

BABERGH DISTRICT COUNCIL

FROM: Service and Financial Planning Group

REPORT NUMBER E227

TO: Overview and Scrutiny Committees

DATES OF MEETING 12 December 2005

BUDGET 2006/07

1. **SUMMARY**

1.1 Proposals are submitted for next year's budget. Subject to the announcement on Government Grant and the finalisation of the detailed budget, these proposals will support the development of the Council's priorities and the achievement of a Council Tax increase at the rate of inflation.

2. **RECOMMENDATION TO STRATEGY COMMITTEE**

2.1 That the following items be included in the budget for 2006/07:-

- General Fund Capital Programme (Appendix 1).
- Council Housing Capital Programme (Appendix 2).
- The General Fund new revenue Service Priorities (Appendix 5) and Savings/Additional Income (Appendix 6).
- The CAST budget and funding arrangements in the table in paragraph 4.13.
- Revised Charges (Appendix 8).

3. **FINANCIAL IMPLICATIONS**

3.1 These proposals form the foundation for the budget for 2006/07.

4. **KEY INFORMATION**

4.1 The group's objective is to make proposals for next year's budget which will support the development of the Council's priorities and the delivery of the Corporate Plan, whilst at the same time achieving a Council Tax increase for this authority at the rate of inflation. From the outset it was recognised that this would only be achievable if significant savings and additional income could be found again this year, and the group set a target of £500,000 for 2006/07.

4.2 The group has met with officers on six occasions and in that period has developed information and proposals for the Committees' joint consideration in the following areas:-

- Capital programmes for both the General Fund and Council Housing.
- General Fund priorities for additional revenue expenditure and areas where revenue savings and additional income could be found.
- The CAST project.
- Revised charges for 2006/07.

These are described below in more detail and in a number of appendices.

Capital Programmes

- 4.3 The draft capital programmes for the General Fund and Council Housing are attached at Appendices 1 and 2 respectively. They combine the existing capital programme with the new service priority bids which the group feel assist the Council's corporate priorities.
- 4.4 In the case of the General Fund capital programme it should be noted that there is a substantial provision for IT/E-Government and the CAST project. This reflects the Council's priority of improved Customer Access and the Transformation Agenda. The IT/E-Government proposals reflect the E-Government Steering Group's recommendations and prioritisation, but we have deleted the lowest priority items totalling £439,000 over the 3-year period. We consider that, if these "desirable" items become "essential" in future years, they can be brought back to the Council with a new Business Case. We would also draw the Committee's attention to the provision for the LAMP Phase 2 project on line 31 of the capital programme. That is a very large provision of £350,000 over 3 years (and possibly £500,000 over 4 years) based on initial information from the consultants McDonald Detweiler and we would hope that the Phase 1, Solutions Definition Phase, will show that much of what is needed can be achieved at a much lower cost.
- 4.5 The CAST project is covered later in this report.
- 4.6 As regards the financing of the capital programme, it will be seen that there will be a need to borrow again in future years. That was always anticipated as other sources of capital finance, and particularly income from the sale of Council houses falls and as the Government reduces the proportion of those receipts that the Council can spend, falls. Members are reminded that the council enjoyed debt free status on 31 March 2003 and this has given the Council significant financial benefit over a 3-year period in terms of the capital receipts we are allowed to use on the capital programme. We do not, however, need to remain debt free to enjoy that benefit.
- 4.7 There will of course be a revenue cost of borrowing in future years which will need to be paid for and will put pressure on future years' budgets. But without borrowing the Council would have a very restricted General Fund capital programme.
- 4.8 A brief explanation of the new General Fund capital priority bids is given in Appendix 3 for reference purposes.
- 4.9 The Council Housing capital programme shows that a large part of the cost will be met by the Major Repairs Allowance. This, the level of supported borrowing allocation and the extent to which the Housing Revenue Account is able to support the capital programme over the next 3 years are not yet known. The programme may have to be reviewed in the light of the position on these.
- 4.10 In addition, a review of the phasing and timing of schemes and projects is being undertaken to try to ensure the capital programme is as realistic and deliverable as possible. Any revisions as a result will be incorporated in the final capital programme submitted to the Strategy Committee for approval.

General Fund Revenue Account

- 4.11 This is the account which determines how much is to be met by the Council Tax payers. A summary of the potential overall position based on our proposals is set out below. It should be emphasised that this is not the final, very detailed budget which officers are preparing for consideration by the Strategy Committee on 12 January, but a picture of the key changes from last year's budget and the implications for Council Tax.
- 4.12 Detailed information on Commitments, New Revenue Service Priorities and Savings/Additional Income are provided in Appendices 4 to 6 respectively.
- 4.13 It can be seen from this projection that, on the assumption that the Government produces a grant settlement of £5,348,000, including an additional £348,000 for the change to free travel for concessionary fares, the budget should be close to a Council Tax increase at the rate of inflation. That has only been possible because of the hard work that has gone into finding £562,000 of savings and additional income. It is also very dependent on the level of Government Grant. It is anticipated that the provisional grant announcement will be made at the beginning of December and the General Fund projection will be updated at the meeting to reflect that announcement.
- 4.14 It is recognised that with a likely provisional grant announcement in early December, the position shown in the report would change and it was requested that a supplementary paper should be provided to the Overview and Scrutiny Committees once that announcement had been made. In that way the Committees would be aware of the latest position and whether or not there was a financial gap or a surplus.
- 4.15 If as a result of a very adverse grant announcement, and if there was then a problem with the budget, it is considered that the Overview and Scrutiny Committees should then look to the Service and Financial Planning Group to give further consideration to the budget.

	Financial Projection 2006/07 £000
Base budget for 2005/06	8,961
• Pay awards and inflation	+314
• Commitments	+708
• New expenditure on priorities	+160
• Savings and additional income	-629
• Potential financial gap (cushion/safety net)	+32
	9,546
• Use of Reserves	-260
• Deficit on Collection Fund	+17
• Government support (4% + Concessionary Fares)	-5,348
• Council Taxpayers	3,955
• Council Taxbase	32,150
• Council Tax for Band D property with a 3% inflation increase	£123.03

CAST Project

- 4.16 On 15 September the Strategy Committee asked the group to consider an Outline Plan and options for 2006/07. The Committee recognised that there is an investment cost for this project, which covers Customer Access, Business Process Re-engineering (BPR) and Organisational Development, and suggested that “the remaining £200,000 in the General Fund Reserve for the Transformation Agenda and the additional £250,000 in the General Fund Reserves be considered as possible sources of funding for any proposals for expenditure in the 2006/07 budget”.
- 4.17 Officers have produced their best estimate of the capital and revenue costs for this project over the next 3 years. The detailed assessment, which has been considered by the CAST Project Board, the CAST Group and this group is attached at Appendix 7. The position both in terms of the cost and the availability of funding has been summarised in the table below:-

	2006/07 £000	2007/08 £000	2008/09 £000
Capital costs	385	296	286
Revenue			
- Costs	616	617	665
- Projected savings	-150	-450	-750
Net cost or saving	466	167	-85
Met by Housing Revenue Account	-116	-42	+21
Met by General Fund	350	125	-64
Use of General Fund Reserves	-350	-96	-
Effect on General Fund/Council Tax	-	+29	-64

The revenue costs shown above include the cost of financing the capital expenditure.

