





## **Declarations of Interest**

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

## **A G E N D A**

(Pages)

1. **Apologies for Absence**
2. **Bucks Home Choice**  
To update members on the operation of the Bucks home Choice Scheme and current issues.
3. **Private Sector Housing**  
PowerPoint presentation by Head of Healthy Communities
4. **Joint Housing Financial Assistance Policy**  
To consider the discussion paper of the Director of Services. (1 - 4)
5. **Minutes**  
To receive the minutes of the meeting of the PAG held on 17 September 2015. (5 - 10)
6. **Reports from Members**  
To consider any reports/updates from the Portfolio Holder or Members on Outside Bodies. (11 - 14)
7. **Healthy Communities Update Report**  
To consider the report of the Head of Healthy Communities. (15 - 22)
8. **Reports Likely to Lead to the Portfolio Holder making a Decision in Accordance with the Scheme of delegation to Cabinet Members**
  - (a) **Community Development Grants**  
To consider report of the Director of Services. (23 - 26)
9. **Reports Likely to Lead to the Portfolio Holder making a Recommendation to Cabinet**
  - (a) **Portfolio Budgets 16/17**  
To consider report of the Director of Resources. (27 - 32)
  - Appendix 1* (33 - 70)
    - (b) FARNHAM PARK CHARITABLE TRUST BUDGET (71 - 76)
  - Appendix* (77 - 82)

10. **Reports for Noting**

11. **Any Other Business**

12. **Exempt Information**

To note the following item(s) contain exempt information, which is not for publication to the press or public.

13. **Farnham Park Charitable Trust Budget**

Appendix referred to in item 9b

**(83 - 86)**

The next meeting is due to take place on Thursday, 25 February 2016

# Housing Financial Assistance Policy

Discussion Item

# Current Financial Assistance Policy

Assistance Type	Purpose	Means tested	Maximum Amount	Repayable?
Home Renovation Loan	For major repairs to meet decent homes standard	Yes	£20,000	Yes, on sale with 10% fee
Home Repair Assistance	For small works of essential repair	Yes	£3,000	Yes, if sold within 3 yrs
Energy Efficiency Grants	For insulation and draught proofing homes of people of pensionable age	No	£500	No
Disabled Facilities Grant	Mandatory grant for home adaptations	Yes	£30,000	Partial (for owners)
Discretionary Disabled Facilities Grant	For works additional to mandatory DFG or to enable a move	Yes	£15,000	Yes, if not occupied for 5 years

# Current issues

## **Repairs and Improvements**

- Nationally, house conditions and energy efficiency improving; private rented sector has poorest conditions
- Demand is low (but scheme not highly promoted)
- Most enquiries relate to boiler replacements and insulation – complex funding routes from other sources

## **Adaptations**

- High demand for adaptations, future funding risk
- DFG maximum amount not always adequate

# Discussion

- What should be the priorities for the financial assistance policy?  
Eg: 'safety', private rented sector, low income households, energy efficiency, fuel poverty
- What changes (if any) should be made to the current assistance types?  
Eg: Change maximum grant amounts, better targeting to priority groups
- Should other assistance or services be developed?  
Eg. Handy person schemes, moving home incentives, health referral scheme



**HEALTHY COMMUNITIES POLICY ADVISORY GROUP**

**Meeting - 17 September 2015**

Present: Mr Egleton (Chairman)  
Mr Bastiman, Mr Kelly, Dr Matthews and Mr Pepler

Also Present: For item 12  
Mathew Randle – Resident Service Manager  
Joyce Onuno - Head of Asset Management  
Jeremy Hutchings - Assistant Director, Housing Management

Apologies for absence: Mr Walters MBE

**12. DISCUSSION WITH L AND Q ON SHELTERED HOUSING PROVISION**

The PAG received a PowerPoint presentation from L&Q on South Bucks Sheltered Housing Schemes. The presentation, after setting out L&Q's mission and Vision as long term goals, went on to explain a number of issues as follows:

- Rationale behind managing their stock;
- Criteria used when assessing stock;
- The 82 Sheltered Schemes across 16 Local Authorities;
- The 17 Schemes highlighted as needing intervention
- The location of the 6 schemes identified in South Bucks at Mead House, Iver Heath, Bodley House, Iver Heath, Tower House, Iver, Colston Court, Gerrards Cross, Bolds Court, Stoke Poges and Verdon Court, Farnham Royal.
- The investment of £3m required per scheme to bring them up to a decent standard following improvements and renewals;
- Residents consultation
- Future - Housing for the Elderly and the need to adapt to social and political changes.

During the question and answer session that followed a number of issues were raised/clarified including the following:

- The criteria used for assessing stock in South Bucks would be made available and circulated to members on request;
- The schemes are expensive to maintain in view of their age and construction;
- There is little demand for sheltered housing as the accommodation type was not now appropriate to meet the needs of local residents;
- Hence the importance of looking at alternatives e.g. keeping people in their own home and making adaptations as appropriate;
- L+Q had decided to keep back some more suitable units of accommodation to enable a planned approach to vacating the sheltered properties;
- An organisation chart with key contact numbers would be made available;
- No resident would be forced out of their home during the 2/3 year period of the review.

The Portfolio Holder, after accepting the offer from L&Q to return to a future meeting, thanked the representatives for attending the meeting and for their very detailed and informative presentation on South Bucks Sheltered Schemes.

**13. MINUTES**

The minutes of the meeting held on 17 June 2015 were received.

**14. REPORTS FROM MEMBERS**

The report of the meeting of the Buckinghamshire Healthcare Trust on 29 July 2015 from Cllr Pepler was circulated at the meeting.

## 15. HEALTHY COMMUNITIES UPDATE REPORT

The PAG received a report providing an update on a number of subjects falling within Community, Health and Housing Services. The PAG's attention was particularly drawn to the subject of Community Safety and the requirement for the Council and Community Safety Partnership to undertake a Domestic Homicide review following the murder of a resident who was temporarily residing in Wycombe.

## 16. CURRENT ISSUES

The PAG agreed that this standard item should be removed from the agenda of future meeting as current issues would be covered in the update report of the Head of Health Communities

## 17. ASSESSMENT OF NATIONAL INFRASTRUCTURE PROJECTS- CUMULATIVE ENVIRONMENTAL IMPACTS

Over the years South Bucks District has been affected by national infrastructure developments and the PAG received a report identifying a number of infrastructure proposals which will have a further significant adverse impact on the District particularly to the South and West around Iver

Due to the number and range of threats to the district it is important that a robust process is in place to provide environmental information and establish the current baseline, identifying the significant risks to the quality of life for communities in the district in terms of noise, air quality and water resources / flooding.

A budget to challenge or mitigate against the impact of infrastructure projects already existed and the report proposed that £20k be set aside from this budget to cover the costs associated with commissioning a competent consultancy to establish an environmental baseline assessment. The PAG indicated its support for this proposal and in doing so recognised that the list of infrastructure projects in paragraph 2 of the report was not exhaustive and that there were other projects (e.g. works around Burnham Station) and issues (changes in flight paths) that would also have an environmental impact on the District.

Mindful of the need to keep abreast of issues and to work in partnership with other neighbouring authorities that were similarly affected by infrastructure projects, particularly Heathrow, the PAG also supported a proposal for the Council to become a member of the Local Authorities Airports Noise Council at an annual cost of £505 which can be met from existing budgets.

Having considered the advice of the PAG the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that

1. £20k be set aside from the existing budget to challenge or mitigate against infrastructure projects to commission a piece of work to establish the environmental baseline.
2. Authority be delegated to the Head of Healthy Communities, in consultation with the Portfolio Holder, to scope the work required and commission a Consultant to undertake the environmental assessment.
3. The Council becomes a member of the Local Authorities Airports Noise Council.

## 18. SUBSCRIPTIONS AND DONATIONS

The PAG considered a report setting out the requests that had been made from the following community organisations for the second round of funding from the Subscriptions and Donations budget 2015/16, £1991 of which remained unallocated:

- Chattertots - £5,500
- Hedgerley Football Club - £750
- Pop Goes the Choir - £3,000

Having considered the advice of the PAG which supported the recommendations in the report, the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that the three applications for funding be refused for the reasons given in the report

**19. COMMUNITY DEVELOPMENT GRANTS**

The PAG received a report setting out the applications which had been made from the following organisations for funding from the Community Development Grant budget for 2015/16 of which a balance of £15k remained:

Organisation	Amount Requested £
Iver Heath Bowls Club	1500
Friends of Holtspur Park	400
Denham Bowls Club	1500
Curzon Centre	3000
Farnham Common Village Hall	6170

During the discussion the PAG was advised that the restriction set out in paragraph 6 that only 65% of the budget can be spent in the first 6 months was not a legal requirement set out in financial regulations. This had probably been imposed by members to ensure that funding was available for allocation in the last 6 months of the year. The limit was therefore discretionary and could be exceeded in appropriate circumstances of which the current round of requests was an example given that the 6 months would shortly be met.

Mindful that the current grant allocation process for outside bodies had been in place for some years and of the need to ensure that the limited resources available were targeted to meet the Council's objectives the PAG also supported a proposal for the process to be the subject of a review, such review also to include the criteria for assessment.

Having considered the advice of the PAG the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that:

1. Capital grants be awarded to the five organisations listed above in the sums indicated.
2. That the grants allocation process for Outside Organisations be the subject of a review.

**20. 2014/15 GREENHOUSE GAS REPORT AND FUTURE TARGET**

The PAG received a report on the draft Greenhouse Gas Report for submission to Department of Energy and Climate Change (DECC). The report also highlighted the Council's recent energy and cost savings and Reduction Targets.

The Greenhouse Gas Report is produced annually and follows a prescribed format. The report must be submitted to DECC by 31<sup>st</sup> July and posted on the Council's website. The fifth draft Greenhouse Gas Report has been produced and was attached as appendix A to the report. The report highlighted that the Council had not met its rolling 5% energy reduction target for the reason set out in paragraph 4.7 The report went on to provide details of the savings achieved and a proposal to reduce the target to 2%

During the discussion the PAG felt that not meeting the 5% target did not provide sufficient justification to reduce the target and whilst recognising that the 5% was challenging felt that it should be retained as it would encourage everyone to consider the environmental impact of initiatives and focus on the need to achieve efficiency savings.

Having considered the advice of the PAG the Portfolio Holder **AGREED:**

1. That the revised Greenhouse Gas report be uploaded onto the Council's website: **AND** to **RECOMMEND** to the Cabinet
2. That the Council's on year carbon reduction saving for 2015/16 remain at 5%.

## 21. SMOKE AND CARBON MONOXIDE ALARM REGULATIONS

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 were due to come into effect on 1 October 2015 and the PAG received a report on the implications of the Regulations which will require private landlords of residential premises to:

- Install smoke alarms on each floor of their rented property
- Install a carbon monoxide alarms in each room where there is a solid fuel burning appliance
- Carry out checks to ensure the alarms are in working order at the start of each new tenancy

The Council as local housing authority will be responsible for enforcing the Regulations and the report went onto to explain that the Council will have the following options when dealing with a non compliant landlord:

- Charge the maximum penalty of £5000 in all cases
- Charge a lesser amount, or have a scale of charges for repeated or breaches at multiple properties.
- Not charge a fixed penalty at all.

Having considered the advice of the PAG which supported the option to charge the maximum penalty the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that:

1. the requirement, subject to parliamentary approval, for residential landlords to install smoke and carbon monoxide alarms in their rented properties be noted.
2. authority be delegated to the Head of Healthy Communities to enforce the Regulations and the Scheme of Officer Delegations be amended accordingly.
3. the Head of Healthy Communities, in consultation with the Portfolio Holder, be authorised to prepare and agree a Statement of Principles in respect of the fixed penalty charge for failure to comply with a remedial notice..
4. the fixed penalty charge be set at the maximum amount of £5000 where a landlord has failed to comply with a remedial notice.

## 22. HOUSING OPTIONS AND ALLOCATIONS - LOCATA SOFTWARE

The PAG received a report providing an update on the procurement of software to secure the continuation of the Bucks Home Choice system beyond the end of the current agreement with Locata in January 2016.

The report after explaining Locata, went on to identify the following three options that had been considered during the procurement process:

1. Negotiate with Locata to continue to deliver the existing Bucks Home Choice IT System after the current agreement expired;
2. Review other suppliers and options for the delivery of software to support housing options allocations; and
3. Do nothing

For the reasons given in the report Option 1 was considered the most appropriate, pursuit of which required Management Team to agree an exemption to Contract Procedure Rules and in particular the requirement to obtain competitive tenders. on grounds of urgency and no genuine competition. The next step would involve the four Councils liaising with Locata to agree the serves to be provided in a new Framework Agreement and a final price for the delivery of this agreement. The outcome of the negotiations would be reported to a future meeting of the PAG.

During the discussion the Portfolio Holder asked for a presentation on the Bucks Home Choice system to be made at the next meeting.

The Cabinet is asked to **NOTE** the exemption agreed by Management Team.

**23. CHANGES TO SMOKEFREE LEGISLATION**

The PAG received a briefing note setting out changes made to smoke - free legislation. From 1 October 2015 it will be illegal:

- for retailers to sell electronic cigarettes (e-cigarettes) or e-liquids to someone under 18
- for adults to buy (or try to buy) tobacco products or e-cigarettes for someone under 18
- to smoke in private vehicles that are carrying someone under 18

With regard to smoking in private vehicles, from 1 October 2015, private vehicles must be smokefree if they are enclosed, there is more than one person present and one of them is under 18. The rules do not apply to e-cigarettes.

It will be an offence:

- for a person of any age to smoke in a private vehicle that is carrying someone who is under 18;
- for a driver (including a provisional driver) not to stop someone smoking in these circumstances.

The PAG noted that the impact of the changes to the Council would be minimal.

**24. HEALTH PROFILES**

Public Health England published updated health profiles for all district councils on 2nd June 2015 and the PAG received a report describing the profile for South Bucks and highlighting areas of concern as set out in paragraph 4.2. During the discussion the PAG expressed concern on the number of people killed or seriously injured on the roads as set out in paragraph 4.2.8 and asked for more information to be submitted to a future meeting.

**25. EXEMPT INFORMATION**

That under Section 100(A)(4) of the Local Government Act 1972 the following item of business is not for publication to the press or public on the grounds that it involves the likely disclosure of exempt information as defined in Paras 1 and 3 of Part 1 of Schedule 12A to the Act.”

