

**Roberto Tambini**  
**Chief Executive**

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Our Ref: PGH/Cabinet  
Date: 14 February 2014

## Notice of Meeting

### CABINET

**Date:** Tuesday 25 February 2014

**Time:** 19.00hrs

**Place:** Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames.

<b>Members of the Cabinet</b>	<b>Cabinet member areas of responsibility</b>
R.L. Watts (Chairman)	Leader of the Council, Strategy and Human Resources
P. Forbes-Forsyth (Vice-Chairman)	Deputy Leader, Community Safety, Young People, Leisure and Culture
T.J.M. Evans	Finance
N. St. J. Gething	Economic Development and Fixed Assets
V. J. Leighton	Planning and Corporate Development
A. J. Mitchell	Environment (including Parks and Waste Management)
D. Patel	Parking services and ICT
J. M. Pinkerton OBE	Housing, Health, Wellbeing and Independent Living
J. R. Sexton	Communications and Procurement



## AGENDA

Description	Page Number
<b>1. Apologies for absence</b>	
To receive any apologies for non-attendance.	
<b>2. Minutes</b>	
To confirm the minutes of the meeting held on 28 January 2014.	1 - 6
<b>3. Disclosures of Interest</b>	
To receive any disclosures of interest from members in accordance with the Council's Code of Conduct for members.	
<b>4. Draft Capital Programme 2014-15 to 2017-18 - Key Decision</b>	
Councillor Evans	7 - 19
<b>5. Fees and Charges 2014-15 - Key Decision</b>	
Councillor Evans	20 - 73
<b>6. Detailed Revenue Budget 2014-15 Draft - Key Decision</b>	
Councillor Evans	74 - 91
<b>7. Members' Allowances Scheme 2014-15</b>	
Councillor Watts	92 - 104
<b>8. Calendar of Meetings 2014-15</b>	
Councillor Watts	105 - 109
<b>9. Leader's announcements</b>	
To receive any announcements from the Leader.	
<b>10. Issues for future meetings</b>	
Members are requested to identify issues to be considered at future meetings.	
<b>11. Urgent Items</b>	
To consider any items which the Chairman considers as urgent.	



## Minutes of Cabinet

28 January 2014

### Present:

Councillor R.L. Watts, Leader of the Council, Chairman of the Cabinet and Cabinet Member for Strategy and Human Resources  
Councillor T.J.M. Evans, Cabinet Member for Finance  
Councillor N. Gething, Cabinet Member for Economic Development and Fixed Assets  
Councillor V.J. Leighton, Cabinet Member for Planning and Corporate Development  
Councillor D. Patel, Cabinet Member for Parking services and ICT  
Councillor J.M. Pinkerton OBE, Cabinet Member for Housing, Health, Wellbeing and Independent Living  
Councillor J. Sexton, Cabinet Member for Communications and Procurement

**Apologies for absence:** Councillor P. Forbes-Forsyth, Deputy Leader and Cabinet Member for Community Safety, Young People, Leisure and Culture

**In attendance:** Councillor D. Saliagopoulos

### 2018. Minutes

The minutes of the Cabinet meeting held on 17 December 2013 were agreed as a correct record.

### 2019. Disclosures of Interest

There were none.

### 2020. Corporate Risk Management – recommendation from the Audit Committee

Cabinet considered the recommendation of the Audit Committee on the review of the Corporate Risk Register.

Cabinet thanked Deanna Harris and her team for their hard work and commended them on the brevity of the report.

**RESOLVED** that Cabinet approves the Corporate Risk Register as submitted.

### 2021. Minutes and Recommendations of the Local Plan Working Party

Cabinet received the minutes and the recommendations of the meeting held on 6 January 2014.

**RESOLVED** that Cabinet agrees:

- (a) The report on public consultation on the Preliminary Draft Charging Schedule (Appendix A)
- (b) The draft Charging Schedule (Appendix C)
- (c) The supporting documents:
  - i) Appendix B - Addendum to the viability study
  - ii) Appendix D - Draft Charging Schedule – Technical Background Document

- iii) Appendix E - Infrastructure Delivery Plan
- iv) Appendix F- Draft Regulation 123 list
- (d) That officers are authorized to make any necessary editorial adjustments to the above documents and such factual adjustments as may be required for the 'submission'.
- (e) That the need to report any suggested changes to the Draft Charging Schedule arising from public consultation be determined by the Cabinet Member for Planning in conjunction with the Chairman of the Local Plan Working Party.
- (f) To note the additional areas of work required

## **2022. \*Treasury Management Strategy Statement and Annual Investment Strategy 2014-15 – Key Decision**

Cabinet considered a report on the current treasury position, the Treasury Management Statement and Annual Investment Strategy for 2014-15, and the Prudential Indicators for 2014-15 to 2016-17.

**RESOLVED TO RECOMMEND** that Council:

- Approves the proposed Treasury Management Strategy and Annual Investment Strategy for 2014/15 as set out in the report of the Chief Finance Officer.
- Approves the Prudential Indicators for 2014/15 as set out in Appendix A to the report of the Chief Finance Officer.

### **Reason for the decision:**

Cabinet noted that the Council's ability to generate maximum, net investment returns with minimal risk provides significant resources for the General Fund revenue budget and the subsequent financing of the Council's services to local residents.

## **2023. \*Annual Pay Policy Statement 2014-15 – Key Decision**

Cabinet considered a report on the Pay Policy Statement for 2014-15.

**RESOLVED TO RECOMMEND** that Council approves the Pay Policy Statement for 2014-15.

### **Reason for the decision:**

Cabinet noted that the Localism Act 2011 required local authorities to publish an annual pay policy statement to increase transparency regarding the use of public funds to pay Council staff

## **2024. Leader's announcements**

### **Planning**

The Council gave a clear lead on behalf of local residents about the future of Heathrow following an extraordinary Council meeting on Thursday 16 January. The Council reaffirmed its support for a further runway to the north west of Heathrow to best meet local and national economic interests and the importance of working with appropriate parties to resolve environmental and transport issues.

The Council secured the conviction of Mr Javed Iqbal at Staines Magistrates' Court on 20 December for failing to comply with a planning enforcement notice requiring him to remove an unauthorised external shutter at his Costcutter premises in Ashford. Mr Iqbal was fined £100 and ordered to pay £586 in council costs.

The Council has successfully argued for an extension to an injunction originally made in September 2012 protecting the land at Sheep Walk by preventing anyone from putting caravans or mobile homes on the land, storing vehicles overnight, importing or processing waste, putting down hard standing or depositing rubble or waste. The owners of the land were ordered to pay the Council's costs (£11,095).

#### Communications

The Council's website and social media pages proved invaluable during the recent floods. The website received over 5000 hits and we gained 100 new social media followers (Facebook and Twitter).

Agreement has been reached to reduce the number of annual editions of the Bulletin from four editions to three when the current contract expires in May.

#### **Independent Living**

The Meals on Wheels service has now been extended to include Bank Holidays, Christmas Day and Boxing Day.

The Keepsake project has started at the Greeno Centre. An artist is working with people suffering with dementia to trigger memories by discussing items placed inside memory boxes.

#### **Leisure**

During National Obesity Awareness Week (13-19 January), a group of students from Bishop Wand School enjoyed a trip to the newly refurbished gym at Sunbury Leisure Centre.

On Thursday 9 January, the Mayor and Steve Parry (2004 Athens Olympic Medallist) officially opened the new gym development at Spelthorne Leisure Centre.

The Leisure team will be holding a Cycling Festival on Tuesday 8 April at Lammas Recreation Ground in Staines. The event is free to attend and there will be activities available for all ages.

A new scheme is being launched to encourage residents to improve their health and well-being by cycling. This scheme is aimed at older adults offering led rides of around 7-12 miles during the week and is free of charge.

The Back to Netball sessions set up by Leisure Services in September have been so successful that Didasko Netball Club has taken on the management. This secures the longer-term delivery of the programme.

#### Environment

Thanks to recent shrub clearance work, record numbers of Little Egret birds (a small white heron) have been recorded on Staines Moor over the last few weeks (seven in total).

Working with Action Surrey, the Council has helped a local Spelthorne resident make significant savings on future energy bills, by assisting her to insulate her solid wall property. Mrs Hay who lives in Ashford was concerned about rising energy bills which had been made worse by living in a 1920s period property.

To address residents' concerns about the cost of food waste liners, the Environment team are now bulk purchasing the liners and selling them at competitive prices via supermarkets, libraries, day centres and the council offices.

During the recent floods, the Environment and Leisure teams helped to prepare the rest centre at Greeno and staff the BEC operations. Staff also visited concerned residents in Baden Close, Grosvenor Road, Duncan Gardens and Knightsbridge Crescent. The visits were greatly appreciated by the residents.

Food waste collections have been rolled out to 20 local schools.

The number of recycling sites has been rationalised.

### **Business Development**

Spelthorne's attractiveness for businesses has been endorsed by a recently published 'UK Competitiveness Index' which placed Spelthorne 13th out of 379 local authorities across England and Wales. It was also ranked as the 4th most competitive in the south east region (compared with 67 other local authorities).

The inaugural Spelthorne Business Plan Competition took place in December. The event was based on an idea by Kwasi Kwarteng MP to help promote and identify budding entrepreneurs from within the Borough. Helen Hicks, aged 22, from Sunbury-on-Thames was chosen as the competition winner for her plan to provide a personal pet funeral service for bereaved pet owners.

### **2025. Issues for Future Meetings**

There were none.

### **2026. Urgent Items**

There were none.

### **2027. Exempt Business**

**RESOLVED** to move the exclusion of the Press and Public for the following item in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order, 2006.

### **2028. Exempt report – Procurement of support services for temporary accommodation – Key Decision**



**Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding the information).**

Cabinet considered an exempt report on the procurement of support services for temporary accommodation.

**RESOLVED** that Cabinet awards a contract for support services for temporary accommodation for a period of three years, with a potential to extend for a further two years, from 11 February 2014.

**2029. Exempt report – Catering at Staines-upon-Thames Community Centre**

**Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding the information).**

Cabinet considered an exempt report on catering at Staines-upon-Thames Community Centre.

**RESOLVED** that Cabinet:

- Approves the selected shortlist of two suppliers to be taken forward to the Invitation-to-tender stage.
- Authorises the Assistant Chief Executive, in consultation with the portfolio holder for Housing, Health, Wellbeing and Independent Living, to proceed with selecting the successful tenderer and awarding the contract.

**NOTES:-**

- (1) ***Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rules, the “call-in” procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [\*] in the above Minutes.***
- (2) ***Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.***
- (3) ***Within three working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;***
- (4) ***To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;***
- (5) ***When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-  
Outline their reasons for requiring a review;***

- ***Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;***
- ***Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and***
- ***Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.***

***(6) The deadline of three working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 31 January 2014***

**Cabinet****25 February 2014**

<b>Title</b>	Draft Capital Programme report 2014/15 to 2017/18		
<b>Purpose</b>	Recommendation required		
<b>Report of</b>	Chief Finance Officer	<b>Confidential</b>	No
<b>Cabinet Member</b>	Councillor Tim Evans	<b>Key Decision</b>	Yes
<b>Report Author</b>	Adrian Flynn		
<b>Summary and Key Issues</b>	<p>The report is to consider and approve the proposed Capital Programme for 2014/15 to 2017/18 in the light of the available resources and corporate priorities. The report covers progress on current schemes and includes future schemes for consideration.</p> <p>It also provides information on the availability of resources to continue moving forward with the proposed schemes.</p> <p>Key Issues</p> <ul style="list-style-type: none"> <li>• The level of the Capital Programme proposed for 2014/15 is £865k</li> <li>• How to fund/maintain the capital programme once the currently available capital resources have been used up in 2014/15.</li> </ul>		
<b>Financial Implications</b>	As set out within the report and appendices. The recommended Capital Programme for 2014/15 is estimated at £865k.		
<b>Corporate Priority</b>	All		
<b>Recommendations</b>	<p>The Cabinet is asked to recommend that Council:</p> <ol style="list-style-type: none"> <li>1) Considers and approves the Capital Programme for 2014/15 to 2017/18.</li> <li>2) Considers and approves the Prudential Indicators for 2014/15 to 2017/18.</li> </ol>		

## 1. Background

- 1.1 The Proposed Capital Programme 2014/15 to 2017/18 covering the Summary, Housing Investment programme (HIP) and other services schemes is set out in the attached Appendices **1 2&3**.
- 1.2 The programme shows the total capital cost of each scheme. Where grants and contributions are received in respect of specific schemes, these are also identified to illustrate both the gross cost of the scheme and the net cost to the Council. The investment cost which represents the interest (0.5% pa for 2014/15) that would have been earned on the capital sum is also included.
- 1.3 The Housing Investment Programme (HIP) consists of renovation and renewal grants and assistance to Housing associations through our partnership programme. These schemes are funded from Capital receipts, Government grants and Right to Buy receipts. Comments on specific service areas are:
- 1.4 Housing Renovation Grants – These grants are part funded by a cash limited grant from Central Government, currently £285k per annum. An additional sum for discretionary Disabled Facility Grants (DFGs) is always included although where possible applicants for discretionary grants are referred to the Home Improvement Agency where they can obtain loans for improvements.
- 1.5 The Other Services Programme relates to the non-housing activities of the Council.
- 1.6 Last year the approved Capital Programme Budget for 2013/14 was set at £1,129,000 in February 2013. This was then revised to £1,860,000 which includes budget carry forwards from 2012/13 of £723,000.

## 2. Key issues

- 2.1 The potential cost of the schemes proposed in the 2014/15 to 2017-18 programme total £865k, is set out as below:

	Capital Estimates 2014/15 - 2017/18					
	Estimated Programme					
	2013/14					
Scheme	Original Estimate	Revised Estimate	2014/15	2015/16	2016/17	2017/18
	£	£	£	£	£	£
<u>Capital Programme Summary</u>						
Housing Investment Programme	301,600	296,883	222,600	222,600	222,600	222,600
Other Services Programme	827,600	1,563,561	642,400	105,600	50,000	50,000
<b>Total Capital Programme</b>	<b>1,129,200</b>	<b>1,860,444</b>	<b>865,000</b>	<b>328,200</b>	<b>272,600</b>	<b>272,600</b>

- 2.2 It should be noted that the Council has sufficient resources to fund the programme up to the end of 2016/17 financial year based on the current level of receipts held. The Council will need to consider in future scaling back the capital programme, funding from revenue (either as revenue contributions or from reserves) or obtaining additional funding.
- 2.3 The use of borrowing under the prudential regime can be considered on a scheme by scheme basis where appropriate. On invest to save or invest to generate income if the savings exceed potential borrowing costs then there may be a business case to borrow. The Council's asset base is being kept under constant review and there may be circumstances where additional resources will be generated from the disposal of both under performing and surplus assets.

### **3. Proposed Programme for 2014/15**

- 3.1 All bids to go on the Capital Programme for 2014/15 have been critically assessed and reviewed by Management team and Cabinet to ensure that they meet the new Criteria of Capital expenditure. The level of spend proposed has also been revised to reflect the level of capital and other resources now available to finance future capital expenditure:
- 3.2 Included within the 2014/15 Programme are a number of schemes that were rephrased from the 2013/14 programme. These schemes include the following,
- (a) Laleham park Upgrade -£200k
  - (b) Kenyngton Manor - £33k
- 3.3 There are a number of new schemes identified for the programme in 2014/15 and these are
- (a) New Roof at Greeno day Centre : £160k
  - (b) Replacement/additional Wheelie Bins : £50K
- In addition a provision of £55k has been restored for capitalised planned maintenance.
- 3.4 The Budget also includes provision for on- going schemes and comments on specific areas including:-
- (a) Information Technology- The total budget of £131k reflects the purchase of new IT equipment and systems in implementation of the Council's ICT strategies, including supporting greater mobile/flexible working. Any other ICT changes proposed, as per the revised capital strategy definition, will be classified as revenue and require funding as per paragraph 2.10.
- 3.5 Major new schemes to be incorporated in 2014/15 include
- (a) Liquid Voice (automated answering telephony) Software : £6k
  - (b) The purchase of Mobiles and Tablets: £29k
  - (c) Disaster Recovery Requirements : £16k
- 3.6 A number of on -going schemes have had the basis of their funding reviewed in the new programme to ensure that the budgetary provision is in line with the expectation as to what can be achieved with the current staffing resources and prior year spends.

- 3.7 New Schemes Fund - as this scheme does not currently have any funding to support capital bids it is not proposed that any monies will be spent as part of the programme. If Members were minded to incorporate schemes meeting the New Schemes Fund criteria funding would need to be transferred from other sources to meet this.
- 3.8 The resources set out below assume that the programme is funded from capital receipts.

Programme	Revised				
	Estimate 2013/14 £'000	Estimate 2014/15 £'000	Estimate 2015/16 £'000	Estimate 2016/17 £'000	Estimate 2017/18 £,000
Housing Investment	297	222	223	223	223
Other Services	1564	617	105	50	50
Total Programme to be Financed	1560	865	328	273	273
Resources Available Including ongoing stream of share of right to buy proceeds	2544	1154	459	301	198
(Surplus)/Deficit	(984)	(289)	(131)	(28)	75

- 3.9 It is assumed in the estimates that any shortfall will be managed from other revenue reserves and that future years (after 2017-18) start from a base position of zero reserves.
- 3.10 A summary of the additional anticipated receipts in the period of the programme is attached as Appendix 4
- 3.11 The calculation for the prudential Indicators is attached as Appendix 5

#### 4. Options analysis and proposal

- 4.1 The Housing Investment and Other Services Programmes have in the past been funded from capital receipts as the use of any long term borrowing would have resulted in the loss of the Council's debt free status. However under the prudential regime, introduced in 2004, councils now have much greater freedom to borrow for capital investment provided certain criteria are met as set out in the prudential code. Any borrowing would of course result in a charge to the General Fund for principal and interest.
- 4.2 The ability to borrow to finance capital investment does increase available resources, but would have to be set at a level that is prudent and affordable in the longer term. This option may be suitable for specific revenue enhancing projects following prudent appraisal. With current historically low interest rates there may be more potential to consider specific business cases for prudential borrowing.

- 4.3 If the option of borrowing is not pursued the programme needs to be financed from additional capital receipts through the selling of assets or a revenue contribution to Capital from the services proposing the capital works or from revenue reserves.
- 4.4 As can be seen in table 3.6 the capital receipts reserves are also due to be fully/over utilised in the period of the proposed capital programme.
- 4.5 In order therefore to complete the programme it is necessary to either identify additional funds to support the programme, reduce the level of the proposed expenditure to meet the reserves available or, if there is a sufficiently robust business case, borrow prudentially.

## **5. Financial implications**

- 5.1 As set out within the report and appendices.
- 5.2 Financing the capital programme from capital receipts results in a loss of investment income. An estimate of these costs is included on Appendix 2 & 3, under the column headed "Interest Lost". The loss for 2014/15 has been calculated at £5,900 for the year.

## **6. Other considerations**

- 6.1 There are none.