- 4.18 It is emphasised that, if the above estimates are included in the budget, there should not be an ability to incur those costs without the agreement of the Strategy Committee, who would take into account savings which had been identified in earlier parts of the BPR programme. There will be regular updates on the budget and the three streams of activity – Customer Access, BPR and Organisational Development – to the CAST Group, and they will make recommendations to the Strategy Committee for decisions to be made as the project progresses.
- 4.19 At the present time, it is envisaged that around 8 to 10 processes a year might be the subject of Business Process Re-engineering over the next three years.

Review of Charges

- 4.20 As part of the service and financial planning process, the group has considered a number of proposals for increases in charges. A full list of the proposed charges for 2006/07 is attached at Appendix 8.

5. APPENDICES

- General Fund Capital Programme (Appendix 1).
- Council Housing Capital Programme (Appendix 2).
- Information for each of the new General Fund capital priority bids (Appendix 3).
- General Fund Commitments (Appendix 4).
- General Fund new revenue Service Priorities (Appendix 5).
- General Fund Savings/Additional Income (Appendix 6).

- Detailed assessment of the capital and revenue costs for the CAST project over the next 3 years (Appendix 7).
- Revised Charges (Appendix 8).

6. **BACKGROUND PAPERS REFERRED TO**

None.

SERVICE AND FINANCIAL PLANNING GROUP

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General Fund - Capital Programme
OD, ICT and E. Government
Appendix 1

		-----Planned Expenditure-----					Total	Contributions/	Net Cost
OD, ICT and E. GOVERNMENT		Cost to				Cost of	Grants	to Babergh	
Committed Schemes		31/3/05	2005/06	2006/07	2007/08	2008/09	Schemes		
		£	£	£	£	£	£	£	
1	CAST project and Change Management	51,500	526,500				578,000	578,000	-
2	Planning projects	177,110	86,770				263,880	237,480	26,400
3	Mobile Working	13,240	38,160				51,400	41,400	10,000
4	Web site	131,310	38,230				169,540	166,540	3,000
5	Licensing Software	6,500	8,500				15,000		15,000
6	Development of application platforms		44,500				44,500	36,000	8,500
7	E. Procurement		68,700				68,700		68,700
8	European Driving Licence	350	5,050				5,400	5,400	-
9	Project Management	2,160	40				2,200	2,200	-
10	Information Officer		48,200				48,200	48,200	-
11	Electoral Services scanner		7,000				7,000	7,000	-
12	Revenues -DIP/Workflow		89,850				89,850	42,450	47,400
13	Disaster recovery / Business Continuity		35,000	35,000	35,000		105,000		105,000
Non-Committed Schemes									
14	Positional Accuracy Improvement Software		60,000				60,000		60,000
15	IT Infrastructure		42,180				42,180		42,180
16	Plantime replacement		14,000				14,000		14,000
17	Unallocated E.Govt Schemes		79,800				79,800	79,800	-
18	ICT Refresh			83000	71000	66000	220000		220000
19	Infrastructure Projects			47000	20000	20000	87000		87000
20	AutoCAD Upgrades			6500			6500		6500
21	IBS Essential Application Enhancements			21000	21000		42000		42000
22	MVM Proactive Upgrade					40000	40000		40000
23	Replacement of HR Sysytem				50000		50000		50000
24	Web Site Enhancement			20000	20000	20000	60000		60000
25	OneSuffolk Projects			10000	75000	10000	95000		95000
26	Epayments (other)			19000			19000		19000
27	LLPG Cleansing			50000			50000		50000
28	Handheld Equipment ~ Building Control			10000	10000		20000		20000
29	General Mobile / Handhelds			30000	15000		45000		45000
30	Citrix for Staff and Suppliers			15000	15000		30000		30000
31	LAMP Phase 2			100000	100000	150000	350000		350000
32	CAST Project			385000	296000	286000	967000		967000
33	TOTAL ICT SCHEMES	382,170	1,192,480	831,500	728,000	592,000	3,726,150	1,244,470	2,481,680

Other unspecified projects will be allocated following final agreement by SFP group

General Fund - Capital Programme
Planning, Economic Development and Other

		-----Planned Expenditure-----					Total Cost of Schemes £	Contributions/ Grants/ Leasing £	Net Cost to Babergh £
		Cost to 31/3/05 £	2005/06 £	2006/07 £	2007/08 £	2008/09 £			
PLANNING & ECONOMIC DEVELOPMENT									
Committed Schemes									
	Countryside Management and Conservation								
34	Area Projects - Grants -2003/04 approvals	5,300	4,700	-	-	-	10,000	-	10,000
35	-2004/05 approvals	-	2,000	-	-	-	2,000	-	2,000
36	-2005/06 approvals	-	3,500	5,000	-	-	8,500	-	8,500
37	Hadleigh - High Street Enhancement Works	-	20,000	-	-	-	20,000	20,000	
38	Sudbury HERS - North St./ Gainsborough St.	322,650	189,350	-	-	-	512,000	493,000	19,000
39	Sudbury HERS - Bldgs Rep/Enhancement-Years 1 & 2	61,800	91,000	60,000	-	-	212,800	137,800	75,000
40	Farthing Rd. Sproughton - Industrial Estate Imps.	-	75,000	-	-	-	75,000	75,000	
Non-Committed Schemes									
	Countryside Management and Conservation								
41	Area Projects - Grants -2006/07 approvals	-	-	3,500	5,000	-	8,500	-	8,500
42	-2007/08 approvals	-	-	-	3,500	5,000	8,500	-	8,500
43	-2008/09 approvals	-	-	-	-	3,500	3,500	-	3,500
44	Sudbury HERS - Buildings Repair/Enhancement works-Year A131 environmental enhancement of traffic management measures, Sudbury	-	-	60,000	140,000	-	200,000	146,500	53,500
45		-	25,000	-	-	-	25,000	-	25,000
46	TOTAL PLANNING AND ECONOMIC DEVELOPMENT	389,750	410,550	128,500	148,500	8,500	1,085,800	872,300	213,500
OTHER									
Committed Schemes									
47	Anglia Estate Improvements and drainage - Gt. Cornard	292,400	277,300				569,700	88,400	481,300
48	Asbestos Survey and testing of Corporate assets/Buildings							43,800	(43,800)
49	Disabled Access to Council Buildings	19,000	1,000				20,000		20,000
Non-Committed Schemes									
50	Adaptations to H.Q.		32,900	40,000	40,000	40,000	152,900		152,900
51	Car Parks - Planned maintenance		81,700	45,000	45,000	70,000	241,700		241,700
52	Street Parking Improvements		7,000	7,000	7,000	7,000	28,000		28,000
53	Planned maintenance - Corporate Buildings			46,000	46,000	72,000	164,000		164,000
54	Pin Mill - Miscellaneous works	400		24,900			25,300		25,300
55	Calais Street Pavilion - Demolition etc.			17,300			17,300	17,300	
56	TOTAL OTHER	311,800	399,900	180,200	138,000	189,000	1,218,900	149,500	1,069,400

A number of annual rolling programmes are included in non-committed schemes - the budget for 2005/06 has, therefore, already been committed. Non-committed schemes are subject to approval by Strategy Committee, where this is deemed to be required, before implementation. Certain schemes can be implemented under delegation arrangements.

