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COUNCIL

03 MARCH 2010

SUPPLEMENTARY PAPERS

TO: ALL MEMBERS OF THE COUNCIL

The attached report will be considered in conjunction with the Financial Plans and Revenue Budgets 2010/11 (Item 7).

Timothy Wheadon
Chief Executive

	Page No
7. FINANCIAL PLANS AND REVENUE BUDGETS 2010/11	1 - 190
Council is asked to resolve recommendations in respect of:	
• Capital Programme 2010/11 - 2012/13	
• Revenue Budget 2010/11	
• Council Tax 2010/11	
• Proposed Fees and Charges for 2010/11.	

The Supporting Information has been circulated separately.

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**FINANCIAL PLANS
AND BUDGETS
SUPPORTING INFORMATION
2010/11**

3 March 2010

**Chris Herbert CPFA
Borough Treasurer**

Contents

		Page Number
Summary of General Fund Revenue Budget Report to Executive	(Maize)	3
Detailed General Fund Revenue Budget	(Yellow)	
Summary		167
Corporate Services / Chief Executive		169
Children, Young People and Learning		171
Adult Social Care and Health		173
Environment, Culture & Communities		175
Summary of Capital Programme Report to Executive	(Lilac)	177
Corporate Services / Chief Executive		181
Council Wide		182
Children, Young People and Learning		183
Adult Social Care and Health		185
Environment, Culture & Communities		186

Summary of 2010/11 General Fund Revenue Budget Report to Executive

1 INTRODUCTION

- 1.1 At its meeting on 15 December 2009, the Executive considered the overall position facing the Council in setting a budget for 2010/11. The Government grant system was fundamentally changed in 2006/07 and the resultant calculation meant that the Council has received only the minimum grant increase every year since (being protected by the “floor” mechanism). In the provisional settlement published in November 2009 the Government confirmed that the formula grant allocations are unchanged from those that were first published in January 2009 and thus are in line with the three-year settlement policy introduced in 2008. As such the cash grant increase for Bracknell Forest in 2010/11 amounts to 1.5% or £386,000. Government support for 2010/11 will therefore be £26.115m. This “floor” increase is clearly less than needed to support the budget pressures facing the Council and is significantly less than the average national increase for local government of 4%.
- 1.2 In this broad context, the Executive published its draft budget proposals that have been consulted on with the public, the Council’s Overview & Scrutiny Commission and Scrutiny Panels, with town and parish councils, business ratepayers, the Schools Forum, the Senior Citizens’ Forum and voluntary organisations’.
- 1.3 Due to the global recession the Council has faced unprecedented pressure on its resources this year. The proposed budget package therefore only addresses pressures arising from the impact of the recession, increases in the number of vulnerable clients or new statutory duties stemming from Lord Laming’s inquiry into safeguarding. All other desirable service developments have been deferred. As in previous years, economies have focused as far as possible on central and departmental support rather than on front-line services. However after 10 years of back office rationalisations, realising total savings in excess of £20m, it is becoming increasingly difficult to find further savings in these areas, which would not compromise the Council’s ability to function effectively. Consequently it has been necessary to look at some reductions in front line services. The medium term financial strategy to bring spending to a level that can be sustained by annually generated revenue remains the priority but this has been affected by the impact of the recession.
- 1.4 The final Local Government Finance Settlement was announced on 20 January. It confirmed that the Council is protected by the “floor” mechanism and will therefore receive the minimum grant increase of 1.5%. The level of government support through RSG and NNDR is unchanged from the provisional settlement of £26.115m for 2010/11. Grant increases of 0% have been assumed for 2011/12 and 2012/13 although the possibility of an actual reduction in grant cannot be ruled out at this stage.

2 BUDGET PROPOSALS

- 2.1 The draft budget proposals included some changes to the Commitment Budget (Annexe A) and suggested an approach for inflation, pay awards and fees and charges. It also identified service pressures that needed a response, offset by a significant number of potential economies. The draft proposals for 2010/11 are summarised in table 1. The overall net effect of the proposals will be to increase revenue spending by 0.2%

Table 1: Draft Budget Proposals

Department	Commitment Budget 2010/11	Indicative Capital programme/ decreased interest rate / Contingency	Inflation	Service Pressures / Economies	Draft Budget 2010/11
	£'000	£'000	£'000	£'000	£'000
Chief Executive / Corporate Services	7,885	0	-63	-381	7,441
Children, Young People and Learning	21,433	0	9	-645	20,797
Adult Social Care and Health	26,473	0	-25	318	26,766
Environment, Culture & Communities	35,716	0	11	-592	35,135
Non Departmental / Council Wide	-16,434	1,113	0	-419	-15,740
Total	75,073	1,113	-68	-1,719	74,399

- 2.2 The Executive is also considering its key objectives for 2010/11 that will be included in Service Plans over the coming months. These key objectives are directly derived from the 6 overarching priorities and 13 medium term objectives agreed in 2008 and are updated annually. This year, however, a more fundamental review has been undertaken to reflect the financial realities now being faced. Ambitions have been reduced in some areas and the priority given to some improvements have been reviewed. The budget proposals reflect those policy led changes and prioritisation.

3 DEVELOPMENTS FOLLOWING 15 DECEMBER EXECUTIVE MEETING

3.1 Consultation

- 3.1.1 The Executive's draft budget proposals have been subject to a process of public consultation since their publication in December. During the six-week consultation period, the draft proposals have been scrutinised by the Council's Overview & Scrutiny Commission and Scrutiny Panels. Extracts from the minutes of these meetings are attached as Annexe B and show the Commission broadly supported the draft proposals presented.
- 3.1.2 The draft fees and charges for 2010/11 have also been considered by the Overview and Scrutiny Commission and no significant issues were raised. As part of the consultation an error was discovered in the proposed fee for the return of stray dogs under Environmental Health. The fee quoted of £33.85 is actually lower than the current fee of £50.05. This has been amended to £51.30 in the revised fees and charges schedules presented at Annexe G. An objection has been raised to the £7 increase in the hackney carriage license fee by the GMB union. This will be considered at the Licensing and Safety Committee on 8 February and if a reduction in the fee is recommended the budgetary impact will be managed by an allocation from the Contingency Fund and the amendment included in Annexe G.
- 3.1.3 The Council has invited by letter all local businesses to comment on the budget proposals via the Council's website. Any comments will be reported verbally at the Executive meeting and incorporated into the report to the Council meeting on 3 March.

- 3.1.4 Direct email & written responses to the proposals, which were published on the Council's web site, have been received and are available as background papers for Members. The responses are summarised in Annexe C.
- 3.1.5 The Schools' Forum considered the Executive's proposals relating to the Children, Young People and Learning department at its meeting on 28 January. No adverse comments were made by the Forum on the revenue pressures or economies proposed for the department.
- 3.1.6 The re-provision of Downside Resource Centre is subject to further statutory consultation as agreed by the Executive on 19 January.
- 3.1.7 The Executive are asked to confirm that, apart from the proposed fee for the return of stray dogs, there are no specific budget proposals that they wish to change following the budget consultation.
- 3.1.8 One proposal that has generated significant comment and concern is that to remove the subsidy on the 'Look-In' café and to close it from 1 April. A petition on this is expected to be delivered to the Council meeting on 3 March. Whilst it remains difficult to justify a £60,000 subsidy for a café that is only used by a relatively small number of people, particularly bearing in mind the full range of budget pressures faced by the Council, officers have been in discussion with a number of organisations concerning the possible continuation of the facility through the voluntary sector.

3.2 Inflation

- 3.2.1 The Executive established a framework for calculating an appropriate inflation provision at its December meeting. This included the following assumptions:
- the pay award for 2010 is settled at 0% as per the current employers offer (note the current years' pay award was settled at 1%);
 - inflation rates (Retail Price Index) remain at zero or less than zero until early 2011;
 - the current rate of Consumer Price Index is more appropriate for Social Care contracts than the Retail Price Index;
 - fees and charges will increase by 2.5% unless this is inconsistent with the Council's income policy.

Each Department has calculated an inflation allowance on this basis and the individual calculations have been reviewed by the Borough Treasurer to ensure consistency and equity. Under the Executive's draft budget proposals inflation on schools' expenditure is provided for within the Dedicated Schools Budget expenditure, which is funded by the Dedicated Schools Grant.

- 3.2.2 On this basis, the recommended inflation provision remains unchanged at minus £0.068m. The figures for each department are shown in Table 2.

Table 2: Inflation Allocations

Department	2010/11 £'000
Chief Executive/Corporate Services	-63
Children, Young People and Learning (non schools)	9
Adult Social Care and Health	-25
Environment, Culture and Communities	11
Total	-68

3.3 Other Revisions to Draft Budget Proposals

3.3.1 Inevitably, in the two months since the Executive published the draft budget proposals, more information has become available. Details of the amendments are set out in paragraphs a) to f) below with the net impact being a decrease in the budget requirement for 2010/11 of £0.118m. These changes have been reflected in the full budget proposals set out in Annexe D or the Commitment Budget (Annexe A).

- a) Employers National Insurance Increases
The Commitment Budget has been amended to reflect a further 0.5 per cent increase in Employer rates of National Insurance Contributions from April 2011.
- b) Transfer of Responsibilities for the Maintenance of Storage Systems
Budget transfers from Children, Young People and Learning (£4,000) and Adult Social Care and Health (£14,000) to Corporate Services have been included in the Commitment Budget to reflect the transfer of responsibilities for the maintenance of storage systems.
- c) Area Based Grant
The Commitment Budget has been updated to reflect changes to the grant allocations for 2010/11. These have no overall effect on the Council's finances. The figures for each department are shown in Table 3.

Table 3: Area Based Grant

Department	2010/11 £'000
Chief Executive/Corporate Services	89
Children, Young People and Learning (non schools)	-188
Adult Social Care and Health	18
Environment, Culture and Communities	1,754
Non Departmental / Council Wide	-1,673
Total	0

- d) Collaborative Procurement
The Council Wide procurement savings have now been allocated to Adult Social Care and Health based on savings that can be generated on contracts in 2010/11.

- e) Transfer of Programmed Maintenance Work to Capital
Further analysis has now been carried out on the savings proposal and the saving has been moved from Council Wide proposals to Corporate Services (-£41,000) and Environment, Culture and Communities (-£208,000).
- f) Purchased Care – All Adult Social Care
The pressure reported in Adult Social Care and Health has been reduced to £0.445m as the funding transfer agreed for adults with learning disabilities with the Primary Care Trust exceeds the Councils estimated income by £0.118m (see section 8.2).

4 OTHER BUDGET ISSUES

4.1 Schools Budget

4.1.1 Whilst spending on the Schools Budget – both at individual school level and certain school related functions such as Special Educational Needs placements made outside the Borough - is now funded by the ring fenced Dedicated Schools Grant (DSG), and therefore outside of the Council's funding responsibilities, Local Authorities retain a legal duty to set the overall level of the Schools Budget. In deciding the relevant amount, Local Authorities must plan to spend at least to the level of estimated DSG and can also take account of any accumulated under or overspending on the Schools Budget from previous years.

4.1.2 The level of DSG is calculated by multiplying guaranteed per pupil amounts by the number of pupils in schools at the January prior to the commencement of the relevant financial year. In line with government spending plan cycles, the guaranteed per pupil funding has been confirmed as £4,367 for 2010/11, which equates to an increase in funding of 4.6%. As actual pupil numbers are not yet available, at this stage it is only possible to estimate the likely level of DSG which is forecast at £65.027m in 2010/11

4.1.3 Therefore, it is proposed that the Executive agree a provisional level of Schools Budget for 2010/11 at the anticipated amount of DSG, with the Executive Member for Education authorised to amend the amount once more up to date data is available. As the Schools Budget is fully funded from grant, any such changes would have no impact on the Council's overall funding requirement.

4.2 Permanent Transfer of Commissioning: Adults with Learning Disabilities

4.2.1 Historically many adults with learning disabilities were inappropriately accommodated in NHS Long Stay hospitals. During the 1980s and 1990s most of these hospitals were closed, and as most of the people had social care needs, the responsibility for commissioning care and support was passed to Local Authorities. To support this commissioning function, the associated financial resources were transferred annually from the NHS to relevant Local Authorities under Section 28a of the NHS Act 1977. There were complex arrangements for the return and redistribution of the associated funds as people died: this was particularly complex in Berkshire because of the geographical distribution of people following the closure of Church Hill House, which was in Bracknell.

4.2.2 The *Valuing People Now* consultation led to a change in Government policy. Effective from 2009/10, the Department of Health now requires a permanent transfer of funds from Primary Care Trusts (PCT) to Local Authorities, to be based on 2007/08 spending levels, with appropriate annual uplifts. For 2009/10 and 2010/11,

this transfer will be via the PCTs, and from April 2011, will be direct to Bracknell Forest from the Department of Health.

4.2.3 Negotiations have now concluded and the Council will receive £7.599m from the PCT in 2010/11. This is £0.118m more than the estimated grant that had been included in the 2010/11 budget forecast. The estimate had been based on existing costs at the agreed starting position of April 2008. However since that time there has been a reduction in the cases supported by this grant. It is expected that where existing costs funded by grant reduce, the funds will be used to provide services to clients with learning disabilities. This additional income will fund additional clients. However the impact on the Councils budget is to reduce the need to provide its own funding for the anticipated additional clients as previously reflected in the budget proposals published in December 2009. In addition as a result of the transfer the Council will now provide an additional 4 employees to fulfil its responsibilities in further supporting the personalisation agenda for this particularly vulnerable group, including supporting those with continuing health care needs and as a consequence enhance safeguarding arrangements. The transfer includes a tapering arrangement for the portion of baseline funding relating to continuing health care over 4 subsequent years. For 2010/11 this is £0.932m and is dependant on continued eligibility. The formula for distribution post April 2011 has not yet been agreed and therefore until such time as the formula details are known this will remain as a budget risk.

4.3 Pensions

4.3.1 Changes in accounting standards (FRS17) on the treatment of pension costs require the inclusion within the total cost of services a charge that represents the economic benefits of pensions accrued by employees. To simplify the presentation of the budget proposals the FRS17 adjustments were not incorporated into the budget proposals considered by the Executive. However they are included in the supporting information presented to Council. This will not impact upon the Council's net overall budget or the level of Council Tax.

4.4 International Financial Reporting Standards (IFRS)

4.4.1 The Council will need to adopt IFRS in the completion of its annual accounts from 2010/11. In addition, the impact of the standards on PFI arrangements has been brought forward a year and is incorporated into the Statement of Recommended Practice for the 2009/10 accounts. There will therefore be an impact in both 2009/10 and 2010/11. A project is underway to identify the changes required to systems, processes and the accounts.

4.4.2 The introduction of IFRS is seen as a way of improving comparability and introducing best practice and is not intended to have a significant impact on Council finances. With this in mind, the Chartered Institute of Public Finance and Accountancy is consulting on the potential impact of the changes on the General Fund and the Council Tax. Where an impact has been identified, discussions have been held with the government so that regulations can be introduced to mitigate the impact. The areas currently identified where there is likely to be an impact are:

- PFI arrangements;
- leases
- and employee benefits (an accrual will be required for untaken annual and flexi leave at the year end).

- 4.4.3 Reading Council is taking the lead on the impact for the Waste PFI. Should the PFI meet the new control criteria the associated assets and a corresponding liability will need to be added to the balance sheet. All leases and lease type arrangements will need to be re-examined to see if they are classified correctly. If any are reclassified as finance leases this will also have an impact on the balance sheet (an asset and a liability will be required where the Council is the Lessee) and in the case of leases where the Council is the lessor, on how the income is treated. Increasing the number and value of assets in the balance sheet will in turn impact on the Council's Capital Financing Requirement and Minimum Revenue Provision (MRP) both of which are discussed in more detail in paragraph 8.5 below.
- 4.4.4 The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2010 are currently being consulted on and include amendments to mitigate the impact of lease reclassifications, on balance sheet PFI arrangements and accruing for short term employee benefits on the General Fund. In summary:
- The new regulation provides that holiday benefits are to be charged to revenue in the financial year in which the holiday absence occurs which is consistent with the current position.
 - In the case of finance leases and on balance-sheet PFI contracts, the intention is that the reduction in charge to revenue (an element will now be taken to the balance sheet to reduce the liability) will be matched by an equal increase in MRP resulting from the higher Capital Financing Requirement. This would result in a neutral impact on revenue.
 - In the case of finance leases where the Council is the lessor, any income received under existing leases would continue to be treated as revenue income rather than a capital receipt.
- 4.4.5 These changes will increase the Capital Financing Requirement and MRP but the exact impact is not currently known. The impact in 2009/10 will be reported to the Executive in June as part of the outturn report. As stated above, any changes will have neutral impact on net expenditure and the Council Tax.
- 4.5 Investments
- 4.5.1 The Council generates interest each year from investing its accumulated cash reserves and working capital. The two factors that influence the amount of interest earned are interest rates and the average level of cash balances held over the year.
- 4.5.2 With the UK economy still in recession and uncertainty extending to the global economy, it remains very difficult to predict interest rates for the forthcoming year with any confidence. With the UK Base Rate holding at an all-time low of 0.5% since March 2009, the timing of any reversal of the Bank of England's monetary easing policy is hard to judge. However, as countries around the world move out of recession there is a growing consensus view that interest rates will begin to rise around the world, particularly given the inflationary risks associated with the unprecedented monetary and fiscal easing witnessed over the last 12 months. As confidence returns to the markets it is also hoped that credit-risk levels will reduce, enabling the Council to return to a more normal investment strategy, investing funds at more extended maturities and increasing yields as expectations of higher future interest rates are factored into the market. However, in line with new CIPFA Code of Practice on Treasury Management, the Council continues to regard security of the principal sum it invests as the key objective of its treasury management activities.
- 4.5.3 The 2010/11 budget is based on an average rate of return of 2% and reflects the lower cash balances as a result of the 2009/10 and 2010/11 Capital Programmes.

The 2009/10 budget was based on a return of 2.5% and as such expected interest income is projected to fall from £1.30m to £0.665m in 2010/11. After taking into account movements in the commitment budget and the impact of the proposed capital programme this produces a budget pressure of £0.44m. However, should interest rates not recover as quickly as anticipated, every 1% reduction in the average rate of return would add a £350,000 pressure to the General Fund.

- 4.5.4 The 2010/11 Treasury Management Report attached as Annexe E re-affirms the strategy adopted by the Executive in December 2008 that governs the amount, duration and credit worthiness of institutions that the authority will place investments with during 2010/11. As such the Council will only place deposits with the most highly rated UK Banks and Building Societies up to a limit of £5m and for a maximum period of 364 days. Additionally the Council will be able to invest up to £7m with AAA Money Market Funds and other UK Local Authorities and an unlimited amount through the Government Debt Office Management Deposit Facility. The Annual Investment Strategy is shown in Annex E(iv).
- 4.5.5 Revised editions of the CIPFA Prudential Code and CIPFA Treasury Management Code of Practice were produced in November 2009. In addition, the CLG is currently consulting on changes to the Investment Guidance. The revised guidance arising from these Codes has been incorporated within Annexe E, with the CLG proposals being incorporated where these do not conflict with current Guidance. One element of the revised Code of Practice is that the clauses to be adopted as part of the Council's Financial Regulations be amended. The key change is that a responsible body (committee, board or group) be responsible for ensuring effective assessment and evaluation of the treasury management strategy and policies, before making recommendations to Council. The amended clauses set out by the Code are included within the Treasury Management Policy at Annex E (v). The policy proposes that the Governance and Audit Committee be nominated as the responsible body and it is recommended that the amendments be adopted by Council and that they be incorporated within the Council's Financial Regulations at the next available opportunity.
- 4.5.6 The Local Government Act 2003 introduced a revised framework for capital expenditure and financing, underpinned by CIPFA's Prudential Code for Capital Finance in Local Authorities. The Code requires the Council to set a number of prudential indicators and limits relating to affordability, capital investment and treasury management. These require Council approval and are included at Annexe E (i) and within the Treasury Management Strategy Statement at Annexe E (iii).
- 4.5.7 The capital programme is being considered separately on tonight's agenda and proposes new capital expenditure of £8.069m in 2010/11. After allowing for projected capital receipts of £2m in 2010/11 and the cash-flow requirements associated with the Garth Hill redevelopment, but excluding the self-funding Invest to Save schemes, the additional revenue costs will be £100,000 in 2010/11 and £600,000 in 2011/12. These costs remain unchanged from the draft budget proposals but will need to be revised at the meeting if the Executive decides on a different level of capital spending.
- 4.5.8 The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision - MRP), although it is also allowed to undertake additional voluntary payments. The regulations issued by the Department for Communities and Local Government (DCLG) require full Council to approve an MRP Policy in advance of each year. The Council is recommended to approve the MRP Policy set out in Annexe E (ii) to the Treasury Management Strategy. The MRP policy has been drawn up to ensure the

Council makes prudent provision for the repayment of borrowings (in accordance with the Regulations) and at the same time minimises the impact on the Council's revenue budget.

- 4.5.9 As capital expenditure is incurred which cannot be immediately financed through capital receipts or grant, the Council's borrowing need (its Capital Financing Requirement) and its MRP will increase. In practice the Council is unlikely to borrow externally in the medium term as it has sufficient revenue investments, arising from the Council's reserves and balances to cover this expenditure. However it will still need to make a charge to revenue for this "internal borrowing".
- 4.5.10 The draft budget proposals included an estimate of £0.372m for the Minimum Revenue Provision required to be made in 2010/11. This estimate remains unchanged. The actual charge made in 2010/11 will be based on applying the approved MRP policy to the 2009/10 actual capital expenditure and funding decisions.
- 4.5.11 The use of balances to support revenue expenditure is considered later on in this report. If balances are used then an allowance for loss of interest on these will also need to be made in the revenue budget.

4.6 Capital Charges

- 4.6.1 Capital charges are made to service departments in respect of the assets used in providing services and are equivalent to a charge for depreciation. The depreciation charges are included in the base budget figures and are important as they represent the opportunity cost to the Council of owning fixed assets. They must therefore be considered as part of the overall cost of service delivery, particularly when comparisons are made with other organisations. It is also important that these costs should be recognised when setting the level of fees and charges.
- 4.6.2 Capital charges represent accounting entries and not cash expenditure. The Council is therefore able to reverse the impact of these charges "below the line", i.e. outside service department costs, thereby reducing the budget requirement whilst not directly affecting the overall cost of each individual service. This means that the charges do not affect the level of Council Tax. The capital charges in 2010/11 total £8.061m which is a decrease of £0.304m compared to the current year.
- 4.6.3 Changes to capital charges affect internal services recharges (see below) and were not incorporated into the budget proposals considered by the Executive. However they are included in the supporting information presented to Council.

4.7 Internal Services Recharges

- 4.7.1 Members' decisions on the capital programme may affect capital charges and this will determine the overall cost of services in 2010/11. Due to their corporate nature, some services do not relate to a single service department, e.g. finance, IT, smartcard, building surveyors, health and safety advisers etc. The budgets for these services are changed only by the specific proposals impacting on the departments responsible for providing them (mainly Corporate Services and Environment, Culture and Communities). However, all such costs must be charged to the services that receive support from them.
- 4.7.2 The impact of these changes in recharges for internal services is neutral across the Council as a whole, since the associated budgets are also transferred to the services receiving them. However, where recharges to ringfenced accounts, specifically to

capital and services to Schools, are changed from year to year, this results in a cash surplus or deficit to the General Fund. Overall, in 2010/11, no changes in recharges have been made. A detailed budget book will be prepared for the approval by the Executive Member for Finance, Resources and Assets exemplifying the budget proposals at the level of detail required to support the scheme of virement, with internal services recharges allocated to the appropriate services.

4.8 Statement by the Borough Treasurer

4.8.1 Under the Local Government Act 2003, the Borough Treasurer (as the Council's Section 151 Officer) must report to Members each year at the time they are considering the budget and Council Tax on:

- a) The robustness of estimates; and
- b) The adequacy of reserves.

In addition, the recently issued CIPFA guidance on Local Authority Reserves and Balances states that a statement reporting on the annual review of earmarked reserves should be made to Council at the same time as the budget. The statement should list the various earmarked reserves, the purpose for which they are held and provide advice on the appropriate level.

Robustness of estimates

4.8.2 These arrangements formalise the detailed risk assessments that are undertaken throughout the year and included in the budget preparations and the Council's Corporate Risk Register.

This identifies a number of key risk areas including:

- demographic and socio-economic changes
- impact of demand led services
- impact of the South East plan
- town centre redevelopment
- non achievement of income projections
- financial settlement and funding pressures
- loss of systems and data
- business continuity incidents
- IT and information security/identity breach
- failure to control Implementation of major projects (including Garth hill)
- impact of litigation
- potential failure of key contractors
- effective safeguarding of children and vulnerable adults
- timing of benefits inspection during the implementation of the new system

The budget includes resources sufficient to enable the Council to monitor these key risks and where possible to minimise their effects on services in accordance with the strategic risk actions plans. Specific risk reduction measures that are in place include the following:

- Budget Setting Process
 - Production and regular monitoring of a robust medium-term financial strategy

- Regular analysis of budgets to identify legislative, demographic, essential and desirable service pressures / enhancements
 - Detailed consideration of budgets by officers and Members to identify potential budget proposals
 - Robust scrutiny of budget proposals prior to final agreement
 - Ensuring adequacy and appropriateness of earmarked reserves
- Budget Monitoring
 - Robust system of budgetary control with regular reporting to the Corporate Management Team (CMT) and through the Performance Monitoring Reports (PMR's) to Members
 - Exception reports to the Executive
 - Annual review of the Councils' budget monitoring arrangement by external audit to ensure they remain fit for purpose
 - Taking corrective action during the year to ensure the budget is delivered every year (as in the current year and 2006/07, 2005/06 and 2000/01)
 - Specific regular review by Group Accountants of particularly volatile budget areas

4.8.3 The Borough Treasurer receives regular updates from Group Accountants on the largest and most volatile budget areas which could place the overall budget most at risk and makes arrangements to report these through the regular monthly budget monitoring process. The most significant risks in the 2010/11 budget have been identified as the following:

- **Demographics** – the number of “demand” led adult and child client placements, the impact of new housing developments, changing service provision of social care encouraging people to seek support;
- **Income** - specifically in Planning and Building Control Fees, Leisure Facilities, Car Parks, Land Charges, Continuing Health Care funding from PCT and Housing Planning Delivery Grant. Down turn in economy affecting property market and subsequently various income streams to the Council.
- **Major schemes / initiatives** – progress with the Town Centre redevelopment, Waste Management PFI, major school redevelopment proposals, achievement of major savings proposals;
- **Inflation** – the provision is based on estimates of inflationary pressures at the current time;
- **Treasury Management / Investments** – return on investments is affected by cashflow and the level of the Bank rate. There is also still uncertainty surrounding the Council's loss on its investments in Icelandic Banks (see section 11.3);
- **Uninsured losses** – the Council's insurances cover foreseeable risks. However, some risks are uninsurable, including former County Council self-insured liabilities and mandatory excesses;
- **Contractual Issues** – disputes, renewal of major contracts.
- **Legislative Changes** – for example, the Department of Health published a consultation document in November 2009 on the proposed Personal Care at Home Bill. The intention of the Bill is that Councils' will no longer be able to charge for the personal care element of someone's home care if they have a critical need for home care.

Table 4 identifies the Borough Treasurer's estimate of the scale of some of the risks that the Council faces.

Table 4: Risk Areas

Risk	£m
Pay award – the budget assumes that there will be no pay award in April 2010, however, if this was agreed at 1% then the additional cost would be	0.5
Interest Rates – the budget assumes that market interest rates will increase gradually throughout 2010 consistent with a gradual economic recovery, however, if rates remain at 0.5% then the additional cost would be	0.4
Demand led services – past experience has shown that it would not be unusual to see increased costs in Adults Social Services or Children Looked After of	0.3
Inflation – the budget includes an overall reduction in costs associated with price changes however a 1% increase in inflation could lead to additional costs of	0.3
Other risks – based on the experience of the past 10 years the Council will face unspecified risks amounting to	0.5
Total	2.0

4.8.4 The probability of some of the above risks occurring is high. However it is unlikely that all will occur at the same time as has been evidenced in the demand led budgets over the past few years. The measures in place, set out in paragraph 9.2, lead the Borough Treasurer and CMT to conclude that the budget proposals have been developed in a sound framework and are therefore robust. However, it needs to be recognised that not all adverse financial issues can be foreseen looking almost fifteen months ahead, e.g. the impact of changes in demand led services or severe weather conditions. Indeed the adverse economic conditions experiences over the past twelve months, and the uncertainties that this brings, are expected to continue in the following twelve months. It is therefore prudent to include, as in previous years, a contingency sum within the budget proposals.

Contingency

4.8.5 In setting the budget for 2009/10, the level of general contingency was increased to £0.390m. This has proved insufficient to meet all the in year pressures, arising mainly from the impact of the recession, and departments have been required to find in-year savings during the year. In the draft budget proposals it was proposed to increase the contingency to £0.700m. As £0.263m of the 2009/10 contingency was allocated on an ongoing basis, this represented an increase of £0.573m. The Chief Executive and CMT have reflected upon the outlook for the economy as a whole and its impact on the Council and the risks contained within the proposed budget. As a result, the Borough Treasurer recommends that the contingency be set at £1.000m, an increase of £0.300m on the draft proposals. This level of contingency reflects the experience of the Council during 2009/10 where in year savings of £1.639m were required to balance the budget.

Earmarked Reserves

4.8.6 Earmarked Reserves are sums of money which have been set aside for specific purposes. These are excluded from general balances available to support revenue or capital expenditure. The Council had £7.104m in Earmarked Reserves at the start of 2009/10 which were approved by the Executive and the Governance and Audit Committee in June 2010. The Borough Treasurer has undertaken a review of existing earmarked reserves and Annexe F sets out each reserve considered. The

Borough Treasurer will review again the earmarked reserves in light of the changing risks facing the organisation as part of the 2009/10 closedown process and any changes will be presented to the Executive and the Governance and Audit Committee.

5 TOTAL EXPENDITURE

- 5.1 Table 5 summarises the budget changes for each Department, assuming that all items outlined above and detailed in Annexes A to F are agreed, but before changes to capital charges and internal services recharges are incorporated within service department budgets.

Table 5: summary of budget changes

	Revisions to draft budget proposals (Section 7.3) £'000	Capital Programme /Investments (Section 8.4) £'000	Contingency (section 9) £'000	Total Changes Identified £'000
Chief Executive/Corporate Services	45	0	0	45
Children, Young People and Learning	194	0	0	194
Adult Social Care and Health	-202	0	0	-202
Environment, Culture & Communities	1,566	0	0	1,566
Non Departmental / Council Wide	-1,721	0	300	-1,421
Inflation (Section 7.2)	0	0	0	0
TOTAL	-118	0	300	182

These figures are therefore added to the draft proposals to produce a final budget proposal for each department as shown in Table 6.

Table 6: Draft Budget Requirement 2010/11

Department	2010/11 Draft Proposals (Table 1) £'000	Changes Identified (Table 5) £'000	Revised Budget Proposals £'000
Chief Executive/Corporate Services	7,441	45	7,486
Children, Young People and Learning	20,797	194	20,991
Adult Social Care and Health	26,766	-202	26,564
Environment, Culture & Communities	35,135	1,566	36,701
Non Departmental / Council Wide	-15,740	-1,421	-17,161
Total	74,399	182	74,581

6 FUNDING THE BUDGET PROPOSALS

- 6.1 As indicated above, the proposals within this report would set the Council's planned expenditure (including levying bodies) at £74.581m before the loss of interest on any revenue balances that might be used. This compares with income of £72.658m from

Revenue Support Grant and Business Rates and Council Tax at the 2009/10 level. The Council's planned expenditure is £1.923m above the income that would be generated before any increase in Council Tax. This gap needed to be bridged by some combination of the following three options:

- a) an increase in Council Tax;
- b) a contribution from the Council's Revenue balances;
- c) further expenditure reductions.

6.2 Council Tax

6.2.1 In terms of options, each 1% increase in Council Tax in 2010/11 would generate £0.465m of additional revenue to reduce the budget gap. A rise of just over 4% would be required if the Council decided to bridge the funding gap outlined above purely by raising the level of Council Tax.

6.2.2 Council Tax increases are subject to capping rules. The capping criteria are not announced prior to the setting of Local Authority Council Taxes. This means that in approving the Council Tax, the Council has to judge what will be the capping limit. In previous years this has been set at 5% but current opinion in Local Government is that it will be reduced to 3% in 2010/11. Certainly, any increase in excess of this would be very likely to be subject to intense government scrutiny, despite the fact that the Council has historically levied one of the three lowest Council Taxes of all Unitary Authorities in the Country. Even with a 5% increase, the Council Tax in Bracknell Forest would remain one of the lowest in the Country.

6.3 Use of Balances

6.3.1 The Council needs to maintain reserves to aid cashflow and to protect itself from fluctuations in actual expenditure and income. An allowance for cashflow is reasonably easy to calculate. However, an allowance for variations against planned expenditure is more difficult.

6.3.2 In deciding the level of any contribution from balances, the Executive will wish to have regard to the level of balances available. The Council's general balances at the start of 2010/11 are expected to be £9.6m. This is made up as follows:

Table 7: General Reserves as at 31 March 2010

General Fund Balance at 1 April 2009	£m 10.4
VAT repayments and Enid Wood House lease surrender	1.3
Planned use in 2009/10	(2.3)
TOTAL Estimated General Balances	<u>9.4</u>

6.3.3 The surrender of the lease for Enid Wood House is close to completion. The Executive on 15 September 2009 approved the terms of surrender of the lease which included the payment of £1m to the property owner. Final negotiations with the owner on the compensation for the surrender of the lease have been completed and it has been agreed that the Council will pay £1.162m. As a result of the surrender of the lease the Council will save annual property costs of £0.250m including rental and also eliminate any liability on the Council for dilapidations. As such this still represents very good value for the Council. The cost of the surrender can be funded from within the current year's budget. Taking into account additional VAT refunds

received in January and the final figure for Enid Wood House a net addition of £1.3m is now expected to be made to reserves during the current year. This is an increase of £0.1m compared to the December report.

- 6.3.4 A number of pressures have arisen in the current year which totalled £2.3m before CMT introduced an in year savings package to bring the budget back into balance. Approximately half resulted directly from the recession. The latest projection reported to CMT in January is that the savings package has worked and an under spend of £0.4m for 2009/10 is now forecast. This projection however does not include the impact of the severe weather which has resulted in additional refuse collection and gritting costs and the loss of income. The additional pressure is currently estimated as £0.2m. The weather has also created a significant number of potholes and CMT has recommended the release of £0.1m for repairs. Subject to any changes in the projections, the release of a further £0.1m for pothole repairs will be recommended before the year end. It is therefore unlikely that there will be any other impact on the general reserves other than the planned withdrawal built into the budget.
- 6.3.5 The Council has investments of £2m with Heritable and £3m with Glitnir which are both Icelandic banks that have been put into receivership/administration. At this point in time, recovery rates have not been fully disclosed and negotiations are still ongoing with the respective institutions. The Council took advantage of the Capital Finance Regulations to defer the impact of the potential loss on General Reserves. In 2010/11 the loss which is currently projected to be approximately £0.5m will need to be charged to the General Reserve. This projection is based on the best case scenario. In the worst case the loss could be as high as £2.5m although the probability of this is considered low by industry experts. An application has recently been made to capitalise the loss and the outcome of this application should be known before the Council considers the final budget proposals and sets the level of Council Tax on 3 March 2010.
- 6.3.6 The Council is working closely with the LGA and the administrators in order to maximise the return of these deposits. The administration of Heritable Bank is being undertaken in the UK and as such is being expedited relatively quickly. Approximately £600,000 has been recovered to date and a final recovery of up to 80% is expected. The administration of Glitnir Bank is being progressed in Iceland under Icelandic law and as such is proving to be more protracted and complex.
- 6.3.7 An approach has been made to Bracknell Forest in connection with its Glitnir deposit by a foreign bank to buy this claim based on the assumption that Priority Creditor status will not be granted to local authority deposits and as such will be significantly less than the potential 100% that would be achievable should the Council retain its claim. There is a risk that, should any individual claim be sold in this manner, the firms seeking to buy local authority claims in Glitnir may be linked to non-preferential creditors keen to acquire an interest in the preferential creditor group, or that they may sell on claims to such entities. There could potentially be risks adverse to the interests of the remaining public sector depositors, should creditors with different interests acquire a significant proportion of public sector depositors' claims. Taking this into consideration, the Council declined the offer of further negotiations with the interested financial institution and will pursue its case for full recovery of its deposits.
- 6.3.8 The Council has, in the past, planned on maintaining a minimum prudential balance of £4m. However, with the uncertainty surrounding the recovery of Icelandic funds and high level of risks contained within the budget, it would be advisable to consider a much larger sum for the minimum prudential reserve. Therefore, it would be prudent to minimise the use of reserves when balancing the 2010/11 budget. As indicated above, Members should recognise that there is an impact of using

balances in support of revenue expenditure relating to the loss of investment income, every £1m of balance used costs £0.010m in the first year and £0.020m in a full year. Funding ongoing expenditure within the 2010/11 revenue budget from balances will therefore increase the level of savings that will be required in subsequent years.