## **7. Risks and how they will be mitigated**

- 7.1 The risk that schemes included on the programme have been inadequately planned and costed which could lead to major revisions in the level of resources required to complete the project can be mitigated by increased project planning and involvement of the accountancy section when determining the likely scheme cost.
- 7.2 In addition to this slippage of schemes may also result in the original budget requested being insufficient if there is too long a time delay in costing the scheme and its implementation.
- 7.3 All schemes identified on the capital programme should therefore be re-evaluated at least annually in order to try and assess any revisions required to the budget and if the budget needs to still be part of the revised programme.
- 7.4 The risk of officers' time being diverted to other projects in times of a shortage of resources will potentially cause schemes to be left partially complete. A risk assessment should always be completed as part of the original project plan to ensure sufficient officer resources are available to complete the project to a satisfactory conclusion.
- 7.5 Careful monitoring of the budgets enables greater transparency of budget problems and action to be taken, when required, on areas identified as areas of concern.
- 7.6 A systematic approach to budget monitoring will hopefully alleviate problems of major discrepancies not being highlighted until year end.
- 7.7 Constant monitoring of the budgets enables Heads of Service to be held more accountable for their budgetary spend and any major unidentified variations which occur.

**8. Timetable for implementation**

- 8.1 Schemes included in the capital programme are programmed to commence in 2014/15 and will be monitored monthly to ensure that any slippage of schemes is identified at an early date and the programme is adjusted accordingly.
- 8.2 Any schemes incomplete at the end of March 2014 may be incorporated as part of the revised programme for 2014/15.
- 8.3 Bi Monthly reports are prepared for MAT to show the current status of the schemes and presented to cabinet and Overview and Scrutiny Committee quarterly for revisions and updates to both estimates and projected outturns.

**Background papers: There are none**

**Appendices: 1 to 5**



<b>CAPITAL ESTIMATES 2014/2015 - 2017/18</b>						
	<b>ESTIMATED PROGRAMME</b>					
	<b>2013/14</b>		<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
<b>SCHEME</b>	<b>ORIGINAL</b>	<b>REVISED</b>				
	<b>ESTIMATE</b>	<b>ESTIMATE</b>				
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>CAPITAL PROGRAMME SUMMARY</u></b>						
<b>Housing Investment Programme</b>	326,600	321,883	222,600	222,600	222,600	222,600
<b>Other Services Programme</b>	802,600	1,538,561	642,400	105,600	50,000	50,000
<b>New Schemes Fund</b>	-	-	-	-	-	-
<b>TOTAL CAPITAL PROGRAMME</b>	1,129,200	1,860,444	865,000	328,200	272,600	272,600
<b>Total projected spend 2013-14 to 2017-18</b>		<b>3,598,844</b>				

CAPITAL ESTIMATES 2014/2015 - 2017/18									
SCHEME	FYE	ACTUALS	ESTIMATED PROGRAMME						
	ACTUALS 2012/13	TO DATE 2013/14	2013/14		2014/15	2015/16	2016/17	2017/18	0.50%
			ORIGINAL	REVISED					INTEREST
			ESTIMATE	ESTIMATE					LOST
£	£	£	£	£	£	£	£	£	
									-
<u>House Renovation Grants</u>									-
Disabled Facilities Grants									-
- Mandatory	362,306	242,827	520,000	520,000	450,000	450,000	450,000	450,000	2,300
- Discretionary	-	-	29,600	29,600	29,600	29,600	29,600	29,600	100
	362,306	242,827	549,600	549,600	479,600	479,600	479,600	479,600	2,400
Less Specified Capital Grant	(342,590)	(193,145)	(285,000)	(289,717)	(285,000)	(285,000)	(285,000)	(285,000)	
Net Cost of Disabled Facilities Grants	19,716	49,682	264,600	259,883	194,600	194,600	194,600	194,600	2,400
Decent Homes Grant	21,132	-	-	-	-	-	-	-	-
Equity release scheme	(2,000)	-	10,000	10,000	-	-	-	-	-
Home Improvement Agency grant	25,320	27,084	27,000	27,000	28,000	28,000	28,000	28,000	100
Wall/Loft Insulation	24,280	-	-	-	-	-	-	-	-
Heating Repairs & Draught Proofing	-	5,543	25,000	25,000	-	-	-	-	-
Total - House Renovation Grants	68,732	32,627	62,000	62,000	28,000	28,000	28,000	28,000	100
<b>TOTAL - HOUSING</b>	<b>88,448</b>	<b>82,309</b>	<b>326,600</b>	<b>321,883</b>	<b>222,600</b>	<b>222,600</b>	<b>222,600</b>	<b>222,600</b>	<b>2,500</b>

CAPITAL ESTIMATES 2014/2015 - 2017/18									
SCHEME	FYE ACTUALS 2012/13	ACTUALS TO DATE 2013/14	ESTIMATED PROGRAMME						
			2013/14		2014/15	2015/16	2016/17	2017/18	0.50% INTEREST LOST
			ORIGINAL ESTIMATE	REVISED ESTIMATE					
	£	£	£	£	£	£	£	£	£
<b>COMMUNITY CARE SERVICE</b>									
Greeno Centre Development	23,789								-
Fordbridge Day Centre	16,724	11,127		26,716					-
External Funding	(16,724)	(11,127)		(9,276)					
Meals on Wheels Vans			50,000						-
Wellbeing Centre	14,917	75,248		76,144					-
External Funding	(14,917)	(67,083)		(67,083)					-
Housing Locata				24,000					-
<b>LEISURE SERVICE</b>									
Leisure Centre Fitness Kit	21,400								-
<b>ENVIRONMENT SERVICES</b>									
Air Quality				25,100					-
Contaminated Land Investigation									-
Combined Heat and Power (CHP)		121,572		121,600					-
Critical Ditches	4,735	5,000		5,000					-
Car Park Improvements				70,600					-
Parking Handhelds	24,263	(3,200)							-
Bring Site Initiative			60,000	60,000					-
Laleham Park Upgrade			200,000		200,000				1,000
Technical Equipment		26,588		26,588					-
Day Centre Energy Efficiency Lighting	7,848								-
Elmsleigh Car Park Lighting	2,600								-
White House depot lighting	19,823								-
Staines DC Lighting	6,035								-
Elmsleigh Surface C/P LED's	12,405								-
Knowle Green Boiler	29,870								-
M2G Boiler Controls				18,350					-
Salix Funding	(78,580)			(18,350)					-
Biffa Award Match Funding	31,300								-
Biffa Match Funding	(16,667)								-
Hawke Park	9,036								-
External funding	(9,036)								-
Refurbishment of Kenyngton Manor Pavilion			33,000		33,000				200
Sunbury Skate Park		7,654	18,700	18,700					-
Pool Covers		14,526		14,500					-
Loan to SLM				300,000					-
Shepperton Skate Park	121,790	5,860		6,000					-
External funding	(95,000)								-
<b>COMMUNITY SAFETY</b>									
Staisafe Radio				13,000					-
CCTV Stanwell		78,110		78,110					-
S106 funding		(78,110)		(78,110)					-

CAPITAL ESTIMATES 2014/2015 - 2017/18									
SCHEME	FYE ACTUALS 2012/13	ACTUALS TO DATE 2013/14	ESTIMATED PROGRAMME						
			2013/14		2014/15	2015/16	2016/17	2017/18	0.50% INTEREST LOST
			ORIGINAL ESTIMATE	REVISED ESTIMATE					
	£	£	£	£	£	£	£	£	£
<b>STREET SCENE</b>									
Wheelie Bins	49,388				50,000	50,000	50,000	50,000	300
DCLG Car	16,079								-
External funding	(16,079)								-
DCLG Refuse Project - Lorry		214,246	180,000	180,000					-
DCLG Refuse Project - Bins		47,500	48,000	48,000					-
DCLG Grant		(262,246)	(228,000)	(262,246)					-
<b>INFORMATION TECHNOLOGY</b>									
New software	3,650	2,307	40,000	40,000					-
Sharepoint	325								-
Geographical Info System		633							-
Virtual Desktop Infrastructure (VDI)	3,000		100,000						-
Voice Over Internet Protocol (VOIP)			75,000	160,000					-
Out of Hours Telephony	21,650								-
Integra Upgrade		9,605	24,000	24,000					-
Revenues & Benefits	5,499								-
Car Parks Link		210	12,000	12,000					-
Remote & mobile working, Depot	3,908			16,000					-
Server Updates	20,198	1,270	30,000	30,000					-
Desktop Upgrades	38,245	11,989	10,000	10,000					-
Telephone/Data Communications	9,137								-
Misc Software	(9,749)								-
Other Hardware		4,300	10,000	10,000	50,000				300
ICT Security			26,900	26,900					-
Security/Code of Connection Requirements					6,000				-
Mobiles and Tablets					28,800				100
Mobile device management					10,000				100
Software					20,000				100
Disaster Recovery Requirements					16,000				100
East Surrey Improvement Partnership					13,000				100
HR and Payroll system	10,857	(3,500)		12,500					-
Website Upgrade	(21,323)	9,066		15,000					-
Environmental Health/Building Control Mobile Working				15,600					-
Customer Relationship Management Solution		39,895		160,000					-
<b>GENERAL PROPERTIES</b>									
ESSO Site Stanwell				20,000					-
Lammas Park - Water Mains		38,350		35,000					-
Renewal of Toilet Facilities		19,990	20,000	40,000					-
KG Reception & Other Moves	29,343	15,915		45,657					-
Knowle Green Heating	202,396	24,599		25,561					-
Planned Maintenance	17,200	1,225			55,600	55,600			300
Lammas Sea Cadets	46,312								-
Fire Alarm Systems			29,000	29,000					-
Fencing		13,068	64,000	64,000					-
Housing Accommodation Moves				70,000					-
Greeno Community Centre Re-roofing					160,000				800
<b>TOTAL - OTHER PROJECTS</b>	<b>545,647</b>	<b>374,589</b>	<b>802,600</b>	<b>1,538,561</b>	<b>642,400</b>	<b>105,600</b>	<b>50,000</b>	<b>50,000</b>	<b>3,400</b>

**CAPITAL PROGRAMME 2012/13 TO 2015/16  
FINANCING**

**CAPITAL PROGRAMME AND RESOURCES 2014/15 TO 2017/18**

**Appendix 4**

<b>NEW RESOURCES</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>TOTAL</b>
SPECIFIC CAPITAL GRANT (SCG) *	289,717	285,000	285,000	285,000	285,000	1,429,717
FORDBRIDGE DAY CENTRE	3,276					
WELLBEING CENTRE	67,083					
STANWELL CCTV	60,000					
DCLG REFUSE PROJECT MONEY *	262,246					262,246
USABLE RECEIPTS						-
- RTB SHARES	-	150,000	150,000	150,000	150,000	600,000
- OTHER LAND ETC	-	20,000	20,000	20,000	20,000	80,000
<b>TOTAL NEW RESOURCES **</b>	<b>-</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>	<b>680,000</b>

\*\* excludes \* as already reflected in programme

<b>CAPITAL PROGRAMME AND FINANCING (excl New Schemes Fund)</b>	<b>REVISED ESTIMATE 2013/14</b>	<b>ESTIMATE 2014/15</b>	<b>ESTIMATE 2015/16</b>	<b>ESTIMATE 2016/17</b>	<b>ESTIMATE 2017/18</b>
USABLE CAPITAL RECEIPTS B/F	1,669,406		-	-	-
CAPITAL GRANTS DEFERRED B/F	874,785	-	-	-	-
	2,544,191	983,747	288,747	130,747	27,747
NEW USABLE RECEIPTS - RTB ETC	-	170,000	170,000	170,000	170,000
RESOURCES	2,544,191	1,153,747	458,747	300,747	197,747
CAPITAL PROGRAMME	1,560,444	865,000	328,000	273,000	273,000
<b>(Surplus)/Deficit in Resources</b>	<b>(983,747)</b>	<b>(288,747)</b>	<b>(130,747)</b>	<b>(27,747)</b>	<b>75,253</b>

## Appendix 5

### The Prudential Code of Capital Finance Prudential Indicators in respect of affordability and Council Tax levels 2014/15 TO 2015/16

The Local Government Act 2003 introduced the *Prudential Code for Capital Finance in Local Authorities*. The Code requires local authorities to ensure that capital investment decisions are prudent, affordable and sustainable by reference to a series of Prudential Indicators and that borrowing is only incurred to support capital expenditure and not revenue spending. Minimum indicators are specified in the Code but affordability is ultimately determined by a judgement about acceptable levels of Council Tax, and in the case of authorities with a Housing Revenue Account (HRA), acceptable rent levels.

All the following indicators reflect the Council's current commitments, existing plans and proposals for capital expenditure and financing, and its treasury management policy statement and practices. In accordance with the Code, they will be set on a rolling basis annually, before the start of the financial year. Performance against all forward looking indicators must be reviewed and monitored to ensure compliance with the limits set by the Council, and deviations reported to members.

Prudential indicators in respect of affordability and Council Tax levels for Spelthorne are set out below:-

#### 1. Capital Expenditure

The actual capital expenditure that was incurred in 2012/13 and the estimates for the current and future years are:-

		<b>Capital</b>	<b>Expenditure</b>		
	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Housing Investment Programme	431,038	296,900	222,600	222,600	222,600
Other Services Programme	792,650	1,563,600	642,400	105,600	50,000
<b>Net Capital Programme</b>	<b>1,223,688</b>	<b>1,860,500</b>	<b>865,000</b>	<b>328,200</b>	<b>272,600</b>
Contributions and Grants		285,000	285,000	285,000	285,000
<b>Gross Capital Programme</b>	<b>1,223,688</b>	<b>2,145,500</b>	<b>1,150,000</b>	<b>613,200</b>	<b>557,600</b>

This is an indicator of affordability which members considered when they approved the draft Capital Programme for 2014/15 – 2016/17 included elsewhere on this agenda.

#### 2. Ratio of Financing Costs to Net Revenue Stream

This ratio is another indicator of affordability and compares the estimated financing costs of borrowing as a percentage of the net revenue stream that is the amount in the General Fund to be met from government grant and local taxpayers.

The actual ratio of financing costs to net revenue stream for 2012/13 and estimates for the current and future years are:-

## Appendix 5

## Ratio of Financing Costs to Net Revenue Stream

	Actual 2012/13	Estimate 2013/14	Estimate 2014/15	Estimate 2015/16	Estimate 2016/17
Financing Costs	-382,233	-344,400	-334,300	-330,300	-326,300
Net Revenue Stream	11,063,638	11,326,648	11,761,220	11,995,720	12,641,820
<b>SBC Ratio</b>	<b>-3.27%</b>	<b>-2.74%</b>	<b>-2.58%</b>	<b>-2.56%</b>	<b>-2.55%</b>

The ratios for Spelthorne are negative because the Council's investment income exceeds the cost of borrowing. These estimates are based on the present circumstances in that the Council only has short term borrowing costs and substantial funds invested.

#### 4. Band D Council Tax Estimates

The Band D Council tax that would result for the Council for 2014/15 from the totality of the capital and revenue plans recommended in the budget report is **£178.97**, which represents a 1.94% increase over the previous year.

Forward estimates for the Band D Council Tax for 2015/16 and 2016/17 are **£182.44** and **£185.98** respectively. These forward estimates are based on a 1.94% increase in the 2014/15 and 2015/16 level of Council Tax and are not fixed and do not commit the Council in any way. They are based on the Council's existing commitments, current plans and the totality of the capital and revenue plans recommended in the budget report.

#### 5. Incremental impact on the Council Tax

The indicator shows the cost of variations in the capital programme in terms of Band D Council Tax:

	Estimate 2014/15	Estimate 2015/16	Estimate 2016/17
<b>Band D Council Tax</b>	<b>£178.97</b>	<b>£182.44</b>	<b>£185.98</b>
Tax Base	36,648	36,832	37,016
Interest earned on investments	0.50%	0.50%	0.75%
Existing Capital Programme	£1,150,000	£613,200	£557,600
<b>Incremental impact on Band D Council Tax</b>	<b>£0.16</b>	<b>£0.08</b>	<b>£0.11</b>

The incremental impact on the Council Tax is a key measure of affordability and the Council could consider different options for its capital investment plans in relation to their differential impact on the level of Council Tax.





**Cabinet****25 February 2014**

<b>Title</b>	Fees and Charges Report 2014/15		
<b>Purpose</b>	Recommendation required		
<b>Report of</b>	Chief Finance Officer	<b>Confidential</b>	No
<b>Cabinet Member</b>	Councillor Tim Evans	<b>Key Decision</b>	Yes
<b>Report Author</b>	Adrian Flynn		
<b>Summary and Key Issues</b>	<ul style="list-style-type: none"> <li>• To ensure that all fees and charges are reviewed annually and are approved by the cabinet.</li> <li>• To ensure that appropriate levels of charges are incorporated into the budget to maximise revenue in the current economic climate.</li> <li>• To ensure that all potential income streams have been explored and assessed.</li> <li>• The proposed 2014/15 fees and charges will generate additional revenue of approx. £ 75k</li> </ul>		
<b>Financial Implications</b>	To ensure that the expected yield is maximised in relation to prior year income levels which may have been subjected to volume changes.		
<b>Corporate Priority</b>	* All		
<b>Recommendations</b>	Cabinet to approve the charges as set out in Appendix B.		

## 1. Background

- 1.1 The purpose of this report is to update members on the proposed fees and charges for the financial year 2014/15 and to identify the level of increases proposed in calculating the new charges.

## 2. Key issues

- 2.1 In the current challenging economic climate the council has to perform a balancing act between trying to maximise the additional income that can be generated through fees and charges, but at the same time be careful in setting fee levels which are sustainable and will not adversely impact on its overall income levels. It also needs to be mindful of the impact on residents and the local business community.
- 2.2 The total potential additional income therefore from rents, fees and charges and grant income excluding housing benefit grant income to be incorporated into the 2014/15 budget will be approximately £8.201m. and this is £75k more than included in the 2013/14 budget.
- 2.3 A breakdown of the £8.201m is as follows,
- Grants : £2.139m
  - Rents : £1.975m
  - Other charges : £4.087m
- 2.4 More than a third of the Council's total income excluding housing benefit grant income is generated through fees and charges, rents and grants and is therefore of key importance in balancing the budget.

## 3. PROPOSED FEES AND CHARGES

- 3.1 The detailed schedule of proposed fees and charges to be effective from 1<sup>st</sup> April 2014 is attached as **Appendix B**.
- 3.2 As part of the 2012/13 and 2013/14 budget setting process Heads of service adopted a cautious approach to raising the level of fees and a number of fees were reduced in response to the downturn in economic climate which had produced lower levels of income than previously budgeted. These areas have been reassessed as part of the 2014/15 budget process in order to determine whether the change could now be reversed in light of actual incomes received.
- 3.3 All fees and charges were reviewed in 2013/14 by Heads of service to ensure that they are covering our costs and they have been assessed as to the reasonability of the fee being set.
- 3.4 For 2014/15 in common with previous years Heads of service have been asked to revisit the overall budgeted income estimates, compare them with other authorities' charges and then base them upon the income seen in 2013/14 to date in order to reassess the likely full year income position.
- 3.5 In respect of the economic climate all areas are being monitored through the 2013/14 budget monitoring process to see how the income is holding up against budgets. Management team receive a monthly report on the major

income area's highlighting the current position against the previous year position.