General Fund - Capital Programme
Environmental and Leisure Schemes

		-----Planned Expenditure-----					Total	Contributions/	Net Cost
ENVIRONMENTAL		Cost to				Cost of	Grants/	to Babergh	
Committed Schemes		31/3/05	2005/06	2006/07	2007/08	Schemes	Leasing		
		£	£	£	£	£	£	£	
57	Improvements to Shotley Public Conveniences	7,500	32,500			40,000		40,000	
58	Contaminated Land Strategy - Phase 1	5,800	900			6,700		6,700	
59	Contaminated Land Strategy - Phase 2		9,300			9,300		9,300	
60	TOTAL ENVIRONMENTAL	13,300	42,700			56,000		56,000	
LEISURE AND COMMUNITY SERVICES									
Committed Schemes									
Sports Facilities/Village Hall -									
61	new facilities and imp. grants -1998/99	131,500	14,200			145,700		145,700	
62	-2002/03	59,100	9,600			68,700		68,700	
63	-2003/04	109,400	4,400			113,800		113,800	
64	-2004/05	74,600	58,600			133,200		133,200	
65	-2005/06		50,000	50,000		100,000		100,000	
66	Disabled Cubicles/Lockers at Kingfisher Leisure Centre	65,700	2,000			67,700		67,700	
67	Cubicles at Kingfisher Leisure Centre	83,400	200			83,600		83,600	
68	Kingfisher Leisure Centre- replace PA system etc.	10,300	200			10,500		10,500	
69	Hadleigh Pool Feasibility study			30,000		30,000		30,000	
70	Planned Maintenance at Kingfisher Leisure Centre		74,000			74,000		74,000	
71	Leisure Trust Grant		150,000			150,000		150,000	
Non-Committed Schemes									
Sports Facilities/Village Hall -									
71	new facilities and imp. grants -2006/07			50,000	50,000	100,000		100,000	
72	-2007/08				50,000	100,000		100,000	
73	-2008/09					50,000		50,000	
74	Lavenham TIC refurbishment		20,000			20,000		20,000	
75	Planned Maintenance at Kingfisher Leisure Centre			90,000	68,000	238,000		396,000	
76	Hadleigh Pool - New Build					2,000,000	?????	?????	
77	TOTAL LEISURE	534,000	383,200	220,000	168,000	2,338,000		1,643,200	

A number of annual rolling programmes are included in non-committed schemes - the budget for 2005/06 has, therefore, already been committed. Non-committed schemes are subject to approval by Strategy Committee, where this is deemed to be required, before implementation. Certain schemes can be implemented under delegation arrangements. The Hadleigh Pool new build scheme is shown to illustrate the potential cost and timing of this should resources be found to proceed. There would be a potential borrowing requirement of a further £1,250,000 in 2009/10 to finance the total estimated scheme cost.

General Fund - Capital Programme
Private Sector Housing

PRIVATE SECTOR HOUSING Committed Schemes	-----Planned Expenditure-----					Total Cost of Schemes £	Contributions/ Grants/ Leasing £	Net Cost to Babergh £
	Cost to 31/3/05	2005/06	2006/07 £	2007/08 £	2008/09 £			
78 Pre 2005/2006 Approvals	693,200	155,100				848,300	296,220	552,080
2005/06 approvals								
79 Disabled Facilities (Mandatory)		200,000	-	105,000	-	305,000	183,000	122,000
80 Other Grants / Loans		220,000	-	130,000	-	350,000	-	350,000
81 Home Repair Assistance Loans		25,000	-	40,000	-	65,000	-	65,000
82 Energy Efficiency Grants		25,000	-	5,000	-	30,000	-	30,000
Non-Committed Schemes								
2006/07 approvals								
83 Disabled Facilities (Mandatory)			100,000	156,700	-	256,700	154,000	102,700
84 Other Grants / Loans			191,000	130,000	-	321,000	-	321,000
85 Home Repair Assistance Loans			40,000	40,000	-	80,000	-	80,000
86 Energy Efficiency Grants			25,000	5,000	-	30,000	-	30,000
2007/08 approvals								
87 Disabled Facilities (Mandatory)				100,000	156,700	256,700	154,000	102,700
88 Other Grants / Loans				573,500	130,000	703,500	-	703,500
89 Home Repair Assistance Loans				40,000	40,000	80,000	-	80,000
90 Energy Efficiency Grants				25,000	5,000	30,000	-	30,000
2008/09 approvals								
91 Disabled Facilities (Mandatory)					100,000	100,000	60,000	40,000
92 Other Grants / Loans					205,000	205,000	-	205,000
93 Home Repair Assistance Loans					40,000	40,000	-	40,000
94 Energy Efficiency Grants					25,000	25,000	-	25,000
95 TOTAL PRIVATE SECTOR HOUSING	693,200	625,100	636,000	1,070,200	701,700	3,726,200	847,220	2,878,980

These grants do not require Strategy Committee approval as they are approved under Delegation arrangements.

Total General Fund Capital Programme - Proposed Financing

	2005/06	2006/07	2007/08	2008/09
	£	£	£	£
Borrowing - non-supported:-				
96 CAST Project	-	385,000	296,000	286,000
97 Hadleigh Pool	-	-	-	2,000,000
98 Other	-	-	727,700	739,200
99 Borrowing - supported	-	-	-	-
100 Capital Receipts	1,618,330	1,339,400	1,005,000	650,000
101 Leasing				
102 Grants/External Contributions- E. Govt.	832,000			
103 Grants/External Contributions- Other	603,600	271,800	224,000	154,000
104 TOTAL	<u>3,053,930</u>	<u>1,996,200</u>	<u>2,252,700</u>	<u>3,829,200</u>

PSA grant of £70k has been taken into account in the financing (£35K in 05/06 and 06/07) but is not shown against any scheme in the detail as it can be used for any purpose. 2008/09 borrowing includes £2m for Hadleigh Pool (also £1.25m will be the estimated borrowing in 2009/10), but these amounts will be dependant on the extent of grants and contributions received from other organisations and approval of this project.