7 COLLECTION FUND

- 7.1 The Collection Fund is the account which holds all revenues produced from local taxes and pays to each Local Authority the cash required to cover its precepts. Any surplus/deficit on this Fund must be added to the calculation of the Budget Requirement for the next year. It is estimated that there will be a nil balance on the Council's Collection Fund at the end of this financial year.

8 COUNCIL TAX 2010/11

- 8.1 The table on the next page outlines the Councils budget requirement based on the figures shown in this report. The resulting Council tax for Bracknell Forest Council for Band D was recommended to be £1,093.95. This compares to the current year figure of £1,062.63.

9 BUDGET MONITORING-VIREMENT REQUESTS

- 9.1 A virement is the transfer of resources between two budgets but it does not increase the overall budget approved by the Council. Financial Regulations require formal approval by the Executive of any virement between £0.050m and £0.100m and of virements between departments of any amount. Full Council approval is required for virements over £0.100m. A number of virements have been made since the December Executive meeting which require the approval of the Executive. These have been previously reported to the Corporate Management Team. Details of the virements between departments are set out in Annexe H and summarised in Table 8.

Table 8: proposed virements

	Reorganisation	Council Wide	Total
	£'000	£'000	£'000
Corporate Services/Chief Executive's	-18	14	-4
Children, Young People and Learning	18	9	27
Non Departmental / Council Wide		-23	-23
TOTAL	0	0	0

BUDGET SUMMARY STATEMENT
Subject to amendment in the light of final budget decisions

Line		2009/10	2010/11
		£'000	£'000
	Bracknell Forest's Expenditure		
1	Chief Executives /Corporate Services	9,886	6,777
2	Social Care & Learning	47,515	0
3	Children, Young People and Learning	0	19,756
4	Adult Social Care and Health	0	26,067
5	Environment, Culture & Communities	34,184	36,368
6	Corporate Wide Items (to be allocated)	(332)	(98)
7	Sub-Total	91,253	88,870
8	Non Departmental Expenditure		
9	Contingency provision	390	1,000
10	Debt Financing Costs	50	372
11	Levying Bodies	84	97
12	Interest	(1,302)	(659)
13	Pension Interest cost	10,896	10,918
14	Expected Return on Pension Assets	(10,604)	(6,924)
15	Other Services	241	234
16	Contribution from Capital Resources	(300)	(300)
17	Capital Charges	(8,365)	(8,061)
18	Contribution from Pension Reserve	(3,319)	(4,551)
19	Contribution from Earmarked Reserves	(126)	(50)
20	Area Based Grant	(4,680)	(6,359)
21	Sub-Total	74,218	74,587
22	Movement in General Fund Balances	(2,242)	(557)
23	Bracknell Forest's Budget Requirement	71,976	74,030
24	Less - External Support		
25	National Non-Domestic Rates	(20,915)	(22,804)
26	Revenue Support Grant	(4,827)	(3,311)
27	Collection Fund Adjustment	(169)	0
28	Bracknell Forest's Total Requirement on the Collection Fund	46,065	47,915
29	Collection Fund		
30	Bracknell Forest's Requirement	46,065	47,915
31	divided by the Council Tax Base ('000)	43.35	43.80
32	Council Tax at Band D (excluding Parishes)		
33	Bracknell Forest	£1,062.63	£1,093.95

Commitment Budget 2010/11 to 2012/13

	2009/10 £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000
Chief Executive / Corporate Services				
Approved Budget	16,322	16,389	16,331	16,349
Alternative Cash Office Counter Service		-16		
Transport function - Best Value Review & Berkshire Wide Procurement			-50	
Printing costs for the annual council tax and business rates bills		23		
Discretionary NDR Relief		10		
Place Survey (every 2 years for CAA)		15	-15	15
Area Based Grant		89	TBC	TBC
Borough Elections			70	-70
Capital Invest to Save 07/08 - server refresh			13	
LSVT Residual costs- cessation of SLA's/Enid wood house surrender		-125		
Capital Invest to Save 09/10 - Voltage Optimizers		-4		
Capital Invest to Save 09/10 - EDRMS		-18		
Pilot Job Evaluation		-50		
Transfer of responsibilities for the maintenance of storage systems		18		
Net Inter Departmental Virements	67			
Chief Executive / Corporate Services Adjusted Budget	16,389	16,331	16,349	16,294
Children, Young People and Learning				
Approved Budget	15,945	15,789	15,627	15,637
Suitability surveys		-20		20
Schools Music Festival			10	-10
Area Based Grant		-188	TBC	TBC
South Bracknell Youth		50		
Transfer of responsibilities for the maintenance of storage systems		-4		
Net Inter Departmental Virements	-156			
Children, Young People and Learning Adjusted Budget	15,789	15,627	15,637	15,647
Adult Social Care and Health				
Approved Budget	23,494	23,667	23,583	23,594
Modernise In-house Home Care		-64		
Learning Disability Initiatives		-60		
Area Based Grant		18	TBC	TBC
Social Care & Learning Restructure		36	11	
Transfer of responsibilities for the maintenance of storage systems		-14		
Net Inter Departmental Virements	173			
Adult Social Care and Health Adjusted Budget	23,667	23,583	23,594	23,594
Environment, Culture and Communities				
Approved Budget	26,473	26,397	28,655	28,719
Landfill Tax / Waste Disposal PFI		338	-79	-201
Landfill tax increase		103	109	106
Local Development Framework		174	-50	55
Planners Farm Income		10	30	
Capital Invest to Save 06/07 - Easthampstead Park		-1	-1	-1
LPSA2- Improve health & well being of adult residents		-42		
LPSA2- Community Cohesion (Sport)		-31		
Area Based Grant		1,754	TBC	TBC
Commuted Maintenance Forest Park/Bagshot Road		-4		
Sandhurst Freedom March				5
Capital Invest to Save 09/10 - Voltage Optimizers		-12		
South Hill Park Grounds			80	
Forestcare		-30	-25	
Coroners Service - transfer from TVPA				9
Capital Invest to Save 09/10 - Edgbarrow Leisure Centre Lighting		-1		
Net Inter Departmental Virements	-76			
Environment, Culture and Communities Adjusted Budget	26,397	28,655	28,719	28,692
Total Service Departments	82,242	84,196	84,299	84,227

Commitment Budget 2010/11 to 2012/13

	2009/10 £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000
Non Departmental / Council Wide				
Approved Budget	-8,016	-8,024	-9,123	-8,623
2009/10 capital programme (full year effect) -Interest		75		
Minimum Revenue Provision		300		
2009/10 use of balances (full year effect)		22		
LPSA 2 funding from Earmarked reserves		73		
Area Based Grant		-1,673	TBC	TBC
Commuted Maintenance Forest Park/Bagshot Road		4		
PWC Income Target		50		
Procurement Savings		85		
Travel Plan		-35		
1% increase in employers NI			500	
Net Inter Departmental Virements	-8			
Non Departmental / Council Wide	-8,024	-9,123	-8,623	-8,623
TOTAL BUDGET	74,218	75,073	75,676	75,604
Change in commitment budget		855	603	-72

For management purposes budgets are controlled on a cash basis. The following figures which are used for public reports represent the cost of services including recharges and capital charges:

	2009/10 £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000
Corporate Services	8,029	7,971	7,989	7,934
Children, Young People and Learning	21,789	21,627	21,637	21,647
Adult Social Care and Health	26,543	26,459	26,470	26,470
Environment, Culture & Communities	35,232	37,490	37,554	37,527
Non Departmental/Council Wide	-17,375	-18,474	-17,974	-17,974
	74,218	75,073	75,676	75,604

Extracts from the minutes of the Council's Overview & Scrutiny Commission and Scrutiny Panels

The Council's draft budget proposals for 2010/11 had been agreed by the Executive as the basis for consultation with the Overview and Scrutiny Commission and Panels and other interested parties. The proposals were submitted for the Commission's comment. The Borough Treasurer's report attached the Revenue Budget and Capital Programme reports which had been presented to Executive. The annexes to each report set out the budget proposals in detail.

The relevant pages of the report for the Commission and the O&S Panels were highlighted. Members of the Commission had also received extracts of the Panels' considerations of the budget papers. Panel Chairs presented their Panel's minute and the following issues arose –

Adult Social Care

- Funding in the Supporting People budget was declining. Guidance was in place to find alternative sources of funding and the aim was to keep the same level of service at a reduced unit cost. The annual review of Supporting People was likely to take longer than usual and would be presented to the Environment, Culture and Communities O&S Panel.
- The comment that there was spare capacity for alternative day care services at Age Concern was disputed. Councillor Ward confirmed spare capacity at Sandhurst Day Centre and that under the flexible personalisation agenda people could choose what services they wanted.
- The lease for Eastern Road day services (BROC) could not be altered but alternative uses for the building were being investigated. Councillors Leake and Mrs Shillcock expressed the view that alternative accommodation should be sought as soon as possible.
- Councillor Mrs Shillcock asked what deferral was necessary to save £10,000 in the current year on the purchase of Forestcare equipment. An answer would be sought and sent to the member.

Environment, Culture and Communities

- EC&C service pressures and development amounted to £726,000 whilst the Department was also responsible for the greatest service economies of £1,318,000.
- The proposals for savings relating to surface dressing highways were noted. The Chief Officer: Financial Services confirmed that highway improvements were capital works and may not represent savings to the revenue budget. He would provide information to members on the proposed revisions to the highway improvement budget.
- Councillor Virgo raised the issue of what he regarded to be the serious problem at Swinley Forest and asked if the proposed scheme to cut down some of the trees to open up the area would proceed.
- One member supported the Panel's view that the proposal to discontinue the resource to collect stray dogs and to patrol for dog fouling issues could potentially damage partnership working.

Children's Services and Learning

No comments were added to the draft minutes of the Panel meeting when the budget had been considered.

The Commission then looked in detail at the areas of their responsibility, Corporate Services/ Chief Executives/ Council wide and the following comments points arose in discussion –

- There was a projected overspend on the devolved staffing budget in 2009/10 for Corporate Services as that budget assumed a vacancy rate of 3% to 4%. In the current financial climate there had been very little staff turnover and therefore very little scope for savings.
- With the downturn in the economy the rate of property vacancies had increased and income had reduced.
- Councillor McLean urged members to fully appreciate the consequences to the overview and scrutiny function of the deletion of one full time post which would at least impact upon the quantity of output of work, if not the quality.
- The transfer of all programmed building maintenance work as appropriate from the revenue to the capital budget.
- The cross cutting review of organisational and back office services with the objective of saving £350,000.
- The proposed increases to fees and charges were noted.
- Dr Josephs-Franks raised the issue of inconvenience caused by increased car park charges but the Chief Executive pointed out that the Council was in a difficult budget position and therefore the suggested increases were necessary.
- Reference was made to the virement of £0.034 million from the Council's LABGI receipt to support the business community.

In considering the Capital Programme, members of the Commission had concerns about the deferral of £3.2 million of urgent repairs and the impact on income generation.

The Commission had no other general comments on the proposals.

SUMMARY OF RESPONSES TO THE COUNCIL'S 2009/10 BUDGET CONSULTATION

1 A detailed response was received which included some comments on the consultation process itself and the council's strategy. It also contained adverse comments on the following specific budget proposals:

- Community Engagement, Equalities and Community Cohesion
- Overview and Scrutiny
- Human Resources – trade union funding
- Better commissioning: Domiciliary Care
- The Look In
- Day Care Services – Downside
- CCTV
- Environment Development
- Dog Control
- Cemetery and Crematorium
- Trading Standards / Environmental Health
- Parks, Open Spaces & Countryside
- Departmental Marketing

The response also included support for the communications and marketing and back office review savings proposals.

2 A response from the Bracknell Forest Senior Citizens Forum made some adverse comments on how the consultation process had been handled. Specific comments concentrated on the forums concern for the loss of Downside Day Care Centre, the reduction in opening hours for Bracknell Library and the closure of the Look In.

3 A response was received from the Sports and Social Club raising a number of points on the proposal to stop the Council's payment to the club which is used to subsidise out of hours social activities for staff.

4 Individual responses from the general public tended to focus on the closure of the Look In with approximately twenty responses requesting that the closure be reconsidered. References were also made by one or two individuals to the following savings proposals:

- highways maintenance;
- dog control and
- Downside Day Centre.

CORPORATE SERVICES/CHIEF EXECUTIVE

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
<p>Democratic, Member and Mayoral Services</p> <p>This service provides support for the Democratic process including Members allowances, training and Mayoral support. The Council will discontinue the Annual Civic Reception saving £9,000. In addition the Council plans to reduce the courier service which transfers documents between all Council establishments. This will save £25,000 which includes staffing and vehicle costs.</p>	-34		
<p>Community Engagement, Equalities and Community Cohesion</p> <p>Residents Panel (BF1500) – The Council intends to delete the budget for general consultation with the Residents Panel. The Panel will be maintained to provide for specific consultations for services and/or partner organisations.</p>	-10		
<p>Easthampstead House Catering/Trolley Service</p> <p>This service provides a trolley refreshment service within Easthampstead House. This service could be discontinued and a private contractor sought to provide a delivery service to staff funded by the staff.</p>	-15		
<p>Information Technology</p> <p>The Council intends to reduce the IT support for employees by the removal of one post in the Desktop Team saving £30,000. In practice this means that customer expectations will need to be managed as project work, IT purchases and office moves will all take longer to deliver. In addition a further saving of £70,000 will come from the licences budget.</p>	-100		
<p>Overview and Scrutiny</p> <p>Overview and Scrutiny was introduced as part of the modernisation of local government via the Local Government Act 2000. Its purpose is to hold the executive to account; undertake policy development and review; monitor and improve performance; investigate issues of public concern; and external scrutiny including health. Legislation has further widened the 'reach' and powers of Overview and Scrutiny. Taking this into consideration the Council proposes to reduce its officer team supporting Overview and Scrutiny from 3 FTEs to 2 FTEs. This will result in a largely reactive service.</p>	-20		

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
<p>Central Training Unit</p> <p>This saving will remove 0.5 FTE which will reduce the project management support provided by the Central Training Unit. This will mean an existing full time employee working reduced hours. It will reduce the resources of the Council to manage complex projects however all IT projects will continue to be supported by the IT Department.</p>	-25		
<p>Print Unit</p> <p>Savings will be achieved through improved productivity in the print process or from the team undertaking other corporate activities, ie. scanning as part of the Council's implementation of document image processing. When Microsoft Publisher is removed from all computers the need for design capability will increase the volume of design work to be managed.</p>	-70		
<p>Communications and Marketing</p> <p>The Communications and Marketing team provides internal and external communications support to all Departments, staff and councillors. The team produces publications including the staff magazine and a residents' newspaper, Town & Country.</p> <p>The Council has reviewed the production of its resident's newspaper and it will be limited to three editions each year, limit the number of pages and reduce the quality of paper used. This will save around £20,000. The Council also plans to reduce the number of copies produced of its staff magazine saving £10,000 and it will in future be provided as an online version through the Council's intranet.</p>	-30		
<p>Legal Services</p> <p>Restrict access to legal publications to an on-line legal database (essentially for statutes) and core encyclopaedias.</p>	-10		
<p>Legal Services</p> <p>Delete part-time Legal Assistant Contracts/Conveyancing post. This means that there would be no contracts support for the Assistant Borough Solicitor. The post is currently vacant.</p>	-18		

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
<p>Human Resources</p> <p>Reduce the funding currently provided to trade unions from £8k to £5k.</p>	-3		
<p>Human Resources</p> <p>Reduce one part time Learning and Development Officer. This post is currently vacant.</p>	-11		
<p>Human Resources</p> <p>Reduce by three days one Health and Safety Advisor. This may necessitate a redundancy. Routine work will continue to be undertaken by a reduced staffing complement. However this will mean that this reduction in capacity would not allow for peaks or unforeseen events. The Council's Environmental Health Section in its enforcement role will be able to provide back up in certain situations.</p>	-23		
<p>Human Resources</p> <p>Delete the subsidy to the Sports and Social Club. The Council currently makes a payment to the Staff & Social Club, which subsidises out of hours social activities for the staff.</p>	-8		
<p>Democratic and Registration Services</p> <p>A line by line examination of the detailed budgets has identified some further savings across committee servicing, electoral registration, registration of births, deaths and marriages and postal services. This would leave very little scope for larger or unanticipated purchases.</p>	-10		
<p>Finance</p> <p>Based on recent claims history we could take a greater risk by taking higher excesses on insurance policies</p>	-25		
<p>Finance</p> <p>Rationalise existing staffing structure. With a reduction in resources there is a risk that deadlines for the submission of government financial returns and responses to external queries (including those of the district auditor) may take longer.</p>	-20		

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
Finance Further reductions to insurance premiums were achieved at the last renewal and it is anticipated that these can be maintained into 2010/11.	-40		
Customer Services Additional income generated by increasing cost of court summons.	-5		
Customer Services Following the closure of the payment counter a review of processes in the Cash Office has identified an opportunity to reduce staff by a further 0.5 FTE	-12		
Property Delete depot receptionist post. There will be no physical presence at the depot reception, but duties will be absorbed by the Assistant Facilities Manager.	-15		
Property Outsource depot cleaning by adding the depot to the current Council cleaning contract.	-12		
Capitalisation Transfer all programmed maintenance work in 2010/11 to Capital.	-41		
Human Resources The Council successfully manages sickness absence with an average absence of 5.7 days per employee in 2008/09. This performance is well below the sector average of 7.6 days. One aspect of the management of sickness absences is the use of occupational health. Increased referral of staff to occupational health has led to an increase in costs however this is compensated for by the low average number of days' sickness.	15		
Property The Council receives £2.28m in annual rentals from its commercial property. In previous years there have been very few vacancies however with the downturn in the economy the rate of vacancy has increased.	120		

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
Net Proposed Budget Movement	-422		

CHILDREN YOUNG PEOPLE AND LEARNING

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
<p>Provisions for Looked After Children</p> <p>Based on the current schedule of known children where there have been reductions in disabled children placements, in placements with Independent Fostering Agencies, and as a significant number of children move into after care, a budget reduction can be made.</p>	-360		
<p>Recharge more Costs to the Schools Budget</p> <p>The Schools Budget is fully grant funded from the Department for Children, Schools and Families which has issued statutory Regulations that specify eligible expenditure. There are a number of areas within the Regulations that are not clearly defined, most notably around special educational needs, and it is now considered appropriate for the Sensory Needs Service delivered by the PCT to be charged to the Schools Budget. Other areas consider Schools Budget related are Education Health Partnerships and some elements of Social and Emotional Aspects of Learning and schools related IT licences. The Schools Forum must agree budget proposals where the LA makes a greater percentage increase in centrally managed budgets compared to budgets delegated to schools. If the Forum does not agreed to fund these costs then continuation of these services would need to be reviewed.</p>	-165		
<p>Recharge more Costs to Grants</p> <p>A number of staff currently funded from revenue budgets that support capital works could be funded from external capital grants. This would relate to property staff. A range of other revenue grants have also been scrutinised to establish the extent to which current base budget costs could in future be financed from grants.</p>	-100		
<p>Student Finance</p> <p>The responsibility for providing information, advice and guidance for those students who commenced a new Higher Education course of study in September 2009 transferred from the Local Authority Student Finance Teams to the Student Loans Company. The Council retains responsibility for supporting students who have already commenced a course, but workloads are reducing. As a result the Council will reduce the telephone helpline and other forms of specialist advice to the public.</p>	-20		

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
<p>Former Teacher Pensions</p> <p>Government funding Regulations make the Council responsible for former teacher pension liabilities. Whilst there is inflationary pressure, over time costs are reducing as the number of payments required reduces through natural causes.</p>	-30		
<p>Residence Order Allowances</p> <p>There has been a reduction in the number of children for whom a residence order allowance is being paid, as Special Guardianship Orders are now the preferred option for families. As there have been no new residence order allowances started in last year, a budget reduction is proposed.</p>	-50		
<p>Office Services</p> <p>A line by line review of office costs has identified savings in administrative costs.</p>	-20		
<p>Children's Social Care/Social Work Teams</p> <p>The number of cases subject to an initial assessment will increase from December 2009 following the publication of the revised post-Laming 'Working Together'. The revised report requires all referrals from professionals to have an initial assessment. A proportion of these cases will then require allocation into teams where caseloads are already high. There has also been recent increases in the number of looked after children, including those disabled children in receipt of short break care. Therefore additional resources are required to manage this increased workload.</p>	100		
<p>Net Proposed Budget Movement</p>	-645		

ADULT SOCIAL CARE AND HEALTH

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
<p>Better commissioning: Domiciliary Care</p> <p>Domiciliary Care is currently commissioned on a traditional contract basis with a range of suppliers having been tendered at rates specified through open competition. An alternative approach is now proposed whereby the market would be asked to contract at a fixed rate set by the Council which would be below the current average rate. A number of LAs have moved to fixed price contracts and this may work better under Transforming Adult Social Care agenda for more self directed support.</p>	-110		
<p>Lookin</p> <p>The Look In is the café for the over 50s, based in Broadway which will close from April 2010. It is a discretionary service that costs the Council £60k per year, which is the difference between income from sales and expenditure on staff and maintenance, etc.</p>	-60		
<p>Day Care Services</p> <p>Downside is used for the provision of day care services. The use of this property to provide these services does not reflect the Governments modernisation agenda for these services. In addition the cost of running the building including maintenance is increasing due to the age and condition of the building. Therefore the Council propose to review its options for the use of this property and to consult with the service users and their carers on these options in 2010 before making any final decision. The identified saving is contingent on the outcome of a properly conducted Cabinet Office Model Consultation and that the alternative modernised provision for the service users concerned is more cost effective.</p>	-75		
<p>Collaborative Procurement</p> <p>These procurement savings are based on the delivery of additional corporate contracts and further collaborative procurement opportunities developed by the Berkshire Procurement and Shared Services Unit. These have now been allocated to Adult Social Care and Health in relation to savings that can be generated on contracts in 2010/11.</p>	-70		
<p>Purchased Care – All Adult Social Care</p> <p>Pressure arises principally from demographic changes as children with disabilities become the responsibility of Adult</p>	445	509	540

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
Social Care when they reach adulthood and adults and older people with support needs live longer with a greater period of time requiring social care support.			
Net Proposed Budget Movement	130	509	540

ENVIRONMENT, CULTURE AND COMMUNITIES

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
<p>Head of Cultural services</p> <p>This post has been deleted and the Parks and Countryside section has been re-structured as a result. The deletion of this post will result in a reduction of specialist management capacity within the Parks and Countryside area.</p>	-50		
<p>Planning Policy</p> <p>This reduction requires a re-focus of transportation planning from planning policy into transportation but it is anticipated that the work can be absorbed with manageable impact on existing services.</p>	-35		
<p>Homeless Families</p> <p>Within the homeless families' service, accommodation can be provided in a number of ways, leased, privately rented, council owned and bed and breakfast. The authority has moved away from bed and breakfast towards providing rent deposits for accommodation in the private sector. This has resulted in reduced costs.</p>	-125		
<p>Free Swimming</p> <p>Bracknell Forest Council's Free Swimming scheme operated from April – July inclusive. The cost of this scheme was estimated at £40k a year and this was put into this year's budget as a growth item. The Council joined the Government Free Swimming programme in August and received a Government grant as a result.</p>	-40		
<p>Highway Maintenance</p> <p>This service fulfils a statutory duty in relation to the maintenance of the public highways. This includes lighting, road maintenance, drainage etc. The proposal is to take the economy from the surface dressing budget (£315k) by stopping all surface dressing. Surface dressing involves the spraying and addition of chippings to an existing surface in order to extend its life.</p>	-315		

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
<p>CCTV</p> <p>The Highway Maintenance budget includes for the maintenance of the CCTV cameras in Bracknell Town and Sandhurst. The cameras are monitored by another Council (£61k) and the total budget is £113k. The proposal is to continue to maintain the cameras however the monitoring role will be brought locally within existing resources rather than contracted out.</p>	-61		
<p>Policy and Performance</p> <p>The primary role of this officer is to ensure that Environmental Health and Trading Standards services comply with the continuously changing legal and technical environment in which they operate and that the Council itself has policies in place which meet legislative requirement. Beyond this the officer also ensures that the performance of the teams is accurately recorded and reported to the relevant authorities in a timely manner and highlighting and enabling efficiencies by more effective joint working. Removing this position from the establishment will mean added pressure on senior management to fully interpret and comply with legislation.</p>	-49		
<p>Environment Development</p> <p>The Council is at an early stage in developing its climate change ambitions and is currently focussing on tangible actions to improve its performance in this regard. A secondary part of this is to try and ensure that climate change is embedded in all relevant policies across the Council and to encourage other partners such as schools to become involved. While this is desirable to ensure sustainability, it would be possible to slow the rate of progress. This will reduce the capacity of a small team and the Council will consequently modify its ambitions with regards to climate change.</p>	-33		
<p>Dog Control</p> <p>The Council has a legal duty to deal with stray dogs 24/7. Kennelling and out of hours cover is currently contracted out. The Council has a duty to investigate complaints of dog fouling, dogs not on a lead, dangerous dogs and stray dogs. The Council proposes to no longer have a resource to collect stray dogs or to patrol for dog fouling issues. The Councils response to dog fouling will therefore revert back to the use of letters rather than direct action by the use of fixed penalty tickets.</p>	-23		

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
<p>Cemetery and Crematorium</p> <p>Recent price increases have not had any impact on the demand for these services. This economy assumes zero resistance and no reduction in business and as such the income target is maximised. This will be achieved through an increase in charges of 5%.</p>	-80		
<p>Finance: Performance and Resources</p> <p>There is a current vacancy in the establishment which is intended to work on housing related finance. DMT have agreed to accept less finance support to managers.</p>	-30		
<p>Licensing</p> <p>Income levels for licensing activity have not reduced as anticipated following changes in the regulations in recent years.</p>	-10		
<p>Trading Standards / Environmental Health</p> <p>There is a part time post currently vacant that has been used to undertake activities such as inspection of premises and monitoring of licences (eg food, alcohol etc). These inspections will now be less frequent however Trading Standards and Environmental Health will still ensure the highest risk premises are inspected.</p>	-16		
<p>Emergency Planning</p> <p>Change the current Emergency Call Out arrangements to require only the 2 posts within emergency planning to be on standby rather than a larger number of other officers.</p>	-5		
<p>Housing (administration)</p> <p>Economies can be achieved across a wide range of individual budget lines producing a significant saving in administration costs.</p>	-23		
<p>Housing options</p> <p>The introduction of new policies relating to housing has resulted in a dramatically reduced demand for temporary accommodation. On the basis that this trend becomes permanent, a part time post to manage this work can be deleted from the establishment.</p>	-18		

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
<p>Housing options</p> <p>The planned introduction of Choice Based Lettings and the automation that brings is intended to bring operational efficiencies. On the basis that these efficiencies do materialise, a part time post can be deleted from the establishment.</p>	-18		
<p>Planning (DC and Policy)</p> <p>The economic impact of the recession has resulted in a marked reduction in major planning applications and a change in the nature of applications in general. Additionally, processes have become more streamlined. As a consequence of these factors it is proposed to reduce the establishment to align with the current and anticipated workload over the next few years. The Local Development Scheme has also been streamlined to concentrate on allocation of sites resulting in a decrease in the number of policy documents being delivered over the next 3 years. The posts involved are: 1 senior planning post, 1 planner, the reduction in technical support has been achieved by reducing the hours of certain posts.</p>	-91		
<p>Housing options</p> <p>The Council currently contracts with REAP (Reading Emergency Accommodation Project) to provide re-settlement advice and support for vulnerable people. The intention is that the service will be tendered as part of a larger Supporting People contract providing support and advice and it is anticipated that a saving will be made due to economies of scale.</p>	-20		
<p>Transport Development</p> <p>The Council currently uses consultants to provide it with key traffic monitoring information. The review of consultancy services associated with the existing contract highlights that efficiencies can be made by bringing this work in house which will also better support the use of the Council's traffic model.</p>	-15		
<p>Road Safety</p> <p>The Council has a budget to promote road safety. This will be reduced resulting in less awareness activity.</p>	-5		

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
<p>Archives</p> <p>Bracknell Forest contributes to the running of a county archives services managed by Reading Borough Council. The Council has been notified that the budget for 2010/11 will reduce.</p>	-11		
<p>The Look Out</p> <p>This saving of £7,000 will be taken mostly from the marketing and printing budget.</p>	-7		
<p>Parks, Open Spaces & Countryside</p> <p>This service covers the provision of approximately 85 recreation/open spaces. These indicative savings are on budgets of approximately £365,000 a year relating to general maintenance of these open spaces. This budget reduction will result in less frequent grass cutting, litter clearance and general maintenance.</p>	-55		
<p>Health Improvement Officer</p> <p>The post of Health Improvement Officer was created, jointly with the PCT, to increase health activity in the population through accessing services from within local communities and also to develop certain elements of the public health agenda relating to Environmental Health. This includes the GP referral scheme which is now well established and will continue. It is now proposed to cease the specific promotion of health activity.</p>	-10		
<p>Sports Development</p> <p>This budget was required to pay for our contribution towards the Berkshire Sports Partnership. As the funding arrangements have changed this budget is no longer required.</p>	-9		
<p>Cultural Strategy Implementation</p> <p>The Cultural Partnership is the vehicle via which the Cultural Strategy is driven forward and there is a small budget available to assist with this process. Reducing this budget will decrease the scope for the Partnership to assist with specific projects.</p>	-10		

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
<p>Bracknell Leisure Centre and Coral Reef</p> <p>This is a reduction in the marketing budget relating to these 2 services.</p>	-7		
<p>Libraries</p> <p>This relates to a reduction in the stock budget which in the current year is £261,890. This budget is used to purchase books and audio-visual materials for lending. NI 9 measures use of public libraries which may be adversely impacted as lending materials is the core business of the library service.</p>	-50		
<p>Libraries</p> <p>This relates to deleting a current vacant post of Support Services Librarian which is a back office function.</p>	-30		
<p>Libraries</p> <p>This budget reduction is derived by closing Bracknell main library on 1 day a week thus moving from 6 day to 5 day opening. It is proposed to move back to the pre 2001 position and close on a Wednesday.</p>	-20		
<p>Coral Reef</p> <p>This relates to reducing the planned opening hours of Coral Reef by ceasing the 'early bird' session which currently operates 06.30am to 09.30am Monday to Friday.</p>	-25		
<p>Training</p> <p>The Leisure and Culture division currently has a training budget of £10,500 a year covering staff within the Parks and Countryside section and senior management within the division. It is proposed to reduce the amount of training provided.</p>	-2		
<p>Departmental Research & Development</p> <p>The current budget is £18,270. It is used to commission bespoke research and/or implement improvement work. Recent examples are options appraisal for the ex-leisure DSO, the strategic review of the library service and the Single Improvement Tool for Leisure and Culture services. Reducing this budget means the department has limited capacity to undertake development work.</p>	-7		

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
<p>Departmental Marketing</p> <p>This budget is currently £3,820. It is used to promote the department within the community such as supporting the Crowthorne Traders Association Christmas lights, supporting local community activities (e.g. buying adverts) and offers sponsorship to Bracknell Football Club / Bracknell Rugby Club (the latter currently suspended). A £2000 reduction will mean that only the sponsorships will be pursued.</p>	-2		
<p>Surestart</p> <p>The grant to support the distribution of materials provided via Surestart has been withdrawn (£11,000). The Executive's direction on such grant withdrawals is clear and as a consequence the two part time library officers employed to liaise, support and distribute materials to nurseries and crèches will be made redundant from 31st March. The Children, Young People and Learning Department will continue to receive materials and will ensure they are distributed but clearly without the support of dedicated library staff.</p>	-11		
<p>Capitalisation</p> <p>Transfer all programmed maintenance work in 2010/11 to Capital.</p>	-208		
<p>Land Charges</p> <p>There have been statutory changes to the financial management of accounts in relation to Land Charges. In future the Council cannot subsidise the Council Tax by making a surplus on Land Charges. Each year the Council has to balance the budget taking into account the previous years' performance.</p>	35		
<p>Easthampstead Park Conference Centre Income</p> <p>Reduced income as a result of the recession</p>	300		
<p>Bracknell Leisure Centre/Coral Reef Income</p> <p>Reduced income as a result of the recession</p>	70		
<p>Downshire Golf Course Income</p> <p>Reduced income as a result of the recession</p>	40		
<p>Car Park Income</p> <p>Reduced income as a result of the recession</p>	240		

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
<p>Demographic pressures</p> <p>Refuse Collection - increase in the number of domestic properties where waste has to be collected.</p>	17		
<p>Libraries Computer Line Rentals</p> <p>Increased cost of line rentals. The Council is reviewing the contract for line rentals and plans to merge all of its line rentals under one contract from 1 October 2010.</p>	13		
<p>Surestart</p> <p>The grant to support the distribution of materials provided via Surestart has been withdrawn (£11,000). The Executive's direction on such grant withdrawals is clear and as a consequence the two part time library officers employed to liaise, support and distribute materials to nurseries and crèches will be made redundant from 31st March. The Children, Young People and Learning Department will continue to receive materials and will ensure they are distributed but clearly without the support of library staff.</p>	11		
ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL	-800		

COUNCIL WIDE

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
<p>Service Efficiency Programme</p> <p>The recent Service Efficiency Strategy identified a process, together with a range of projects capable of delivering efficiency savings in each of the next three financial years. These include speedier collection of debts, rationalisation of the printer estate, improved processing of benefits and increased income and efficiencies within Forestcare.</p>	-50		
<p>BPR Service Review</p> <p>This is a cross cutting project covering all Directorates and includes the restructuring and consolidation of internal postal services.</p>	-50		
<p>Organisational and Back Office Review</p> <p>This is an extension to the Service Efficiency Programme. It will encompass services which are provided centrally and within each department. These services are not directly involved with front line services however they are key to the support of front line officers and the successful overall performance of the Council. These services cover customer contact, administration, professional support services e.g. Finance, IT, HR, performance management, general management and organisational structures.</p> <p>It is proposed to undertake an organisational and back office review in 2010 with the objective of reducing the cost of these services by an additional £350k with effect from April 2011. This project will affect over two hundred staff distributed across all sections of the Council. As the work delivered by these sections supports the Council's front line services it is important that any change is managed such that the impact on those front line services is minimised. This project will consist of a series of reviews which are complex and interrelated requiring detailed business analysis in order to determine the optimal design of each area. The transition to any new model of service delivery will need to be managed carefully so as to ensure the minimum of disruption.</p>		-350	
<p>Corporate Contingency</p> <p>In the 2009/10 budget the level of general contingency was set at £0.390m. A sum of £0.127m is currently included for contingency in the base budget for 2010/11. This is derived from the original 2009/10 contingency less ongoing allocations made during the year. Having reviewed the risks</p>	873		

Description Impact	2010/11 £'000	2011/12 £'000	2012/13 £'000
associated with the 2010/11 budget it is proposed to increase the general contingency by £0.873m to £1.000m.			
<p>Interest on the Capital Programme</p> <p>The proposed 2010/11 capital programme of £8.069m will result in the loss of £0.100m of interest in 2010/11 and further £0.500m of interest in 2011/12. This is as a result of the capital programme being higher than the capital receipts generated in the year. This takes into account projected capital receipts of £2m in 2010/11 and the cash-flow requirements associated with the Garth Hill redevelopment, but excludes the self-funding Invest to Save schemes.</p>	100	500	
<p>Interest Received</p> <p>The 2010/11 budget is based on an average rate of return of 2% and reflects the lower cash balances as a result of the 2009/10 and 2010/11 Capital Programmes. The 2009/10 budget was based on a return of 2.5% and as such expected interest income is projected to fall from £1.30m to £0.66m in 2010/11. After taking into account movements in the commitment budget and the impact of the proposed capital programme this produces a budget pressure of £0.440m.</p>	440		
Net Proposed Budget Movement	1,313	150	

TREASURY MANAGEMENT REPORT

- 1.1 The Council reviews the annual Treasury Management Strategy Statement under the requirement of the CIPFA Code of Practice on Treasury Management, which was adopted by the Council in March 2002. The Local Government Act 2003 requires the Council to “have regard to” the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable.
- 1.2 This report outlines the Council's prudential indicators for 2010/11 – 2012/13 and sets out the expected treasury operations for this period. It fulfils four key legislative requirements:
- The reporting of the prudential indicators setting out the expected capital activities at Annex E(i) (as required by the CIPFA Prudential Code for Capital Finance in Local Authorities). The treasury management prudential indicators are now included as treasury indicators in the CIPFA Treasury Management Code of Practice;
 - The Council's Minimum Revenue Provision (MRP) Policy at Annex E(ii), which sets out how the Council will pay for capital assets through revenue each year (as required by Regulation under the Local Government and Public Involvement in Health Act 2007);
 - The Treasury Management Strategy Statement which sets out how the Council's treasury service will support the capital decisions taken above, the day to day treasury management and the limitations on activity through treasury prudential indicators. The key indicator is the Authorised Limit, the maximum amount of debt the Council could afford in the short term, but which would not be sustainable in the longer term. This is the Affordable Borrowing Limit required by s3 of the Local Government Act 2003 and shown at Annex E(iii);
 - The Annual Investment Strategy which sets out the Council's criteria for choosing investment counterparties and limiting exposure to the risk of loss. This strategy is in accordance with the CLG Investment Guidance and is shown in Annex E(iv).
- 1.3 Revised editions of the CIPFA Prudential Code and CIPFA Treasury Management Code of Practice were produced in November 2009. The CLG is currently consulting on changes to the Investment Guidance. The revised guidance arising from these Codes has been incorporated within these reports, with the CLG proposals being incorporated where these do not conflict with current Guidance. If necessary the Investment Strategy contained in Annex E(iii) will be revised if any elements of the final CLG Investment Guidance have not already been covered.
- 1.4 The main changes initiated in the revisions above increase the Members' responsibility in this area. This would require greater Member scrutiny of the treasury policies, increased Member training and awareness and greater frequency of information.
- 1.5 One element of the revised CIPFA Treasury Management Code of Practice is that the clauses to be adopted as part of the Council's Financial Regulations be amended. The key change is that a responsible body (committee, board or group) be responsible for ensuring effective assessment and evaluation of the treasury management strategy and policies, before making recommendations to Council.

