



Agenda

Ordinary Council

Tuesday, 6 March 2018 at 7.00 pm

Brentwood County High School, Shenfield Common, Seven Arches Road,
Brentwood CM14 4JF

Membership (Quorum – 10)

Cllrs Aspinell, Barrell, Barrett, Bridge, Chilvers, Clarke, Cloke, Mrs Coe, Mrs Davies, Faragher, Mrs Fulcher, Hirst, Mrs Hones, Hossack, Mrs Hubbard, Keeble, Kendall, Kerlake, McCheyne, Mrs McKinlay, Mrs Middlehurst, Morrissey, Mrs Murphy, Mynott, Newberry, Parker, Poppy, Mrs Pound, Reed, Ms Rowlands, Russell, Ms Sanders, Mrs Slade, Trump, Tumbridge and Wiles

Substitute Members

Cllrs

Agenda

Item	Item	Wards(s) Affected	Page No
	Contents		
1.	Apologies for Absence		
2.	Declarations of Interest		
3.	Medium Term Financial Plan 2018/19 - 2020/21	All Wards	5 - 94
4.	Council Tax 2018/2019	All Wards	95 - 106

5. Urgent Business

An item of business may only be considered where the Chair is of the opinion that, by reason of special circumstances, which shall be specified in the Minutes, the item should be considered as a matter of urgency.

A handwritten signature in black ink, appearing to read 'P. L. R. B.' with a large, sweeping underline.

Chief Executive

Town Hall
Brentwood, Essex
19.02.2018

Information for Members

Substitutes

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

Rights to Attend and Speak

Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

Point of Order/ Personal explanation/ Point of Information

Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

Information for Members of the Public

Access to Information and Meetings

You have the right to attend all meetings of the Council and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published.

Dates of the meetings are available at www.brentwood.gov.uk.

Guidelines on filming, photography, recording and use of social media at council and committee meetings

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings, these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of

these activities, in their opinion, are disrupting proceedings at the meeting.

 **Private Session**

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Committee does so, you will be asked to leave the meeting.

 **modern.gov app**

View upcoming public committee documents on your Apple or Android device with the free modern.gov app.

 **Access**

There is wheelchair access to the meeting venue from the Main Entrance. If you do wish to attend this meeting, please contact the clerk should you have specific accessibility needs. There is an induction loop in the meeting room.

 **Evacuation Procedures**

Evacuate the building using the nearest available exit and congregate at the assembly point in the Car Park.

6 March 2018

Ordinary Council

Medium Term Financial Plan 2018/19 – 2020/21

Report of: *Jacqueline Van Mellaerts, Financial Service Manager (Deputy Section 151)*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

1.1 The Medium Term Financial Plan (MTFP) considered by Policy, Projects and Resources Committee on 29 November 2017 gave Members an update on the various significant changes that would impact on the Council's financial position. Particular issues highlighted, relevant to the General Fund & HRA included the phasing out of the Revenue Support Grant (RSG), changes to the New Homes Bonus & the Business Rates Retention schemes.

The fundamental principles of the Council's MTFP are to:

- (i) Maintain a sustainable financial position against a background of unprecedented financial uncertainty and reduced government funding, including the delivery of efficiency targets.
- (ii) Support the vision of our Borough through appropriate identification of resources required to deliver the key priorities outlined in the 'Vision for Brentwood'.
- (iii) Maximise opportunities and mitigate risks associated with the fundamental change to the way in which local government is financed.

1.2 This report considers:

- (i) The General Fund budget proposals for 2018/19 to 2020/21.
- (ii) The Housing Revenue Account (HRA) budget proposals for 2018/19 onwards.
- (iii) The Capital Programme 2018/19 to 2020/21.
- (iv) The Treasury Management Strategy for 2018/19.

2. Recommendations

General Fund:

- 2.1 To approve the General Fund - Revised MTFP for 2018/19 as shown in Table 9 which includes the proposed savings target, presenting a zero net Funding Gap for 2018/19.

Housing Revenue Account (HRA)

- 2.2 To approve the HRA Business Plan for 2018/19 and beyond as shown in Appendix C of this report.
- 2.3 To approve a 1% decrease in rents for 2018/19 and for the following year.
- 2.4 To recommend to apply the formula rent to all new tenancies from April 2018/19.

Capital programme

- 2.5 To approve the Existing and New Schemes of the proposed Capital Programme for 2018/19 to 2020/21 as set out in Tables 16 and 17 of this report.

Treasury Strategy

- 2.6 To approve the Treasury Management Strategy as set out in Section 12 of this report.

Section 151 Officer's Assurance Statement

- 2.7 To note the Section 151 Officer's Assurance Statement as set out in Section 13 of this report.

3. Introduction and Background

3.1 The financial pressures that face Local Government are well known. Despite these pressures however, the Council remains committed to both the maintenance of service delivery and providing community outcomes that enhance the quality of life for the residents of Brentwood.

3.2 The challenges that Brentwood face, from a finance perspective, are clearly shown in “**Table 1 – Financial Position Statement**”

This table indicates the following results:-

- Table 1A – Summary of funding position reported 4 March 2015
- Table 1B – Summary of funding position reported 2 March 2016.
- Table 1C – Summary of funding position reported 1 March 2017.
- Table 1D - Summary of funding position in this report.

3.3 The transformation that the Council is undergoing is both radical and moving at pace. It is maintaining a focus on our residents needs and delivering a legacy for the future. Projects such as the Town Hall Hub and refurbishment, the Town Centre (incorporating William Hunter Way), the delivery of the Local Development Plan (LDP) are being delivered whilst the Council is continuing to work with existing and new partners, and is constantly looking at ways to improve its offering to residents. A key element of this will be the leveraging of the Council's assets and the long-term return it expects, this during an uncertain economic period.

3.4 A comparison of the working balances in Table 1 for the four years (2017/2018: 2018/2019: 2019/20: 2020/21) show the positive result of the Council's ability to turn around what is an unprecedented period in the financial life of Brentwood Borough Council. As an example of this, the reduction in government funding since 2015/2016 to that estimated to be received in 2018/19 is £2 million.

3.5 Further evidence of strong financial management is that, in March 2016, the Council was looking at a working balance for 2018/19 of a negative £3.6million. Work undertaken since March 2016, means that we are expecting to be delivering a working balance at the end of 2018/19 of £3.1million. An improvement of £6.7million. Most importantly our services continue to be improved, examples of this are:

- a. The Planning, Development Management, department is now ranked 7th in the UK, and 1st in Essex.
- b. Our Environmental Health Department is ranked in the top 3, nationally
- c. We have won awards for our partnership work in Revs and Bens

- 3.6 The Council will continue to strive to introduce projects (many of which have commenced) to improve further the financial position of the Council. The Council still works towards achieving a more robust financial position as it moves forwards to self financing by adapting to changes in circumstances and making adjustments which are necessary.

Table 1 – Financial Position Statement

Table 1A – Summary of funding position reported 4 March 2015.

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
	£'000	£'000	£'000	£'000	£'000	£'000
Funding Gap	697	878	1,164	-	-	-
Working Balance c/fwd	3,447	1,919	755	-	-	-

Table 1B – Summary of funding position reported 2 March 2016.

	2015/16 Estimated Outturn £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Funding Gap	200	1,291	2,323	3,391	-	-
Working Balance c/fwd	3,961	2,370	(303)	(3,694)	-	-

Table 1C – Summary of funding position reported 1 March 2017.

	2015/16 Outturn £'000	2016/17 Estimated Outturn £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Funding Gap	194	285	283	1,537	2,044	-
Working Balance c/fwd	3,965	3,380	2,629	1,021	(1,023)	-

Table 1D – Summary of funding position in this report.

	2015/16 Outturn £'000	2016/17 Outturn £'000	2017/18 Estimated Outturn £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Funding Gap	194	0	274	0	385	298
Working Balance c/fwd	3,965	3,742	3,118	3,118	2,733	2,435

Contents

Section	Contents
4	Vision for Brentwood 2016/2019
5	Budget 2018/19 and Medium Term Financial Plan to 2020/21
6	Council Tax Base and Collection Rate
7	Collection Fund
8	General Fund Revenue Budget
9	Council Tax Referendum and Council Tax
10	Housing Revenue Account
11	Capital Programme
12	Treasury Management Strategy
13	Section 151 Officer's Assurance Statement
14	Council Tax Requirement
15	Reasons for Recommendations
16	Implications
17	Appendices to this Report

4. Vision for Brentwood 2016/2019

4.1 Vision for Brentwood is the main strategic planning document, providing a framework for the delivery of services for 2016/17 to 2018/19. It is a clear statement of the Councils' priorities for the coming year.

- **Environment and Housing Management** – We will find new ways of working with partners and embrace the support of communities, to enhance the cleanliness of our environment and maintain the attractiveness of our Borough. We will work to ensure our housing stock is managed so that it delivers comfortable and safe homes for our tenants that are efficient and sustainable.
- **Community and Health** – Brentwood is fortunate to benefit from a range of vibrant groups and organisations that enhance and support the local community. The Council will work with local businesses, community groups and the voluntary sector to ensure the future wellbeing of our Borough.
- **Economic Development** – Our superior locational advantage and entrepreneurial spirit means that Brentwood is fortunate to have a strong economic foundation. In partnership with key local and regional business organisations, we can harness that force to promote the Borough, encourage a mixed economy and support sustainable development.
- **Planning and Licensing** – A new Local Development Plan will shape the way our Borough will change over the next fifteen years. We will continue to work in partnership with others and work hard to get the best outcome and achieve a good balance for residents and businesses in a way that celebrates Brentwood's unique history and quality of life; both within the Borough and influencing the outcome of regional developments that will affect Brentwood residents. Our licensing policies will regulate businesses to ensure public safety and minimise environmental nuisance caused by their activities.
- **Transformation** – Between 2016 and 2019 the way the Council looks and works will be transformed. We will continue the drive to make it easier for customers to access services and information, cut out bureaucracy that doesn't add value and make sure taxpayers' money is even more wisely spent. We will explore new income generating ideas and opportunities. We will have services delivered by those best placed to deliver excellence and value-for-money, whilst holding onto and enhancing our role, duties and powers as local council and community leader.

5. Budget 2018/19 and Medium Term Financial Plan to 2020/21

- 5.1 At its meeting on 29 November 2017, the Policy, Finance and Resources Committee received information on initial funding and proposals for the MTFP. In accordance with the Budget and Policy Framework.
- 5.3 The information set out in this enclosure represents the financial expression of the Council's Vision for Brentwood Plan over the next three years based on a backdrop of significant financial pressures.
- 5.4 The 2017/18 half yearly budget monitoring has been used for the forecast outturn position and this has been reflected in the reserves position as at 31 March 2018 set out in this report. Any variation from this at the year end will be reported to Policy, Projects and Resources Committee in June 2018 with recommendations from the Section 151 Officer regarding any surplus or deficit balances.

Demographic Changes

- 5.5 Between 2004 and 2016, the population across Brentwood increased by 8.9%. This compares to an average increase of 9.14% across the whole of England.
- 5.6 According to the Office for National Statistics, the projection for 2014 to 2024 is that Brentwood will grow by a further 8.1% to give a projected population of 81,724 by 2024.
- 5.7 According to the Office for National Statistics, the unemployment rate in the UK fell to 1.9% for December 2017. This compares to an unemployment rate across Brentwood of 0.8%.
- 5.8 An analysis of the number of Housing Benefit (HB) and Local Council Tax Support (LCTS) claimant numbers for Brentwood is shown in Table 2.

Table 2 – Number of Claimants for Brentwood for HB & LCTS

	March 2015	March 2016	March 2017	March 2018 Estimate
Housing Benefit	3,024	2,919	2,859	2,642
Local Council Tax Support	3,751	3,522	3,479	3,268

2018/19 Provisional Local Government Finance Announcement

5.9 The Provisional Local Government Finance Settlement for 2018/19 was announced on 19 December 2017. This covered the consultation on local government finance settlement for 2018/19 with indicative figures provided until 2019/20. Key issues from the announcement are outlined below:

- The 2018/19 New Homes Bonus remains based on 4 years from 2018/19 with the scheme only rewarding growth in homes above 0.4% per annum. Previous figures were only indicative however there has been no change to allocation.
- The government has published a consultation paper “Fair funding review: a review of relative needs and resources”. The Secretary of State stated the result of the review will be introduced in 2020/21 and future years settlements.
- In September 2017, the government invited authorities to bid for pilot status for 100% Business Rates Retention for 2018/19. Following a competitive process, 10 authorities have been awarded pilot scheme, which does not include Brentwood Council, alongside an expanded London Pilot.
- A consultation will take place in Spring 2018 regarding the current £153m in negative RSG funding that remains in the 2019/20 funding allocations as a Top Up/Tariff Adjustments.
- There has been an increase to the referendum limit for Council Tax from 2% to 3%

Revenue Support Grant

5.10 As announced in December 2015, Revenue Support Grant (RSG) will be phased out entirely by 2019/20. This will ‘pave the way for the implementation of 100% business rate retention’ and will assess the main income streams available to local government. The RSG allocations previously announced at 2016/17 settlement are unchanged. Brentwood’s allocation was as follows.

Table 3 – Government Funding

	2017/18	2018/19	2019/20 Indicative
	£'000	£'000	£'000
Revenue Support Grant	233	Nil	Nil
Tariff/Top-Up adjustment	Nil	(52)	(370)
TOTAL	233	(52)	(370)

- 5.11 However, due to the approach taken in making the reductions to RSG, the top up/tariff adjustments have hit high tax base/high tax rate authorities. The current settlement announcement has removed the negative RSG for 2018/19, leaving only the adjusted amounts for 2019/20.

Table 3a – Government Funding

	2017/18	2018/19	2019/20 Indicative	2020/21 Indicative
	£'000	£'000	£'000	£'000
Revenue Support Grant	233	Nil	Nil	Nil
Tariff/Top-Up adjustment	Nil	Nil	(370)	(370)
TOTAL	233	Nil	(370)	(370)

- 5.12 A consultation will take place in Spring 2018 regarding 'negative RSG'. The outcome of this consultation will feed into the 2019/20 local government finance settlement. The purpose is to look into a fair and affordable option for dealing with Negative RSG.
- 5.13 There has been no forecasts announced yet for years 2020/21 and beyond. Until the results of the consultation are received, it has been assumed that 2019/20 will also continue into 2020/21.
- 5.14 The Council is part of the Essex Wide Pool for Business Rates in 2017/18. The pool consists of eleven Essex local authorities including Essex County Council, Essex Fire Authority and eight Borough and District Councils. By pooling, any levy payments that would have been made to Central Government in relation to business rate growth can be saved and distributed to the members of the Pool. No additional income has been budgeted for in 2018/19 due to the uncertainty of the pool position, and any surplus/deficits are monitored in year.

Business Rates Retention

- 5.15 The Business Rates retention figure represents the Council's share (40%) of the total amount collected from local businesses, less a tariff payment to central government. The estimated amount for 2018/19 is outlined in Table 4. It is assumed that we will retain a similar amount in future years. These amounts include a provision for losses resulting from any successful appeals by rate payers against the rateable value of their properties. Appeals are dealt with by the Valuation Office Agency and their success or failure is beyond the Council's control.

Table 4 – Estimated Business Rates Retention

	2017/18 Indicative	2018/19 Indicative	2019/20 Indicative	2020/21 Indicative
	£'000	£'000	£'000	£'000
Business Rates Retention	1,798	2,220	2,220	2,220

- 5.16 The increase in Business Rates Retention from 2017/18 to 2018/19 is mainly due to:
- 3% increase in the business rates multiplier, partly offset by an increased tariff payment to the Essex Business Rates Pool
 - an increase in the S31 Grant relating to small business rates relief.

New Homes Bonus Grant

- 5.17 The New Homes Bonus was introduced from 2011/12 as a financial incentive and reward for housing growth. The grant is based on a national average Council Tax value of additional homes including any properties brought back into use. There is also an additional premium for affordable homes. The Bonus Grant was intended to be payable for 6 years.
- 5.18 The grant for 2018/19 onwards is based upon 4 years and the scheme will now also only reward growth in homes above 0.4% per annum.
- 5.19 For 2018/19, the Council is due to receive £0.410m in New Homes Bonus Grant. The profile of the Grant payments is outlined in Table 5:

Table 5 – New Homes Bonus Grant

	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19 Est	19/20 Est	20/21 Est
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Yr 1	255	255	255	255	255	255				
Yr 2		214	214	214	214	214				
Yr 3			330	330	330	330	330			
Yr 4				416	416	416	416			
Yr 5					241	241	241	241		
Yr 6						167	167	167	167	
Yr 7							1*	1	1	1
Yr 8								1	1	1
Yr 9									1	1
TOTAL	255	469	799	1,215	1,456	1,623	1,155	410	170	3

* This figure has been reduced as a result of the top slicing decision announced in December 2016, to fund social care authorities

- 5.20 The New Homes Bonus Grant remains a flexible, non ringfenced fund for Local Authorities to spend as they deem appropriate. This could include:
- Re-investing in housing or infrastructure.
 - Support for local services or facilities.
 - General financial support to hold down Council Tax levels.

5.21 Since its introduction in 2011/12, the Council has used the New Homes Bonus Grant to support the General Fund Budget. For 2018/19, the Council will continue to treat the grant funding as general financial support.

Total Government Funding

5.22 A table summarising the Medium Term Financial Plan's Total Government funding arising from the Local Government Finance Settlement since 2015/16 and Business Rates is shown in Table 6

Table 6 – Summary of Government Funding

	2015/16 Actual £'000	2016/17 Actual £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Revenue Support Grant	1,259	710	233	Nil	Nil	Nil
Tariff-Top Up Adjustment	Nil	Nil	Nil	Nil	(370)	(370)
News Homes Bonus	1,460	1,625	1,155	410	170	3
Total	2,719	2,335	1,388	410	(200)	(367)
Business Rates Retention	1,867	1,751	1,798	2,220	2,220	2,220
Total	4,586	4,086	3,186	2,630	2,020	1,853

5.23 Since 2015/16 to 2020/21 Government Funding without including Business Rates Retention shows a reduction of £3m, highlighting the continuous financial pressures the Council has been facing,

6. Council Tax Base & Collection Rate

- 6.1 Under section 33 of the Local Government Finance Act 1992 (as amended) and supporting Regulations, the Council must make an annual calculation of its tax base. The tax base is the total number of properties on which Council Tax will be charged expressed as a Band D equivalent, after allowing for discounts, exemptions and losses on collection. The method of calculation is prescribed in the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.
- 6.2 The tax base is used in the calculation of the Council Tax Requirement, to produce the standard amount of Council Tax for a Band D property, in relation to both the Borough and the major precepting authorities.
- 6.3 As in previous years, the calculation of the tax base has been amended to take account of the Local Council Tax Support (LCTS) Scheme. The replacement of Council Tax Benefit with LCTS effectively reduces the tax base as LCTS is provided as a discount against the Council Tax liability rather than a rebate which was previously repaid to the Council via Government Subsidy.
- 6.4 The impact of LCTS, has, in part, been offset by the approved changes to the discounts and exemptions awarded to empty homes. The resultant tax base for 2018/19 is 32,592.60 (agreed by the Deputy Section 151 Officer on 7 December 2017 under delegated authority). This compares to a figure of 32,084.1 for 2017/18. An assumed growth of 0.5% has been included within the MTFP for future years.
- 6.5 The calculation of the Council Tax Base for a given year includes an assumption of the percentage of amounts due which are actually collected. The forecast collection rate has been assumed as 99% and has been incorporated within the Medium Term Financial Plan calculations.

