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APOLOGIES Committee Services
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HEAD OF PAID SERVICE'S OFFICE
HEAD OF PAID SERVICE
Richard Holmes

06 February 2019

Dear Councillor

You are summoned to attend the;

MEETING OF THE MALDON DISTRICT COUNCIL

on **THURSDAY 14 FEBRUARY 2019** at **7.30 pm.**

in the Council Chamber. Maldon District Council Offices, Princes Road, Maldon.

A copy of the agenda is attached.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R.A. Holmes', with a long horizontal flourish underneath.

Head of Paid Service

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AGENDA COUNCIL

THURSDAY 14 FEBRUARY 2019

1. **Chairman's notices (please see overleaf)**

2. **Apologies for Absence**

3. **Declaration of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests relating to items of business on the agenda having regard to paragraphs 6 - 8 inclusive of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

Local Government Finance Act 1992 – Section 106

Will any Members affected by Section 106 please note that any declarations to that effect should be made on the commencement of the meeting or immediately on arrival if this is later. Under Section 106 a Member who has not paid an amount due in respect of their Council Tax for at least two months after it became payable is precluded from voting on any matters affecting the level of Council Tax or the arrangements for administering the Council Tax. (The Member is, however, entitled to speak).

4. **Minutes - 20 December 2018** (Pages 7 - 16)

To confirm the Minutes of the Council meeting held on 20 December 2018 (copy enclosed).

5. **Minutes - 31 January 2018 (Extraordinary - Planning)**

To confirm the Minutes of the extraordinary Council (planning) meeting held on 31 January 2018 (copy to follow).

6. **Minutes - 31 January 2019**

To confirm the Minutes of the extraordinary Council meeting held on 31 January 2019 (copy to follow).

7. **Public Questions**

To receive questions from members of the public, of which prior notification in writing has been received (no later than noon on the Tuesday prior to the day of the meeting).

8. **Chairman's Announcements**

9. **Minute Book**

To consider the Minutes of the under mentioned Committees (copy enclosed).

Please note that where Minutes contain recommendations to the Council the Minute reference for these recommendations is listed below for Members' information.

- a) Community Services Committee - 15 January 2019 (Pages 17 - 20)
- b) Planning and Licensing Committee - 24 January 2019 (Pages 21 - 28)
 - Minute 779 – Recreational Avoidance Mitigation Strategy Supplementary Planning Document.
- c) Finance and Corporate Services Committee - 29 January 2019 (Pages 29 - 94)
 - Minute 788 – Capital and Investment Strategies for 2019 / 20
 - Minute 789 – Members Allowances – Independent Members Remuneration Panel Update
 - Minute 791 – Discretionary Fees and Charges 2019 / 20 +
 - Minute 792 – Revised 2018 / 19 Estimates, Original 2019 / 20 budget Estimates and Council Tax 2019 / 20 +
 - Minute 793 – Regulation of Investigatory Powers Act (RIPA) Policy and guidance on the use of Covert Surveillance.

+ Please see Agenda Item 11 - 2019 / 20 Budget and Medium Term Financial Strategy

10. **Minutes of Meetings of the Council**

To note that since the last Council, up until Wednesday 6 February 2019 (Council agenda dispatch) the following Committees have met, and to receive any questions in accordance with Council and Committee Procedure Rule 6 (2).

Minutes published:

North Western Area Planning Committee	7 January 2019
Overview and Scrutiny Committee	9 January
South Eastern Area Planning Committee	14 January

Minutes NOT finalised for publication:

Appointments Committee	13 December 2018
Appointments Committee	23 January
Central Area Planning Committee	23 January
North Western Area Planning Committee	4 February

11. **2019 / 20 Budget and Medium Term Financial Strategy**

To receive a Budget Statement from the Leader of the Council, to consider the following reports of the Director of Resources (copies enclosed) and to determine the level of Council Tax.

Local Government Finance Act 1992

Members' attention is drawn to Procedure Rule 13(5) and the requirement for any vote taken at a budget decision meeting to be recorded in the Minutes.

- a) Discretionary Fees and Charges 2019 / 20 (Pages 95 - 116)
- b) Revised 2018 / 19 and Original 2019 / 20 Budget Estimates and Council Tax 2019 / 20 (Pages 117 - 148)
- c) Council Tax 2019 / 20 (Pages 149 - 158)
- d) Medium Term Financial Strategy 2019 / 20 to 2022 / 23 (Pages 159 - 192)

12. **Questions in accordance with Procedure Rule 6(3) of which notice has been given**

13. **Parish of Heybridge - Basin Ward - Community Governance Review** (Pages 193 - 212)

To consider the review of the Director of Strategy, Performance and Governance (copy enclosed).

14. **New Council Structure - Transformation Programme** (Pages 213 - 224)

To consider the report of the Corporate Governance Working Group (copy enclosed).

15. **Corporate Plan 2019 - 23** (Pages 225 - 236)

To consider the report of the Director of Strategy, Performance and Governance, (copy enclosed).

16. **Essex Countywide Traveller Unity (ECTU) Contract Renewal** (Pages 237 - 244)

To consider the report of the Director of Service Delivery, (copy enclosed).

17. **Schedule of Meetings 2019 / 20**

To consider the following additions to the 2019 / 20 Schedule of Meetings:

- **Overview and Scrutiny Committee (meeting as the Crime and Disorder Committee):**
 - Wednesday 23 October 2019
 - Wednesday 11 March 2020
- **Central Area Planning Committee:**
 - Wednesday 18 September 2019

18. **Business by reason of special circumstances considered by the Chairman to be urgent**

19. **Exclusion of the Public and Press**

To resolve that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

20. **Full Council Transformation: Gateway Review** (Pages 245 - 282)

To receive the report of the Director of Strategy, Performance and Governance, (copy enclosed).

NOTICES

Sound Recording of Meeting

Please note that the Council will be recording any part of this meeting held in open session for subsequent publication on the Council's website. At the start of the meeting an announcement will be made about the sound recording. Members of the public attending the meeting with a view to speaking are deemed to be giving permission to be included in the recording.

Fire

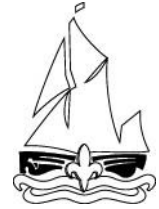
In event of a fire, a siren will sound. Please use the fire exits marked with the green running man. The fire assembly point is outside the main entrance to the Council Offices. Please gather there and await further instruction.

Health and Safety

Please be advised of the different levels of flooring within the Council Chamber. There are steps behind the main horseshoe as well as to the side of the room.

Closed-Circuit Television (CCTV)

This meeting is being monitored and recorded by CCTV.



**MINUTES of
COUNCIL
20 DECEMBER 2018**

PRESENT

Chairman Councillor H M Bass

Vice-Chairman Councillor N R Pudney

Councillors Mrs B F Acevedo, J P F Archer, E L Bamford,
Miss A M Beale, B S Beale MBE, R G Boyce MBE,
A T Cain, Mrs P A Channer, CC, I E Dobson, Mrs H E Elliott,
P G L Elliott, A S Fluker, Mrs B D Harker, B E Harker,
M S Heard, M W Helm, J V Keyes, Miss M R Lewis,
M R Pearlman, R Pratt, CC, S J Savage,
Mrs N G F Shaughnessy, A K M St. Joseph,
Mrs M E Thompson and Miss S White

697. CHAIRMAN'S NOTICES

The Chairman referred to the notices printed on the agenda.

698. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R P F Dewick, M F L Durham CC, D M Sismey and A K M St. Joseph.

699. DECLARATION OF INTEREST

Councillor Mrs P A Channer disclosed a non-pecuniary interest as a Member of Essex County Council and any matter relating to that Authority.

Councillor R Pratt disclosed a non-pecuniary interest as a Member of Essex County Council.

Councillor A S Fluker disclosed a non-pecuniary interest in Agenda Item 13 – Nominations Relating to Stow Maries Aerodrome Consultative Committee and “Dawn” Sailing Barge Trust Limited as a trustee of Stow Maries Great War Aerodrome.

700. MINUTES - 8 NOVEMBER 2018

RESOLVED that the Minutes of the Council meeting held on 8 November 2018 be confirmed and adopted.

701. PUBLIC QUESTIONS

In accordance with Procedure Rule 1(3)(e) and the Council's Public Question Time and Participation at Council and Committee Meetings Scheme, the Leader of the Council referred to a question from Mr Christopher Swain of which prior notification had been given. A copy of the question and prepared response from the Leader of the Council was circulated prior to the meeting.

Mr Swain was in attendance at the meeting and read out his part of his question, set out below, prior to advising he did not wish to read the rest, when reminded by the Chairman that he could only read out his question and not provide any further information.

“When the Regional Spatial Strategy was set out as part of the subsequently abandoned Eastern Region Development Plan, little housing was allocated to the district because of its poor accessibility, rural nature and low-lying situation. These factors remain relevant, but were inexplicably ignored by the Planning Inspectors.

In view of the seemingly unresolvable problem of securing an acceptable flood alleviation scheme and in the light of the recent report of the International Committee on Climate Change on rising sea levels, will the Council grasp the nettle and tell the Secretary of State that the LDP needs to be revised, with a view to reducing the requirement for housing in the district and deleting the North Heybridge Garden Suburb from the Plan.”

Response:

The 2014 Strategic Housing Land Availability Assessment (SHLAA) sets out the housing requirements in the District, while the Sustainability Appraisal assessed the suitability of the strategic sites to meet the need assessed in the SHLAA. The North Heybridge Garden Suburb was assessed as suitable and was therefore included in the Local Plan. The Council needs to play its part in providing needed housing in the District and so there is no proposal to remove that site from the Local Plan.

702. CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that he had attended a number of events (detailed below), and thanked the Vice-Chairman for also attending some events on his behalf.

9 November 2018	Visit to Danger Tree Exhibition Meet and photo with Jacob Rabi-Lahel Tree Planting – Queen's Commonwealth Canopy (Riverside Park, Burnham-on-Crouch)
11 November	Remembrance Sunday Memorial Service (Burnham-on-Crouch) Remembrance Sunday Service (Wickham Bishops) Battles Over Event (Promenade Park) Maldon Town Council Remembrance Service <i>Vice-Chairman</i> Remembrance Service (Stow Maries) <i>Vice-Chairman</i> Lighting of the Beacon (Burnham-on-Crouch) <i>Vice-Chairman</i>
12 November	CIF Judging Panel

27 November	Smart School of Cookery – Turkey Carving Demonstration Battles Over Talk (Clive Potter)
29 November	Visit to Maldon Pioneers
1 December	Day of Dedication Service (Maldon Cemetery) <i>Vice-Chairman</i>
3 December	Official Opening of Blackwater Retail Park
4 December	Presentation of gift donations to Home Start
9 December	Colchester Garrison Carol Service
12 December	Presentation of donations to Maldon Food Pantry Christmas Appeal
14 December	Maldon District Council Civic Carol Service
16 December	Burnham-on-Crouch Town Council Civic Carol Service <i>Vice-Chairman</i>

At this point in the meeting Councillor R G Boyce gave his apologies for not attending the Chairman's Civic Carol Service, advising that he had received a personal invitation to the Royal National Lifeboat Institution carol service.

703. MINUTE BOOK

(a) MINUTES OF PLANNING AND LICENSING COMMITTEE – 15 NOVEMBER 2018

RESOLVED

- (i) that the Minutes of the meeting of the Planning and Licensing Committee held on 15 November 2018 be received.

Minute 609 – Brownfield Register 2018

RESOLVED

- (i) that the Brownfield Land Register (attached as Appendix 2 to the Minutes of the Planning and Licensing Committee) be approved for publication on the Council's Website

RESOLVED

- (ii) that subject to the above decision, the Minutes of the meeting of the Planning and Licensing Committee held on 15 November 2018 be adopted.

(b) MINUTES OF COMMUNITY SERVICES COMMITTEE – 20 NOVEMBER 2018

RESOLVED that the Minutes of the meeting of the Community Services Committee held on 20 November 2018 be adopted.

**(c) MINUTES OF FINANCE AND CORPORATE SERVICES COMMITTEE
– 27 NOVEMBER 2018**

RESOLVED

- (i) that the Minutes of the meeting of the Finance and Corporate Services Committee held on 27 November 2018 be received.

Minute 661 – Local Council Tax Support Scheme 2019 / 20

RESOLVED

- (i) that a cost of living increase in line with the Department for Work and Pensions schemes be included in the Local Council Tax Support Scheme (LCTS) for 2019 / 20 for Pensioners only;
- (ii) that any legislative changes being introduced to the Housing Benefit Scheme for 2019 / 20 are mirrored in the Councils LCTS scheme to ensure consistency;
- (iii) that in all other respects the Local Council Tax Support Scheme and Hardship Scheme remain unchanged, and that this decision has been made following Members' careful reading of, and regard to the Equality Impact Assessment at Appendix 1 to the Minutes of the Finance and Corporate Services Committee.

Minute 662 – 2019 / 20 Budget Proposals

RESOLVED

- (ii) that the Capital project bids set out in Appendix 2 to the Minutes of the Finance and Corporate Services Committee, be considered and the items for inclusion in the 2019 / 20 Capital Programme be identified.

RESOLVED

- (iii) that subject to the above decisions, the Minutes of the meeting of the Finance and Corporate Services Committee held on 27 November 2018 be adopted.

**(c) MINUTES OF OVERVIEW AND SCRUTINY COMMITTEE (MEETING
AS THE CRIME AND DISORDER COMMITTEE) – 29 NOVEMBER
2018**

RESOLVED

- (i) that the Minutes of the meeting of the Overview and Scrutiny Committee (meeting as the Crime and Disorder Committee) held on 29 November 2018 be received.

Minute 671 – Maldon District Community Safety Partnership Update

In response to a question, the Director of Service Delivery advised that the Community Safety Hub was currently based in Chelmsford but moving into Chelmsford City Council Offices.

Members were advised that the solved rates had decreased since the Officers' report and the Chairman of the Committee agreed to ensure this was recorded in the Minutes.

Minute 672 – Update on Police Performance

In response to a query regarding the list of public engagement referred to in the Minutes, the Chairman of the Committee advised that the list would be circulated to Members once received.

Minute 673 – Changes to the Constitution of the Police, Fire and Crime Panel for Essex

RESOLVED

- (ii) That the Arrangements for the Police, Fire and Crime Panel be agreed with effect from 1 February 2019;
- (iii) That Members note the rules of procedure will be adopted by the Police, Fire and Crime Panel and did not form part of the Panel Arrangements.

RESOLVED

- (iv) that subject to the above amendments and decision, the Minutes of the meeting of the Overview and Scrutiny Committee (meeting as the Crime and Disorder Committee) held on 29 November 2018 be adopted.

(d) MINUTES OF AUDIT COMMITTEE – 6 DECEMBER 2018

RESOLVED that the Minutes of the meeting of the Audit Committee held on 27 September 2018 be adopted.

704. MINUTES OF MEETINGS OF COMMITTEES

The Council noted the list of Committees that had met before and since the last meeting of the Council, up until Wednesday 13 December 2018 for which Minutes had been published.

705. QUESTIONS IN ACCORDANCE WITH PROCEDURE RULE 6(3) OF WHICH NOTICE HAS BEEN GIVEN

There were none.

706. PROPOSED FLOOD ALLEVIATION SCHEME AT BRICKHOUSE FARM, MALDON

The Council considered the report of the Director of Strategy, Performance and Governance providing an overview of a flood alleviation scheme proposed in Brickhouse Farm, Maldon. The report sought Members' approval in principle for the scheme to be constructed on Council owned land.

It was noted that Essex County Council had produced a new outline proposal to develop a flood alleviation scheme at Brickhouse Farm taking into consideration the concerns raised by Members and this was attached as Appendix 1 to the report.

A number of Members commented on the work by Ward Members and other Councillors with Essex County Council which had resulted in the revised proposal. Particular mention was made at this point to the work of the Environmental Health Manager – Environmental Protection in respect of this project.

In response to a question regarding the proposed play area containing some specialist play equipment for those children attending Buddies Nursery on the same site, Members were advised that this would form part of any consultation on the play area.

Councillor A S Fluker proposed that the recommendations as set out in the report be agreed. This was duly seconded and agreed.

RESOLVED

- (i) That Members support the principle of the flood alleviation scheme;
- (ii) that the use of Council's land at Brickhouse Farm Maldon for the flood alleviation scheme, be agreed.

707. COUNCIL TAX BASE 2019 / 20

The Committee considered the report of the Director of Resources relating to the Council Tax Base for 2019 / 20. It was noted that the Council had to notify its tax base calculations to Essex County Council, Essex Fire Authority, the Police and Crime Commissioner for Essex and Parish Councils by 31 January 2019.

It was explained that the tax base figure was an integral part of the calculations for setting the level of Council Tax. The detailed calculation of the relevant amounts for 2019 / 20 were shown in Appendix A to the report.

Members were informed that the tax base used for 2018 / 19 was 24,193.2. The proposed new figure for the forthcoming year represented an increase of 342.9 or 1.42%. This increase related to the number of new houses now on the valuation list.

Councillor A S Fluker proposed that the recommendations as set out in the report be agreed. This was duly seconded and agreed.

RESOLVED that in accordance with the Local Authorities (Calculation of Tax Base) Regulations 2012 the amount calculated by the Maldon District Council as its Council Tax Base for the year 2019 / 20 shall be set at 24,536.1.

708. NEW COUNCIL STRUCTURE - TRANSFORMATION PROGRAMME: ROLE OF THE CORPORATE GOVERNANCE WORKING GROUP

The Council considered the report of the Director of Strategy, Performance and Governance seeking Members' consideration for the Corporate Governance Working Group (CGWG) to begin work on constitutional changes and arrangements associated with, and arising from implementation of the current Transformation Programme.

Members were advised how implementation of the organisational changes arising from the Ignite Future Council Model project would impact on the Council's corporate governance arrangements. As part of this the Council would also need to review its Committee structure to provide a basis for clear and effective decision-making. The CGWG had a general terms of reference provided by the Council but it was felt that given the timelines associated with the Transformation Programme it would be prudent for the Working Group to start work on this.

The report also sought approval of delegated powers to allow Officers to update the Scheme of Delegation and associated Proper Officer appointments to reflect the impending internal functional responsibility changes.

Councillor A S Fluker proposed that recommendations (i), (iii) and (iv) as set out in the report be agreed and that a further recommendation be added requesting that a report be brought back to the Council in February on the proposed new structure of Committees. He further proposed in respect of recommendation (ii) that the existing membership of the CGWG be considered sufficient for this purpose. These proposals were duly seconded and agreed.

RESOLVED

- (i) That the Corporate Governance Working Group be instructed to commence work in line with its existing terms of reference to consider and report on a committee structure and associated governance arrangements including constitutional documentation and report back to the Council;
- (ii) That the Council considers the existing membership of the Corporate Government Working Group is sufficient for this purpose;
- (iii) That the Council agrees the principle of working towards the provision of a new Constitution to become fully effective in October 2019;
- (iv) That the Director of Strategy, Performance and Governance be authorised to update the Scheme of Delegation and associated Proper Officer appointments to reflect the impending internal functional responsibility changes, realigning the existing constitutional powers to the new Directors, as part of the on-going Transformation Programme so that effective;

- (v) That a report on the proposed Committee structure and related matters be brought back to the February meeting of the Council.

709. NOMINATIONS RELATING TO STOW MARIES AERODROME CONSULTATIVE COMMITTEE AND "DAWN" SAILING BARGE TRUST LIMITED

The Council considered the report of the Director of Resources seeking nomination of two Members to the Stow Maries Aerodrome Consultative Committee and consideration to cease to have a member nomination on the “Dawn” Sailing Barge Trust Limited.

It was noted that as part of a Section 106 planning obligation the Trustees of Stow Maries Aerodrome would be establishing a consultative committee as a means of advising the Trustees on the effects that the Aerodrome has on the local community. The Council was requested to nominate two Members to this committee.

Members were advised that the Council had previously provided support to the “Dawn” Sailing Barge Trust due to her links to Maldon and Councillor R G Boyce was the Council’s nominee. Members were asked to consider withdrawal of this nominee as the barge was now moored outside of the District and the Council had no more involvement with the Company or the management and use of the Dawn.

Councillor A S Fluker proposed that Councillors Mrs P A Channer and Miss S White be nominated to the Stow Maries Aerodrome Consultative Committee. He provided Members with information regarding the “Dawn” Sailing Barge Trust Limited and proposed that the Council ceases to have a nominee on the Trust. These proposals were duly seconded.

In response to a question, Members were advised that the Council had received a business plan up to 2018 from Stow Maries Aerodrome and was currently awaiting the business plan for the period from 2019.

By way of clarification Councillor Boyce, the Council’s nominee, advised that he had never been invited to nor attended a meeting of the “Dawn” Sailing Barge Trust Limited. He outlined the restoration costs involved and the costs incurred to the Council which included Officer time as an in-kind contribution.

At this point a report from Officers in respect of the “Dawn” Sailing Barge Trust was requested but following further discussions Members were advised by the Monitoring Officer that there was nothing further to report as there had been a lack of information from the Trust.

The Leader of the Council commented that when Members were appointed to Outside Bodies they should report back and he requested that the Monitoring Officer ensure that this happened in the future.

Following further discussion and in light of concerns raised Councillor Fluker proposed that a further recommendation be added requesting that a report regarding the Council’s involvement in the “Dawn” Sailing Barge Trust Limited and its potential demise be

brought to a future meeting of the Overview and Scrutiny Committee. This proposal was duly seconded. This proposal along with the earlier two were then agreed.

RESOLVED

- (i) That Councillors Mrs P A Channer CC and Miss S White are nominated to the Stow Maries Aerodrome Consultative Committee;
- (ii) That the Council ceases to have a nominee on the “Dawn” Sailing Barge Trust Limited;
- (iii) that a report regarding the Council’s involvement in the “Dawn” Sailing Barge Trust Limited and its potential demise be brought to a future meeting of the Overview and Scrutiny Committee.

710. SCHEDULE OF MEETINGS 2019 / 20

The Council considered the report of the Director of Resources presenting for approval the Schedule of Meetings for 2019 / 20 (attached as Appendix 1 to the report).

It was noted that this report was from the Director of Resources and not Chief Executive as stated.

RESOLVED that the Schedule of Meetings for 2019 / 20 be approved.

711. QUESTIONS TO THE LEADER OF THE COUNCIL IN ACCORDANCE WITH PROCEDURE RULE 1 (3) (M)

Councillor Mrs B F Acevedo asked the Leader of the Council if he would agree that Members of the Council who were not part of the Conservative Group should have been given information on the progression of the Council’s restructure and transformation. She referred to a meeting with the Corporate Leadership Team (CLT) to address this. In response the Leader of the Council provided some detail regarding some of the information which was regularly circulated to staff and advised at this time that all matters relating to human resources were confidential. He thanked the independent members for having a meeting with CLT and advised that all queries should be directed to the Head of Paid Service or Programme Director. The Leader advised that further updates could be provided but that these would be under the proviso of Procedure Rule 10.

Councillor Miss M R Lewis referred to the Council’s Transformation Programme and asked the Leader of the Council if he could confirm that the recent redundancies would not affect the day to day working of the Council and to what extent the Council was relying on agency staff. Councillor Miss Lewis also made reference at this point to Minutes of particular meetings and the delay in them being available. In response the Leader of the Council referred to the performance indicators that the Council had adopted, that frontline services were being maintained and the Directors monitored resilience on a regular basis. He reported that the Corporate Leadership Team were satisfied from an operational point of view that the Council was delivering in respect of the Transformation programme.

Councillor M S Heard asked the Leader of the Council if he could assure the Council that all Members would be kept informed. In response the Chairman of the Council advised that this assurance had been given.

The Chairman wished everyone present a very Happy Christmas and invited all present to join him for some light refreshments. There being no further items of business the Chairman then closed the meeting at 8.24 pm.

H M BASS
CHAIRMAN



**MINUTES of
COMMUNITY SERVICES COMMITTEE
15 JANUARY 2019**

PRESENT

Chairman	Councillor R G Boyce MBE
Vice-Chairman	Councillor Mrs B D Harker
Councillors	Miss A M Beale, A T Cain, Miss M R Lewis and Mrs N G F Shaughnessy
Ex-Officio Non- Voting Member	Councillor B S Beale MBE
Substitute Members	Councillors A S Fluker and M W Helm

737. CHAIRMAN'S NOTICES

The Chairman drew attention to the list of notices published on the back of the agenda.

738. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors E L Bamford, H M Bass and Mrs M E Thompson.

In accordance with Procedure Rule 17 (9, 10) Councillor A S Fluker attended as a substitute for Councillor E L Bamford and Councillor M W Helm attended as a substitute for Councillor H M Bass.

739. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Committee held on 20 November 2018 be approved and confirmed.

740. DISCLOSURE OF INTEREST

Councillor Mrs N G F Shaughnessy declared a non-pecuniary interest in Agenda Item 10 Lease Proposal Blackwater Leisure Centre, as she knew the applicant.

741. PUBLIC PARTICIPATION

The Chairman informed the Committee that, having taken advice from the Monitoring Officer, there would be a change to the normal procedure regarding public speaking. He advised that it would be best to have the member of the public speak at the beginning of the Private and Confidential Agenda Item 10 Lease proposal, Blackwater Leisure Centre. This was to ensure confidentiality on the part of the other businesses involved in this agenda item.

742. CHAIRMAN'S GOOD NEWS ANNOUNCEMENTS

The Chairman reported that on Sunday 13 January 2019 in Promenade Park a new event was trialled called the Essex Historic Military Vehicle Association which was attended by approximately 600 members of the public. He said that given the success of this event the Council will look to repeating it in 2019/20.

743. REFUSE AND RECYCLING MISSED COLLECTIONS

The Committee considered the report of the Director of Service Delivery that had been compiled in response to the recommendation made by this Committee at its meeting on 20 November 2018 (detailed below). This report is to explain to Members how missed collections are reported and the opportunities and limitations on reporting in different ways.

That a detailed report be compiled for this Committee providing sound analysis on the agreed number of justified missed waste collections, a clear definition of what constitutes a 'missed' waste collection and clarity on the terms of the SUEZ contract (Minute No. 626 refers).

The Group Manager, Community & Living, took Members through the key areas of the report covering the rationale for 'justified missed' waste collections and those outside of this category. She then covered the performance monitoring of this area and the terms and conditions of the SUEZ contract. It was noted that both the Director of Service Delivery and the Group Manager, Community & Living, had met with the Directors from SUEZ to iron out recent concerns and ensure maximum efficiency going forward.

The issue of vehicle breakdown was discussed further as it had been reported that the modern vehicle exhaust was not capable of getting hot enough, resulting in shut downs. The Director of Service Delivery informed the Committee that SUEZ had been working with the engineers to address the problem and that the situation had already improved.

Whilst acknowledging the very successful rates of collection evidenced in the report there were some further queries regarding the total daily collections and how the figure was arrived at. In light of these comments the Group Manager, Community & Living, subsequent to the meeting, circulated confirmation of the data used to ascertain the average number of refuse/recycling collections per day.

The Chairman put the recommendation to note the report to the Committee and this was agreed.

RESOLVED that the report be noted.

744. ANY OTHER ITEMS OF BUSINESS THAT THE CHAIRMAN OF THE COMMITTEE DECIDES ARE URGENT

Councillor Miss M R Lewis raised the issue of the two outstanding matters from previous meetings, namely Minute 372 – Disabled Facilities Grant Report (DFG) and Minute 376 – Roundabout Sponsorship Scheme.

The Director of Service Delivery apologised for the delay in delivering on these items. He informed the Committee that, given the wide range of issues to be covered in the DFG report, requiring input from both staff and partner organisations, it had not been possible to complete in time due to lack of staff availability as a result of the Christmas break.

With reference to the Roundabout Sponsorship Scheme he reported that Officers were working with Essex County Council on the figures and he assured the Committee this would be available for the next meeting.

RESOLVED that the Disabled Facilities Grant report be circulated prior to the next Committee meeting on the 26 February 2019

745. EXCLUSION OF THE PUBLIC AND PRESS

The Chairman put the proposal that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test, to the Committee.

The proposal was supported by Councillor A T Cain and duly seconded. Upon a vote being taken the proposal was carried.

In accordance with Council Rule 13 (4) Councillor Miss M R Lewis requested that her objection to the vote be minuted.

RESOLVED that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

746. LEASE PROPOSAL, BLACKWATER LEISURE CENTRE

As agreed under Item 5 Public Participation and on advice from the Monitoring Officer, the Applicant for this agenda item addressed the Committee.

747. ADJOURNMENT OF THE MEETING

The Chairman adjourned the meeting at 8pm to enable the member of the public to leave the Council Chamber. The meeting reconvened at 8:03pm and continued in closed session.

748. LEASE PROPOSAL, BLACKWATER LEISURE CENTRE

The Committee considered the report of the Director of Service Delivery, together with the comments from the applicant, regarding a request to site a nursery building at the Blackwater Leisure Centre and enable a proposal to lease a part of the Blackwater Leisure Centre site.

The Director of Service Delivery gave the Committee an overview of the report content and the Leisure & Community Development Manager presented the detail of the report.

Councillor A S Fluker declared in the interest of openness and transparency on this item as he knew the applicant.

A lengthy debate ensued during which further clarification was provided by Officers in respect of the detail surrounding the use of the land. There was discussion on both the merits and demerits of the proposal. However, it was agreed that this was not sustainable given the long-term implications for the Council of any development in this area.

Councillor A S Fluker proposed that the request be refused as the site was not a sustainable solution. This was duly seconded by Councillor Miss M R Lewis.

The Chairman put the proposal to the Committee and this was carried.

RESOLVED that the Community Services Committee does not agree the use of the land at Blackwater Leisure Centre as a site for a nursery as it was not a sustainable solution.

The meeting closed at 8.30 pm.

R G BOYCE MBE
CHAIRMAN



**MINUTES of
PLANNING AND LICENSING COMMITTEE
24 JANUARY 2019**

PRESENT

Chairman	Councillor Mrs P A Channer, CC
Vice-Chairman	Councillor A K M St. Joseph
Councillors	B S Beale MBE, R G Boyce MBE, A S Fluker, R Pratt, CC, S J Savage and Mrs M E Thompson
Substitute Councillor(s)	Councillor Miss S White

770. CHAIRMAN'S NOTICES

The Chairman drew attention to the list of notices published on the back of the agenda.

771. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE

Apologies for absence were received from Councillors M F L Durham and M R Pearlman. In accordance with notice duly given Councillor Miss S White was attending as a substitute for Councillor Durham.