- 1.6 As such it is proposed that the Governance and Audit Committee be nominated to fulfil this role and the new Code and updated policies be fully reviewed by this body at their next meeting. The new Code specifically encourages Councils to revisit their Treasury Management policies and strategies on a more frequent basis and as such this will provide the opportunity to achieve this.
- 1.7 The amended clauses set out by the Code are included within the attached Treasury Management Policy (Annex E(v)) and it is recommended that this policy be adopted by Council and that they be incorporated within the Council's Financial Regulations at the next available opportunity.

Recommendations

It is recommended that Council Approve

- The Prudential Indicators and Limits for 2010/11 to 2012/13 contained within Annex E(i)
- The Minimum Revenue Provision (MRP) Policy contained within Annex E(ii)
- The Treasury Management Strategy Statement, and the Treasury Prudential Indicators contained in Annex E(iii)
- The Authorised Limit Prudential Indicator contained in E(iii)
- The Investment Strategy 2010/11 to 2012/13 and Treasury Management Limits on Activity contained in Annex E(iv)
- The revised Treasury Policy Statement contained in Annex E (v). This revision nominates the Governance and Audit Committee to be responsible for examining and assessing the effectiveness of the Treasury management Strategy and Policies.

The Capital Prudential Indicators 2010/11 – 2012/13

The Local Government Act 2003 requires the Council to adopt the CIPFA Prudential Code and produce prudential indicators. Each indicator either summarises the expected capital activity or introduces limits upon that activity, and reflects the outcome of the Council's underlying capital appraisal systems. This report updates currently approved indicators and introduces new indicators for 2012/13.

Within this overall prudential framework there is an impact on the Council's treasury management activity – as it will directly impact on borrowing or investment activity and as such the Treasury Management Strategy for 2010/11 to 2012/13 complements these indicators. Some of the prudential indicators are shown in the treasury management strategy to aid understanding.

The Capital Expenditure Plans

The Council's capital expenditure plans are summarised below and this forms the first of the prudential indicators. A certain level of capital expenditure is grant supported by the Government; any decisions by the Council to spend above this level will be considered unsupported capital expenditure. This unsupported capital expenditure needs to have regard to:

- Service objectives (e.g. strategic planning);
- Stewardship of assets (e.g. asset management planning);
- Value for money (e.g. option appraisal);
- Prudence and sustainability (e.g. implications for external borrowing and whole life costing);
- Affordability (e.g. implications for the council tax);
- Practicality (e.g. the achievability of the forward plan).

The revenue consequences of capital expenditure, particularly the unsupported capital expenditure, will need to be paid for from the Council's own resources.

This capital expenditure can be paid for immediately (by applying capital resources such as capital receipts, capital grants etc., or revenue resources), but if these resources are insufficient any residual capital expenditure will add to the Council's borrowing need.

The key risks to the plans are that the level of Government support has been estimated and is therefore maybe subject to change. Similarly some estimates for other sources of funding, such as capital receipts, may also be subject to change over this timescale. For instance anticipated asset sales may be postponed due to the impact of the recession on the property market, similarly the proceeds from the Right-to-Buy sharing agreement with Bracknell Forest Homes will also be impacted on by the wider economy.

The Council is asked to approve the summary capital expenditure projections below. This forms the first prudential indicator:

Capital Expenditure £m	2009/10 Original	2009/10 Revised	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate
Capital Expenditure	50,326	49,851	36,098	19,213	16,054
Financed by:					
Capital receipts	3,000	1,800	3,000	3,000	3,000
Capital grants	40,651	40,651	24,649	6,832	3,928
Capital reserves	0	0	0	0	0
Revenue	0	0	0	0	0
Net financing need for the year	6,675	7,400	8,449	9,381	9,126

The Council's Borrowing Need (the Capital Financing Requirement)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. The capital expenditure above which has not immediately been paid for will increase the CFR.

The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision - MRP), although it is also allowed to undertake additional voluntary payments (VRP).

The Council is asked to approve the CFR projections below:

£m	2009/10 Original	2009/10 Revised	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate
Capital Financing Requirement					
Total CFR	7,184	9,118	17,202	25,395	33,505
Movement in CFR	6,654	7,328	8,084	8,193	8,110

Movement in CFR represented by					
Net financing need for the year (above)	6,675	7,400	8,449	9,381	9,126
Less MRP/VRP and other financing movements	21	72	365	688	1,016
Movement in CFR	6,654	7,328	8,084	8,193	8,110

CLG Regulations have been issued which require full Council to approve an MRP Statement in advance of each year. A variety of options are provided to councils to replace the existing Regulations, so long as there is a prudent provision. The Council is recommended to approve the MRP Statement attached in Annex E(ii)

Affordability Prudential Indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

Actual and Estimates of the ratio of financing costs to net revenue stream.

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

%	2009/10 Original	2009/10 Revised	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate
Ratio	-1.81%	-1.36%	-0.89%	-0.65%	-0.42%

The estimates of financing costs include current commitments and the proposals in the Capital Programme Budget report.

Incremental impact of capital investment decisions on the Council Tax

This indicator identifies the revenue costs associated with proposed changes to the three year capital programme compared to the Council's existing approved commitments and current plans. The assumptions are based on the budget, but will invariably include some estimates, such as the level of Government support, which are not published over a three year period.

£	Original 2009/10	Proposed Budget 2009/10	Forward Projection 2010/11	Forward Projection 2011/12	Forward Projection 2012/13
Council Tax - Band D	3.08	3.31	3.87	4.07	4.18

Minimum Revenue Provision (MRP) Policy Statement

The concept on the Minimum Revenue Provision (MRP) was introduced when the Local Government Capital Finance System was changed on 1 April 1990. This required local authorities to assess their outstanding debt and to make an annual charge to the General Fund of 4% of the General Fund Debt.

These regulations have now been amended and Department for Local Government & Communities (DCLG) issued new regulations in 2008 which require a local authority to calculate for the current financial year an amount of MRP which it considers “prudent”. The broad aim of a prudent provision is to ensure that debt is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits or in case of borrowing supported by government, reasonably commensurate with the period implicit in the determination of the grant. The Council can choose to charge more than the minimum.

It is a requirement of these new regulations that full Council approve an annual MRP Statement of its policy on making MRP.

As capital expenditure is incurred which cannot be immediately financed through capital receipts or grant the Council’s borrowing need (its Capital Financing Requirement) will be positive and an MRP will be required. In practice the Council is unlikely to need to borrow externally in the medium term as it has sufficient revenue investments, arising from the Council’s reserves and balances to cover this expenditure. However it will still need to make a charge to revenue for this “internal borrowing”.

The move to International Financial Reporting Standards (IFRS) in local government is expected to bring more PFI schemes on balance sheet and to result in some leases (or parts of leases) being reclassified as finance lease instead of operating leases. These contracts would become subject to the requirement to provide MRP. IFRS requires these changes to be accounted for retrospectively. With the result that an element of the rental or service charge payable in previous years will be taken to the balance sheet to reduce the liability. On its own this change would result in a one-off increase to the capital financing requirement, and an equal increase in revenue account balances. This is not seen as a prudent course of action and as such the guidance recommends the inclusion in the annual MRP charge of an amount equal to the amount that has been taken to the balance sheet to reduce the liability, including the retrospective element in the first year.

The guidance sets out four options for making MRP. It envisages that authorities can distinguish between borrowing that is “supported” (through the RSG system) and other “unsupported or prudential” borrowing. The first two methods should only be used for “supported” borrowing

- 1) The regulatory method. This involves following the existing practice outline in the former DCLG regulation. For the Council this is essentially the same as the CFR method.
- 2) The CFR Method. This involves setting the MRP equal to 4% of the Capital Financing Requirement at the end of the preceding year. This is the method the Council has used in setting its MRP since the prudential system was introduced in 2003.
- 3) The Asset Life Method. This method requires MRP to be charged over the asset life. The asset life is determined in the year MRP commences and is

not changed. MRP will not be charged until the asset becomes operational. Therefore it will be possible to take an MRP holiday for those assets in construction.

- 4) The Depreciation Method. This requires the MRP to equal the actual depreciation based on standard accounting procedures.

Recommended Policy

In setting the 2010/11 budget and beyond the following policy is recommended:

- 1) There will be a presumption that capital receipts will be allocated to the appropriate assets in relation to the constraints of the medium term financial strategy.
- 2) The Council will identify the level of “supported borrowing” and use the CFR Method i.e 4% of this figure as part of the MRP charge. The supported borrowing will be used in full irrespective of the service block the funding was allocated in the grant settlement and will also be allocated to the appropriate assets in relation to the constraints of the medium term financial strategy.
- 3) For the remaining “unsupported borrowing” the Council will use the asset life method. We will use standard categories of asset life to streamline the process: These will be:
 - Freehold land – 50 years
 - Major new building on council owned land – 40 to 70 years (unless design life is demonstrably shorter)
 - Planned maintenance – 10 years
 - Major refurbishment of existing buildings -10 years
 - IT Equipment – 4 years
 - IT systems – 10 years
 - Other Equipment – 5 years
 - Infrastructure assets – 20 years
 - Vehicles & Plant - 7 Years

The actual charge made in the year will be based on applying the above policy to the previous years actual capital expenditure and funding decisions. Therefore the 2010/11 charge will be based on 2009/10 capital out-turn.

TREASURY MANAGEMENT STRATEGY STATEMENT

The Treasury Management service is an important part of the overall financial management of the Council's affairs. The prudential indicators in Annex E(i) consider the affordability and impact of capital expenditure decisions, and set out the Council's overall capital framework. The Treasury Management service considers the effective funding of these decisions. Together they form part of the process which ensures the Council meets its balanced budget requirement under the Local Government Finance Act 1992.

The Council's treasury activities are strictly regulated by statutory requirements and a professional code of practice (the CIPFA Code of Practice on Treasury Management – revised November 2009). This Council adopted the Code of Practice on Treasury Management in March 2002, and will adopt the revised Code.

As a result of adopting the Code the Council also adopted a Treasury Policy Statement. This adoption is the requirement of one of the prudential indicators.

The Code of Practice requires an annual strategy to be reported to Council outlining the expected treasury activity for the forthcoming 3 years. A key requirement of this report is to explain both the risks, and the management of the risks, associated with the treasury service. A further treasury report is produced after the year-end to report on actual activity for the year, and a new requirement of the revision of the Code of Practice is that there is a mid-year monitoring report.

This strategy covers:

- The Council's debt and investment projections;
- The Council's estimates and limits on future debt levels;
- The expected movement in interest rates;
- The Council's borrowing and investment strategies;
- Treasury performance indicators;
- Specific limits on treasury activities;

Debt and Investment Projections 2010/11 – 2012/13

The borrowing requirement comprises the expected movement in the CFR and any maturing debt which will need to be re-financed. The Council does not anticipate any external borrowing over the period 2010/11 to 2012/13. The table below highlights the expected change in investment balances.

£'000	2009/10 Revised	2010/11 Estimated	2011/12 Estimated	2012/13 Estimated
External Debt				
Debt at 31 March	0	0	0	0
Investments				
Investments at 31 March	43,100	25,000	16,000	6,000

Limits to Borrowing Activity

Within the prudential indicators there are a number of key indicators to ensure the Council operates its activities within well defined limits. For the first of these the Council needs to ensure that its total borrowing net of any investments, does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2010/11 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

The Borough Treasurer reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

The Authorised Limit for External Debt

A further key prudential indicator represents a control on the overall level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although no control has yet been exercised.

The Council is asked to approve the following Authorised Limit:

Authorised limit £000	2009/10 Revised	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate
Borrowing	12,000	23,000	31,000	37,000
Other long term liabilities	0	0	0	0
Total	12,000	23,000	31,000	37,000

Operational Boundary for External Debt

The Authority is also recommended to approve the operational Boundary for external debt for the same period. The proposed Operational Boundary is based on the same estimates as the Authorised Limit but reflects directly the estimate of the most likely but not worst case scenario, without the additional headroom included within the Authorised Limit to allow for unusual cash movements.

Operational Boundary £m	2009/10 Revised	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate
Borrowing	10,000	20,000	28,000	34,000
Other long term liabilities	0	0	0	0
Total	10,000	20,000	28,000	34,000

Borrowing in advance of need.

The Borough Treasurer may do this under delegated power where, for instance, a sharp rise in interest rates is expected, and so borrowing early at fixed interest rates will be economically beneficial or meet budgetary constraints. Whilst the Borough

Treasurer will adopt a cautious approach to any such borrowing, where there is a clear business case for doing so borrowing may be undertaken to fund the approved capital programme or to fund future debt maturities. Risks associated with any advance borrowing activity will be subject to appraisal in advance and subsequent reporting through the mid-year or annual reporting mechanism. However given the level of investments projected for 2010/11 it is not expected that any borrowing in advance of need will be required in 2010/11.

Expected Movement in Interest Rates

Short-term rates are expected to remain on hold for a considerable time. The recovery in the economy has commenced but it will remain insipid and there is a danger that early reversal of monetary ease, (rate cuts and Quantative Easing {QE}), could trigger a dip back to negative growth and a W-shaped GDP path.

Medium-Term Rate Estimates (averages)

Annual Average %	Bank Rate	Money Rates		PWLB Rates*		
		3 month	1 year	5 year	20 year	50 year
2008/09	3.9	5.0	5.3	4.2	4.8	4.5
2009/10	0.5	0.8	1.4	3.2	4.4	4.6
2010/11	1.0	1.5	2.3	4.0	5.0	5.2
2011/12	2.0	2.5	3.3	4.3	5.3	5.3
2012/13	4.5	4.8	5.3	5.3	5.5	5.3

* Borrowing Rates

Credit extension to the corporate and personal sectors has improved modestly but banks remain nervous about the viability of counterparties. This is likely to remain a drag upon activity prospects, as will the lacklustre growth of broad money supply.

The main drag upon the economy is expected to be weak consumers' expenditure growth. The combination of the desire to reduce the level of personal debt and job uncertainty is likely to weigh heavily upon spending. This will be amplified by the prospective increases in taxation already scheduled for 2010 – VAT and National Insurance. Without a rebound in this key element of UK GDP growth, any recovery in the economy is set to be weak and protracted.

The MPC will continue to promote easy credit conditions via quantitative monetary measures. QE has been extended to a total of £200bn and there is still an outside chance that it could be expanded further in February. Whether this has much impact in the near term remains a moot point given the personal sector's reluctance to take on more debt and add to its already unhealthy balance sheet.

With inflation set to remain subdued in the next few years (though a sharp blip is forecast for the next few months), the pressure upon the MPC to hike rates will remain moderate. But some increase will be seen as necessary in 2010 to counter the effects of external cost pressures (as commodity price strength filters through) and to avoid damage that sterling could endure if the UK is seen to defy an international move to commence policy exit strategies.

The outlook for long-term fixed interest rates is a lot less favourable. While the UK's fiscal burden should ease in the future, this will be a lengthy process and deficits over the next two to three financial years will require a very heavy programme of gilt issuance. The market will no longer be able to rely upon Quantitative Easing to alleviate this enormous burden.

The absence of the Bank of England as the largest buyer of gilts will shift the balance between supply and demand in the gilt-edged market. Other investors will almost certainly require some incentive to continue buying government paper.

This incentive will take the form of higher interest rates. The shorter fixed interest rates will be pressured higher by the impact of rising money market rates. While bank purchases in this part of the market will continue to feature as these institutions meet regulatory obligations, this process will be insufficiently strong to resist the upward trend in yields.

Borrowing Strategy 2010/11 – 2012/13

Given the level of current investments, the Council does not envisage any long-term borrowing in 2010/11 although the Authorised Limit for External Debt has been set to enable the Council to manage its cash flow effectively through the use of temporary borrowing, in the unlikely event that this should be necessary.

Investment Strategy 2010/11 – 2012/13

Key Objectives

The Council's investment strategy primary objectives are safeguarding the repayment of the principal and interest of its investments on time first and ensuring adequate liquidity second – the investment return being a third objective. Following the economic background outlined in the Treasury Management Strategy, the current investment climate has one over-riding risk consideration that of counterparty security risk. As a result of these underlying concerns officers are implementing an operational investment strategy which maintains the tightened the controls already in place in the approved investment strategy.

Investment Counterparty Selection Criteria

The primary principle governing the Council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration.

After this main principle the Council will ensure:

- It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the Specified and Non-Specified investment sections below.
- It has sufficient liquidity in its investments. For this purpose it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested.

The Borough Treasurer will maintain a counterparty list in compliance with the following criteria and will revise the criteria and submit them to Council for approval as necessary. This criteria is separate to that which chooses Specified and Non-Specified investments as it provides an overall pool of counterparties considered high quality the Council may use rather than defining what its investments are.

The rating criteria use the lowest common denominator method of selecting counterparties and applying limits. This means that the application of the Council's minimum criteria will apply to the lowest available rating for any institution. For instance if an institution is rated by two agencies, one meets the Council's criteria, the other does not, the institution will fall outside the lending criteria. This is in compliance with a CIPFA Treasury Management Panel recommendation in March 2009 and the CIPFA Treasury Management Code of Practice.

Credit rating information is supplied by our treasury consultants on all active counterparties that comply with the criteria below. Any counterparty failing to meet the criteria would be omitted from the counterparty (dealing) list. Any rating changes, rating watches (notification of a likely change), rating outlooks (notification of a possible longer term change) are provided to officers almost immediately after they occur and this information is considered before dealing. For instance a negative rating watch applying to a counterparty at the minimum Council criteria will be suspended from use, with all others being reviewed in light of market conditions.

In accordance with the Investment Guidance, the Council will, in considering the security of proposed investments, follow different procedures according to which of two categories, Specified or Unspecified, the proposed investment falls into.

Specified Investments offer high security and high liquidity and are:

- ◆ Denominated, paid and repaid in sterling;
- ◆ Not long term investments, i.e. they are due to be repaid within 12 months of the date on which the investment was made;
- ◆ Not defined as capital expenditure; and
- ◆ Are made with a body or in an investment scheme which has been awarded a high credit rating by a credit rating agency or are made with the UK Government or a Local Authority in England, Wales, Scotland or Northern Ireland.

Non-Specified Investments are those which do not meet the definition of Specified Investments.

The criteria for providing a pool of high quality investment counterparties (both Specified and Non-specified investments) is:

- ◆ UK Banks and Building Societies – must meet the minimum following credit criteria

Fitch	Moodys	S&P
Short Term F1	Short Term P1	Short Term A1
Individual A Support 1 to 3	Financial Strength C	
Individual A/B Support 1 to 3		
Individual B Support 1 to 3		
Individual B/C Support 1 to 2		

- ◆ Money Market Funds – AAA Rating Sterling Denominated
- ◆ UK Government (including gilts and Debt Management Account Deposit Facility (DMADF))
- ◆ UK Local Authorities

Country and sector considerations.

Due care will be taken to consider the country, group and sector exposure of the Council's investments. The current investment strategy limits all investments to UK Banks and Building Societies.

Use of additional information other than credit ratings.

Additional requirements under the Code of Practice now require the Council to supplement credit rating information. Whilst the above criteria relies primarily on the application of credit ratings to provide a pool of appropriate counterparties for officers to use, additional operational market information will be applied before making any specific investment decision from the agreed pool of counterparties. This additional market information (for example Credit Default Swaps, negative rating watches/outlooks) will be applied to compare the relative security of differing investment counterparties.

Time and Monetary Limits applying to Investments.

The time and monetary limits for institutions on the Council's Counterparty List are as follows (the monetary limits will cover both Specified and Non-Specified Investments):

	Money Limit	Time Limit
UK Banks and Building Societies	£7m	364 days

Money Market Funds	£7m	n/a
UK Government	unlimited	364 days
UK Local Authorities	£7m	364 days

The proposed criteria for Specified and Non-Specified investments are attached to this document.

In the normal course of the council's cash flow operations it is expected that both Specified and Non-specified investments will be utilised for the control of liquidity as both categories allow for short term investments.

The use of longer term instruments (greater than one year from inception to repayment) will fall in the Non-specified investment category. These instruments will only be used where the Council's liquidity requirements are safeguarded however the current investment limits for 2010/11 restrain all investments to less than 1 year. Any amendment to this strategy will require the credit-criteria to be amended to include a long-term rating. This will be addressed through the formal approval by Council of a revised Treasury Management Strategy and Annual Investment Strategy.

Economic Investment Considerations

Expectations on shorter-term interest rates, on which investment decisions are based, show likelihood of the current 0.5% Bank Rate remaining flat but with the possibility of a rise in mid-2010. The Council's investment decisions are based on comparisons between the rises priced into market rates against the Council's and advisers own forecasts.

There is an operational difficulty arising from the current banking crisis. There is currently little value investing longer term unless credit quality is reduced. Whilst some selective options do provide additional yield uncertainty over counterparty creditworthiness suggests shorter dated investments would provide better security.

Sensitivity to Interest Rate Movements

Future Council accounts will be required to disclose the impact of risks on the Council's treasury management activity. Whilst most of the risks facing the treasury management service are addressed elsewhere in this report (credit risk, liquidity risk, market risk, maturity profile risk), the impact of interest rate risk is discussed but not quantified. The table below highlights the estimated impact of a 1% increase/decrease in all interest rates to the estimated treasury management income for next year. That element of the investment portfolio which are of a longer term, fixed interest rate nature will not be affected by interest rate changes.

£'000	2010/11 Estimated + 1%	2010/11 Estimated - 1%
Revenue Budgets		
Investment income	330	330

Treasury Management Limits on Activity

There are four further treasury activity limits, which were previously prudential indicators. The purpose of these are to contain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of an adverse

movement in interest rates. However if these are set to be too restrictive they will impair the opportunities to reduce costs/improve performance. The indicators are:

Upper limits on variable interest rate exposure – This identifies a maximum limit for variable interest rates based upon the debt position net of investments

Upper limits on fixed interest rate exposure – Similar to the previous indicator this covers a maximum limit on fixed interest rates.

Maturity structures of borrowing – These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

Total principal funds invested for greater than 364 days – These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

The Council is asked to approve the limits:

	2010/11	2011/12	2012/13
Interest rate Exposures			
	Upper	Upper	Upper
Limits on fixed interest rates based on net debt	25%	25%	25%
Limits on variable interest rates based on net debt	100%	100%	100%
Maturity Structure of fixed interest rate borrowing 2010/11			
		Lower	Upper
Under 12 months		0%	100%
12 months to 2 years		0%	0%
2 years to 5 years		0%	0%
5 years to 10 years		0%	0%
10 years and above		0%	0%
Maximum principal sums invested > 364 days			
Principal sums invested > 364 days	£m	£m	£m
	0	0	0

Performance Indicators

The Code of Practice on Treasury Management requires the Council to set performance indicators to assess the adequacy of the treasury function over the year. These are distinct historic indicators, as opposed to the prudential indicators, which are predominantly forward looking. For 2010/11 the Council does not expect to enter into any borrowing and as such the relevant benchmark will relate only to investments and will be the "7 Day LIBID Rate". The results of these indicators will be reported in the Treasury Annual Report.

Treasury Management Advisers

The Council uses Butlers as its treasury management consultants. The company provides a range of services which include:

- Technical support on treasury matters, capital finance issues and the drafting of Member reports;
- Economic and interest rate analysis;

- Generic investment advice on interest rates, timing and investment instruments;
- Credit ratings/market information service comprising the three main credit rating agencies;

Whilst the advisers provide support to the internal treasury function, under current market rules and the CIPFA Code of Practice the final decision on treasury matters remains with the Council. This service is subject to regular review.

Member and Officer Training

The increased Member consideration of treasury management matters and the need to ensure officers dealing with treasury management are trained and kept up to date requires a suitable training process for Members and officers. Following the nomination of the Governance and Audit Committee to examine and assess the effectiveness of the Treasury Management Strategy and Policies, an evaluation will be carried out to establish the level and nature of Member training required. This will be delivered by senior officers in conjunction with the Council's Treasury Management Advisers. Officer training is carried out in accordance with best practice and outlined in **TMP 10 Training and Qualifications** to ensure that all staff involved in the Treasury Management function are fully equipped to undertake the duties and responsibilities allocated to them

Risk Benchmarking

A development in the revised Codes and the CLG consultation paper is the consideration and approval of security and liquidity benchmarks. Yield benchmarks are currently used to assess investment performance. Discrete security and liquidity benchmarks are new requirements to the Member reporting, although the application of these is more subjective in nature. The Council will review the practical application of such indicators over the coming year and will work in conjunction with the Council's Treasury management advisers and Members to implement a scheme of risk benchmarks that adds value to the treasury management function.

SPECIFIED INVESTMENTS

All investments listed below must be sterling-denominated.

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
Debt Management Agency Deposit Facility* (DMADF) * this facility is at present available for investments up to 6 months	No	Yes	Govt-backed	In-house	364 Days
Term deposits with the UK government or with Local Authority in England, Wales, Scotland or Northern Ireland with maturities up to 364 Days	No	Yes	High security although LAs not credit rated.	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
Term deposits with credit-rated deposit takers (banks and building societies), including callable deposits, with maturities up to 364 Days	No	Yes	<i>See credit grid</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	364 Days
Certificates of Deposit issued by credit-rated deposit takers (banks and building societies) : up to 364 Days. <i>Custodial arrangement required prior to purchase</i>	No	Yes	<i>See credit grid</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days
Gilts : up to 364 Days	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	364 Days

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Maximum period
Money Market Funds <i>These funds do not have any maturity date</i>	No	Yes	<i>AAA Rating by Fitch, Moodys or S&P</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	The period of investment may not be determined at the outset but would be subject to cash flow and liquidity requirements
Forward deals with credit rated banks and building societies < 1 year (i.e. negotiated deal period plus period of deposit)	No	Yes	<i>See Credit Grid</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them. Tracking of all forward deals to be undertaken and recorded.	1 year in aggregate
Commercial paper <i>[short-term obligations (generally with a maximum life of 9 months) which are issued by banks, corporations and other issuers]</i> <i>Custodial arrangement required prior to purchase</i>	No	Yes	<i>See Credit Grid</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	9 months
Treasury bills <i>[Government debt security with a maturity less than one year and issued through a competitive bidding process at a discount to par value] Custodial arrangement required prior to purchase</i>	No	Yes	Govt-backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	1 year

NON-SPECIFIED INVESTMENTS

All investments listed below must be sterling-denominated.

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/</u> <u>Loan</u> <u>Capital?</u>	<u>Repayable/</u> <u>Redeemable</u> <u>within 12</u> <u>months?</u>	<u>Security /</u> <u>Minimum credit</u> <u>rating **</u>	<u>Circumstance of</u> <u>use</u>	<u>Maximum</u> <u>maturity of</u> <u>investment</u>
Deposits with Authority's Banker where credit rating has dropped below minimum criteria	Where the Council's bank no longer meets the high credit rating criteria set out in the Investment Strategy the Council has little alternative but to continue using them, and in some instances it may be necessary to place deposits with them, these deposits should be of a very short duration thus limiting the Council to daylight exposure only (i.e. flow of funds in and out during the day, or overnight exposure).	No	Yes	n/a	In-House	364 Days
Term deposits with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Certainty of rate of return over period invested. (ii) No movement in capital value of deposit despite changes in interest rate environment. (B) (i) Illiquid : as a general rule, cannot be traded or repaid prior to maturity. (ii) Return will be lower if interest rates rise after making the investment. (iii) Credit risk : potential for greater deterioration in credit quality over longer period	No	No	<i>See Credit grid</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	5 Years
Certificates of Deposit with credit rated deposit takers (banks and building societies) with maturities greater than 1 year <i>Custodial arrangement required prior to purchase</i>	(A) (i) Although in theory tradable, are relatively illiquid. (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of CD which could negatively impact on price of the CD.	No	Yes	<i>See Credit grid</i>	To be used by external fund managers only subject to the guidelines and parameters agreed with them	5 years

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/ Loan Capital?</u>	<u>Repayable/ Redeemable within 12 months?</u>	<u>Security / Minimum Credit Rating?</u>	<u>Circumstance of use</u>	<u>Maximum maturity of investment</u>
Callable deposits with credit rated deposit takers (banks and building societies) with maturities greater than 1 year	(A) (i) Enhanced income ~ Potentially higher return than using a term deposit with similar maturity. (B) (i) Illiquid – only borrower has the right to pay back deposit; the lender does not have a similar call. (ii) period over which investment will actually be held is not known at the outset. (iii) Interest rate risk : borrower will not pay back deposit if interest rates rise after deposit is made.	No	No	<i>See Credit Grid</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	<i>5 years</i>
UK government gilts with maturities in excess of 1 year <i>Custodial arrangement required prior to purchase</i>	(A) (i) Excellent credit quality. (ii) Very Liquid. (iii) If held to maturity, known yield (rate of return) per annum ~ aids forward planning. (iv) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity) (v) No currency risk (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of sovereign bond which could negatively impact on price of the bond i.e. potential for capital loss.	No	Yes	Govt backed	To be used by external fund managers only subject to the guidelines and parameters agreed with them	<i>10 years including but also including the 10 year benchmark gilt</i>

Investment	(A) Why use it? (B) Associated risks?	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum credit rating **	Circumstance of use	Maximum maturity of investment
Forward deposits with credit rated banks and building societies for periods > 1 year (i.e. negotiated deal period plus period of deposit)	(A) (i) Known rate of return over period the monies are invested ~ aids forward planning. (B) (i) Credit risk is over the whole period, not just when monies are actually invested. (ii) Cannot renege on making the investment if credit rating falls or interest rates rise in the interim period.	No	No	<i>See Credit Grid</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them. Tracking of all forward deals to be undertaken and recorded.	<i>5 years</i>
Deposits with unrated deposit takers (banks and building societies) but with unconditional financial guarantee from HMG or credit-rated parent institution : any maturity	(A) Credit standing of parent will determine ultimate extent of credit risk	No	Yes	<i>See Credit Grid</i>	In-house and by external fund managers subject to the guidelines and parameters agreed with them	<i>1 year</i>

Credit Criteria Grid 2010/11

The criteria for providing a pool of high quality investment counterparties (both Specified and Non-specified investments) is:

- ◆ UK Banks and Building Societies – must meet the minimum following credit criteria

Fitch	Moodys	S&P
Short Term F1	Short Term P1	Short Term A1
Individual A Support 1 to 3	Financial Strength C	
Individual A/B Support 1 to 3		
Individual B Support 1 to 3		
Individual B/C Support 1 to 2		

- ◆ Money Market Funds – AAA Rating Sterling Denominated
- ◆ UK Government (including gilts and DMADF)
- ◆ UK Local Authorities

Time and Monetary Limits applying to Investments - The time and monetary limits for institutions on the Council's Counterparty List are as follows (the monetary limits will cover both Specified and Non-Specified Investments):

	Money Limit	Time Limit
UK Banks and Building Societies	£7m	364 days
Money Market Funds	£7m	n/a
UK Government	unlimited	364 days
UK Local Authorities	£7m	364 days

**TREASURY
POLICY
STATEMENT**

Bracknell Forest Council

TREASURY POLICY STATEMENT

This organisation adopts CIPFA's Code of Practice for Treasury Management in Local Authorities.

The Code identifies three key principles

- Public service organisations should put in place formal and comprehensive objectives, policies and practices, strategies and reporting arrangements for the effective management and control of their treasury management activities.
- Their policies and practices should make clear that the effective management and control of risk are prime objectives of their treasury management activities and that responsibility for these lies clearly within their organisations. Their appetite for risk should form part of their annual strategy and should ensure that priority is given to security and liquidity when investing funds.
- They should acknowledge that the pursuit of value for money in treasury management, and the use of suitable performance measures, are valid and important tools for responsible organisations to employ in support of their business and service objectives; and that within the context of effective risk management, their treasury management policies and practices should reflect this.

TREASURY POLICY STATEMENT

This organisation defines its treasury management activities as:

The management of the organisation's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

This organisation regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation

This organisation acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management

TREASURY POLICY STATEMENT

This organisation will create and maintain, as the cornerstones for effective treasury management;

- A treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities.
- Suitable treasury management practices (TMPs), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

The content of the policy statement and TMPs will follow the recommendations contained in sections 6 and 7 of the Code, subject only to amendment where necessary to reflect the particular circumstances of this organisation. Such amendments will not result in the organisation materially deviating from the Code's key principles.

This organisation will receive reports on its treasury management policies, practices and activities, including as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after its close, in the form prescribed in its TMPs.

This organisation delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to the Executive, and for the execution and administration of treasury management decisions to the Borough Treasurer, who will act in accordance with the organisation's policy statement and TMPs and, if he/she is a CIPFA member, CIPFA's Standard of Professional Practice on Treasury Management.

This organisation nominates a relevant body to be responsible for examining and assessing the effectiveness of the treasury management strategy and policies.