Note - Please see Section 9 for Council Tax increase implications.

7. Collection Fund

Council Tax

- 7.1 Following a calculation of the income and expenditure in the Collection Fund relating to Council Tax for this year, it is estimated that there will be an accumulated surplus of £1,035,000 to be distributed in respect of Council Tax by 31 March 2018. Table 7 shows how this will be distributed.

Table 7 – Estimated Collection Fund Surplus Distribution

Authority	Amount £
Brentwood Borough Council	124,959
Essex County Council	761,876
Police and Crime Commissioner	102,538
Essex Fire Authority	45,627

- 7.2 The Council must take the amount of £124,959 into account when it sets its element of the Council Tax for 2018/19.
- 7.3 This transaction is covered by legislation. Since the Council Tax receipts collected have exceeded our forecast there is additional income. This has to be shared amongst all precepting authorities in accordance with their original precept value (for Brentwood Borough Council that equates to about 12%). This amount must then be included within the budget for 2018/19 to reduce our Council Tax Requirement for that year.

Retained Business Rates

- 7.4 It is estimated that there will be a deficit of £750,000, of which Brentwood Borough Council's share is £300,000.

Table 8 – Estimated Business Rates Collection Fund Deficit Distribution

Authority	Amount £
Brentwood Borough Council	300,000
Essex County Council	68,000
Essex Fire Authority	7,000
Central Government	375,000

8 General Fund Revenue Budget

Position Statement

8.1 Overall Revenue Forecast Position to 2020/21 is covered herein

8.2 The summary revenue budget and forecast to 2020/21 is outlined in Table 9.

Table 9 – Summary Revenue Budget & Forecast to 2020/21

	2017/18 Estimated Outturn £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Total General Fund Net Expenditure	9,769	9,897	9,851	9,950
Total Funding	(9,486)	(8,360)	(7,807)	(7,644)
Original Funding Gap	283	1,537	2,044	2,306
Current Pressures	157	877	936	969
Funding/Anticipated Savings	-	(1,378)	(1,410)	(1,954)
Revised Funding Gap	274	1,036	1,798	1,691
Less: Net Savings Targets	-	(1,036)	(1,413)	(1,393)
Net Funding Gap	274	0	385	298
Working Balance b/fwd	3,742	3,118	3,118	2,733
Funding Gap	274	0	385	298
Less: Earmarked spend on balances	350	Nil*	Nil	Nil
Working Balance c/fwd	3,118	3,118	2,733	2,435

* Earmarked spend from working balances relates to William Hunter Way. Town Hall Project model is built into current pressures/savings.

8.3 The projected outturn for 2017/18, after projected savings targets, of £274k (or 2.68% of net expenditure) there has been no major movement as reported to this Committee on 29 November 2017.

Pressures

8.4 The current pressures for the Medium Term Financial Plan are outlined in Table 10.

Table 10 – Current Pressures

Description	2017/18 £'000	2018/19 £'000
Apprenticeship Levy	22	22
Insurance Premium Tax	52	58
Employer Pension Contribution	-	268
Inflation Rates to 3%	23	61
Trade Waste Disposal	60	70
Computing Costs	-	24
Contracted Service	-	30
Loss of Investment income	-	57
Collection Fund deficit	-	175
Recycling Credit Income	-	22
Managed/Contracted Service	-	90
TOTAL	157	877

- 8.5 Apprenticeship Levy: The Government introduced a new scheme in 2017/18 to encourage employers to invest in apprentices. The Council can claw this pressure back as a resource to provide training through the levy, but the levy paid to HMRC will be a growth on the existing MTFP. The Councils proposes to fund the cost of the apprentices within existing vacancies and budgets.
- 8.6 Insurance Premium Tax: This increased to 12% from June 2017 which now needs to be implemented within the Councils MTFP.
- 8.7 Employer Pension Contributions: Employer contributions have increased from 14.2% to 17.1%. This came into effect from April 2017 which now needs to be implemented within the MTFP. This figure is indicative to date and could be alleviated through future vacancy factors.
- 8.8 Inflation Rates to 3%: currently the Council has provided inflationary budgets at 1.5%, this needs to be in line with the current rate of inflation to avoid pressures within the MTFP.
- 8.9 Trade Waste Disposal: There are current in year pressures for disposal of waste.
- 8.10 Computing Costs: As part of the Town Hall Redevelopment, cloud working has been invested to allow the transition to remote and improved working.
- 8.11 Contracted Service: The Council has entered into an arrangement with Epping Forest council for Corporate Fraud.

- 8.12 Loss of investment Income: Internal Borrowing to fund the capital program means returns on surplus cash will decrease, even with growth in interest rates.
- 8.13 Collection fund Deficit: This is explained in Section 7 Collection Fund.
- 8.14 Recycling Credit income: As the demand for recycling drops, the price per tonne fluctuates and is expected to decrease.
- 8.15 Managed Service: Planning and Environmental Services management is provided by Thurrock Council. Investment in this has seen the Council's national ranking significantly increase as the service is improved. Plus growth with current service arrangement for growth in costs.

Funding/anticipated savings

- 8.16 The current increase in funding and anticipated savings are outlined in Table 11

Table 11 – Increase in Funding/Anticipated Savings

	2017/18 £'000	2018/19 £'000
Increase in Council Tax Base (assumes no increase in Council Tax)	Nil	(62)
Parking Charges Income	(95)	(400)
NNDR Income	(100)	-
Service Review	-	(17)
Discretionary Grant reductions	-	(39)
Procurement Savings	-	(52)
Negative RSG	-	(52)
Fees & Charges	-	(222)
Town Hall	-	(14)
Capital financing costs	-	(98)
Business Rates Retention	-	(422)
TOTAL	(195)	(1,378)

- 8.17 Council Tax Base: It is estimated that the Council Tax base will increase by around 348 Band D equivalent properties than what was forecast for 18/19. The impact of this will be an increase in income of around £62k to that already budgeted for in the MTFP report agreed on 1 March 2017, future years Tax Base are then forecasted from this position.
- 8.18 Parking Income: By implementing recent parking orders from committee reports approved in July and September, the Council can now include a savings target for parking income into the MTFP.

- 8.19 NNDR Income: Projected saving on reduction to levy payments to the Essex wide Business Rates Pool. Due to the uncertainty of the pool position this is annually considered as a one-off saving.
- 8.20 Service Review: Savings regarding the new HR and Payroll contract.
- 8.21 Discretionary Grants: Parish grant, as previously discussed to be removed completely. Parish grant has been cut on a gradual basis. Reduction in other grants such as Thames Chase and Women's Refuge as service no longer provided.
- 8.22 Procurement Savings on contract management by identifying the needs of the Council and reducing the costs. This is for line rental, stationary and repairs and maintenance on Council assets.
- 8.23 Negative RSG: As announced in the Local Government Finance Settlement, negative RSG will not be charged while a consultation is ongoing.
- 8.24 Fees & Charges: Fees and charges have been increased for 2018/19 and the MTFP assumes growth in the Fees and Charges of 3% whether that is increase in charges or volume.
- 8.25 Town Hall: The build for the town Hall should be completed by 2020, the increase is due to income expected to be received for the Hub as well as commercial space. Also recognised is the full years saving for Business Rates and other associated costs.
- 8.26 Capital financing Costs: Reduction in Minimum Revenue Provision as less borrowing needed to fund the capital program.
- 8.27 Business Rates: Additional Income is forecasted to be received in Section 31 Grants and a 3% increase in the Multiplier has increased the Business Rates Base position.
- 8.28 Council Tax: Members should note that if a decision is made to increase the Council Tax by the amount permitted without having a referendum, (which currently is an increase of up to 3% or £5 (whichever is the higher figure) for a Band D property), this would provide additional income and also increase the Council's base budget position by £174k in 2018/19.

Addressing the Revised Funding Gap

- 8.29 The MTFP provides the framework with which the Council will achieve its aspirations.
- 8.30 The Council will continue to explore opportunities to identify and secure additional income with which to support services, it is clear that there is also the opportunity to balance its budget through the strict management of expenditure levels and securing efficiencies.
- 8.31 Services need to continue to drive through efficiencies and continually review their working practices and operations to try and make them as efficient as possible.
- 8.32 An enormous amount of effort has gone into securing this position for the Council. As an example, in March 2016 the Council was looking at a working balance for 2018/19 of a negative £3.6million. Work undertaken since March 2016, means that we are expecting to be delivering a working balance at the end of 2018/19 of £3.1million. An improvement of £6.7million. Most importantly our services continue to be improved.
- 8.33 Other key areas that are being developed are:
- Commercialisation and the generation of income from the Council's assets.
 - Depot Strategy.
 - Town Centre Strategy. Plans are underway to redevelop and stimulate the local economy in the town centre.
 - Leisure Strategy.
 - Asset Development Program.
- 8.34 Officers will continue to work with the administration to identify other opportunities during the year to bridge the funding gap.

Pay Awards

- 8.35 The Council is not part of any national terms and conditions for local government employees. Most commonly known as NJC pay scale. These pay scales are results of negotiations between trade unions and Local Government Association. Negotiation and consultation is conducted at a local level in relation to levels of pay and benefits for all employees. Local negotiations around pay review are conducted on an annual basis, and any increase is agreed taking into account inflationary factors, local salary levels, affordability and any national award. Based on this a 1% pay award has been built within the MTFP for all years from 2018/19.

- 8.36 Due to the Council's improved financial position for 2016/17, it was agreed that the staff were to receive a one-off bonus of 1% at Ordinary Council in 18th October 2017. To recognise the work that had gone in to achieving a better financial position than forecasted. 1% pay award is reflected with the current MTFP as suitable increase in these uncertain financial times. The pay award will be reviewed annually and discussed with relevant representatives.

Working Balances and Reserves

- 8.37 Section 32 of the Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating their Council Tax Requirement.
- 8.38 The Section 151 Officer is responsible for providing advice so that decisions taken on reserves represent proper stewardship of public funds. Reserves should be set at a level at least sufficient to meet any unexpected increase in expenditure or shortfall in income in the ensuing year that cannot be met from within the approved budget. Any decision that fails to take into account his advice may require a report to be made to the Council under Section 114 of the Local Government Finance Act 1988.
- 8.39 Section 25 of the Local Government Act 2003 includes a duty on the Section 151 Officer to report, at the time the Council Tax is set, on the robustness of the budget calculations as well as the adequacy of the Council's reserves and other matters (see Section 13 'Section 151 Officer's Assurance').
- 8.39 The Act also provides an enabling power for the Secretary of State to specify a statutory minimum level of reserves (Section 26 of the 2003 Act). The level of reserves is also a factor the External Auditor will consider in appraising the Council's financial standing. In providing advice to the Council on the level of reserves, the Section 151 Officer has also had regard to professional guidance provided by CIPFA.
- 8.40 These safeguards are further reinforced through detailed scrutiny by our External Auditors, which includes a methodology to assess the financial performance and standing of the authority.
- 8.41 When reviewing medium term financial plans and preparing annual budgets, Members should consider the establishment and maintenance of reserves. These may be held for three main purposes:
- (i) As a working balance to help cushion the impact of unexpected budgetary pressures.
 - (ii) As a contingency to cushion the impact of significant unexpected events or emergencies – for example, the Contingency Reserve can be used only for specific purposes approved by full Council.

- (iii) As a means of building up funds to meet known or predicted requirements and again to prevent significant fluctuations in net budget cost between years (earmarked reserves).
- 8.41 General Fund reserves consist of a number of earmarked reserves, together with an unallocated general reserve.
- 8.42 All reserves and balances form part of the General Fund but the Housing Revenue Account balance is specifically 'ring fenced' for use in connection with that account.
- 8.43 In addition to the cash-backed reserves described above, local authorities maintain a number of other reserves in the Balance Sheet. Some are required for statutory reasons and others reserves are required to comply with proper accounting practice. In either case these balances are not available for investment.
- 8.44 As part of the budget approved in March 2017, a minimum General Fund Working Balance of £2.2m was agreed. In accordance with best practice, an annual risk assessment is undertaken to check the level required for 2018/19. This assessment has been assessed alongside the Council's strategic Risk register. Revised calculations, supported by an Internal Audit review, show that the assessed level should remain at £2.2million.
- 8.45 Although this report on adequacy of reserves is specific to 2018/19, the Council should bear in mind that adequacy should also be judged against longer-term plans.
- 8.46 The Council is currently predicting the continuation of significant financial pressures every year with the General Fund Reserves further depleted during 2020/21. Whilst it is not permissible or feasible for the Council to rely on the use of reserves on an ongoing basis to balance its budget, it may apply reserves as part of a short term strategy to manage, for example, a period of transition during which efficiency savings are identified to provide a longer term solution. Until the budgets for each year are balanced it is prudent for the Council to maintain a level of reserves in excess of the minimum recommended level.
- 8.47 In addition to the General Fund Working Balance, the Council keeps a number of Earmarked Reserves on the Balance Sheet. These Reserves are required in order to comply with proper accounting practice, whilst others have been created to earmark resources for known or predicted liabilities. The balance of these Reserves as at 1 April 2017 was around £4.956 million. A list of the Earmarked Reserves is attached as Appendix A.

Fees and Charges 2018/19

- 8.48 Proposed Fees and Charges have been taken to the appropriate Council Committee during the financial year 2017/18. The agreed fees and charges have

been collated together for information to form Brentwood Borough Councils Fees and Charges Schedule attached as Appendix B.

Contract Register

- 8.49 The Council has a statutory obligation to publish contracts. Government guidance suggests that over £5,000 is a reasonable value. A Contract register is maintained to enable all officers to be involved in procurement to check if there is already a contract for their requirement. This also supports supplier rationalisation and obtaining best value.
- 8.50 The Contract Register can be accessed from the Councils intranet by all officers and Councillors.

9. Council Tax Referendum and Council Tax

- 9.1 As part of the 2011 Localism Act, Council Tax Capping in England has been abolished and replaced by new powers for residents to approve or veto excessive tax increases through a referendum. If the residents vote against the increase, the Council will have to revert to a Council Tax level that is compliant with the Government's proposed increase.
- 9.2 Following the Provisional Local Government Settlement 2018/19 announced in December 2017 the Council Tax referendum limit has increased from 2% to 3%. For 2018/19 Councils Tax can now increase by £5 or 3% (which ever is the higher limit). This will apply to categories of authority set out by the referendum principals report which include Borough Councils.
- 9.3 Members are reminded that the Provisional Local Government Settlement 2018/19 announced in December 2017 assumes that Councils will increase Council Tax levels. By increasing the Council Tax by the £5 or 3% and applying the same increase in future years the Council would be able to increase income as well as its budget base by:

Table 12 – Council Tax Increase options

Year	1% Increase in Council Tax	2% Increase in Council Tax	£5 Increase in Council Tax	3% Increase in Council Tax
2018/19	58	116	163	174
2019/20	116	233	327	349
2020/21	175	350	491	525

- 9.4 Parish Councils are not subject to the referendum limit. The government indicated, in the technical consultation on the 2018/19 Local Government Finance Settlement, that it was reviewing whether Parish councils are demonstrating restraint in setting their local precept. In the provisional settlement, the government announced it will defer the setting of referendum principals for three years.

10. Housing Revenue Account (HRA) Budget 2018/19

- 10.1 The HRA is the budget operated by the Council which contains the income and expenditure of services connected with the Council's Housing Landlord role.
- 10.2 The main source of income into the HRA is the rental income from the properties let by the Council. These rents are calculated by reference to a Government formula which provides a target rent for the Council's properties to reach over a period of time.
- 10.3 From April 2012, a new system in Self Financing came into force for local authority social housing.
- 10.4 Self Financing represents a significant change in the way the Council's housing stock is funded. In principle, it gives more local accountability and responsibility for the operation of the Council's housing stock. The key elements of Self Financing are:
- The Government calculated a level of debt based on a 30 year assessment on expenditure, which was transferred to the authority to compensate the Government for the end of the subsidy scheme. For Brentwood, this was assessed at approximately £64.4million. We have borrowed to service this debt.
 - Councils have full responsibility for the maintenance and development of the housing stock and also the servicing of the debt.
 - A sum for depreciation of the stock is required to be included in the accounts.
- 10.5 The method of setting rents has changed in the Government's summer budget 2015. As part of the new Welfare Reform and Work Bill 2015/16 it was announced that rents in the social housing sector will be reduced by 1% a year for the next four years.

Service Charges

- 10.6 **Tenant Service Charges** - Historically, the Council has increased tenant service charges through a 'rolling reconciliation'. The 'rolling reconciliation', compares the previous year's actual to the budgeted figure. The under/over recovery is then passed onto the tenant in the following year. This ensures service charges are cost recovered. Tenant service charges have been updated in line with the Service Charge policy agreed at Community, Health and Housing committee 18th September 2017.
- 10.7 **Leaseholder Service Charges** - These are levied by the Council, to recover the costs the Council incurs in providing services to a dwelling. The way in which the service charge is organised is set out in the leaseholder's lease or tenancy agreement and therefore they will be calculated accordingly.

Fees and Charges – Recharging Policy

- 10.8 On the 23 September 2015 the Environment and Housing Committee approved the new recharge policy. Previously recharges for Housing services have only

been recovered on an ad hoc basis. This has led to the council subsidising some of the costs, which is ultimately passed on to the Council.

10.9 In addition to reviewing discretionary services, Officers have also reviewed the services the Council pays for, which are deemed rechargeable, but the Council is currently subsidising. It is hoped that the introduction of the re-charging policy, for these services will encourage tenants to be more aware and also more responsible for their property and actions within their property.

10.10 Prices have been calculated with the following price mechanism:

- 2018/19 – Cost price less 20%
- 2019/20 – Cost price less 15%
- 2020/21 – Cost price less 10%

Each year the percentage deducted will decrease by 5% until the full cost price is recovered.

10.11 The schedule of the fees and charges were agreed at the Community, Health and Housing Committee of 4 December 2017 and are attached as Appendix B.

Projected Outturn 2017/18

10.12 The estimated outturn for the HRA Fund is a potential surplus £450k as at 31 March 2018 which is in line with the original budget for 2017/18 which projected a surplus of £450k. The anticipated surplus will deliver a working balance at the end of the financial year of £2.106 million and an earmarked reserve balance of £2.970 million.

10.13 The HRA budget for 2018/19 indicates a surplus of £117k. The key variations from the budget are:

- The budget for Repairs and Maintenance has decreased by £350k. A reflection of contract management between council and the contractor.
- Employee Costs for General Management have decreased by 118k based on the new housing structure.
- Loss of Supporting people Grant of £105k.
- Dwelling Rent Income decreases by £249k taking into consideration the government rent decrease proposed within this report as well as the reduction in income due to the sales of council dwellings.
- Depreciation charge has increased by £46k this is used to fund the capital program. In addition to this more revenue £669k is to be contributed to the Affordable Housing Development Program to fund that capital project.

HRA Working Balance

- 10.14 The HRA working balance must continue to be managed so that it provides the flexibility to manage unexpected demands and pressures without destabilising the Council's overall financial position. The level of the Working Balance should provide a reasonable allowance for unquantifiable risks or one off exceptional items of expenditure that are not covered within existing budgets. The Working Balance can also be used to act as a source of pump priming investment and/or to deliver "invest to save" projects.
- 10.15 General guidance and practice amongst other authorities varies. Options include a percentage of total income, and a set value per Council Dwelling. However, individual risk assessments undertaken at a local level are considered best practice.
- 10.16 The Working Balance can be used to correct inflation assumptions, increase capital spend, repay debt early or to fund new HRA capital projects.
- 10.17 The average working balance for the period 2018/19 to 2020/21 is expected to be £1.9 million. This is deemed for the Council as an acceptable, assured level of balances.