- 3.6 Currently Building Control, Meals on Wheels, Cemeteries and Staines Market income are all indicating that they will achieve more than originally budgeted and any increase seen as on-going will be incorporated into the base budget.
- 3.7 The proposed fees and charges submitted here for the next financial year have in some cases not been up rated by 5% which was part of the financial strategy agreed by Executive in November 2006, but have been amended to reflect the maximum level it is perceived that the market can currently stand.
- 3.8 It should be noted that in exceptional circumstances discounted pricing may be considered where an activity supports a strategic priority of the council to the benefit of a particular community group.
- 3.9 The Authority is continuing to look at Services and ensuring that all areas make appropriate charges for all services provided in order to ensure that those users of the service are charged for it so that the rest of the Council Tax payers are not subsidising them.

#### **4. Options analysis and proposal**

- 4.1 A fixed percentage increase of all fees and charges could be implemented for all areas – but this would not reflect fully the circumstances of each service
- 4.2 Each Service aligns its fees and charges in line with market conditions, neighbouring authorities and sets a fee that covers its costs of producing the service.

#### **5. Financial implications**

- 5.1 As in the body of the report.

#### **6. Other considerations**

- 6.1 There are none.

#### **7. Risks and how they will be mitigated**

- 7.1 The risk of not achieving the expected projected income levels has tried to be mitigated by looking at prior years information and assessing the likely impact of the changes and by looking at the current year expected yield to try and take account of volume changes by services.
- 7.2 The risk of not achieving the required level of income generated by the new fees and charges will be monitored on a regular basis and any significant variations will be identified as part of the monthly budget monitoring process

#### **8. Timetable for implementation**

- 8.1 The fees and charges proposed are to be implemented from the 1<sup>st</sup> April 2014.

#### **Background papers:**

There are none

#### **Appendices: A & B**

Appendix A	<u>Page</u>	<u>Income 12/13</u>	<u>Budget 13/14</u>	<u>Budget 14/15</u>
<b><u>Corporate Governance</u></b>				
Land Charges	1	174,600	180,000	190,000
Legal Fees	2	38,400	1,200	1,200
<b><u>Electoral Services</u></b>				
Electoral Registration	3	2,000	1,000	1,000
<b><u>Environmental Health/Bdg Cont</u></b>				
Contaminated Land Enquiries & Environmental Protection Schedule 1 Part B Premises	4	200	600	600
Pollution - Scrap Metal Dealers	4	-	-	-
Food Safety	5	2,500	3,000	3,000
Licensing - Animals	6	-	-	-
Highways - Street Trading	6	3,400	2,000	2,000
Licensing - HMO Licensing Scheme	7	600	-	2,000
Housing - Immigration Housing Inspection	7	1,800	10,000	10,000
Housing Act Notices	7-8	2,300	-	8,000
Street Numbering & Re-Numbering	8	2,400	2,000	2,000
Retail	8-9	65,000	75,400	75,400
Public Health - Health and Safety	10	2,780	3,900	3,900
Rodent & Pest Control	11-12	-	-	-
Taxi Licensing - Hackney & Private Hire	13-14	77,700	76,000	76,000
<b><u>Housing Options</u></b>				
Homelessness - Bed & Breakfast	15	163,100	129,400	129,400
<b><u>Ind Living</u></b>				
Greeno & Fordbridge Centres	16-17	9,400	10,000	10,000
Older Peoples Services	17	23,600	25,000	25,000
Meals On Wheels	18	145,900	140,600	147,100
Span	19	225,200	240,000	243,200
<b><u>Leisure</u></b>				
Shepperton Hall	20	21,700	18,000	-
<b><u>Office Services</u></b>				
Hire of Knowle Green Rooms & Equipment	21-23	100	200	200
<b><u>Planning/Housing</u></b>				
A) Pre-Application Charges	24-25	19,500	28,000	28,000
B) Planning Application Fees	25	-	-	-
C) Planning Miscellaneous Fees	25-26	3,100	2,500	2,500
<b><u>Street Scene</u></b>				
Abandoned Vehicles	27	-	-	-
Cemeteries	28-30	342,300	321,400	327,400

Appendix A	<u>Page</u>	<u>Income 12/13</u>	<u>Budget 13/14</u>	<u>Budget 14/15</u>
Spelthorne In Bloom	31	17,300	30,000	30,000
Refuse Collection - Domestic - Green Waste Bins	32	350,800	376,000	400,000
Refuse Collection - Domestic - Bulky Items	32	27,000	25,200	30,200
Refuse Collection - Non Domestic	33	87,700	87,000	87,000
SAT - Membership	34	1,200	-	-
SAT - Spelride	34	70,600	71,200	71,200
Staines Market	35	326,800	300,000	315,000
<b><u>Sustainability</u></b>				
Allotments	36	30,200	31,000	31,000
<b>Car Parks</b>				
Ashford Multi-Storey - Pay & Display	37	32,200	33,000	33,000
Ashford Multi-Storey - Season Tickets	37	3,800	5,000	5,000
Dumsey Meadow, Abbey Drive, The Broadway Laleham - Pay & Display	38	3,800	5,500	5,500
Elmsleigh Car Park - Blue Badge Holder Concession	38	1,200	2,000	2,000
Laleham Park/Thameside Car Parks - Pay & Display	39	19,300	29,400	14,400
Lammas Park - Pay & Display	39-40	22,400	30,000	30,000
Manor Park - Pay & Display	40	4,400	6,000	6,000
Orchard Meadow, Green Street, Walled Garden, Thames Street, Old Bathing Station - Pay & Display	41	27,100	27,800	27,800
Penalties	42	144,300	125,000	125,000
Shepperton Village Hall - Pay & Display	42	2,400	3,800	3,800
Staines Long-Stay - Pay & Display	42-43	333,100	334,500	348,000
Staines - Contract Parking	43	71,900	109,000	95,000
Staines - Season Tickets - Kingston Road	43	70,000	59,000	70,000
Season Tickets - Staines	44	169,700	170,000	170,000
Staines Short-Stay - Pay & Display	44	915,100	871,200	885,000
<b>Parks Strategy</b>				
Bowls	45	-	-	-
Cricket	45	-	-	-
Filming Rights	45	1,000	3,000	3,000
Football & Mini Pitches	45-46	6,500	7,300	7,300
Funfairs	46	1,800	-	4,000
Parks Bye-Laws	46	-	-	-
Personal Training	46	-	-	-
Tennis	46	100	-	-
Long Lane	47	-	-	-
<b>Public Conveniences</b>	48	400	-	-
		<b>4,069,680</b>	<b>4,012,100</b>	<b>4,087,100</b>



# Fees and Charges

## 2014/15

Printed Date: 19/02/2014

Last modified: 19/02/2014

### Report Description:

**A full schedule of the fees and charges for all Council services for the coming year**

## Corporate Governance

## Land Charges

### Land Charges

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
--	----------------	----------------	-----	------------

### Copying Charges

Copy Of Duplicate Search	7.20	7.20	S	Discretionary
Each Agreement - Each Following Sheet	0.75	0.75	S	Discretionary
Each Agreement - First Sheet	2.90	2.90	S	Discretionary

### Service Fees

Additional Parcel	15.40	15.40	O	Discretionary
Each Additional Enquiry	20.00	20.00	O	Discretionary
Each Con 29 'O' Optional Enquiry	15.00	15.00	O	Discretionary
Personal Search Component data per question	1.70	1.70	O	Discretionary
Personal Search Service	0.00	0.00	O	Discretionary
Surrey County Council Search Fee	29.00	32.00	O	Discretionary
Whole Search	201.00	204.00	O	Discretionary

**Fees and Charges**

Printed Date: 19/02/2014

Last modified: 19/02/2014

**Legal Fees****Legal Fees**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Commercial Organisations**

Drafting a simple licence	400.00	408.00	S	Discretionary
Drafting a simple wayleave agreement/lease	950.00	969.00	S	Discretionary
Renewal of a simple licence	200.00	204.00	S	Discretionary
Renewal of a simple wayleave agreement/lease	595.00	607.00	S	Discretionary

**Commercial Organisations - Hourly rates (Planning S106 Agreement and Other Legal work)**

Legal Executive/Solicitor with between 4 to 8 years experience	192.00	196.00	S	Discretionary
Legal Executive/Solicitor with less than 4 years experience	161.00	164.00	S	Discretionary
Solicitor with over 8 years experience	217.00	221.00	S	Discretionary
Trainee Legal Executive / Paralegal	118.00	120.00	S	Discretionary
Trainee Solicitor	118.00	120.00	S	Discretionary

**Community Groups**

Drafting a simple licence	200.00	204.00	S	Discretionary
Drafting a simple wayleave agreement/lease	495.00	505.00	S	Discretionary
Renewal of a simple licence	100.00	102.00	S	Discretionary
Renewal of a simple wayleave agreement/lease	295.00	301.00	S	Discretionary

**Community Groups - Hourly rates (Planning S106 Agreement and Other Legal work)**

Legal Executive/Solicitor with between 4 to 8 years experience	113.00	115.00	S	Discretionary
Legal Executive/Solicitor with less than 4 years experience	95.00	97.00	S	Discretionary
Solicitor with over 8 years experience	128.00	131.00	S	Discretionary
Trainee Legal Executive / Paralegal	70.00	71.00	S	Discretionary
Trainee Solicitor	70.00	71.00	S	Discretionary

**Fees and Charges**

Printed Date: 19/02/2014

Last modified: 19/02/2014

**Electoral Services**

**Electoral Registration**

**Electoral Registration**

**Statutory Fees**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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Certificate Of Residence	25.00	25.00	<input type="radio"/> Discretionary
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**Fees and Charges**

Printed Date: 19/02/2014

Last modified: 19/02/2014

**Environmental Health/Bdg Cont****Environmental Protection Act****Environmental Information Regulations 2004**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Contaminated Land Enquiries**

Commercial - Hourly rate	51.00	51.00	S	Discretionary
Domestic - Hourly rate	51.00	51.00	S	Discretionary
General Inquiries - Hourly Rate	51.00	51.00	S	Discretionary

**Environmental Protection**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
----------------	----------------	-----	------------

**Environmental Protection Schedule 1 Part B Premises**

a) Summary Of Register	22.75	24.00	S	Discretionary
b) First Sheet - A4	14.80	15.50	S	Discretionary
c) Each Subsequent Sheet - A4	4.15	4.20	S	Discretionary
d) First Sheet-A3	14.80	15.50	S	Discretionary
e) Each Subsequent Sheet-A3	4.15	4.20	S	Discretionary

**Pollution**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
----------------	----------------	-----	------------

**Scrap Metal Dealers**

Scrap Metal collector fee	0.00	330.00	O	Discretionary
Scrap Metal dealer site license fee	0.00	520.00	O	Discretionary
Scrap Metal Licence Variation	0.00	60.00	O	Discretionary
Scrap Metal replacement of Licence	0.00	25.00	O	Discretionary

**Fees and Charges**

Printed Date: 19/02/2014

Last modified: 19/02/2014

**Food Safety****Food Safety**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Food Hygiene Courses**

Courses Held (on Site or off site) (Per Person)	60.00	80.00	S	Discretionary
Refresher Courses	61.00	63.00	S	Discretionary
Replacement Certificate Fee	42.00	44.00	S	Discretionary
Voluntary Surrender Of Foodstuffs Certificate	65.00	68.00	S	Discretionary

**Foodstuffs For Export**

Per Certificate (If Visit Needed)	130.00	135.00	O	Discretionary
Per Certificate (If Visit Not Needed)	65.00	68.00	O	Discretionary

**Foodstuffs for Import**

Imported organic foodstuffs authentication certificate	45.00	45.00	O	Discretionary
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**Fees and Charges**

Printed Date: 19/02/2014

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**Licensing****Animals**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Variation to any Animal Licence**

Change of ownership during licensing period	67.00	70.00	O	Discretionary
Change to animals kept or sold from licensed premises	114.00	118.00	O	Discretionary

**Zoo Licence**

Initial applications	353.00	367.00	O	Discretionary
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**Highways**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Street Trading**

New Application Submission Fee - Deducted From Licence Fee If Application Is Approved	78.00	80.00	S	Discretionary
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**Street Trading - Per Annum**

a) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place: All Residential Areas Where Streets Are Not Classified Roads	780.00	800.00	S	Discretionary
b) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place: Sites In Classified Roads Which Are Not Prohibited Streets	780.00	800.00	S	Discretionary
c) Consent For Sites Adjacent To The Public Highway (Static Sites), for Specified Periods From Identified Sites During Street Trading Hours	780.00	800.00	S	Discretionary

**HMO Licensing Scheme**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Fees and Charges**

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**Licensing****HMO Licensing Scheme**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**HMO's**

a) Up to 6 Occupants	578.50	607.50	O	Discretionary
b) 7 to 9 occupants	717.15	753.00	O	Discretionary
c) 9 to 14 occupants	787.50	827.00	O	Discretionary
d) More than 15 occupants	882.00	926.00	O	Discretionary
e) Penalty for late or incomplete applications.	110.25	116.00	O	Discretionary
f) Extra charge for processing separate licence holder and manager applications.	27.50	29.00	O	Discretionary
g) Discount for members of an approved landlords association.	27.50	29.00	O	Discretionary

**HMO's Licence Renewals**

a) Up to 6 Occupants	433.90	455.50	O	Discretionary
b) 7 to 9 occupants	537.85	565.00	O	Discretionary
c) 9 to 14 occupants	590.65	620.00	O	Discretionary
d) More than 15 occupants	661.50	694.50	O	Discretionary
e) Penalty for late or incomplete applications.	110.25	116.00	O	Discretionary
f) Extra charge for processing separate licence holder and manager applications.	27.50	29.00	O	Discretionary
g) Discount for members of an approved landlords association.	27.50	29.00	O	Discretionary

**Housing**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Immigration Housing Inspection**

Housing Inspection	135.00	142.00	O	Discretionary
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**Housing Act Notices**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Building Control**

Sale Of Approval Notices	15.50	16.00	S	Discretionary
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**Fees and Charges**

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**Licensing****Housing Act Notices**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Building Control Research**

Additional Copies of Documents/Notices	17.50	18.00	S	Discretionary
Historical Research Per Hr (Inc 4 Copies)	54.50	56.00	S	Discretionary

**Housing Act 1985 - Section 264 - Closing Order**

Hourly Rate	53.90	54.00	O	Discretionary
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**Housing Act 1985 - Section 264 - Demolition Order**

Hourly Rate	53.90	54.00	O	Discretionary
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**Housing Act 2004 - Section 11,12,20,21,28,29,40 & 43 - Enforcement Notices**

Hourly Rate	53.90	54.00	O	Discretionary
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**Street Numbering & Re-Numbering**

a) Renaming Property Per Property	43.50	45.00	O	Discretionary
b) Single Property	73.00	75.00	O	Discretionary
c) 2-5 Properties	100.00	103.00	O	Discretionary
d) 6-10 Properties	145.00	149.00	O	Discretionary
e) 11 Plus Properties (£100 plus an additional £2 per property up to a max of £300)	147.00	151.00	O	Discretionary

**Retail**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Sex establishment licence fee**

Change of licence details	150.00	150.00	O	Discretionary
New, Renewal, Intermediate, Temporary	3,000.00	3,000.00	O	Discretionary

**Fees and Charges**

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**Licensing****Retail**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Sex Shop Registration**

New, Renewal, Intermediate, Temporary	3,000.00	3,000.00	O	Discretionary
Transfer Of Licence	3,000.00	3,000.00	O	Discretionary

**Tattoo Licences**

Acupuncture	187.00	194.00	O	Discretionary
Acupuncture (transfer of premises)	67.00	70.00	O	Discretionary
Acupuncture, Tattooing, Skin Piercing, Electrolysis, Semi Perm skin colouring (replacement certificate fee)	42.00	44.00	O	Discretionary
Tattooing, Skin Piercing, Electrolysis, Semi Perm Skin Colouring	187.00	194.00	O	Discretionary
Tattooing, Skin Piercing, Electrolysis, Semi Perm Skin colouring (transfer of premises)	67.00	70.00	O	Discretionary

**Sunday Trading Act 1996**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Sunday Trading Act 1996**

Consent For Sunday Loading And Unloading	197.00	197.00	O	Discretionary
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**Fees and Charges**

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**Public Health**

**Health and Safety**

**Health And Safety At Work Act 1974**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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Officer Statement Of Facts

65.00

68.00

Discretionary

**Fees and Charges**

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**Rodent & Pest Control**

**Animals**

**2013/14 Charge** **2014/15 Charge** **VAT** **Statutory?**

**Animal Boarding Establishment**

Initial Application	270.00	280.00	O	Discretionary
Subsequent Applications	187.00	194.00	O	Discretionary

**Breeding Of Dogs**

Initial Applications	270.00	280.00	O	Discretionary
Subsequent Applications	187.00	194.00	O	Discretionary

**Dangerous Wild Animals (Plus Vet Fees)**

Initial Application	473.00	490.00	O	Discretionary
Renewal	270.00	280.00	O	Discretionary

**Home boarding establishment**

Initial Application	135.00	140.00	O	Discretionary
Subsequent Applications	93.00	97.00	O	Discretionary

**Pet Shops**

Initial Application	270.00	280.00	O	Discretionary
Subsequent Applications	187.00	194.00	O	Discretionary

**Riding Establishments (Plus Vets Fees)**

Initial Application	270.00	280.00	O	Discretionary
Subsequent Applications	187.00	194.00	O	Discretionary

**Rodent and Pest Control**

**2013/14 Charge** **2014/15 Charge** **VAT** **Statutory?**



**Fees and Charges**

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**Rodent & Pest Control**

**Rodent and Pest Control**

**2013/14 Charge** **2014/15 Charge** **VAT** **Statutory?**

**Pest Control**

Bedbugs	62.50	67.00	S	Discretionary
Mice Per Visit	58.50	62.00	S	Discretionary
Rat Disinfestation - Domestic Properties	35.00	36.00	S	Discretionary
Wasps, Fleas etc - Per Visit	54.50	57.00	S	Discretionary

**Stray Dogs**

**2013/14 Charge** **2014/15 Charge** **VAT** **Statutory?**

**Stray Dogs - Collection Fee**

Plus Kennelling And Vets Fees	150.00	160.00	O	Discretionary
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## Fees and Charges

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## Taxi Licensing

## Taxi Licensing

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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## Hackney Carriages Driver And Vehicles