Reserves & Balances Policy Statement

As part of the financial planning process the Council will consider the establishment and maintenance of reserves and balances. In setting these, account is taken of the key assumptions underpinning the budget and financial strategy, together with the Council's financial management arrangements. Key factors considered include;

- Cash flow
- Assumptions on inflation and interest rates
- Level and timing of capital receipts
- Demand led pressures
- Planned economies
- Risk associated with major projects
- Availability of other funding (e.g. insurance)
- General financial climate

Reserves and Balances can be held for a number of purposes

General Balances

Balance	Purpose	Policy	Value
General Fund	Provides general contingency for unavoidable or unforeseen expenditure and to cushion against uneven cash flows and provides stability in longer term financial planning.	Policy based on a risk assessment of budget and medium term financial plans. Historically £4m has been considered to be the minimum prudent level, however because of the uncertainty surrounding the recovery of Icelandic funds it would not be prudent to let the balance fall below £6.5m until there is more certainty about how much will be repaid. Using balances to support expenditure results in a loss of investment income.	March 08 £5.757m March 09 £10.375m March 10 £9.425m March 11 £>>>>

Earmarked Reserves

Earmarked Reserves are sums of money which have been set aside for specific purposes. These are excluded from general balances available to support revenue or capital expenditure. The Council has the following earmarked reserves:

Reserve	Purpose	Policy	Value
Insurance and other Uninsured Claims	This provides cover for the excess payable on claims under the Council's insurance policies (self insurance). It also provides for any potential future claims not covered by existing policies, including contractual disputes and legal claims.	Needs to be at a level where provision could sustain claims in excess of current claims history	March 08 £2.212m March 09 £2.079m March 10 £2.029m March 11 £1.979m
Budget Carry Forward	Used to carry forward approved unspent monies to the following year.	Budget Carry Forwards are permitted only in accordance with the scheme set out in financial regulations.	March 08 £0.376m March 09 £0.549m March 10 £0.000m March 11 £0.000m
Cost of Structural Change	The reserve gives an opportunity to fund the one-off additional costs arising from restructuring before the benefits are realised.	This reserve will be used to meet organisational wide and departmental restructures where there are demonstrable future benefits.	March 08 £1.396m March 09 £1.396m March 10 £0.743m March 11 £0.743m
Performance Improvement	The balance of this fund will be used to fund LPSA2 allocations for projects to help meet all the ten targets to be achieved by the Council and its key partners	After allowing for allocations during the year, the reserve has been reduced to the amount required to meet future commitments.	March 08 £0.366m March 09 £0.073m March 10 £0.000m March 11 £0.000m
Schools' Balances	These funds are used to support future expenditure within the Dedicated Schools Block and include individual school balances.	Balances are permitted to be retained by Schools under the Schools Standards & Framework Act 1998. Policies are set and the reserves are managed by schools and the LEA has no practical control over the level of balances.	March 08 £1.619m March 09 £1.899m March 10 £1.899m March 11 £1.899m

Annexe F

Reserve	Purpose	Policy	Value
Family Tree Nursery	A reserve created following the agreement to set up of a self funding Nursery. It holds the specific grant income received in advance and is used to manage future fluctuations in fee income from ongoing trading.	To manage short term fluctuations in demand for Nursery placements	March 08 £0.074m March 09 £0.112m March 10 £0.112m March 11 £0.112m
Discretionary School Carry Forwards	The statutory requirement to carry forward school balances has been extended to cover those held for the Language & Literacy Unit, Pupil Referral Units and the Schools Specific Contingency as set out in the financial regulations.	Budget Carry Forwards are permitted in accordance with the scheme set out in financial regulations.	March 08 £0.092m March 09 £0.172m March 10 £0.000m March 11 £0.000m
Unused Schools Budget Balance	The Schools Budget is a ring fenced account, fully funded by external grants, the most significant of which is the Dedicated Schools Grant. Any under or overspending remaining at the end of the financial year must be carried forward to the next year's Schools Budget and as such has no impact on the Council's overall level of balances. 2008-09 was the first year of a three year provisional budget.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose	March 08 -£0.157m March 09 £0.360m March 10 £0.000m March 11 £0.000m
Education Library Service	A joint arrangement with other Berkshire authorities for the Education Library Service. This reserve is used for the provision of future equipment such as a new mobile library.	The reserve is held in order to finance the renewal or maintenance of specific items of equipment and reduces pressure on maintenance budgets in one particular year. Use of the reserve is subject to the agreement of the Council's participating in the joint arrangement.	March 08 £0.128m March 09 £0.119m March 10 £0.119m March 11 £0.119m

Reserve	Purpose	Policy	Value
Repairs & Renewals	The Council has accumulated funding in an earmarked reserve from service charges paid by tenants at Longshot Lane	The reserve is held in order to finance the future improvement works at Longshot Lane, reducing pressure on maintenance budgets.	March 08 £0.002m March 09 £0.002m March 10 £0.007m March 11 £0.007m
Building Regulation Chargeable Account	A statutory ring fenced account which over a three year cycle must breakeven.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose.	March 08 £0.002m March 09 -£0.020m March 10 £0.000m March 11 £0.000m
Landfill Allowances Trading Scheme (LATS) unused allowances	This reserve represents the unused LATS allowance which will be used to fund future shortfalls between the target set by DEFRA and the actual landfill usage	The unused allowances have reduced in value from £5.0 to £0.1 per tonne. As no trading occurred and the allowances cannot be carried forward to be used in 2009/10 the remaining balance on the reserve post revaluation (3k) has been reduced to zero.	March 08 £0.128m March 09 £0.000m March 10 £0.000m March 11 £0.000m
Local Economy Steering Group	This is a new reserve set up for 2008/09. It has been created using LABGI income to fund initiatives that support the local economy.	The creation of the reserve was considered at CMT on the 18 February and is in response to the Council's new priority to sustain local economic prosperity.	March 08 £0.000m March 09 £0.034m March 10 £0.000m March 11 £0.000m
LPSA2 Performance Reward Grant	This is a new reserve set up for 2008/09 to hold the Performance Reward Grant until its allocation between the Local Strategic Partners can be accurately determined	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose.	March 08 £0m March 09 £0.329m March 10 £0.329m March 11 £0.000m

Other Balances

Balance	Purpose	Policy	Value
Collection Fund Balance	The Collection Fund balance represents the surplus or deficit on the Collection Fund. This is a separate account which shows the transactions of the billing authority in relation to National Non Domestic Rates and Council Tax and the distribution to precepting bodies.	The balance on this fund is considered alongside the Council's annual budget and Council Tax proposals.	March 08 £0.534m March 09 £0.170m March 10 £0.000m March 11 £0.000m
Financial Instrument Adjustment Account	This is a new reserve set up for 2008/09 and represents the impairment charge on Icelandic bank financial assets. Bracknell Forest has taken advantage of the Capital Finance Regulations to defer the impact of the impairment on the General Fund by transferring it to this account.	This reserve is held for specific accounting reasons. The value is based on guidance received from CIPFA's Local Authority Accounting Panel.	March 08 £0m March 09 -£0.608m March 10 -£0.457m March 11 £0.000m

CORPORATE SERVICES & CHIEF EXECUTIVE'S DEPARTMENT

2010/11 PROPOSED FEES & CHARGES

Service: Legal & Surveyors' Fees

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	19	19

Are concessions available? No

Link to the Council's Medium Tem Objectives: To be accountable and provide excellent value for money.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Legal & Surveyors' Fees for Property Transactions

New Lease	370.00*	400*	8.1
Licence to Assign	260.00	300.00	15.4
Lease Renewal	170.00	180.00	5.9
Contracted Out Lease	130.00	140.00	7.7
License to Alter	200.00	250.00	25.0
Deed of Variation	105.00	200.00	90.5
Sale of Garages & Freehold Reversions	220.00	230.00	4.5
Letter/Deed of Postponement	40.00	40.00	0.0
Section 106 Agreements-£110 per hour,	420.00**	430.00	2.4

* With discretion for the Borough Solicitor to increase if time recorded costs exceed £400, at a rate of £135 per hour.

** With discretion for the Borough Solicitor to increase if time recorded costs exceed £430, at a rate of £135 per hour.

Service: Electoral Registration

Purpose of the Charge: To Contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	3	3

Are concessions available? No

Link to the Council's Medium Tem Objectives: To be accountable and provide excellent value for money.

CORPORATE SERVICES & CHIEF EXECUTIVE'S DEPARTMENT

2010/11 PROPOSED FEES & CHARGES

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Sale of Street Indexes	16.00	17.00	6.3
Request for a confirmation letter - fee (1 hour)	50.00	52.00	4.0
Certificate of current register	16.00	17.00	6.3

Service: Registration of Births, Deaths and Marriages

Purpose of the Charge: To Contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	120	123

Are concessions available? No, but a variety of services provided at differing prices.

Link to the Council's Medium Term Objectives: To be accountable and provide excellent value for money.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Marriage and Civil Partnership Ceremonies

Notice of Intent Fee for each person, for all Marriage and Civil Partnership Ceremonies #1	30.00	30.00	0.0
Licensing of premises as venues for marriages:- Licence (three years)	1,100.00	1,125.00	2.3
Attendance of Superintendent Registrar at approved premises:- Monday - Friday	265.00	270.00	1.9
Saturday	330.00	340.00	3.0
Sunday	380.00	390.00	2.6
Registrar attendance to Registered Building for Marriage (to a church where no Authorised Person is present) #1	47.00	47.00	0.0
Formation of Civil Partnerships in the Syrett Blue Room #1	40.00	40.00	0.0

#1 These are statutory charges that are determined nationally through legislation. There is currently no indication that they might alter during 2010/11.

CORPORATE SERVICES & CHIEF EXECUTIVE'S DEPARTMENT

2010/11 PROPOSED FEES & CHARGES

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)
	£.p	£.p	%	£.p

Marriage and Civil Partnership Ceremonies (Cont)

Syrett Ceremonial Room Marriage & Civil Partnerships Bookings (including room hire, Registrar's attendance and one original copy of certificate) :-				
Monday - Thursday	90.00	95.00	5.6	
Friday	0.00	110.00	0.0	
Saturday	120.00	125.00	4.2	
Saturday pm	220.00	225.00	2.3	
Sunday / Bank Holidays	310.00	320.00	3.2	
Attendance of Celebrant at other non-statutory ceremonies eg naming and reaffirmation of vows				
Monday - Sunday:-				
Syrett Ceremonial Room	123.48	126.38	2.3	148.50
Other Approved Premises	132.17	135.32	2.4	159.00
Certificates #1				
Full certificate of birth, death or marriage	7.00	7.00	0.0	
or if in current register	3.50	3.50	0.0	
Short certificate of birth	5.50	5.50	0.0	
or if in current register	3.50	3.50	0.0	
Civil Partnership certificates full or extract, at time of ceremony	3.50	3.50	0.0	
or at any other time	7.00	7.00	0.0	
#1 These are statutory charges that are determined nationally through legislation. There is currently no indication that they might alter during 2010/11.				

Citizenship Ceremonies and Nationality Checking Service

<i>Nationality Checking Service</i>				
Single (adult) Application	40.87	41.70	2.0	49.00
Single (adult) Application - Saturdays	53.91	55.32	2.6	65.00
1 Adult and 1 Child	48.70	50.21	3.1	59.00
1 Adult and 1 Child - Saturdays	62.61	64.68	3.3	76.00
1 Adult and 2 Children	53.91	55.32	2.6	65.00
1 Adult and 2 Children - Saturdays	66.96	68.94	3.0	81.00
Joint Husband and wife	58.26	59.58	2.3	70.00
Joint Husband and wife - Saturdays	71.30	73.19	2.7	86.00
1 Adult and 3 Children	62.61	64.68	3.3	76.00
1 Adult and 3 Children - Saturdays	75.65	77.45	2.4	91.00
Husband, wife and up to 2 Children	71.30	73.19	2.7	86.00
Husband, wife and up to 2 Children - Saturdays	84.78	86.81	2.4	102.00
Additional children on parents application	13.91	14.47	4.0	17.00
Additional children on parents application - Saturdays	39.13	40.00	2.2	47.00
One or more children under 18 who apply separately from their parents	13.91	14.47	4.0	17.00
One or more children under 18 who apply separately from their parents - Saturdays	22.61	22.98	1.6	27.00
<i>Individual Citizenship Ceremonies</i>				
Monday - Friday (Syrett Blue Room)	50.00	51.06	2.1	60.00
Saturday (Syrett Ceremonial Room)	210.00	215.32	2.5	253.00

CORPORATE SERVICES & CHIEF EXECUTIVE'S DEPARTMENT

2010/11 PROPOSED FEES & CHARGES

Service: Democratic Services

Purpose of the Charge: To Contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	1	1

Are concessions available? Agendas are available online at no charge.

Link to the Council's Medium Term Objectives: To be accountable and provide excellent value for money.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)
	£.p	£.p	%	£.p

Council Publications

<u>Agendas/Minutes, etc</u>				
Council agenda – Charge per Annum (Based on 8 per Annum)	140.00	144.00	2.90	
Executive Agenda – Charge per Annum (based on 11 per Annum)	210.00	216.00	2.90	
Planning & Highways Committee (based on 12 per Annum)	210.00	216.00	2.90	
Any other Committee or Sub Committee Agendas	100.00	103.00	3.0	
Charge per Annum (Based on 4 per annum)		0.00		
Charge per single copy	23.50	25.00	6.4	
Part extract (any Committee) including background papers - administration fee plus....	10.00	11.00	10.0	
Photocopying Charges				
A4 B&W	0.20	0.21	5.00	0.25
A3 B&W	0.35	0.34	-2.90	0.40
A4 Colour	0.65	0.68	4.60	0.80
A3 Colour	1.25	1.28	2.40	1.50

CORPORATE SERVICES & CHIEF EXECUTIVE'S DEPARTMENT

2010/11 PROPOSED FEES & CHARGES

Service: Democratic Services

Purpose of the Charge: To Contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	1	1

Are concessions available? Agendas are available online at no charge.

Link to the Council's Medium Term Objectives: To be accountable and provide excellent value for money.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Council Publications (Cont)

Planning Publications and other	As Necessary	As Necessary	-
Copies of Ordnance Survey Sheets for use in Planning	OS royalty charge plus standard copying fee		

STANDARD OTHER CHARGES

These are chargeable in addition or as default to recover actual costs for services			
Invoice Charge	18.00	18.50	2.8
Hourly Rate	47.00	48.00	2.1
Minimum Charge	23.50	24.00	2.1

Service: Education Transport

Purpose of the Charge: To contribute to the costs of the service where there is spare capacity on an existing route.

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	14	14

Are concessions available? No

Link to the Council's Medium Term Objectives: To be accountable and provide excellent value for money.

CORPORATE SERVICES & CHIEF EXECUTIVE'S DEPARTMENT

2010/11 PROPOSED FEES & CHARGES

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Home to School Travel

Farepayer fees per term on existing routes			
Ranelagh School	270.00	270.00	0.0
All Hallows School	425.00	425.00	0.0
Salesian School	425.00	425.00	0.0
Lost Passes	20.00	20.00	0.0

These fees are reviewed and set in accordance with the academic year. They reflect the direct cost of providing the service based on Home to School Transport policy (cost of vehicle per day multiplied by 190 days in the school year, then divided by the number of seats on that vehicle). These fees will remain in force until September 2010 when they will be subject to change.

Service: Bracknell Market

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	95	97

Are concessions available? Yes - External charity stalls are free of charge.

Link to the Council's Medium Term Objectives: To be accountable and provide excellent value for money.

CORPORATE SERVICES & CHIEF EXECUTIVE'S DEPARTMENT

2010/11 PROPOSED FEES & CHARGES

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase	Proposed Fee (Inc VAT)
	£.p	£.p	%	£.p
Charge per foot run - internal				
Non VAT registered stallholders	2.62	2.69	2.5	3.16
VAT registered stallholders	3.04	3.12	2.5	3.66
Charge per foot run - external				
Non VAT registered stallholders	2.35	2.41	2.5	2.83
VAT registered stallholders	2.71	2.78	2.5	3.26
Charity Stall	0.00	0.00	0.0	0.00
Charge per metre run - internal				
Non VAT registered stallholders	8.60	8.82	2.5	10.36
VAT registered stallholders	9.97	10.22	2.5	12.00
Charge per metre run - external				
Non VAT registered stallholders	7.71	7.90	2.5	9.28
VAT registered stallholders	8.89	9.11	2.5	10.70
Charity Stall	0.00	0.00	0.0	0.00

Service: Print Unit

Purpose of the Charge: To recover costs

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	79	81

Are concessions available? No

Link to the Council's Medium Term Objectives: To be accountable and provide excellent value for money.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
External Customer Printing			
Charge for individual print job	Quotation based on individual job requirements	Quotation based on individual job requirements	2.5%

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Adult and Community Learning

Purpose of the Charge: To fully fund the costs of the service not financed by external grant

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	5	5

Are concessions available? Yes 50% reduction for all on means tested benefits

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan and to build a vibrant Bracknell town centre that residents and businesses are proud of

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Adult and Community Learning Plan

Course Fees				
Next Step Courses	Per hour	4.00	4.00	0.0
Initial Taster Sessions	Per hour	1.00	1.00	0.0
Personal & Community Development Learning				
Course Fees			50% cost	
Other Courses are fully funded from external grant				
Course fees are agreed on an academic year basis once external funding is confirmed and approved by the Executive Member as part of the Adult Learning Plan				

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Adult and Community Learning

Purpose of the Charge: To fully fund the costs of the service not financed by external grant

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	88	90

Are concessions available? Yes to the voluntary sector, charities and associated learning agenda organisations as well as internal BFC usage

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan and to build a vibrant Bracknell town centre that residents and businesses are proud of

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Brakenhale Open Learning Centre Room Hire and Refreshments

Room Hire per Hour			
Grant funded courses	10.00	10.00	0.0
Bracknell Forest Council	12.00	12.30	2.5
External users - Voluntary Sector, Charities & Associated Learning Agenda Organisations	12.00	12.00	0.0
Other external users	15.00	15.40	2.7
Insurance	10% room hire	10% room hire	0.0
Refreshments			
Tea & Coffee	5.00	5.10	2.0
	per half day		
	10.00	10.25	2.5
	per day		
Lunches	Cost	Cost + 10%	10.0

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Standards Fund

Purpose of the Charge: To fully fund the costs of the service not financed by external grant

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	13	13

Are concessions available? No

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Playing for Success joint arrangement with Wokingham Borough Council

Contribution from WBC towards the joint project			
Contribution	12,500.00	12,500.00	0.0

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Education Centre

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	105	108

Are concessions available? Yes, internal fees are lower than those charged to external customers

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Education Centre Room Hire Non Bracknell Forest Council

Whole Day			
Newbury	279.00	286.00	2.5
Bedford	176.00	180.50	2.6
Donnington	176.00	180.50	2.6
Sandys	176.00	180.50	2.6
Wimpole	176.00	180.50	2.6
Other	176.00	180.50	2.6
Cromwell Computer Room	255.00	261.00	2.4
Half Day			
Newbury	140.00	143.50	2.5
Bedford	91.00	93.00	2.2
Donnington	91.00	93.00	2.2
Sandys	91.00	93.00	2.2
Wimpole	91.00	93.00	2.2
Other	91.00	93.00	2.2
Cromwell Computer Room	151.00	155.00	2.6

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Education Centre

Purpose of the Charge: To Contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:		

Are concessions available? Yes, internal fees are lower than those charged to external customers

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Education Centre Room Hire Non Bracknell Forest Council (cont)

Twilight			
Newbury	103.00	106.00	2.9
Bedford	67.00	69.00	3.0
Donnington	67.00	69.00	3.0
Sandys	67.00	69.00	3.0
Wimpole	67.00	69.00	3.0
Other	67.00	69.00	3.0
Cromwell Computer Room	123.00	126.00	2.4
Evening	116.00	119.00	2.6
Newbury	91.00	93.00	2.2
Bedford	91.00	93.00	2.2
Donnington	91.00	93.00	2.2
Sandys	91.00	93.00	2.2
Wimpole	91.00	93.00	2.2
Other	91.00	93.00	2.2
Cromwell Computer Room	151.00	155.00	2.6

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Education Centre

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:		

Are concessions available? Yes, internal fees are lower than those charged to external customers see below

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Education Centre Room Hire Bracknell Forest Council

Whole Day			
Newbury	231.00	237.00	2.6
Bedford	146.00	150.00	2.7
Donnington	146.00	150.00	2.7
Sandys	146.00	150.00	2.7
Wimpole	146.00	150.00	2.7
Other	146.00	150.00	2.7
Cromwell Computer Room	216.00	221.00	2.3
Half Day			
Newbury	116.00	119.00	2.6
Bedford	72.00	74.00	2.8
Donnington	72.00	74.00	2.8
Sandys	72.00	74.00	2.8
Wimpole	72.00	74.00	2.8
Other	72.00	74.00	2.8
Cromwell Computer Room	129.00	132.00	2.3

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Education Centre

Purpose of the Charge: To Contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:		

Are concessions available? Yes, internal fees are lower than those charged to external customers see below

Link to the Council's Medium Tem Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Education Centre Room Hire Bracknell Forest Council (cont)

Twilight			
Newbury	87.00	89.00	2.3
Bedford	62.00	64.00	3.2
Donnington	62.00	64.00	3.2
Sandys	62.00	64.00	3.2
Wimpole	62.00	64.00	3.2
Other	62.00	64.00	3.2
Cromwell Computer Room	113.00	116.00	2.7
Evening	98.00	100.00	2.0
Newbury	72.00	74.00	2.8
Bedford	72.00	74.00	2.8
Donnington	72.00	74.00	2.8
Sandys	72.00	74.00	2.8
Wimpole	72.00	74.00	2.8
Other	72.00	74.00	2.8
Cromwell Computer Room	129.00	132.00	2.3

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Education Centre

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	69	70

Are concessions available? Yes, internal fees are lower than those charged to external customers see below

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Education Centre Refreshment Charges Non Bracknell Forest Council

Tea and Coffee			
Per Day	3.45	4.20	21.7
Per Half day	2.30	2.80	21.7
Per Mug (change from per cup to per mug wef 1-4-10)	1.15	1.40	21.7
Sandwiches			
Per Round with Tea, Coffee, OJ & Fruit	6.15	7.15	16.3
Lunch in Main Restaurant			
Per Person	13.15	13.65	3.8
Finger Buffet			
Per Person with Tea, Coffee, OJ & Fruit	9.70	10.50	8.2

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Education Centre

Purpose of the Charge: To Contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:		

Are concessions available? Yes, internal fees are lower than those charged to external customers see below

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Education Centre Refreshment Charges Bracknell Forest Council

Tea and Coffee			
Per Day	3.15	3.75	19.0
Per Half day	2.10	2.50	19.0
Per Mug (change from per cup to per mug wef 1-4-10)	1.05	1.25	19.0
Sandwiches			
Per Round with Tea, Coffee, OJ & Fruit	5.60	6.95	24.1
Lunch in Main Restaurant			
Per Person	13.00	13.50	3.8
Finger Buffet			
Per Person with Tea, Coffee, OJ & Fruit	9.25	9.95	7.6

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Education Centre

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	13	13

Are concessions available? Yes, internal fees are lower than those charged to external customers see below

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Education Centre Charges for Goods Sold

Photocopying				
Per Copy - Black & White	A3 Single Sided	0.06	0.06	0.0
	A4 Single Sided	0.03	0.04	33.3
	A3 Double Sided	0.10	0.10	0.0
	A4 Double Sided	0.06	0.06	0.0
Per Copy - Colour	A3 BFBC	0.60	0.80	33.3
	A3 External	0.64	0.80	25.0
	A4 BFBC	0.43	0.50	16.3
	A4 External	0.47	0.50	6.4
Laminating	per metre 25" wide	1.70	2.05	20.6
	Pockets A3	0.60	0.72	20.0
	Pockets A4	0.34	0.41	20.6

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Education Centre

Purpose of the Charge: To Contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:		

Are concessions available? Yes, internal fees are lower than those charged to external customers see below

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Education Centre Charges for Goods Sold (Cont)

Stationery/Cards etc				
Cards	Each	1.02	1.20	17.6
	Each when purchasing 10 or more	0.85	1.00	17.6
Thank you notes & invites		3.40	4.00	17.6
Wrapping Paper		0.85	1.00	17.6
Tissue Paper	Coloured	0.85	1.00	17.6
	Metalic & Patterned	1.28	1.50	17.2
Pks Christmas Cards	Small	2.13	2.50	17.4
	Medium	2.98	3.50	17.4
	Large	3.40	4.00	17.6
Bottle Toppers		2.13	2.50	17.4
Bookmarks		0.43	0.50	16.3
Stationery Packs		2.13	No Longer sold	
Flip Files A4 10 Pockets		1.40	1.62	15.7
Zip Wallets	A3	0.39	0.46	17.9
	A4 Generous	0.33	0.39	18.2
	A4 Ordinary	0.32	0.38	18.8
	A5	0.29	0.34	17.2

Above prices are controlled by Stationery suppliers and so may vary
New stock items will be purchased if demand justifies with prices to be agreed at the time

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Learning and Achievement

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	73	74

Are concessions available? Yes, fees to Local Authority schools are lower than those charged to external customers

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Professional Development Courses

Course Fees and Timings			
Internal and Other LEA Schools			
Full Day (09.15 - 15.45)	115.00	118.00	2.6
Half Day (09.15 - 12.15) or (13.00 - 16.00)	60.00	62.00	3.3
Twilight (16.15 - 17.30)	28.00	29.00	3.6
Independent Schools			
Full Day (09.15 - 15.45)	230.00	236.00	2.6
Half Day (09.15 - 12.15) or (13.00 - 16.00)	120.00	123.00	2.5
Twilight (16.15 - 17.30)	56.00	57.00	1.8

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Learning and Achievement

Purpose of the Charge: To Contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:		

Are concessions available? Yes, internal fees are lower than those charged to external customers see below

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Consultancy Rates

Chargeable Activities			
Services offered include Curriculum Reviews, Data Analysis, Training, Specialist Advice and Performance Management			
All fees are a minimum rate, include normal preparation time but exclude travel and materials and must be agreed with line manager and Chief Officer			
BFC Schools			
Daily rate	400.00	410.00	2.5
Half Day	210.00	215.00	2.4
Hourly rate	85.00	87.00	2.4
Non BFC Schools			
Daily rate	525.00	538.00	2.5
Half Day	265.00	272.00	2.6
Hourly rate	105.00	108.00	2.9

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Larchwood

Purpose of the Charge: To cover the costs of the service when used by other Local Authorities

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	34	35

Are concessions available? Yes, free service for Bracknell children

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Residential short break care

Overnight Per Night		363.45	372.50	2.5
Daycare				
Standard	per hour	14.35	15.00	4.5
Additional 1:1 staffing	per hour	12.00	12.50	4.2
Additional 2:1 staffing	per hour	24.00	25.00	4.2

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Children Looked After

Purpose of the Charge: To cover the costs of fostercare charges when BFC fostercarers are used by other Local Authorities

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	22	23

Are concessions available? No

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Fostercare charges

Charge per week	276.84 to 576.30	283.76 to 590.71	2.5 (estimate)
Fees are increased in line with guidance from the Fostering Network which has yet to be confirmed. The increase is therefore indicative.			
Additional amount: Emergency placement	50.00	TBD	
Additional amount: Long term placement	100.00	TBD	
Additional amounts agreed through negotiation with Berkshire Local Authorities.			

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Other Children's and Family Services

Purpose of the Charge: To charge for other Local Authority children placed with BF adopters
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	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	52	53

Are concessions available? No

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Adoption Fees

One child	50% at Scale point 31	13,294.25	13,415.50	0.9
2 children	x 1.5	19,941.38	20,123.25	0.9
3 or more children	x 2	26,588.50	26,831.00	0.9
Fees are set nationally and are dependant on the pay rise awarded to staff.				(estimate)

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : SEN provisions and support services

Purpose of the Charge: To fund the costs of the service where provided to other local authority pupils

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	50	51

Are concessions available? No

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

SEN recoupment fees

Funded cost of placement	Various	Various	
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CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Youth Service

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	10	10

Are concessions available? No

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Young Peoples Attendance Fee

Attendance Fee	per session	0.00 to 1.00	0.00 to 1.00	0.0
Membership Fee	per annum	0.00 to 2.00	0.00 to 2.00	0.0
Activities Fee	per session	0.00 to 2.50	0.00 to 2.50	0.0

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Youth Service

Purpose of the Charge: To Contribute to the costs of the service

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	125	128

Are concessions available? Internal fees are lower than those charged to external customers see below

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Hire Fees

Youth & Community Groups - not for profit basis				
Hall	per hour	7.19 to 11.34	7.35 to 11.60	2.5 2.5
Meeting Room	per hour	7.19 to 10.50	7.35 to 10.75	2.5 2.5
Private & Commercial				
Hall	per hour	10.50 to 25.13	10.75 to 25.75	2.5 2.5
Meeting room	per hour	10.5 to 21.00	10.75 to 21.50	2.5 2.5
Other income is generated by long term leases				

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Youth Service

Purpose of the Charge: To Contribute to the costs of the service

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	9	9

Are concessions available? No

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Sale of Goods

Tuck Shops Various refreshments	0.01 to 1.50	0.01 to 1.50	0.0
Duke of Edinburgh Awards Books	13.00 to 18.50	13.00 to 18.50	0.0
Duke of Edinburgh now using web-based information so no books to sell			

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Family Tree Nursey

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	354	358

Are concessions available? Yes. Where 2 or more fee paying (Not Early Education Funding only) children from the same family attend the nursery, a 10% discount will be applied to the cheapest placement(s). This discount will not apply to extra hours outside of the agreed contractual hours, late collection fees or administration fees. Staff concessions are not available

Link to the Council's Medium Tem Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Placement Fees

3 Months - 3 Years old				
Full Time				
Weekly	226.76	229.03	1.0	
Monthly	982.29	995.18	1.3	
Part time				
1 day	- Weekly charge	50.70	51.42	1.4
	- Monthly charge	219.61	223.42	1.7
2 days	- Weekly charge	100.87	102.15	1.3
	- Monthly charge	437.03	443.85	1.6
3 days	- Weekly charge	150.59	152.19	1.1
	- Monthly charge	652.46	661.30	1.4
4 days	- Weekly charge	199.76	201.54	0.9
	- Monthly charge	865.76	875.76	1.2
Hourly Rate		5.70	5.76	1.0
Deposit per child			50.00	
Late Collection Fees - per 15 minutes			10.00	

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : Family Tree Nursey

Purpose of the Charge: To Contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:		

Are concessions available? Yes. Where 2 or more fee paying (Not Early Education Funding only) children from the same family attend the nursery, a 10% discount will be applied to the cheapest placement(s). This discount will not apply to extra hours outside of the agreed contractual hours, late collection fees or administration fees. Staff concessions are not available

Link to the Council's Medium Tem Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Placement Fees

Over 3 years				
Full Time				
Weekly	213.56	215.70	1.0	
Monthly	925.32	937.25	1.3	
Part time				
1 day	- Weekly charge	47.41	48.42	2.1
	- Monthly charge	205.25	210.41	2.5
2 days	- Weekly charge	94.27	96.20	2.0
	- Monthly charge	408.43	418.01	2.3
3 days	- Weekly charge	140.91	143.33	1.7
	- Monthly charge	610.88	622.80	2.0
4 days	- Weekly charge	187.11	189.81	1.4
	- Monthly charge	811.09	824.78	1.7
Hourly Rate	5.41	5.46	1.0	
Early Educational Funding (Optional)		0.30		
Deposit per child		50.00		
Late Collection Fees - per 15 minutes		10.00		

CHILDREN, YOUNG PEOPLE AND LEARNING**2010/11 PROPOSED FEES & CHARGES**

Nursery fees are calculated over 52.143 weeks and paid over 12 months with a discount of 1 week in December
The percentage increase for monthly fees differs to the increase for weekly fees due to a change in the calculation used. The calculation of fees has been rationalised to make the fees easier to understand. The percentage increase for over 3's in full time care has been reduced to keep the part time increases closer to the 2.5% target
Session charges have been removed, as sessions will no longer be offered when the Nursery becomes a fully flexible provision
Early Educational Funding only places will attract an optional 30p surcharge to cover hot meals, nappies etc otherwise clients must provide their own.
The calculation of these fees is based on receiving Early Education Funding at the level currently calculated.

CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : School related expenditure

Purpose of the Charge: To fund the costs of the service where provided to other local authority pupils

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	50	51

Are concessions available? No

Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

SEN recoupment overhead fees

Percentage addition to funded cost of placement to cover cost of BFC overheads	Various	Various	
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CHILDREN, YOUNG PEOPLE AND LEARNING

2010/11 PROPOSED FEES & CHARGES

Service : School related expenditure

Purpose of the Charge: To cover costs of the service that are not fully funded by Government Grant

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	294	301

Are concessions available? Yes for all on means tested benefits

Link to the Council's Medium Tem Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Music Tuition

Tuition Fees				
Group Lessons	per pupil per term	81.00	83.00	2.5
Achievement-Silver	per pupil per term	225.00	230.00	2.2
Achievement-Gold	per pupil per term	450.00	460.00	2.2
Bands	per pupil per term	55.00	56.00	1.8
Fees are set on an academic year basis from each September.				

ADULT SOCIAL CARE & HEALTH DEPARTMENT

2010/11 PROPOSED FEES & CHARGES

Service : Service User Contribution for Adult Residential and Nursing Care

Purpose of the Charge: To contribute to the costs of residential accommodation

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	2,604	2,670

Are concessions available? Yes - The actual contribution will be assessed in accordance with the current 'CRAG' (Charging for Residential Guide) issued by the Department of Health

Link to the Council's Medium Term Objectives: To promote independence and choice for vulnerable adults and older people

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Residential and Nursing Care This includes respite and short term care.	Contribution Per Week	Up to the net cost of the placement, subject to financial assessment	Up to the net cost of the placement, subject to financial assessment	2.5 (estimate)
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ADULT SOCIAL CARE & HEALTH DEPARTMENT

2010/11 PROPOSED FEES & CHARGES

Service : Service User Contribution for Adult Non Residential Services
(Homecare and Direct Payments)

Purpose of the Charge: To contribute to the costs of Homecare and Direct Payments

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	700	718

Are concessions available? Yes - The actual contribution will be assessed in accordance with the current 'Fairer Charging Policy' issued by the Council which complies with national guidance issued by the Department of Health.