772. MINUTES OF THE LAST MEETING

RESOLVED

- (i) that the Minutes of the meeting of the Committee held on 15 November 2018 be received.

Minute 606 – Approval of the Maldon District Heritage at Risk Register

In response to a question querying the accuracy of the bullet point in relation to Timber Trestle Viaduct at Wickham Place, the Director of Strategy, Performance and Governance advised that he would check this information and clarify with Members outside of the meeting.

RESOLVED

- (ii) that subject to the above clarification the Minutes of the meeting of the Committee held on 15 November 2018 be confirmed.

773. DISCLOSURE OF INTEREST

Councillor R G Boyce declared a non-pecuniary interest in Agenda Item 9 – Approval to Consult on the Draft Lists of Local Heritage Assets for the Parishes of Althorne, Cold Norton, North Fambridge, Purleigh and Stow Maries as reference was made to the Guilder Drake Almshouses which he was chairman of.

Councillor R Pratt declared a non-pecuniary interest as a Member of Essex County Council and in any item of business that was pertinent to that Authority. He also declared that he was a Trustee of the Henry Guilder Trust.

Councillor Mrs P A Channer declared a non-pecuniary interest as a Member of Essex County Council and any item of business that was pertinent to that Authority. She declared a non-pecuniary interest in Agenda Item 9 – Approval to Consult on the Draft Lists of Local Heritage Assets for the Parishes of Althorne, Cold Norton, North Fambridge, Purleigh and Stow Maries as a Trustee of the Henry Guilder Drake Almshouse Trust and a pecuniary interest in the same item of business as her house was immediately opposite the premise.

774. PUBLIC PARTICIPATION

No requests had been received.

775. HALF YEARLY REVIEW OF PERFORMANCE

The Committee received the report of the Director of Resources supplying Members with details of performance against targets set for 2018 / 19. The report also outlined progress being achieved towards the corporate goals and the outcomes detailed in the Corporate Plan 2015 – 19 adopted by the Council in February 2015.

It was noted that the Corporate Leadership Team had held quarterly performance and risk clinics to review and challenge performance, financial and risk information, where necessary. This report had also been considered by the Overview and Scrutiny Committee.

The position for each corporate goal was set out in Appendix 1 to the report and detailed key corporate activities and service priorities assessed as being “behind schedule” or “at risk of not being achieved”. The appendix also showed those indicators which were at risk of not achieving the end of year target.

Councillor Mrs M E Thompson joined the meeting during this item of business and abstained from any voting in relation to this item of business.

Following a discussion and in response to questions raised, the Director of Strategy, Performance and Governance provided Members with the following information:

- Delivery of the Strategic Sites as set out in the adopted Local Development Plan for the Maldon District: The five year housing land supply calculation had been undertaken and the Council was on track with this and bringing sites forward within the required period.

The Director of Strategy, Performance and Governance agreed to provide clarification as to whether Site 52g Park Drive was complete including enforcement matters.

- Influence and co-ordinate partners to prioritise and deliver flood relief projects for identified surface and coastal flooding risk areas in District - In relation to the Brickhouse Farm Scheme it was noted that the Council at its last meeting had agreed the principle of the flood alleviation scheme.
- Work with local businesses and agencies to prepare for / implement projects for the following Central Area Masterplan sites – a) Lower High Street – Reference was made to a recent meeting with local developers and concerns local residents had regarding a large scale development in this location. The Chairman advised that she was not aware of the meeting and would look into this matter outside of the meeting.

The Director of Strategy, Performance and Governance reported that businesses would be engaged as part of the engagement strategy on the lower high street which would be going out in the next few weeks.

Councillor A S Fluker declared in the interest of openness and transparency that he was a Harbour Commissioner.

In response to a question regarding encouraging small local businesses and new start-up businesses the Director of Strategy, Performance and Governance advised that there were things that could be done to encourage them and this would be consistent with micro economy.

Performance indicators had been introduced in 2016 / 17 regarding the time taken to acknowledge planning applications. Since then there had been a significant improvement in performance, however performance for minor and other application was still below the Council's target of 95%. The report set out Government guidance in relation to validation targets and the report suggested that the Council consider revising its performance indicators to align with these.

RESOLVED

- (i) that Members comments and the contents of the report be noted;
- (ii) that current performance measures relating to acknowledging planning applications be replaced and aligned with Government guidance.

776. DEPARTMENT FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS (DEFRA) NET GAIN CONSULTATION PROPOSALS

The Committee considered the report of the Director of Strategy, Performance and Governance seeking Members' approval of a draft response (attached at Appendix 1 to the report) to the DEFRA consultation on its proposal to mandate biodiversity net gain for development requiring planning permission.

The report provided detail regarding the proposal from DEFRA to introduce legislation to mandate net biodiversity gain in new development. The Net Gain Consultation sought local authority and development industry input into setting out the parameters for a future scheme.

Members discussed the consultation response and the following amendments were agreed to the consultation response:

Consultation Question	Amendment
8. For what species is it plausible to use district level of strategic approaches to improve conservation outcomes and streamline planning processes? Please provide evidence.	Response to be amended from ‘no comment’ to include an update regarding the introduction of species through district level or strategic approach along with Natural England’s suggestion for Great Crested Newt Licensing to be done at a District level.
27. What safeguards might be needed in the implementation of conservation covenants?	Response to be amended from ‘no comment’ to include a comment following clarification from Officers on the meaning of ‘conservation covenants’.
31. How should the tariff revenue be collected? a) Locally (e.g. through a Local Authority) b) Nationally (e.g. through Natural England or another national body) c) Other, please specify.	Councillor A S Fluker proposed that the Council should try and deal with tariff revenue locally which would allow the Council to shape the District. It was agreed that this response would be amended to include these comments.
Exemptions	It was agreed that a comment regarding mitigating any charge on affordable housing as the costs of new build affordable housing was becoming a problem.

During the debate, Councillor Mrs P A Channer repeated her non-pecuniary interest in this item of business as a Trustee of the Henry Guilder Drake Trust. Councillor S J Savage also declared a non-pecuniary interest in this item of business as he was a trustee of two trust houses.

RESOLVED that subject to the above amendments the consultation the proposed response to the Department for Environment, Food and Rural Affairs consultation on Net Gain proposals be revised to take into account the views of the Committee and approved by Officers in consultation with the Chairman and Vice-Chairman of this Committee and submitted as the Council’s formal response to the consultation.

777. UPDATE ON APPEAL DECISIONS (JULY - SEPTEMBER 2018)

The Committee received the report of the Director of Strategy, Performance and Governance informing Members of performance on planning appeal decisions from July to September 2018.

In respect of costs awarded to the Council, the Director of Strategy, Performance and Governance advised that the appeal was granted on the last day of the quarter and therefore these costs would be reported in the next quarter.

In response to questions, the Director of Strategy, Performance and Governance agreed to circulate to Members outside of the meeting cost information relating to appeal costs including a specific site referred to at Stoney Hills, Burnham-on-Crouch.

RESOLVED that the contents of the report be noted.

At this point, Councillor Mrs P A Channer reminded Members of her earlier declaration of interest in the following item of business and left the meeting.

IN THE CHAIR : COUNCILLOR A K M ST. JOSEPH

778. APPROVAL TO CONSULT ON THE DRAFT LISTS OF LOCAL HERITAGE ASSETS FOR THE PARISHES OF ALTHORNE, COLD NORTON, NORTH FAMBRIDGE, PURLEIGH AND STOW MARIES

The Committee considered the report of the Director of Strategy, Performance and Governance seeking Members' approval to consult on the Draft Lists of Local Heritage Assets for the Parishes of Althorne, Cold Norton, North Fambridge, Purleigh and Stow Maries (attached as Appendix 1 to the report).

Members were advised that Planning Practice Guidance encouraged Local Planning Authorities to identify 'non-designated heritage assets' against consistent criteria and noted that adding them to a 'local list' was a positive way of improving the 'predictability of the potential for sustainable development'. The Council's Conservation Officer was drafting lists for each Parish and Appendix 2 to the report set out a timetable for the development of the register of local heritage assets.

Members expressed their thanks to the Conservation Officer for the work he had done in relation to the Draft Lists and conservation in the District.

Councillor Miss S White declared a non-pecuniary interest in this item of business and in particular the farm buildings at Stow Maries which she had been inside and knew the owners of.

Members considered the report and its related appendices and in response to the debate and questions raised the following information was provided:

- It was noted that according to the timetable Southminster was listed as Phase 3. Some Members requested that Southminster Police Station be looked at as a matter of urgency to preserve its current heritage as it was felt the building was at risk. Councillor A S Fluker reported that he would be meeting with residents regarding this over the coming weeks.
- The Conservation Officer explained that the Draft Lists sought to recognise locations with historic interest and manage change relating to them in a way which did not compromise on what was special about a location. Being on the

list would not impose any additional controls and properties on the list could be removed.

- It was agreed that owners of land included within the Draft Lists would be written to by the Conservation Officer as a matter of priority and be provided with a clear understanding of what the listing means and how it was not the same as being a 'listed building'.
- It was agreed that Southminster be moved from Phase 3 into Phase 2 with Maldon and Heybridge.

Councillor A S Fluker proposed that Southminster Police Station be added to the list and taken forward immediately, subject to the availability of the Conservation Officer. This proposal was not seconded.

The Chairman then put the recommendation set out in the report, subject to land owners being written first and the additional recommendation that Southminster be moved from Phase 3 into Phase 2 with Maldon and Heybridge. This was duly agreed and Councillor Miss White requested that her vote against the proposal be recorded.

RESOLVED

- (i) that subject to notifying the land owners the Draft Lists of Local Heritage Assets for the Parishes of Althorne, Cold Norton, North Fambridge, Purleigh and Stow Maries are approved for public consultation;
- (ii) that Southminster be moved from Phase 3 into Phase 2 with Maldon and Heybridge.

Councillor Mrs Channer returned to the chamber.

IN THE CHAIR : COUNCILLOR MRS P A CHANNER

779. RECREATIONAL AVOIDANCE MITIGATION STRATEGY SUPPLEMENTARY PLANNING DOCUMENT

The Committee considered the report of the Director of Strategy, Performance and Governance seeking Members' approval of the draft Essex Coast Recreational disturbance Avoidance Mitigation Strategy (RAMS) (attached as Appendix A to the report) for public consultation. Members were also asked to consider approving use of the RAMS as an evidence base for securing financial contributions from new housing development in the interim period prior to the draft RAMS Supplementary Planning Document (SPD) being adopted.

The draft Essex Coastal RAMS was a joint initiative between 11 Essex authorities to identify the recreational impacts new homes would have on the Habitat sites along the Essex Coast. The report provided detailed information regarding the RAMS and Members noted that it comprised of two sections, the Technical report and Mitigation report. A draft governance chart was attached as Appendix B to the report.

The Acting Planning Policy Team Leader reported that once the draft RAMS had gone out for consultation the Council had been advised that it would carry weight in the planning application process. The report provided detail of the RAMS tariff which could be used by Officers as the basis for securing financial contributions from any housing development that came forward in the Zone of Influence for the habitat sites.

The Chairman thanked the Acting Planning Policy Team Leader for her work on the RAMS document and referred to Councillor A K M St. Joseph whose expertise had proved very useful to the RAMS forum.

Councillor R G Boyce referred to recommendation (ii) and proposed that social housing should be excluded from this. He made reference to how any social landlord building houses for rent needed to be able to fund the build costs. This proposal was duly seconded and agreed.

At this point Councillor Mr P A Channer declared a non-pecuniary interest in this item of business.

A debate ensued during which the following information was provided and concerns raised:

- Affordable housing was currently included by the Council in the RAMS tariff but as part of the consultation process the Council was able to raise concerns regarding this. It was noted that any changes proposed by the Committee would be reported to the RAMS steering group.
- Concern was raised regarding the management of the system defined and whether the knowledge would be available to focus on the disturbance points.
- The report made reference to a scheme in the Solent but a Member raised concern regarding the beneficial effect and that more detailed knowledge was required in respect of Essex.
- Enforcement of the current rules was commented upon and how there were a number of things which could be implemented at little cost.

Members requested that as part of the transformation process any costs, even when coming from existing budgets, should be drawn to Members' attention.

RESOLVED

- (i) That the draft Essex Coast Recreational disturbance Avoidance Mitigation Strategy (RAMS) be approved for stakeholder and public consultation.

RECOMMENDED

- (ii) That the tariff in the draft Essex Coast RAMS be used for securing financial contributions from new housing development, excluding social housing, in the interim period prior to the draft Essex Coast RAMS Supplementary Planning Document being adopted.

780. PLANNING POLICY UPDATE

The Committee considered the report of the Director of Strategy, Performance and Governance providing an update on local, sub-regional and national planning policy matters including Duty to Cooperate, Essex Local Plans and legislative changes as they affect planning policy.

The report provided Members with an update on a number of areas including:

- Duty to cooperate and other plans and strategies;
- M25 junction 28 improvement scheme – consultation;
- Supplementary Planning Documents (SPD) and other policy documents;
- Community Infrastructure Levy (CIL);
- Reducing complexity and increasing certainty;
- Increasing market responsiveness;
- Improving transparency and increasing accountability;
- Introducing a Strategy Infrastructure Tariff;
- National Planning Policy Framework (NPPF);
- Reforming developer contributions: Technical consultation on draft regulations;
- Neighbourhood Planning;
- Maldon and Heybridge Central Area Masterplan;

In response to a number of questions the following information was provided by Officers:

- In response to a question, the Acting Planning Policy Team Leader advised that the economic growth relating to the M25 junction improvement scheme would be addressed by the Economic Development Team. The Chairman advised that this would be picked up outside of the meeting.
- Members were advised that alongside the NPPF consultation there was a consultation on CIL which was required to bring out the changes as a result of this new legislation. It was noted that response to this would be delegated to the Director of Strategy, Performance and Governance in consultation with the Chairman and Vice-Chairman of this Committee..
- The Council had considered reports and respond to the consultation relating to the mayoral plan for London. The Chief Executive's and Leaders group had sent a letter to the Mayor raising concern and requesting further dialogue in respect of other housing needs such as families coming out of London because of cheaper rental.

RESOLVED that the contents of the report be noted.

There being no further items of business the Chairman closed the meeting at 9.27 pm.

MRS P A CHANNER, CC
CHAIRMAN



**MINUTES of
FINANCE AND CORPORATE SERVICES COMMITTEE
29 JANUARY 2019**

PRESENT

Vice-Chairman (in the chair)	Councillor I E Dobson
Councillors	Mrs B F Acevedo, A S Fluker, B E Harker, M S Heard and Rev. A E J Shrimpton
Ex-Officio Non- Voting Member	Councillor(s) B S Beale MBE and Mrs M E Thompson
Substitute Councillor(s)	Councillor R G Boyce MBE

781. CHAIRMAN'S NOTICES

The Chairman drew attention to the list of notices published on the back of the agenda.

782. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE

An apology for absence was received from Councillor D M Sismey. In accordance with notice duly given Councillor R G Boyce was attending as a substitute for Councillor Sismey.

783. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Committee held on 27 November 2018 be approved and confirmed.

784. DISCLOSURE OF INTEREST

There were none.

785. PUBLIC PARTICIPATION

No requests had been received.

786. CORPORATE HEALTH AND SAFETY

The Committee received the report of the Director of Resources detailing Corporate Health and Safety activity for Quarter Three (1 October to 31 December 2018). A summary by Directorate and a description of the reported incidents and near misses were set out in the report.

Appendix 1 to the report provided details of progress with the Health and Safety Action Plan for 2018 / 19.

It was noted that there had been seven reported accidents, five incidents of unacceptable behaviour and follow up action was detailed in the report. The report detailed a number of roles with Health and Safety responsibilities where there were vacancies following staff leaving the organisation and Members were advised that nominated replacements for these roles would be sought and training provided as appropriate.

In response to a question, the Director of Resources agreed to check if there was an alarm bell or other form of alert used by the Council's Customer Service Advisors on the reception desk to attract colleague's attention, if required and ensure the system was tested.

RESOLVED

- (i) That the accident and incident statistics for the quarter be noted;
- (ii) That progress with the Health and Safety Action Plan be noted
- (iii) That that action required to replace staff with health and safety representatives as they the organisation be noted.

787. SUPPLEMENTARY ESTIMATES, VIREMENTS AND USE OF RESERVES: 31 OCTOBER - 31 DECEMBER 2018

The Committee considered the report of the Director of Resources reporting:

- virements and supplementary estimates agreed under delegated powers;
- procurement exemptions that had been granted in the period;
- on the use of the Repairs and Maintenance reserve during the year.

It was reported that there were no Virements or Supplementary Estimates to be reported for this period.

Members noted that there had been one procurement exemption granted to continue with the current banking arrangements and the report provided further detail in respect of this exemption.

A number of requests for funding from the Repairs and Renewals reserve had been approved and the details of these were set out in the report.

Councillor Mrs M E Thompson joined the meeting during this item of business.

In response to a question regarding the use of reserves being looked at collectively or as individual amounts, the Director of Resources reminded Members of the policy regarding supplementary estimates and explained that this did not apply to the use of reserves. It was noted that the Council had very clear procurement guidance which did not allow the segregation of things to bypass rules and regulations. In respect of the use of reserves and the five items reported these were separate incidents which required repairs, had happened at different points in the year and would not be combined together.

RESOLVED that the contents of the report be noted.

788. CAPITAL AND INVESTMENT STRATEGIES FOR 2019 / 20

The Committee considered the report of the Director of Resources seeking Members' approval of an annual Capital Strategy (attached as Appendix 1 to the report) and Investment Strategy (attached as Appendix 2 to the report) for 2019 / 20.

It was reported that the Capital Strategy had been prepared considering the future plans of the Council, ensuring that they were affordable and prudent. The Annual Investment Strategy had been updated in line with statutory requirements and good practice, having regard to the Council's financial position, links to wider strategies, plans and aims and the advice of the Council's external treasury advisor. There were no changes to the Council's treasury management practices or processes, as previously reported to the Committee.

In response to questions, the Director of Resources provided the following clarifications:

- Loan repayments referred to loans where the Council had borrowed monies;
- The Council had no housing stock, but as part of the transfer of housing stock there was a small amount of money the Council received from the Housing Association dealing with the property.

It was noted that in Appendix 1 under 'Investment for Services Purposes' there was a minor typographical error which would be corrected.

RECOMMENDED

- (i) that the Capital Strategy for 2019 / 20 attached as **APPENDIX 1** to these Minutes be approved;
- (ii) that the Investment Strategy for 2109 / 20 attached as **APPENDIX 2** to these Minutes be approved.

789. MEMBERS' ALLOWANCES - INDEPENDENT MEMBERS REMUNERATION PANEL UPDATE

The Committee considered the report of the Independent Members Remuneration Panel (IMRP) seeking Members' consideration of its recommendations following meetings held in November 2018.

It was reported that the IMRP had met three times in November 2018 to consider the introduction of a Members' Mileage and Expenses Policy along with the level of allowance currently paid as a Special Responsibility Allowance to Area Planning Committee Chairman. The recommendations of the IMRP to introduce a Members' Mileage and Expenses Policy and a reduction to the allowance current paid to Area Planning Committee Chairman were set out in Appendix A to the report and the Minutes of its first meeting at Appendix B.

Councillor A S Fluker declared in the interest of openness and transparency an interest in this item of business.

Councillor Fluker proposed that an additional recommendation be added to recommend that Members could not spend more than the allowance currently offered to Officers as a form of subsistence. This proposal was duly seconded.

In response to a number of questions the following information was provided by the Director of Resources:

- guidance was issued to all new Members of the Council and the rules in respect of mileage claiming were clearly set out on the mileage claim forms.
- Mileage was not allowed to be claimed for attendance at Party Conferences;
- Reference within Appendix A to a single Area Planning Committee was observations of the IMRP and not the Council. No amendment could therefore be made to this document, it was however noted that the Council had previously considered the introduction of a single Area Planning Committee and agreed not to revisit this matter for a number of years.
- Officers would look into alternative means of Members signing in and out when attending the Council Offices.
- A new app was currently being tested which sat on top of the Sage finance system and would allow a user to make mileage and expenses claims via a mobile phone, including attaching a photograph of a receipt.

Councillor Fluker clarified his earlier proposition that the new Members' Mileage and Expenses Policy should reflect the policy currently applicable to Officers. This was duly agreed.

RECOMMENDED

- (i) That a Members' Mileage and Expenses Policy be introduced reflecting the policy currently applicable to Officers;
- (ii) That the allowance currently paid to Area Planning Committee Chairmen be reduced to 50% of the existing rate.

790. 2018 / 19 - 2021 / 22 CAPITAL PROGRAMME

The Committee considered the report of the Director of Resources presenting year to date spend information on the 2018 / 19 Capital Programme (Appendix A to the report) and the proposed Capital Programme for 2019 / 20.

It was noted that two projects from 2018 / 19 were being carried forward into 2019 / 20 and the remainder of the 2018 / 19 Capital Programme was envisaged to be completed by 31 March 2019.

The Finance Manager reported that there had not been any change to the proposed 2019 / 20 Capital Projects considered by this Committee at its last meeting and approved by the Council on 20 December 2018 for taking forward in the budget process.

In response to questions the Director of Resources provided the following information:

- The purchase of bins related to bins for new housing development which were now built into Section 106 Agreements and recharged for all significant developments.
- Expenditure detailed related to the end of Quarter Three.
- Officers would confirm if there had been any further spend in respect of the Maldon Cemetery Chapel.
- Current Polling booths had been reviewed and where possible repaired. However some did require replacement.

Councillor B E Harker declared an interest in this item of business as he was the Chairman and Treasurer of the Friends of Heybridge Cemetery.

RESOLVED that the contents of the Quarter Three 2018 / 19 Capital Outturn Table be noted.

791. DISCRETIONARY FEES AND CHARGES 2019 / 20

The Committee considered the report of the Director of Resources, seeking Members' consideration of the proposed Fees and Charges for 2019 / 20 (set out in Appendix A to the report).

It was noted that the proposed fees and charges for 2019 / 20 had been based on the policy decisions recently updated and agreed by this Committee at its last meeting. The report detailed the budgets for income generated from fees and charges and highlighted two main changes:

- **Building Control fees** – These fees are the subject of a separate review which will be reported to the Committee once completed.
- **Clinical Waste** – As of 31 January 2019 the NHS was withdrawing its service for the collection of clinical waste. The free collection has been re-introduced into the budget but officers were carrying out further work in respect of other options available. It was noted that additional measures were being put in place to ensure use of the free service had been agreed with a GP.

In response to a question regarding animal licensing, the Director of Resources reported that new licensing legislation required the Council to licence all dog sitters and kennels. It was not known at this stage what the costs would be but indicative costs were being sought.

RECOMMENDED

- (i) That the detailed Fees and Charges for 2019 / 20 as set out in **APPENDIX 3** to these Minutes, be agreed;
- (ii) That the revision to the fees and charges policies shown in **APPENDIX 4** to these Minutes, be agreed.

792. REVISED 2018 / 19 ESTIMATES, ORIGINAL 2019 / 20 BUDGET ESTIMATES AND COUNCIL TAX 2019 / 20

The Committee considered the report of the Director of Resources presenting:

- for noting, the Provisional Local Government Finance Settlement announced by the Government on 13 December 2018;
- the revised 2018 / 19 and original 2019 / 20 General Fund Revenue Budget estimate;
- the proposed council tax increase for 2019 / 20
- the policy for the use of Reserves.

The report and associated appendices to the report outlined the following:

- the latest information on the provisional Local Government finance settlement 2019 / 20;
- revised General Fund revenue budget estimates 2018 / 19;
- General Fund revenue budget estimates 2019 / 20;
- budget growth, savings and income generation in 2019 / 20;
- Essex Region business rates pool to which no changes to the Pool membership had been notified;
- an update on interest on investments;
- the Council Tax requirement for 2019 / 20;
- General Fund balance and revenue reserves;
- risks to the Council's financial position.

Provisional Local Government Finance Settlement 2019 / 20

The Director of Resources reported that she had received written communication which confirmed that the Local Government Finance Settlement for 2019 / 20 had been finalised and settlement funding was £1.508.

It was noted that this was the last year of the current spending review settlement and therefore 2020 would see a new way of funding. There were currently consultations out regarding this and the Director of Resources would be arranging a Member briefing and workshop around this.

Council Tax

The Director of Resources highlighted the significant precept rises from Essex Police and Essex County Council. At the request of Members Officers had modelled the budget to try and stay within the line of the Consumer Price Index (CPI) which up to the end of December 2018 was 2.4%. The budget presented included a proposed Council Tax increase of 2.3%.

Councillor A S Fluker thanked the Section 151 Officer and her team for the enormous amount of work that had gone into the budget and engaging with him with regards to the Council Tax. He referred to the need to protect tax.

Councillor Fluker proposed that the recommendations as set out in the report, including an increase council tax by £4.43 (2.3%). This proposal was duly seconded. It was noted that recommendation (ii)d should read “to retain...”.

In response to a question regarding paying off the pension gap, the Director of Resources advised that this had to be paid every four years and monies were being put aside this year for this.

RESOLVED

- (i) That the main details of the Provisional Local Government Finance Settlement 2019 / 20 as set out below and in section 3.4 of the report:

	2015 / 16 Adjusted	2016 / 17	2017 / 18	2018 / 19	2019 / 20
	£m	£m	£m	£m	£m
Settlement Funding Assessment – Maldon	2.447	1.964	1.601	1.474	1.508
Annual % Change		-19.7%	-18.5%	-7.9%	-2.3%
Cumulative % Change		-19.79%	-34.6%	-39.8%	-38.4%

RECOMMENDED

- (ii) that the following be approved:
- (a) the Summary Revised 2018 / 19 and Original 2019 / 20 General Fund Revenue Budget Estimates (**APPENDICES 5, 6 and 7** to these Minutes)
 - (b) an average Band D council tax of £197.40 (excluding parish precepts) (2.3% increase) for 2019 / 20 (**APPENDIX 5** to these Minutes);
 - (c) policies on the designated use of financial reserves (**APPENDIX 8** to these Minutes);
 - (d) to retain the minimum general fund working balance at £2,600,000 for 2019 / 20.
- (iii) that the Council gives due regard to the Director of Resources statement on the robustness of budgets and adequacy of reserves in **APPENDIX 7**.

793. REGULATION OF INVESTIGATORY POWERS ACT (RIPA) POLICY AND GUIDANCE ON THE USE OF COVERT SURVEILLANCE

The Committee considered the report of the Director of Resources seeing Members' approval of a revised Regulation of Investigatory Powers Act (RIPA) Policy and Guidance on the use of covert surveillance (attached as Appendix 1 to the report).

The report set out the Council's requirement under RIPA and it was noted that the Council's current Code of Practice on Covert Surveillance had been updated to reflect the new corporate structure and requirements of the Regulation of Investigatory Powers Act 2000 as amended by the Protection of Freedoms Act 2012 and guidance.

Members noted that a change was required to the Appendix to amend reference to the Director of Planning and Regulatory Services to Director of Strategy, Performance and Governance. This would need further amendment when the area of Planning moved across to the Director of Service Delivery.

In response to a question, Members were informed that the Council had not undertaken surveillance to assist in the detection of crime and the prevention of fraud and all staff received regular training on RIPA.

RECOMMENDED that subject to amendment, the revised Code of Practice on Covert Surveillance, attached as **APPENDIX 9** to these Minutes be approved.

There being no further items of business the Chairman closed the meeting at 8.10 pm.

I E DOBSON
CHAIRMAN

Capital Strategy Report 2019 / 20

Introduction

This capital strategy is a new report for 2019 / 20, giving a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability. It has been written in an accessible style to enhance members' understanding of these sometimes technical areas.

Capital Expenditure and Financing

Capital expenditure is where the Council spends money on assets, such as property or vehicles, that will be used for more than one year. In local government this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy assets. The Council has some limited discretion on what counts as capital expenditure, for example assets costing below £10,000 are not capitalised and are charged to revenue in year.

In 2019 / 20, the Council is planning capital expenditure of £618,000, with a potential additional £6.2m for commercial projects as summarised below:

Table 1: Prudential Indicator: Estimates of Capital Expenditure in £ 000s

	2017/18 actual £000	2018/19 forecast £000	2019 / 20 budget £000	2020/21 budget £000	2021/22 budget £000
General Fund services	1,021	1,771	618	487	477
Proposed Commercial Projects	-	-	6,283	-	-
TOTAL	1,021	1,789	6,901	487	477

The main General Fund capital projects include the replacement of equipment and vehicles in the Parks Team, which totals £118,200.

Governance: Service managers bid annually in September to include projects in the Council's capital programme. Bids are collated by the finance team who calculate the financing cost (which can be nil if the project is fully externally financed). The Corporate Leadership Team (CLT) and the relevant service committees appraise all bids based on a comparison of service priorities against financing costs and makes recommendations to Finance and Corporate Services. The final capital programme is then presented to Council in February each year.

- For full details of the Council's proposed capital programme for 2019 / 20, including the project appraisals undertaken, see the Finance and Corporate Services Minutes for 24 November 2018.

Projects that generate savings or income may be progressed in year subject to a valid Business Case and Committee Approval.

All capital expenditure must be financed, either from external sources (government grants and other contributions), the Council's own resources (revenue, reserves and capital receipts) or debt

(borrowing, leasing and Private Finance Initiative). The planned financing of the above expenditure is as follows:

Table 2: Capital financing in £ 000's

	2017 / 18 actual £000s	2018 / 19 forecast £000s	2019 / 20 budget £000s	2020 / 21 budget £000s	2021 / 22 budget £000s
External sources	449	420	420	420	420
Own resources	572	1,369	198	67	57
Debt	-	-	6,283	-	-
TOTAL	1,021	1,789	6,901	487	477

Debt is only a temporary source of finance, since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as Minimum Revenue Provision (MRP). Alternatively, proceeds from selling capital assets (known as capital receipts) may be used to replace debt finance. Planned MRP and use of capital receipts are as follows:

Table 3: Replacement of debt finance in £ 000's

	2017 / 18 actual £000's	2018 / 19 forecast £000's	2019 / 20 budget £000's	2020 / 21 budget £000's	2021 / 22 budget £000's	2022 / 23 Budget £000's
Own resources	-	-	-	126	126	126

- The Council's full minimum revenue provision statement is available here in the reports for Finance and Corporate Service Committee in January 2019.
- The figures above will not be included into the Medium Term Financial Statement until the projects have been fully approved.

