



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

**3 March 2010**

**Chris Herbert CPFA  
Borough Treasurer**



## Contents

|   |          | Page<br>Number |
|---|----------|----------------|
| <b>Summary of General Fund Revenue Budget Report to Executive</b> | (Maize)  | 3              |
| <b>Detailed General Fund Revenue Budget</b>                       | (Yellow) |                |
| Summary   |          | 167            |
| Corporate Services / Chief Executive                              |          | 169            |
| Children, Young People and Learning                               |          | 171            |
| Adult Social Care and Health                                      |          | 173            |
| Environment, Culture & Communities                                |          | 175            |
| <b>Summary of Capital Programme Report to Executive</b>           | (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              |
| <b>Total</b>                         | <b>75,073</b>             | <b>1,113</b>  | <b>-68</b> | <b>-1,719</b>                 | <b>74,399</b>        |

- 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

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

### 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

| <b>Department</b>                                 | <b>2010/11<br/>£'000</b> |
|---|--------------------------|
| 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                   |
| <b>Total</b>                                      | <b>0</b>                 |

- 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

| <b>Risk</b>  | <b>£m</b>  |
|--|------------|
| 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        |
| <b>Total</b>   | <b>2.0</b> |

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 Annex 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<br>draft budget<br>proposals<br>(Section 7.3)<br>£'000 | Capital<br>Programme<br>/Investments<br>(Section 8.4)<br>£'000 | Contingency<br>(section 9)<br>£'000 | Total<br>Changes<br>Identified<br>£'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                                       |
| <b>TOTAL</b>                        | <b>-118</b>   | <b>0</b>   | <b>300</b>                          | <b>182</b>                              |

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<br>Draft<br>Proposals<br>(Table 1)<br>£'000 | Changes<br>Identified<br>(Table 5)<br>£'000 | Revised<br>Budget<br>Proposals<br>£'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                                 |
| <b>Total</b>                        | <b>74,399</b>                                       | <b>182</b>                                  | <b>74,581</b>                           |

## 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<br>10.4        |
| VAT repayments and Enid Wood House lease surrender | 1.3               |
| Planned use in 2009/10                             | (2.3)             |
| <b>TOTAL Estimated General Balances</b>            | <b><u>9.4</u></b> |

- 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

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

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

| Line |  | 2009/10       | 2010/11       |
|------|--|---------------|---------------|
|      |  | £'000         | £'000         |
|      | <b>Bracknell Forest's Expenditure</b>                              |               |               |
| 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    | <b>Sub-Total</b>   | <b>91,253</b> | <b>88,870</b> |
| 8    | <b>Non Departmental Expenditure</b>                                |               |               |
| 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   | <b>Sub-Total</b>   | <b>74,218</b> | <b>74,587</b> |
| 22   | Movement in General Fund Balances                                  | (2,242)       | (557)         |
| 23   | <b>Bracknell Forest's Budget Requirement</b>                       | <b>71,976</b> | <b>74,030</b> |
| 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   | <b>Bracknell Forest's Total Requirement on the Collection Fund</b> | <b>46,065</b> | <b>47,915</b> |
| 29   | <b>Collection Fund</b>   |               |               |
| 30   | Bracknell Forest's Requirement                                     | 46,065        | 47,915        |
| 31   | divided by the Council Tax Base ('000)                             | 43.35         | 43.80         |
| 32   | <b>Council Tax at Band D (excluding Parishes)</b>                  |               |               |
| 33   | Bracknell Forest   | £1,062.63     | £1,093.95     |

## Commitment Budget 2010/11 to 2012/13

|   | 2009/10<br>£'000 | 2010/11<br>£'000 | 2011/12<br>£'000 | 2012/13<br>£'000 |
|---|------------------|------------------|------------------|------------------|
| <b>Chief Executive / Corporate Services</b>                         |                  |                  |                  |                  |
| 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               |                  |                  |                  |
| <b>Chief Executive / Corporate Services Adjusted Budget</b>         | <b>16,389</b>    | <b>16,331</b>    | <b>16,349</b>    | <b>16,294</b>    |
| <b>Children, Young People and Learning</b>                          |                  |                  |                  |                  |
| 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             |                  |                  |                  |
| <b>Children, Young People and Learning Adjusted Budget</b>          | <b>15,789</b>    | <b>15,627</b>    | <b>15,637</b>    | <b>15,647</b>    |
| <b>Adult Social Care and Health</b>                                 |                  |                  |                  |                  |
| 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              |                  |                  |                  |
| <b>Adult Social Care and Health Adjusted Budget</b>                 | <b>23,667</b>    | <b>23,583</b>    | <b>23,594</b>    | <b>23,594</b>    |
| <b>Environment, Culture and Communities</b>                         |                  |                  |                  |                  |
| 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              |                  |                  |                  |
| <b>Environment, Culture and Communities Adjusted Budget</b>         | <b>26,397</b>    | <b>28,655</b>    | <b>28,719</b>    | <b>28,692</b>    |
| <b>Total Service Departments</b>                                    | <b>82,242</b>    | <b>84,196</b>    | <b>84,299</b>    | <b>84,227</b>    |

## Commitment Budget 2010/11 to 2012/13

|   | 2009/10<br>£'000 | 2010/11<br>£'000 | 2011/12<br>£'000 | 2012/13<br>£'000 |
|---|------------------|------------------|------------------|------------------|
| <b>Non Departmental / Council Wide</b>                  |                  |                  |                  |                  |
| 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               |                  |                  |                  |
| <b>Non Departmental / Council Wide</b>                  | <b>-8,024</b>    | <b>-9,123</b>    | <b>-8,623</b>    | <b>-8,623</b>    |
| <b>TOTAL BUDGET</b>                                     | <b>74,218</b>    | <b>75,073</b>    | <b>75,676</b>    | <b>75,604</b>    |
| <b>Change in commitment budget</b>                      |                  | <b>855</b>       | <b>603</b>       | <b>-72</b>       |

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<br>£'000 | 2010/11<br>£'000 | 2011/12<br>£'000 | 2012/13<br>£'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          |
|                                     | <b>74,218</b>    | <b>75,073</b>    | <b>75,676</b>    | <b>75,604</b>    |

## **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<br>Impact  | 2010/11<br>£'000 | 2011/12<br>£'000 | 2012/13<br>£'000 |
|--|------------------|------------------|------------------|
| <p><b>Democratic, Member and Mayoral Services</b></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>   | <b>-34</b>       |                  |                  |
| <p><b>Community Engagement, Equalities and Community Cohesion</b></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>  | <b>-10</b>       |                  |                  |
| <p><b>Easthampstead House Catering/Trolley Service</b></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>   | <b>-15</b>       |                  |                  |
| <p><b>Information Technology</b></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>  | <b>-100</b>      |                  |                  |
| <p><b>Overview and Scrutiny</b></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> | <b>-20</b>       |                  |                  |

| <b>Description<br/>Impact</b>   | <b>2010/11<br/>£'000</b> | <b>2011/12<br/>£'000</b> | <b>2012/13<br/>£'000</b> |
|---|--------------------------|--------------------------|--------------------------|
| <p><b>Central Training Unit</b></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><b>Print Unit</b></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><b>Communications and Marketing</b></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 &amp; 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><b>Legal Services</b></p> <p>Restrict access to legal publications to an on-line legal database (essentially for statutes) and core encyclopaedias.</p>  | -10                      |                          |                          |
| <p><b>Legal Services</b></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                      |                          |                          |

| <b>Description<br/>Impact</b>   | <b>2010/11<br/>£'000</b> | <b>2011/12<br/>£'000</b> | <b>2012/13<br/>£'000</b> |
|---|--------------------------|--------------------------|--------------------------|
| <b>Human Resources</b><br><br>Reduce the funding currently provided to trade unions from £8k to £5k.  | <b>-3</b>                |                          |                          |
| <b>Human Resources</b><br><br>Reduce one part time Learning and Development Officer. This post is currently vacant.   | <b>-11</b>               |                          |                          |
| <b>Human Resources</b><br><br>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. | <b>-23</b>               |                          |                          |
| <b>Human Resources</b><br><br>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.  | <b>-8</b>                |                          |                          |
| <b>Democratic and Registration Services</b><br><br>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.   | <b>-10</b>               |                          |                          |
| <b>Finance</b><br><br>Based on recent claims history we could take a greater risk by taking higher excesses on insurance policies   | <b>-25</b>               |                          |                          |
| <b>Finance</b><br><br>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.   | <b>-20</b>               |                          |                          |

| <b>Description<br/>Impact</b>   | <b>2010/11<br/>£'000</b> | <b>2011/12<br/>£'000</b> | <b>2012/13<br/>£'000</b> |
|---|--------------------------|--------------------------|--------------------------|
| <p><b>Finance</b></p> <p>Further reductions to insurance premiums were achieved at the last renewal and it is anticipated that these can be maintained into 2010/11.</p>  | <b>-40</b>               |                          |                          |
| <p><b>Customer Services</b></p> <p>Additional income generated by increasing cost of court summons.</p>   | <b>-5</b>                |                          |                          |
| <p><b>Customer Services</b></p> <p>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</p>   | <b>-12</b>               |                          |                          |
| <p><b>Property</b></p> <p>Delete depot receptionist post. There will be no physical presence at the depot reception, but duties will be absorbed by the Assistant Facilities Manager.</p>   | <b>-15</b>               |                          |                          |
| <p><b>Property</b></p> <p>Outsource depot cleaning by adding the depot to the current Council cleaning contract.</p>  | <b>-12</b>               |                          |                          |
| <p><b>Capitalisation</b></p> <p>Transfer all programmed maintenance work in 2010/11 to Capital.</p>   | <b>-41</b>               |                          |                          |
| <p><b>Human Resources</b></p> <p>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.</p> | <b>15</b>                |                          |                          |
| <p><b>Property</b></p> <p>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.</p>  | <b>120</b>               |                          |                          |

| <b>Description<br/>Impact</b>       | <b>2010/11<br/>£'000</b> | <b>2011/12<br/>£'000</b> | <b>2012/13<br/>£'000</b> |
|-------------------------------------|--------------------------|--------------------------|--------------------------|
| <b>Net Proposed Budget Movement</b> | <b>-422</b>              |                          |                          |

## CHILDREN YOUNG PEOPLE AND LEARNING

| Description<br>Impact  | 2010/11<br>£'000 | 2011/12<br>£'000 | 2012/13<br>£'000 |
|--|------------------|------------------|------------------|
| <p><b>Provisions for Looked After Children</b></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><b>Recharge more Costs to the Schools Budget</b></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><b>Recharge more Costs to Grants</b></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><b>Student Finance</b></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<br>Impact  | 2010/11<br>£'000 | 2011/12<br>£'000 | 2012/13<br>£'000 |
|--|------------------|------------------|------------------|
| <p><b>Former Teacher Pensions</b></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>  | <b>-30</b>       |                  |                  |
| <p><b>Residence Order Allowances</b></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>  | <b>-50</b>       |                  |                  |
| <p><b>Office Services</b></p> <p>A line by line review of office costs has identified savings in administrative costs.</p>   | <b>-20</b>       |                  |                  |
| <p><b>Children's Social Care/Social Work Teams</b></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> | <b>100</b>       |                  |                  |
| <p><b>Net Proposed Budget Movement</b></p>   | <b>-645</b>      |                  |                  |

## ADULT SOCIAL CARE AND HEALTH

| Description<br>Impact   | 2010/11<br>£'000 | 2011/12<br>£'000 | 2012/13<br>£'000 |
|---|------------------|------------------|------------------|
| <p><b>Better commissioning: Domiciliary Care</b></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><b>Lookin</b></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><b>Day Care Services</b></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><b>Collaborative Procurement</b></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><b>Purchased Care – All Adult Social Care</b></p> <p>Pressure arises principally from demographic changes as children with disabilities become the responsibility of Adult</p>   | 445              | 509              | 540              |

| <b>Description<br/>Impact</b>   | <b>2010/11<br/>£'000</b> | <b>2011/12<br/>£'000</b> | <b>2012/13<br/>£'000</b> |
|---|--------------------------|--------------------------|--------------------------|
| 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. |                          |                          |                          |
| <b>Net Proposed Budget Movement</b>   | <b>130</b>               | <b>509</b>               | <b>540</b>               |

