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Date: **19 November 2015**
Our ref: **Cabinet/Supplementary/Agenda**
Ask For: **Charles Hungwe**
Direct Dial: **(01843) 577186**
Email: **charles.hungwe@thanet.gov.uk**

CABINET

24 NOVEMBER 2015

A meeting of the Cabinet will be held at **7.00 pm on Tuesday, 24 November 2015** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

Membership:

Councillor Wells (Chairman); Councillors: L Fairbrass, Brimm, Crow-Brown, Stummer-Schmertzing and Townend

SUPPLEMENTARY AGENDA

Item
No

Subject

6. **GENERAL FUND CAPITAL PROGRAMME MONITORING AND CHANGES** (Pages 1 - 10)
7. **BUDGET MONITORING REPORT 2015/16** (Pages 11 - 20)
8. **FEES & CHARGES 2016/17** (Pages 21 - 52)
9. **BUDGET STRATEGY 2016-17** (Pages 53 - 98)

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GENERAL FUND CAPITAL PROGRAMME MONITORING AND CHANGES

To: **Cabinet – 24 November 2015**

Main Portfolio Area: **Financial Services and Estates**

By: **Portfolio Holder for Financial Services and Estates**

Classification: **Unrestricted**

Ward: **All wards**

Summary: To agree General Fund Capital Programme Monitoring and Changes

For Decision

1.0 Introduction and Background

1.1 Given the Council's resource profile and constraints, a review of the General Fund 2015/16 capital programme has been undertaken and opportunities identified to (i) transfer, remove and defer capital projects, and (ii) switch capital funding.

2.0 Transfer, Removal and Deferral

2.1 Following consultation with project managers, the transfer, removal and deferral opportunities are proposed for the General Fund 2015/16 capital programme as per section 2.5 below.

2.2 Public Conveniences: £150,712 has been retained in the 2015/16 capital budget for Joss Bay toilet enhancements but £125,000 is not programmed to be spent in 2015/16. A review of Asset Management will be undertaken, within which the Public Conveniences will be evaluated.

2.3 Options will be considered for the Waste Transfer Station and Margate Cemetery Extension projects. Some £616,522 of the Waste Transfer Station budget has been re-allocated to the Vehicle Replacement Programme for frontline services. The remaining budgets on Grounds Maintenance Replace Mowers and Vehicles (£237,758) and Replacement of Waste Collection Fleet (£392,952) have been transferred into the Vehicles Replacement Programme as a consolidation measure. Funding for the Margate Cemetery Extension has been removed, pending an assessment of options.

2.4 The Property Enhancement Programme budget is not committed in 2015/16 but a provision has been retained for 2017/18 onwards.

2.5 Transfers, removals and deferrals proposed for the General Fund 2015/16 capital programme are shown in the table below.

Project name	Budget Deferral into 2016/17 & 2017/18	Budget Removal from 2015/16 Programme	Budget Transfer to Vehicle Replacement Programme 2015/16
	£	£	£
Margate Pedestrian Connections	24,345.00		
Jackey Bakers	50,000.00		
Public Conveniences		125,000.00	
Property Enhancement Programme		200,000.00	
Swimming Pool/Sports Hall Enhancements		34,429.00	
Margate Cemetery Extension		348,994.50	
Grounds Maintenance Replace Mowers and Vehicles			237,758.00
Replacement of Waste Collection Fleet			392,951.92
Waste Transfer Station			616,522.00
Port Low Carbon Plan	105,000.00		
Marina Management System	78,000.00		
Boat Wash Separator	25,000.00		
Total	282,345.00	708,423.50	1,247,231.92

3.0 Re-profiling Capital Programme to Fund One-Off Settlements

3.1 The Council has had a number of liabilities to settle over the past year and has a number of one off budgetary pressures for 2015/16 and 2016/17. To date settlement payments made with regard to the temporary ban on animal exports total circa £3m. At the moment the Council is further exposed to the outcome of the Health and Safety Executive report. Such payments have put a substantial strain on the reserves available and it is therefore proposed that funding for the Council's 2015/16 capital programme (including certain projects deferred into 2017/18) is switched from the sources in the table below to capital receipts. It is proposed that the revenue contributions switched are held in the Insurance and Risk Management Reserve to set aside funding for impending one off budgetary pressures.

Original Funding Source	Revised Sum to be Funded from Capital Receipts 2015/16	Revised Sum to be Funded from Capital Receipts 2017/18	Revised Sum to be Funded from Capital Receipts Total
	£	£	£
Capital Project Reserve	858,763.75	74,345.00	933,108.75
Maritime Reserve	0.00	103,000.00	103,000.00
Crematorium Reserve	25,000.00	0.00	25,000.00
Vehicle Replacement Reserve	227,300.00	0.00	227,300.00
Dreamland Reserve	116,900.00	0.00	116,900.00
Revenue	42,000.00	0.00	42,000.00

Original Funding Source (continued)	Revised Sum to be Funded from Capital Receipts 2015/16 £	Revised Sum to be Funded from Capital Receipts 2017/1£	Revised Sum to be Funded from Capital Receipts Total £
Priority Improvement Reserve	182,000.00	0.00	182,000.00
Total	1,451,963.75	177,345.00	1,629,308.75

4.0 Dreamland Budget

- 4.1 The Director of Community Services has advised that it is necessary to increase the Dreamland budget by £1,200,000 following further discussions with the Heritage Lottery Fund and operator, and additional construction costs. £750,000 of this is allocated to 2015/16 and the remainder of £450,000 is allocated as part of the 2016/17 budget build process. The £1,200,000 increase is to be funded from capital receipts (£750,000 from General Fund housing capital receipts which can be used for regeneration purposes and the remainder of £450,000 from the same source and also from unallocated receipts and anticipated income from the sale of assets).

A breakdown of the overspend is as follows

	<u>£000</u>
<u>Rides</u>	
Remaining HLF funding for rides. Cannot be used to cross-subsidise scenic railway	410
<u>Activities</u>	
Remaining HLF funding for activities. Cannot be used to cross-subsidise scenic railway	157
Disputed invoices subject to on-going discussion	290
Increased project costs	241
Reinstatement works	102
Total	<u><u>1200</u></u>

The reasons for the overspend

The overspend has arisen from the following areas

- 1) The £410,000 for rides and the £157,000 are a result of a decision made by the Heritage Lottery fund that the council would not be able to use the remaining rides budget and the activities budget for the scenic railway.

Officers had thought this would be possible and it was only confirmed in September that this would not be allowable.

- 2) The increased project costs are primarily due to the infrastructure to provide water and electricity to the park and unexpected works discovered when completing the multi-use space.
- 3) The reinstatement works overspend arises from an omission from the main contract.

5.0 Other Changes

5.1 Other changes to the General Fund capital programme are:

- £700,000 externally funded budget transferred from the Margate Housing Intervention Loan Scheme to Margate Housing Intervention in the HRA capital programme.
- £17,000 budget added from the Harbour revenue repairs and maintenance budgets, for the Ramsgate Harbour Fuel Facilities to protect income derived from harbour operations.
- £40,000 externally funded budget for a feasibility study for the Ramsgate Timber Groynes project, transferred to the revenue budget to reflect the nature of the expenditure as a revenue rather than capital cost.

5.2 The changes in sections 2.5, 3, 4 and 5 above are reflected in the 2015/16 General Fund capital programme shown in the attached Annex 1. The £830k shortfall in capital receipts as per Annex 1 is expected to be largely covered by new capital receipts during the remainder of 2015/16, with internal prudential borrowing to meet any residual shortfall.

6.0 Capital Receipts

General Fund property receipts for the six months to the end of Sept 2015 are as detailed below. Some £1,368,303 of these receipts are for assets disposed of as part of the 2014/15 programme but where the disposal receipts slipped into 2015/16.

Property	Amount £
30 Ozengell Place	13,302
1 Ozengell Place	25,823
The Pavilion & Garden on the Sands	460,000
York Gate House	620,000
Land between College Road & Tivoli Road	39,000
Land Covell's Row	33,000
Land adj 84 Margate Road	36,000
4c York Street	84,000
Land Booth Place	83,000

Property	Amount £
Princes Road Store	34,000
Ramsgate Harbour Slipways Lease	50,000
Tractor	17,750
Less disposal costs	(18,035)
Capital receipts balance	1,477,840

7.0 Options

- 7.1 That Cabinet approves the capital programme changes as per sections 2.5, 3, 4 and 5 above and recommends this to Council.
- 7.2 That Cabinet does not approve these capital programme changes. This would adversely affect the ability of the Council to implement and fund its 2015/16 capital programme and make provision for potential revenue liabilities.

8.0 Corporate Implications

8.1 Financial and VAT

- 8.1.1 The financial implications have been detailed within this report.

8.2 Legal

- 8.2.1 Section 151 of the 1972 Local Government Act requires a suitably qualified named officer to keep control of the Council's finances. For this Council, this is the Director of Corporate Resources, and this report is helping to carry out that function.

8.3 Corporate

- 8.3.1 This report evidences that the Council continues to carefully manage its capital programme.

8.4 Equity and Equalities

- 8.4.1 There are no equity or equality issues arising from this report.

9.0 Recommendation

- 9.1 That Cabinet approves the capital programme changes as per sections 2.5, 3, 4 and 5 above and recommends this to Council.

10.0 Decision Making Process

- 10.1 This report is to go to Council for approval. The next Council meeting is on 3 December 2015.

Contact Officer:	Nicola Walker – Interim Head of Finance
Reporting to:	Tim Willis - Director of Corporate Resources

Annex List

Annex 1	General Fund Capital Programme 2015/16
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Corporate Consultation Undertaken

Finance	Matthew Sanham, Corporate Finance Manager
Legal	Tim Howes, Director of Corporate Governance

Annex 1

Capital Programme 2015/16	Revised Capital Budget 2015/16 Approved Cabinet 30 Jul 2015 and 10 Sept 2015	Virement or Slippage Ext Funding	Virement or Slippage TDC	Revised Capital Budget 2015/16 to Cabinet 24 Nov 2015	Committed Spend to Date 30/09/15	Budget Remaining	Comments
Business Services							
Dip/Workflow (Bid04)	38,610.38			38,610.38	18,045.06	20,565.32	
Payroll-HR System	223,686.21			223,686.21	71,365.50	152,320.71	
Telephony Project	89,000.00			89,000.00	0.00	89,000.00	
Single Revenue & Benefits System - Externally Funded	150,000.00			150,000.00	150,000.00	0.00	
Single Revenue & Benefits System - TDC Funded	164,150.00			164,150.00	164,150.00	0.00	
Community Services							
Sunshine Café	1,898,556.00			1,898,556.00	3,150.52	1,895,405.48	
Disabled Facilities Grants - Externally Funded	1,277,000.00			1,277,000.00	1,032,851.80	244,148.20	
Disabled Facilities Grants - TDC Funded	397,986.39			397,986.39	0.00	397,986.39	
Dreamland- TDC Funded	6,172,122.14		750,000.00	6,922,122.14	6,172,122.14	750,000.00	£750k additional budget funded from housing capital receipts
Dreamland - Externally Funded	3,372,641.41			3,372,641.41	3,372,641.41	0.00	
Empty Properties Initiative	63,750.00			63,750.00	0.00	63,750.00	
Dalby Square - Externally Funded	2,182,551.92			2,182,551.92	173,323.80	2,009,228.12	
Dalby Square - TDC Funded	212,270.00			212,270.00	57,437.89	154,832.11	
Margate Pedestrian Connections	24,345.00		-24,345.00	0.00	0.00	0.00	Transferred to 2017/18.
Margate Housing Intervention - Loan scheme	1,000,000.00	-700,000.00		300,000.00	0.00	300,000.00	£700k transfer to HRA capital programme.
Planning Projects	36,027.99			36,027.99	1,596.75	34,431.24	
Private Sector Housing - RHB	209,103.59			209,103.59	21,614.64	187,488.95	
Private Sector Housing - Winter Warmer Grant	22,406.08			22,406.08	0.00	22,406.08	
Skatepark - Externally Funded	31,484.61			31,484.61	375.00	31,109.61	
Skatepark - TDC Funded	33,610.00			33,610.00	0.00	33,610.00	
Jackey Bakers enhancements	50,000.00		-50,000.00	0.00	0.00	0.00	Transferred to 2017/18.
Public Conveniences	275,711.97		-125,000.00	150,711.97	0.00	150,711.97	£125k removed from budget.
Broadstairs Community Centre	42,500.00			42,500.00	0.00	42,500.00	
19 Hawley Square Refurbishment	0.00			0.00	2,510.41	-2,510.41	
Warre Rec Car Park	130,000.00			130,000.00	10,780.00	119,220.00	
Property Enhancement Programme	200,000.00		-200,000.00	0.00	0.00	0.00	Budget removed.
Swimming Pool /Sports Hall Essential Capital Repairs	150,000.00		-34,429.00	115,571.00	115,571.00	0.00	£34,429 removed from budget.
Swimming Pool Adjacent to Ramsgate Sports Centre	7,887.82			7,887.82	2,240.00	5,647.82	

Operational Services							
Allotments	22,852.07			22,852.07	0.00	22,852.07	
Crematorium Office Upgrade	64,215.00			64,215.00	4,080.00	60,135.00	
Grounds Maintenance Replace Mowers and Vehicles	260,488.00		-237,758.00	22,730.00	22,730.00	0.00	£237,758 budget transfer to Vehicle Replacement Programme.
Margate Cemetery - Extension	352,487.88		-348,994.50	3,493.38	3,493.38	0.00	Budget removed.
North Thanet Coast Line Capital Sea Wall Construction Scheme	1,154,073.89			1,154,073.89	980,622.35	173,451.54	
Ramsgate Marina Water Supply Upgrade	6,877.04			6,877.04	0.00	6,877.04	
Fuel Facilities, Ramsgate Harbour	83,000.00		17,000.00	100,000.00	99,131.92	868.08	£17k additional budget funded from capital receipts.
Replacement of Waste Collection Fleet	490,175.14		-392,951.92	97,223.22	97,223.22	0.00	£392,951.92 budget transfer to Vehicle Replacement Programme.
Waste DLO	4,078.31			4,078.31	1,863.70	2,214.61	
Waste Transfer Station	716,522.00		-616,522.00	100,000.00	0.00	100,000.00	£616,522 budget transfer to Vehicle Replacement Programme.
Port Low Carbon Plan	105,000.00		-105,000.00	0.00	0.00	0.00	Slipped to 2016/17.
Boat Wash Separator	25,000.00		-25,000.00	0.00	0.00	0.00	Transferred to 2017/18.
Ramsgate Timber Groynes	40,000.00	-40,000.00		0.00	0.00	0.00	Taken to revenue budget.
CCTV	182,000.00			182,000.00	11,500.00	170,500.00	
Vehicle Replacement Programme	500,000.00		1,247,231.92	1,747,231.92	0.00	1,747,231.92	£1,247,231.9 inward budget transfer.
Marina Management System	78,000.00		-78,000.00	0.00	0.00	0.00	Transferred to 2017/18.
Vattenfall Community Projects	50,000.00			50,000.00	50,000.00	0.00	

22,590,170.84	-740,000.00	-223,768.50	21,626,402.34	12,640,420.49	8,985,981.85
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Capital Salaries

75,000.00	75,000.00
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22,665,170.84	-740,000.00	-223,768.50	21,701,402.34
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						30 September 2015	
General Fund Capital Programme	Brought Forward Balance External Funding 2014/15	Brought forward Balance TDC from 2014/15	Capital Budget External Funding 2015/16	Capital Budget TDC 2015/16	Virement or Slippage	TDC	External Funding to Date
Breakdown of the 2015/16 Programme	6,885,606.70	6,298,655.71	1,567,983.00	2,660,575.00	4,288,581.93	10,989,834.84	10,711,567.50
Funded By							
Capital Project Reserves		961,040.31		54,345.00	-1,015,385.31	0.00	
Unallocated Receipts		665,966.74				665,966.74	
Estimated Income from the sale of assets		488,957.65		1,066,930.00	751,540.25	1,477,840.00	
IT Reserve					81,000.00	81,000.00	
Dreamland Reserve		116,900.00			-107,900.00	9,000.00	
Maritime Reserve				25,000.00	-25,000.00	0.00	
Vehicle Replacement Reserve				227,300.00	-227,300.00	0.00	
Priority improvement reserve				182,000.00	-182,000.00	0.00	
Unringfenced Grants Reserve	44,175.24	8,570.00				8,570.00	44,175.24
Contribution from Revenue		223,686.21			180,150.00	403,836.21	
Housing Right to Buy Receipts					750,000.00	750,000.00	
Prudential Borrowing		3,833,534.80		1,105,000.00	1,825,499.19	6,764,033.99	
External Funding	6,841,431.46		1,567,983.00		2,257,977.80		8,242,556.20
Sub Total	6,885,606.70	6,298,655.71	1,567,983.00	2,660,575.00	4,288,581.93	10,160,246.94	8,286,731.44
(Surplus)/Shortfall	0.00	0.00	0.00	0.00	0.00	829,587.90	2,424,836.06
Less future budgeted borrowing						-6,764,033.99	
Current shortfall in capital receipts						829,587.90	

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BUDGET MONITORING REPORT 2015/16

To: **Cabinet – 24 November 2015**

Main Portfolio Area: **Financial Services and Estates**

By: **Portfolio Holder for Financial Services and Estates**

Classification: **Unrestricted**

Ward: **All**

Summary: **To inform Cabinet of the latest budget monitoring position against the General Fund, Housing Revenue Account and HRA Capital Programme for 2015/16.**

For Decision

1.0 Introduction

1.1 The report enables Cabinet to take an informed view of the likely financial out-turn for the General Fund, as well as the likely outturn on the Housing Revenue Account (HRA) and HRA Capital Programme for 2015/16. The report summarises the main issues, with the detail being provided in the annexes.

2.0 Summary Outturn Position for the General Fund 2015/16

2.1 Monitoring has now been undertaken covering the period ending 30 September of the financial year 2015/16 and a breakeven position is anticipated. However, in achieving a breakeven position emerging pressures such as the on-going delivery of savings factored in as part of the 2015/16 Budget Build and the restructuring of Front Line Services have been assumed to be containable within existing resources.

2.2 As indicated above savings factored in as part of the 2015/16 Budget Build will need to be carefully monitored in order to ensure that they are delivered as expected. With six months monitoring data we now have a more informed indication of the potential outturn position. There remains pressure to deliver a breakeven position, however the current position will be carefully monitored over the coming months and corrective action will be taken if necessary to bring it back to a balanced budget position.

2.3 However, at the end of last financial year the Council had to make increased provision for settlement payments with regard to the temporary ban on animal exports from earmarked reserves. To date settlement payments made total circa £3m with further on-going negotiations. In terms of liabilities, the Council is exposed to the outcome of the Health and Safety Executive report with regard to some employees and potential grant repayment. Increased activity at the Port may see further dredging costs incurred in order to achieve further commercial interest.

2.4 One off settlements such as these have put a substantial strain on the finances of the Council and seen a reduction of the available useable reserves. It has been necessary to

contain spending across the Council and put in place a number of constraints. A separate report is to be taken to Cabinet for approval to amend the funding of the Capital Programme in order to release some revenue funding sources to enable funds to be set aside for impending one off budgetary payments.

3.0 General Fund Detail By Directorate:

Chief Executive

3.1 There are no major variances to report at this time.

Operational Services

3.2 There are no major variances to report at this time, however:

- Within Maritime, the Manager of this Service is accommodating reduced Windfarm activity, the on-going impact of not having a Ferry Operation in place and looking to deliver within budget by year end, any variance within this area will be covered from the Maritime Reserve although, indications at this time are that this will not be required.
- There remains pressure to deliver the new look Frontline Service and work is continuing to ensure that this remains within budget
- Currently there is pressure on this service to deliver a breakeven position. However; Managers will continue to do all they can to facilitate this across Frontline Services, exploring opportunities to deliver efficiencies.

Director of Community Services

3.3 There are no major variances to report at this time although, as indicated above there remains pressure to deliver savings factored in as part of the 2015/16 Budget Build:

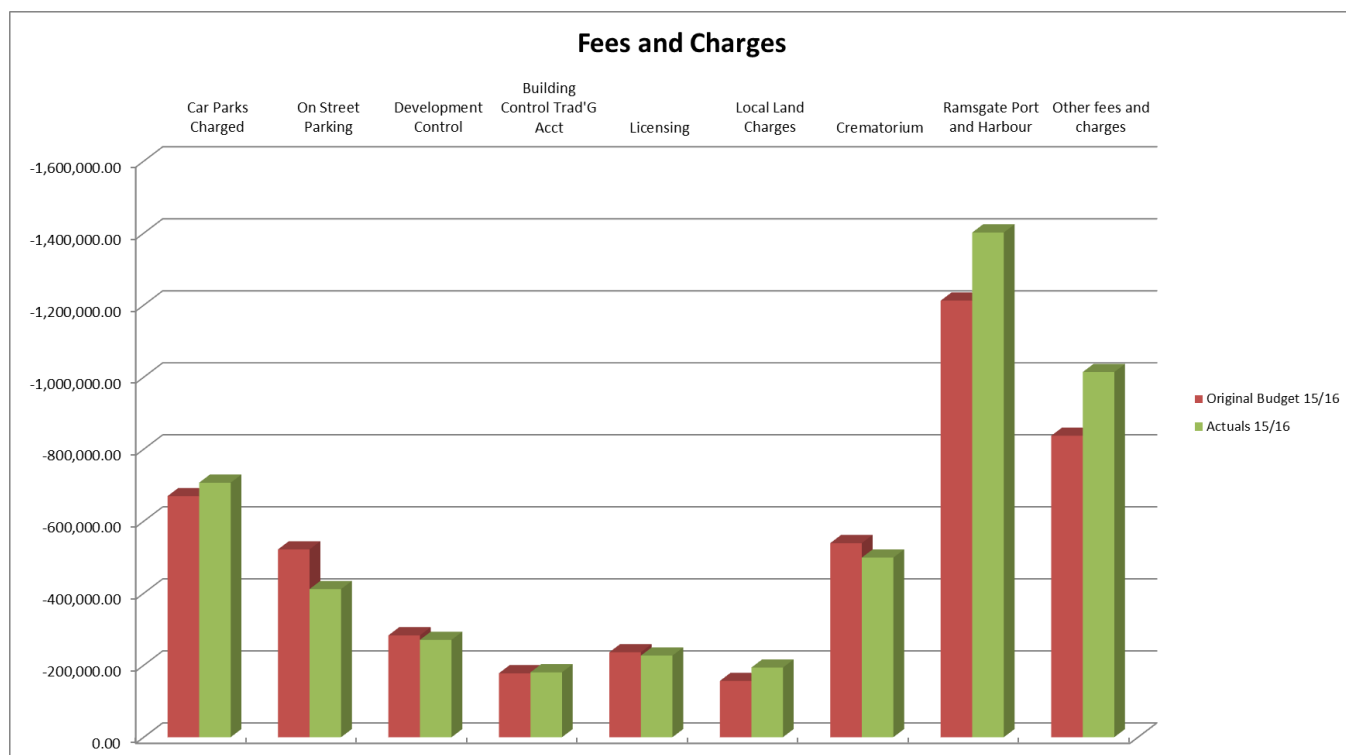
Director of Corporate Resource

3.4 There are no major variances to report at this time:

General

3.5 Financial Services have started to work with Managers to ensure that savings are assessed and that the impact if any is monitored managed and reported. This will include supporting the on-going change programme within Frontline Services to deliver the new look Recycling and Waste Service.

4.0 Fees and charges trends up to end of September 2015



4.1 Currently Fees and Charges appear on target for the year based on period ending 30 September, these will continue to be monitored over the balance of the year and any variance will be reported accordingly.

5.0 Treasury Management for Period ending September 2015

5.1 Key Highlights

- The average Jul-Sep cash balance invested was £37.908m (Q1 2015/16: £39.333m), ranging from £33.519m to £44.237m. The cash balance invested at the end of Sep was £41.442m. This relates to the Council's cash management operations and does not represent its reserves position.
- Investment interest income for the three months to the end of Sep was £0.058m, at an average rate of 0.61%.

6.0 Housing Revenue Account

6.1 There is currently an increased projection in respect of the use of balances of £1.3m against the original budget. A number of Cabinet reports have been agreed since the initial budget setting allowing for the utilisation of HRA balances to fund revenue contributions to the Capital Programme of works for the Fort Road Hotel and 93 Westcliffe Road, which total £816k of the increase.

Key Highlights

- Projected loss of achievable affordable rental income due to slippage in the Empty Homes and Margate Intervention programmes estimated at £80k;

- Projected loss of income on garage sites due to those identified for re-development being vacated and awaiting demolition estimated £98k;
- Increased revenue contribution to the Empty Homes capital programme £341K (see para 7.2).

6.2 A detailed breakdown is provided at **Annex 1**.

7.0 Capital Programme

7.1 A full mid-year review of the General Fund capital programme has been undertaken and is provided to Cabinet in a separate report for the 24 November Cabinet meeting.

7.2 A report on the HRA capital programme is detailed in **Annex 2**.

Key Highlights

- A number of virements are requested from savings achieved in previous year's structural repairs and repointing budgets to be re-allocated to the current programme of works for Hertford and Marlowe Road projects for structural repairs and repointing.
- There have been a number of payments made in this financial year that relate to last financial year's programme of works and members are requested to authorise a transfer of £73,424 from the Major Repairs Reserve to cover expenditure within the 2014/15 programme of works as detailed below:
 - Windows and Door Replacement;
 - Kitchen and Bathroom Replacement;
 - Heating;
 - Void Refurbishments;
 - Thermal Insulation.
- As the estate Improvement funding in 2014/15 was unspent it is proposed to reallocate this funding to the Smart Meter installation programme within the Tower Blocks to comply with the EU Directive which requires single heat supplies to be replaced with energy saving meters in each individual property.
- Members are asked to approve an increased contribution from HRA balances to fund £341k of works within the Empty Property programme to rectify a number of faults that have been identified as part of the void inspection process.

7.3 Members are asked to agree the budget virements detailed as per **Annex 2** for the HRA Capital Programme.

8.0 Corporate Implications

8.1 Financial

8.1.1 The financial implications have been reflected within the body of the report.

8.2 Legal

8.2.1 Section 151 of the 1972 Local Government Act requires a suitably qualified named officer to keep control of the Council's finances. For this Council, it is the Director of Corporate

Resources, and this report is helping to carry out that function.

8.3 Corporate

8.3.1 Corporate priorities can only be delivered with robust finances and this report gives Members the opportunity to review the Council's current position.

8.4 Equity and Equalities

8.4.1 There are no equity or equalities issues arising from this report.

9.0 Recommendations

9.1 That Cabinet notes the projected outturn position for 2015/16 for the General Fund;

9.2 That Cabinet notes the projected Housing Revenue Account position;

9.3 That Cabinet approve a transfer of £73,424 from the Major Repairs Reserve as per para 7.2;

9.4 That Cabinet approve an increased revenue contribution of £341K from HRA balances for the Empty Property programme as per para 7.2;

9.5 That Cabinet notes the Housing Revenue Account Capital Programmes and agree the budget virements detailed as per **Annex 2**.

