.60
Concession - per hour (incl woods)	2.40	2.50
Book of 10 x 1 hour tickets		
Adult	24.60	25.60
Concession	16.90	17.60
Book of 20 x 1 hour tickets		
Adult	41.50	43.20
Concession	28.30	29.40
Equipment		
Hire of woods and/or footwear per hour	No Charge	No Charge
Deposit per person	6.00	6.00
Personal locker hire		
- per week	3.10	3.30
- per season	16.30	17.00
Kitchen facilities		
Use of kitchen facilities up to 4 hours	No Charge	No Charge
Use of kitchen facilities - deposit	15.55	16.20
Club Bookings Monday to Saturday only		
Per rink per 2 hours (minimum of 2 rinks)	12.85	13.40
Club bookings to cover ONLY league or cup fixtures and clubs' internal tournaments. For all other matches including touring sides, rink charges will be £11.50 for all greens.	13.95	14.50
Great Yarmouth Festival of Bowls Tournament		
Entrance fee per person per competition	5.15	5.40
FOOTBALL & RUGBY		
All teams based at Council pitches will have season tickets.		
Season Tickets		
(for a maximum of 14 home matches or 17 if paid through the relevant league)		
Adult	465.85	484.00
18 years old and under	228.60	237.50
Casual Matches		
Adult	54.50	56.70
18 years old and under	35.20	36.60
Training		
Per team per two hour session	26.65	27.70
Beaconsfield flood lit area per two hour session	28.90	30.10
Football at Wellesley Recreation Ground		
Great Yarmouth Town FC	5,777.50	6,000.00
School team per match	38.05	39.55
Other teams per match	67.35	70.00
All use of floodlights in addition	51.85	53.90
Professional matches by negotiation		

	2016/17 Charge VAT @ 20% (where applicable)	2017/18 Charge VAT @ 20% (where applicable)
Athletics at Wellesley Recreation Ground		
Great Yarmouth & District AC (incl floodlights)	4,878.55	5,070.00
ATHLETIC MEETINGS		
Borough of Great Yarmouth Clubs and Schools		
- Half Day	59.05	62.00
- Full Day	115.25	120.00
Other groups and clubs		
- Half Day	84.40	87.70
- Full Day	168.60	175.20
Casual Use		
Monday to Friday (10.00am to 4.00pm)	No Charge	No Charge
All other times		
Adult	No Charge	No Charge
Concession	No Charge	No Charge
Multi-Sports Area (Wellesley) per hour		
Monday to Friday (9.00am to 4.00pm)	14.55	15.20
All other times	27.90	29.00
(Charge includes floodlights)		
Wellesley Kitchen Facilities		
Facilities	No Charge	No Charge
Deposit - except Gt Yarm FC and Gt Yarm Athletics Club	12.05	12.60
CRICKET		
Casual Matches		
Monday to Friday	58.35	60.70
Saturday	67.25	69.90
Sunday	76.90	79.90
Synthetic Pitch		
Monday to Friday	52.25	54.30
Saturday	59.45	61.80
Sunday	64.90	67.50
Club League and Cup Fixtures		
Monday to Friday	38.70	40.30
Saturday	48.35	50.30
Sunday	55.75	58.00
Miscellaneous		
Barbecues (normal opening times)	22.35	23.30
Camping - Cobholm playing field including use of pavilion		
Per person per night	4.45	4.70
Minimum charge per night	43.35	45.20
Fetes and similar events		
Hire of recreation ground (in addition to any commercial concessions)	115.45	120.00

Fees & Charges Town Hall 2016/17

2016/17 Charges

2017/18 Charges

Mon-Fri

Weekends &
Bank Holidays

Mon-Fri

Weekends &
Bank Holidays

Council Chamber

Marriage Room Charges

Council Chamber

(incl VAT)
£275.00

(incl VAT)
£500.00

(incl VAT)
£285.00

(incl VAT)
£520.00

A 20% Non-returnable deposit is required for above bookings

Council Chamber

All charges quoted below exclude VAT

Private, Public and Commercial (Weekdays 08:00-18:00)
Minimum of 3 hours (plus VAT)

Half Day
£150.00

Per Day
£250.00

Half Day
£160.00

Per Day
£260.00

Private, Public and Commercial (Evenings 18:00-00:00)
Minimum of 3 hours (plus vat)