**26. MINUTES OF THE MEETINGS OF THE SOUTH BUCKINGHAMSHIRE MEMBERS ADVISORY PANEL HELD ON:**

The PAG noted the Part II minutes of the meeting 30 June 2015 and further noted that the Panel’s reporting relationship with the PAG was under review.

**27. CURRENT ISSUES (PART II)**

None.

The meeting terminated at 7.50 pm

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Report on the Meeting of the Buckinghamshire Healthcare Trust on 30<sup>th</sup> September 2015

The meeting started with the presentation of the Organisational risk profile which showed that the top risks were having the right number and calibre of staff, the introduction of the new Patient Administration System and the delivery of the financial plan. The Audit Committee had reviewed the profile.

The Quality Performance Report showed that the mortality rate was being monitored closely with a view to improving the mortality ratios. The form of the report was being improved and this was ongoing. Under the safe staffing requirements the Trust had reported a 97.7% fill rate to Unify for July. It was felt that in future Trusts may have to have less staff than required by the rule book if they can provide a safe system. More feedback was needed from patient experience.

From the Quality Committee Report we were advised that the large number of nurses who were approaching retirement was causing concern and plans needed to be in place to manage this. When children are taken into care they need to be medically checked within 28 days but with the number rising to 6 a day in August targets were being missed. They were working with the County to improve the situation. Some staff were suffering from stress but the level of sickness absence was better than other Trusts.

On Infection Control It was indicated that hand hygiene was good. There had been 3 cases of C Difficult and 8 cases of MSSA in August. There had also been 21 cases of E Coli but only 2 had come from in patients for more than 3 days.

In the Financial Report the Director of Finance reported that August had been a disappointing month in that they were in a deficit situation when they had planned to have a surplus each month. There were 4 million pounds away from the plan with the amount spent on nurses having not come down in accordance with the plan however there was a scheme to get it back on track. In August there had not been much movement in reducing the number of temporary staff.

With the Workforce Report they had found that the main reason why staff left was culture change so they were trying to change values and behaviour. They were holding their own on statutory at 84% but recruiting remained a problem with efforts being made to recruit staff from the Philippines, India and Portugal. The retention problem is a national one and further problems had arisen over the issue of visas to recruits from outside the EU.

David Pepler

23<sup>rd</sup> November 2015







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**SOUTH BUCKS DISTRICT COUNCIL – COMMUNITY, HEALTH AND HOUSING SERVICES UPDATE  
December 2015**

<b>SUBJECT</b>	<b>UPDATE</b>
<b>Shared Housing Service</b>	<p>The working arrangements of the shared housing service are being continuously reviewed to identify opportunities for improved service delivery and sharing of resources across the two authorities. The service is continuing to operate surgery sessions at the SBDC offices on Wednesdays and Fridays for customers who have to see an officer (e.g. a homelessness case) and cannot attend the CDC office. These meetings are by pre-arranged appointment.</p> <p>Two Housing Options Advisers have resigned from the team and these posts are being advertised for replacements. An additional officer has been appointed via an agency for an initial three month period to support the team in meeting the current work pressures and dealing with the transition period as new staff come in.</p> <p>A Member workshop to discuss the current housing and homelessness pressures facing both CDC and SBDC and how to take forward a joint strategic response has now been scheduled for February 2016.</p>
<b>Bucks Home Choice</b>	<p>As at 10 September 2015, a total of 423 applicants were registered with South Bucks District Council for Bucks Home Choice and were entitled to express interest in vacant social housing tenancies. A further 176 applicants were registered as Housing Options cases meaning that they have applied to Bucks Home Choice but do not qualify for the scheme and cannot express interest in vacancies. Applicants who are assessed as Housing Options cases will have received advice on their alternative housing options via the Bucks Home Choice website.</p> <p>The availability of properties to let via Bucks Home Choice has continued to be low compared with the number of households registered with Bucks Home Choice. Since 1 April 2015, an average of just two properties per week have been available for letting and been advertised. Consequently, many applicants in South Bucks continue to face a long wait for accommodation.</p> <p>For properties let in South Bucks via Bucks Home Choice since 1 April 2015 the average waiting times for an applicant to be rehoused have been:-</p> <ul style="list-style-type: none"> <li>1 bedroom flat = 15 months</li> <li>2 bedroom house = 14 months</li> <li>3 bedroom house = 24 months</li> <li>4 bedroom house = No Lettings</li> </ul>
<b>Homelessness</b>	<p>To date in 2015/16 (since 1 April 2014), South Bucks DC has determined a total of 43 homelessness applications of which 35 were deemed to be subject to the main homelessness duty (i.e. the duty to secure accommodation).</p>

	<p>This pressure on the housing options and homelessness service is evident in the continuing high demand for temporary accommodation for homeless households. The combination of this rising demand with a lack of available vacancies in the social housing stock has resulted in an increase in the number of households in temporary accommodation. As at 9 November 2015, SBDC had a total of 57 homeless households in temporary accommodation including 24 in B&amp;B. Of the 24 households in B&amp;B, a total of 14 were households with/expecting children who had been in B&amp;B for at least six weeks. Officers are working actively to move these households on to alternative accommodation.</p> <p>The increased demand for temporary accommodation and use of bed and breakfast is having as significant demand on SBDC’s budget as the Council’s Housing Benefit expenditure on B&amp;Bs is only partially offset by Government subsidy.</p> <p>Officers continue to look at securing additional and alternative temporary accommodation provision including:-</p> <ul style="list-style-type: none"> <li>- SBDC continues to utilise six properties owned by Thames Valley Police as temporary accommodation (located adjacent to the Police Station on Oxford Road, Gerrards Cross) via Bucks Housing Association. It has been agreed that SBDC can continue to utilise these properties as temporary accommodation during 2015/16 until such time as Thames Valley Police progresses the disposal of the properties.</li> <li>- Officers have been utilising several Paradigm-owned properties in Amersham and South Bucks as temporary accommodation for SBDC clients pending their re-development or disposal.</li> <li>- In October 2015, SBDC commenced arrangements with L&amp;Q to utilise 4 vacant units of former student housing in Wycombe as temporary accommodation. Households were moved on from bed and breakfast and into this accommodation.</li> </ul>
<p><b>Private Sector Housing and DFGs</b></p>	<p>Since 1 April 2015 in the Council’s DFG (Disabled Facilities Grant) Capital Programme:-</p> <ul style="list-style-type: none"> <li>- 33 grants for adaptation works have been approved</li> <li>- 25 grants have been completed (some of these grants were originally approved prior to 1 April 2015)</li> </ul> <p>SBDC’s Disabled Facilities Grant capital budget is on schedule to be fully committed before the end of 2015/16.</p> <p>The Housing Standards Team has established an inspection programme for HMOs (Houses in Multiple Occupation) in South Bucks and is continuing to carry out inspections of these properties accordingly. Where necessary, improvements have been requested.</p>
<p><b>Affordable Housing</b></p>	<p>To date in 2015/16, no additional affordable homes have been delivered in South Bucks through new build or acquisitions. Further to the resolution of SBDC Cabinet on 31 March 2015, L &amp; Q is reviewing its programme of further acquisitions in South Bucks in view of recent</p>

	<p>Government policy announcements that have impacted on the business plans of all Registered Providers (including the introduction of an extended Right to Buy and the requirement to reduce rent levels by 1% per annum). Discussions with L&amp;Q are ongoing on the future delivery of the acquisition programme and other affordable housing development opportunities in South Bucks.</p> <p>The Housing and Planning Bill was published in October 2015 and it includes provisions that will prevent local authorities from requiring developers to include affordable rented housing within larger private developments under Section 106 provisions. Instead, developers will be able to meet affordable housing requirements by delivering homes for sale at a minimum of 20% of market value. This will significantly reduce SBDC's ability to secure on-site affordable rented housing or to secure affordable housing contributions to fund schemes such a property acquisitions. In turn, this will create further pressure on the Council's housing options and homelessness service as clients of this service are unable to afford discounted home ownership.</p>
<p><b>Housing Related Support (Supporting People) contracts</b></p>	<p>The existing Supporting People contracts for housing related support services in Bucks were renewed for most suppliers for a further two years (2015/16 and 2016/17). Most suppliers have had a cut in their funding and have had to review and reduce their services accordingly. The services affected in South Bucks (i.e. that currently have SP contracts) are Padstones and Bucks Floating Support.</p> <p>Bucks County Council is now reviewing how homelessness support and prevention services should be delivered after the existing contracts come to an end (i.e. at the end of 2016/17). Bucks CC has held initial discussions with District Council Housing Managers to consider what service provision will be required beyond 2016/17 and further strategic discussions are taking place later in November.</p>
<p><b>Licensing</b></p>	<p>Revised Gambling Act Statement of Principles to be published in December, ahead of coming into effect in January 2016.</p> <p>A Sub-Committee meeting has been arranged for 18 November to consider an application for a Private Hire Drivers Licence. This has been referred to the Licensing Committee rather than being determined by officers using delegated powers because the details provided by the applicant makes the decision as to whether they are a fit and proper person to be licensed complex and it is considered therefore that a Sub-Committee is best placed to determine this.</p> <p>Five year operators' licences and three year drivers' licences are now the standard durations issued as required by the Deregulation Act 2015. However, shorter licences are being made available on a case by case basis. A report is planned for the Licensing Committee to provide details of the take up of the longer licences.</p> <p>Joint Member Licensing Training took place at SBDC on 22 September – good attendance from Members and well received.</p>

	<p>Further work is continuing in relation to safeguarding vulnerable passengers who use taxis. Training has been arranged for licensed drivers in February 2016 and this is being supported by the Licensing Chairman who will be attending the two sessions giving the drivers an opportunity to discuss current issues. The training will be delivered by Bernados at no cost to the Council.</p>
<p><b>Environmental Health Shared Service</b></p>	<p>Work is well underway to prepare for the new joint service. This includes planning for and implementing the new service, allowing Officers to access both Councils' systems and information, back scanning old paper information and files and working with all team members to develop new procedures and leaner processes.</p> <p>The new team and new roles will commence from 1 December 2015.</p>
<p><b>Public Health and Nuisance</b></p>	<p>On going work includes:-</p> <ul style="list-style-type: none"> <li>• Increasing activity around partnership working on ASB             <ul style="list-style-type: none"> <li>- Community trigger review Victoria Crescent, Iver</li> <li>- CPN warning letter Denham</li> </ul> </li> <li>• Finalising report regarding odour from premises on Lent Rise Road Burnham</li> <li>• Continuing to work with BCC regarding flooding issues ahead of winter 2015</li> <li>• Working with Licensing and Housing relating to caravan site at Dudley Wharf</li> <li>• Working with PHE regarding food related incidents in Burnham</li> <li>• Prior approval requests for Crossrail work - made contact with contractors to establish advance notification of work through Christmas period and request quiet times</li> <li>• Investigating noise complaints around Khalsa School beginning to identify measurable issues</li> <li>• Air Quality U&amp;SA work being undertaken</li> </ul> <p>Developments at:-</p> <ul style="list-style-type: none"> <li>• Pinewood is continuing - officers in regular contact with the developers to minimise the impact</li> <li>• Mill Lane Taplow inspection of crusher for demolition and site clearance</li> </ul> <p>Working with Planning Policy to ensure mitigation of infrastructure impacts of:-</p> <ul style="list-style-type: none"> <li>• HS2 moving the Heathrow Express depot to Langley</li> <li>• M4 Smart Motorway Public Inquiry</li> <li>• Western Rail Access</li> <li>• Heathrow</li> </ul> <p>SDK approached to commence patrols in parks across the district identified by Parish and Town Councils.</p>
<p><b>Food and Health and Safety</b></p>	<p>Continuing long term sick leave has meant that the permanent team is still understrength and supported by a part-time agency worker to cover food</p>

	<p>inspections. Temporary staff are also in part-time posts to ensure responses to nuisance/public health requests are completed within time.</p> <p>The food team are maintaining good progress towards 100% of food inspections completed within their risk based deadline and regulatory compliance has continued an upward trend with 93% of businesses achieving 3 or above on the FHRS.</p>
<p><b>Strategic Environment and Sustainability</b></p>	<p>A response has been submitted to the Airports Commission review of the proposal for additional runway capacity at Heathrow and work is being considered to establish an environmental baseline for South Bucks to assist with developing informed responses to a range of major infrastructure projects threatening the South of the district.</p> <p>The electric vehicle supplied by Nissan was used by officers to travel around the district and to help reduce our carbon footprint in travelling between offices in Chiltern and Aylesbury. Further activity around awareness raising and to identify opportunities for introducing Low Emissions Vehicles for council use and promoting them to the community at large is planned.</p> <p>Bucks County Council are leading on a Strategic Flooding Management Report for Bucks to capture the impact and issues associated with flooding and changes due to developments and climate change.</p>
<p><b>Community Safety</b></p>	<p>South Bucks is considered very safe with low levels of crime - current figures for the rolling 12 month period:-                  201 burglary dwelling crimes down from 266 in 2014                  275 burglary non-dwelling crimes down from 376 in 2014                  Thefts from vehicles down 25.7%.                  Low incidents of ASB                  17.2% increase in violent crime (558 crimes) over the year including non-physical (i.e. bullying, threats). This is linked to the change in national recording standards and the increase has been seen across the Force.</p> <p>The Community Safety team has actively targeted local businesses in Beaconsfield to launch the Safe Place Scheme.                  The team has also supported the launch of a Dementia-Friendly Community in Burnham. This was a very positive event with approximately 25 different groups and businesses all identifying ways in which they can be more dementia-friendly.</p> <p>The winter burglary plan is now in action. The top repeat victim roads have been targeted with the Police and Community Safety team. Residents have been visited and offered crime reduction advice/timer switches and SelectaDNA.</p> <p>Halloween and Fireworks saw high levels of planning to raise awareness to reduce ASB incidents. A number of posters were distributed to vulnerable residents and shops (i.e. no flour/eggs). Local young people known to the Police were also contacted and warned in advance. Police have said that</p>