Link to the Council's Medium Term Objectives: To promote independence and choice for vulnerable adults and older people

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Homecare			
Hourly charge	15.45	15.80	2.5
Maximum weekly charge	100% of the standard residential home payment	100% of the standard residential home payment	0.5
Direct Payments Contribution Per Week	100% of the standard residential home payment or up to the cost of the payment, subject to financial assessment	100% of the standard residential home payment or up to the cost of the payment, subject to financial assessment	2.5 (estimate)
NB the maximum contribution will be equivalent to the weekly Homecare charge			

ADULT SOCIAL CARE & HEALTH DEPARTMENT

2010/11 PROPOSED FEES & CHARGES

**Service : Service User Contribution for Adult Non Residential Services
(Meals on Wheels, Luncheon Clubs and Day Centres)**

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	110	113

Are concessions available? No

Link to the Council's Medium Term Objectives: To promote independence and choice for vulnerable adults and older people

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Meals on Wheels, Luncheon Clubs and Day Centres			
Charge per meal	3.00	3.10	2.5
The 'Look In' and other catering			
Where applicable catering is provided at appropriate rates for the service provided			

ADULT SOCIAL CARE & HEALTH DEPARTMENT

2010/11 PROPOSED FEES & CHARGES

Service : Adult Residential Care - Charges to other organisations

Purpose of the Charge: To recover the full cost of the service used

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	59	60

Are concessions available? No

Link to the Council's Medium Term Objectives: To promote independence and choice for vulnerable adults and older people

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Residential Care (including Respite)				
Older People				
Residential	Charge per week	590.39	605.10	2.5
Respite	Charge per night	84.34	86.40	2.5
Learning Disability				
Residential	Charge per week	1,108.54	1,136.30	2.5
Self Care Flats and Houses	Charge per week	543.33	556.90	2.5
	<i>Charge will depend on unit and service requirements</i>	to 1,914.42	to 1,962.30	2.5

ADULT SOCIAL CARE & HEALTH DEPARTMENT

2010/11 PROPOSED FEES & CHARGES

Service : Adult Day Care - Charges to other organisations

Purpose of the Charge: To recover the costs of the service

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	87	89

Are concessions available? No

Link to the Council's Medium Term Objectives: To promote independence and choice for vulnerable adults and older people

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Day Care				
Heathlands Day Centre	Charge per day	44.97	46.10	2.5
Downside	Charge per day	60.78	62.30	2.5
Learning Disability				
Standard Care	Charge per day	35.25	36.10	2.5
Special Care	Charge per day	103.32	105.90	2.5

ADULT SOCIAL CARE & HEALTH DEPARTMENT

2010/11 PROPOSED FEES & CHARGES

Service : Blue Badge Scheme

Purpose of the Charge: To contribute to the cost of the service

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	3	3

Are concessions available? No

Link to the Council's Medium Term Objectives: To promote independence and choice for vulnerable adults and older people

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%
Blue Badge - Issues and Duplicate Badges This is the maximum fee payable set by the Department of Health	2.00	2.00	0.0

ADULT SOCIAL CARE & HEALTH DEPARTMENT

2010/11 PROPOSED FEES & CHARGES

Service : Health funded adult social service provision

Purpose of the Charge: To recover the costs of the service

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	8,161	8,291

Are concessions available? No

Link to the Council's Medium Term Objectives: To promote independence and choice for vulnerable adults and older people

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

<p>Health Funded Provision The Council receives a number of different income streams from health organisations, summarised as:</p> <p>Registered nursing care contribution</p> <p>Continuing health care contributions</p> <p>Section 28a funding</p> <p>Joint funded posts and any other income.</p>	<p>Current DH rates</p> <p>Actual costs incurred</p> <p>Grant Income Received</p> <p>Actual costs incurred</p>	<p>Current DH rates</p> <p>Actual costs incurred</p> <p>Grant Income Received</p> <p>Actual costs incurred</p>	
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ADULT SOCIAL CARE & HEALTH DEPARTMENT

2010/11 PROPOSED FEES & CHARGES

Service : Other miscellaneous adult social services income

Purpose of the Charge: To recover the costs of the service

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	226	232

Are concessions available? No

Link to the Council's Medium Term Objectives: To promote independence and choice for vulnerable adults and older people

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

The Council may receive a number of different income streams in addition to health organisations, including:			
Supported living and tenancies	Actual costs incurred if applicable	Actual costs incurred if applicable	
Other miscellaneous income. Where no specific rate is set and where applicable the Council will seek to ensure any fees or charges will cover the cost of service provided	Actual costs incurred if applicable	Actual costs incurred if applicable	

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Building Control

Purpose of the Charge: To recover the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	382	392

Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.

Link to the Council's Medium Term Objectives: To promote sustainable housing and infrastructure development

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

BUILDING REGULATIONS

1. Where FULL PLANS are submitted, the charges for Building Regulations are normally submitted in two stages:-

Stage One: (The Plan Charge) - on submission of the application

Stage Two: (The Inspection Charge) - following the first site inspection.

You must pay the first charge when depositing the application; the second charge is payable on demand from the Council after the first relevant site inspection has been carried out. All subsequent inspections are free of any charge.

2. Where a BUILDING NOTICE is submitted instead of full plans, the full charge is payable at the time of submission.

The Regulations provide for the amount of charges to be calculated in different ways, depending on the nature of the work shown on the deposited plans. The following schedule is intended to assist you in determining the amount of charges required for your proposal. It is an attempt to simplify complex Regulations and there may be a few occasions when the charges will vary from those listed. Should you submit an incorrect amount you would be advised.

CHEQUES TO BE MADE PAYABLE TO BRACKNELL FOREST BOROUGH COUNCIL

PROPOSAL

Domestic Plan Charge (Full Plans)					
Domestic extension not exceeding 10 sq m floor area	153.30	130.47	157.15	133.74	2.5
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	153.30	130.47	157.15	133.74	2.5
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	153.30	130.47	157.15	133.74	2.5
Loft conversion	153.30	130.47	157.15	133.74	2.5
Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £26,000. If the cost of the works are over £26,000 please use table overleaf (minimum fee)					
Detached garage or car port (or both) not exceeding 40 sq m in floor area and to be used in common with an existing building and which is not an exempt building	178.80	152.17	183.25	155.96	2.5
Detached garage or car port (or both) not exceeding 40-60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	153.30	130.47	157.15	133.74	2.5
Conversion of garage (including part conversion) into habitable use.	286.10	243.49	293.25	249.57	2.5

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2009/10 PROPOSED FEES & CHARGES**

Service : Building Control

Purpose of the Charge: To recover the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	382	382

Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.

Link to the Council's Medium Term Objectives: To promote sustainable housing and infrastructure development

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Domestic Inspection Charge (Full Plans)					
Domestic extension not exceeding 10 sq m floor area	260.55	221.74	267.05	227.28	2.5
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	378.05	321.74	387.50	329.79	2.5
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	556.85	473.91	570.75	485.74	2.5
Loft conversion Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £33,000. If the cost of the works are over £33,000 please use table overleaf (minimum fee)	378.05	321.74	387.50	329.79	2.5
Detached garage or car port (or both) not exceeding 40 sq m in floor area and to be used in common with an existing building and which is not an exempt building	NIL			NIL	
Detached garage or car port (or both) not exceeding 40-60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	204.35	173.91	209.45	178.26	2.5
Conversion of garage (including part conversion) into habitable use.	NIL			NIL	
Domestic Charge (Building Notice)					
Domestic extension not exceeding 10 sq m floor area	413.85	352.21	424.20	361.02	2.5
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area	531.35	452.21	544.65	463.53	2.5
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area	710.15	604.38	727.90	619.49	2.5
Loft conversion Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £21,000. If the cost of the works are over £21,000 please use table overleaf (minimum fee)	531.35	452.21	544.65	463.53	2.5
Detached garage or car port (or both) not exceeding 40 sq m in floor area and to be used in common with an existing building and which is not an exempt building	178.80	152.17	183.25	155.96	2.5
Detached garage or car port (or both) not exceeding 40-60 sq m in floor area and to be used in common with an existing building and which is not an exempt building	357.65	304.38	366.60	312.00	2.5
Conversion of garage (including part conversion) into habitable use.	286.10	243.49	293.25	249.57	2.5
OTHER WORK - including:- a) Domestic extensions over 60 sq m floor area b) Alterations to domestic building(s) (other than the formation of room(s) in roof space)	Charges based on 100% of full estimated cost SEE TABLE HEADED CHARGES FOR OTHER WORK				

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT

2009/10 PROPOSED FEES & CHARGES

Service : Building Control

Purpose of the Charge: To recover the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	382	382

Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.

Link to the Council's Medium Term Objectives: To promote sustainable housing and infrastructure development

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
REPLACEMENT GLAZING	82.65	70.34	84.70	72.09	2.5
Domestic:					
Non-Domestic:	Charged on estimated cost (see table headed charges for other work)				

NB
 Work for the benefit of disabled persons may be exempt from charges
 Floor areas are measured internally
 If there is more than one domestic extension in any application then the floor areas must be added together up to a maximum of 60 sq m
 Full estimated cost means the full cost of the works shown in the plans, but excludes professional fees and VAT. If an estimate is not submitted the estimate will be based on the RICS Building Cost Information Service
 Regularisation charges are calculated on the basis of 120% of the net Building Notice Charge.

CHARGES FOR OTHER WORK

Plan Charge (Full Plans)					
Table A Where the estimated cost is (£)					
0 - 2000	143.05	121.74	146.65	124.81	2.5
2,001 - 5,000	245.25	208.72	251.40	213.96	2.5
5,001 - 6,000	255.45	217.40	261.85	222.85	2.5
6,001 - 7,000	265.70	226.13	272.35	231.79	2.5
7,001 - 8,000	270.80	230.47	277.55	236.21	2.5
8,001 - 9,000	275.90	234.81	282.80	240.68	2.5
9,001 - 10,000	286.10	243.49	293.25	249.57	2.5
10,001 - 11,000	296.30	252.17	303.70	258.47	2.5
11,001 - 12,000	306.55	260.89	314.20	267.40	2.5
12,001 - 13,000	316.75	269.57	324.65	276.30	2.5
13,001 - 14,000	327.00	278.30	335.20	285.28	2.5
14,001 - 15,000	337.20	286.98	345.65	294.17	2.5
15,001 - 16,000	347.40	295.66	356.10	303.06	2.5
16,001 - 17,000	357.65	304.38	366.60	312.00	2.5
17,001 - 18,000	378.05	321.74	387.50	329.79	2.5
18,001 - 19,000	388.30	330.47	398.00	338.72	2.5
19,001 - 20,000	398.50	339.15	408.45	347.62	2.5
20,001 - 21,000	153.30	130.47	157.15	133.74	2.5
21,001 - 22,000	153.30	130.47	157.15	133.74	2.5
22,001 - 23,000	153.30	130.47	157.15	133.74	2.5
23,001 - 24,000	153.30	130.47	157.15	133.74	2.5
24,001 - 25,000	153.30	130.47	157.15	133.74	2.5
25,001 - 26,000	153.30	130.47	157.15	133.74	2.5
26,001 - 27,000	153.30	130.47	157.15	133.74	2.5
27,001 - 28,000	153.30	130.47	157.15	133.74	2.5
28,001 - 29,000	153.30	130.47	157.15	133.74	2.5

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2009/10 PROPOSED FEES & CHARGES**

Service : Building Control

Purpose of the Charge: To recover the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	382	382

Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.

Link to the Council's Medium Term Objectives: To promote sustainable housing and infrastructure development

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Table B Where the estimated cost is (£)					
29,001 - 30,000	125.50	106.81	128.65	109.49	2.5
for each additional £1,000 (or part) up to £100,000 add	2.65	2.26	2.70	2.30	1.9
100,001 - 250,000	310.35	264.13	318.10	270.72	2.5
for each additional £1,000 (or part) up to £250,000 add	1.20	1.02	1.25	1.06	4.2

For estimated costs above £250,000 or if you wish to discuss our Levels of Service please phone the Building Control Manager on 01344 351124

Inspection Charge (Full Plans)

Table A Where the estimated cost is (£)					
0 - 2000	NIL	NIL	NIL	NIL	
2,001 - 5,000	NIL	NIL	NIL	NIL	
5,001 - 6,000	NIL	NIL	NIL	NIL	
6,001 - 7,000	NIL	NIL	NIL	NIL	
7,001 - 8,000	NIL	NIL	NIL	NIL	
8,001 - 9,000	NIL	NIL	NIL	NIL	
9,001 - 10,000	NIL	NIL	NIL	NIL	
10,001 - 11,000	NIL	NIL	NIL	NIL	
11,001 - 12,000	NIL	NIL	NIL	NIL	
12,001 - 13,000	NIL	NIL	NIL	NIL	
13,001 - 14,000	NIL	NIL	NIL	NIL	
14,001 - 15,000	NIL	NIL	NIL	NIL	
15,001 - 16,000	NIL	NIL	NIL	NIL	
16,001 - 17,000	NIL	NIL	NIL	NIL	
17,001 - 18,000	NIL	NIL	NIL	NIL	
18,001 - 19,000	NIL	NIL	NIL	NIL	
19,001 - 20,000	NIL	NIL	NIL	NIL	
20,001 - 21,000	255.45	217.40	261.85	222.85	2.5
21,001 - 22,000	265.70	226.13	272.35	231.79	2.5
22,001 - 23,000	286.10	243.49	293.25	249.57	2.5
23,001 - 24,000	296.30	252.17	303.70	258.47	2.5
24,001 - 25,000	306.55	260.89	314.20	267.40	2.5
25,001 - 26,000	316.75	269.57	324.65	276.30	2.5
26,001 - 27,000	327.00	278.30	335.20	285.28	2.5
27,001 - 28,000	337.20	286.98	345.65	294.17	2.5
28,001 - 29,000	347.40	295.66	356.10	303.06	2.5

Table B Where the estimated cost is (£)					
29,001 - 30,000	376.40	320.34	385.80	328.34	2.5
for each additional £1,000 (or part) up to £100,000 add	7.95	6.77	8.15	6.94	2.5
100,001 - 250,000	931.05	792.38	954.35	812.21	2.5
for each additional £1,000 (or part) up to £250,000 add	3.50	2.98	3.60	3.06	2.9

For estimated costs above £250,000 or if you wish to discuss our Levels of Service please phone the Building Control Manager on 01344 351124

Building Notice Charge (Building Notice)

Table A Where the estimated cost is (£)					
0 - 2000	143.05	121.74	146.65	124.81	2.5
2,001 - 5,000	245.25	208.72	251.40	213.96	2.5
5,001 - 6,000	255.45	217.40	261.85	222.85	2.5
6,001 - 7,000	265.70	226.13	272.35	231.79	2.5
7,001 - 8,000	270.80	230.47	277.55	236.21	2.5
8,001 - 9,000	275.90	234.81	282.80	240.68	2.5
9,001 - 10,000	286.10	243.49	293.25	249.57	2.5
10,001 - 11,000	296.30	252.17	303.70	258.47	2.5
11,001 - 12,000	306.55	260.89	314.20	267.40	2.5
12,001 - 13,000	316.75	269.57	324.65	276.30	2.5
13,001 - 14,000	327.00	278.30	335.20	285.28	2.5
14,001 - 15,000	337.20	286.98	345.65	294.17	2.5
15,001 - 16,000	347.40	295.66	356.10	303.06	2.5
16,001 - 17,000	357.65	304.38	366.60	312.00	2.5

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2009/10 PROPOSED FEES & CHARGES**

Service : Building Control

Purpose of the Charge: To recover the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	382	382

Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.

Link to the Council's Medium Term Objectives: To promote sustainable housing and infrastructure development

Description	Current Fee £.p	Current Fee £.p	Proposed Fee £.p	Proposed Fee £.p	Increase %
17,001 - 18,000	378.05	321.74	387.50	329.79	2.5
18,001 - 19,000	388.30	330.47	398.00	338.72	2.5
19,001 - 20,000	398.50	339.15	408.45	347.62	2.5
20,001 - 21,000	408.75	347.87	418.95	356.55	2.5
21,001 - 22,000	418.95	356.55	429.40	365.45	2.5
22,001 - 23,000	429.15	365.23	439.90	374.38	2.5
23,001 - 24,000	449.60	382.64	460.85	392.21	2.5
24,001 - 25,000	459.80	391.32	471.30	401.11	2.5
25,001 - 26,000	470.00	400.00	481.75	410.00	2.5
26,001 - 27,000	480.25	408.72	492.25	418.94	2.5
27,001 - 28,000	490.45	417.40	502.70	427.83	2.5
28,001 - 29,000	500.70	426.13	513.20	436.77	2.5
Table B Where the estimated cost is (£)					
29,001 - 30,000	501.85	427.11	514.40	437.79	2.5
for each additional £1,000 (or part) up to £100,000 add	10.60	9.02	10.85	9.23	2.4
100,001 - 250,000	1,241.40	1,056.51	1,272.45	1,082.94	2.5
for each additional £1,000 (or part) up to £250,000 add	4.65	3.96	4.75	4.04	2.2
For estimated costs above £250,000 or if you wish to discuss our Levels of Service please phone the Building Control Manager on 01344 351124					

FULL PLAN APPLICATIONS - DWELLINGS UP TO 500M2 AND FLATS UP TO THREE STOREYS

Number of Dwellings (Plan Charge)					
1	183.95	156.55	188.55	160.47	2.5
2	255.45	217.40	261.85	222.85	2.5
3	327.00	278.30	335.20	285.28	2.5
4	408.75	347.87	418.95	356.55	2.5
5	490.45	417.40	502.70	427.83	2.5
6	572.20	486.98	586.50	499.15	2.5
7	602.85	513.06	617.90	525.87	2.5
8	623.30	530.47	638.90	543.74	2.5
9	643.75	547.87	659.85	561.57	2.5
10	648.80	552.17	665.00	565.96	2.5
11	653.95	556.55	670.30	570.47	2.5
12	664.15	565.23	680.75	579.36	2.5
13	669.25	569.57	686.00	583.83	2.5
14	674.35	573.91	691.20	588.26	2.5
15	679.50	578.30	696.50	592.77	2.5
16	684.60	582.64	701.70	597.19	2.5
17	689.70	586.98	706.95	601.66	2.5
18	699.90	595.66	717.40	610.55	2.5
19	705.00	600.00	722.65	615.02	2.5
20	710.15	604.38	727.90	619.49	2.5
21	720.35	613.06	738.35	628.38	2.5
for each additional dwelling up to 30 add	12.30	10.47	12.60	10.72	2.4
31	901.20	766.98	923.75	786.17	2.5
for each additional dwelling add	6.15	5.23	6.30	5.36	2.4
Number of Dwellings (Inspection Charge)					
1	459.80	391.32	471.30	401.11	2.5
2	633.50	539.15	649.35	552.64	2.5
3	817.40	695.66	837.85	713.06	2.5
4	919.60	782.64	942.60	802.21	2.5
5	1,021.75	869.57	1,047.30	891.32	2.5
6	1,175.00	1,000.00	1,204.40	1,025.02	2.5
7	1,226.10	1,043.49	1,256.75	1,069.57	2.5
8	1,430.45	1,217.40	1,466.20	1,247.83	2.5
9	1,634.80	1,391.32	1,675.65	1,426.09	2.5
10	1,890.25	1,608.72	1,937.50	1,648.94	2.5
11	2,043.50	1,739.15	2,094.60	1,782.64	2.5
12	2,196.75	1,869.57	2,251.65	1,916.30	2.5

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2009/10 PROPOSED FEES & CHARGES**

Service : Building Control

Purpose of the Charge: To recover the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	382	392

Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.

Link to the Council's Medium Term Objectives: To promote sustainable housing and infrastructure development

Description	Current Fee	Current Fee	Proposed Fee	Proposed Fee	Increase
13	2,401.10	2,043.49	2,461.15	2,094.60	2.5
14	2,554.35	2,173.91	2,618.20	2,228.26	2.5
15	2,707.65	2,304.38	2,775.35	2,362.00	2.5
16	2,912.00	2,478.30	2,984.80	2,540.26	2.5
17	3,065.25	2,608.72	3,141.90	2,673.96	2.5
18	3,269.60	2,782.64	3,351.35	2,852.21	2.5
19	3,371.75	2,869.57	3,456.05	2,941.32	2.5
20	3,576.10	3,043.49	3,665.50	3,119.57	2.5
21	3,627.20	3,086.98	3,717.90	3,164.17	2.5
for each additional dwelling up to 30 add	122.65	104.38	125.70	106.98	2.5
31	4,751.10	4,043.49	4,869.90	4,144.60	2.5
for each additional dwelling add	92.00	78.30	94.30	80.26	2.5

REGULARISATION CERTIFICATES

Type of Work					
Detached garage or car port (or both) not exceeding 40 sq m in floor area and to be used in common with an existing building and which is not an exempt building		182.61		187.15	2.5
Detached garage or car port (or both) not exceeding 40-60 sq m in floor area and to be used in common with an existing building and which is not an exempt building		365.22		374.40	2.5
Domestic extension not exceeding 10 sq m floor area		422.61		433.22	2.5
Domestic extension exceeding 10 sq m but not exceeding 40 sq m floor area		542.61		556.24	2.5
Domestic extension exceeding 40 sq m but not exceeding 60 sq m floor area		725.22		743.39	2.5
Loft conversion Any extension or alteration of a dwelling consisting of one or more rooms in a roof space providing the cost of the works is less than £26,000. If the cost of the works are over £26,000 please use table overleaf (minimum fee)		542.61		556.24	2.5
Conversion of garage (including part conversion) into habitable use		292.17		299.48	2.5
Window Replacement		84.37		86.51	2.5
Estimated Cost £					
0 - 2000		146.01		149.77	2.6
2,001 - 5,000		250.44		256.75	2.5
5,001 - 6,000		260.87		267.42	2.5
6,001 - 7,000		271.31		278.15	2.5
7,001 - 8,000		276.52		283.45	2.5
8,001 - 9,000		281.74		288.82	2.5
9,001 - 10,000		292.18		299.48	2.5
10,001 - 11,000		302.60		310.16	2.5
11,001 - 12,000		313.04		320.88	2.5
12,001 - 13,000		323.48		331.56	2.5
13,001 - 14,000		333.91		342.34	2.5
14,001 - 15,000		344.35		353.00	2.5
15,001 - 16,000		354.82		363.67	2.5
16,001 - 17,000		365.22		374.40	2.5
17,001 - 18,000		386.10		395.75	2.5
18,001 - 19,000		396.52		406.46	2.5
19,001 - 20,000		406.96		417.14	2.5

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2009/10 PROPOSED FEES & CHARGES**

Service : Building Control

Purpose of the Charge: To recover the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	382	382

Are concessions available? There are some concessions for the disabled, which are detailed in the tables below.

Link to the Council's Medium Term Objectives: To promote sustainable housing and infrastructure development

Description	Current Fee	Current Fee	Proposed Fee	Proposed Fee	Increase
20,001 - 21,000		417.40		427.86	2.5
21,001 - 22,000		427.82		438.54	2.5
22,001 - 23,000		438.26		449.26	2.5
23,001 - 24,000		459.26		470.65	2.5
24,001 - 25,000		469.56		481.33	2.5
25,001 - 26,000		480.00		492.00	2.5
26,001 - 27,000		490.44		502.73	2.5
27,001 - 28,000		500.87		513.40	2.5
28,001 - 29,000		511.31		524.12	2.5
29,001 - 30,000		512.51		525.35	2.5
30,001 - 100,000	£525.35 plus £11.06 for every £1,000 (or part thereof) exceeding £30,000				

NOTE: The following minimum charges apply:

Where an extension to a dwelling, the total floor area of which exceeds 60m², including means access and work in connection with that extension the sum of the Regularisation charge must not be less than £674.04 net.

Building Regulations Questions for anyone undertaking a Property Search

Building Regulations (1f)		0.45		0.45	0.0
Building Regulations (1g)		0.85		0.85	0.0
Building Regulations (1h)		0.85		0.85	0.0

Other Charges

Hoarding / Scaffold Licences - Per Licence		150.00		150.00	0.0
Dealing with Demolition Notices		150.00		150.00	0.0
Officer Letter - Confirmation to Solicitor	40.00	34.04	40.00	34.04	0.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Highways

Purpose of the Charge: To contribute to the cost of the services

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	60	60

Are concessions available? No

Link to the Council's Medium Term Objectives: To promote sustainable housing and infrastructure development

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

HIGHWAY ENQUIRIES

Standard rate per hour - minimum charge		75.00		75.00	0.0
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RECHARGEABLE WORKS

All works and staff costs, including accident damage, to be recharged at actual cost plus 15% administration - minimum charge					
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HIGHWAY ADOPTIONS

Developer's Guide		30.00		30.00	0.0
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Road Adoptions

Deposit/minimum fee		1,500.00		1,500.00	0.0
Surety deposit (cash element of total surety value)		3,000.00		3,000.00	0.0
Formal declarations (outside section 38)		1,000.00		1,000.00	0.0
Re-inspection rate per hour - minimum charge		75.00		75.00	0.0

Section 38/Section 278 fees

Schemes up to £15,000 - minimum charge		1,500.00		1,500.00	0.0
Schemes over £15,000		10% of value		10% of value	

Commutated sums in respect of additional highway maintenance costs

The Council will require a payment for the commuted annual maintenance costs of new work carried out under agreements made under S278 of the 1980 Highways Act, and also S38 of the 1980 Highways Act where the costs of maintenance are estimated to be higher than those of the standard requirements for infrastructure and street furniture of the Highway Authority.
Arrangements for such payments in respect for work to be carried out under S38 will be allowed for by clauses included in the Agreement under S106 of the 1990 Town and 1990 Country Planning Act.
The payment will be specific to each agreement, and will cover maintenance cost for a period of up to 30 years calculated at the date of the agreement.

TRAFFIC SURVEY DATA

Junction turning counts - Per junction	475.00	404.26	475.00	404.26	0.0
Traffic count information	140.00	119.15	140.00	119.15	0.0
Zonal information, such as population, employment, car availability etc. Per zone, up to a max. of 50 locations, above which an additional daily time charge will be incurred.	500.00	425.53	500.00	425.53	0.0
Select link information to show indicative origin-destination movements of traffic on a specific link - Per request	250.00	212.77	250.00	212.77	0.0
Provision of cordon model for one forecast year - Per peak	5,000.00	4,255.32	N/A		
Other data requests will be assessed on their merits and charged at the discretion of the Council					
Developers Charges					
Testing of developments for mitigation purposes - It is assumed that for simple developments where modelling work can be completed on a day rate - Per day	1,000.00	851.06	N/A		
For larger developments where phasing and mitigation impacts have also to be assessed a bespoke fee will need to be estimated and agreed between all parties.					

CONCESSIONARY FARES

Replacement Pass		10.00		10.00	0.0
New annual Senior Citizen Railcard (with any increases made by by SWT during the year to be passed on)		6.00		6.00	0.0
Renewal of Disabled Person's Railcard		3.70		3.70	0.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Local Land Charges

Purpose of the Charge: To recover the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	199	199

Are concessions available? No

Link to the Council's Medium Term Objectives: To be accountable and provide excellent value for money

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
LOCAL LAND CHARGES					
Fees for official search of Register and Standard Enquiries					
Domestic		104.15		104.15	0.0
Non Domestic		109.15		109.15	0.0
Building Regulations Questions for anyone undertaking a Property Search					
Building Regulations (1f)		0.45		0.45	0.0
Building Regulations (1g)		0.85		0.85	0.0
Building Regulations (1h)		0.85		0.85	0.0
Additional Parcel (eg Garage)					
Garage		13.00		13.00	0.0
Non Garage		25.00		25.00	0.0
Optional Enquiries (each enquiry)		10.50		10.50	0.0
Added Enquiries (each enquiry)		21.00		21.00	0.0
Personal Search		11.00		22.00	100.0
Cancellation Administration Fee		36.75		36.75	0.0
Commons Registration Searches		10.50		10.50	0.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Development Control

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	551	551

Are concessions available? No

Link to the Council's Medium Tem Objectives: To promote sustainable housing and infrastructure development

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

PLANNING APPLICATIONS

Outline Application

All types (except B1,B4,B6,D1 and D2)

Site area is:					
(a) Not more than 2.5 hectares (each 0.1 ha (or part) of site area)	Maximum		125,000.00		Set by regulation
	Charge per Unit (.01ha)		335.00		Set by regulation
(b) More than 2.5 hectares (£8,285+) (each 0.1 ha (or part) of site area)	Maximum		125,000.00		Set by regulation
	Charge per Unit (.01ha)		100.00		Set by regulation

Full Application

1. Alteration or extension of, or within the curtilage of an existing dwelling unit including the erection of boundary enclosures and buildings for purposes ancillary to the enjoyment of the dwelling as such

One dwelling unit			150.00		Set by regulation
Two or more dwelling units			295.00		Set by regulation

2. Erection of new dwelling units

(a) 50 dwellings or less (each dwelling)	Maximum		250,000.00		Set by regulation
	Charge per Unit		335.00		Set by regulation
(b) More than 50 dwellings (£16,565+ £100 for each dwelling)	Maximum		250,000.00		Set by regulation
Per dwelling in excess of 50	Charge per Unit		100.00		Set by regulation

Approval of Reserved Matters for dwelling units

All types of development are now charged at the rate appropriate for a full application, as detailed above.	Maximum Charge per Unit, see above rates for full application		250,000.00		Set by regulation
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3. Development (other than dwelling units, agricultural buildings, or glasshouses, or buildings in the nature of plant or machinery) where the floor space created is:

a) Nil or not more than 40 sq metres (each application)	Charge per Application		170.00		Set by regulation
b) 40 sq metres to 75 sq metres (each application)	Charge per Application		335.00		Set by regulation
c) 75 sq metres to 3,750 sq metres (each 75 sq m or part)	Each 75 sq m or part of		335.00		Set by regulation
d) More than 3750 sq m (£16,565+ £100 each additional 75 sq m or part of	Maximum		250,000.00		Set by regulation
	Each 75 sq m or part of		100.00		Set by regulation

Approval of Reserved Matters for development other than dwelling units

All types of development are now charged at the rate appropriate for a full application, as detailed above.	Maximum Charge per Unit, see above rates for full application		250,000.00		Set by regulation
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4. Erection, alteration or replacement of plant or machinery

(a) Up to 5 hectares; (each 0.1 ha (or part) of site area)	Charge per Unit (0.1ha)		335.00		Set by regulation
(b) More than 5 hectares (£16,565+ £100 each additional 0.1 ha	Maximum		250,000.00		Set by regulation
	Each Additional 0.1ha		100.00		Set by regulation

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2009/10 PROPOSED FEES & CHARGES**

Service : Development Control

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	551	551

Are concessions available? No

Link to the Council's Medium Term Objectives: To promote sustainable housing and infrastructure development

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
5. Agricultural buildings (excluding glasshouses)					
a) Up to 465 sq metres (each application)	Each Application		70.00		Set by regulation
b) 465 sq metres to 540 sq metres (first 540 sq m)	Each Application		335.00		Set by regulation
c) 540 sq metres to 4,215 sq m (each 75 sq m of excess (or part))	For the first 540 sq metres		335.00		Set by regulation
	Each additional 75 sq m		335.00		Set by regulation
d) More than 4,215 sq m (£16,565+ £100 for each 75 sq m in excess of 4,215 sq m)	Maximum		250,000.00		Set by regulation
	Each additional 75 sq m		100.00		Set by regulation
6. Glasshouses on land used for the purpose of agriculture (75% external area must be glass or translucent material), full or outline					
a) Up to 465 sq metres (floor area of building proposed)	Each Application		70.00		Set by regulation
a) More than 465 sq metres (floor area of building proposed)	Each Application		1,870.00		Set by regulation
Operations, Etc other than Building Works					
1. Construction of car parks, service roads or other means of access incidental to the existing use of the land in a single undertaking (each application)	Each Application		170.00		Set by regulation

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2009/10 PROPOSED FEES & CHARGES**

Service : Development Control

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	551	551

Are concessions available? No

Link to the Council's Medium Term Objectives: To promote sustainable housing and infrastructure development

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
2. Winning or working of minerals					
(a) Up to 15 hectares each 0.1 ha (or part)	Charge per Unit (0.1ha)		170.00	Set by regulation	
(b) More than 15 hectares (£25,315+ £100 for each 0.1 ha)	Maximum		65,000.00	Set by regulation	
	Charge per Unit (0.1ha)		100.00	Set by regulation	
(c) In any other case, for each 0.1 ha	Maximum		250,000.00	Set by regulation	
	Each Application		170.00	Set by regulation	
3. Operations connected with exploratory drilling for oil or natural gas					
(a) Up to 7.5 hectares	Each 0.1 hectare		335.00	Set by regulation	
(b) More than 7.5 hectares (£25,000 + £100 for each 0.1 of a hectare in excess of 7.5 hectares)	Maximum		250,000.00	Set by regulation	
	Each 0.1 hectare		100.00	Set by regulation	
4. Application to determine whether prior approval required for development under Parts 6,7,24 or 31 of Schedule 2 of General Permitted Development Order (each application)	Each Application		70.00	Set by regulation	

Uses of Land

1. Change of use of a building to use as one or more dwelling units					
(a) Up to 50 dwellings (each additional dwelling unit)	Each additional dwelling unit		335.00	Set by regulation	
(b) More than 50 dwellings (£16,565 + £100 each additional dwelling in excess of 50)	Maximum		250,000.00	Set by regulation	
	Each additional dwelling unit		100.00	Set by regulation	
2. Material change of use of land or buildings (including the siting of a caravan/mobile home for residential purposes)	Each Application		335.00	Set by regulation	

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2009/10 PROPOSED FEES & CHARGES

Service : Development Control

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	551	551

Are concessions available? No

Link to the Council's Medium Term Objectives: To promote sustainable housing and infrastructure development

Description		Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
3. Continuance of use of a building or land or retention of a building or works or land without compliance with previous condition (section 73 application). This includes renewals of temporary permission where the time limit for beginning the development has not expired and the development has not begun (each application)	Maximum		135.00		Set by regulation	
	Charge per Unit		135.00		Set by regulation	
4. Extension of time limit on a planning permission	Each Application		170.00		Set by regulation	
5. Use of land for the disposal of refuse or waste materials or for the deposit of material remaining after minerals have been extracted from the land or the storage of minerals in the open.						
(a) Up to 15 hectares	Each 0.1 hectare		170.00		Set by regulation	
(b) More than 15 hectares (£25,315 + £100 for each 0.1 hectare in excess of 15 hectares)	Maximum		65,000.00		Set by regulation	
	Each 0.1 hectare		100.00		Set by regulation	
6. The making of a material change in the use of the building or land (other than a material change of use in category D1,D4 (a) or D4 (b))	Each Application		335.00			
7. Application for the use of land as playing field or operation ancillary to that use (except erecting buildings) by, or on behalf of, a club, society or other organisation not established for making a profit and whose objectives include the provision of facilities for sport or recreation (each application)	Each Application		335.00		Set by regulation	
Pre Application Enquiry Fees						
Householder						
Initial fee		25.00	21.28	26.00	22.13	4.0
Residential Development						
Initial fee (per site)						
1-5 homes		250.00	212.77	260.00	221.28	4.0
6-10 homes		350.00	297.87	360.00	306.38	2.9
11-50 homes		550.00	468.09	570.00	485.11	3.6
50 + homes		1,250.00	1,063.83	1,300.00	1,106.38	4.0
Commercial Property Development						
Initial fee (per site)						
1-1,000 sq m		350.00	297.87	360.00	306.38	2.9
1,001-10,000 sq m		550.00	468.09	570.00	485.11	3.6
Over 10,000 sq m (1Ha)		1,250.00	1,063.83	1,300.00	1,106.38	4.0
Non-Residential permitted development enquiry				75.00	63.83	
Additional Charges						
Officer recharge rate per officer in attendance at a meeting		80.00	68.09	80.00	68.09	0.0
Traffic model		At cost				
Minor Non-Material amendments to a planning permission		55.00	46.81	55.00	46.81	0.0
Other Charges						
Research Enquiries - Per Hour		75.00	63.83	75.00	63.83	0.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Highways

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	45	45

Are concessions available? No

Link to the Council's Medium Term Objectives: To promote sustainable housing and infrastructure development

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

Vehicle Access Crossings					
Construction of crossing - actual		Actual cost		Actual cost	
Access Protection Markings	99.00	84.26	99.00	84.26	0.0

Highway Licences and Consents					
Sample Inspection Fee		50.00		50.00	0.0
Defect Inspection Fee		47.50		47.50	0.0
Skip Licence	per three week period for those found without a licence	23.10		23.10	0.0
		46.20		46.20	0.0
Commercial / Statutory Undertaker - Temporary Traffic Regulation Order		Advertising Cost + 15% Admin Fee			
Commercial / Statutory Undertaker - Temporary Traffic Regulation Notice		210.00		215.25	2.5
Traffic Management Technical Advice (Officers time per hour - 1 hour minimum)		68.25		69.95	2.5
Temporary Deposit of Materials on Public Highway	per two week period plus per necessary inspection	23.10		24.00	3.9
		50.00		50.00	0.0
Domestic Vehicle Access Application Fee (BFC Contractor)		75.00		25.65	-65.8
Domestic Vehicle Access Inspection Fee - Per Occasion		50.00		50.00	0.0
Domestic Vehicle Access Application Fee (Private Contractor)		75.00		50.00	-33.3
Domestic Vehicle Access Inspection Fee - Per Occasion		50.00		50.00	0.0
Property Developers or Commercial Vehicle Access	Fee plus	115.50		118.40	2.5
	per inspection	50.00		50.00	
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit)		26.25		50.00	90.5
Charge for turning off/on permanent traffic signals for set up of portable temporary traffic signals (per visit) Out of Hours 16.30-08.00 Mon-Fri & All Day Sat, Sun & B/H'S				100.00	
Application to place 'A' Board on the Public Highway (per board per annum) (including £25.00 non refundable application fee)		57.75		59.20	2.5
Application for Street Café	Fee plus	194.25		199.10	2.5
	per square metre	57.75		59.20	2.5
Crane/Machinery/Structure on Public Highway Licence	Fee plus	115.50		118.40	2.5
	per necessary inspection	50.00		50.00	
Street Works Licence Application Fee	Fee plus	231.00		237.00	2.6
	per inspection	50.00		50.00	0.0
Planting/Cultivation of Public Highway	Fee plus	87.15		89.30	2.5
	per necessary inspection	50.00		50.00	0.0
Temporary Excavations in Public Highway (Road Opening) Licence	Fee plus	231.00		237.00	2.6
	per necessary inspection	50.00		50.00	0.0
Application to place Cables etc. over the Public Highway	Fee plus	115.50		118.40	2.5
	per necessary inspection	50.00		50.00	0.0

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT

2010/11 PROPOSED FEES & CHARGES

Service : Other Services

Purpose of the Charge: To recover the costs.