Per Hour
£100.00

Minimum Charge
£300.00

Per Hour
£105.00

Minimum Charge
£315.00

Private, Public and Commercial (Weekends and Bank Holidays)
Minimum of 3 hours (plus vat)

Half Day
£250.00

Minimum Charge
£750.00

Half Day
£260.00

Minimum Charge
£780.00

Rambouillet Room/Supper Room/ Nelson Room/Atrium

Private, Public and Commercial (Weekdays 08:00-18:00)

Hourly rate

Private, Public and Commercial (Evenings 18:00-00:00)
Minimum of 3 hours (plus vat)

Half Day
£100.00

Minimum Charge
£300.00

Half Day
£105.00

Minimum Charge
£315.00

Private, Public and Commercial (Weekends and Bank Holidays)
Minimum of 3 hours (plus vat)

Per Hour
£250.00

Minimum Charge
£750.00

Per Hour
£260.00

Minimum Charge
£780.00

NOTE Subsidised and Charities Rate = 25% discount on all above: Rooms will only be available Mon-Thu at these rates.

A 50% deposit will be required at the time of booking. Outstanding balance will be paid within 14 days after the event

Where the room is required by a customer before or after the main period of booking, and during normal working hours, the following additional daily charge will apply:

- Private, Public & Commercial (plus VAT)
- Subsidised & Charities (plus VAT)

On Request
On Request

Subject: Market Place Fees and Charges Review

Report to: EMT 10th November 2016

Economic Development Committee 21st November 2016

Report by: Kate Watts, Transformation Programme Manager

RECOMMENDATIONS

That Economic Development Committee considers the content of this report and recommendations listed below, with the view to making a number of recommendations to Policy and Resources Committee as part of the budget setting process regarding market place fees and charges.

Recommendation for Two Day Fees and Charges:

It is recommended that Members consider option 3 for recommendation to Policy and Resources Committee as part of the budget setting process.

Option 3 is a 2.5% decrease from the 16/17 fees. This would have a positive impact on traders and help with those that need to pay additional monies for their additional pitches. This would bring the market fees more in line with others set and could help to encourage new business onto the market. The income levels for the Council would remain at similar levels to 2016/17.

However it is also recommended that in future years this fee is changed in line with the Council's fees and charges policy.

Recommendation for Friday Market Fees and Charges:

It is recommended that Members consider option 1 for recommendation to Policy and Resources committee as part of the budget setting process.

Option 1 is no increase from 16/17 fees. This fee structure is well liked by traders and brings in additional income for the Council for its Friday Markets.

It is also recommended that this fee structure is applied to any additional markets that are held during the year, for example a Sunday market as part of a Town centre event.

Recommendation for Charity Barrow Charges

It is recommended that this scheme is continued and that no charge is applied for the use of this barrow by a registered charity.

Recommendation for Craft Barrow Scheme

It is recommended that a second barrow scheme is put in place for craft traders and that they pay a daily fee of £10.00.

Recommendation for Six Day Fees and Charges:

It is recommended that Members consider option 3 for recommendation to Policy and Resources committee and Council as part of the budget setting process.

Option 3 is a 2.5% decrease. This would have a positive impact on traders and would bring the Market fees more in line with others set. This reduction could help to encourage new business onto the market. However it is also recommended that in future years this fee is changed in line with the Council's fees and charges policy.

1. INTRODUCTION

- 1.1 Great Yarmouth Market is an important part of Great Yarmouth's Town Centre and a key priority for the Borough Council. It is an historical market which can be dated back to at least 1208 when it was granted a Royal Charter by King John.
- 1.2 The Market Place area is 5400 square metres and provides a six day covered market with 36 stalls and a two day market which operates on Wednesdays and Saturdays.
- 1.3 Extra markets are also held throughout the year such as Friday markets which run from May to Christmas.
- 1.4 Fess and charges have been set anually in relation to the Market by the Council. In 2012 there was a review of these fees and charges as part of the movement in payment of the buisness rates (from the Council to the six day traders).

- 1.5 Since this dates the fees and charges have remained at a fixed price for the two day and six day traders.