Appeal cost against issue of penalty points - refundable if licensee is successful	51.00	52.00	O	Discretionary
Application pack fee - deducted from licence fee if enquirer subsequently makes a formal application	16.00	16.00	O	Discretionary
Criminal Record Bureau Fee - 3 Yearly Check	48.00	48.00	O	Discretionary
English & Numeracy Retest Fee	27.00	28.00	O	Discretionary
Enhanced Drivers Licence Checks With DVLA	7.50	7.50	O	Discretionary
Geographic Knowledge Retest Fee	59.00	60.00	O	Discretionary
Hackney Carriage /Private Hire Vehicle Plate Brackets	14.00	15.00	O	Discretionary
Hackney Carriage Driver - New	262.50	270.50	O	Discretionary
Hackney Carriage Driver - Renewal	115.50	119.50	O	Discretionary
Hackney Carriage Vehicle	302.00	311.00	O	Discretionary
Hackney Carriage Vehicle (adapted for disabled persons)	149.00	153.00	O	Discretionary
Licence Conditions Retest	33.00	34.00	O	Discretionary
Re-Issue Of Licence (Change of address, name or any other reason)	67.00	69.00	O	Discretionary
Re-Issue Of Licence (Change of Vehicle)	87.00	90.00	O	Discretionary
Transfer From Private Hire Fee	59.00	61.00	O	Discretionary

## Fees and Charges

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## Taxi Licensing

## Taxi Licensing

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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## Private Hire Vehicles Driver Operator And Vehicle

a) Private Hire Operator - 1 Vehicle	185.00	191.00	O	Discretionary
Appeal cost against issue of penalty points - refundable if licensee is successful	51.00	52.00	O	Discretionary
Application pack fee - deducted from licence fee if enquirer subsequently makes a formal application	15.00	16.00	O	Discretionary
b) Private Hire Operator - 2 To 5 Vehicles	226.00	233.00	O	Discretionary
c) Private Hire Operator - 6 To 20 Vehicles	323.00	333.00	O	Discretionary
Criminal Record Bureau Fee - 3 Yearly Check	48.00	48.00	O	Discretionary
d) Private hire operator - 21 to 40 vehicles	430.00	443.00	O	Discretionary
e) Private hire operator - Over 40 vehicles	615.00	634.00	O	Discretionary
English & Numeracy Retest Fee	27.00	28.00	O	Discretionary
Enhanced Drivers Licence Checks With DVLA	7.50	7.50	O	Discretionary
Geographic Knowledge retest fee	33.00	34.00	O	Discretionary
Hackney Carriage /Private hire vehicle plate replacement	15.00	16.00	O	Discretionary
Private Hire Driver Licence - New	252.50	260.50	O	Discretionary
Private Hire Driver Licence - Renewal	115.50	119.50	O	Discretionary
Private Hire Vehicle	265.00	273.00	O	Discretionary
Private Hire Vehicle (adapted for disabled persons)	133.00	137.00	O	Discretionary
Private hire vehicle plate replacement	15.00	16.00	O	Discretionary
Re-Issue Of Licence (Change of vehicle)	87.00	90.00	O	Discretionary
Re-Issue of Licence (Change of address, name or any other reason)	67.00	69.00	O	Discretionary

**Fees and Charges**

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**Housing Options**

**Homelessness**

**Homelessness**

**2013/14 Charge**   **2014/15 Charge**   **VAT**   **Statutory?**

**Bed & Breakfast**

Charge Is Maximum Eligible For Housing Benefit (2 Bed Rate, Per Week, Per Individual)	288.46	288.46	<input type="radio"/>	Discretionary
Charge Is Maximum Eligible For Housing Benefit (4 Bed Rate, Per Week, Per Individual)	413.01	413.01	<input type="radio"/>	Discretionary

**Fees and Charges**

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**Ind Living****Day Centres****Greeno & Fordbridge Centres (Commercial Use) Price on Application (POA)**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Committee/Meeting Rooms**

Mon - Fri Evening (Price on Application)	16.00		E	Discretionary
Saturday (Price on Application)	18.00		E	Discretionary

**Large Hall**

Mon-Fri Evening (Price on Application)	40.00		E	Discretionary
Saturday Day Time Rates before 6.00 PM (Price on Application)	40.00		E	Discretionary
Saturday Evening after 6.00 PM (Price on Application)	68.00		E	Discretionary
Sunday (Price on Application)	68.00		E	Discretionary

**Quiet Lounge**

Mon-Fri Evening (Price on Application)	16.00		E	Discretionary
Saturday (Price on Application)	24.00		E	Discretionary

**Greeno & Fordbridge Centres (Community Use)**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Committee/Meeting Rooms**

Mon-Fri Evening (per hour)	12.00	12.50	E	Discretionary
Saturday (per hour)	14.00	14.50	E	Discretionary

**Large Hall**

Mon-Fri Evening (per hour)	18.50	19.00	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	22.00	22.50	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	41.00	41.00	E	Discretionary
Sunday (per hour)	41.00	41.00	E	Discretionary

**Fees and Charges**

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**Day Centres****Greeno & Fordbridge Centres (Community Use)**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Quiet Lounge**

Mon-Fri Evening (per hour)	12.00	12.50	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	19.00	19.50	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	24.00	24.50	E	Discretionary

**Greeno & Fordbridge Centres (Semi Commercial Use e.g. Weight Watchers and Dance Classes)**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Large Hall**

Mon - Fri Evening (per hour)	27.00	27.50	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	29.00	29.50	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	52.50	53.00	E	Discretionary
Sunday (per hour)	52.50	53.00	E	Discretionary

**Older Peoples Services**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Membership Fees**

Joint Day Centre/Spelride	20.00	20.00	S	Discretionary
Non SBC Resident	23.00	23.00	S	Discretionary
SBC Resident	15.00	15.00	S	Discretionary

**Fees and Charges**

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**Meals On Wheels**

**Luncheon Clubs**

**2013/14 Charge** **2014/15 Charge** **VAT** **Statutory?**

**Service Fees**

Charge Per Meal 4.00 4.00  Discretionary

**Meals On Wheels**

**2013/14 Charge** **2014/15 Charge** **VAT** **Statutory?**

**Service Fees**

Charge Per Meal 3.80 3.80  Discretionary

**Fees and Charges**

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**Span**

**Span**

**2013/14 Charge**

**2014/15 Charge**

**VAT Statutory?**

**Service Fees (Weekly Charge)**

Individual Customers In The Spelthorne Area Who Have Lifeline Telephones	4.30	4.30	*	Discretionary
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**Fees and Charges**

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**Leisure****Public Halls****Shepperton Hall**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Commercial Use (9am To Midnight)**

Mon-Fri 9am To 5pm per hour	35.00	36.00	E	Discretionary
Mon-Fri After 5pm per hour	58.50	58.50	E	Discretionary
Sat 9am To 6pm per hour	50.50	50.50	E	Discretionary
Sat After 6pm per hour	68.00	68.00	E	Discretionary
Sunday 9am To 10.30pm per hour	68.00	68.00	E	Discretionary

**Community Use (9am To Midnight) (Hire to local groups)**

Mon-Fri 9am To 5pm per hour	18.00	18.50	E	Discretionary
Mon-Fri After 5pm per hour	19.50	20.00	E	Discretionary
Sat 9am To 6pm per hour	22.00	22.50	E	Discretionary
Sat After 6pm per hour	41.00	41.00	E	Discretionary
Sunday 9am To 10.30pm per hour	41.00	41.00	E	Discretionary

**Semi Commercial Use (9am To Midnight) (Commercial firms providing a community benefit)**

a) Mon-Fri 9am To 5pm per hour	24.00	24.50	E	Discretionary
b) Mon-Fri After 5pm per hour	27.00	27.50	E	Discretionary
c) Sat 9am To 6pm per hour	29.00	29.50	E	Discretionary
d) Sat After 6 pm per hour	52.50	52.50	E	Discretionary
e) Sunday 9am To 10.30pm per hour	52.50	52.50	E	Discretionary

**Fees and Charges**

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**Office Services****Knowle Green****Council Offices**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Equipment**

LCD Projector And Laptop	167.86	168.00	S	Discretionary
Overhead Projector	28.27	28.50	S	Discretionary
Slide Projector	35.31	35.50	S	Discretionary
TV And Video Combined	49.50	49.50	S	Discretionary
Video Camera	55.44	55.50	S	Discretionary
Visual Presenter	28.27	28.50	S	Discretionary

**Other**

Photocopying Charges (Per Copy)	0.11	0.20	S	Discretionary
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**Refreshments**

Tea/Coffee And Biscuits Per Serving	0.77	1.00	S	Discretionary
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**Hire Of Knowle Green Committee Suite - Commercial Rate**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Council Chamber**

2 Hours	237.60	249.50	E	Discretionary
Evenings (6pm to 10pm)	202.07	300.00	E	Discretionary
Evenings (Beyond 10pm) (per hour)	100.00	100.00	E	Discretionary
Full Day	950.40	1,000.00	E	Discretionary
Half Day	475.20	500.00	E	Discretionary

**Fees and Charges**

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**Knowle Green****Hire Of Knowle Green Committee Suite - Commercial Rate**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Goddard Room**

2 Hours	118.80	125.00	E	Discretionary
Evenings (6pm to 10pm)	104.72	200.00	E	Discretionary
Evenings (Beyond 10pm) (per hour)	75.00	75.00	E	Discretionary
Full Day	475.20	499.00	E	Discretionary
Half Day	237.60	249.50	E	Discretionary

**Trevor Baker Room**

2 Hours	72.82	76.50	E	Discretionary
Evenings (6pm to 10pm)	77.22	100.00	E	Discretionary
Evenings (Beyond 10pm) (per hour)	50.00	50.00	E	Discretionary
Full Day	291.50	306.00	E	Discretionary
Half Day	145.75	153.00	E	Discretionary

**Hire Of Knowle Green Committee Suite - Standard Rate**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Council Chamber**

2 Hours	87.12	91.50	E	Discretionary
Evenings (6pm to 10pm)	99.22	104.00	E	Discretionary
Full Day	348.70	366.00	E	Discretionary
Half Day	174.35	183.00	E	Discretionary

**Goddard Room**

2 Hours	64.24	67.50	E	Discretionary
Evenings (6pm to 10pm)	75.02	79.00	E	Discretionary
Full Day	237.93	250.00	E	Discretionary
Half Day	119.02	125.00	E	Discretionary

**Fees and Charges**

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**Knowle Green**

**Hire Of Knowle Green Committee Suite - Standard Rate**

**2013/14 Charge**   **2014/15 Charge**   **VAT**   **Statutory?**

**Trevor Baker Room**

2 Hours	49.39	52.00	E	Discretionary
Evenings (6pm to 10pm)	64.79	68.00	E	Discretionary
Full Day	144.87	152.00	E	Discretionary
Half Day	90.75	95.00	E	Discretionary

**Fees and Charges**

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**Planning/Housing****Planning Development Control****A) Pre-Application Charges**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**a) Householder Applications - Advice (Written)**

Confirmation that planning permission is not required for household proposal	45.00	45.00	S	Discretionary
Householder advice on acceptability of a proposal (£45 where site visit not required)	60.00	60.00	S	Discretionary

**b) Householder Applications - Other**

Site Visit and advice on historic buildings	60.00	60.00	S	Discretionary
Site visit and advice on trees	40.00	40.00	S	Discretionary

**c) Planning Investigation/Research - Commercial Organisations Only**

Investigation/ Research Requiring Both Office And Site Based Work Per Hr	100.00	100.00	S	Discretionary
Investigation/ Research Requiring Office Based Work Only Per Hr	80.00	80.00	S	Discretionary

**d) Planning Investigation/Research - Planning Enforcement**

Fee For Checking Planning Conditions	0.00	0.00	S	Discretionary
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**e) Planning Investigation/Research - Service Fees**

High Hedge Legislation	500.00	500.00	S	Discretionary
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**f) Written Advice**

01) Single New Dwelling/Replacement Dwelling	200.00	200.00	S	Discretionary
02) Minor Proposals	350.00	350.00	S	Discretionary
03) Major Proposals	500.00	500.00	S	Discretionary
04) Strategic Proposals	800.00	800.00	S	Discretionary

## Fees and Charges

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## Planning Development Control

### A) Pre-Application Charges

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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#### g) Meetings

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
01) Single New Dwelling/Replacement Dwelling	275.00	275.00	S	Discretionary
02) Minor Proposal (1-9 dwellings or up to 1000 sq m commercial)	500.00	500.00	S	Discretionary
03) Major Proposal (=10 dwellings or + 1000 sq m commercial)	775.00	775.00	S	Discretionary
04) Strategic Proposals (+50 dwellings or +1000 sq m commercial)	1,200.00	1,200.00	S	Discretionary
05) Strategic Proposals (+50 dwellings or +1000 sq m commercial) where Head of Service attends	1,400.00	1,400.00	S	Discretionary

### B) Planning Application Fees

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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#### v) Requests for Amendments

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
Householder	28.00	28.00	S	Discretionary
Others	195.00	195.00	S	Discretionary

### C) Planning Miscellaneous Fees

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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#### a) Photocopying Charges For Current Applications

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
01) A4 - First Sheet	3.00	3.00	S	Discretionary
02) A4 - Each Subsequent Sheet	0.80	0.80	S	Discretionary
03) A3 - First Sheet	4.00	4.00	S	Discretionary
04) A3 - Each Subsequent Sheet	1.00	1.00	S	Discretionary
05) A2 - First Sheet	6.70	6.70	S	Discretionary
06) A2 - Each Subsequent Sheet	2.80	2.80	S	Discretionary
07) A1 - First Sheet	7.00	7.00	S	Discretionary
08) A1 - Each Subsequent Sheet	3.80	3.80	S	Discretionary
09) A0 - First Sheet	7.00	7.00	S	Discretionary
10) A0 - Each Subsequent Sheet	3.90	3.90	S	Discretionary

**Fees and Charges**

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**Planning Development Control**

**C) Planning Miscellaneous Fees**

**2013/14 Charge** **2014/15 Charge** **VAT** **Statutory?**

**b) Service Fees**

Planning Decision Notice and copies of TPO's (Each)	15.00	15.00	S	Discretionary
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**c) Publicity Schedule Of Planning Proposals**

By email	0.00	0.00	S	Discretionary
Paper Copy	100.00	100.00	S	Discretionary

**Fees and Charges**

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**Street Scene**

**Abandoned Vehicles**

**Abandoned Vehicles**

**2013/14 Charge**   **2014/15 Charge**   **VAT**   **Statutory?**

**Collection Fee**

Collection And Disposal From Private Property	110.00	110.00	O	Discretionary
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**Miscellaneous**

**2013/14 Charge**   **2014/15 Charge**   **VAT**   **Statutory?**

**Collection Fee**

Supermarket Trolleys - Collection Charge Per Trolley	75.00	75.00	S	Discretionary
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**Fees and Charges**

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**Cemeteries**

**Interment**

**2013/14 Charge**   **2014/15 Charge**   **VAT**   **Statutory?**

**Adult Grave**

Adult Grave 24 Hour Burial for one only (5 foot)	1,740.00	1,800.00	O	Discretionary
Adult Grave For 1 Interment	1,242.00	1,300.00	O	Discretionary
Adult Grave For 1 Interment - Casket	1,420.00	1,450.00	O	Discretionary
Adult Grave For 2 Interments	1,310.00	1,350.00	O	Discretionary
Adult Grave For 2 Interments - Casket	1,528.00	1,530.00	O	Discretionary
Brick Vault (Inter only)	400.00	450.00	O	Discretionary

**Advance Purchase**

Purchase in advance of adjacent plot at time of burial only	2,968.00	3,000.00	O	Discretionary
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**All**

Cremated Remains	437.00	450.00	E	Discretionary
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**Child Grave**

Child Grave For 1 Interment	382.00	390.00	O	Discretionary
Child Grave For 2 Interment	382.00	390.00	O	Discretionary
Stillborn Grave	318.00	325.00	E	Discretionary

**Non Residents/Parishioners Charge**

Treble Fees For Residents out of Borough	0.00	0.00	O	Discretionary
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**Memorial Garden**

**2013/14 Charge**   **2014/15 Charge**   **VAT**   **Statutory?**

**Ashford**

Plot Fee - Cremated remains	824.00	830.00	E	Discretionary
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**Fees and Charges**

Printed Date: 19/02/2014

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**Cemeteries**

**Other**

**2013/14 Charge    2014/15 Charge    VAT    Statutory?**

**Exclusive Right**

Of Burial Child Grave	437.00	450.00	E	Discretionary
To Burial In Earthen Grave	1,750.00	1,750.00	E	Discretionary
To Burial In Earthen Grave within 24 hours	2,100.00	2,100.00	E	Discretionary
To Burial Of Cremated Remains	721.00	730.00	E	Discretionary

**Exhumation**

Exhumation of ashes	1,500.00	1,500.00	E	Discretionary
Exhumation of body	1,900.00	1,900.00	E	Discretionary

**Miscellaneous Fees**

Registration Of Assignment	114.00	120.00	O	Discretionary
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**Planting Maintenance**

**2013/14 Charge    2014/15 Charge    VAT    Statutory?**

**Maintenance Fees**

For 1 Planting Per Year	123.00	130.00	E	Discretionary
For 2 Plantings Per Year	135.00	140.00	E	Discretionary
Maintenance Only	135.00	140.00	E	Discretionary
Turfing	135.00	140.00	E	Discretionary

**Right to Erect Memorial Bench**

**2013/14 Charge    2014/15 Charge    VAT    Statutory?**

**Memorial Bench**

Supply & Installation of Memorial Bench	1,200.00	1,300.00	S	Discretionary
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**Right to Erect Memorial Plaque**

**2013/14 Charge    2014/15 Charge    VAT    Statutory?**

**Fees and Charges**

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**Cemeteries**

**Right to Erect Memorial Plaque**

**2013/14 Charge**   **2014/15 Charge**   **VAT**   **Statutory?**

**Memorial Tower Plaque**

10 Yrs	300.00	300.00	E	Discretionary
15 Yrs	450.00	450.00	E	Discretionary
25 Yrs	600.00	600.00	E	Discretionary

**Right to Erect Monument**

**2013/14 Charge**   **2014/15 Charge**   **VAT**   **Statutory?**

**1. Traditional Graves**

Erection of a Wooden Cross (after 12 months)	0.00	340.00	S	Discretionary
Headstone	340.00	340.00	E	Discretionary
Headstones And Kerbstones	494.00	494.00	E	Discretionary
Kerbs Only	328.00	328.00	E	Discretionary
Monument Over 91.5cm (3')	764.00	770.00	E	Discretionary
Vase Or Tablet	226.00	230.00	E	Discretionary

**2. Lawn Gardens**

Additional Inscription	175.00	175.00	E	Discretionary
Headstone	278.00	280.00	E	Discretionary

**3. Garden Of Remembrance Tablet**

Garden Of Remembrance Tablet	175.00	180.00	E	Discretionary
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**Use Of Chapel**

**2013/14 Charge**   **2014/15 Charge**   **VAT**   **Statutory?**

**Location**

Ashford And Staines	215.00	250.00	O	Discretionary
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**Fees and Charges**