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	2	2

Are concessions available? No

Link to the Council's Medium Term Objectives: To be accountable and provide excellent value for money

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

MISCELLANEOUS

A MISCELLANEOUS CHARGES

Documents					
Sale of local plans/planning briefs		Fixed At Publication		Fixed At Publication	
Sale of minutes		Set corporately		Set corporately	
Tree Preservation Orders - Printed Copy	6.00	5.11	6.00	5.11	0.0
Photocopying					
A4 Black & White	0.23	0.20	0.25	0.21	8.7
A3 Black & White	0.40	0.34	0.40	0.34	0.0
A4 Colour	0.75	0.64	0.80	0.68	6.7
A3 Colour	1.44	1.23	1.50	1.28	4.2
Large Plans Black & White	0.75	0.64	0.75	0.64	0.0
Large Plans Colour	2.50	2.13	2.50	2.13	0.0
Microfiche A4 Black & White	0.30	0.26	0.30	0.26	0.0
Plus Ordnance Survey Fees Royalty Charge					
Urban					
Location Plans A4	15.26	12.99	15.26	12.99	0.0
Each Additional Copy (20p excluding VAT)					
Block Plans A4	12.44	10.59	12.44	10.59	0.0
Each Additional Copy (5p excluding VAT)					
Location Plans A4 2500	36.41	30.99	36.41	30.99	0.0
Each Additional Copy (80p excluding VAT)					
Rural					
Location Plans A4	12.44	10.59	12.44	10.59	0.0
Each Additional Copy (4p excluding VAT)					
Block Plans A4	12.44	10.59	12.44	10.59	0.0
Each Additional Copy (1p excluding VAT)					
Location Plans A4 2500	15.26	12.99	15.26	12.99	0.0
Each Additional Copy (16p excluding VAT)					

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Parks, Open Spaces & Countryside

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	14	14

Are concessions available? No

Link to the Council's Medium Term Objectives: To keep our parks, open spaces and leisure facilities accessible and attractive

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

CULTURAL & VISUAL ENVIRONMENT

WESTMORLAND PARK

Football Pitch (with changing rooms) exc VAT*					
Senior Pitch	74.05	63.02	75.85	64.55	2.4
Senior Pitch for Junior Use	37.05	31.53	38.00	32.34	2.6
Junior Pitch	24.70	21.02	25.30	21.53	2.4
*Clubs hiring the pitches for 10 or more consecutive bookings maybe exempt from VAT					
Tennis Association					
Family Membership	65.10	55.40	66.70	56.77	2.5
Adult Membership	32.55	27.70	33.35	28.38	2.5
Junior Membership	17.80	15.15	18.25	15.53	2.5
Hall Hire					
Per Hour	10.10	8.60	10.35	8.81	2.5
School Visits (by Local Schools)					
On a Countryside Site per Visit	19.90	16.94	20.40	17.36	2.5
At The Look Out per Visit (Summer Term)	31.70	26.98	32.50	27.66	2.5
Hire of Equipment	14.95	12.72	N/A		
Other Organisations eg Brownies					
Talk / Walks etc per Session	13.45	11.45	13.80	11.74	2.6
Other Walks and Talks		as appropriate			

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Museums & Galleries

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	403	413

Are concessions available? There are concessions for people under 16, students, people over 60 & the disabled which are detailed in the fees & charges below.

Link to the Council's Medium Term Objectives: To keep our parks, open spaces and leisure facilities accessible and attractive

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

THE LOOK OUT

Admission					
Adult	6.10	5.19	6.25	5.32	2.5
Under 16 / Students / 60+ / Disabled	4.05	3.45	4.15	3.53	2.5
Saver Ticket	16.20	13.79	16.60	14.13	2.5
School Children	3.70	3.15	3.80	3.23	2.7
Under 4s Group Bookings	3.70	3.15	3.80	3.23	2.7
45 minute visit special needs	2.50	2.13	2.55	2.17	2.0
Adult after 4pm	3.10	2.64	3.15	2.68	1.6
Under 16 / Students / 60+ / Disabled, after 4pm	2.05	1.74	2.10	1.79	2.4
Saver Ticket after 4pm	8.10	6.89	8.30	7.06	2.5
Parent & Toddler (Term time only)	5.10	4.34	5.25	4.47	2.9
Carers for disabled	Free		Free		
Birthday Parties					
Hot menu	11.65	9.91	11.70	9.96	0.4
Cold menu	11.05	9.40	11.05	9.40	0.0
Self catering	6.65	5.66	6.80	5.79	2.3
Self catering - no room hire	6.00	5.11	6.00	5.11	0.0
Loyalty Card					
Adult	24.65	20.98	24.70	21.02	0.2
Under 16	16.45	14.00	16.50	14.04	0.3
Family	65.50	55.74	65.70	55.91	0.3
Commercial Hire					
Whole Day	209.35	178.17	210.00	178.72	0.3
Half Day	104.55	88.98	105.00	89.36	0.4
Per Hour	50.45	42.94	50.60	43.06	0.3
Evening hire, per hour	66.25	56.38	66.45	56.55	0.3

Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Golf Course

Purpose of the Charge: To recover the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	766	776

Are concessions available? There are concessions for people under 16, people over 60, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.

Link to the Council's Medium Term Objectives: To keep our parks, open spaces and leisure facilities accessible and attractive

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

DOWNSHIRE GOLF COMPLEX

Membership					
Family in Area	54.05	46.00	54.50	46.38	0.8
Adult in Area	31.05	26.43	31.30	26.64	0.8
Under 16 / 60+ in Area	15.25	12.98	15.30	13.02	0.3
Family out Area	72.25	61.49	72.50	61.70	0.3
Adult out Area	48.70	41.45	48.90	41.62	0.4
Under 16 / 60+ in Area	23.70	20.17	23.80	20.26	0.4
Adult Temporary Membership	1.75	1.49	1.75	1.49	0.0
Under 16 / 60+ in Area	1.20	1.02	1.20	1.02	0.0

Main Course					
Adult Summer - Monday - Thursday	18.45	15.70	18.45	15.70	0.0
Adult Summer - Friday	20.50	17.45	20.50	17.45	0.0
Adult Summer - Weekend & BH	25.10	21.36	25.10	21.36	0.0
Adult Winter - Monday - Thursday	14.65	12.47	14.65	12.47	0.0
Adult Winter - Friday	16.65	14.17	17.10	14.55	2.7
Adult Winter - Weekend & BH	22.35	19.02	22.90	19.49	2.5
Under 16 Summer - Monday - Thursday	6.75	5.74	6.75	5.74	0.0
Under 16 Summer - Friday	9.25	7.87	9.25	7.87	0.0
Under 16 Summer - Weekend & BH	11.15	9.49	11.15	9.49	0.0
Under 16 Winter - Monday - Thursday	5.65	4.81	5.80	4.94	2.7
Under 16 Winter - Friday	8.10	6.89	8.30	7.06	2.5
Under 16 Winter - Weekend & BH	10.05	8.55	10.30	8.77	2.5
60+ Summer - Monday - Thursday	10.75	9.15	10.75	9.15	0.0
60+ Summer - Friday	13.00	11.06	13.00	11.06	0.0
60+ Winter - Monday - Thursday	9.70	8.26	9.95	8.47	2.6
60+ Winter - Friday	12.15	10.34	12.45	10.60	2.5

Limited Time					
Summer Rate - Monday - Thursday	12.10	10.30	12.10	10.30	0.0
Summer Rate - Friday	12.60	10.72	12.60	10.72	0.0
Summer Rate - Weekend	13.10	11.15	13.10	11.15	0.0
Winter Rate - Monday - Thursday	10.25	8.72	10.50	8.94	2.4
Winter Rate - Friday	11.65	9.91	11.95	10.17	2.6
Winter Rate - Weekend	13.10	11.15	13.10	11.15	0.0

9 Holes					
Summer Rate - Monday - Thursday	9.60	8.17	9.60	8.17	0.0
Summer Rate - Friday	10.65	9.06	10.65	9.06	0.0
Winter Rate - Monday - Thursday	7.50	6.38	7.70	6.55	2.7
Winter Rate - Friday	8.70	7.40	8.90	7.57	2.3

Season Tickets					
In Area *	602.85	513.06	602.85	513.06	0.0
Out of Area *	628.40	534.81	628.40	534.81	0.0

Pitch & Putt					
Adults	4.10	3.49	4.20	3.57	2.4
Under 16	2.05	1.74	2.10	1.79	2.4
Family (2 adults & 2 under 18's)	8.65	7.36	9.00	7.66	4.0

Driving Range					
20 balls	1.30	1.11	1.50	1.28	15.4
50 balls	3.10	2.64	3.25	2.77	4.8

Where applicable customers will pay the annual or temporary membership charge in additional to the activity price shown for main course green fees.

* Includes leisure membership. If a customer has already purchased a leisure membership elsewhere, this price will be adjusted accordingly.

Disabled people will be charged the lowest junior rate applicable to a given activity. Where no junior rate applies the charge is the adult rate less 30%. If a helper is required this person will be admitted free.

Full time students and those in possession of a Connexions card will pay the Under 16 rate where applicable.

Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2009/10 PROPOSED FEES & CHARGES

Service : Golf Course

Purpose of the Charge: To recover the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	796	756

Are concessions available? There are concessions for people under 16, people over 60, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.

Link to the Council's Medium Term Objectives: To keep our parks, open spaces and leisure facilities accessible and attractive

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

Leisure Saver Pass Prices

Availability, all normal advertised public opening times unless otherwise stated. NB no pre booking is permitted under this scheme.

Main Course						
Adult Summer - Monday - Thursday	3.40	2.89	3.40	2.89	0.0	
Adult Summer - Friday	3.80	3.23	3.80	3.23	0.0	
Adult Winter - Monday - Thursday	3.40	2.89	3.40	2.89	0.0	
Adult Winter - Friday	3.80	3.23	3.80	3.23	0.0	
Under 16 Summer - Monday - Thursday	1.75	1.49	1.75	1.49	0.0	
Under 16 Summer - Friday	2.35	2.00	2.35	2.00	0.0	
Under 16 Winter - Monday - Thursday	1.75	1.49	1.75	1.49	0.0	
Under 16 Winter - Friday	2.35	2.00	2.35	2.00	0.0	
Driving Range Exclusions Monday-Friday after 5pm.						
20 balls	0.30	0.26	0.30	0.26	0.0	
50 balls	0.95	0.81	0.95	0.81	0.0	
Pitch & Putt						
Adults	1.25	1.06	1.25	1.06	0.0	
Under 16	0.60	0.51	0.60	0.51	0.0	
Family (2 adults & 2 under 18's)	2.55	2.17	2.55	2.17	0.0	

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Joint Use Sports Centres

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	371	376

Are concessions available? There are concessions for people under 16, people over 60, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.

Link to the Council's Medium Tem Objectives: To keep our parks, open spaces and leisure facilities accessible and attractive

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

EDGBARROW & SANDHURST SPORTS CENTRES

Memberships						
Family In Area	54.05	46.00	54.50	46.38	0.8	
Adult In Area	31.05	26.43	31.30	26.64	0.8	
Under 16 / 60+ In Area	15.25	12.98	15.30	13.02	0.3	
Family Out Area	72.25	61.49	72.50	61.70	0.3	
Adult Out Area	48.70	41.45	48.90	41.62	0.4	
Under 16 / 60+ Out Area	23.70	20.17	23.80	20.26	0.4	
Adult Temporary Membership	1.75	1.49	1.75	1.49	0.0	
Under 16 / 60+ Temporary Membership	1.20	1.02	1.20	1.02	0.0	
Indoor Activity - Adult						
Badminton	8.90	7.57	8.90	7.57	0.0	
5-a-side Football	36.80	31.32	37.50	31.91	1.9	
Cricket Nets	36.80	31.32	37.50	31.91	1.9	
Archery	36.80	31.32	37.50	31.91	1.9	
Main Hall	36.80	31.32	37.50	31.91	1.9	
Small Hall / Bar	21.90	18.64	22.45	19.11	2.5	
Café/Bar Activity Space	16.90	14.38	17.30	14.72	2.4	
Squash (ESC)	6.95	5.91	7.00	5.96	0.7	
Indoor Activity - Under 16 / 60+						
Badminton	5.80	4.94	5.80	4.94	0.0	
5-a-side Football	24.55	20.89	25.00	21.28	1.8	
Cricket Nets	24.55	20.89	25.00	21.28	1.8	
Archery	24.55	20.89	25.00	21.28	1.8	
Main Hall	24.55	20.89	25.00	21.28	1.8	
Small Hall / Bar	19.45	16.55	19.95	16.98	2.6	
Café/Bar	14.65	12.47	15.00	12.77	2.4	
Squash (ESC)	4.50	3.83	4.50	3.83	0.0	
Outdoor Activity - Adult						
Small Synthetic Pitch(SSC)	35.80	30.47	36.00	30.64	0.6	
Large Tarmac	28.10	23.91	28.80	24.51	2.5	
Synthetic Pitch (1 Hour)	61.30	52.17	63.00	53.62	2.8	
Synthetic Pitch (1.5 Hour)	92.00	78.30	94.40	80.34	2.6	
1/3 Synthetic Pitch	23.50	20.00	24.50	20.85	4.3	
Netball Court	10.75	9.15	11.00	9.36	2.3	
Tennis Court	5.85	4.98	5.85	4.98	0.0	
Outdoor Activity - Under 16 / 60+						
Small Synthetic Pitch(SSC)	21.00	17.87	21.50	18.30	2.4	
Large Tarmac	18.65	15.87	19.10	16.26	2.4	
Synthetic Pitch (1 Hour)	34.75	29.57	35.60	30.30	2.4	
Synthetic Pitch (1.5 Hour)	52.15	44.38	53.40	45.45	2.4	
1/3 Synthetic Pitch	13.80	11.74	14.50	12.34	5.1	
Netball Court	7.20	6.13	7.40	6.30	2.8	
Tennis Court	4.30	3.66	4.30	3.66	0.0	
Body Logic Fitness Room						
Casual Use	5.45	4.64	5.60	4.77	2.8	
Monthly Direct Debit (Individual)	34.25	29.15	34.25	29.15	0.0	
Monthly Direct Debit (Couple)	60.30	51.32	60.30	51.32	0.0	
Annual	342.50	291.49	342.50	291.49	0.0	
Induction (free monthly/annual payees)	22.50	19.15	22.50	19.15	0.0	
Health Assessment (free monthly/annual payees)	7.20	6.13	7.20	6.13	0.0	
Personal Programme Card (free monthly/annual payees)	7.20	6.13	7.20	6.13	0.0	
Personal Training Session	24.55	20.89	24.55	20.89	0.0	
Personal Training Session (10 sessions)	219.70	186.98	219.70	186.98	0.0	
GP Referral	3.80	3.23	3.80	3.23	0.0	

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2009/10 PROPOSED FEES & CHARGES**

Service : Joint Use Sports Centres

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	371	376

Are concessions available? There are concessions for people under 16, people over 60, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.

Link to the Council's Medium Tem Objectives: To keep our parks, open spaces and leisure facilities accessible and attractive

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

Body Logic Fitness Room - Student / 60+

Casual Use	3.80	3.23	3.90	3.32	2.6
Monthly Direct Debit (Individual)	24.05	20.47	24.05	20.47	0.0
Monthly Direct Debit (Couple)	41.90	35.66	41.90	35.66	0.0
Annual	240.50	204.68	240.50	204.68	0.0
Induction (free monthly/annual payees)	19.65	16.72	19.65	16.72	0.0
Health Assessment (free monthly/annual payees)	6.35	5.40	6.35	5.40	0.0
Personal Programme Card	6.35	5.40	6.35	5.40	0.0
Personal Training Session	22.50	19.15	22.50	19.15	0.0
Personal Training Session (10 sessions)	202.30	172.17	202.30	172.17	0.0

Children's Birthday Parties

Standard	79.75	67.87	80.00	68.09	0.3
Combination	112.40	95.66	112.50	95.74	0.1

Where applicable customers will pay the annual or temporary membership charge in addition to the above activity prices.

Disabled people will be charged the lowest junior/concession rate applicable to a given activity. Where no junior rate applies the charge is the adult rate less 30%. If a helper is required this person will be admitted free.

Full time students and those in possession of a Connexions card will pay the Under 16 rate where applicable.

Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.

Leisure Saver Pass Prices

Availability, all normal advertised public opening times unless otherwise stated. NB no pre booking is permitted under this scheme.

Badminton	Adult	2.70	2.30	2.70	2.30	0.0
	Under 16	1.75	1.49	1.75	1.49	0.0
Fitness Suite	Adult	1.65	1.40	1.65	1.40	0.0
	Student / 60+	1.15	0.98	1.15	0.98	0.0
	Induction - Adult	6.75	5.74	6.75	5.74	0.0
	Induction - Under 16 / 60+	5.95	5.06	5.90	5.02	-0.8
	Health Assessment - Adult	2.25	1.91	2.15	1.83	-4.4
	Health Assessment - Under 16/60+	2.00	1.70	1.90	1.62	-5.0
	Personal Training Card - Adult	2.25	1.91	2.25	1.91	0.0
Personal Training Card - Under 16 / 60+	2.00	1.70	2.00	1.70	0.0	
Squash (ESC)	Adult	1.95	1.66	2.10	1.79	7.7
	Under 16	1.35	1.15	1.35	1.15	0.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Indoor Sports and Recreation facilities

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	1,471	1,475

Are concessions available? There are concessions for people under 16, students, people over 60 & the disabled which are detailed in the fees & charges below.

Link to the Council's Medium Term Objectives: To keep our parks, open spaces and leisure facilities accessible and attractive

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

Coral Reef World

Adult	7.10	6.04	7.10	6.04	0.0
Under 16	4.90	4.17	4.90	4.17	0.0
Family (2 adults and 2 under 16's)	19.40	16.51	19.40	16.51	0.0
Under 4's	free		free		
Sauna World (includes access to Coral Pools)	10.20	8.68	10.20	8.68	0.0
Sunbed (In addition to Entrance Price)	4.70	4.00	4.70	4.00	0.0
Early Bird Swim & Sauna	4.10	3.49	4.20	3.57	2.4
- Season Ticket 1 month	47.85	40.72	47.85	40.72	0.0
- Season Ticket 3 months	133.85	113.91	133.85	113.91	0.0
Spectator	2.20	1.87	2.20	1.87	0.0
The following Off Peak charges					
Adult	4.30	3.66	4.40	3.74	2.3
Under 16	4.30	3.66	4.40	3.74	2.3
Over 60	4.25	3.62	4.25	3.62	0.0
Parent & Toddler (1 adult and 2 pre-school children)	4.30	3.66	4.40	3.74	2.3
Sauna World	7.65	6.51	7.65	6.51	0.0
Over 60 Sauna	7.10	6.04	7.10	6.04	0.0
Sunbed (In addition to Entrance Price)	4.70	4.00	4.70	4.00	0.0

Disabled people will be charged the lowest junior/concession rate applicable to a given activity. Where no junior rate applies the charge is the adult rate less 30%. If a helper is required this person will be admitted free.

Full time students and those in possession of a Connexions card will pay the Under 16 rate where applicable.

Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.

Off Peak is defined as: Monday - Friday 10.30 a.m. - 3.30 p.m. (during school term time)

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Indoor Sports and Recreation facilities

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	1,510	1,517

Are concessions available? There are concessions for people under 16, people over 60, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.

Link to the Council's Medium Term Objectives: To keep our parks, open spaces and leisure facilities accessible and attractive

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

BRACKNELL LEISURE CENTRE

Membership						
Family In Area		54.05	46.00	54.50	46.38	0.8
Adult In Area		31.05	26.43	31.30	26.64	0.8
Under 16 / 60+ In Area		15.25	12.98	15.30	13.02	0.3
Family Out Area		72.25	61.49	72.50	61.70	0.3
Adult Out Area		48.70	41.45	48.90	41.62	0.4
Under 16 / 60+ Out Area		23.75	20.21	23.80	20.26	0.2
Temporary Membership						
Adult		1.75	1.49	1.75	1.49	0.0
Under 16 / 60+		1.20	1.02	1.20	1.02	0.0
Facility Hire per hour						
Badminton Court Per Hour	Peak	9.00	7.66	9.00	7.66	0.0
	Peak Junior W/E only	5.75	4.89	5.75	4.89	0.0
	Off Peak Adult	7.05	6.00	7.05	6.00	0.0
	Off Peak Under16 / 60+	5.75	4.89	5.75	4.89	0.0
Badminton Court 30 Minutes	Peak	4.55	3.87	4.55	3.87	0.0
	Peak Junior W/E only	3.50	2.98	3.50	2.98	0.0
	Off Peak	3.50	2.98	3.50	2.98	0.0
	Peak	4.20	3.57	4.20	3.57	0.0
Table Tennis Table	Peak Junior W/E only	3.50	2.98	3.50	2.98	0.0
	Off Peak Adult	3.90	3.32	3.90	3.32	0.0
	Off Peak Under16 / 60+	3.50	2.98	3.50	2.98	0.0
	Peak	77.70	66.13	80.00	68.09	3.0
Main Hall	Off Peak	57.25	48.72	59.00	50.21	3.1
	Peak	43.95	37.40	45.00	38.30	2.4
Main Hall (Half)	Off Peak	30.70	26.13	31.50	26.81	2.6
	Peak	48.05	40.89	49.00	41.70	2.0
3M Hall	Off Peak	36.30	30.89	37.00	31.49	1.9
	Per Hour	19.45	16.55	20.00	17.02	2.8
Meeting Room	Peak	7.05	6.00	7.10	6.04	0.7
	Peak Junior	4.55	3.87	4.60	3.91	1.1
	Off Peak Adult	5.85	4.98	5.90	5.02	0.9
	Off Peak Under16 / 60+	4.55	3.87	4.60	3.91	1.1
Pool Complex for Swimming Galas:						
Clubs etc.	Inside Borough	311.15	264.81	312.00	265.53	0.3
	Outside Borough	380.90	324.17	382.00	325.11	0.3
Grass Pitch per game	Adult	58.50	49.79	58.50	49.79	0.0
	Under 16	31.15	26.51	31.20	26.55	0.2
Synthetic Pitch per hour	Whole Pitch	61.30	52.17	63.00	53.62	2.8
	Half Pitch	36.80	31.32	38.00	32.34	3.3
Athletics Training (Use of Track)	Adult	1.50	1.28	1.50	1.28	0.0
	Under 16	0.85	0.72	0.85	0.72	0.0
Athletic Arena per hour						
Clubs etc. Inside Borough	Weekday	34.95	29.74	35.00	29.79	0.1
	Weekend / Bank Holiday	57.45	48.89	58.00	49.36	1.0
Clubs etc. Outside Borough	Weekday	42.95	36.55	43.00	36.60	0.1
	Weekend / Bank Holiday	67.65	57.57	68.00	57.87	0.5

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2009/10 PROPOSED FEES & CHARGES**

Service : Indoor Sports and Recreation facilities

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	1,510	1,517

Are concessions available? There are concessions for people under 16, people over 60, the disabled and people on

Link to the Council's Medium Tem Objectives: To keep our parks, open spaces and leisure facilities accessible and

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase	
	£.p	£.p	£.p	£.p	%	
Activity Charges						
Swimming Per session	Family (2+2)or (1+3)	8.80	7.49	8.80	7.49	0.0
	Adult	2.90	2.47	2.90	2.47	0.0
	16 and under / 60+	free	free	free	free	
	Under 5 (Free)	free	free	free	free	
6 months	Adult	175.95	149.74	179.00	179.00	1.7
	16 and under / 60+	free	free	free	free	
Early Bird Per session	Adult	4.00	3.40	4.00	3.40	0.0
3 months	Adult	68.50	58.30	68.50	58.30	0.0
3 months	60+	free	free	free	free	
6 months	Adult	102.20	86.98	102.20	86.98	0.0
6 months	60+	free	free	free	free	
Swim & Spa	Peak	9.45	8.04	9.45	8.04	0.0
	Off Peak	8.40	7.15	8.40	7.15	0.0
Gym, Swim & Spa	Peak	14.25	12.13	14.25	12.13	0.0
	Off Peak	12.40	10.55	12.40	10.55	0.0
Sauna Suite Per session (Forest Spa Health Suite)	Peak Adult	8.30	7.06	8.30	7.06	0.0
	Off Peak Adult	7.20	6.13	7.20	6.13	0.0
	Off Peak 60+	6.40	5.45	6.40	5.45	0.0
	Disabled Peak	5.85	4.98	5.85	4.98	0.0
	Disabled Off Peak	5.15	4.38	5.15	4.38	0.0
Sauna & sunbed combo (per session)	Peak	11.80	10.04	11.80	10.04	0.0
	Off Peak	9.45	8.04	9.45	8.04	0.0
Sunbed (300) 20 min	Peak Adult	9.15	7.79	9.00	7.66	-1.6
20 min	Off Peak Adult	7.05	6.00	6.70	5.70	-5.0
Fitness Room (Bodyworks) per session	Peak	6.45	5.49	6.45	5.49	0.0
	Off Peak	5.55	4.72	5.55	4.72	0.0
	TeenWorx	2.05	1.74	2.05	1.74	0.0
	Student peak	4.10	3.49	4.10	3.49	0.0
	Student off peak	2.55	2.17	2.55	2.17	0.0
	60+ (Restricted Times)	2.55	2.17	2.55	2.17	0.0
Platinum Card 12 Months (up front payment 12 month for price of 10) No refund	Single Adult Peak	470.00	400.00	470.00	400.00	0.0
	Single Adult Off Peak	311.65	265.23	312.00	265.53	0.1
	Per Couple Peak	740.80	630.47	740.80	630.47	0.0
	Per Couple Off Peak	495.55	421.74	495.55	421.74	0.0
	Disabled Adult Peak	329.00	280.00	329.00	280.00	0.0
	Disabled Adult Off Peak	218.15	185.66	217.50	185.11	-0.3
Platinum Card Per Month	Single Adult Peak	47.00	40.00	47.00	40.00	0.0
	Single Adult Off Peak	31.20	26.55	31.20	26.55	0.0
	Per Couple Peak	74.10	63.06	74.10	63.06	0.0
	Per Couple Off Peak	49.55	42.17	49.55	42.17	0.0
	Disabled Adult Peak	32.90	28.00	32.90	28.00	0.0
	Disabled Adult Off Peak	21.75	18.51	21.75	18.51	0.0
Platinum Card	Finance Fee		31.50		31.50	0.0
Fitness Test		18.65	15.87	18.65	15.87	0.0
Fitness Re-test		12.45	10.60	12.45	10.60	0.0
Blood pressure check		2.35	2.00	2.35	2.00	0.0
Programme review		9.85	8.38	9.85	8.38	0.0
Body Stat		6.00	5.11	6.00	5.11	0.0
GP Referral		3.80	3.23	3.80	3.23	0.0
50+ Recreational Sessions Over 50s		3.80	3.23	3.80	3.23	0.0
	Over 60s - Golden Pass	2.55	2.17	2.55	2.17	0.0
Children's Activities						
Crèche	Per child 1 hour	2.65		2.65		0.0
	Per child 1.5 hours	3.95		3.95		0.0
	Per child 2 hours (maximum)	5.25		5.25		0.0
Please note the creche is for children aged 6 weeks to 5 years. No children in full time education.						

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2009/10 PROPOSED FEES & CHARGES**

Service : Indoor Sports and Recreation facilities

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	1,510	1,517

Are concessions available? There are concessions for people under 16, people over 60, the disabled and people on income related benefits (Leisure Saver Pass) which are detailed in the fees & charges below.

Link to the Council's Medium Term Objectives: To keep our parks, open spaces and leisure facilities accessible and attractive

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
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Equipment Hire Charges

Racquet	1.65	1.40	1.70	1.45	3.0
Table Tennis Bat	1.65	1.40	1.70	1.45	3.0

Disabled people will be charged the lowest junior/concession rate applicable to a given activity. Where no junior rate applies the charge is the adult rate less 30%.

If a helper is required this person will be admitted free.

Full time students and those in possession of a Connexions card will pay the Under 16 rate where applicable.

Off Peak is defined as: Monday-Friday 9.00am - 5.00pm

Where applicable customers will pay the applicable annual or temporary membership charge in addition to the above activity prices.

Where not specifically identified and where applicable courses/retail/catering/birthday parties/commercial bookings are charged at market rates.

Leisure Saver Scheme

Availability, all normal advertised public opening times unless otherwise stated. NB no pre booking is permitted under this scheme.

Badminton	Peak	2.75	2.34	3.00	2.55	9.1
	Off Peak Adult	2.20	1.87	2.20	1.87	0.0
	Off Peak Under 16 / 60+	1.85	1.57	1.85	1.57	0.0
Fitness Suite (Exclusions Monday-Friday after 5pm)	Peak	2.05	1.74	2.05	1.74	0.0
	Off Peak	1.85	1.57	1.85	1.57	0.0
	Fitness Test	5.85	4.98	5.85	4.98	0.0
	Fitness Retest	3.90	3.32	3.90	3.32	0.0
	Blood Pressure Check	0.85	0.72	0.85	0.72	0.0
	Programme Review	3.15	2.68	3.15	2.68	0.0
	Body Fat Analysis	1.95	1.66	1.95	1.66	0.0
Squash	Peak Adult	2.20	1.87	2.20	1.87	0.0
	Off Peak Adult	1.75	1.49	1.80	1.53	2.9
	Off Peak - Under 16	1.35	1.15	1.40	1.19	3.7
Swimming	Adult	0.95	0.81	0.95	0.81	0.0
	Under 16	0.70	0.60	0.70	0.60	0.0
Table Tennis	Peak Adult	1.25	1.06	1.25	1.06	0.0
	Off Peak Adult	1.20	1.02	1.20	1.02	0.0
	Off Peak Under 16	1.05	0.89	1.05	0.89	0.0
Track	Adult	0.45	0.38	0.45	0.38	0.0
	Under 16	0.20	0.17	0.20	0.17	0.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Retail Services, Catering and Licenced Premises

Purpose of the Charge: To recover the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	2,011	2,024

Are concessions available? No

Link to the Council's Medium Tem Objectives: To be accountable and provide excellent value for money

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

EASTHAMPTAD PARK CONFERENCE CENTRE

Delegate Rates:					
Day Executive Service	54.05	46.00	55.23	47.00	2.2
Bed & Breakfast Single En-suite	93.77	79.80	93.77	79.80	0.0
Shared En-suite Per Person	64.16	54.60	64.16	54.60	0.0
Standard Single	50.58	43.05	50.58	43.05	0.0
Half Day Executive Service	46.88	39.90	48.06	40.90	2.5
Meals: Dinner	19.45	16.55	19.45	16.55	0.0
Breakfast - Full English	9.05	7.70	9.27	7.89	2.4
Lunch	14.92	12.70	14.92	12.70	0.0
Sandwiches	4.82	4.10	6.03	5.13	25.1
Tea/Coffee	2.12	1.80	2.17	1.85	2.4
Room Hire:					
Downshire (Day or part day)	2,467.50	2,100.00	2,471.03	2,103.00	0.1
Downshire (Evening)	987.00	840.00	1,011.68	861.00	2.5
Lecture Room (Day or part day)	493.50	420.00	505.25	430.00	2.4
Lecture Room (Evening)	493.50	420.00	505.25	430.00	2.4
Syndicate room	123.38	105.00	127.00	108.09	2.9
Grounds Hire:					
From	2,467.50	2,100.00	2,467.50	2,100.00	0.0
Special Weekend Rate:					
Standard singles only	165.32	140.70	169.20	144.00	2.3
Functions Bed & Breakfast:					
Single En-suite	70.50	60.00	70.00	59.57	-0.7
Twin/Double En-suite	90.95	77.40	90.00	76.60	-1.0
Family Room for 3, With En-Suite	111.40	94.81	110.00	93.62	-1.3
Family Room for 4, With En-Suite	131.80	112.17	130.00	110.64	-1.4
Standard Single	40.90	34.81	42.00	35.74	2.7
Education Centre:					
Lunch	15.25	12.98	15.63	13.30	2.5
Buffet	9.00	7.66	9.64	8.20	7.1
Sandwiches	4.90	4.17	5.88	5.00	20.0

Where not specifically identified and where applicable courses/retail/catering/weddings/birthday parties/commercial bookings are charged at market rates.