2. BACKGROUND

- 2.1 Over the last year the Council has undertaken a significant review of its market and made some substantial changes to improve the market in terms of both its management and the physical market area, alongside the enhancement of a programme of events to boost footfall. Specifically, these actions have included:

- A deep clean, repair and repaint of six-day market canopy and structure
- A repaint of all market place furniture
- Establishment of a four weekly deep clean of the six day market indoor floor
- A pest control survey and subsequent pest control contract to include four weekly site visits
- Employment of a dedicated Town Centre cleaning operative
- Movement of all market place policies into one policy
- Advertisement of four vacant six-day market stalls, one of which is now occupied
- Introduction of trial days for potential two day traders
- Introduction of a market newsletter for traders
- Formalisation of the market management structure
- Improvements to trader's toilet facilities
- Implementation of marketplace office opening times
- Update of all trader's information and significant improvements to record keeping
- An enhanced Town Centre events programme which significantly increased footfall during 2015/2016 with further investment in Town Centre events

- 2.2 Whilst significant effort has been put in during the last year to improve the market it is clear that this is still an area which requires further development. In part it is hoped that will be achieved over time and further actions are planned. These further actions include

- A review of 2 day & casual trader licenses
- A movement from the issuing of licenses to leases on the six day market
- A fees and charges review
- Creation of a marketplace brand to be included on all promotional materials
- Improved advertisement for new business
- A review of how start up business could be supported on the market

- 2.3 This paper presents to the Members the outcome of one of these actions –a fees and charges review, which Members are asked to consider and make recommendations on as part of the budget setting process.

- 2.4 As part of this review, Officers have considered the Council's medium term financial strategy, feedback from traders and benchmarking information regarding fees and charges that have been set by other Authorities in relation to their markets.

3. TWO DAY MARKET TRADERS FEES REVIEW

- 3.1 The fees that have been set in relation to the two day market are based on per foot calculations, and change between Summer and Winter periods for both permanent and casual traders.

- 3.2 The table below shows these 16/17 fees.

PRICE/PITCH/TRADER			
Permanent Trader Winter per foot	£1.12 (£3.67 per metre)	Permanent Trader Summer per foot	£2.42 (£7.94 per metre)
Casual Trader Winter per foot	£1.68 (£5.51 per metre)	Casual Trader Summer per foot	£3.36 (£11.91 per metre)

- 3.3 These fees were subsequently compared against the fees charged for transient market traders at Kings Lynn, a similar type of Market.
- 3.4 Appendix 1 details this comparison further but in summary Great Yarmouth's fees are higher than Kings Lynn in the Summer, but lower than Kings Lynn during the Winter period.
- 3.5 Traders themselves have made yearly representation to Members prior to the budget setting process, always asking that the fee should be reduced. As a result the fees schedule for traders has not been changed for the last four years. More recently traders have further expressed concern about their fees, citing difficulties in the current economic climate in making their businesses viable.
- 3.6 There are also a number of traders who historically have grown their pitches size wise, but have not paid any additional fee in relation to this additional growth. Officers have approached these traders to resolve this issue and again these traders have been clear that if they either have to reduce their pitch size or pay more rent that they would in fact have to cease trading on the market.
- 3.7 It is clear that when considering the fees for 17/18 in relation to the two day market there will be opposing issues in particular between the Council's need

to balance its budgets against the feedback from traders that any increase will have a detrimental effect on their business. More specifically any reduction would have a beneficial impact, in particular for the traders that have historically occupied spaces larger than they have paid for.

- 3.8 As part of this review four options have been developed in relation to the two day market fees for members to consider.

Option 1: No Change to 16/17 Fees

- 3.9 The estimated income for 17/18 based on the current pitches and fees in place equals £82,524. An additional £17,286 could also be generated from existing traders paying for the additional space they are currently using without any fee changes. The total estimated income is £99,780.

Benefits	Risks
The Council would be seen in a positive light by traders by not increasing fees for 17/18	Existing traders may leave the market if they are required to pay additional monies for increased pitches
The Council would still increase its income through additional monies paid by existing traders	Existing traders may leave the market who are currently struggling to maintain their businesses with the current fee structure in place

Option 2: Increasing Fees for 17/18

- 3.10 This is a total increase of 3.9% from the 16/17 fees. This is in line with the council's fees and charges policy which specifies a 2% plus a RPI increase. The estimated income for 17/18 based on this proposal would equal £85,742. An additional £17,960 could also be generated from existing traders paying for the additional space they are currently using without any fee changes. The total estimated income is £103,702.