Earmarked Reserves

- 10.18 In addition to the HRA Working Balance, the Council keeps three HRA Earmarked Reserves on the Balance Sheet. These Reserves are as follows:
- Council Dwellings Investment Fund – this reserve receives an annual contribution from the HRA (as outlined in the Business Plan), to support future investment in the Council's housing stock. The anticipated balance in this reserve as at 31 March 2018 is £2.570 million. The MTFP assumes voluntary annual contributions of between £100k to £500k per annum for the period 2017/18-2020/21 as long as it is affordable.
 - Repairs and Maintenance Reserve – this reserve receives a contribution regarding any under spends from Repairs and Maintenance in Year, to support future work outlined from the stock condition survey. The anticipated Balance of this reserve as at 31 March 2017 is £400k.

Rent Levels

- 10.19 For the last six years, the Council has held a consultation process both with our tenants in general, and with Tenant Talkback in particular, so that the views of our tenants are taken into account in this important decision.
- 10.20 As part of the government summer budget 2015, rent policy changed and all social housing rents for General Need Housing are to decrease by 1% from 2016/17 until 2019/20 inclusive.
- 10.21 Under this rent policy, the main changes are:
- Current rents to reduce by 1% from 2016-17 to 2019-20
 - Formula Rents can still be applied to all new tenancies, these must also reduce by 1% from 2016-17 to 2019-20
- 10.22 The rent year for 2018/19 will commence on 2 April 2018 and finish on 1 April 2019. It will be a 52 week rent year.
- 10.23 The Rent Model for 2018/19 applies the Governments assumptions as part of the new Welfare Reform and Work Bill 2015/16.
- 10.24 From 2020/21 the Government is proposing to allow Councils to increase rents by CPI + 1%. This is a welcomed response from Council's nationwide as it gives Council's the stability and certainty it needs to build more desperately needed new homes and to invest in their existing homes and services for tenants

Self Financing Settlement

- 10.25 On 28 March 2012 the Council borrowed £64.166 million from PWLB (Public Works Loan Board) in order for the HRA to become Self Financing as the subsidy system was being demolished. The Council profiled this borrowing over 6 loans ranging from lengths of 5 years to 30 years.
- 10.26 Table 13 shows the profiles of the loans that the Council holds regarding the Self Financing Debt

Table 13 - Profile of HRA Loans

Loan Amount	Number of Years Held	Date Repayable	Interest %
5,000,000	10	28/03/2022	2.4
10,000,000	15	28/03/2027	3.01
15,000,000	20	28/03/2032	3.3
15,000,000	25	28/03/2037	3.44
14,166,000	30	28/03/2042	3.5

10.27 The HRA Business Plan from 2012/13 had been setting aside monies from surplus cash, to repay the loans. As at 31 March 2017 the amount set aside is £1.6 million. The Council repaid £5 million on 28/03/2017, leaving the total loans outstanding at a value of £59.166 million

10.28 On average, the HRA was setting aside £1.5 million a year to repay back the above loans. With the decrease in rental income as well as the HRA contributing its surplus money towards funding the capital programme and affordable housing development scheme, the HRA can no longer set aside £1.5 million for voluntary loan repayment. The HRA therefore, will continue to set aside some money as long as it is affordable to the HRA.

Currently the business plan assumes the outstanding loans will not need to be re-profiled and that the HRA can still afford to fund the proposed capital and Affordable Housing development Program. However, any additional works needed from the capital program or Affordable Housing Program will need to be funding by borrowing.

10.29 The need for additional borrowing will be reviewed on an annual basis and reflected in the reviewed Business Plan for the HRA.

Housing Rents

10.30 The average proposed decrease for Housing Properties in 2018/19 is 1% and the average rent decrease is £0.92 per resident.

10.31 If the rents are charged at the model's current calculation then the gross income will be £11.624m (2017/18 £11.906m). The allowance for properties empty ("Voids") between letting will be 0.5%, therefore the expected Void budget will be £58k (2017/18 £59k).

10.32 Based on the current rent policy, the HRA rental income decreases by £249k in 2018/19.

10.33 The Analysis of Rent increases/decreases have been outlined in Appendix D.

Tenant Service Charge Policy

10.34 The proposed rent decreases do not include service charges – specific additional charges for tenants primarily of flat blocks, relating to the provision of specific services, such as heating, communal lighting and caretaking.

10.35 A review on service charges has been carried out during 2017/18 in order to inform the charging policy going forward.

10.37 Government guidance suggests service charges should not be increased by more than CPI + 1%. This guidance has been included in the service charge review.

HRA Business Plan

10.38 The HRA Business Plan has been updated with the recommendations proposed in this report. A sensitivity analysis has been carried out to ensure the robustness of the 30 year plan. A summary is attached in Appendix C.

10.39 The following assumptions have been taken into account when considering the revised Business Plan:

- The financial viability of the HRA.
- Delivering a repairs capital programme of an average £1.2m for 2018/19 and the following 2 years after. It is then assumed an average annual capital programme will be £2.9m after 2020/21
- Delivering an Affordable Housing Development Programme in addition to the Decent Home Capital programme. This averages at £4.395m for 2018/19 and 2019/20 and £2 million from 2020/21 onwards. This programme is also dependent on the number of right to buy sales made.
- No allowance has been made for growth bids.
- Affordability for tenants.
- The 1% decrease has been applied to rental income for the next year and then rental income is to be increased from 2020/21 by CPI + 1%.

11. Capital Programme

- 11.1 This section considers the Capital Programme and supporting Strategy for the period 2018/19 to 2020/21.
- 11.2 Capital expenditure is defined as expenditure incurred on the acquisition or creation of assets needed to provide services, for example, houses, vehicles or buildings. There is a clear distinction between capital expenditure and revenue expenditure with the latter relating to spend or investment on the day to day running of services.
- 11.3 The Capital Programme sets out the medium term investment proposals, together with the identified sources of funding. The Capital Programme supports the Capital Strategy which is aligned to the priorities of the Council.

Funding the Capital Programme

- 11.4 The key sources of funding for the Capital Programme are as follows:
- **Capital Receipts** – capital receipts arising from the sale of assets contribute to resources available to fund the Capital Programme. As there is a significant degree of uncertainty in the level and timing of the capital receipts, a pre-requisite for managing capital investment is that these are kept under close review to minimise the risk of possible exposure to unplanned borrowing with its potential adverse impact on revenue.
 - **Capital Grants** - the Council receives a variety of external funding, normally in the form of capital grants, which are either secured via a bidding process or are automatically allocated through Government departments or agencies for specific purposes.
 - **Leasing** – Local Authorities may fund capital expenditure by way of a finance lease, where all the risks and rewards of ownership are transferred to the lessee. Where appropriate, leasing is considered as a funding option and as with borrowing the revenue consequences need to be considered. It is important to ensure that there is adequate revenue budgetary provision to meet any future leasing liabilities. In addition the International Financial Reporting Requirements (IFRS) are such that most leases are classified as finance leases and therefore treated as capital expenditure.
 - **Prudential Borrowing** – the Council has freedom to undertake borrowing to finance capital expenditure so long as it is prudent, affordable and sustainable. The Council must consider and meet the whole costs associated with borrowing and be mindful that the interest charges in particular must be funded from the General Fund.

- **Section 106 Contributions** – under Section 106 of the Town and Country Planning Act Local Authorities are able to negotiate financial contributions from developers towards the cost of the provision of off-site infrastructure, facilities and/or services. These contributions need to be reasonably related to the development which is the subject of the planning application. Where applicable these will be applied to support capital investment.

Housing Revenue Account

- 11.5 In previous years 75% of proceeds from Right-to-Buy (RTB) sale of Council Dwellings were paid into a national pool run by the Department of Communities and Local Government (DCLG). The receipts were then redistributed to those authorities with the greatest housing needs as identified by regional housing boards. The remaining receipts were used to fund capital works in the authority.
- 11.6 On 2 April 2012, the pooling arrangement changed. Ministers confirmed delivering the new homes would be through Local Authorities retaining receipts to spend in their area.
- 11.7 Brentwood entered into an agreement with the Secretary of State for Communities and Local Government to retain the additional RTB receipts on 26th June 2012.
- 11.8 The key principles of the agreement are as follows:
- The Secretary of State agrees to allow the authority to retain additional RTB receipts to fund the provision of replacement stock.
 - The Secretary of State will allow the authority three years (from commencement of agreement) to invest the receipts before asking for the money to be returned if they have not been invested.
 - The agreement does not require a local authority to complete the building of a home within 3 years.
 - The agreement requires an authority to have incurred expenditure that is no more than 30% of the total spends on replacement stock.
 - Replacement could be one of 3 ways – newly built Council homes, acquiring houses on the open market or provision of grants to Housing Associations to build new homes.
 - Brentwood Council agrees to return any unused receipts to the Secretary of State with Interest.

11.9 A summary of the Retained Receipts for 2017/18 is outlined in Table 14.

Table 14 – Retained Receipts for 2017/18

2017/18	April to Jun	July to Sep	Oct to Dec	Jan to March	Total
Number of RTBs	3	3	4	3	13
Total Value (£'000)	406	441	611	406	1,864
Average Value (£'000)	135	147	153	135	143
Value of RTB Retained (£'000)	193	66	346	193	798
Expenditure required (£'000)	645	220	1,153	645	2,663
Date to be spent by	30/06/20	30/09/20	31/12/20	31/03/21	

11.10 The last quarter in 2018/19 is an estimated figure which is based on three sales completed and that is likely to be completed before the end of the financial year. The current estimated balance of retained receipts as at 31 March 2018 is £2,656,095.

11.11 A forecast of Retained Receipts is outlined in Table 15.

Table 15 – Retained Receipts Forecast

	2018/19	2019/20	2020/21	2021/22
Sales	6	6	6	6
Projected Income (£'000)	950	950	950	950
Projected Retained (£'000)	600	600	600	600
Expenditure required (£'000)	2,000	2,000	2,000	2,000

11.12 It is assumed that sales will begin to flat-line; therefore, an estimate of 6 RTB sales per year has been incorporated. However, the amount of RTB's the Council receives is dependent on the independent market and can change year on year.

11.13 The Business Plan also assumes that the 70% additional costs will come from the HRA earmarked reserve or revenue funding. However, there is the possibility of using Section 106 Contributions which have the provision of Affordable Homes as part of the conditions. If the program cannot be fully funded by revenue or Section 106 contributions, then the HRA will borrow to fund the remaining project. The need to borrow is reviewed on an annual basis along with the 30 year business plan.

- 11.19 Following on from the Revised Capital Programme reported on 29th November 2017 Policy, Projects and Resources meeting. Table 16 outlines the Existing investment proposals for 2018/19 to 2020/21.
- 11.20 The existing schemes do not include projected carry forwards from 2017/18. Any slippage on the Capital Projects will be decided once the final outturn 2017/18 is confirmed and referred back to Committee.

Table 16 – Capital Programme 2018/19 to 2020/21 – Existing Schemes

Description	2017/18 Estimated £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Town Hall Remodelling	1,673	4,703	3,919	-
Parking Scheme at Brentwood & Shenfield	-	-	-	-
Vehicle & Plant Replacement Programme	175	175	175	-
King Edward Road	-	-	-	-
Waste Transfer Station	335	-	-	-
Disabled Facilities Grant	250	250	250	250*
Warley Playing Fields – Sports Pavilion	2	-	-	-
Play Area Refurbishments	20	-	-	-
Multi Storey Car Park	124	1,900		-
ICT Strategy	100	100	100*	100*
Car Park Improvements	-	-	-	-
Leisure Strategy	-	-	-	-
Asset Improvements	145	100	-	-
Parks Infrastructure Improvements	70	-	-	-
Cemetery Infrastructure Improvements	100	-	-	-
ICT - Azure & Skype Implementation	80	-	-	-
ICT - End User Device Implementation	60	-	25	-
CRM Project	41	-	-	-
Renaissance Group	39	-	-	-
Cemetery Headstones	33	20		-
Home Repair Assistance Grant	30	30	30	30*
Irrigation to Golf Course	30	-	-	-
PCI compliance Project	10	-	-	-
Noise, Nuisance Recorder System	8	-	-	-
CCTV System Upgrade	5	5	-	-
Open Space Incursions	25	-	-	-
Asset Development Program	481	-	-	-
Mascals park (S106)	7	-	-	-
TOTAL GENERAL FUND	3,673	7,283	4,499	380
HRA Decent Homes	1,055	921	1,021	1,520
New Homes Build	3,313	1,479	7,310	1,730
TOTAL HRA	4,368	2,400	8,331	3,250

*Existing Schemes on Rolling Programmes

11.20 The Council will continue its investment in its Housing Stock (estimated at £3.5 million over the next 3 years). HRA decent homes has been realigned with the current requirement of the Housing Stock. Until the data from the Stock condition Survey is inputted and extrapolated to inform a new detailed capital program to maintain and improve the current standard of the Council housing stock.

11.21 Any final Slippage to the projects that is required, will be reviewed and funded from Capital Receipts as originally budgeted.

11.22 New Capital bids received from service managers have been reviewed by senior officers and are listed in Table 17

Table 17 – Capital Programme 2018/19 to 2020/21 – New Schemes

Description	2018/19	2019/20	2020/21
	£'000	£'000	£'000
Asset Development Program	4,429	6,042	5,000
Open Space Incursions	25	-	-
Cemeteries Infrastructure	100	-	-
Parks Infrastructure	100	-	-
Azure Optimisations	50	-	-
Unified Communications	100	-	-
TOTAL NEW SCHEMES	6,804	6,042	5,000

11.21 Assuming all of the New Schemes are approved, the total investment for the three year programme will be £44 million and the funding sources are outlined in the Table 18

Table 18 - Capital Programme 2017/18 to 2020/21 – Funding Sources

	2017/18	2018/19	2019/20	2020/21
	Estimated £'000	£'000	£'000	£'000
General Fund	3,673	14,087	10,541	5,380
HRA	4,368	2,400	8,331	3,250
Total capital expenditure	8,211	16,487	18,872	8,630
Financed by:				
Capital Receipts (GF)	(3,587)	(864)	(330)	(130)
Capital Receipts (HRA)	(994)	(444)	(2,192)	(519)
Revenue contributions (HRA)	(1,511)	(1,035)	(5,118)	(1,211)
Government grants	(250)	(250)	(250)	(250)
S106 agreements (HRA)	(815)	-	-	-
HRA business plan	(1,055)	(921)	(1,021)	(1,520)
Borrowing	-	(12,973)	(9,961)	(5,000)
Total Financing	(8,211)	(16,487)	(18,872)	(8,630)

11.22 The proposals above exclude any property acquisitions/developments where a business case can demonstrate that a capital investment can be converted to a revenue income stream. The Council currently has sufficient headroom to allow for borrowing of this nature, but each case would be the subject of a report and business case.

12. Treasury Management Strategy

12.1 This report presents the Treasury Management Strategy for 2018/19. It covers two main areas:

- a) Capital issues
 - the Council's capital plans and the prudential indicators
 - the minimum revenue provision (MRP) policy
- b) The Council investment policy and strategy

12.2 CIPFA defines treasury management as:
"The management of the local authority's borrowing, 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."

12.3 The Council is required to receive and approve the following documents:-

- a) An annual treasury management strategy (this document)
- b) A mid-year review of treasury activity
- c) A year-end report on treasury activity

Treasury management consultants

12.4 The Council uses Link Asset Services (LAS) as its external treasury management advisor and much of the content of this report closely follows their advice. The Council recognises, however, that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon its external service providers.

12.5 It also recognises that there is value in employing external providers of treasury management services to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

Capital Prudential Indicators 2018/19 – 2020/21

12.6 The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the following prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

12.7 Capital Expenditure. This indicator is a summary of the Council's capital expenditure plans and how they will be financed. This is covered in Table 18.

- 12.8 The Council's borrowing need (the Capital Financing Requirement).
The Capital Financing Requirement (CFR) is the total historic outstanding capital expenditure not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need.
- 12.9 There is a steady increase in the CFR up to 2020/21, which is due to the requirement for new internal and external borrowing to fund the Town Hall project, and the provision of finance to other projects. The increase is partly offset as funds are set aside for the repayment of debt. Members are requested to approve the CFR projections below:

Table 19 – Capital Financing Requirement Projections

	2017/18 Estimated Outturn £'000	2018/19 Estimate £'000	2019/20 Estimate £'000	2020/21 Estimate £'000
General Fund	11,166	24,005	33,569	37,924
HRA	61,598	61,098	60,598	60,098
Total CFR	72,764	85,103	94,167	98,022
New borrowing	0	12,973	9,961	5,000
Debt repayment provision	(500)	(635)	(897)	(1,145)
Increase/(decrease) in CFR	(500)	12,339	9,064	3,855

Minimum Revenue Provision Policy

- 12.9 The Council is required by the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 to calculate a level a provision for the repayment of debt liability that it considers to be prudent, known as the Minimum Revenue Provision (MRP). The regulations also require the full Council to approve an MRP policy in advance of each financial year. These regulations and supplementary guidance recommend four options for the calculation of the provision.
- 12.10 The Council has recently commissioned LAS to carry out a review of its MRP policy. Subject to the outcome of this review, the Council is recommended to approve the continuation of the following MRP policy:
- for capital expenditure incurred before 1 April 2008, or for any new capital expenditure incurred in the future up to the limit of the Council's supported borrowing, minimum revenue provision will be provided for in accordance with existing practice outlined in the pre-2008 regulations (option 1), which provides for an approximate 4% reduction in the borrowing need each year
 - for all unsupported borrowing from 1 April 2008, MRP will be based on the estimated life of the assets (option 3), which provides for a reduction in the borrowing need over the assets' lives.

Any revisions to this policy resulting from the MRP review will be taken to Council for approval.

- 12.11 There is no requirement on the HRA to make a minimum revenue provision but under HRA reform there is a requirement to charge depreciation on its assets, which will have a revenue effect. The HRA business plan will need to fund this depreciation over the life of the assets.

Borrowing Strategy and Prudential Indicators 2018-19 to 2020-21

Current borrowing position

- 12.12 The Council's treasury portfolio position at 31 March 2017, with forward projections are summarised below. The table shows the actual external debt (the treasury management operations), against the underlying capital borrowing need (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

Table 20 – Current Borrowing Position

	2016/17 Actual £'000	2017/18 Estimate Outturn £'000	2018/19 Estimate £'000	2019/20 Estimate £'000	2020/21 Estimate £'000
External borrowing:					
At 1 April	66,690	64,690	61,690	71,893	81,854
Change in year	(2,000)	(3,000)	10,203	9,961	5,000
At 31 March	64,690	61,690	71,893	81,854	86,854
CFR	73,257	72,764	85,103	94,167	98,022
Under borrowing	(8,567)	(11,074)	(13,210)	(12,313)	(11,168)

Within the prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt 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 2018/19 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 or speculative purposes. The Council complied with this prudential indicator in the current year and does not envisage difficulties for the future.

- 12.13 Operational Boundary for External Debt. This is the limit beyond which external debt would not normally be expected to rise. It is proposed that this set at the CFR plus an allowance of £5m for any short-term borrowing needs.