## ENVIRONMENT, CULTURE AND COMMUNITIES

| Description<br>Impact   | 2010/11<br>£'000 | 2011/12<br>£'000 | 2012/13<br>£'000 |
|---|------------------|------------------|------------------|
| <p><b>Head of Cultural services</b></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><b>Planning Policy</b></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><b>Homeless Families</b></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><b>Free Swimming</b></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><b>Highway Maintenance</b></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             |                  |                  |

| <b>Description<br/>Impact</b>  | <b>2010/11<br/>£'000</b> | <b>2011/12<br/>£'000</b> | <b>2012/13<br/>£'000</b> |
|--|--------------------------|--------------------------|--------------------------|
| <p><b>CCTV</b></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><b>Policy and Performance</b></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><b>Environment Development</b></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><b>Dog Control</b></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                      |                          |                          |

| <b>Description<br/>Impact</b>   | <b>2010/11<br/>£'000</b> | <b>2011/12<br/>£'000</b> | <b>2012/13<br/>£'000</b> |
|---|--------------------------|--------------------------|--------------------------|
| <p><b>Cemetery and Crematorium</b></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>  | <b>-80</b>               |                          |                          |
| <p><b>Finance: Performance and Resources</b></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>   | <b>-30</b>               |                          |                          |
| <p><b>Licensing</b></p> <p>Income levels for licensing activity have not reduced as anticipated following changes in the regulations in recent years.</p>   | <b>-10</b>               |                          |                          |
| <p><b>Trading Standards / Environmental Health</b></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> | <b>-16</b>               |                          |                          |
| <p><b>Emergency Planning</b></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>  | <b>-5</b>                |                          |                          |
| <p><b>Housing (administration)</b></p> <p>Economies can be achieved across a wide range of individual budget lines producing a significant saving in administration costs.</p>  | <b>-23</b>               |                          |                          |
| <p><b>Housing options</b></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>  | <b>-18</b>               |                          |                          |

| <b>Description<br/>Impact</b>  | <b>2010/11<br/>£'000</b> | <b>2011/12<br/>£'000</b> | <b>2012/13<br/>£'000</b> |
|--|--------------------------|--------------------------|--------------------------|
| <p><b>Housing options</b></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>  | <b>-18</b>               |                          |                          |
| <p><b>Planning (DC and Policy)</b></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> | <b>-91</b>               |                          |                          |
| <p><b>Housing options</b></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>   | <b>-20</b>               |                          |                          |
| <p><b>Transport Development</b></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>   | <b>-15</b>               |                          |                          |
| <p><b>Road Safety</b></p> <p>The Council has a budget to promote road safety. This will be reduced resulting in less awareness activity.</p>   | <b>-5</b>                |                          |                          |

| <b>Description<br/>Impact</b>  | <b>2010/11<br/>£'000</b> | <b>2011/12<br/>£'000</b> | <b>2012/13<br/>£'000</b> |
|--|--------------------------|--------------------------|--------------------------|
| <p><b>Archives</b></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><b>The Look Out</b></p> <p>This saving of £7,000 will be taken mostly from the marketing and printing budget.</p>   | -7                       |                          |                          |
| <p><b>Parks, Open Spaces &amp; Countryside</b></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><b>Health Improvement Officer</b></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><b>Sports Development</b></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><b>Cultural Strategy Implementation</b></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                      |                          |                          |



| <b>Description<br/>Impact</b>  | <b>2010/11<br/>£'000</b> | <b>2011/12<br/>£'000</b> | <b>2012/13<br/>£'000</b> |
|--|--------------------------|--------------------------|--------------------------|
| <p><b>Bracknell Leisure Centre and Coral Reef</b></p> <p>This is a reduction in the marketing budget relating to these 2 services.</p>   | -7                       |                          |                          |
| <p><b>Libraries</b></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><b>Libraries</b></p> <p>This relates to deleting a current vacant post of Support Services Librarian which is a back office function.</p>   | -30                      |                          |                          |
| <p><b>Libraries</b></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><b>Coral Reef</b></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><b>Training</b></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><b>Departmental Research &amp; Development</b></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                       |                          |                          |

| <b>Description<br/>Impact</b>   | <b>2010/11<br/>£'000</b> | <b>2011/12<br/>£'000</b> | <b>2012/13<br/>£'000</b> |
|---|--------------------------|--------------------------|--------------------------|
| <p><b>Departmental Marketing</b></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>   | <b>-2</b>                |                          |                          |
| <p><b>Surestart</b></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 31<sup>st</sup> 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> | <b>-11</b>               |                          |                          |
| <p><b>Capitalisation</b></p> <p>Transfer all programmed maintenance work in 2010/11 to Capital.</p>   | <b>-208</b>              |                          |                          |
| <p><b>Land Charges</b></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>   | <b>35</b>                |                          |                          |
| <p><b>Easthampstead Park Conference Centre Income</b></p> <p>Reduced income as a result of the recession</p>  | <b>300</b>               |                          |                          |
| <p><b>Bracknell Leisure Centre/Coral Reef Income</b></p> <p>Reduced income as a result of the recession</p>   | <b>70</b>                |                          |                          |
| <p><b>Downshire Golf Course Income</b></p> <p>Reduced income as a result of the recession</p>   | <b>40</b>                |                          |                          |
| <p><b>Car Park Income</b></p> <p>Reduced income as a result of the recession</p>  | <b>240</b>               |                          |                          |

| <b>Description<br/>Impact</b>   | <b>2010/11<br/>£'000</b> | <b>2011/12<br/>£'000</b> | <b>2012/13<br/>£'000</b> |
|---|--------------------------|--------------------------|--------------------------|
| <p><b>Demographic pressures</b></p> <p>Refuse Collection - increase in the number of domestic properties where waste has to be collected.</p>   | <b>17</b>                |                          |                          |
| <p><b>Libraries Computer Line Rentals</b></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>  | <b>13</b>                |                          |                          |
| <p><b>Surestart</b></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 31<sup>st</sup> 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> | <b>11</b>                |                          |                          |
| <b>ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL</b>   | <b>-800</b>              |                          |                          |

## COUNCIL WIDE

| Description<br>Impact  | 2010/11<br>£'000 | 2011/12<br>£'000 | 2012/13<br>£'000 |
|--|------------------|------------------|------------------|
| <p><b>Service Efficiency Programme</b></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><b>BPR Service Review</b></p> <p>This is a cross cutting project covering all Directorates and includes the restructuring and consolidation of internal postal services.</p>  | -50              |                  |                  |
| <p><b>Organisational and Back Office Review</b></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><b>Corporate Contingency</b></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              |                  |                  |

| <b>Description<br/>Impact</b>   | <b>2010/11<br/>£'000</b> | <b>2011/12<br/>£'000</b> | <b>2012/13<br/>£'000</b> |
|---|--------------------------|--------------------------|--------------------------|
| associated with the 2010/11 budget it is proposed to increase the general contingency by £0.873m to £1.000m.  |                          |                          |                          |
| <p><b>Interest on the Capital Programme</b></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> | <b>100</b>               | <b>500</b>               |                          |
| <p><b>Interest Received</b></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>                      | <b>440</b>               |                          |                          |
| <b>Net Proposed Budget Movement</b>   | <b>1,313</b>             | <b>150</b>               |                          |

## 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<br>£m                  | 2009/10<br>Original | 2009/10<br>Revised | 2010/11<br>Estimate | 2011/12<br>Estimate | 2012/13<br>Estimate |
|--|---------------------|--------------------|---------------------|---------------------|---------------------|
| Capital Expenditure                        | 50,326              | 49,851             | 36,098              | 19,213              | 16,054              |
| <b>Financed by:</b>                        |                     |                    |                     |                     |                     |
| 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                   |
| <b>Net financing need<br/>for the year</b> | <b>6,675</b>        | <b>7,400</b>       | <b>8,449</b>        | <b>9,381</b>        | <b>9,126</b>        |

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

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

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<br>Original | 2009/10<br>Revised | 2010/11<br>Estimate | 2011/12<br>Estimate | 2012/13<br>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<br>2009/10 | Proposed<br>Budget<br>2009/10 | Forward<br>Projection<br>2010/11 | Forward<br>Projection<br>2011/12 | Forward<br>Projection<br>2012/13 |
|---------------------------------|---------------------|-------------------------------|----------------------------------|----------------------------------|----------------------------------|
| <b>Council Tax -<br/>Band D</b> | 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<br>Revised | 2010/11<br>Estimated | 2011/12<br>Estimated | 2012/13<br>Estimated |
|-------------------------|--------------------|----------------------|----------------------|----------------------|
| <b>External Debt</b>    |                    |                      |                      |                      |
| Debt at 31 March        | 0                  | 0                    | 0                    | 0                    |
| <b>Investments</b>      |                    |                      |                      |                      |
| 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 Quantitative 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

| <b>Fitch</b>                  | <b>Moodys</b>        | <b>S&amp;P</b> |
|-------------------------------|----------------------|----------------|
| 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):

|  | <b>Money Limit</b> | <b>Time Limit</b> |
|--|--------------------|-------------------|
| <b>UK Banks and Building Societies</b> | £7m                | 364 days          |

|                             |           |          |
|-----------------------------|-----------|----------|
| <b>Money Market Funds</b>   | £7m       | n/a      |
| <b>UK Government</b>        | unlimited | 364 days |
| <b>UK Local Authorities</b> | £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.

| <b>£'000</b>           | <b>2010/11<br/>Estimated<br/>+ 1%</b> | <b>2010/11<br/>Estimated<br/>- 1%</b> |
|------------------------|---------------------------------------|---------------------------------------|
| <b>Revenue Budgets</b> |                                       |                                       |
| 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      |
|--|--------------|--------------|--------------|
| <b>Interest rate Exposures</b>                                     |              |              |              |
|  | <b>Upper</b> | <b>Upper</b> | <b>Upper</b> |
| <b>Limits on fixed interest rates based on net debt</b>            | 25%          | 25%          | 25%          |
| <b>Limits on variable interest rates based on net debt</b>         | 100%         | 100%         | 100%         |
| <b>Maturity Structure of fixed interest rate borrowing 2010/11</b> |              |              |              |
|  |              | <b>Lower</b> | <b>Upper</b> |
| 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%           |
| <b>Maximum principal sums invested &gt; 364 days</b>               |              |              |              |
| 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 |
|--|----------------------|---|--|---|----------------|
| <b>Debt Management Agency Deposit Facility*</b> (DMADF)<br>* this facility is at present available for investments up to 6 months  | No                   | Yes                                     | Govt-backed                                  | In-house  | 364 Days       |
| <b>Term deposits</b> 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       |
| <b>Term deposits</b> 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       |
| <b>Certificates of Deposit</b> issued by credit-rated deposit takers (banks and building societies) : up to 364 Days.<br><br><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       |
| <b>Gilts</b> : 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       |

| <b>Investment</b>   | <b>Share/ Loan Capital?</b> | <b>Repayable/ Redeemable within 12 months?</b> | <b>Security / Minimum Credit Rating **</b>    | <b>Circumstance of use</b>   | <b>Maximum period</b>   |
|---|-----------------------------|--|---|--|---|
| <b>Money Market Funds</b><br><i>These funds do not have any maturity date</i>   | No                          | Yes  | <i>AAA Rating by Fitch, Moodys or S&amp;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 |
| <b>Forward deals</b> 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   |
| <b>Commercial paper</b><br><i>[short-term obligations (generally with a maximum life of 9 months) which are issued by banks, corporations and other issuers]</i><br><br><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  |
| <b>Treasury bills</b><br><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.***

| <b><u>Investment</u></b>  | <b><u>(A) Why use it?</u><br/><u>(B) Associated risks?</u></b>   | <b><u>Share/<br/>Loan<br/>Capital?</u></b> | <b><u>Repayable/<br/>Redeemable<br/>within 12<br/>months?</u></b> | <b><u>Security /<br/>Minimum credit<br/>rating **</u></b> | <b><u>Circumstance of<br/>use</u></b>   | <b><u>Maximum<br/>maturity of<br/>investment</u></b> |
|---|--|--|---|---|---|--|
| 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   |
| <b>Term deposits</b> 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.<br>(B) (i) Illiquid : as a general rule, cannot be traded or repaid prior to maturity.<br>(ii) Return will be lower if interest rates rise after making the investment.<br>(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  |
| <b>Certificates of Deposit</b> with credit rated deposit takers (banks and building societies) with maturities greater than 1 year<br><i>Custodial arrangement required prior to purchase</i> | (A) (i) Although in theory tradable, are relatively illiquid.<br>(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><br><u>(B) Associated risks?</u>  | <u>Share/<br/>Loan<br/>Capital?</u> | <u>Repayable/<br/>Redeemable<br/>within 12<br/>months?</u> | <u>Security /<br/>Minimum Credit<br/>Rating?</u> | <u>Circumstance of<br/>use</u>  | <u>Maximum<br/>maturity of<br/>investment</u>                           |
|---|---|-------------------------------------|--|--|---|---|
| <b>Callable deposits</b> 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.<br><br>(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>  |
| <b>UK government gilts</b> with maturities in excess of 1 year<br><br><i>Custodial arrangement required prior to purchase</i> | (A) (i) Excellent credit quality. (ii) Very Liquid.<br>(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<br><br>(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> |

| <b><u>Investment</u></b>  | <b><u>(A) Why use it?</u><br/><u>(B) Associated risks?</u></b>   | <b><u>Share/<br/>Loan<br/>Capital?</u></b> | <b><u>Repayable/<br/>Redeemable<br/>within 12<br/>months?</u></b> | <b><u>Security /<br/>Minimum credit<br/>rating **</u></b> | <b><u>Circumstance of<br/>use</u></b>  | <b><u>Maximum<br/>maturity of<br/>investment</u></b> |
|---|--|--|---|---|--|--|
| <b>Forward deposits</b> 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.<br><br>(B) (i) Credit risk is over the whole period, not just when monies are actually invested.<br>(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>                                       |
| <b>Deposits with unrated deposit takers (banks and building societies) but with unconditional financial guarantee from HMG or credit-rated parent institution</b><br>: 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

| <b>Fitch</b>                  | <b>Moodys</b>        | <b>S&amp;P</b> |
|-------------------------------|----------------------|----------------|
| 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):

|  | <b>Money Limit</b> | <b>Time Limit</b> |
|--|--------------------|-------------------|
| <b>UK Banks and Building Societies</b> | £7m                | 364 days          |
| <b>Money Market Funds</b>              | £7m                | n/a               |
| <b>UK Government</b>                   | unlimited          | 364 days          |
| <b>UK Local Authorities</b>            | £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   |
|---------------------|---|---|---|
| <b>General Fund</b> | 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.<br>Using balances to support expenditure results in a loss of investment income. | March 08 £5.757m<br>March 09 £10.375m<br>March 10 £9.425m<br>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:

| <b>Reserve</b>                              | <b>Purpose</b>  | <b>Policy</b>  | <b>Value</b>   |
|---|---|--|--|
| <b>Insurance and other Uninsured Claims</b> | 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<br>March 09 £2.079m<br>March 10 £2.029m<br>March 11 £1.979m |
| <b>Budget Carry Forward</b>                 | 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<br>March 09 £0.549m<br>March 10 £0.000m<br>March 11 £0.000m |
| <b>Cost of Structural Change</b>            | 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<br>March 09 £1.396m<br>March 10 £0.743m<br>March 11 £0.743m |
| <b>Performance Improvement</b>              | 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<br>March 09 £0.073m<br>March 10 £0.000m<br>March 11 £0.000m |
| <b>Schools' Balances</b>                    | 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<br>March 09 £1.899m<br>March 10 £1.899m<br>March 11 £1.899m |