Contact Officers:	Matthew Sanham – Corporate Finance Manager Tel. (01843) 577227
Reporting to:	Nicola Walker Interim Head of Financial Services, Tel. (01843) 577236

Annex List

Annex 1	Housing Revenue Account 2015/16
Annex 2	HRA Capital Programme

Background Papers

Title	Where to Access Document
None	N/A

Corporate Consultation Undertaken

Finance	Matthew Sanham, Corporate Finance Manager
Legal	Tim Howes, Director of Corporate Governance
Communications	Hannah Thorpe, Head of Communications

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Housing Revenue Account - 30 Sept 2015					
	2015/16 Original Budget Estimate £'000	2015/16 Working Budget Estimate £'000	2015/16 Forecast Outturn £'000	Variance £'000	Comments
INCOME					
Dwelling Rents (gross)	-13,094	- 13,094	- 13,014	80	Delay in achieving Affordable Rents
Non-dwelling Rents (gross)	-200	- 200	- 102	98	Garages now void awaiting demolition for new development
Charges for services and facilities	-331	- 343	- 343	-	
Contributions towards expenditure	-290	- 248	- 265	- 17	Additional income due to increase in Insurance Premiums
Other Charges for services & facilities	-11	- 41	- 65	- 24	Additional Income due to recovered costs
				-	
Sub Total	- 13,926	- 13,926	- 13,789	137	
EXPENDITURE					
Repairs & Maintenance	3,368	3,368	3,382	14	Increase in Assisted Decortaing, Lightening Conductors & Estate Clearance
Supervision and management-General	2,859	2,859	2,859	-	
Supervision and management-Special	555	555	555	-	
Rents, rates, taxes and other charges	366	366	366	-	
Increased provision for bad or doubtful debts	170	170	170	-	
Depreciation and impairments of fixed assets	2,543	2,543	2,543	-	
Capital expenditure funded from HRA	1,126	1,356	2,513	1,157	Cabinet agreed to fund part of the Fort Road Hotel total capital scheme from HRA balances at 2/4/2015 Cabinet meeting (£665k, part of the total scheme of £950k).Cabinet agreed to utilise HRA balances for works to 93 Westcliff Road at the 30/7/2015 meeting (remaining balance £151K). Empty Property Programme - additional defects found on void inspections (£341k).
Debt Management Costs	9	9	9	-	
Non-service specific expenditure	800	800	800	-	
Sub Total	11,796	12,026	13,197	1,171	
				-	
Sub Total: Net Costs of Services	- 2,130	- 1,900	- 592	1,308	
				-	
HRA Investment Income	- 76	- 76	- 76	-	
Debt Interest Charges	988	988	988	-	
Government Grants and Contributions	-1362	- 1,362	- 1,362	-	
Adjustments made between accounting basis and funding basis	2359	2,359	2,359	-	
				-	
Sub Total: Surplus(-)/Deficit for the Year	- 221	9	1,317	1,308	
HRA Surplus at 1 April 2015	- 5,391	- 5,391	- 5,391	- 5,391	
Estimated HRA Surplus at 31 March 2016	- 5,612	- 5,382	- 4,074	- 4,083	

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Annex 2

HRA CAPITAL REPAIRS FUND BUDGET MONITORING 15-16						
Details	Budget Approved by Cabinet in July	Virement	Budget To Be Approved by Cabinet	Committed Spend to Date 30/09/15	Budget Remaining	Notes
EAST KENT HOUSING MANAGED BUDGETS						
SOIL STACK HARBOUR TOWERS	645		645	0	645	
RE ROOFING 12/13	681		681	0	681	
STRUCTURAL REPAIRS 13/14	16,730	-16,730	0	0	0	Re-allocated to 2015/16 for Hertford/ Marlowe Road Project
ESTATE IMPROVEMENTS 13/14	3,034		3,034	0	3,034	
RE-ROOFING 14/15	114,725	-110,000	4,725	0	4,725	Re-allocated to 2015/16 for Royal Crescent Roofing
REPLACEMENT WINDOWS & DOORS 14/15	0		0	6,959	-6,959	Payment made in this year in relation to 2014/15 works will need to be funded from Major Repairs Reserve
REPLACE KITCHEN & BATH 14/15	0		0	29,640	-29,640	Payment made in this year in relation to 2014/15 works will need to be funded from Major Repairs Reserve
ELECTRICAL WIRING 14/15	15,189		15,189	4,477	10,712	
HEATING 14/15	18,214		18,214	20,262	-2,048	Payment made in this year in relation to 2014/15 works will need to be funded from Major Repairs Reserve
FIRE PRECAUTION 14/15	110,509		110,509	2,458	108,051	
REFURBISHMENT 14/15	0		0	31,417	-31,417	Payment made in this year in relation to 2014/15 works will need to be funded from Major Repairs Reserve
STRUCTURAL REPAIRS 14/15	87,192	-84,730	2,462	1,500	962	Re-allocated to 2015/16 for Hertford/ Marlowe Road Project
THERMAL INSULATION 14/15	290		290	3,649	-3,359	Payment made in this year in relation to 2014/15 works will need to be funded from Major Repairs Reserve
RAINWATER GOODS 14/15	20,321		20,321	1,108	19,213	
DISABLED ADAPTATIONS 14/15	3,683		3,683	0	3,683	
ESTATE IMPROVEMENTS 14/15	230,764	-230,764	0	0	0	Budget to be utilised in 2016/17 for the Smart Meter installation in the tower blocks
ESTATE REPOINTING 14/15	37,265	-26,220	11,045	11,040	5	Re-allocated to 2015/16 for Hertford/ Marlowe Road Project
LIFT REFURBISHMENT 14/15	260,000		260,000	0	260,000	
RE-ROOFING 15/16	0	110,000	110,000	5,800	104,200	
REPLACEMENT WINDOWS & DOORS 15/16	30,000		30,000	6,370	23,630	
KITCHEN & BATH REPLACEMENTS 15/16	1,335,000		1,335,000	564,831	770,169	
ELECTRICAL WIRING 15/16	100,000		100,000	38,101	61,899	
HEATING 15/16	415,000		415,000	280,037	134,963	
FIRE PRECAUTION 15/16	150,000		150,000	2,146	147,854	
PLANNED REFURBISHMENTS 15/16	50,000		50,000	20,718	29,282	
STRUCTURAL REPAIRS 15/16	80,000	101,460	181,460	25,073	156,387	
THERMAL INSULATION 15/16	60,000		60,000	15,744	44,256	
RAINWATER GOODS 15/16	10,000		10,000	9,502	498	
DISABLED ADAPTATIONS 15/16	400,000		400,000	119,444	280,556	
ESTATE IMPROVEMENTS 15/16	125,000		125,000	0	125,000	
ESTATE REPOINTING 15/16	100,000	26,220	126,220	7,232	118,988	
LIFT REFURBISHMENT 15/16	0		0	0	0	Kennedy House & Invicta House to be carried out this year. Other lifts to be reviewed.
SMART METER PROJECT	0	230,764	230,764	0	230,764	
SUB Total	3,774,242	0	3,774,242	1,207,508	2,566,734	

THANET DISTRICT COUNCIL MANAGED BUDGETS						
NEWINGTON CENTRE DEVELOPMENT	0		0	0	0	
PURCHASE OF SUITABLE PROPERTIES	0		0	0	0	
EMPTY PROPERTIES PROGRAMME	17,843	-17,843	0	281,322	-281,322	Overspend. Delay in programme delivery
KING STREET	1,600,000		1,600,000	1,500,362	99,638	
MARGATE INTERVENTION	5,281,787	-213,165	5,068,622	3,994,709	1,073,913	
BUY BACK SCHEME	100,000		100,000	0	100,000	
WORKS TO TRINITY SQ PROPS	25,000	75,000	100,000	0	100,000	
NEW BUILD PROGRAMME	4,279,000		4,279,000	0	4,279,000	
EKH LOAN	230,000		230,000	223,000	7,000	
FORT ROAD HOTEL	950,000		950,000	0	950,000	
COASTGUARD COTTAGES	0	354,000	354,000	0	354,000	
93 WESTCLIFFE ROAD	0	215,984	215,984	215,984	0	
	12,483,630	413,976.00	12,897,606	6,215,376	6,682,230	
Total	16,257,872	413,976.00	16,671,848	7,422,884	9,248,964	

Funded By	Revised Budget to be Approved	Adjustment	Revised Budget to be Approved
Major Repairs Allowance & Reserve	3,674,242	399,000	4,073,242
Revenue Contribution	1,791,000	151,189	1,942,189
HRA Revenue Projects Reserve	230,000		230,000
Capital Grant	782,000		782,000
HCA Ramsgate Empty Property Round 1	17,843 -	17,843	-
HCA Ramsgate Empty Property Round 2	-		-
DCLG Cluster bid Funding	1,173,233	287,467	1,460,700
RTB 1-4-1 Receipts	285,000	64,795	349,795
Capital RTB Receipts	-		-
New Properties Reserve	4,743,554 -	1,197,000	3,546,554
Prudential Borrowing	3,561,000		3,561,000
Coastguard Cottages Sales	-	30,000	30,000
Section 106		196,368	196,368
LEP Funding		500,000	500,000
Total	16,257,872	413,976	16,671,848

FEES AND CHARGES 2016-17

To: **Cabinet – 24 November 2015**

Main Portfolio Area: **Financial Services and Estates**

By: **Portfolio Holder for Finance and Estates**

Classification: **Unrestricted**

Ward: **All**

Summary: **To present the proposed 2016-17 fees and charges for approval.**

For Decision

1.0 Introduction

- 1.1 Annex 1 to this report sets out the proposed level of Fees and Charges for 2016-17 in respect of services provided by the Council.
- 1.2 As a result of reviewing all the Council's fees and charges, additional income of £253k is anticipated in 2016-17, this excludes items such as Refuse Bins and Green Waste as these will be used within service to manage pressures. As per the policy, Managers have looked at bench marking Fees and Charges in order to maximise income.
- 1.3 Car parking has been reviewed in line with the build to bring the level of charges up to date and in line with other Authorities (no increase for 3 years). Free Saturday parking has been retained with the exception of Leopold Street Ramsgate; however, the car parks at Cannon Road Ramsgate and Albion Road Birchington will in future offer free Saturday parking (with the discounted first 30 minutes being removed at Albion Road).

2.0 Corporate Implications

2.1 Financial and VAT

- 2.1.1 The proposed Fees and Charges will generate additional income of £253k and this had been factored into the budget proposals for 2016-17. Were Members to reject the proposals, then additional savings of the same value would need to be found in order to deliver a balanced budget.

2.2 Legal

- 2.2.1 Some charges are statutory, and are indicated as such in Annex 1, and therefore we have no discretion over these
- 2.2.2 Section 151 of the 1972 Local Government Act requires a suitably qualified named officer to keep control of the Council's finances. For this Council, this is the Director of Corporate Resources and S151 Officer, Tim Willis, and this report is helping to carry out that function.

2.3 Corporate

- 2.3.1 Corporate priorities can only be delivered with robust finances. The proposed level of fees and charges are believed to be sufficient to meet these priorities by being incorporated into the budget.

2.4 Equality

- 2.4.1 There are no direct equality issues associated with the proposed fees and charges. A full equity and equality impact has been undertaken on the budget proposals to accompany the report.

3.0 Recommendation

That Cabinet approve the Fees and Charges for 2016-17 as set out in Annex 1.

Contact Officer:	Matthew Sanham, Corporate Finance Manager (Service Support)
Reporting to:	Nicola Walker Interim Head of Financial Services

Annex List

Annex 1	Fees and Charges Schedule
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Corporate Consultation Undertaken

Finance	Matthew Sanham, Corporate Finance Manager (Service Support)
Legal	Tim Howes, Director of Corporate Governance & Monitoring Officer
Communications	Hannah Thorpe, Interim Head of Communications

CHARGES 2015/2016 £	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017 £	INC. VAT *	£ CHANGE £	ESTIMATED INCOME 2016/2017 £
		CAR PARKS						
		LONG TERM						
		(a) HAROLD ROAD, Cliftonville 7am - 10pm (Free on Saturdays) Linear after 1st hour						
		Private motor cars						3,400
0.50	*	Per hour up to 4 hours	Discretionary	11-Jun-12	0.60	*	0.10	
0.012	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.010	*	0.00	
2.50	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	3.00	*	0.50	
		(b) ST PETER'S PARK ROAD, Broadstairs 7am - 10pm ; CANNON ROAD, Ramsgate 7am - 10pm (Free on Saturday) Linear after 1st hour						25,000
		Private motor cars						
0.50	*	Per hour up to 4 hours	Discretionary	11-Jun-12	0.60	*	0.10	18,000
0.012	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.010	*	0.00	
2.50	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	3.00	*	0.50	
		(c) ALPHA ROAD Birchington 7am - 10pm Linear after 1st hour						27,500
		Private motor cars						
0.50	*	Per hour up to 4 hours	Discretionary	11-Jun-12	0.60	*	0.10	
0.012	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.010	*	0.00	
2.50	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	3.00	*	0.50	
		(d) ALBION STREET, Broadstairs						155,000
		Private motor cars						
		1st November to 31st March						
0.50	*	Per hour up to 4 hours	Discretionary	11-Jun-12	0.60	*	0.10	
0.012	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.010	*	0.00	
2.50	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	3.00	*	0.50	
		1st April to 31st October						
1.50	*	Per hour up to 4 hours	Discretionary	11-Jun-12	1.60	*	0.10	
0.03	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.030	*	0.01	
7.50	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	8.00	*	0.50	
		(e) STAFFORDSHIRE STREET, Ramsgate 7am - 10pm Linear after 1st hour						174,600
		Private motor cars						
0.80	*	Per hour up to 4 hours	Discretionary	11-Jun-12	0.90	*	0.10	
0.013	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.020	*	0.01	
4.00	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	4.50	*	0.50	
		(f) ALBION ROAD, Birchington 7am - 10pm (Free on Saturdays)						32,000
		Private motor cars						
0.10	*	First half hour	Discretionary	11-Jun-12	delete	*		
0.50	*	First hour			0.60		0.10	
0.40	*	Per each 30 minutes up to 4 hours	Discretionary	11-Jun-12	0.45	*	0.05	
0.013	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.020	*	0.01	
3.70	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	4.20	*	0.50	
		Private motor cars						
		TRINITY SQUARE, Margate 7am - 10pm Linear after 1st hour						60,000
		Private motor cars						
0.80	*	Per hour up to 4 hours	Discretionary	11-Jun-12	0.90	*	0.10	
0.0133	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.020	*	0.01	
4.00	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	4.50	*	0.50	
		(g) MARINA ESPLANADE, Ramsgate 7am - 10pm Linear after 1st hour						12,500
		Private motor cars						6,000
		1st November to 31st March						8,000

CHARGES 2015/2016	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017	INC. VAT *	£ CHANGE	ESTIMATED INCOME 2016/2017 £
£					£		£	£
0.50	*	Per hour up to 4 hours	Discretionary	11-Jun-12	0.60	*	0.10	130,000
0.012	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.010	*	0.00	
2.50	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	3.00	*	0.50	
		1st April to 31st October						
1.50	*	Per hour up to 4 hours	Discretionary	11-Jun-12	1.60	*	0.10	
0.03	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.030	*	0.01	
7.50	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	8.00	*	0.50	
		(h) LEOPOLD STREET MULTI STOREY CAR PARK, Ramsgate 7am - 10pm Linear after 1st hour						
		Free on Saturdays						
		Private motor cars						
0.80	*	Per hour up to 4 hours	Discretionary	11-Jun-12	0.90	*	0.10	
0.013	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.020	*	0.01	
4.00	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	4.50	*	0.50	
2.50	*	Hoteliers Charge (bulk purchase) - 24 hour ticket	Discretionary	11-Jun-12	3.00	*	0.50	
		(i) MILL LANE CAR PARK, Margate 7am-7pm (Free on Saturdays) Linear after 1st hour						42,000
		Private motor cars						
0.80	*	Per hour up to 4 hours	Discretionary	11-Jun-12	0.90	*	0.10	
0.013	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.020	*	0.01	
4.00	*	Over 5 hours (until 7.00 pm)	Discretionary	11-Jun-12	4.50	*	0.50	
		(j) QUEEN STREET/ELMS AVENUE, Ramsgate; ALBION PLACE, Ramsgate 7am - 10 pm						13,000
		Linear after 1st hour						12,000
		Private motor cars						
0.80	*	Per hour up to 4 hours	Discretionary	11-Jun-12	0.90	*	0.10	
0.01	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.020	*	0.01	
4.00	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	4.50	*	0.50	
		(k) CHANDOS SQUARE, Broadstairs 7am - 10pm Linear after 1st hour						40,000
		Private motor cars						
		1st November to 31st March						
0.80	*	Per hour up to 4 hours	Discretionary	11-Jun-12	0.90	*	0.10	
0.013	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.020	*	0.01	
4.00	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	4.50	*	0.50	
		1st April to 31st October						
1.50	*	Per hour up to 4 hours	Discretionary	11-Jun-12	1.60	*	0.10	
0.025	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.030	*	0.01	
7.50	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	8.00	*	0.50	
		(l) VERE ROAD, Broadstairs 7am - 10pm (Free on Saturdays) Linear after 1st hour						23,000
		Private motor cars						
		1st November to 31st March						
0.50	*	Per hour up to 4 hours	Discretionary	11-Jun-12	0.90	*	0.40	
0.012	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.020	*	0.01	
2.50	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	4.50		2.00	
		1st April to 31st October					0.00	
0.80	*	Per hour up to 4 hours	Discretionary	11-Jun-12	0.90	*	0.10	
0.01	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.020	*	0.01	
4.00	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	4.50		0.50	
		(m) DREAMLAND, Margate 7am-10pm Linear after 1st hour						
		Private motor cars						
		1st November to 31st March						
0.80	*	Per hour up to 4 hours	Discretionary	11-Jun-12	1.60	*	0.80	
0.013	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.030	*	0.02	
4.00	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	8.00	*	4.00	
		1st April to 31st October						
1.50	*	Per hour up to 4 hours	Discretionary	11-Jun-12	1.60	*	0.10	

CHARGES 2015/2016	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017	INC. VAT *	£ CHANGE £	ESTIMATED INCOME 2016/2017 £
£					£			£
0.025	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.030	*	0.01	43,000
7.50	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	8.00	*	0.50	
		SHORT TERM						
		(a) CAVENDISH STREET, Ramsgate; MEETING STREET, Ramsgate 7am -10pm						
		Linear after 1st hour						
		Private motor cars						
0.80	*	Per hour up to 2 hours	Discretionary	11-Jun-12	0.90	*	0.10	
0.013	*	each minute between 1 hour and 3 hours	Discretionary	11-Jun-12	0.020	*	0.01	
3.20	*	3 hours (until 10.00 pm)	Discretionary	11-Jun-12	3.60	*	0.40	
		(b) MARKET STREET, Margate 7am - 10pm Linear after 1st hour						
		Private motor cars						
0.80	*	Per hour up to 2 hours	Discretionary	11-Jun-12	0.90	*	0.10	72,000
0.013	*	each minute between 1 hour and 3 hours	Discretionary	11-Jun-12	0.020	*	0.01	
3.20	*	3 hours (until 10.00 pm)	Discretionary	11-Jun-12	3.60	*	0.40	
		(c) CROFT'S PLACE, Broadstairs 7am - 10pm Linear after 1st hour						
		Private motor cars						
0.80	*	Per hour up to 2 hours	Discretionary	11-Jun-12	0.90	*	0.10	
0.013	*	each minute between 1 hour and 3 hours	Discretionary	11-Jun-12	0.020	*	0.01	
3.20	*	3 hours (until 10.00 pm)	Discretionary	11-Jun-12	3.60	*	0.40	
		SEASONAL PAY AND DISPLAY						
		(a) MINNIS BAY, Birchington; ST. MILDRED'S BAY, Westgate, 7am - 10pm						
		Linear after 1st hour						
		Summer Season 1 April to 31 October						
		Private motor cars						
0.80	*	Per hour up to 4 hours	Discretionary	11-Jun-12	0.90	*	0.10	10,000 250
0.013	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.020	*	0.01	
4.00	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	4.50	*	0.50	
		(b) JOSS BAY, Broadstairs 7am- 10pm Linear after 1st hour						
		Summer Season 1 April to 31 October						
		Private motor cars						
1.60	*	Per hour up to 4 hours	Discretionary	11-Jun-12	1.70	*	0.10	
0.027	*	each minute between 1 hour and 5 hours	Discretionary	11-Jun-12	0.030	*	0.00	
8.00	*	Over 5 hours (until 10.00 pm)	Discretionary	11-Jun-12	8.50	*	0.50	
		COACH PARKING						
		(a) VERE ROAD, Broadstairs; DREAMLAND, Margate 7am- 10pm						
		Summer Season 1 April to 31 October						
8.00	*	Up to 4 hours	Discretionary	1-Apr-14	8.00	*	0.00	40,000
15.00	*	Over 4 hours and up to 15 hours (until 10.00 pm)	Discretionary	1-Apr-14	15.00	*	0.00	
		Off Season 1st November- to 31 March						
7.00	*	Per entry (up to 15 hour stay)	Discretionary	1-Apr-14	7.00	*	0.00	
		(b) JOSS BAY, Broadstairs; MINNIS BAY, Birchington 7am - 10pm						
		Summer Season 1 April to 31 October						
8.00	*	Up to 4 hours	Discretionary	1-Apr-14	8.00	*	0.00	
15.00	*	Over 4 hours and up to 15 hours (until 10.00 pm)	Discretionary	1-Apr-14	15.00	*	0.00	
		(c) VERE ROAD, Broadstairs 7am - 10pm						
		Up to 30 minutes (dropping off/picking up)	Discretionary	New	1.00	*	1.00	

CHARGES 2015/2016 £	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017 £	INC. VAT *	£ CHANGE £	ESTIMATED INCOME 2016/2017 £
		HGV's						
		VERE ROAD, Broadstairs; MINNIS BAY, Birchington 7am - 10pm Summer Season 1 April to 31 October						
8.00	*	Up to 4 hours	Discretionary	1-Apr-14	8.00	*	0.00	
15.00	*	Over 4 hours and up to 15 hours (until 10.00 pm)	Discretionary	1-Apr-14	15.00	*	0.00	
		SEASON TICKETS						98,400
		(a) Annual						
600.00	*	All Car Parks	Discretionary	1-Apr-14	600.00	*	0.00	
400.00	*	All long term car parks only	Discretionary	1-Apr-14	450.00	*	50.00	
300.00	*	Selected Car Parks	Discretionary	1-Apr-14	350.00	*	50.00	
		(b) Half Year						
350.00	*	All Car Parks	Discretionary	1-Apr-14	360.00	*	10.00	
250.00	*	All long term car parks only	Discretionary	1-Apr-14	275.00	*	25.00	
190.00	*	Selected Car Parks	Discretionary	1-Apr-14	200.00	*	10.00	
		(c) Monthly						
70.00	*	All Car Parks	Discretionary	1-Apr-08	70.00	*	0.00	
60.00	*	All long term car parks only	Discretionary	1-Apr-08	60.00	*	0.00	
50.00	*	Selected Car Parks	Discretionary	1-Apr-14	50.00	*	0.00	
		(d) Weekly						
40.00	*	All Car Parks	Discretionary	1-Apr-14	40.00	*	0.00	1,100
		(e) Weekly Coach						
50.00	*	Summer Season 1 April to 31 October Vere Road, Joss Bay, Minnis Bay	Discretionary	11-Jun-12	50.00	*	0.00	
25.00	*	Off Season 1st November- to 31 March Vere Road	Discretionary	11-Jun-12	25.00	*	0.00	
25.00	*	Replacement Discs	Discretionary	11-Jun-15	25.00	*	0.00	
		Change of Registration	Discretionary	New	5.00		5.00	500
		FIXED PENALTY FINE - OFF STREET (Fixed by Central Government)						73,200
70.00		(a) Higher level penalty charge	Statutory	1-Apr-08	70.00		0.00	
35.00		(b) Higher level penalty charge - Payment within fourteen days	Statutory	1-Apr-08	35.00		0.00	
50.00		(c) Lower level penalty charge	Statutory	1-Apr-08	50.00		0.00	
25.00		(d) Lower level penalty charge - Payment within fourteen days With effect from 31st March 2008	Statutory	1-Apr-08	25.00		0.00	
		DISTRICT HIGHWAYS ACTIVITIES						
100.00		ROAD CLOSURES (Street Fairs)	Discretionary	11-Jun-12	100.00		0.00	2,600
		CREMATORIUM						
		CREMATION FEE						
15.00		Non-viable babies	S	1-Apr-12	15.00		0.00	
15.00		Stillborn child or age less than one month	S	1-Apr-12	15.00		0.00	
50.00		Child - one month but less than 12 years	S	1-Apr-12	50.00		0.00	

CHARGES 2015/2016	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017	INC. VAT *	£ CHANGE	ESTIMATED INCOME 2016/2017 £
£					£		£	£
235.00		Person 12-18 years	S	1-Apr-14	235.00		0.00	
565.00		Person over 18 years		1-Apr-15	580.00		15.00	860,000
		The cremation fee includes :-						
		(a) The use of chapel for 25 minute service, waiting room, recorded music for opening and closing voluntaries, all attendance after coffin is placed on catafalque by the funeral director.						
		Note: Use of chapel in excess of 25 minutes will be charged extra -see item (n) under Additional Charges below						
		(b) Supply of card container for release						
		(c) Scattering of ashes in crematorium grounds						
25.00		Authorisation of Statutory Documentation	S	1-Apr-10	25.00		0.00	37,870
100.00		Environmental Surcharge (additional to adult cremation fee and full cemetery burial-per adult cremation and full burial)	S	1-Apr-11	100.00		0.00	151,500
		ADDITIONAL CHARGES						
		Forwarding ashes within Great Britain (including postage, packing & approved container)	D		at cost + 30% +VAT			
80.00		Disposal of ashes from other crematoria (for scatter or auger plot)	D	1-Apr-15	90.00		10.00	5,400
20.00		Search fee	D	1-Apr-12	20.00	*	0.00	1,000
		Garden of rest						
295.00		(1) (a) Exclusive right of plot for the interment of ashes in caskets or urns	D	1-Apr-15	325.00		30.00	24,950
40.00		(b) Assignment of EROB (in accordance with Probate)	D	1-Apr-15	40.00		0.00	400
50.00		(c) Assignment of EROB (additional transfer after Probate)	D	1-Apr-15	50.00		0.00	500
60.00		(d) Assignment of EROB (with Statutory Declaration)		1-Apr-15	60.00		0.00	
130.00		(2) Interment of ashes in caskets or urns	D	1-Apr-15	145.00		15.00	23,000
145.00		(3) Interment of ashes in caskets or urns from other crematoria	D	1-Apr-15	155.00		10.00	
120.00		(4) Garden of Rest Memorial	D	1-Apr-15	120.00		0.00	8,400
60.00		(5) Additional Inscription, Vase or Memorial under 12" tall (GoR)	D	1-Apr-15	60.00		0.00	5,000
25.00		(6) Memorial Inspection Fee (Applicable to all memorial applications)	D	1-Apr-15	25.00		0.00	1,300
10.00		(7) Supply of number stone	D	1-Apr-11	15.00	*	5.00	720
		Copy of Deed of EROB	D	New	20.00			300
		Lawns Walk Ashes Burial	D	New	180.00			1,800
70.00		Auger Plot - interment of ashes	D	1-Apr-15	85.00		15.00	12,000
		Inscription in books of remembrance						
48.00		(1) Two lines	D	1-Apr-14	48.00	*	0.00	14,000
24.00		(2) Each additional line	D	1-Apr-14	24.00	*	0.00	
		Memorial plaques						4,800
180.00		(1) Lease wall space for 5 years	D	1-Apr-13	180.00		0.00	5,500
45.00		(2) Existing plaque - renewal per ONE year	D	1-Apr-14	45.00		0.00	
75.00		Miniature books of remembrance		1-Apr-14	75.00	*	0.00	200
25.00		Memorial cards (folded)	D	1-Apr-11	25.00	*	0.00	
25.00		Memorial cards (unfolded)	D	1-Apr-11	25.00	*	0.00	200
19.00		Photographic Images in miniature books or folded memorial cards per order plus for each print			19.00		0.00	
7.00					7.00		0.00	
35.00		Floral illustration	D	1-Apr-11	35.00	*	0.00	