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Library Service

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	120	125

Are concessions available? No

Link to the Council's Medium Term Objectives: To build a vibrant Bracknell Town Centre that residents and businesses are proud of

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

Overdue Charges Per Loan Period

Adult Books, inc multimedia - Daily	0.18		0.20	11.1
Max Per item	6.30		7.00	11.1
Childrens Books borrowed by adults - Daily	0.06		0.10	66.7
Max Per item	0.66		3.50	430.3
Teenage Books borrowed by young people 13-17			0.10	
Max Per item			3.50	

Fines - Library Books

Spoken Word Cassettes/ CD's	Daily		0.18		0.20	11.1
Max Per item			6.30		7.00	11.1
Music CD's	Daily		0.18		0.20	11.1
Max Per item			6.30		7.00	11.1
DVD's	Weekly		2.00			
	Daily				0.60	
Max Per item			6.00		7.00	16.7
Computer Games	Weekly		2.00			
	Daily				0.60	
Max Per item			6.00		7.00	16.7
CD ROMS	Weekly		1.50			
	Daily				0.60	
Max Per item			6.00		7.00	16.7

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2009/10 PROPOSED FEES & CHARGES**

Service : Library Service

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	120	123

Are concessions available? No

Link to the Council's Medium Term Objectives: To build a vibrant Bracknell Town Centre that residents and

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

Loan Charges

Childrens Spoken Word Cassettes & CD's - 3 weeks		Free		Free	
Adult Spoken Word Cassettes 3 weeks		2.00		2.00	0.0
Adult Spoken Word 3 weeks		2.00		2.10	5.0
CD ROMS 1 Week		1.60		2.00	25.0
Music CD's		2.00		2.00	0.0
Computer Games 1 Week		2.00		2.00	0.0
DVD's 1 Week		2.00		2.00	0.0

Requests

Books/Periodical Articles - All per item

All items held in BFC Libraries		Free		Free	
Requests to other Authorities		3.00		3.00	0.0
British Library Requests (1st 10 items)		4.00		4.00	0.0
British Library Requests (Subsequent Books)		12.35		12.75	3.2
British Library Requests (Subsequent Periodicals)		8.85		9.10	2.8
British Library Urgent Service		31.55		32.55	3.2
British Library Urgent Service (Student Concession)		26.00		27.00	3.8

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2009/10 PROPOSED FEES & CHARGES**

Service : Library Service

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	120	123

Are concessions available? No

Link to the Council's Medium Term Objectives: To build a vibrant Bracknell Town Centre that residents and

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

Internet printing fees

Printing Mono or Colour	A4 Page	0.15	0.13	0.15	0.13	0.0
Guest Internet Use	Half Hour	2.85	2.43	2.85	2.43	0.0
Floppy Disk	Each	0.75	0.64	0.75	0.64	0.0
Head Phones	Each			1.50	1.28	
CD Rom	Each	0.90	0.77	0.90	0.77	0.0
Scan and Print by customer	A4 Page	0.15	0.13	0.15	0.13	0.0
Scan and Print by staff	A4 Page	4.10	3.49	4.10	3.49	0.0
Scan and Print on Photo Paper	A4 Page	4.60	3.91	4.60	3.91	0.0

Fax Charges

Fax - UK First Page	1st Page	1.45	1.23	1.45	1.23	0.0
Fax - UK additional pages	A4 Page	1.05	0.89	1.05	0.89	0.0
Fax - EU First Page	1st Page	3.30	2.81	3.30	2.81	0.0
Fax - EU additional pages	A4 Page	1.55	1.32	1.55	1.32	0.0
Fax - Rest of World First Page	1st Page	4.90	4.17	4.90	4.17	0.0
Fax - Rest of World Extra Pages	A4 Page	3.10	2.64	3.10	2.64	0.0

Photocopying Charges

Black & White	A4 Page	0.10	0.09	0.15	0.13	50.0
Black & White	A3 Page	0.30	0.26	0.30	0.26	0.0
Colour	A4 Page	0.60	0.51	0.65	0.55	8.3
Colour	A3 Page	1.25	1.06	1.30	1.11	4.0

Other Charges

Pring from microfilm reader	A4 Page	0.30	0.26	0.30	0.26	0.0
Facilities Hire at Libraries	Half day		25.00		25.00	0.0
Facilities Hire at Libraries	Full day		40.00		40.00	0.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Cemetery & Crematorium

Purpose of the Charge: To recover the costs of the facilities

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	1,016	1,096

Are concessions available? No

Link to the Council's Medium Term Objectives: To be accountable and provide excellent value for money

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
CEMETERY & CREMATORIUM					
A CEMETERY & CREMATORIUM					
PURPOSE OF CHARGE: to recover costs.					
CEMETERY					
For the interment of the body of:					
a person aged 16 years or over		680.00		700.00	2.9
a child 3 years to 15 years		100.00		103.00	3.0
a stillborn child, foetus or child under 3 years		60.00		62.00	3.3
a child or person in a grave in respect of which an exclusive right of burial has been granted of a greater depth than 4 feet, the charge for every additional two feet will be		210.00		216.00	2.9
For the interment of a cremation urn or casket					
a person aged 16 years or over		270.00		277.00	2.6
a child 3 years to 16 years		100.00		103.00	3.0
Additional charge for graves alongside roads or pathways		0.00		150.00	
Additional charge for casket shaped grave for a person 16 and over		250.00		257.00	2.8
The whole of the foregoing fees and charges will be doubled in the case of any person who, at the time of death, was not a Bracknell Forest Borough Council Tax payer or inhabitant of the area administered by Bracknell Forest Borough Council or in the case of a stillborn child of which, at the time of death neither of the parents was a Bracknell Forest Borough Council Tax payer or inhabitant or who had not resided at any time within the Borough during the 12 months preceding his or her death. In the event of the body of child being buried in the same coffin as the body of its parents, no fees shall be payable in respect of the burial of that child.					
For the exclusive right of burial for a period of 75 years including the preparation of the deed of grant		750.00		770.00	2.7
To purchase a grave in reserve for a period of 10 years, with the right to renew for a further period		750.00		0.00	
To purchase a grave in reserve for a period of 75 years, with the right to renew for a further period		0.00		1,200.00	
Right to erect memorial tablet 24" by 12" with one name on inscription		125.00		129.00	3.2
Additional inscription of each name		50.00		52.00	4.0
Plot				30.00	
Temporary marker on Grave				20.00	
Transfer of grant of exclusive right of burial		70.00		72.00	2.9
Indemnity loss of grant of exclusive right of burial		30.00		0.00	
Exhumation of a stillborn child up to 3 years or of a child or person over 3 years or of cremated remains at 4 feet		POA		POA	

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES

Service : Cemetry & Crematorium

Purpose of the Charge: To recover the costs of the service

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	1,016	1,096

Are concessions available? No

Link to the Council's Medium Term Objectives: To be accountable and provide excellent value for money

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
CREMATORIUM					
For the cremation of the body of:					
a person aged 16 years or over 0900-1030		515.00		0.00	
a person aged 16 years or over 0900 -1545		560.00		588.00	5.0
Organist Fee		0.00		0.00	
a stillborn child, foetus or child under 16 years		0.00		0.00	
Body parts		130.00		134.00	3.1
Cremation fee includes Medical Referee fee, use of chapel etc., provision of recorded music, use of organ (organist not included), disposal of cremated remains in the Gardens of Remembrance and provision of polytainer for cremated remains.					
In the event of the body of child being cremated in the same coffin as the body of its parents, no fees shall be payable in respect of the burial of that child.					
Cremation Urns		90.00		93.00	3.3
Package and dispatch to an address in the UK		95.00		98.00	3.2
Use of Chapel only for memorial service includes use of organ (organist not included) and/or recorded music		200.00		205.00	2.5
Service of double or additional length, including use of organ or recorded music, per 45 minutes in addition to usual cremation or interment fee		200.00		205.00	2.5
For disposal of cremated remains when cremation has taken place elsewhere		135.00		139.00	3.0
Retention of cremated remains on temporary deposit per month after first month for a maximum of three months		53.00		55.00	3.8
Certified extract from the Register of Cremation		50.00		52.00	4.0
The charges for funerals are increased by 50% on a Saturday and 100% on a Sunday.					
Memorial Fees					
Entries in The Book of Remembrance					
2 line entry	69.50	59.15	71.00	60.43	2.2
5 line entry	102.20	86.98	105.00	89.36	2.7
8 line entry	122.65	104.38	126.00	107.23	2.7
5 line entry with floral emblem	163.50	139.15	168.00	142.98	2.8
8 line entry with floral emblem	173.75	147.87	178.00	151.49	2.4
5 line entry with badge, bird, crest or shield	183.95	156.55	189.00	160.85	2.7
8 line entry with badge, bird, crest or shield	214.60	182.64	220.00	187.23	2.5
8 line entry with coat of arms	224.80	191.32	230.00	195.74	2.3
Copy of an entry from The Book of Remembrance in a folded					
2 line entry	56.25	47.87	58.00	49.36	3.1
5 line entry	69.50	59.15	71.00	60.43	2.2
8 line entry	75.65	64.38	78.00	66.38	3.1
5 line entry with floral emblem	141.00	120.00	145.00	123.40	2.8
8 line entry with floral emblem	145.10	123.49	149.00	126.81	2.7
5 line entry with badge, bird, crest or shield	153.30	130.47	157.00	133.62	2.4
8 line entry with badge, bird, crest or shield	163.50	139.15	168.00	142.98	2.8
8 line entry with coat of arms	183.95	156.55	189.00	160.85	2.7
Memorial Leather Panel					
Prepare and display for a 10 year period	275.90	234.81	283.00	240.85	2.6
Renewal of period of display for a further 10 years	118.55	100.89	122.00	103.83	2.9
Replacement of memorial leather panel	148.20	126.13	152.00	129.36	2.6
Refurbished panel	40.90	34.81	42.00	35.74	2.7
Babies' Garden of remembrance Plaque					
Prepare and display for a 10 year period	275.90	234.81	283.00	240.85	2.6
Renewal for further 10 years	118.55	100.89	122.00	103.83	2.9

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES

Service : Cemetry & Crematorium

Purpose of the Charge: To recover the costs of the service

	2009/10 Budget	Proposed 2010/11 Budget
	£'000	£'000
Income the proposed fees will generate:	1,016	1,096

Are concessions available? No

Link to the Council's Medium Term Objectives: To be accountable and provide excellent value for money

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Roses					
Rose standard with plaque for a 7 year period	347.40	295.66	356.00	302.98	2.5
Renewal of standard rose for a further 7 years	176.80	150.47	181.00	154.04	2.4
Renewal of existng rose for 3 years	0.00	0.00	100.00	85.11	
Additional plaque on existing rose standard/bush	155.30	132.17	159.00	135.32	2.4
Cast bronze plaque	81.75	69.57	84.00	71.49	2.8
Memorial Garden Seats					
A commemorative bench with plaque for a 10 year period	970.70	826.13	995.00	846.81	2.5
Replacement plaque for memorial garden seat	194.15	165.23	199.00	169.36	2.5
Renewal of commemorative bench with plaque for a further 10 year period	485.35	413.06	498.00	423.83	2.6
Cast bronze plaque	92.00	78.30	94.00	80.00	2.2
Cremated Remains Desk Tablet (with flower holder)					
Additional letter inscription per letter	2.35	2.00	2.40	2.04	2.1
Second and final interment (including 50 letter inscription)	255.45	217.40	262.00	222.98	2.6
Granite 2000					
Prepare and display a red/black pearl tablet with three lines on inscription for a ten year period	429.15	365.23	439.90	374.38	2.5
Prepare and display a red/black pearl tablet with three lines on inscription for a twenty year period	766.30	652.17	785.45	668.47	2.5
Hand Crafted designs				POA	
Photo on Memorial			0.00	0.00	
Additional lines (max three - Black granite only)	22.50	19.15	23.00	19.57	2.2
Memorial Vase					
Prepare and display for 10 year period	429.15	365.23	440.00	374.47	2.5
Prepare and display for 20 year period	766.30	652.17	785.00	668.09	2.4
Replacement plaque (including inscription)	204.35	173.91	209.00	177.87	2.3
Sanctum 2000® Cremated Remains (with flower holder)					
Prepare and display for 10 year period, an inscribed table for two sets of remains including 80 letters of inscription	950.00	808.51	974.00	828.94	2.5
Prepare and display for 20 year period, an inscribed table for two sets of remains including 80 letters of inscription	1,260.00	1,072.34	1,292.00	1,099.57	2.5
Prepare and display for 30 year period, an inscribed table for two sets of remains including 80 letters of inscription	1,550.00	1,319.15	1,589.00	1,352.34	2.5
Prepare and display for 50 year period, an inscribed table for two sets of remains including 80 letters of inscription	2,100.00	1,787.23	2,199.00	1,871.49	4.7
Renewal for a further ten year period	153.30	130.47	157.15	133.74	2.5
Additional inscription per letter	2.35	2.00	2.40	2.04	2.1
Second & final interment (including 50 letter inscription)	255.45	217.40	262.00	222.98	2.6

****To Pre-purchase a grave space (commonly known as purchase in reserve) is usually charged at a much higher cost than to purchase for immediate use. Pre-purchasing of grave spaces can cause future problems for the burial authority, namely as spaces are pre-purchased for future use, the cemetery may run out of usable space and be required to seek another burial site. This may then require the maintenance of both sites whilst having income from only one. It still allows those who deem it important to purchase graves near to loved ones.

****Graves alongside roads or pathways are always well sought after. If they are sold first it can leave problems selling those in the middle as well as finding access difficult for the digging out of graves.

*****This item is to be removed as you cannot indemnify someone against losing their deed. You will potentially end up with two claimants on the grave space if the original deed comes to light. We would not issue a second deed.

*****Officers time to accompany families to select plots may take up to 1 hour. If families do not want the next plot in sequential in squence then this can cause problems for the cemetery and the potential loss of grave spaces which can be "sandwiched" and un-usable Selection needs to be controlled

*****Temporary markers are usually placed on grave spaces by the cemetery staff and must be inserted correctly to avoid H&S issues.

This is a chrg for processing the paperwork and for the staff to ensure the marker is inserted correctly.

*****Hand crafted designs from wildlife to railway trains, sports etc..

Will allow people to have on their tablet something that their deceased cherished as part of their life. As they are hand crafted the cost will depend on the design

All fees are doubled for non-BFC residents with the expection of the purchase of a grave space to inter a BFC residents by a non-resident.

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES

Service : On / Off Street Parking

Purpose of the Charge: To maximise income to cover costs

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	1,466	1,466

Are concessions available? There is a 50% discount on season tickets for the High Street multi storey car park for electric cars

Link to the Council's Medium Term Objectives: To promote sustainable housing and infrastructure development

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	**Proposed Fee **(Inc VAT)	**Proposed Fee **(Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
The Proposed Fees are to be implemented upon Installation of the New Equipment.					
CAR PARKING					
Multi Storey Car Parks					
Charging period.....7.30am to 7.30pm Mon, Tues, Wed and Sat 7.30am to 8.00pm Thurs and Fri					
SEASON TICKETS					
High Street mscp					
5 day annual	1,070.00	910.64	1,123.50	956.17	5.0
5 day quarterly	360.00	306.38	378.00	321.70	5.0
6 day annual	1,160.00	987.23	1,218.00	1,036.60	5.0
6 day quarterly	385.00	327.66	404.25	344.04	5.0
High Street mscp 50% Discount for Electric Cars					
Charles Square mscp					
5 day annual	1,070.00	910.64	1,123.50	956.17	5.0
5 day quarterly	360.00	306.38	378.00	321.70	5.0
6 day annual	1,160.00	987.23	1,218.00	1,036.60	5.0
6 day quarterly	385.00	327.66	404.25	344.04	5.0
Replacement season ticket	32.00	27.23	33.60	28.60	5.0
Lorry Park					
Pre-paid Tickets 3 months	140.00	119.15	147.00	125.11	5.0
Pre-paid Tickets 6 months	280.00	238.30	294.00	250.21	5.0
Pre-paid Tickets 12 months (Discontinued)					
DAILY CHARGES-Multi-Storey					
Charles Square and High Street mscps (mon-sat inclusive)					
0-1hr	0.60	0.51	0.70	0.60	16.7
1-2hrs	1.00	0.85	1.10	0.94	10.0
2-3hrs	1.20	1.02	1.30	1.11	8.3
3-4hrs	1.80	1.53	1.90	1.62	5.6
4-5hrs	3.00	2.55	3.20	2.72	6.7
5-6hrs	3.50	2.98	3.70	3.15	5.7
6-7hrs	4.00	3.40	4.20	3.57	5.0
7-8hrs	4.50	3.83	4.70	4.00	4.4
over 8 hrs	6.50	5.53	6.80	5.79	4.6
Lost ticket	6.50	5.53	6.80	5.79	4.6
High Street car park - Saturday 0-3hrs	1.00	0.85	1.10	0.94	10.0
High Street car park - Saturday Over 3hrs	3.00	2.55	3.20	2.72	6.7
High Street car park - Saturday 3-5hrs					
High Street car park - Saturday Over 5hrs					
Lost ticket	3.00	2.55	3.20	2.72	6.7
DAILY CHARGES Pay & Display					
Albert Road car park-mon-sat inclusive					
0-2hrs	0.60	0.51	0.70	0.60	16.7
2-3hrs					
3-4hrs					
2-4hrs	1.00	0.85	1.10	0.94	10.0
4-5hrs					
5-6hrs					
4-6hrs	2.00	1.70	2.10	1.79	5.0
6-7hrs					
7-8hrs					
6-8hrs	2.50	2.13	2.60	2.21	4.0
over 8 hrs	3.00	2.55	3.20	2.72	6.7

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES

Service : On / Off Street Parking

Purpose of the Charge: To maximise income to cover costs

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	1,466	1,466

Are concessions available? There is a 50% discount on season tickets for the High Street multi storey car park for electric cars

Link to the Council's Medium Term Objectives: To promote sustainable housing and infrastructure development

****The Proposed Fees are to be implemented upon Installation of the New Equipment.****

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	**Proposed Fee (Inc VAT)	**Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Old Manor car park (mon-sat inclusive) 0-40 mins	0.50	0.43	0.60	0.51	20.0
Charles Square Behind the Banks, Top of High Street 0-40 mins	0.50	0.43	0.60	0.51	20.0
Easthampstead House (sat only) 0-2hrs	0.60	0.51	0.70	0.60	16.7
2-4hrs	1.00	0.85	1.10	0.94	10.0
LORRY PARK (mon-fri)					
0-2hrs	0.60	0.51	0.70	0.60	16.7
0-24hrs	3.00	2.55	3.20	2.72	6.7
Penalty Charge Notices (Car Parks & Lorry Park)					
Charge		70.00		Regulation	
Charge if paid within 14 days		35.00		Regulation	
Penalty Charge Notices (On-Street)					
Charge		50.00		Regulation	
Charge if paid within 14 days		25.00		Regulation	
Parking place Suspension(On-Street)					
Charge per Suspension		150.00		Regulation	
Parking place Dispensation Permit (On-Street)					
Charge per vehicle		50.00		Regulation	
Visitor Passes	6.50	5.53	6.80	5.79	4.6
Administration per 200 visitors passes	32.00	27.23	33.60	28.60	5.0
Service Yard 'E' permits	315.00	268.09	330.80	281.53	5.0

Season Tickets sold on a non-refundable basis
Lost ticket charge multi-storey car parks is the all day charge
All car parks are free on Sundays and Bank Holidays

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Environmental Health

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	76	78

Are concessions available? No

Link to the Council's Medium Term Objectives: Keep Bracknell Forest clean and green

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%

DOG CONTROL

PURPOSE OF CHARGE: includes prescribed fee, transportation and officer costs.

Return of Stray Dog

Prescribed fee		25.00		Set by Regulation	
Daily kennel fees plus any vet fees		At cost		At cost	
Transportation/Officer costs		0.00			
Expenses incurred by the Local Authority relating to return of Stray Dog.		50.05		51.30	2.5
Dog Fouling fixed penalty charge		50.00		Set by Regulation	

PEST CONTROL (call out and/or treatment charges)

PURPOSE OF CHARGE: contribution towards overall costs.

Rats

Call out and/or treatment	42.95	36.55	44.20	37.62	2.9
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Mice

Call out and/or treatment	54.20	46.13	55.70	47.40	2.8
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Wasps (first nest)

Call out and/or treatment	43.95	37.40	45.20	38.47	2.8
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Wasps (subsequent nest treated during same visit)

Treatment	15.35	13.06	15.80	13.45	2.9
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Other Pests(Ants, human fleas, body lice and bed bugs)

Call out and/or treatment	57.25	48.72	58.80	50.04	2.7
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Pest treatment in commercial premises

		At cost		At cost	
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The fees for pest control are collected before the officer provides any treatment or precautionary advice. All pest control fees are increased by 50% where a call is outside normal working hours and by 100% where the visit is deemed necessary on weekends or recognised public holidays.

Costs may be waived where pest control is carried out in the interest of public health.

The pest control fees are discounted by 50% where the principal occupant is in receipt of an income related benefit, ie housing benefit, council tax benefit or

ABANDONED VEHICLES

Removal (prescribed fee)		105.00		Set by regulation	
Daily storage (prescribed fee)		12.00		Set by regulation	
Enforcement disposal costs (prescribed fee)		50.00		Set by regulation	
Enforcement invoice costs		64.40		64.40	

DRAINS, SEWERS AND CESSPOOLS

Private blocked drain

Mon-Fri 8am - 5pm	153.30	130.47	157.00	133.62	2.4
Mon-Fri 5.00pm - 8am and Sat	217.65	185.23	223.00	189.79	2.5
Abortive call charge	89.95	76.55	92.50	78.72	2.8

Cesspools

Emptying	As per schedule of rates	As per schedule of rates	As per schedule of rates	As per schedule of rates	
Emergency Emptying	As per schedule of rates	As per schedule of rates	As per schedule of rates	At cost	
Emergency Call Out Charge	93.00	79.15	95.35	81.15	2.5
Invoice charges (where requested)	31.70	26.98	32.50	27.66	2.5

The fees for drainage are discounted; by 50% where the principal occupant is in receipt of an income related benefit, i.e. Housing benefit, council tax benefit or income support, pension creditor similar Government income support. Subject to officer discretion to waive in the interests of public health.

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Environmental Health

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	76	78

Are concessions available? No

Link to the Council's Medium Term Objectives: Keep Bracknell Forest clean and green

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Miscellaneous					
Individual copy from Food Register		18.90		19.35	2.4
Complete copy of Food Register(reflects commercial value)		315.00		322.90	2.5
Health Certificate		14.70		15.05	2.4
Statement of Facts		203.15		208.25	2.5
Immigration reports for Home Office		117.60		121.00	2.9
Certificate for surrender of unsound food (per hour) plus disposal costs		82.65		85.00	2.8
Licence to Sell Game: Annual Licence					
Annual Subsistence Charge					
i) To kill game valid for one year ending on 31 July		6.30		Set by regulation	
ii) To kill game valid for nine months 1 November to 31 July		4.20		Set by regulation	
iii) To kill game valid for fourteen consecutive days		2.10		Set by regulation	
iv) To deal in game valid until the next following 1 July		4.20		Set by regulation	
v) Gamekeepers licence valid until the next following 31 July		4.20		Set by regulation	
ENVIRONMENTAL PROTECTION ACT, PRESCRIBED FEES					
The following fees and charges in respect of Prescribed Processes became effective from 1 April 2003. Please contact Environment for information in respect of fees and charges where an operator is applying for, or holds multiple authorisations for the carrying on of a crushing and/or screening process by means of mobile plant.					
LAPC Fees and Charges					
Application Fee					
Standard Process		1,440.00		Set by regulation	
Service Stations / Dry Cleaners		134.00		Set by regulation	
Waste oil burning appliances under 0.4MWth		134.00		Set by regulation	
Mobile Screening and Crushing Plant		1,440.00		Set by regulation	
For the third to seventh applications		860.00		Set by regulation	
For the eighth and subsequent applications		436.00		Set by regulation	
Substantial Changes (Sections 10 and 11 of the Act)					
Standard Process		917.00		Set by regulation	
Service Stations		89.00		Set by regulation	
Waste Oil Burners under 0.4MW		89.00		Set by regulation	
Dry Cleaners		89.00		Set by regulation	
Change due to implement an upgrading plan		134.00		Set by regulation	
Annual Subsistence Charge					
Standard Process LOW		671.00		Set by regulation	
Standard Process MEDIUM		1,008.00		Set by regulation	
Standard Process HIGH		1,503.00		Set by regulation	
Service Stations / Dry Cleaners		136.00		Set by regulation	
Waste Oil Burners under 0.4MW		136.00		Set by regulation	
Odouring of natural gas		331.00		Set by regulation	
Mobile Screening and Crushing Plant		897.00		Set by regulation	
For the third to seventh applications		533.00		Set by regulation	
For the eighth and subsequent applications		271.00		Set by regulation	
Subsistence charges can be paid in four equal quarterly instalments, where payment is made quarterly there is an additional annual amount payable of £33					

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES

Service : Environmental Health

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	76	78

Are concessions available? No

Link to the Council's Medium Term Objectives: Keep Bracknell Forest clean and green

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Transfer and Surrender					
Transfer		147.00		Set by regulation	
Partial Transfer		435.00		Set by regulation	
Surrender		0.00		Set by regulation	
Transfer : Service Stations, Waste Oil Burners under 0.4 MW and Dry Cleaners		14.00		Set by regulation	
Partial Transfer : Service Stations, Waste Oil Burners under 0.4 MW and Dry Cleaners		41.00		Set by regulation	
PRIVATE SECTOR HOUSING ENFORCEMENT ACTION					
Housing enforcement charge - where appropriate and upto 5 Year HMO licence - upto 5 bedrooms		330.00		338.25	2.5
Additional fee per extra bedroom		0.00		0.00	
A reduction where the landlord is accredited		52.00		53.30	2.5
A reduction where the landlord is applying for more than one licence		52.00		53.30	2.5
Request for additional information by letter		56.00		57.40	2.5
TRAINING					
PURPOSE OF CHARGE: to recover costs.					
Food Hygiene/Health and Safety Courses (per person)					
Basic course	73.60	62.64	75.45	64.20	2.5
Delegates from business outside the Borough	81.15	69.06	83.20	70.80	2.5
Resit fee	33.85	28.81	34.70	29.55	2.5
Replacement certificates	22.55	19.19	23.10	19.65	2.4
One-off specialist courses/seminars	At cost	At cost	At cost	At cost	
CONTAMINATED LAND ENQUIRY FEES					
Initial Enquiry					
Domestic: Telephone based enquiry (requiring telephone call back)		24.15		25.00	3.5
Letter/fax enquiry (requiring letter/fax back)		36.75		38.00	3.4
Commercial: Telephone based enquiry (requiring telephone call back)		48.30		50.00	3.5
Letter/fax enquiry (requiring letter/fax back)		60.90		62.40	2.5
Further Information					
Domestic: Additional telephone call		6.30		6.50	3.2
Additional letter/fax		12.60		12.90	2.4
Commercial: Additional telephone call		17.85		18.30	2.5
Additional letter/fax		24.15		25.00	3.5
HIGH HEDGE ENQUIRIES					
Initial Investigation		165.00		169.15	2.5
Full Investigation (Additional payment to complete investigation)		500.00		512.50	2.5

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Environmental Health

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	76	78

Are concessions available? Drainage/Pest Control - there is a 50% discount where the principal occupant is in

Link to the Council's Medium Term Objectives: Keep Bracknell Forest clean and green

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
CLEAN NEIGHBOURHOOD AND ENVIRONMENT ACT					
Selling Vehicles on Road - Reduced to £60 if paid within 7 working days		100.00		Set by Regulation	
Repairing Vehicles on Road - reduced to £60 if paid within 7 working days		100.00		Set by Regulation	
Graffiti and fly tipping - reduced to £50 if paid within 7 working days		80.00		Set by Regulation	
Street litter notices and litter clearing notices - reduced to 360 if paid within 7 working days		110.00		Set by Regulation	
Unauthorised distribution of literature on designated land - reduced to £50 if paid within 7 working days		80.00		Set by Regulation	
Failure to produce a waste transfer note - reduced to £180 if paid within 7 working days		300.00		Set by Regulation	
Wastre receptacles - reduced to £60 if paid within 7 working days		110.00		Set by Regulation	
Failure to produce a waste carrier documentation - reduced to £180 if paid within 7 working days		300.00		Set by Regulation	
Offence of Dropping Litter - reduced to £50 if paid within 7 working days		80.00		Set by Regulation	
ENVIRONMENTAL INFORMATION					
The Environmental Regulations 2004					
Environmental Information Enquiries		Set corporately		Set corporately	

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Waste Management

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	75	77

Are concessions available? Bulky Household Refuse - There is a 50% discount where the principal occupant is in receipt of an income related benefit.

Link to the Council's Medium Term Objectives: Keep Bracknell Forest clean and green

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
A SPECIAL REFUSE COLLECTION SERVICE OF BULKY ITEMS					
PURPOSE OF CHARGE: to recover costs.					
Bulky household refuse (excluding DIY material) Up to 3 items.		33.60		34.50	2.7
Between 4 and 7 items (minimum charge 1 hour)		44.10		45.20	2.5
Garden waste bins		30.00		30.75	2.5
Garden waste sacks		0.30		0.35	16.7
The waste collection charges for bulky collections are discounted by 50% where the principal occupant is in receipt of an income related benefit, i.e. housing benefit, council tax benefit or income support, pension credit or similar Government income support. Subject to discretion to waive or reduce where hardship is evidenced.					
Replacement of Wheeled bin - admin charge	20.45	17.40	21.10	17.96	3.2
Residents request to return and empty bin not presented for collection	20.45	17.40	21.10	17.96	3.2
Additional Wheeled Bin, under certain circumstances - Charge per annum	30.70	26.13	31.60	26.89	2.9

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES

Service : Trading Standards

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	206	211

Are concessions available? No

Link to the Council's Medium Term Objectives: To improve health and well being within the Borough

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
WEIGHTS AND MEASURES					
PURPOSE OF CHARGE: to recover costs.					
The charge for examining, testing, certifying, stamping, authorising or reporting on special weighing or measuring equipment (per hour)					
1) Automatic or totalising weighing machines			64.50		Set by LACORS
2) Equipment designed to weigh loads in motion			64.50		Set by LACORS
3) Weighing or measuring equipment tested by means of statistical sampling			64.50		Set by LACORS
4) The establishment of calibration curves for templets			64.50		Set by LACORS
5) Templets graduated in millimetres			64.50		Set by LACORS
6) Testing or other services in pursuance of a Community obligation other than EC initial or partial verification			64.50		Set by LACORS
7) Bulk fuel measuring equipment following a Regulated 65 or 66 occurrence			64.50		Set by LACORS
8) Other tests - miscellaneous Where additional costs are incurred in providing the service because of the need to obtain specialised equipment, extra costs will be levied to meet the individual circumstances of each case on a full cost recovery basis.			64.50		Set by LACORS Set by LACORS
Weights					
1) Exceeding 5Kg or not exceeding 500mg or 2CM2			7.15		Set by LACORS
2) Other weights			5.50		Set by LACORS
Measures					
Linear measures not exceeding 3m or for each scale			8.00		Set by LACORS
Capacity measures without divisions not exceeding 1 litre			6.10		Set by LACORS
Cubic ballast measures (other than brim measures)			141.75		Set by LACORS
Liquid Capacity measures for making up and checking average quantity packages.					
Templets			22.40		Set by LACORS
Per scale-first item			39.30		Set by LACORS
Second and subsequent items			15.20		Set by LACORS
Weighing Instruments					
Non - EC					
Not exceeding 1 tonne			50.90		Set by LACORS
Exceeding 1 tonne to 10 tonne			82.25		Set by LACORS
Exceeding 10 tonne			172.10		Set by LACORS
EC (NAWI)					
Not exceeding 1 tonne			84.70		Set by LACORS
Exceeding 1 tonne to 10 tonne			136.90		Set by LACORS
Exceeding 10 tonne			286.85		Set by LACORS
Instruments incorporating remote display and/or remote printing facilities: A fee equal to 150% of the full fee which would otherwise be payable. When supplying specialist equipment an additional fee may be charged hourly, daily or per appointment.					
Measuring Instruments for Intoxicating Liquor					
Not exceeding 150ml			14.00		Set by LACORS
Other			16.15		Set by LACORS

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Trading Standards

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	206	211

Are concessions available? No

Link to the Council's Medium Term Objectives: To improve health and well being within the Borough

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Measuring Instruments for Liquid Fuel and Lubricants					
1) Container type (unsubdivided)		58.50		Set by LACORS	
2) Petrol Pumps - Number of meters tested in one 1 meter unit		95.40		Set by LACORS	
2 meters		154.00		Set by LACORS	
3 meters		212.60		Set by LACORS	
4 meters		271.20		Set by LACORS	
5 meters		329.80		Set by LACORS	
6 meters		388.40		Set by LACORS	
7 meters		447.00		Set by LACORS	
8 meters		505.60		Set by LACORS	
Ancillary equipment					
a) Electronic console equipment (when tested alone) per hour		64.40		Set by LACORS	
b) Credit Card Acceptors		64.40		Set by LACORS	
Road Tanker Measuring Equipment (>100 Litres)					
1) Meter measuring system					
Wet hose type with two testing liquids		204.80		Set by LACORS	
Wet hose type with three testing liquids		238.90		Set by LACORS	
Dry hose type with two testing liquids		227.50		Set by LACORS	
Dry hose type with three testing liquids		261.80		Set by LACORS	
Wet/Dry hose type with two testing liquids		318.55		Set by LACORS	
Wet/Dry hose type with three testing liquids		341.30		Set by LACORS	
MISCELLANEOUS					
Miscellaneous					
Administrative charge for provision of a certificate containing results of errors found on testing			35.00	35.90	2.6
Minimum charge for the attendance of an authorised officer (i.e. excluding verifications carried out at the premises of the manufacturer or the Trading Standards Service). In the specified circumstances this fee overrides any fee listed above which is less than £68			64.40	Set by LACORS	
Poisons Act					
Initial registration			30.10	Set by Regulation	
Re-registration			17.65	Set by Regulation	
Change in details of registration			12.15	Set by Regulation	
Performing animals					
Registration of trainers and exhibitors for entertainment			26.25	0.00	
Inspection and issue of Licence (Registration)			80.00	85.00	6.3

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Trading Standards

Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	206	211

Are concessions available? No

Link to the Council's Medium Term Objectives: To improve health and well being within the Borough

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
LICENSING ACT 2003					
The fees for all Licensing Act 2003 permissions are statutory fees set by central government					
Fees for new and variation applications for premises licences and club premises certificates are based on the rateable value of the premises and					
Rateable value band					
A		100.00		100.00	
B		190.00		190.00	
C		315.00		315.00	
D		450.00		450.00	
E		635.00		635.00	
The fees for new or variation applications for premises licences and club premises certificates where (a) the premises are in Band D or Band E;					
Rateable value band					
D		900.00		900.00	
E		1,905.00		1,905.00	
Also, new or variation applications for premises licences and club premises where capacity will exceed 5000, are subject to an additional fee					
Number of people in attendance at any one time					
5,000 - 9,999		1,000.00		1,000.00	
10,000 - 14,999		2,000.00		2,000.00	
15,000 - 19,999		4,000.00		4,000.00	
20,000 - 29,999		8,000.00		8,000.00	
30,000 - 39,999		16,000.00		16,000.00	
40,000 - 49,999		24,000.00		24,000.00	
50,000 - 59,999		32,000.00		32,000.00	
60,000 - 69,999		40,000.00		40,000.00	
70,000 - 79,999		48,000.00		48,000.00	
80,000 - 89,999		56,000.00		56,000.00	
90,000 and over		64,000.00		64,000.00	
Premises licences sought for community centres and some schools that permit regulated entertainment but which do not permit the supply of alcohol and/or the provision of late night refreshment will not incur a fee					

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Trading Standards

Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	206	211

Are concessions available? No

Link to the Council's Medium Term Objectives: To improve health and well being within the Borough

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
OTHER FEES					
There are other occasions that fees and charges must be paid to the Licensing Authority, as set out below:					
Personal Licence Application		37.00		37.00	
Supply of copies of information contained in register		10.50		10.50	
Application for copy of licence or summary on theft, loss etc. of premises licence or summary		10.50		10.50	
Notification of change of name or address (holder of premises licence)		10.50		10.50	
Application to vary licence to specify an individual as designated premises supervisor		23.00		23.00	
Interim Authority Notice		23.00		23.00	
Application to transfer premises licence		23.00		23.00	
Application for making a provisional statement		315.00		315.00	
Application for copy of certificate or summary on theft, loss etc. of certificate summary		10.50		10.50	
Notification of change of name or alteration of club rules		10.50		10.50	
Change of relevant registered address of club		10.50		10.50	
Temporary Event Notices		21.00		21.00	
Application for copy of notice on theft, loss etc. of temporary event notice		10.50		10.50	
Application for copy of licence on theft, loss etc. of personal licence		10.50		10.50	
Notification of change of name or address (personal licence)		10.50		10.50	
Notice of interest in any premises		21.00		21.00	

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Trading Standards

Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions

	2009/10 Budget £'000	Budget £'000
Income the proposed fees will generate:	206	211

Are concessions available? No

Link to the Council's Medium Term Objectives: To improve health and well being within the Borough

Description	Current Fee £.p	Current Fee £.p	Proposed Fee £.p	Proposed Fee £.p	Increase %
ANNUAL FEES					
Where premises licences and club premises certificates are issued, the holder shall pay an annual fee as set out below:					
Rateable value band					
A		70.00		70.00	
B		180.00		180.00	
C		295.00		295.00	
D		320.00		320.00	
E		350.00		350.00	
Where (a) the premises are in Band D or in Band E; and (b) the premises are used exclusively or primarily for the supply of alcohol on those premises, the holder of the licence/certificate shall pay an annual fee as set out below:					
Rateable value band					
D		640.00		640.00	
E		1,050.00		1,050.00	
Also where the capacity of the premises exceeds 5,000, the holder of the licence/certificate shall pay an additional fee as set out below:					
Number of people in attendance at any one time					
5,000 - 9,999		500.00		500.00	
10,000 - 14,999		1,000.00		1,000.00	
15,000 - 19,999		2,000.00		2,000.00	
20,000 - 29,999		4,000.00		4,000.00	
30,000 - 39,999		8,000.00		8,000.00	
40,000 - 49,999		12,000.00		12,000.00	
50,000 - 59,999		16,000.00		16,000.00	
60,000 - 69,999		20,000.00		20,000.00	
70,000 - 79,999		24,000.00		24,000.00	
80,000 - 89,999		28,000.00		28,000.00	
90,000 and over		32,000.00		32,000.00	
OTHER PREMISES LICENSING					
Sex Establishment: Annual Licence					
Premises - Initial		2,140.00		2,194.00	2.5
Premises - Renewal		1,135.00		1,164.00	2.6
Dangerous Wild Animal: Annual Licence					
Premises - Initial		380.00		390.00	2.6
Premises - Renewal		220.00		226.00	2.7
Riding Establishment: Annual Licence					
Premises - Initial		412.00		422.00	2.4
Premises - Renewal		214.00		220.00	2.8
Provisional - Initial		240.00		246.00	2.5
Provisional - Renewal		121.00		124.00	2.5
Animal Boarding Establishment: Annual Licence					
1 - 30 animals	Initial	324.00		332.00	2.5
	Renewal	189.00		194.00	2.6
31 - 60 animals	Initial	382.00		392.00	2.6
	Renewal	206.00		211.00	2.4
61 (or more) animals	Initial	465.00		477.00	2.6
	Renewal	251.00		258.00	2.8