## Annexe F

| <b>Reserve</b>                             | <b>Purpose</b>  | <b>Policy</b>   | <b>Value</b>  |
|--|---|---|---|
| <b>Family Tree Nursery</b>                 | 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<br>March 09 £0.112m<br>March 10 £0.112m<br>March 11 £0.112m  |
| <b>Discretionary School Carry Forwards</b> | 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<br>March 09 £0.172m<br>March 10 £0.000m<br>March 11 £0.000m  |
| <b>Unused Schools Budget Balance</b>       | 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<br>March 09 £0.360m<br>March 10 £0.000m<br>March 11 £0.000m |
| <b>Education Library Service</b>           | 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<br>March 09 £0.119m<br>March 10 £0.119m<br>March 11 £0.119m  |

**Annexe F**

| <b>Reserve</b>   | <b>Purpose</b>   | <b>Policy</b>   | <b>Value</b>  |
|--|--|---|---|
| <b>Repairs &amp; Renewals</b>                                      | 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<br>March 09 £0.002m<br>March 10 £0.007m<br>March 11 £0.007m  |
| <b>Building Regulation Chargeable Account</b>                      | 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<br>March 09 -£0.020m<br>March 10 £0.000m<br>March 11 £0.000m |
| <b>Landfill Allowances Trading Scheme (LATS) unused allowances</b> | 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<br>March 09 £0.000m<br>March 10 £0.000m<br>March 11 £0.000m  |
| <b>Local Economy Steering Group</b>                                | 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<br>March 09 £0.034m<br>March 10 £0.000m<br>March 11 £0.000m  |
| <b>LPSA2 Performance Reward Grant</b>                              | 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<br>March 09 £0.329m<br>March 10 £0.329m<br>March 11 £0.000m      |

## Other Balances

| <b>Balance</b>                                 | <b>Purpose</b>  | <b>Policy</b>  | <b>Value</b>   |
|--|---|--|--|
| <b>Collection Fund Balance</b>                 | 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<br>March 09 £0.170m<br>March 10 £0.000m<br>March 11 £0.000m |
| <b>Financial Instrument Adjustment Account</b> | 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<br>March 09 -£0.608m<br>March 10 -£0.457m<br>March 11 £0.000m   |

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2010/11 PROPOSED FEES &amp; CHARGES

## Service: Legal &amp; Surveyors' Fees

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

|   | 2009/10<br>Budget<br>£'000 | Proposed<br>2010/11<br>Budget<br>£'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<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |
|             |                          |                              |          |

## Legal &amp; 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<br>Budget<br>£'000 | Proposed<br>2010/11<br>Budget<br>£'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 &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2010/11 PROPOSED FEES &amp; CHARGES

| Description | Current Fee<br>(Exc VAT) | Proposed<br>Fee<br>(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<br>Budget<br>£'000 | Proposed<br>2010/11<br>Budget<br>£'000 |
|--|----------------------------|--|
| <b>Income the proposed fees will generate:</b> | 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<br>(Exc VAT) | Proposed<br>Fee<br>(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 &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2010/11 PROPOSED FEES &amp; CHARGES

| Description | Current Fee<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase | Proposed<br>Fee<br>(Inc VAT) |
|-------------|--------------------------|------------------------------|----------|------------------------------|
|             | £.p                      | £.p                          | %        | £.p                          |

**Marriage and Civil Partnership Ceremonies (Cont)**

|   |        |        |     |        |
|---|--------|--------|-----|--------|
| Syrett Ceremonial Room Marriage & Civil Partnerships Bookings<br>(including room hire, Registrar's attendance and one original copy<br>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<br>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<br>parents             | 13.91  | 14.47  | 4.0 | 17.00  |
| One or more children under 18 who apply separately from their<br>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 &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2010/11 PROPOSED FEES &amp; CHARGES

Service: Democratic Services

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

|   | 2009/10<br>Budget<br>£'000 | Proposed<br>2010/11<br>Budget<br>£'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<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase | Proposed<br>Fee<br>(Inc VAT) |
|-------------|--------------------------|------------------------------|----------|------------------------------|
|             | £.p                      | £.p                          | %        | £.p                          |
|             |                          |                              |          |                              |

**Council Publications**

| <b><u>Agendas/Minutes, etc</u></b>  |        |        |       |      |
|---|--------|--------|-------|------|
| 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 -<br>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 &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2010/11 PROPOSED FEES &amp; CHARGES

Service: Democratic Services

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

|   | 2009/10<br>Budget<br>£'000 | Proposed<br>2010/11<br>Budget<br>£'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 Tem Objectives: To be accountable and provide excellent value for money.

| Description | Current Fee<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |

| <b>Council Publications (Cont)</b>                   |   |              |   |
|--|---|--------------|---|
| 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<br>Budget<br>£'000 | Proposed<br>2010/11<br>Budget<br>£'000 |
|---|----------------------------|--|
| Income the proposed fees will generate: | 14                         | 14                                     |

Are concessions available? No

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

## CORPORATE SERVICES &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2010/11 PROPOSED FEES &amp; CHARGES

| Description | Current Fee<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |

**Home to School Travel**

| <b>Farepayer fees per term on existing routes</b> |        |        |     |
|---|--------|--------|-----|
| 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<br>Budget<br>£'000 | Proposed<br>2010/11<br>Budget<br>£'000 |
|--|----------------------------|--|
| <b>Income the proposed fees will generate:</b> | 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 &amp; CHIEF EXECUTIVE'S DEPARTMENT

## 2010/11 PROPOSED FEES &amp; CHARGES

| Description                            | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Exc VAT) | Increase | Proposed Fee<br>(Inc VAT) |
|--|--------------------------|---------------------------|----------|---------------------------|
|  | £.p                      | £.p                       | %        | £.p                       |
| <b>Charge per foot run - internal</b>  |                          |                           |          |                           |
| Non VAT registered stallholders        | 2.62                     | 2.69                      | 2.5      | 3.16                      |
| VAT registered stallholders            | 3.04                     | 3.12                      | 2.5      | 3.66                      |
| <b>Charge per foot run - external</b>  |                          |                           |          |                           |
| 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                      |
| <b>Charge per metre run - internal</b> |                          |                           |          |                           |
| Non VAT registered stallholders        | 8.60                     | 8.82                      | 2.5      | 10.36                     |
| VAT registered stallholders            | 9.97                     | 10.22                     | 2.5      | 12.00                     |
| <b>Charge per metre run - external</b> |                          |                           |          |                           |
| 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<br>Budget<br>£'000 | Proposed<br>2010/11<br>Budget<br>£'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<br>(Exc VAT)                       | Proposed Fee<br>(Exc VAT)                      | Increase |
|-----------------------------------|--|--|----------|
|                                   | £.p  | £.p  | %        |
| <b>External Customer Printing</b> |  |  |          |
| 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**

|  |                           |  |
|--|---------------------------|--|
|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>5</b>                  | <b>5</b>                               |

**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<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |

#### **Adult and Community Learning Plan**

| <b>Course Fees</b>  |          |      |          |     |
|---|----------|------|----------|-----|
| Next Step Courses   | Per hour | 4.00 | 4.00     | 0.0 |
| Initial Taster Sessions   | Per hour | 1.00 | 1.00     | 0.0 |
| <b>Personal &amp; Community Development Learning</b>  |          |      |          |     |
| 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**

|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|--|---------------------------|--|
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>88</b>                 | <b>90</b>                              |

**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<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |

#### **Brakenhale Open Learning Centre Room Hire and Refreshments**

|   |               |               |       |
|---|---------------|---------------|-------|
| <b>Room Hire per Hour</b>   |               |               |       |
| 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   |
| <b>Refreshments</b>   |               |               |       |
| Tea & Coffee  | 5.00          | 5.10          | 2.0   |
|   | per half day  |               |       |
|   | per day       | 10.00         | 10.25 |
| Lunches   | Cost          | Cost + 10%    | 10.0  |

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2010/11 PROPOSED FEES &amp; CHARGES

Service : Standards Fund

|   |
|---|
| <b>Purpose of the Charge: To fully fund the costs of the service not financed by external grant</b> |
|---|

|  |                           |  |
|--|---------------------------|--|
|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>13</b>                 | <b>13</b>                              |

|                                      |
|--------------------------------------|
| <b>Are concessions available? No</b> |
|--------------------------------------|

|   |
|---|
| <b>Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan</b> |
|---|

| <b>Description</b> | <b>Current Fee<br/>(Exc VAT)</b> | <b>Proposed<br/>Fee<br/>(Exc VAT)</b> | <b>Increase</b> |
|--------------------|----------------------------------|---------------------------------------|-----------------|
|                    | <b>£.p</b>                       | <b>£.p</b>                            | <b>%</b>        |

**Playing for Success joint arrangement with Wokingham Borough Council**

| <b>Contribution from WBC towards the joint project</b> |           |           |     |
|--|-----------|-----------|-----|
| Contribution   | 12,500.00 | 12,500.00 | 0.0 |

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2010/11 PROPOSED FEES &amp; CHARGES

Service : Education Centre

|   |
|---|
| <b>Purpose of the Charge: To contribute to the costs of the service</b> |
|---|

|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|--|---------------------------|--|
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>105</b>                | <b>108</b>                             |

|   |
|---|
| <b>Are concessions available? Yes, internal fees are lower than those charged to external customers</b> |
|---|

|   |
|---|
| <b>Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan</b> |
|---|

| <b>Description</b> | <b>Current Fee<br/>(Exc VAT)</b> | <b>Proposed<br/>Fee<br/>(Exc VAT)</b> | <b>Increase</b> |
|--------------------|----------------------------------|---------------------------------------|-----------------|
|                    | <b>£.p</b>                       | <b>£.p</b>                            | <b>%</b>        |

**Education Centre Room Hire Non Bracknell Forest Council**

|                        |        |        |     |
|------------------------|--------|--------|-----|
| <b>Whole Day</b>       |        |        |     |
| 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 |
| <b>Half Day</b>        |        |        |     |
| 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 &amp; CHARGES

Service : Education Centre

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

|   | 2009/10<br>Budget<br><br>£'000 | Proposed<br>2010/11<br>Budget<br>£'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<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |

## Education Centre Room Hire Non Bracknell Forest Council (cont)

|                        |        |        |     |
|------------------------|--------|--------|-----|
| <b>Twilight</b>        |        |        |     |
| 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 |
| <b>Evening</b>         | 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 &amp; CHARGES

Service : Education Centre

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

|   | 2009/10<br>Budget<br>£'000 | Proposed<br>2010/11<br>Budget<br>£'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<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |

## Education Centre Room Hire Bracknell Forest Council

|                        |        |        |     |
|------------------------|--------|--------|-----|
| <b>Whole Day</b>       |        |        |     |
| 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 |
| <b>Half Day</b>        |        |        |     |
| 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 &amp; CHARGES

Service : Education Centre

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

|   | 2009/10<br>Budget<br>£'000 | Proposed<br>2010/11<br>Budget<br>£'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<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |

## Education Centre Room Hire Bracknell Forest Council (cont)

|                        |        |        |     |
|------------------------|--------|--------|-----|
| <b>Twilight</b>        |        |        |     |
| 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 |
| <b>Evening</b>         | 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 &amp; CHARGES

Service : Education Centre

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

|   | 2009/10<br>Budget | Proposed<br>2010/11<br>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 Tem Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

| Description | Current Fee<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |

## Education Centre Refreshment Charges Non Bracknell Forest Council

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2010/11 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

|   | 2009/10<br>Budget<br>£'000 | Proposed<br>2010/11<br>Budget<br>£'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<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |

## Education Centre Refreshment Charges Bracknell Forest Council

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2010/11 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

|   | 2009/10<br>Budget | Proposed<br>2010/11<br>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<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |

## Education Centre Charges for Goods Sold

|                          |                    |      |      |      |
|--------------------------|--------------------|------|------|------|
| <b>Photocopying</b>      |                    |      |      |      |
| 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  |
| <b>Laminating</b>        | 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 &amp; CHARGES

Service : Education Centre

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

|   | 2009/10<br>Budget<br>£'000 | Proposed<br>2010/11<br>Budget<br>£'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<br>(Exc VAT) | Proposed<br>Fee<br>(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<br>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 &amp; CHARGES

Service : Learning and Achievement

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

|  |                           |  |
|--|---------------------------|--|
|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>73</b>                 | <b>74</b>                              |

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<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |

## Professional Development Courses

| Course Fees and Timings                     |        |        |     |
|---|--------|--------|-----|
| <b>Internal and Other LEA Schools</b>       |        |        |     |
| 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 |
| <b>Independent Schools</b>                  |        |        |     |
| 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**

|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|--|---------------------------|--|
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> |                           |  |