Council Housing - Capital Programme
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	Cost to 31/3/05	-----Planned Expenditure-----				Total Cost of Schemes £
		2005/06	2006/07	2007/08	2008/09	
	£	£	£	£	£	£
COUNCIL HOUSING SCHEMES						
Planned Maintenance Programmes						
1 Rewiring	41,300	60,000	76,900	219,700	219,700	617,600
2 Roofing	315,200	304,940	282,330	368,910	368,910	1,640,290
3 Windows	427,100	211,400	174,580	61,600	61,600	936,280
4 Doors		147,500	98,690	154,060	154,060	554,310
5 Central Heating		252,300	140,470	278,070	278,070	948,910
6 Kitchens/bathrooms	396,700	402,000	333,200	820,180	820,180	2,772,260
7 Garage doors		30,000	30,000	45,150	45,150	150,300
8 Fences/Gates		89,830	59,320	169,360	169,360	487,870
9 Paths/Walls		73,690	45,830	176,130	176,130	471,780
10 Common Areas				41,840	41,840	83,680
11 Disabled Adaptations		207,500	206,000	223,720	223,720	860,940
12 Electrical Works		20,000		20,000		40,000
13 Internal Plumbing		10,000		10,000		20,000
14 Asbestos Removal		9,100	9,940			19,040
15 Dampness and Condensation		20,000		20,000		40,000
16 Decent Homes - Improvements	16,700	465,000	345,000	100,000	100,000	1,026,700
17 Contingent Major Repairs				19,650	203,880	223,530
18 Total Planned Maintenance	1,197,000	2,303,260	1,802,260	2,728,370	2,862,600	10,893,490

Council Housing - Capital Programme

COUNCIL HOUSING SCHEMES		-----Planned Expenditure-----					Total Cost of £
		Cost to 31/3/05 £	2005/06 £	2006/07 £	2007/08 £	2008/09 £	
Other Programmes							
19	Sandringham Court	139,600	950,200	578,500	10,000		1,678,300
20 *	Stour House	1,400	125,000	111,220	23,230		260,850
21 *	Conversions/Adaptations	93,400	60,000	60,000	35,580	35,580	284,560
22 *	Sheltered Units - General Imps.	121,700	193,400	60,000	29,340	29,340	433,780
23 *	Smoke Alarms (Babergh Standard)		60,000	60,000	60,000	60,000	240,000
24 *	Insulation Improvements (Babergh Standard)				52,000	52,000	104,000
25 *	Street parking improvements	13,300	110,120	62,000	54,380	54,380	294,180
26 *	Anglia Estate Imps. and Drainage Gt. Cornard	684,600	162,800	150,000			997,400
27 *	Badly Neglected Properties		45,000	20,000	20,000	20,000	105,000
28 *	Parking areas/Estate impms./Estate maintenance	38,000	198,580	184,340	71,430	71,430	563,780
29 *	Structural Works		21,910	172,680	180,670	180,670	555,930
30 *	Sewage Treatment works	400	9,400				9,800
31 *	Software/Surveys	7,700	36,700	19,000	19,000	19,000	101,400
32	Additional ICT Projects			22,000	62,000	22,000	106,000
33 *	Regeneration Schemes		20,000	20,000	20,000	20,000	80,000
34	TOTAL COUNCIL HOUSING SCHEMES	2,297,100	4,296,370	3,322,000	3,366,000	3,427,000	16,708,470

Total Investment Programme - Proposed Financing

		2005/06 £	2006/07 £	2007/08 £	2008/09 £
PROPOSED FINANCING					
35	Borrowing - non-supported	-	-	-	-
36	Borrowing - supported	571,000	571,000	571,000	571,000
37	Revenue	771,000	550,000	542,000	584,000
38	Capital Receipts	755,670			
39	Grants/External Contributions	70,700	50,000	-	-
40	TOTAL CAPITAL EXPENDITURE	2,168,370	1,171,000	1,113,000	1,155,000
41	Major Repairs Allowance	2,128,000	2,151,000	2,253,000	2,272,000
42	TOTAL INVESTMENT	4,296,370	3,322,000	3,366,000	3,427,000

Schemes marked " * " to be subject to a detailed report before implementation except where already fully approved in the 3 year Housing Strategy or as provided under financial regulations or delegation arrangements.

A - ICT/E-Government Projects

Essential

INFRASTRUCTURE MAINTENANCE	06/07	07/08	08/09	
Business continuity	35	35	0	Already budgeted. Includes fire suppression in computer room. No additional recurring costs.
PC refresh	35	32	29	Assumed refreshed every 5 years from 2006; no recurring costs.
Office refresh	20	14	14	Assumed refreshed every 5 years from 2006; no recurring costs. For 2006/7, start by upgrading all of the IBS users to a new version of Office (100 users) - this removes all Office 97 versions.
Server refresh	28	25	23	Assumed refreshed every 5 years from 2006; no recurring costs. Include requirements for test systems (Radius and Acolaid) using any released / old equipment or virtual servers.
NT replacement	12	0	0	Remove all NT clients / critical servers - assume that the (40) clients and (6) servers that will exist at the start of 2006/7 will be covered by the PC/server refresh. Additional £12K required for application consultancy support (e.g. MVM etc.) for configuring new servers at 2 days per server (2 x £1000 x 6). No recurring costs.
Firewall upgrade	5	0	0	Required for additional DMZs (e.g. for Lalpac); no extra recurring costs
e-mail archiving	10	0	0	Assume a simple e-mail archiving solution.
Data Storage / backup	20	20	20	Assume a rudimentary SAN / backup solution spread over 4 years.
Sub-total	165	126	85	
SERVICE TRANSFORMATION				
Babergh Web site enhancements	20	20	20	General improvements - significant major expense to be covered separately. Expect all of this to be consultancy / development or one-off costs. Savings based on cost avoidance - measured through Web takeup service (Socitm).
onesuffolk projects	10	75	10	Combination of onesuffolk projects - major spend on Government Connect in 2007/8. Assume a recurring charge for the 2007/8 figure in following years. Government Connect could become mandatory.
e-payments (other)	19	0	0	e-payments for non-billed items (e.g. extra bins; pest control etc.). Will be a requirement in 2006/7 outside of any IEG funding.
LLPG cleansing	50	0	0	LLPG cleansed and positional co-ords added; no recurring charge.
Handhelds (tough books) for BC	10	10	0	
General mobile / handhelds	30	15	0	For 2006/7 + 2007/8 assume investment for products such as Appswing then cost neutral business cases

Citrix for staff & suppliers	15	15	0	After the 2005/6 pilot and set up, then up to 60 further staff and suppliers (for remote support), spread over 2 years. No recurring costs (would be in "refresh" projects)
Sub-total	154	135	30	
Total	319	261	115	

Note: The existing 3-year capital programme already included non-committed sums of £200,000 and £235,000 respectively for 2006/07 and 2007/08 – the total cost of the above projects represent an additional overall amount of £145,000.

“Below the line” projects

CAPITAL - General Fund				
SERVICE TRANSFORMATION	06/07	07/08	08/09	
LAMP Phase 2	100	100	150	Assume an 80% solution spread over 4 years. The extent of the solution and the cost will not be known until the end of phase 1. There is expected to be some overlap with the CAST project (below), and therefore if both LAMP Phase 2 and CAST-related projects proceed, it is likely that there will be some reduction in combined costs.
CAST-related	85	96	85	Provides front office / back office integration, CRM, and related IBS and Plantech e-solutions (if appropriate). Assumes some work may be incorporated in LAMP Phase 2. Some spend may be allocated to Planning Delivery Grant although the amount is not known yet.
Total	185	196	235	

“Application” projects (Capital - General Fund)

CAPITAL - General Fund				
APPLICATION IMPROVEMENTS	06/07	07/08	08/09	
AutoCAD upgrades for Technical Services	12	0	0	Software upgrades / increased licences for AutoCAD design software.
IBS - essential application enhancements	21	21	0	Essential items from the application list - ad-hoc query / reporting tool; visit management. Spread the cost over the next 2 years.
MVM Proactive upgrade	0	0	40	Possible requirement to replace or upgrade the Environmental Health system over the next 2-3 years as support for the current version is likely to be withdrawn. Is therefore priority 1 if support withdrawal happens, otherwise priority 3.
Replacement of HR system	0	50	0	Probable requirement to replace or upgrade the Delphi Personnel and Payroll system over the next 2-3 years as support for the current version is likely to be withdrawn. Is therefore priority 1 if support withdrawal happens, otherwise priority 3.
Total	33	71	40	

HRA projects

CAPITAL - HRA				
APPLICATION IMPROVEMENTS	06/07	07/08	08/09	
Choice Based Lettings	0	40	0	As per BCIA - assumed £30K annual revenue costs.
IBS - HRA-related improvements (essential)	22	22	22	Critical IBS HRA developments as per IBS development list.
Total	57	97	57	

B – Other projects

The only other item supported by the SFP group is in relation to planned maintenance in accordance with the Asset Management Plan for the Kingfisher Leisure Centre – the BCIA relating to this is attached.