Table 21 - Operational boundary for external debt

	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate

	£'000	£'000	£'000	£'000
CFR	72,764	85,103	94,167	98,022
Short term borrowing needs	2,000	5,000	5,000	5,000
Operational boundary	74,764	90,103	99,167	103,022

12.14 Authorised Limit for External Debt. This is the maximum level of borrowing that the Council is permitted to hold. It is proposed that this be aligned set at the operational boundary plus £3m for any future long-term liabilities.

Table 22 - Authorised limit for external debt

	2017/18 Estimate £'000	2018/19 Estimate £'000	2019/20 Estimate £'000	2020/21 Estimate £'000
Operational boundary	74,764	90,103	99,167	103,022
Long term liabilities	3,000	3,000	3,000	3,000
Authorised limit	77,764	93,103	102,167	106,022

Debt Rescheduling

12.15 It is not envisaged that any debt rescheduling will take place during 2018/19.

Policy on borrowing in advance of need

12.17 Any external borrowing by the Council will not be in excess of or in advance of its needs purely to profit from the investment of the additional sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

Interest rate forecasts

12.18 LAS's interest rate forecasts are set out below.

Table 23 – LAS's Base Rates & PWLB Borrowing Rates

	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Bank Rate	0.50%	0.50%	0.50%	0.50%	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%	1.25%
5yr PWLB Rate	1.50%	1.60%	1.60%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.10%	2.10%	2.20%	2.30%	2.30%
10yr PWLB View	2.10%	2.20%	2.30%	2.40%	2.40%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%	3.00%
25yr PWLB View	2.80%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.40%	3.50%	3.50%	3.60%	3.60%
50yr PWLB Rate	2.50%	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.20%	3.30%	3.30%	3.40%	3.40%

Borrowing interest rates increased sharply after the result of the general election in June and then also after the September MPC meeting when financial markets reacted by accelerating their expectations for the timing of Bank Rate increases. Since then, borrowing rates have eased back again somewhat. Apart from that, there has been little general trend in rates during the current financial year.

Affordability Prudential Indicators

12.19 Ratio of Financing Costs to Net Revenue Stream.

These provide an indication of the impact of the Council's capital investment plans on the Council's overall finances. They measure the cost of borrowing, net of investment income, against the net revenue stream, i.e. the Council's funding from business rates, council tax and any residual general grant funding from central government. They also show the income from new schemes financed from borrowing and the ratio taking this income into account.

Table 24 - Ratio of General Fund Financing Costs to Net Revenue Stream

General Fund	2016/17 Actual	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
Financing costs (£000)	(3)	52	102	547	710
Net Revenue Stream (£000)	10,283	9,646	8,361	7,955	7,814
Ratio	-0.03%	0.54%	1.23%	6.88%	9.08%
Income from new schemes			1,288	1,484	1,367
Ratio including new income			1.06%	5.80%	7.73%

12.20 The following table is the comparative indicator for the HRA, measuring the financing costs against the income stream from dwelling rents.

Table 25 - Ratio of HRA Financing Costs to Net Revenue Stream

HRA	2016/17 Actual	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
Financing costs (£000)	3,500	2,397	2,412	2,412	2,412
Dwelling rents (000)	11,993	11,878	11,746	11,629	11,629
Ratio	29.18%	20.18%	20.53%	20.74%	20.74%

Treasury prudential Indicators for debt

12.21 The following debt related treasury activity limits are intended to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates.

12.22 Upper limits on fixed and variable interest rate exposures.

Table 26 - Upper limits on fixed and variable interest rate exposures

	2018/19	2019/20	2020/21
Fixed interest rate exposures	100%	100%	100%
Variable interest rate exposures	20%	20%	20%

12.23 Maturity Structure of Borrowing

The purpose of this indicator is to reduce the Council's exposure to large amounts of debt falling due and requiring repayment or refinancing. This ensures that the Council's repayments are affordable.

Table 27 - Maturity Structure of Borrowing

	Proportion of Borrowing

	Lower Limit	Upper Limit
Under 12 months	0%	10%
12 months and within 24 months	0%	10%
24 month and 5 years	0%	20%
5 year and within 10 years	0%	20%
10 years and above	0%	100%

Investment Strategy

Investment policy

12.24 The Council's investment policy has regard to The Ministry for Housing, Communities and Local Government Guidance on Local Government Investments and the CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017. The primary investment priorities of the Council are:

- a) the security of its capital
- b) liquidity of its portfolio, i.e. keeping funds readily available for expenditure when needed.

Durational limits and creditworthiness policy

12.25 To determine the duration of investments with bank and building societies, the Council will use the creditworthiness service provided by Link Asset Services. This service employs a modelling approach utilising credit ratings from the three main credit rating agencies, Fitch, Moody's and Standard & Poor, supplemented by other information. The model indicates the relative creditworthiness of counterparties and recommends a maximum duration for investments with them. The Council will follow these recommended durations, up to a maximum duration of one year. The Link Asset Services model does not apply to local authorities, with which the maximum duration for investments will also be one year.

Investment Strategy

12.26 The Council will continue its approach of investing the majority of its funds in parcels of £1-£2m with UK banks and building societies on a rolling 6-12 month basis. This provides liquidity of funds and access to higher interest rates than shorter term investments.

Investment instruments and limits

12.27 Table 28 summarises the investment instruments available to the Council during 2018/19, and the respective credit rating, value and durational limits that will apply:-

Table 28 – Proposed Investment Instruments

Instrument	Minimum short term credit rating	Minimum long term credit rating	Maximum value of investment	Maximum duration of investment
Term Deposits with UK Local Authorities	N/a	N/a	£5m per local authority	1 year
Term deposits or notice accounts with UK banks	Fitch F1 Moody's P-1 S&P A-1	Fitch A- Moody's A3 S&P A-	£5m per bank	1 year
Term deposits with banks part nationalised by the UK Government (currently Royal Bank of Scotland & NatWest)	Minimum credit ratings not required as long as these banks continue to be part nationalised		£5m per bank	1 year
Term deposits with UK Building Societies	Fitch F1 Moody's P-1 S&P A-1	Fitch A- Moody's A3 S&P A-	£5m per Building Society	1 year
Debt Management Account Deposit Facility (DMADF)	N/a	N/a	Unlimited	6 months (DMADF imposed time limit)
Ultra Short/Short Dated Bond Funds	1.25	1.25		
Treasury Bills issued by the UK Government	N/a	N/a	Unlimited	1 year
Money Market Funds CNAV	N/a	AAA	£5m per fund	Liquid
Money Market Funds LVNAV	N/a	AAA	£5m per fund	Liquid
Money Market Funds VNAV	N/a	AAA	£5m per fund	Liquid
Certificates of Deposit issued by UK institutions	Fitch F1 Moody's P-1 S&P A-1	Fitch A- Moody's A3 S&P A-	£5m per institution	1 year

12.28 All investments will be transacted in UK Sterling, and all investments will be with UK financial institutions only.

12.29 The monetary limits included in the investment strategy does not apply to balances on our suite of current accounts provided by Lloyds Bank plc. As a result, we may operate from time to time with monies held with Lloyds Bank marginally above the investment limits shown because of these current account balances. The Council endeavours to keep balances of no more than £2m on its current accounts.

Ultra Short/Short-Dated Bond Funds

12.30 These are pooled investment vehicles where risk is diversified because of the spread of investments. They are a potential new investment instrument for the Council, and a selection process will be undertaken should to ensure that the most suitable fund is chosen, if officers consider that it is worthwhile pursuing them.

Investment returns expectations

12.31 The Bank Rate is forecast to stay flat at 0.50% until quarter 4 2018 and not to rise above 1.25% by quarter 1 2021. Bank Rate forecasts for financial year ends (March) are:

- 2017/18 0.50%
- 2018/19 0.75%
- 2019/20 1.00%
- 2020/21 1.25%

12.32 The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year are as follows:

- 2017/18 0.40%
- 2018/19 0.60%
- 2019/20 0.90%
- 2020/21 1.25%

Specified and not specified investments

12.33 Specified investments are high security, high liquidity investments in sterling with high credit quality and a maturity of no more than one year. All of the instruments identified in Table 28 meet the definition of specified instruments.

12.34 Non-specified investments are any other type of investments, one of their characteristics being that their duration is over one year, which is in excess of the Council's maximum duration. The Council will therefore not use non-specified investments during 2018/19.

MiFID II (Markets in Financial Instruments Directive II)

12.35 These are European Union rules regulating the provision of financial instruments and financial advisory services to clients of financial services companies, that came into effect on 3 January 2018. Under the previous rules, local authorities were classified as professional clients. Under MiFID II, local authorities are

classified by default as retail clients. In the case of Brentwood, this reclassification applied to its relationship with Link Asset Services and the broker firms that the Council uses to arrange fixed term deposits. Along with most of the local authority sector, the Council has chosen to opt-up to elective professional status.

- 12.36 Fixed term deposits are not classified as designated investment business under MiFID II, and therefore the MiFID II obligations with regards to classifications do not apply to the existing relationship between the Council and the banks and building societies with which it invests. If the Council chooses to use other instruments in 2018/19 that are within the scope of MiFID II, it would need to opt-up to professional status in order to access these instruments.

Section 151 Officer's Assurance

General Fund

- 13.1 Section 25 of the Local Government Act 2003 requires that, when the Council is considering next year's budget and Council Tax levels, the Council's Section 151 Officer must report on:
- The robustness of the estimates, and
 - The adequacy of the proposed financial reserves.
- 13.2 The estimates are considered to be robust. Realistic assumptions have been incorporated with regards to inflationary increases, and where appropriate these have been reflected in both expenditure and fees and charges income.
- 13.3 Net saving proposals of £1.036 million have been anticipated for 2018/19 to ensure that the Council has a balanced budget position.
- 13.4 Potential risks in respect of the budget and their estimated impact on the projections have been undertaken and have been used to inform the levels of reserves required.
- 13.5 A list of the Council's Earmarked Reserves is attached at Appendix A. The levels of reserves are considered to be adequate to fund the planned expenditure identified by the Council.
- 13.6 Deciding how and when to utilise the General Fund Working Balance and Earmarked Reserves is a matter to be determined locally depending on the priorities of the Council. However, it is my opinion that there is a requirement for maintaining the current reserve levels and a minimum working balance at £2.2 million during 2018/19. This will continue to be kept under review.

Housing Revenue Account (HRA)

13.8 Section 25 of the Local Government Act 2003 also requires that, when the Council is considering the HRA budget and rent levels, the Council's Section 151 Officer must report on:

- The robustness of the estimates, and
- The adequacy of the proposed financial reserves.

13.9 The estimates are considered robust. Realistic assumptions have been incorporated with regards to inflationary increases, and where appropriate these have been reflected in both expenditure and income.

13.10 The budget includes planned contributions to the reserves which will provide resources for investment and debt repayment requirements.

14. Council Tax Requirement 2018/19

14.1 The full Council Tax resolution is included as a separate report

15. Reasons for Recommendation

15.1 The Council is required to approve the Budget as part of the Budget and Policy Framework.

16. Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Financial Services Manager (Deputy Section 151)

Tel & Email 01277 312829 / Jacqueline.vamellaerts@brentwood.gov.uk.

16.1 The financial implications are set out in the report.

Legal Implications

Name & Title: Daniel Toohey, Head of Legal Services and Monitoring Officer.

Tel & Email 01277 312860 / daniel.toohey@brentwood.gov.uk.

16.2 The Council is obliged by Section 151 of the Local Government Act 1972 to make proper arrangements for the management of its financial affairs. It is consistent with sound financial management and the Council's obligation under Section 151 of the Local Government Act 1972 for the Council to adopt and monitor a medium term financial plan. The medium term financial plan informs the budget process and may be viewed as a related function.

- 16.3 The report provides information about risks associated with the medium term financial plan and the budget. This is consistent with the Council's obligation to make proper arrangements for the management of its financial affairs. It is also consistent with the Council's obligation under the Accounts and Audit (England) Regulations 2011 to have a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

17 Appendices to this report

Appendix A – Earmarked Reserves

Appendix B – Fees and Charges Schedule

Appendix C – HRA Business Plan

Report Author Contact Details:

Name & Title: Jacqueline Van Mellaerts, Financial Services Manager (Deputy Section 151)

Tel & Email: 01277 312829 / jacqueline.vanmellaerts@brentwood.gov.uk

Appendix A

Earmarked Reserves

Reserve	Balance as at 01/04/2017	Amounts in/(out) 2017/18	Amounts in/(out) 2018/19	Amounts in/(out) 2019/20	Amounts in/(out) 2020/21
Balance B/F		7,856	7,039	3,935	3,729
Asset Management	165				
Brentwood Community Fund	9				
Brentwood Community Hospital	45				
Building Control	83	(23)			
Community Alarms	291	(191)	(10)	(10)	(10)
Community Rights Grants	38				
Duchess Of Kent/Nightingale	334	(12)	(12)	(12)	(12)
Economic Development	40				
Electoral Registration	43				
Funding Volatility	722	135	(472)	(184)	(91)
Neighbourhood Plan	26				
Organisational Transformation	1,653	(736)	(75)		(220)
Planning Delivery Grant	228	(170)			
Preventing Homelessness	38	110	(58)		
Public Consultation	5				
Civic Dinner	2				
New Burdens Grant	0				
Land at Hanover House	16				
Housing benefit Subsidy	150				
Pension Reserve	177				
Dunton Hills Development	229				
Health and Wellbeing	26				
Waste Management	636				
Council Dwellings Investment Fund	2,500	70	(2,477)		
Repairs & Maintenance Reserve	400				
Balance C/F	7,856	7,039	3,935	3,729	3,396

This page is intentionally left blank



Fees and Charges Schedule

2018/19

Contents

	Page
<u>Key</u>	2
<u>Environment and Enforcement</u>	
Cemeteries	4
Waste Management - Refuse	5
Office Accommodation	6
Other Environmental Health Services	7
<u>Community Health and Housing</u>	
Community Initiatives and Partnerships	9
Golf Course	10
Open Spaces	11
Community Alarms	13
Homelessness	14
HRA - Estates	15
HRA - Repairs	16
HRA - Leaseholders	17
Other Environmental Health Services	18
<u>Policy Projects and Resources</u>	
Parking	20
Parking - Season Tickets	22
<u>Planning and Licensing</u>	
Land Charges	24
Licensing	25
Building Control	30
Planning - Application Fees	33
Planning - Pre-application Advice	35
Planning - Design Panel Review	36

Key to VAT

- S - Standard Rate - 20%
- Z - Zero Rate - 0%
- E - Exempt from VAT
- O - Outside the scope of VAT

Key to Fee

- S - Statutory
- D - Discretionary

ENVIRONMENT AND ENFORCEMENT

**ENVIRONMENT AND ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: CEMETERIES

CHARGING AREA: CEMETERIES

Note - Maintaining of graves is usually standard rate VAT, but as the council has published rules on the type of memorial governing, the charge is outside scope. A Brentwood resident is anyone currently living in the Borough or someone who spent 75% of their life in the Borough.

Purchase of Exclusive Rights of Burial for 50 years (previously 100 years)

All Graves and vaults	O	D	779.00	779.00	997.00	997.00
Cremated Remains Plot	O	D	322.00	322.00	396.00	396.00

Non-Brentwood Resident is ten times the above charges

Interment Fees

Graves dug down for one or two	E	D	566.00	566.00	724.00	724.00
Additional charge for dig down to 9ft	E	D	140.00	140.00	179.00	179.00
Cremated Remains Plot	E	D	114.00	114.00	140.00	140.00
Child under 12 years	E	D	283.00	283.00	362.00	362.00
Child under 1 year	E	D	0.00	0.00	0.00	0.00

Non-Brentwood Resident is two times the above charges

Option to Extend Exclusive Rights of Burial for a further 25 years (previously 50 years)

All Graves and vaults	O	D	192.00	192.00	198.00	198.00
Cremated Remains Plot	O	D	96.00	96.00	99.00	99.00

Non-Brentwood Resident is ten times the above charges

Chapel hire at London Road and Woodman Road

	E	D	53.00	53.00	55.00	55.00
--	---	---	-------	-------	-------	-------

Monuments

Monument/Inscription approval fee	O	D	130.00	130.00	134.00	134.00
Additional charge for kerbed monuments	O	D	66.00	66.00	134.00	134.00

Other Charges

Deed Transfer	O	D	56.00	56.00	58.00	58.00
Search of Burial Records	O	D	0.00	0.00	0.00	0.00

**ENVIRONMENT AND ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: WASTE MANAGEMENT

CHARGING AREA: REFUSE

Dog waste and litter bin emptying

Empty dog waste/litter bins	Per Empty	S	D	2.70	3.24	2.75	3.30
-----------------------------	-----------	---	---	------	------	------	------

Domestic Refuse Collection

Special Collections - Charge per item	Min 2 Items	O	D	10.50	10.50	10.80	10.80
Biodegradable sacks for garden waste per wrap of 10		O	D	3.00	3.00	3.10	3.10
Biodegradable sacks for garden waste per wrap of 100		S	D	225.83	271.00	232.50	279.00
Garden Waste Bin hire per annum - including fortnightly emptying (DD/online payment customers)		O	D	46.00	46.00	50.00	50.00
Hire of 770, 940 and 1100 litre Container		S	D	95.00	114.00	97.83	117.40
Hire of 240 litre Wheelie Bin		S	D	30.00	36.00	30.92	37.10
Hire of 360 litre wheelie bin		S	D	40.00	48.00	41.17	49.40

Residual Trade Waste Collection

1280 litre Container		O	D	21.00	21.00	21.50	21.50
1100 litre Bin		O	D	19.00	19.00	19.50	19.50
940 litre Bin		O	D	17.50	17.50	17.90	17.90
770 litre Bin		O	D	15.50	15.50	15.90	15.90
360 litre Bin		O	D	10.50	10.50	10.80	10.80
240 litre Bin		O	D	9.00	9.00	9.30	9.30
Prepaid Residual Sacks (25)		O	D	52.50	52.50	53.80	53.80
Extra collection (£25 plus collection charge per container)		O	D	25.00	25.00	25.60	25.60

Trade Glass Collection

Bulk Containers - guide price per container per emptying							
940 and 1100 litre Bin		O	D	12.00	12.00	12.30	12.30
240 litre Bin		O	D	8.00	8.00	8.20	8.20

Trade Dry Recycling Collection (including Separated Cardboard)

Bulk Containers - guide price per container per emptying							
1280 litre Container		O	D	12.50	12.50	12.80	12.80
1100 litre Bin		O	D	12.00	12.00	12.30	12.30
940 litre Bin		O	D	11.00	11.00	11.30	11.30
770 litre Bin		O	D	9.50	9.50	9.70	9.70
360 litre Bin		O	D	8.50	8.50	8.70	8.70
240 litre Bin		O	D	8.00	8.00	8.20	8.20
Prepaid Recycling Sacks (25)		O	D	25.00	25.00	25.60	25.60

**ENVIRONMENT AND ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: OFFICE ACCOMMODATION

CHARGING AREA: WEDDINGS & ROOM HIRE

*Due to the Town Hall Project - Bookings for Committee rooms and Weddings at the Town Hall will only be taken up until August 2017
Bookings for Weddings will recommence in November 2017 at Seven Arches Road*

Committee Room Hire (Town Hall)