	<p>there was no increase in reports to them.</p> <p>The Community Safety Partnership has received a community trigger request for a case in Iver. The Panel is meeting on 11 November to review the case.</p> <p>A CSE Parents Evening was organised for South Bucks parents and hosted by Burnham Grammar in October. This was well received by the parents who attended.</p> <p>SBDC Community Safety have received £10,000 to spend on preventing violent extremism. Monies must be spent by February 2016 and a plan is being developed.</p>
<p><b>Community and Leisure</b></p>	<p><b>National Citizenship Service</b>                  We continue to support the National Citizenship Service (NCS) with Christine Gardner being a ‘Dragon’ in their Autumn programme. Four groups of twelve young people (17 year olds) pitched their ideas for community projects in the hope of receiving £80 towards their costs. The pitches were; 1) Fun day for learning disabled clients and their carers, 2) Inspirational mural for a rowing club, 3) Community workshop on refugees and 4) Party for dementia clients. The purpose of NCS is for young people to build self-esteem, confidence and budgeting skills through volunteering and implementing community projects. We will be looking for more ‘Dragons’ for next summer’s programme.</p> <p><b>South Bucks and Chiltern Access Group Replacement</b>                  We are in the middle of setting up a replacement group for the ‘South Bucks and Chiltern Access Group’ which folded earlier this year as well as revamping the ‘Chiltern Disability Focus Group’. From now on there will be one group which will be linked to BuDs and we are currently seeking new members for this group.</p> <p><b>Community First Responders</b>                  We are supporting this group by raising awareness of its existence and the need for more volunteers. A communication plan has been drawn up until the end of this financial year and meetings arranged. Further community groups in South Bucks and Chiltern are being added to this plan. A collection of aluminium cans, bottle tops, stamps and coins in SBDC has also been arranged to assist their fundraising exercise.</p> <p><b>Walking Football in Burnham</b>                  There are two possible providers for Walking Football but we are currently in the process of identifying the best venue and awaiting feedback from community stakeholders.</p> <p><b>Older People Directories</b>                  The Beeches edition is almost complete and the next one to be started is Wexham and Ivers edition. Parish Cllr Jennifer Woolveridge has also requested one for Gerrards Cross. Unfortunately, due to the County Council’s recent moratorium on expenditure, the original LAF funding</p>



	<p>(£750 x 2) for the printing of these directories has been withdrawn. Other options are currently being investigated.</p> <p><b>Training for Voluntary Sector Groups and Parish Councils</b> Workshop content is still being planned but is likely to include:</p> <ol style="list-style-type: none"> <li>1 Risk Assessments – an introduction including how to assess risk for projects and events</li> <li>2 Committees – How to be an effective committee person, roles and responsibilities of management committees and where to find resources (e.g. funding advice), presentation skills, etc.</li> <li>3 Chairmen – How to be more effective in the role including how to engage with service providers and local authorities, how to chair a meeting and time management skills.</li> </ol> <p>Glynis Chanell will deliver the risk assessment training. All additional training will be delivered by CIB. South Bucks Workshop proposed for 17 February 2016 with risk assessment training in April. Venue to be confirmed.</p> <p><b>Active Bucks Funding</b> Keeping abreast of the different funding streams coming available under this programme and how they can be used for South Bucks projects.</p> <p><b>Wexham and Ivers Residents Survey</b> A joint survey with Bucks County Council is currently being carried out in the area to look at priorities for the next two years and identify specific issues and needs. The survey is live until 4 December 2015.</p> <p><b>L and Q West Neighbourhood Committee - 4 November 2015</b> A representative of the team attends this meeting to keep abreast of any community projects L and Q are either funding or implementing as well as feeding back any housing issues the Council needs to know about.</p> <p>Subscriptions and donations opening on 23 November, applications are open until 15<sup>th</sup> January 2016.</p> <p>1,848 walks took place in the Simply Walks programme in July to September, an increase of 141 on the same period last year.</p> <p>Sports Club Forum took place in September. 24 people attended from various clubs.</p> <p>Indoor Rowing competition is scheduled for 1 and 3 March 2016.</p> <p>Rockets club continues to operate on Friday evenings at the Curzon Centre. Each class averages six attendees.</p> <p>Community Cohesion forum scheduled for 11 December. Dominic Grieve MP to chair.</p>
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<b>SUBJECT:</b>	<i>Community Development Grants</i>
<b>REPORT OF:</b>	<i>Healthy Communities Portfolio Holder – Councillor Trevor Egleton</i>
<b>RESPONSIBLE OFFICER</b>	<i>Martin Holt – Head of Healthy Communities</i>
<b>REPORT AUTHOR</b>	<i>Claire Speirs – 01895 837306 – Claire.Speirs@SouthBucks.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>Gerrards Cross</i>

## 1. Purpose of Report

To consider a requests for a Community Development Grant for 2015-16 from the following organisation:

- Gerrards Cross Fun Run

## RECOMMENDATION

The Policy Advisory Group is asked to advise the Portfolio Holder on the grant request outlined in this report and as to the level of funding that should be awarded.

## 2. Executive Summary

The Portfolio Holder has received the following applications:

Organisation	Details of Request	Sustainable Community Strategy	Sum Requested
Gerrards Cross Fun Run	Purchase of medals.	<ul style="list-style-type: none"> <li>• Promote Healthy Lifestyles</li> <li>• Improve the Quality of Life for an Ageing Population</li> <li>•</li> </ul>	£673.74

## 3. Reasons for Recommendations

Members are required to advise on which applications to approve and the level of funding to be agreed.

## 4. Content of Report

### 4.1 Gerrards Cross Fun Run

22<sup>nd</sup> May 2016 will see the 9<sup>th</sup> Gerrards Cross Fun Run, last year 1450 runners took part and 3,000 spectators and families enjoyed the entertainment on the common following the race. The fun run is organised to raise money for charity, last year it raised in excess of £28,000; £13,750 was donated to Kids in Sport, £13,750 to Home Start Slough and £1,000 to Epilepsy Society. Since inauguration in 2002, the committee has raised over £245,000.

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- 4.2 SBDC have provided funding for this event in 2013/14 with a grant of £1,000. In February 2010 a grant was awarded for £1,250, the organisation did not meet all grant conditions and the grant was reduced by 50%
  - 4.3 Gerrards Cross Fund Run is seeking funding for the purchase of medals, 3 quotes have been received and the lowest one is £1,347.48. Grants can be awarded under the Community Development Grant for 50% of the project costs up to £1,500; the maximum grant Gerrards Cross Fun Run is eligible for is £673.74.
  - 4.4 A condition of the application would be that where practicable, acknowledgment of South Bucks District Council's contribution should be acknowledged on publicity relating to the event.
  - 4.5 To ensure the safety of the event it is recommended to add a condition to the grant requiring the submission of a Safety Advisory Group information form, the event risk assessment in accordance with the Councils guidance.

## **5. Consultation**

*Not Applicable*

## **6. Options**

The total sum of funding requested in this report amounts to £673.74. The balance of the capital grants budget is currently at £2,430, should this grant be awarded the balance would be £1,756.

Members are asked to consider the application and advise the Portfolio Holder on their recommendations.

## **7. Corporate Implications**

*Reports must include specific comments addressing the following implications;*

### *7.1 Financial*

7.11 The total available for allocation at this time is £2,430.

7.12 There is sufficient funds in the budget to enable this application to be funded

### *7.2 Legal*

7.21 None.

### *7.3 And where appropriate; Crime and Disorder, Environmental Issues, ICT, Partnership, Procurement, Social Inclusion, Sustainability*

7.31 None.

## **8. Links to Council Policy Objectives**

Sustainable Community Strategy Links

- Encouraging and supporting healthy lifestyles. Anticipating and meeting the needs of an ageing population.
- Providing an environment for young people to enjoy, stay safe, be healthy, make a positive contribution and achieve economic wellbeing.
- Increasing the feeling of belonging to the community

## **9. Next Step**

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*Upon approval from Cabinet successful applicants are required to submit receipts within 12 months for payment. Evidence of other conditions attached to the grant is also required. Payment is made to the applicant for 50% of the project cost up to their grant amount*

<p><b>Background</b></p> <p><b>Papers:</b></p>	<p>Grant applications.</p>
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<b>SUBJECT:</b>	Portfolio Budgets 2016/17
<b>REPORT OF:</b>	Councillor Trevor Egleton – Healthy Communities Portfolio Holder
<b>RESPONSIBLE OFFICER</b>	Jim Burness – Director of Resources
<b>REPORT AUTHOR</b>	Jacqueline Ing – Principal Accountant 01494 732292, jing@chiltern.gov.uk Martin Holt – Head of Healthy Communities Chris Marchant – Head of Environment
<b>WARD/S AFFECTED</b>	All

## 1. Purpose of Report

- 1.1. To provide Members with information on the draft revenue budget for 2016/17, including the context of the overall financial position facing the Council for the coming year.
- 1.2. This report provides summary information on the budgets and highlights issues for consideration. The accompanying booklet presents the detailed information to assist Members in their decision making.

## RECOMMENDATION

Members are requested to advise the Portfolio Holder on the approval of the following items for onward submission to Cabinet:

- the 2016/17 revenue budget
- the 2016/17 fees and charges.

## 2. Context to the 2016/17 Budget

- 2.1. As a result of the Government's deficit reduction strategy, local authority funding is subject to continuing significant reductions. Local authorities also face constraints on the level of council tax increases.
- 2.2. It would therefore be prudent at this stage not to include any funding for new recurring expenditure to improve or expand services. The Authority also needs to identify measures to compensate for the reductions in resources referred to. Part of these measures will be the benefits from joint working with Chiltern DC.
- 2.3. The progressing work with Chiltern DC is resulting in more services being provided by joint teams. Where this affects budgets in this Portfolio area it is highlighted in the detailed information. Note: At present when a service is hosted at CDC then the detailed budget information is held at CDC, and the SBDC budgets only show the appropriate expenditure contribution. For next year the Finance team will be reviewing the presentation of shared service budgets in order to allow greater scrutiny of the detailed budgets at the non host authority.

- 2.4. The SBDC Overview & Scrutiny Committee established a Financial Savings Panel to look at potential savings options. This Panel reported back to the Overview & Scrutiny Committee on 11<sup>th</sup> November 2015 and recommended that a number of saving options are progressed. None of these options have yet been built into the draft budgets.

### 3. Budget Assumptions

- 3.1. The budgets have been prepared in accordance with the following inflation assumptions:

- Salaries inflation from April 2016 of 1%
- Contracts inflation 1.9% (unless different rate specified within contract)
- Business rates 1.9%
- Gas 1.8%, Electricity 9% and Water 1.9%
- Insurance 3.5% - as Insurance Premium Tax has gone up from 6% to 9.5%.
- Other expenditure heads 0%
- Income 0%.

### 4. Summary Revenue Budgets

- 4.1. The draft budgets presented to Members at this stage represent the net direct running costs of services. They do not contain the apportionment of support service charges such as accommodation, IT, finance etc. These will be included in the final approved budgets, once the budgets for these support services have been set. The budgets reflected in this report are therefore the direct costs under the Portfolio Holder's control.
- 4.2. The budgets have been reviewed by the appropriate service manager for any material volume or changes related to maintaining current service standards.
- 4.3. The net budget figures for the Portfolio are shown below. A more detailed breakdown by service is shown within the booklet.

<b>Actuals 2014/15 £'000</b>	<b>Budget 2015/16 £'000</b>	<b>Draft Budget 2016/17 £'000</b>
1,520	1,418	1,480

- 4.4. The increase from the current year's approved budget to the 2016/17 draft budget is £82k (5.8%). The main changes are detailed below:

	<b>£'000</b>	<b>Comment</b>
<b>2015/16 Budget</b>	1,418	
<b>Change in Salaries</b>		
- Provision for pay increase	6	
- Environmental Health	3	Increments / staffing changes
- Joint Community Safety	-2	Slight reduction in FTE
- Stoke Poges Memorial Gardens	5	Increments / staffing changes
- Joint Housing/Homelessness	14	Increase in staffing pressures
<b>Inflation</b>		
- On expenditure	8	



	£'000	Comment
<b>Savings / Income Increases</b>		
- H&H Corporate	-5	Saving on miscellaneous expenses
- Joint Community Safety	-7	Savings on mileage claims and business expenses
- Joint Community Safety	-7	TVP funding no longer required
- Joint Community Safety	-7	Reduction in project costs
- Joint Community & Leisure	-9	Savings generated by joint service
- Evreham Centre	-3	Savings on contract services
- Beacon Centre	-17	Savings on contract services
<b>Other Changes</b>		
- H&H Corporate	10	Staff costs previously covered by Green Deal funding
- Joint Housing/Homelessness	15	Increase in B&B costs
- Joint Licensing	17	Reduction in estimated licensing income
- Joint Community Safety	23	Contribution from TVP ending
- The Academy Golf Course	18	Temporary staffing costs
<b>2016/17 Draft Budget</b>	<b>1,480</b>	

4.5. Further details of the budgets for each area are shown within the booklet.

## 5. Commentary on Budgets

### Main Elements of the Budget

5.1. The main elements of this budget are as follows.

- The provision of Corporate advice on Sustainability, Emergency Planning, Corporate Health and Safety and Business Continuity enables the councils to meet its statutory obligations and to take opportunities to attract funding or invest to save where possible.
- Environmental Health (Food and Health & Safety, Nuisance and Public Health investigation and enforcement, Pollution Control including Air Quality and Contaminated Land interventions, and Dog and Pest Control, Climate Change and Carbon Management). Expenditure to third Party Contracts is mainly through the use of Agency Staff as required, equipment purchases, the provision of free pest control treatments and the collection of Stray Dogs by SDK Environmental. The new shared service aims to reduce its costs and attract income from other authorities, businesses and through the delivery of projects funding from central government.
- Enabling Affordable Housing provision, Homelessness and Housing Allocations, Housing Standards Enforcement and the provision of Disabled Adaptations. Third Party costs relate to the provision Emergency Housing provision, the allocation of disabled adaptations, the prevention of homelessness and the operation of the housing allocation system 'Buck Home Choice'.
- Licensing undertakes the councils licensing service to protect the public. The service enforces standards in relation to; Taxi and Private Hire, Premises, Animal Health, Scrap Metal, Caravan and Gambling licensing and the authorisation of street and house to house collections. Through reducing operational costs and managing the licence application fees, the service aim is to achieve a balanced budget.