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Appendix 4

Commitments

Item/Service Area	Comments	Impact in 2006/07 £000
Pay awards & inflation	Assessment assuming pay award of 3.1%. (Budget this year was based on 3.25%)	314
Other items:		
Environmental Services		
Additional refuse properties	Annual allowance under contract	11
Loss of income from old licence regime	In respect of public entertainment licences and butcher's licences	8.4
Full-year impact of Licensing Enforcement	Started October 2004, therefore only half-year in current budget	16
Recycling	Reduced contribution from SCC	140
Public conveniences	Higher running costs	1.8
Cultural Services		
Footpaths	Historic budget too low	2.5
Arts & Community Development Officer	Approved increase	2
Planning Services		
Starter units	Base budget does not reflect actual income levels	6
East House & Hadleigh Market	Assumes East House re-let with only a loss of income of £8,000. Additional £2k loss from Hadleigh Market.	10
Mapping information	Parallel running of systems, therefore temporary.	2.3
Housing Services		
Housing & Council Tax benefits	Additional net cost	40
Corporate Management, Central and Other Services		
Concessionary Fares	New statutory scheme for free travel (almost entirely met by Government grant)	354
Land Charges income	Lower activity levels than budgeted	16
Council tax collection	Reduced level of summons costs recovered	20
Chairman's reception	Costs reduced in 05/06.	2.5

Appendix 4

Other Central Activities		
Insurance Renewals	Rates and inflation compound increase and additional requirements (now cancelled – see offsetting amount in savings)	5
Legal Partnership and other costs	Continuation of contribution for investigating joint working across Suffolk	6
Single Status salary agreement	Aligning salaries across the authority	10
Postage charges	New charging structure being introduced in 2006	3.8
Credit card charges	Fewer payments by credit card than predicted	4
Canteen contract	Costs of re-tendering	1.5
Staffing for Licensing	Reassessment of net position	12
Car parking at HQ	Rent to Hadleigh Town Council	3
Interest on reserves	Reduction due to planned use to support budget	30
Total		707.8

GENERAL FUND: REVENUE SERVICE PRIORITY BIDS

Priority Order	Item	Cost in 2006/07	
		Total £000	General Fund £000
1	<p><u>Custodian for the Land and Property Gazetteer</u></p> <p>Seen as essential for the sound management of the Council's land and property database. It is not felt that there should be an assumption of self-funding from an organisational review at this stage, as that assumption has been made below on information management and security and there is a limit as to how much can be achieved in that way.</p>	38	29
2	<p><u>Shared Procurement Specialist</u></p> <p>A good partnership arrangement with Forest Heath and St. Edmundsbury which is essential in order to achieve the £30,000 budget savings target in the 2005/06 budget. This is supported by the Procurement Task Group.</p>	10	7
3	<p><u>ICT Capital Schemes – Revenue Implications</u></p> <p>There are a number of capital schemes which are very important for Service Transformation and for maintaining the current infrastructure. These will be considered as part of the capital programme and the revenue implications for items such as licences are included here. These will be revised if the capital programme alters.</p>	34	25
4	<p><u>Land Charges Staffing</u></p> <p>Performance has been poor in recent years in this area and Management Team have provided an additional full-time temporary post in the current year, which has improved the position significantly. This proposal is for a reduction in that additional capacity to a part-time post and it is considered that will maintain the high performance in 2006/07. Management Team believe that approval should only be given for that year and the position reviewed towards the end of that year.</p>	12	12

Priority Order	Item	Cost in 2006/07	
		Total £000	General Fund £000
5	<p><u>Standards Board</u></p> <p>There is clearly a statutory requirement to conduct investigations and there could soon be an additional requirement to deal with complaints. Provision is requested for external support, subject to the Chief Executive having discussions with the Head of Legal and Administrative Services about the possibility of reciprocal arrangements with other authorities.</p>	15	15
6	<p><u>Ipswich CAB</u></p> <p>Enables the bureau to continue as a growing concern and not have to terminate services such as debt counselling. Any additional grant would be dependent on other authorities meeting their share.</p>	1	1
7	<p><u>Sudbury CAB</u></p> <p>At an earlier meeting the group requested further information on the CAB's request for additional funding. That information will be available at the meeting. The position can be summarised as:</p> <ul style="list-style-type: none"> □ Additional staffing to meet NACAB/Citizens Advice Quality Assurance Standards (£8,000) □ Additional staffing to meet increased demands (£6,000) <p>The minimum increase is suggested.</p>	8 (minimum)	6
8	<p><u>IT Training</u></p> <p>To meet the training needs of the authority in order to improve efficiency. This may include training through the European Computer Driving Licence.</p>	8	6
9	<p><u>Conservation Area Appraisal</u></p> <p>This covers the statutory elements for one appraisal area. There is a need to review conservation areas and protect historic buildings.</p>	5	5
10	<p><u>Historic Building Grants</u></p> <p>To support the repair of listed buildings at risk, which do not have an economic value or are owned by a charity. This is requested to top up the Historic Building Fund.</p>	11	11

Priority Order	Item	Cost in 2006/07	
		Total £000	General Fund £000
11	<u>Suffolk Speaks</u> Joint consultation is currently carried out across Suffolk by MORI at a cost to this authority of £3,500 pa. The Suffolk Speaks Panel needs to be refreshed and other improvements made to increase the value of the consultation. There has been a suggestion that a larger panel could be required at an annual cost of £10,000, but it is suggested that only £5,000 can be afforded.	1	1
	Total		118
	<u>Leisure Trust</u> Increased Management Fee in first year of the Trust, which will reduce in later years. Approved by the Procurement Task Group and Strategy Committee	42	42
	<u>Local Development Framework</u> Additional cost can be funded from existing budgets	61	-
	General Fund Revenue Cost 2006/07		160

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Savings and additional income

Service Area	Comments	Impact in 2006/07 £000
Environmental Services		
Waste collection & recycling	Recycling credits and lower gate fees. Increased trade, bulky refuse and other income	104
Env. Services staffing/other costs	Review of division	9
Abandoned vehicles	Lower costs on collection and disposal	12
Environmental services - general	Miscellaneous savings	3.5
Local licensing	Initial view of net saving from reduced staffing. Now superseded (see commitments)	8
Cultural Services		
The Arts	Arts Council Grant not fully allowed for	4
Tourism	Projection for increased income following retailing & marketing review	5
Planning Services		
Legal fees	Income from legal costs recovered re planning permissions	10.5
Planning fees	Assumption that slightly more income will be received on Building Control	9
Economic Development	Lower levels of grants to be awarded	8.7
Street naming	Street nameplates – repairs.	1
Transport Services		
Passenger Transport	Withdrawal of grant support for community rail partnership	2.6
Concessionary Fares	Travel vouchers – where the take-up has been substantially less than the budgetary provision in the past.	5
Housing Services		
Debt counselling	Continuation of current service level represents a saving against budget	5