**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<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |
|             |                          |                              |          |

#### Consultancy Rates

| <b>Chargeable Activities</b>   |        |        |     |
|--|--------|--------|-----|
| 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 |        |        |     |
| <b>BFC Schools</b>   |        |        |     |
| Daily rate   | 400.00 | 410.00 | 2.5 |
| Half Day   | 210.00 | 215.00 | 2.4 |
| Hourly rate  | 85.00  | 87.00  | 2.4 |
| <b>Non BFC Schools</b>   |        |        |     |
| 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 &amp; CHARGES

Service : Larchwood

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

|  |                           |  |
|--|---------------------------|--|
|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>34</b>                 | <b>35</b>                              |

**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**

| <b>Description</b> | <b>Current Fee<br/>(Exc VAT)</b> | <b>Proposed<br/>Fee<br/>(Exc VAT)</b> | <b>Increase</b> |
|--------------------|----------------------------------|---------------------------------------|-----------------|
|                    | <b>£.p</b>                       | <b>£.p</b>                            | <b>%</b>        |

**Residential short break care**

|                               |          |        |        |     |
|-------------------------------|----------|--------|--------|-----|
| <b>Overnight</b><br>Per Night |          | 363.45 | 372.50 | 2.5 |
| <b>Daycare</b>                |          |        |        |     |
| 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**

|  |                           |  |
|--|---------------------------|--|
|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>22</b>                 | <b>23</b>                              |

**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<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |

#### **Fostercare charges**

|  |                     |                     |                   |
|--|---------------------|---------------------|-------------------|
| Charge per week  | 276.84 to<br>576.30 | 283.76 to<br>590.71 | 2.5<br>(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 &amp; CHARGES

Service : Other Children's and Family Services

|  |
|--|
| <b>Purpose of the Charge: To charge for other Local Authority children placed with BF adopters</b> |
|--|

|  |                           |  |
|--|---------------------------|--|
|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>52</b>                 | <b>53</b>                              |

|                                      |
|--------------------------------------|
| <b>Are concessions available? No</b> |
|--------------------------------------|

|   |
|---|
| <b>Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan</b> |
|---|

| <b>Description</b> | <b>Current Fee<br/>(Exc VAT)</b> | <b>Proposed<br/>Fee<br/>(Exc VAT)</b> | <b>Increase</b> |
|--------------------|----------------------------------|---------------------------------------|-----------------|
|                    | <b>£.p</b>                       | <b>£.p</b>                            | <b>%</b>        |

**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**

|  |                           |  |
|--|---------------------------|--|
|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>50</b>                 | <b>51</b>                              |

**Are concessions available? No**

**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<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |

#### **SEN recoupment fees**

|                          |         |         |  |
|--------------------------|---------|---------|--|
| Funded cost of placement | Various | Various |  |
|--------------------------|---------|---------|--|

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2010/11 PROPOSED FEES &amp; CHARGES

Service : Youth Service

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

|  |                           |  |
|--|---------------------------|--|
|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>10</b>                 | <b>10</b>                              |

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<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |

## Young Peoples Attendance Fee

|                       |             |                 |                 |     |
|-----------------------|-------------|-----------------|-----------------|-----|
| <b>Attendance Fee</b> | per session | 0.00 to<br>1.00 | 0.00 to<br>1.00 | 0.0 |
| <b>Membership Fee</b> | per annum   | 0.00 to<br>2.00 | 0.00 to<br>2.00 | 0.0 |
| <b>Activities Fee</b> | per session | 0.00 to<br>2.50 | 0.00 to<br>2.50 | 0.0 |

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2010/11 PROPOSED FEES &amp; CHARGES

Service : Youth Service

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

|  |                           |  |
|--|---------------------------|--|
|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>125</b>                | <b>128</b>                             |

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<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |

## Hire Fees

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2010/11 PROPOSED FEES &amp; CHARGES

Service : Youth Service

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

|  |                           |  |
|--|---------------------------|--|
|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>9</b>                  | <b>9</b>                               |

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

| <b>Description</b> | <b>Current Fee<br/>(Exc VAT)</b> | <b>Proposed<br/>Fee<br/>(Exc VAT)</b> | <b>Increase</b> |
|--------------------|----------------------------------|---------------------------------------|-----------------|
|                    | <b>£.p</b>                       | <b>£.p</b>                            | <b>%</b>        |

## Sale of Goods

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

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2010/11 PROPOSED FEES &amp; CHARGES

Service : Family Tree Nursey

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

|   | 2009/10<br>Budget | Proposed<br>2010/11<br>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 Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan

| Description | Current Fee<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |

## Placement Fees

|  |                  |        |        |     |
|--|------------------|--------|--------|-----|
| <b>3 Months - 3 Years old</b>                |                  |        |        |     |
| <b>Full Time</b>                             |                  |        |        |     |
| Weekly                                       | 226.76           | 229.03 | 1.0    |     |
| Monthly                                      | 982.29           | 995.18 | 1.3    |     |
| <b>Part time</b>                             |                  |        |        |     |
| 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 |
| <b>Hourly Rate</b>                           | 5.70             | 5.76   | 1.0    |     |
| <b>Deposit per child</b>                     |                  | 50.00  |        |     |
| <b>Late Collection Fees - per 15 minutes</b> |                  | 10.00  |        |     |



## CHILDREN, YOUNG PEOPLE AND LEARNING

### 2010/11 PROPOSED FEES & CHARGES

Service : Family Tree Nurse

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

|  | 2009/10<br>Budget<br><br>£'000 | Proposed<br>2010/11<br>Budget<br><br>£'000 |
|--|--------------------------------|--|
| <b>Income the proposed fees will generate:</b> |                                |  |

**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 Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan**

| Description | Current Fee<br>(Exc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|------------------------------|----------|
|             | £.p                      | £.p                          | %        |

#### Placement Fees

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

Service : School related expenditure

|   |
|---|
| <b>Purpose of the Charge: To fund the costs of the service where provided to other local authority pupils</b> |
|---|

|  |                           |  |
|--|---------------------------|--|
|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>50</b>                 | <b>51</b>                              |

|                                      |
|--------------------------------------|
| <b>Are concessions available? No</b> |
|--------------------------------------|

|   |
|---|
| <b>Link to the Council's Medium Term Objectives: To improve the outcomes for Children and Families through the Children and Young People's Plan</b> |
|---|

| <b>Description</b> | <b>Current Fee<br/>(Exc VAT)</b> | <b>Proposed<br/>Fee<br/>(Exc VAT)</b> | <b>Increase</b> |
|--------------------|----------------------------------|---------------------------------------|-----------------|
|                    | <b>£.p</b>                       | <b>£.p</b>                            | <b>%</b>        |

**SEN recoupment overhead fees**

|  |         |         |  |
|--|---------|---------|--|
| Percentage addition to funded cost of placement to cover cost of BFC overheads | Various | Various |  |
|--|---------|---------|--|

## CHILDREN, YOUNG PEOPLE AND LEARNING

## 2010/11 PROPOSED FEES &amp; CHARGES

Service : School related expenditure

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

|  |                           |  |
|--|---------------------------|--|
|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>294</b>                | <b>301</b>                             |

**Are concessions available? Yes 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**

| <b>Description</b> | <b>Current Fee<br/>(Exc VAT)</b> | <b>Proposed<br/>Fee<br/>(Exc VAT)</b> | <b>Increase</b> |
|--------------------|----------------------------------|---------------------------------------|-----------------|
|                    | <b>£.p</b>                       | <b>£.p</b>                            | <b>%</b>        |

**Music Tuition**

| <b>Tuition Fees</b>   |                    |        |        |     |
|---|--------------------|--------|--------|-----|
| 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<br>Budget | Proposed<br>2010/11<br>Budget |
|--|-------------------|-------------------------------|
|  | £'000             | £'000                         |
| <b>Income the proposed fees will generate:</b> | <b>2,604</b>      | <b>2,670</b>                  |

**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<br>(Exc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|---------------------------|----------|
|             | £.p                      | £.p                       | %        |

|   |                       |  |  |                   |
|---|-----------------------|--|--|-------------------|
| <b>Residential and Nursing Care</b><br>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<br>(estimate) |
|---|-----------------------|--|--|-------------------|

## ADULT SOCIAL CARE &amp; HEALTH DEPARTMENT

## 2010/11 PROPOSED FEES &amp; 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

|  |                           |  |
|--|---------------------------|--|
|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>700</b>                | <b>718</b>                             |

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<br>(Exc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|---------------------------|----------|
|             | £.p                      | £.p                       | %        |

|  |   |   |                   |
|--|---|---|-------------------|
| <b>Homecare</b>  |   |   |                   |
| 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               |
| <b>Direct Payments</b> 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<br>(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**

|  |                           |  |
|--|---------------------------|--|
|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>110</b>                | <b>113</b>                             |

**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<br>(Exc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|---------------------------|----------|
|             | £.p                      | £.p                       | %        |

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

## ADULT SOCIAL CARE &amp; HEALTH DEPARTMENT

## 2010/11 PROPOSED FEES &amp; CHARGES

Service : Adult Residential Care - Charges to other organisations

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

|   | 2009/10<br>Budget | Proposed<br>2010/11<br>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<br>(Exc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|---------------------------|----------|
|             | £.p                      | £.p                       | %        |

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



## ADULT SOCIAL CARE &amp; HEALTH DEPARTMENT

## 2010/11 PROPOSED FEES &amp; CHARGES

Service : Adult Day Care - Charges to other organisations

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

|   | 2009/10<br>Budget | Proposed<br>2010/11<br>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<br>(Exc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|---------------------------|----------|
|             | £.p                      | £.p                       | %        |

| Day Care                     |                |        |        |     |
|------------------------------|----------------|--------|--------|-----|
| <b>Heathlands Day Centre</b> | Charge per day | 44.97  | 46.10  | 2.5 |
| <b>Downside</b>              | Charge per day | 60.78  | 62.30  | 2.5 |
| <b>Learning Disability</b>   |                |        |        |     |
| 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 &amp; HEALTH DEPARTMENT

## 2010/11 PROPOSED FEES &amp; CHARGES

Service : Blue Badge Scheme

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

|  |                           |  |
|--|---------------------------|--|
|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>3</b>                  | <b>3</b>                               |

Are concessions available? No

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

| <b>Description</b>  | <b>Current Fee<br/>(Exc VAT)</b> | <b>Proposed Fee<br/>(Exc VAT)</b> | <b>Increase</b> |
|---|----------------------------------|-----------------------------------|-----------------|
|   | <b>£.p</b>                       | <b>£.p</b>                        | <b>%</b>        |
| <b>Blue Badge - Issues and Duplicate Badges</b><br>This is the maximum fee payable set by the<br>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**

|  | <b>2009/10<br/>Budget</b> | <b>Proposed<br/>2010/11<br/>Budget</b> |
|--|---------------------------|--|
|  | <b>£'000</b>              | <b>£'000</b>                           |
| <b>Income the proposed fees will generate:</b> | <b>8,161</b>              | <b>8,291</b>                           |

**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<br>(Exc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|---------------------------|----------|
|             | £.p                      | £.p                       | %        |

|  |  |  |  |
|--|--|--|--|
| <p><b>Health Funded Provision</b><br/>The Council receives a number of different income streams from health organisations, summarised as:</p> <p><b>Registered nursing care contribution</b></p> <p><b>Continuing health care contributions</b></p> <p><b>Section 28a funding</b></p> <p><b>Joint funded posts and any other income.</b></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> |  |
|--|--|--|--|

## ADULT SOCIAL CARE &amp; HEALTH DEPARTMENT

## 2010/11 PROPOSED FEES &amp; CHARGES

Service : Other miscellaneous adult social services income

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

|   | 2009/10<br>Budget | Proposed<br>2010/11<br>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<br>(Exc VAT)            | Proposed Fee<br>(Exc VAT)           | Increase |
|--|-------------------------------------|-------------------------------------|----------|
|  | £.p                                 | £.p                                 | %        |
| The Council may receive a number of different income streams in addition to health organisations, including:   |                                     |                                     |          |
| <b>Supported living and tenancies</b>  | Actual costs incurred if applicable | Actual costs incurred if applicable |          |
| <b>Other miscellaneous income.</b><br>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<br>£'000 | Proposed<br>2010/11 Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | <b>382</b>              | <b>392</b>                          |

**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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(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**

| <b>Domestic Plan Charge (Full Plans)</b>  |        |        |        |        |     |
|---|--------|--------|--------|--------|-----|
| 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<br>£'000 | Proposed<br>2010/11 Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | <b>382</b>              | <b>382</b>                          |

**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<br>(Inc VAT)  | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|--|---|--------------------------|---------------------------|---------------------------|----------|
|  | £.p   | £.p                      | £.p                       | £.p                       | %        |
| <b>Domestic Inspection Charge (Full Plans)</b>   |   |                          |                           |                           |          |
| 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<br>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                       |          |
| <b>Domestic Charge (Building Notice)</b>   |   |                          |                           |                           |          |
| 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<br>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:-<br>a) Domestic extensions over 60 sq m floor area<br><br>b) Alterations to domestic building(s) (other than the formation of room(s) in roof space)   | Charges based on 100% of full estimated cost<br><br>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<br>£'000 | Proposed<br>2010/11 Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | <b>382</b>              | <b>382</b>                          |