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**Grounds Maintenance****Spelthorne In Bloom**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Spelthorne In Bloom**

a) Hanging Basket - Winter	33.00	34.00	O	Discretionary
b) Window Box - Winter	51.50	53.00	O	Discretionary
c) Hanging Basket - Summer	52.00	53.50	O	Discretionary
d) Window Box - Summer	82.00	85.00	O	Discretionary

**Fees and Charges**

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**Refuse Collection****Domestic****Bins for New Developments**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
140L	60.00	60.00	S	Discretionary
240L	60.00	60.00	S	Discretionary
660L	245.00	245.00	S	Discretionary
Large - 1100L	297.00	297.00	S	Discretionary

**Concessionary**

* On income Support and a Max of 1 Concessionary collection within a 12 month period	0.00	0.00	*	Discretionary
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**Service Fees**

Annual Charge for 240ltr Green Waste Bin Rental	47.00	49.00	O	Discretionary
Annual Charge for 660ltr Green Waste Bin Rental	0.00	120.00	O	Discretionary
Annual Charge for Green Waste Sack	30.00	30.00	O	Discretionary
Bulky Items (Excess) And Other Items By Arrangement	110.00	110.00	O	Discretionary
Bulky Items (Maximum Of 3 Items)	45.00	45.00	O	Discretionary
Bulky Items (Maximum Of 3 Items)*Concessionary	35.00	35.00	O	Discretionary
Food Waste Liners	1.50	1.50	O	Discretionary
Provision of a waste skip	0.00	150.00	S	Discretionary
Replacement AWC Bin	60.00	60.00	O	Discretionary
Sale of 240ltr Green Waste Bin to new scheme members	0.00	23.00	O	Discretionary

**Non - Domestic**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Fees and Charges**

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**Refuse Collection****Non - Domestic**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Non - Domestic Properties only, not commercial waste (charge for the emptying of each individual bin per occasion)**

a) Rubbish 240ltr bin	10.50	10.50	O	Discretionary
b) Rubbish 660ltr bin	10.50	10.50	O	Discretionary
c) Rubbish - Large 1100ltr bin	10.50	10.50	O	Discretionary
d) Recycling 240ltr bin	2.50	2.50	O	Discretionary
e) Recycling 660ltr bin	2.50	2.50	O	Discretionary
f) Recycling - Large 1100ltr bin	2.50	2.50	O	Discretionary
g) Food Waste - up to 240ltr bin	0.00	2.50	O	Discretionary

**Fees and Charges**

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**SAT**

**Spelride Accessible Transport (S A T)**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Membership**

Annual	18.00	18.00	O	Discretionary
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**Spelride**

Per Single Trip	3.80	3.80	Z	Discretionary
Return Trip	6.70	6.70	Z	Discretionary

**Fees and Charges**

Printed Date: 19/02/2014

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**Staines Market****Markets****Staines High Street**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
Casual Pitch (Friday)	43.33	43.50	S	Discretionary
Casual Pitch (Saturday)	48.33	48.50	S	Discretionary
Causal Pitch (Wednesday)	43.33	43.50	S	Discretionary
Permanent Pitch (Friday)	39.17	39.50	S	Discretionary
Permanent Pitch (Saturday)	44.17	44.50	S	Discretionary
Permanent Pitch (Wednesday)	39.17	39.50	S	Discretionary



**Fees and Charges**

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**Sustainability**

**Allotments**

**Allotments**

**2013/14 Charge**   **2014/15 Charge**   **VAT**   **Statutory?**

**Rental**

Gate Key Deposit	20.00	20.00	<input type="radio"/>	Discretionary
With Piped Water (Per 25.29Sq Meter Per Annum)	10.50	13.00	<input type="radio"/>	Discretionary
Without Piped Water (Per 25.29Sq Meter Per Annum)	9.00	10.00	<input type="radio"/>	Discretionary

**Fees and Charges**

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**Car Parks**

**Ashford Multi-Storey**

**2013/14 Charge**   **2014/15 Charge**   **VAT**   **Statutory?**

**Parking Fees**

a) Up to 30Mins	0.50	0.50	S	Discretionary
b) Up to 2Hrs	1.00	1.00	S	Discretionary
c) Over 2Hrs	1.50	1.50	S	Discretionary

**Season Tickets**

a) Per Month	14.00	14.00	S	Discretionary
b) Quarterly	35.00	35.00	S	Discretionary
c) Six Months	67.00	67.00	S	Discretionary
d) Annual	130.00	130.00	S	Discretionary

**Season Tickets (Ashford Chamber Of Commerce)**

a) 12 Months - Member	20.00	20.00	S	Discretionary
b) 12 Months - Employee	30.00	30.00	S	Discretionary
c) 12 Months - Additional Employee	100.00	100.00	S	Discretionary

**Blue Badges**

**2013/14 Charge**   **2014/15 Charge**   **VAT**   **Statutory?**

**Blue Badge Permits**

a) Up to 1 Month	10.00	10.00	S	Discretionary
b) Up to 1 Year	100.00	100.00	S	Discretionary

**Dumsey Meadow,Abbey Drive,The Broadway Laleham**

**2013/14 Charge**   **2014/15 Charge**   **VAT**   **Statutory?**

**Fees and Charges**

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**Car Parks****Dumsey Meadow,Abbey Drive,The Broadway Laleham**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Pay And Display**

a) 1st Hour	0.00	0.00	S	Discretionary
b) 1 - 2 Hours	1.00	1.10	S	Discretionary
c) Over 2 Hours	1.50	1.50	S	Discretionary

**Dumsey Meadow,Laleham**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Business Season Tickets**

a) 3 Months	26.00	26.00	S	Discretionary
b) 6 Months	38.50	38.50	S	Discretionary
c) 12 Months	52.00	52.00	S	Discretionary

**Residents Season Tickets**

a) 3 Months	10.50	10.50	S	Discretionary
b) 6 Months	15.50	15.50	S	Discretionary
c) 12 Months	21.00	21.00	S	Discretionary

**Elmsleigh Car Park**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Blue Badge Holder Concession**

a) 3 Months	26.00	26.00	S	Discretionary
b) 6 months	51.50	51.50	S	Discretionary
c) 9 Months	77.00	77.00	S	Discretionary
d) 12 Months	103.00	103.00	S	Discretionary

**Laleham Park**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Fees and Charges**

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**Car Parks****Laleham Park**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Season Ticket**

Camper Season Ticket	72.00	72.00	S	Discretionary
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**Laleham Park/Thameside Car Parks**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Pay And Display April to September**

1 Hour	0.50	0.50	S	Discretionary
2 Hours	2.00	2.00	S	Discretionary
4 Hours	4.00	4.00	S	Discretionary
Over 4 hours	10.00	10.00	S	Discretionary

**Pay and Display October to March**

1 Hour	0.50	0.50	S	Discretionary
2 Hours	1.60	1.60	S	Discretionary
4 Hours	3.00	3.00	S	Discretionary
Over 4 hours	5.00	5.00	S	Discretionary

**Lammas Park**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Pay And Display April to September**

1 Hour	0.50	0.50	S	Discretionary
2 Hours	2.00	2.00	S	Discretionary
4 Hours	3.00	3.00	S	Discretionary
Over 4 Hours	7.00	7.00	S	Discretionary

**Fees and Charges**

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**Car Parks****Lammas Park**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Pay And Display October to March**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
1 Hour	0.50	0.50	S	Discretionary
2 Hours	1.60	1.60	S	Discretionary
4 Hours	3.00	3.00	S	Discretionary
Over 4 Hours	5.00	5.00	S	Discretionary

**Manor Park**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Pay and Display**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
a) 1st Hour	0.00	0.00	S	Discretionary
b) 1-2 Hours	1.10	1.10	S	Discretionary
c) Over 2 hours	1.50	1.50	S	Discretionary

**Permits - Business**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
a) 3 Months	26.00	26.00	S	Discretionary
b) 6 months	38.50	38.50	S	Discretionary
c) 12 months	52.00	52.00	S	Discretionary

**Permits - Residents**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
a) 3 Months	10.50	10.50	S	Discretionary
b) 6 Months	15.50	15.50	S	Discretionary
c) 12 Months	21.00	21.00	S	Discretionary

**Orchard Meadow, Green Street, Walled Garden, Thames Street, Old Bathing Station**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Fees and Charges**

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**Car Parks**

**Orchard Meadow, Green Street, Walled Garden, Thames Street, Old Bathing Station**

**2013/14 Charge**   **2014/15 Charge**   **VAT**   **Statutory?**

**Business Season Tickets**

a) 3 Months	26.00	26.00	S	Discretionary
b) 6 Months	38.50	38.50	S	Discretionary
c) 12 Months	52.00	52.00	S	Discretionary

**Pay And Display**

a) 1st Hour	0.00	0.00	S	Discretionary
b) 1 - 2 Hours	1.10	1.10	S	Discretionary
c) Over 2 Hours	1.50	1.50	S	Discretionary

**Residents Season Tickets**

a) 3 Months	11.00	11.00	S	Discretionary
b) 6 Months	15.50	15.50	S	Discretionary
c) 12 Months	21.00	21.00	S	Discretionary

**Other**

**2013/14 Charge**   **2014/15 Charge**   **VAT**   **Statutory?**

**Other**

Film Concessions	11.00	11.00	S	Discretionary
Lost Or Replacement Tickets & Entry/Exit Cards	12.00	12.00	S	Discretionary
Visitor Permits (Pack of 20)	20.00	20.00	S	Discretionary

**Penalties**

**2013/14 Charge**   **2014/15 Charge**   **VAT**   **Statutory?**

**Dispensation**

Waived For Charities And Voluntary Org	11.00	11.00	S	Discretionary
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**Fees and Charges**

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**Car Parks****Penalties**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Penalty Bands**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
Full Band 1	70.00	70.00	S	Discretionary
Full Band 2	50.00	50.00	S	Discretionary
Mitigated Band 1	35.00	35.00	S	Discretionary
Mitigated Band 2	25.00	25.00	S	Discretionary

**Suspensions**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
Waived For Charities And Voluntary Org	26.00	26.00	S	Discretionary

**Shepperton Village Hall**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Pay and Display**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
a) 1st Hour	0.00	0.00	S	Discretionary
b) 1-2 Hours	1.10	1.10	S	Discretionary
c) Over 2 Hours	1.50	1.50	S	Discretionary

**Staines Long-Stay - Monday to Sunday 8am to 7pm**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Pay And Display**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
a) Up To 1 Hour	1.00	1.00	S	Discretionary
b) Up To 2 Hours	1.70	2.00	S	Discretionary
c) Up To 3 Hours	2.30	2.50	S	Discretionary
d) Up To 5 Hours	3.30	3.30	S	Discretionary
e) Over 5 Hours	7.00	7.00	S	Discretionary

**Staines Long-Stay - Monday to Sunday Evening Charge**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Fees and Charges**

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**Car Parks****Staines Long-Stay - Monday to Sunday Evening Charge**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Pay and Display**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
All other car parks 7pm to 10pm	1.00	1.00	S	Discretionary
Bridge Street 7pm to 12 midnight	1.00	1.00	S	Discretionary
Sunday Charge	0.00	2.00	S	Discretionary

**Staines Pay and Display**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Contract Parking**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
a) up to 1 Month	69.00	69.00	S	Discretionary
b) up to 2 Months	138.00	138.00	S	Discretionary
c) up to 3 Months	207.00	207.00	S	Discretionary
d) up to 4 Months	276.00	276.00	S	Discretionary
e) up to 5 Months	346.00	346.00	S	Discretionary
f) up to 6 Months	415.00	415.00	S	Discretionary
g) up to 7 Months	484.00	484.00	S	Discretionary
h) up to 8 Months	555.00	555.00	S	Discretionary
i) up to 9 Months	622.00	622.00	S	Discretionary
j) up to 10 Months	691.00	691.00	S	Discretionary
k) up to 11 Months	760.00	760.00	S	Discretionary
l) up to 12 Months	829.00	829.00	S	Discretionary

**Season Tickets - Kingston Road**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
a) 1 Month	67.00	80.00	S	Discretionary
b) 3 Months	206.00	210.00	S	Discretionary
c) 12 Months	670.00	780.00	S	Discretionary



**Fees and Charges**

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**Car Parks****Staines Pay And Display**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Season Tickets - Staines**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
a) Quarterly	201.00	205.00	S	Discretionary
b) Six Months	376.00	380.00	S	Discretionary
c) Annual	710.00	715.00	S	Discretionary

**Staines Short-Stay**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Pay And Display**

	2013/14 Charge	2014/15 Charge	VAT	Statutory?
a) Up To 1 Hour	1.00	1.00	S	Discretionary
b) Up To 2 Hours	1.70	2.00	S	Discretionary
c) Up To 3 Hours	2.30	2.50	S	Discretionary
d) Up To 4 Hours	3.50	3.50	S	Discretionary
e) Up To 5 Hours	6.80	6.80	S	Discretionary
f) Over 5 Hours	12.00	12.00	S	Discretionary
g) 7pm to 12 midnight (Riverside Surface only)	1.00	1.00	S	Discretionary

## Fees and Charges

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## Parks Strategy

## All Recreation Grounds

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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## Bowls

Casual Play per person - Adult and OAP (2 hour Session)	5.00	5.00	S	Discretionary
Casual Play per person - Juniors (12-16 Years) (2 hour session)	3.50	3.60	S	Discretionary
Seasonal Bookings - Adult	93.00	160.00	S	Discretionary
Seasonal Bookings - Juniors (12-16 Years)	56.50	115.00	S	Discretionary

## Cricket

Affiliated Youth Clubs - Day	44.00	54.00	S	Discretionary
Affiliated Youth Clubs - Day - Block booking junior cricket day (conditions apply)	37.00	40.00	E	Discretionary
Affiliated Youth Clubs - Evening	36.00	37.00	S	Discretionary
Affiliated Youth Clubs - Evening - Block Booking junior cricket (conditions apply)	29.00	31.00	E	Discretionary
Day Matches	91.00	105.00	S	Discretionary
Day Matches - Block booking (conditions apply)	75.00	87.50	E	Discretionary
Evening Matches	60.00	61.00	S	Discretionary
Evening Matches - Block booking (conditions apply)	50.00	51.00	E	Discretionary

## Filming Rights

Still Photography Per Hour	85.00	87.00	S	Discretionary
TV Or Films (Per Day Or Part Of)	725.00	1,000.00	S	Discretionary

## Football

Adult Pitch Block bookings (conditions apply)	69.50	75.00	E	Discretionary
Individual Bookings	83.00	95.00	S	Discretionary
Junior / Adult Training	10.00	10.00	S	Discretionary
Junior Game no pavilion	24.00	31.00	S	Discretionary
Junior Game with pavilion	40.00	46.00	S	Discretionary
Junior pitch block booking no pavilion (conditions apply)	20.00	26.00	E	Discretionary
Junior pitch block bookings with pavilion (conditions apply)	33.00	36.00	E	Discretionary

**Fees and Charges**

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**Parks Strategy****All Recreation Grounds**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Funfairs**

Daily Hire Charge	625.00	900.00	E	Discretionary
Deposit Against Damage	1,300.00	1,330.00	O	Discretionary

**Mini Pitches**

Mini Pitch no pavilion	22.00	25.00	S	Discretionary
Mini Pitch no pavilion block booking (conditions apply)	18.30	21.00	E	Discretionary
Mini Pitch with pavilion	38.00	40.00	S	Discretionary
Mini Pitch with pavilion block booking (conditions apply)	31.50	33.00	E	Discretionary

**Parks Bye-Laws**

Sale Of Copies	10.00	10.50	S	Discretionary
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**Personal Training**

Personal Training per hour	12.50	12.50	S	Discretionary
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**Tennis**

Annual Fee for Social Tennis Clubs to book courts	70.00	72.00	S	Discretionary
Block Booking of Private Coaching (Conditions apply) (The cost is negotiable depending on the numbers attending the session)	137.00	137.50	E	Discretionary
Private Coaching per hour per court (The cost is negotiable depending on the numbers attending the session)	16.50	16.50	S	Discretionary

**Long Lane**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Fees and Charges**

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**Parks Strategy****Long Lane**

2013/14 Charge	2014/15 Charge	VAT	Statutory?
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**Non Commercial Lettings Only (Per Session)**

Mon-Fri Afternoon (2pm-5pm)	40.00	45.00	E	Discretionary
Mon-Fri Evening (6pm Onwards)	145.00	54.00	E	Discretionary
Mon-Fri Evening (6pm Onwards) - (Lower rate in conjunction with evening bowls or cricket)	40.00	41.00	E	Discretionary
Mon-Fri Morning (9am-1pm)	145.00	60.00	E	Discretionary
Sat-Sun Afternoon (2pm-5pm)	40.00	60.00	E	Discretionary
Sat-Sun Evening (6pm Onwards)	145.00	90.00	E	Discretionary
Sat-Sun Evening (6pm Onwards) - (Lower rate in conjunction with evening bowls or cricket)	40.00	41.00	E	Discretionary
Sat-Sun Morning (9am-1pm)	40.00	70.00	E	Discretionary

**Playgroups (Non Commercial)**

Per Session Of 3 Hours	50.00	51.00	E	Discretionary
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**Fees and Charges**

Printed Date: 19/02/2014      Last modified: 19/02/2014

**Public Conveniences**

**Public Conveniences**

**2013/14 Charge**    **2014/15 Charge**    **VAT**    **Statutory?**

**Usage Fee**

Automatic Public Conveniences	0.20	0.20	<input type="radio"/>	Discretionary
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**Fees and Charges**

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Printed Date: 19/02/2014

Last modified: 19/02/2014

**Cabinet****25 February 2014**

<b>Title</b>	Detailed Revenue Budget 2014-15 – revised 25 February 2014		
<b>Purpose</b>	Resolution required		
<b>Report of</b>	Chief Finance Officer	<b>Confidential</b>	No
<b>Cabinet Member</b>	Councillor Tim Evans	<b>Key Decision</b>	Yes
<b>Report Author</b>	Adrian Flynn		
<b>Summary and Key Issues</b>	<ul style="list-style-type: none"> <li>• Further £600k cut in Revenue Support Grant for 2014-15</li> <li>• A significant programme underway to deliver additional ongoing income from the council's assets, in order to allow time for delivery of results initial resourcing will be funded from reserves on an invest to save basis.</li> <li>• Additionally there are areas of spending pressure, in particular homelessness which have been accommodated as growth within the budget</li> <li>• 2014-15 sees the first phased increase in employer pension contributions (additional £180k) arising from 31 March 2013 triennial revaluation of the pension fund.</li> </ul>		
<b>Financial Implications</b>	To set a balanced budget for 2014-15		
<b>Corporate Priority</b>	All		
<b>Recommendations</b>	<p><b>The Cabinet is asked to make the following recommendations to the Council:</b></p> <ol style="list-style-type: none"> <li><b>1. To consider and approve the growth and savings items as set out in the report's appendices</b></li> <li><b>2. The Council Tax Base for the whole council area for 2014-2015. [Item T in the formula in Section 31B(3) of the local Government Finance Act 1992, as amended (the "Act")] should be 36,550.50 band D equivalent dwellings and,</b>  <b>Calculate that the Council Tax requirement for the Council's own purpose for 2014-2015 is £178.97 per Band D equivalent dwelling</b></li> <li><b>3. To approve a 1.94% increase in the Spelthorne Borough Council element of the council tax for 2014-15. Moreover:</b> <ol style="list-style-type: none"> <li><b>a) The Revenue Estimates as set out in Appendix 1 be approved</b></li> </ol> </li> </ol>		

- b) No money, as set out in this report, is appropriated from General Reserves in support of Spelthorne's local Council Tax for 2014-15.