CHARGES 2015/2016 £	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017 £	INC. VAT *	£ CHANGE £	ESTIMATED INCOME 2016/2017 £
50.00		All other illustrations (badges, crests etc.)	D	1-Apr-11	50.00	*	0.00	
100.00		Use of chapel for private memorial service - max 25 minutes (Note: Also applies to use of chapel for extra time (i.e.in excess of 25 minutes covered by Cremation fee)	D	1-Apr-11	100.00	*	0.00	
30.00		Hymn book dedication	D	1-Apr-11	30.00	*	0.00	
15.00		Bearers fee	D	1-Apr-11	15.00		0.00	600
460.00		Memorial Bench Plaque (when available) - Lease of space for 5 years	D	1-Apr-14	500.00		40.00	
		MARGATE & RAMSGATE CEMETERIES						12,000
65.00		Use of Cemetery Chapel - for private memorial service - max 25 minutes (excluding children and contracted funerals)	D	1-Apr-14	70.00	*	5.00	3,600
		(a) Purchase of exclusive right of burial						4,300
600.00		Adult	S	1-Apr-15	650.00		50.00	2,150
175.00		Child under 12 years	S	1-Apr-15	175.00		0.00	49,000
1100.00		Purchase of Exclusive Right of Burial (Adult only) - non Parishioner	D	1-Apr-15	1300.00		200.00	21,000
40.00		(b) Assignment of EROB (in accordance with Probate)	D	1-Apr-15	40.00			800
50.00		Assignment of EROB (additional transfer after Probate)	D	1-Apr-15	50.00			1,000
60.00		Assignment of EROB (with statutory declaration)	D	1-Apr-15	60.00			
		(c) Interment - adult - pre-purchased grave only - hand or mechanically dug						98,000
600.00		5 ft grave	S	1-Apr-15	700.00		100.00	45,000
800.00		7 ft grave	S	1-Apr-15	900.00		100.00	
1100.00		9 ft grave	S	1-Apr-15	1100.00		0.00	
1300.00		11ft grave	S	1-Apr-15	1300.00		0.00	
1380.00		(d) Interment - adult - New single grave or anything less than maximum available depth of 11 ft (Margate only)	D	1-Apr-15	1300.00		-80.00	
		(e) Interment - child under 12 years						
155.00		5 ft grave	S	1-Apr-15	155.00		0.00	
		(f) Interment - adult - general grave [NOTE: only available at Ramsgate Cemetery]						
780.00		Per interment	S	1-Apr-15	800.00		20.00	
130.00		(h) Cremated remains - per interment	D	1-Apr-15	145.00		15.00	
		(i) Exhumation	D					
		(j) Miscellaneous charges						
410.00		Additional charge for interment at weekends or public holidays [NOTE : per 3 hours, minimum charge is for 3 hours]	D	1-Apr-15	450.00		40.00	
275.00		Additional charge for interment at less than 3 working days' notice	D	1-Apr-15	300.00		25.00	
60.00		Late funerals - each 15 minutes delay	D	1-Apr-12	75.00		15.00	
		Search fee	D	1-Apr-12		*		
		Copy of Deed of EROB		New	20.00		20.00	500
At cost + 30% + VAT					At cost + 30% + VAT			

CHARGES 2015/2016 £	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017 £	INC. VAT *	£ CHANGE £	ESTIMATED INCOME 2016/2017 £
		Barrier Card (Margate Cemetery)			15.00		15.00	1,500
		(k) Memorial Fees						
150.00		(1) Cemetery Headstone Memorial (Adult)	D	1-Apr-15	150.00		0.00	10,000
240.00		(2) Kerb Surrond - single (Adult)	D	1-Apr-15	240.00		0.00	8,000
360.00		(3) Kerb Surrond - double (Adult)	D	1-Apr-15	360.00		0.00	1,800
120.00		(4) Cemetery Headstone Memorial (Child's)	D	1-Apr-15	120.00		0.00	1,200
120.00		(5) Kerb Surround (Child's)	D	1-Apr-15	120.00		0.00	600
60.00		(6) Additional Inscription, Vase or Memorial under 12" tall	D	1-Apr-15	60.00		0.00	480
25.00		(7) Memorial Inspection Fee	D	1-Apr-15	25.00		0.00	6,000
								1,200
10.00		(l) Number stones	D	1-Apr-11	15.00		5.00	530
360.00		(n) Memorial Bench Plaque (when available) - Lease of space for 5 years	D	1-Apr-14	500.00		140.00	
		REFUSE COLLECTION						
		BULKY WASTE COLLECTIONS						
25.00		Minimum charge including collection of up to 3 items or up to 10 black sacks of household waste			25.00		0.00	17,940
35.00		4 or 5 items or up to 15 black sacks of household waste			35.00		0.00	
27.50		Fridge Freezers		1-Apr-15	27.50		0.00	2,560
27.50		Three piece suite/ large furniture item			27.50		0.00	
		All collections made on a number of items basis, no discounts offered for half or full loads.						
		All collections priced as to be made from the ground floor at the front of property.						
15.00		Rear of property or from within the property collections will be provided at additional cost - maximum 3 items.		1-Apr-13			-15.00	
		ALLOTMENTS						
4.38		25sq metres, per annum (Payable on 1st October)		1-Apr-15	6.13		1.75	20,000
27.18		Minimum charge per plot		1-Apr-15	40.00		12.82	
1.00		Water charge per 25 sq meters			1.00		0.00	
		LITTERING						
80.00		Of public places	statutory	1-Apr-07	80.00		0.00	200.00
		GRAFFITI						
75.00		Of public places	statutory	1-Apr-11	75.00		0.00	
50.00		Early Payment (Within 10 days)	statutory	1-Apr-11	50.00		0.00	
		STRAY DOGS						
25.00		Stray dog collection	statutory		25.00		0.00	2,000.00
10.50		Kennelling Fees per day in kennels			10.50		0.00	
		DOG FOULING						
80.00		Fouling the highways and public places	statutory		80.00		0.00	100.00
80.00		Dog exclusion from designated beaches	statutory		80.00		0.00	

CHARGES 2015/2016 £	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017 £	INC. VAT *	£ CHANGE £	ESTIMATED INCOME 2016/2017 £
60.00		Early payment within 7 days	statutory		60.00		0.00	1,000.00
		WASTE NOTICES						
80.00		Failure to comply with a waste receptacles notice	statutory		80.00		0.00	
60.00		early payment (within 7 days)	statutory		60.00		0.00	
300.00		Failure to produce waste documents	statutory		300.00		0.00	
200.00		early payment (within 7 days)	statutory		200.00		0.00	
300.00		Failure to produce authority to transport waste	statutory		300.00		0.00	
200.00		early payment (within 7 days)	statutory		200.00		0.00	
		BROADSTAIRS HARBOUR						
		(1) COMMERCIAL VESSELS						
		(a) Consent to lay moorings per annum or part thereof						
140.00	*	Annual		1-Apr-13	140.00	*	0.00	
100.00	*	Summer (April to September inclusive)		1-Apr-10	100.00	*	0.00	
65.00	*	Winter (October to March inclusive)		1-Apr-10	65.00	*	0.00	
3.10	*	(b) Harbour charges - per metre per week or part thereof		1-Apr-10	3.10	*	0.00	
		(2) PLEASURE VESSELS - permanent						
		(a) Consent to lay moorings per annum or part thereof						
140.00	*	Annual		1-Apr-11	140.00	*	0.00	
105.00	*	Summer (April to September inclusive)		1-Apr-11	105.00	*	0.00	
70.00	*	Winter (October to March inclusive)		1-Apr-11	70.00	*	0.00	
		(b) Harbour charges						
160.00	*	Annual		1-Apr-11	160.00	*	0.00	
130.00	*	Summer (April to September inclusive)		1-Apr-11	130.00	*	0.00	
85.00	*	Winter (October to March inclusive)		1-Apr-11	85.00	*	0.00	
		(5) CAR PARK						
		1 November - 31 March						
0.60		Up to 1 hour			1.00		0.40	
1.20		Up to 2 hours			2.00		0.80	
		Up to 3 hours			3.00		3.00	
		Up to 4 hours			4.00		4.00	
		Over 5 hours and up to 15 hours (until 10pm)			5.00		5.00	
0.60		Per hour upto 4 hours		1-Apr-14				
3.00		Over 4 hours (until 10.00pm)		1-Apr-14				
		1 April - 31st October						
1.80		Up to 1 hour			2.00		0.20	
3.60		Up to 2 hours			4.00		0.40	
5.40		Up to 3 hours			6.00		0.60	
7.20		Up to 4 hours			8.00		0.80	
9.00		Over 5 hours and up to 15 hours (until 10pm)			10.00		1.00	
1.80		Per hour upto 4 hours		1-Apr-14				
9.00		Over 4 hours (until 10.00pm)		1-Apr-14				

CHARGES 2015/2016 £	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017 £	INC. VAT *	£ CHANGE £	ESTIMATED INCOME 2016/2017 £
103.00	*	Parking permit (Moorings & Stallholders only)		1-Apr-14	110.00	*	7.00	3,500
550.00	*	Residents permits - Annual		1-Apr-14	550.00	*		
		FIXED PENALTY FINE - OFF STREET (Fixed by Central Government)						2,500
70.00		(a) Higher level penalty charge	statutory	1-Apr-08	70.00		0.00	
35.00		(b) Higher level penalty charge - Payment within fourteen days	statutory	1-Apr-08	35.00		0.00	
50.00		(c) Lower level penalty charge	statutory	1-Apr-08	50.00		0.00	
25.00		(d) Lower level penalty charge - Payment within fourteen days With effect from 31st March 2008	statutory	1-Apr-08	25.00		0.00	
		(6) SAND REMOVAL						
		Only by prior arrangement with Broadstairs Harbour Office						
25.00	*	Per tonne or part thereof		1-Apr-14	25.00	*	0.00	150
25.00	*	Minimum charge		1-Apr-14	25.00	*	0.00	
		(7) INTEREST						
		Interest will be charged at 2% above NatWest Bank plc base rate from the date of billing on any invoices outstanding over 90 days						
		MARGATE HARBOUR						
		(1) COMMERCIAL VESSELS						
		(a) Consent to lay moorings per annum or part thereof						140
140.00	*	Annual		1-Apr-13	140.00	*	0.00	
100.00	*	Summer (April to September inclusive)		1-Apr-10	100.00	*	0.00	
65.00	*	Winter (October to March inclusive)		1-Apr-14	65.00	*	0.00	
3.10	*	(b) Harbour charges - per metre per week or part thereof		1-Apr-10	3.10	*	0.00	1,450
		(2) PLEASURE VESSELS - permanent						
		(a) Consent to lay moorings per annum or part thereof						1,540
140.00	*	Annual		1-Apr-11	140.00	*	0.00	
105.00	*	Summer (April to September inclusive)		1-Apr-11	105.00	*	0.00	
70.00	*	Winter (October to March inclusive)		1-Apr-11	70.00	*	0.00	
		(b) Harbour charges						1,760
160.00	*	Annual		1-Apr-11	160.00	*	0.00	
130.00	*	Summer (April to September inclusive)		1-Apr-11	130.00	*	0.00	
85.00	*	Winter (October to March inclusive)		1-Apr-11	85.00	*	0.00	
		(5) INTEREST						
		Interest will be charged at 2% above NatWest Bank plc base rate from the date of billing on any invoices outstanding over 90 days						
		RAMSGATE HARBOUR - LEISURE						
		(1) PERMANENT BERTHS						
		Vessel Lengths - fractions of a metre of 0.5 and above are rounded up. Signed Vessel Mooring Licence required.						
		(a) Inner Marina						
275.40	*	Annual - per metre	Discretionary	1-Apr-15	275.40	*	0.00	435,140
270.00		2% Discount if paid in full before 1st May	Discretionary		269.89		-0.11	127,290
		5% Discount for vessels over 20 metres who pay in full before 1st May						

CHARGES 2015/2016	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017	INC. VAT *	£ CHANGE	ESTIMATED INCOME 2016/2017
£					£		£	£
217.20	*	Summer (April to September inclusive) - per metre - inch car park only** **Minimum 4 months or visitor rate applies.	Discretionary	1-Apr-15	217.20	*	0.00	12,500
123.48	*	Winter (October to March inclusive) - per metre - inch car park only** **Minimum 4 months or visitor rate applies.	Discretionary	1-Apr-15	123.48	*	0.00	26,130
1639.00	*	Boats under 7 metres - per annum (Limited Berth allocation) - non-refundable- [existing customers only]	Discretionary	1-Apr-15	1639.00	*	0.00	4,000
		(b) Western Outer Marina						
302.58	*	(1) Annual - per metre - Minimum 9 months - Summer and Winter Rates do not apply. 2% Discount if paid in full before 1st May	Discretionary	1-Apr-15	302.58	*	0.00	98,610
296.64			Discretionary		296.64		0.00	40,420
32290.00	*	(2) Customs berth - Outer Western Marina	Discretionary		33258.70		968.70	27,710
		(c) Ancillary Services						
		(1) Electricity - Inner Marina - subject to availability Metered supplies						
100.00			Discretionary	1-Apr-12	100.00		0.00	
100.00			Discretionary	1-Apr-12	100.00		0.00	
119.60	*		Discretionary	1-Apr-15	122.00		2.40	19,360
	*					*		15,890
		Ad hoc use by those not paying for electricity in other ways - subject to market						
6.82	*		Discretionary	1-Apr-15	7.00	*	0.18	
34.54	*		Discretionary	1-Apr-15	35.58	*	1.04	
12.80	*	(2) Fobs - each	Discretionary	1-Apr-15	13.00	*	0.20	1,000
		(3) Fuel Transfer Charge - all vessels - 24 hour notice and Harbour Master approval required						
44.55		(4) Permission to bring tanker onto Harbour property (VAT exempt) - Per Vessel per Bunkering - 24 notice and Harbour Master approval required	Discretionary	1-Apr-15	45.90		1.35	140
		(d) Outer Harbour - RSBOA Members Leisure Boats Only						
69.63	*	Boats up to 8 metres - per month or part thereof - minimum 3 months	Discretionary	1-Apr-15	71.72	*	2.09	60,000
1547.00	*	Ramsgate Small Boat Owners Association - Annual Water Space Fee	Discretionary	1-Apr-15	1593.41	*	46.41	1,330
42632.00	*	Ramsgate Small Boat Owners Association - Additional Finger Moorings	Discretionary	1-Apr-15	43910.96	*	1278.96	36,590
		(e) Additional fee to change billing method at request of customer						
24.10	*	Insurance reminder charge for second and subsequent written request to see permanent berth holders third party insurance	Discretionary	1-Apr-15	24.70	*	0.60	
24.10	*			1-Apr-15	24.70	*	0.60	
		(2) INNER BASIN AND OUTER HARBOUR SLIPWAYS						50
		Boats irrespective of length (maximum weight 5 tonnes)						
37.30	*		Discretionary	1-Apr-15	38.25	*	0.95	
23.70	*		Discretionary	1-Apr-15	24.30	*	0.60	
		(3) VISITING PLEASURE CRAFT						209,100
		(1) Summer (April to September) including electricity (one lead only) per Metre of boat length per:-						
2.96	*	24 Hours or part thereof	Discretionary	1-Apr-14	2.96	*	0.00	
17.03	*	Week - part weeks at daily rate	Discretionary	1-Apr-14	17.03	*	0.00	
59.47	*	28 Days - part 28 days on weekly / daily rates	Discretionary	1-Apr-14	59.47	*	0.00	
		Winter (October to March) including electricity per Metre of boat length per:-						
2.45	*	24 Hours or part thereof	Discretionary	1-Apr-14	2.45	*	0.00	
14.38	*	Week - part weeks at daily rate	Discretionary	1-Apr-14	14.38	*	0.00	
44.88	*	28 Days - part 28 days on weekly / daily rates	Discretionary	1-Apr-14	44.88	*	0.00	
	*	Stays Less Than 4 Hours - 50% of daily rate						
		(2) Refuelling Only - No Charge - max stay 2 hours						
		(3) Block Bookings- visiting craft only - 5 or more boats paying one sum on daily rate only - 10% discount						
		(4) Training Vessels and Registered Charities - pay 75% of the Daily rate						
		(5) Multi hulled vessels 50% surcharge if using finger moorings only						
24.10	*	(6) Additional Fee for visiting craft leaving Harbour without paying charges in full	Discretionary	1-Apr-15	24.70	*	0.60	
		RAMSGATE HARBOUR - FACILITIES						

CHARGES 2015/2016 £	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017 £	INC. VAT *	£ CHANGE £	ESTIMATED INCOME 2016/2017 £
		(1) BOAT LIFTING CHARGES						94,100
		(a) Boat Hoist max 40 tonnes, max beam 5.3m, over 20m length subject to approval						
		Charges per metre of boat length or part thereof :-						
21.43	*	Lift Out - Wash - Transport to Boat Park	Discretionary	1-Apr-15	21.43	*	0.00	
16.73	*	Relaunch or lift onto trailer	Discretionary	1-Apr-15	16.73	*	0.00	
13.91	*	Lift Out, Wash, Return to water - one hour limit	Discretionary	1-Apr-15	13.91	*	0.00	
9.30	*	Blocking off	Discretionary	1-Apr-15	9.30	*	0.00	
7.32	*	Hold in slings - per 30 minutes or part thereof (subject to availability)	Discretionary	1-Apr-15	7.32	*	0.00	
8.57	*	Move vessel in park area	Discretionary	1-Apr-15	8.79	*	0.22	
73.88	*	Lift to clear fouled propeller(s) only - max 10 minutes - per lift	Discretionary	1-Apr-15	75.72	*	1.84	
		(b) Boom Crane Lifting max 1 tonne						
11.50	*	Mast Stepping and unstepping - per metre of boat length	Discretionary	1-Apr-15	11.80	*	0.30	
74.54	*	Engine Lift - per engine	Discretionary	1-Apr-15	76.41	*	1.87	
		(c) Other Services						
53.32	*	Moving boat to/from marina berth from/to boat lift area	Discretionary	1-Apr-15	54.65	*	1.33	
		16.30 Mon -Fri, 08.00-12.00 Sat, except bank holidays, all other times add 30%						
44.55		(d) Permission to bring crane not provided by Authority onto Harbour property (VAT exempt)	Discretionary	1-Apr-15	45.89		1.34	
		(2) BOAT PARKING - Per metre per week or part thereof						76,870
6.59	*	(a) Boat Park - Non-Resident Boat Owners	Discretionary	1-Apr-15	6.59	*	0.00	
2.51	*	(b) Boat Park - Resident Boat Owners (including Broadstairs and Margate - max 6 weeks)	Discretionary	1-Apr-15	2.51	*	0.00	
		(c) Temporary Hard Standing - Commercial Quay - MAX 14 Days - then 50% surcharge						
6.59	*	Non-Resident Boat Owners	Discretionary	1-Apr-14	6.59	*	0.00	
2.51	*	Resident Boat Owners (including Broadstairs and Margate - max 6 weeks)	Discretionary	1-Apr-15	2.51	*	0.00	
3.14	*	(d) Under Cover Storage - subject to availability - per square metre per week or part thereof	Discretionary	1-Apr-15	3.14	*	0.00	
		Minimum 10 square meters charge						
63.25	*	(e) Charge for cleaning boat park if left untidy - per man hour	Discretionary	1-Apr-15	64.50	*	1.25	
8.57	*	(3) BOAT TRAILER or CRADLE STORAGE - subject to availability - per trailer per week or part thereof	Discretionary	1-Apr-15	8.85	*	0.28	
		(4) HIRE OF FORKLIFT AND OPERATOR						3,480
		(a) Hire of Forklift and Operator						
		(i) Under 2.5 tonne						
67.12	*	first half hour or part thereof	Discretionary	1-Apr-15	69.13	*	2.01	
33.46	*	per additional half hour or part thereof	Discretionary	1-Apr-15	34.46	*	1.00	
		(ii) 6 tonne						
76.16	*	first half hour or part thereof	Discretionary	1-Apr-15	78.45	*	2.29	
38.06	*	per additional half hour or part thereof	Discretionary	1-Apr-15	39.20	*	1.14	
		(iii) 10 Tonne						
85.21	*	first half hour or part thereof	Discretionary	1-Apr-15	87.76	*	2.55	
42.66	*	per additional half hour or part thereof	Discretionary	1-Apr-15	43.94	*	1.28	
67.12	*	(b) Hire of Forklift under 2.5 Tonne - per tonne or part thereof	Discretionary	1-Apr-15	69.13	*	2.01	
		(c) Hire of Cherry Picker						
81.55	*	first half hour or part thereof	Discretionary	1-Apr-15	84.00	*	2.45	
38.06	*	per additional half hour or part thereof	Discretionary	1-Apr-15	39.20	*	1.14	
380.56	*	7 hour day rate	Discretionary	1-Apr-15	391.98	*	11.42	
		(d) Hire of Tugmaster / Maffi Truck						
		Tugmaster	Discretionary			*		
85.21	*	first half hour or part thereof	Discretionary	1-Apr-15	87.76	*	2.55	
42.66	*	per additional half hour or part thereof	Discretionary	1-Apr-15	43.94	*	1.28	
56.46	*	Maffi Truck - per 24 hours	Discretionary	1-Apr-15	58.15	*	1.69	
		(5) MARINA PUMP OUT FACILITY						
5.65	*	Per use subject to availability	Discretionary	1-Apr-15	5.65	*	0.00	

CHARGES 2015/2016 £	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017 £	INC. VAT *	£ CHANGE £	ESTIMATED INCOME 2016/2017 £
47.50		(6) DOCKMASTER CALLOUT CHARGE Per hour or part thereof	Discretionary	1-Apr-15	48.50	*	1.00	
		RAMSGATE HARBOUR - COMMERCIAL (OUTER HARBOUR DUES) These charges form part of Ships, Passengers and Goods Dues under the Harbours Act 1964. VAT - Ships of 15 tons and over are zero rated (excluding ships used for recreation or pleasure) Inner Basin Marina will be charged full Marina visitor's rate, except for stress of weather and seven days in						
1.09	*	(1) COMMERCIAL VESSELS - Undertaking Cargo Operations or Lay By For all commercial vessels other than those mentioned hereunder per gross registered tonne per entry. An entry shall permit a maximum stay of four days, after which further entry dues become payable every four days.	Discretionary	1-Apr-15	1.09		0.00	
6.27	*	(2) COMMERCIAL VESSELS - Non-Resident Commercial Fishing Boats Per metre of length overall per 24 hours or part thereof - now including Port Controls and Navigation Aids		1-Apr-15	6.27		0.00	
5.23		(3) TUG BOATS and WORKBOATS - Non-Resident - Operational and non operational Including Navigation Aids and port Control Per metre of length overall per 24 hours or part thereof		1-Apr-15	5.23		0.00	15,380
26.14		Per metre of length overall per 7 days Annual Charges per Port Tariff Stays Less Than 4 Hours - 50% of daily rate		1-Apr-15	26.14		0.00	26,500
366.36		WORKBOATS - Resident in the port - Operational and non operational Per metre of length overall per annum (excludes Port Control and Navigation Aids)		New			0.00	
19.74		Port Control and Navigation Aids per arrival subject to maximum charge		1-Apr-15	20.25		0.51	
7213.95		Port Control and Navigation Aids maximum charge per annum per vessel minimum 6 months pro rata		1-Apr-15	7394.30		180.35	
3.90	*	(4) COMMERCIAL FISHING BOATS - Resident at least 6 months (Operational or Non-Operational) Vessels of 6 metres in length and over Per metre of length overall per week or part thereof - plus 10% fish landing dues		1-Apr-15	3.90	*	0.00	41,000
3.90	*	Vessels under 6 metres in length Per metre of length overall per week or part thereof - no fish landing dues		1-Apr-15	3.90	*	0.00	4,610
189.78	*	(5) ANGLING BOATS Licensed To Ply For Hire Per metre of overall length per annum (at least 6 months resident)		1-Apr-15	189.78	*	0.00	29,010
		(6) WHARFAGE, CARGO HANDLING and STORAGE						
		(7) CONTAINER STORAGE - conditions apply - subject to availability Harbour Users - per container per week or part thereof - minimum 2 weeks - no services						
27.20	*	In 20ft Containers		1-Apr-15	27.88	*	0.68	21,500
42.10	*	In 40ft Containers		1-Apr-15	43.15	*	1.05	
44.55		(8) FUEL TRANSFER CHARGE - All Vessels Permission to bring tanker onto Harbour property		1-Apr-15	45.89		1.34	
3.08		(9) FRESH WATER - per Tonne There is a minimum charge of £30 for water, over this will be charged at the tonnage rate		1-Apr-15	3.08		0.00	510
30.00				1-Apr-15	30.00			
6.74		(10) CONTAINERS ON PONTOONS Charge for containers left on pontoons - per container per day		1-Apr-15	6.95	*	0.21	
25.00		(11) Tradesmen working in Harbour Area - Annual Permit to Work Licence for non-resident tradesmen to work in harbour - subject to Insurance and Harbour Master approval	Discretionary	1-Apr-15	30.00		5.00	

CHARGES 2015/2016	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017	INC. VAT *	£ CHANGE	ESTIMATED INCOME 2016/2017
£					£		£	£
2.07		(12) Land hire within Royal Harbour per square metre, per week or part thereof		1-Apr-15	2.50		0.43	
		RAMSGATE HARBOUR - CAR PARKING / MISCELLANEOUS						
		CAR PARKING - PIER YARD AND MILITARY ROAD PAY & DISPLAY						
		(a) Summer Rates (April to September):						27,000
2.00	*	Up to 1 hour	Discretionary	1-Apr-12	2.10	*	0.10	28,000
4.90	*	Up to 4 hours	Discretionary	1-Apr-12	5.10	*	0.20	
6.40	*	Up to 8 hours	Discretionary	1-Apr-12	6.80	*	0.40	
8.10	*	Up to 12 hours	Discretionary	1-Apr-12	8.90	*	0.80	
14.20	*	Up to 24 hours	Discretionary	1-Apr-12	15.00	*	0.80	
		(b) Winter Rates (October to March)						
1.00	*	Up to 1 hour	Discretionary	1-Apr-07	1.10	*	0.10	
3.00	*	Up to 4 hours	Discretionary	1-Apr-12	3.20	*	0.20	
4.00	*	Up to 8 hours	Discretionary	1-Apr-12	4.40	*	0.40	
4.90	*	Up to 12 hours	Discretionary	1-Apr-12	5.50	*	0.60	
8.90	*	Up to 24 hours	Discretionary	1-Apr-12	9.50	*	0.60	
998.40	*	(c) Residents Parking in Pier Yard per annum	Discretionary	1-Apr-12	1000.00	*	1.60	5,000
		CAR PARKING PERMITS						3,600
5.70	*	Daily	Discretionary	1-Apr-15	6.00	*	0.30	
10.50	*	Weekend	Discretionary	1-Apr-15	11.00	*	0.50	
17.30	*	Monday to Friday	Discretionary	1-Apr-15	18.00	*	0.70	
17.30	*	Friday to Monday	Discretionary	1-Apr-15	18.00	*	0.70	
24.90	*	Weekly (7days)	Discretionary	1-Apr-15	26.00	*	1.10	
47.50	*	Monthly (28 days)	Discretionary	1-Apr-15	50.00	*	2.50	
129.50	*	Annual - per space per annum - not refundable/pro rata - max.continual use without approval 2 weeks (Harbour users)	Discretionary	1-Apr-15	135.00	*	5.50	30,000
129.50	*	Annual - per space per annum - not refundable/pro rata - max.continual use without approval 2 weeks (Commercial)	Discretionary	1-Apr-15	135.00	*	5.50	17,000
205.00		Crew parking (within Leopold Street Multi Storey Car Park)	Discretionary	1-Apr-15	225.00		20.00	
25.00		Administration charge for replacing lost permits		1-Apr-15	25.00		0.00	
		Administration charge for changing registration no		New	5.00			250
						*		
17.50	*	COACH PARKING - subject to availability - empty coaches only (no drop off facility) Per 24 hours or part thereof		1-Apr-13	18.00		0.50	
		FIXED PENALTY FINE - OFF STREET (Fixed by Central Government)						10,000
70.00		(a) Higher level penalty charge	statutory	1-Apr-08	70.00		0.00	
35.00		(b) Higher level penalty charge - Payment within fourteen days	statutory	1-Apr-08	35.00		0.00	
50.00		(c) Lower level penalty charge	statutory	1-Apr-08	50.00		0.00	
25.00		(d) Lower level penalty charge - Payment within fourteen days With effect from 31st March 2008	statutory	1-Apr-08	25.00		0.00	
		INTEREST						
		The Council reserves the right to charge interest at 2% above NatWest plc. base rate from the date of billing on any invoices outstanding over 30 days						
		PORT OF RAMSGATE						
		These charges form part of Ships, Passengers and Goods Dues under the Harbours Act 1964.						
		(1) VESSELS						
		(a) Berthing Fees						
0.05		Conservancy* - Conventional Ro-Ro Vessels per arrival per tonne (1969 Rules GT)	Discretionary	1-Apr-12	0.0533		0.00	
108.47		VTS / Navigation Aids* - per arrival	Discretionary	1-Apr-15	111.18		2.71	
82.49		Tug subsidy per berthing vessels over 80m LOA	Discretionary	1-Apr-14	84.55		2.06	
0.91		Other Vessels (Not Conventional Ro-Ro) including VTS and Port Control per arrival per Tonne GT per 24 hours	Discretionary	1-Apr-15	0.93		0.02	9,250