- Community Safety works across the Community Safety Partnership to address crime and disorder, including ensuring the appropriate measures are in place to safeguard the community.
- Community and Leisure Provision including the administration of the Leisure contract with Greenwich Leisure Limited which will deliver a net income of £38,721 to the Council. This net income increases each year and is forecast to rise to £87,543 by 2020/21. The community team will work with partners to utilise Council grants and attract funding and support the delivery of services by the community and taking opportunities to celebrate the contribution of groups and individuals.
- This budget includes the management of three cemeteries and Stoke Poges Memorial Gardens. The main challenges here are increasing income to help reduce costs.

### **Budget Priorities**

5.2. The budget reflects the following Council priorities.

- Improve community safety
- Promote healthier communities
- Promote local communities
- Promote sustainability
- Conserve the environment

### **Risks**

5.3. When considering the proposed budgets for the coming financial year it is important to be aware of the risks within the budgets. For this Portfolio the main risk areas are:

- Homelessness expenditure as this is demand driven and is sensitive to the general economic climate.
- The cost of defending appeals and prosecutions arising for enforcement activity across the service or from appeal decisions against the Licensing or Housing decisions. Those appeals/prosecutions which result in court hearing can incur legal representation, court costs, and on occasions damages
- Resourcing the necessary consultation and mitigation implications that are arising from the major infrastructure projects within South Bucks.
- Academy golf course income.

5.4 The actions taken to mitigate or monitor these risks are as follows.

- With a limited supply of emergency accommodation provision is managed through use of B&B, temporary tenancy arrangements in the General Needs housing stock and through innovative arrangements with Thames Valley Police, Paradigm Housing and L+Q to bring empty properties in to use. The Council also supports a range of initiatives to increase the affordable housing supply but with the impact of the Welfare Benefit changes announced in the Budget Housing Providers have put a hold on investment. Requests for Homelessness advice and assistance have doubled since 2013 requiring additional temporary resources in the Housing Team to meet demand and support families avoid becoming homeless. Weekly monitoring of the numbers in Temporary Accommodation and B+B is undertaken.

- With an increased number of major transport infrastructure initiatives impacting on South Bucks, staff resources are being redeployed following the shared service review to support the consultation and mitigate the potential impact of the projects. Cabinet has also agreed to allocate £20,000 from the infrastructure projects budget to support some of this workload.
  - Budget monitoring and regular meetings with the Portfolio Holder.
- 5.5. An overall review of the main risk issues for the 2016/17 budget will be undertaken once Cabinet has agreed a proposed budget. This review and proposed actions to mitigate the risks will be part of the final report to the Cabinet on the budget in February.

**Opportunities and Plans for Improvement**

5.6. The introduction of shared services has improved resilience, service quality and reduced costs. Additional service improvements will result from reviewing the processes and procedures and removing unwanted service demand. The mobile working, customer services and channel shift projects will enable the service areas to build on the work already embedded in the division. Opportunities are to be taken to maximise income through external funding or delivering services for others building on current success.

**6. Fees and Charges**

- 6.1. The Budget Booklet also contains the list of proposed fees and charges. All of the proposed fee increases have been built into the draft revenue budgets.
- 6.2. The Portfolio Holder is asked to consider the list of fees and charges and consider whether to approve these. Income may be in some service areas an important factor in reducing expenditure.

**7. Links to Council Policy Objectives**

7.1 One of the primary purposes of the Council’s budget process is to ensure that, as far as possible, resources are aligned to the corporate priorities of the Council and that any material risks are assessed.

**8. Next Step**

8.1 The Cabinet will consider the outcome of the PAG discussions at its February meeting when it will formulate a final draft of the overall 2016/17 budget for the Authority.

<b>Background</b>	None
<b>Papers:</b>	

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**South Bucks**  
District Council

**HEALTHY COMMUNITIES PORTFOLIO  
2016/17 BUDGET PROPOSALS**

**HEALTHY COMMUNITIES  
POLICY ADVISORY GROUP  
3rd DECEMBER 2015**

# REVENUE SUMMARY - SBDC HEALTHY COMMUNITIES

2014/15 ACTUALS	Cost Code(s)	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
	<u>HC - CORPORATE (MH)</u>				
73,408	H&H Corporate 3700	78,620	42,930	(36)	-45.4%
840	Health & Safety 3633	4,000	4,000		0.0%
21,350	Subscriptions & Donations 3556	31,680	31,680		0.0%
42,158	Citizens Advice Bureau 1281	43,200	43,200		0.0%
733	Voluntary Action 1280				
	<u>HC - ENVIRONMENTAL HEALTH (BC)</u>				
346,394	Environmental Health 3632	309,650	355,050	45	14.7%
25,713	Dog & Pest Control 3626	29,860	30,190	1	1.1%
1,313	Emergency Planning 1256	3,460	3,470	0	0.3%
4	Burial Expenses 3629				
	<u>HC - HOUSING (MV)</u>				
484,257	Joint Housing / Homelessness HO01,02	448,159	477,108	29	6.5%
177	Home Improvement Grants 3596				
(38,450)	s106 Commuted Sums 361*	(38,450)	(38,450)		0.0%
	Green Deal HO03				
	<u>HC - LICENSING (NM)</u>				
41,260	Joint Licensing LI01	17,233	34,688	17	101.3%
	<u>HC - Community Safety (KG)</u>				
(6,933)	Joint Community Safety CS01	59,520	62,476	3	5.0%
	<u>HC - Community &amp; Leisure (MH)</u>				
90,481	The Academy Golf Course 3496	82,050	102,356	20	24.7%
252,254	Joint Community & Leisure CL01	152,710	142,397	(10)	-6.8%
	Community Development Funding 3537				
25,697	Evreham Centre 3536	26,320	23,490	(3)	-10.8%
(43,552)	Beacon Centre 3545	(45,160)	(62,340)	(17)	38.0%
667	Dial-A-Ride 4373	750	700	(0)	-6.7%
	<u>ENVIRONMENT (CM)</u>				
(820)	Public Conveniences 345*	(260)	(255)	0	-1.9%
22,956	Cemeteries 354*	27,670	28,980	1	4.7%
180,234	Stoke Poges Memorial Gardens 3493	187,120	198,839	12	6.3%
<b>1,520,141</b>	<b>Net Running Expenses</b>	<b>1,418,132</b>	<b>1,480,509</b>	<b>62</b>	<b>4.4%</b>

## SBDC HEALTHY COMMUNITIES PORTFOLIO

2014/15 ACTUALS	CIPFA CLASSIFICATION	2015/16 BUDGET	2016/17 BUDGET
£		£	£
656,482	Direct Employee Expenses	672,320	616,160
166,997	Indirect Employee Expenses	13,840	25,090
102,961	Premises Related Expenses	151,680	155,045
28,705	Transport Related Costs	34,940	11,980
2,344,395	Supplies & Services	810,172	1,001,465
	Recharge from CDC		
352,481	Third Party Payments	355,960	331,753
176,091	Transfer Payments	100,000	250,000
<b>3,828,112</b>	<b>Running Expenses</b>	<b>2,138,912</b>	<b>2,391,493</b>
(1,987,877)	Fees & Charges and Other Income	(568,180)	(696,280)
(137,537)	Grant Income		(64,340)
(182,557)	Recharge to CDC	(152,600)	(150,364)
	Recharge to Crem		
	Recharge to Trust		
<b>1,520,141</b>	<b>Net Running Expenses</b>	<b>1,418,132</b>	<b>1,480,509</b>
227,820	Depreciation	320,490	317,350
620,444	Support Recharges In	421,307	421,307
121,380	Office Recharge	157,895	134,675
(531,220)	Support Recharges Out	(105,000)	(52,500)
<b>1,958,565</b>	<b>Net Expenditure</b>	<b>2,212,824</b>	<b>2,301,341</b>

2014/15 ACTUALS	H&H Corporate	2015/16 BUDGET	2016/17 BUDGET
£		£	£
70,687	Direct Employee Expenses	81,880	42,930
66	Indirect Employee Expenses	290	
	Premises Related Expenses		
2,107	Transport Related Costs	1,480	
548	Supplies & Services	4,970	
	Recharge from CDC		
	Third Party Payments		
	Transfer Payments		
73,408	Running Expenses	88,620	42,930
	Fees & Charges and Other Income	(10,000)	
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
<b>73,408</b>	<b>Net Running Expenses</b>	<b>78,620</b>	<b>42,930</b>

This cost centre contains corporate H&H costs.

Direct Emp      There are the following staff in this section:  
Expenses:      Head of Health & Housing - Joint Post

Other Income:    The income in 15/16 was Green Deal administration fee.



2014/15 ACTUALS	<b>Health &amp; Safety</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses	1,000	1,000
	Premises Related Expenses		
	Transport Related Costs		
840	Supplies & Services	3,000	3,000
	Recharge from CDC		
	Third Party Payments		
	Transfer Payments		
840	Running Expenses	4,000	4,000
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
<b>840</b>	<b>Net Running Expenses</b>	<b>4,000</b>	<b>4,000</b>

This cost centre contains the costs relating to Health & Safety.

Indirect Emp      Expenditure relates to Health & Safety Training Costs  
Expenses:

Supplies &      Business expenses relating to Health & Safety.  
Services:      ie flu jabs, H&S equipment.

2014/15 ACTUALS	<b>Subscriptions &amp; Donations</b>	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	£	£
21,350		31,680	31,680
21,350	Running Expenses  Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust	31,680	31,680
<b>21,350</b>	<b>Net Running Expenses</b>	<b>31,680</b>	<b>31,680</b>

This cost centre contains the Council's budget for subscriptions and donations to Community Organisations.

Supplies & Services: This is the subscriptions & donations budget.

2014/15 ACTUALS	<b>Citizens Advice Bureau</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
42,158	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	43,200	43,200
42,158	Running Expenses  Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust	43,200	43,200
<b>42,158</b>	<b>Net Running Expenses</b>	<b>43,200</b>	<b>43,200</b>

This cost centre contains the budget for the CAB service operated from the Capswood offices.

Supplies & Services: This is the annual grant budget funded by South Bucks District Council. Plus minor telephone costs.

2014/15 ACTUALS	<b>Voluntary Action Group</b>	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs 733 Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	£	£
733	Running Expenses  Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust		
<b>733</b>	<b>Net Running Expenses</b>		

2014/15 ACTUALS	<b>Environmental Health</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
278,534	Direct Employee Expenses	267,740	320,530
27,112	Indirect Employee Expenses	4,360	4,160
	Premises Related Expenses		
14,980	Transport Related Costs	17,530	7,200
26,369	Supplies & Services	31,090	34,230
	Recharge from CDC		
	Third Party Payments		
	Transfer Payments		
346,995	Running Expenses	320,720	366,120
(601)	Fees & Charges and Other Income	(11,070)	(11,070)
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
<b>346,394</b>	<b>Net Running Expenses</b>	<b>309,650</b>	<b>355,050</b>

This cost centre contains costs relating to the operation of the environmental health function.

Direct Emp Expenses This represents the SBDC share of the joint EH team.

Indirect Emp Expenes: Training and professional subscriptions.

Transport: This budget is for mileage claims.

Supplies & Services: This budget is for various miscellaneous costs relating to environmental health matters including printing & stationery, subscriptions, pollution monitoring costs, consultants costs.

Income: The income is mainly from environmental health service charges under the Environmental Protection Act.

2014/15 ACTUALS	<b>Pest &amp; Dog Control</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
12,407	Supplies & Services	11,230	11,560
	Recharge from CDC		
16,193	Third Party Payments	19,730	19,730
	Transfer Payments		
28,600	Running Expenses	30,960	31,290
(2,887)	Fees & Charges and Other Income	(1,100)	(1,100)
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
<b>25,713</b>	<b>Net Running Expenses</b>	<b>29,860</b>	<b>30,190</b>

This cost centre contains costs relating to the operation of the pest & dog control function.

Supplies & Services: This budget is for printing and stationery, and vet / kennel fees.

Third Party Payments: This budget is for the contract costs.

Income: This is the recovery of costs from dog owners.

2014/15 ACTUALS	<b>Emergency Planning</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
1,313	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	3,460	3,470
1,313	Running Expenses  Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust	3,460	3,470
<b>1,313</b>	<b>Net Running Expenses</b>	<b>3,460</b>	<b>3,470</b>

This cost centre contains costs relating to the operation of the emergency planning function

Supplies & Services: This budget is for various miscellaneous costs relating to emergency planning including purchase & maintenance of equipment, printing & stationery, and emergency planning training.

2014/15 ACTUALS	<b>Burial Expenses</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
4	Supplies & Services	3,000	3,000
	Recharge from CDC		
	Third Party Payments		
	Transfer Payments		
4	Running Expenses	3,000	3,000
	Fees & Charges and Other Income	(3,000)	(3,000)
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
4	<b>Net Running Expenses</b>		

This cost centre contains costs relating to burial expenses.

Supplies & Services: This budget is for mortuary fees.

Income: This is the recovery of costs.



2014/15 ACTUALS	Joint Housing / Homelessness	2015/16 BUDGET	2016/17 BUDGET
£		£	£
12,092	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
1,414	Transport Related Costs		
488,358	Supplies & Services	448,889	497,838
	Recharge from CDC		
	Third Party Payments		
176,091	Transfer Payments	100,000	250,000
677,955	Running Expenses	548,889	747,838
(193,698)	Fees & Charges and Other Income	(100,730)	(270,730)
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
<b>484,257</b>	<b>Net Running Expenses</b>	<b>448,159</b>	<b>477,108</b>

CDC is the host authority and thus the net recharge to SBDC is shown here.

Supplies & Services:	Recharge from CDC for costs	427,838
	Homeless prevention budget	10,000
	Bad debt provision for B&B costs	40,000
	Rent deposit spend	20,000
		<u>497,838</u>

Transfer Payments: These are the homelessness accomodation charges.

Income:	Rent deposit recharge	(20,000)
	Rent and housing benefit contributions towards B&B	(250,000)
	Multiple Occupation Licenses	(730)
		<u>(270,730)</u>

2014/15 ACTUALS	<b>Home Improvement Grants</b>	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs 177 Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	£	£
177	Running Expenses  Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust		
<b>177</b>	<b>Net Running Expenses</b>		

This cost centre contains costs relating to the awarding of home improvement grants. The award of the grants is capital expenditure and thus shows up as a capital financing cost. However capital financing costs are not directly controllable by the Service Manager and thus are not shown above.