To agree that the council tax base for the year 2014/15 is 36,555.50 Band D equivalent dwellings calculated in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as amended, made under Section 35(5) of the Local Government Finance Act 1992.

4. That the following sums be now calculated by the Council for the year 2014-15 in accordance with Section 31 to 36 of the Local Government Act 1992.

A	67,404,718	Being the aggregate of the amount which the Council estimates for the items set out in Section 31A (2) of the Act taking into account all precepts issued to it by Parish Councils
B	60,863,275	Being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act
C	6,541,443	Being the amount at 3(c)above (Item R), all divided by Item T (2 above) calculated by the Council in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts)
D	£178.97	Being the amount at 3(c)above (Item R), all divided by Item T (2 above) calculated by the Council in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts)
E	£0	Being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act
F	£178.97	Being the amount at 3(d) above less the result given by dividing the amount at 3 ( e ) above by Item T(2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings on those parts of its area to which no Parish precept relates.

5. all newly built commercial property completed between 1 October 2013 and 30 September 2016 will be exempted from



	<p><b>empty property rates for the first 18 months, up to the state aids limits.</b></p> <p><b>a discount of £1000 for shops, pubs and restaurants (excluding banks, building societies and betting shops) with a rateable value below £50,000 for two years up to the state aid limits, from 1 April 2014;</b></p> <p><b>a 50 per cent business rates relief for 18 months - between 1 April 2014 and 31 March 2016 - for businesses that move into retail premises (excluding banks, building societies and betting shops) that have been empty for a year or more;</b></p> <p><b>6. That Council delegate to the Chief Finance Officer in consultation with the Leader and Finance Portfolio holder to agree the details of a local council tax discount scheme for flood affected properties under Section 13a of the Local Government Finance Act 1992</b></p> <p><b>7. That with respect to business rates for business premises which have been flooded the Council delegate to the Chief Finance Officer in consultation with the Leader and Finance Portfolio holder to agree the details of a local discount scheme for flood affected properties under Section 47 of the Local Government Finance Act 1988</b></p>																								
	<p><b>That the following amounts be calculated for the year 2014-2015 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011</b></p> <table border="1" data-bbox="478 1232 1468 1355"> <thead> <tr> <th><b>A</b></th> <th><b>B</b></th> <th><b>C</b></th> <th><b>D</b></th> <th><b>E</b></th> <th><b>F</b></th> <th><b>G</b></th> <th><b>H</b></th> </tr> <tr> <th><b>£</b></th> <th><b>£</b></th> <th><b>£</b></th> <th><b>£</b></th> <th><b>£</b></th> <th><b>£</b></th> <th><b>£</b></th> <th><b>£</b></th> </tr> </thead> <tbody> <tr> <td>119.31</td> <td>139.20</td> <td>159.08</td> <td>178.97</td> <td>218.74</td> <td>258.51</td> <td>298.28</td> <td>357.94</td> </tr> </tbody> </table> <p><b>Being the amounts given by multiplying the amount at (e) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the sum which in that proportion is applicable to dwellings listed in valuation band 'D', calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different band.</b></p> <p><b>That it be noted that for the year 2013-14 Surrey County Council and Surrey Police and Crime Commissioner have stated the following amounts in precepts issued to Spelthorne Borough Council in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwellings shown below:</b></p>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	119.31	139.20	159.08	178.97	218.74	258.51	298.28	357.94
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>																		
<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>																		
119.31	139.20	159.08	178.97	218.74	258.51	298.28	357.94																		

Precepts issued to the Council

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
i) Surrey County Council	797.22	930.09	1062.96	1195.83	1461.57	1727.31	1993.05	2391.66
ii) Surrey Police	141.12	164.64	188.16	211.68	258.72	305.76	352.80	423.36

**That, having calculated the aggregate in each case above the Council in accordance with Sections 30 and 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011, hereby sets the amounts set out in Appendix 6 as the amounts of Council Tax for the year 2014-15.**

**The Council has determined that its relevant basic amount of Council Tax for 2014-15 is not excessive in accordance with the principles approved under Section 52ZB Local Government Finance Act 1992.**

**As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2014-15 is excessive and therefore the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.**

## 1. Background

- 1.1 The Outline Budget report identified that the underlying deficit for 2014-15 following on from the grant cuts was £160k before identification of offsetting saving items. This however assumed net growth of £250k. In the event initial growth items put forward to MAT totalled more than £1.5m. This level of spending pressure made balancing the 2014-15 budget more challenging.
- 1.2 After more than a decade of making year on year budget savings it becomes ever more challenging to balance the budget. In order to move forward on a sustainable basis the Council can not only rely on “salami slicing” of efficiencies but needs to generate ongoing additional income streams. The budget process for 2014-15 has been particularly challenging following on from the significant savings which had to be made to balance the previous four financial years’ budgets.
- 1.3 The underlying Revenue Support Grant for Spelthorne has been cut by £600k to £1,932k for 2014-15, and we have been notified of a further £600k cut for 2015-16 to £1,300k.
- 1.4 Base rates are continuing at a historic low of 0.5% and downgraded counterparties’ credit ratings are keeping down the investment income the Council can reasonably earn in 2014-15 on its core cash investments. However the impact of the decision 18 months ago to diversify the core element of the investment portfolio to offset the impact of maturing European investment bonds which had been earning an average of 4% has proved successful with the core medium term portfolio of £7.5m earning just over 4%. The aim is to increase the medium term core to £9m and also to make the short term funds work harder if possible.
- 1.5 There are additional service pressures in areas such as Customer Services and Housing Options. In particular the Council has seen a significant rise in the number of families for whom it is having to provide temporary accommodation for. An additional £100k has been built into the budget for temporary accommodation.
- 1.6 There may be longer term impacts of the government’s welfare reforms. The benefits reforms have led to greater pressures during 2013-14 on the Council’s Discretionary Housing Payments budget.
- 1.7 Whilst the UK economy has now returned to growth, the recovery may still be fragile, and there continue to be pressures on residents whose incomes have not been keeping pace with inflation.
- 1.8 The outline budget planning process has built in prudent provision to anticipate the possible impact of the factors above.

## 2. Key issues

### Detailed Budget

Appendix 1 summarises the current draft detailed Budget proposed for 2014-15. After allowing for Housing Benefit the gross budget is financed as follows:

Fees and charges and rental income	£8,885k
Revenue Support Grant & Business Rates	£5,512k
Council Tax	£6,730k
Use of specific reserves	£897k
Investment income	£335k
	<b>£22,359k</b>

### Grant Settlement

- 2.1 The Government's Statement in December 2013 confirmed that Spelthorne would provisionally receive an underlying cut of £600k in its general grant support/retained business rates income for 2014-15 and a further £600k for 2015-16 .
- 2.2 On the positive side following lobbying from the Local Government Association and councils the Government announced in the Statement that it would not as it originally proposed, be reallocating 35% of councils' New Homes Bonus (NHB) Grant to fund Local Enterprise Partnerships from 2015-16 onwards. This eases the potential scale of the Council's budget gap in 2015-16 onwards as this could have reduced our NHB grant by £0.5m per annum.
- 2.3 In the Chancellor's Autumn Statements 2012 and 2013 the following measures were introduced which are regarded as local discounts and require approval as Discretionary Reliefs under the legislation above.
  - all newly built commercial property completed between 1 October 2013 and 30 September 2016 will be exempted from empty property rates for the first 18 months, up to the state aids limits.
  - a discount of £1000 for shops, pubs and restaurants (excluding banks, building societies and betting shops) with a rateable value below £50,000 for two years up to the state aid limits, from 1 April 2014;

- a 50 per cent business rates relief for 18 months - between 1 April 2014 and 31 March 2016 - for businesses that move into retail premises (excluding banks, building societies and betting shops) that have been empty for a year or more;

The Government have confirmed that councils will be fully reimbursed for any reliefs granted under the above provisions.

### **Flooding**

- 2.4 The Council recognises the impact the recent flooding has had on a considerable number of households and businesses in the Borough and is providing recovery support in a number of ways including through offering financial support in the form of council tax relief and business rates relief within the parameters and funding set out recently by the Government. As the Council has only just received the detail from Government it is still finalising proposals, hence the additional recommendations 6 and 7 to this budget report.
- 2.5 The Government has confirmed that it will fully reimburse councils for the cost of providing three months business rates relief to those business whose premises experienced at least one day's flooding during the period December 2013 to March 2014.

### **Council Tax and Capping**

- 2.6 In the December 2013 provisional grant settlement for local authorities the Government revealed a significant change of tack with respect to funding of council tax freeze grant for councils. Previously freeze grant had only been funded for short periods (in some instances only 1 year) creating potential cliffs with funding dropping out in future years. For this reason, apart from accepting freeze grant for 2011-12 council tax (which was funded for a longer 4 period), this Council has in recent years declined freeze grant in order to protect its medium term funding position. The Council is keen to retain as much control as possible over both income and expenditure impacting on its budget.
- 2.7 We had a period of uncertainty whilst local government awaited for confirmation as to the referendum limit for setting council tax. On 5<sup>th</sup> February it was confirmed that this will remain at 2%. Therefore the Council will continue its current strategy of protecting services by growing its income stream and setting a moderate council tax increase of 1.94% which provides an additional £65k compared to the option of accepting council tax freeze grant.

### **Basis of Preparation of Detailed Budget**

- 2.8 Service levels – the estimates have been prepared on the basis of maintaining existing service levels except where variations have been approved by the Cabinet and/or the Council. Members should be aware that considerable work has been undertaken to reduce the list down to just the

absolute essentials. Appendices 2 and 3 contain a list of the major changes included.

- 2.9 Pay and price levels –the estimates have been prepared at pay and price levels ruling at November 2013 including an increase of 1% (approximately £100k) for salaries and wages from 1 April 2014. The Council now awards the national local government employers agreement and this will be paid once a settlement is reached for 2014-15. This will be met by the Council “wriggling within its own skin” by finding offsetting savings within the salary budget. If the national pay award is higher then further additional savings would need to be found.

Inflation has been included in respect of contracts where appropriate

## **Pensions**

- 2.10 The triennial valuation assessed the value of the Surrey Local Government Pension Fund as at 31 March 2013. Whilst the actuaries are not proposing an increase in the employers’ current service contribution rate (15.8% for Spelthorne).they are saying it is necessary for employers to increase their lump sum contributions to cover an increase in the deficit relating to benefits earned by scheme members as a result of service up to 31 March 2013, known as past service deficit contributions. In 2012-13 Spelthorne was making past service deficit contributions of £478k per annum. The actuaries have advised that as a minimum this will need to rise in annual steps of £180k (equivalent to 2.5% of pensionable pay) over the next three years i.e.:
- 2014-15 additional £180k
  - 2015-16 further £180K (cumulative additional £360k per annum)
  - 2016-17 further £180k (cumulative additional £540k per annum)
- 2.11 It can be seen that over the next few years the additional pension contributions are a significant pressure on the budget. The above contributions take into account the anticipated impact of the national Local Government Pension Scheme changing from April 2014. From 2014 there will be a switch away from a final salary pension approach to a career average salary pension approach and higher earners will be required to make higher employee pension contributions. However, benefits accrued up to 31<sup>st</sup> March will be protected so there will be a gradual impact on employees.
- 2.12 Provision has been made in 2014-15 for the full year (change commenced November 2013) effect of auto-enrolment taking effect for the Council as an employer. This has resulted in a greater number of staff being enrolled in the Local Government Pension scheme which means a higher level of employer pension contributions. An additional £75k has been built into the budget

- 2.13 Moreover in 2016-17 there will be an additional impact on employers' national insurance as a result of the end of the contracted-out arrangements announced by the Chancellor. This would add a further approximate £170k to our employer costs for 2016-17 onwards.

### **Fees and charges**

- 2.14 All fees and charges have been reviewed. See the separate report on the agenda.

### **Income generation**

- 2.15 The budget forecasts have reflected the performance of the Council's income over the last two years during which time income levels have held up despite the general economic pressures. As part of the 2013-14 budget monitoring officers have been keeping the Council's various income streams under continuous review, particularly car parking our largest fee earning area, and this has impacted on the level of in-year savings required to balance the 2014-15 budget. Income has generally held up fairly well and additional income has been included in the detailed estimates where it was seen to be achievable and potentially ongoing. It is estimated that the net additional income to be raised from fees and charges for 2014-15 is £75k.

### **Contingencies**

- 2.16 No provision has been made for any general contingencies. The General Fund reserve exists as a source of contingency funds should a need arise which can be addressed through offsetting savings.

### **Interest Rates**

- 2.17 The Council has benefited from several years of above average investment returns by holding European Investment Bank bonds. However, the last of these matured in January 2013 and generating good investment returns is very challenging in this low interest rate environment. To mitigate this, a new strategy of investing in a more diversified range of pooled investment funds was implemented during 2012 which for the period to 30 November has earned 4.03% whilst showing a healthy appreciation of £691k.
- 2.18 Returns on maturing cash deposits are currently within the range of 0.25% to 0.75%. However, following the purchase of several investments totalling £6m in equity and corporate bond funds the average overall return on investments is expected to be around 1.83%.
- 2.19 To offset times when investments returns are lower the Interest Equalisation Reserve has been built up from previous years of above average performance.

### **Investment Income**

- 2.20 The Cabinet has separately on the January meeting agenda the Annual Investment Strategy and Treasury Management Report for 2014-15 indicating

the current position in respect of interest rates and the proposed strategy for dealing with the lower levels of interest rate and the reduction of investment monies.

- 2.21 Leading market forecasters, including Arlingclose, the Council's treasury advisors, expect the base rate to remain at 0.5% until at least 2016.

### **Use of reserves**

- 2.22 The change in the financial landscape with an extended period of public sector austerity with district councils on the receiving end of the steepest grant cuts, the extended period of low interest rates and the need to facilitate invest to save measures such as installing an irrigation system at Fordbridge bowls club to facilitate the transfer to self -management, means that it will be unrealistic to eliminate the use of reserves in 2014-15.
- 2.23 It is proposed to use £450,000k worth of general reserves to fund a number of projects, which are related to the regeneration of Staines –upon-Thames town centre. The regeneration will allow us to receive capital receipts and a regular income stream for future years (and additionally boost future business rates income). The target is by end of 2017-18 to be generating in excess of an additional £1m per annum from income streams from the Council's asset portfolio. This would represent a better rate of return than simply investing those reserves funds in financial counterparties.
- 2.24 Additionally there is a need to resurface Elmsleigh Multi-storey car park at a cost of £287k (including £40k contingency) in 2014-15. As this will not meet the enhancement definition this cannot be charged to capital. This work is necessary to protect the income generating capacity of Elmsleigh Multi-Storey Car Park, which generates the most income of any of our car parks at £729k per annum, is of key importance both to the Council's income generation capacity and to ensuring there is sufficient parking capacity for the needs of Staines-upon-Thames retailers and shoppers. Without the works being undertaken there is a risk that water will get into the structure of the car park leading to potential closures of part of the car park.
- 2.25 From 1<sup>st</sup> April 2014 the Council in partnership with the Surrey Police and Crime Commissioner (who will be funding the upfront capital costs) will be piloting a collaborative project joining up Council and police enforcement of issue such as noise. The pilot is intended to see if this will deliver efficiencies and deliver a better service for our residents. It is proposed that any revenue costs, such as additional staffing, contractor payments and vehicle running costs, of this pilot are charged to reserves for the initial pilot year.



<b>Expenditure Need</b>	<b>Amount £</b>
Resourcing of Staines-upon-Thames asset income generation programme	450,000
Customer Service efficiency programme aimed at channel shifting enabling future efficiencies	46,700
Bowls Club irrigation facilitating self management and future savings to the Council	13,000
Surfacing of Elmsleigh Multi-storey Car Park- to protect future income streams	287,000
Revenue costs of pilot enforcement project with Police and Crime Commissioner	100,000
<b>Total</b>	<b>£896,700</b>

### **Growth items**

- 2.26 Additional spending pressures or reduced income streams totalling £1.278m have been identified. Of this £896,700 is required for invest to save initiatives and is therefore being funded from reserves, as set out in 2.22 to 2.25 above. The largest element (£797k relates to the corporate priorities of economic development and maximising assets).
- 2.27 The evaluation of growth bids received from services has been made using a number of criteria including:
- Whether there is an invest to generate future income aspect
  - Whether there is an invest to achieve future savings
  - Whether it is necessary to meet statutory obligations
  - Whether it is necessary for operational reasons
  - The extent to which it supports corporate priorities.
- 2.28 It can be seen that with respect to the last of the criteria above a significant proportion of the growth bids relates to corporate priorities with:
- Staines-upon-Thames programme resourcing relating to both the Economic Development and Assets priorities,
  - Elmsleigh re-surfacing relating to Assets priority
  - Economic Strategy resourcing relating to Economic Development
  - Temporary Accommodation and Housing Options resourcing relating to Planning and Housing priority

## **Savings**

- 2.29 In total savings of approximately £267k have been found. These are necessary to offset the reduced general government grant and the additional pressures. All the savings proposals have been incorporated into the budget estimates.
- 2.30 Alongside this, Management Team has continued to scrutinise the employee budgets and has identified a number of opportunities for restructuring services and this will continue to occur whenever a vacancy occurs which will allow this to happen. Services have been requested to relook at their structures to ensure that they are fit for purpose. As part of the budget monitoring for 2014-15 it has become clear that the vacancy savings being achieved were likely to be more than the £160k target for the year. As a result it is being proposed that the vacancy target for 2014-15 is raised from £160k to £300k. This is restoring the target to the level it was for a number of years.

### **3. Options analysis and proposal**

The council is required to set a balanced budget and in the light of the detailed budget prepared, a council tax increase of 1.94% is recommended

### **4. Financial implications**

Addressed in the body of the of the report

### **5. Other considerations**

- 5.1 Robustness of estimates – the Local Government Act 2003 requires me, as the Council's Chief Financial Officer, to report on the robustness of the estimates made for the purposes of calculating the council tax. I am satisfied that each service budget has been prepared in the context of the council's corporate strategies, and longer-term financial strategy which means that the Council is presented with robust estimates as a basis for making decisions about the level of council tax.
- 5.2 The nature and size of our revenue budget carries a degree of risk as set out at section 7. This is particularly the case in the current economic climate.
- 5.3 Reserves and provisions – the Local Government Act 2003 requires me to report on the adequacy of the council's financial reserves when consideration is given to the general fund budget requirement for the year. Under the local government finance act 1988, all revenue balances held by the council are at the direct disposal of the general fund with the exception of the collection fund and the investment reserve. Those balances are expected to total approximately £14 million as at 1 April 2014. However, a number of these balances are earmarked specifically for social housing and the new scheme fund. Taken together with the council's financial strategy to reduce the reliance on revenues to support the council tax, I consider that the reserves and provisions will ensure that the council maintain a reasonably healthy financial position.
- 5.4 Officers are undertaking an equalities impact assessment of the budget proposals.