CHARGES 2015/2016	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017	INC. VAT *	£ CHANGE	ESTIMATED INCOME 2016/2017 £
£					£		£	£
226.14		(b) Berth - unscheduled layover - per 24 hours or part thereof after 4 hours	Discretionary	1-Apr-15	231.80		5.66	38,010
		(c) TUG BOATS and WORKBOATS - Non-Resident - Operational and non operational						
		Including Port Control and Navigation Aids						
5.23		Per metre of length overall per 24 hours or part thereof	Discretionary	1-Apr-15	5.23		0.00	
26.14		Per metre of length overall per 7 days	Discretionary	1-Apr-15	26.14		0.00	
		Tug Boats - London Array						
		(d) WORKBOATS - Resident in the port - Operational and non operational						
366.36		Per metre of length overall per annum (excludes Port Control and Navigation Aids)	Discretionary	1-Apr-15	366.36		0.00	
19.74		Port Control and Navigation Aids per arrival subject to maximum charge	Discretionary	1-Apr-15	20.25		0.51	
7213.95		Port Control and Navigation Aids maximum charge per annum per vessel minimum 6 months pro rata	Discretionary	1-Apr-15	7394.30		180.35	
		(e) Pilotage - see Ramsgate Harbour pilotage tariff						10,000
40.46		(i) Vessels piloted to Ferry Terminal (per metre draft)	Discretionary	1-Apr-15	41.47		1.01	
40.46		(ii) Vessels piloted to Royal Harbour (per metre draft)	Discretionary	1-Apr-15	41.47		1.01	
0.99		(iii) Additional charge for length: per metre over 20 metres length	Discretionary	1-Apr-15	1.02		0.03	
20.23		(iv) Vessels proceeding to anchor for operational reasons - 50% of appropriate pilotage rate	Discretionary	1-Apr-15	20.74		0.51	
20.23		(v) Vessels shifting berths within the Port - 50% of appropriate pilotage rate	Discretionary	1-Apr-15	20.74		0.51	
51.33		(vi) Charges for cancellation of Pilotage requirement if less than 3 hours notice given	Discretionary	1-Apr-15	52.62		1.29	
		(vii) Waiting time						
		under 30 mins						
20.73		30 mins to 1 hour	Discretionary	1-Apr-15	21.25		0.52	
20.73		After 1 hour (per hour or part thereof)	Discretionary	1-Apr-15	21.25		0.52	
64.26		(viii) Additional charge for handling vessels using tugs	Discretionary	1-Apr-15	65.86		1.60	
64.26		(ix) Charge for issuing of Exemption Certificate	Discretionary	1-Apr-15	65.86		1.60	
183.59		(x) Charge for Pilotage Certificate Examination	Discretionary	1-Apr-15	188.18		4.59	
23.72		(xi) Charge to be made for vessels navigating with a Master or Mate holding a Ramsgate Exemption Certificate	Discretionary	1-Apr-15	24.32		0.60	
		(xii) Charge to be made for vessels navigating with a pilot:						
		- vessels 20m to 100m	Discretionary	1-Apr-15	247.36		6.04	
241.32		- vessels 100m to 120m	Discretionary	1-Apr-15	289.82		7.06	
282.76		- vessels 120m to 150m	Discretionary	1-Apr-15	366.76		8.95	
357.81		- vessels 150m to 175m	Discretionary	1-Apr-15	425.07		10.37	
414.70		(xiii) Additional Pilotage surcharge:						
		Vessels under 80 metres in length, but over all 20 metres in length, not taking a pilot berthing and unberthing within Port of Ramsgate, will be charged 30% of pilotage fee for vessel of their size						
		(f) Mooring - subject to prior arrangement	Discretionary	1-Apr-15	115.90		2.83	10,000
		Use of Linesmen						
		(g) Waste disposal - standard charge per vessel arrival-						
65.55		per cubic metre or part thereof	Discretionary	1-Apr-15	67.19		1.64	
		(2) TRAFFIC						
1.63		(a) Freight Drivers* - per unit	Discretionary	1-Apr-15	1.67		0.04	
1.63		(b) Additional Freight Passengers* - per unit	Discretionary	1-Apr-15	1.67		0.04	
8.15		(c) Accompanied Freight* - per unit	Discretionary	1-Apr-15	8.36		0.21	
5.00		(d) Unaccompanied Freight* - per unit	Discretionary	1-Apr-15	5.12		0.12	
1.52		(e) Trade Cars - per unit	Discretionary	1-Apr-15	1.55		0.03	
1.63		(f) Passengers - per unit	Discretionary	1-Apr-15	1.67		0.04	
3.69		(g) Cars, Light Vehicles, Caravans & Trailers - seating capacity 10 or less - accompanied - per unit	Discretionary	1-Apr-15	3.78		0.09	
24.46		(h) Coaches - vehicles with seating capacity over 10	Discretionary	1-Apr-15	25.08		0.62	
		(3) OTHER CHARGES - subject to availability						
		(a) Tug Stand-by or Assistance						
		per first hour or part thereof	Discretionary	1-Apr-15	938.75		22.89	
915.86		subsequent hours or part thereof	Discretionary	1-Apr-15	469.38		11.45	
457.93		(b) Water - per tonne (metered)	Discretionary	1-Apr-15	3.08		0.00	
3.08		There is a minimum charge of £30 for water, over this will be charged at the tonnage rate	Discretionary	1-Apr-15	30.00		0.00	
30.00		(c) Hire of Security Operative (including re detainees) - per man hour or part thereof	Discretionary	1-Apr-15	25.00		0.54	
24.46	*							

CHARGES 2015/2016	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017	INC. VAT *	£ CHANGE	ESTIMATED INCOME 2016/2017
£					£		£	£
		(d) Hire of Forklift and Operator						
		(i)						
55.93		Under 2.5 Tonne	Discretionary					
27.88		first half hour or part thereof	Discretionary	1-Apr-15	57.61		1.68	
		per additional half hour or part thereof		1-Apr-15	28.72		0.84	
		(ii)						
63.47		6 tonne	Discretionary	1-Apr-15	65.38		1.91	
31.71		first half hour or part thereof	Discretionary	1-Apr-15	32.67		0.96	
		per additional half hour or part thereof						
		(ii)						
71.01		10 Tonne	Discretionary	1-Apr-15	73.13		2.12	
35.55		first half hour or part thereof	Discretionary	1-Apr-15	36.62		1.07	
55.93		per additional half hour or part thereof	Discretionary	1-Apr-15	57.61		1.68	4,000
		(e) Hire of Forklift* under 2.5 Tonne - per hour or part thereof						
		(f) Hire of Cherry Picker						
67.96		first half hour or part thereof	Discretionary	1-Apr-15	70.00		2.04	
31.71		per additional half hour or part thereof	Discretionary	1-Apr-15	32.67		0.96	
317.14		7 hour day rate	Discretionary	1-Apr-15	326.65		9.51	
		(g) Hire of Tugmaster / Maffi Truck						
		Tugmaster						
71.01		first half hour or part thereof	Discretionary	1-Apr-15	73.13		2.12	
35.55		per additional half hour or part thereof	Discretionary	1-Apr-15	36.62		1.07	
47.05		Maffi Truck - per 24 hours	Discretionary	1-Apr-15	48.46		1.41	
62.83		(h) Hire of Terminal Tractor* - per hour or part thereof	Discretionary	1-Apr-15	64.71		1.88	
39.57		(i) Port Technician - per hour or part thereof	Discretionary	1-Apr-15	40.76		1.19	
		Note; * Special agreements apply						
		(4) DEMURRAGE - vehicles using ferry services - over 6 metres (under 6 metres half price)						
		(a) Accompanied Freight - per 24 hours or part thereof						
13.07	*	Days 1 - 7	Discretionary	1-Apr-15	13.40	*	0.33	
26.14	*	Days 8 and over	Discretionary	1-Apr-15	26.79	*	0.65	
		(b) Unaccompanied Freight - per 24 hours or part thereof						
13.07	*	Days 1 - 7	Discretionary	1-Apr-15	13.40	*	0.33	
26.14	*	Days 8 and over	Discretionary	1-Apr-15	26.79	*	0.65	
		(5) TRUCK AND/OR TRAILER PARKING - subject to availability						
15.38	*	Per 24 hours or part thereof	Discretionary	1-Apr-15	15.76	*	0.38	
16.40		Within passenger restricted area at the Port - 24 hours or part thereof	Discretionary	1-Apr-15	16.81	*	0.41	
		(6) COACH PARKING - subject to availability - empty coaches only (no drop off facility)						7,000
17.50	*	Per 24 hours or part thereof	Discretionary	1-Apr-15	18.00	*	0.50	
		(7) CAR PARKING						
5.70	*	Daily	Discretionary	1-Apr-15	6.00	*	0.30	
159.90	*	Annual Permit - Port only (Pro rata)	Discretionary	1-Apr-15	160.00	*	0.10	
							0.00	
		(8) LAND HIRE WITHIN SECURE PORT AREA						
2.07		per square metre, per week or part thereof	Discretionary	1-Apr-15	2.50	*	0.43	
		(9) AGGREGATES						
		ENVIRONMENTAL HEALTH SERVICES						
85 + costs incurred		Issue of unsound food certificate		1-Apr-11	85 + costs incurred			
		Voluntary surrender of unsound food/insurance claims						

CHARGES 2015/2016 £	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017 £	INC. VAT *	£ CHANGE £	ESTIMATED INCOME 2016/2017 £	
65.00		Issue of information to commercial organisations relating to previous land use, and other environmental information copies	Statutory	1-Apr-14	75.00		10.00	370	
350.00		High Hedges Charge (For complaint requiring council investigation)		Statutory	Statutory	350.00			0.00
		IMPORTED FOOD INSPECTION CHARGES (Designated Point of Entry)							
		Office Hours: 08.30 to 17.00 Monday to Thursday and 08.30 to 16.30 Friday							
		Outside of Office Hours: any time outside of the above office hours, and at any time on weekends or Bank Holidays							
		These charges will apply whether a consignment is cleared or rejected.							
		These charges do not include any fees which the Cargo Handling Agent or BIP operator may impose.							
60.00		Document Check			1-Apr-14	60.00			0.00
160.00		Document, physical and sampling check				160.00			0.00
290.00		Laboratory fees for sampling (set by lab)				290.00			0.00
110.00		Additional charge for Saturday service			110.00		0.00		
		Organic Produce Inspection Charges							
45.00		Organic Product Release Notice	Statutory		45.00		0.00		
		Export certificate (Foods)		1-Apr-11					
75		Basic Food Hygiene Training		1-Apr-15	60.00		-15.00		
		ENVIRONMENTAL PROTECTION ACT 1990 - AIR POLLUTION							
		fees are set nationally by Government- details available on request							
Statutory		(a) Initial application fee (Standard)	Statutory	Statutory	Statutory			9,000	
Statutory		(b) Substantial Changes Fee (Standard)	Statutory	Statutory	Statutory				
Statutory		(c) Substantial Changes Fee (Section 10 & 11)	Statutory	Statutory	Statutory				
Statutory		(d) Annual Subsistence Charge (Standard)	Statutory	Statutory	Statutory				
		ENVIRONMENTAL PROTECTION ACT - ALARM NOISE NUISANCE							
officer time + travel		callouts, alarms etc. - to be reclaimed from offender			officer time + travel				
Statutory		PRIVATE WATER SUPPLIES (to max of)		Statutory	Statutory				
Statutory		a) Risk Assessments	Statutory	Statutory	Statutory				
Statutory		b) Sampling (each visit) + analysis fees	Statutory	Statutory	Statutory				
Statutory		c) Investigation	Statutory	Statutory	Statutory				
Statutory		d) Granting an authorisation	Statutory	Statutory	Statutory				
Statutory		e) Analysis under regulation 10	Statutory	Statutory	Statutory				
Statutory		f) Analysis during check monitoring	Statutory	Statutory	Statutory				
Statutory		g) Analysis during audit monitoring	Statutory	Statutory	Statutory				
		PUBLIC HEALTH FUNERALS							
		Investigation Fee for Public Health Funerals	Discretionary	New	200.00				
		SAFER FOOD BETTER BUSINESS							

CHARGES 2015/2016	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017	INC. VAT *	£ CHANGE £	ESTIMATED INCOME 2016/2017 £
£ 46.00		Onsite coaching - 2 hours		1-Apr-15	£ 46.00	*	0.00	
		SMOKE FREE						
		a) Smoking in a smoke free place - reduced if paid within 15 days	statutory	Statutory	Statutory			
		b) Failing to display no-smoking signs - reduced if paid within 15 days	statutory	Statutory	Statutory			
		c) Failing to prevent smoking in a smokefree space - Court awarded fine	statutory	Statutory	Statutory			
		ENVIRONMENTAL PROTECTION ACT - ALARM NOISE NUISANCE						
		callouts, alarms etc. - to be reclaimed from offender						
		LAND CHARGES						
		Personal Searches Administration Fee	Discretionary	1-Apr-11	11.00		0.00	10000
11.00		Land Charges Search including Official Certificate of Search (one parcel of land)	Discretionary	1-Apr-14	143.00		0.00	275000
143.00		electronically received request for search	Discretionary	1-Apr-14	143.00		0.00	
143.00		additional parcels of land (per parcel)	Discretionary	1-Apr-12	20.00		0.00	
20.00								
		An e-Government initiative to speed up the process of house conveyancing is being implemented across the UK. The National Land Information System (NLIS) will allow Land Charge searches to be made online through a central hub and channel. This requires the Council to adopt differential pricing. If agreed, the charge to the end user will be as above, and the provider takes 18% commission charge.						
		LICENSING						
		(a) Animal Boarding Establishment Licence fee (plus a veterinary inspector's fee if necessary)	d	1-Apr-15	139.00		2.00	1,540
137.00								
		(b) Pet Animals Act (Pet Shop) Licence Licence fee (plus a veterinary inspector's fee if necessary)	d	1-Apr-15	212.00		3.00	2,620
209.00								
		(c) Dog Breeder's Licence Licence fee (plus a veterinary inspector's fee if necessary)	d	1-Apr-15	224.00		4.00	220
220.00								
		(d) Riding Establishment Act Licence Licence fee (plus a veterinary inspector's fee if necessary)	d	1-Apr-15	224.00		4.00	1,100
220.00								
		(e) Dangerous Wild Animals Act Licence fee (plus a veterinary inspector's fee if necessary)	d	1-Apr-15	223.00		4.00	220
219.00								
		(f) Zoo Licence Act Licence fee (plus a veterinary inspector's fee if necessary)	d	1-Apr-15	447.00		8.00	
439.00		Licence fee where exemption applies	d	1-Apr-15	36.00		0.00	
36.00								
		(g) Registration for Acupuncture/Tattooing/Electrolysis/Ear Piercing	d	1-Apr-15	290.00		5.00	4,000
285.00								
		(h) Sex Establishment Licence Grant of licence	d	1-Apr-15	1005.00		15.00	
990.00		Annual renewal	d	1-Apr-15	1005.00		15.00	1,000
990.00								
		(i) Private Hire Vehicle Operator's Licence - Annual Initial grant/late renewal	d	1-Apr-15	620.00		60.00	
560.00								

CHARGES 2015/2016	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017	INC. VAT *	£ CHANGE	ESTIMATED INCOME 2016/2017
£					£		£	£
280.00		Prompt renewal	d	1-Apr-15	570.00			20,000
		Prompt renewal - valid for 5 years		new				
164.00		(j) Hackney Carriage Driver's Licence - Annual						
82.00		Initial grant/late renewal	d	1-Apr-15	167.00		3.00	12,000
		Prompt renewal	d	1-Apr-15	83.00		1.00	
		Prompt renewal - valid 3 years		new			0.00	
		CRB Disclosure						
164.00		(k) Private Hire Vehicle Driver's Licence - Annual						
82.00		Initial grant/late renewal	d	1-Apr-15	167.00		3.00	51,000
		Prompt renewal	d	1-Apr-15	83.00		1.00	
		CRB Disclosure						
53.00		(l) Private Hire Vehicle Plate (Returnable Deposit)	d	1-Apr-15	54.00		1.00	
		(m) Hackney Carriage Vehicle Licence						25,500
320 + MOT		Initial grant/late renewal (Full Year)	d	1-Apr-15	325 + MOT			
160 + MOT		Initial grant (October to March)	d	1-Apr-15	162 + MOT			
236 + MOT		Prompt renewal	d	1-Apr-15	239 + MOT			
100+ MOT		Transfer from one vehicle to another	d	1-Apr-15	101 + MOT			4,170
		Vehicles adapted for disabled use - for first year only from 1 April 2001						
		(n) Plates & Badges						
2.00		Drivers Identification badges	d	1-Apr-15	2.00		0.00	1,800
9.00		Replacement Private Hire Vehicle Plate	d	1-Apr-15	10.00		1.00	
17.00		Replacement Hackney Carriage Vehicle Plate	d	1-Apr-15	18.00		1.00	
							0.00	
		(o) Private Hire Vehicle Licence						
266 + MOT		Initial grant/late renewal (Full Year)	d	1-Apr-15	270 + MOT			97,000
320 + MOT		with meter	d		325 + MOT			
133 + MOT		Initial grant (December to May)	d	1-Apr-15	135 + MOT			
160 + MOT		with meter	d		162 + MOT			
193 + MOT		Prompt renewal	d	1-Apr-15	195 + MOT			
236 + MOT		with meter	d		195 + MOT			
					239* + MOT			
77 + MOT		Transfer from one vehicle to another	d	1-Apr-15	78 + MOT			13,500
100 + MOT		with meter	d		101 + MOT			
84.00		(p) Advertising on Hackney Carriage Vehicles/Private Hire Vehicles	d	1-Apr-15	85.00		1.00	170
		(q) Scrap Metal Dealers						
487.00		Initial grant of Site licence	d	1-Apr-15	492.00		5.00	1,100
282.00		Initial grant of Collectors licence	d	1-Apr-15	285.00		3.00	
436.00		Renewal of Site licence	d	1-Apr-15	440.00		4.00	
282.00		Renewal of Collectors licence	d	1-Apr-15	285.00		3.00	
205.00		Variation Collector to Site licence	d	1-Apr-15	208.00		3.00	
62.00		Variation Site to Collector licence	d	1-Apr-15	63.00		1.00	
31.00		Variation (minor administrative, such as change of address)	d	1-Apr-15	31.00		0.00	

CHARGES 2015/2016 £	INC. VAT *	DETAILS								Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017 £	INC. VAT *	£ CHANGE £	ESTIMATED INCOME 2016/2017 £
		Classes of premises licence	Non-conversion application fee in respect of provisional statement premises	Non-conversion application fee in respect of other premises	First annual fee and annual fee	Fee for application to vary licence	Fee for application to transfer a licence	Fee for application for reinstatement of a licence	Fee for application for provisional statement						
		Converted casino premises licence	-	-	2385	1585	1095	1095	-						
		Bingo premises licence	950	2760	795	1385	950	950	2760						
		Adult gaming centre premises licence	950	1585	795	795	950	950	1585						
		Betting premises (track) licence	770	1960	795	980	770	770	1960						
		Family entertainment centre premises licence	770	1585	595	795	770	770	1585						
		Betting premises (other) licence	950	2385	475	1185	950	950	2385						
		Prize permit application or renewal.													
		Family entertainment centre gaming machine permit or renewal.													
		Change of name on family entertainment centre/prize permit.													
		Copy of family entertainment centre/prize permit.													
		Change of circumstances, residence etc. S.186.													
		Copy of licence.													
		Club Gaming permit.													
		Club machine permit.													
		Licensed Premises gaming machine permit.													
		PLANNING													
P.O.A		Fees for Applications -Town & Country Planning Act 1990										P.O.A			521,000
		Planning Approvals etc. per copy													
	*	Copies of planning documents, decisions etc. per page								1-Apr-09		*			
		Pre-application planning advice													28,000
250.00		Major Developments Written Advice only								1-Apr-11	250.00	*	0.00		
500.00		Meeting and written confirmation								1-Apr-11	500.00	*	0.00		
150.00		Minor Developments Written Advice only								1-Apr-11	150.00	*	0.00		
250.00		Meeting and written confirmation								1-Apr-11	250.00	*	0.00		
50.00	*	Householder pre-application advise Written advice								1-Apr-13	50.00	*	0.00		
100.00	*	Meeting with written confirmation								1-Apr-13	100.00	*	0.00		
48.40		Research of Planning History								1-Apr-11	48.40	*	0.00		
0.10		Photocopy official document, per page								1-Apr-08	0.10	*	0.00		
0.10		Tree Preservation Order copies per page								1-Apr-08	0.10		0.00		
0.10	*	Copy Plans A4 size per page								1-Apr-09	0.10	*	0.00		
0.20	*	A3 size per page								1-Apr-09	0.20	*	0.00		

CHARGES 2015/2016	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017	INC. VAT *	£ CHANGE	ESTIMATED INCOME 2016/2017 £
£					£		£	£
37.00		A1 size per page			37.00	*	0.00	
37.00		A0 size per page			37.00	*	0.00	
		Local Plan						
55.00		New Local Plan		1-Apr-09	55.00		0.00	
		BUILDING CONTROL						
27.00	*	Building Regulation Approval Notice copies		1-Apr-15	27.00	*	0.00	500
		Written request for Building Control information (not pre application advice)						
59.00	*	Per enquiry letter answered	D	1-Apr-15	59.00	*	0.00	
75.00	*	Each site visit	D	1-Apr-15	75.00	*	0.00	
59.00		Research of Building Regulation history (not pre application advice)		1-Apr-15	59.00		0.00	
27.00	*	Subsequent Approval Notice copies following research	D	1-Apr-15	27.00	*	0.00	
		Building Regulation Fees	S S					325,000 30,000
		PROPERTY SERVICES						20,000
		New Lettings						
100.00		Rental value less than £4,000 per annum		1-Apr-14	150.00		50.00	
250.00		Rental value between £4,001 and £7,000 per annum		1-Apr-14	250.00		0.00	
350.00		Rental value between £7,001 and £10,000 per annum		1-Apr-14	350.00		0.00	
500.00		Rental value over £10,001 per annum		1-Apr-14	500.00		0.00	
		New Licences/TAWs - depending on status of the organisation						
50.00		Minimum		1-Apr-14	100.00		50.00	
100.00		Maximum		1-Apr-14	150.00		50.00	
		Statutory bodies: granting of wayleaves/easements/licences etc. - depending on the complexity of the agreement						
250.00		Minimum		1-Apr-14	250.00		0.00	
1000.00		Maximum		1-Apr-14	1500.00		500.00	
		Access arrangements over Council owned land - minimum fee for drawing up agreement - depending on status and requirements						
25.00		Access arrangements over Council owned land - depending on status and requirements per week from		new 1-Apr-14	150.00 25.00		150.00 0.00	
		Fees for Disposals						
500.00		Minimum 5% of disposal prices		1-Apr-14	500.00		0.00	
		Hourly Rates						
90.00		Property Manager		1-Apr-14	90.00		0.00	
70.00		Qualified Valuer/Building Surveyor		1-Apr-14	70.00		0.00	
		Fee for assignments/waivers - depending on complexity and status of organisation						
		Minimum		new	150.00			
		Maximum		new	1000.00			
		SPORTS AND LEISURE						
1.00	*	General sports activity - per child	Discretionary		2.00		1.00	200
5.00	*	Headline sports activity -per child	Discretionary		7.50		2.50	500

CHARGES 2015/2016	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017	INC. VAT *	£ CHANGE	ESTIMATED INCOME 2016/2017 £
£					£		£	£
3.50	*	General sports activity - per adult	Discretionary		5.00		1.50	
5.50	*	Headline sports activity -per adult	Discretionary		10.00		4.50	
		MARGATE BEACH SPORTS COURT HIRE						
		Pre Booked Courts						
8.00	*	Volleyball court - per hour		2012-13	8.00	*	0.00	n/a
16.00	*	Beach soccer/full court - per hour		2012-13	16.00	*	0.00	n/a
100.00		Day Hire			100.00		0.00	n/a
5.00	*	Floodlights for any court - per hour		2012-13	5.00	*	0.00	n/a
		Walk-on Courts						
5.00	*	Volleyball court - per hour		2012-13	5.00	*	0.00	n/a
10.00	*	Beach soccer/full court - per hour		2012-13	10.00	*	0.00	n/a
5.00	*	Floodlights for any court - per hour		2012-13	5.00	*	0.00	n/a
		FORESHORE EVENTS						
2.00		Rocky Shore Safari			2.00		0.00	80
		Other Group Events/Activities						
2.75		Half day per child			2.75		0.00	
4.40		Full day off season			4.40		0.00	
4.80		Full day peak season			4.80		0.00	
80.00		Minimum charge			80.00		0.00	
		School Events/ Activities						270
3.00		Half day per person			3.00		0.00	
90.00		Minimum			90.00		0.00	
3.25		Outside of Thanet			3.25		0.00	
4.00		Full day off season			4.00		0.00	
5.00		Full day peak season			5.00		0.00	
		All payments to be made in advance						
		Coastal Community Beach Hut (Margate)						360
		£15 per hour up to 4 hours (1/2 day); £80/day		new	15.00			
		Discretionary rates available, upon application (priority to vulnerable children/adults; affordability and local groups)						
		Seashore Safaris & similar events (Thanet Coast Project events)						400
		Charge per person - adult & child		new	1.00			
		CULTURAL AND OUTSIDE EVENTS						
		Fee for booking a Council Site (per day) -						4,000
		Commercial Event		1-Apr-10				
		Registered Charity		1-Apr-10				
		Neighbourhood Projects		1-Apr-10				
		Mobile Exhibition Caravan/Trailer - public service information		1-Apr-10				
		Mobile Exhibition Caravan/Trailer - small/medium commercial		1-Apr-10				
		Mobile Exhibition Caravan/Trailer - Commercial promotions						
		Standard Hire event		1-Apr-10				
		Fireworks on Council land for private/commercial event		1-Apr-10				
		Deposits (returnable when land left in good order i.e. litter free etc.)						
		- standard event						
		- commercial event						
60.00		Charity, School or Community (excludes Boot Fairs)		1-Apr-13	60.00		0.00	