Council Chamber Half Day	S	D	200.00	240.00	N/A	N/A
Council Chamber Full Day	S	D	400.00	480.00	N/A	N/A
Committee Rooms 1 & 2 Half Day	S	D	100.00	120.00	N/A	N/A
Committee Rooms 1 & 2 Full Day	S	D	200.00	240.00	N/A	N/A
Meeting Room 1 Half Day	S	D	50.00	60.00	N/A	N/A
Meeting Room 1 Full Day	S	D	100.00	120.00	N/A	N/A

Weddings (Town Hall)

Council Chamber Wed - Thurs	S	D	207.50	249.00	N/A	N/A
Council Chamber Friday	S	D	261.67	314.00	N/A	N/A
Council Chamber Saturday	S	D	311.67	374.00	N/A	N/A
Committee Rooms Wed - Thurs	S	D	133.33	160.00	N/A	N/A
Committee Rooms Friday	S	D	187.50	225.00	N/A	N/A
Committee Rooms Saturday	S	D	236.67	284.00	N/A	N/A

Weddings (from November 2017)

Seven Arches Road - Thursday	E/S	D	133.33	160.00	170.00	187.00
Seven Arches Road - Friday	E/S	D	187.50	225.00	235.00	260.00
Seven Arches Road - Saturday	E/S	D	236.67	284.00	295.00	326.90

* Please note fees for wedding ceremonies are administered by County Council and include the registrar fee
VAT only applies to the room hire element, which is the only element received by Brentwood Council

**ENVIRONMENT AND ENFORCEMENT
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES

CHARGING AREA: OTHER ENVIRONMENTAL HEALTH SERVICES

Dog Control

Statutory Seizure Fee	O	S	25.00	25.00	25.00	25.00
Dog Warden Collection Costs	O	D	68.00	68.00	70.00	70.00
Kennelling Costs (per day)	O	D	13.32	13.32	14.00	14.00

Other Charges

Copy of Food Premises Register (single entry)	O	D	2.00	2.00	2.00	2.00
Copy of Food Premises Register (complete)	O	D	110.00	110.00	110.00	110.00
Level 2 CIEH Food Hygiene/Health & safety	E	D	67.00	67.00	67.00	67.00
Contaminated Land Search Enquiries	O	D	111.00	111.00	115.00	115.00

ASB, Crime and Policing Act 2014

Breach of Community Protection Notice	O	D	80.00	80.00	80.00	80.00
Early payment	O	D	50.00	50.00	50.00	50.00
Breach of Public Spaces Protection Order	O	D	80.00	80.00	80.00	80.00
Early payment	O	D	50.00	50.00	50.00	50.00

Environmental Protection Act 1990

Failure to provide a waste transfer note	O	D	300.00	300.00	300.00	300.00
Littering	O	D	80.00	80.00	80.00	80.00
Dog control offences	O	D	80.00	80.00	80.00	80.00

Clean Neighbourhoods and Environment Act 2005

Alarm noise - failure to nominate key-holder or to notify local authority key-holder's details	O	D	80.00	80.00	80.00	80.00
--	---	---	-------	-------	-------	-------

Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016

Fly-tipping	O	D	400.00	400.00	400.00	400.00
-------------	---	---	--------	--------	--------	--------

Pollution Prevention and Control Act 1999*

** Note these fees are set by DEFRA and are usually published after 1 April. Therefore fees from 1 April 2018 are subject to change*

Standard Process	O	S	1,650.00	1,650.00	1,650.00	1,650.00
Reduced fee activities	O	S	99.00	99.00	99.00	99.00
Mobile screening and crushing plant	O	S	1,650.00	1,650.00	1,650.00	1,650.00

Annual Subsistence Charge*

** Note these fees are set by DEFRA and are usually published after 1 April. Therefore fees from 1 April 2018 are subject to change*

Standard process Low Risk	O	S	772.00	772.00	772.00	772.00
Standard process Medium Risk	O	S	1,161.00	1,161.00	1,161.00	1,161.00
Standard process High Risk	O	S	1,747.00	1,747.00	1,747.00	1,747.00
Reduced fee activities Low Risk	O	S	79.00	79.00	79.00	79.00
PVR I & II combined	O	S	113.00	113.00	113.00	113.00
Mobile screening and crushing plants	O	S	646.00	646.00	646.00	646.00

Food Safety

Food Hygiene Courses	E	D	67.00	67.00	67.00	67.00
----------------------	---	---	-------	-------	-------	-------

COMMUNITY HEALTH AND HOUSING

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018	April 2018-March 2019	April 2017-March 2018	April 2018-March 2019
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: COMMUNITY INITIATIVES AND PARTNERSHIPS

CHARGING AREA: COMMUNITY EVENTS

Stallholder Pitch fees per 3 x 3m pitch

Lighting Up Brentwood - £30 street trading licence is included with the fees

Catering Unit - serving food e.g burgers, hot dogs etc.	E	D	150.00	150.00	154.50	154.50
Catering Unit - serving alcohol <i>(new category from 2018/19)</i>	E	D	N/A	N/A	154.50	154.50
Large Business - more than 10 employees	E	D	120.00	120.00	123.60	123.60
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	80.00	80.00	82.40	82.40
Small business - less than 10 employees	E	D	80.00	80.00	82.40	82.40
Crafters and Artists - all hand made by the seller	E	D	50.00	50.00	51.50	51.50
Registered charity	E	D	40.00	40.00	41.20	41.20

Strawberry Fair and other Community Events

Catering Unit - serving food e.g. Burgers, hot dogs etc.	E	D	120.00	120.00	123.60	123.60
Catering Unit - serving alcohol <i>(new category from 2018/19)</i>	E	D	N/A	N/A	123.60	123.60
Large business - more than 10 employees	E	D	90.00	90.00	92.70	92.70
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	50.00	50.00	60.00	60.00
Small business - less than 10 employees	E	D	50.00	50.00	60.00	60.00
Crafters and Artists - all handmade by the seller	E	D	30.00	30.00	30.90	30.90
Registered charity	E	D	30.00	30.00	30.90	30.90
Ice Cream Van (Exclusive) - Strawberry Fair	E	D	400.00	400.00	412.00	412.00
Ice Cream Van (Exclusive) - Family Fun Days	E	D	150.00	150.00	154.50	154.50
Face Painters (any event)	E	D	60.00	60.00	61.80	61.80

Family Fun Days

Wristbands - Rides and Bouncy castles	Per Child	E	D	2.50	2.50	3.50	3.50
---------------------------------------	-----------	---	---	------	------	------	------

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: GOLF COURSE

CHARGING AREA: GOLF COURSE

Annual Season Ticket

7 day Adult		S	D	578.33	694.00	595.84	715.00
7 day Junior		S	D	41.67	50.00	43.34	52.00
5 day Adult	Mon - Fri	S	D	486.67	584.00	501.67	602.00
5 day Concessionary	Mon - Fri	S	D	395.00	474.00	406.67	488.00

20 Round Ticket (Life of one year from purchase)

7 day Adult		S	D	293.33	352.00	302.50	363.00
5 day Adult	Mon - Fri	S	D	206.67	248.00	212.50	255.00
5 day Concessionary	Mon - Fri	S	D	147.50	177.00	151.67	182.00

Weekday

Per Round - 18 holes - Adult		S	D	15.00	18.00	15.84	19.00
Per Round - 18 holes - Junior (under 17) & OAPs		S	D	12.50	15.00	13.34	16.00

Weekends and Public Holidays

Per Round - 18 holes - Adult		S	D	20.00	24.00	20.84	25.00
Juniors (under 17) & OAP's	After 1pm	S	D	12.50	15.00	13.34	16.00

Other Charges

Twilight Play		S	D	8.33	10.00	9.17	11.00
---------------	--	---	---	------	-------	------	-------

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: OPEN SPACES

CHARGING AREA: SPORTS FACILITIES AND OPEN SPACES

Note - Exempt charges only apply to block bookings when made by a school, club or Association. Otherwise the VAT should be charged as standard rated.

Football

King George's Playing Field & Warley Playing Fields (with Changing Facilities)

Pitch & Pavilion - Fortnightly - Adult - Season	Sunday/Bank Holidays	E	D	978.00	978.00	1,007.00	1,007.00
Pitch & Pavilion - Fortnightly - Adult - Season	Other Days	E	D	956.00	956.00	985.00	985.00

Pitch & Pavilion - Weekly - Adult - Season	Sunday/Bank Holidays	E	D	1,955.00	1,955.00	2,014.00	2,014.00
Pitch & Pavilion - Weekly - Adult - Season	Other Days	E	D	1,909.00	1,909.00	1,966.00	1,966.00

Occasional Matches - Adult	Any Day	S	D	80.00	96.00	82.50	99.00
----------------------------	---------	---	---	-------	-------	-------	-------

Other Playing Fields (No Changing Facilities)

Pitch - Fortnightly - Adult - Season	Any Day	E	D	620.00	620.00	639.00	639.00
Pitch - Weekly - Adult - Season	Any Day	E	D	1,237.00	1,237.00	1,274.00	1,274.00

Junior Matches All Sites (No Changing Facilities)

Pitch - Fortnightly - Junior - Season	Any Day	E	D	340.00	340.00	350.00	350.00
Pitch - Weekly - Junior - Season	Any Day	E	D	678.00	678.00	698.00	698.00

Occasional Matches (No Changing Facilities)

Adult	Any Day	S	D	50.00	60.00	51.67	62.00
Juniors (under17)	Any Day	S	D	30.00	36.00	30.84	37.00

Mini Soccer - All Sites (No Changing Facilities)

Seasonal Booking every week	Weekly	E	D	358.00	358.00	369.00	369.00
Occasional	Any Day	S	D	25.83	31.00	26.67	32.00

Rugby

Brentwood Centre (No Changing Facilities)

Pitch - Fortnightly - Adult - Season	Any Day	E	D	620.00	620.00	639.00	639.00
Pitch - Fortnightly - Junior - Season	Any Day	E	D	340.00	340.00	350.00	350.00

Pitch - Weekly - Adult - Season	Any Day	E	D	1,237.00	1,237.00	1,274.00	1,274.00
Pitch - Weekly - Junior - Season	Any Day	E	D	678.00	678.00	698.00	698.00

Occasional Matches - Adult	Any Day	S	D	50.00	60.00	51.67	62.00
Occasional Matches - Juniors (under17)	Any Day	S	D	30.00	36.00	30.84	37.00

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: OPEN SPACES

CHARGING AREA: SPORTS FACILITIES AND OPEN SPACES

Note - Exempt charges only apply to block bookings when made by a school, club or Association. Otherwise the VAT should be charged as standard rated.

Bowling Greens

Bowls - Season	Adult	S	D	123.33	148.00	126.67	152.00
Bowls - Season	Juniors/OAP's	S	D	77.50	93.00	80.00	96.00
Match Reservations + per rink (inclusive of visitors fees non returnable)	Club Charges	E	D	5.00	5.00	5.20	5.20
Other Reservations (not inclusive of visitors fees non returnable)	Club Charges	E	D	3.00	3.00	3.10	3.10

Large Open spaces with facilities (King Georges Playing Field and The Brentwood Centre)

Large Events - more than 1/2 Field with £5 or more admission fee		E	D	2,102.00	2,102.00	2,165.00	2,165.00
Medium Events - less than 1/2 field and less than £5 admission fee		E	D	736.00	736.00	758.00	758.00
Small Events - less than 1/4 field		E	D	316.00	316.00	325.00	325.00
Keep Fit sessions - No cordoning off of field	Single	S	D	31.67	38.00	32.50	39.00
Keep Fit sessions - No cordoning off of field	Annual	S	D	128.33	154.00	132.50	159.00
Litter picking post event		S	D	79.17	95.00	81.67	98.00
Non commercial or charitable events (following approval by ward members) 50% discount							

Note - Block bookings of large events of 10 or more in a 12 month period will be eligible for a 25% discount on the above.

New category for family events/celebrations (other than usual enjoyment of parks such as picnics/ball games etc). We are recommending there is no fee for this category, however, if the activity included things such as erecting a bouncy castle, gazebo, family festivals etc that we would request they gain permission and complete the application form and submit risk assessments etc as appropriate for the event. This category is not currently covered, and officers have often had requests for such events that do not fall within any of the current event categories

Other Open Spaces

Open Space (following approval by Ward members)	Daily Charge	E	D	316.00	316.00	325.00	325.00
Filming Rights - No defined area	Open Space Only	S	D	53.33	64.00	N/A	N/A
Filming Location Fee (subject to conditions & credits)	Open Space Only	S	D	N/A	N/A	166.67	200.00
Repeat Fee - 1% of original fee							

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: COMMUNITY ALARMS

CHARGING AREA: COMMUNITY ALARMS

Note - VAT indicator should be zero if recipient is chronically sick or disabled and provides a certificate confirming this

Community Alarms

Alarm plus up to three sensors per week	Per week	S	D	3.00	3.60	3.25	3.9
Alarm plus up to three sensors (if in receipt of full HB / Pension credit)	Per week	S	D	2.50	3.00	2.75	3.3

Other Charges

Extra 2nd pendant	Per week	S	D	1.00	1.20	1.25	1.5
Smoke Detectors	Per week	S	D	1.00	1.20	1.25	1.5
Key Safe - Reconditioned Rental	Per week	S	D	1.00	1.20	1.25	1.5
Key Safe - Purchase		S	D	62.50	75.00	62.75	75.3
Bogus Caller Button/Panic Button	Per week	S	D	1.00	1.20	1.25	1.5
Temperature extreme sensor	Per week	S	D	1.00	1.20	1.25	1.5
CO2 Detectors	Per week	S	D	1.50	1.80	1.75	2.1
Fall Detector	Per week	S	D	1.50	1.80	1.75	2.1
Flood Detector	Per week	S	D	1.50	1.80	1.75	2.1
Bed sensor	Per week	S	D	2.50	3.00	2.75	3.3
Pill Dispenser	Per week	S	D	2.50	3.00	2.75	3.3
Heat rise detectors	Per week	S	D	1.5	1.8	1.75	2.1
Low heat detectors	Per week	S	D	1.5	1.8	1.75	2.1

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: HOMELESSNESS

CHARGING AREA: RECHARGES TO TENANTS

Recharges to Tenants

Daily Bed and Breakfast Room Charge		O	D	£40 - £85	£40 - £85	£40 - £85	£40 - £85
Amenity Charge per person per day		O	D	3.00	3.00	3.00	3.00
Removals	Minimum	S	D	350.00	350.00	Cost Price	Cost Price
Furniture		S	D	Cost Price	Cost Price	Cost Price	Cost Price
Storage - Homeless	per square foot	S	D	10.00	12.00	Cost Price	Cost Price

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: HOUSING REVENUE ACCOUNT

CHARGING AREA: ESTATES

Housing Estates

Storage - Evictions	Per week	S	D	10.00	12.00	11.42	13.70
Copying of Housefile		O	D	10.00	10.00	10.00	10.00
Copying of Tenancy Agreement		O	D	10.00	10.00	10.00	10.00
Garage Clearance		S	D	125.00	150.00	125.00	150.00
Property Clearance 1 or 2 Beds		S	D	At Cost	At Cost	At Cost	At Cost
Property Clearance 3 or 4 Beds		S	D	At Cost	At Cost	At Cost	At Cost
Bulk Waste Removal per item	Min 2 items	O	D	10.50	10.50	10.50	10.50

Tenancy Management

Court Costs	Average	O	D	376.00	376.00	376.00	376.00
Gas Servicing Warrant Fee		S	D	20.00	24.00	20.00	24.00
Gas Servicing Warant Enforcement		S	D	35.00	42.00	35.00	42.00
Forced entry		S	D	65.00	78.00	65.00	78.00
Administration charge		S	D	-	-	10.00	12.00

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: HOUSING REVENUE ACCOUNT

CHARGING AREA: REPAIRS

Note: Pricing Mechanism: Cost Price - 25% rounded to the nearest £5 the % reduction will reduce by 5% each year until the full cost is recovered

Rechargeable Repairs

Replacement Key/Key Fob	S	D	10.00	12.00	10.00	12.00
Lock Change	S	D	65.00	78.00	65.00	78.00
Single Glaze Window Replacement upto 1 Square Metre	S	D	50.00	60.00	50.00	60.00
Single Glaze Window Replacement over 1 Square Metre	S	D	75.00	90.00	75.00	90.00
Double Glazed Window Replacement upto 1 Square Metre	S	D	85.00	102.00	85.00	102.00
Double Glazed Window Replacement over 1 Square Metre	S	D	125.00	150.00	125.00	150.00
Internal Fire door Replacement	S	D	125.00	150.00	125.00	150.00
External Door Replacement	S	D	600.00	720.00	600.00	720.00
Paint Pack	S	D	70.00	84.00	70.00	84.00
Correction of Unauthorised Alterations (Where Tenants have conducted works without the permission of the Council and retrospective permission can not be granted)	S	D	Cost Price	Cost Price	Cost Price	Cost Price
			Cost Price	Cost Price	Cost Price	Cost Price
Any other repair deemed re-chargeable	S	D	less 25%	less 25%	less 20%	less 25%

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: HOUSING REVENUE ACCOUNT

CHARGING AREA: LEASEHOLDERS

Leaseholders

Leasehold Information Pack (LPE1)	S	D	360.00	432.00	309.00	370.80
Leasehold Alterations Consent	S	D	120.00	144.00	123.58	148.30
Leasehold property valuations (request for amendment)	S	D	Cost Price	Cost Price	Cost Price	Cost Price
Registration of Notices	S	D	50.00	60.00	51.50	61.80

**COMMUNITY HEALTH AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: OTHER ENVIRONMENTAL HEALTH SERVICES

CHARGING AREA: HOUSES IN MULTIPLE OCCUPATION AND HOUSING ACT NOTICES

Houses in Multiple Occupation

New licence - 5 years	O	D	814.00	814.00	840.00	840.00
Renewal of licence - 5 years	O	D	555.00	555.00	570.00	570.00

Housing Act Notices

Issuing notices under Housing Acts	E	D	222.00	222.00	230.00	230.00
Immigration Survey checks	E	D	74.00	74.00	80.00	80.00

POLICY PROJECTS & RESOURCES

**POLICY PROJECTS AND RESOURCES
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: PARKING

CHARGING AREA: Offstreet Parking

Note - New Parking Charges were effective from 2 October 2017

Chatham Way

Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.08	1.30	1.67	2.00
2 hours with discount card	S	D	N/A	N/A	1.17	1.40
3 hours	S	D	2.42	2.90	2.50	3.00
4 hours	S	D	3.00	3.60	3.33	4.00
5 hours	S	D	3.67	4.40	4.17	5.00
6 hours	S	D	4.42	5.30	5.00	6.00
24 hours	S	D	6.67	8.00	6.67	8.00

Monday to Saturday - 7:00pm to 6:00am

Overnight Charge	S	D	1.67	2.00	1.67	2.00
------------------	---	---	------	------	------	------

Sunday Charge

All day	S	D	0.00	0.00	0.00	0.00
---------	---	---	------	------	------	------

Coptfold Road

Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.08	1.30	1.67	2.00
2 hours with discount card	S	D	N/A	N/A	1.17	1.40
3 hours	S	D	2.42	2.90	2.50	3.00
4 hours	S	D	3.00	3.60	3.33	4.00
5 hours	S	D	3.67	4.40	4.17	5.00
6 hours	S	D	4.42	5.30	5.00	6.00
6 hours+ to close	S	D	6.67	8.00	6.67	8.00

Monday to Saturday - 7:00pm to 10:00pm

Overnight Charge	S	D	1.67	2.00	1.67	2.00
------------------	---	---	------	------	------	------