**PRECEPTS**

6. Surrey County Council at its Council meeting on 12th February set a Band D council tax of £1,195.83 representing a 2% increase and Surrey Police at its tax setting meeting on the 6th February set a band D council tax of £211.68 representing a 1.99% increase

**7. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS**

7.1 Robustness of estimates – the Local Government Act 2003 requires me, as the Council’s Chief Financial Officer, to report on the robustness of the estimates made for the purposes of calculating the council tax. I am satisfied that each service budget has been prepared in the context of the council’s corporate strategies, and longer-term financial strategy which means that the Council is presented with robust estimates as a basis for making decisions about the level of council tax.

7.2 The nature and size of our revenue budget carries a degree of risk as set out at section 8. This is particularly the case in the current economic climate.

7.3 Reserves and provisions – the Local Government Act 2003 requires me to report on the adequacy of the council’s financial reserves when consideration is given to the general fund budget requirement for the year. Under the local government finance act 1988, all revenue balances held by the council are at the direct disposal of the general fund with the exception of the collection fund and the investment reserve. Those balances are expected to total approximately £14 million as at 1 April 2014. However, a number of these balances are earmarked specifically for social housing and the new scheme fund. The uncommitted funds will stand at £1 million. Taken together with the council’s financial strategy to reduce the reliance on revenues to support the council tax, I consider that the reserves and provisions will ensure that the Council maintains a reasonably healthy financial position.

7.4 Officers are undertaking an equalities impact assessment of the budget proposals. In particular a detailed equalities impact assessment was undertaken for the proposed Local Council Tax Support Scheme.

**8. Risks and how they will be mitigated**

8.1 The budget has a number of risks and these are set out below:

Outside control		Internally based
Economic Downturn and severe public sector spending cuts		Reliance on interest earnings to balance the budget Collection of retained business rates
Interest rates		
Down turn in property/development market		Failure to sufficiently resource delivery of key asset income generation projects
Recycling credits- falling values of recyclable materials		

Contaminated land (main impact would be on capital)		
Council tax capping level		
housing benefit subsidy/welfare reform		
Staines town centre rents		
Introduction of the Universal Credit legislation		

The risks are that the level of savings anticipated do not materialise or that there are additional spending pressures. This will be mitigated by ensuring proposals have been properly evaluated before being built into the final detailed budget for example clarifying any contractual assumptions, and thereafter through careful budget monitoring.

The UK economy has come out of recession but is still facing a period of fragile growth particularly due to the current dependence on consumer spending to drive the growth. This creates potential risks with respect to fee income and parking income. Realistic estimates and assumptions have been made within the budget figures as to this likely impact. This will be monitored carefully throughout the year.

#### **9. Timetable for implementation**

Full Council to approve the Budget on 27 February 2014

**Background papers:** There are none

**Appendices: 1 to 6**

<b>2014/15 Revenue Budget</b>		
	13/14	14/15
	original	Draft
	£	£
Gross Expenditure	51,897,500	53,571,900
Less: Fees and Charges and Specific Grants (excl Housing Benefits)	8,590,400	8,885,200
Less: Housing Benefit Grant	30,988,000	30,988,200
<b>Net Service Expenditure:</b>	<b>12,319,100</b>	<b>13,698,500</b>
Broken down over Portfolios		
Communications and Procurement	265,300	222,800
Community Safety , Young People,Leisure and Culture	183,800	283,600
Finance	2,809,500	3,118,700
Environment	4,120,500	4,034,000
Housing,Health,Wellbeing and Independent Living	2,396,300	2,557,600
Planning and Corporate Development	1,735,400	2,206,900
Economic Development and Fixed Assets	649,100	878,500
Parking Services and ICT	(91,300)	62,500
Leader	250,500	333,900
	<b>12,319,100</b>	<b>13,698,500</b>
Salary expenditure - vacancy monitoring	(160,000)	(300,000)
Restructuring Savings	(40,000)	0
Partnership Savings	(40,000)	0
Pay award		100,000
Efficiencies to offset pay award		(100,000)
Increased Employer contributions due to auto enrolment		75,000
<b>Revised Service Expenditure</b>	<b>12,079,100</b>	<b>13,473,500</b>
<b>NET EXPENDITURE</b>	<b>12,079,100</b>	<b>13,473,500</b>
Interest earnings	345,000	335,300
<b>NET EXPENDITURE AFTER INTEREST EARNINGS</b>	<b>11,734,100</b>	<b>13,138,200</b>
<b>Appropriation from Reserves:</b>		
Reserves - General	0	0
Spend to Save (Fordbridge Bowls club)	0	13,000
Staines Town Development	0	450,000
Elmsleigh Car Park	0	287,000
Customer Services	0	46,700
Enforcement Project	0	100,000
Spend to save (APCs)	56,500	0
Feasibility Study for Knowle Green Hub	70,000	0
Interest Equalisation reserve	70,048	0
<b>BUDGET REQUIREMENT</b>	<b>11,537,552</b>	<b>12,241,500</b>
Retained Business Rates	1,685,030	2,361,348
Revenue Support Grant( incl council tax support grant)	2,532,841	1,932,189
New Homes Bonus	910,300	1,218,600
DCLG Transitional LCTSS grant	16,000	0
<b>NET BUDGET REQUIREMENT</b>	<b>6,393,381</b>	<b>6,729,363</b>
Collection Fund (Surplus)/Deficit	28,800	(187,920)
<b>CHARGE TO COLLECTION FUND</b>	<b>6,422,181</b>	<b>6,541,443</b>
Tax base	36,514	36,551
Council Tax rate	175.56	178.97
<b>Council Tax Yield</b>	<b>6,410,481</b>	<b>6,541,443</b>

## 2014/15 Revenue Budget Growth - major items

Cabinet portfolio	Value	Description of growth proposed
	£	
<b>Community Safety, Young People and Leisure</b>	<b>127,400</b>	
Fordbridge Bowls Club Irrigation	13,000	Funding of irrigation works to enable completion of move to self management- to be funded from reserve as one off spend to save
CCTV	11,400	
Community Safety Enforcement Pilot Project	3,000	Offsetting net impact of reduced partnership funding
	100,000	Pilot partnership with Police and Crime Commissioner, initial year revenue costs to be funded from reserve
<b>Communications and Procurement</b>	<b>0</b>	
<b>Economic Development and Fixed Assets</b>	<b>858,500</b>	
Riverside car park development	145,000	Resourcing delivering of asset income generation project- to be funded from reserves
Bridge Street redevelopment	140,000	Resourcing delivering of asset income generation project- to be funded from reserves
Tothill redevelopment	165,000	Resourcing delivering of asset income generation project- to be funded from reserves
Economic Development	16,500	Resourcing delivery of Economic Strategy
Elsmlough multi-storey car park re-surfacing	287,000	Resurfacing top floor of car park to protect income generation capacity to be funded from reserve
Business rates	42,000	Rates payable on council properties
Utilities	63,000	Increased electricity, gas, water expenditure
<b>Environment</b>	<b>30,000</b>	
Streetscene vehicle fuel	30,000	
<b>Finance</b>	<b>68,700</b>	
Customer Services	46,700	Provision of additional staffing resourcing to allow time for efficiencies to take effect - structure to be reviewed March 2015. Funded from reserve
Bank	20,000	Increased provision for banking costs
Treasury management	2,000	Increased cost of contract
<b>Housing, Health, Well Being and Independent Living</b>	<b>216,500</b>	
Homelessness	100,000	Increased provision for temporary accommodation
Visiting & Finance officer	15,800	Extending post provision to cope with demand pressures - post to be reviewed March 2015
Housing options systems admin post	15,800	Extending post provision to cope with demand pressures - post to be reviewed March 2015
Housing Register Post	14,900	Resourcing statutory requirement
HB Fraud Manager	20,000	Extending partnership provision
Housing Initiatives	50,000	Earmarking previous specific grant provision
<b>Parking and ICT</b>	<b>31,300</b>	
Additional applications licence costs	31,300	Relating to Customer Service channel shift applications
<b>Planning and Corporate Development</b>	<b>48,000</b>	
Individual electoral registration	48,000	
<b>Leader</b>	<b>24,500</b>	
HR part time officer	24,500	Extending part time post a year in order to enable team to cope with work load pressures - post to be reviewed March 2015
<b>Total</b>	<b>1,277,500</b>	
Amount funded from reserve	896,700	

Net ongoing impact	380,800	
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## 2014/15 Revenue Budget Savings - major items

Cabinet portfolio	Value	Description of savings proposed
	£	
<b>Community Safety, Young People and Leisure</b>	<b>86,100</b>	
Leisure Schemes	19,800	
Leisure staffing	30,000	Restructuring following staff departure
Liveability Fund	28,300	Application of fund
Leisure centre	8,000	Reduced energy costs
<b>Communications and Procurement</b>	<b>0</b>	
<b>Economic Development and Fixed Assets</b>	<b>80,300</b>	
Knowle Green	3,500	Reduced spend on trade waste (new contract)
Office Services	3,000	Reduced spend on document storage and stationary
Memorial Gardens	10,000	Reduced expenditure on stock condition
Asset Management	25,500	Reduced expenditure on valuers and consultants
General Properties	38,300	Reduced expenditure on external contracts and improved income
<b>Environment</b>	<b>15,000</b>	
Gritting of Car Parks	5,000	Reduced expenditure
Staines Market Income	5,000	Improved income
Bulky waste	5,000	Improved income
<b>Finance</b>	<b>15,500</b>	
Accountancy	1,000	Reduced spend on publications
Customer Services	12,500	Reduced spend on publications and increased Income
Audit	2,000	Improved Income from selling services to other councils
<b>Housing, Health, Well Being and Independent Living</b>	<b>57,600</b>	
Pollution Control	11,500	Improved income- recharging for support provided to another local authority
Environmental Health fees	9,400	increased fee income for: stray dogs; pest control; licensing HMOs
Independent Living	28,200	Reduced expenditure and increased income
<b>Parking and ICT</b>		
IT Networking	8,500	Reduced spend on computer network as result of new Surrey wide contract (full year saving in 2015/16 £11,300)
<b>Planning and Corporate Development</b>	<b>12,500</b>	
Planing Development	2,500	Affordable Housing/Viability Advice fees
Land Charges	10,000	Increased income
<b>Leader</b>	<b>0</b>	
<b>Total</b>	<b>267,000</b>	



# Members' Allowances Scheme 1 April 2014 – 31 March 2015

**Cabinet: 25 February 2014; Council: 27 February 2014**

## **The Report of the Spelthorne Independent Remuneration Panel (IRP) held on 17 January 2014**

### **1. Purpose of the report**

- 1.1 To give details of the outcome of an interim review of the current Members' Allowances Scheme and any recommendations to be made to Council for the period 1 April 2014 to 31 March 2015.

### **2. Introduction**

- 2.1 This report has been prepared in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.
- 2.2 The 2003 Regulations state that *"an independent remuneration panel shall consist of at least three members none of whom is also a member of an authority in respect of which it makes recommendations or is a member of a committee or sub-committee of such an authority..."*
- 2.3 In 2013, the Government produced 'Guidance on Consolidated Regulations for Local Authority Allowances' which states that *".....local authorities may wish to consider appointing members of the panel for a term of office of several years, perhaps 3-5 years."*
- 2.4 The previous panel had been in place for more than ten years, so in line with the above-mentioned guidance, the Council undertook an open and transparent appointments process to recruit a new panel.
- 2.5 The 2003 Regulations allow a local authority to pay panel members either allowances or expenses incurred. The Council has decided not to pay any allowances but will pay travel expenses incurred.

### **3. The Independent Remuneration Panel**

- 3.1 The appointment of the panel was approved by Council at its meeting on 19 December 2013. The panel comprises Mr. Douglas Robertson, Mr. Brian Smith and Mr. David Wight.
- 3.2 The members of the panel have between them considerable experience in the areas of local government and public service, the private sector, finance and management.

**Douglas Robertson CBE, DL, FRICS, FRSA**

Mr. Robertson was Principal in private practice for 30 years as a Chartered Quantity Surveyor. First involved in public service as a member of Sunbury UDC, he was joint Chair of Committee that formed Spelthorne BC. He represented Sunbury at Surrey CC until 1994 and was Chairman of the Council for three years. He was Chairman of the Council of the University of Surrey and of three NHS Trusts. In all those offices, he was involved in staff remuneration. He was High Sheriff of Surrey.

Mr. Robertson has had many years' experience in serving on remuneration committees. He understands fully the responsibilities of elected members having been a councillor between 1970 and 1994, including a year as Chairman of Surrey County Council.

**Brian Smith**

Member of the Chartered Institute of Public Finance and Accountancy (Past President and former Honorary Treasurer)

County Treasurer, Staffordshire County Council (1983-1992)

Chief Executive, Stoke-on-Trent City Council (1992-2002)

Chairman of the Surrey Ambulance Service (2004-06)\*

Chair of the Audit Committee of Surrey PCT (2006-11)\*

Chairman CIPFA Business Ltd (2004-11)\*

Public Member Network Rail 2011- continuing

Mr. Smith has vast experience of local government over many years, almost twenty years of which were at Chief Officer level. During that period and since 2002, he has served on various remuneration committees of public bodies and charities, and in the last two years he has had oversight in relation to remuneration issues at Network Rail where he is a public member.

He maintains a continuing interest in public affairs and in local government and the NHS in particular.

**David Wight**

Mr. Wight is a chartered surveyor (MRICS), Group Property Director of Pinewood Shepperton plc and a director of Shepperton Studios Ltd.

In this role he is responsible for the planning and property aspects of Shepperton Studios which is both an important UK film and television production centre and a major employer in Spelthorne.

He has a very good, interactive working relationship with officers and councillors of Spelthorne and as such he has an understanding of the structure, culture and aspirations of the Council as well as its policies and development framework.

**4. Background**

4.1 The previous Spelthorne IRP met in December 2011.

4.2 At its meeting on 23 February 2012, the Council resolved to accept the IRP's recommendation to freeze the basic and special responsibility allowance (SRA) on the basis that the Council could not afford to make a pay award to staff for the year 2012-13, and furthermore, it would not be increasing the Council Tax for the same year.

## 5. Information which the Panel considered

- 5.1 The newly-formed panel noted that the 2003 Regulations state that *“Before the beginning of each year, an authority shall make the scheme required by regulation for the payment of basic allowance for that year. The scheme shall also make provision for the following allowances if an authority intends to make such payments in respect of the year: (a). special responsibility allowance; (b). dependants’ carers’ allowance; (c). travelling and subsistence allowance and co-optees’ allowance. Once an authority receives a copy of a report made to it by an IRP, it shall, as soon as reasonably practicable, publish in one or more newspapers circulating in its area, a notice which states that it has received recommendations from an IRP in respect of its scheme, and which gives details of the scheme for the year ahead.”*
- 5.2 Being newly-appointed, and in view of the fact that Councillors, apart from a new special responsibility allowance for the Audit Committee Chairman, had not received an increase in their allowances since 1 April 2008, the panel decided to consider the impact of cumulative annual increases of councillors’ allowances for the years 2009 -10 to 2012-13 inclusive on the basis of the following:
- (a). Increased in line with a staff pay award (**Appendix A Table 2**).
  - (b). Increased annually in line with the Consumer Price Index (CPI) (**Appendix A Tables 4 and 5**).
  - (c). Increased in line with the Retail Price Index (RPI) (**Appendix A Tables 4 and 5**).
- 5.3 The panel also reviewed the information contained in the report of a previous panel in the year 2000 on (a). the formula used to arrive at the ‘public service discount’ and (b). benchmarking members’ allowances against earnings (**Appendix B**).
- 5.4 In 2013, the daily average earnings of Spelthorne employees were £129 (£646.80 gross per week). For south-east employees generally they were £112 (£559.70 gross per week). (**Source: nomis – official labour market statistics**)
- 5.5 Applying the formula which the panel adopted in 2000 (**Appendix B**) to the figures above for 2013, the basic allowance comes out at £3808.
- 5.6 The panel found that the underlying approach of the allowances scheme remains sound (a). by setting a basic allowance at a level based on the minimum time expected of Councillors to fulfil their role as a ward councillor; and (b). with special responsibility allowances based on multiples of this basic allowance, to reflect that those councillors with more significant responsibilities need to spend additional time in fulfilling their more demanding roles.
- 5.7 The panel compared Spelthorne’s allowances with the allowances paid by other Councils, in particular with the other ten Surrey districts and boroughs.
- 5.8 This comparison found that seven of the other ten districts and boroughs pay a higher basic allowance than Spelthorne. Of those that operate an Executive/Cabinet system, five pay their Leader more than Spelthorne. (**Appendix C**).

## **6. Suspension of Allowances**

- 6.1 In Appendix A of the current scheme, provision has been made for the withdrawal of allowances where a member has been wholly or partially suspended because of a breach of the Members' Code of Conduct.
- 6.2 In accordance with the Localism Act 2011, and under the revised regulations on Members' Code of Conduct, a member can no longer be partially or wholly suspended. Therefore, the question of the withdrawal of allowances no longer applies. This reference will, therefore, be removed from the scheme.

## **7. Comments and observations of the Panel**

- 7.1 As the panel had only been appointed at the Council meeting on 19 December 2013, they stressed the necessity of their report being a holding position until a thorough review of the scheme for 2015-16 commences in October 2014.
- 7.2 In the meantime, they wanted to make the following points:
- The review of the 2015-16 scheme will include a consultation with councillors, either through a questionnaire or face-to-face, in order that the panel can be as informed as possible in making their recommendations.
  - The benchmarks currently adopted by the previous panel will be the starting point for the review, although in the light of further consultation, the panel may wish to consider other bases for calculating the allowances.
  - Factors such as the additional responsibilities and workload of Cabinet councillors and Committee Chairmen will be considered.
  - The review will take into account the impact of inflation since the last increase in April 2008.
  - Differences between the Surrey districts and boroughs in the level of allowances for Committee Chairmen will be taken into consideration.
  - As well as taking into account hard evidence and robust, objective criteria, the panel is of the view that it is important to reward people who have specific skills and experience to incentivise them to become councillors.
  - The panel also notes that, whilst being a councillor is very much about public service, it is important that people are not significantly disadvantaged from entering public life.

## **8. Recommendations of the Panel**

- 8.1 The panel invited the three group leaders to attend its meeting to discuss the issue of members' allowances generally.
- 8.2 The panel has undertaken an interim review of the position in relation to payment of basic and special responsibility allowances and notes that the level of allowances paid since the year 2000 has not kept pace with inflation and other comparative indices.
- 8.3 While acknowledging this with some concern, the panel does not believe that it is in possession of sufficient evidence that market conditions have improved, nor has it had the opportunity to undertake any meaningful consultation with councillors.