CHARGES 2015/2016	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017	INC. VAT *	£ CHANGE	ESTIMATED INCOME 2016/2017 £
£					£		£	£
200.00		Boot Fairs		1-Apr-13	200.00		0.00	
550.00		Major Event (1000+)		1-Apr-13	550.00		0.00	
250.00		Standard Event (499-999)		1-Apr-13	250.00		0.00	
150.00		Small Events (less than 499)		1-Apr-13	150.00		0.00	
295.00		Fireworks		1-Apr-13	295.00		0.00	
350.00		Fairgrounds and Circuses per day		1-Apr-13	350.00		0.00	
POA		Ramsgate Harbour Hire		1-Apr-13	P.O.A.			
		Payment in advance of permissions only.						
		OTHER CHARGES						
		Radar Keys						
3.50		Purchase of Radar Keys			3.50		0.00	30
Corporate p/c charge		Photocopy official document, per page (plus administration charge, if applicable)						20
		Income included in other departmental charges						300
		VISITOR INFORMATION CENTRE						
poa		Room Hire			P.O.A.			500
		OTHER HOUSING CHARGES						
		(1) House Purchase Advances						
167.00		Redemption fee (Early redemption)		1-Apr-15	167.00		0.00	0
		Surcharge for Credit Card Payments						
		As a percentage of transaction						
		Council Tax						444,500
50.00		Summons		1-Apr-11	50.00		0.00	
50.00		Liability Order		1-Apr-11	50.00		0.00	
		Business Rates						29,700
50.00		Summons		1-Apr-11	50.00		0.00	
50.00		Liability Order		1-Apr-11	50.00		0.00	
		Payment of Housing Benefit						
10.00		Replacement of lost payment card		1-Apr-09	10.00		0.00	0
25.00		Replacement of landlord payment schedule - single financial year		1-Apr-09	25.00		0.00	100
50.00		Replacement of landlord payment schedule - multiple financial years		1-Apr-09	50.00		0.00	100
		Assessment of Housing Benefit						
10.00		Request for Housing Benefit file outside of Freedom of information request				10	0.00	30

CHARGES 2015/2016	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017	INC. VAT *	£ CHANGE	ESTIMATED INCOME 2016/2017
£					£		£	£
3.50		Radar Keys						
		Purchase of Radar Keys			3.5		0.00	300
		COUNCIL PUBLICATIONS						
corporate p/c charge		Council agendas & Committee minutes - per page		1-Apr-08	corporate p/c charge			
corporate p/c charge		Committee agenda per single committee per single copy			corporate p/c charge			
corporate p/c charge		Committee agenda per page			corporate p/c charge			
corporate p/c charge		Planning Committee or Cabinet		1-Apr-08	corporate p/c charge			
corporate p/c charge		All other Committees		1-Apr-08	corporate p/c charge			
corporate p/c charge		Photocopy official document, per page (plus administration charge, if applicable)		1-Apr-07	corporate p/c charge			
		Income included in other departmental charges						
		DVD of Council Meeting		New	2.00			
		ELECTORAL SERVICES						
25.00		Electoral Index of Streets		1-Apr-04	25.00		0.00	
10.00		Marked copy of Register - Basic Charge plus per 1000 entries charge below		1-Apr-08	10.00		0.00	
5.00		Marked copy of Register per 1000 entries in addition to basic charge		1-Apr-10	5.00		0.00	
10.00		Register price list (paper copy) Basic Charge plus cost per 1,000 entries charge below			10.00		0.00	1,600
5.00		Register price list (paper copy) per 1,000 entries in addition to basic charge		1-Apr-09	5.00		0.00	
20.00		Register price list (data copy) Basic Charge plus cost per 1,000 entries charge below			20.00		0.00	
1.50		Register price list (data copy) per 1,000 entries in addition to basic charge			1.50		0.00	
25.00		Confirmation of Ward for Stamp Duty purposes		1-Apr-06	deleted			
FREE		Inspection of marked copy of Register - per register		1-Apr-06	FREE			
		CORPORATE MARKETING						
All Minimum Charges		Charges for Film Location works			All Minimum Charges			10,000
500.00		Advertising productions, Commercials, Filming for Internet Advertising - per day	Discretionary	1-Apr-13	500.00		0.00	
500.00		Feature Films - per day	Discretionary	1-Apr-11	500.00		0.00	
150.00		Low Budget Feature Films - per day	Discretionary	1-Apr-11	500.00		350.00	
150.00		Television dramas - per day	Discretionary	1-Apr-11	500.00		350.00	
100.00		Educational, Corporate. Light entertainment, music promotions - per day	Discretionary	1-Apr-11	500.00		400.00	
50.00		Interviews, sound recordings - per day	Discretionary	1-Apr-12	0.00		-50.00	
150.00		Photo Shoots - National publications - per day	Discretionary	1-Apr-11	500.00		350.00	
50.00		Photo Shoots - low budget publications - per day	Discretionary	1-Apr-12	50.00		0.00	
0.00		Student films, local community groups - per day	Discretionary	1-Apr-11	0.00			
15.00		Administration - complex enquiries - per hour	Discretionary	1-Apr-12	25.00		10.00	
		LEGAL SERVICES						
		Provision of Legal Services			P.O.A.			3000
		ON STREET PARKING						
		On Charge Everyday						
		(a)						
		Maximum 2 hourly stay 9am - 6pm						

CHARGES 2015/2016	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017	INC. VAT *	£ CHANGE	ESTIMATED INCOME 2016/2017
£					£		£	£
1.00		Cecil Square, Margate	Discretionary	11-Jun-12	1.00		0.00	58,000
1.00		Albert Terrace, 1st April to 31st October £1 per half hour for up to 2 hours 1st November to 31st March 70p per half hour for up to 2 hours	Discretionary	11-Jun-12	1.00		0.00	40,000
		(b)						
		Minimum 1 hour charge 9am - 6pm						
2.00		Harbour Parade, Ramsgate	Discretionary	11-Jun-12	2.00		0.00	86,000
2.00		Victoria Parade, Broadstairs	Discretionary	11-Jun-12	2.00		0.00	31,500
		(c) Maximum 2 hourly stay						
		Linear Charging Maximum 2 hourly stay 9am - 6pm						
		Albion Place, Ramsgate	Discretionary					20,000
		Belvedere Road, Broadstairs	Discretionary					5,500
		Birchington	Discretionary					42,000
		Broad Street, Ramsgate	Discretionary					20,000
		Brunswick Street, Ramsgate	Discretionary					5,000
		Carlton Ave, Broadstairs	Discretionary					6,500
		Cavendish Street, Ramsgate	Discretionary					26,000
		Charlotte Street, Broadstairs	Discretionary					22,000
		Hardres Street, Ramsgate	Discretionary					14,500
		Hawley Square/Churchfields Place	Discretionary					55,000
		High Street, Broadstairs	Discretionary					103,000
		High Street, Margate	Discretionary					65,000
		King Street, Ramsgate	Discretionary					17,000
		Marine Drive	Discretionary					9,500
		Mill Lane, Margate	Discretionary					24,000
		Northdown Road	Discretionary					38,000
		Pierremont Avenue, Broadstairs	Discretionary					8,000
		Queen Street, Ramsgate	Discretionary					19,000
		Union Crescent, Margate	Discretionary					11,000
		Vere Road, Broadstairs	Discretionary					6,500
		York Street, Broadstairs	Discretionary					18,500
		Lloyd Road, Broadstairs	Discretionary					8,500
0.20		10 minutes		11-Jun-12	0.20		0.00	
0.02		each minute 2p thereafter up to 2 hours		11-Jun-12	0.02		0.00	
2.40		2 hours		11-Jun-12	2.80		0.40	
		(d) 9am - 6pm						
		Lawn Road, Broadstairs						7,000
0.60		Up to 1/2 hour	Discretionary	11-Jun-12	0.70		0.10	
1.20		Up to 1 hour	Discretionary	11-Jun-12	1.40		0.20	
2.40		Up to 2 hours	Discretionary	11-Jun-12	2.80		0.40	
3.60		Up to 3 hours	Discretionary	11-Jun-12	4.20		0.60	
4.80		Up to 4 hours	Discretionary	11-Jun-12	5.60		0.80	
0.20		15 minutes	Discretionary	1-Apr-14			-0.20	
		10 Minutes	Discretionary		0.20		0.20	
0.02		each minute 2p thereafter up to 4 hours	Discretionary	1-Apr-14	0.02			
		RESIDENTS PARKING						
		(a) RESIDENTS PARKING PERMITS Annual Fee						41,000
60.00		Margate West zone	Discretionary	1-Apr-08	60.00		0.00	
60.00		Belmont Road Broadstairs	Discretionary	1-Apr-08	60.00		0.00	
60.00		Addington Road Margate	Discretionary	1-Apr-08	60.00		0.00	
60.00		Birchington	Discretionary	1-Apr-08	60.00		0.00	

CHARGES 2015/2016 £	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017 £	INC. VAT *	£ CHANGE £	ESTIMATED INCOME 2016/2017 £
60.00		Victoria Parade, Broadstairs	Discretionary	1-Apr-08	60.00		0.00	
60.00		Madeira	Discretionary	1-Apr-08	60.00		0.00	
25.00		Replacement Discs	Discretionary	1-Apr-15	25.00		0.00	
		(b) RESIDENTS PARKING AREAS						8,000
3.00		Daily visitors tickets	Discretionary	1-Apr-08	3.00		0.00	
2.20		Daily visitors tickets purchased in bulk (20 at a time)	Discretionary	1-Apr-08	2.20		0.00	
350.00		Commercial premises sited in residential areas - per permit	Discretionary	1-Apr-08	350.00		0.00	
15.00		Motorcycle permits	Discretionary	1-Apr-08	15.00		0.00	
		Replacement Permit	Discretionary	New	25.00			
		Change of registration	Discretionary	New	5.00			
		FIXED PENALTY FINE - ON STREET						80,000
		(Fixed by Central Government)						200,000
70.00		(a) Higher level penalty charge	Statutory	1-Apr-08	70.00		0.00	
35.00		(b) Higher level penalty charge - Payment within fourteen days	Statutory	1-Apr-08	35.00		0.00	
50.00		(c) Lower level penalty charge	Statutory	1-Apr-08	50.00		0.00	
25.00		(d) Lower level penalty charge - Payment within fourteen days With effect from 31st March 2008	Statutory	1-Apr-08	25.00		0.00	
		DECRIMINALISATION						
		(a) ANNUAL DISPENSATION						11,200
400.00		Commercial Users	Discretionary	11-Jun-12	400.00		0.00	
50.00		Professional Community Services	Discretionary	11-Jun-12	60.00		10.00	
FREE		Voluntary Community Services	Discretionary	11-Jun-12	Free			
		Change of registration	Discretionary	New	5.00			
		(b) WEEKLY WAIVER						
40.00		Builders	Discretionary	11-Jun-15	40.00		0.00	1,500
		(c) CONES						
30.00		Out of Hours Use/Less than 7 days notice/Lost Cones	Discretionary	11-Jun-12	30.00		0.00	50
15.00		More than 7 days notice	Discretionary	11-Jun-12	15.00		0.00	2,000
60.00		Suspension of Bay - Administration Fee	Discretionary	11-Jun-15	60.00		0.00	
250.00		DISABLED PERSONS BAY	Discretionary	1-Apr-10	250.00		0.00	750
		MOBILE DISPLAYS						
150.00		(a) Weekly Charge	Discretionary	1-Apr-15	150.00		0.00	1,000
30.00		Day Charge	Discretionary	1-Apr-15	30.00		0.00	
25.00		Additional Weeks	Discretionary	1-Apr-15	25.00		0.00	
		GREEN GARDEN WASTE COLLECTION						
		(a) Hire charge for wheeled bin:						7,500
28.00		One-off charge for wheeled bin (non-refundable)		1-Apr-15	28.00		0.00	300,000
		(b) Collection charges						
40.00		Join April/May/June - for collections until end March 2016		1-Apr-15	45.00		5.00	
35.00		Join July/Aug/Sept - for collections until end March 2016		1-Apr-15	39.50		4.50	
30.00		Join Oct/Nov/Dec - for collections until end March 2016		1-Apr-15	34.00		4.00	
25.00		Join Jan/Feb/Mar - for collections until end March 2016		1-Apr-15	28.00		3.00	

CHARGES 2015/2016 £	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017 £	INC. VAT *	£ CHANGE £	ESTIMATED INCOME 2016/2017 £
47.00		REFUSE BINS						100,000
252.00		(a) New Developments		1-Apr-15				
377.00		Charge 1 - Standard inc. delivery		1-Apr-15				
13.00		Charge 2 - 660 litre inc. delivery		1-Apr-15				
		Charge 3 - 1280 litre inc. delivery		1-Apr-15				
		Charge 4 - Seagull Bag inc. delivery		1-Apr-15				
		(b) Replacement bins - including Delivery						
		Waste						
		Black 180Ltr Waste Bin		New	28.00		28.00	
		Black 240Ltr Waste Bin		New	30.00		30.00	
		Recycling						
		Food Bin (Brown)		New	7.00		7.00	
		Kitchen Caddy (silver)		New	5.00		5.00	
		Red Sack		New	6.00		6.00	
		Blue Mixed Recycling Box		New	8.00		8.00	
		Blue 240Ltr Mixed Recycling Bin		New	28.00		28.00	
		Red 140Ltr Paper and Card Bin		New	28.00		28.00	
		Red or Blue 660 Ltr Bin - metal		New	255.00		255.00	
		Red or Blue 1280Ltr Bin - Metal		New	375.00		375.00	
		Food 120 Ltr Bin		New	28.00		28.00	
		Seagull Sack		New	9.00		9.00	
		Launch Pack for Standard Properties		New	55.00		55.00	
		STREET CLEANSING						
		(a) Provision of Litter Bins for Events						
		Delivery of bins (regardless of size)		New	5.00		5.00	
		Collection of waste (price per collection)		New	10.00		10.00	
							0.00	
		(b) Provision of Street Cleaning for Events						
		Hourly rate per operative for Mon-Fri		New	11.00		11.00	
		Hourly rate per operative for Saturday		New	16.50		16.50	
		Hourly rate per operative for Sunday		New	22.00		22.00	
							0.00	
							0.00	
		TOILETS						
		Additional Opening hours outside schedule						
					direct cost as charged by contractor			
		CHARGES FOR HIRING HOUSING COMMUNITY HALLS						
		Note - Commercial and Weekend lettings by negotiation but not less than charges shown below						
		Committee meetings of local registered charities						
		Hours on Saturdays, Sundays & Bank Holidays						

CHARGES 2015/2016 £	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017 £	INC. VAT *	£ CHANGE £	ESTIMATED INCOME 2016/2017 £
50.00		BRUNSWICK HALL, RAMSGATE	d	1-Apr-15	50.00		0.00	0
15.00		Minimum charge for up to three hours		1-Apr-14	15.00		0.00	0
		Each additional hour or part thereof						
30.00		Playschools (per half day session)		1-Apr-15	30.00		0.00	0
		MILLMEAD HALL	d					3,000
30.00		Hire of Main Hall -Minimum charge for up to two hours*			30.00		0.00	
15.00		Each additional hour or part there after			15.00		0.00	
15.00		Hire of Smaller Room -Minimum charge for up to two hours		1-Apr-15	15.00		0.00	
10.00		Each additional hour or part there after		1-Apr-15	10.00		0.00	
35.00		Hire of both Main Hall & Smaller Room - Minimum charge for up to 2 hours*		1-Apr-15	35.00		0.00	
15.00		Each additional hour or part there after		1-Apr-14	15.00		0.00	
		Schools (per half day session)						
		* included in the hire cost of the Main Hall will be: tables, chairs, access to stage area, toilets and kitchen						
		Local Authority Tenants and Residents Associations						
		Use of Halls for meetings & fund raising						
		Note; for Weekend and Bank Holiday hire add 50%						
		OTHER HOUSING CHARGES						
		Leasehold Flats (Right to Buy)						
100.00		(a) Notice of Assignment (including notice of mortgage if submitted at the same time)	s	1-Apr-14	100.00		0.00	
65.00		(b) Notice of Mortgage (where submitted separately to the notice of assignment)	s	1-Apr-14	65.00		0.00	
135.00		(c) Solicitors and Leaseholders enquiries (per enquiry letter answered and excluding the leaseholder's annual statement)	s	1-Apr-15	135.00		0.00	8000
128.00		(d) Sub-letting fee	d	1-Apr-15	128.00		0.00	
145.00		(e) Leasehold Management Fee -	d	1-Apr-15	150.00		5.00	
40.00		(f) Fire Risk Safety Assessments	s	1-Apr-14	40.00		0.00	
		Tenant Enquiries						
2.00		(b) Rent Statement per sheet	d	1-Apr-15	2.00		0.00	0
		Designated Housing Parking Areas for Non Tenants	d					
435.00		(a) Harbour Towers		1-Apr-15	445.00		10.00	4450
410.00		(b) Ramsgate General		1-Apr-15	420.00		10.00	2100
410.00		(c) St Mary's Road		1-Apr-15	delete			0
25.00		Rent Reference		1-Apr-14	25.00		0.00	0
5.00		Copy of Tenancy Agreement		1-Apr-14	10.00		5.00	0
		HOUSES IN MULTIPLE OCCUPATION (HMO) LICENCE (Mandatory HMO Licensing and Selective Licensing)						

CHARGES 2015/2016 £	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017 £	INC. VAT *	£ CHANGE £	ESTIMATED INCOME 2016/2017 £
853.00		(a) Houses in Multiple Occupation 2-5 Units	Discretionary	1-Apr-15	853.00			9100
753.00		Discounted rate (accreditation)	Discretionary		753.00			
638.00		Licence Renewal	Discretionary		638.00			
538.00		Licence Renewal (accredited)	Discretionary		538.00			
891.00		(b) Houses in Multiple Occupation 6-9 units	Discretionary	1-Apr-15	891.00			
791.00		Discounted Rate (accredited)	Discretionary		791.00			
676.00		Licence Renewal	Discretionary		676.00			
576.00		Licence Renewal (accredited)	Discretionary		576.00			
959.00		(c) Houses in Multiple Occupation 10-14 Units	Discretionary	1-Apr-15	959.00			
859.00		Discounted rate (accreditation)	Discretionary		859.00			
744.00		Licence Renewal	Discretionary		744.00			
644.00		Licence Renewal (accredited)	Discretionary		644.00			
1292.00		(d) Houses in Multiple Occupation 15-19 Units	Discretionary		1292.00			
1192.00		Discounted rate (accreditation)	Discretionary		1192.00			
1077.00		Licence Renewal	Discretionary		1077.00			
977.00		Licence Renewal (accredited)	Discretionary		977.00			
1586.00		(e) Houses in Multiple Occupation 20-29 Units	Discretionary		1586.00			
1486.00		Discounted rate (accreditation)	Discretionary		1486.00			
1371.00		Licence Renewal	Discretionary		1371.00			
1271.00		Licence Renewal (accredited)	Discretionary		1271.00			
1882.00		(f) Houses in Multiple Occupation 30-39 Units	Discretionary		1882.00			
1782.00		Discounted rate (accreditation)	Discretionary		1782.00			
1666.00		Licence Renewal	Discretionary		1666.00			
1566.00		Licence Renewal (accredited)	Discretionary		1566.00			
2178.00		(g) Houses in Multiple Occupation 40-49 Units	Discretionary		2178.00			
2078.00		Discounted rate (accreditation)	Discretionary		2078.00			
1962.00		Licence Renewal	Discretionary		1962.00			
1862.00		Licence Renewal (accredited)	Discretionary		1862.00			
2473.00		(h) Houses in Multiple Occupation 50+ Units	Discretionary		delete			
2373.00		Discounted rate (accreditation)	Discretionary		delete			
2258.00		Licence Renewal	Discretionary		delete			
2158.00		Licence Renewal (accredited)	Discretionary		delete			
		SELECTIVE LICENSING FEES (FOR NON-HMOs)		1-Apr-15				
587.00		(a) Single occupied house/flat	Discretionary					
487.00		Accredited discount	Discretionary					
372.00		Licence Renewal	Discretionary					
272.00		Licence Renewal (accredited)	Discretionary					
		(a) Single occupied house/flat (Standard application)		new	439.00			
		Standard application (Accredited landlord)		new	389.00			
		Single occupied house/flat (Early renewal application)		new	395.00			
		Early renewal application (Accredited landlord)		new	345.00			
587.00		(b) Buildings containing flats	Discretionary					
487.00		First flat fee	Discretionary					
267.00		Accredited discount per additional flat	Discretionary					
372.00		Licence Renewal (First Flat)	Discretionary					
272.00		Licence Renewal (accredited)	Discretionary					
52.00		per additional flat	Discretionary					

CHARGES 2015/2016 £	INC. VAT *	DETAILS	Discretionary Statutory/	DATE LAST CHANGED	CHARGES 2016/2017 £	INC. VAT *	£ CHANGE £	ESTIMATED INCOME 2016/2017 £
		(b) Buildings containing flats						
		First flat fee (Standard application)		new	439.00			
		Standard application (Accredited landlord)		new	389.00			
		Per additional flat (Standard application)		new	136.00			
		First flat fee (Early renewal application)		new	395.00			
		Early renewal application (Accredited landlord)		new	345.00			
		Per additional flat (Early renewal application)		new	136.00			
853.00		(c) Houses in Multiple Occupation 2-5 Units	Discretionary	1-Apr-15				
753.00		Discounted rate (accreditation)	Discretionary					
891.00		(d) Houses in Multiple Occupation 6-9 units	Discretionary	1-Apr-15				
791.00		Discounted Rate (accredited)	Discretionary					
959.00		(e) Houses in Multiple Occupation 10-14 Units	Discretionary	1-Apr-14				
859.00		Discounted rate (accreditation)	Discretionary					
1292.00		(f) Houses in Multiple Occupation 15-19 Units	Discretionary					
1192.00		Discounted rate (accreditation)	Discretionary					
1586.00		(g) Houses in Multiple Occupation 20-29 Units	Discretionary					
1486.00		Discounted rate (accreditation)	Discretionary					
1882.00		(h) Houses in Multiple Occupation 30-39 Units	Discretionary					
1782.00		Discounted rate (accreditation)	Discretionary					
2178.00		(i) Houses in Multiple Occupation 40-49 Units	Discretionary					
2078.00		Discounted rate (accreditation)	Discretionary					
2473.00		(j) Houses in Multiple Occupation 50+ Units	Discretionary					
2373.00		Discounted rate (accreditation)	Discretionary					
100.00		Immigration visits/inspections	Discretionary		100.00		0.00	500
365.00		Charging for enforcement notices Fixed charge for council expenses; however, external expenditure (if applicable) will be charged at cost.	Discretionary		375.00		10.00	1800
		MUSEUMS						
		Dickens House Museum						
3.75	*	Admission - Adult		1-Apr-12	3.75	*	0.00	12,600
2.10	*	Admission - Child (under 16)		1-Apr-12	2.10	*	0.00	760
2.10	*	Students		1-Apr-12	2.25	*	0.15	3,200
10.00	*	Family Ticket - 2 Adults and 2 Children		1-Apr-12	10.00	*	0.00	3,360
2.00	*	Under 16s Group ticket - min 10 persons (including max 2 adults per group) - price per person		1-Apr-12	2.00	*	0.00	400
3.00	*	Over 16s/Adults Group ticket - min 10 persons- price per person		1-Apr-11	3.00	*	0.00	360
								8,063,000

BUDGET STRATEGY 2016-17

To: **Cabinet - 24 November 2015**

Main Portfolio Area: **Financial Services and Estates**

By: **Portfolio Holder for Finance and Estates**

Classification: **Unrestricted**

Ward: **All wards**

Summary: **To present the draft budget strategy for the General Fund, Housing Revenue Account and Capital programme for 2016-17, to present the assumptions for the medium term and to present the proposed fees and charges policy.**

For Decision

1.0 INTRODUCTION

- 1.1 The purpose of this report is:
- 1.2 To outline the process and assumptions for developing the budget for 2016-17 and the provisional assumptions for the following years to 2019-20. The paper also proposes the fees and charges policy for 2016-17.
- 1.3 To present the draft General Fund Capital budget for 2016-17 and the provisional estimates for the following years to 2019-20.
- 1.4 To present the provisional assumptions for the HRA budget for 2016-17 and the estimates for the HRA capital programme up to 2019-20.

2.0 EXECUTIVE SUMMARY

- 2.1 The Council Government funding for 2015-16 was reduced in 2015-16 following the 2013 Spending Review. The Medium Term Financial Strategy (MTFS) 2014-18 assumes a continuing reduction in government funding.
- 2.2 The Chancellor is due to release the Spending Review on 25 November 2015. This will set out how the government will both invest in priority public services and deliver the £20 billion further savings required to eliminate Britain's deficit by 2019-20. After the announcement and subsequent further details regarding the Financial Settlement, assumptions made within the 2015-16 Medium Term Financial Plan will need to be reviewed to understand the impact for the Council. This report revises the funding position for 2016-17 based on current forecasts. It also sets out the current understanding of budget pressures and savings themes that will be taken forward in setting the 2016-17 budget and the timetable.
- 2.3 A review of the Council's reserve holdings has been undertaken. The proposed reserve balances are considered to be adequate for supporting the Council's ongoing needs and plans.

3.0 THE BUDGET PROCESS

Service priorities in 2016-17

- 3.1 The new Corporate Plan for 2016-2019 was adopted at Full Council on 15 October 2015 for the next four years. The key priorities are:
- A clean and welcoming environment
 - Supporting neighbourhoods
 - Promoting inward investment and job creation
- 3.2 These priorities have been taken forward in developing the 2016-19 budget as set out in the sections below.
- 3.3 **A clean and welcoming environment** – The Council is keen to encourage pride in our district by keeping Thanet clean. As part of the continuing improvement to frontline services a seven year capital investment programme is planned to review and replace frontline vehicles, plant and equipment. This will ensure that the service has efficient plant and equipment to deliver an improved service. A substantial amount of investment is likely to be required in the Council's public conveniences. It is proposed to undertake a review of the options available for these facilities and to consider repair/improvement, transfer, disposal and charging.
- 3.4 **Supporting neighbourhoods** - The Council will continue to support the Margate Housing Intervention programme and New Build Housing programme. Better regulation and enforcement in the Private Sector is also receiving priority along with consideration for continuing Selective Licencing areas.
- 3.5 **Promoting inward investment and job creation** - The Council supports the development of a high speed Thanet Parkway Station. This project has received a £10m funding allocation from the Local Enterprise Partnership. The Council has also taken the opportunity to generate economic development by applying to continue to operate a Kent business rates pool in 2016-17.
- 3.6 The Port is critical to the Council's priorities and will remain open for business with new income generation opportunities being explored vigorously in accordance with the approved Maritime Plan.
- 3.7 The Council has adjusted its budget and expenditure to the current scale of operation; any additional income achieved in 2016-17 will improve the Council's financial position.

Exploratory themes for delivering the Medium Term Financial Plan

- 3.8 The balanced position for 2015-16 precedes a period of financial uncertainty and expected resource reductions from 2016-17 onwards. It is suggested that four themes are adopted to deliver improved services in the longer term whilst increasing Council efficiency. The themes are set out below.

Delivering value for money

- 3.9 Transforming and targeting resources to deliver the right services in the most cost effective and efficient way. Internal discussions have already started to develop savings proposals with EKS partners.

Digitalisation

- 3.10 The Implementation of a digital strategy would help achieve efficiencies by streamlining back-office processes and improve front line services by providing them in a modern form more relevant to today's digital age.

Making the most of the assets we own

- 3.11 Working with partners to make the most of the buildings and land we own. Maximising commercial opportunities for key assets. This could include changing use, sharing facilities and disposal as well as investing in assets to earn a return.

Joint Venture and Special Purpose Vehicles

- 3.12 By drawing in wider investment and market opportunities it is possible to reduce the cost of mainstream council services. The concept could be successfully applied to corporate property and asset management. These new structures will enable the Council to look more proactively at income generation. Working with partners would also give access to new skills and experience; and help ensure an appropriate share of risk between parties.

4.0 THE BUDGET TIMETABLE

- 4.1 In the February preceeding each financial year the Council is required by statute to set out its budget and Council Tax levels for the forthcoming financial year. It also has to set out a range of other strategies and plans to inform the Council's treasury management activities. At the same time, a Medium Term Financial Plan (MTFP) is published, which provides indicative figures for a further three years. This provides a framework within which service decisions can be taken in the knowledge of their future affordability.