Appendix 6

Corporate Management & Central Services		
Land Charges fees	Increase in levels of fees	8
Publicity & Information	‘Babergh Matters!’ and other publications – advertising and savings on budget.	2
Emergency Planning	Slight reduction in required budget	1
Other Central Activities		
Income from Housing Association schemes	Additional income from design & supervision of schemes	24
Investment Income	Over-prudent assessment of position for 05/06.	170
Staffing	In respect of DIP (Document Image Processing) and e-procurement work	26.3
Business Rate Relief	Reduction in relief given	2
Insurance premiums	Deletion of earlier commitment.	5
HQ and Depot repairs.	Lower budget requirement	1
Travelling costs	Subject to consultation with Unison.	5
Leased cars/car loans indemnity reserve	Reduces requirement to draw on general reserves	15
Telephones	Reduced advertising in phone book	2.3
Salaries	General savings compared to original budget expectations	80
	Local Plan completion	100
Total		628.9

Appendix 7

CAST Project – financial projection

The following table summarises the budgetary requirements (all figures in £,000s):-

	06/07	07/08	08/09	Total
Capital				
Pension /redundancy costs	100	200	200	500
Accommodation refurbishment	200			200
ICT costs	85	96	86	267
Total Capital costs	385	296	286	967
Revenue costs				
Customer access				
Implementation team/staff backfill	72	72	72	216
Additional operational staff	25	40	60	125
Business Process Re-engineering				
Implementation team/Staff backfill	170	170	170	510
External consultancy support	100	50	25	175
Organisation Development				
Additional HR post	40	40	40	120
External Training	10	10	10	30
External consultancy support	10	10	10	30
Programme Management				
Programme Office	75	75	75	225
Other costs				
ICT Running costs	11	15	20	46
Borrowing costs	28	60	108	196
Costs of change (risk element)	75	75	75	225
Total Revenue costs	616	617	665	1898
Less projected savings	-150	-450	-750	
Net revenue costs	466	167	-85	
Less 25% to Housing Revenue Account	-116.5	-41.75	21.25	
General Fund Impact	349.5	125.25	-63.75	

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PROPOSED GENERAL FUND CHARGES FOR 2006/07

Service/Charge	2005/06 Charge		2006/07 Charge	
	Charge Less VAT	Charge to the Public	Charge Less VAT	Charge to the Public
Discretionary Charges				
Licences (see note 1)				
Dog Breeding Establishments				
- Annual		70.00		75.00
Pet Shops				
- Annual		96.00		100.00
Riding Establishments				
- Annual		110.00		115.00
		+ Vets' Fees		+ Vets' Fees
Dangerous Wild Animals				
- Annual		145.00		150.00
		+ Vets' Fees		+ Vets' Fees
Game Dealers				
- Annual		20.00		25.00
Dermal Treatment Establishments				
- Annual		70.00		75.00
Pleasure Boats				
- Annual		40.00		40.00
		+ surveyors' fees		+ surveyors' fees
Boatmen				
- Annual		16.00		20.00
Hypnotists				
- Annual		222.00		230.00
Animal Boarding Establishments				
- Annual		100.00		105.00
Street Trading (see note 2)				
- Band A (5 or more days a week)		2,070.00		2,260.00
- Band B (3 or 4 days a week)		1,380.00		1,510.00
- Band C (1 or 2 days a week)		690.00		755.00
Processing Export Certifications				
- Annual		60.00		65.00
Motor Salvage Operators				
- Three-year licence		75.00		85.00

note 1

See further details under 'Statutory Charges'

note 2

Fixed fee for 3 years. New charge applies from 01 April 2006, with the next review date 01 April 2009

PROPOSED GENERAL FUND CHARGES FOR 2006/07

Service/Charge	2005/06 Charge		2006/07 Charge	
	Charge Less VAT	Charge to the Public	Charge Less VAT	Charge to the Public
Environmental Charges				
Pest Control (see note 3)				
- Insect Pests (per non-refundable call out charge)	30.64	36.00	33.19	39.00
- Eradication of mice / rats	30.64	36.00	30.64	36.00
Trade Waste (see note 4)				
- 240 litre bin	302.00	354.85	331.91	390.00
- 360 litre bin	315.00	370.13	348.94	410.00
- 660 litre bin weekly collection	385.00	452.38	425.53	500.00
- 660 litre bin fortnightly collection	206.00	242.05	229.79	270.00
- 1100 litre bin	430.00	505.25	472.34	555.00
Bulky Refuse Collections				
- Per visit for up to 5 items		16.00		20.00
- Per additional item thereafter		3.00		5.00
Garden Waste Collection				
Brown Bin Scheme				
- For those on Benefit		15.00		15.00
- For those not on Benefit		30.00		30.00
- Charge for the delivery of the bin:				
- For those on Benefit		5.00		5.00
- For those not on Benefit		10.00		10.00
Bulky Bag: for each collection				
- For those on Benefit		12.50		13.00
- For those not on Benefit		25.00		27.50
Special Refuse Collections				
- Contractors Rates + Council's admin Charge	Actual Cost	+ VAT	Actual Cost	+ VAT
Public Conveniences				
- Shotley Gate (use of WC)		-	0.085	0.10
- Gaol Lane, Sudbury (per visit)	0.17	0.20	0.17	0.20
Street Cleansing				
- Sale of Litter/Dog Dirt Bins	Actual Cost	+ VAT	Actual Cost	+ VAT
- Emptying of all bins installed after the 1st January 2001	+15% Admin 50% of Actual Cost	+ VAT	+15% Admin 50% of Actual Cost	+ VAT
Abandoned Vehicles				
- Voluntary surrender of vehicle	27.23	32.00	29.79	35.00
Food Hygiene Courses				
- Basic Course (Per Candidate) (group discounts negotiable)		50.00		50.00
- Intermediate Course (Per Candidate)		125.00		125.00
Surrendered Food Certification				
- Inspection	51.06	60.00	55.32	65.00
- Special Removal (Hourly)	Actual Cost	+VAT	Actual Cost	+VAT
Water Sampling				
- Collection & Analysis of Water Samples	25.53	30.00	27.66	32.50
		+Analysts Fee		
Env. Protection Act - general enquiries/register info				
- Small Application or Part Thereof	17.02	20.00		-
- Large Application or Part Thereof	34.04	40.00		-
- Request for a Complete File	64.68	76.00		-
- From 2006/07 onwards, a minimum charge will be applied, with an hourly rate then charged for time spent in excess of one half hour				£35 minimum, plus £50 per hour
Other Registers				
- Per Photocopy Sheet	1.87	2.50	2.55	3.00
Food Register				
- Copy of a Single Entry	1.87	2.50	2.55	3.00
- Copy of Whole Register	318.30	375.00	340.43	400.00

note 3

Those on income related benefits pay one third of this charge.

note 4

These are standard rates. Trade waste charges vary according to the service provided. Price on application.