Benefits	Risks
The Council would be following its fees and charges policy and this would be in line with other fees and charges set by Council	Existing traders may leave the market if they are required to pay additional monies for increased pitches and fees
The Council could further increase its income through additional monies paid by existing traders	Existing traders may leave the market who are currently struggling to maintain their businesses with the current fee structure in place

Option 3: Decreasing the Fees for 17/18 by 2.5%

3.11 This would see a decrease in fees set in 16/17 by 2.5%. The estimated income for 17/18 based on this proposal would equal £80,460. An additional £16,853 could also be generated from existing traders paying for the additional space they are currently using without any fee changes. The total estimated income is £97,313.

Benefits	Risks
The Council would be seen in a positive light by traders by reducing fees for 17/18	Existing traders may still leave the market if they are required to pay additional monies for increased pitches
The Council would still increase its income through additional monies paid by existing traders	This fee reduction keeps the income at a similar level to 16/17 so does not help address the Council's challenging financial position
This fee reduction will bring the fees more in line with other Authorities pricing schedules	
This fee reduction should help encourage economic stability for traders and new business	

Option 4: Decreasing Fees for 17/18 by 5%

3.12 This would see a decrease in fees set in 16/17 by 5%. The estimated income for 17/18 based on this proposal would equal £78,397. An additional £16,421 could also be generated from existing traders paying for the additional space they are currently using without any fee changes. The total estimated income is £94,818.

Benefits	Risks
The Council would be seen in a positive light by traders by reducing fees for 17/18	Existing traders may still leave the market if they are required to pay additional monies for increased pitches
The Council would still increase its income through additional monies paid by existing traders	This fee reduction decreases the income levels from 16/17 putting pressure on the Council's own financial position
This fee reduction will bring the fees more in line with other Authorities pricing schedules	

This fee reduction should help encourage economic stability for traders and new business	
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Recommendation for Two Day Trader Fees and Charges:

- 3.13 It is recommended that Members either option 3 for recommendation to Policy and Resources Committee as part of the budget setting process.
- 3.14 Option 3 would have a positive impact on traders and help with those that need to pay additional monies. This would bring the Market fees more in line with others set and could help to encourage new business onto the Market

4. GREAT YARMOUTH FRIDAY MARKET FEES REVIEW

- 4.1 The fees that are set in relation to Friday markets (which usually run from May – Dec) are based on up to footage calculations and were set as follows for 16/17.

PRICE/PITCH/TRADER	
Up to 10 foot/3 metres	£10.00
Up to 20 foot/6 metres	£20.00
Up to 30 foot/9 metres	£30.00

- 4.2 As part of this review three options have been developed for Members to consider.

Option 1: No Change to 16/17 fees

- 4.3 Traders like this fee structure. Growth in Friday markets has occurred during the last twelve months. It is an easy structure for traders when working on an ad hoc basis.

Option 2: Increase fees for 17/18

- 4.4 This is a total increase of 3.9% from the 16/17 fees. This is in line with the council's fees and charges policy which specifies a 2% plus a RPI increase.

PRICE/PITCH/TRADER	
Up to 10 foot/3 metres	£10.39
Up to 20 foot/6 metres	£20.78

Up to 30 foot/9 metres	£31.17
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Recommendation for Friday Market Fees and Charges:

- 4.5 It is recommended that Members consider option 1 for recommendation to Policy and Resources Committee as part of the budget setting process.
- 4.6 This fee structure is well liked by traders and brings in additional income for the Council for its Friday Markets.
- 4.7 It is also recommended that this fee structure is applied to any additional markets that are held during the year, for example a Sunday market as part of a Town centre event.

5. CHARITY BARROW

- 5.1 Currently the Market makes available a barrow set up to Charity traders on a Wednesday and Saturday at no cost.

Recommendation for Charity Barrow Charges

- 5.2 It is recommended that this scheme is continued and that no charge is applied for the use of this barrow by a registered charity.

6. PROPOSED NEW CRAFT BARROW

- 6.1 A number of local residents have approached the Council to sell arts and craft type goods on an ad hoc basis.

Recommendation for Craft Barrow Scheme

- 7.1 It is therefore proposed that a second barrow scheme is put in place for these traders and that they pay a daily fee of £10.00.

8. SIX DAY MARKET TRADERS FEES REVIEW

- 8.1 The fees that have been set in relation to the six day market are based on the type of goods sold by the market trader.
- 8.2 The table below shows these 16/17 fees.