- 4.2 A number of steps have already been taken to build the budget for 2016-17 and for the medium term in advance of approval in February, with further steps required over the forthcoming months:

- A schedule of fees and charges has been proposed in consultation with managers, CMT and Cabinet based on the Fees and Charges Policy outlined in Annex 4 .These are presented to Cabinet as a separate item on this agenda and will go to Council on 3 December 2015 for approval;
- The Council Tax base will go to Cabinet for approval on 19th January 2016.
- The detailed draft budget proposals and MTFP will be considered by Cabinet on 19th January 2016 and then to Council on 4th February 2016;
- Council Tax will then be set by Council on 25th February 2016.

5.0 GOVERNMENT FUNDING AND COUNCIL TAX

- 5.1 When drawing the budget proposals together, the Council needs to consider its various government funding streams. These are detailed below.

Business Rates Retention

- 5.2 The Government introduced a new Business Rates Retention Scheme from 1st April 2013. The scheme provides an incentive to councils to grow their local economy by allowing them to retain a proportion of the business rates collected. In return, authorities also now share the risk of a fall in rate yield, subject to a safety net mechanism.

- 5.3 A baseline 2013-14 funding level was established by the Government for each authority. The baseline is increased annually by a standard formula.

- 5.4 Authorities whose business rates grow above the baseline are able to retain a proportion of that growth in revenue (after paying a levy to HM Treasury), while those whose rates decline or grow at a lower rate experience lower or negative growth in revenue (subject to the operation of a safety net).
- 5.5 The first 50% of any new business rate yield goes to the Treasury with the balance being split 80% to the district and 20% to the county and major preceptors. The safety net mechanism ensures that no authority's income falls by more than 7.5% of their baseline funding level.
- 5.6 The Council did not achieve the 2014-15 forecast surplus of £500k on Business Rates. Following a court ruling in January 2015 on the method of valuation of purpose built GP surgeries substantial reductions to rateable values had to be implemented, with subsequent overpayments being backdated to earlier periods. As a result the Council's share of the provision for appeals was increased by £1.472m, £1.197m of this increase being funded by central government, the balance having been set aside as part of the 2014/15 accounts.
- 5.7 Forecasts on business rate income should be treated with caution as they are impacted by the closure of businesses, appeals, changes in valuation methodology applied and unforeseen changes.
- 5.8 During 2015-16 the Council joined with other Kent authorities in applying to operate a business rates retention pool, it is proposed this arrangement continues for 2016-17, this area is highly volatile but indications are that this arrangement could yield between £200-£400k and so an indicative amount of £300k has been factored into these proposals.
- 5.9 A recent announcement from the Chancellor advised that Councils are to retain all locally raised business rates by the end of the decade under local government reforms. The changes will also end the distribution of core grant from Whitehall to town halls.

Revenue Support Grant

- 5.10 In addition to business rates, all authorities receive Revenue Support Grant from Central Government as support towards the cost of running Council services.
- 5.11 In 2015-16 RSG was £3.630m, but in 2016-17 is estimated to fall to £2.645m, (subject to any further changes notified by Government as part of the November Spending Review).
- 5.12 The 2015-16 Medium Term Financial Plan assumes further cuts of 40% across all funding sources from Central Government for 2016-20. Whilst indications suggest as part of the Comprehensive Spending Review cuts to Local Government may be at 30%, the details of the continuation of New Homes Bonus at current levels has still to be confirmed and remains uncertain. There are also uncertainties regarding any differential spread, e.g. the headline percentage reduction in Government funding over 2016-20 may not be evenly spread over the four years; and the reduction may be greater on districts than on counties, or vice versa.

Council Tax Reduction Scheme funding

- 5.13 The Revenue Support Grant also includes funding to compensate for the impact of the Council Tax Reduction Scheme (CTRS) on the Council Tax base. This funding is no longer distinguished as a separate component.
- 5.14 The CTRS was introduced from 1st April 2013 to replace the Council Tax benefit system. The scheme is localised, although there are a number of criteria that are nationally determined.

- 5.15 The scheme adopted by the Council reflects a county-wide agreement, with local discretion. Currently a contribution of £125k p.a. is received towards the funding of the operation of the scheme and this is likely to be reviewed as part of a review by KCC which will take effect from 2017-18. Local discretion removed the empty property and second homes discounts and reduced the previous maximum 50% Council Tax Benefit discount for those of working age by 5.5%. The scheme also introduced a 100% surcharge for long term empty properties (2 years +), to provide an incentive for properties to be brought quickly back into use.
- 5.16 The CTRS is under a three year agreement with KCC, and 2015-16 is the last of the three years. However, in view of the significant time constraints in devising and implementing a new scheme for the financial year 2016-17, as well as the yet unknown impact on claimants of national welfare changes, major preceptors and districts have recently agreed to extend the existing scheme for one year.
- 5.17 During the financial year 2016-17, it was agreed that a full review of the common scheme and other tailored schemes across Kent would be undertaken for a new scheme to be implemented from 2017-18.

Council Tax Base adjustments for minor preceptors

- 5.18 The Council shares the RSG with parish councils to reflect that parishes do not have direct funding for Council Tax support and a reduced tax base. This was paid at the level of £145k in 2015-16. It is proposed that the level of this support should be reduced by the commensurate reduction in Council RSG funding and should therefore be £130k.

Council Tax and Collection Fund

- 5.19 The current Medium Term Financial Plan assumes a Council Tax increase of 1.99% every year for the next 3 years as agreed by Council in February 2015. The tax base will be taken to Cabinet on 19 January 2016 for agreement, with the Statutory Resolution being taken to Council for agreement 25 February 2016.
- 5.20 For the purpose of the budget build, it is assumed the Council Tax base for 2016-17 is 2% higher than the 2015-16 level and a 2% increase is expected for future years.
- 5.21 Council Tax is calculated by dividing the Precept by the Council Tax Base. The Council Tax Base is the number of properties within the district adjusted to account for different valuation bands, various discounts and an assumed collection rate. The assumed collection rate for 2016-17 is 97.25%, this is the same rate used in 2015-16.
- 5.22 Each year Council Tax is calculated based on assumed levels of collection rates. At the end of the year any surplus achieved in the collection fund is available to be shared proportionately between the Council and major preceptors (The Police and Crime Commissioner for Kent, Kent County Council and Kent & Medway Fire & Rescue). It is expected that a small surplus will be achieved in 2015-16 of which £50,000 would be available in 2016-17.
- 5.23 In previous years the funding position has been adjusted to reflect Parish payments in relation to Localised Support to Council Tax and adjustments for homelessness. For consistency in reporting this has been amended to reflect the total assumed funding in place.

5.24 The proposed funding position subject to the CSR is illustrated in the table below:

	2016-17 Revised £m	2017-18 £m	2018-19 £m	2019-20 £m
Precept	8.748	9.100	9.467	9.849
RSG	2.645	1.906	1.115	0.391
NNDR Baseline	4.750	4.875	5.000	5.125
(Underperformance)/Retention	0.300	0.300	0.300	0.300
(Collection Fund deficit)/Surplus	0.050	0.050	0.050	0.050
	16.493	16.231	15.932	15.715

6.0 BUDGET GROWTH

6.1 Given the economic context in which the Council finds itself, the overarching approach to developing the budget is to keep budgetary growth to a minimum, to reduce the need to find compensating savings to deliver a balanced budget. Some budgetary growth is inevitable and therefore the budget proposals will include the areas of growth set out in the table below totalling £1,520k:

Growth	Detail
Pay for Contribution	Budget assumes on-going impact of Pay for Contribution.
Contractual and other unavoidable price increases	Managers are expected to contain inflationary increases wherever possible within their existing budgets. However, some growth will be required to reflect where managers are unable to contain this. For 2016-17 this includes contractual increases including but not limited to Insurance, EKS commission on debt recovery service, reduced KCC funding around Second Homes.
Impact of past decisions	Includes in-year organisational changes.
Contribution to Corporate Priorities	Additional funding to assist to deliver Corporate Priorities.

7.0 Budget Savings

7.1 During the year 2016-17 budget process savings of £1,434k have been identified and these are contained within the table below:

Saving	Detail
Savings considered as part of the previous Medium Term Financial Strategy	Review of Frontline Services to include supervisory function, recycling and waste collection, cleansing, open spaces and service efficiency along with efficiencies from review of the Shared Service arrangement.
Targeted organisational efficiencies	Budgets have been closely scrutinised and it is anticipated that this will lead to targeted savings across the organisation.
Director Review	A review of current service requirements has led to savings across the wider organisation including minor service efficiencies around budget rationalisation and a review of spend on Council assets.

8.0 Fees and Charges:

The fees and charges policy is presented at Annex 4, which sets out the process followed when reviewing increases. As a result of reviewing all the Council's fees and charges and income targets, additional income of £256k is anticipated in 2016-17.

9.0 Budget Consultation

9.1 The budget consultation has been launched in October and will identify the priorities of the district's residents, these will be considered as part of the draft budget process for January Cabinet.

9.2 The Council's housing budget is due to be discussed at the East Kent Housing Tenant Board with representatives of our residents in attendance on 13th January 2016.

10.0 HOUSING REVENUE ACCOUNT BUDGET AND HOUSING CAPITAL PROGRAMME

10.1 The Council's responsibilities in respect of the need to keep a Housing Revenue Account (HRA) are contained within Section 74 of the Local Government and Housing Act 1989 ('The Act') and its use is heavily prescribed through statute. The HRA records all of the revenue expenditure and income relating to land, dwellings and other buildings provided under Part II of the Housing Act 1985 and corresponding earlier legislation. It must be kept separate from the General Fund Revenue Account and therefore is to all intents and purposes ring-fenced. Although the HRA for an individual year may result in a deficit, it is a requirement of 'The Act' that overall it must maintain a surplus, which means that expenditure must be carefully planned to remain within the limits of the anticipated income streams over the medium term.

10.2 The Operation of the Housing Revenue Account

Before the estimates are able to be calculated, the context in which the budget is to be built must be considered.

10.3 **HRA Service Expenditure** - As explained above, the HRA is a separate record of all of the Council's expenditure on its social/affordable housing provision (i.e. Council Houses). This includes the following expenditure:-

Repairs & Maintenance – Spend in relation to the day to day repair and maintenance and those works that cannot be deemed as capital repairs such as painting and decorating and contractor repair costs.

Supervision and Management General – Supervision and management costs that are applied across the whole stock e.g. ALMO Management Fee and support costs from other services.

Supervision and Management Special – Supervision and management costs that are applied to only specific homes e.g. communal lighting and grounds maintenance.

Depreciation and Impairment – A charge to reflect the use of HRA assets in the delivery of services.

Rents, Rates Taxes and Other Charges – All other costs that the HRA incurs as landlord e.g. insurance costs and Council Tax costs for empty HRA properties.

Increased Provision for Bad Debts – To reflect that not all rents and charges will be recoverable

10.4 **HRA Service Income** – Income received from the running of the Council housing stock is allocated under the following headings:

Gross Rental Income – Income from rents on council houses, shared ownership properties and leaseholder ground rents

Non-Dwelling Rents – Income from shops at Newington Centre, aeriels and garages

Charges for Services and Facilities – Tenant service charges and heating service charges

Contributions towards Expenditure – Leaseholder re-charges and rechargeable repairs

10.5 **HRA Non-Service Expenditure and Income** - These include an apportionment of the investment income that is achieved on balances and any grants and contributions receivable.

As part of the changes to self-financing, the Council opted to split the one loan pool and

move to a two loan pool approach, where loans are charged directly to the Housing Revenue Account or General Fund and where each fund is charged their costs of borrowing directly determined by their loan portfolio. Therefore, debt interest costs for the charges associated with the repayment of loan interest are also charged here.

10.6 The Housing Revenue Strategy

The main strategic objectives of the Housing Revenue Account, which provide the underlying principles for financial planning, and allow the Council to remain within the legislation, are as follows:

- To maintain a Housing Revenue Account that is self-financing and reflects both the requirements of residents and the strategic visions and priorities of the Council.
- To maintain current Housing Stock at Decent Homes Plus standard
- To increase or improve the Council’s housing stock through new build and bringing empty properties back into use.
- To consider the disposal of stock that is not viable to generate capital receipts for re-investment in new or existing stock.
- To maximise the recovery of rental incomes by moving void properties to “target rent”, reducing the number of void properties and minimising the level of rent arrears and debt write offs.
- To maintain a minimum level of HRA reserves of £800k but with a target level of reserves of £1m.

10.7 Details of the HRA estimates

10.8 The main assumptions that have been applied to the HRA for the 2016-17 estimates are summarised below:

10.9 **Contract and Price Inflation** - For direct expenditure budgets, price increases have been included at 2%, which is the best estimate of the level of inflation at this point in time, unless there is a known within a specific contract, in which case this has been used.

10.10 Repairs and Maintenance –

Day to Day Repairs Contract	Work has commenced on the procurement process for the re-tendering of the contract. It is intended that the contract will be let for an initial period of four years to 2020, after which the repairs and maintenance contracts throughout the East Kent Housing Areas should then be in line for a joint procurement programme.
Cyclical External Refurbishment and Repairs Contract	A new contract is due to be let as a joint procurement programme with Dover and Shepway Council and growth has been factored in during 2016-17 and 2017-18 to enable a catch up programme on the back log of works.
CCTV	CCTV at the high rise blocks is currently under review and a new contract is likely to be re-tendered in 2016-17.

Cleaning Contract	The cleaning contract was due to be re-tendered in November 2015 but a nine month contract waiver has been put in place. The cleaning contract will now be re-tendered to commence in June 2016.
Gas Servicing	The contract is due to be re-tendered in 2016-17. The new contract is due to include properties with storage heaters as well as gas boilers. An estimated growth of £54k has been factored in to 2016-17 onwards.
Roof Ventilation Fans	The roof ventilation fans at the tower blocks are due to be inspected in 2016-17. It is estimated that works will be required following the inspection and growth of £5k has been factored in during 2016-17 for these works.
Lightening Conductors	The lightening conductor servicing costs will increase from 2016-17 and growth of £3k has been factored in to 2016-17 onwards.
Rodent Control and Damp Proofing Works	Works have increased and growth of £14k has been factored in from 2016-17 onwards.
Asbestos Removal	Asbestos removal is now being undertaken while the property is void. £9k will be vired from other areas but growth of £11k will be required from 2016-17 onwards.
Paladin Bins	A review of the paladin bins is being undertaken by East Kent Housing in 2015-16. It is likely that replacement bins will be required at a number of sites. Growth of £2k has been factored in to 2016-17 for urgent replacements. Following the review, a replacement programme may be necessary and further growth factored in from 2017-18 onwards.
Disabled Adaptions	A business case has been provided to increase the budget to £400k (an additional £70k) from 2016-17 onwards to assist with the increased waiting list. This is a demand-led budget and the additional budget will assist to decrease the back log.
SMART Meters (Tower Blocks)	This will commence in 2016-17. The 2014-15 Estate Improvement Programme budget of £231k has been ring fenced for this work to be carried out.

- 10.11 **Supervision and Management General** – The Council agreed at its meeting in February 2010 that an Arms Length Management Organisation (ALMO) was the preferred option for sharing Landlord Services in East Kent. The East Kent Housing ALMO (EKH) was formed and from 1 April 2011 it commenced the management of the Council's social housing.

The ALMO management fee is calculated on an activity based costing basis, in that the Council's charge is based on the amount of staff provided to deliver the service and their supporting budgets. The management fee base budget will remain the same for 2016-17.

In October 2015 Universal Credits commenced in Thanet. £50k has been allocated in anticipation of the effects of Universal Credits and Welfare Reform.

A stock condition survey is to be commissioned in 2016-17 to re-evaluate the Council's stock to ensure that we continue to meet Decent Homes Plus standard, therefore £60k has been budgeted to 2016-17 to enable this survey to be carried out.

In 2014-15 the Court Cost Application Fee increased from £100 to £250 per online issued case and to £280 for other cases. This, along with the number of referrals has impacted on the budget and growth of £10k has been applied from 2016-17.

- 10.12 **Supervision and Management Special** – A new 2 year fixed price electricity contract commenced in 2015-16 and 2016-17 estimates have been recalculated accordingly and therefore £8k growth has been factored into the 2016-17 budget based on the revised estimates.

- 10.13 **Rents, Rates, Taxes and Other Charges** – With the addition of the new affordable units as part of the Empty Homes Programmes, Margate Intervention and the new build programme, the budgets that the Council holds as a landlord have been reviewed and increased for running costs. These include insurance costs, Council Tax due on void properties, utility standing charges on void properties and utility budgets for new build properties. This has resulted in budgetary growth of £12k off set against the new rental costs generated from the schemes. The Insurance contract is currently in the process of being re-tendered in 2015-16 to commence January 2016.

- 10.14 **Provision for Bad or Doubtful Debts** – The provision for bad or doubtful debts for 2016-17 will remain the same at £170k.

- 10.15 **Depreciation for Fixed Assets** – In accordance with the statutory requirements, the Council has to make a depreciation charge to reflect the use of the HRA assets over their useful lives. Within the Housing Subsidy system the Council received a Major Repairs Allowance to fund capital works, which was set to reflect the need to replace building components as they wore out. It was therefore considered to be an appropriate measure of depreciation for the HRA assets. With the cessation of the Housing Subsidy System there is no longer a Major Repair Allowance and so work has been undertaken as to how best to calculate the depreciation charge moving forward. The estimated depreciation charge is calculated at £2.571m in 2016-17, the depreciation charge for other HRA assets is estimated to be at £59k.

- 10.16 **Debt charges** – Since the self-financing settlement, the Council has operated a two loan pool approach whereby the HRA and GF are each responsible for the repayment of their own apportionment of loans. As part of the self-financing settlement, the HRA had its debt capped at £27.792m. The Council has been successful in a bid to the Affordable Homes Programme Local Growth Fund 2015-2018 with an application to extend the HRA borrowing headroom by £1.115m to enable the new development of 20 units on HRA land. This allows the HRA to increase its debt cap for capital expenditure incurred

between 1 April 2016 and 31 March 2017 on the new development project. In 2016-17 the HRA debt cap and borrowing headroom could increase to £28.907m. As at the 1 October 2015 the HRA had £20.041m of loans outstanding.

- 10.17 **Rent Increases** –Since April 2002, most rents for social housing have been set based on a formula set by Government. The intention was to align council rents with those of housing associations by adopting a formulaic approach to calculating rents, known as rent restructuring. Landlords were expected to move the actual rent of a property to the formula rent over staged increases through applying the guidance set by Government of Retail Price Index plus 0.5% plus up to an additional £2 where the rent is below the formula rent for the property.
- 10.18 In October 2013 the government published a consultation paper on rents for social housing from 2015-16. The consultation ended on 24th December 2013 and in May 2014 the government issued its final guidance on rents for social housing. The purpose of which was to provide stability to the rent setting process and Housing Business Plans for the next 10 years.
- 10.19 Since then as part of the Summer Budget 2015 the Government announced that both Social and Affordable Rents would be reduced by 1% a year for four years resulting in a 12% reduction in average rents by 2020-21. The rent baseline for the reductions will be the rent payable on 8th July 2015.
- 10.20 The financial impact of the 1% baseline reduction in 2016-17 is approx. £129k on base budget. However, the impact on the HRA Business Plan for 2016-17 is estimated at £448k as a 2% increase on base had been assumed each year. Over the rental decrease period of 2016-17 to 2019-20 it is estimated that the impact on the HRA Business Plan will be a loss in rental income of £4.56m.
- 10.21 In the 2013 guidance the Government confirmed that Social landlords could charge tenants with an income of over £60,000 a market rent. The 'Pay to Stay' policy was discretionary. As part of the Summer Budget 2015 the Government announced that the discretionary 'Pay to Stay' scheme would be made compulsory and that the household income threshold limit would be reduced to £30,000. Local Authorities will be expected to pay the additional rental income to the Exchequer.
- 10.22 Rental estimates are based on the new government guidance for rental decrease of 1% for 2016-17 to 2019-20 and a 1% inflationary increase from 2020-21 onwards until further guidance is received.
- 10.23 Social rents will be decreased by 1% in line with the Summer Budget 2015 announcement and government rent guidance. Across the whole stock the average rent is £81.96, this is an average decrease of £0.83p per property.

TABLE 1 – AVERAGE Social Housing PROPERTY RENTS	
Property	Est. Ave Rent
Bedsits	£57.44
1 Bed Flat	£67.79
1 Bed House	£78.50
2 Bed Flat	£76.75
2 Bed House	£85.42
3+ Bed Flat	£86.99
3 Bed House	£93.05
4 Bed Flat	£90.86
4 Bed House	£102.85
5 Bed House	£111.27

- 10.24 New units created as part of the Margate Intervention Programme and Empty Homes Programme come under the Affordable Rent Programme. Affordable rents are calculated at up to 80% of the market rental income and are inclusive of service charges. They will be decreased by 1% in line with the Summer Budget 2015 announcement and government rent guidance.

TABLE 2 – AVERAGE AFFORDABLE RENTS INC OF SERVICE CHARGES	
Property Type	Average Actual Rent
1 Bed House	£78.50
1 Bed Flat	£70.22
2 Bed House/ Bungalow	£93.39
2 Bed Flat	£100.38
3 Bed House	£115.69
3 Bed Flat	£122.66
4 Bed House	£145.69
4 + Bed Flat	£147.82

- 10.25 The financial impact of the 1% reduction in 2016-17 is estimated at approx. £2k.
- 10.26 Affordable rent guidance requires that on each occasion that an affordable tenancy is issued, whether let to a new tenant or if an existing tenancy is re-issued, the rent must be re-set based on a new valuation. The only exception is where the property is re-let to the same tenant following a probationary period coming to an end
- 10.27 **Non Dwelling Rents** - Income generated from aeriels on tower blocks is expected to increase as a number of leases are due for renewal; £8k is anticipated in extra income. Garage rents will be increased in line with market rents.
- 10.28 **Service Charge Increases** – A review of the service charges within the HRA was undertaken last financial year to take into consideration Welfare Reform changes, Department of Work and Pensions requirements and feedback from the Tenant Board that they are not easy to understand. A proposal was taken to the Tenant Board on 9 October 2013 to make the service charges easier to understand and available for tenants to scrutinise. Service charges are now calculated based on actual cost. The Summer Budget 2015 announcement implied that variable service charges will not be

capped or affected by the 1% reduction and this has been assumed for the budget setting process.

- 10.29 **Heating Charges** – Heating charges will be recovered on actual cost based on usage and contract price and then apportioned across the block dependant on bedroom size.
- 10.30 **Investment Income** – This consists of interest accruing on mortgages granted in respect of Right to Buy sales and interest on HRA balances. The base rate remains low which in turn means that investment interest will be low. The budget for 2016-17 of £75k is based on achieving an average interest rate of 0.60%.

The Housing Revenue Account Reserves

- 10.31 The Council operates three HRA reserves: a HRA Major Repairs Reserve, the HRA Balance Reserve and the HRA New Properties reserve, each of which is discussed in turn:
- 10.32 **Housing Revenue Account Major Repairs Reserve** – The annual Major Repairs Allowance (MRA) that was paid to the Council as part of the HRA Subsidy had to be placed in a Major Repairs Reserve, to be used to meet HRA capital expenditure on housing stock or debt repayment only. This has been replaced with the equivalent of the actual depreciation charge for dwellings being transferred to the Major Repairs Reserve. The estimated transfer to the Major Repairs Reserve for 2016-17 is £2.57m.
- 10.33 This funding, together with previous allocations of supported borrowing and revenue contributions, with good management, has enabled the Council to maintain the housing stock in a good condition. The Council currently maintains its social housing to Decent Homes Plus standard. As at 1 April 2015 this reserve balance was £6.5m which is higher than usual due to the difficulties over the last few years with the kitchen contract - work that was due to be undertaken during 2012-13 and 2013-14 on the kitchens was delayed and therefore funds budgeted for the back log of works have been set aside to enable a catch up programme over the next 3 years.
- 10.34 **Housing Revenue Account Balance Reserve** – This reserve holds the balance of the HRA Account and is used to draw down to balance the revenue budget and smooth out any peaks and troughs within the 30 year business plan. It is maintained by annual contributions from the HRA. As at 1 April 2015 this reserve balance was £5.39m, however funds have been committed for the development of the Fort Road Hotel and 93 Westcliff Road and are estimated to be at £3.44m by financial year end.
- 10.35 **HRA New Properties Reserve** – This reserve holds funds set aside to fund either new build properties or the acquisition of suitable properties for use within the HRA. Earmarked match funding for the Margate Intervention and Empty Property programme has been set aside in this reserve as agreed by Cabinet. As at 1 April 2015 this reserve balance was £4.70m and is due to be drawn down during the 2015-16 and 2016-17 programmes. Income generated from affordable rents will continue to be set aside in this reserve for re-investment in a new build programme.

11.0 THE HRA CAPITAL BUDGET

- 11.1 A minimum level of £10k has been set for capital expenditure on a fixed asset which is expected to be in use for more than one year. Capital expenditure below this value is not treated as capital and is therefore not recorded on the asset register or funded from capital resources. Capital expenditure can be met from loans, capital receipts, capital grants or revenue contributions.
- 11.2 Due to the complex and large scale nature of capital projects, the original budgets have to be based on estimations that often need revising as the project advances.

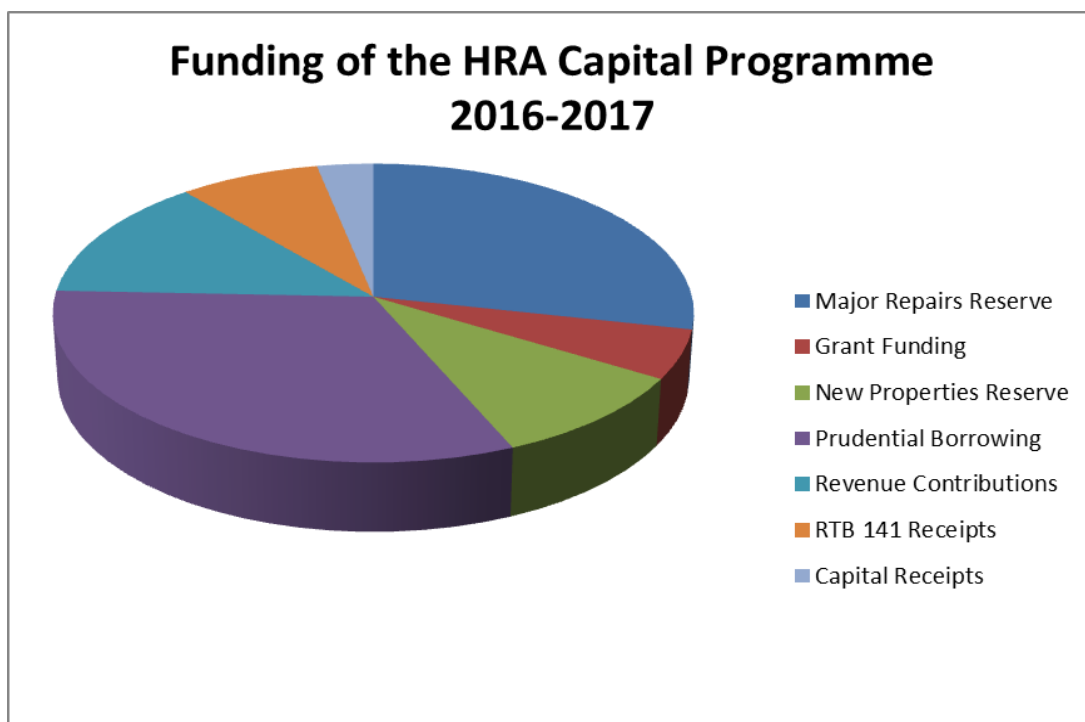
11.3 **The HRA Asset Management Strategy**

- 11.4 The Strategic Housing Team is currently developing a new HRA Asset Strategy. Ongoing work has been undertaken to identify underutilised garage areas and a programme of New Build sites have been identified for development. The Council continues to review the land holdings within the HRA to develop a long-term new build programme. As part of the review, those small areas of land that no longer meet housing requirements and are not considered suitable for development will be reviewed for disposal to generate further capital receipts for re-investment into the new build programme.
- 11.5 The existing housing stock is continually reviewed for its suitability to provide good quality housing. Where stock is identified that requires considerable capital investment which far exceeds its worth to the authority, and or it has a greater market value consideration, will be given to disposal in order to generate capital receipts to fund new developments to increase the number of units or re-investment into the existing stock. The disposal of Coast Guard Cottages has recently been identified as falling into this category.