Sunday Charge - 6:00am to 10:00pm

Flat Charge	S	D	0.83	1.00	0.83	1.00
-------------	---	---	------	------	------	------

Lost Ticket	S	D	6.67	8.00	8.33	10.00
-------------	---	---	------	------	------	-------

Exit charge after 10:00pm	S	D	41.67	50.00	41.67	50.00
---------------------------	---	---	-------	-------	-------	-------

William Hunter Way

Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.08	1.30	1.67	2.00
2 hours with discount card	S	D	N/A	N/A	1.17	1.40
3 hours	S	D	2.42	2.90	2.50	3.00
4 hours	S	D	3.00	3.60	3.33	4.00
5 hours	S	D	3.67	4.40	4.17	5.00
6 hours	S	D	4.42	5.30	5.00	6.00
24 hours	S	D	6.67	8.00	6.67	8.00
Overnight Charge	S	D	1.67	2.00	1.67	2.00

Sunday Charge

All day	S	D	0.83	1.00	0.83	1.00
---------	---	---	------	------	------	------

**POLICY PROJECTS AND RESOURCES
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: PARKING

CHARGING AREA: Offstreet Parking

Note - New Parking Charges were effective from 2 October 2017

Town Hall

Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	0.00	0.00	0.00	0.00
1 hours	S	D	0.83	1.00	0.83	1.00
2 hours	S	D	1.08	1.30	1.67	2.00
2 hours with discount card	S	D	N/A	N/A	1.17	1.40
3 hours	S	D	2.42	2.90	2.50	3.00
4 hours	S	D	3.00	3.60	3.33	4.00
5 hours	S	D	3.67	4.40	4.17	5.00
6 hours	S	D	4.42	5.30	5.00	6.00
24 hours	S	D	6.67	8.00	6.67	8.00
Overnight Charge	S	D	1.67	2.00	1.67	2.00

Sunday Charge

All day	S	D	0.00	0.00	0.00	0.00
---------	---	---	------	------	------	------

Note - Staff car park (north) and south closed to public during redevelopment

Westbury Road

Saturday - all day	S	D	3.33	4.00	3.33	4.00
Sunday - all day	S	D	N/A	N/A	0.83	1.00
Overnight Charge	S	D	N/A	N/A	1.67	2.00

King George's Playing Field

4 Hours	S	D	0.00	0.00	0.00	0.00
Over 4 Hours	S	D	4.17	5.00	4.17	5.00
Coaches	S	D	12.50	15.00	12.50	15.00

Monday to Friday 09:00am - 6:00pm

Ingatestone

Maximum stay 2 hours no return for 4 hours	S	D	0.00	0.00	0.00	0.00
--	---	---	------	------	------	------

Note - This is for Bellmead and Market Square Monday to Saturday 8:00am - 6:00pm

Friars Avenue

Maximum stay 2 hours no return for 4 hours	S	D	0.00	0.00	N/A	N/A
--	---	---	------	------	-----	-----

Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	N/A	N/A	0.00	0.00
1 hours	S	D	N/A	N/A	0.83	1.00
2 hours	S	D	N/A	N/A	1.67	2.00
2 hours with discount card	S	D	N/A	N/A	1.17	1.40
3 hours	S	D	N/A	N/A	2.50	3.00
Overnight Charge	S	D	N/A	N/A	1.67	2.00

Sunday Charge

All day	S	D	N/A	N/A	0.83	1.00
---------	---	---	-----	-----	------	------

Note - The above charges are due to be introduced in early 2018

Hunters Avenue

Maximum stay 2 hours no return for 4 hours	S	D	0.00	0.00	N/A	N/A
--	---	---	------	------	-----	-----

Monday to Saturday - 6:00am to 7:00pm

30 mins	S	D	N/A	N/A	0.00	0.00
1 hours	S	D	N/A	N/A	0.83	1.00
2 hours	S	D	N/A	N/A	1.67	2.00
2 hours with discount card	S	D	N/A	N/A	1.17	1.40
3 hours	S	D	N/A	N/A	2.50	3.00
Overnight Charge	S	D	N/A	N/A	1.67	2.00

Sunday Charge

All day	S	D	N/A	N/A	0.83	1.00
---------	---	---	-----	-----	------	------

Note - The above charges are due to be introduced in early 2018

**POLICY PROJECTS AND RESOURCES
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PARKING

CHARGING AREA: Offstreet Parking - Season Tickets

Standard Charge

7 days	S	D	25.00	30.00	25.00	30.00
1 month	S	D	85.00	102.00	85.00	102.00
3 months	S	D	250.00	300.00	250.00	300.00
6 months	S	D	458.33	550.00	458.33	550.00
12 months	S	D	791.67	950.00	791.67	950.00

Renewal on Line

7 days	S	D	25.00	30.00	25.00	30.00
1 month	S	D	85.00	102.00	85.00	102.00
3 months	S	D	237.50	285.00	237.50	285.00
6 months	S	D	433.33	520.00	433.33	520.00
12 months	S	D	741.67	890.00	741.67	890.00

Note - For Coptfold Road, Sir Francis Way, Westbury Road and William Hunter Way car parks

PLANNING AND LICENSING

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: LAND CHARGES

CHARGING AREA: Land Charges

Search Fees

LLC1	O	S	20.00	20.00	20.00	20.00
CON 29R	S	S	81.65	97.98	81.65	97.98
CON 29R including LLC1	S/O	S	101.65	117.98	101.65	117.98
CON 290 optional enquiries, except Q22	S	S	11.75	14.10	11.75	14.10
CON 290 optional enquiries, Q22 only	S	S	14.00#	16.80#	14.00#	16.80#
Any other additional enquiries	O	S	28.75	28.75	28.75	28.75
Additional parcels of Land	S	S	35.80	42.96	35.80	42.96

In relation to CON 290, Q.22 only, additional parcels of land are processed at £1 per parcel, subject to maximum of 6 parcels of land, there being a £20 maximum fee payable in this regard

Copy Documents

Tree Preservation Order	O	S	16.90	16.90	16.90	16.90
Planning Decision Notice	O	S	14.98	14.98	14.98	14.98
S106 etc	O	S	33.80	33.80	33.80	33.80
Enforcement notice	O	S	16.90	16.90	16.90	16.90

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Street Trading

Independent Permanent Stall - Annual	O	D	350.00	350.00	350.00	350.00
Independent 'One Off Stalls'	O	D	85.00	85.00	85.00	85.00
Lighting Up Brentwood	O	D	30.00	30.00	30.00	30.00

Scrap Metal

Site Application - New - 3 years	O	D	495.00	495.00	495.00	495.00
Collector Application - New - 3 years	O	D	280.00	280.00	280.00	280.00
Variation	O	D	89.00	89.00	89.00	89.00
Site Renewal Application - 3 years	O	D	445.00	445.00	445.00	445.00
Collector Renewal Application - 3 years	O	D	230.00	230.00	230.00	230.00

Skin Piercing

Premises Registration	O	D	250.00	250.00	257.50	257.50
Practitioner Registration	O	D	89.00	89.00	91.50	91.50

Animals

** Please note vet costs are in addition to these fees*

Pet Shops - 1 year	O	D	250.00	250.00	257.50	257.50
Boarding Kennels - 1 year	O	D	250.00	250.00	257.50	257.50
Dog Breeders - 1 year	O	D	250.00	250.00	257.50	257.50
Riding Establishments - 1 year	O	D	250.00	250.00	257.50	257.50
Dangerous Wild Animals - 2 years	O	D	250.00	250.00	257.50	257.50
Zoo Premises New - 6 years	O	D	900.00	900.00	927.00	927.00
Zoo Premises Renewal - 4 years	O	D	550.00	550.00	566.50	566.50

Sex Establishment Licensing

Premises Application	O	D	2,255.00	2,255.00	2,322.50	2,322.50
Premises Renewal	O	D	1,537.50	1,537.50	1,583.50	1,583.50
Premises Variation	O	D	512.50	512.50	528.00	528.00

Pavement Permit

New application Tables and Chairs 1-2 tables	O	D	250.00	250.00	257.50	257.50
New Application Tables and Chairs 3-6 tables	O	D	450.00	450.00	463.50	463.50
New Application Tables and Chairs over 6 tables.	O	D	650.00	650.00	669.50	669.50
Renewal application Tables and Chairs 1-2 tables	O	D	150.00	150.00	154.50	154.50
Renewal Application Tables and Chairs 3-6 tables	O	D	350.00	350.00	360.50	360.50
Renewal Application Tables and Chairs over 6 tables.	O	D	550.00	550.00	566.50	566.50

Road Closure

Application to close road with 0 - 499 people attending	O	D	200.00	200.00	200.00	200.00
Application to close road with 500 - 1999 people attending	O	D	360.00	360.00	360.00	360.00
Application to close road with 2000+ people attending	O	D	680.00	680.00	680.00	680.00

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Gambling Act 2005

Bingo Clubs

New Application	O	D	3,500.00	3,500.00	3,500.00	3,500.00
Annual Fee	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Vary	O	D	1,750.00	1,750.00	1,750.00	1,750.00
Application to Transfer	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O	D	3,500.00	3,500.00	3,500.00	3,500.00
Licence Application (Provisional Statement Holders)	O	D	1,200.00	1,200.00	1,200.00	1,200.00

Betting Premises

New Application	O	D	3,000.00	3,000.00	3,000.00	3,000.00
Annual Fee	O	D	600.00	600.00	600.00	600.00
Application to Vary	O	D	1,500.00	1,500.00	1,500.00	1,500.00
Application to Transfer	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O	D	3,000.00	3,000.00	3,000.00	3,000.00
Licence Application (Provisional Statement Holders)	O	D	1,200.00	1,200.00	1,200.00	1,200.00

Tracks

New Application	O	D	2,500.00	2,500.00	2,500.00	2,500.00
Annual Fee	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Vary	O	D	1,250.00	1,250.00	1,250.00	1,250.00
Application to Transfer	O	D	950.00	950.00	950.00	950.00
Application to Re-instatement	O	D	950.00	950.00	950.00	950.00
Application for Provisional Statement	O	D	2,500.00	2,500.00	2,500.00	2,500.00
Licence Application (Provisional Statement Holders)	O	D	950.00	950.00	950.00	950.00

Family Entertainment Centres

New Application	O	D	2,000.00	2,000.00	2,000.00	2,000.00
Annual Fee	O	D	750.00	750.00	750.00	750.00
Application to Vary	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Transfer	O	D	950.00	950.00	950.00	950.00
Application to Re-instatement	O	D	950.00	950.00	950.00	950.00
Application for Provisional Statement	O	D	2,500.00	2,500.00	2,500.00	2,500.00
Licence Application (Provisional Statement Holders)	O	D	950.00	950.00	950.00	950.00

Adult Gaming Centres

New Application	O	D	2,000.00	2,000.00	2,000.00	2,000.00
Annual Fee	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Vary	O	D	1,000.00	1,000.00	1,000.00	1,000.00
Application to Transfer	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application to Re-instatement	O	D	1,200.00	1,200.00	1,200.00	1,200.00
Application for Provisional Statement	O	D	2,000.00	2,000.00	2,000.00	2,000.00
Licence Application (Provisional Statement Holders)	O	D	1,200.00	1,200.00	1,200.00	1,200.00

Prize Gaming Permit and Family Entertainment Centre Gaming Machine Permit

Permit Application (New)	O	S	300.00	300.00	300.00	300.00
Permit Application (Existing Operator)	O	S	100.00	100.00	100.00	100.00
Renewal of Permit	O	S	300.00	300.00	300.00	300.00
Change of Name on Permit	O	S	25.00	25.00	25.00	25.00
Copy of Permit	O	S	15.00	15.00	15.00	15.00

Club Gaming or Machine Permit

Permit Application (New)	O	S	200.00	200.00	200.00	200.00
Permit Application (Existing Holder)	O	S	100.00	100.00	100.00	100.00
Permit Application (Holder of club premises certificate under Licensing Act 2003)	O	S	100.00	100.00	100.00	100.00
Renewal of Permit	O	S	200.00	200.00	200.00	200.00
Annual Fee for Permit	O	S	50.00	50.00	50.00	50.00
Application to Vary Club Permit	O	S	100.00	100.00	100.00	100.00
Copy of Permit	O	S	15.00	15.00	15.00	15.00

Other

Temporary Use Notice (TUN)	O	S	500.00	500.00	500.00	500.00
Occasional Use Notice (OUN)	O	S	0.00	0.00	0.00	0.00
Copy of Premises Licence	O	D	25.00	25.00	25.00	25.00
Notification of Change of Circumstances for Premises Licence	O	D	50.00	50.00	50.00	50.00
Copy of Notice	O	S	25.00	25.00	25.00	25.00

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Licensing Act 2003

Premises - Band A (None to £4,300)

Premises Licences - New Application and Variation	O	S	100.00	100.00	100.00	100.00
Premises Licences - Annual Charge	O	S	70.00	70.00	70.00	70.00
Club Premises Certificates - New Application and Variation	O	S	100.00	100.00	100.00	100.00
Club Premises Certificates - Annual Charge	O	S	70.00	70.00	70.00	70.00

Premises - Band B (£4,301 to £33,000)

Premises Licences - New Application and Variation	O	S	190.00	190.00	190.00	190.00
Premises Licences - Annual Charge	O	S	180.00	180.00	180.00	180.00
Club Premises Certificates - New Application and Variation	O	S	190.00	190.00	190.00	190.00
Club Premises Certificates - Annual Charge	O	S	180.00	180.00	180.00	180.00

Premises - Band C (£33,001 to £87,000)

Premises Licences - New Application and Variation	O	S	315.00	315.00	315.00	315.00
Premises Licences - Annual Charge	O	S	295.00	295.00	295.00	295.00
Club Premises Certificates - New Application and Variation	O	S	315.00	315.00	315.00	315.00
Club Premises Certificates - Annual Charge	O	S	295.00	295.00	295.00	295.00

Premises - Band D (£87,001 to £125,000)

Premises Licences - New Application and Variation	O	S	450.00	450.00	450.00	450.00
Premises Licences - Annual Charge	O	S	320.00	320.00	320.00	320.00
Club Premises Certificates - New Application and Variation	O	S	450.00	450.00	450.00	450.00
Club Premises Certificates - Annual Charge	O	S	320.00	320.00	320.00	320.00

Premises - Band E (£125,001 plus)

Premises Licences - New Application and Variation	O	S	635.00	635.00	635.00	635.00
Premises Licences - Annual Charge	O	S	350.00	350.00	350.00	350.00
Club Premises Certificates - New Application and Variation	O	S	635.00	635.00	635.00	635.00
Club Premises Certificates - Annual Charge	O	S	350.00	350.00	350.00	350.00

Additional Fees (based on number in attendance at any one time)

Additional Premises Licence Fee:

5,000 to 9,999	O	S	1,000.00	1,000.00	1,000.00	1,000.00
10,000 to 14,999	O	S	2,000.00	2,000.00	2,000.00	2,000.00
15,000 to 19,999	O	S	4,000.00	4,000.00	4,000.00	4,000.00
20,000 to 29,999	O	S	8,000.00	8,000.00	8,000.00	8,000.00
30,000 to 39,999	O	S	16,000.00	16,000.00	16,000.00	16,000.00
40,000 to 49,999	O	S	24,000.00	24,000.00	24,000.00	24,000.00
50,000 to 59,999	O	S	32,000.00	32,000.00	32,000.00	32,000.00
60,000 to 69,999	O	S	40,000.00	40,000.00	40,000.00	40,000.00
70,000 to 79,999	O	S	48,000.00	48,000.00	48,000.00	48,000.00
80,000 to 89,999	O	S	56,000.00	56,000.00	56,000.00	56,000.00
90,000 and over	O	S	64,000.00	64,000.00	64,000.00	64,000.00

Additional Annual Fee Payable (if applicable):

5,000 to 9,999	O	S	500.00	500.00	500.00	500.00
10,000 to 14,999	O	S	1,000.00	1,000.00	1,000.00	1,000.00
15,000 to 19,999	O	S	2,000.00	2,000.00	2,000.00	2,000.00
20,000 to 29,999	O	S	4,000.00	4,000.00	4,000.00	4,000.00
30,000 to 39,999	O	S	8,000.00	8,000.00	8,000.00	8,000.00
40,000 to 49,999	O	S	12,000.00	12,000.00	12,000.00	12,000.00
50,000 to 59,999	O	S	16,000.00	16,000.00	16,000.00	16,000.00
60,000 to 69,999	O	S	20,000.00	20,000.00	20,000.00	20,000.00
70,000 to 79,999	O	S	24,000.00	24,000.00	24,000.00	24,000.00
80,000 to 89,999	O	S	28,000.00	28,000.00	28,000.00	28,000.00
90,000 and over	O	S	32,000.00	32,000.00	32,000.00	32,000.00

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Licensing Act 2003 (cont.)