The Council's cumulative outstanding amount of debt finance is measured by the Capital Financing Requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt. The CFR is expected to increase by £6.3m during 2019 / 20. Based on the above figures for expenditure and financing, the Council's estimated CFR is as follows:

Table 4: Prudential Indicator: Estimates of Capital Financing Requirement in £000's

	31.3.2018 actual £000's	31.3.2019 forecast £000's	31.3.2020 budget £000's	31.3.2021 budget £000's	31.3.2022 budget £000's
General Fund services	1,109	850	6,874	6,489	6,104
TOTAL CFR	1,109	850	6,874	6,489	6,104

- The in year movement above does not total Table 2 less Table 3 due to MRP relating to embedded finance leases that are not true capital debt repayments.

Asset management: To ensure that capital assets continue to be of long-term use, the Council is developing the 2019 / 20 asset management strategy.

Asset disposals: When a capital asset is no longer needed, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay debt. The Council is currently also permitted to spend capital receipts on service transformation projects until 2021 / 22. Repayments of capital grants, loans and investments also generate capital receipts. The Council could potentially receive £4m of capital receipts in the coming financial year as follows:

Table 5: Capital receipts in £ 000's

	2017 / 18 actual £000's	2018 / 19 forecast £000's	2019 / 20 budget £000's	2020 / 21 budget £000's	2021 / 22 budget £000's
Asset sales	-	-	-	4,000	-
Loans repaid	-	-	-	-	-
TOTAL	-	-	-	4,000	-

- The Assets sales relate to potential income from the sale of the Council offices if this project is taken forwards, however this is still at planning stage.
- The Council may also receive Capital receipts from Right to Buys of Council Houses, however it is not possible to estimate how much may be received in any one year.

Treasury Management

Treasury management is concerned with keeping sufficient but not excessive cash available to meet the Council's spending needs, while managing the risks involved. Surplus cash is invested until required, while a shortage of cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account. The Council is typically cash rich in the short-term as revenue income is received before it is spent, but cash poor in the long-term as capital expenditure is incurred before being financed. The revenue cash surpluses are offset against capital cash shortfalls to reduce overall borrowing.

Due to decisions taken in the past, the Council currently has £0m borrowing and £22m treasury investments at an average rate of 1.6%.

Borrowing strategy: The Council is currently debt free, however as there is a future intention to borrow to fund projects, then the main objectives when borrowing will be to achieve a low but certain cost of finance while retaining flexibility should plans change in future. These objectives are often conflicting, and the Council therefore seeks to strike a balance between cheap short-term loans (currently available at around 0.75%) and long-term fixed rate loans where the future cost is known but higher (currently 2.0 to 3.0%).

Projected levels of the Council's total outstanding debt (which comprises borrowing, PFI liabilities and leases) are shown below, compared with the capital financing requirement (see above).

Table 6: Prudential Indicator: Gross Debt and the Capital Financing Requirement in £000's

	31.3.2018 actual £000's	31.3.2019 forecast £000's	31.3.2020 budget £000's	31.3.2021 budget £000's	31.3.2022 budget £000's
Debt	-	-	6,283	6,157	6,031
Capital Financing Requirement	1,109	850	6,874	6,489	6,104

Statutory guidance is that debt should remain below the capital financing requirement, except in the short-term. As can be seen from table 6, the Council expects to comply with this in the medium term.

Liability benchmark: To compare the Council's actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of borrowing. This assumes that cash and investment balances are kept to a minimum level of £10m at each year-end. This benchmark is currently -£2.8 and is forecast to rise to £8.6m over the next three years.

Table 7: Borrowing and the Liability Benchmark in £000's

	31.3.2018 actual £000's	31.3.2019 forecast £000's	31.3.2020 budget £000's	31.3.2021 budget £000's	31.3.2022 budget £000's
Outstanding borrowing	-	-	6,300	6,174	6,048
Liability benchmark	(2,800)	800	7,200	8,500	8,600

The table shows that the Council expects to remain borrowed below its liability benchmark.

Affordable borrowing limit: The Council is legally obliged to set an affordable borrowing limit (also termed the authorised limit for external debt) each year and to keep it under review. In line with statutory guidance, a lower "operational boundary" is also set as a warning level should debt approach the limit.

Table 7: Prudential Indicators: Authorised limit and operational boundary for external debt in £m

	2018 / 19 limit	2019 / 20 limit	2020 / 21 limit	2021 / 22 limit
Authorised limit - borrowing	10	16.5	16.5	16.5
Operational boundary - borrowing	7	7	7	7

- Further details on borrowing are on page 4 of the treasury management strategy

Investment strategy: Treasury investments arise from receiving cash before it is paid out again. Investments made for service reasons or for pure financial gain are not generally considered to be part of treasury management.

The Council's policy on treasury investments is to maximise investment return where satisfactory results of due diligence are found and risk mitigated, although security and liquidity are still considerations. Cash that is likely to be spent in the near term is invested securely, for example with the government, other local authorities or selected high-quality banks, to minimise the risk of loss. Money that will be held for longer terms is invested more widely, including in bonds, shares

and property, to balance the risk of loss against the risk of receiving returns below inflation. Both near-term and longer-term investments may be held in pooled funds, where an external fund manager makes decisions on which particular investments to buy and the Council may request its money back at short notice.

Table 8: Treasury management investments in £000's

	31.3.2018 actual £000's	31.3.2019 forecast £000's	31.3.2020 budget £000's	31.3.2021 budget £000's	31.3.2022 budget £000's
Near-term investments	6,500	5,000	5,000	5,000	5,000
Longer-term investments	4,888	5,000	5,000	5,000	5,000
TOTAL	11,388	10,000	10,000	10,000	10,000

- Further details on treasury investments can be found on page 5 of the treasury management strategy

Governance: Decisions on treasury management investment and borrowing are made daily and are therefore delegated to the Director of Resources and staff, who must act in line with the treasury management strategy approved by Council. Half yearly reports on treasury management activity are presented to Overview & Scrutiny Committee. The audit committee is responsible for scrutinising treasury management decisions.

Investments for Service Purposes

The Council does not make investments to assist local public services.

Commercial Activities

The Council currently do not have any commercial activities, however with the continuing pressures on external funding, and the implementation of the future model, consideration is being given to potential projects, which, when evaluated, will follow the governance for approval outlined on page 1 of this strategy. The potential requirement for borrowing has been considered in the relevant indicators within this strategy, and the investment and treasury strategies.

Liabilities

The Council is committed to making future payments to cover its pension fund deficit (valued at £26.5 m). It has also set aside £0.75 m to cover risks of Business Rates and Planning appeals.

Governance: Decisions on incurring new discretionary liabilities are taken by managers in consultation with the Director of Resources. The risk of liabilities crystallising and requiring payment is monitored by departments in conjunction with the finance team and are reported to committee/management as appropriate.

Revenue Budget Implications

Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue, offset by any investment income receivable. The net

annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general government grants.

Table 9: Prudential Indicator: Proportion of financing costs to net revenue stream

	2017 / 18 actual	2018 / 19 forecast	2019 / 20 budget	2020 / 21 budget	2021 / 22 budget
Financing costs (£m)	-	-	-	-	-
Proportion of net revenue stream	%	%	%	%	%

- The borrowing referred to in this strategy relates to proposals that are still in planning stages, therefore these haven't been included in the table above due to wider implications of potential new revenue streams that would impact on the revenue stream. This table will be updated once there is more detail on the proposed projects.

Sustainability: Due to the very long-term nature of capital expenditure and financing, the revenue budget implications of expenditure incurred in the next few years will extend for the duration of any borrowing arrangements. The Director of Resources is satisfied that the proposed capital programme is prudent, affordable and sustainable because for the main General Fund programme, there are existing reserves to fund the expenditure. For new Commercial projects, borrowing costs have been included within the financial models to then assess overall project viability. Projects will only be progressed where they prove to generate savings or an income stream to the Authority, and the Business Case will assess the risks and mitigations of the projects.

Knowledge and Skills

The Council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. For example, the Director of Resources is a qualified accountant with over 10 years' experience. The Council pays for junior staff to study towards relevant professional qualifications including Association of Chartered Certified Accountants (ACCA).

Where Council staff do not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field. The Council currently employs Arlingclose Limited as treasury management advisors and the Valuation Office as property advisors. This approach is more cost effective than employing such staff directly, and ensures that the Council has access to knowledge and skills commensurate with its risk appetite.

- The Council's Treasury Management policy on the use of external advisers is available on request from the Council Offices.

Investment Strategy Report 2019 / 20

Introduction

The Council invests its money for two main reasons:-

- because it has surplus cash as a result of its day-to-day activities, for example when income is received in advance of expenditure (known as **treasury management investments**).
- to earn investment income (known as **commercial investments** where this is the main purpose).

This investment strategy is a new report for 2019 / 20, meeting the requirements of statutory guidance issued by the government in January 2018.

Treasury Management Investments

The Council typically receives its income in cash (e.g. from taxes and grants) before it pays for its expenditure in cash (e.g. through payroll and invoices). It also holds reserves for future expenditure and collects local taxes on behalf of other local authorities and central government. These activities, plus the timing of borrowing decisions, lead to a cash surplus which is invested in accordance with guidance from the Chartered Institute of Public Finance and Accountancy. The balance of treasury management investments is expected to fluctuate between £12m and £20m during the 2019 / 20 financial year.

Contribution: The contribution that these investments make to the objectives of the Council is to support effective treasury management activities.

Further details: Full details of the Council's policies and its plan for 2019 / 20 for treasury management investments are covered in a separate document, the treasury management strategy.

Capacity, Skills and Culture

Elected members and statutory officers: The team involved in investment decision making have a number of years experience in treasury management. They attend sessions run by our treasury management advisors in relation to investments and treatment. The Treasury Management advisors are consulted on potential changes to portfolio. Members are also provided with treasury management training, the frequency is dependent on requirements and changes.

Commercial deals: The Finance Manager and Section 151 officers are involved in projects with a financial impact and therefore communicate with those negotiating commercial deals the principles of the prudential framework and regulatory regime.

Corporate governance: The annual strategies are reviewed by the Overview and Scrutiny Committees before presented to the Finance and Corporate Services Committee and the Council for approval.

Investment Indicators

The Authority has set the following quantitative indicators to allow elected members and the public to assess the Authority's total risk exposure as a result of its investment decisions.

Total risk exposure: The first indicator shows the Authority's total exposure to potential investment losses. This includes amounts the Authority is contractually committed to lend but have yet to be drawn down and guarantees the Authority has issued over third party loans.

Table 5: Total investment exposure in £millions

Total investment exposure	31.03.2018 Actual	31.03.2019 Forecast	31.03.2020 Forecast
Treasury management investments	11,436	12,805	10,351
TOTAL INVESTMENTS	11,436	12,805	10,351
TOTAL EXPOSURE	11,436	12,805	10,351

How investments are funded: The Council's investments are funded by usable reserves and income received in advance of expenditure.

Rate of return received: This indicator shows the investment income received less the associated costs, including the cost of borrowing where appropriate, as a proportion of the sum initially invested. Note that due to the complex local government accounting framework, not all recorded gains and losses affect the revenue account in the year they are incurred.

Table 7: Investment rate of return (net of all costs)

Investments net rate of return	2017/18 Actual	2018/19 Forecast	2019 / 20 Forecast
Treasury management investments	1.4%	1.6%	1.6%
ALL INVESTMENTS	1.4%	1.6%	1.6%

There are not currently any other investment indicators, however as the Authority moves towards more commercial service provision, then suitable indicators will be adopted. The Capital Strategy details £6.28m of expenditure intended for Commercial projects in 2019 / 20.

APPENDIX 3

PLANNING AND ENVIRONMENTAL SERVICES	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
ENVIRONMENTAL HEALTH					
ENVIRONMENTAL PROTECTION					
Anti Social Behaviour Act 2003					
Fixed Penalty for Graffiti and Fly Posting S43	No	80.00	-	80.00	80.00
Clean Neighbourhoods and Environment Act 2005					
Fixed Penalty for failure to nominate key holder (within an alarm notification area) or failure to notify local authority in writing of nominated key holders details	No	80.00	-	80.00	80.00
Fixed Penalty for offences under dog control orders S59(2)	No	80.00	-	80.00	80.00
Environmental Protection Act 1990					
Copy of contaminated land register entry per A4 sheet	Yes	0.08	0.02	0.10	0.10
Copy of the contaminated land strategy: bound paper copy	No	43.00	-	43.00	43.00
emailed copy		Free			
Copy of radioactive substances notification per A4 sheet	Yes	0.08	0.02	0.10	0.10
Copy of radioactive substances register : bound paper copy	No	43.00	-	43.00	43.00
emailed copy		Free			
per A4 sheet	Yes	0.08	0.02	0.10	0.10
Copy of other EPA statutory register entries (per A4 sheet)	Yes	0.08	0.02	0.10	0.10
downloaded from website		Free			
Environmental searches / professional reports (per enquiry)	Yes	95.00	19.00	114.00	114.00
Charge for Housing Act Enforcement (per hour)	No	48.00	-	48.00	48.00
Licensing of houses in multiple occupation: standard fee for 5 room house	No	696.00	-	696.00	696.00
charge per each additional room	No	36.00	-	36.00	36.00
Request for housing inspection for immigration purposes	No	168.00	-	168.00	168.00
Fixed Penalty for Litter S88 (1)	No	82.00	-	82.00	82.00
Fixed Penalty for offences in relation to waste receptacles S47ZA(2)	No	62.00	-	62.00	62.00
Fixed Penalty for breach of street litter control notices and clearing notices S94A(2)	No	113.00	-	113.00	113.00
Fixed Penalty for unauthorised distribution of literature on designated land S3A para.7(2)	No	82.00	-	82.00	82.00
Noise Act 1996					
Fixed Penalty for noise from dwellings S8	No	103.00	-	103.00	103.00
FOOD SAFETY, & HYGIENE					
Export certificate: one off	No	47.00	-	47.00	47.00
Food Safety revisit	no	166.00	-	166.00	166.00
Replacement FHRS sticker	no	8.00	-	8.00	8.00
Sale of SFBB packs	no	22.00	-	22.00	22.00
Private Water Supplies					
Risk assessment (per hour of officer time maximum £500)	No	47.00	-	47.00	47.00
Private water supply sampling		Recovery of costs			
Skin Piercing Activities					
Ear piercing, electrolysis, tattooing, acupuncture: per practitioner	No	58.00	-	58.00	58.00
per premises	No	271.00	-	271.00	271.00
GAMBLING ACT 2005					
Annual Fee					
Adult Gaming Centre	No	867.00	-	867.00	867.00
Betting premises (other)	No	520.00	-	520.00	520.00
Betting Premises (track)	No	867.00	-	867.00	867.00
Bingo premises	No	867.00	-	867.00	867.00
Casino premises (converted)	No	2,600.00	-	2,600.00	2,600.00
Casino premises (large)	No	8,667.00	-	8,667.00	8,667.00
Casino premises (regional)	No	13,000.00	-	13,000.00	13,000.00
Casino premises (small)	No	4,333.00	-	4,333.00	4,333.00
Family entertainment centre	No	653.00	-	653.00	653.00
Application Fees for Premises and Application for Provisional Statements					
Adult gaming centre	No	1,733.00	-	1,733.00	1,733.00
Betting premises (other)	No	2,600.00	-	2,600.00	2,600.00
Betting premises (track)	No	2,167.00	-	2,167.00	2,167.00
Bingo premises	No	3,033.00	-	3,033.00	3,033.00
Casino premises (large)	No	8,667.00	-	8,667.00	8,667.00
Casino premises (regional)	No	13,000.00	-	13,000.00	13,000.00
Casino premises (small)	No	6,933.00	-	6,933.00	6,933.00
Family entertainment centre	No	1,733.00	-	1,733.00	1,733.00

APPENDIX 3

PLANNING AND ENVIRONMENTAL SERVICES		VAT	Charge	VAT	2019/20	2018/19
			£	£	£	£
Application Fee for Premises with Provisional Statement						
Adult gaming centre	No		1,040.00	-	1,040.00	1,040.00
Betting premises (other)	No		1,040.00	-	1,040.00	1,040.00
Betting premises (track)	No		827.00	-	827.00	827.00
Bingo premises	No		1,040.00	-	1,040.00	1,040.00
Casino premises (large)	No		4,333.00	-	4,333.00	4,333.00
Casino premises (regional)	No		6,933.00	-	6,933.00	6,933.00
Casino premises (small)	No		2,600.00	-	2,600.00	2,600.00
Family entertainment centre	No		827.00	-	827.00	827.00
Transfer / Reinstatement of Licence						
Adult gaming centre	No		1,040.00	-	1,040.00	1,040.00
Betting premises (other)	No		1,040.00	-	1,040.00	1,040.00
Betting premises (track)	No		827.00	-	827.00	827.00
Bingo premises	No		1,040.00	-	1,040.00	1,040.00
Casino premises (converted)	No		1,171.00	-	1,171.00	1,171.00
Casino premises (large)	No		1,867.00	-	1,867.00	1,867.00
Casino premises (regional)	No		5,633.00	-	5,633.00	5,633.00
Casino premises (small)	No		1,560.00	-	1,560.00	1,560.00
Family entertainment centre	No		827.00	-	827.00	827.00
Variation Fee						
Adult gaming centre	No		867.00	-	867.00	867.00
Betting premises (other)	No		1,300.00	-	1,300.00	1,300.00
Betting premises (track)	No		1,087.00	-	1,087.00	1,087.00
Bingo premises	No		1,517.00	-	1,517.00	1,517.00
Casino premises (converted)	No		1,733.00	-	1,733.00	1,733.00
Casino premises (large)	No		6,500.00	-	6,500.00	6,500.00
Casino premises (regional)	No		6,500.00	-	6,500.00	6,500.00
Casino premises (small)	No		3,467.00	-	3,467.00	3,467.00
Family entertainment centre	No		867.00	-	867.00	867.00
Other Gambling Act Licence Fees						
Change of circumstance	No		42.00	-	42.00	42.00
Copy of licence	No		21.00	-	21.00	21.00
LICENSING						
Animal Licensing						
Animal boarding establishments	No		271.00	-	271.00	271.00
Animal home boarding - new application	No		271.00	-	271.00	271.00
renewal	No		271.00	-	271.00	271.00
Dangerous wild animal	No		369.00	-	369.00	369.00
Dog breeding establishments	No		271.00	-	271.00	271.00
Pet shop	No		271.00	-	271.00	271.00
Riding establishments	No		369.00	-	369.00	369.00
Zoo licence (individually determined fees)	No	Recovery of costs				
Any costs incurred by the Council in licensing premises, e.g. Vet's fees, will be passed on to the licensee						

APPENDIX 3

PLANNING AND ENVIRONMENTAL SERVICES		VAT	Charge	VAT	2019/20	2018/19
			£	£	£	£
Hackney Carriage Licences						
Driver licence (Hackney or Dual) - 3 yrs duration	No		212.00	-	212.00	212.00
Vehicle licence (excludes vehicles test) - 1 yr duration	No		230.00	-	230.00	230.00
Licence fee reduced for wheelchair accessible vehicles 25%						
Town & Police Clauses Act 1847						
Street closures admin charge	Yes		59.17	11.83	71.00	71.00
+ Street closures press advert recovery of cost	Yes	Recovery of costs				
Local Government Miscellaneous Provisions Act 1982						
Sex establishment licence: application	No		2,565.00	-	2,565.00	2,565.00
renewal	No		513.00	-	513.00	513.00
variation	No		205.00	-	205.00	205.00
Private Hire Licences						
Driver licence (PH or Dual) - 3 yrs duration	No		212.00	-	212.00	212.00
Private hire operators licence (1 car) - 5yrs duration	No		213.00	-	213.00	213.00
Vehicle licence (excludes vehicles test) - 1 yr duration *	No		230.00	-	230.00	230.00
* Licence fee reduced for wheelchair accessible vehicles 25%						
MOBILE HOMES ACT 2013						
Application to transfer a site licence	No		315.00	-	315.00	315.00
Deposit of Site Rules	No		58.00	-	58.00	58.00
Annual Fee						
Band 1 (1-8 Pitches)	No		0.00	-	0.00	-
Band 2 (9-24 Pitches)	No		267.00	-	267.00	267.00
Band 3 (25-99 Pitches)	No		451.00	-	451.00	451.00
Band 4 (100-199 Pitches)	No		708.00	-	708.00	708.00
Band 5 (more than 200 Pitches)	No		911.00	-	911.00	911.00
New Site Licence Application and renewals						
Band 1 (1-8 Pitches)	No		596.00	-	596.00	596.00
Band 2 (9-24 Pitches)	No		683.00	-	683.00	683.00
Band 3 (25-99 Pitches)	No		946.00	-	946.00	946.00
Band 4 (100-199 Pitches)	No		1,140.00	-	1,140.00	1,140.00
Band 5 (more than 200 Pitches)	No		1,377.00	-	1,377.00	1,377.00
Application to amend a site Licence fee						
Band 1 (1-8 Pitches)	No		349.00	-	349.00	349.00
Band 2 (9-24 Pitches)	No		359.00	-	359.00	359.00
Band 3 (25-99 Pitches)	No		373.00	-	373.00	373.00
Band 4 (100-199 Pitches)	No		379.00	-	379.00	379.00
Band 5 (more than 200 Pitches)	No		402.00	-	402.00	402.00
SCRAP METAL DEALERS LICENCES						
Scrap metal dealers collectors licence (3yrs duration)	No		190.00	-	190.00	190.00
Scrap metal dealers collectors licence renewal (3yrs duration)	No		143.00	-	143.00	143.00
Scrap metal dealers site licence (3yrs duration)	No		315.00	-	315.00	315.00
Scrap metal dealers site licence renewal (3yrs duration)	No		258.00	-	258.00	258.00
Scrap metal dealers variation of a licence	No		52.00	-	52.00	52.00
Scrap metal dealers additional site	No		72.00	-	72.00	72.00
ENVIRONMENTAL WASTE						
DOMESTIC REFUSE						
Black sacks - per roll of 26	Yes		2.50	0.50	3.00	3.00
PEST CONTROL - COMMERCIAL						
Insects and rodents per hour (excluding materials)	Yes		100.83	20.17	121.00	121.00
Rodent contract work	By ne	By negotiation - minimum charge £100				
Treatment for squirrels	Yes		100.83	20.17	121.00	121.00
Treatment for moles	Yes		100.83	20.17	121.00	121.00

APPENDIX 3

PLANNING AND ENVIRONMENTAL SERVICES		VAT	Charge	VAT	2019/20	2018/19
			£	£	£	£
PEST CONTROL - DOMESTIC						
Call out charge	Yes		58.33	11.67	70.00	70.00
Ants (each property)	Yes		82.50	16.50	99.00	99.00
Bedbug infestation: 1-3 bed property	Yes		85.83	17.17	103.00	103.00
4-5 bed property	Yes		90.83	18.17	109.00	109.00
> 5 bed property			By negotiation			
Second call out within 6 weeks of initial treatment at 50% charge						
Bees	Yes		58.33	11.67	70.00	70.00
Brown-tailed moth			Based on hourly rate			
Fleas infestation: 1-3 bed property	Yes		85.83	17.17	103.00	103.00
4-5 bed property	Yes		90.83	18.17	109.00	109.00
> 5 bed property			By negotiation			
Second call out within 6 weeks of initial treatment at 50% charge						
Lice and cockroaches	Yes		58.33	11.67	70.00	70.00
Mice	Yes		58.33	11.67	70.00	70.00
Rats	Yes		58.33	11.67	70.00	70.00
Wasps nests	Yes		58.33	11.67	70.00	70.00
additional nest (treated at same time as first)	Yes		27.50	5.50	33.00	33.00
RECYCLING						
Green bins: standard annual fee	No		46.00	-	46.00	43.00
direct debit payers and internet payers annual fee	No		41.00	-	41.00	38.00
(standard fee: monthly pro rata for new customers)						
Purchase of Green Bin including Delivery	no		23.00	-	23.00	20.00
Green waste sacks (per sack)	No			-	Deleted	1.00
delivery / postage charge per bag if required (2nd class)	Yes				Deleted	0.70
REFUSE COLLECTION						
Household Bulky Waste - 1 to 3 items	No		30.00	-	30.00	27.00
Household Bulky Waste - 4 to 6 items	No		60.00	-	60.00	54.00
Household Bulky Waste - 7 to 9 items	No		90.00	-	90.00	81.00
Household Bulky Waste - 10 to 12 items (maximum)	No		120.00	-	120.00	108.00
Residential Homes Roadside Collection						
1100ltr bin or equivalent - annual charge	No		1,100.00	-	1,100.00	1,070.00
NEW PROPERTIES (6 or more properties)						
Cost per refuse / recycling container to developers including delivery (New Charge)	Yes		50.00	10.00	60.00	54.00
STRAY DOGS						
Stray dog destruction fee			Recovery of costs			
With Tag or Chip						
Administration fee	No		30.00	-	30.00	30.00
Collection fee statutory	No		25.00	-	25.00	25.00
Vets fees			Recovery of costs			
Without Tag or Chip						
Administration fee	No		35.00	-	35.00	35.00
Collection fee statutory	No		25.00	-	25.00	25.00
Vets fees			Recovery of costs			
STREET CLEANSING						
Return of abandoned trolleys	No		50.00	-	50.00	50.00

APPENDIX 3

CUSTOMERS AND COMMUNITY SERVICES

	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
CEMETERIES					
Hire of bier	No	Deleted			22.00
Search in burial register	Yes	25.83	5.17	31.00	30.00
Use of chapel	No	133.00	-	133.00	128.00
Plot choosing: non-resident	no	106.00	-	106.00	103.00
resident	no	53.00	-	53.00	51.00
Collection of ashes	yes	35.00	7.00	42.00	41.00
Bronze Memorial Plaques					
Bench plaque: 8" x 2.5"	No	175.00	-	175.00	169.00
Plaque on plinth: 6" x 4"	Yes	338.33	67.67	406.00	393.00
6" x 4"	No	150.00	-	150.00	150.00
7" x 5"	No	168.00	-	168.00	163.00
Charges for Right to Place Monument					
Under 16 years	No	Free			-
Additional inscription	No	81.00	-	81.00	79.00
Full kerb set	No	218.00	-	218.00	211.00
Full kerb set & headstone up to 1m	No	320.00	-	320.00	309.00
Headstone up to 1m	No	139.00	-	139.00	135.00
Other memorials (<i>cremated remains memorials</i>)	No	108.00	-	108.00	104.00
Exclusive Right of Burial - Non Resident					
All ages: 5 years	No	240.00	-	240.00	232.00
10 years	No	424.00	-	424.00	410.00
15 years	No	595.00	-	595.00	576.00
30 years	No	1,078.00	-	1,078.00	1,042.00
Ashes: 30 years	No	355.00	-	355.00	344.00
99 years	No	548.00	-	548.00	530.00
Ashes - woodland glades: 30 years	No	391.00	-	391.00	378.00
99 years	No	650.00	-	650.00	628.00
Traditional: 99 years	No	1,658.00	-	1,658.00	1,603.00
Transfer of exclusive rights of burial	No	36.00	-	36.00	34.00
Woodland glades (<i>inc memorial tree</i>): 30 years	No	1,300.00	-	1,300.00	1,257.00
99 years	No	1,931.00	-	1,931.00	1,867.00
Exclusive Right of Burial - Resident					
All ages: 5 years	No	120.00	-	120.00	116.00
10 years	No	210.00	-	210.00	203.00
15 years	No	296.00	-	296.00	286.00
30 years	No	539.00	-	539.00	522.00
Ashes: 30 years	No	178.00	-	178.00	172.00
99 years	No	275.00	-	275.00	266.00
Ashes - woodland glades: 30 years	No	195.00	-	195.00	188.00
99 years	No	324.00	-	324.00	314.00
Traditional: 99 years	No	829.00	-	829.00	802.00
Transfer of exclusive rights of burial	No	36.00	-	36.00	34.00
Woodland glades (<i>inc memorial tree</i>): 30 years	No	649.00	-	649.00	627.00
99 years	No	1,585.00	-	1,585.00	1,533.00
Grave Digging					
Under 16 years	No	Free			-
16 years and over - single depth	No	478.00	-	478.00	462.00
16 years and over - single depth Saturday	No	542.00	-	542.00	524.00
16 years and over - double depth	No	509.00	-	509.00	492.00
16 years and over - double depth Saturday	No	573.00	-	573.00	554.00
Ashes - single depth	No	93.00	-	93.00	90.00
Ashes - single depth Saturday	No	99.00	-	99.00	95.00
Ashes - double depth	No	99.00	-	99.00	95.00
Ashes - double depth Saturday	No	104.00	-	104.00	101.00
					-