Available Capital Funding

- 11.6 Capital expenditure can be financed from revenue resources, capital grants, usable capital receipts and borrowing. The General Fund can only be used to fund General Fund related capital expenditure, and the HRA can only finance expenditure on HRA assets; there can be no cross subsidisation between accounts. In both cases, the revenue resources are limited.
- 11.7 **Capital Grants** – These are offered by Government Departments to assist with certain types of expenditure. The HRA has recently been awarded £1.37m funding towards the delivery of a new build programme for 58 new affordable units within the district from the Homes and Communities Agency (HCA) Affordable Homes Programme 2015-18.
- 11.8 **Housing Capital Receipts** - On the 26 July 2012 Cabinet gave approval to enter into an agreement with the Secretary of State for Communities and Local Government which allows the Council to retain additional Right to Buy receipts over and above that budgeted by Treasury. Under this regime, Treasury receive 75% of income on sales for approximately the first four right to buy properties and the Council is able to keep all of the sales income over and above.
- 11.9 **Unsupported Borrowing** – The Local Government Act 2003 gave local authorities the ability to borrow for capital expenditure above the level supported by Government Grant, provided that such action complies with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Prudential Borrowing (“The Prudential Code”); the objectives of which are to ensure that capital investment plans are affordable, prudent and sustainable. Essentially, it provides a number of controls to ensure that the Council does not incur additional debt without fully understanding the financial implications both now, and in the future. A housing debt cap of £27.792m has been set for the Council, being the maximum amount the HRA can borrow which must not be exceeded. This differs from the way the maximum debt levels are set within the General Fund, which are governed by the Prudential Code and the setting of a number of indicators. The Council was successful in a bid to the Local Growth Fund to have the HRA borrowing cap increased by a further £1.11m in order to deliver an additional 20 affordable units between 2015 and 2018.
- 11.10 **HRA Capital Reserves** – A summary of the HRA reserves has been detailed in para (10.31). The major repairs reserve is used to fund expenditure on the council housing stock and the new properties reserve is utilised to fund the creation of new affordable homes.

- 11.11 **Revenue Contribution to Capital** – Revenue contributions from surpluses generated from rental income can be utilised to fund any budgetary shortfall within the capital programme.



The Capital Programmes for 2016-17 to 2019-20

- 11.12 **Housing Revenue Account Capital Programme** – The Housing Revenue Account Capital Programme has been set to ensure that the Council's social housing stock meets Decent Homes Standard Plus and to provide a continuing maintenance scheme to the Council's housing stock.
- 11.13 The Roofing programme was re-tendered in 2015-16. A number of blocks have been surveyed and are in need of roof replacements in 2016-17 and 2017-18. These properties also require structural works and so both works will be carried out at the same time to make best use of scaffolding costs. Some properties have also been identified from the stock condition database as needing roof replacement surveys to be carried out.
- 11.14 A number of properties have been identified as needing structural and repointing works. Where applicable these works will be carried out at the same time and budgets have been combined to accommodate this.
- 11.15 The new cyclical external repair and refurbishment contract is currently being re-tendered and this will include both external decoration works and repointing associated with external decorations.
- 11.16 Kitchen and Bathroom replacement budgets have been increased to reduce the back log of work incurred whilst the previous contract was terminated and re-tendered. It is intended that this will continue for another three years to bring the replacement programme back on schedule. Re-wiring is now completed at the same time as kitchen replacements and so the budget has been increased by £50k p.a. to allow for these works to be carried out.

- 11.17 A report has been carried out to review fire safety. A number of works have been identified from this report and a three year programme has been proposed.
- 11.18 The communal heating systems at the high rise tower blocks are currently under review. Any works identified will be deferred until the stock condition survey data has been completed. A full review of the viability of the tower blocks will be carried out in 2016-17.
- 11.19 A number of blocks have been identified as in need of door entry system upgrades and replacements. The budget has been increased by £5k in 2016-17 to allow these works to be carried out.
- 11.20 Thermal Insulation works are currently being carried out when the property becomes void. The properties in rural locations are due for a review and are most likely to require works to be carried out following the survey. As a result the budget has been increased by £50k in 2016-17.
- 11.21 Disabled adaptations budgets have been increased by £70k p.a. to cope with demand.
- 11.22 The Margate Housing Intervention Programme sets out to transform the housing market in two of England's most deprived wards, Cliftonville West and Margate Central. The properties that are currently in the programme will continue to be developed. The programme will continue to be closely monitored and the rental income generated re-invested to continue the programme.
- 11.23 With the flexibilities now available as part of the self-financing changes, the Council is currently developing an HRA Asset Management Strategy to review land and buildings within the HRA, including garage sites to ensure they are being put to best use and obtaining value for money for the tenants. This has been the driving factor towards the first tranche of a new development programme for the HRA consisting of 58 new units. The second phase of the new build development programme is to be funded by HCA grant funding, HRA reserve balances and prudential borrowing.
- 11.24 As mentioned in para (11.9) the Council has recently made an application to Government to extend the borrowing headroom by a further £1.11m to facilitate the building of a further 20 new units of affordable accommodation. The 20 units will be funded by Right to Buy 1-4-1 receipts and prudential borrowing.
- 11.25 A detailed breakdown of the HRA capital programme is provided in Annex 2.

12.0 The Draft Capital Budgets 2015-16 to 2018-19

- 12.1 The draft Housing Revenue Capital Programme for 2016-17 that is proposed for Members' approval is £11.4m, which will be funded from the HRA reserves, revenue contributions to capital, prudential borrowing, grant funding and RTB 1-4-1 receipts. A summary of this programme and the proposed funding sources are shown in the following table:

TABLE 3 – HRA CAPITAL PROGRAMME				
	2016-17 £'000	2017-18 £'000	2018-19 £'000	2019-20 £'000
Total HRA Capital Programme Expenditure	11,450	3,615	3,495	3,195
<i>HRA Capital Resources Used:</i>				
HRA Major Repairs Reserve	3,260	3,090	2,970	2,670
HRA Revenue Contributions	1,522	525	525	525
New Properties Reserve	1,479			
Grant Funding	610			
Prudential Borrowing	3,675			
RTB 1-4-1 Receipts	904			
Total Funding	11,450	3,615	3,495	3,195

13.0 GENERAL FUND CAPITAL PROGRAMME

- 13.1 A minimum level of £10k has been set for capital expenditure on a fixed asset which is expected to be in use for more than one year. Capital expenditure below this value is not treated as capital and is therefore not recorded on the asset register or funded from capital resources. Capital expenditure also includes grants that are provided for the enhancement of buildings to increase the extent to which they can be used by a disabled or elderly person. Capital expenditure can be met from loans, capital receipts, capital grants or revenue contributions.
- 13.2 Due to the complex and large scale nature of capital projects, the original budgets have to be based on estimations that often need revising as the project advances. This in turn leads to re-phasing of the capital programme, in order to keep the overall costs within the agreed bottom line.
- 13.3 **The Asset Management Strategy**
- 13.4 By far the largest element of the Council's capital worth (as represented by the fixed asset values on the Balance Sheet) is in its property holdings, with a total of £180 million showing as the net book value of all property assets as at 31 March 2015 (after depreciation has been applied). In line with Government and best practice guidelines, the Council is required to have prepared and published an Asset Management Strategy (AMS) which outlines its approach to its material asset holdings. This is to ensure that it acts responsibly in terms of undertaking a stewardship role over valuable public assets

whilst deriving the maximum use from them in terms of service delivery so that value for money is able to be evidenced.

- 13.5 The Council's Asset Management Strategy outlines the principles, criteria and processes that form the cornerstone of the following draft Capital Programme. This requires a continuous assessment of the relative value of an asset (both financial and non-financial) in order to ensure that the Council's investment in its assets is working to optimum effect. This is especially important in the current financial climate, where assets that are no longer viable or surplus to requirements need to be disposed of in order to reduce the Council's liabilities and to generate capital receipts to fund new developments or be transferred for Community benefit.

13.6 **Capital Receipts**

- 13.7 The level of capital receipts available from the sale of surplus assets has been very constrained over the last few years. Reasons for this have included the economic situation, assets being removed from the disposal list following consultation, and capital funding being switched from reserves to capital receipts wherever possible due to significant pressures on the Council's revenue budget. The proposed programme of capital expenditure is sensitive to projections of available capital funds. Members should note that this will be monitored closely during the 2016-17 financial year, as it may be necessary to adjust the programme in year depending on asset disposal and funding outcomes.

- 13.8 No assumption has been made with regard to the utilisation of any anticipated receipt with regard to the Royal Sands Development. In the event that a capital receipt is forthcoming it will be allocated as is usual for all capital receipts within the capital bid process and scoring regime.

14.0 **THE CAPITAL BUDGET STRATEGY**

- 14.1 Although the Asset Management Strategy is used to inform the contents of the Capital Budget, it is only one element. In order to ensure that the Capital Budget is able to meet the Council's needs in the wider sense and to manage the impact on the revenue budget, the development and use of the Capital Programme is underpinned by a Capital Strategy as follows:

- To maintain an affordable four-year rolling capital programme.
- To ensure capital resources are aligned with the Council's strategic vision and corporate priorities.
- To undertake Prudential Borrowing only where there are sufficient monies to meet in full the implications of capital expenditure, both borrowing and running costs.
- To maximise available resources by actively seeking external funding and disposal of surplus assets
- To engage local residents in the allocation of capital resources where appropriate

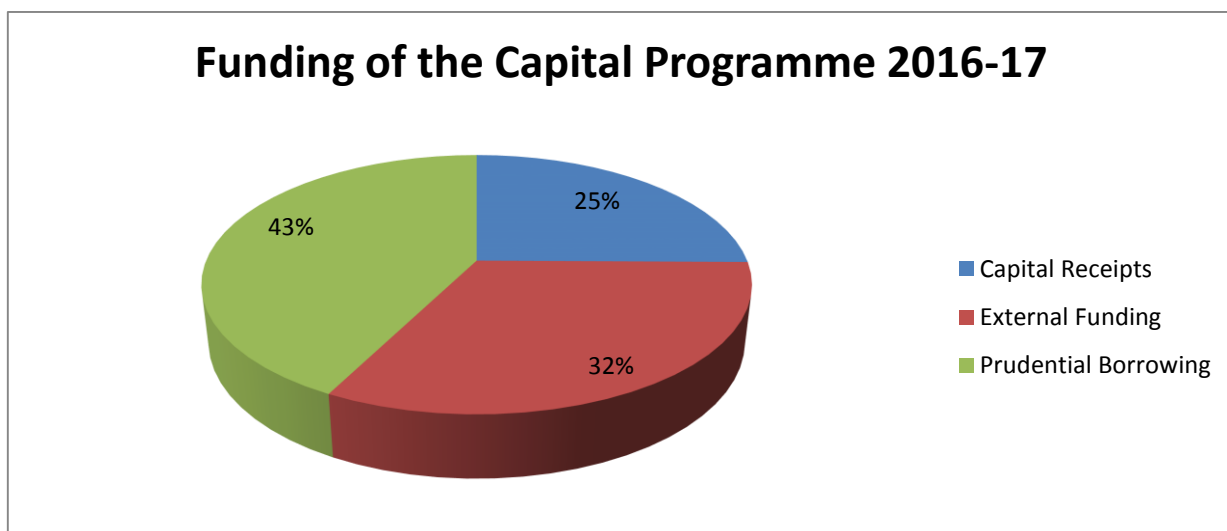
- 14.2 Due to the limited availability of capital receipts and the need to contain the level of borrowing undertaken to minimise the revenue impact, it has been necessary to review the Capital Programme. This is to ensure sufficient funding is available for existing schemes that have commenced and that any new projects are of the highest corporate priority and/or reduce the pressure on the revenue account. Bids have been assessed, scored and reviewed by the Council to ensure they focus on its core priorities. The results of the scoring process will be shared with the Portfolio Holder for Finance and Asset Management prior to the final budget report.

- 14.3 The level of resources available raises a number of issues and risks for future years, which need to be addressed:-
- 14.4 Over the past few years the Council has seen significant constraints in its available capital receipts. It is difficult to estimate the funding level achievable as a number of changes often arise to the asset disposal programme once the consultation process has been completed. In the event that sufficient disposals cannot be realised in 2016-17 onwards this will result in a further need to borrow, thus increasing the revenue pressure on the General Fund. Regular monitoring will need to be reported back to members and the Capital Programme adjusted accordingly.
- 14.5 There is limited scope for future investment in new assets or making improvements to existing buildings. The Asset Management Strategy is key in delivering resources to the Capital Strategy and reducing the size of the Council's asset and property portfolio. It is imperative that limited resources do not damage the Council's ability to maintain its significant income streams as assets deteriorate from lack of investment. The current portfolio is not maintainable with the current funding available for repairs and maintenance and resources available and given the Council's funding position this is unlikely to improve. It is likely that over the next four years some difficult decisions will need to be made on some of the asset holdings.
- 14.6 There are limited capital resources to fund any overspends/new requirements which could occur during the financial year. Any additional schemes during the financial year will require an existing scheme to be deferred or funds re-allocated unless there is headroom in the General Fund to borrow. A review has been undertaken of the vehicles, plant and equipment needed to deliver front-line operational services and a total budget of £2m has been estimated for this purpose for the period from 1 April 2016 to 30 March 2020 inclusive.

Available Capital Funding

- 14.7 Capital expenditure can be financed from revenue resources, capital grants, usable capital receipts and borrowing. The General Fund can only be used to fund General Fund related capital expenditure, and the Housing Revenue Account (HRA) can only finance expenditure on HRA assets; there can be no cross subsidisation between accounts. In both cases, the revenue resources are limited.

A summary of the 2016-2020 capital resources utilised to fund the Capital programme is detailed in Annex 1, but shown graphically below.



- 14.8 **Capital Grants** – these are offered by external funders to assist with certain types of expenditure. Capital grants include: Environment Agency, Lottery funding and European grants. The Disabled Facilities Grants allocation for 2015-16 is £1.277m and it has been assumed that this will continue for 2016-17.
- 14.9 **Capital Receipts** – When a fixed asset is sold, provided that the sale receipt is over £10k, the income has to be treated as a “capital receipt”, which means that it can only be used to fund capital expenditure. All of the monies received from the disposal of General Fund assets are available to the Council for use.
- 14.10 **Unsupported Borrowing** – The Local Government Act 2003 gave local authorities the ability to borrow for capital expenditure above the level supported by Government Grant, provided that such action complies with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Prudential Borrowing (“The Prudential Code”); the objectives of which are to ensure that capital investment plans are affordable, prudent and sustainable. Essentially, it provides a number of controls to ensure that the Council does not incur additional debt without fully understanding the financial implications both now and in the future. It is anticipated that borrowing of £1.839m will be required to support the General Fund Capital Programme in 2016-17.
- 14.11 **Capital Projects Reserve** – A mid-year review of the capital programme will be undertaken in light of the limited capital receipts achieved to date. It is anticipated any balances remaining within the capital projects reserve will be fully utilised to balance the existing 2015-16 programme.

15.0 THE CAPITAL PROGRAMMES FOR 2016-17 TO 2019-20

- 15.1 A number of capital programmes agreed for 2015-16 have been re-phased while schemes are being reviewed. Ramsgate Port & Harbour Low Carbon Plan £105k has been re-phased to 2016-17. Margate Pedestrian Connections £24k, Jackey Bakers Enhancements £50k, Marina Management System £78k and Boat Wash Separator £25k have been re-phased to 2017-18.
- 15.2 **Existing Programmes already agreed** – Programmes already agreed from previous years within the four year programme are the Disabled Facilities Grant, Swimming Pool/Sports Hall Essential Capital Repairs, Property Enhancement Programme, CCTV, Dreamland, Sea Wall Refacing Works West of Westgate Bay and East of Epple to Westgate Bay, Operational Services Vehicle Replacement Programme, Thanet Crematorium Columbaria Provision, Thanet Crematorium Memorial Chapel Area, Ramsgate Port & Harbour Low Carbon Plan and Ramsgate Main Beach Timber Groyne Installation.
- 15.3 **Continuing Service – Led Capital Schemes** - Due to pressure on the Council’s funding position, the Property Enhancement Programme has been reduced to £nil for 2016-17 and £80k pa thereafter, the Swimming Pool/ Sports Hall Essential Capital Repairs has been reduced to £30k for 2016-17 and £nil thereafter, and the Ramsgate Port & Harbour Low Carbon Plan has been scaled down to £565k. The Public Conveniences annual capital budget has also been removed and a full review of this area will be undertaken. A review of The Disabled Facility Grant budget has identified that the Council funded element is no longer required as currently there is no waiting list for adaptations and has therefore been removed, although the externally funded element of £1.277m has been assumed as continuing.

15.4 New Capital Projects –

Ramsgate Port – Berth 4/5 Replacement – This project is necessary to retain an aggregate berth facility at Ramsgate. It will protect/enhance income from Ramsgate Port and reduce maintenance costs.

Ramsgate Harbour – Smart Metering – This project is for further implementation of smart metering within the inner and outer marinas where it is currently not in place. This system will enable the Council to advance-charge customers for electricity usage, which will provide administration benefits and reduce the risk of non-payment. Security will also benefit from improved access controls.

15.5 The Draft Capital Budgets 2016-17 to 2019-20

15.6 The draft General Fund Capital Expenditure Budget for 2016-17 that is proposed for Members' approval is £4.332m (including 2015/16 slippage identified below), which will be funded in the main from capital grant, usable capital receipts and prudential borrowing. This is shown in summary format below.

	2015-16 Slippage £'000	2016-17 £'000	2017-18 £'000	2018-19 £'000	2019-20 £'000
Statutory and Mandatory Schemes		1,277	1,277	1,277	1,277
Schemes continuing from prior years	105	927	703		
Annual Enhancement Schemes		780	580	330	580
Wholly/Part Externally Funded Schemes		168	851		
Replacements and Enhancements		1,000	100		
Area Improvement					
Capitalised Salaries		75	75	75	75
Total Capital Programme Expenditure	105	4,227	3,586	1,682	1,932
Capital Resources Used:					
<i>Capital Receipts and Reserves</i>	0	1,091	592	155	155
<i>Capital Grants and Contributions</i>		1,402	2,268	1,277	1,277
<i>Contributions from Revenue</i>	0	0	0	0	0
<i>Prudential Borrowing</i>	105	1,734	726	250	500
Total Funding	105	4,227	3,586	1,682	1,932

16.0 RESERVES

16.1 General Reserve

16.2 The Local Government Finance Act 1992 requires precepting authorities, such as Thanet District Council, to have regard to the level of reserves needed for future expenditure when calculating the budget requirement. Each year the Council reviews its level of reserves and a draft proposal of the recommended levels of reserves is shown at **Annex 3** to this report. No change in reserves is currently proposed.

16.3 Earmarked Reserves

16.4 It is good practice to use reserves to 'save' funds over a period of time to spread the impact on the Council Tax of large fluctuating expenditures. The table overleaf shows the planned level of reserves, which will be used to fund anticipated expenditure during the year.

16.5 At the end of the financial year 2014-15, the Council had to utilise some funds set aside in earmarked reserves to provide an increased provision for liabilities in relation to animal exports. Further payments have taken place during 2015-16 which have utilised the provision set aside and required further draw down from earmarked reserves. The Council currently has an outstanding investigation with the Health and Safety Executive in relation to some employees.

16.6 It has been necessary during the year to undertake a review of the Capital Programme and revise funding sources to enable the Insurance and Risk Management reserve to be increased to fund one off liabilities the Council may face.

EARMARKED RESERVES						
Reserve	Balance 31.3.15 £000's	Proposed Drawdown 2015-16 £'000s	Proposed Contribution 2015-16 £'000s	Estimated Balance 31.3.16 £'000s	Proposed Drawdown/ Contribution 2016-17 £'000s	Proposed Balance 31.3.17 £'000s
Capital Projects Reserve	954	-954	0	0	0	0
Council Election Fund	118	-118	40	40	40	80
Cremator and Cemeteries	406	-480	126	52	126	178
Destination Management	400	-250	0	150	0	150
Decriminalisation Fund	210	-40	0	170	0	170
Dreamland Reserve	117	0	0	117	-117	0
East Kent Services Reserve	303	-203	0	100	0	100
Economic Development & Regen	198	-98	0	100	0	100
Environmental Action Plan	162	-162	0	0	0	0
General Fund Repairs	316	-316	40	40	0	40
Homelessness Fund	276	0	0	276	0	276
Housing Intervention Reserve	172	-100	0	72	0	72
Information Technology Investment	311	-100	0	211	0	211
Local Plan	418	-113	0	305	0	305
Maritime Reserve	356	-356	0	0	0	0
NDR Equalisation Reserve	1,205	-1,030	0	175	0	175
New Homes Bonus Reserve	137	-137	0	0	0	0
Office Accommodation	31	-31	0	0	0	0
Pay & Reward Reserve	291	-185	0	107	0	107
Pensions Fund	412	-220	0	192	0	192
Priority Improvement Reserve	478	0	0	478	0	478
Renewal Fund	10	-10	6	6	0	6
Risk Management	103	0	0	103	0	103
Slippage Fund	1,101	-1,101	0	0	0	0
Unringfenced Grants	353	-193	0	160	-160	0
VAT Reserve	433	-300	0	133	0	133
Vehicle, Plant and Equipment Reserve	227	0	350	577	-577	0
Waste Reserve	13	0	0	13	0	13
Total	9,511	-6,497	562	3,577	-688	2,889

17.0 OPTIONS

The scenario presented in this report, and the recommendations following, have been drafted to meet the requirements of agreed budget strategies and to take account of prevailing economic conditions. Any of the assumptions could be varied; however, there would be too many possible permutations to present in this report.

18.0 CORPORATE IMPLICATIONS

18.1 Financial and VAT

18.2 The financial implications for the General Fund budget are laid out within the body of the report.

18.3 Based upon the financial risk assessment contained within Annex 3, it would at this stage be appropriate to maintain General Fund balances at 12% of the net service revenue base.

18.4 Legal

18.5 Section 151 of the 1972 Local Government Act requires a suitably qualified named officer to keep control of the Council's finances. For this Council, this is the Director of Corporate Resources, and this report is helping to carry out that function.

18.6 The requirements of other relevant statute have been referenced within the body of this report, where relevant.

18.7 Corporate

18.8 Corporate priorities can only be delivered with robust finances. Both the draft budget and the level of reserves recommended in this report are believed to be sufficient to meet these priorities and develop Services.

18.9 Equity and Equalities

18.10 A full equality impact assessment will be undertaken for any specific service changes.

19.0 Recommendations

19.1 That Cabinet approve the approach being used to develop the budget estimates for the General Fund;

19.2 That Cabinet approve the Fees and Charges Policy;

19.3 That Cabinet note the financial risk assessment for the General Fund Revenue Account that will be used to inform the setting of reserves for 2016-17, and the associated impact on the levels and types of reserves held;

19.4 That Members approve the General Fund capital budget proposals for 2016-17 to 2019-20 as detailed in Annex 1;

19.5 That Members approve the approach being used to develop HRA budget estimates for 2016-17 to 2019-20;

19.6 That Members approve the Housing Revenue Account Capital Budgets for 2016-17 to 2019-20 as detailed in Annex 2.

20.0 Decision Making Process

- 20.1 Cabinet is responsible for proposing the budget to Full Council. The final budget proposals agreed by Cabinet on 19 January 2016 will therefore go to Council for approval on 4 February 2016.

Contact Officer:	Nicola Walker – Interim Head of Finance Matt Sanham – Corporate Finance Manager
Reporting to:	Tim Willis–Director of Corporate Resources and S151 Officer

Annex List

Annex 1	GF Draft Capital Programme
Annex 2	HRA Draft Capital Programme
Annex 3	Financial Risk Assessment and Level of General Fund Reserves
Annex 4	Fees and Charges Policy

Background Papers

Title	Where to Access Document
Medium Term Financial Plan 2015-2019	Full Council 5 th February 2015 http://tdc-mgapp-01:9070/Published/C00000141/M00003473/AI00023094/\$Annex1MTFP201519v6.docxA.ps.pdf

Corporate Consultation Undertaken

Legal	Tim Howes, Director of Corporate Governance
Communications	Hannah Thorpe, Head of Communications

Agenda Item 9 Annex 1

Annex 1 Summary Sheet for Cabinet

	Estimated Slippage 2015/16	2016/17	2017/18	2018/19	2019/20
Draft Capital Programme £000					

STATUTORY/MANDATORY					
Disabled Facilities Grants	-	1,277	1,277	1,277	1,277

ONGOING SCHEMES FROM PREVIOUS YEARS					
Jackey Bakers Enhancements	-	-	50	-	-
Margate Pedestrian Connections	-	-	24	-	-
Marina Management System			78		
CCTV Upgrade	-	243	-	-	-
North Thanet Coastline - Sea Wall Refacing Works West of Westgate Bay	-	-	300	-	-
Boat Wash Separator	-	-	25	-	-
Dreamland	-	450	-	-	-
Ramsgate Port & Harbour - Low Carbon Plan	105	234	226	-	-

ANNUAL ENHANCEMENT PROGRAMMES					
Swimming Pool/Sports Halls Essential Capital Repairs	-	30	-	-	-
Operational Services Vehicle Replacement Programme	-	750	500	250	500
Property Enhancement Programme	-	-	80	80	80

WHOLLY/PARTLY EXTERNALLY FUNDED					
East of Epple to Westgate Bay - Sea Wall Refacing Works	-	-	244	-	-
Ramsgate Main Beach Timber Groyne Installation	-	-	607	-	-
Ramsgate Harbour - Smart Metering	-	168	-	-	-
	-	-	-	-	-

REPLACEMENT & ENHANCEMENT					
Thanet Crematorium - Columbaria provision	-	-	60	-	-
Thanet Crematorium - Memorial Chapel Area	-	-	40	-	-
Ramsgate Port - Berth 4/5 Replacement	-	1,000	-	-	-

Capitalised Salaries		75	75	75	75
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105	4,227	3,586	1,682	1,932
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Total for the Year

105 4,227 3,586 1,682 1,932

General Fund Capital Programme	2015/16	2016/17	2017/18	2018/19	2019/20
Breakdown of the Capital Programme	105	4,227	3,586	1,682	1,932
Funded By					
Capital Receipts & Reserves	0	1,091	592	155	155
Capital Grants & Contributions	0	1,402	2,268	1,277	1,277
Contributions from Revenue	0	0	0	0	0
Prudential Borrowing	105	1,734	726	250	500
Sub Total	105	4,227	3,586	1,682	1,932

SCHEME	Unit Numbers	2015-16 Slippage	2016-17	2017-8	2018-19	2019-20	Scheme of Works 2016-17
	2016-17	£'000	£'000	£'000	£'000	£'000	
Re – Roofing	78	0	300	300	200	100	Richard Court, Leona Court, Rebecca Court & Turner Court due 2016/17 & 2017/18 and backlog of properties identified from stock condition data.
Replacement Windows & Doors	77	0	110	110	110	110	Properties identified from stock condition data
Kitchen Replacements	225	0	1,000	1,000	1,000	1,000	Properties identified from stock condition data and backlog
Bathroom Replacements	145	0	335	335	335	335	Properties identified from stock condition data and backlog
Electrical Re - wiring	75	0	150	150	150	150	
Heating		0	415	415	415	415	Properties identified from stock condition data.
Fire Precaution Works		0	190	260	40	40	Report carried out by Savills.
Planned Refurbishments	11	0	55	50	50	50	Camden Square, Royal Crescent, Dunstan Avenue, Chichester road, Turner Street, La Belle Alliance square, Plains of Waterloo, Staner Court, Balmoral Road, Dane Gardens, Dane Mount, Egbert Road, Ellington Road, Holton Close, St Mildreds Road, Penshurst Road and Stringer Drive in 2016/17
Structural Repairs/ Repointing	112	0	365	180	180	180	Works required at Richard Court, Leona Court, Rebecca Court, Turner Court, Chatham Court, St Mildreds Road and Churchfields.
Thermal Insulation	70	0	60	10	10	10	Works on voids in rural locations.
Rainwater goods	180	0	20	20	20	20	
Lift Replacement		0	260	260	260	260	Lift replacements under review for Staner Court, Trove Court, Harbour Towers & Brunswick Court.