- 8.4 The panel will therefore commence a full and thorough review of the scheme for 2015-16 in October 2014.

**9. Recommendations to Council**

The Council is asked to:

- (a). agree that members' allowances for the year 1 April 2014 to 31 March 2015 remain unchanged.
- (b). note that a thorough review of the scheme for 2015-16 will commence in October 2014.
- (c). engage positively with the panel in their consultation with councillors.
- (d). note the removal, from Appendix A of the current scheme, of the paragraph entitled 'Suspension of Allowances'.

**Appendices:**

**Appendix A** – Tables of financial data

**Appendix B** – Background information from the report of the IRP in 2000

**Appendix C** – Allowances and payments to Surrey Districts and Boroughs 2013-14

**Appendix D** – The Scheme for 2014-15 (to be published following Council on 27 February 2014)

**Appendix E** – The advert publicising the Scheme for 2014-15 (to be published following Council on 27 February 2014).

## Appendix A

Table 1: Average annual staff earnings in Spelthorne Borough Council since April 2012

	Average annual earnings in Spelthorne
2013-14	£27,784
2012-13	£27,112

Table 2: Staff Pay Awards in Spelthorne Borough Council since April 2009

	Staff pay awards
April 2009	1.75%
April 2010	0%
April 2011	0%
April 2012	0%
April 2013	1%

\*\*In November 2012, lower paid staff earning below £21,000 received a one-off £250 non-consolidated payment in November 2012.

Table 3: Salary increases relating to Assistant Chief Executive and Chief Executive Management Team restructure

	Management Restructure and ACX Review increases
April 2011	1.96%

Table 4: Average percentage increases of Consumer Price index and Retail Price index from 2009 to 2014.

	Consumer Price Index (CPI)	Retail Price Index (RPI)
Average % increase in 2009	2.2	-0.5
Average % increase in 2010	3.3	4.6
Average % increase in 2011	4.5	5.2
Average % increase in 2012	2.8	3.2
Average % increase in 2013	2.4	2.8
Average % increase in 2014 (average of other years used to estimate figure)	3	3.1

## Appendix A

Table 5 – Monthly Consumer Price Index (CPI) and Retail Price Index (RPI) from March 2009 to December 2013

2009		2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
	RPI index	211.3	211.5	212.8	213.4	213.4	214.4	215.3	216	216.6	218
	CPI index	109.8	110.1	110.7	111	110.9	111.4	111.5	111.7	112	112.6

2010		2010 JAN	2010 FEB	2010 MAR	2010 APR	2010 MAY	2010 JUN	2010 JUL	2010 AUG	2010 SEP	2010 OCT	2010 NOV	2010 DEC
	RPI index	217.9	219.2	220.7	222.8	223.6	224.1	223.6	224.5	225.3	225.8	226.8	228.4
	CPI index	112.4	112.9	113.5	114.2	114.4	114.6	114.3	114.9	114.9	115.2	115.6	116.8

2011		2011 JAN	2011 FEB	2011 MAR	2011 APR	2011 MAY	2011 JUN	2011 JUL	2011 AUG	2011 SEP	2011 OCT	2011 NOV	2011 DEC
	RPI index	229	231.3	232.5	234.4	235.2	235.2	234.7	236.1	237.9	238	238.5	239.4
	CPI index	116.9	117.8	118.1	119.3	119.5	119.4	119.4	120.1	120.9	121	121.2	121.7

2012		2012 JAN	2012 FEB	2012 MAR	2012 APR	2012 MAY	2012 JUN	2012 JUL	2012 AUG	2012 SEP	2012 OCT	2012 NOV	2012 DEC
	RPI index	238	239.9	240.8	242.5	242.4	241.8	242.1	243	244.2	245.6	245.6	246.8
	CPI index	121.1	121.8	122.2	122.9	122.8	122.3	122.5	123.1	123.5	124.2	124.4	125

2013		2013 JAN	2013 FEB	2013 MAR	2013 APR	2013 MAY	2013 JUN	2013 JUL	2013 AUG	2013 SEP	2013 OCT	2013 NOV	2013 DEC
	RPI index	245.8	247.6	248.7	249.5	250	249.7	249.7	251	251.9	251.9	252.1	253.4
	CPI index	124.4	125.2	125.6	125.9	126.1	125.9	125.8	126.4	126.8	126.9	127	127.5

**Appendix A**

Table 6: The Consumer Price Index (CPI) and Retail Price Index (RPI) figures relating to the index review period.

	Retail Price Index figure (RPI)	Consumer Price Index figure (CPI)
May 2009 (the month preceding the start of the index review period)	211.3	109.8
December 2013 (the month immediately preceding the index review date)	253.4	127.5



## Appendix A

Table 7: Members' allowance levels in real figures at 1 April 2014 if they had been increased annually in line with staff pay awards, or by inflation using the CPI (Consumer Prices Index) and by RPI (Retail Prices Index).

	Current allowance figure (since April 2009)	Allowance if increased in line with staff pay awards to April 2014 (in Real Terms)	Allowance if increased annually by CPI to December 2013 as outlined in Table 6*	Allowance if increased annually by RPI to December 2013 as outlined in Table 6*
Basic Allowance for all Councillors	£3938	£4046.97	£4572.81	£4,723
Special Responsibility allowance for Cabinet members, Committee Chairs and Opposition Group Leader	£3012	£3095.35	£3497.54	£3612.11
Special Responsibility Allowance for Leader	£9037	£9287.09	£10493.78	£10837.55
Special Responsibility Allowance for Deputy Leader	£6001	£6167.07	£6968.37	£7196.65
Special Responsibility Allowance Vice-Chairs	£500	£513.83	£580.60	£599.62

\*RPI calculation = (£ current allowance figure) x (253.4/211.3) = (£ new figure)

\*CPI calculation = (£ current allowance figure) x (125.7/109.8) = (£ new figure)

## Appendix B

### Public service discounting

In setting **the minimum time commitment** expected of non-Cabinet councillors in fulfilling their role, the IRP's report of the year 2000 takes as its starting point a minimum of **8 hours a week**, translated into **52 days a year**. However, the panel noted that the activity involved in being a councillor is essentially a voluntary public service to the community and the panel decided that it was appropriate to reflect this voluntary aspect (**public service discount**) in the level of allowances paid.

The panel asked for views on what would be considered an appropriate level to discount for public service and a figure of 25% was suggested. The panel considered this to be fair but decided to discount for 33% of a non-Cabinet councillor's time on the basis that it was the norm where the voluntary principle had been applied. Therefore, they concluded *".....that it would not be unfair to regard the contribution of a non-Executive councillor.....as being in the order of 34 days per year, i.e. 52 days minus 33%."*

### Benchmarking members' allowances against earnings

In its report of 2000, the panel also considered *"...the appropriate benchmark to measure the worth of a councillor's time against."* The panel noted that the Local Government Association (LGA) specifically linked a councillor's worth to that of the national, average male non-manual salary.

The panel rejected this approach on the grounds that a more broad-based average was more relevant, opting instead for a South East regional daily average salary of **all** employees, equivalent to £84.64 per day in 1999.

To arrive at the level of basic allowance, the panel assumed that councillors would be putting in a minimum time commitment of 52 days a year (1 day a week) but that one third of that time, i.e. 18 days a year, would not be considered when calculating the allowance.

## Appendix C

Allowances and payments to Surrey D&B Councillors 2013-14													
LA	Basic allow	Leader's SRA	Dep. Leader SRA	Cabinet member	Audit Chair	Licensing Chair	Dep. Licensing Chair	O&S Chair	Dep. O&S Chair	Planning Chair	Dep. Plann. Chair	Opp. Group Leader	Dep. Opp. Leader
Elmbridge	4245	12000		6000	3590	4075	930	6000	3,000	5000	1140		
Epsom and Ewell	3341	200 + 50 per group member				1002		1671		2339		427	
Guildford	4690	11041	1236	3709		3091		3091		3709		3709	
Mole Valley	4098	5574		2185	1500	250		1642		2185		3072	500 (incl. Leader of any other Group)
Reigate and Banstead	5173	12842	10,488	8562		400		2869		4939		134 + 52 for each member	
Runnymede	2869	5738	1434		779	2869	1434	2869	1434	5021	3344	1751	
<b>Spelthorne</b>	<b>3938</b>	<b>9037</b>	<b>6001</b>	<b>3012</b>	<b>3012</b>	<b>3012</b>		<b>3012</b>		<b>3012</b>		<b>3012</b>	
Surrey Heath	4884	13310		4440		3552	1776	3552	1418	4112	2056	4440	
Tandridge	3840	5578						2789		3328		2789	
Waverley	4426	13000	9000	6,000	2245	3,000	1500	3000	1,500	3000	1500	3000	
Woking	7115												

This version dated: 13 January 2014

## NOTES:

A blank space means that no payment is made under that category.

Some authorities' allowances remain unchanged in 2013-14, e.g. Elmbridge, Mole Valley, Surrey Heath, Tandridge and Woking, whereas others, e.g. Epsom and Ewell, Reigate and Banstead and Runnymede have seen increases ranging from 1% (E&E) to 23% (Runnymede). Waverley's allowances seem to have risen considerably between 2012-13 and 2013-14.

**Epsom and Ewell:** E&E operates a Committee structure rather than an Executive, so there is not an exact correlation with other Councils' roles and responsibilities. Each Group Leader receives the basic allowance plus £200 and £50 for each group member.

**Guildford:** Their IRP undertook a review between September and November 2013 and recommended increasing the scheme of allowances annually in line with the percentage increase in officers' salaries (1.5%) until 2015 and that, for parity, the increase be applied in April rather than July. However, the IRP didn't say whether the synchronisation is introduced from April 2014 or backdated to April 2013. In 2011, the Council agreed that the indexed increase would be implemented until 2013.

**Mole Valley:** The allowances' structure is complex because no one political party has overall control of the Council and the make-up of the Committees reflects this. However, the figures remain unchanged for 2013-14.

**Tandridge:** Like E&E, Tandridge operates a Committee structure rather than an Executive.

**Woking:** Councillors can claim travelling expenses.

## Appendix D

### Spelthorne Borough Council

#### Members' Allowances Scheme 1 April 2014 to 31 March 2015

Spelthorne Borough Council hereby gives notice that it has received recommendations from an Independent Remuneration Panel (IRP) in respect of its members' allowances scheme for the year 1 April 2014 to 31 March 2015.

The panel recommends the Council to:

- Agree that the members' allowances for the year 1 April 2014 to 31 March 2015 remain unchanged from the current year 2013-14.
- Note that a review of the scheme for the year 2015-2016 will commence in October 2014, in accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003.

The report of the IRP will be considered by the Council at its meeting on 27 February 2014. Copies of the report will be available at the Council's offices following that meeting and the scheme for 2014-15 will be published on the Council's website.

For more information contact Greg Halliwell, Principal Committee Manager, on 01784 446267, or e-mail [g.halliwell@spelthorne.gov.uk](mailto:g.halliwell@spelthorne.gov.uk)



**Cabinet****25 February 2014**

<b>Title</b>	Calendar of Meetings 2014-2015		
<b>Purpose</b>	Recommendation required		
<b>Report of</b>	Chief Executive	<b>Confidential</b>	No
<b>Cabinet Member</b>	Councillor Robert Watts	<b>Key Decision</b>	No
<b>Report Author</b>	Gillian Hobbs		
<b>Summary and Key Issues</b>	<p>The preparation of a calendar of future Council, Cabinet and Committee meetings helps facilitate the proper organisation of Council business.</p> <ul style="list-style-type: none"> <li>• The draft Calendar of Council, Cabinet and Committee meetings [<b>Appendix A</b>] is based on the current pattern. Meeting dates for SCC Local Committee in Spelthorne and major local events have also been included.</li> <li>• The Chief Finance Officer has been consulted on the suitability of dates to enable end of period financial reports to be available for consideration at Cabinet and Overview and Scrutiny Committee meetings.</li> <li>• Meeting dates have been identified to take account of lead-in times for preparation of agendas and draft reports and for despatch of papers.</li> </ul>		
<b>Financial Implications</b>	There are no direct financial implications.		
<b>Corporate Priority</b>	This item is not in the list of Corporate Priorities		
<b>Recommendations</b>	<b>Cabinet is asked to recommend the Calendar of meetings 2014-2015 to Council for approval.</b>		

**Appendices:**

Appendix A - Table schedule of meetings

2014 Year Planner

2014	M	T	W	T	F	S S	M	T	W	T	F	S S	M	T	W	T	F	S S	M	T	W	T	F	S S	M	T	W	T	F	S S	M	T
JAN			1 Bank Hol	2	3	4 5	6	7	8 Licensing	9	10	11 12	13 Cab Brief	14	15 Planning	16	17	18 19	20 Group	21 SP Cab Brief	22 O&S	23	24	25 26	27	28 Cabinet	29	30	31			
FEB						1 2	3	4 CoC	5 Licensing	6 CYPP	7	8 9	10 Cab Brief	11	12 Planning	13	14	15 16	17 Local Cttee	18 Group	19	20	21	22 23	24	25 Cabinet	26	27 Council	28			
MAR						1 2	3	4	5 Licensing Police Panel	6	7	8 9	10 Cab Brief	11 O&S Shepp. RA AGM	12 Planning	13	14	15 16	17 Local Cttee	18 Group	19	20	21	22 23	24	25 Cabinet	26	27 Council	28	29 30	31	
APR		1	2	3	4	5 6	7 Group	8 CoC	9 Planning Staines Village AGM Manor Farm AGM	10	11	12 13	14	15 Cabinet	16 Licensing	17	18 Bank Hol	19 20	21 Bank Hol	22	23	24 Council	25	26 27	28 Sp. In Bloom	29	30					
MAY				1	2	3 4	5 Bank Hol	6	7 Planning	8	9	10 11	12	13 O&S	14 Licensing	15	16	17 18	19	20 ACM	21	22 Euro Elections	23	24 25	26 Bank Hol	27	28	29	30	31		
JUNE							2	3	4 Planning	5	6	7 8	9 Cab Brief CYPP	10	11 Licensing	12	13	14 15	16 Group	17	18	19 CoC	20	21 22	23	24 Cabinet	25	26 Audit	27	28 29	30 Local Cttee	
JULY		1 Cab Brief	2 Planning	3	4	5 6	7 Group	8 O&S	9 Licensing	10	11	12 13	14 SP Cab Brief	15 Cabinet	16	17 Council	18	19	20 21	22	23 Police Panel	24	25	26 27	28	29	30 Planning	31				
AUG					1	2 3	4	5	6	7	8	9 10	11	12	13	14	15	16 17	18	19	20	21	22	23 24	25 Bank Hol	26	27 Planning	28	29	30		
SEPT	1	2	3 Licensing	4	5	6 7	8	9 C&D /O&S	10	11	12	13 14	15 Cab Brief	16	17 Police Panel	18 Audit	19	20 21	22 Group	23	24 Planning	25	26	27 28	29 Local Cttee	30 Cabinet						
OCT			1	2	3	4 5	6	7	8 CYPP	9 CoC	10	11 12	13	14	15 Licensing	16	17	18 19	20 SP Cab Brief	21	22 Planning	23 Council	24	25 26	27 Sp. In Bloom	28	29	30	31			
NOV						1 2	3 Cab Brief	4 O&S	5	6	7 Police Panel	8 9	10 Group	11	12	13	14	15 16	17 Local Cttee	18 Cabinet	19 Planning	20	21	22 23	24	25	26 Licensing	27	28	29 30		
DEC	1 Cab Brief	2	3 Ashford on map	4	5	6 7	8 Group	9	10 Big Tree Night Police Panel	11 Audit	12	13 14	15 Local Cttee	16 Cabinet	17 Planning	18 Council	19	20 21	22	23	24	25	26	27 28	29	30	31					



<b>Council</b>	
<b>Cabinet</b>	
<b>Cabinet Briefing</b>	
<b>Cabinet Budget Briefing</b>	
<b>Overview and Scrutiny Committee</b>	
<b>Planning Committee</b>	
<b>Licensing Committee</b>	
<b>Audit Committee</b>	
<b>Members' Code of Conduct Cttee (MCCC)</b>	
<b>SCC Local Cttee</b>	
<b>Surrey Schools Holidays</b>	
<b>Group</b>	

2015 Year Planner

Appendix A (cont'd)

2015	M	T	W	T	F	S S	M	T	W	T	F	S S	M	T	W	T	F	S S	M	T	W	T	F	S S	M	T	W	T	F	S S	M	T		
January				1 Bank Ho.	2	3 4	5	6	7 Licensing	8	9	10 11	12 13	14 Planning	15 Sp Cab Brief	16	17 18	19	20 O&S	21	22	23	24 25	26	27 Cabinet	28	29	30	31					
February						1	2 Local Cttee	3	4 Licensing	5 CoC	6	7 8	9 Cab Brief	10	11 Planning	12	13	14 15	16 Group	17	18	19	20	21 22	23	24 Cabinet	25	26 Council	27	28				
March						1	2	3	4 Licensing	5	6	7 8	9 Cab Brief	10	11 Planning	12	13	14 15	16 Group	17 O&S	18	19	20	21 22	23 Local Cttee	24 Cabinet	25	26 Audit	27	28 29	30	31		
April			1	2	3 Bank Hol.	4 5	6 Bank Holiday	7	8	9	10	11 12	13 Civic Awards	14 Cab Brief	15 Planning	16	17	18 19	20 Group	21	22 Licensing	23 CoC	24	25 26	27	28 Cabinet	29	30 Council						
May					1	2 3	4 Bank Holiday	5	6	7 General Election	8	9 10	11	12	13 Planning	14	15	16 17	18	19	20	21 ACM	22	23 24	25 Bank Hol	26	27	28	29	30				
June	1	2	3	4	5	6 7	8	9	10	11	12	13 14	15	16	17	18	19	20 21	22	23	24	25	26	27 28	29	30								
July			1	2	3	4 5	6	7	8	9	10	11 12	13	14	15	16	17	18 19	20	21	22	23	24	25 26	27	28	29	30	31					
August						1 2	3	4	5	6	7	8 9	10	11	12	13	14	15 16	17	18	19	20	21	22 23	24	25	26	27	28	29 30	31			
September		1	2	3	4	5 6	7	8	9	10	11	12 13	14	15	16	17	18	19 20	21	22	23	24	25	26 27	28	29	30							
October				1	2	3 4	5	6	7	8	9	10 11	12	13	14	15	16	17 18	19	20	21	22	23	24 25	26	27	28	29	30	31				
November						1	2	3	4	5	6	7 8	9	10	11	12	13	14 15	16	17	18	19	20	21 22	23	24	25	26	27	28 29	30			
December		1	2	3	4	5 6	7	8	9	10	11	12 13	14	15	16	17	18	19 20	21	22	23	24	25	26 27	28	29	30	31						

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