APPENDIX 3

CUSTOMERS AND COMMUNITY SERVICES

	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
Interment - Non Resident					-
Under 16 years	No	Free			-
16 years and over	No	1,006.00	-	1,006.00	973.00
Ashes	No	308.00	-	308.00	298.00
Ashes - woodland glades	No	376.00	-	376.00	363.00
Burial plot adjacent to path or end of row	No	457.00	-	457.00	442.00
Scattering of ashes: under 16 years	No	Free			-
16 years and over	No	159.00	-	159.00	154.00
Saturday 10.00 - noon only	No	608.00	-	608.00	588.00
					-
Interment - Resident					-
Under 16 years	No	Free			-
16 years and over	No	504.00	-	504.00	487.00
Ashes	No	155.00	-	155.00	150.00
Ashes - woodland glades	No	189.00	-	189.00	183.00
Burial plot adjacent to path or end of row	No	228.00	-	228.00	221.00
Saturday 10.00 - noon only	No	304.00	-	304.00	294.00
Scattering of ashes: under 16 years	No	Free			-
16 years and over	No	81.00	-	81.00	79.00
					-
Memorialisation Scheme					-
Memorial climber / shrub	No	Deleted			150.00
Memorial garden seat: Traditional	No	1,200.00	-	1,200.00	1,100.00
Rustic	No	950.00	-	950.00	900.00
Memorial tree including planting	No	200.00	-	200.00	200.00
					-
Neat and Tidy Scheme					-
Ashes (bed): 1 year	Yes	155.83	31.17	187.00	181.00
5 years	Yes	743.33	148.67	892.00	862.00
10 years	Yes	1,406.67	281.33	1,688.00	1,633.00
Lawn (headstone bed): 1 year	Yes	180.83	36.17	217.00	209.00
5 years	Yes	850.83	170.17	1,021.00	988.00
10 years	Yes	1,613.33	322.67	1,936.00	1,872.00
Lawn (full burial): 1 year	Yes	204.17	40.83	245.00	237.00
5 years	Yes	966.67	193.33	1,160.00	1,122.00
10 years	Yes	1,832.50	366.50	2,199.00	2,127.00
					-
PARKS TEAM (New Charge)					-
Parks Ground Maintenance Contracts - Charges based on enquiry					-
					-
OFF STREET PARKING					-
Vehicles that display up to date disabled persons badge		Free			-
					-
OFF STREET PARKING					-
					-
Maldon District Council offices: Weekends					-
Pay & display: Saturday (8am to 5pm) up to 1 hour	Yes	0.83	0.17	1.00	1.00
Saturday (8am to 5pm) 1 to 2 hours	Yes	1.08	0.22	1.30	1.30
Saturday (8am to 5pm) 2 to 3 hours	Yes	1.50	0.30	1.80	1.80
Saturday (8am to 5pm) 3 to 4 hours	Yes	2.00	0.40	2.40	2.40
Saturday (8am to 5pm) over 4 hours	Yes	3.33	0.67	4.00	4.00
Saturday Evening 5pm to 10pm	Yes	0.83	0.17	1.00	1.00
Sunday All Day	Yes	0.83	0.17	1.00	1.00
					-
Butt Lane (Monday to Saturday - 8am to 5pm)					-
Pay & display: up to 1 hour	Yes	0.83	0.17	1.00	1.00
1 to 2 hours	Yes	1.08	0.22	1.30	1.30
2 to 3 hours	Yes	1.50	0.30	1.80	1.80
3 to 4 hours	Yes	2.00	0.40	2.40	2.40
over 4 hours	Yes	3.33	0.67	4.00	4.00
Weekday & Saturday Evening (5pm to 10pm)	Yes	0.83	0.17	1.00	1.00
Sunday All Day	Yes	0.83	0.17	1.00	1.00
					-
Season ticket: annual	Yes	483.33	96.67	580.00	580.00
6 months	Yes	241.67	48.33	290.00	290.00
monthly	Yes	43.33	8.67	52.00	52.00

APPENDIX 3

CUSTOMERS AND COMMUNITY SERVICES		VAT	Charge	VAT	2019/20	2018/19
			£	£	£	£
Bulk purchases (Monday - Saturday): minimum 10 tickets			Discount of 5%		-	-
minimum 15 tickets			Discount of 10%		-	-
minimum 20 tickets			Discount of 15%		-	-
					-	-
Friary Fields (Monday to Saturday - 8am to 5pm)					-	-
Pay & display: up to 3 hours	Yes	1.50	0.30	1.80	1.80	
3 to 4 hours	Yes	2.00	0.40	2.40	2.40	
over 4 hours	Yes	3.33	0.67	4.00	4.00	
Weekday & Saturday Evening (5pm to 10pm)	Yes	0.83	0.17	1.00	1.00	
Sunday All Day	Yes	0.83	0.17	1.00	1.00	
					-	-
Season ticket: annual	Yes	483.33	96.67	580.00	580.00	
6 months	Yes	241.67	48.33	290.00	290.00	
monthly	Yes	43.33	8.67	52.00	52.00	
Bulk purchases (Monday - Saturday): minimum 10 tickets			Discount of 5%		-	-
minimum 15 tickets			Discount of 10%		-	-
minimum 20 tickets			Discount of 15%		-	-
Public sector partners (Monday - Friday)			Discount of 50%		-	-
					-	-
High St. East (Monday to Saturday - 8am to 5pm)					-	-
Pay & display: up to 1 hour	Yes	0.83	0.17	1.00	1.00	
1 to 2 hours	Yes	1.08	0.22	1.30	1.30	
2 to 3 hours	Yes	1.50	0.30	1.80	1.80	
3 to 4 hours	Yes	2.00	0.40	2.40	2.40	
over 4 hours	Yes	3.33	0.67	4.00	4.00	
Weekday & Saturday Evening (5pm to 10pm)	Yes	0.83	0.17	1.00	1.00	
Sunday All Day	Yes	0.83	0.17	1.00	1.00	
					-	-
Season ticket: annual	Yes	483.33	96.67	580.00	580.00	
6 months	Yes	241.67	48.33	290.00	290.00	
monthly	Yes	43.33	8.67	52.00	52.00	
Bulk purchases (Monday - Saturday): minimum 10 tickets			Discount of 5%		-	-
minimum 15 tickets			Discount of 10%		-	-
minimum 20 tickets			Discount of 15%		-	-
Public sector partners (Monday - Friday)			Discount of 50%		-	-
					-	-
Hythe Quay					-	-
Season ticket: annual	Yes	45.83	9.17	55.00	55.00	
					-	-
Maldon Promenade (Monday to Sunday - 8am to 8pm)					-	-
Car: up to 1 hour	Yes	0.92	0.18	1.10	1.10	
1 to 2 hours	Yes	1.83	0.37	2.20	2.20	
2 to 4 hours	Yes	4.58	0.92	5.50	5.50	
all day	Yes	5.83	1.17	7.00	7.00	
Coach: up to 2 hours	Yes	5.50	1.10	6.60	6.60	
over 2 hours	Yes	10.00	2.00	12.00	12.00	
Coach park - coach / bus season tickets	Yes	166.67	33.33	200.00	200.00	
Non residents season ticket	Yes	133.33	26.67	160.00	160.00	
Residents season ticket	Yes	100.00	20.00	120.00	120.00	
					-	-
Market Site					-	-
Season ticket: annual	Yes	533.33	106.67	640.00	640.00	
6 months	Yes	266.67	53.33	320.00	320.00	
monthly	Yes	47.50	9.50	57.00	57.00	
					-	-
Silver Street					-	-
Season ticket: annual	Yes	483.33	96.67	580.00	580.00	
6 months	Yes	241.67	48.33	290.00	290.00	
monthly			Pro rata charge		-	-
Bulk purchases (Monday - Saturday): minimum 10 tickets			Discount of 5%		-	-
minimum 15 tickets			Discount of 10%		-	-
minimum 20 tickets			Discount of 15%		-	-

APPENDIX 3

CUSTOMERS AND COMMUNITY SERVICES	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
White Horse Lane (Monday to Saturday - 8am to 5pm)					-
Pay & display: up to 1 hour	Yes	0.83	0.17	1.00	1.00
1 to 2 hours	Yes	1.08	0.22	1.30	1.30
2 to 3 hours	Yes	1.50	0.30	1.80	1.80
3 to 4 hours	Yes	2.83	0.57	3.40	3.40
over 4 hours	Yes	6.67	1.33	8.00	8.00
Weekday & Saturday Evening (5pm to 10pm)	Yes	0.83	0.17	1.00	1.00
					-
White Horse Lane	Yes				-
Maldon Schools permit	Yes	166.67	33.33	200.00	200.00
	Yes				-
Town Centre Car Parks					-
Residents season ticket (Monday 5pm-10pm All Day Sunday)	Yes	60.00	12.00	72.00	72.00
					-
Events Car Parking - day ticket (New Charge)					-
Charge to be set by MDC prior to event	Yes				-
					-
EVENTS EQUIPMENT HIRE To Parish Councils and Voluntary Organisations					-
Delivery / Collection of Large Equipment					-
Inner Zone (Maldon & Heybridge)	Yes		Deleted		28.00
Outer Zone (All Other Areas)	Yes		Deleted		50.00
					-
Electricity Supply (Riverside & Promenade Park)					-
Charge per day	Yes	45.83	9.17	55.00	53.00
Deposit	No	48.00	-	48.00	46.00
					-
Equipment - For Hire (with a £6 deposit chargeable)					-
Microphone stand - per stand	Yes		Deleted		2.00
					-
Equipment - For Hire (with a £10 deposit chargeable)					-
Bunting lengths - per 100m	Yes		Deleted		6.00
Orange high visibility fencing lengths - per 50m length	Yes		Deleted		6.00
Orange rope lengths (25mm) - per 220m	Yes		Deleted		6.00
Road pins - per set of 10	Yes		Deleted		7.00
					-
Equipment - For Hire (with a £24 deposit chargeable)					-
Steward jacket - per 10 (minimum)	Yes		Deleted		7.00
					-
Equipment - For Hire (with a £50 deposit chargeable)					-
Collapsible plastic table	Yes		Deleted		7.00
Crowd control barrier - per panel	Yes		Deleted		3.00
Easy up*: 10' x 10' complete	Yes		Deleted		72.00
20' x 10' complete	Yes		Deleted		87.00
Heras fence panel - per panel	Yes		Deleted		3.00
Steel Framed folding chairs 25 chairs (minimum)	Yes		Deleted		37.00
50 chairs	Yes		Deleted		65.00
100 chairs	Yes		Deleted		116.00
125 chairs	Yes		Deleted		173.00
Crowd control and heras panels are available in limited quantities. Please contact us in advance of your event to discuss whether we can meet your requirements					-
					-
Equipment - For Hire (with a £150 deposit chargeable)					-
PA system (indoor use only) - per day	Yes		Deleted		44.00
Portable floodlighting / generator - per day	Yes		Deleted		72.00
Portable shower	Yes		Deleted		58.00
					-
Equipment - For Sale Only					-
Barrier tape - per 500m	Yes		Deleted		4.00
					-
Events Trailer	Yes		Deleted		102.00
					-
Water Supply (Riverside & Promenade Park)					-
Charge per day	Yes	25.00	5.00	30.00	29.00
Deposit	No	55.00	-	55.00	53.00
					-
Pop Up Marquee Hire					-
Peak Time (School Holidays/Bank Holidays/ Event Days)					-
Day Hire	Yes		Deleted		185.00
Week Hire	Yes		Deleted		923.00

APPENDIX 3

CUSTOMERS AND COMMUNITY SERVICES		VAT	Charge	VAT	2019/20	2018/19
			£	£	£	£
Off Peak						-
Day Hire	Yes		Deleted			123.00
Week Hire	Yes		Deleted			616.00
Community / Charity						-
Day Hire	Yes		Deleted			86.00
Week Hire	Yes		Deleted			431.00
For all Council equipment the hirer will be responsible for insuring the goods						-
Any damage caused will be the responsibility of the hirer, and the cost of repair will be recharged in full						-
						-
Beach Hut Hire - Promenade Park						-
Daily Charge						-
High Season (July, August & school holidays in April, May & September)			Deleted			41.00
Mid-Season (April, May, June, September & school holidays in October & December)			Deleted			30.00
Low-Season (January, February, March, October, November & December)			Deleted			21.00
High-Season (April - September) - NEW CHARGE			35.00	7.00	42.00	n/a
Low-Season (October - March) - NEW CHARGE			25.00	5.00	30.00	n/a
A minimum charge of £10 (Inc. VAT) will apply for part days and later bookings						-
						-
Beach Hut Packages						-
Gold Package - (Peak season beach hut hire, 2 all day splash park wristbands and all day car parking at Prom)			45.83	9.17	55.00	50.00
Silver Package - (Mid season beach hut hire, 2 all day splash park wristbands and all day car parking at Prom)			Deleted			40.00
						-
FUNFAIRS AND CIRCUSES - Minimum of:						-
Damage deposit	No		500.00	-	500.00	602.00
						-
Circus at Promenade Park						-
Daily ground rate (whilst circus is in operation)	No		150.00	-	150.00	144.00
Daily ground rate (whilst circus is not in operation)	No		75.00	-	75.00	72.00
						-
Circus at Riverside Park						-
Daily ground rate (whilst circus is in operation)	No		133.00	-	133.00	128.00
Daily ground rate (whilst circus is not in operation)	No		69.00	-	69.00	67.00
						-
Funfair at Riverside Park						-
Daily ground rate (whilst fair is in operation)	No		365.00	-	365.00	351.00
Daily ground rate (whilst fair is not in operation)	No		185.00	-	185.00	179.00
						-
Travelling Funfair at Promenade Park						-
Daily ground rate (whilst fair is in operation)	No		475.00	-	475.00	460.00
Daily ground rate (whilst fair is not in operation)	No		191.00	-	191.00	185.00
						-
PARKS AND OPEN SPACES						-
Memorial Benches						-
Rustic bench	No		1,200.00	-	1,200.00	627.00
Cast iron bench	No		1,220.00	-	1,220.00	1,180.00
Disabled access picnic table	No		Deleted			1,492.00
						-
Advertising and Sponsorship						-
Events Banners per week (main gate entrances on railings x2 + free electronic advert)	Yes		26.67	5.33	32.00	31.00
Events Banners per week (community / charity)	Yes		15.83	3.17	19.00	18.00
Electronic Advert (per day minimum 1 week)	Yes		0.83	0.17	1.00	1.00
Internal park adverts (per week)	Yes		15.83	3.17	19.00	18.00
Vehicle advertising (per day)	Yes		105.83	21.17	127.00	123.00
Sponsorship	Yes		By negotiation			-
						-
Prom Park hire for Concessions (New Charge)						-
Prices on enquiry						-
						-
Council owned Land Hire for Concessions						-
Peak Time (School Holidays/Bank Holidays/ Event Days)						-
Small (Single Operator)	No		53.00	-	53.00	51.00
Medium (Team of 2 - 5 Operators)	No		153.00	-	153.00	148.00
Large (Team of 5+ Operators)	No		229.00	-	229.00	222.00
Charitable Concession					Free	Free
Off Peak Time						-
Small (Single Operator)	No		36.00	-	36.00	35.00
Medium (Team of 2 - 5 Operators)	No		85.00	-	85.00	82.00
Large (Team of 5+ Operators)	No		153.00	-	153.00	148.00
Charitable Concession					Free	Free

APPENDIX 3

CUSTOMERS AND COMMUNITY SERVICES		VAT	Charge	VAT	2019/20	2018/19
			£	£	£	£
Pop Up Trading						-
Peak Time (<i>School Holidays/Bank Holidays/ Event Days</i>)						-
Market Stall (Frame with Canopy)	No		54.00	-	54.00	52.00
Wheelie Cart	No		48.00	-	48.00	46.00
Wheelie Cart including Fridge	No		53.00	-	53.00	51.00
Electricity	Yes		10.83	2.17	13.00	13.00
Off Peak Time						-
Market Stall (Frame with Canopy)	No		43.00	-	43.00	42.00
Wheelie Cart	No		38.00	-	38.00	37.00
Wheelie Cart including Fridge	No		43.00	-	43.00	42.00
Electricity	Yes		10.83	2.17	13.00	13.00
ROUNABOUT SPONSORSHIP (<i>New Charge</i>)						-
1 Year agreement - Maldon Town site	Yes		3,333.33	666.67	4,000.00	-
1 Year agreement - Other district site	Yes		2,916.67	583.33	3,500.00	-
3 Year agreement - Maldon Town site	Yes		8,333.33	1,666.67	10,000.00	-
3 Year agreement - Other district site	Yes		7,083.33	1,416.67	8,500.00	-
Landscaping scheme (minimum 5 years)	Yes		416.67	83.33	500.00	-
1 Year Boundary sign Agreement	Yes		2,083.33	416.67	2,500.00	-
PARKS AND SPORTS PITCHES						-
Cricket (per game)						-
Adult	Yes		69.17	13.83	83.00	81.00
Junior	Yes		40.83	8.17	49.00	47.00
Sports pitch use - parking season ticket (per club)	Yes		100.83	20.17	121.00	117.00
Football (per game)						-
Adult	Yes		43.33	8.67	52.00	50.00
Junior	Yes		32.50	6.50	39.00	38.00
Changing rooms (only)	Yes		11.67	2.33	14.00	14.00
Sports pitch use - parking season ticket (per team)	Yes		100.83	20.17	121.00	117.00
Sports club training / structured activities (<i>New Charge</i>)			8.33	1.67	10.00	10.00
Mini Soccer						-
Juniors	Yes		25.83	5.17	31.00	30.00
Netball (per court, per hour)						-
Adult	Yes		10.00	2.00	12.00	12.00
Junior	Yes		7.50	1.50	9.00	8.00
Tennis (per court, per hour)						-
Adult	Yes		7.50	1.50	9.00	8.00
Junior	Yes		5.00	1.00	6.00	6.00
Member of Maldon Tennis Club			Discount of 50%			-
Organised Bootcamps / Personal Training in Council-owned Parks						-
Hourly	Yes		8.33	1.67	10.00	10.00
Monthly Charge - 5 hours per week	Yes		166.67	33.33	200.00	193.00
Monthly Charge - 10 hours per week	Yes		310.00	62.00	372.00	359.00
Information Hut Hire per hour			Deleted			10.00
RIVERS						-
Moorings						-
Annual charge: up to 7.99 metres	Yes		116.67	23.33	140.00	140.00
8 to 9.99 metres	Yes		191.67	38.33	230.00	230.00
10 to 14.99 metres	Yes		266.67	53.33	320.00	320.00
15 metres and above	Yes		341.67	68.33	410.00	410.00
Mooring registration fee	Yes		104.17	20.83	125.00	125.00
Transfer of mooring			50% of annual mooring fee			-
Residential Mooring Charges						-
up to 9.99 metres (<i>per month</i>)			102.50	20.50	123.00	123.00
10 to 14.99 metres (<i>per month</i>)			154.17	30.83	185.00	185.00
15 metres and above (<i>per month</i>)			205.00	41.00	246.00	246.00

CUSTOMERS AND COMMUNITY SERVICES

	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
Wharfage - Hythe Quay Maldon and Burnham Pontoon					-
Daily fees: vessels and multihulls	Yes	17.50	3.50	21.00	21.00
Quarterly fees: vessels of 8 metres and over or multihulls *	Yes	812.50	162.50	975.00	975.00
240/32 Amp Supply - Daily Charge (Maldon)	yes	3.33	0.67	4.00	4.00
Static Events on vessels using the Hythe Quay / Burnham (Daily charge)	Yes	100.00	20.00	120.00	120.00
Exclusive use of visitor pontoons Maldon / Burnham (Daily charge)	Yes	100.00	20.00	120.00	120.00
Visitor Pontoon - Weekly Winter charge Oct - April (Maldon)	yes	41.67	8.33	50.00	50.00
					-
Commercial team (New Charges)					
Box Office services - commission rate to be set at 10% unless agreed by MDC					
Commercial Services Marketing - Price on enquiry					
SPLASH PARK					-
Private bookings (per hour)	Yes	175.00	35.00	210.00	210.00
Private bookings (per half hour)	Yes	108.33	21.67	130.00	130.00
Single use ticket	Yes	2.08	0.42	2.50	2.50
Towels	Yes	4.17	0.83	5.00	5.00
T-Shirts	Yes	4.17	0.83	5.00	5.00
Swim Nappies	no	1.00	-	1.00	1.00
Bottled Water	yes	0.50	0.10	0.60	0.50
Gold Splash park all day wrist band ticket	Yes	10.42	2.08	12.50	12.00

APPENDIX 3

	Charge £	VAT £	2018/19 £	2019/20 £
PLANNING SERVICES				
BUILDING CONTROL				
New dwellings	See attached - table A See attached - table B See attached - table C			
Work to a single dwelling				
All other non-domestic work				
DEVELOPMENT CONTROL				
Designs and Patents Act 1989				
Ordnance Survey Maps				
Other Development Control				
Street Naming and Numbering				
Adding / removing a name	0.00	-	0.00	0.00
Renaming / renumbering a property	40.00	-	40.00	40.00
Naming / numbering 1-5 properties (per property) inc flats*	40.00	-	40.00	40.00
Naming / numbering 6-25 properties (per property) inc flats*	30.00	-	30.00	30.00
Naming / numbering 26-75 properties (per property) inc flats*	25.00	-	25.00	25.00
Naming / numbering 76+ properties (per property) inc flats*	20.00	-	20.00	20.00
Naming a street (per street)**	100.00	-	100.00	100.00
Change to development after notification	50.00	-	50.00	50.00
Street renaming at residents request	150.00	-	150.00	150.00
Written confirmation of postal address details	0.00	-	0.00	0.00
* numbers include dwellings within developments with new streets				
** number of new street names only				
LAND CHARGES				
<i>Premises exempt as per legislation: church halls, village halls & non-commercial venues</i>				
<i>CON29 (part 1): standard fee</i>	120.83	24.17	145.00	145.00
<i>additional fee for non-residential searches</i>	21.67	4.33	26.00	26.00
<i>LLC1</i>	22.00	-	22.00	22.00
<i>additional fee for non-residential searches</i>	32.50	6.50	39.00	39.00
<i>CON29O (part 2) enquiry - per question: Q4-5 only (if purchased with full search)</i>	15.00	3.00	18.00	18.00
<i>Q6-21</i>	15.00	3.00	18.00	18.00
<i>Q22 only</i>	21.67	4.33	26.00	26.00
<i>Additional enquiry</i>	31.00	6.20	38.00	38.00
<i>Additional parcel of land LLC1</i>	5.00	-	5.00	5.00
<i>Additional parcel of land CON29</i>	15.00	3.00	18.00	18.00
<i>Copy of duplicate search</i>	10.00	2.00	12.00	12.00
<i>Search confirmation (up to 3mths old)</i>	10.00	2.00	12.00	12.00
Personal Searches				
<i>CON29R standard enquiry (when viewed in person)</i>	Free Free Free			Free
<i>Local land charges register (in person): print out</i>				Free
<i>view</i>				Free
<i>Local land charges LLC1 certificated</i>	22.00	-	22.00	22.00

Planning Services Pre-Application Fees and Charges 2019/20

	Further Details	Cost (£)	VAT (£)	Total (£)
Householder development (Duty Planner)	Only available for non-Complex Householder advice. This would include extensions to single dwellings, porches, garages, outbuildings and walls and fences. (No written advice).	Free		Free
Householder development (Written advice)	Includes proposals to alter and extend individual houses and flats for residential purposes where the development relates to a building which is not listed as being of architectural or historic interest. In cases where the house or flat is listed then the charge will fall within Minor Development.	87.50	17.50	105.00
Householder development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals to alter and extend individual houses and flats for residential purposes where the development relates to a building which is not listed as being of architectural or historic interest. In cases where the house or flat is listed then the charge will fall within Minor Development.	167.50	33.50	201.00
Smallscale commercial development (Written advice)	Includes proposals for: Change of use up to 200m2 Extensions to commercial properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes	87.50	17.50	105.00
Smallscale commercial development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Change of use up to 200m2 Extensions to commercial properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes	167.50	33.50	201.00
Minor development (Written advice)	Includes proposals for: 1-4 residential units or gross external floorspace of up to 499m2 Change of use between 200 and 499m2 Extensions to commercial properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	221.67	44.33	266.00
Minor development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 1-4 residential units or gross external floorspace of up to 499m2 Change of use between 200 and 499m2 Extensions to commercial properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	499.17	99.83	599.00
Medium development (Written advice)	Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2	332.50	66.50	399.00
Medium development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2	554.17	110.83	665.00
Major development (Written advice)	Includes proposals for: 10-20 residential units Non-residential development with a gross external floorspace over 1,000m2	554.17 (Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)	110.83	665.00

Major development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 10-20 residential units Non-residential development with a gross external floorspace over 1,000m2	1,109.17	221.83	1,331.00
(Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)				
Strategic Proposals (Planning Performance Agreements) (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Any application of 75 dwellings or more dwellings; or any outline residential development proposals whose site is 2 hectares or more. Any residential proposal promoted as an allocated site within the LDP. Any 100% Affordable Housing proposals of six dwellings or 0.3ha or more in outline form. Any non-residential development proposal, whose floor area is 1,500 square metres or more or whose site area is 2 hectares or more. Any non-residential proposals relating to development proposals allocated within the LDP. Any retail development 1,000 square meters or more or which of 250 square metres or more and is proposed to be beyond existing town centres as defined in the local plan or emerging LDP. Any mixed use development proposals whose site area is 2 hectares or more, or is of 75 dwellings or 1,000 square metres commercial floor area or more. Wind Turbines Any wind energy proposals whose output capacity is 1Mw or more or which proposes three or more turbines of 30m or more. Any Solar energy proposals whose output capacity is 1Mw or more or which proposes 4,000 or more solar panels. Energy from Waste Scheme which is 1KW capacity or more.	Individually determined at full cost recovery		
Minor Alterations to Listed Building (Written advice)	Only available for very minor and non-Complex advice. This would include replacement windows. This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	65.83	13.17	79.00
Alterations/Extension to Listed Building (Written advice)	Includes proposals for: Alterations to a listed building Extensions and additions to a listed building Demolition of an unlisted building within a conservation area This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	221.67	44.33	266.00
Alterations/Extension to Listed Building (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Alterations to a listed building Extensions and additions to a listed building Demolition of an unlisted building within a conservation area This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	540.83	108.17	649.00
Development in a Conservation Area (Written Advice)	This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	167.50	33.50	201.00
Development in a Conservation Area (Meeting* with Planning Officer of no more than one hour and written advice)	This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	487.50	97.50	585.00
Minor Tree advice (Tree within a conservation area only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees	65.83	13.17	79.00

APPENDIX 3

Minor Tree advice (TPOs only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	87.50	17.50	105.00
Minor Tree advice (TPOs only) (Meeting* with appropriate Officer of no more than one hour and written advice)	Includes proposals for: Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	221.67	44.33	266.00
Major Tree advice (TPOs only) (Meeting* with appropriate Officer of no more than one hour and written advice)	Includes proposals for: Works to 5 or more individually listed trees Replacement of 5 or more individually listed trees Works to trees within an area protected under a Tree Preservation Order Works to trees within a woodland protected under a Tree Preservation Order	444.17	88.83	533.00
Inspection of compliance with Enforcement Notice	Written confirmation that an enforcement notice has been complied with.	221.67	44.33	266.00
Compliance with Condition requests	Includes, but not exclusively: Written confirmation that a condition(s) has been complied with Written confirmation that a condition(s) has been discharged	167.50	33.50	201.00
Compliance with S.106 Agreement requests	Written confirmation that all/some S.106 obligations have been agreed per obligation	110.83	22.17	133.00
Planning History requests	Includes, but not exclusively: Written confirmation of any restrictions imposed on a site on a site. Confirmation of authorised use of a site Confirmation of an absence of an agricultural occupancy condition	167.50	33.50	201.00

*All pre-application and advice Meeting*s will be held at the Council Offices. However, if it is agreed necessary to convene a Meeting* on site, travel time to and from the site will be charged at the hourly Meeting rate. Officers are unable to hold a site Meeting* without the prior deposit of plans or written proposals.