Other Fees

Application for the grant or renewal of a personal licence	O	S	37.00	37.00	37.00	37.00
Temporary event notice	O	S	21.00	21.00	21.00	21.00
Theft, loss etc of premises licence or summary	O	S	10.50	10.50	10.50	10.50
Application for a provisional statement where premises being built etc	O	S	315.00	315.00	315.00	315.00
Notification of change of name or address	O	S	10.50	10.50	10.50	10.50
Application to vary licence to specify individual as premises supervisor	O	S	23.00	23.00	23.00	23.00
Application for transfer of premises licence	O	S	23.00	23.00	23.00	23.00
Interim authority notice following death etc.of licence holder	O	S	23.00	23.00	23.00	23.00
Theft, loss etc.of certificate or summary	O	S	10.50	10.50	10.50	10.50
Notification of change of name or alteration of rules of club	O	S	10.50	10.50	10.50	10.50
Change of relevant registered address of club	O	S	10.50	10.50	10.50	10.50
Theft, loss etc.of temporary event notice	O	S	10.50	10.50	10.50	10.50
Theft, loss etc.of personal licence	O	S	10.50	10.50	10.50	10.50
Duty to notify change of name or address	O	S	10.50	10.50	10.50	10.50
Right of freeholder etc.to be notified of licensing matters	O	S	21.00	21.00	21.00	21.00
Application to vary premises licence at community premises to include alternative licence condition	O	S	23.00	23.00	23.00	23.00
Application for minor variation	O	S	89.00	89.00	89.00	89.00

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: LICENSING

CHARGING AREA: Licence Fees

Taxi

Vehicle Licence - Hackney Carriage

Vehicle Licence - including Plate	O	S	243.00	243.00	243.00	243.00
Vehicle Replacement	O	S	75.00	75.00	75.00	75.00

Vehicle Licence - Private Hire

Vehicle Licence - including Plate	O	S	225.00	225.00	225.00	225.00
Vehicle Replacement	O	S	75.00	75.00	75.00	75.00

Vehicle Inspections - Hackney Carriage and Private Hire

Vehicle Inspection	O	S	47.00	47.00	47.00	47.00
Trailer Inspections - Non Braked	O	S	15.00	15.00	15.00	15.00
Trailer Inspections - Braked	O	S	23.00	23.00	23.00	23.00
Re-Inspection	O	S	12.50	12.50	12.50	12.50
Re-Inspection 2	O	S	47.00	47.00	47.00	47.00

Drivers Licence - Hackney Carriage and Private Hire

Driver New - 3 years	O	S	300.00	300.00	N/A	N/A
Renewal - 3 years	O	S	240.00	240.00	N/A	N/A
Combined Driver New - 3 years (includes DBS and DVLA checks)	O	S	N/A	N/A	456.00	456.00
Combined Driver Renewal - 3 years (includes DBS and DVLA checks)	O	S	N/A	N/A	406.00	406.00
Re-Test - Knowledge Test	O	S	35.00	35.00	35.00	35.00
Disclosure and Barring Service (DBS) Check	O	S	44.00	44.00	52.00	52.00
Driver and Vehicle Licensing Agency (DVLA) Check	O	S	5.00	5.00	5.00	5.00

Replacements

ID	O	S	6.00	6.00	6.00	6.00
PHV Cards	O	S	6.00	6.00	6.00	6.00
Tariff Cards	O	S	6.00	6.00	6.00	6.00
Replacement Plates	O	S	12.00	12.00	12.00	12.00
Replacement Door Signs (pair)	O	S	15.00	15.00	15.00	15.00
Plate Platforms (optional)	O	S	6.00	6.00	6.00	6.00

Private Hire Operators

Single Vehicle Operators Licence - 5 years	O	S	325.00	325.00	325.00	325.00
Operator Licence - 2 to 5 Vehicles - 5 years	O	S	1,085.00	1,085.00	1,085.00	1,085.00
Operator Licence - more than 5 Vehicles - 5 years	O	S	1,345.00	1,345.00	1,345.00	1,345.00

FEES & CHARGES SCHEDULE FROM 1 APRIL 2018

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: BUILDING CONTROL

CHARGING AREA: NEW DWELLINGS NOT EXCEEDING 300m²

HO1						
Houses Bungalows less than 4 storeys 1 plot Plan and Inspection	S	D	587.98	705.57	646.75	776.10
Houses Bungalows less than 4 storeys 1 plot Building Notice	S	D	646.78	776.13	711.42	853.70
Houses Bungalows less than 4 storeys 1 plot Regularisation	O	D	892.55	892.55	981.80	981.80
HO2						
Houses Bungalows less than 4 storeys 2 plot Plan and Inspection	S	D	830.56	996.67	913.58	1,096.30
Houses Bungalows less than 4 storeys 2 plot Building Notice	S	D	913.62	1,096.34	1,005.00	1,206.00
Houses Bungalows less than 4 storeys 2 plot Regularisation	O	D	1,260.79	1,260.79	1,386.90	1,386.90
HO3						
Houses Bungalows less than 4 storeys 3 plot Plan and Inspection	S	D	1,162.57	1,395.08	1,278.83	1,534.60
Houses Bungalows less than 4 storeys 3 plot Building Notice	S	D	1,278.83	1,534.59	1,406.75	1,688.10
Houses Bungalows less than 4 storeys 3 plot Regularisation	O	D	1,764.78	1,764.78	1,941.30	1,941.30
HO4						
Houses Bungalows less than 4 storeys 4 plot Plan and Inspection	S	D	1,357.49	1,628.99	1,493.25	1,791.90
Houses Bungalows less than 4 storeys 4 plot Building Notice	S	D	1,493.24	1,791.89	1,642.58	1,971.10
Houses Bungalows less than 4 storeys 4 plot Regularisation	O	D	2,060.67	2,060.67	2,266.70	2,266.70
HO5						
Houses Bungalows less than 4 storeys 5 plot Plan and Inspection	S	D	1,611.32	1,933.58	1,772.42	2,126.90
Houses Bungalows less than 4 storeys 5 plot Building Notice	S	D	1,772.45	2,126.94	1,949.67	2,339.60
Houses Bungalows less than 4 storeys 5 plot Regularisation	O	D	2,445.98	2,445.98	2,690.60	2,690.60
FO1						
Houses Bungalows less than 4 storeys 1 flat Plan and Inspection	S	D	532.29	638.74	585.50	702.60
Houses Bungalows less than 4 storeys 1 flat Building Notice	S	D	585.52	702.62	644.08	772.90
Houses Bungalows less than 4 storeys 1 flat Regularisation	O	D	808.01	808.01	888.80	888.80
FO2						
Houses Bungalows less than 4 storeys 2 flat Plan and Inspection	S	D	756.66	907.99	832.33	998.80
Houses Bungalows less than 4 storeys 2 flat Building Notice	S	D	832.33	998.79	915.58	1,098.70
Houses Bungalows less than 4 storeys 2 flat Regularisation	O	D	1,148.61	1,148.61	1,263.50	1,263.50
FO3						
Houses Bungalows less than 4 storeys 3 flat Plan and Inspection	S	D	946.76	1,136.12	1,041.42	1,249.70
Houses Bungalows less than 4 storeys 3 flat Building Notice	S	D	1,041.44	1,249.73	1,145.58	1,374.70
Houses Bungalows less than 4 storeys 3 flat Regularisation	O	D	1,437.19	1,437.19	1,580.90	1,580.90
FO4						
Houses Bungalows less than 4 storeys 4 flat Plan and Inspection	S	D	1,207.37	1,448.85	1,328.08	1,593.70
Houses Bungalows less than 4 storeys 4 flat Building Notice	S	D	1,328.11	1,593.73	1,460.92	1,753.10
Houses Bungalows less than 4 storeys 4 flat Regularisation	O	D	1,832.79	1,832.79	2,016.10	2,016.10
FO5						
Houses Bungalows less than 4 storeys 5 flat Plan and Inspection	S	D	1,409.44	1,691.32	1,550.42	1,860.50
Houses Bungalows less than 4 storeys 5 flat Building Notice	S	D	1,550.38	1,860.46	1,705.42	2,046.50
Houses Bungalows less than 4 storeys 5 flat Regularisation	O	D	2,139.52	2,139.52	2,353.50	2,353.50
CV01						
Conversion to a Single Dwelling House Plan and Inspection	S	D	650.63	780.76	715.67	858.80
Conversion to a Single Dwelling House Building Notice	S	D	715.70	858.83	787.25	944.70
Conversion to a Single Dwelling House Regularisation	O	D	987.66	987.66	1,086.40	1,086.40
CV02						
Conversion to a Single Flat Plan and Inspection	S	D	586.91	704.29	645.58	774.70
Conversion to a Single Flat Building Notice	S	D	645.60	817.37	710.17	852.20
Conversion to a Single Flat Regularisation	O	D	939.97	939.97	1,034.00	1,034.00
ED						
Notifiable Electrical Work where a satisfactory certificate will not be issued by a Part P registered electrician.	S	D	315.00	378.00	346.50	415.80

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: BUILDING CONTROL

CHARGING AREA: WORK TO A SINGLE DWELLING (NOT MORE THAN 3 STOREYS HIGH ABOVE GROUND LEVEL)

DW00							
Single Storey extension not exceeding 10 sq m Plan and Inspection Charge	S	D	267.75	321.30	294.50	353.40	
Single Storey extension not exceeding 10 sq m Building Notice	S	D	294.53	353.43	324.00	388.80	
Single Storey extension not exceeding 10 sq m Regularisation Charge	O	D	406.44	406.44	447.10	447.10	
DW01							
Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	505.87	607.04	556.42	667.70	
Single Storey extension not exceeding 40 sq m Building Notice	S	D	556.46	667.75	612.08	734.50	
Single Storey extension not exceeding 40 sq m Regularisation Charge	O	D	767.91	767.91	844.70	844.70	
DW02							
Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	631.89	758.27	695.08	834.10	
Single Storey extension not exceeding 100 sq m Building Notice	S	D	695.08	834.09	764.58	917.50	
Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	959.21	959.21	1,055.10	1,055.10	
DW03							
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Plan and Inspection Charge	S	D	589.05	706.86	647.92	777.50	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Building Notice	S	D	647.96	777.55	712.75	855.30	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	894.18	894.18	983.60	983.60	
DW04							
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Plan and Inspection Charge	S	D	655.45	786.54	721.00	865.20	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Building Notice	S	D	721.00	865.20	793.08	951.70	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	994.98	994.98	1,094.50	1,094.50	
DW05							
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Plan and Inspection Charge	S	D	322.37	386.85	354.58	425.50	
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Building Notice	S	D	354.61	425.53	390.08	468.10	
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Regularisation Charge	O	D	489.36	489.36	538.30	538.30	
DW06							
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Plan and Inspection Charge	S	D	414.48	497.37	455.92	547.10	
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Building Notice	S	D	455.92	547.11	501.50	601.80	
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Regularisation Charge	O	D	629.18	629.18	692.10	692.10	
DW07							
First Floor & Second Floor loft conversion Plan and Inspection Charge	S	D	486.77	584.12	535.42	642.50	
First Floor & Second Floor loft conversion Building Notice	S	D	535.45	642.54	589.00	706.80	
First Floor & Second Floor loft conversion Regularisation Charge	O	D	738.92	738.92	812.80	812.80	
DW08							
Other Works Plan and Inspection Charge	S	D	289.17	347.00	318.08	381.70	
Other Works Building Notice	S	D	318.09	381.70	349.92	419.90	
Other Works Regularisation Charge	O	D	438.96	438.96	482.90	482.90	
DW09							
Re-roofing, installation of solar panels or photovoltaic cells Plan and Inspection Charge	S	D	176.72	212.06	194.42	233.30	
Re-roofing, installation of solar panels or photovoltaic cells Building Notice	S	D	194.39	233.26	213.83	256.60	
Re-roofing, installation of solar panels or photovoltaic cells Regularisation Charge	O	D	268.25	268.25	295.10	295.10	
DW10							
Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	158.51	190.21	174.33	209.20	
Replacement of windows, roof lights, roof windows or external glazed doors Building Notice	S	D	174.36	209.23	191.83	230.20	
Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	240.62	240.62	264.70	264.70	
DW11							
Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	211.52	253.83	232.67	279.20	
Cost of work not exceeding £5,000 Building Notice	S	D	232.67	279.21	255.92	307.10	
Cost of work not exceeding £5,000 Regularisation Charge	O	D	321.09	321.09	353.20	353.20	
DW12							
Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	410.55	492.66	451.58	541.90	
Cost of work exceeding £5,000 but not exceeding £25,000 Building Notice	S	D	451.61	541.93	496.75	596.10	
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	623.21	623.21	685.50	685.50	
DW13							
Cost of work exceeding £25,000 but not exceeding £100,000 Plan and Inspection Charge	S	D	678.30	813.96	746.17	895.40	
Cost of work exceeding £25,000 but not exceeding £100,000 Building Notice	S	D	746.13	895.36	820.75	984.90	
Cost of work exceeding £25,000 but not exceeding £100,000 Regularisation Charge	O	D	1,029.66	1,029.66	1,132.60	1,132.60	
ED							
Notifiable electrical work where a satisfactory certificate will not be issued by a Part P registered electrician	S	D	315.00	378.00	346.50	415.80	

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: BUILDING CONTROL

CHARGING AREA: ALL OTHER NON-DOMESTIC WORK (NOT MORE THAN 3 STOREYS ABOVE GROUND LEVEL)

Extensions and New Builds

ND01

Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	499.80	599.76	549.75	659.70
Single Storey extension not exceeding 40 sq m Regularisation Charge	O	D	767.55	767.55	844.30	844.30

ND02

Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	571.20	685.44	628.33	754.00
Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	865.73	865.73	952.30	952.30

ND03

Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Plan and Inspection Charge	S	D	624.75	749.70	687.25	824.70
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	946.05	946.05	1,040.70	1,040.70

ND04

Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Plan and Inspection Charge	S	D	678.30	813.96	746.17	895.40
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	1,026.38	1,026.38	1,129.00	1,129.00

Alterations

ND05

Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	267.75	321.30	294.50	353.40
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	401.63	401.63	441.80	441.80
Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	232.05	278.46	255.25	306.30
Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	339.15	339.15	373.10	373.10
Renewable energy systems not exceeding £20,000 Planning and Inspection Charge	S	D	249.90	299.88	274.92	329.90
Renewable energy systems not exceeding £20,000 Regularisation Charge	O	D	357.00	357.00	392.70	392.70
Installation of new shop front and work not exceeding £5,000 Plan and Inspection Charge	S	D	249.90	299.88	274.92	329.90
Installation of new shop front and work not exceeding £5,000 Regularisation Charge	O	D	357.00	357.00	392.70	392.70

ND06

Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	410.55	492.66	451.58	541.90
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	624.75	624.75	687.20	687.20
Replacement of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Plan and Inspection Charge	S	D	321.30	385.56	353.42	424.10
Replacement of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Regularisation Charge	O	D	499.80	499.80	549.80	549.80
Installation of raised storage platform not exceeding 250 sqm within an existing building Plan and Inspection Charge	S	D	392.70	471.24	432.00	518.40
Installation of raised storage platform not exceeding 250 sqm within an existing building Regularisation Charge	O	D	553.35	553.35	608.70	608.70

ND07

Cost of work exceeding £25,000 and not exceeding £100,000 Plan and Inspection Charge	S	D	714.00	856.80	785.42	942.50
Cost of work exceeding £25,000 and not exceeding £100,000 Regularisation Charge	O	D	1,088.85	1,088.85	1,197.70	1,197.70
Fit out of building up to 100 sq m Plan and Inspection Charge	S	D	481.95	578.34	530.17	636.20
Fit out of building up to 100 sq m Regularisation Charge	O	D	669.46	669.46	736.40	736.40

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2017-March 2018 Excl VAT	Inc VAT	April 2018-March 2019 Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT

CHARGING AREA: Planning Application Fees

Revised charges from 5th Feb 2018

All Outline Applications						
Up to 2.5 hectare, per 0.1 hectare	O	S	385	385	462	462
More than 2.5 hectares	O	S	9,527	9,527	11,432	11,432
Each 0.1 hectare in excess of 2.5 hectares to a maximum of £125,000	O	S	115	115	138	138
Householder Applications						
Alterations/extensions to a single dwelling	O	S	172	172	206	206
Full Applications						
Alterations/extensions two or more dwellings	O	S	339	339	407	407
New Dwellings (up to 50) per dwelling	O	S	385	385	462	462
New Dwellings more than 50	O	S	19,049	19,049	22,859	22,859
Each dwelling in excess of 50 to a maximum of £250,000	O	S	115	115	138	138
Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery)						
Gross Floor up to 40sq m	O	S	195	195	234	234
Gross Floor 40 sq m to 75 sq m	O	S	385	385	462	462
Gross Floor 75sq m to 3750 sq m each 75 sq m or part thereof	O	S	385	385	462	462
Gross Floor more than 3750 sq m	O	S	19,049	19,049	22,859	22,859
Each additional 75 sq m in excess of 3750 sq m to a maximum of £250,000	O	S	115	115	138	138
Erection of building (on land used for agriculture for agricultural purposes)						
Gross Floor Space up to 465 sq m	O	S	80	80	96	96
Gross Floor 465 sq m to 540 sq m	O	S	385	385	462	462
Gross Floor 540 sq m to 4215 sq m each 75 sq m in excess of 540 sq m	O	S	385	385	462	462
Gross Floor more than 4215 sq m	O	S	19,049	19,049	22,859	22,859
Each additional 75 sq m in excess of 4215 sq m to a maximum of £250,000	O	S	115	115	138	138
Erection of glasshouses						
Gross Floor no more than 465 sq m	O	S	80	80	96	96
Gross Floor more than 465 sq m	O	S	2,150	2,150	2,580	2,580
Erection/Alterations/Replacement of Plant and Machinery						
Site Area not more than 5 hectares - per 0.1 hectare or part thereof	O	S	385	385	462	462
Site Area more than 5 hectares	O	S	19,049	19,049	22,859	22,859
Each additional 0.1 hectare in excess of 5 hectares up to a maximum of £250,000	O	S	115	115	138	138
Applications other than Building Works						
Car parks, Service Roads or other accesses	O	S	195	195	234	234
Waste (Use of land for disposal of refuse or waste materials or deposit of amterial remaining after extraction or storage minerals)						
Site Area no more than 15 hectares per 0.1 hectare	O	S	195	195	234	234
Site Area more than 15 hectares	O	S	29,112	29,112	34,934	34,934
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	115	115	138	138
Operations connected with exploratory drilling for oil or natural gas						
Site area not more than 7.5 hectares each 0.1 hectare	O	S	423	423	508	508
Site area more than 7.5 hectares	O	S	31,725	31,725	38,070	38,070
Each 0.1 hectare in excess of 7.5 hectares up to a maximum of £250,000	O	S	126	126	151	151
Operations (other than exploratory drilling) for the winning and working of oil or natural gas						
Site area not more than 15 hectares each 0.1 hectares	O	S	214	214	257	257
Site area more than 15 hectares	O	S	32,100	32,100	38,520	38,520
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	126	126	151	151
Operations (winning and working of minerals) excluding oil or natural gas						
Site area not more than 15 hectares each 0.1 hectares	O	S	195	195	234	234
Site area more than 15 hectares	O	S	29,112	29,112	34,934	34,934
Each 0.1 hectare in excess of 15 hectares up to a maximum of £65,000	O	S	115	115	138	138
Other operations (not coming within any of the above categories)						
Any site area per 0.1 hectares up to a maximum of £1690	O	S	195	195	234	234
Lawful Development Certificate						
Existing Use or operation	O	S	Same As Full	Same As Full	Same As Full	Same As Full
Existing use or operation - lawful not to comply with any condition or limitation	O	S	195	195	234	234
Proposed use or operation	O	S	Half normal planning fee	Half normal planning fee	Half normal planning fee	Half normal planning fee

For further clarification on the planning fees please refer to the The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 and (Amendment) Regulations 2017

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT

CHARGING AREA: Planning Application Fees

Revised charges from 5th Feb 2018

Prior Approval

Agricultural and Forestry buildings & operations or demolition of buildings	O	S	80	80	96	96
Telecommunications Code Systems Operators	O	S	385	385	462	462
Proposed Change of Use to State Funded School or Registered Nursery	O	S	80	80	96	96
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	O	S	80	80	96	96
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	O	S	80	80	96	96
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	O	S	80	80	96	96
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	O	S	80	80	96	96
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	O	S	172	172	206	206
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are no Associated Building Operations	O	S	80	80	96	96
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	O	S	172	172	206	206
Notification for a Prior Approval for a Change of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to dwellinghouses (Class C3)	O	S	80	80	96	96
Notification for prior Approval for Change of Use from Amusements Arcades/Centres and Casinos (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	O	S	80	80	96	96
Notification for prior Approval for Change of Use from Amusements Arcades/Centres and Casinos (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3) and Associated Building Operations	O	S	172	172	206	206
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Professional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3)	O	S	80	80	96	96
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Professional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3) and Associated Building Operations	O	S	172	172	206	206
Notification for Prior Approval for a Change of Use from Shops (Class A1) Financial and Professional Services (Class A2) Betting Offices and Payday Loan Shops and Casinos (Sui Generis Uses) to restaurants and cafes (Class A3) to Assembly and Leisure Use (Class D2)	O	S	80	80	96	96

Reserved Matters

Application for approval of reserved matters following outline approval	O	S	Full Fee due or if paid £385	Full Fee due or if paid £385	Full Fee due or if paid £462	Full Fee due or if paid £462
---	---	---	------------------------------	------------------------------	------------------------------	------------------------------

Approval/Variation/Discharge of condition

Application for removal or variation of a condition following grant of planning permission	O	S	163	195	234	234
Request for confirmation that one or more planning conditions have been complied with - Householder	O	S	24	28	34	34
Request for confirmation that one or more planning conditions have been complied with - Other	O	S	81	97	116	116

Change of Use of a building to use as one or more separate dwellings houses or other cases

Not more than 50 dwellings - each dwelling	O	S	321	385	462	462
More than 50 dwellings	O	S	15,874	19,049	22,859	22,859
Each dwelling in excess of 50 up to a maximum of £250,000	O	S	96	115	138	138
Other Changes of use of a building or land	O	S	321	385	462	462