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES

Service : Trading Standards

Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions

	2009/10 Budget £'000	Proposed 2010/11 £'000
Income the proposed fees will generate:	206	211

Are concessions available? No

Link to the Council's Medium Term Objectives: To improve health and well being within the Borough

Description	Current Fee £.p	Current Fee £.p	Proposed Fee £.p	Proposed Fee £.p	Increase %
Home Boarding of Dogs: Annual Licence					
Initial		0.00		120.00	
Renewal		0.00		100.00	
Dog Breeders: Annual Licence					
Initial		400.00		400.00	0.0
Renewal		177.00		180.00	1.7
Pet Shops: Annual Licence					
Initial		400.00		400.00	0.0
Renewal		177.00		180.00	1.7
Performing Animals: Single Payment					
Registration		80.00		80.00	0.0
Zoo: Annual Licence					
Initial/Renewal		0.00		400.00	
Special Treatments: Single Payment					
Premises		190.00		195.00	2.6
Person		36.00		36.00	0.0
Hairdresser: Single Payment					
Premises		0.00		35.00	
Street Trading Consents					
Week (minimum charge) (including 1 assistant)		100.00		103.00	3.0
1 month (including 1 assistant)		280.00		287.00	2.5
3 months (including 1 assistant)		640.00		656.00	2.5
6 months (including 1 assistant)		1,050.00		1,077.00	2.6
Additional Trading Assistant		36.00		36.00	0.0
Motor Salvage Operator and Scrap Metal Dealer: Three-year Licence					
Motor salvage operator and scrap metal dealer licence		88.00		110.00	25.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Trading Standards

Purpose of the Charge: To recover the cost of processing applications and monitoring compliance with conditions

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	206	211

Are concessions available? No

Link to the Council's Medium Term Objectives: To improve health and well being within the Borough

Description	Current Fee £.p	Current Fee £.p	Proposed Fee £.p	Proposed Fee £.p	Increase %
HACKNEY CARRIAGES					
PURPOSE OF CHARGE: Contribution towards costs					
Hackney Carriages Vehicle: Annual Fee					
Licensing (annual fee)		270.00		270.00	0.0
Licence plate (annual fee)		22.00		0.00	
Private Hire Vehicle: Annual Fee					
Licensing (annual fee)		220.00		226.00	2.7
Licence plate (annual fee)		22.00		0.00	
Home to School (annual fee)		94.00		97.00	3.2
Operator Licence: Annual Fee					
1 vehicle		140.00		150.00	7.1
2 - 5 vehicles		245.00		260.00	6.1
6 - 10 vehicles		390.00		430.00	10.3
11 - 15 vehicles		540.00		600.00	11.1
16 - 20 vehicles		750.00		810.00	8.0
more than 20 vehicles		910.00		980.00	7.7
Driver Licences					
Initial		116.00		118.00	1.7
Renewal		86.00		88.00	2.3
Renewal (3 years)		162.00		166.00	2.5
Home to school		61.00		72.00	18.0
Other Charges					
Transfer of vehicle to new owner		78.00		40.00	-48.7
Change of vehicle		60.00		60.00	0.0
Meter Test - Retest after failure		25.00		25.00	0.0
Knowledge Test Retest after failure		25.00		25.00	0.0
First Aid Training for drivers		22.00		22.00	0.0
CRB Criminal Records check		At Cost + £11.00 Admin Fee		At Cost + £11 Admin Fee	
Replacement documents		20.00		20.00	0.0
Advertising on Hackney Carriages (Initial)		30.00		31.00	3.3
Advertising on Hackney Carriages (Renewal)		20.00		21.00	5.0
Replacement Badge		18.00		18.00	0.0
Replacement plate		22.00		22.00	0.0
Replacement backing plate		18.00		18.00	0.0

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : **Trading Standards**

Purpose of the Charge: **To recover the cost of processing applications and monitoring compliance with conditions**

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	206	211

Are concessions available? **No**

Link to the Council's Medium Term Objectives: **To improve health and well being within the Borough**

Description	Current Fee £.p	Current Fee £.p	Proposed Fee £.p	Proposed Fee £.p	Increase %
GAMBLING ACT 2005					
Bingo Club					
New Application			2,625.00	2,625.00	
Variation			1,312.50	1,312.50	
Transfer/Reinstatement			900.00	900.00	
Application with Prov Statement			900.00	900.00	
Prov Statement			2,625.00	2,625.00	
Notification of Change			37.50	37.50	
Annual Fee			750.00	750.00	
Copy Licence			18.75	18.75	
Adult Gaming Centre					
New Application			1,500.00	1,500.00	
Variation			750.00	750.00	
Transfer/Reinstatement			900.00	900.00	
Application with Prov Statement			900.00	900.00	
Prov Statement			1,500.00	1,500.00	
Notification of Change			37.50	37.50	
Annual Fee			750.00	750.00	
Copy Licence			18.75	18.75	
Betting (Other)					
New Application			2,250.00	2,250.00	
Variation			1,125.00	1,125.00	
Transfer/Reinstatement			900.00	900.00	
Application with Prov Statement			900.00	900.00	
Prov Statement			2,250.00	2,250.00	
Notification of Change			37.50	37.50	
Annual Fee			450.00	450.00	
Copy Licence			18.75	18.75	
* Licensed Premises Gaming Machine Permit					
New			150.00	150.00	
Annual Fee			50.00	50.00	
Variation			100.00	100.00	
Transfer			25.00	25.00	
Copy Permit			15.00	15.00	
Change Name			25.00	25.00	
**Club Gaming/Permit/Club Machine Permit					
New			200.00	200.00	
Annual Fee			50.00	50.00	
Renewal			200.00	200.00	
Variation			100.00	100.00	
Copy Permit			15.00	15.00	
Notification of 2 or less gaming machines					
			50.00	50.00	
Registration of non-commercial lottery					
Initial Fee			40.00	40.00	
Annual Fee			20.00	20.00	

* Where the applicant for a LPGMP is the holder of a s.34 permit issued under the Gaming Act 1968, the fee for a new permit shall be £100.

** Where the applicant for a club gaming or club machine permit is the holder of a Club Premises Certificate under s.72 of the Licensing Act 2003,

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Housing

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	948	972

Are concessions available? No

Link to the Council's Medium Term Objectives: To promote sustainable housing and infrastructure development

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Forestcare Community Alarms					
Lifeline Rental and Monitoring Per week					
- BFBC	4.20	3.57	4.20	3.57	-
- Others	4.90	4.17	4.90	4.17	-
Lifeline Monitoring only Per week					
- BFBC	3.25	2.77	3.30	2.81	1.4
- Others	4.05	3.45	4.10	3.49	1.2
Extra/Lost Pendants Flat Charge	50.35	42.85	64.60	54.98	28.3
Keyholder Service Per week					
- BFBC only					
- up to 12 visits	7.05	6.00	7.20	6.13	2.2
- extra visits	7.85	6.68	11.75	10.00	49.7
Keyholder and mobile response per week	7.05	6.00	7.20	6.13	2.2
per additional visit		63.00		65.00	3.2
Keysafe Supply and fit		75.45		77.00	2.1
installation/moving of key safes		63.00		65.00	3.2
Monitoring of security diallers per week		9.62	11.75	10.00	4.0
Supra Safe					
Flat Charge	68.80	58.55		0.00	-
Installation	19.90	16.94		0.00	-
Per week	0.00	0.00		0.00	-
Lone Workers per year or part person	38.80	33.02	41.15	35.02	6.1
Hourly charge for adhoc work		63.00		65.00	3.2
ICT Installs for 6 weeks		38.58		60.00	55.5
DVU Install per day		0.51		1.00	96.1
Sensors per annum per worker					
Homelessness					
Bed and Breakfast / Private Sector Leasing					
- Current Tenancies Per Week		133.56		136.90	2.5
- New Tenancies Per Week		240.01		246.00	2.5
New tenancies will be fixed at the cap for housing benefits as set by the DWP. These are based on a 52 week year					
Small Landsales - Administration Fee					
Flat Charge	178.85	152.21	183.30	156.00	2.5

**ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
2010/11 PROPOSED FEES & CHARGES**

Service : Housing

Purpose of the Charge: To contribute to the costs of the service

	2009/10 Budget £'000	Proposed 2010/11 Budget £'000
Income the proposed fees will generate:	948	972

Are concessions available? No

Link to the Council's Medium Term Objectives: To promote sustainable housing and infrastructure development

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Rents - Accommodation for Learning Disability Clients					
150/151 Holbeck Per week per bedroom		80.00		82.00	2.5
9 &10A Portman Close Per week per bedroom		80.00		82.00	2.5
Note: To reflect indicative rent levels based on					
Electricity/Gas Fuel Charges					
150/151 Holbeck, 9 &10A Per week per bedroom		5.00		5.15	3.0
Rents - Banbury Flats Per week		133.56		136.90	2.5
Easthampstead Mobile Home Park					
Site Rent		41.35		42.40	2.5
Water Charge		12.02		12.30	2.3

The above rents and utility charges are based on a 52 week year

CORPORATE SERVICES / CX OFFICE

Virements between Departments

Total	Explanation
£'000	
	<u>Reorganisation</u>
-18	<p>Safer Community Grant to Youth Offending Team</p> <p>Area Based Grant is held by the Community Safety Team within Corporate Services on behalf of the Crime and Disorder Reduction Partnership (CDRP). This one-off virement transfers the Early Intervention Project allocation awarded by the CDRP to the Youth Offending Team in Children Young People and Learning.</p>
	<u>Council Wide items</u>
10	<p>Corporate Wide Savings - Travel Plan</p> <p>Implementation of the Travel Plan included the funding for three pooled cars. £10,000 has been transferred to the Integrated Transport Team within Corporate Services to meet the associated costs in 2009/10.</p>
2	<p>Corporate Wide Savings - Travel Plan</p> <p>Implementation of the Travel Plan included making £10,000 of funding available for green travel initiatives. An initiative for smarter driver training has been identified for this year and a virement of £1,500 has been requested by the Integrated Transport Team within Corporate Services.</p>
2	<p>Area Based Grant - Community Call to Action Funding</p> <p>New Area Based Grant funding of £1,833 has been confirmed, intended to cover the costs of the new requirements under the Police and Justice Act 2006. Where a councillor is asked to consider a local crime and disorder matter by a ward resident, that councillor is required to consider and respond to the matter indicating any action to be taken. Any Community Calls for Action have to be reviewed by the Overview and Scrutiny Commission and relevant O&S Panels.</p>
-4	Total Virements

CHILDREN, YOUNG PEOPLE AND LEARNING

Virements between Departments

Total	Explanation
£'000	
	<u>Reorganisation</u>
18	<p>Safer Community Grant to Youth Offending Team</p> <p>Area Based Grant is held by the Community Safety Team within Corporate Services on behalf of the Crime and Disorder Reduction Partnership (CDRP). This one-off virement transfers the Early Intervention Project allocation awarded by the CDRP to the Youth Offending Team in Children Young People and Learning.</p>
	<u>Council Wide items</u>
9	<p>Area Based Grant</p> <p>This reflects an increase in grant funding for 2009/10</p>
27	Total Virements

GENERAL FUND REVENUE BUDGET

SUMMARY

	2010-11 Budget
	£'000
<u>Services</u>	
Chief Executive/Corporate Services	6,777
Children, Young People and Learning	19,756
Adult Social Care and Health	26,067
Environment, Culture & Communities	36,368
Corporate Wide issues (to be allocated)	-98
Sub Total	<u>88,870</u>
<u>Other Expenditure</u>	
Contingency	1,000
MRP (Debt Financing Costs)	372
Levying Bodies	97
Interest	-659
Pension interest cost	10,918
Expected return on pension assets	-6,924
Other services	234
Contribution from Capital Resources	-300
Capital Charges	-8,061
Contribution to/from pension reserve	-4,551
Contribution to earmarked reserve	-50
ABG	-6,359
Sub Total	<u>74,587</u>
Use of General Fund Balances	<u>-557</u>
Bracknell Forest's Budget Requirement	74,030
<u>Less External Support</u>	
National Non-Domestic Rates	-22,804
Revenue Support Grant	-3,311
Total External Support	<u>-26,115</u>
Collection Fund Adjustment	0
Bracknell Forest's Total requirement on the Collection Fund	47,915
Bracknell Forest's Council Tax Base (Band D equivalents)	43,800
Council Tax at Band D	£1,093.95

Corporate Services / Chief Executive - Revenue Budget

	2009/10 Original Budget £'000	2009/10 Revised Budget £'000	2010/11 Original Budget £'000
Children's Support & Management Costs (Unified Training - Children's)	42	42	42
Other Adult Services (Substance Abuse)	107	89	107
Support Services & Management Costs (Unified Training - Adults)	401	400	406
Community Safety (Crime Reduction)	208	160	156
Recreation, Sports and Leisure (Community Centres)	0	89	67
Economic Development	-496	-275	-313
Community Development	256	279	260
Education Management & Support Service (Home to School Transport)	1,887	1,984	1,985
Democratic Representation & Management	1,998	1,936	1,903
Corporate Management COF	1,747	2,047	1,997
Registration of Electors	375	265	256
Conducting Elections	41	40	38
Local Tax Collection	972	695	728
Corporate Property	0	0	2
General Grants, Bequests & Donations	410	416	416
Registration Births, Deaths & Marriages	98	102	85
Non Distributed Costs	185	328	205
Central Support Services	1,655	-201	-1,563
	<u>9,886</u>	<u>8,396</u>	<u>6,777</u>

Variation Analysis	£'000
Original Approved Budget 2009/10	9,886
Commitments	-59
Inflation	-63
Pressures	135
Economies	-557
FRS17 Adjustment	-556
Capital Financing Charges	-154
Virements (Ongoing)	-1,855
	<u>6,777</u>

Children, Young People & Learning - Revenue Budget

	2009/10 Original Budget £'000	2009/10 Revised Budget £'000	2010/11 Original Budget £'000
Service Strategy	61	61	60
Children's Support & Management Costs	0	1	0
Children's services-Commissioning & SW	1,826	1,895	1,900
Children Looked After (CLA)	4,917	4,973	4,713
Family Support Services	1,268	1,288	1,201
Youth Justice	438	471	437
Other Children's & Family Services	1,747	1,790	1,706
Service Strategy	0	37	18
Traffic Management & Road Safety	35	36	34
Primary Schools	30,658	31,869	30,995
Secondary Schools	26,652	27,263	26,431
Special Schools	8,256	8,883	8,653
Pre-School Education	2,817	2,972	2,963
Youth Services	1,231	1,270	1,328
Adult & Community Learning	67	80	56
Student Support	70	74	51
Non-School Funding	1,233	1,238	1,119
Dedicated Schools Budget	-62,189	-62,111	-65,027
DSB - Growth in DSG	2,436	0	2,899
Education Management & Support Service	-248	-176	0
Democratic Representation & Management	172	175	175
Corporate Management	43	44	44
	<u>21,490</u>	<u>22,133</u>	<u>19,756</u>

Variation Analysis

Original Approved Budget 2009/10	21,490
Commitments	-162
Inflation	9
Pressures	100
Economies	-745
FRS17 Adjustment	-792
Capital Financing Charges	-443
Virements (Ongoing)	299
	<u>19,756</u>

Adult Social Care & Health - Revenue Budget

	2009/10 Original Budget £'000	2009/10 Revised Budget £'000	2010/11 Original Budget £'000
Other Children's & Family Services	34	34	34
Older People (Aged 65 or Over)	11,685	12,208	11,964
Physical Disability/Sensory Impairment	2,362	2,429	2,339
Learning Disability (under 65)	8,968	8,897	8,894
Mental Health Needs (Under 65)	1,867	1,930	2,012
Asylum Seekers	12	12	12
Other Adult Services	734	682	607
Service Strategy	21	62	62
Supported Employment	25	26	23
Support Services & Management Costs	179	251	-18
Demographic Representation & Management	105	105	105
Corporate Management	33	33	33
	<u>26,025</u>	<u>26,669</u>	<u>26,067</u>

Variation Analysis

	£'000
Original Approved Budget 2009/10	26,025
Commitments	-83
Inflation	-25
Pressures	445
Economies	-315
FRS17 Adjustment	-385
Capital Financing Charges	-112
Virements (Ongoing)	518
	<u>26,067</u>

Environment, Culture & Communities - Revenue Budget

	2009/10 Original Budget £'000	2009/10 Revised Budget £'000	2010/11 Original Budget £'000
Housing Strategy	274	175	162
Registered Social Landlords	5	0	0
Housing Advice	1	0	0
Private Sector Housing Renewal	3	0	0
Homelessness	363	487	296
Housing Benefits Payments	499	81	77
Contribns to HRA-Shared-Whole Community	3	0	0
Housing Mangt & Support Services (HMSS)	133	0	0
Housing Benefits Administration	410	1,017	993
Other Council Property	8	-13	-30
Supporting People	170	225	1,988
Enabling	260	363	357
Other Welfare Services	174	426	328
General Grants, Bequests & Donations	17	17	7
Cemeteries, Crematoria & Mortuary Services	-408	-429	-380
Environmental Health	1,260	1,501	1,355
Flood Defence & Land Drainage	56	25	27
Trading Standards	474	583	482
Waste Collection	876	2,741	2,854
Waste Disposal	6,368	4,656	5,216
Street Cleansing	1,256	1,372	1,349
Community Safety (Crime Reduction)	119	110	50
Culture and Heritage	1,467	1,415	1,178
Open Spaces	2,738	2,690	2,670
Recreation, Sports and Leisure	3,686	3,344	3,245
Libraries	2,411	2,506	2,407
Holding Accounts	-47	194	0
Building Control	223	255	217
Development Control	886	1,004	867
Environmental Initiatives	276	278	241
Planning Policy	1,043	1,173	1,229
Transport Planning, Policy & Strategy	766	846	855
Structural Maintenance	1,313	1,316	1,067
Capital Charges re Construction Projects	266	266	266
Environment, Safety & Routine Maintenance	1,872	1,582	1,566
Traffic Management & Road Safety	1,224	1,235	1,421
Parking Services	-458	-346	-289
Public Transport	1,340	1,654	1,326
Street Lighting (including Energy Costs)	1,036	1,217	1,178
Winter Service	1,301	1,358	1,322
Democratic Representation & Management	119	191	186
Corporate Management	115	126	121
Local Land Charges	-46	-52	-25
Emergency Planning	156	131	123
Central Support Services	47	31	31
Coroners Courts Service	112	102	104
Other Trading Surpluses & Deficits	17	0	-69
Service Management & Support Services	0	88	0
	34,184	35,941	36,368

Environment, Culture & Communities - Revenue Budget

Variation Analysis	£'000
Original Approved Budget 2009/10	34,184
Commitments	2,258
Inflation	11
Pressures	726
Economies	-1,526
FRS17 Adjustment	-737
Capital Financing Charges	404
Virements (Ongoing)	1,048
	<u>36,368</u>

Summary of Capital Programme Report to Executive

1 Introduction

- 1.1 As part of the Council's financial and policy planning process the Executive issued its draft Capital Programme proposals for 2010/11 - 2012/13 for consultation on 15 December 2009. The main focus of the programme has been departmental spending needs for 2010/11, although future year's schemes do form an important part of the programme. The Executive considered the results of the consultation on 16 February 2010 and has put forward its Capital Programme proposals to the Council. The financial implications of the decisions within this report are reflected in the Council's revenue budget proposals for 2010/11.

2 Background

- 2.1 The Local Government Act 2003 requires councils to have regard to the Prudential Code for Capital Finance in Local Authorities when setting their capital expenditure plans, which must be affordable, prudent and sustainable.
- 2.2 The proposed capital programme for 2010/11 has been developed, therefore, with particular regard to affordability and the impact of the Council's capital expenditure plans on the revenue budget. The financing costs associated with the General Fund Capital Programme have been provided for in the Council's revenue budget plans.
- 2.3 In addition to those schemes funded by the Council, the capital programme is supplemented by schemes funded by government grants and other external contributions. Details of these schemes are also included in the proposals for 2010/11 – 2012/13.

3 New Schemes

- 3.1 The Executive's proposals for the Council's Capital Programme for 2010/11 – 2012/13 were evaluated and prioritised into five broad categories in accordance with the Council's existing Corporate Capital Strategy and Asset Management Plan.

Unavoidable (Including committed schemes)

This category covers schemes which must proceed to ensure that the Council is not left open to legal sanction and includes items relating to health and safety issues, new statutory legislation etc. Committed schemes are those that have been started as part of the 2009/10 Capital Programme. By their nature, schemes in this category form the first call on the available capital resources.

Maintenance (Improvements and capitalised repairs)

The Council is responsible for a significant number of properties and assets. As part of the established asset management planning process, property condition surveys are carried out and updated annually to assess the overall maintenance needs. Historically the Council has funded all Priority 1 maintenance works identified in these surveys. These represent the works that are necessary, within the next 12 months, to maintain buildings in beneficial use through the

prevention of closure, dealing with health and safety items and potential breaches of legislation. The latest assessment based on condition surveys undertaken in 2009 identified a backlog of urgent outstanding repairs of £9.2m. However £4.1m of this requirement relates to schools and as such must be a first call on their capital resources. The Council has provided for an allocation within its Capital Programme as a contingency for where urgent works cannot be met from within their devolved budgets.

As such, based on the most recent survey data, £5.1m of the Priority 1 urgent repairs relate to Council buildings other than schools. Given the resource restraints of the Council, the Capital Programme is restricted to £2.081m (inclusive of Schools contingency) and as such this will result in £3.2m of urgent repairs being deferred to future years and increasing the overall level of backlog maintenance.

The Council recognises that the current approach is unsustainable and if nothing changes additional resources will be required. However asset replacement and renewal over the medium term will alleviate some of the shortfall e.g. Town Centre renewal, Building Schools for the Future, Primary Capital Programme and the modernisation of social care. As such the Council will review the existing Asset Management Plans currently in place.

The implications of failing to maintain Council buildings and to address the backlog will be a major issue for the Council over the coming years and efforts will be focussed on ensuring that the highest priority items are tackled first, that efficiencies are maximised in the procurement of works and that maintenance which will result in energy efficiencies are undertaken through the invest-to-save programme. The Council has already established an officer group to investigate options for future funding of maintenance.

Rolling programmes

These programmes cover more than one year and give a degree of certainty for forward planning schemes to improve service delivery. They make an important contribution towards the Council's Medium Term Objectives and established Asset Management Plans.

Other Desirable Schemes

In addition to the schemes identified in the above categories, each service has requested funding for other high priority schemes that meet the needs and objectives of their service and the Council's Medium Term Objectives. The net cost of schemes which attract partial external funding are included in the schemes put forward.

Invest To Save Schemes

These are schemes where the additional revenue income or savings arising from their implementation exceeds the additional revenue costs. The Council's approach to Invest to Save schemes is included in its Capital Strategy and in accordance with the Capital Strategy a further £1m is included in the 2010/11 capital programme for potential Invest to Save schemes.

- 3.2 A summary of the new General Fund schemes that have been put forward to be funded from the Council's resources in 2010/11 is shown below. This shows that the total net funding requested by each service totals £8.069m. A detailed list of these new schemes, for each service, is included in the Annexes A – E.

Capital Programme 2010/11-2012/13				
Annex	Service Area	2010/11 £000	2011/12 £000	2012/13 £000
A	Corporate Services	0	55	0
B	Council Wide	2,989	3,221	3,145
C	Children, Young People & Learning	1,065	1,060	1,000
D	Adult Social Care & Health	375	0	0
E	Environment Culture & Communities	3,640	4,255	3,279
	Total request for Council funding	8,069	8,591	7,424
Externally funded and self-funded projects are excluded from the above.				

In addition to the above the Executive recommended that an additional budget of £1.000m be approved for 'Invest To Save' schemes.

Schemes funded from the LSVT Transfer receipt and a number of self-funding schemes are included within the Capital Programme and are all included within Environment, Culture and Communities Programme totalling £3.38m in 2010/11.

The Council gave a commitment to spend 75% of the available receipt on new affordable housing and the 2010/11 – 2012/13 programme includes an allocation of £9.3m, with £1.28m earmarked for 2010/11. The remainder of the receipt will be used in subsequent years.

The Executive agreed in October 2008 a £1m investment in the crematorium facilities in order to abate mercury emissions as required by new legislation. As a result of more up-to-date data, it is considered that funding of £1.1m will be required to complete this project. However the total funding request of £1.1m can still be self-funded, from increased charges, over the 20-year working life of the investment.

The third self-funding scheme relates to the provision of mortgages for the purchase of low-cost home ownership properties in partnership with local Registered Social Landlords. The Executive agreed an allocation of £1m on the 17th November 2009 and this has been included within the 2010/11 Programme.

Externally Funded Schemes

- 3.3 A number of external funding sources are also available to fund schemes within the 2010/11 capital programme, amounting to an additional £24.65m of investment. External support has been identified from two main sources:

Government Grants

A number of capital schemes attract specific grants. It is proposed that all such schemes should be included in the capital programme at the level of external funding that is available. Examples include Building Schools for the Future and Local Transport Plan funding

Section 106

Each year the Council enters into a number of agreements under Section 106 of the Town & Country Planning Act 1990 by which developers make a contribution towards the cost of providing facilities and infrastructure that may be required as a result of their development. Usually the monies are given for work in a particular area and/or for specific projects. The total money available at present, which is not financially committed to specific projects, is £4.15m.

Officers have identified a number of schemes that could be funded from Section 106 funds in 2010/11. Under the constitutional arrangements, the Council must approve the release of such funding. However, this does not preclude the Executive bringing forward further schemes to be approved by the Council to be funded from Section 106 funds during the year.

Annexes A - E also include details of all schemes that will be funded from the various external sources in the next year.

4 Funding Options

- 4.1 The Executive agreed to fund the proposals submitted by services from borrowing, acknowledging that it was unlikely that the Council would need to resort to external borrowing as it will be able to utilise existing investments that represent the Council's reserves and balances. The interest costs associated with this decision have been reflected in the revenue budget. Given the known revenue gap, Members will need to carefully balance the level of the capital programme in future years against other revenue budget pressures and a thorough review, including the prioritisation of those schemes planned for 2011/12 onwards, will need to be undertaken later in the year. Consequently, the programme for those years needs to be regarded as indicative only at this stage.

CAPITAL PROGRAMME - CORPORATE SERVICES / CHIEF EXECUTIVE

	2010/11 £000	2011/12 £000	2012/13 £000
Committed			
None	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
Unavoidable			
Financial Systems Upgrade	0	55	0
	<u>0</u>	<u>55</u>	<u>0</u>
Maintenance			
Improvements and Capitalised Repairs - included in Council Wide			
	<u>0</u>	<u>0</u>	<u>0</u>
Rolling Programme/ Other Desirable			
	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REQUEST FOR COUNCIL FUNDING	<u>0</u>	<u>55</u>	<u>0</u>
Externally Funded			
Community Centres - S106	250	250	250
	<u>250</u>	<u>250</u>	<u>250</u>
TOTAL EXTERNAL FUNDING	<u>250</u>	<u>250</u>	<u>250</u>
TOTAL CAPITAL PROGRAMME	<u>250</u>	<u>305</u>	<u>250</u>

CAPITAL PROGRAMME - COUNCIL WIDE

	2010/11 £000	2011/12 £000	2012/13 £000
Committed			
Replacement Revenues and Benefits Software	240	0	0
Microsoft Licences	168	0	0
Capitalisation of Buildings, Highways and ICT Project management included in Revenue Budget proposals	400	400	400
	808	400	400
Unavoidable			
Desktop Refresh	40	533	364
Server Refresh	35	100	300
ICT Infrastructure Development	40	100	100
Easthampstead Park - Replacement Telephone System <i>(revenue impact £2k 2011/12)</i>	50	0	0
Access Improvement Programme (DDA Legislation)	100	100	100
Microsoft Exchange	35	35	0
CRM - Upgrade to Version 8	0	22	0
Mobile Flexible Working	0	50	0
	300	940	864
Maintenance			
Improvements and Capitalised Repairs - Council Wide	1,881	1,881	1,881
	1,881	1,881	1,881
Rolling Programme/ Other Desirable			
	0	0	0
	0	0	0
TOTAL REQUEST FOR COUNCIL FUNDING	2,989	3,221	3,145
Externally Funded			
	0	0	0
	0	0	0
TOTAL EXTERNAL FUNDING	0	0	0
	0	0	0
TOTAL CAPITAL PROGRAMME	2,989	3,221	3,145

CAPITAL PROGRAMME - CHILDREN, YOUNG PEOPLE & LEARNING

	2010/11 £000	2011/12 £000	2012/13 £000
Committed			
Capita One (EMS) upgrade	65	60	0
New South Bracknell Youth Facilities - Transfer Receipt *	0	500	0
	65	560	0
Unavoidable			
Disabled Access (schools) DDA legislation	200	200	200
Disabled Access (non-schools) DDA legislation	0	100	100
	200	300	300
Maintenance			
Improvements & Capitalised Repairs (schools)	200	200	200
Improvements and Capitalised Repairs - Non-Schools included in Council Wide			
	200	200	200
Rolling Programme/Other Desirable			
Additional School Places	600	0	0
Rolling Programme of Schemes to be identified	0	500	500
	600	500	500
TOTAL REQUEST FOR COUNCIL FUNDING	1,065	1,560	1,000
External Funding - Primary Capital Strategy for Change			
Holly spring	1,620	tbc	tbc
Meadow Vale	1,050	tbc	tbc
Crown Wood	841	tbc	tbc
Sandy Lane	841	tbc	tbc
Great Hollands	159	tbc	tbc
S106 Jennetts Park Primary School	1,600	1,600	0
Extended Schools, Childrens Centres & Early Years	1,059	743	444
Rolling programme – Outdoor Classrooms	50	50	50
Rolling programme – ICT Upgrades	176	176	176
	7,396	2,569	670

CAPITAL PROGRAMME - CHILDREN, YOUNG PEOPLE & LEARNING

	2010/11 £000	2011/12 £000	2012/13 £000
External Funding - Other Items			
Schools Devolved Formula Capital (excl VA schools)	846	tbc	tbc
Targeted Capital Fund - 14-19 Diplomas	2,250	tbc	tbc
Targeted Capital Fund - Kennel Lane Masterplan	2,750	tbc	tbc
Section 106 Contributions	250	250	250
ICT Harnessing Technology	288	tbc	tbc
Garth Hill - Building Schools for the Future	6,600	1,000	1,000
Extended Schools	26	0	0
Aiming High Grants	171	0	0
DCSF School Meals Kitchen Grant	177	0	0
Holly Spring Extended Services	tbc	tbc	tbc
Playbuilder Grant	590	0	0
	13,948	1,250	1,250
TOTAL EXTERNAL FUNDING	21,344	3,819	1,920
TOTAL CAPITAL PROGRAMME	22,409	5,379	2,920
Primary Capital Strategy for Change - Breakdown of Funding			
Primary Capital Programme	4,378	tbc	tbc
Modernisation	179	tbc	tbc
Children's Centres	508	299	tbc
PVI Funding	490	490	490
Extended Schools	61	tbc	tbc
Maintained Schools Devolved Formula Capital	100	100	100
School Development Grant	30	30	30
Other school contributions	50	50	50
S106 New Jennetts Park Primary School	1,600	1,600	0
	7,396	2,569	670

CAPITAL PROGRAMME - ADULT SOCIAL CARE AND HEALTH

	2010/11 £000	2011/12 £000	2012/13 £000
Committed			
Adult Social Care Computer Software	40	0	0
	<u>40</u>	<u>0</u>	<u>0</u>
Unavoidable			
	<u>0</u>	<u>0</u>	<u>0</u>
Maintenance			
Improvements and Capitalised Repairs - included in Council Wide			
	<u>0</u>	<u>0</u>	<u>0</u>
Rolling Programme/Other Desirable			
Carers Accommodation Strategy	335	0	0
	<u>335</u>	<u>0</u>	<u>0</u>
TOTAL REQUEST FOR COUNCIL FUNDING	<u><u>375</u></u>	<u><u>0</u></u>	<u><u>0</u></u>
External Funding - Other Items			
DOH Funding - Mental Health	70	0	0
DOH Funding - Social Care	61	0	0
Adult Social Care ICT infrastructure projects	24	0	0
	<u>155</u>	<u>0</u>	<u>0</u>
TOTAL EXTERNAL FUNDING	<u><u>155</u></u>	<u><u>0</u></u>	<u><u>0</u></u>
TOTAL CAPITAL PROGRAMME	<u><u>530</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

CAPITAL PROGRAMME - ENVIRONMENT, CULTURE & COMMUNITIES

	2010/11 £000	2011/12 £000	2012/13 £000
Committed			
Housing Stock Transfer - New Affordable Housing	1,280	3,290	4,702
Cemetery & Crematorium Mercury Abatement	1,100	0	0
#South Hill Park Grounds Restoration Project	408	502	0
Mortgages for low-cost home ownership properties	1,000	0	0
	<u>3,788</u>	<u>3,792</u>	<u>4,702</u>
Unavoidable			
Highways Maintenance & Integrated Transport Measures	1,501	1,801	1,801
Roads & Footway Resurfacing (capitalisation of revenue)	200	200	200
London Road Gas Migration Controls	15	0	0
Disabled Facility Grants - Mandatory	300	300	350
Car Park Access & Payment Equipment	550	0	0
e+ card purchase and card fulfilment	87	57	60
Upgrade of Corporate GIS Software & Purchase of Local View Intranet	75	0	0
Laptops for Working from Home	16	30	0
Replacement of Catering Software in Leisure Management System	40	0	0
Equipment Replacement Downshire Golf Complex (capitalisation of revenue)	35	35	50
Cemetery & Crematorium burial area	10	20	0
Replacement of software / upgrade of hardware for Public PCs in Libraries	0	40	0
Public Access Upgrade for Development Mgt & Building Control	0	28	0
	<u>2,829</u>	<u>2,511</u>	<u>2,461</u>
Maintenance			
Improvements and Capitalised Repairs - included in Council Wide			
Improvements & Capitalised Repairs Street Lighting (capitalisation of revenue)	28	28	28
Maintenance of Car Parks	190	190	190
Car Park Structure & Repairs	50	0	0
Maintenance of Leisure Sites	0	150	150
Land Drainage	0	60	60
	<u>268</u>	<u>428</u>	<u>428</u>
Rolling Programme/ Other Desirable			
Residential Street Parking	100	100	100
Subway Refurbishment of Anti-Graffiti Coating	35	35	35
Cemetery & Crematorium Memorials for Cremated Remains	0	10	0
Play Areas Rolling Programme	0	50	50
Library Refurbishment Rolling Programme	0	50	50
Worlds End Footbridge Repainting Programme	0	360	0
Expansion of IDOX	0	90	95
Purchase of Ransomes 'Spider' remote grass cutting unit for steep banks	0	24	0
Landscape Capital Improvements	0	25	25
Additional/upgrades to lighting along wooded pathways	0	10	10
Highway Improvements	0	25	25
Drainage Management Strategy	0	35	0
	<u>135</u>	<u>814</u>	<u>390</u>
TOTAL REQUEST FOR COUNCIL FUNDING	<u><u>7,020</u></u>	<u><u>7,545</u></u>	<u><u>7,981</u></u>

CAPITAL PROGRAMME - ENVIRONMENT, CULTURE & COMMUNITIES

	2010/11 £000	2011/12 £000	2012/13 £000
Externally Funded			
Local Transport Plan (Integrated Transport)	319	319	319
Road Safety	43	43	43
Waste Infrastructure Capital Fund	80	0	0
Section 106 Schemes (LTP)	750	750	750
Section 106 Schemes (Leisure, Culture & Visual Environment)	250	250	250
#South Hill Park Grounds Restoration Project (Heritage Lottery Fund)	1,158	1,005	0
Disabled Facilities Grants	300	350	350
	<u>2,900</u>	<u>2,717</u>	<u>1,712</u>
TOTAL EXTERNAL FUNDING	<u>2,900</u>	<u>2,717</u>	<u>1,712</u>
TOTAL CAPITAL PROGRAMME	<u><u>9,920</u></u>	<u><u>10,262</u></u>	<u><u>9,693</u></u>

South Hill Park Grounds Restoration Project - Joint Funding