SCHEME	Unit Numbers	2015-16 Slippage	2016-17	2017-8	2018-19	2019-20	Scheme of Works 2016-17
Soil Stack		0	0	0	200	0	Harbour Towers
Total Major Works		0	3,260	3,090	2,970	2,670	
Disabled Adaptations		0	400	400	400	400	Demand led budget.
Estates Improvements			125	125	125	125	Bin store roofs at Millmead Estate.
SMART Meter Project		231					
Estate Improvements		231	125	125	125	125	
HCA New Build Programme			4,649				
Local Growth Fund			3,016				
Total HRA Capital Expenditure		231	11,450	3,615	3,495	3,195	

Funding of the HRA Capital Programme		2015-16 Slippage £'000	2016-17 £'000	2017-18 £'000	2018-19 £'000	2019-20 £'000
Major Repairs Reserve			3,260	3,090	2,970	2,670
Grant Funding			610			
New Properties Reserve			1,479			
Prudential Borrowing			3,675			
Revenue Contributions		231	1,522	525	525	525
RTB 141 Receipts			904			
Total HRA Capital Programme Funding		231	11,450	3,615	3,495	3,195

Annex 3

FINANCIAL RISK ASSESSMENT AND LEVELS OF GENERAL FUND RESERVES

1.0 Background

- 1.1 It is important that the Council has sufficient reserves and balances to enable it not only to maintain its financial standing but also to ensure that the Council can realise its service provision expectations.
- 1.2 The process used to determine and approve the level of reserves gives a good indication of an authority's approach to financial management, and is reviewed by the External Auditor when determining whether or not an authority's financial standing is soundly based. To assist local authorities the Chartered Institute of Public Finance and Accountancy (CIPFA) has published a Local Authority Accounting Practice (LAAP) bulletin that provides best practice guidance on the management of reserves and balances.
- 1.3 In accordance with the CIPFA guidance, the relevancy and adequacy of the levels of reserves for the Council should be reviewed on an annual basis. This review considers the outcomes of a financial risk assessment, to ensure that as a minimum there are sufficient balances to support the budget requirements and adequately mitigate the risk of significant financial loss in the medium term.
- 1.4 The review undertaken as part of the 2015-16 budget build recommended that a level of 12% of the net revenue budget was appropriate, this being circa £2m. This report considers the current position and anticipated future requirements for inclusion in the 2016-17 budget and medium term.

2.0 Types of Reserve

- 2.1 There are two different types of reserve, general and earmarked, which are held for different purposes and are managed depending upon their type. The recommendations for both types are covered in the paragraphs below.

General Reserves

- 2.2 General reserves should only be called upon to meet unanticipated expenditure arising from unexpected or emergency events. Prior to using the general reserves Members' approval will be sought, unless the nature of the emergency makes prior approval impossible, in which case the Section 151 Officer, in consultation with the Senior Management Team, the Leader and other Group Leaders, is authorised to approve the use of general reserves.
- 2.3 General reserves are held for two main purposes: as a contingency and as a working balance. These terms are explained more fully below:-
 - i) **As a Contingency** - To provide funds for any events that are unable to be contained within the limits of the revenue budget due to unexpected incidents or emergencies. These types of events can include natural disasters, national emergencies, or in fact any unplanned event that draws upon an authority's resources, which cannot be covered by normal insurance arrangements. These also include in year budget fluctuations arising from demand led pressures and delays in delivering planned efficiency savings.

- ii) **As a Working Balance** – A certain level of balances are needed to act as a cushion to deal with changing demands on an authority’s bank balances from fluctuations in cash flows as a result of normal business. A correctly sized reserve should avoid the need for temporary borrowing whilst not tying up unnecessarily large amounts of cash. Such reserves are only consumed on a temporary basis as they are subsequently replaced from the regular income that funds the authority.

Earmarked Reserves

- 2.4 Earmarked reserves are sums specifically held to enable funds to be built up to meet known or predicted expenditure. They can be set up using one-off funds (such as year-end under-spends or grants) or by budgeting for a fixed amount to be taken from the revenue account each year and “saved” separately. Any expenditure then incurred within the year is taken from this “savings account”, thereby smoothing the impact on Council Tax.

3.0 Annual Review of Reserves

- 3.1 A well managed authority with a prudent approach to borrowing should strive to maintain as low a level of general fund reserves as possible, whilst still covering its financial risks.
- 3.2 The most robust means of assessing the adequacy of an authority’s reserves is through a comprehensive financial risk assessment, which determines the degree to which the authority is exposed to uninsured and unbudgeted losses. This must be done with knowledge of the context in which an authority operates.
- 3.3 A summary of the financial risk analysis is shown in the following table. The risk of financial loss can come from a wide variety of places, and although the list below is comprehensive, it is by no means exhaustive. The risks have been assessed in the context of the Council’s overall approach to risk management and internal financial controls. This information has then been used to determine the optimal level of reserve holdings needed to meet the requirements of the contingency and working balance, details of which are covered later in this document.

3.4 Risk Assessment for the General Fund Balance

Risk	Likelihood & Value £'000
Natural disasters and national emergencies	Low
The Bellwin Scheme provides financial assistance to local authorities in the event of a national emergency or disaster, subject to an authority contributing to the total costs by an amount equivalent of 0.2% of its approved budget. For this Authority this would require approximately £40k.	40
Business Continuity - It is difficult to anticipate the cost of such an event that would affect the Authority’s business continuity, although it is likely to be substantial. For example, in the event that the offices became unusable, the cost of introducing new working practices (e.g. home working facilities, finding alternative accommodation) would have to be met, as would possible	200 – 500

Risk	Likelihood & Value £'000
<p>increased legal claims were service delivery detrimentally affected. In the case of the failure of a key system, costs could arise from needing urgent consultancy or replacement equipment, which could be costly at short notice.</p> <p>Ash die-back outbreak – if there were to be a full blown outbreak in the Council's mature stock of ash trees, the potential cost to the Council could be £50k.</p> <p>Coastal defences – the Council's coastline could be exposed to erosion or flood risk in the event of a storm</p>	<p>0 – 50</p> <p>100 - 200</p>
<p>National Economic Issues</p> <p>Under the new Business Rates Retention Scheme, the Council could face reductions in business rates income of up to £340k before the safety net mechanism would kick in</p> <p>The Welfare Reforms, if fully implemented could lead to an increase in homelessness costs</p> <p>The Council has some contractual arrangements whereby if the contractor were to go into liquidation, the Council would lose a significant income stream.</p> <p>The Council has a wide range of contractual arrangements that could see a financial loss in the event of the bankruptcy of a supplier or a customer, including non-payment of debts. Although the Council maintains a bad debt provision it is unlikely to be able to fully fund a loss from a major contract.</p> <p>Although the Council tries to minimise investment risk by only investing with low risk organisations and by spreading the investment portfolio, there is still a potential risk of a bank in which the Authority has invested collapsing.</p>	<p>Low</p> <p>0 - 340</p> <p>0 - 100</p> <p>100 - 200</p> <p>100 – 250</p> <p>0 – 7,000</p>
<p>Grant Funding</p> <p>The Council sometimes seeks external funding/grants for one-off projects. In the event that the expected projected outturns are not achieved, repayment of funding or grant may be required.</p>	<p>Medium</p> <p>100 – 4,000</p>
<p>Financial Support</p> <p>The Council has provided a soft loan to Your Leisure. Were Your Leisure to go out of business, the Council may not be repaid this loan.</p>	<p>Low</p> <p>0 – 250</p>
<p>Property Assets</p> <p>The identification of unplanned major works to the Council's property portfolio could give rise to a budget pressure. As a responsible owner and with a duty to care, the Council could be expected to fund major works at short notice. Although the initial response would be to look to re-phase the capital programme, this may not be feasible, and additional revenue funding may be required, or prudential borrowing.</p>	<p>High</p> <p>0 - 4,000</p>
<p>Legal Issues</p> <p>It would be prudent for the Authority to make provision for an unfavourable</p>	<p>Medium</p>

Risk	Likelihood & Value £'000
<p>outcome of any legal action taken against it, which could be made on a range of different grounds, including compensation payments, equal pay, discrimination and corporate manslaughter.</p> <p>Where the Council provides a paid service to a third party that does not directly relate to any statutory duty, the Council may require Professional Indemnity Insurance. This insurance cover is not automatically arranged and in the event that it isn't and a claim arises the Council could be deemed liable for resulting costs.</p>	<p>100 – 2,000</p> <p>100 - 250</p>
Financial Risk Exposure	840- 19,180

- 3.5 **Proposal for the Level of the General Fund Reserve** - The financial risk assessment indicates that in the worst case the Authority could require £19,180m of its net service revenue budget requirement to fall back on, should all of the potential risks happen concurrently and at their most extreme. Ideally the General Fund Reserve balance should be somewhere between the range identified in the table. The current General Fund Balance level is 12% of the net revenue budget requirement as set 2015/16 (£2.011m). In reviewing this figure based on current net budget requirement, we do not consider it prudent to adjust and as a result it will be held at the 2015/16 level.
- 3.6 **Plans for the General Fund Reserve 2016-2020** – It is recommended that no withdrawal from general reserves is made to support the base budget in the medium term.

Assessment of Need for General Fund Earmarked Reserves

- 3.7 In addition to the level of General Reserves, the Authority maintains a number of reserves specifically set up to meet particular service requirements. These are detailed below:-
- i) **Capital Projects Reserve** – This reserve holds future funding for the capital programme funded from revenue contributions.
 - ii) **Council Elections Fund** – A sum of £30k is being set aside each year towards the costs of the District Elections.
 - iii) **Cremator and Cemeteries** – This reserve was created to hold the surcharge element of the cremator fee. This was set aside to meet the cost of the cremator project being undertaken in 2012-13, the purpose of which is to ensure the Council is environmentally compliant. The surcharge on both cremations and burials will continue to be set aside to support future burner replacement and works required at the cemeteries.
 - iv) **Destination Management**– This reserve is there to support the objectives of the Destination Management Plan by enhancing council assets that help to support and encourage tourism.

- v) **Decriminalisation Reserve** - This reserve is used to meet parking or transport related expenditure. Charges raised from on-street car parking are transferred into this reserve, as required by the Road Traffic Act (1984) as modified by the Traffic Management Act (2004), to be utilised on future parking, transport or environmental improvement related schemes. It is planned to use £40k per annum from this reserve to meet the costs associated with such schemes. The funds within this reserve are not available for general council use.
- vi) **Dreamland Reserve** – Monies have been set aside to bolster the contingency for the Dreamland project.
- vii) **East Kent Services** – The year-end surpluses of East Kent Services are set aside in this reserve which the Council holds as accountable body.
- viii) **Economic Development and Regeneration Reserve** – This reserve is held to support one-off service improvements and initiatives encouraging economic growth. This may include consultancy costs associated with such projects.
- ix) **Environmental Action Plan** – This reserve holds funds that have been set aside to meet various improvements to public assets throughout the district.
- x) **General Fund Repairs** – This reserve makes provision for necessary essential repairs and maintenance and minor improvements to the Council's assets.
- xi) **Homelessness** – Service under-spends are held in this reserve to meet future homelessness needs.
- xii) **Housing Intervention** – This reserve is held to support the associated one-off costs (e.g. Compulsory Purchase Orders) of the housing intervention project.
- xiii) **Information Technology Fund** – This reserve was created to support the development of new information technology initiatives to improve efficiency throughout the Council's activities. The annual budget includes provision for IT related projects. Where the projects are not delivered within the financial year, the unutilised budget is transferred to this reserve to be spent in future years.
- xiv) **Local Plan** – Due to the variable profile of spend on the Local Plan and the variable cost in relation to consultation and inspection, it is proposed that any under-spend on this activity be set aside in this reserve to be drawn against as required.
- xv) **Maritime Reserve** – This reserve is to be used to fund potential future improvement works at the Port and Harbour and for income protection/maximisation works.
- xvi) **NDR Equalisation Reserve** – This reserve is to be used to offset significant variations in benefit subsidy. Due to the volatility of this activity and the tight financial constraints which preclude the budgets being set at a level that would be sufficient for upper activity levels, it is prudent to set aside under spends that arise in this area as a

contingency for future years. This reserve will also support any potential shortfall in business rates, under the new business rates retention scheme.

- xvii) **New Homes Bonus** – Allocations of New Homes Bonus over budget were previously set aside in this reserve to support one-off projects, this is now in base and no surpluses are envisaged moving forward.
- xviii) **Office Accommodation** – This reserve may be used to support any office accommodation changes required as a result of restructuring.
- xix) **Pay and Reward** – This is to support the pay and reward related issues.
- xx) **Pensions Reserve** – Savings on pensions costs have been set aside in this reserve to meet any additional costs that may arise as a result of future actuarial valuations.
- xxi) **Priority Improvement Reserve** – This reserve is for one-off projects and pump-priming investment into service improvements with a particular emphasis on invest to save projects and activities that will lead to greater efficiency.
- xxii) **Renewal Reserve** – This is a saving account for specific purposes, based on the average annual amount required e.g. for the cost of CRB checks.
- xxiii) **Risk Management Fund** - This reserve is held to meet potential increases in insurance premiums and to cover the cost of large excesses relating to insurance claims or one-off premiums.
- xxiv) **Slippage Reserve** – This reserve is used to set aside sums at year end to meet ad hoc and specified liabilities on the General Fund which, due to timing difficulties, cannot be spent until after 31 March.
- xxv) **Unringfenced Grants** – Grant funding has been set aside in an earmarked reserve to be utilised in future years to help support the Economic Development and Community Development functions.
- xxvi) **VAT Reserve** – Monies received in respect of the Council's VAT Fleming claim were put into this reserve. If the Council were to breach its partial exemption VAT limit, the potential cost to the Council would be between £400k and £500k.
- xxvii) **Vehicle, Plant and Equipment Replacement** – The Council has identified that there are a number of vehicles, plant and equipment that will be coming to the end of their useful lives over the next few years. Any service in-year underspends in relation to waste, street cleansing, maritime, parks and grounds will be set aside in this reserve to support a replacement programme.
- xxviii) **Waste Reserve** – Service under-spends will be set aside in this reserve to support future service enhancements and the costs of replacing the waste fleet.
- xxix) **HRA Properties Reserve** – This reserve was set up to support the purchase and refurbishment of HRA properties.

The anticipated movement on each of the approved earmarked reserves is shown in the table below:

PROPOSALS FOR THE GENERAL FUND EARMARKED RESERVES	Balance 31.03.2015 £'000	2015-16 Net Transfers £'000	Balance 31.03.2016 £'000	2016-17 Net Transfers £'000	Balance 31.03.2017 £'000
Capital Projects Reserve	954	-954	0	0	0
Council Elections Fund	118	-78	40	40	80
Cremator and Cemeteries	406	-354	52	126	178
Destination Management	400	-250	150	0	150
Decriminalisation fund	210	-40	170	0	170
Dreamland Reserve	117	0	117	-117	0
East Kent Services Reserve	303	-203	100	0	100
Economic Development & Regeneration	198	-98	100	0	100
Environmental Action Plan	162	-162	0	0	0
General Fund Repairs	316	-276	40	0	40
Homelessness Fund	276	0	276	0	276
Housing Intervention Reserve	172	-100	72	0	72
Information Technology	311	-100	211	0	211
Local Plan	418	-113	305	0	305
Maritime Reserve	356	-356	0	0	0
NDR Equalisation Reserve	1,205	-1,030	175	0	175
New Homes Bonus Reserve	137	-137	0	0	0
Office Accommodation	31	-31	0	0	0
Pay & Reward Reserve	291	-185	107	0	107
Pensions Reserve	412	-220	192	0	192
Priority Improvements	478	0	478	0	478
Renewal Reserve	10	-4	6	0	6
Risk Management	103	0	103	0	103
Slippage Fund	1,101	-1,101	0	0	0
Unringfenced Grants	353	-193	160	-160	0
VAT Reserve	433	-300	133	0	133
Vehicle, Plant & Equipment	227	350	577	-577	0
Waste Reserve	13	0	13	0	13
Total General Fund	9,511	-5,935	3,577	-688	2,889
HRA Properties Reserve	5,188	0	5,188	0	5,188
Grand Total	14,699	-5,935	8,765	-688	8,077

4.0 Proposed Reserve Levels

The levels of General Fund Reserves (General and Earmarked) recommended in this report for the financial year 2016-17 and the medium term are believed to be sufficient to meet all of the Authority's obligations and have been based on a detailed risk assessment. In line with the proposed policies on the control and management of these funds the limits will be reviewed on an annual basis against prevailing risk assessments and other information.



Fees and Charges

Policy

Fees and Charges Policy

1. Purpose

This policy establishes corporate principles for charging for services provided by the Council. It aims to recognise the competing priorities the Council faces when charging residents, businesses and other users for its services, as well as the democratic environment in which the Council operates.

This policy will be reviewed at regular intervals to ensure that it continues to meet the Council's requirements.

All services must comply with this policy when setting and reviewing charges.

2. Scope & Application

Charges can be statutory or discretionary:

Statutory charges - Central Government sets the level of some charges and restricts the extent of charging in other areas. Statutory charges are identified separately in the fees and charges schedule.

Discretionary charges - The Policy for discretionary fees and charges is either full recovery of costs or maximisation of income. The Council uses discretionary charges where it believes that users should bear the cost of the service and to keep the Council Tax at an acceptable level.

This policy covers all services that can apply charges to external customers including residents, businesses and partner agencies. It excludes:

- Council tax;
- Housing rents and service charges; and
- Fees and charges where the amount is fixed by statute or are otherwise outside the Council's control.

3. Principles for Setting Charges

The Council has three key principles for setting charges:

1. The Council must comply with all legal requirements for setting charges and income generation. Where appropriate, this will override other factors to ensure the Council is not exposed to the risk of legal challenge.
2. The charging arrangements for any service must meet the full cost of providing the service and include sound arrangements for income collection. The full cost of provision includes a share of central costs and a forecast for the effects of inflation.
3. The appropriateness of charges set may be dependent on the wider aims and context of the service and as a result other aspects, such as the impact on service users, must be considered rather than just financial gain when setting fees and charges.

The Council will apply the following key principles in setting fees and charges each financial year.

- Charging decisions will be taken in the context of the Council's Priorities as set out in its Corporate Plan;
- Access, affordability and elasticity of demand will be considered;
- Charges will be consistent with the Council's policies e.g. consideration will be given to any disproportionate impact on vulnerable groups and those least able to pay;
- Where services are provided on a trading basis, charges will be set at the maximum level the market can bare without eroding demand such that the overall financial position of the service offering is weakened;
- Charges will be benchmarked with comparable local authorities and where they are identified as being significantly lower than in other comparable authorities, increases will be fast tracked in order to bring them in line;
- Charges will not be set at a level above other comparable authorities simply to meet efficiency targets or in response to comparatively higher costs for providing services in Thanet;
- Uptake targets that would confer a more favourable financial position may be taken into account;
- Any exemptions and concessions on standard charges will be clearly justified. They will only be provided for services where benefits to the recipient groups are clearly evidenced and are consistent with the Corporate Plan. The Council will consider the adoption of a concessions policy as part of the review of fees and charges to help address inequalities within the district. Any approved policy will be included on the Council's website; and
- Enforcement charges will be set at a level proportionate to the nature of the offence and comparable charges in comparable authorities.

Application of these guiding principles aims to ensure that the Council's fees and charges are set within a framework of value for money management; whereby financial, performance, access and equity are considered fully and appropriately and decisions taken represent a transparent and balanced approach.

4. Reviewing & Increasing Charges

- Inflationary cost increases will be included in the cost of service provision (see section 3 above).
- Charges will be reviewed at least annually as part of the budget setting process.
- In order to make informed decisions, Directors and/or Service Managers will ensure that appropriate information on service users, service usage costs and benchmarking is kept and reviewed on an annual basis.
- Proposals to introduce or to amend charges will take into account the potential impact on different types of customer groups and service usage, and associated communication plan.
- Where there is no fee for a service that can be charged for or current charges represent less than the full cost of providing the service, the reasons should be reconsidered and justified under this policy as part of the annual review.
- Service users and other relevant stakeholders must be informed in advance of all proposals to introduce or to amend charges above inflation or where required by statute. Appropriate vehicles for informing service users should

include service advisory groups, service user groups, customer surveys and focus groups.

- Consultation with service users and other relevant stakeholders on above inflationary price increases will be undertaken when required by law and considered in all other cases and prior to any decisions being made.
- Care will be exercised in facilitating and interpreting consultation in view of the potential reluctance to support any increases in fees or charges. Emphasis will be placed on demonstrating that fee and charge levels set represent good value for money, considering the quality of the services provided and charge levels applied in other comparable authorities.
- Equality impact assessments will be carried out where appropriate.
- The Directors and/or Service Managers will maintain clear records of any charging review with clear evidence justifying decisions and/or recommendations made.

5. New Charges and Trading

The Local Government Act 2003 gives the Council power to charge for discretionary services, with some limited exceptions. This may include charges for new and innovative services utilising the power to promote environmental, social and economic well-being under section 2 of the Local Government Act 2000. The income from charges, taking one financial year with another, must not exceed the costs of provision. The Council promotes and welcomes the use of these powers.

Services should consider whether they may utilise this power to provide a service that may benefit residents, businesses and other service users, meet the Council priorities and generate income.

The Council has powers to trade with other prescribed public bodies under the Local Government (Goods & Services) Act 1970 for goods and services and general powers to trade under Local Government Act 2003. Trading allows the Council to make a profit but there are some significant restrictions. Where a Director/Service Manager considers a service may be in a position to trade, they will first seek legal and financial advice.

Proposals for new fees and charges or to amend existing ones must be considered within the service and financial planning process or, where necessary, submitted to CMT for approval as an in-year change.

6. Management and Decision Making Framework

Questions on fees and charges will be included within the Budget Consultation exercise and the responses taken into consideration when setting the fee levels.

Decisions on setting charges and fees are subject to the Council's decision-making structures. Most charging decisions are the responsibility of the Cabinet, where they are key decisions. Some fees, particularly relating to regulatory matters, are set by full Council. Charging decisions that are politically sensitive – which may often be the case – will also be a Cabinet decision.

Advice will be taken from the Corporate Legal Team as to whether an individual decision is a key decision for Cabinet but under the Constitution, planned changes to charges where the total impact of the change would be in excess of over £50,000 are key decisions for Cabinet.

An annual schedule of fees and charges will be agreed by Cabinet as part of the budget setting process and the approved Fees and Charges pricing schedule made available on the website.

All other decisions are delegated to officers according to their Directorate's Scheme of Delegation. Directors are responsible for compliance with this policy within their area. Legal and financial advice should be sought where appropriate.

7. Income Collection & the Council's Credit Management Policy

It is vital that the Council receives the charges that it makes for its services. The following principles will apply to all charges and Heads of Service must ensure that all contractual documentation and marketing information is available to support these:

- Wherever possible, customers should be required to pay charges in advance of the service being provided, on entry, or prior to making delivery, to minimise the risk of non-payment and to assist customers in managing their liabilities to the Council.
- Multiple payment methods will be made available to the customer, although e-payments and (where appropriate) setting up of direct debits through Thanet Gateway Plus or Contact Centre will be promoted as the preferred method. In accordance with the Council's Anti-Fraud and Corruption Policy Services offering a cash payment option will be underpinned by a robust reconciliation process.
- Where customers fail to pay for fees and charges they will be made liable for the additional costs of enforcement and Customers must be clearly aware of this additional liability.
- A lawful and reasonable refund policy will be adopted and Service

8. Charging Policy

Each fee or charge should be identified to one of the categories in the following table;

Charging Policy	Policy Objective
Full Commercial	The Council seeks to maximise revenue within an overall objective of generating as large a surplus (or a minimum loss) from this service
Full commercial with discounts	As above, but with discounted concessions being given to enable disadvantaged groups to access the service
Fair Charging	The Council seeks to maximise income but subject to a defined policy constraint. This could include a commitment made to potential customers on an appropriate fee structure. Alternatively, a full commercial rate may not be determinable or the Council may be a monopoly supplier of services.
Cost Recovery	The Council wishes to make the service generally available, but does not wish to allocate its own resources to the service.
Cost recovery with discounts	As above, but the Council is prepared to subsidise the service to ensure disadvantaged groups have access to the service
Subsidised	Council policy is to make the service widely accessible, but believe users of the service should make some contribution from their own resources. Could also be due to the adverse impact a cost recovery or commercial charging policy would have on other council services.
Nominal	The Council wishes the service to be fully available, but sets a charge to discourage frivolous usage.
Free	Council policy is to make the service fully available
Statutory	Charges are set in line with legal obligations.

In applying the appropriate charging policy, the issues which may need to be considered in setting the level of fee and charge for any particular service are set out below;

Charging Policy	Points for Consideration
Full Commercial	<ul style="list-style-type: none"> • Are the charges high enough for the business to be profitable? If not, consider whether we should be providing this service. • Are competitors charging similar prices? • Do we offer any premium in terms of service levels that customers would be prepared to pay more for? • How would changes in pricing structure affect demand for the service and potentially its profitability? • How does the proposed fee structure fit in with the long-term business plan for this service?
Fair Charging	<ul style="list-style-type: none"> • How do our charges compare to other providers of similar services? • Has the loss of income from not charging on a full commercial basis been evaluated? • Is the policy constraint justifying this charging policy still valid?
Cost Recovery	<ul style="list-style-type: none"> • Do charges recover the full costs, including overheads, capital charges, recharges and cost of collection? • Is it possible to charge on a full commercial basis and if so has the loss of income from not charging on a full commercial basis been evaluated? • Are members aware of the effect on demand for this service from this charging policy? • What would be the effect of changing to a different policy e.g. subsidised?
Subsidised	<ul style="list-style-type: none"> • Has the cost of the subsidy been evaluated? • What has been the impact on demand and on service levels from adopting this approach?
Nominal	<ul style="list-style-type: none"> • Does this approach fit in with the requirements of other funding streams i.e. grants?
Free	<ul style="list-style-type: none"> • Is this approach legally required? • Is there a problem of frivolous use of the service?
Statutory	<ul style="list-style-type: none"> • Are charges in line with statutory requirements? • Are they set at the maximum permitted levels?

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THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
 - exercises functions of a public nature; or
 - is directed to charitable purposes; or
 - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992

If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the

matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must**:-

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

Gifts, Benefits and Hospitality

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £100 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

What if I am unsure?

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Democratic Services and Scrutiny Manager well in advance of the meeting.

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS, SIGNIFICANT INTERESTS AND GIFTS, BENEFITS AND HOSPITALITY

MEETING.....

DATE..... AGENDA ITEM

DISCRETIONARY PECUNIARY INTEREST

SIGNIFICANT INTEREST

GIFTS, BENEFITS AND HOSPITALITY

THE NATURE OF THE INTEREST, GIFT, BENEFITS OR HOSPITALITY:

.....
.....
.....

NAME (PRINT):

SIGNATURE:

Please detach and hand this form to the Democratic Services Officer when you are asked to declare any interests.