**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<br>(Inc VAT)<br>£.p                                     | Current Fee<br>(Exc VAT)<br>£.p | Proposed Fee<br>(Inc VAT)<br>£.p | Proposed Fee<br>(Exc VAT)<br>£.p | Increase<br>% |
|----------------------------|---|---------------------------------|----------------------------------|----------------------------------|---------------|
| <b>REPLACEMENT GLAZING</b> | 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**

| <b>Plan Charge (Full Plans)</b>                |        |        |        |        |     |
|--|--------|--------|--------|--------|-----|
| <b>Table A</b> 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**

|  | Proposed       |                |
|--|----------------|----------------|
|  | 2009/10 Budget | 2010/11 Budget |
|  | £'000          | £'000          |
| <b>Income the proposed fees will generate:</b> | <b>382</b>     | <b>382</b>     |

**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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|             | £.p                      | £.p                      | £.p                       | £.p                       | %        |

**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<br>£'000 | Proposed<br>2010/11 Budget<br>£'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<br>£.p | Current Fee<br>£.p | Proposed Fee<br>£.p | Proposed Fee<br>£.p | Increase<br>% |
|--|--------------------|--------------------|---------------------|---------------------|---------------|
| 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           |
| <b>Table B</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**

| <b>Number of Dwellings (Plan Charge)</b>       |          |          |          |          |     |
|--|----------|----------|----------|----------|-----|
| 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 |
| <b>Number of Dwellings (Inspection Charge)</b> |          |          |          |          |     |
| 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<br>£'000 | Proposed<br>2010/11 Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | <b>382</b>              | <b>392</b>                          |

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

**Link to the Council's Medium Tem 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   | Current Fee | Current Fee | Proposed Fee | Proposed Fee | Increase |
|--|-------------|-------------|--------------|--------------|----------|
| 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<br>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      |
| <b>Estimated Cost £</b>  |             |             |              |              |          |
| 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<br>£'000 | Proposed<br>2010/11 Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | <b>382</b>              | <b>382</b>                          |

**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 60m<sup>2</sup>, 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<br>£'000 | Proposed<br>2010/11 Budget<br>£'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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|             | £.p                      | £.p                      | £.p                       | £.p                       | %        |

**HIGHWAY ENQUIRIES**

|   |  |       |  |       |     |
|---|--|-------|--|-------|-----|
| Standard rate per hour - minimum charge |  | 75.00 |  | 75.00 | 0.0 |
|---|--|-------|--|-------|-----|

**RECHARGEABLE WORKS**

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

**HIGHWAY ADOPTIONS**

|                          |  |       |  |       |     |
|--------------------------|--|-------|--|-------|-----|
| <b>Developer's Guide</b> |  | 30.00 |  | 30.00 | 0.0 |
|--------------------------|--|-------|--|-------|-----|

**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  |          |          |        |        |     |
| <b>Developers Charges</b>  |          |          |        |        |     |
| 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 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | 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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|---|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|   | £.p                      | £.p                      | £.p                       | £.p                       | %        |
| <b>LOCAL LAND CHARGES</b>   |                          |                          |                           |                           |          |
| 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**

|  |                       |                                |
|--|-----------------------|--------------------------------|
|  | <b>2009/10 Budget</b> | <b>Proposed 2010/11 Budget</b> |
|  | <b>£'000</b>          | <b>£'000</b>                   |
| <b>Income the proposed fees will generate:</b> | <b>551</b>            | <b>551</b>                     |

**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                    | %        |

**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 |
|---|---|--|------------|--|-------------------|

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 |
|---|---|--|------------|--|-------------------|

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<br>£'000 | Proposed 2010/11<br>Budget<br>£'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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(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 meters |  | 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**

|  |                       |                                |
|--|-----------------------|--------------------------------|
|  | <b>2009/10 Budget</b> | <b>Proposed 2010/11 Budget</b> |
|  | <b>£'000</b>          | <b>£'000</b>                   |
| <b>Income the proposed fees will generate:</b> | <b>551</b>            | <b>551</b>                     |

**Are concessions available? No**

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

| Description  |                         | Current Fee<br>(Inc VAT)<br>£.p | Current Fee<br>(Exc VAT)<br>£.p | Proposed Fee<br>(Inc VAT)<br>£.p | Proposed Fee<br>(Exc VAT)<br>£.p | Increase<br>% |
|--|-------------------------|---------------------------------|---------------------------------|----------------------------------|----------------------------------|---------------|
| <b>2. Winning or working of minerals</b>   |                         |                                 |                                 |                                  |                                  |               |
| (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                |               |
| <b>3. Operations connected with exploratory drilling for oil or natural gas</b>  |                         |                                 |                                 |                                  |                                  |               |
| (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**

|   |                               |  |            |  |                   |  |
|---|-------------------------------|--|------------|--|-------------------|--|
| <b>1. Change of use of a building to use as one or more dwelling units</b>  |                               |  |            |  |                   |  |
| (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<br>£'000 | Proposed 2010/11<br>Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | <b>551</b>              | <b>551</b>                          |

**Are concessions available? No**

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

| Description   |                  | Current Fee<br>(Inc VAT)<br>£.p | Current Fee<br>(Exc VAT)<br>£.p | Proposed Fee<br>(Inc VAT)<br>£.p | Proposed Fee<br>(Exc VAT)<br>£.p | Increase<br>% |
|---|------------------|---------------------------------|---------------------------------|----------------------------------|----------------------------------|---------------|
| 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                |               |
| <b>Pre Application Enquiry Fees</b>   |                  |                                 |                                 |                                  |                                  |               |
| <b>Householder</b>  |                  |                                 |                                 |                                  |                                  |               |
| Initial fee   |                  | 25.00                           | 21.28                           | 26.00                            | 22.13                            | 4.0           |
| <b>Residential Development</b>  |                  |                                 |                                 |                                  |                                  |               |
| 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           |
| <b>Commercial Property Development</b>  |                  |                                 |                                 |                                  |                                  |               |
| 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                            |               |
| <b>Additional Charges</b>   |                  |                                 |                                 |                                  |                                  |               |
| 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           |
| <b>Other Charges</b>  |                  |                                 |                                 |                                  |                                  |               |
| 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | 45                      | 45                                  |

**Are concessions available? No**

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

| Description | Current Fee<br>(Inc VAT)<br>£.p | Current Fee<br>(Exc VAT)<br>£.p | Proposed Fee<br>(Inc VAT)<br>£.p | Proposed Fee<br>(Exc VAT)<br>£.p | Increase<br>% |
|-------------|---------------------------------|---------------------------------|----------------------------------|----------------------------------|---------------|
|-------------|---------------------------------|---------------------------------|----------------------------------|----------------------------------|---------------|

| <b>Vehicle Access Crossings</b>   |       |             |       |             |     |
|-----------------------------------|-------|-------------|-------|-------------|-----|
| Construction of crossing - actual |       | Actual cost |       | Actual cost |     |
| Access Protection Markings        | 99.00 | 84.26       | 99.00 | 84.26       | 0.0 |

| <b>Highway Licences and Consents</b>   |  |                                     |  |        |       |
|--|--|-------------------------------------|--|--------|-------|
| Sample Inspection Fee  |  | 50.00                               |  | 50.00  | 0.0   |
| Defect Inspection Fee  |  | 47.50                               |  | 47.50  | 0.0   |
| Skip Licence   | per three week period<br>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 +<br>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<br>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<br>£'000 | Proposed 2010/11<br>Budget<br>£'000 |
|---|-------------------------|-------------------------------------|
| Income the proposed fees will generate: | 2                       | 2                                   |

**Are concessions available? No**

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

| Description | Current Fee<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|             | £.p                      | £.p                      | £.p                       | £.p                       | %        |

**MISCELLANEOUS**

**A MISCELLANEOUS CHARGES**

| <b>Documents</b>                                |       |                         |       |                         |     |
|---|-------|-------------------------|-------|-------------------------|-----|
| Sale of local plans/planning briefs             |       | Fixed At<br>Publication |       | Fixed At<br>Publication |     |
| Sale of minutes                                 |       | Set corporately         |       | Set corporately         |     |
| Tree Preservation Orders - Printed Copy         | 6.00  | 5.11                    | 6.00  | 5.11                    | 0.0 |
| <b>Photocopying</b>                             |       |                         |       |                         |     |
| 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 |
| <b>Plus Ordnance Survey Fees Royalty Charge</b> |       |                         |       |                         |     |
| <b>Urban</b>                                    |       |                         |       |                         |     |
| 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)        |       |                         |       |                         |     |
| <b>Rural</b>                                    |       |                         |       |                         |     |
| 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|             | £.p                      | £.p                      | £.p                       | £.p                       | %        |

**CULTURAL & VISUAL ENVIRONMENT**

**WESTMORLAND PARK**

| <b>Football Pitch (with changing rooms) exc VAT*</b>                                |       |                |       |       |     |
|---|-------|----------------|-------|-------|-----|
| 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 |       |                |       |       |     |
| <b>Tennis Association</b>   |       |                |       |       |     |
| 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 |
| <b>Hall Hire</b>  |       |                |       |       |     |
| Per Hour  | 10.10 | 8.60           | 10.35 | 8.81  | 2.5 |
| <b>School Visits (by Local Schools)</b>   |       |                |       |       |     |
| 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   |       |     |
| <b>Other Organisations eg Brownies</b>  |       |                |       |       |     |
| 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | 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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|             | £.p                      | £.p                      | £.p                       | £.p                       | %        |

**THE LOOK OUT**

| <b>Admission</b>                                |        |        |        |        |     |
|---|--------|--------|--------|--------|-----|
| 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   |        |     |
| <b>Birthday Parties</b>                         |        |        |        |        |     |
| 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 |
| <b>Loyalty Card</b>                             |        |        |        |        |     |
| 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 |
| <b>Commercial Hire</b>                          |        |        |        |        |     |
| 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | 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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|             | £.p                      | £.p                      | £.p                       | £.p                       | %        |

**DOWNSHIRE GOLF COMPLEX**

| <b>Membership</b>          |       |       |       |       |     |
|----------------------------|-------|-------|-------|-------|-----|
| 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 |

| <b>Main Course</b>                  |       |       |       |       |     |
|-------------------------------------|-------|-------|-------|-------|-----|
| 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 |

| <b>Limited Time</b>             |       |       |       |       |     |
|---------------------------------|-------|-------|-------|-------|-----|
| 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 |

| <b>9 Holes</b>                  |       |      |       |      |     |
|---------------------------------|-------|------|-------|------|-----|
| 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 |

| <b>Season Tickets</b> |        |        |        |        |     |
|-----------------------|--------|--------|--------|--------|-----|
| 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 |

| <b>Pitch &amp; Putt</b>           |      |      |      |      |     |
|-----------------------------------|------|------|------|------|-----|
| 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 |

| <b>Driving Range</b> |      |      |      |      |      |
|----------------------|------|------|------|------|------|
| 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | 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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(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.

| <b>Main Course</b>                                       |      |      |      |      |     |  |
|--|------|------|------|------|-----|--|
| 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 |  |
| <b>Driving Range Exclusions Monday-Friday after 5pm.</b> |      |      |      |      |     |  |
| 20 balls   | 0.30 | 0.26 | 0.30 | 0.26 | 0.0 |  |
| 50 balls   | 0.95 | 0.81 | 0.95 | 0.81 | 0.0 |  |
| <b>Pitch &amp; Putt</b>                                  |      |      |      |      |     |  |
| 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | 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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|             | £.p                      | £.p                      | £.p                       | £.p                       | %        |

**EDGBARROW & SANDHURST SPORTS CENTRES**

| <b>Memberships</b>                                   |        |        |        |        |     |  |
|--|--------|--------|--------|--------|-----|--|
| 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 |  |
| <b>Indoor Activity - Adult</b>                       |        |        |        |        |     |  |
| 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 |  |
| <b>Indoor Activity - Under 16 / 60+</b>              |        |        |        |        |     |  |
| 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 |  |
| <b>Outdoor Activity - Adult</b>                      |        |        |        |        |     |  |
| 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 |  |
| <b>Outdoor Activity - Under 16 / 60+</b>             |        |        |        |        |     |  |
| 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 |  |
| <b>Body Logic Fitness Room</b>                       |        |        |        |        |     |  |
| 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(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<br>£'000 | Proposed 2010/11<br>Budget<br>£'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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(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 |
| <b>The following Off Peak charges</b>                |        |        |        |        |     |
| 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | 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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|             | £.p                      | £.p                      | £.p                       | £.p                       | %        |

**BRACKNELL LEISURE CENTRE**

| <b>Membership</b>                       |                        |        |        |        |            |
|---|------------------------|--------|--------|--------|------------|
| 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   |
| <b>Facility Hire per hour</b>           |                        |        |        |        |            |
| 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   |
| Table Tennis Table                      | Peak                   | 4.20   | 3.57   | 4.20   | 3.57 0.0   |
|   | 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   |
| Main Hall                               | Peak                   | 77.70  | 66.13  | 80.00  | 68.09 3.0  |
|   | Off Peak               | 57.25  | 48.72  | 59.00  | 50.21 3.1  |
| Main Hall (Half)                        | Peak                   | 43.95  | 37.40  | 45.00  | 38.30 2.4  |
|   | Off Peak               | 30.70  | 26.13  | 31.50  | 26.81 2.6  |
| 3M Hall                                 | Peak                   | 48.05  | 40.89  | 49.00  | 41.70 2.0  |
|   | Off Peak               | 36.30  | 30.89  | 37.00  | 31.49 1.9  |
| Meeting Room                            | Per Hour               | 19.45  | 16.55  | 20.00  | 17.02 2.8  |
| Squash Court (40 mins)                  | 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   |
| <b>Pool Complex for Swimming Galas:</b> |                        |        |        |        |            |
| 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<br>(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   |
| <b>Athletic Arena per hour</b>          |                        |        |        |        |            |
| 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | <b>1,510</b>            | <b>1,517</b>                        |