TABLE A - NEW DWELLINGS

Dwelling-houses and Flats not exceeding 300m²

Please note that the Charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below)

Code	Bungalows or Houses less than 4 storeys		Plan Charge	Inspection Charge *	Building Notice Charge*	Regularisation Charge*
H01	1 Plot	Net	192.00	479.00	738.00	939.00
		VAT	38.40	95.80	147.60	-
		Total	230.40	574.80	885.60	939.00
H02	2 Plots	Net	287.00	766.00	1,159.00	1,475.00
		VAT	57.40	153.20	231.80	-
		Total	344.40	919.20	1,390.80	1,475.00
H03	3 Plots	Net	335.00	1,054.00	1,528.00	1,944.00
		VAT	67.00	210.80	305.60	-
		Total	402.00	1,264.80	1,833.60	1,944.00
H04	4 Plots	Net	383.00	1,341.00	1,896.00	2,414.00
		VAT	76.60	268.20	379.20	-
		Total	459.60	1,609.20	2,275.20	2,414.00
H05	5 Plots	Net	431.00	1,628.00	2,265.00	2,883.00
		VAT	86.20	325.60	453.00	-
		Total	517.20	1,953.60	2,718.00	2,883.00
	Flats					
F01	1	Net	192.00	479.00	738.00	939.00
		VAT	38.40	95.80	147.60	-
		Total	230.40	574.80	885.60	939.00
F02	2	Net	287.00	623.00	1,001.00	1,274.00
		VAT	57.40	124.60	200.20	-
		Total	344.40	747.60	1,201.20	1,274.00
F03	3	Net	335.00	766.00	1,212.00	1,542.00
		VAT	67.00	153.20	242.40	-
		Total	402.00	919.20	1,454.40	1,542.00
F04	4	Net	383.00	910.00	1,422.00	1,810.00
		VAT	76.60	182.00	284.40	-
		Total	459.60	1,092.00	1,706.40	1,810.00
F05	5	Net	431.00	1,054.00	1,633.00	2,078.00
		VAT	86.20	210.80	326.60	-
		Total	517.20	1,264.80	1,959.60	2,078.00
	Conversion to					
V01	Single Dwelling-House	Net	192.00	575.00	843.00	1,073.00
		VAT	38.40	115.00	168.60	-
		Total	230.40	690.00	1,011.60	1,073.00
V02	Single Flat	Net	192.00	479.00	738.00	939.00
		VAT	38.40	95.80	147.60	-
		Total	230.40	574.80	885.60	939.00
	Notifiable electrical work		(where applicable, in addition to the above, per dwelling)			
D14	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Net	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.		201.00	255.00
		VAT			40.20	-
		Total			241.20	255.00

Where Standard Charges are not applicable please contact Building Control on 01621 876235

PLANNING SERVICES

TABLE B - WORK TO A SINGLE DWELLING
Limited to work not more than 3 storeys above ground level

Please note that the Charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below)

Code	Extension & New Build		Full Plans		Full Plans - Multiple work reductions only **		Building Notice Charge *	Multiple work reductions only Building Notice Charge * at 50% reduced rate **	Regularisation Charge *
			Plan Charge	Inspection Charge *	Plan Charge at 50% reduced rate**	Inspection Charge * at 50% reduced rate **			
D01a	Separate single storey extension with floor area not exceeding 10m²	Net	96.00	96.00	48.00	48.00	211.00	106.00	268.00
New charge		VAT	19.20	19.20	9.60	9.60	42.20	21.20	-
		Total	115.20	115.20	57.60	57.60	253.20	127.20	268.00
D01	Separate single storey extension with floor area exceeding 10m² but not exceeding 40m²	Net	192.00	383.00	96.00	192.00	632.00	316.00	805.00
		VAT	38.40	76.60	19.20	38.40	126.40	63.20	-
		Total	230.40	459.60	115.20	230.40	758.40	379.20	805.00
D02	Separate single storey extension with floor area exceeding 40m² but not exceeding 100m²	Net	192.00	479.00	96.00	240.00	738.00	369.00	939.00
		VAT	38.40	95.80	19.20	48.00	147.60	73.80	-
		Total	230.40	574.80	115.20	288.00	885.60	442.80	939.00
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m²	Net	192.00	431.00	96.00	216.00	685.00	343.00	872.00
		VAT	38.40	86.20	19.20	43.20	137.00	68.60	-
		Total	230.40	517.20	115.20	259.20	822.00	411.60	872.00
D04	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m² but not ex 100m²	Net	192.00	575.00	96.00	288.00	843.00	422.00	1,073.00
		VAT	38.40	115.00	19.20	57.60	168.60	84.40	-
		Total	230.40	690.00	115.20	345.60	1,011.60	506.40	1,073.00
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m²	Net	192.00	192.00	96.00	96.00	421.00	211.00	536.00
		VAT	38.40	38.40	19.20	19.20	84.20	42.20	-
		Total	230.40	230.40	115.20	115.20	505.20	253.20	536.00
D06	Detached non-habitable domestic building with total floor area not exceeding 50m²	Net	192.00	287.00	96.00	144.00	527.00	264.00	670.00
		VAT	38.40	57.40	19.20	28.80	105.40	52.80	-
		Total	230.40	344.40	115.20	172.80	632.40	316.80	670.00
Conversions									
D07	First floor & second floor loft conversions	Net	192.00	383.00	96.00	192.00	632.00	316.00	805.00
		VAT	38.40	76.60	19.20	38.40	126.40	63.20	-
		Total	230.40	459.60	115.20	230.40	758.40	379.20	805.00
D08	Other work (e.g. garage conversions)	Net	192.00	192.00	96.00	96.00	421.00	211.00	536.00
		VAT	38.40	38.40	19.20	19.20	84.20	42.20	-
		Total	230.40	230.40	115.20	115.20	505.20	253.20	536.00
Alterations (including underpinning)									
D09	Renovation of a thermal element	Net	96.00	96.00	48.00	48.00	211.00	106.00	268.00
		VAT	19.20	19.20	9.60	9.60	42.20	21.20	-
		Total	115.20	115.20	57.60	57.60	253.20	127.20	268.00
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Net	96.00	96.00	48.00	48.00	211.00	106.00	268.00
		VAT	19.20	19.20	9.60	9.60	42.20	21.20	-
		Total	115.20	115.20	57.60	57.60	253.20	127.20	268.00
D11x	Cost of work not exceeding £1,000	Net	72.00	120.00	36.00	60.00	211.00	106.00	268.00
		VAT	14.40	24.00	7.20	12.00	42.20	21.20	-
		Total	86.40	144.00	43.20	72.00	253.20	127.20	268.00
New charge									
D11a	Cost of work exceeding £1,001 but not exceeding £2,000 (Incl Renewable Energy systems)	Net	96.00	144.00	48.00	72.00	263.00	132.00	335.00
		VAT	19.20	28.80	9.60	14.40	52.60	26.40	-
		Total	115.20	172.80	57.60	86.40	315.60	158.40	335.00
D11	Cost of work exceeding £2,001 & not exceeding £5,000 (Incl Renewable Energy systems)	Net	144.00	192.00	72.00	96.00	369.00	185.00	469.00
		VAT	28.80	38.40	14.40	19.20	73.80	37.00	-
		Total	172.80	230.40	86.40	115.20	442.80	222.00	469.00
D12	Cost of work exceeding £5,001 & not exceeding £25,000	Net	192.00	239.00	96.00	120.00	474.00	237.00	603.00
		VAT	38.40	47.80	19.20	24.00	94.80	47.40	-
		Total	230.40	286.80	115.20	144.00	568.80	284.40	603.00
D13	Cost of work exceeding £25,001 & not exceeding £100,000	Net	239.00	479.00	120.00	240.00	790.00	395.00	1,006.00
		VAT	47.80	95.80	24.00	48.00	158.00	79.00	-
		Total	286.80	574.80	144.00	288.00	948.00	474.00	1,006.00
Notifiable Electrical work (in addition to the above, where applicable)									
D14	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Net	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.				201.00	n/a	255.00
		VAT					40.20	n/a	-
		Total					241.20	n/a	255.00

****Multiple work reductions.** Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements with the exception of D14 electrical Works

Where Standard Charges are not applicable please contact Building Control on 01621 876235

PLANNING SERVICES

TABLE C - ALL OTHER NON-DOMESTIC WORK
 Limited to work not more than 3 storeys above ground level

Code	Extensions and New Build		Plan Charge	Plan Charge at 50% reduced rate** (for multiple works only)	Inspection Charge	Inspection Charge * at 50% reduced rate ** (for multiple works only)	Regularisation Charge
N01	Single storey with floor area not exceeding 40m2	Net	192.00	96.00	383.00	192.00	747.00
		VAT	38.40	19.20	76.60	38.40	-
		Total	230.40	115.20	459.60	230.40	747.00
N02	Single storey with floor area not exceeding 40m2 but not exceeding 100m2	Net	192.00	96.00	575.00	288.00	996.00
		VAT	38.40	19.20	115.00	57.60	-
		Total	230.40	115.20	690.00	345.60	996.00
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m2	Net	192.00	96.00	479.00	240.00	872.00
		VAT	38.40	19.20	95.80	48.00	-
		Total	230.40	115.20	574.80	288.00	872.00
N04	With some part 2 or 3 storey in height and a total floor area exceeding 40m2 but not exceeding 100m2	Net	192.00	96.00	623.00	312.00	1,058.00
		VAT	38.40	19.20	124.60	62.40	-
		Total	230.40	115.20	747.60	374.40	1,058.00
Alterations							
N05	Cost of work not exceeding £5,000	Net	144.00	72.00	144.00	72.00	374.00
		VAT	28.80	14.40	28.80	14.40	-
		Total	172.80	86.40	172.80	86.40	374.00
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Net	144.00	72.00	144.00	72.00	374.00
		VAT	28.80	14.40	28.80	14.40	-
		Total	172.80	86.40	172.80	86.40	374.00
	Renewable Energy systems (not covered by an appropriate competent persons scheme)	Net	144.00	72.00	144.00	72.00	374.00
		VAT	28.80	14.40	28.80	14.40	-
		Total	172.80	86.40	172.80	86.40	374.00
	Installation of new shop front	Net	144.00	72.00	144.00	72.00	374.00
		VAT	28.80	14.40	28.80	14.40	-
		Total	172.80	86.40	172.80	86.40	374.00
N06	Cost of work exceeding £5,000 & not exceeding £25,000	Net	192.00	96.00	192.00	96.00	498.00
		VAT	38.40	19.20	38.40	19.20	-
		Total	230.40	115.20	230.40	115.20	498.00
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	Net	192.00	96.00	192.00	96.00	498.00
		VAT	38.40	19.20	38.40	19.20	-
		Total	230.40	115.20	230.40	115.20	498.00
	Renovation of thermal elements	Net	192.00	96.00	192.00	96.00	498.00
		VAT	38.40	19.20	38.40	19.20	-
		Total	230.40	115.20	230.40	115.20	498.00
	Installation of a Raised Storage Platform within an existing building	Net	192.00	96.00	192.00	96.00	498.00
		VAT	38.40	19.20	38.40	19.20	-
		Total	230.40	115.20	230.40	115.20	498.00
N07	Cost of works exceeding £25,000 & not exceeding £100,000	Net	287.00	144.00	335.00	168.00	809.00
		VAT	57.40	28.80	67.00	33.60	-
		Total	344.40	172.80	402.00	201.60	809.00
	Fit out of building up to 100m2	Net	287.00	144.00	383.00	192.00	872.00
		VAT	57.40	28.80	76.60	38.40	-
		Total	344.40	172.80	459.60	230.40	872.00

Multiple work reductions. Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements.

Where Standard Charges are not applicable please contact Building Control on 01621 876235

Committee	Directorate	Policy Area	Current Policy	Existing Concessions	Proposed Policy for 2019/20
Comm	Customers & Community	Chargeable Household Waste Collection	Charges made for residential homes, with limited collections from villages halls equivalent to domestic property. Charges based on cost recovery for additional collections	Free to Village Halls. Signpost Clinical Waste Collection	Retain existing policy. Concession change Free Clinical Waste Collection.

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REVENUE ESTIMATES SUMMARY 2018/19					
		Actual	Original	Revised	Original
		2017/18	2018/19	2018/19	2019/20
Directorates		£000	£000	£000	£000
	Chief Executive		1,045	2,706	533
	Resources		2,770	3,125	3,708
	Customer & Communities		3,525	3,963	2,098
	Planning & Licensing		2,175	2,241	322
	Service Delivery				3,000
	Strategy Performance and Governance				1,037
Net Cost of Services		0	9,514	12,035	10,699
	Interest on Investments		(228)	(270)	(224)
	Pension Interest Cost/Expected rtn on Assets(net)		836	842	842
Net Operating Expenditure		0	10,122	12,608	11,317
Appropriations & Adjustments					
	Statutory Adjustments		(2,171)	(3,192)	(3,433)
	Govt Direct Grants				
	- New Homes Bonus		(446)	(475)	(414)
	- Other Direct Grants		(9)	(30)	(31)
	Business Rates Renewable Energy		(704)	(432)	see below
	Levy Redistribution		see below		0
	To/(From) Earmarked Revenue Reserves		228	(1,509)	200
	To/(From) Balances		0	50	291
Expenditure to be Funded		0	7,020	7,020	7,930
		2018/2019		2019/2020	
	Property Tax Base (Band D equivalent)	24,193.2		24,536.1	
		2018/2019		2019/2020	
	Council Tax Charges	Charge @	Total	Charge @	Total
		Band D	Cost	Band D	Cost
		£ : p	£	£ : p	£
	Revenue Expenditure to be Funded	290.16	7,020,000	323.21	7,930,358
	Revenue Support Grant	0.00	0	0.00	0
	Business Rates Retention				
	- Renewable Energy			(27.29)	(669,513)
	- Base Line Funding	(60.93)	(1,474,135)	(61.46)	(1,507,917)
	- Business Growth Retention*	(41.29)	(998,970)	(37.67)	(924,295)
	- Levy on Business Rates Growth net to ECC Pool*	14.53	351,466	12.42	304,764
	- NDR Collection Fund Adjustment (Surplus)/Deficit	(2.93)	(70,844)	(5.79)	(142,000)
	Council Tax Collection Fund Adj (Surplus)/Deficit	(6.57)	(159,000)	(6.03)	(148,000)
	Maldon District Council Charge	192.97	4,668,517	197.40	4,843,397

* The NDR1 return is not yet available, therefore the figures are estimates for 2019/20 and will be updated when the return is available.

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ORIGINAL 18/19 (Top)
REVISED 18/19 budget

REVISED 18/19 budget

9

Description

Staffing

Transport

Goods and Services

Capital Charges

Offices and Depots

Support in

Support out

Fees and Charges

Other Income

Government Grant

Net Budget

£

£

£

£

£

£

£

£

£

£

£

£

Service Management &

101

Corporate Core

631,900

1,000

11,700

(21,800)

622,800

631,200

800

12,000

0

644,000

102

Election Services

102,400

100

1,400

103,900

94,800

0

2,800

97,600

103

Policy & Comms

228,100

300

16,200

244,600

228,200

300

16,300

244,800

104

Training

75,100

75,100

76,700

(400)

76,300

105

Human Resources

187,500

200

22,000

209,700

268,000

800

40,600

309,400

106

Apprentices

22,700

18,000

40,700

29,000

0

29,000

108

Committee Services

337,000

300

21,900

(10,000)

349,200

419,700

800

28,300

(10,000)

438,800

109

General Office Support

46,400

700

47,100

25,300

700

26,000

110

Customer Services

407,300

400

19,300

(32,300)

394,700

428,400

1,000

18,800

0

0

(43,400)

404,800

111

Internal Audit & Perf. Review

0

0

70,400

70,400

0

0

70,400

70,400

113

Finance

396,700

0

92,100

0

488,800

349,300

0

91,600

0

440,900

114

Revenues & Benefits

1,035,000

500

111,000

(375,900)

0

770,600

992,300

1,000

188,000

0

(328,600)

(47,300)

805,400

118

Leisure & Community

311,900

1,400

33,300

0

0

346,600

280,800

600

31,500

0

0

0

(9,000)

303,900

119

IT Services

433,700

0

351,900

42,500

0

828,100

487,600

0

361,500

59,000

0

908,100

121

Council Offices

200,700

0

247,300

8,000

(62,800)

393,200

254,300

0

249,200

95,900

(54,400)

545,000

124

Princes Rd Depot

17,800

5,500

23,300

400

3,300

3,700

129

Legal Services

0

18,700

18,700

132

Environmental Health

512,000

8,300

11,600

531,900

547,800

8,300

10,200

566,300

133

Environmental Waste

188,400

100

3,800

192,300

208,900

200

4,000

0

0

213,100

134

Housing

627,900

2,200

14,500

644,600

632,200

2,200

14,700

649,100

141

Parks Operational Services

631,200

52,800

124,600

22,100

(29,300)

(79,400)

0

722,000

666,600

54,900

124,200

32,300

0

0

0

(29,300)

(88,500)

0

760,200

149

Nursery

0

0

300

300

153

Parks Rangers

376,300

9,400

8,600

1,700

(67,000)

329,000

399,600

10,400

8,500

1,700

0

0

(70,000)

350,200

155

Parks Trading Unit Depot

9,800

2,700

(2,000)

10,500

10,700

3,700

0

(2,400)

12,000

163

Enforcement

229,800

600

6,500

236,900

195,900

1,400

6,400

203,700

164

Economic Development

147,700

1,900

1,500

151,100

157,500

1,700

1,300

160,500

165

Planning Policy Services

432,600

1,400

4,500

438,500

387,700

1,400

7,800

396,900

166

Planning Admin Services

293,100

0

33,300

0

326,400

287,600

0

28,000

315,600

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ORIGINAL 18/19 (Top) REVISED 18/19 budget											
9	Description	Direct Costs				Recharges			Income		
		Staffing	Transport	Goods and Services	Capital Charges	Offices and Depots	Support in	Support out	Fees and Charges	Other Income	Government Grant
		£	£	£	£	£	£	£	£	£	£
167	Development Control Services	651,900	4,100	14,800							
		657,900	4,100	26,300							
168	Building Control Services	225,200	5,500	5,300							
		138,200	5,500	5,400							
TOTAL Service Management & Support Services		8,657,400	90,500	1,348,900	82,500	0	0	0	(29,300)	(651,200)	0
		8,768,800	95,400	1,455,000	196,200	0	0	0	(29,300)	(606,700)	(47,300)

Central Services											
Corporate Core &											
256	Corporate Management			151,800					0		
				406,700					0		
260	Democratic Representation & Mgt	215,500	11,600	41,200	1,900						
		221,100	13,800	43,700	1,900						
270	Future Model - Transformation										0
		400,000		975,000							
TOTAL Corporate & Democratic Core		215,500	11,600	193,000	1,900	0	0	0	0	0	0
		621,100	13,800	1,425,400	1,900	0	0	0	0	0	0

Central Services to the											
202	Business Rates Collection			4,300					(5,500)	(93,000)	
				4,200					(5,100)	(93,000)	
209	Council Tax Benefit Admin			3,700						(50,000)	
				3,200						(55,900)	
216	Council Tax Collection			36,300					(106,700)		
				35,200			0		(106,200)		
213	Electoral Registration			47,800					(1,200)	0	
				47,300						0	
253	Civil Emergencies			33,900							
				33,900							
254	Election Management			12,700						0	
				12,700						0	
255	Land Charges			15,200					(121,900)		
				15,200					(121,900)		
TOTAL Central Services		0	0	153,900	0	0	0	0	(235,300)	0	(143,000)
		0	0	151,700	0	0	0	0	(233,200)	0	(148,900)

Cultural, Environmental											
Cultural Services											
501, 502, 503, 509, 520,	Sport	0	0	173,900	12,300	0	0	0	0	(605,300)	0
		0	0	199,300	410,300	0	0	0	0	(628,500)	0
122, 506, 508	Community Centres	0	0	34,800	6,400	0	0	0	0	0	0
		0	0	38,900	6,200	0	0	0	0	0	0
505, 511, 514, 516, 518,	Parks & Open Spaces	30,000	0	274,500	215,900	0	0	0	(683,000)	(51,700)	0
		47,300	0	325,300	235,600	0	0	0	(733,000)	(58,200)	0
542, 546	Heritage	0	0	4,300	5,100	0	0	0	0	0	0
		0	0	4,300	3,600	0	0	0	0	0	0
309	Rivers		6,500	59,500	10,100				(167,400)	(6,700)	
			4,900	69,000	5,400		0		(181,100)	(7,400)	
320, 325, 330	Tourism	140,100	500	68,700	0	0	0	0	(15,300)	0	0
		181,600	300	65,600	0	0	0	0	(15,300)	0	0
TOTAL Cultural Services		170,100	7,000	615,700	249,800	0	0	0	(865,700)	(663,700)	0
		228,900	5,200	702,400	661,100	0	0	0	(929,400)	(694,100)	0

Environmental Services											
340	Public Entertainment Licences			27,900					(55,600)		

ORIGINAL 18/19 (Top)
REVISED 18/19 budget

APPENDIX 6

		Direct Costs				Recharges			Income			
9	Description	Staffing £	Transport £	Goods and Services £	Capital Charges £	Offices and Depots £	Support in £	Support out £	Fees and Charges £	Other Income £	Government Grant £	Net Budget £
				29,100					(55,600)			(26,500)
341	Hackney Carriage			16,000					(33,300)			(17,300)
				18,000					(33,600)			(15,600)
550	Public Conveniences			105,400	21,800							127,200
				101,400	20,100							121,500
555	Cemeteries			42,300	13,500				(126,400)			(70,600)
				52,900	19,100				(151,600)			(79,600)
562, 563	Community Safety	77,000	0	35,400	0	0	0	0	0	(14,300)	0	98,100
		83,100	500	44,000	0	0	0	0	0	(19,200)	0	108,400
576, 579, 581	Waste Management	0	2,900	3,294,300	317,800	0	0	0	(1,997,000)	(700)	0	1,617,300
		0	2,900	3,272,300	320,200	0	0	0	(1,949,000)	(3,400)	0	1,643,000
566, 567, 570, 571, 572,	Other Environmental Health	5,000	1,800	60,000	6,100	0	0	0	(55,900)	0	0	17,000
		4,600	2,300	103,900	6,100	0	0	0	(64,700)	0	0	52,200
TOTAL Environmental Services		82,000	4,700	3,581,300	359,200	0	0	0	(2,268,200)	(15,000)	0	1,744,000
		87,700	5,700	3,621,600	365,500	0	0	0	(2,254,500)	(22,600)	0	1,803,400
Planning & Development												
232	Discretionary Rate Relief											0
301	Planning Policy			26,500								26,500
				55,200					0		0	55,200
302	Development Control			124,000					(892,400)			(768,400)
				122,000					(884,300)			(762,300)
303	Building Regs - Fee Related			4,000					(135,300)			(131,300)
				4,000					(135,300)			(131,300)
313	Building Regs - Non Fee Related			0					0			0
				0					0			0
304	Building Conservation			1,800					0	0	0	1,800
				2,100					0	0	0	2,100
305	Economic Development			72,500						(60,000)	0	12,500
				76,400						0	0	76,400
307	Gypsy & Traveller	0		8,000								8,000
		0		8,000								8,000
565	Community Grants			81,300							(7,800)	73,500
				73,500								73,500
TOTAL Planning & Development Services		0	0	318,100	0	0	0	0	(1,027,700)	(60,000)	(7,800)	(777,400)
		0	0	341,200	0	0	0	0	(1,019,600)	0	0	(678,400)
Highways, Roads & Transport Services												
311	Highways											0
												0
312	Street Naming			11,400								11,400
				11,400								11,400
534, 535	Off Street Parking	0	0	156,400	18,100	0	0	0	(736,700)	0	0	(562,200)
		0	0	164,700	17,700	0	0	0	(745,800)	0	0	(563,400)
TOTAL Highways, Roads & Transport Services		0	0	167,800	18,100	0	0	0	(736,700)	0	0	(550,800)
		0	0	176,100	17,700	0	0	0	(745,800)	0	0	(552,000)
Housing Services												
204	Rent Allowances			15,121,700						(388,200)	(14,516,700)	216,800
				14,575,400						(298,000)	(14,157,500)	119,900
203	Housing Benefits Admin			12,800					(3,000)		(137,000)	(127,200)
				12,100					(7,000)		(134,100)	(129,000)
591, 592, 593, 598	Other Housing Services			71,800					(43,500)	(4,000)	(83,800)	(59,500)
		0	0	92,500	0	0	0	0	(43,500)	(4,000)	(71,900)	(26,900)
TOTAL Housing Services		0	0	15,206,300	0	0	0	0	(46,500)	(392,200)	(14,737,500)	30,100
		0	0	14,680,000	0	0	0	0	(50,500)	(302,000)	(14,363,500)	(36,000)

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ORIGINAL 18/19 (Top) REVISED 18/19 budget		Direct Costs				Recharges		Income				
9	Description	Staffing £	Transport £	Goods and Services £	Capital Charges £	Offices and Depots £	Support in £	Support out £	Fees and Charges £	Other Income £	Government Grant £	Net Budget £
<u>Non Distributed Costs</u>												
257	Non Distributed Costs	0	0	0	0	0	0	0	0	0	0	0
<u>TOTAL Non Distributed Costs</u>		0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0
<u>Other Services</u>												
224	Misc Land & Property			5,200	0				(32,000)			(26,800)
				2,900	0				(33,300)			(30,400)
225	Industrial Sites			1,100					(114,900)			(113,800)
				7,100					(116,300)			(109,200)
<u>TOTAL Other Services</u>		0	0	6,300	0	0	0	0	(146,900)	0	0	(140,600)
		0	0	10,000	0	0	0	0	(149,600)	0	0	(139,600)
<u>SUB TOTAL</u>		9,125,000	113,800	21,591,300	711,500	0	0	0	(5,356,300)	(1,782,100)	(14,888,300)	9,514,900
		9,706,500	120,100	22,563,400	1,242,400	0	0	0	(5,411,900)	(1,625,400)	(14,559,700)	12,035,400
Less Vacancy/Savings												0
<u>TOTAL AGREED</u>		9,125,000	113,800	21,591,300	711,500	0	0	0	(5,356,300)	(1,782,100)	(14,888,300)	9,514,900
ORIGINAL18/19		9,125,000	113,800	21,591,300	711,500	0	0	0	(5,356,300)	(1,782,100)	(14,888,300)	9,514,900
REVISED 18/19		9,706,500	120,100	22,563,400	1,242,400	0	0	0	(5,411,900)	(1,625,400)	(14,559,700)	12,035,400

ORIGINAL 18/19 Top
ORIGINAL 19/20 Bottom

		Direct Costs				Recharges			Income			Government Grant £	Net Budget £
Cost Centre	Description	Staffing £	Transport £	Goods and Services £	Capital Charges £	Offices and Depots £	Support in £	Support out £	Fees and Charges £	Other Income £			
Service Management &													
Green	Staffing												0
		1,044,096											1,044,096
Red	Staffing												0
		2,131,900											2,131,900
Blue	Staffing												0
		3,020,000											3,020,000
101	Corporate Core	631,900	1,000	11,700						-21800			622,800
		1,000	500	10,100						0			11,600
102	Election Services	102,400	100	1,400									103,900
		800	0	2,700									3,500
103	Policy & Comms	228,100	300	16,200									244,600
		1,200	300	16,100	0					0			17,600
104	Training			75,100									75,100
				61,100						0			61,100
105	Human Resources	187,500	200	22,000									209,700
		1,800	0	22,400	0					0			24,200
106	Apprentices	22,700		18,000									40,700
		18,000		0									18,000
108	Committee Services	337,000	300	21,900					(10,000)				349,200
		1,100	800	21,800					(10,000)				13,700
109	General Office Support	46,400		700									47,100
		0	0	700						0			700
110	Customer Services	407,300	400	19,300						(32,300)			394,700
		175,300	1,000	20,000	0					(30,400)			165,900
111	Internal Audit & Perf. Review			70,400									70,400
				70,400									70,400
113	Finance	396,700		92,100									488,800
		2,300	0	42,700	0					0			45,000
114	Revenues & Benefits	1,035,000	500	111,000						(375,900)	0		770,600
		481,300	1,000	108,900						(305,900)	0		285,300
118	Leisure & Community	311,900	1,400	33,300	0					0			346,600
		109,600	600	31,500	0					(9,000)			132,700
119	IT Services	433,700	0	351,900	42,500								828,100
		1,400		487,700	132,800								621,900
121	Council Offices	200,700		247,300	8,000					(62,800)			393,200
		400	0	265,700	95,900					(58,200)			303,800
124	Princes Rd Depot			17,800	5,500								23,300
				400	3,300								3,700
132	Environmental Health	512,000	8,300	11,600									531,900
		255,100	8,300	10,900									274,300
133	Environmental Waste	188,400	100	3,800									192,300
		32,200	100	3,500									35,800
134	Housing	627,900	2,200	14,500									644,600
		282,600	2,200	14,900									299,700
141	Parks & Countryside Services	631,200	52,800	124,600	22,100	0	0		(29,300)	(79,400)			722,000
		353,000	53,200	112,200	31,900	0	0		(29,300)	(52,300)			468,700
149	Nursery			0	0								0
				0	300								300
153	Parks Rangers	376,300	9,400	8,600	1,700	0	0			(67,000)			329,000
		207,100	9,900	8,300	3,700					(70,000)			159,000
155	Prom Depot			9,800	2,700					(2,000)			10,500
				10,400	3,700					(2,500)			11,600
163	Enforcement	229,800	600	6,500									236,900
		123,200	1,400	6,200							0		130,800
164	Economic Development	147,700	1,900	1,500									151,100
		33,900	1,900	1,200									37,000

ORIGINAL 18/19 Top
ORIGINAL 19/20 Bottom

APPENDIX 7

		Direct Costs				Recharges			Income			
Cost Centre	Description	Staffing	Transport	Goods and Services	Capital Charges	Offices and Depots	Support in	Support out	Fees and Charges	Other Income	Government Grant	Net Budget
		£	£	£	£	£	£	£	£	£	£	£
165	Planning Policy Services	432,600	1,400	4,500								438,500
		45,100	1,400	8,200								54,700
166	Planning Admin Services	293,100		33,300								326,400
		131,600		28,200								159,800
167	Development Control Services	651,900	4,100	14,800								670,800
		315,900	4,100	14,600								334,600
168	Building Control Services	225,200	5,500	5,300								236,000
		75,200	5,500	5,200								85,900
TOTAL Service Management & Support Services		8,657,400	90,500	1,348,900	82,500	0	0	0	(39,300)	(641,200)	0	9,498,800
		8,845,096	92,200	1,386,000	271,600	0	0	0	(39,300)	(528,300)	0	10,027,296
Central Services Corporate Core &												
256	Corporate Management			151,800								151,800
				248,400					0		0	248,400
260	Democratic Representation & Mgt	215,500	11,600	41,200	1,900	0	0					270,200
		223,600	14,000	37,200	1,900					0		276,700
270	Future Model Transformation	0		0								0
		260,000		344,000						(182,000)		422,000
TOTAL Corporate & Democratic Core		215,500	11,600	193,000	1,900	0	0	0	0	0	0	422,000
		483,600	14,000	629,600	1,900	0	0	0	0	(182,000)	0	947,100
Central Services to the												
202	Business Rates Collection			4,300			0		(5,500)		(93,000)	(94,200)
				4,300					(5,100)		(93,000)	(93,800)
209	Council Tax Benefit Admin	0		3,700							(50,000)	(46,300)
				3,300							(53,000)	(49,700)
216	Council Tax Collection			36,300			0		(106,700)			(70,400)
				35,800					(106,200)			(70,400)
213	Electoral Registration			47,800		0			(1,200)			46,600
		0		46,400		0			(1,200)			45,200
253	Civil Emergencies			33,900								33,900
				33,900								33,900
254	Election Management			12,700								12,700
				96,100						0		96,100
255	Land Charges			15,200					(121,900)			(106,700)
				15,700					(121,900)			(106,200)
TOTAL Central Services		0	0	153,900	0	0	0	0	(235,300)	0	(143,000)	(224,400)
		0	0	235,500	0	0	0	0	(234,400)	0	(146,000)	(144,900)
Cultural, Environmental & Cultural Services												
501, 502, 503, 509, 520, 522	Sport	0	0	173,900	12,300	0	0	0	0	(605,300)	0	(419,100)
		0	0	176,600	410,300	0	0	0	0	(624,100)	0	(37,200)
122, 506, 508	Community Centres	0	0	34,800	6,400	0	0	0	0	0	0	41,200
		0	0	26,200	9,600	0	0	0	0	0	0	35,800
505, 511, 514, 516, 518, 519	Parks & Open Spaces	30,000	0	274,500	215,900	0	0	0	(666,100)	(68,600)	0	(214,300)
		32,000	0	245,200	258,200	0	0	0	(739,700)	(41,000)	0	(245,300)
542, 546	Heritage	0	0	4,300	5,100	0	0	0	0	0	0	9,400
		0	0	4,300	3,600	0	0	0	0	0	0	7,900
309	Rivers		6,500	59,500	10,100		0		(167,400)	(6,700)		(98,000)
			6,500	40,600	5,400		0		(175,900)	(7,400)		(130,800)
320, 325, 330	Tourism	140,100	500	68,700	0	0	0	0	(15,300)	0	0	194,000
		85,600	500	62,800	0	0	0	0	(15,300)	0	0	133,600
TOTAL Cultural Services		170,100	7,000	615,700	249,800	0	0	0	(848,800)	(680,600)	0	(486,800)
		117,600	7,000	555,700	687,100	0	0	0	(930,900)	(672,500)	0	(236,000)