Advertising

Relating to the business on the premises	O	S	92	110	132	132
Advance signs which are not situated on or visible from the site, directing the public to a	O	S	92	110	132	132
Other advertisements	O	S	321	385	462	462

Application for a New Planning Permission to replace an Extant Planning Permission

Applications in respect of major developments	O	S	479	575	690	690
Applications in respect of householder developments	O	S	47	57	68	68
Applications in respect of other developments	O	S	163	195	234	234

Application for a Non-material Amendment following a grant of Planning Permission

Applications in respect of householder development	O	S	24	28	34	34
Applications in respect of other developments	O	S	163	195	234	234

Application for Permission in Principle

For each 0.1 hectare of the site area	O	S			402	402
---------------------------------------	---	---	--	--	-----	-----

For further clarification on the planning fees please refer to the The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 and (Amendment) Regulations 2017

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING DEVELOPMENT MANAGEMENT

CHARGING AREA: Pre-Application Advice

Pre-Application Advice

Householder - written response only	S	D	66.66	80.00	66.66	80.00
Band A - Brentwood businesses, non residents of Brentwood - written response only	S	D	83.33	100.00	83.33	100.00
Band B - Development of 10 dwellings or fewer or non-residential development of less than 1000 sq m	S	D	416.66	500.00	416.66	500.00
Band C - Developments in excess of ten dwellings or 1000 sq m of non-residential development	S	D	1,250.00	1,500.00	1,250.00	1,500.00
Band D - Larger or more complex than Band B or C	S	D		negotiable		negotiable

**PLANNING AND LICENSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2018**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2017-March 2018		CHARGES April 2018-March 2019	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: PLANNING POLICY

CHARGING AREA: Design Panel Review

Design Panel Review

Panel review session, tailored to reflect the proposal

S D

negotiable

negotiable

This page is intentionally left blank

Brentwood Borough Council

Summary Business Plan

Year Details of Expenditure	2018/19 £'000	2019/20 £'000	2020/21 £'000	21/22 £'000	2022/23 £'000	2023/28 £'000	2028/33 £'000	2033/38 £'000	2038/43 £'000	2043/48 £'000	TOTAL £'000
Repairs and Maintenance	2,420	2,420	2,420	2,481	2,543	13,698	15,498	17,535	19,839	22,446	101,301
General Management	2,043	1,980	1,921	1,951	1,982	10,388	11,244	12,187	13,227	14,374	71,299
Special Services	1,021	1,038	1,057	1,077	1,095	5,768	6,290	6,870	7,512	8,226	39,955
Supervision and Management Total	3,064	3,018	2,978	3,028	3,077	16,156	17,535	19,057	20,739	22,601	111,253
Rent, Rates, Taxes and Other Charges	163	168	173	178	183	984	1,113	1,260	1,425	1,612	7,260
Depreciation and Impairment of Property	2,810	2,950	3,098	3,098	3,098	15,490	15,490	15,490	15,490	15,490	92,504
Increased Provision for Bad Debts	40	40	40	40	41	220	245	273	303	338	1,581
Loan Repayment				5,000	0	10,000	15,000	15,000	14,166	0	59,166
TOTAL EXPENDITURE	8,497	8,597	8,711	13,828	8,946	56,549	64,882	68,614	71,963	62,488	373,075
Capital Charges Reversal	0	0	0	(5,000)	0	(10,000)	(15,000)	(15,000)	(14,166)	0	(59,166)
Interest on Loan	2,000	2,000	2,000	2,000	1,882	9,107	7,449	5,149	2,589	605	34,781
Interest on Balances	(63)	(73)	(91)	(91)	(91)	(455)	(455)	(455)	(455)	(455)	(2,684)
	10,434	10,524	10,620	10,737	10,737	55,201	56,876	58,308	59,931	62,638	346,006
Details of Income											
Dwelling Rents (net)	(11,746)	(11,629)	(11,955)	(12,023)	(12,272)	(65,282)	(72,335)	(80,150)	(88,809)	(98,404)	(464,603)
Non Dwelling Rents (net)	(385)	(391)	(403)	(407)	(415)	(2,205)	(2,436)	(2,691)	(2,973)	(3,284)	(15,590)
Charges for Services and Facilities	(893)	(916)	(940)	(976)	(1,008)	(5,556)	(6,529)	(7,674)	(9,019)	(10,602)	(44,112)
Contribution Towards Expenditure	(71)	(71)	(71)	(71)	(71)	(353)	(355)	(355)	(355)	(355)	(2,125)
Net Cost of HRA Services	(2,661)	(2,483)	(2,748)	(2,738)	(3,028)	(18,195)	(24,780)	(32,561)	(41,225)	(50,006)	(180,425)
CDC	408	399	394	401	408	2,146	2,334	2,543	2,774	3,030	14,836
Pension Interest Cost	300	300	300	315	331	1,919	2,449	3,126	3,989	5,092	18,121
Net Expenditure of HRA Services	(1,953)	(1,784)	(2,054)	(2,022)	(2,290)	(14,131)	(19,996)	(26,893)	(34,462)	(41,885)	(147,468)
Funding Volatility	800	0	600	500	850	6,500	12,300	16,050	26,800	33,500	97,900
Capital Program Funding	1,036	2,240	1,400	1,400	1,400	7,000	7,000	7,000	7,000	7,000	42,476
(Surplus)/Deficit for HRA Services	(117)	457	(54)	(122)	(40)	(631)	(696)	(3,843)	(662)	(1,385)	(7,092)
Working Balance b/f	2,106	2,222	1,766	1,820	1,942	1,982	2,612	3,309	7,151	7,813	9,198
Accumulated Surplus	2,222	1,766	1,820	1,942	1,982	2,612	3,309	7,151	7,813	9,198	

This page is intentionally left blank

6 March 2018

Ordinary Council

Council Tax 2018/19

Report of: Jacqueline Van Mellaerts, Financial Services Manager

Wards Affected: All

This report is: Public

1. Executive Summary

1.1 This Council is the billing authority for the Borough of Brentwood and is required to set a Council Tax that will not only cover its own requirements, but also those of Essex County Council (ECC), Police, Fire & Crime Commissioner for Essex (PFCC), and Essex Police Fire & Crime Commissioner Fire and Rescue Authority (EPFCCFRA) and the Parish Councils.

1.2 The Council Tax requirements for 2018/19 are outlined in Table 1.

Table 1 - Council Tax Requirements

	2017/18	2018/19
	£	£
Brentwood Borough Council	5,715,462	5,969,009
Essex County Council	37,336,267	39,820,009
Police, Fire and Crime Commissioner for Essex	5,038,808	5,508,801
Essex PFCC Fire and Rescue Authority	2,214,765	2,293,867
Parishes	460,624	516,646

1.3 A schedule of the Parish Precepts is attached as Appendix B.

2. Recommendation(s)

2.1 That the Council approve the formal Council Tax resolution for Brentwood Borough Council and Parishes as contained in Appendix A.

2.2 That it be noted that for the year 2018/19 Essex County Council, Police, Fire and Crime Commissioner for Essex and Essex Police, Fire and Crime

Commissioner Fire and Rescue Authority have issued the following precept requirements to the Council, in accordance with Section 40 of the Local Government Finance Act 1992 (as amended) (“the Act”) for each of the categories of dwellings (valuation band) shown in Table 2.

Table 2 - Precept Schedule

Valuation Band	Essex County Council £	Police and Crime Commissioner £	Essex Fire Authority £
A	814.50	112.68	46.92
B	950.25	131.46	54.74
C	1,086.00	150.24	62.56
D	1,221.75	169.02	70.38
E	1,493.25	206.58	86.02
F	1,764.75	244.14	101.66
G	2,036.25	281.70	117.30
H	2,443.50	338.04	140.76

- 2.3 That having calculated the aggregate in each case of the amounts calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands and the amounts in 2.2 above, the Council, in accordance with Section 40 of the Act, hereby sets the amounts in Table 3 as the amounts of Council Tax for the year 2018/19 for each of the categories of dwellings shown:

Table 3 - 2018/19 Council Tax for Each Categories of Dwellings

	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Blackmore	1,129.44	1,317.69	1,505.93	1,694.17	2,070.65	2,447.14	2,823.61	3,388.34
Doddinghurst	1,135.44	1,324.68	1,513.92	1,703.16	2,081.64	2,460.12	2,838.60	3,406.32
Herongate	1,121.21	1,308.08	1,494.95	1,681.82	2,055.56	2,429.30	2,803.03	3,363.64
Ingatestone and Fryerning	1,142.37	1,332.77	1,523.16	1,713.56	2,094.35	2,475.15	2,855.93	3,427.12
Kelvedon	1,143.39	1,333.96	1,524.52	1,715.09	2,096.22	2,477.36	2,858.48	3,430.18
Mountnessing	1,134.32	1,323.38	1,512.43	1,701.49	2,079.60	2,457.71	2,835.81	3,402.98
Navestock	1,126.98	1,314.81	1,502.64	1,690.47	2,066.13	2,441.79	2,817.45	3,380.94
Stondon Massey	1,138.00	1,327.66	1,517.33	1,707.00	2,086.34	2,465.67	2,845.00	3,414.00
West Horndon	1,128.16	1,316.18	1,504.21	1,692.24	2,068.30	2,444.35	2,820.40	3,384.48
Unparished	1,096.19	1,278.89	1,461.59	1,644.29	2,009.69	2,375.09	2,740.48	3,288.58

3. Introduction and Background

- 3.1 The Local Government Finance Act 1992, as amended by the Localism Act 2011, requires the Council, as billing authority, to determine and agree the combined Council Tax requirement for the year which incorporates preceptors' requirements.
- 3.2 The tax base for 2018/19 has been calculated as 32,592.60 (agreed by the Section 151 Officer on 7 December 2017 under delegated authority)
- 3.3 The estimated surplus on the Collection Fund as at 31 March 2018, has been calculated at £1.035 million (Council Tax element) to be distributed in respect of Council Tax during 2018/19 is shown in Table 4.

Table 4 - Estimated Surplus on Collection Fund (Council Tax)

Authority	Amount £
Brentwood Borough Council	124,959
Essex County Council	761,876
Police and Crime Commissioner	102,538
Essex Fire Authority	45,627

3.4 The estimated deficit on the Collection Fund (Business Rates Retention) as at 31 March 2018, has been calculated at £750,000. This is the figure that has been estimated in the NNDR1 submission to government at the end of January.

4 Issue, Options and Analysis of Options

4.1 Brentwood Borough Council's requirement is £5,969,009 after taking into account a redistributed surplus from the Collection Fund of £124,959. This results in an average Band D Council Tax of £183.14 (£5 increase).

4.2 Parish Council requirements total £516,646. This results in an average Band D Council Tax of £15.85 (10.38% increase).

4.3 Essex County Council's requirement is £39,820,009 after taking into account a redistributed surplus from the Collection Fund of £761,876. This results in an average Band D Council Tax of £1,221.75 (4.99% increase).

4.4 Essex Police and Crime Commissioner's requirement is £5,508,801 after taking into account a redistributed surplus from the Collection Fund of £102,538. This results in an average Band D Council Tax of £169.02 (7.62% increase).

4.5 Essex Fire Authority's requirement is £2,293,867 after taking into account a redistributed surplus from the Collection Fund of £45,627. This results in an average Band D Council Tax of £70.38 (1.96% increase).

4.6 The combined Band D Council Tax for 2018/19 compared with last year is shown in Table 5.

Table 5 - Combined Band D Council Tax

	2017/18 £	2018/19 £
Brentwood Borough Council	178.14	183.14
Essex County Council	1,163.70	1,221.75
Police and Crime Commissioner	157.05	169.02
Fire Authority	69.03	70.38
Sub-Total	1,567.92	1,644.29
Parish Councils (average)	14.36	15.85
TOTAL	1,582.28	1,660.14

5 Reasons for Recommendation

5.1 The Council has a legal requirement to set the Council Tax for its area by 11 March 2018.

6 Consultation

6.1 None.

7 References to Corporate Plan

- 7.1 Good financial management underpins all priorities within the Corporate Plan.

8 Implications

Financial Implications

Name & Title: Jacqueline Van Mellaerts, Financial Services Manager

Tel & Email: 01277 312829 / Jacqueline.vanmellaerts@brentwood.gov.uk

- 8.1 The financial implications are set out in the report.

Legal Implications

Name & Title: Daniel Toohey, Head of Legal Services and Monitoring Officer.

Tel & Email 01277 312860 / daniel.toohey@brentwood.gov.uk.

- 8.2 [The Council is required to set a Council Tax for 2018/19 before 11 March 2018]

9 Background Papers

- 9.1 Policy, Projects and Resources Committee dated 6th February 2018 – Medium Term Financial Plan 2018/19

10 Appendices to this report

Appendix A – Formal Council Tax (Brentwood Borough Council and Parishes) Resolution 2018/19

Appendix B – Schedule of Parish Precepts

This page is intentionally left blank

Appendix A

Formal Council Tax (Brentwood Borough Council and Parishes) Resolution 2018/19

1. That it be noted that on 7 December 2017 under delegated authority, the Section 151 Officer approved the calculation of the following amounts as the Council's Tax Base for 2018/19 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012:
 - a) for the whole Council area as 32,592.60 (item "T" in the formula in section 33(1) of the Local Government Finance Act 1992, as amended ("the Act")), and
 - b) for dwellings in those parts of its area to which a Parish precept relates as follows

Parish	Taxbase
Blackmore	1,460.80
Doddinghurst	1,186.10
Herongate and Ingrave	1,065.80
Ingatestone and Fryerning	2,388.70
Kelvedon Hatch	1,074.10
Mountnessing	491.30
Navestock	240.90
Stondon Massey	330.50
West Horndon	677.80

2. That the Council Tax requirement for the Council's own purposes for 2018/19 (excluding Parish precepts) be calculated as **£5,969,009**.
3. That the following amounts be calculated for the year 2018/19 in accordance with Sections 32 to 36 of the Act:
 - a) **£35,506,589** being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2) of the Act taking into account all precepts issued to it by Parish Councils.

- b) **£29,020,934** being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3) of the Act.
- c) **£6,485,655** being the amount by which the aggregate at 3a) above exceeds the aggregate at 3b) above, calculated by the Council in accordance with Section 32(4) of the Act as its Council Tax requirement for the year (item "R" in the formula in Section 33(1) of the Act).
- d) **£198.99** being the amount at 3c) above divided by the amount at 1a) above, calculated by the Council in accordance with Section 33(1) of the Act as the basic amount of its Council Tax for the year (including Parish precepts).
- e) **£516,646** being the aggregate of the following special items (Parish precepts) referred to in Section 35(1) of the Act:

Parish	£
Blackmore	72,865
Doddinghurst	69,820
Herongate and Ingrave	40,000
Ingatestone and Fryerning	165,466
Kelvedon Hatch	76,046
Mountnessing	28,100
Navestock	11,124
Stondon Massey	20,725
West Horndon	32,500

- f) **£183.14** being the amount at 3d) above less the result given by dividing the amount at 3e) above by the amount at 1a) above, calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

- g) the amounts stated in column (3) below given by adding to the amount at 3f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area specified in 3e) above in each case by the amount at 1a) above, calculated by the Council in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area set out in 3e) above to which one or more special items relate:

	(1)	(2)	(3)
	Council	Parish	Total
	Band D Council Tax	Band D Council Tax	Band D Council Tax
	£	£	£
Blackmore	183.14	49.88	233.02
Doddinghurst	183.14	58.87	242.01
Herongate and Ingrave	183.14	37.53	220.67
Ingatestone and Fryerning	183.14	69.27	252.41
Kelvedon Hatch	183.14	70.80	253.94
Mountnessing	183.14	57.20	240.34
Navestock	183.14	46.18	229.32
Stondon Massey	183.14	62.71	245.85
West Horndon	183.14	47.95	231.09

- h) the amounts set out below given by multiplying the amounts at 3g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council in accordance with Section 36(1) of the Act as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Blackmore	155.34	181.24	207.13	233.02	284.80	336.59	388.36	466.04
Doddinghurst	161.34	188.23	215.12	242.01	295.79	349.57	403.35	484.02
Herongate	147.11	171.63	196.15	220.67	269.71	318.75	367.78	441.34
Ingatestone and Fryerning	168.27	196.32	224.36	252.41	308.50	364.60	420.68	504.82
Kelvedon	169.29	197.51	225.72	253.94	310.37	366.81	423.23	507.88
Mountnessing	160.22	186.93	213.63	240.34	293.75	347.16	400.56	480.68
Navestock	152.88	178.36	203.84	229.32	280.28	331.24	382.20	458.64
Stondon Massey	163.90	191.21	218.53	245.85	300.49	355.12	409.75	491.70
West Horndon	154.06	179.73	205.41	231.09	282.45	333.80	385.15	462.18
Unparished	122.09	142.44	162.79	183.14	223.84	264.54	305.23	366.28

Appendix B

Schedule of Parish Precepts

	Total Precept £	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Blackmore	72,865	33.25	38.80	44.34	49.88	60.96	72.05	83.13	99.76
Doddinghurst	69,820	39.25	45.79	52.33	58.87	71.95	85.03	98.12	117.74
Herongate	40,000	25.02	29.19	33.36	37.53	45.87	54.21	62.55	75.06
Ingatestone and Fryerning	165,466	46.18	53.88	61.57	69.27	84.66	100.06	115.45	138.54
Kelvedon	76,046	47.20	55.07	62.93	70.80	86.53	102.27	118.00	141.60
Mountnessing	28,100	38.13	44.49	50.84	57.20	69.91	82.62	95.33	114.40
Navestock	11,124	30.79	35.92	41.05	46.18	56.44	66.70	76.97	92.36
Stondon Massey	20,725	41.81	48.77	55.74	62.71	76.65	90.58	104.52	125.42
West Horndon	32,500	31.97	37.29	42.62	47.95	58.61	69.26	79.92	95.90
Total	516,646								

This page is intentionally left blank

Members Interests

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

Ordinary Council Terms of Reference

General Powers of Council

The Council is the ultimate decision making body of Brentwood Borough Council and the principal forum for major political debate. All 37 Councillors who have been elected to represent the borough attend the Council meeting.

The Council decides the overall objectives, major policies and financial strategies of the Council. It also considers recommendations from the Scrutiny and Regulatory Committees on issues of significance.

Through the Constitution, it delegates responsibility for carrying out many of the Borough Council's functions and policies to its committees. It also agrees the membership of the committees/sub-committees.

Only the Council will exercise the following functions:-

- (a) adopting and approving changes to the Constitution;
- (b) adopting and amending Contract Standing Orders and Financial Regulations;
- (c) agreeing and/or amending the terms of reference for committees and any joint committees, deciding on their composition chairmanship and making initial appointments to them;
- (d) appointing representatives to outside bodies and consultative groups unless the appointment has been delegated by the Council;
- (e) adopting and amending a members' allowances scheme under Chapter 6;
- (f) to elect the Leader and Deputy Leader of the Council;
- (g) to designate the Chairs and Vice Chairs of the Council;
- (h) adoption of the Code of Conduct for Members;
- (i) electoral and ceremonial matters relevant to the Council
- (j) changing the name of the area, conferring the title of honorary alderman or freedom of the borough;
- (k) setting the Council's Budget and Council Tax;
- (l) approving the making of a virement or payment from the Council's reserves for values exceeding £200,000;

This page is intentionally left blank