**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<br>(Inc VAT)    | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |      |
|--|-----------------------------|--------------------------|---------------------------|---------------------------|----------|------|
|  | £.p                         | £.p                      | £.p                       | £.p                       | %        |      |
| <b>Activity Charges</b>  |                             |                          |                           |                           |          |      |
| 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                    |          | 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<br>(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<br>(up front payment<br>12 month for price of 10)<br>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  |
| <b>Children's Activities</b>   |                             |                          |                           |                           |          |      |
| 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.<br>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<br>£'000 | Proposed 2010/11<br>Budget<br>£'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<br>(Inc VAT)<br>£.p | Current Fee<br>(Exc VAT)<br>£.p | Proposed Fee<br>(Inc VAT)<br>£.p | Proposed Fee<br>(Exc VAT)<br>£.p | Increase<br>% |
|-------------|---------------------------------|---------------------------------|----------------------------------|----------------------------------|---------------|
|-------------|---------------------------------|---------------------------------|----------------------------------|----------------------------------|---------------|

**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 |
| Squash   | Body Fat Analysis       | 1.95 | 1.66 | 1.95 | 1.66 | 0.0 |
|  | 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 |
| Swimming   | Off Peak - Under 16     | 1.35 | 1.15 | 1.40 | 1.19 | 3.7 |
|  | 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'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<br>(Inc VAT)<br>£.p | Current Fee<br>(Exc VAT)<br>£.p | Proposed Fee<br>(Inc VAT)<br>£.p | Proposed Fee<br>(Exc VAT)<br>£.p | Increase<br>% |
|-------------|---------------------------------|---------------------------------|----------------------------------|----------------------------------|---------------|
|-------------|---------------------------------|---------------------------------|----------------------------------|----------------------------------|---------------|

**EASTHAMPTAD PARK CONFERENCE CENTRE**

| <b>Delegate Rates:</b>                |          |          |          |          |      |
|---------------------------------------|----------|----------|----------|----------|------|
| 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  |
| <b>Room Hire:</b>                     |          |          |          |          |      |
| 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  |
| <b>Grounds Hire:</b>                  |          |          |          |          |      |
| From                                  | 2,467.50 | 2,100.00 | 2,467.50 | 2,100.00 | 0.0  |
| <b>Special Weekend Rate:</b>          |          |          |          |          |      |
| Standard singles only                 | 165.32   | 140.70   | 169.20   | 144.00   | 2.3  |
| <b>Functions Bed &amp; Breakfast:</b> |          |          |          |          |      |
| 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  |
| <b>Education Centre:</b>              |          |          |          |          |      |
| 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**

|  | <b>2009/10<br/>Budget<br/>£'000</b> | <b>Proposed<br/>2010/11<br/>Budget<br/>£'000</b> |
|--|-------------------------------------|--|
| <b>Income the proposed fees will generate:</b> | <b>120</b>                          | <b>125</b>                                       |

**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**

| <b>Description</b> | <b>Current Fee<br/>(Inc VAT)</b> | <b>Current Fee<br/>(Exc VAT)</b> | <b>Proposed<br/>Fee<br/>(Inc VAT)</b> | <b>Proposed<br/>Fee<br/>(Exc VAT)</b> | <b>Increase</b> |
|--------------------|----------------------------------|----------------------------------|---------------------------------------|---------------------------------------|-----------------|
|                    | <b>£.p</b>                       | <b>£.p</b>                       | <b>£.p</b>                            | <b>£.p</b>                            | <b>%</b>        |

**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**

|  | <b>2009/10<br/>Budget<br/>£'000</b> | <b>Proposed<br/>2010/11<br/>Budget<br/>£'000</b> |
|--|-------------------------------------|--|
| <b>Income the proposed fees will generate:</b> | 120                                 | 123  |

**Are concessions available? No**

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

| <b>Description</b> | <b>Current Fee<br/>(Inc VAT)</b> | <b>Current Fee<br/>(Exc VAT)</b> | <b>Proposed<br/>Fee<br/>(Inc VAT)</b> | <b>Proposed<br/>Fee<br/>(Exc VAT)</b> | <b>Increase</b> |
|--------------------|----------------------------------|----------------------------------|---------------------------------------|---------------------------------------|-----------------|
|                    | <b>£.p</b>                       | <b>£.p</b>                       | <b>£.p</b>                            | <b>£.p</b>                            | <b>%</b>        |

**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**

|  | <b>2009/10<br/>Budget<br/>£'000</b> | <b>Proposed<br/>2010/11<br/>Budget<br/>£'000</b> |
|--|-------------------------------------|--|
| <b>Income the proposed fees will generate:</b> | <b>120</b>                          | <b>123</b>                                       |

**Are concessions available? No**

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

| <b>Description</b> | <b>Current Fee<br/>(Inc VAT)</b> | <b>Current Fee<br/>(Exc VAT)</b> | <b>Proposed<br/>Fee<br/>(Inc VAT)</b> | <b>Proposed<br/>Fee<br/>(Exc VAT)</b> | <b>Increase</b> |
|--------------------|----------------------------------|----------------------------------|---------------------------------------|---------------------------------------|-----------------|
|                    | <b>£.p</b>                       | <b>£.p</b>                       | <b>£.p</b>                            | <b>£.p</b>                            | <b>%</b>        |

**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<br>£'000 | Proposed<br>2010/11 Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | <b>1,016</b>            | <b>1,096</b>                        |

**Are concessions available? No**

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

| Description  | Current Fee<br>(Inc VAT)<br>£.p | Current Fee<br>(Exc VAT)<br>£.p | Proposed Fee<br>(Inc VAT)<br>£.p | Proposed Fee<br>(Exc VAT)<br>£.p | Increase<br>% |
|--|---------------------------------|---------------------------------|----------------------------------|----------------------------------|---------------|
| <b>CEMETERY &amp; CREMATORIUM</b>  |                                 |                                 |                                  |                                  |               |
| <b>A CEMETERY &amp; CREMATORIUM</b>  |                                 |                                 |                                  |                                  |               |
| <b>PURPOSE OF CHARGE: to recover costs.</b>  |                                 |                                 |                                  |                                  |               |
| <b>CEMETERY</b>  |                                 |                                 |                                  |                                  |               |
| 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.<br>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<br>2010/11 Budget |
|--|----------------|----------------------------|
|  | £'000          | £'000                      |
| <b>Income the proposed fees will generate:</b> | <b>1,016</b>   | <b>1,096</b>               |

**Are concessions available? No**

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

| Description   | Current Fee<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|---|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|   | £.p                      | £.p                      | £.p                       | £.p                       | %        |
| <b>CREMATORIUM</b>  |                          |                          |                           |                           |          |
| 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.   |                          |                          |                           |                           |          |
| <b>Memorial Fees</b>  |                          |                          |                           |                           |          |
| <b>Entries in The Book of Remembrance</b>   |                          |                          |                           |                           |          |
| 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      |
| <b>Copy of an entry from The Book of Remembrance in a folded</b>  |                          |                          |                           |                           |          |
| 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      |
| <b>Memorial Leather Panel</b>   |                          |                          |                           |                           |          |
| 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      |
| <b>Babies' Garden of remembrance Plaque</b>   |                          |                          |                           |                           |          |
| 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<br>2010/11 Budget |
|--|----------------|----------------------------|
|  | £'000          | £'000                      |
| <b>Income the proposed fees will generate:</b> | <b>1,016</b>   | <b>1,096</b>               |

**Are concessions available? No**

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

| Description  | Current Fee<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|--|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|  | £.p                      | £.p                      | £.p                       | £.p                       | %        |
| <b>Roses</b>   |                          |                          |                           |                           |          |
| 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      |
| <b>Memorial Garden Seats</b>   |                          |                          |                           |                           |          |
| 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      |
| <b>Cremated Remains Desk Tablet (with flower holder)</b>   |                          |                          |                           |                           |          |
| 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      |
| <b>Granite 2000</b>  |                          |                          |                           |                           |          |
| 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      |
| <b>Memorial Vase</b>   |                          |                          |                           |                           |          |
| 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      |
| <b>Sanctum 2000® Cremated Remains (with flower holder)</b>   |                          |                          |                           |                           |          |
| 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 exception 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | **Proposed Fee<br>**(Inc VAT) | **Proposed Fee<br>**(Exc VAT) | Increase |
|---|--------------------------|--------------------------|-------------------------------|-------------------------------|----------|
|   | £.p                      | £.p                      | £.p                           | £.p                           | %        |
| <b>**The Proposed Fees are to be implemented upon Installation of the New Equipment.**</b>    |                          |                          |                               |                               |          |
| <b>CAR PARKING</b>  |                          |                          |                               |                               |          |
| <b>Multi Storey Car Parks</b>   |                          |                          |                               |                               |          |
| Charging period.....7.30am to 7.30pm Mon, Tues, Wed and Sat<br>7.30am to 8.00pm Thurs and Fri |                          |                          |                               |                               |          |
| <b>SEASON TICKETS</b>   |                          |                          |                               |                               |          |
| 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)   |                          |                          |                               |                               |          |
| <b>DAILY CHARGES-Multi-Storey</b>   |                          |                          |                               |                               |          |
| 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      |
| <b>DAILY CHARGES Pay &amp; Display</b>  |                          |                          |                               |                               |          |
| 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | **Proposed Fee<br>(Inc VAT) | **Proposed Fee<br>(Exc VAT) | Increase |
|---|--------------------------|--------------------------|-----------------------------|-----------------------------|----------|
|   | £.p                      | £.p                      | £.p                         | £.p                         | %        |
| Old Manor car park (mon-sat inclusive)<br>0-40 mins   | 0.50                     | 0.43                     | 0.60                        | 0.51                        | 20.0     |
| Charles Square Behind the Banks, Top of High Street<br>0-40 mins  | 0.50                     | 0.43                     | 0.60                        | 0.51                        | 20.0     |
| Easthampstead House (sat only)<br>0-2hrs  | 0.60                     | 0.51                     | 0.70                        | 0.60                        | 16.7     |
| 2-4hrs  | 1.00                     | 0.85                     | 1.10                        | 0.94                        | 10.0     |
| <b>LORRY PARK (mon-fri)</b>   |                          |                          |                             |                             |          |
| 0-2hrs  | 0.60                     | 0.51                     | 0.70                        | 0.60                        | 16.7     |
| 0-24hrs   | 3.00                     | 2.55                     | 3.20                        | 2.72                        | 6.7      |
| <b>Penalty Charge Notices ( Car Parks &amp; Lorry Park)</b>   |                          |                          |                             |                             |          |
| Charge  |                          | 70.00                    |                             | Regulation                  |          |
| Charge if paid within 14 days   |                          | 35.00                    |                             | Regulation                  |          |
| <b>Penalty Charge Notices ( On-Street)</b>  |                          |                          |                             |                             |          |
| Charge  |                          | 50.00                    |                             | Regulation                  |          |
| Charge if paid within 14 days   |                          | 25.00                    |                             | Regulation                  |          |
| <b>Parking place Suspension(On-Street)</b>  |                          |                          |                             |                             |          |
| Charge per Suspension   |                          | 150.00                   |                             | Regulation                  |          |
| <b>Parking place Dispensation Permit (On-Street)</b>  |                          |                          |                             |                             |          |
| 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<br>Lost ticket charge multi-storey car parks is the all day charge<br>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<br>£'000 | Proposed 2010/11<br>Budget<br>£'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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|-------------|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|             | £.p                      | £.p                      | £.p                       | £.p                       | %        |

**DOG CONTROL**

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

| <b>Return of Stray Dog</b>  |  |         |  |                   |     |
|---|--|---------|--|-------------------|-----|
| 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.**

| <b>Rats</b>   |       |                |       |                |     |
|---|-------|----------------|-------|----------------|-----|
| Call out and/or treatment                                     | 42.95 | 36.55          | 44.20 | 37.62          | 2.9 |
| <b>Mice</b>   |       |                |       |                |     |
| Call out and/or treatment                                     | 54.20 | 46.13          | 55.70 | 47.40          | 2.8 |
| <b>Wasps (first nest)</b>                                     |       |                |       |                |     |
| Call out and/or treatment                                     | 43.95 | 37.40          | 45.20 | 38.47          | 2.8 |
| <b>Wasps (subsequent nest treated during same visit)</b>      |       |                |       |                |     |
| Treatment   | 15.35 | 13.06          | 15.80 | 13.45          | 2.9 |
| <b>Other Pests(Ants, human fleas, body lice and bed bugs)</b> |       |                |       |                |     |
| Call out and/or treatment                                     | 57.25 | 48.72          | 58.80 | 50.04          | 2.7 |
| <b>Pest treatment in commercial premises</b>                  |       | <b>At cost</b> |       | <b>At cost</b> |     |