2014/15 ACTUALS	<b>s106 Commuted Sums</b>	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	£	£
1,332,350			
1,332,350	Running Expenses		
(1,370,800)	Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust	(38,450)	(38,450)
<b>(38,450)</b>	<b>Net Running Expenses</b>	<b>(38,450)</b>	<b>(38,450)</b>

This cost centre contains costs relating to the provision of affordable housing, which are funded from the S106 commuted sums.

Income: The income is the use of s106 monies to cover recharged salary costs.

2014/15 ACTUALS	<b>Green Deal</b>	2015/16 BUDGET	2016/17 BUDGET
£     137,537	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	£	£
137,537   (137,537)	Running Expenses  Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust		
	<b>Net Running Expenses</b>		

2014/15 ACTUALS	<b>Joint Licensing</b>	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	£	£
41,260		17,233	34,688
41,260	Running Expenses  Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust	17,233	34,688
<b>41,260</b>	<b>Net Running Expenses</b>	<b>17,233</b>	<b>34,688</b>

This cost centre contains the operating costs of running the joint licensing section. CDC is the host authority and thus only the net recharge to SBDC is shown here.

2014/15 ACTUALS	<b>Joint Community Safety</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
99,240	Direct Employee Expenses	143,900	180,080
26,542	Indirect Employee Expenses	4,600	1,000
	Premises Related Expenses		
2,498	Transport Related Costs	5,450	3,000
78,831	Supplies & Services	81,630	93,100
	Recharge from CDC		
	Third Party Payments		
	Transfer Payments		
207,111	Running Expenses	235,580	277,180
(62,000)	Fees & Charges and Other Income	(23,460)	
	Grant Income		(64,340)
(152,044)	Recharge to CDC	(152,600)	(150,364)
	Recharge to Crem		
	Recharge to Trust		
<b>(6,933)</b>	<b>Net Running Expenses</b>	<b>59,520</b>	<b>62,476</b>

This cost centre contains the cost of running the joint Community Safety team.

Direct Emp Expenses: This is the estimated cost of the joint community safety team. Plus the Police Crime Scrutiny Panel Support officer.

Indirect Emp Expenses: Training and agency staff costs.

Transport: This budget is for mileage claims.

Supplies & Services: This budget is for the costs of various community safety initiatives including diversionary projects and awareness campaigns.

Fees & Charges: Contribution from TVP for community safety initiatives

Grant Income: Government grant for supporting the Police Crime Scrutiny Panel.

2014/15 ACTUALS	The Academy Golf Course	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		18,340
28,908	Premises Related Expenses	39,900	41,000
	Transport Related Costs		
97,521	Supplies & Services	90,590	96,662
	Recharge from CDC		
110,840	Third Party Payments	112,410	106,154
	Transfer Payments		
237,269	Running Expenses	242,900	262,156
(146,788)	Fees & Charges and Other Income	(160,850)	(159,800)
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
<b>90,481</b>	<b>Net Running Expenses</b>	<b>82,050</b>	<b>102,356</b>

This cost centre contains the cost of running the Academy Golf course.

Indirect Emp Expenses: Casual staff.

Premises: This budget is for building repairs, electricity, gas, NNDR, water rates and premises insurance.

Supplies & Services: This budget is for printing & stationery, bank charges and other minor items of expenditure. Plus the recharge from the golf mgt team.

Third Party Payments: This budget is for the maintenance costs from the Grounds Maintenance Team.

Income: This budget is for course fees and other income.

2014/15 ACTUALS	<b>Joint Community &amp; Leisure</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
128,721	Direct Employee Expenses	111,350	
113,097	Indirect Employee Expenses	3,000	
	Premises Related Expenses		
6,925	Transport Related Costs	8,700	
38,504	Supplies & Services	34,760	142,747
	Recharge from CDC		
986	Third Party Payments		
	Transfer Payments		
288,233	Running Expenses	157,810	142,747
(5,466)	Fees & Charges and Other Income	(5,100)	(350)
	Grant Income		
(30,513)	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
<b>252,254</b>	<b>Net Running Expenses</b>	<b>152,710</b>	<b>142,397</b>

This cost centre contains the operating costs of running the joint C&L section. CDC is the accounting authority and thus the net recharge to SBDC is shown here. In addition it includes a budget for County Sports and Simply Walks.



2014/15 ACTUALS	<b>Community Development Funding</b>	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	£	£
	Running Expenses  Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust		
	<b>Net Running Expenses</b>		

This cost centre contains the Community Development Grants budget.  
There are no longer any revenue grants.

2014/15 ACTUALS	<b>Evreham Centre</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
5,512	Premises Related Expenses	32,560	33,050
	Transport Related Costs		
207	Supplies & Services	(21,790)	(22,000)
	Recharge from CDC		
67,666	Third Party Payments	63,880	57,930
	Transfer Payments		
73,385	Running Expenses	74,650	68,980
(47,688)	Fees & Charges and Other Income	(48,330)	(45,490)
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
<b>25,697</b>	<b>Net Running Expenses</b>	<b>26,320</b>	<b>23,490</b>

This cost centre contains the cost of running the Everham Centre.

Premises: This budget is for repairs, NNDR and premises insurance.

Supplies & Services: All capital works to the Everham Centre are funded from capital resources. There is therefore a -£22,000 adjustment to reflect this.

Third Party Payments: This is the contract cost.

Income: This budget is for the contribution from Bucks County Council.

2014/15 ACTUALS	<b>Beacon Centre</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
13,336	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services	18,700	19,050
(56,888)	Recharge from CDC Third Party Payments Transfer Payments	(63,860)	(81,390)
(43,552)	Running Expenses  Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust	(45,160)	(62,340)
<b>(43,552)</b>	<b>Net Running Expenses</b>	<b>(45,160)</b>	<b>(62,340)</b>

This cost centre contains the cost of running the Beacon Centre.

Premises: This budget is for repairs, NNDR and premises insurance.

Supplies & Services: £20,000 allowance for a structural survey.

Third Party Payments: This is the contract cost (net income to SBDC).

2014/15 ACTUALS	<b>Dial-A-Ride</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
	Supplies & Services		
	Recharge from CDC		
667	Third Party Payments	750	700
	Transfer Payments		
667	Running Expenses	750	700
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
<b>667</b>	<b>Net Running Expenses</b>	<b>750</b>	<b>700</b>

This cost centre contains costs relating to the operation of the Dial-a-Ride scheme.

Third Party Payments: This is the budget for the support provided to the Slough Dial-A-Ride service.

2014/15 ACTUALS	<b>Public Conveniences</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
9,286	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	10,000	10,205
9,286	Running Expenses	10,000	10,205
(10,106)	Fees & Charges and Other Income Grant Income Recharge to CDC Recharge to Crem Recharge to Trust	(10,260)	(10,460)
<b>(820)</b>	<b>Net Running Expenses</b>	<b>(260)</b>	<b>(255)</b>

This cost centre contains the remaining cost of the public conveniences.

Premises: This budget is for repairs, cleaning and NNDR.

Income: This income is contributions from the Parishes towards the cost of keeping the public conveniences open.

2014/15 ACTUALS	<b>Cemeteries</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
24,756	Direct Employee Expenses	25,220	25,140
180	Indirect Employee Expenses	90	90
13,508	Premises Related Expenses	16,850	17,340
600	Transport Related Costs	1,360	1,360
513	Supplies & Services	550	830
	Recharge from CDC		
23,783	Third Party Payments	24,690	25,310
	Transfer Payments		
63,340	Running Expenses	68,760	70,070
(40,384)	Fees & Charges and Other Income	(41,090)	(41,090)
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
<b>22,956</b>	<b>Net Running Expenses</b>	<b>27,670</b>	<b>28,980</b>

This cost centre contains the cost of running and maintaining the Council's cemeteries and Closed Churchyards.

Direct Emp Expenses: Cost of Cemeteries team.

Premises: This budget is for general repairs, NNDR, electricity, water and other items of premises related expenditure.

Transport: This budget is for mileage claims and fuel costs.

Supplies & Services: This budget is for minor items of expenditure.

Third Party Payments: This budget is for the grass cutting costs.

Income: This is from the sale of plots, interment fees etc.

2014/15 ACTUALS	<b>Stoke Poges Memorial Gardens</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
42,452	Direct Employee Expenses	42,230	47,480
	Indirect Employee Expenses	500	500
32,411	Premises Related Expenses	33,670	34,400
181	Transport Related Costs	420	420
23,415	Supplies & Services	26,680	27,460
	Recharge from CDC		
189,234	Third Party Payments	198,360	203,319
	Transfer Payments		
287,693	Running Expenses	301,860	313,579
(107,459)	Fees & Charges and Other Income	(114,740)	(114,740)
	Grant Income		
	Recharge to CDC		
	Recharge to Crem		
	Recharge to Trust		
180,234	<b>Net Running Expenses</b>	187,120	198,839

This cost centre contains the cost of maintaining the Stoke Poges Memorial Gardens.

Direct Emp Expenses: There are the following staff in this section:  
Head Gardener (p/t)  
Admin Assistant (x2) (p/t)

Premises: These budgets are for repairs, electricity, NNDR and water charges.

Transport: This budget is for mileage claims and mileage allowances.

Supplies & Services: This is the budget for the purchase of memorials, equipment and other minor costs.

Third Party Payments: This is the budget for the maintenance & admin contract.

Income: This is the budget for the sale of plots, interments & other memorial fees.

Note: The Council holds £2.95m in the Stoke Poges Memorial Gardens Maintenance Fund. The income from which helps offset running cost of the Gardens. However, in line with accounting standards, this income is shown centrally as opposed to against this cost centre.

## HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code	2015/16 £	2016/17 £
<b><u>Hackney Carriages/Private Hire Vehicle Licences (3)</u></b>			
One year Hackney Carriage Vehicle Licence Grant	LI01-0886	399.00	399.00
One year Hackney Carriage Vehicle Licence Renewal	LI01-0886	300.00	300.00
Returnable plate deposit	9681-9402	55.00	55.00
One year Private Hire Vehicle Licence Grant	LI01-0914	329.00	329.00
One year Private Hire Vehicle Licence Renewal	LI01-0914	250.00	250.00
Returnable plate deposit	9681-9402	55.00	55.00
One year Dispensation Certificate (per vehicle)	LI01-0914	65.00	65.00
Replacement internal licence	LI01-0914	15.00	15.00
Replacement plate	LI01-0914	25.00	25.00
Transfer of Vehicle (from one owner to another)	LI01-0914	90.00	90.00
Change of Vehicle	LI01-0914	67.00	67.00
<b><u>Drivers' Licences (3)</u></b>			
Three Year Hackney Carriage Drivers Licence Grant	LI01-0885	435.00	435.00
Three Year Hackney Carriage Drivers Licence Renewal	LI01-0885	256.00	256.00
One Year Hackney Carriage Drivers Licence Grant	LI01-0885	161.00	161.00
One Year Hackney Carriage Drivers Licence Renewal	LI01-0885	95.00	95.00
Returnable badge deposit	9681-9402	20.00	20.00
Three Year Private Hire Vehicle Drivers Licence Grant	LI01-0913	435.00	435.00
Three Year Private Hire Vehicle Drivers Licence Renewal	LI01-0913	256.00	256.00
One Year Private Hire Vehicle Drivers Licence Grant	LI01-0913	161.00	161.00
Returnable badge deposit	LI01-0913	20.00	20.00
Replacement badge	LI01-0913	15.00	15.00
<b><u>Operators Licence (3)</u></b>			
One year Private Hire Vehicle Operator's Licence			
(One vehicle only) Five years	LI01-0910		663.00
(One vehicle only) One year	LI01-0910	155.00	155.00
(Two to four vehicles) Five Years	LI01-0910		913.00
(Two to four vehicles) One Year	LI01-0910	205.00	205.00
(Five to ten vehicles) Five Years	LI01-0910		1,163.00
(Five to ten vehicles)One Year	LI01-0910	255.00	255.00
(Over ten vehicles) Five Years	LI01-0910		1,413.00
(Over ten vehicles)One Year	LI01-0910	305.00	305.00
Knowledge Test Fee (1st test free)	LI01-0910	25.00	25.00
Disclosure and Barring Scheme cost of DBS plus £7 handling (Changing to	LI01-0910	52.50	52.50
<b><u>Animal Boarding (3) (includes 1 vets fee) (New)</u></b>			
Renewal Animal Boarding (3) (includes 1 vets fee)	LI01-0896	496.00	496.00
Small animal boarding establishment (includes vet		243.00	243.00
		369.00	369.00
<b><u>Dog Breeding (3) new (includes vets fee)</u></b>			
Renewal dog breeding includes 1 vet fee)	LI01-0882	525.00	525.00
		329.00	329.00
<b><u>Combination of above 2 (3)</u></b>			
	LI01-0882	329.00	329.00
<b><u>New Dangerous wild animals</u></b>			
		350.00	350.00
		Plus Vet fees	Plus Vet fees
<b><u>Dangerous Wild Animals (3)</u></b>			
	LI01-0940	150.00	150.00
		Plus Vet fees	Plus Vet fees
<b><u>Pet Shops (3)</u></b>			
New pet shop		477.00	477.00
Fish only (renewal) or	LI01-0893	278.00	278.00
If licensed for sale of mammals (renewal)	LI01-0893	278.00	278.00
		Plus Vet fees	Plus Vet fees
<b><u>Riding Establishments (3) (new)</u></b>			
	LI01-0883	192.00	192.00
		Plus Vet fees	Plus Vet fees
Renewal of Riding establishments		150.00	150.00
		Plus Vet fees	Plus Vet fees
LICENCES	General ledger code	2015/16 £	2016/17 £
<b><u>Mobile Homes</u></b>			
New Licence	LI01-0937	434.00	434.00



# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2016

## Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

Annual Renewal fee	LI01-0937	351.00	351.00
Deposit/Change of Site Rules	LI01-0937	47.00	47.00
Transfer of Site Licence	LI01-0937	117.00	117.00