PRICE/PITCH/TRADER	
Hot Food 1	£740.00

Groceries	£500.00
Dry Goods (Retail goods)	£550.00
Hot Food 2	£700.00

8.3 In comparing these fees to other fixed market stalls (See Appendix 2) Great Yarmouth's fees are slightly higher. However trading within the six day market has been more stable over the last year with two unit transfers and only one trader leaving. There are three vacant units on the market and recent for sale marketing of these has led to a high volume of queries.

8.4 As part of this review four options have been developed in relation to the two day market fees for Members to consider.

Option 1: No Change to 16/17 fees

8.5 Option 1 would generate a similar income to 2016/17 and additional income if the three vacant stalls are let by 2017/18. This option would be a positive one for these traders. The estimated income for 17/18 based on existing traders would be £240,950.

Option 2: Increase fees for 17/18

8.6 This is a total increase of 3.9% from the 16/17 fees. This is in line with the council's fees and charges policy which specifies a 2% plus a RPI increase. The estimated income for 17/18 based on existing traders would be £250,347.

PRICE/PITCH/TRADER	
Hot Food 1	£768.86
Groceries	£519.50
Dry Goods (Retail goods)	£571.45
Hot Food 2	£727.30

Option 3: Decrease fees for 17/18 by 2.5%

8.7 This would see a decrease in fees set in 16/17 by 2.5%. The estimated income for 17/18 based on this proposal would equal £234,927.

PRICE/PITCH/TRADER	
Hot Food 1	£721.50
Groceries	£487.50

Dry Goods (Retail goods)	£536.25
Hot Food 2	£684.60

Option 4: Decrease fees for 17/18 by 5%

- 8.8 This would see a decrease in fees set in 16/17 by 5%. The estimated income for 17/18 based on this proposal would equal £228,903.

PRICE/PITCH/TRADER	
Hot Food 1	£703
Groceries	£475
Dry Goods (Retail goods)	£522.50
Hot Food 2	£665

Recommendation for Six Day Fees and Charges:

- 8.9 It is recommended that Members either consider option 3 for recommendation to Policy and Resources Committee as part of the budget setting process.
- 8.10 Option 3 would have a positive impact on traders in supporting their businesses. This would bring the Market fees more in line with others set and could help to encourage new business onto the Market.

9. FINANCIAL IMPLICATIONS

- 9.1 The medium Term Financial Strategy currently being developed for 2017/18 – 2020/21 provides a high level assessment of the resources available and outlines the financial projections for the following four financial years. This will be used to inform the detailed budget for 2017/18.
- 9.2 As part of the annual budget setting process, fees and charges are agreed for the forthcoming financial year along with an estimate of the level of income anticipated. Forward projections for later years will also be calculated and will reflect planned increases to fees and charges in line with the fees and charges policy. The implications of the recommendations from this review as outlined in this report will need to be taken into account as part of the 2017/18 budget setting process.
- 9.2 In terms of planning for the income generated by the market for the two day income for 2016/17 this was budgeted at £100,000. The forecast for the end of the year is £83,282. This is due to less traders trading on our two day market.

- 9.3 If members agree to option three there would be a further reduction of income for the Council of £2,822. It is however hoped that this reduction would allow some traders to pay for the additional space they occupy, bringing in additional income for the Council. It is also hoped that this reduction would encourage further traders to come and trade on the market.
- 9.4 In terms of planning for the income generated by the market for the six day income for 2016/17 this was budgeted at £261,593. The forecast for the end of the year is £245,950.
- 9.5 If members agree to option three there would be a further reduction of income for the Council of £5,420. It is also hoped that this reduction would encourage further traders to come and trade on the market. Currently the Council is marketing three empty units on the six day market.
- 9.6 In agreeing to these options Members are therefore asked to note impact this has on the overall funding gap the Council needs to close. For 17/18 this has a total gap of approximately £50,000 when totaling existing loss of income alongside a fee and charges reduction of 2.5%.

10. CONCLUSIONS AND RECOMMENDATIONS

10. That Economic Development Committee considers the content of this report and the officer recommendations, with the view to making a number of recommendations to Policy and Resources Committee as part of the budget setting process.