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**

| <b>Private blocked drain</b>      |                          |                          |                          |                          |     |
|-----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----|
| 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 |
| <b>Cesspools</b>                  |                          |                          |                          |                          |     |
| 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|--|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|  | £.p                      | £.p                      | £.p                       | £.p                       | %        |
| <b>Miscellaneous</b>   |                          |                          |                           |                           |          |
| 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      |
| <b>Licence to Sell Game: Annual Licence</b>  |                          |                          |                           |                           |          |
| 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         |          |
| <b>ENVIRONMENTAL PROTECTION ACT, PRESCRIBED FEES</b>   |                          |                          |                           |                           |          |
| 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. |                          |                          |                           |                           |          |
| <b>LAPC Fees and Charges</b>   |                          |                          |                           |                           |          |
| <b>Application Fee</b>   |                          |                          |                           |                           |          |
| 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         |          |
| <b>Substantial Changes (Sections 10 and 11 of the Act)</b>   |                          |                          |                           |                           |          |
| 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         |          |
| <b>Annual Subsistence Charge</b>   |                          |                          |                           |                           |          |
| 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'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<br>(Inc VAT)<br>£.p | Current Fee<br>(Exc VAT)<br>£.p | Proposed Fee<br>(Inc VAT)<br>£.p | Proposed Fee<br>(Exc VAT)<br>£.p | Increase<br>% |
|--|---------------------------------|---------------------------------|----------------------------------|----------------------------------|---------------|
| <b>Transfer and Surrender</b>  |                                 |                                 |                                  |                                  |               |
| 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                |               |
| <b>PRIVATE SECTOR HOUSING ENFORCEMENT ACTION</b>   |                                 |                                 |                                  |                                  |               |
| 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           |
| <b>TRAINING</b>  |                                 |                                 |                                  |                                  |               |
| <b>PURPOSE OF CHARGE: to recover costs.</b>  |                                 |                                 |                                  |                                  |               |
| <b>Food Hygiene/Health and Safety Courses (per person)</b>                                   |                                 |                                 |                                  |                                  |               |
| 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                          |               |
| <b>CONTAMINATED LAND ENQUIRY FEES</b>  |                                 |                                 |                                  |                                  |               |
| <b>Initial Enquiry</b>   |                                 |                                 |                                  |                                  |               |
| Domestic:<br>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:<br>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           |
| <b>Further Information</b>   |                                 |                                 |                                  |                                  |               |
| Domestic:<br>Additional telephone call   |                                 | 6.30                            |                                  | 6.50                             | 3.2           |
| Additional letter/fax  |                                 | 12.60                           |                                  | 12.90                            | 2.4           |
| Commercial:<br>Additional telephone call   |                                 | 17.85                           |                                  | 18.30                            | 2.5           |
| Additional letter/fax  |                                 | 24.15                           |                                  | 25.00                            | 3.5           |
| <b>HIGH HEDGE ENQUIRIES</b>  |                                 |                                 |                                  |                                  |               |
| 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|---|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|   | £.p                      | £.p                      | £.p                       | £.p                       | %        |
| <b>CLEAN NEIGHBOURHOOD AND ENVIRONMENT ACT</b>  |                          |                          |                           |                           |          |
| 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         |          |
| <b>ENVIRONMENTAL INFORMATION</b>  |                          |                          |                           |                           |          |
| <b>The Environmental Regulations 2004</b>   |                          |                          |                           |                           |          |
| 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'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<br>(Inc VAT)<br>£.p | Current Fee<br>(Exc VAT)<br>£.p | Proposed Fee<br>(Inc VAT)<br>£.p | Proposed Fee<br>(Exc VAT)<br>£.p | Increase<br>% |
|---|---------------------------------|---------------------------------|----------------------------------|----------------------------------|---------------|
| <b>A SPECIAL REFUSE COLLECTION SERVICE OF BULKY ITEMS</b>   |                                 |                                 |                                  |                                  |               |
| <b>PURPOSE OF CHARGE: to recover costs.</b>   |                                 |                                 |                                  |                                  |               |
| Bulky household refuse (excluding DIY material)<br>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<br>£'000 | Proposed 2010/11<br>Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | 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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase<br>% |
|-------------|--------------------------|--------------------------|---------------------------|---------------------------|---------------|
|             | £.p                      | £.p                      | £.p                       | £.p                       | %             |

**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<br>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<br>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**

|                               |  |  |        |  |               |
|-------------------------------|--|--|--------|--|---------------|
| <b>Non - EC</b>               |  |  |        |  |               |
| 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.<br>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<br>£'000 | Proposed 2010/11<br>Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | 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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|---|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|   | £.p                      | £.p                      | £.p                       | £.p                       | %        |
| <b>Measuring Instruments for Liquid Fuel and Lubricants</b>   |                          |                          |                           |                           |          |
| 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             |          |
| <b>Road Tanker Measuring Equipment (&gt;100 Litres)</b>   |                          |                          |                           |                           |          |
| 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             |          |
| <b>MISCELLANEOUS</b>  |                          |                          |                           |                           |          |
| <b>Miscellaneous</b>  |                          |                          |                           |                           |          |
| 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             |          |
| <b>Poisons Act</b>  |                          |                          |                           |                           |          |
| Initial registration  |                          |                          | 30.10                     | Set by Regulation         |          |
| Re-registration   |                          |                          | 17.65                     | Set by Regulation         |          |
| Change in details of registration   |                          |                          | 12.15                     | Set by Regulation         |          |
| <b>Performing animals</b>   |                          |                          |                           |                           |          |
| 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | 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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|---|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|   | £.p                      | £.p                      | £.p                       | £.p                       | %        |
| <b>LICENSING ACT 2003</b>   |                          |                          |                           |                           |          |
| 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'000 |
|--|-------------------------|-------------------------------------|
| <b>Income the proposed fees will generate:</b> | 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<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|--|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|  | £.p                      | £.p                      | £.p                       | £.p                       | %        |
| <b>OTHER FEES</b>  |                          |                          |                           |                           |          |
| 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<br>£'000 | Budget<br>£'000 |
|--|-------------------------|-----------------|
| <b>Income the proposed fees will generate:</b> | 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<br>£.p | Current Fee<br>£.p | Proposed Fee<br>£.p | Proposed Fee<br>£.p | Increase<br>% |
|--|--------------------|--------------------|---------------------|---------------------|---------------|
| <b>ANNUAL FEES</b>   |                    |                    |                     |                     |               |
| 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           |               |
| <b>OTHER PREMISES LICENSING</b>  |                    |                    |                     |                     |               |
| <b>Sex Establishment: Annual Licence</b>   |                    |                    |                     |                     |               |
| Premises - Initial   |                    | 2,140.00           |                     | 2,194.00            | 2.5           |
| Premises - Renewal   |                    | 1,135.00           |                     | 1,164.00            | 2.6           |
| <b>Dangerous Wild Animal: Annual Licence</b>   |                    |                    |                     |                     |               |
| Premises - Initial   |                    | 380.00             |                     | 390.00              | 2.6           |
| Premises - Renewal   |                    | 220.00             |                     | 226.00              | 2.7           |
| <b>Riding Establishment: Annual Licence</b>  |                    |                    |                     |                     |               |
| 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           |
| <b>Animal Boarding Establishment: Annual Licence</b>   |                    |                    |                     |                     |               |
| 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<br>£'000 | Proposed 2010/11<br>£'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<br>£.p | Current Fee<br>£.p | Proposed Fee<br>£.p | Proposed Fee<br>£.p | Increase<br>% |
|--|--------------------|--------------------|---------------------|---------------------|---------------|
| <b>Home Boarding of Dogs: Annual Licence</b>                             |                    |                    |                     |                     |               |
| Initial  |                    | 0.00               |                     | 120.00              |               |
| Renewal  |                    | 0.00               |                     | 100.00              |               |
| <b>Dog Breeders: Annual Licence</b>                                      |                    |                    |                     |                     |               |
| Initial  |                    | 400.00             |                     | 400.00              | 0.0           |
| Renewal  |                    | 177.00             |                     | 180.00              | 1.7           |
| <b>Pet Shops: Annual Licence</b>   |                    |                    |                     |                     |               |
| Initial  |                    | 400.00             |                     | 400.00              | 0.0           |
| Renewal  |                    | 177.00             |                     | 180.00              | 1.7           |
| <b>Performing Animals: Single Payment</b>                                |                    |                    |                     |                     |               |
| Registration   |                    | 80.00              |                     | 80.00               | 0.0           |
| <b>Zoo: Annual Licence</b>   |                    |                    |                     |                     |               |
| Initial/Renewal  |                    | 0.00               |                     | 400.00              |               |
| <b>Special Treatments: Single Payment</b>                                |                    |                    |                     |                     |               |
| Premises   |                    | 190.00             |                     | 195.00              | 2.6           |
| Person   |                    | 36.00              |                     | 36.00               | 0.0           |
| <b>Hairdresser: Single Payment</b>                                       |                    |                    |                     |                     |               |
| Premises   |                    | 0.00               |                     | 35.00               |               |
| <b>Street Trading Consents</b>   |                    |                    |                     |                     |               |
| 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           |
| <b>Motor Salvage Operator and Scrap Metal Dealer: Three-year Licence</b> |                    |                    |                     |                     |               |
| 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<br>£'000 | Proposed 2010/11<br>Budget<br>£'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<br>£.p | Current Fee<br>£.p            | Proposed Fee<br>£.p | Proposed Fee<br>£.p        | Increase<br>% |
|--|--------------------|-------------------------------|---------------------|----------------------------|---------------|
| <b>HACKNEY CARRIAGES</b>                             |                    |                               |                     |                            |               |
| <b>PURPOSE OF CHARGE: Contribution towards costs</b> |                    |                               |                     |                            |               |
| <b>Hackney Carriages Vehicle: Annual Fee</b>         |                    |                               |                     |                            |               |
| Licensing (annual fee)                               |                    | 270.00                        |                     | 270.00                     | 0.0           |
| Licence plate (annual fee)                           |                    | 22.00                         |                     | 0.00                       |               |
| <b>Private Hire Vehicle: Annual Fee</b>              |                    |                               |                     |                            |               |
| 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           |
| <b>Operator Licence: Annual Fee</b>                  |                    |                               |                     |                            |               |
| 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           |
| <b>Driver Licences</b>                               |                    |                               |                     |                            |               |
| 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          |
| <b>Other Charges</b>                                 |                    |                               |                     |                            |               |
| 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<br>Admin Fee |                     | At Cost + £11<br>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<br>£'000 | Proposed 2010/11<br>Budget<br>£'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<br>£.p | Current Fee<br>£.p | Proposed Fee<br>£.p | Proposed Fee<br>£.p | Increase<br>% |
|--|--------------------|--------------------|---------------------|---------------------|---------------|
| <b>GAMBLING ACT 2005</b>                         |                    |                    |                     |                     |               |
| <b>Bingo Club</b>                                |                    |                    |                     |                     |               |
| 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               |               |
| <b>Adult Gaming Centre</b>                       |                    |                    |                     |                     |               |
| 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               |               |
| <b>Betting (Other)</b>                           |                    |                    |                     |                     |               |
| 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               |               |
| <b>* Licensed Premises Gaming Machine Permit</b> |                    |                    |                     |                     |               |
| 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               |               |
| <b>**Club Gaming/Permit/Club Machine Permit</b>  |                    |                    |                     |                     |               |
| 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               |               |
| <b>Notification of 2 or less gaming machines</b> |                    |                    |                     |                     |               |
|  |                    |                    | 50.00               | 50.00               |               |
| <b>Registration of non-commercial lottery</b>    |                    |                    |                     |                     |               |
| 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**

|  | <b>2009/10<br/>Budget<br/>£'000</b> | <b>Proposed<br/>2010/11<br/>Budget<br/>£'000</b> |
|--|-------------------------------------|--|
| <b>Income the proposed fees will generate:</b> | <b>948</b>                          | <b>972</b>                                       |

**Are concessions available? No**

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

| Description   | Current Fee<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed Fee<br>(Inc VAT) | Proposed Fee<br>(Exc VAT) | Increase |
|---|--------------------------|--------------------------|---------------------------|---------------------------|----------|
|   | £.p                      | £.p                      | £.p                       | £.p                       | %        |
| <b>Forestcare Community Alarms</b>  |                          |                          |                           |                           |          |
| 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  |                          |                          |                           |                           |          |
| <b>Homelessness</b>   |                          |                          |                           |                           |          |
| 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      |
| <b>New tenancies will be fixed at the cap for housing benefits as set by the DWP. These are based on a 52 week year</b> |                          |                          |                           |                           |          |
| <b>Small Landsales - Administration Fee</b>   |                          |                          |                           |                           |          |
| 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**

|  |                                     |  |
|--|-------------------------------------|--|
|  | <b>2009/10<br/>Budget<br/>£'000</b> | <b>Proposed<br/>2010/11<br/>Budget<br/>£'000</b> |
| <b>Income the proposed fees will generate:</b> | <b>948</b>                          | <b>972</b>                                       |

**Are concessions available? No**

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

| Description  | Current Fee<br>(Inc VAT) | Current Fee<br>(Exc VAT) | Proposed<br>Fee<br>(Inc VAT) | Proposed<br>Fee<br>(Exc VAT) | Increase |
|--|--------------------------|--------------------------|------------------------------|------------------------------|----------|
|  | £.p                      | £.p                      | £.p                          | £.p                          | %        |
| <b>Rents - Accommodation for Learning Disability Clients</b> |                          |                          |                              |                              |          |
| 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             |                          |                          |                              |                              |          |
| <b>Electricity/Gas Fuel Charges</b>                          |                          |                          |                              |                              |          |
| 150/151 Holbeck, 9 &10A Per week per bedroom                 |                          | 5.00                     |                              | 5.15                         | 3.0      |
| <b>Rents - Banbury Flats</b> Per week                        |                          | 133.56                   |                              | 136.90                       | 2.5      |
| <b>Easthampstead Mobile Home Park</b>                        |                          |                          |                              |                              |          |
| 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   |
|--------------|---|
| <b>£'000</b> |   |
|              | <b><u>Reorganisation</u></b>  |
| <b>-18</b>   | <p><b>Safer Community Grant to Youth Offending Team</b></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>   |
|              | <b><u>Council Wide items</u></b>  |
| 10           | <p><b>Corporate Wide Savings - Travel Plan</b></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><b>Corporate Wide Savings - Travel Plan</b></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><b>Area Based Grant - Community Call to Action Funding</b></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&amp;S Panels.</p> |
| <b>-4</b>    | <b>Total Virements</b>  |