ORIGINAL 18/19 Top
ORIGINAL 19/20 Bottom

		Direct Costs				Recharges			Income			
Cost Centre	Description	Staffing £	Transport £	Goods and Services £	Capital Charges £	Offices and Depots £	Support in £	Support out £	Fees and Charges £	Other Income £	Government Grant £	Net Budget £
Environmental Services												
340	Public Entertainment Licences			27,900					(55,600)			(27,700)
				30,000					(55,600)			(25,600)
341	Hackney Carriage			16,000					(33,300)			(17,300)
				18,500					(33,600)			(15,100)
550	Public Conveniences			105,400	21,800							127,200
				97,500	20,100							117,600
555	Cemeteries			42,300	13,500		0		(126,400)			(70,600)
				47,500	17,000		0		(135,400)			(70,900)
562, 563	Community Safety	77,000	0	35,400	0	0	0	0	0	(14,300)	0	98,100
		42,200	0	35,400	0	0	0	0	0	(14,300)	0	63,300
576, 579, 581	Waste Management	0	2,900	3,294,300	317,800	0	0	0	(1,997,000)	(700)	0	1,617,300
		0	2,900	3,343,400	323,900	0	0	0	(1,970,600)	(700)	0	1,698,900
566, 567, 570, 571, 572, 573,	Other Environmental Health	5,000	1,800	60,000	6,100	0	0	0	(55,900)	0	0	17,000
		5,000	1,800	60,400	6,100	0	0	0	(60,000)	0	0	13,300
TOTAL Environmental Services		82,000	4,700	3,581,300	359,200	0	0	0	(2,268,200)	(15,000)	0	1,744,000
		47,200	4,700	3,632,700	367,100	0	0	0	(2,255,200)	(15,000)	0	1,781,500
Planning & Development												
232	Discretionary Rate Relief											0
301	Planning Policy			26,500								26,500
				26,500								26,500
302	Development Control			124,000					(892,400)			(768,400)
				119,000					(895,400)			(776,400)
303	Building Regs - Fee Related			4,000					(135,300)			(131,300)
				4,000					(140,700)			(136,700)
313	Building Regs - Non Fee Related						0					0
				0					0			0
304	Building Conservation			1,800								1,800
				1,800					0	0	0	1,800
305	Economic Development			72,500						(60,000)		12,500
				12,500						0	0	12,500
307	Gypsy & Traveller			8,000								8,000
				8,000	0	0	0					8,000
565	Community Grants			81,300	0	0	0				(7,800)	73,500
				76,000	0	0	0				0	76,000
TOTAL Planning & Development Services		0	0	318,100	0	0	0	0	(1,027,700)	(60,000)	(7,800)	(777,400)
		0	0	247,800	0	0	0	0	(1,036,100)	0	0	(788,300)
Highways, Roads & Transport Services												
311	Highways											0
												0
312	Street Naming			11,400								11,400
				8,900								8,900
534, 535	Off Street Parking	0	0	156,400	18,100	0	0	0	(736,700)	0	0	(562,200)
		0	0	136,800	28,600	0	0	0	(741,800)	0	0	(576,400)
TOTAL Highways, Roads & Transport Services		0	0	167,800	18,100	0	0	0	(736,700)	0	0	(550,800)
		0	0	145,700	28,600	0	0	0	(741,800)	0	0	(567,500)
Housing Services												
204	Rent Allowances			15,121,700						(388,200)	(14,516,700)	216,800
				14,575,400						(358,000)	(14,157,500)	59,900
203	Housing Benefits Admin			12,800			0		(3,000)		(137,000)	(127,200)

ORIGINAL 18/19 Top ORIGINAL 19/20 Bottom		Direct Costs				Recharges			Income			
Cost Centre	Description	Staffing £	Transport £	Goods and Services £	Capital Charges £	Offices and Depots £	Support in £	Support out £	Fees and Charges £	Other Income £	Government Grant £	Net Budget £
				12,400			0		(7,000)		(130,000)	(124,600)
591, 592, 593, 598	Other Housing Services			71,800					(43,500)	(4,000)	(83,800)	(59,500)
		0	0	24,600	0	0	0	0	(40,500)	(4,000)	(21,900)	(41,800)
TOTAL Housing Services		0	0	15,206,300	0	0	0	0	(46,500)	(392,200)	(14,737,500)	30,100
				14,612,400	0	0	0	0	(47,500)	(362,000)	(14,309,400)	(106,500)
Non Distributed Costs												
257	Non Distributed Costs	0	0	0	0	0	0	0	0	0	0	0
TOTAL Non Distributed Costs		0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0
Other Services												
224	Misc Land & Property			5,200					(32,000)			(26,800)
				4,400	0				(35,500)			(31,100)
225	Industrial Sites			1,100					(114,900)			(113,800)
				2,800	0				(114,900)			(112,100)
TOTAL Other Services		0	0	6,300	0	0	0	0	(146,900)	0	0	(140,600)
		0	0	7,200	0	0	0	0	(150,400)	0	0	(143,200)
SUB TOTAL		9,125,000	113,800	21,591,300	711,500	0	0	0	(5,349,400)	(1,789,000)	(14,888,300)	9,514,900
		9,493,496	117,900	21,452,600	1,356,300	0	0	0	(5,435,600)	(1,759,800)	(14,455,400)	10,769,496
Less Vacancy/Savings		0										
		(70,000)										
TOTAL AGREED BUDGET		9,125,000	113,800	21,591,300	711,500	0	0	0	(5,349,400)	(1,789,000)	(14,888,300)	9,514,900
ORIGINAL 18/19		9,125,000	113,800	21,591,300	711,500	0	0	0	(5,349,400)	(1,789,000)	(14,888,300)	9,514,900
ORIGINAL 19/20		9,423,496	117,900	21,452,600	1,356,300	0	0	0	(5,435,600)	(1,759,800)	(14,455,400)	10,699,496

Earmarked Revenue Reserve	Purpose	Review Mechanism	At 31/3/18	Estimated at 31/3/19	Estimated at 31/3/20	Estimated at 31/3/21	Estimated at 31/3/22
Repairs & Renewals Fund	To provide funds to support additional revenue / capital costs arising from the need to maintain the Council's Asset base	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	225,316	128,816	20,816	-	-
Insurance	The Council maintains external insurance policies to cover major risks. In many cases the policies have excess clauses that require the Council to meet the first part of each claim. The Council has established this reserve to cover its liabilities under policy excesses, finance any claims for small risks not insured externally and cover any future liability that may arise from winding up of Municipal Mutual Insurance.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	60,000	60,000	60,000	60,000	60,000
Revenue Commitments	This reserve exists to smooth out the timing differences between monies being earmarked to expenditure from the annual revenue budget and the expenditure actually occurring	Annually by the Finance and Corporate Services Committee at final accounts approval stage	134,136	-	-	-	-
Heritage Projects	The Council gives grants in support of environmental initiatives and historic buildings. The time limits on these grants exceed the financial year in which budget provision is made, necessitating a reserve to cover outstanding liabilities	Annually by the Finance and Corporate Services Committee at final accounts approval stage	8,617	8,617	-	-	-
Community Grants	The Council previously had schemes for awarding grants. The time limits on these grants exceed the financial year in which budget provision is made, necessitating a reserve to cover outstanding liabilities.	Annually by the Finance and Corporate Services Committee at final accounts approval stage	1,000	1,000	-	-	-
CIL and LDP review	Money has been put aside from unspent budgets to support the creation and adoption of the delayed LDP	Annually by the Finance and Corporate Services Committee at final accounts approval stage	235,000	206,300	-	-	-
Business Continuity	To provide funding for emergency requirements such as salt, sand bags or other business continuity requirements	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	10,000	10,000	10,000	10,000	10,000
Community Sport Network	The Council has schemes for awarding grants. The time limits on these grants exceed the financial year in which budget provision is made, necessitating a reserve to cover outstanding liabilities.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	8,020	20	-	-	-
Transformation (including UGNITE)	The Council is looking to change the way in which it works internally and also how it delivers its services to others. This reserve will enable up-front investment in these projects.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	1,712,361	239,980	-	-	-
Neighbourhood Plan Applications	To provide funding for preparation of Neighbourhood Plans	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	29,177	29,177	-	-	-
Waste Contract Implementation	Money set aside towards the procurement and mobilisation of the new Waste contract	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	24,913	15,413	-	-	-
Business Rates Equalisation	To provide funds to support fluctuations in Business Rates receivable into the General Fund.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	533,000	261,000	311,000	361,000	411,000
Pension	To provide funds to enable payment of the forward funding of the pension deficit.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	116,000	720,000	1,424,000	-	-
Other Reserves	Other reserves have been set up in relation to the continuation of projects for which external funds have been received but have not been fully utilised within that particular year.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	393,185	246,226	-	-	-
TOTAL			3,490,725	1,926,549	1,825,816	431,000	481,000

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REGULATION OF INVESTIGATORY POWERS ACT 2000

CORPORATE POLICY AND PROCEDURE ON THE USE OF COVERT SURVEILLANCE

Title	Regulation of Investigatory Powers Act 2000
Owner	Director of Resources
Version	2
Issue date	
Approved by	Council
Next revision due	February 2022

Contents

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1

INTRODUCTION

- 1.1 This document sets out the policy and procedures adopted by Maldon District Council (“the council”) in relation to Part II of the Regulation of Investigatory Powers Act 2000 (“RIPA”). The policy should be read in conjunction with the Home Office Codes of Practice on covert surveillance and covert human intelligence sources; acquisition and disclosure of communications data, and any guidance issued by the Investigatory Powers Commissioner’s Office (IPCO) (formerly the Office of Surveillance Commissioners – OSC)
- 1.2 For the purpose of this update, references to the Home Office Codes of Practice relate to the latest versions which were issued in August 2018 in relation to covert surveillance and covert human intelligence sources; and 2016 in relation to the acquisition and disclosure of communications data. References to the OSC Procedures and Guidance document relate to the latest version which was issued in July 2016.
- 1.3 The following terms are used throughout this Policy:

RIPA	Regulation of Investigatory Powers Act 2000
CHIS	Covert Human Intelligence Source
SPoC	Single Point of Contact

SRO	Senior Responsible Officer
IPCO	Investigatory Powers Commissioner's Office
NAFN	National Anti-Fraud Network
CSP	Communications Service Provider

- 1.4 It should be noted that any use of activities under RIPA will be as a last resort and council policy is not to undertake such activities unless necessary.
- 1.5 Further information on RIPA forms can be found on the intranet with search word "Ripa"

2 PURPOSE AND OBJECTIVES

- 2.1 Directed surveillance or acquisition of communications data by or on behalf of the council must be carried out in accordance with this policy. Any such activity must be authorised by one of the Authorising Officers identified in Appendix A. All authorisations must then be approved by a Magistrate before any covert activity takes place. Staff directly employed by the council and any external agencies working for the council are subject to RIPA whilst they are working in a relevant investigatory capacity.
- 2.2 The purpose of the policy is to ensure the council is acting lawfully while undertaking its various enforcement functions, ensuring directed surveillance, or acquisition of communication data is both necessary and proportionate, and takes into account the rights of individuals under Article 8 of the Human Rights Act.
- 2.3 Surveillance, for the purpose of the Act, includes monitoring, observing or listening to persons, their movements, conversations or other activities and communications. It may be conducted with or without the assistance of a surveillance device and includes the recording of any information obtained.

3 ROLES AND RESPONSIBILITIES

3.1 Senior Responsible Officer (SRO):

3.1.1 The role of SRO will be undertaken by the council's Director of Resources

3.1.2 In accordance with good practice the SRO will be responsible for:

- The integrity of the process in place within the council for the management of covert surveillance;
- Ensuring that all authorising officers are of an appropriate standard;
- Compliance with Part 2 of the Act and with the Home Office Codes of Practice;

- Oversight of the reporting of errors to the relevant Commissioner and the identification of both the cause(s) of errors and the implementation of processes to minimise repetition of errors;
- Engagement with the Investigatory Powers Commissioner's Office (IPCO) inspectors when they conduct their inspections, where applicable;
- Where necessary, oversight of the implementation of post-inspection action plans approved by the relevant oversight Commissioner.
- Have overall responsibility for the management and oversight of requests and authorizations under RIPA;
- Retain a copy of the application and authorization together with any supplementary documentation and notification of the approval given by the authorizing officer maintain a central RIPA records file;
- Review and monitor all forms and documents received to ensure compliance with the relevant law and guidance and this policy and procedures document and informing the Authorizing Officer of any concerns;
- Be responsible for organizing a corporate RIPA training programme and ensure corporate awareness of RIPA

3.2 **Authorizing Officers**

- 3.2.1 The officers named in Appendix A shall be the only officers within the council who can authorize applications under RIPA in accordance with the procedures set out in section 7 of this policy.
- 3.2.2 Each of the Authorizing Officers can authorize applications, for onward consideration by a Magistrate. Each Authorizing Officer may authorize renewals and cancellations, and undertake reviews, in relation to any investigation carried out, or proposed to be carried out, by officers. Authorizing Officers **may not sub-delegate** their powers in relation to RIPA to other officers.
- 3.2.3 The officer who authorizes a RIPA application should normally also carry out the review, renewal and cancellation. If the original Authorizing Officer is not available to undertake the review, renewal or cancellation, this can be undertaken by any other Authorizing Officer.

4 **LOCAL AUTHORITY USE OF RIPA**

- 4.1 RIPA sets out a regulatory framework for the use of covert investigatory techniques by public authorities. If such activities are conducted by council

officers, then RIPA regulates them in a manner that is compatible with the European Convention on Human Rights (ECHR), particularly Article 8, the right to respect for private and family life.

4.2 RIPA limits local authorities to using three covert techniques, as set out below:

- **Directed surveillance** is essentially covert surveillance in places other than residential premises or private vehicles
- A **Covert human intelligence source (CHIS)** includes undercover officers, public informants and people who make test purchases (for enforcement purposes)
- Acquisition of **Communications data** is the 'who', 'when' and 'where' of a communication, but not the 'what' (ie the content of what was said or written). RIPA groups communications data into three types:
 - 'traffic data' (which includes information about where the communications are made or received)
 - 'service use information' (such as the type of communication, time sent and its duration); and
 - 'subscriber information' (which includes billing information such as the name, address and bank details of the subscriber of telephone or internet services)

4.3 Under RIPA a local authority can only authorize the acquisition of the less intrusive types of communications data: service use and subscriber information. Under **no circumstances** can local authorities be authorized to obtain traffic data under RIPA.

4.4 Local authorities are **not** permitted to intercept the content of any person's communications and it is an offence to do so without lawful authority.

4.5 Directed surveillance may only be authorized under RIPA for the purpose of preventing or detecting criminal offences that are either punishable, whether on summary conviction or indictment, by a maximum term of at least 6 months' imprisonment **or** are related to the underage sale of alcohol and tobacco.

4.6 Local authorities cannot authorize directed surveillance for the purpose of preventing disorder unless this involves a criminal offence(s) punishable (whether on summary conviction or indictment) by a maximum term of at least 6 months' imprisonment. Requests for authorization must still demonstrate how the activity is both proportionate and necessary.

4.7 Examples of cases where the offence being investigated attracts a maximum custodial sentence of six months or more include more serious criminal damage and dangerous waste dumping

4.8 Directed surveillance will always be a last resort in an investigation, and use of a **CHIS by the council will not as a matter of policy be undertaken and**

therefore the council will not apply for such authorizations.

- 4.9 In cases of joint working with other agencies, for example the Department for Work and Pensions or the Police, only one authorization from one organisation is required. This should be made by the lead authority for the particular investigation. Council officers should satisfy themselves that authorization has been obtained and be clear exactly what activity has been authorized.
- 4.10 For access to communication data, a Single Point of Contact (SPoC) is required to undertake the practical facilitation with the communications service provider (CSP) in order to obtain the data requested. The SPoC must have received training specifically to facilitate lawful acquisition of communications data and effective co-operation between the local authority and CSP.
- 4.11 The National Anti-Fraud Network (NAFN) provides a SPoC service to local authorities. Local authorities using the NAFN SPoC service will still be responsible for submitting any applications to a Magistrate and an authorizing officer in the council is still required to scrutinise and approve any applications.
- 4.12 Compliance with the provisions of RIPA, the Home Office Codes of Practice and this policy and procedures should protect the council, its officers and agencies working on its behalf against legal challenge. Section 27 of RIPA states that “conduct...shall be lawful for all purposes if an authorisation...confers an entitlement to engage in that conduct on the person whose conduct it is and his conduct is in accordance with the authorisation”. If correct procedures are not followed, the council could be rendered liable to claims and the use of the information obtained may be disallowed in any subsequent legal proceedings.

5 THE SCOPE OF RIPA AND TYPES OF SURVEILLANCE

- 5.1 Officers should be aware of the scope and extent of activities covered by the provisions of RIPA. In many cases investigations carried out by council officers will not be subject to RIPA, as they involve overt rather than covert surveillance (see below). An explanation of terms used is set out below:
- 5.2 **'Surveillance'** includes
- monitoring, observing, listening to persons, watching or following their movements, listening to their conversations and other such activities or communications;
 - recording anything mentioned above in the course of authorised surveillance;
 - surveillance by, or with the assistance of, appropriate surveillance device(s).

Surveillance can be overt or covert.

- 5.3 Covert Surveillance

- Covert Surveillance is surveillance carried out in a manner calculated to ensure that the person subject to the surveillance is unaware that it is, or may be taking place.
- RIPA requires the authorisation of two types of covert surveillance (**directed surveillance** and **intrusive surveillance**) plus the use of covert human intelligence sources (CHIS) or acquisition of communications data.

5.4 Directed Surveillance

Directed Surveillance is surveillance which:-

- is covert; and
- is not intrusive surveillance (see definition below - **the council is prohibited by law from carrying out any intrusive surveillance**);
- is not carried out as an immediate response to events where it would not be practicable to obtain authorisation under the Act;
- is likely to result in the obtaining of private information about a person (whether or not one specifically identified for the purposes of the investigation or operation).

5.5 **Private information** in relation to a person includes any information relating to his private and family life, his home and his correspondence. The fact that covert surveillance occurs in a public place or on business premises does not mean that it cannot result in the obtaining of private information about a person. The way a person runs their business may also reveal information about his private life and the private lives of others. Prolonged surveillance targeted on a single person will undoubtedly result in the obtaining of private information about him/her and others that s/he comes into contact or associates with.

5.6 Private life considerations are particularly likely to arise if several records are to be analyzed together in order to establish, for example, a pattern of behavior, or if one or more pieces of information (whether or not available in the public domain) are covertly (or in some cases overtly) obtained for the purpose of making a permanent record about a person or for subsequent data processing to generate further information. In such circumstances, the totality of information gathered may constitute private information even if individual records do not. Where such conduct includes covert surveillance, a directed surveillance authorization may be considered appropriate

5.7 Private information may include personal data, such as names, telephone numbers and address details. Where such information is acquired by means of covert surveillance of a person having a reasonable expectation of privacy, a direct surveillance authorization is appropriate.

5.8 Overt Surveillance

- 5.8.1 Overt Surveillance will include most of the surveillance carried out by the council - there will be nothing secretive, clandestine or hidden about it. For example, signposted CCTV cameras normally amount to overt surveillance. In many cases, officers will be going about council business openly (e.g. a parking attendant patrolling a council car park).
- 5.8.2 However, care must be taken to ensure that officers are not intentionally acting as members of the public in order to disguise their true intent as this may then be considered as covert and require RIPA authorisation.
- 5.8.3 Similarly, surveillance will be overt if the subject has been told it will happen. This will be the case where a noisemaker is warned that recordings will be made if the noise continues; or where an entertainment licence is issued subject to conditions, and the licensee is told that officers may visit without notice or without identifying themselves to the owner/proprietor to check that the conditions are being met. Such warnings should be given to the person concerned in writing.
- 5.8.4 Overt surveillance does not require any authorisation under RIPA. Neither does **low-level surveillance** consisting of general observations in the course of law enforcement (for example, an officer visiting a site to check whether a criminal offence had been committed). Repeated visits may amount to systematic surveillance however, and require authorisation: if in doubt, advice should be sought from the Monitoring Officer or the SRO
- 5.8.5 Home Office guidance also suggests that the use of equipment such as binoculars or cameras, to reinforce normal sensory perception by enforcement officers as part of *general* observation does not need to be regulated by RIPA, as long as the *systematic* surveillance of an individual is not involved. However, if binoculars or cameras are used in relation to anything taking place on any residential premises or in any private vehicle the surveillance can be intrusive even if the use is only fleeting. Any such surveillance will be intrusive “if it consistently provides information of the same quality as might be expected to be obtained from a device actually present on the premises or in the vehicle”. The quality of the image obtained rather than the duration of the observation is what is determinative. **It should be remembered that the council is not permitted to undertake intrusive surveillance.**
- 5.8.6 Similarly, although signposted CCTV cameras do not normally require authorisation, this will be required if the camera(s) are to be directed for a specific purpose which involves prolonged surveillance on a particular person. (See Section 12 for guidance on the authorisation of directed surveillance undertaken by means of the council’s CCTV cameras.)
- 5.8.7 Use of body worn cameras should be overt. Badges should be worn by officers stating body cameras are in use and it should be announced that recording is taking place. In addition, cameras should only be switched on when recording is necessary – for example, when issuing parking tickets.
- 5.8.8 Surveillance that is unforeseen and undertaken as **an immediate response** to

events or circumstances such that it is not reasonably practicable to seek authorisation normally falls outside the definition of directed surveillance and therefore authorisation is not required. However, if a **specific investigation or operation is subsequently to follow**, authorisation must be obtained in the usual way before it can commence. In no circumstances will any covert surveillance operation be given backdated authorisation after it has commenced.

5.9 Social Networking Sites (SNS)

5.9.1 The Home Office Revised Code of Practice on Covert Surveillance and Property Interference, published in August 2018, provides the following guidance in relation to online covert activity:

'The growth of the internet, and the extent of the information that is now available online, presents new opportunities for public authorities to view or gather information which may assist them in preventing or detecting crime or carrying out other statutory functions, as well as in understanding and engaging with the public they serve. It is important that public authorities are able to make full and lawful use of this information for their statutory purposes. Much of it can be accessed without the need for RIPA authorisation; use of the internet prior to an investigation should not normally engage privacy considerations. But if the study of an individual's online presence becomes persistent, or where material obtained from any check is to be extracted and recorded and may engage privacy considerations, RIPA authorisations may need to be considered. The following guidance is intended to assist public authorities in identifying when such authorisations may be appropriate.

The internet may be used for intelligence gathering and/or as a surveillance tool. Where online monitoring or investigation is conducted covertly for the purpose of a specific investigation or operation and is likely to result in the obtaining of private information about a person or group, an authorisation for directed surveillance should be considered, as set out elsewhere in this code. Where a person acting on behalf of a public authority is intending to engage with others online without disclosing his or her identity, a CHIS authorisation may be needed (The Covert Human Intelligence Sources code of practice provide detail on where a CHIS authorisation may be available for online activity).

In deciding whether online surveillance should be regarded as covert, consideration should be given to the likelihood of the subject(s) knowing that the surveillance is or may be taking place. Use of the internet itself may be considered as adopting a surveillance technique calculated to ensure that the subject is unaware of it, even if no further steps are taken to conceal the activity. Conversely, where a public authority has taken reasonable steps to inform the public or particular individuals that the surveillance is or may be taking place, the activity may be regarded as overt and a directed surveillance authorisation will not normally be available.

As set out below, depending on the nature of the online platform, there may be a reduced expectation of privacy where information relating to a person or group of people is made openly available within the public domain, however in some circumstances privacy implications still apply. This is because the intention when making such information available was not for it to be used for a covert purpose such as investigative activity. This is regardless of whether a user of a website or social media platform has sought to protect such information by restricting its access by activating privacy settings.

Where information about an individual is placed on a publicly accessible database, for example the telephone directory or Companies House, which is commonly used and known to be accessible to all, they are unlikely to have any reasonable expectation of privacy over the monitoring by public authorities of that information. Individuals who post information on social media networks and other websites whose purpose is to communicate messages to a wide audience are also less likely to hold a reasonable expectation of privacy in relation to that information.

Whether a public authority interferes with a person's private life includes a consideration of the nature of the public authority's activity in relation to that information. Simple reconnaissance of such sites (i.e. preliminary examination with a view to establishing whether the site or its contents are of interest) is unlikely to interfere with a person's reasonably held expectation of privacy and therefore is not likely to require a directed surveillance authorisation. But where a public authority is systematically collecting and recording information about a particular person or group, a directed surveillance authorisation should be considered. These considerations apply regardless of when the information was shared online.'

5.10 Intrusive Surveillance

5.10.1 Intrusive Surveillance occurs when surveillance:

- is covert;
- relates to residential premises and/or private vehicles; and
- involves the presence of a person in the premises or in the vehicle or is carried out by a surveillance device in the premises/vehicle. Surveillance equipment mounted outside the premises will not be intrusive, unless the device consistently provides information of the same quality and detail as might be expected if they were in the premises/vehicle.

5.10.2 Intrusive surveillance cannot be carried out or approved by the council.

Only the police or other law enforcement agencies are permitted to use such powers. Likewise, the council has no statutory powers to interfere with private property.

6 COVERT HUMAN INTELLIGENCE SOURCE

6.1 The use of a covert human intelligence source (CHIS), and his or her conduct, also requires authorisation under RIPA. It is considered unlikely that there will be any circumstances which would require the council to either use a CHIS or operate under cover and so the **Council will not seek authorisations under RIPA for CHIS**. It is however important that employees read this part of the policy so that they do not by accident carry out surveillance that requires authorization.

6.2 A CHIS is defined as someone who establishes or maintains a personal or other relationship for the purpose of

- covertly using the relationship to obtain information or provide access to any

- information to another person;
- covertly disclosing information obtained by means of that relationship where the relationship is conducted in a manner that is calculated to ensure that one of the parties to the relationship is unaware of its purpose.

These provisions would cover the use of professional witnesses to obtain evidence or information, or officers operating “undercover”. Great caution should be exercised in these circumstances.

- 6.3 The provisions of RIPA relating to CHIS do not apply where a situation would not normally require a relationship to be established for the covert purpose of obtaining information. For example:
- where members of the public volunteer information to the council as part of their normal civic duties;
 - where the public contact telephone numbers set up by the council to receive information;
 - where members of the public are asked to keep diaries of incidents in relation to, for example, planning enforcement, anti-social behaviour or noise nuisance. However, in certain circumstances, RIPA authorisation may be required if the criteria in section 26(2) of the Act are met.

7 AUTHORISATION PROCEDURES

- 7.1 **Any directed surveillance undertaken by or on behalf of the council must be carried out in accordance with RIPA (see section 14 about non ripa) and must not commence until authorisation has been granted and has been approved by a relevant judicial authority.** If such activities are undertaken without authorisation the SRO must be advised immediately. Only those officers employed in the designated “Authorising Officer Posts” set out in Appendix A can authorise an application under RIPA. Once authorised, the application must be presented to a Magistrate for final approval.
- 7.2 The acquisition of communications data can only be undertaken by a SPoC, although the same authorisation procedures will apply.
- 7.3 Officers must discuss the need to undertake directed surveillance with their line manager before seeking an authorisation. **All other reasonable and less intrusive options to gain the required information must be considered before an authorisation is applied for and the RIPA application must detail why these options have failed or have been considered not appropriate in the circumstances of the individual investigation.**
- 7.4 All applications for authorisation must be made on the appropriate form and can be found on the council’s intranet by using “Ripa” in the search engine. In the event of any query, officers making or authorising applications should consult the Monitoring Officer or the SRO. Authorisations will not take effect until the relevant judicial authority has made an order approving the grant of the authorisation. The relevant judicial authority in England and Wales is a

Magistrate. **It is vital that any surveillance for which authorisation has been sought does not start until such time as it has been approved by a Magistrate**

- 7.5 It is necessary for the council to obtain judicial approval for all initial RIPA authorisations/applications and renewals. **There is no requirement for the Magistrate to consider either cancellations or internal reviews.**
- 7.6 In any case where it is likely that **confidential information** may be acquired by directed surveillance or by the use or conduct of a source, **the Authorised Officer who may grant authorisation is the SRO (Director of Resources) or, in her absence the Monitoring Officer.**
- 7.7 **Confidential information** consists of communications subject to *legal privilege*, communications between a Member of Parliament and another person on constituency matters, confidential personal information, or confidential journalistic material. So, for example, extra care should be taken where, through the use of surveillance, it is likely that knowledge will be acquired of communications between a minister of religion and an individual relating to the latter's spiritual welfare, or between a Member of Parliament and a constituent relating to constituency matters, or wherever matters of medical or journalistic confidentiality may be involved
- 7.8 Covert surveillance of all legal consultations should be considered to be intrusive.
- 7.9 When considering an application, Authorising Officers must:
- (a) have regard to the contents of this document, the training provided and any other guidance or advice given by the SRO;
 - (b) satisfy his/herself that the RIPA authorisation will be:
 - (i) **in accordance with the law;**
 - (ii) **necessary** in the circumstances of the particular case; and
 - (iii) **proportionate** to what it seeks to achieve.
 - (c) assess whether or not the proposed surveillance is proportionate, considering the following elements:
 - The custodial sentence applicable to the offence being investigated;
 - Balancing the size and scope of the proposed activity against the gravity and extent of the perceived crime or offence;
 - Explaining how and why the methods to be adopted will cause the least possible intrusion on the subject and others;
 - Whether the activity is an appropriate use of the legislation and a reasonable way, having considered all practical alternatives, of obtaining the necessary result;
 - Evidencing, as far as reasonably practicable, what other methods had been considered and why they were not implemented.
 - (d) take into account the risk of intrusion into the privacy of persons other than

the specified subject of the surveillance (called 'collateral intrusion'), and consider whether any measures should be taken to avoid or minimise collateral intrusion as far as possible (the degree of likely collateral intrusion will also be relevant to assessing whether the proposed surveillance is proportionate);

- (e) consider any issues which may arise in relation to the health and safety of council employees and agents, and ensure that a risk assessment has been undertaken if appropriate.

- 8 If an application is granted, the Authorising Officer must set a date for its review, and ensure that it is reviewed on that date (see below). Records must be kept in relation to all RIPA applications and authorisations by the Authorising Officer and by sending a copy to the SRO for retention.

9 URGENT AUTHORISATIONS

- 9.1 It is no longer possible for urgent authorisations to be given orally. However, a Magistrate may consider an authorisation out of hours in **exceptional** circumstances.

10 DURATION OF AUTHORISATIONS

- 10.1 Authorisations will have effect until the date for expiry specified on the relevant form. They must be granted for the designated period of three months for directed surveillance and one month for the acquisition of communications data. **No further operations should be carried out after the expiry of the relevant authorisation unless it has been renewed.** It will be the responsibility of the officer in charge of an investigation to ensure that any directed surveillance is only undertaken under an appropriate and valid authorisation, and therefore, he/she should be mindful of the date when authorisations and renewals will cease to have effect.
- 10.2 Authorisations should be reviewed at appropriate intervals in order to update the Authorising Officer on progress on the investigation and whether the authorisation is no longer required. Review periods should be set by the Authorising Officer, but should normally take place on a monthly basis unless the Authorising Officer considers that they should take place more or less frequently (if so, the reasons should be recorded). If the surveillance provides access to confidential information or involves collateral intrusion, there will be a particular need to review the authorisation frequently. The results of reviews should be recorded.
- 10.3 Authorisations must be cancelled as soon as they are no longer necessary. Even if an authorisation has reached its time limit and has ceased to have effect, it does not lapse and must still be formally cancelled. The responsibility for ensuring that authorisations are cancelled rests primarily with the officer in charge of the investigation, who should submit a request for cancellation on the appropriate form. However, if the Authorising Officer who authorised any directed surveillance (or any Authorising Officer who has taken over their duties) is satisfied that it no longer meets the criteria upon which it was authorised, s/he

must cancel it and record that fact in writing even in the absence of any request for cancellation.