Area for consideration	Comment
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	Yes
Existing Council Policies:	Corporate Plan
Financial Implications:	Yes
Legal Implications (including human rights):	N/A
Risk Implications:	N/A
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A

APPENDIX 1: TWO DAY TRADER FEES AND CHARGES COMPARISON

Kings Lynn fees & Charges for Markets 16/17

Kings Lynn set different fees for week day and Saturday trading. The fees are based on per foot and per metre calculations. They have no difference in fees between summer and winter.

PITCH/PRICE/TRADER				
	Kings Lynn Per foot	GYBC Per foot	Kings Lynn Per metre	GYBC Per metre
Weekday Permanent Trader	£1.40	Summer £2.42	£4.60	Summer £7.94
		Winter £1.12		Winter £3.67
Weekday Casual Trader	£2.05	Summer £3.63	£6.73	Summer £11.91
		Winter £1.68		Winter £5.51
Sat Permanent Trader	£1.20	Summer £2.42	£3.94	Summer £7.94
		Winter £1.12		Winter £3.67
Sat Casual Trader	£1.75	Summer £3.63	£5.74	Summer £11.91
		Winter £1.68		Winter £5.51

APPENDIX 2 FIXED/SIX DAY MARKET FESS AND CHARGES COMPARISON

Norwich Market Fixed Unit Fees

In Norwich your fees are based on the position of your stall, rather than the good that you sell. Prices range from £185 - £500 per month. This is in comparison to Great Yarmouth fixed stall fees which range from £500 - £740 per month and are based on the goods that you sell from your stall.

Coventry City Council Fixed Unit Fees

Coventry City Council offer unit fees and a fixed cost of £8,000 per year, which equates to £666.67 per month. This fee is regardless of the goods you sell and covers general retailing as well as street food.

Burnley Borough Council

Burnley Borough Council offer unit fees at fixed costs but fees are based on whether you are local business (registered and operating in Burnley) to regional to national. Local businesses are charged £580 per month while national ones are charged £1,560.

Subject: Council Tax – Tax Base

Report to: EMT 17 November 2016, Policy and Resources Committee 29 November 2016 and Council 22 December 2016

Report by: Stuart Brabben – Revenues Manager

SUBJECT MATTER/RECOMMENDATIONS

This report asks the Cabinet to approve the calculation of the 2017/18 tax base totaling 27,342. This is the total number of domestic properties in the Borough using band D as the average property band. It is recommended that the estimated tax bases for the Borough and for each parish, as shown in Appendix A be approved.

1. INTRODUCTION/BACKGROUND

The Council Tax base is a technical calculation that has to be formally set each year. It is the first stage of the Council Tax setting process that will be finalised once the budgets have been agreed..

2. MAIN BODY

Tax base calculation

2.1 Dwellings have been valued in accordance with the following valuation bands:

<i>Valuation</i>	<i>Range of Values</i>	<i>Proportion of 'Band D charge'</i>
A	Up to £40,000	6/9=2/3
B	Over £40,000 up to £52,000	7/9
C	Over £52,000 up to £68,000	8/9
D	Over £68,000 up to £88,000	9/9=1
E	Over £88,000 up to £120,000	11/9
F	Over £120,000 up to £160,000	13/9
G	Over £160,000 up to £320,000	15/9=5/3
H	Over £320,000	18/9=2

The tax bill for each band is calculated in proportion to band D, which is deemed to be the average for these purposes. Accordingly, a taxpayer whose home is in band A will pay two-thirds of what someone whose home is in band D will pay; a taxpayer whose home is in band H will pay twice what someone whose home is in band D will pay.

2.2 A tax base calculation has to be done in accordance with the Local Authority (Calculation of Council Tax Base) Regulations 1992 and Local Authority (Calculation of Council Tax Base) Regulations 2012 as amended, for each parish based on the number of taxable dwellings calculation in terms of band D equivalent.

2.3 The calculation involves the following:

- (a) The number of current chargeable dwellings for each band shown in the valuation list;
- (b) The number of discounts and disabled reductions which apply to those dwellings;
- (c) The estimated changes during the coming year, for example, for new properties, discounts and appeals;
- (d) The proportion which dwellings in a band bear to dwellings in band D (as shown in paragraph 1.1); and
- (e) The estimated collection rate (98.25%).