### Licensing Act 2003 Fees - Statutory Fees

#### New Premises/Club Premises/Variation

Band A 0 - £4, 300	LI01-0970/1	100.00	100.00
Band B £4,300 - £33,000	LI01-0970/1	190.00	190.00
Band C £33,000 - £87,000	LI01-0970/1	315.00	315.00
Band D £87,000 - £125,000	LI01-0970/1	450.00	450.00
Band D* £87,000 - £125,000	LI01-0970/1	900.00	900.00
Band E £125,001 - and above	LI01-0970/1	635.00	635.00
Band E* £125,001 - and above	LI01-0970/1	1,905.00	1,905.00

#### New Premises /Club Premises Applications / Variation applications - Additional Fees

Where 5000 or more people will be on the premises			
5,000 - 9,999	LI01-0970/1	1,000.00	1,000.00
10,000 - 14,999	LI01-0970/1	2,000.00	2,000.00
15,000 - 19,999	LI01-0970/1	4,000.00	4,000.00
20,000 - 29,999	LI01-0970/1	8,000.00	8,000.00
30,000 - 39,999	LI01-0970/1	16,000.00	16,000.00
40,000 - 49,999	LI01-0970/1	24,000.00	24,000.00
50,000 - 59,999	LI01-0970/1	32,000.00	32,000.00
60,000 - 69,999	LI01-0970/1	40,000.00	40,000.00
70,000 - 79,999	LI01-0970/1	48,000.00	48,000.00
80,000 - 89,999	LI01-0970/1	56,000.00	56,000.00
90,000 and over	LI01-0970/1	64,000.00	64,000.00

#### Annual Maintenance Fees - Premises /Club

Band A 0 - £4, 300	LI01-0970/1	70.00	70.00
Band B £4,300 - £33,000	LI01-0970/1	180.00	180.00
Band C £33,000 - £87,000	LI01-0970/1	295.00	295.00
Band D £87,000 - £125,000	LI01-0970/1	320.00	320.00
Band D* £87,000 - £125,000	LI01-0970/1	640.00	640.00
Band E £125,001 - and above	LI01-0970/1	350.00	350.00
Band E* £125,001 - and above	LI01-0970/1	1,050.00	1,050.00

#### Additional Annual Maintenance Fees

Where 5000 or more people will be on the premises			
5,000 - 9,999	LI01-0970/1	500.00	500.00
10,000 - 14,999	LI01-0970/1	1,000.00	1,000.00
15,000 - 19,999	LI01-0970/1	2,000.00	2,000.00
20,000 - 29,999	LI01-0970/1	4,000.00	4,000.00
30,000 - 39,999	LI01-0970/1	8,000.00	8,000.00
40,000 - 49,999	LI01-0970/1	12,000.00	12,000.00
50,000 - 59,999	LI01-0970/1	16,000.00	16,000.00
60,000 - 69,999	LI01-0970/1	20,000.00	20,000.00
70,000 - 79,999	LI01-0970/1	24,000.00	24,000.00
80,000 - 89,999	LI01-0970/1	28,000.00	28,000.00
90,000 and over	LI01-0970/1	32,000.00	32,000.00

## HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code	2015/16 £	2015/16 £
<b><u>Personal Licence - Statutory Fees</u></b>			
Grant of Licence	LI01-0972	37.00	37.00
Renewal of Licence	LI01-0972	37.00	37.00
<b><u>Other Fees Payable</u></b>			
Provisional Statement Applications	LI01-0970/1	315.00	315.00
Replacement Licence after loss/theft	LI01-0970/1	10.50	10.50
Notification of change of name or address	LI01-0970/1	10.50	10.50
Application to vary a Designated Premises Supervisor	LI01-0970/1	23.00	23.00
Transfer of a premises licence/club premises	LI01-0970/1	23.00	23.00
Interim Authority Notice	LI01-0970/1	23.00	23.00
Notification of Interest by Freeholder	LI01-0970/1	21.00	21.00
Temporary Event Notices	3627-0973	21.00	21.00
<b><u>Gambling Act 2005 - Statutory Fees</u></b>			
<b><u>Licensed Premises Gaming Machine Permit</u></b>			
Grant	LI01-0990	150.00	150.00
Existing operator Grant	LI01-0990	100.00	100.00
Variation	LI01-0990	100.00	100.00
Transfer	LI01-0990	25.00	25.00
Annual Fee	LI01-0990	50.00	50.00
Change of name	LI01-0990	25.00	25.00
Copy of Permit	LI01-0990	15.00	15.00
<b><u>Licensed Premises Automatic Notification Process</u></b>			
On notification	LI01-0990	50.00	50.00
<b><u>Club Gaming Permits</u></b>			
Grant	LI01-0990	200.00	200.00
Grant (Club Premises Certificate holder)	LI01-0990	100.00	100.00
Existing operator Grant	LI01-0990	100.00	100.00
Variation	LI01-0990	100.00	100.00
Renewal	LI01-0990	200.00	200.00
Renewal (Club Premises Certificate holder)	LI01-0990	100.00	100.00
Annual Fee	LI01-0990	50.00	50.00
Copy of Permit	LI01-0990	15.00	15.00
<b><u>Club Machine Permits</u></b>			
Grant	LI01-0990	200.00	200.00
Grant (Club Premises Certificate holder)	LI01-0990	100.00	100.00
Existing operator Grant	LI01-0990	100.00	100.00
Variation	LI01-0990	100.00	100.00
Renewal	LI01-0990	200.00	200.00
Renewal (Club Premises Certificate holder)	LI01-0990	100.00	100.00
Annual Fee	LI01-0990	50.00	50.00
Copy of Permit	LI01-0990	15.00	15.00

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2016

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code	2015/16 £	2015/16 £
<b><u>Family Entertainment Centre Gaming Machine</u></b>			
Grant	LI01-0975	300.00	300.00
Renewal	LI01-0975	300.00	300.00
Existing operator Grant	LI01-0975	100.00	100.00
Change of name	LI01-0975	25.00	25.00
Copy of Permit	LI01-0975	15.00	15.00
<b><u>Prize Gaming Permits</u></b>			
Grant	LI01-0975	300.00	300.00
Renewal	LI01-0975	300.00	300.00
Existing operator Grant	LI01-0975	100.00	100.00
Change of name	LI01-0975	25.00	25.00
Copy of Permit	LI01-0975	15.00	15.00
<b><u>Small Lotteries &amp; Amusement for Raffles (3)</u></b>			
Registration	LI01-0894	40.00	40.00
Annual Fee	LI01-0894	20.00	20.00
<b><u>Gambling Act Premises Licence Fees</u></b>			
<b><u>Application Fee</u></b>			
Regional Casino Premises Licence	LI01-0975	15,000.00	15,000.00
Large Casino Premises Licence	LI01-0975	10,000.00	10,000.00
Small Casino Premises Licence	LI01-0975	8,000.00	8,000.00
Bingo Premises Licence	LI01-0975	3,500.00	3,500.00
Adult Gaming Centre Premises Licence	LI01-0975	2,000.00	2,000.00
Betting Premises (Track) Licence	LI01-0975	2,500.00	2,500.00
Family Entertainment Centre Premises Licence	LI01-0975	2,000.00	2,000.00
Betting Premises (Other) Licence	LI01-0974	3,000.00	3,000.00
<b><u>Application Fee for Premises with a Provisional</u></b>			
Regional Casino Premises Licence	LI01-0975	8,000.00	8,000.00
Large Casino Premises Licence	LI01-0975	5,000.00	5,000.00
Small Casino Premises Licence	LI01-0975	3,000.00	3,000.00
Bingo Premises Licence	LI01-0975	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01-0975	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01-0975	950.00	950.00
Family Entertainment Centre Premises Licence	LI01-0975	950.00	950.00
Betting Premises (Other) Licence	LI01-0974	1,200.00	1,200.00

## HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code	2015/16 £	2015/16 £
<b><u>Annual Fee</u></b>			
Regional Casino Premises Licence	LI01-0975	15,000.00	15,000.00
Large Casino Premises Licence	LI01-0975	10,000.00	10,000.00
Small Casino Premises Licence	LI01-0975	5,000.00	5,000.00
Converted Casino Premises Licence	LI01-0975	3,000.00	3,000.00
Bingo Premises Licence	LI01-0975	1,000.00	1,000.00
Adult Gaming Centre Premises Licence	LI01-0975	1,000.00	1,000.00
Betting Premises (Track) Licence	LI01-0975	1,000.00	1,000.00
Family Entertainment Centre Premises Licence	LI01-0975	750.00	750.00
Betting Premises (Other) Licence	LI01-0974	600.00	600.00
<b><u>Transfer Application Fee</u></b>			
Regional Casino Premises Licence	LI01-0975	6,500.00	6,500.00
Large Casino Premises Licence	LI01-0975	2,150.00	2,150.00
Small Casino Premises Licence	LI01-0975	1,800.00	1,800.00
Converted Casino Premises Licence	LI01-0975	1,350.00	1,350.00
Bingo Premises Licence	LI01-0975	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01-0975	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01-0975	950.00	950.00
Family Entertainment Centre Premises Licence	LI01-0975	950.00	950.00
Betting Premises (Other) Licence	LI01-0974	1,200.00	1,200.00
<b><u>Variation Application Fee</u></b>			
Regional Casino Premises Licence	LI01-0975	7,500.00	7,500.00
Large Casino Premises Licence	LI01-0975	5,000.00	5,000.00
Small Casino Premises Licence	LI01-0975	4,000.00	4,000.00
Converted Casino Premises Licence	LI01-0975	2,000.00	2,000.00
Bingo Premises Licence	LI01-0975	1,750.00	1,750.00
Adult Gaming Centre Premises Licence	LI01-0975	1,000.00	1,000.00
Betting Premises (Track) Licence	LI01-0975	1,250.00	1,250.00
Family Entertainment Centre Premises Licence	LI01-0975	1,000.00	1,000.00
Betting Premises (Other) Licence	LI01-0974	1,500.00	1,500.00
<b><u>Provisional Statement Application Fee</u></b>			
Regional Casino Premises Licence	LI01-0975	15,000.00	15,000.00
Large Casino Premises Licence	LI01-0975	10,000.00	10,000.00
Small Casino Premises Licence	LI01-0975	8,000.00	8,000.00
Bingo Premises Licence	LI01-0975	3,500.00	3,500.00
Adult Gaming Centre Premises Licence	LI01-0975	2,000.00	2,000.00
Betting Premises (Track) Licence	LI01-0975	2,500.00	2,500.00
Family Entertainment Centre Premises Licence	LI01-0975	2,000.00	2,000.00
Betting Premises (Other) Licence	LI01-0974	3,000.00	3,000.00

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2016

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code	2015/16 £	2016/17 £
<b><u>Application for Reinstatement Fee</u></b>			
Regional Casino Premises Licence	LI01-0975	6,500.00	6,500.00
Large Casino Premises Licence	LI01-0975	2,150.00	2,150.00
Small Casino Premises Licence	LI01-0975	1,800.00	1,800.00
Converted Casino Premises Licence	LI01-0975	1,350.00	1,350.00
Bingo Premises Licence	LI01-0975	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01-0975	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01-0975	950.00	950.00
Family Entertainment Centre Premises Licence	LI01-0975	950.00	950.00
Betting Premises (Other) Licence	LI01-0974	1,200.00	1,200.00
Change of Circumstances Fee	LI01-0975	50.00	50.00
Duplicate Licence Fee	LI01-0975	25.00	25.00
<b><u>Sex Establishments/Sexual Entertainment Venues</u></b>			
Grant of Licence	LI01-0976	3,277.00	3,277.00
Annual Renewal of Licence	LI01-0976	3,277.00	3,277.00
Transfers	LI01-0976	3,277.00	3,277.00
Variations	LI01-0976	3,277.00	3,277.00
<b><u>Scrap Metal Dealers</u></b>			
Site licence	LI01-0889	500.00	500.00
Mobile licence	LI01-0889	250.00	250.00
Variation	LI01-0889	50.00	50.00
Badge/vehicle	LI01-0889	25.00	0.00
ENVIRONMENTAL HEALTH SERVICES	General ledger code	2015/16 £	2016/17 £
Food Certificates Export/Condemnation (3)	LI01-0937	137.00 + officer time & collection/ disposal	137.00 + officer time & collection/ disposal
Non Statutory Food inspections	LI01-0937	108.00	108.00
Other Services	LI01-0937	At cost (officers recharge rate) + 15%	At cost (officers recharge rate) + 15%
Registration of:- Acupuncturists Tattooists, Ear Piercing and Electrolysis Premises (3)	LI01-0937	185.00	185.00
New personal licences for; Acupuncturist			
Tattooists (3)	LI01-0937	169.00	169.00
Electrolysis (3)	LI01-0937	169.00	169.00
Ear Piercing (3)	LI01-0937	169.00	169.00
Stray Dogs (1b)	3630-0875	98.00	98.00
Stray Dogs Out of Hours (1b)	3630-0875	145.00	145.00
Discretionary Stray dog returned to owner	3630-0875	77.00	77.00
Kennelling fees per day	3630-0875	15.50	15.50

## HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

MISCELLANEOUS SERVICES	General ledger code	2015/16 £	2016/17 £
Formulation of professional opinion on subject requested (3)	3632-0937	64.00 (minimum charge 64.00)	64.00 (minimum charge 64.00)
Charge for provision of witness statements under Acts of Parliament (3)	3632-0937	64.00 (minimum charge 62.00)	64.00 (minimum charge 64.00)
Photographs in connection with the above (1a)	3632-0937	5.70	5.70
Application for loudspeaker in street consent (3)	3632-0937	43.00	43.00
Application for consent to unload vehicles before 9 a.m. on Sunday (3)	3632-0937	155.00	155.00
Water Sampling at Private Supplies:			
Revised charges from Private Water Supply			
PWS Risk assessment	3632-0937	500.00	500.00
PWS risk based sampling	3632-0937	100.00	100.00
PWS Investigation	3632-0937	100.00	100.00
PWS Granting authorisation	3632-0937	100.00	100.00
Analysing Samples Reg 10	3632-0937	25.00	25.00
Analysing Samples Check monitoring	3632-0937	100.00	100.00
Analysing Samples Audit monitoring	3632-0937	500.00	500.00
(No fee is payable where samples are taken and			
Photocopy Charge (1a)	3632-0937	10p per sheet	10 p per sheet
Return of Non Statutory and Governmental Questionnaires	3632-0937	Cost to be advised based on officers recharge rate and discretion to waive or adjust	
Provision of Non Statutory professional services in reply to commercial organisations	3632-0937	Cost to be advised based on officers recharge rate and discretion to waive or adjust	
Provision of CIEH accredited training courses	3632-0937	Cost of training provision and examination + administration and accommodation.	