PROPOSED GENERAL FUND CHARGES FOR 2006/07

Service/Charge	2005/06 Charge		2006/07 Charge	
	Charge Less VAT	Charge to the Public	Charge Less VAT	Charge to the Public
Recreation Charges				
Sudbury - Tennis (per court, per hour)				
- Adults	3.66	4.30	3.40	4.00
- Children	1.83	2.15	1.70	2.00
- Advance block booking, minimum of 10 occasions (35% discount)		2.40		2.20
Sudbury - Putting				
- Adults	0.85	1.00	1.02	1.20
- Children	0.43	0.50	0.51	0.60
Hire of Friars Meadow				
- Caravans - per weekend (2 nights)		12.50		12.50
- Caravans - per additional night		6.25		6.25
- Small Circus - per operating day		90.00		90.00
- Small Circus - per non operating day		40.00		40.00
- Small Circus - deposit (for damage)		250.00		250.00
- Large Circus/Fair - per operating day		200.00		200.00
- Large Circus - per non operating day		80.00		80.00
- Large Circus - deposit (for damage)		600.00		600.00
- Non-Charity Fund Raising Events				
- per operating day		65.00		65.00
- per non operating day		25.00		25.00
- deposit (for damage)		350.00		350.00
Hire of East House Meadow				
- Small Circus - per operating day		90.00		90.00
- Small Circus - per non operating day		40.00		40.00
- Small Circus - deposit (for damage)		250.00		250.00
- Large Circus/Fair - per operating day		200.00		200.00
- Large Circus - per non operating day		80.00		80.00
- Large Circus - deposit (for damage)		600.00		600.00
Tourism				
- Commission on Accommodation Bookings.		10% of the value of the first night.		10% of the value of the first night.
- Commission on National Express Bookings.		11% of the ticket value £1.50 - 1yr Coach Card £2.00 - 3yr Coach Card		11% of the ticket value £1.50 - 1yr Coach Card £2.00 - 3yr Coach Card
Advertising Charges - Accommodation Section:				
- mono entry	50.00	58.75	-	-
- colour entry	100 or 200	117.5 or 235	-	-
- 1/20 page, no photo, with 25 words	-	-	60.00	70.50
- 1/8 page, with photo and 30 words	-	-	120.00	141.00
- 1/4 page, with up to 2 photos and 50 words	-	-	240.00	282.00
- 1/2 page, with up to 4 photos and 100 words	-	-	480.00	564.00
Sports & Leisure Promotion				
- Holiday Clubs/Courses		Various Depending on the course and current market rates		Various Depending on the course and current market rates

PROPOSED GENERAL FUND CHARGES FOR 2006/07

Service/Charge	2005/06 Charge		2006/07 Charge	
	Charge Less VAT	Charge to the Public	Charge Less VAT	Charge to the Public
Other Discretionary Charges				
Council Tax / Business Rates (see note 5)				
- Summons Costs		43.00		44.00
- Liability order		9.00		12.00
Senior Citizen Railcards (see note 6)				
- Cost of Railcard		Actual Cost		Actual Cost
Local Land Charges				
Searches in respect of a single parcel of land (see note 7).				
Paper/printed requests:				
- Official Certificate of Search & Replies to Part 1 Enquiries.		140.00		149.00
- Charge for searches relating to commercial premises		-		170.00
- Part 1 Enquiries only (less Statutory fee for Certificate of Search)		134.00		143.00
- Search of the Land Charges register only		6.00		6.00
Enquiries made via the National Land and Information Service:				
- Official Certificate of Search & Replies to Part 1 Enquiries.		115.00		122.00
- Charge for searches relating to commercial premises		-		139.00
- Part 1 Enquiries only (less Statutory fee for Certificate of Search)		111.00		118.00
- Search of the Land Charges register only		4.00		4.00
- Part II Enquiries - per printed enquiry (note 7)		11.40		12.00
- Additional Enquiries		33.60		35.75
Search for additional parcels of Land				
- Part 1 Enquiries only		15.00		16.00
Hackney Carriage & Private Hire Vehicles (note 5)				
- Operator's licence (add CRB fee if required)		90.00		90.00
- Vehicle Licence (valid for 1 year, inc test and free plates)		145.00		145.00
- Vehicle Licence - First Application (inc test & plates)		175.00		175.00
- Change of vehicle mid licence (same expiry date, inc test & plates)		120.00		120.00
- Change of vehicle mid licence (Full Year Licence, inc test & plates)		145.00		145.00
- Plate (exterior) deposit or replacement		22.00		22.00
- Plate (interior) deposit or replacement		8.00		8.00
- Driver's Licence NEW (inc CRB, DVLA checks & Badge)		74.50		74.50
- Driver's Licence RENEWAL		40.00		40.00
- Driver's Licence REPLACEMENT		15.00		15.00
- Driver's Badge deposit or replacement		10.00		10.00
- CRB Check		33.00		33.00
Footpath Diversions				
- Legal Notices & Adverts				
- To Developers/Public	Actual Cost	+ VAT	Actual Cost	+ VAT
- To Parish Councils	50% of Actual Cost	+ VAT	50% of Actual Cost	+ VAT
- Administration Charges				
- Estimated average cost per application	794.04	933.00	817.02	960.00
- Additional Paths	104.68	123.00	108.09	127.00
Technical advice (relating to land drainage and flooding)		actual cost		actual cost

note 5

Subject to further review for 2006/07 charges.

note 6

Passes sold at cost price, based on the charge made by the Rail Companies

note 7

Includes charge made by Suffolk County Council. Any increase above inflation not reflected will be added if appropriate.

PROPOSED GENERAL FUND CHARGES FOR 2006/07

Service/Charge	2005/06 Charge		2006/07 Charge	
	Charge Less VAT	Charge to the Public	Charge Less VAT	Charge to the Public
Other Discretionary Charges (cont'd)				
Contact Care (see note 8)				
- Private Sector (3000's per annum)	146.88	172.58	150.72	177.10
- Private Sector (400's per annum)	124.80	146.64	128.16	150.59
- External bodies (monitoring & maintenance per annum)		100.80		103.20
- One-off Installation Charge (free for those on Housing Benefits)	18.30	21.50	18.72	22.00
Car Parking (see note 9)				
- Excess Parking Charge		45.00		45.00
- Excess Parking Charge (if paid within 10 days)		15.00		15.00
- Pin Mill Car Parking Charge				
Per hour between 8am & 5pm	0.26	0.30	0.26	0.30
- Pin Mill Residents Licence		106.00		106.00
Building Control (see note 10)				
- Fees (BRFE)				
	Charge varies in relation to size & type of development		Charge varies in relation to size & type of development	
	Charges are applied for disbursements (e.g. photocopying, postage etc) therefore vary on a case-by-case basis. Please also see note 10		Charges are applied for disbursements (e.g. photocopying, postage etc) therefore vary on a case-by-case basis. Please also see note 10	
Requests under the Freedom of Information Act (see note 11)				
Planning				
Copies of :-				
- Tree Preservation Orders	8.72	10.25	10.21	12.00
- Section 106 Agreements	8.72	10.25	10.21	12.00
- Dyeline Copying on Plans (A1 size)	8.72	10.25	10.21	12.00
- Decision Notices	4.47	5.25	5.11	6.00
- Complete copy of the Local Plan	45.11	53.00	46.38	54.50
- Summary of the Local Plan	4.47	5.25	5.11	6.00
- OS Map Charges & Admin Fee				
Admin Fee (for 4 copies)	6.89	8.50	7.45	8.75
- Charge for A4 Photocopies	0.20	0.25	0.85	1.00
- Charge for A3 Photocopies			1.70	2.00
- Charge for A4 Listing copies	4.25	5.25	5.11	6.00
Complaints regarding high hedges		300.00		300.00
Planning Agreements and legal advice to public bodies		actual cost		actual cost

note 8

Those who cannot afford to pay the full annual charge pay a reduced amount.