2.4 The overall tax base for the Borough has increased by 689 Band D equivalents compared to last year. The main reasons for this are:

- (a) The estimated net number of new properties to be added the remainder of this year and next year is 280.
- (b) The Council resolved on 3 November to change Council Tax discounts where they have discretion, in the following ways;
 - (i) . That the Council Tax discount for second homes defined as being within Class A of the Regulations has been changed from 50% to 10% for 2017/2018;
 - (ii) That the Council Tax discount for second homes as defined by Class B of the Regulations has been changed from 5% to 0% for 2017/2018;
 - (iii) That the Council Tax discount for empty dwellings defined as being within Class C of the Regulations has been changed for 2017/2018, so that the 100% discount has been changed from a three month period to a one month period starting on the day the property becomes unfurnished. Following the expiry of one month 0% discount will be charged
 - (iv) That the Council Tax discount for uninhabitable dwellings defined as being within Class D of the Regulations has been changed to 0% for 2017/18;

2.5 The estimated collection rate has been reduced by 0.25% from the previous year, as following the discount changes above, there may be some collection problems in the first year

3. **FINANCIAL IMPLICATIONS**

To comply with a statutory requirement as the first stage of the Council Tax setting process

4. **RISK IMPLICATIONS**

5. **CONCLUSIONS**

6. **RECOMMENDATIONS**

To approve the calculation of the 2017/18 tax base totaling 27,342 and the estimated tax bases for the Borough and for each parish, as shown in Appendix A.

7. **BACKGROUND PAPERS**

Local Authority (Calculation of Tax Base) Regulations 1992 and 2012.

The Local Authorities (Calculation of Council Tax Base) (Amendment) (England) Regulations 2003.

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	Section 151 Officer consulted
Existing Council Policies:	
Financial Implications:	To comply with a statutory requirement as the first stage of the Council Tax setting process.
Legal Implications (including human rights):	As above
Risk Implications:	
Equality Issues/EQIA assessment:	
Crime & Disorder:	
Every Child Matters:	

TAX BASE -EQUIVALENT BAND'D' for 2017/2018 -OVERALL TAXBASE

Appendix A

PARISH:	~~~~~Adjustments for Assumptions~~~~~										Current % props in parish
	Current Data base after discounts	+ New	Less	Appeals	Less	Seasonal	Discount Changes *	Adjusted total	Non- collection 1.75%	TAX BASE	
Gt Yarmouth/Gorleston	11,915	97	0	0	0	0	119	12,131	-212	11,919	43.64%
Ashby with Oby	23	0	0	0	0	0	0	23	0	23	0.08%
Belton with Browston	1,115	11	0	0	0	0	5	1,131	-20	1,111	4.08%
Bradwell	3,441	79	0	0	0	0	12	3,532	-62	3,470	12.60%
Burgh Castle	406	4	0	0	-7	0	10	413	-7	406	1.49%
Caister on Sea	2,771	5	0	0	0	0	17	2,793	-49	2,744	10.15%
Filby	309	14	0	0	0	0	2	325	-6	319	1.13%
Fleggburgh	389	1	0	0	0	0	2	392	-7	385	1.42%
Fritton with St Olaves	269	2	0	0	0	0	2	273	-5	268	0.99%
Hemsby	1,329	16	0	0	-88	0	119	1,376	-24	1,352	4.87%
Hopton	1,016	10	0	0	0	0	4	1,030	-18	1,012	3.72%
Martham	1,088	5	0	0	0	0	7	1,100	-19	1,081	3.98%
Mautby	143	2	0	0	0	0	1	146	-3	143	0.52%
Ormesby St Margaret	1,570	19	0	0	-63	0	88	1,614	-28	1,586	5.75%
Ormesby St Michael	114	1	0	0	0	0	1	116	-2	114	0.42%
Repps with Bastwick	148	1	0	0	0	0	1	150	-3	147	0.54%
Rollesby	339	2	0	0	0	0	1	342	-6	336	1.24%
Somerton	114	3	0	0	0	0	1	118	-2	116	0.42%
Stokesby	118	1	0	0	0	0	1	120	-2	118	0.43%
Thurne	49	1	0	0	0	0	0	50	-1	49	0.18%
West Caister	75	1	0	0	0	0	0	76	-1	75	0.27%
Winterton	564	5	0	0	-28	0	37	578	-10	568	2.07%
TOTAL	27,305	280	0	0	-186	0	430	27,829	-487	27,342	100%