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2016

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

MEMORIAL GARDENS	General ledger code	2015/16 £	2016/17 £
<u>Type of Garden (3)</u> <u>(No. of Interments)</u>	Term of Licence		
Centre of lawn (1)	25 years	3493-0834	315.00
Edge of shrubbery AC (2)	50 years	3493-0834	970.00
Edge of shrubbery No 2/4/6/7 (2)	50 years	3493-0834	890.00
Main Avenue Trees (4)	50 years	3493-0834	1,950.00
A12 A & B (4)	50 years	3493-0834	2,900.00
A12 C-E	50 years	3493-0834	1,950.00
B 6 E-I (4)	50 years	3493-0834	1,950.00
Garden C Section (4) Standard Rose	50 years	3493-0834	1,750.00
E 5 C-F (2)	50 years	3493-0834	920.00
E 5 A (4)	50 years	3493-0834	1,840.00
G 62-100 (2)	50 years	3493-0834	2,230.00
G 121-145 Edge of Shrubery	50 years	3493-0834	890.00
Garden H Section 34a,b,c (4)	50 years	3493-0834	1,840.00
Garden H Section 60 c (4)	50 years	3493-0834	1,840.00
Garden H Section 92a (4)	50 years	3493-0834	1,840.00
Garden H Section 92b (6)	50 years	3493-0834	1,840.00
J East (2) 322, 323 Rose Parterre	50 years	3493-0834	990.00
J South (4) 121 Parterre	50 years	3493-0834	2,040.00
KG Colonnade (2)	50 years	3493-0834	1,950.00
KG Colonnade Family Garden (4)	50 years	3493-0834	6,000.00
L230-233, 236, 238-241 (2)	50 years	3493-0834	1,580.00
L237 (2)	50 years	3493-0834	1,580.00
L234-235 (4)	50 years	3493-0834	2,960.00
M Gardens (2) M265-298,M420-440	50 years	3493-0834	1,550.00
M Family Garden (8) M309-323	50 years	3493-0834	4,500.00
M 441-450 (2)	50,years	3493-0834	890.00
Oak Dell Scattering (1)		3493-0834	210.00
O Edge of Shrubbery (2)	50 years	3493-0834	890.00
P204-255 (2)	50 years	3493-0834	890.00
R garden R54 (6) Gated Garden	50 years	3493-0834	4,700.00
R garden R55 (8) Gated Garden	50 years	3493-0834	5,700.00
R garden R56 (10) Gated Garden	50 years	3493-0834	6,700.00
R Gardens R60-65 (4) Magnolia	50 years	3493-0834	1,990.00
R Gardens R70-R110 (2)	50 years	3493-0834	890.00

Number in ( ) is number of interments

## HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

MEMORIAL GARDENS	General ledger code	2015/16 £	2016/17 £
<u>Other Fees</u>			
Interment Fee (3)	3493-0851	120.00	120.00
Grave Preparation (3)	3493-0834	140.00	140.00
Licence Transfer Fee (name change) (1a)	3493-0834	70.00	70.00
Relicence fee 2 (1a)	3493-0834	580.00	580.00
Licence - Placing a bench for 10 years (4)	3493-0852	270.00	270.00
Commemorative Plaques - staked (1a)	3493-0852	150.00	150.00
Commemorative Plaques - mounted (1a)	3493-0852	190.00	190.00
Memorial Wall Plaque & Licence	3493-0852	120.00	120.00
Plaque refurbishment	3493-0852	40.00	45.00
Maintenance of Individual Garden	3493-0858	POA	POA
Trees for Sale (from) (1a)	3493-0367	350.00	350.00
Book of Remembrance (1a)	3493-0852	20.00	20.00
Benches	3493-0852	POA	POA
Bench Maintenance (coat with teak oil)	3493-0852	50.00	50.00
Carved lettering (1a)	3493-0852	POA	POA
Stone Benches - straights (1a)	3493-0852	POA	POA
Stone Benches - curved (1a)	3493-0852	POA	POA
Venue for wedding photographs (1a)	3493-0916	90.00	90.00
Venue for filming per day from	3493-0916	520.00	520.00
New licence	3493-0834	30.00	30.00
Transfer ashes to Biodegradable Container	3493-0851	20.00	20.00
<u>Perpetuity Licences (3)</u>			
1 <sup>st</sup> & 2 <sup>nd</sup> interment	3493-0851	5.25	5.25
3 <sup>rd</sup> & 4 <sup>th</sup> interment	3493-0851	10.50	10.50
5 <sup>th</sup> & subsequent interments	3493-0851	15.75	15.75



# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2016

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

CEMETERIES	General ledger code	2015/16 £	2016/17 £
<b><u>Earthen Grave (3)</u></b>			
All Plots #(6)	3541/3543-0834	750.00	750.00
Childrens Plot #(7)	3541/3543-0834	270.00	270.00
All plus interment fee #	3541/3543-0851	120.00	120.00
Common Grave	3541/3543-0851	120.00	120.00
<b><u>Cremated Remains (3)</u></b>			
Plot for 2 interments #(1)	3541/3543-0834	300.00	300.00
Plot for 4 interments #(1)	3541/3543-0834	550.00	550.00
Plus interment fee #	3541/3543-0851	170.00	170.00
<b><u>Memorials (1a)</u></b>			
Full size Kerb stones (2)*	3541/3543-0852	103.00	103.00
Flat tablets and Wedges (3)*	3541/3543-0852	96.00	96.00
Small tablets and Wedges (3)* 1ft sq or less	3541/3543-0852	48.00	48.00
Headstones	3541/3543-0852	144.00	144.00
Small Headstone & Kerb (Children's Sections only)	3541/3543-0852	162.00	162.00
Further inscriptions	3541/3543-0852	72.00	72.00
Commemorative Plaques - staked	3541/3543-0852	162.00	162.00
Commemorative Plaques - mounted	3541/3543-0852	209.00	209.00
Tree (Incl planting & aftercare)	3541/3543-0852	144.00	144.00
<b><u>Woodland Burials (3)</u></b>			
All plots (8)#	3541/3543-0834	800.00	800.00
Plus interment fee	3541/3543-0851	120.00	120.00
All cremated remains plot (5)#	3541/3543-0834	534.00	534.00
All cremated remains plot (6)#	3541/3543-0834	300.00	300.00
Plus interment fee #	3541/3543-0851	170.00	170.00
<b><u>Other Charges (3)</u></b>			
Book of Remembrance (per line)	3541/3543-0852	20.00	20.00
Excavation if required	3541/3543-0854	470.00	470.00
1 further interment on existing plot	3541/3543-0851	240.00	240.00
Transfer fee	3541/3543-0834	70.00	70.00
New licence	3541/3543-0834	30.00	30.00

## **NOTES**

1. Parkside & Holtspur only
2. Shepherds Lane & Holtspur only
3. Flat tablet Parkside only
4. Parkside only
5. 4 interments permitted
6. 2 interments permitted
7. Holtspur cemetery only
8. 1 interment permitted

# Surcharge of £200 for non residents of the district  
\* Charges added together for full memorial

For further details please contact Cemetery Superintendent at:  
Parkside Cemetery, Windsor Road, Hedgerley Tel: 01753 662426  
or South Bucks District Council, Capswood, Oxford Road, Denham  
Bucks, UB9 4LH Tel 01895 837200

## HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

PEST CONTROL Charges include vat and payable direct to contractor	General ledger code	2015/16 £	2016/17 £
Rats (1a)	n/a	39.50	39.50
Mice (1a)	n/a	39.50	39.50
Wasps (1a)	n/a	21.60	39.00
Glis (1a)	n/a	84.00 plus returnable deposit for cage	84.00 plus returnable deposit for cage
Other public health insects (1a)	n/a	68.00	68.00

Free pest control services available in relation to Public Health pests to those in receipt of an income related benefits at the discretion of the Head of Healthy Communities or Environmental Health Manager.

Note: These prices are set by the contractor and may change during the life of the contract.

<b>SUBJECT:</b>	Farnham Park Charitable Trust Budgets 2016/17
<b>REPORT OF:</b>	Councillor Trevor Egleton – Healthy Communities Portfolio Holder
<b>RESPONSIBLE OFFICER</b>	Jim Burness – Director of Resources
<b>REPORT AUTHOR</b>	Jacqueline Ing – Principal Accountant 01494 732292, <a href="mailto:jing@chiltern.gov.uk">jing@chiltern.gov.uk</a>
<b>WARD/S AFFECTED</b>	All

## 1. Purpose of Report

- 1.1. To provide Members with information on the draft revenue budget for 2016/17, including the context of the overall financial position of the Charity.
- 1.2. This report provides summary information on the budgets and highlights issues for consideration. The accompanying booklet presents the detailed information to assist Members in their decision making.

## RECOMMENDATION

Members are requested to note the following:

- the 2016/17 revenue budget
- the 2016/17 capital budget
- the proposed fees & charges for 2016/17 .

## 2. Context to the 2016/17 Budget

- 2.1. The budgets have been prepared in accordance with the following inflation assumptions:
  - Salaries inflation from April 2016 of 1%
  - Contracts inflation 2% (unless different rate specified within contract)
  - Business rates 2%
  - Gas, Electricity and Water 4%
  - Insurance 3.5% - as Insurance Premium Tax has gone up from 6% to 9.5%.
  - Other expenditure heads 2%
  - Income 0%.

2.2. The draft budgets are shown in the table below.

	2015/16 Budget £	2016/17 Budget £
Farnham Park Sports Field	1,500	56,410
The South Buckinghamshire Golf Course	-285,470	-318,868
Catering	-25,000	-33,254
Golf Management Service	149,560	165,933
Grounds Maintenance	254,880	216,947
Depreciation on Endowment Assets	9,500	9,700
	<b>104,970</b>	<b>96,868</b>

2.3. The main points to note from the table are;

- Farnham Park Sports Field - The increase in costs relates to changes following a review of how the Golf Management Service costs should be apportioned across the activity centres of the Charity and the Academy. The result is a more realistic reflection of the costs of the Playing Fields.
- Catering – Relates to the bar and catering facilities at the Clubhouse which are operated in-house.
- Depreciation - on Endowment assets relates to the buildings on the Sports Field that were transferred as part of the original trust of land.

2.4. Further budget details are shown in Appendix A (Part II). Appendix A also show a forecast of income and expenditure to 2020/21. It is relevant to note that the playing fields and golf course make an operating surplus. The annual deficit each year arises when the interest on the Council loan to the Charity is included, and the depreciation costs that the accounting rules for charities require to be included.

2.5. The forecast for the years beyond 2016/17 reflects the current cost levels plus assumed increase in usage of levels for the South Buckinghamshire by 3% per annum and similar increases for catering income.

2.6. The forecast therefore does not make any assumptions about any major new developments that may be considered in the medium/long term in respect of the golf facilities or playing fields which are currently part of the work the South Buckinghamshire Panel is doing looking at the long term future of the Charity.

2.7. The decrease from the current year's approved net budget to the 2016/17 draft net budget is £8k (7.7%). Within this the operating surplus before interest and depreciation is forecast to increase from £56k to £62k (11%). The main budget changes are detailed below:

	£'000	Comment
<b>2015/16 Budget</b>	<b>105</b>	
<b>Change in salaries</b>		
- Cost of living increase & increments	5	
- Other salary changes	7	Staff have joined pension scheme
<b>Inflation</b>		
- On expenditure	4	
<b>Unavoidable</b>		
- Increased NNDR and insurance for Clubhouse	18	Following reassessment by the Valuation Office
- Catering temporary staff	6	Change in the light of experience of running the catering operation in house for a year
- Increased cost of sales	5	Purchase of golf supplies sold in golf shop
- Cost of CCTV and Alarms	5	
- Reduction in recharge to the Academy	30	Following review of basis of Golf Management apportionment.
- Loan interest/depreciation	-2	
<b>Savings</b>		
- Additional golf income	-57	
- Additional Catering Income	-13	Change in the light of experience of running the catering operation in house for a year
- Additional Sport Field pitch and rental income	-20	Revision to a number of the leases/licenses
- Bank Charges	-2	
- Staff Advertising	-1	
<b>Other</b>		
- Overtime & Training	2	Grounds Maintenance
- Landscaping	2	Golf course
- Management Fees	2	Catering
- Golf Professional fees	1	Golf management
<b>2016/17 Draft Budget</b>	<b>97</b>	

### 3. Risk Assessments

3.1. When considering the proposed budgets for the coming financial year it is important to be aware of the risks within the budgets. The main risk areas are:

- Golf course and catering income can be affected by weather and economic conditions. The budgets are based on current volumes and take into account seasonal variations.
- The playing field income is dependent on the financial viability of the clubs/organisations leasing/renting facilities.

#### 4. Capital Budgets

- 4.1. The following table summarise the current capital programme for the Farnham Park Charitable Trust.

Scheme	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Grounds Maintenance Machinery	35	35	35	35
<b>Total</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>

- 5.2 This is a provisional allocation of funding and will be reviewed over the coming months in the light of the development of an equipment/machinery replacement programme for the next three to four years.
- 5.3 Any material investment in the grounds or buildings covered by the Charity will be part of the developing medium term strategy.

#### 5. Effect of Budgets on Charitable Reserves

- 5.1. The following table then summarises the effect of the above budgets on the Farnham Park Charity reserves.

	Unrestricted Revenue Funds £'000	Restricted Revenue Funds £'000	Unusable Endowment Fund £'000	Total £'000
<b>Balance as at 31 March 2015</b>	<b>-132</b>	<b>150</b>	<b>1,452</b>	<b>1,592</b>
<u>2015/16</u> Estimated Loss in year	-58	-37	-10	-105
<b>Estimated Balance as at 31 March 2016</b>	<b>-190</b>	<b>113</b>	<b>1,442</b>	<b>1,365</b>
<u>2016/17</u> Budgeted Loss in year	-49	-38	-10	-97
<b>Estimated Balance as at 31 March 2017</b>	<b>-239</b>	<b>75</b>	<b>1,432</b>	<b>1,268</b>

- 5.2. Overall the Charity's unrestricted revenue funds area expected to reduce by £49,000 in 2016/17.