note 9

The increase to £45 has been approved, and is subject to implementation.

note 10

Full details can be provided on request

note 11

If the cost of complying with a request for information will be below £450, we will only charge for disbursements. If the cost of assembling the information will be more than £450 (on the basis of at least 18 hours of admin time collating the information at the rate of £25 per hour, being the rate set out in the fees guidelines issued by the Department of Constitutional Affairs), the Council is not obliged to provide that information.

PROPOSED GENERAL FUND CHARGES FOR 2006/07

Service/Charge	2005/06 Charge		2006/07 Charge	
	Charge Less VAT	Charge to the Public	Charge Less VAT	Charge to the Public
Statutory Charges (see note 12)				
Sale of Electoral Register				
- Complete copy of whole register (Paper Copy & Posted)		355.00		365.00
- Complete copy of whole register (Paper Copy & Collected)		345.00		355.00
- Complete copy of whole register (on disc)		208.00		208.00
- Edited copy (Paper & Posted)		295.00		260.00
- Edited copy (Paper & Collected)		285.00		250.00
- Edited copy (on disc)		191.50		185.50
- Copy of 1 Parish - Depends on Number of Electors.		15.00		15.00
		to £30.00		to £30.00
- e-mail full register		203.00		203.00
- e-mail edited register		186.50		180.50
- e-mail monthly updates		193.50		193.50
- Overseas electors' list		21.50		21.50
Licences:				
Betting, Gaming & Lotteries				
- Lottery Initial Registration Fee		35.00		35.00
- Lottery Annual Renewal		17.50		17.50
- Gaming Machine Licence (for 3 years)		32.00		32.00
Butchers Licence				
- Annual		100.00		Discontinued
New Licensing Arrangements:				
Applications relating to premises' licences and club premises' certificates (including new applications, conversions and variations)				
- Village halls, church halls and premises of a similar nature licensed only for the provision of regulated entertainment		Nil		Nil
- Premises (initial fee), based on:				
- Rateable value nil - £4,300		100.00		100.00
- Rateable value £4,301 - £33,000		190.00		190.00
- Rateable value £33,001 - £87,000		315.00		315.00
- Rateable value £87,001 - £125,000		450.00		450.00
- Rateable value over £125,000		635.00		635.00
- Premises (annual payment), based on:				
- Rateable value nil - £4,300		70.00		70.00
- Rateable value £4,301 - £33,000		180.00		180.00
- Rateable value £33,001 - £87,000		295.00		295.00
- Rateable value £87,001 - £125,000		320.00		320.00
- Rateable value over £125,000		350.00		350.00
Additional fee to vary		20 - 120		20 - 120
- Application for a personal licence		37.00		37.00
Additional fee for exceptionally large events of a temporary nature requiring a premises' licence:				
- Attendance 5,000 - 9,999		1,000.00		1,000.00
- Attendance 10,000 - 14,999		2,000.00		2,000.00
- Attendance 15,000 - 19,999		4,000.00		4,000.00
- Attendance 20,000 - 29,999		8,000.00		8,000.00
- Attendance 30,000 - 39,999		16,000.00		16,000.00
- Attendance 40,000 - 49,999		24,000.00		24,000.00
- Attendance 50,000 - 59,999		32,000.00		32,000.00
- Attendance 60,000 - 69,999		40,000.00		40,000.00
- Attendance 70,000 - 79,999		48,000.00		48,000.00
- Attendance 80,000 - 89,999		56,000.00		56,000.00
- Attendance 90,000 and over		64,000.00		64,000.00
- Application for making a provisional statement		195.00		195.00
- Application for a copy of a licence or summary		10.50		10.50
- Notification of change of name or address		10.50		10.50
- Temporary event notice		21.00		21.00
- Notice of interest in any premises		21.00		21.00
- Application to vary or specify individual as premises supervisor		23.00		23.00
- Interim authority notice		23.00		23.00
- Application to transfer premises' licence		23.00		23.00
Development Control (see note 13)				
- Planning Application & Other Fees		Various		Various

note 12

All of these charges are set by the Government and any increases for 2006/07 will be implemented automatically from the effective date, along with any new statutory charges that come into being.

note 13

Full details can be provided on request.

PROPOSED GENERAL FUND CHARGES FOR 2006/07

Service/Charge	2005/06 Charge		2006/07 Charge	
	Charge Less VAT	Charge to the Public	Charge Less VAT	Charge to the Public
Statutory Charges (Continued) - see note 12 on previous page				
Env. Protection Act Authorisation				
- Initial Registration Fee		1,409.00		1,409.00
- Small waste oil burners		132.00		132.00
- Unloading of petrol into storage tanks at service stations		132.00		132.00
- Scheduled dry cleaning establishment		132.00		132.00
- Substantial Changes		899.00		899.00
- Small waste oil burners		88.00		88.00
- Unloading of petrol into storage tanks at service stations		88.00		88.00
- Scheduled dry cleaning establishment		88.00		88.00
- Implementation of an upgrading plan		132.00		132.00
- Annual Subsistence		879.00		879.00
- If paid in quarterly instalments		911.00		911.00
- Small waste oil burners		134.00		134.00
- Unloading of petrol into storage tanks at service stations		134.00		134.00
- Scheduled dry cleaning establishment		134.00		134.00
- Odourising of natural gas		324.00		324.00
Mobile Crushing and Screening Plant				
(Where the process comprises mobile crushing and screening plant, the application fee and subsistence charge payable will be dependent upon the number of authorisations held by the operator.)				
- 1-2 Authorisations				
- Application Fee		1,409.00		1,409.00
- Subsistence Charge		879.00		879.00
- 3-7 Authorisations				
- Application Fee		843.00		843.00
- Subsistence Charge		524.00		524.00
- 8+ Authorisations				
- Application Fee (per additional authorisation)		426.00		426.00
- Subsistence Charge (per additional authorisation)		265.00		265.00
Dog Control (see note 14)				
- First Offence (dog with Identification)		15.00		15.00
- First Offence (dog without Identification)		25.00		25.00
- Second & Subsequent Offences		25.00		25.00
- Transportation fee (up to a maximum of)	38.30	45.00	38.30	45.00
Abandoned Vehicles				
- Removal costs		105.00		105.00
- Disposal costs		50.00		50.00
- Storage		12.00		12.00

note 14

Transportation fee is a non-statutory charge.

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