10.4 If it is required, a renewal must be authorised prior to the expiry of the original authorisation. Applications for renewal should be made on the appropriate form shortly before the original authorisation period is due to expire. Officers must take account of factors which may delay the renewal process (eg intervening weekends or the availability of the relevant authorising officer and a Magistrate to consider the application). The Authorising Officer must consider the matter afresh, including taking into account the benefits of the surveillance to date and any collateral intrusion that has occurred. Renewals of an authorisation may be granted more than once, provided the criteria for granting that authorisation are still met. However, if the reason for requiring the authorisation has changed from the purpose for which it was originally granted, then it should be cancelled and new authorisation sought. The renewal will begin on the day when the original authorisation would otherwise have expired.

11 MATERIAL OBTAINED DURING INVESTIGATIONS

- 11.1 Generally, all material (in whatever media) obtained or produced during the course of investigations subject to RIPA authorisations should be processed, stored and destroyed in accordance with the requirements of the Data Protection Act 2018 and any other legal requirements, including those of confidentiality, and the council's policies and procedures currently in force relating to document retention. The following paragraphs give guidance on some specific situations, but advice should be sought from the SRO where appropriate.
- 11.2 Where material is obtained during the course of an investigation which might be relevant to that investigation, or another investigation, or to pending or future civil or criminal proceedings, then it should **not** be destroyed, but retained in accordance with legal disclosure requirements.
- 11.3 Where material is obtained, which is not related to a criminal or other investigation or to any person who is the subject of the investigation, and there is no reason to suspect that it will be relevant to any future civil or criminal proceedings, it should be destroyed immediately.
- 11.4 Material obtained in the course of an investigation may be used in connection with investigations other than the one that the relevant authorisation was issued for. However, the use or disclosure of such material outside the council, unless directed by any court order, should only be considered in exceptional circumstances, and in accordance with advice from the SRO.
- 11.5 Where material obtained is of a confidential nature then the following additional precautions should be taken:
 - Confidential material should not be retained or copied unless it is necessary for a specified purpose;
 - Confidential material should only be disseminated in accordance with legal advice that it is necessary to do so for a specific purpose;

- Confidential material which is retained should be marked with a warning of its confidential nature. Safeguards should be put in place to ensure that such material does not come into the possession of any person where to do so might prejudice the outcome of any civil or criminal proceedings;
- Confidential material should be destroyed as soon possible after its use for the specified purpose.

If there is any doubt as to whether material is of a confidential nature, advice should be sought from the SRO.

ASSESSMENT AND REVIEW

- 11.6 Following completion of any investigation/operation involving the use of RIPA, an assessment should be undertaken. This should detail the information obtained and how it was used to take the case forward.
- 11.7 The SRO will undertake periodic reviews of the assessment forms and may provide these records as part of any inspection by the Office of Surveillance Commissioners.

12 CCTV AND DIRECTED SURVEILLANCE

- 12.1 The use of CCTV must be accompanied by clear signage in order for any monitoring to be overt. If it is intended to use CCTV for covert monitoring, for example by using either hidden cameras or without any signs warning that CCTV is in operation, then RIPA authorisation is likely to be required.

12.2 Note 272 of the OSC's 2016 Procedures & Guidance document:

272. It is recommended that a law enforcement agency should obtain a written protocol with a local authority if the latter's CCTV system is to be used for directed surveillance. Any such protocol should be drawn up centrally in order to ensure a unified approach. The protocol should include a requirement that the local authority should see the authorisation (redacted if necessary to prevent the disclosure of sensitive information) and only allow its equipment to be used in accordance with it.

13 RECORDS MANAGEMENT

- 13.1 Records shall be maintained for a period of at least **three years** from the cancellation of the authorisation. Following which they shall be securely destroyed in accordance with the council's Retention and Disposal Policy.
- 13.2 A copy of all completed RIPA forms, including applications (whether granted or refused), authorisations, reviews, renewals and cancellations, must be forwarded by the Authorising Officer to the SRO within **five working days** of the date of the relevant decision. All documents should be sent in sealed envelopes marked "For Your Eyes Only".

13.3 Applicants and Authorising Officers may keep copies of completed RIPA forms, but care must be taken to ensure any copies are stored securely and disposed of in accordance with the council's retention and disposal policy. It is good practice for officers who will be carrying out surveillance to retain a copy of the authorisation as a reminder of exactly

what has been authorised. Under the Criminal Procedure and Investigations Act, case files are required to hold original documents for court action.

13.4 A 'Surveillance Log Book' should be completed by the investigating officer(s) to record all operational details of authorised covert surveillance. Each service will also maintain a record of the issue and movement of all Surveillance Log Books.

13.5 All RIPA records, whether in original form or copies shall be kept in secure locked storage when not in use.

14 NON-RIPA

14.1 It is important to understand that s 80 RIPA has the effect that if covert surveillance takes place without an authorization then it is not necessarily rendered unlawful. The effect of not having an authorization means that the Council cannot claim the protection of s27 which makes any such surveillance expressly lawful.

14.2 There may be circumstances when the crime threshold is not satisfied to apply for authorization under the legislation. However there may be a need to carry out covert surveillance eg employee surveillance. In such a case the forms for directed surveillance should be completed seeking authority from an Authorised Officer so that the Council is obliged to consider the seriousness of its proposed action and the need for rigour in authorizing a non ripa approved surveillance.

15 TRAINING

15.1 Appropriate corporate training will be arranged by the SRO for all officers likely to make applications or authorise them.

15.2 Such Officers must receive training on a bi- annual basis. This may be by way of a briefing or an e-learning module.

15.3 No officer will be permitted to undertake the role of Applicant or Authorising Officer unless she/he has undergone suitable training approved by the SRO

APPENDIX – ROLES AND RESPONSIBILITIES

AUTHORISING OFFICERS

1. Director of Resources

2. Strategic Services
Manager

3. Monitoring
Officer

SENIOR RESPONSIBLE OFFICER

Director of Resources

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REPORT of DIRECTOR OF RESOURCES

to
COUNCIL
14 FEBRUARY 2019

DISCRETIONARY FEES AND CHARGES 2019 / 20

1. PURPOSE OF REPORT

- 1.1 To approve the fees and charges of the Council that are included in the 2019 / 20 budget. The proposed 2019 / 20 fees and charges (that generate >£2,000) contained in this report were considered by the Finance and Corporate Services (F&CS) Committee on 29 January 2019 and their recommendations are contained in this report for consideration and approval.
- 1.2 Fees and charges that generate less than £2,000 are reviewed and set by the Director of Resources under delegated powers.

2. RECOMMENDATION

The detailed Fees and charges for 2019 / 20 as set out in **APPENDIX A** be agreed.

3. SUMMARY OF KEY ISSUES

- 3.1 The proposed fees and charges for 2019 / 20 are set out in **APPENDIX A** and are based on the policy decisions recently updated and agreed by the Finance and Corporate Services Committee on 27 November 2018. There are a few changes proposed taking into account inflation, and changes to charging bands. Some charges have been deleted in relation to Events equipment rentals where the equipment is no longer held by the Authority.
- 3.2 The 2018 / 19 and 2019 / 20 budgets for income generated from these fees and charges are detailed in the following table:

Service	2018 / 19 Budget £'000	2018 / 19 Forecast £'000	2019 / 20 Budget £'000
Environmental Protection	7	9	7
Food Safety, and hygiene	2	2	2
Taxis and Private Hire Licensing	33	34	34
Premises Licensing	52	52	52

Service	2018 / 19 Budget £'000	2018 / 19 Forecast £'000	2019 / 20 Budget £'000
Animal Licensing	10	13	13
Gambling Licensing	3	3	3
Pest Control	32	32	32
Green Waste Bin Service	437	469	479
Cemeteries	126	152	135
Off Street Parking	1,044	1,054	1,054
Funfairs and Circuses	16	31	31
Parks Sports Pitches	8	6	8
River Moorings	14	14	14
River Wharfage	26	29	29
Splash Park	110	127	110
Building Control - Chargeable Services	135	135	141
Land Charges - Full Searches	122	122	122
Pre-Application Advice	44	64	44

NB – Forecast 2018 / 19 and Budget 2019 / 20 are provisional figures.

3.2.1 This total table excludes income generated from statutory fees and charges.

3.3 Building Control fees

3.3.1 Fees for the Building Control service are currently subject to a detailed review and will therefore be approved later. Until that time, the existing fees will be used.

4. CONCLUSIONS

4.1 Fees and Charges should be updated in accordance with the agreed policies.

5. IMPACT ON CORPORATE GOALS

5.1 Income from fees and charges is a key financial resource that enables the delivery of all Council goals.

6. IMPLICATIONS

- (i) **Impact on Customers** – This has been considered when setting fees and charges policies.
- (ii) **Impacts on Equalities** – There are not considered to be any issues.
- (ii) **Impact on Risk** – The actual income generated from fees and charges is subject to fluctuation based on changes in demand. This risk is managed by

factoring potential losses into the calculation of the minimum general fund balance used in the budget setting process.

- (iii) **Impact on Resources (Financial)** – Fees and charges are a major financial resource of the Council. The financial implications of the changes to fees and charges have been incorporated into the 2019 / 20 budget proposals.
- (iv) **Impact on Resources (human)** – None.
- (v) **Impact on the Environment** – Sustainability has been considered, as far as possible, when setting Fees and Charges policies.

Background Papers: Fees and Charges Policies.

Enquiries To: Carrie Cox, Finance Manager, (Tel: 01621 875799).

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APPENDIX A

PLANNING AND ENVIRONMENTAL SERVICES	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
ENVIRONMENTAL HEALTH					
ENVIRONMENTAL PROTECTION					
Anti Social Behaviour Act 2003					
Fixed Penalty for Graffiti and Fly Posting S43	No	80.00	-	80.00	80.00
Clean Neighbourhoods and Environment Act 2005					
Fixed Penalty for failure to nominate key holder (within an alarm notification area) or failure to notify local authority in writing of nominated key holders details	No	80.00	-	80.00	80.00
Fixed Penalty for offences under dog control orders S59(2)	No	80.00	-	80.00	80.00
Environmental Protection Act 1990					
Copy of contaminated land register entry per A4 sheet	Yes	0.08	0.02	0.10	0.10
Copy of the contaminated land strategy: bound paper copy	No	43.00	-	43.00	43.00
emailed copy			Free		
Copy of radioactive substances notification per A4 sheet	Yes	0.08	0.02	0.10	0.10
Copy of radioactive substances register : bound paper copy	No	43.00	-	43.00	43.00
emailed copy			Free		
per A4 sheet	Yes	0.08	0.02	0.10	0.10
Copy of other EPA statutory register entries (per A4 sheet)	Yes	0.08	0.02	0.10	0.10
downloaded from website			Free		
Environmental searches / professional reports (per enquiry)	Yes	95.00	19.00	114.00	114.00
Charge for Housing Act Enforcement (per hour)	No	48.00	-	48.00	48.00
Licensing of houses in multiple occupation: standard fee for 5 room house	No	696.00	-	696.00	696.00
charge per each additional room	No	36.00	-	36.00	36.00
Request for housing inspection for immigration purposes	No	168.00	-	168.00	168.00
Fixed Penalty for Litter S88 (1)	No	82.00	-	82.00	82.00
Fixed Penalty for offences in relation to waste receptacles S47ZA(2)	No	62.00	-	62.00	62.00
Fixed Penalty for breach of street litter control notices and clearing notices S94A(2)	No	113.00	-	113.00	113.00
Fixed Penalty for unauthorised distribution of literature on designated land S3A para.7(2)	No	82.00	-	82.00	82.00
Noise Act 1996					
Fixed Penalty for noise from dwellings S8	No	103.00	-	103.00	103.00
FOOD SAFETY, & HYGIENE					
Export certificate: one off	No	47.00	-	47.00	47.00
Food Safety revisit	no	166.00	-	166.00	166.00
Replacement FHRS sticker	no	8.00	-	8.00	8.00
Sale of SFBB packs	no	22.00	-	22.00	22.00
Private Water Supplies					
Risk assessment (per hour of officer time maximum £500)	No	47.00	-	47.00	47.00
Private water supply sampling			Recovery of costs		
Skin Piercing Activities					
Ear piercing, electrolysis, tattooing, acupuncture: per practitioner	No	58.00	-	58.00	58.00
per premises	No	271.00	-	271.00	271.00
GAMBLING ACT 2005					
Annual Fee					
Adult Gaming Centre	No	867.00	-	867.00	867.00
Betting premises (other)	No	520.00	-	520.00	520.00
Betting Premises (track)	No	867.00	-	867.00	867.00
Bingo premises	No	867.00	-	867.00	867.00
Casino premises (converted)	No	2,600.00	-	2,600.00	2,600.00
Casino premises (large)	No	8,667.00	-	8,667.00	8,667.00
Casino premises (regional)	No	13,000.00	-	13,000.00	13,000.00
Casino premises (small)	No	4,333.00	-	4,333.00	4,333.00
Family entertainment centre	No	653.00	-	653.00	653.00
Application Fees for Premises and Application for Provisional Statements					
Adult gaming centre	No	1,733.00	-	1,733.00	1,733.00
Betting premises (other)	No	2,600.00	-	2,600.00	2,600.00
Betting premises (track)	No	2,167.00	-	2,167.00	2,167.00
Bingo premises	No	3,033.00	-	3,033.00	3,033.00
Casino premises (large)	No	8,667.00	-	8,667.00	8,667.00
Casino premises (regional)	No	13,000.00	-	13,000.00	13,000.00
Casino premises (small)	No	6,933.00	-	6,933.00	6,933.00
Family entertainment centre	No	1,733.00	-	1,733.00	1,733.00

APPENDIX A

<u>PLANNING AND ENVIRONMENTAL SERVICES</u>	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
Application Fee for Premises with Provisional Statement					
Adult gaming centre	No	1,040.00	-	1,040.00	1,040.00
Betting premises (other)	No	1,040.00	-	1,040.00	1,040.00
Betting premises (track)	No	827.00	-	827.00	827.00
Bingo premises	No	1,040.00	-	1,040.00	1,040.00
Casino premises (large)	No	4,333.00	-	4,333.00	4,333.00
Casino premises (regional)	No	6,933.00	-	6,933.00	6,933.00
Casino premises (small)	No	2,600.00	-	2,600.00	2,600.00
Family entertainment centre	No	827.00	-	827.00	827.00
Transfer / Reinstatement of Licence					
Adult gaming centre	No	1,040.00	-	1,040.00	1,040.00
Betting premises (other)	No	1,040.00	-	1,040.00	1,040.00
Betting premises (track)	No	827.00	-	827.00	827.00
Bingo premises	No	1,040.00	-	1,040.00	1,040.00
Casino premises (converted)	No	1,171.00	-	1,171.00	1,171.00
Casino premises (large)	No	1,867.00	-	1,867.00	1,867.00
Casino premises (regional)	No	5,633.00	-	5,633.00	5,633.00
Casino premises (small)	No	1,560.00	-	1,560.00	1,560.00
Family entertainment centre	No	827.00	-	827.00	827.00
Variation Fee					
Adult gaming centre	No	867.00	-	867.00	867.00
Betting premises (other)	No	1,300.00	-	1,300.00	1,300.00
Betting premises (track)	No	1,087.00	-	1,087.00	1,087.00
Bingo premises	No	1,517.00	-	1,517.00	1,517.00
Casino premises (converted)	No	1,733.00	-	1,733.00	1,733.00
Casino premises (large)	No	6,500.00	-	6,500.00	6,500.00
Casino premises (regional)	No	6,500.00	-	6,500.00	6,500.00
Casino premises (small)	No	3,467.00	-	3,467.00	3,467.00
Family entertainment centre	No	867.00	-	867.00	867.00
Other Gambling Act Licence Fees					
Change of circumstance	No	42.00	-	42.00	42.00
Copy of licence	No	21.00	-	21.00	21.00
LICENSING					
Animal Licensing					
Animal boarding establishments	No	271.00	-	271.00	271.00
Animal home boarding - new application	No	271.00	-	271.00	271.00

APPENDIX A

PLANNING AND ENVIRONMENTAL SERVICES		VAT	Charge	VAT	2019/20	2018/19
			£	£	£	£
Hackney Carriage Licences						
Driver licence (Hackney or Dual) - 3 yrs duration	No	212.00	-	212.00		212.00
Vehicle licence (excludes vehicles test) - 1 yr duration	No	230.00	-	230.00		230.00
Licence fee reduced for wheelchair accessible vehicles 25%						
Town & Police Clauses Act 1847						
Street closures admin charge	Yes	59.17	11.83	71.00		71.00
+ Street closures press advert recovery of cost	Yes	Recovery of costs				
Local Government Miscellaneous Provisions Act 1982						
Sex establishment licence: application	No	2,565.00	-	2,565.00	2,565.00	
renewal	No	513.00	-	513.00	513.00	
variation	No	205.00	-	205.00	205.00	
Private Hire Licences						
Driver licence (PH or Dual) - 3 yrs duration	No	212.00	-	212.00	212.00	
Private hire operators licence (1 car) - 5yrs duration	No	213.00	-	213.00	213.00	
Vehicle licence (excludes vehicles test) - 1 yr duration *	No	230.00	-	230.00	230.00	
* Licence fee reduced for wheelchair accessible vehicles 25%						
MOBILE HOMES ACT 2013						
Application to transfer a site licence	No	315.00	-	315.00	315.00	
Deposit of Site Rules	No	58.00	-	58.00	58.00	
Annual Fee						
Band 1 (1-8 Pitches)	No	0.00	-	0.00	-	
Band 2 (9-24 Pitches)	No	267.00	-	267.00	267.00	
Band 3 (25-99 Pitches)	No	451.00	-	451.00	451.00	
Band 4 (100-199 Pitches)	No	708.00	-	708.00	708.00	
Band 5 (more than 200 Pitches)	No	911.00	-	911.00	911.00	
New Site Licence Application and renewals						
Band 1 (1-8 Pitches)	No	596.00	-	596.00	596.00	
Band 2 (9-24 Pitches)	No	683.00	-	683.00	683.00	
Band 3 (25-99 Pitches)	No	946.00	-	946.00	946.00	
Band 4 (100-199 Pitches)	No	1,140.00	-	1,140.00	1,140.00	
Band 5 (more than 200 Pitches)	No	1,377.00	-	1,377.00	1,377.00	
Application to amend a site Licence fee						
Band 1 (1-8 Pitches)	No	349.00	-	349.00	349.00	
Band 2 (9-24 Pitches)	No	359.00	-	359.00	359.00	
Band 3 (25-99 Pitches)	No	373.00	-	373.00	373.00	
Band 4 (100-199 Pitches)	No	379.00	-	379.00	379.00	
Band 5 (more than 200 Pitches)	No	402.00	-	402.00	402.00	
SCRAP METAL DEALERS LICENCES						
Scrap metal dealers collectors licence (3yrs duration)	No	190.00	-	190.00	190.00	
Scrap metal dealers collectors licence renewal (3yrs duration)	No	143.00	-	143.00	143.00	
Scrap metal dealers site licence (3yrs duration)	No	315.00	-	315.00	315.00	
Scrap metal dealers site licence renewal (3yrs duration)	No	258.00	-	258.00	258.00	
Scrap metal dealers variation of a licence	No	52.00	-	52.00	52.00	
Scrap metal dealers additional site	No	72.00	-	72.00	72.00	
ENVIRONMENTAL WASTE						
DOMESTIC REFUSE						
Black sacks - per roll of 26	Yes	2.50	0.50	3.00	3.00	
PEST CONTROL - COMMERCIAL						
Insects and rodents per hour (excluding materials)	Yes	100.83	20.17	121.00	121.00	
Rodent contract work	By ne	By negotiation - minimum charge £100				
Treatment for squirrels	Yes	100.83	20.17	121.00	121.00	
Treatment for moles	Yes	100.83	20.17	121.00	121.00	

APPENDIX A

PLANNING AND ENVIRONMENTAL SERVICES		VAT	Charge	VAT	2019/20	2018/19
			£	£	£	£
PEST CONTROL - DOMESTIC						
Call out charge	Yes		58.33	11.67	70.00	70.00
Ants (each property)	Yes		82.50	16.50	99.00	99.00
Bedbug infestation: 1-3 bed property	Yes		85.83	17.17	103.00	103.00
4-5 bed property	Yes		90.83	18.17	109.00	109.00
> 5 bed property			By negotiation			
Second call out within 6 weeks of initial treatment at 50% charge						
Bees	Yes		58.33	11.67	70.00	70.00
Brown-tailed moth			Based on hourly rate			
Fleas infestation: 1-3 bed property	Yes		85.83	17.17	103.00	103.00
4-5 bed property	Yes		90.83	18.17	109.00	109.00
> 5 bed property			By negotiation			
Second call out within 6 weeks of initial treatment at 50% charge						
Lice and cockroaches	Yes		58.33	11.67	70.00	70.00
Mice	Yes		58.33	11.67	70.00	70.00
Rats	Yes		58.33	11.67	70.00	70.00
Wasps nests	Yes		58.33	11.67	70.00	70.00
additional nest (treated at same time as first)	Yes		27.50	5.50	33.00	33.00
RECYCLING						
Green bins: standard annual fee	No		46.00	-	46.00	43.00
direct debit payers and internet payers annual fee	No		41.00	-	41.00	38.00
(standard fee: monthly pro rata for new customers)						
Purchase of Green Bin including Delivery	no		23.00	-	23.00	20.00
Green waste sacks (per sack)	No			-	Deleted	1.00
delivery / postage charge per bag if required (2nd class)	Yes				Deleted	0.70
REFUSE COLLECTION						
Household Bulky Waste - 1 to 3 items	No		30.00	-	30.00	27.00
Household Bulky Waste - 4 to 6 items	No		60.00	-	60.00	54.00
Household Bulky Waste - 7 to 9 items	No		90.00	-	90.00	81.00
Household Bulky Waste - 10 to 12 items (maximum)	No		120.00	-	120.00	108.00
Residential Homes Roadside Collection						
1100ltr bin or equivalent - annual charge	No		1,100.00	-	1,100.00	1,070.00
NEW PROPERTIES (6 or more properties)						
Cost per refuse / recycling container to developers including delivery (New Charge)	Yes		50.00	10.00	60.00	54.00
STRAY DOGS						
Stray dog destruction fee			Recovery of costs			
With Tag or Chip						
Administration fee	No		30.00	-	30.00	30.00
Collection fee statutory	No		25.00	-	25.00	25.00
Vets fees			Recovery of costs			
Without Tag or Chip						
Administration fee	No		35.00	-	35.00	35.00
Collection fee statutory	No		25.00	-	25.00	25.00
Vets fees			Recovery of costs			
STREET CLEANSING						
Return of abandoned trolleys	No		50.00	-	50.00	50.00

APPENDIX A

CUSTOMERS AND COMMUNITY SERVICES

	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
CEMETERIES					
Hire of bier	No	Deleted			22.00
Search in burial register	Yes	25.83	5.17	31.00	30.00
Use of chapel	No	133.00	-	133.00	128.00
Plot choosing: non-resident	no	106.00	-	106.00	103.00
resident	no	53.00	-	53.00	51.00
Collection of ashes	yes	35.00	7.00	42.00	41.00
Bronze Memorial Plaques					
Bench plaque: 8" x 2.5"	No	175.00	-	175.00	169.00
Plaque on plinth: 6" x 4"	Yes	338.33	67.67	406.00	393.00
6" x 4"	No	150.00	-	150.00	150.00
7" x 5"	No	168.00	-	168.00	163.00
Charges for Right to Place Monument					
Under 16 years	No	Free			-
Additional inscription	No	81.00	-	81.00	79.00
Full kerb set	No	218.00	-	218.00	211.00
Full kerb set & headstone up to 1m	No	320.00	-	320.00	309.00
Headstone up to 1m	No	139.00	-	139.00	135.00
Other memorials (<i>cremated remains memorials</i>)	No	108.00	-	108.00	104.00
Exclusive Right of Burial - Non Resident					
All ages: 5 years	No	240.00	-	240.00	232.00
10 years	No	424.00	-	424.00	410.00
15 years	No	595.00	-	595.00	576.00
30 years	No	1,078.00	-	1,078.00	1,042.00
Ashes: 30 years	No	355.00	-	355.00	344.00
99 years	No	548.00	-	548.00	530.00
Ashes - woodland glades: 30 years	No	391.00	-	391.00	378.00
99 years	No	650.00	-	650.00	628.00
Traditional: 99 years	No	1,658.00	-	1,658.00	1,603.00
Transfer of exclusive rights of burial	No	36.00	-	36.00	34.00
Woodland glades (<i>inc memorial tree</i>): 30 years	No	1,300.00	-	1,300.00	1,257.00
99 years	No	1,931.00	-	1,931.00	1,867.00
Exclusive Right of Burial - Resident					
All ages: 5 years	No	120.00	-	120.00	116.00
10 years	No	210.00	-	210.00	203.00
15 years	No	296.00	-	296.00	286.00
30 years	No	539.00	-	539.00	522.00
Ashes: 30 years	No	178.00	-	178.00	172.00
99 years	No	275.00	-	275.00	266.00
Ashes - woodland glades: 30 years	No	195.00	-	195.00	188.00
99 years	No	324.00	-	324.00	314.00
Traditional: 99 years	No	829.00	-	829.00	802.00
Transfer of exclusive rights of burial	No	36.00	-	36.00	34.00
Woodland glades (<i>inc memorial tree</i>): 30 years	No	649.00	-	649.00	627.00
99 years	No	1,585.00	-	1,585.00	1,533.00
Grave Digging					
Under 16 years	No	Free			-
16 years and over - single depth	No	478.00	-	478.00	462.00
16 years and over - single depth Saturday	No	542.00	-	542.00	524.00
16 years and over - double depth	No	509.00	-	509.00	492.00
16 years and over - double depth Saturday	No	573.00	-	573.00	554.00
Ashes - single depth	No	93.00	-	93.00	90.00
Ashes - single depth Saturday	No	99.00	-	99.00	95.00
Ashes - double depth	No	99.00	-	99.00	95.00
Ashes - double depth Saturday	No	104.00	-	104.00	101.00
					-

APPENDIX A

CUSTOMERS AND COMMUNITY SERVICES

	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
Interment - Non Resident					-
Under 16 years	No	Free			-
16 years and over	No	1,006.00	-	1,006.00	973.00
Ashes	No	308.00	-	308.00	298.00
Ashes - woodland glades	No	376.00	-	376.00	363.00
Burial plot adjacent to path or end of row	No	457.00	-	457.00	442.00
Scattering of ashes: under 16 years	No	Free			-
16 years and over	No	159.00	-	159.00	154.00
Saturday 10.00 - noon only	No	608.00	-	608.00	588.00
					-
Interment - Resident					-
Under 16 years	No	Free			-
16 years and over	No	504.00	-	504.00	487.00
Ashes	No	155.00	-	155.00	150.00
Ashes - woodland glades	No	189.00	-	189.00	183.00
Burial plot adjacent to path or end of row	No	228.00	-	228.00	221.00
Saturday 10.00 - noon only	No	304.00	-	304.00	294.00
Scattering of ashes: under 16 years	No	Free			-
16 years and over	No	81.00	-	81.00	79.00
					-
Memorialisation Scheme					-
Memorial climber / shrub	No	Deleted			150.00
Memorial garden seat: Traditional	No	1,200.00	-	1,200.00	1,100.00
Rustic	No	950.00	-	950.00	900.00
Memorial tree including planting	No	200.00	-	200.00	200.00
					-
Neat and Tidy Scheme					-
Ashes (bed): 1 year	Yes	155.83	31.17	187.00	181.00
5 years	Yes	743.33	148.67	892.00	862.00
10 years	Yes	1,406.67	281.33	1,688.00	1,633.00
Lawn (headstone bed): 1 year	Yes	180.83	36.17	217.00	209.00
5 years	Yes	850.83	170.17	1,021.00	988.00
10 years	Yes	1,613.33	322.67	1,936.00	1,872.00
Lawn (full burial): 1 year	Yes	204.17	40.83	245.00	237.00
5 years	Yes	966.67	193.33	1,160.00	1,122.00
10 years	Yes	1,832.50	366.50	2,199.00	2,127.00
					-
PARKS TEAM (New Charge)					-
Parks Ground Maintenance Contracts - Charges based on enquiry					-
					-
OFF STREET PARKING					-
Vehicles that display up to date disabled persons badge		Free			-
					-
OFF STREET PARKING					-
					-
Maldon District Council offices: Weekends					-
Pay & display: Saturday (8am to 5pm) up to 1 hour	Yes	0.83	0.17	1.00	1.00
Saturday (8am to 5pm) 1 to 2 hours	Yes	1.08	0.22	1.30	1.30
Saturday (8am to 5pm) 2 to 3 hours	Yes	1.50	0.30	1.80	1.80
Saturday (8am to 5pm) 3 to 4 hours	Yes	2.00	0.40	2.40	2.40
Saturday (8am to 5pm) over 4 hours	Yes	3.33	0.67	4.00	4.00
Saturday Evening 5pm to 10pm	Yes	0.83	0.17	1.00	1.00
Sunday All Day	Yes	0.83	0.17	1.00	1.00
					-
Butt Lane (Monday to Saturday - 8am to 5pm)					-
Pay & display: up to 1 hour	Yes	0.83	0.17	1.00	1.00
1 to 2 hours	Yes	1.08	0.22	1.30	1.30
2 to 3 hours	Yes	1.50	0.30	1.80	1.80
3 to 4 hours	Yes	2.00	0.40	2.40	2.40
over 4 hours	Yes	3.33	0.67	4.00	4.00
Weekday & Saturday Evening (5pm to 10pm)	Yes	0.83	0.17	1.00	1.00
Sunday All Day	Yes	0.83	0.17	1.00	1.00
					-
Season ticket: annual	Yes	483.33	96.67	580.00	580.00
6 months	Yes	241.67	48.33	290.00	290.00
monthly	Yes	43.33	8.67	52.00	52.00