#### 6. Fees and Charges

- 6.1. The Part II report contains the list of proposed fees and charges. All of the proposed fee increases have been built into the draft revenue budgets.

#### 7. Links to Policy Objectives

7.1. One of the primary purposes of the budget process is to ensure that, as far as possible, resources are aligned to the corporate priorities and that any material risks are assessed.

**8. Next Step**

8.1. The Cabinet will consider the outcome of the PAG discussions at its February meeting when it will formulate a final draft of the 2016/17 budget.

<b>Background Papers:</b>	None
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**FARNHAM PARK CHARITABLE TRUST REVENUE EXPENDITURE**

2014/15 ACTUALS	2015/16 BUDGET	2016/17 BUDGET	2017/18 BUDGET	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET
£	£	£	£	£	£	£
<b>SERVICE ANALYSIS</b>						
Direct Operating Costs	1,500	56,410	55,496	56,989	57,962	58,963
(13,026) Farnham Park Sports Field	(401,520)	(438,193)	(449,734)	(462,326)	(474,515)	(488,471)
(360,912) South Buckinghamshire Golf Course	(25,000)	(33,254)	(42,013)	(46,019)	(53,374)	(61,158)
(22,813) Catering	149,560	165,933	162,591	165,109	167,666	170,261
170,538 Golf Management	219,940	186,947	189,054	194,250	197,574	200,983
206,095 Grounds Maintenance	(55,520)	(62,157)	(84,606)	(91,997)	(104,687)	(119,422)
(20,118) Other Costs	70,000	72,826	69,973	67,007	63,925	61,000
78,210 Loan Interest	9,500	9,700	9,670	9,670	9,670	9,670
9,670 Depreciation on FPSF Buildings	35,610	38,180	38,180	38,180	38,180	38,180
Depreciation on Clubhouse	7,119	7,119	7,119	7,119	7,119	7,119
7,119 Depreciation on Green Keepers	3,321	1,200	1,200	1,200	1,200	1,200
3,321 Depreciation on Golf System	34,940	30,000	30,000	30,000	30,000	30,000
34,775 Depreciation on Vehicles & GM Equip	<b>104,970</b>	<b>96,868</b>	<b>71,536</b>	<b>61,179</b>	<b>45,407</b>	<b>27,747</b>
<b>112,977 Net Expenditure</b>						

2014/15 ACTUALS	2015/16 BUDGET	2016/17 BUDGET	2017/18 BUDGET	2017/18 BUDGET	2017/18 BUDGET	2017/18 BUDGET
£	£	£	£	£	£	£
<b>SUBJECTIVE ANALYSIS</b>						
413,709 Direct Employee Expenses	502,540	532,560	542,298	552,039	558,409	564,841
32,567 Indirect Employee Expenses	35,230	25,453	26,020	26,607	27,219	27,854
139,380 Premises Related Expenses	114,860	137,068	142,159	147,497	153,102	158,987
33,172 Transport Related Costs	42,550	38,540	39,363	40,203	41,062	41,941
159,809 Supplies & Services	254,300	260,880	266,802	279,088	288,794	297,828
96,366 Support Recharge from SBDC	93,020	101,050	96,808	98,745	100,720	102,734
Support Recharge from Golf Mgt / GM		75,366	77,671	79,170	80,133	81,110
875,003 Running Expenses	1,042,500	1,170,917	1,191,121	1,223,349	1,249,439	1,275,295
(706,582) Fees & Charges and Other Income	(883,520)	(972,692)	(1,007,491)	(1,041,942)	(1,076,962)	(1,113,721)
(188,539) Recharge to Academy	(214,500)	(185,016)	(190,565)	(194,234)	(197,031)	(199,886)
Recharge to FPGC		(75,366)	(77,671)	(79,170)	(80,133)	(81,110)
(20,118) Net Running Expenses	(55,520)	(62,157)	(84,606)	(91,997)	(104,687)	(119,422)
78,210 Loan Interest	70,000	72,826	69,973	67,007	63,925	61,000
54,885 Depreciation	90,490	86,199	86,169	86,169	86,169	86,169
<b>112,977 Net Expenditure</b>	<b>104,970</b>	<b>96,868</b>	<b>71,536</b>	<b>61,179</b>	<b>45,407</b>	<b>27,747</b>

## Appendix2

Classification: OFFICIAL

2014/15 ACTUALS	Farnham Park Sports Field	2015/16 BUDGET	2016/17 BUDGET	2017/18 BUDGET	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET
£		£	£	£	£	£	£
	Direct Employee Expenses						
	Indirect Employee Expenses						
40,591	Premises Related Expenses	33,750	33,638	34,702	35,802	36,942	38,119
	Transport Related Costs						
3,652	Supplies & Services	6,930	13,280	13,546	13,816	14,093	14,374
16,920	Support Recharge from SBDC	16,920	16,920	17,258	17,603	17,955	18,314
	Support Recharge from Golf Mgt / GM		75,366	77,671	79,170	80,133	81,110
	Loan Interest						
61,163	Running Expenses	57,600	139,204	143,177	146,391	149,123	151,917
(74,189)	Fees & Charges and Other Income	(56,100)	(82,794)	(87,681)	(89,402)	(91,161)	(92,954)
	Recharge to Academy						
	Recharge to FPGC						
<b>(13,026)</b>	<b>Net Running Expenses</b>	<b>1,500</b>	<b>56,410</b>	<b>55,496</b>	<b>56,989</b>	<b>57,962</b>	<b>58,963</b>
9,670	Depreciation	9,500	9,700	9,670	9,670	9,670	9,670
<b>(3,356)</b>	<b>Net Expenditure</b>	<b>11,000</b>	<b>66,110</b>	<b>65,166</b>	<b>66,659</b>	<b>67,632</b>	<b>68,633</b>

This cost centre contains the cost of running the Farnham Park Sports facility.

Premises: This budget is for repairs, electricity, gas, NNDR, water rates and premises insurance.

Supplies & Services: This budget is for half the estimated external audit fee and various minor miscellaneous items.

Recharge from SBDC: This budget is for support provided by SBDC.

Income: This budget is for the rental income from FPSF.

2014/15 ACTUALS	The South Bucks Golf Course	2015/16 BUDGET	2016/17 BUDGET	2017/18 BUDGET	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET
£		£	£	£	£	£	£
	Direct Employee Expenses						
	Indirect Employee Expenses						
87,192	Premises Related Expenses	66,760	89,731	93,026	96,478	100,098	103,897
	Transport Related Costs						
40,762	Supplies & Services	20,800	19,700	20,094	21,415	22,783	23,159
34,344	Support Recharge from SBDC	34,340	34,340	35,027	35,728	36,443	37,172
	Support Recharge from Golf Mgt / GM						
78,210	Loan Interest	70,000	72,826	69,973	67,007	63,925	61,000
240,508	Running Expenses	191,900	216,597	218,120	220,628	223,249	225,228
(523,210)	Fees & Charges and Other Income	(523,420)	(581,964)	(597,881)	(615,947)	(633,839)	(652,699)
	Recharge to Academy						
	Recharge to FPGC						
<b>(282,702)</b>	<b>Net Running Expenses</b>	<b>(331,520)</b>	<b>(365,367)</b>	<b>(379,761)</b>	<b>(395,319)</b>	<b>(410,590)</b>	<b>(427,471)</b>
10,440	Depreciation	46,050	46,499	46,499	46,499	46,499	46,499
<b>(272,262)</b>	<b>Net Expenditure</b>	<b>(285,470)</b>	<b>(318,868)</b>	<b>(333,262)</b>	<b>(348,820)</b>	<b>(364,091)</b>	<b>(380,972)</b>

This cost centre contains the cost of running the South Buckinghamshire Golf Course.

Premises: This budget is for building repairs, electricity, gas, NNDR, water rates and premises insurance.

Supplies & Services: This budget is for marketing costs, printing & stationery bank charges, half the estimated external audit fee, and other minor items of expenditure.

Recharge from SBDC: This budget is for support provided by SBDC.

Third Party Payments: This is the loan interest.

Income: This budget is for course fees and other income.

## Appendix2

Classification: OFFICIAL

2014/15 ACTUALS	Catering	2015/16 BUDGET	2016/17 BUDGET	2017/18 BUDGET	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET
£		£	£	£	£	£	£
	Direct Employee Expenses	107,500	96,190	97,152	98,123	99,104	100,096
1,382	Indirect Employee Expenses	7,500	13,700	13,974	14,253	14,539	14,829
	Premises Related Expenses	3,000	3,000	3,060	3,121	3,183	3,247
	Transport Related Costs	200	200	204	208	212	216
31,864	Supplies & Services	113,800	116,790	119,830	128,259	134,008	140,029
	Support Recharge from SBDC						
	Support Recharge from Golf Mgt / GM						
	Loan Interest						
33,246	Running Expenses	232,000	229,880	234,220	243,964	251,046	258,417
(56,059)	Fees & Charges and Other Income	(257,000)	(263,134)	(276,233)	(289,983)	(304,420)	(319,575)
	Recharge to Academy						
	Recharge to FPGC						
<b>(22,813)</b>	<b>Net Running Expenses</b>	<b>(25,000)</b>	<b>(33,254)</b>	<b>(42,013)</b>	<b>(46,019)</b>	<b>(53,374)</b>	<b>(61,158)</b>
	Depreciation						
<b>(22,813)</b>	<b>Net Expenditure</b>	<b>(25,000)</b>	<b>(33,254)</b>	<b>(42,013)</b>	<b>(46,019)</b>	<b>(53,374)</b>	<b>(61,158)</b>

This cost centre contains the cost of running the South Buckinghamshire catering service

Direct Emp This is the cost of the catering team.  
Expenses:

Indirect Emp This is the cost of temporary staff and training.  
Expenses:

Premises: This budget is for cleaning materials

Supplies & Services: This budget is for purchase, rental and maintenance of catering equipment and supplies.  
It also covers staff uniform, bank charges, software maintenance and management fees

Income: This budget is for income from catering. It also covers room hire.

2014/15 ACTUALS	Golf Management	2015/16 BUDGET	2016/17 BUDGET	2017/18 BUDGET	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET
£		£	£	£	£	£	£
220,754	Direct Employee Expenses	195,910	208,330	211,203	214,162	217,152	220,171
22,271	Indirect Employee Expenses	16,500	6,878	7,073	7,282	7,507	7,749
	Premises Related Expenses						
639	Transport Related Costs	600	1,000	1,020	1,040	1,061	1,082
36,108	Supplies & Services	69,500	76,100	77,622	79,174	80,758	82,372
19,890	Support Recharge from SBDC	16,550	21,510	18,809	19,186	19,569	19,960
	Support Recharge from Golf Mgt / GM						
	Loan Interest						
299,662	Running Expenses	299,060	313,818	315,727	320,844	326,047	331,334
(53,124)	Fees & Charges and Other Income	(45,000)	(44,800)	(45,696)	(46,610)	(47,542)	(48,493)
(76,000)	Recharge to Academy	(104,500)	(78,862)	(82,020)	(83,301)	(84,603)	(85,926)
	Recharge to FPGC		(24,223)	(25,420)	(25,824)	(26,236)	(26,654)
<b>170,538</b>	<b>Net Running Expenses</b>	<b>149,560</b>	<b>165,933</b>	<b>162,591</b>	<b>165,109</b>	<b>167,666</b>	<b>170,261</b>
	Depreciation						
<b>170,538</b>	<b>Net Expenditure</b>	<b>149,560</b>	<b>165,933</b>	<b>162,591</b>	<b>165,109</b>	<b>167,666</b>	<b>170,261</b>

This cost centre is for the Golf Professionals and shop service.

Direct Emp Expenses: This is the cost of the golf management team.

Indirect Emp Expenses: This is the cost of temporary staff and training.

Transport: This budget is for mileage claims.

Supplies & Services: This is mainly for the purchase of equipment for sale in the shop and equipment rental.

Recharge from SBDC: This budget is for support provided by SBDC.

Income: This is the shop sales.

Recharge to SBDC: The recharge to the Academy golf course.

## Appendix2

Classification: OFFICIAL

2014/15 ACTUALS	Grounds Maintenance	2015/16 BUDGET	2016/17 BUDGET	2017/18 BUDGET	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET
£		£	£	£	£	£	£
192,955	Direct Employee Expenses	199,130	228,040	233,943	239,754	242,153	244,574
8,914	Indirect Employee Expenses	11,230	4,875	4,973	5,072	5,173	5,276
11,597	Premises Related Expenses	11,350	10,699	11,371	12,096	12,879	13,724
32,533	Transport Related Costs	41,750	37,340	38,139	38,955	39,789	40,643
47,423	Supplies & Services	43,270	35,010	35,710	36,424	37,152	37,894
25,212	Support Recharge from SBDC	25,210	28,280	25,714	26,228	26,753	27,288
	Support Recharge from Golf Mgt / GM						
	Loan Interest						
318,634	Running Expenses	331,940	344,244	349,850	358,529	363,899	369,399
	Fees & Charges and Other Income	(2,000)					
(112,539)	Recharge to Academy	(110,000)	(106,154)	(108,545)	(110,933)	(112,428)	(113,960)
	Recharge to FPGC		(51,143)	(52,251)	(53,346)	(53,897)	(54,456)
<b>206,095</b>	<b>Net Running Expenses</b>	<b>219,940</b>	<b>186,947</b>	<b>189,054</b>	<b>194,250</b>	<b>197,574</b>	<b>200,983</b>
34,775	Depreciation	34,940	30,000	30,000	30,000	30,000	30,000
<b>240,870</b>	<b>Net Expenditure</b>	<b>254,880</b>	<b>216,947</b>	<b>219,054</b>	<b>224,250</b>	<b>227,574</b>	<b>230,983</b>

This cost centre is for the Grounds Maintenance costs.

Direct Emp Expenses: This is the cost of the grounds maintenance team.

Indirect Emp Expenses: This is the cost of temporary staff and training.

Premises: This budget is for building repairs and electricity.

Transport: This budget is for the repairs, insurance etc of mowers and other assets.

Supplies & Services: This budget is for agricultural suppliers, and other minor items of expenditure.

Recharge from SBDC: This budget is for support provided by SBDC.

Income: This budget is the recharge re the play area.

Recharge to SBDC: The recharge to the Academy golf course.

Classification: OFFICIAL

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