## CHILDREN, YOUNG PEOPLE AND LEARNING

### Virements between Departments

| Total        | Explanation   |
|--------------|---|
| <b>£'000</b> |   |
|              | <b><u>Reorganisation</u></b>  |
| 18           | <p><b>Safer Community Grant to Youth Offending Team</b></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> |
|              | <b><u>Council Wide items</u></b>  |
| 9            | <p><b>Area Based Grant</b></p> <p>This reflects an increase in grant funding for 2009/10</p>  |
| <b>27</b>    | <b>Total Virements</b>  |





## GENERAL FUND REVENUE BUDGET

### SUMMARY

|  | <b>2010-11<br/>Budget</b> |
|--|---------------------------|
|  | <b>£'000</b>              |
| <b><u>Services</u></b>   |                           |
| 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>             |
| <b><u>Other Expenditure</u></b>                                    |                           |
| 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>               |
| <b>Bracknell Forest's Budget Requirement</b>                       | <b>74,030</b>             |
| <b><u>Less External Support</u></b>                                |                           |
| National Non-Domestic Rates  | -22,804                   |
| Revenue Support Grant  | -3,311                    |
| Total External Support   | <u>-26,115</u>            |
| Collection Fund Adjustment   | 0                         |
| <b>Bracknell Forest's Total requirement on the Collection Fund</b> | <b>47,915</b>             |
| Bracknell Forest's Council Tax Base (Band D equivalents)           | 43,800                    |
| Council Tax at Band D  | <u>£1,093.95</u>          |



## Corporate Services / Chief Executive - Revenue Budget

|   | 2009/10<br>Original<br>Budget<br>£'000 | 2009/10<br>Revised<br>Budget<br>£'000 | 2010/11<br>Original<br>Budget<br>£'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<br>Original<br>Budget<br>£'000 | 2009/10<br>Revised<br>Budget<br>£'000 | 2010/11<br>Original<br>Budget<br>£'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                                     |
|  | <b>21,490</b>                          | <b>22,133</b>                         | <b>19,756</b>                          |

| <b>Variation Analysis</b>        | <b>£'000</b>  |
|----------------------------------|---------------|
| 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           |
|                                  | <b>19,756</b> |



## Adult Social Care & Health - Revenue Budget

|   | 2009/10<br>Original<br>Budget<br>£'000 | 2009/10<br>Revised<br>Budget<br>£'000 | 2010/11<br>Original<br>Budget<br>£'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<br>Original<br>Budget<br>£'000 | 2009/10<br>Revised<br>Budget<br>£'000 | 2010/11<br>Original<br>Budget<br>£'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                                      |
|  | <b>34,184</b>                          | <b>35,941</b>                         | <b>36,368</b>                          |

## Environment, Culture & Communities - Revenue Budget

| <b>Variation Analysis</b>        | <b>£'000</b>  |
|----------------------------------|---------------|
| 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.

| <b>Capital Programme 2010/11-2012/13</b>                                |  |                         |                         |                         |
|---|--|-------------------------|-------------------------|-------------------------|
| <b>Annex</b>  | <b>Service Area</b>                      | <b>2010/11<br/>£000</b> | <b>2011/12<br/>£000</b> | <b>2012/13<br/>£000</b> |
| 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                   |
|   | <b>Total request for Council funding</b> | <b>8,069</b>            | <b>8,591</b>            | <b>7,424</b>            |
| 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<br>£000   | 2011/12<br>£000   | 2012/13<br>£000   |
|--|-------------------|-------------------|-------------------|
| <b>Committed</b>   |                   |                   |                   |
| None   | 0                 | 0                 | 0                 |
|  | <u>0</u>          | <u>0</u>          | <u>0</u>          |
| <b>Unavoidable</b>   |                   |                   |                   |
| Financial Systems Upgrade  | 0                 | 55                | 0                 |
|  | <u>0</u>          | <u>55</u>         | <u>0</u>          |
| <b>Maintenance</b>   |                   |                   |                   |
| Improvements and Capitalised Repairs - included in<br>Council Wide |                   |                   |                   |
|  | <u>0</u>          | <u>0</u>          | <u>0</u>          |
| <b>Rolling Programme/ Other Desirable</b>                          |                   |                   |                   |
|  | <u>0</u>          | <u>0</u>          | <u>0</u>          |
|  | <u>0</u>          | <u>0</u>          | <u>0</u>          |
| <b>TOTAL REQUEST FOR COUNCIL FUNDING</b>                           | <b><u>0</u></b>   | <b><u>55</u></b>  | <b><u>0</u></b>   |
| <b>Externally Funded</b>   |                   |                   |                   |
| Community Centres - S106   | 250               | 250               | 250               |
|  | <u>250</u>        | <u>250</u>        | <u>250</u>        |
|  | <u>250</u>        | <u>250</u>        | <u>250</u>        |
| <b>TOTAL EXTERNAL FUNDING</b>                                      | <b><u>250</u></b> | <b><u>250</u></b> | <b><u>250</u></b> |
|  | <u>250</u>        | <u>250</u>        | <u>250</u>        |
| <b>TOTAL CAPITAL PROGRAMME</b>                                     | <b><u>250</u></b> | <b><u>305</u></b> | <b><u>250</u></b> |

## CAPITAL PROGRAMME - COUNCIL WIDE

|   | 2010/11<br>£000     | 2011/12<br>£000     | 2012/13<br>£000     |
|---|---------------------|---------------------|---------------------|
| <b>Committed</b>  |                     |                     |                     |
| 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                 |
|   | <u>808</u>          | <u>400</u>          | <u>400</u>          |
| <b>Unavoidable</b>  |                     |                     |                     |
| Desktop Refresh   | 40                  | 533                 | 364                 |
| Server Refresh  | 35                  | 100                 | 300                 |
| ICT Infrastructure Development  | 40                  | 100                 | 100                 |
| Easthampstead Park - Replacement Telephone System<br><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                   |
|   | <u>300</u>          | <u>940</u>          | <u>864</u>          |
| <b>Maintenance</b>  |                     |                     |                     |
| Improvements and Capitalised Repairs - Council Wide   | 1,881               | 1,881               | 1,881               |
|   | <u>1,881</u>        | <u>1,881</u>        | <u>1,881</u>        |
| <b>Rolling Programme/ Other Desirable</b>   |                     |                     |                     |
|   | <u>0</u>            | <u>0</u>            | <u>0</u>            |
| <b>TOTAL REQUEST FOR COUNCIL FUNDING</b>  | <u><u>2,989</u></u> | <u><u>3,221</u></u> | <u><u>3,145</u></u> |
| <b>Externally Funded</b>  |                     |                     |                     |
|   | <u>0</u>            | <u>0</u>            | <u>0</u>            |
| <b>TOTAL EXTERNAL FUNDING</b>   | <u><u>0</u></u>     | <u><u>0</u></u>     | <u><u>0</u></u>     |
| <b>TOTAL CAPITAL PROGRAMME</b>  | <u><u>2,989</u></u> | <u><u>3,221</u></u> | <u><u>3,145</u></u> |



## CAPITAL PROGRAMME - CHILDREN, YOUNG PEOPLE & LEARNING

|   | 2010/11<br>£000 | 2011/12<br>£000 | 2012/13<br>£000 |
|---|-----------------|-----------------|-----------------|
| <b>Committed</b>  |                 |                 |                 |
| Capita One (EMS) upgrade  | 65              | 60              | 0               |
| New South Bracknell Youth Facilities - Transfer Receipt *                   | 0               | 500             | 0               |
|   | <b>65</b>       | <b>560</b>      | <b>0</b>        |
| <b>Unavoidable</b>  |                 |                 |                 |
| Disabled Access (schools) DDA legislation                                   | 200             | 200             | 200             |
| Disabled Access (non-schools) DDA legislation                               | 0               | 100             | 100             |
|   | <b>200</b>      | <b>300</b>      | <b>300</b>      |
| <b>Maintenance</b>  |                 |                 |                 |
| Improvements & Capitalised Repairs (schools)                                | 200             | 200             | 200             |
| Improvements and Capitalised Repairs - Non-Schools included in Council Wide |                 |                 |                 |
|   | <b>200</b>      | <b>200</b>      | <b>200</b>      |
| <b>Rolling Programme/Other Desirable</b>                                    |                 |                 |                 |
| Additional School Places  | 600             | 0               | 0               |
| Rolling Programme of Schemes to be identified                               | 0               | 500             | 500             |
|   | <b>600</b>      | <b>500</b>      | <b>500</b>      |
| <b>TOTAL REQUEST FOR COUNCIL FUNDING</b>                                    | <b>1,065</b>    | <b>1,560</b>    | <b>1,000</b>    |
| <b>External Funding - Primary Capital Strategy for Change</b>               |                 |                 |                 |
| 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             |
|   | <b>7,396</b>    | <b>2,569</b>    | <b>670</b>      |

## CAPITAL PROGRAMME - CHILDREN, YOUNG PEOPLE & LEARNING

|   | 2010/11<br>£000 | 2011/12<br>£000 | 2012/13<br>£000 |
|---|-----------------|-----------------|-----------------|
| <b>External Funding - Other Items</b>                             |                 |                 |                 |
| 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               |
|   | <b>13,948</b>   | <b>1,250</b>    | <b>1,250</b>    |
| <b>TOTAL EXTERNAL FUNDING</b>                                     | <b>21,344</b>   | <b>3,819</b>    | <b>1,920</b>    |
| <b>TOTAL CAPITAL PROGRAMME</b>                                    | <b>22,409</b>   | <b>5,379</b>    | <b>2,920</b>    |
| <b>Primary Capital Strategy for Change - Breakdown of Funding</b> |                 |                 |                 |
| 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               |
|   | <b>7,396</b>    | <b>2,569</b>    | <b>670</b>      |

## CAPITAL PROGRAMME - ADULT SOCIAL CARE AND HEALTH

|   | 2010/11<br>£000   | 2011/12<br>£000 | 2012/13<br>£000 |
|---|-------------------|-----------------|-----------------|
| <b>Committed</b>  |                   |                 |                 |
| Adult Social Care Computer Software                             | 40                | 0               | 0               |
|   | <u>40</u>         | <u>0</u>        | <u>0</u>        |
| <b>Unavoidable</b>  |                   |                 |                 |
|   | <u>0</u>          | <u>0</u>        | <u>0</u>        |
| <b>Maintenance</b>  |                   |                 |                 |
| Improvements and Capitalised Repairs - included in Council Wide |                   |                 |                 |
|   | <u>0</u>          | <u>0</u>        | <u>0</u>        |
| <b>Rolling Programme/Other Desirable</b>                        |                   |                 |                 |
| Carers Accommodation Strategy                                   | 335               | 0               | 0               |
|   | <u>335</u>        | <u>0</u>        | <u>0</u>        |
| <b>TOTAL REQUEST FOR COUNCIL FUNDING</b>                        | <u><u>375</u></u> | <u><u>0</u></u> | <u><u>0</u></u> |
| <b>External Funding - Other Items</b>                           |                   |                 |                 |
| 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>        |
| <b>TOTAL EXTERNAL FUNDING</b>                                   | <u><u>155</u></u> | <u><u>0</u></u> | <u><u>0</u></u> |
| <b>TOTAL CAPITAL PROGRAMME</b>                                  | <u><u>530</u></u> | <u><u>0</u></u> | <u><u>0</u></u> |

## CAPITAL PROGRAMME - ENVIRONMENT, CULTURE &amp; COMMUNITIES

|  | 2010/11<br>£000     | 2011/12<br>£000     | 2012/13<br>£000     |
|--|---------------------|---------------------|---------------------|
| <b>Committed</b>   |                     |                     |                     |
| 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>        |
| <b>Unavoidable</b>   |                     |                     |                     |
| 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>        |
| <b>Maintenance</b>   |                     |                     |                     |
| 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>          |
| <b>Rolling Programme/ Other Desirable</b>                                      |                     |                     |                     |
| 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>          |
| <b>TOTAL REQUEST FOR COUNCIL FUNDING</b>                                       | <u><u>7,020</u></u> | <u><u>7,545</u></u> | <u><u>7,981</u></u> |

## CAPITAL PROGRAMME - ENVIRONMENT, CULTURE &amp; COMMUNITIES

|  | 2010/11<br>£000     | 2011/12<br>£000      | 2012/13<br>£000     |
|--|---------------------|----------------------|---------------------|
| <b>Externally Funded</b>   |                     |                      |                     |
| 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>        |
| <b>TOTAL EXTERNAL FUNDING</b>  | <u><b>2,900</b></u> | <u><b>2,717</b></u>  | <u><b>1,712</b></u> |
| <b>TOTAL CAPITAL PROGRAMME</b>                                       | <u><b>9,920</b></u> | <u><b>10,262</b></u> | <u><b>9,693</b></u> |

# South Hill Park Grounds Restoration Project - Joint Funding