APPENDIX A

CUSTOMERS AND COMMUNITY SERVICES

	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
Bulk purchases (Monday - Saturday): minimum 10 tickets			Discount of 5%		-
minimum 15 tickets			Discount of 10%		-
minimum 20 tickets			Discount of 15%		-
					-
Friary Fields (Monday to Saturday - 8am to 5pm)					-
Pay & display: up to 3 hours	Yes	1.50	0.30	1.80	1.80
3 to 4 hours	Yes	2.00	0.40	2.40	2.40
over 4 hours	Yes	3.33	0.67	4.00	4.00
Weekday & Saturday Evening (5pm to 10pm)	Yes	0.83	0.17	1.00	1.00
Sunday All Day	Yes	0.83	0.17	1.00	1.00
			-		-
Season ticket: annual	Yes	483.33	96.67	580.00	580.00
6 months	Yes	241.67	48.33	290.00	290.00
monthly	Yes	43.33	8.67	52.00	52.00
Bulk purchases (Monday - Saturday): minimum 10 tickets			Discount of 5%		-
minimum 15 tickets			Discount of 10%		-
minimum 20 tickets			Discount of 15%		-
Public sector partners (Monday - Friday)			Discount of 50%		-
					-
High St. East (Monday to Saturday - 8am to 5pm)					-
Pay & display: up to 1 hour	Yes	0.83	0.17	1.00	1.00
1 to 2 hours	Yes	1.08	0.22	1.30	1.30
2 to 3 hours	Yes	1.50	0.30	1.80	1.80
3 to 4 hours	Yes	2.00	0.40	2.40	2.40
over 4 hours	Yes	3.33	0.67	4.00	4.00
Weekday & Saturday Evening (5pm to 10pm)	Yes	0.83	0.17	1.00	1.00
Sunday All Day	Yes	0.83	0.17	1.00	1.00
					-
Season ticket: annual	Yes	483.33	96.67	580.00	580.00
6 months	Yes	241.67	48.33	290.00	290.00
monthly	Yes	43.33	8.67	52.00	52.00
Bulk purchases (Monday - Saturday): minimum 10 tickets			Discount of 5%		-
minimum 15 tickets			Discount of 10%		-
minimum 20 tickets			Discount of 15%		-
Public sector partners (Monday - Friday)			Discount of 50%		-
					-
Hythe Quay					-
Season ticket: annual	Yes	45.83	9.17	55.00	55.00
					-
Maldon Promenade (Monday to Sunday - 8am to 8pm)					-
Car: up to 1 hour	Yes	0.92	0.18	1.10	1.10
1 to 2 hours	Yes	1.83	0.37	2.20	2.20
2 to 4 hours	Yes	4.58	0.92	5.50	5.50
all day	Yes	5.83	1.17	7.00	7.00
Coach: up to 2 hours	Yes	5.50	1.10	6.60	6.60
over 2 hours	Yes	10.00	2.00	12.00	12.00
Coach park - coach / bus season tickets	Yes	166.67	33.33	200.00	200.00
Non residents season ticket	Yes	133.33	26.67	160.00	160.00
Residents season ticket	Yes	100.00	20.00	120.00	120.00
					-
Market Site					-
Season ticket: annual	Yes	533.33	106.67	640.00	640.00
6 months	Yes	266.67	53.33	320.00	320.00
monthly	Yes	47.50	9.50	57.00	57.00
					-
Silver Street					-
Season ticket: annual	Yes	483.33	96.67	580.00	580.00
6 months	Yes	241.67	48.33	290.00	290.00
monthly					-
Bulk purchases (Monday - Saturday): minimum 10 tickets			Pro rata charge		-
minimum 15 tickets			Discount of 5%		-
minimum 20 tickets			Discount of 10%		-
			Discount of 15%		-

APPENDIX A

CUSTOMERS AND COMMUNITY SERVICES				VAT	Charge	VAT	2019/20	2018/19
					£	£	£	£
White Horse Lane (Monday to Saturday - 8am to 5pm)								-
Pay & display:	up to 1 hour	Yes	0.83	0.17			1.00	1.00
	1 to 2 hours	Yes	1.08	0.22			1.30	1.30
	2 to 3 hours	Yes	1.50	0.30			1.80	1.80
	3 to 4 hours	Yes	2.83	0.57			3.40	3.40
	over 4 hours	Yes	6.67	1.33			8.00	8.00
Weekday & Saturday Evening (5pm to 10pm)				Yes	0.83	0.17	1.00	1.00
								-
White Horse Lane				Yes				-
Maldon Schools permit				Yes	166.67	33.33	200.00	200.00
				Yes				-
Town Centre Car Parks								-
Residents season ticket (Monday 5pm-10pm All Day Sunday)				Yes	60.00	12.00	72.00	72.00
								-
Events Car Parking - day ticket (New Charge)								-
Charge to be set by MDC prior to event				Yes				-
								-
EVENTS EQUIPMENT HIRE To Parish Councils and Voluntary Organisations								-
Delivery / Collection of Large Equipment								-
Inner Zone (Maldon & Heybridge)				Yes		Deleted		28.00
Outer Zone (All Other Areas)				Yes		Deleted		50.00
								-
Electricity Supply (Riverside & Promenade Park)								-
Charge per day				Yes	45.83	9.17	55.00	53.00
Deposit				No	48.00	-	48.00	46.00
								-
Equipment - For Hire (with a £6 deposit chargeable)								-
Microphone stand - per stand				Yes		Deleted		2.00
								-
Equipment - For Hire (with a £10 deposit chargeable)								-
Bunting lengths - per 100m				Yes		Deleted		6.00
Orange high visibility fencing lengths - per 50m length				Yes		Deleted		6.00
Orange rope lengths (25mm) - per 220m				Yes		Deleted		6.00
Road pins - per set of 10				Yes		Deleted		7.00
								-
Equipment - For Hire (with a £24 deposit chargeable)								-
Steward jacket - per 10 (minimum)				Yes		Deleted		7.00
								-
Equipment - For Hire (with a £50 deposit chargeable)								-
Collapsible plastic table				Yes		Deleted		7.00
Crowd control barrier - per panel				Yes		Deleted		3.00
Easy up*: 10' x 10' complete				Yes		Deleted		72.00
20' x 10' complete				Yes		Deleted		87.00
Heras fence panel - per panel				Yes		Deleted		3.00
Steel Framed folding chairs 25 chairs (minimum)				Yes		Deleted		37.00
50 chairs				Yes		Deleted		65.00
100 chairs				Yes		Deleted		116.00
125 chairs				Yes		Deleted		173.00
Crowd control and heras panels are available in limited quantities. Please contact us in advance of your event to discuss whether we can meet your requirements								-
								-
Equipment - For Hire (with a £150 deposit chargeable)								-
PA system (indoor use only) - per day				Yes		Deleted		44.00
Portable floodlighting / generator - per day				Yes		Deleted		72.00
Portable shower				Yes		Deleted		58.00
								-
Equipment - For Sale Only								-
Barrier tape - per 500m				Yes		Deleted		4.00
								-
Events Trailer				Yes		Deleted		102.00
								-
Water Supply (Riverside & Promenade Park)								-
Charge per day				Yes	25.00	5.00	30.00	29.00
Deposit				No	55.00	-	55.00	53.00
								-
Pop Up Marquee Hire								-
Peak Time (School Holidays/Bank Holidays/ Event Days)								-
Day Hire				Yes		Deleted		185.00
Week Hire				Yes		Deleted		923.00

APPENDIX A

CUSTOMERS AND COMMUNITY SERVICES

	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
Off Peak					-
Day Hire	Yes		Deleted		123.00
Week Hire	Yes		Deleted		616.00
Community / Charity					-
Day Hire	Yes		Deleted		86.00
Week Hire	Yes		Deleted		431.00
For all Council equipment the hirer will be responsible for insuring the goods					
Any damage caused will be the responsibility of the hirer, and the cost of repair will be recharged in full					
					-
Beach Hut Hire - Promenade Park					-
Daily Charge					-
High Season (July, August & school holidays in April, May & September)			Deleted		41.00
Mid-Season (April, May, June, September & school holidays in October & December)			Deleted		30.00
Low-Season (January, February, March, October, November & December)			Deleted		21.00
High-Season (April - September) - NEW CHARGE		35.00	7.00	42.00	n/a
Low-Season (October - March) - NEW CHARGE		25.00	5.00	30.00	n/a
A minimum charge of £10 (Inc. VAT) will apply for part days and later bookings					
					-
Beach Hut Packages					-
Gold Package - (Peak season beach hut hire, 2 all day splash park wristbands and all day car parking at Prom)		45.83	9.17	55.00	50.00
Silver Package - (Mid season beach hut hire, 2 all day splash park wristbands and all day car parking at Prom)			Deleted		40.00
					-
FUNFAIRS AND CIRCUSES - Minimum of:					-
Damage deposit	No	500.00	-	500.00	602.00
					-
Circus at Promenade Park					-
Daily ground rate (whilst circus is in operation)	No	150.00	-	150.00	144.00
Daily ground rate (whilst circus is not in operation)	No	75.00	-	75.00	72.00
					-
Circus at Riverside Park					-
Daily ground rate (whilst circus is in operation)	No	133.00	-	133.00	128.00
Daily ground rate (whilst circus is not in operation)	No	69.00	-	69.00	67.00
					-
Funfair at Riverside Park					-
Daily ground rate (whilst fair is in operation)	No	365.00	-	365.00	351.00
Daily ground rate (whilst fair is not in operation)	No	185.00	-	185.00	179.00
					-
Travelling Funfair at Promenade Park					-
Daily ground rate (whilst fair is in operation)	No	475.00	-	475.00	460.00
Daily ground rate (whilst fair is not in operation)	No	191.00	-	191.00	185.00
					-
PARKS AND OPEN SPACES					-
Memorial Benches					-
Rustic bench	No	1,200.00	-	1,200.00	627.00
Cast iron bench	No	1,220.00	-	1,220.00	1,180.00
Disabled access picnic table	No		Deleted		1,492.00
					-
Advertising and Sponsorship					-
Events Banners per week (main gate entrances on railings x2 + free electronic advert)	Yes	26.67	5.33	32.00	31.00
Events Banners per week (community / charity)	Yes	15.83	3.17	19.00	18.00
Electronic Advert (per day minimum 1 week)	Yes	0.83	0.17	1.00	1.00
Internal park adverts (per week)	Yes	15.83	3.17	19.00	18.00
Vehicle advertising (per day)	Yes	105.83	21.17	127.00	123.00
Sponsorship	Yes		By negotiation		-
					-
Prom Park hire for Concessions (New Charge)					-
Prices on enquiry					-
					-
Council owned Land Hire for Concessions					-
Peak Time (School Holidays/Bank Holidays/ Event Days)					-
Small (Single Operator)	No	53.00	-	53.00	51.00
Medium (Team of 2 - 5 Operators)	No	153.00	-	153.00	148.00
Large (Team of 5+ Operators)	No	229.00	-	229.00	222.00
Charitable Concession				Free	Free
Off Peak Time					-
Small (Single Operator)	No	36.00	-	36.00	35.00
Medium (Team of 2 - 5 Operators)	No	85.00	-	85.00	82.00
Large (Team of 5+ Operators)	No	153.00	-	153.00	148.00
Charitable Concession				Free	Free

APPENDIX A

CUSTOMERS AND COMMUNITY SERVICES

	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
Pop Up Trading					-
Peak Time (<i>School Holidays/Bank Holidays/ Event Days</i>)					-
Market Stall (Frame with Canopy)	No	54.00	-	54.00	52.00
Wheelie Cart	No	48.00	-	48.00	46.00
Wheelie Cart including Fridge	No	53.00	-	53.00	51.00
Electricity	Yes	10.83	2.17	13.00	13.00
Off Peak Time					-
Market Stall (Frame with Canopy)	No	43.00	-	43.00	42.00
Wheelie Cart	No	38.00	-	38.00	37.00
Wheelie Cart including Fridge	No	43.00	-	43.00	42.00
Electricity	Yes	10.83	2.17	13.00	13.00
					-
ROUNABOUT SPONSORSHIP (<i>New Charge</i>)					-
1 Year agreement - Maldon Town site	Yes	3,333.33	666.67	4,000.00	-
1 Year agreement - Other district site	Yes	2,916.67	583.33	3,500.00	-
3 Year agreement - Maldon Town site	Yes	8,333.33	1,666.67	10,000.00	-
3 Year agreement - Other district site	Yes	7,083.33	1,416.67	8,500.00	-
Landscaping scheme (minimum 5 years)	Yes	416.67	83.33	500.00	-
					-
1 Year Boundary sign Agreement	Yes	2,083.33	416.67	2,500.00	-
					-
PARKS AND SPORTS PITCHES					-
Cricket (per game)					-
Adult	Yes	69.17	13.83	83.00	81.00
Junior	Yes	40.83	8.17	49.00	47.00
Sports pitch use - parking season ticket (per club)	Yes	100.83	20.17	121.00	117.00
					-
Football (per game)					-
Adult	Yes	43.33	8.67	52.00	50.00
Junior	Yes	32.50	6.50	39.00	38.00
Changing rooms (only)	Yes	11.67	2.33	14.00	14.00
Sports pitch use - parking season ticket (per team)	Yes	100.83	20.17	121.00	117.00
Sports club training / structured activities (<i>New Charge</i>)		8.33	1.67	10.00	10.00
					-
Mini Soccer					-
Juniors	Yes	25.83	5.17	31.00	30.00
					-
Netball (per court, per hour)					-
Adult	Yes	10.00	2.00	12.00	12.00
Junior	Yes	7.50	1.50	9.00	8.00
					-
Tennis (per court, per hour)					-
Adult	Yes	7.50	1.50	9.00	8.00
Junior	Yes	5.00	1.00	6.00	6.00
Member of Maldon Tennis Club		Discount of 50%			-
					-
Organised Bootcamps / Personal Training in Council-owned Parks					-
Hourly	Yes	8.33	1.67	10.00	10.00
Monthly Charge - 5 hours per week	Yes	166.67	33.33	200.00	193.00
Monthly Charge - 10 hours per week	Yes	310.00	62.00	372.00	359.00
					-
Information Hut Hire per hour		Deleted			10.00
					-
RIVERS					-
Moorings					-
Annual charge: up to 7.99 metres	Yes	116.67	23.33	140.00	140.00
8 to 9.99 metres	Yes	191.67	38.33	230.00	230.00
10 to 14.99 metres	Yes	266.67	53.33	320.00	320.00
15 metres and above	Yes	341.67	68.33	410.00	410.00
Mooring registration fee	Yes	104.17	20.83	125.00	125.00
Transfer of mooring		50% of annual mooring fee			-
					-
Residential Mooring Charges					-
up to 9.99 metres (<i>per month</i>)		102.50	20.50	123.00	123.00
10 to 14.99 metres (<i>per month</i>)		154.17	30.83	185.00	185.00
15 metres and above (<i>per month</i>)		205.00	41.00	246.00	246.00
					-

APPENDIX A

CUSTOMERS AND COMMUNITY SERVICES

	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
Wharfage - Hythe Quay Maldon and Burnham Pontoon					-
Daily fees: vessels and multihulls	Yes	17.50	3.50	21.00	21.00
Quarterly fees: vessels of 8 metres and over or multihulls *	Yes	812.50	162.50	975.00	975.00
240/32 Amp Supply - Daily Charge (Maldon)	yes	3.33	0.67	4.00	4.00
Static Events on vessels using the Hythe Quay / Burnham (Daily charge)	Yes	100.00	20.00	120.00	120.00
Exclusive use of visitor pontoons Maldon / Burnham (Daily charge)	Yes	100.00	20.00	120.00	120.00
Visitor Pontoon - Weekly Winter charge Oct - April (Maldon)	yes	41.67	8.33	50.00	50.00
					-
Commercial team (New Charges)					
Box Office services - commission rate to be set at 10% unless agreed by MDC					
Commercial Services Marketing - Price on enquiry					
SPLASH PARK					-
Private bookings (per hour)	Yes	175.00	35.00	210.00	210.00
Private bookings (per half hour)	Yes	108.33	21.67	130.00	130.00
Single use ticket	Yes	2.08	0.42	2.50	2.50
Towels	Yes	4.17	0.83	5.00	5.00
T-Shirts	Yes	4.17	0.83	5.00	5.00
Swim Nappies	no	1.00	-	1.00	1.00
Bottled Water	yes	0.50	0.10	0.60	0.50
Gold Splash park all day wrist band ticket	Yes	10.42	2.08	12.50	12.00

APPENDIX A

	Charge £	VAT £	2018/19 £	2019/20 £
PLANNING SERVICES				
BUILDING CONTROL				
New dwellings	See attached - table A See attached - table B See attached - table C			
Work to a single dwelling				
All other non-domestic work				
DEVELOPMENT CONTROL				
Designs and Patents Act 1989				
Ordnance Survey Maps				
Other Development Control				
Street Naming and Numbering				
Adding / removing a name	0.00	-	0.00	0.00
Renaming / renumbering a property	40.00	-	40.00	40.00
Naming / numbering 1-5 properties (per property) inc flats*	40.00	-	40.00	40.00
Naming / numbering 6-25 properties (per property) inc flats*	30.00	-	30.00	30.00
Naming / numbering 26-75 properties (per property) inc flats*	25.00	-	25.00	25.00
Naming / numbering 76+ properties (per property) inc flats*	20.00	-	20.00	20.00
Naming a street (per street)**	100.00	-	100.00	100.00
Change to development after notification	50.00	-	50.00	50.00
Street renaming at residents request	150.00	-	150.00	150.00
Written confirmation of postal address details	0.00	-	0.00	0.00
* numbers include dwellings within developments with new streets				
** number of new street names only				
LAND CHARGES				
<i>Premises exempt as per legislation: church halls, village halls & non-commercial venues</i>				
<i>CON29 (part 1): standard fee</i>	120.83	24.17	145.00	145.00
<i>additional fee for non-residential searches</i>	21.67	4.33	26.00	26.00
<i>LLC1</i>	22.00	-	22.00	22.00
<i>additional fee for non-residential searches</i>	32.50	6.50	39.00	39.00
<i>CON29O (part 2) enquiry - per question: Q4-5 only (if purchased with full search)</i>	15.00	3.00	18.00	18.00
<i>Q6-21</i>	15.00	3.00	18.00	18.00
<i>Q22 only</i>	21.67	4.33	26.00	26.00
<i>Additional enquiry</i>	31.00	6.20	38.00	38.00
<i>Additional parcel of land LLC1</i>	5.00	-	5.00	5.00
<i>Additional parcel of land CON29</i>	15.00	3.00	18.00	18.00
<i>Copy of duplicate search</i>	10.00	2.00	12.00	12.00
<i>Search confirmation (up to 3mths old)</i>	10.00	2.00	12.00	12.00
Personal Searches				
<i>CON29R standard enquiry (when viewed in person)</i>	Free			Free
<i>Local land charges register (in person): print out</i>	Free			Free
<i>view</i>	Free			Free
<i>Local land charges LLC1 certificated</i>	22.00	-	22.00	22.00

Planning Services Pre-Application Fees and Charges 2019/20

	Further Details	Cost (£)	VAT (£)	Total (£)
Householder development (Duty Planner)	Only available for non-Complex Householder advice. This would include extensions to single dwellings, porches, garages, outbuildings and walls and fences. (No written advice).	Free		Free
Householder development (Written advice)	Includes proposals to alter and extend individual houses and flats for residential purposes where the development relates to a building which is not listed as being of architectural or historic interest. In cases where the house or flat is listed then the charge will fall within Minor Development.	87.50	17.50	105.00
Householder development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals to alter and extend individual houses and flats for residential purposes where the development relates to a building which is not listed as being of architectural or historic interest. In cases where the house or flat is listed then the charge will fall within Minor Development.	167.50	33.50	201.00
Smallscale commercial development (Written advice)	Includes proposals for: Change of use up to 200m2 Extensions to commercial properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes	87.50	17.50	105.00
Smallscale commercial development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Change of use up to 200m2 Extensions to commercial properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes	167.50	33.50	201.00
Minor development (Written advice)	Includes proposals for: 1-4 residential units or gross external floorspace of up to 499m2 Change of use between 200 and 499m2 Extensions to commercial properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	221.67	44.33	266.00
Minor development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 1-4 residential units or gross external floorspace of up to 499m2 Change of use between 200 and 499m2 Extensions to commercial properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	499.17	99.83	599.00
Medium development (Written advice)	Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2	332.50	66.50	399.00
Medium development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2	554.17	110.83	665.00
Major development (Written advice)	Includes proposals for: 10-20 residential units Non-residential development with a gross external floorspace over 1,000m2	554.17 (Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)	110.83	665.00

Major development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 10-20 residential units Non-residential development with a gross external floorspace over 1,000m2	1,109.17	221.83	1,331.00
(Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)				
Strategic Proposals (Planning Performance Agreements) (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Any application of 75 dwellings or more dwellings; or any outline residential development proposals whose site is 2 hectares or more. Any residential proposal promoted as an allocated site within the LDP. Any 100% Affordable Housing proposals of six dwellings or 0.3ha or more in outline form. Any non-residential development proposal, whose floor area is 1,500 square metres or more or whose site area is 2 hectares or more. Any non-residential proposals relating to development proposals allocated within the LDP. Any retail development 1,000 square meters or more or which of 250 square metres or more and is proposed to be beyond existing town centres as defined in the local plan or emerging LDP. Any mixed use development proposals whose site area is 2 hectares or more, or is of 75 dwellings or 1,000 square metres commercial floor area or more. Wind Turbines Any wind energy proposals whose output capacity is 1Mw or more or which proposes three or more turbines of 30m or more. Any Solar energy proposals whose output capacity is 1Mw or more or which proposes 4,000 or more solar panels. Energy from Waste Scheme which is 1KW capacity or more.	Individually determined at full cost recovery		
Minor Alterations to Listed Building (Written advice)	Only available for very minor and non-Complex advice. This would include replacement windows. This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	65.83	13.17	79.00
Alterations/Extension to Listed Building (Written advice)	Includes proposals for: Alterations to a listed building Extensions and additions to a listed building Demolition of an unlisted building within a conservation area This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	221.67	44.33	266.00
Alterations/Extension to Listed Building (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Alterations to a listed building Extensions and additions to a listed building Demolition of an unlisted building within a conservation area This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	540.83	108.17	649.00
Development in a Conservation Area (Written Advice)	This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	167.50	33.50	201.00
Development in a Conservation Area (Meeting* with Planning Officer of no more than one hour and written advice)	This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	487.50	97.50	585.00
Minor Tree advice (Tree within a conservation area only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees	65.83	13.17	79.00

Minor Tree advice (TPOs only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	87.50	17.50	105.00
Minor Tree advice (TPOs only) (Meeting* with appropriate Officer of no more than one hour and written advice)	Includes proposals for: Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	221.67	44.33	266.00
Major Tree advice (TPOs only) (Meeting* with appropriate Officer of no more than one hour and written advice)	Includes proposals for: Works to 5 or more individually listed trees Replacement of 5 or more individually listed trees Works to trees within an area protected under a Tree Preservation Order Works to trees within a woodland protected under a Tree Preservation Order	444.17	88.83	533.00
Inspection of compliance with Enforcement Notice	Written confirmation that an enforcement notice has been complied with.	221.67	44.33	266.00
Compliance with Condition requests	Includes, but not exclusively: Written confirmation that a condition(s) has been complied with Written confirmation that a condition(s) has been discharged	167.50	33.50	201.00
Compliance with S.106 Agreement requests	Written confirmation that all/some S.106 obligations have been agreed per obligation	110.83	22.17	133.00
Planning History requests	Includes, but not exclusively: Written confirmation of any restrictions imposed on a site on a site. Confirmation of authorised use of a site Confirmation of an absence of an agricultural occupancy condition	167.50	33.50	201.00

*All pre-application and advice Meeting*s will be held at the Council Offices. However, if it is agreed necessary to convene a Meeting* on site, travel time to and from the site will be charged at the hourly Meeting rate. Officers are unable to hold a site Meeting* without the prior deposit of plans or written proposals.

TABLE A - NEW DWELLINGS

Dwelling-houses and Flats not exceeding 300m²

Please note that the Charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below)

Code	Bungalows or Houses less than 4 storeys		Plan Charge	Inspection Charge *	Building Notice Charge*	Regularisation Charge*
H01	1 Plot	Net	192.00	479.00	738.00	939.00
		VAT	38.40	95.80	147.60	-
		Total	230.40	574.80	885.60	939.00
H02	2 Plots	Net	287.00	766.00	1,159.00	1,475.00
		VAT	57.40	153.20	231.80	-
		Total	344.40	919.20	1,390.80	1,475.00
H03	3 Plots	Net	335.00	1,054.00	1,528.00	1,944.00
		VAT	67.00	210.80	305.60	-
		Total	402.00	1,264.80	1,833.60	1,944.00
H04	4 Plots	Net	383.00	1,341.00	1,896.00	2,414.00
		VAT	76.60	268.20	379.20	-
		Total	459.60	1,609.20	2,275.20	2,414.00
H05	5 Plots	Net	431.00	1,628.00	2,265.00	2,883.00
		VAT	86.20	325.60	453.00	-
		Total	517.20	1,953.60	2,718.00	2,883.00
	Flats					
F01	1	Net	192.00	479.00	738.00	939.00
		VAT	38.40	95.80	147.60	-
		Total	230.40	574.80	885.60	939.00
F02	2	Net	287.00	623.00	1,001.00	1,274.00
		VAT	57.40	124.60	200.20	-
		Total	344.40	747.60	1,201.20	1,274.00
F03	3	Net	335.00	766.00	1,212.00	1,542.00
		VAT	67.00	153.20	242.40	-
		Total	402.00	919.20	1,454.40	1,542.00
F04	4	Net	383.00	910.00	1,422.00	1,810.00
		VAT	76.60	182.00	284.40	-
		Total	459.60	1,092.00	1,706.40	1,810.00
F05	5	Net	431.00	1,054.00	1,633.00	2,078.00
		VAT	86.20	210.80	326.60	-
		Total	517.20	1,264.80	1,959.60	2,078.00
	Conversion to					
V01	Single Dwelling-House	Net	192.00	575.00	843.00	1,073.00
		VAT	38.40	115.00	168.60	-
		Total	230.40	690.00	1,011.60	1,073.00
V02	Single Flat	Net	192.00	479.00	738.00	939.00
		VAT	38.40	95.80	147.60	-
		Total	230.40	574.80	885.60	939.00
	Notifiable electrical work		(where applicable, in addition to the above, per dwelling)			
D14	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Net	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.		201.00	255.00
		VAT			40.20	-
		Total			241.20	255.00

Where Standard Charges are not applicable please contact Building Control on 01621 876235

PLANNING SERVICES

TABLE B - WORK TO A SINGLE DWELLING
Limited to work not more than 3 storeys above ground level

Please note that the Charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below)

Code	Extension & New Build		Full Plans		Full Plans - Multiple work reductions only **		Building Notice Charge *	Multiple work reductions only Building Notice Charge * at 50% reduced rate **	Regularisation Charge *
			Plan Charge	Inspection Charge *	Plan Charge at 50% reduced rate**	Inspection Charge * at 50% reduced rate **			
D01a	Separate single storey extension with floor area not exceeding 10m²	Net	96.00	96.00	48.00	48.00	211.00	106.00	268.00
New charge		VAT	19.20	19.20	9.60	9.60	42.20	21.20	-
		Total	115.20	115.20	57.60	57.60	253.20	127.20	268.00
D01	Separate single storey extension with floor area exceeding 10m² but not exceeding 40m²	Net	192.00	383.00	96.00	192.00	632.00	316.00	805.00
		VAT	38.40	76.60	19.20	38.40	126.40	63.20	-
		Total	230.40	459.60	115.20	230.40	758.40	379.20	805.00
D02	Separate single storey extension with floor area exceeding 40m² but not exceeding 100m²	Net	192.00	479.00	96.00	240.00	738.00	369.00	939.00
		VAT	38.40	95.80	19.20	48.00	147.60	73.80	-
		Total	230.40	574.80	115.20	288.00	885.60	442.80	939.00
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m²	Net	192.00	431.00	96.00	216.00	685.00	343.00	872.00
		VAT	38.40	86.20	19.20	43.20	137.00	68.60	-
		Total	230.40	517.20	115.20	259.20	822.00	411.60	872.00
D04	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m² but not ex 100m²	Net	192.00	575.00	96.00	288.00	843.00	422.00	1,073.00
		VAT	38.40	115.00	19.20	57.60	168.60	84.40	-
		Total	230.40	690.00	115.20	345.60	1,011.60	506.40	1,073.00
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m²	Net	192.00	192.00	96.00	96.00	421.00	211.00	536.00
		VAT	38.40	38.40	19.20	19.20	84.20	42.20	-
		Total	230.40	230.40	115.20	115.20	505.20	253.20	536.00
D06	Detached non-habitable domestic building with total floor area not exceeding 50m²	Net	192.00	287.00	96.00	144.00	527.00	264.00	670.00
		VAT	38.40	57.40	19.20	28.80	105.40	52.80	-
		Total	230.40	344.40	115.20	172.80	632.40	316.80	670.00
Conversions									
D07	First floor & second floor loft conversions	Net	192.00	383.00	96.00	192.00	632.00	316.00	805.00
		VAT	38.40	76.60	19.20	38.40	126.40	63.20	-
		Total	230.40	459.60	115.20	230.40	758.40	379.20	805.00
D08	Other work (e.g. garage conversions)	Net	192.00	192.00	96.00	96.00	421.00	211.00	536.00
		VAT	38.40	38.40	19.20	19.20	84.20	42.20	-
		Total	230.40	230.40	115.20	115.20	505.20	253.20	536.00
Alterations (including underpinning)									
D09	Renovation of a thermal element	Net	96.00	96.00	48.00	48.00	211.00	106.00	268.00
		VAT	19.20	19.20	9.60	9.60	42.20	21.20	-
		Total	115.20	115.20	57.60	57.60	253.20	127.20	268.00
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Net	96.00	96.00	48.00	48.00	211.00	106.00	268.00
		VAT	19.20	19.20	9.60	9.60	42.20	21.20	-
		Total	115.20	115.20	57.60	57.60	253.20	127.20	268.00
D11x	Cost of work not exceeding £1,000	Net	72.00	120.00	36.00	60.00	211.00	106.00	268.00
		VAT	14.40	24.00	7.20	12.00	42.20	21.20	-
		Total	86.40	144.00	43.20	72.00	253.20	127.20	268.00
New charge									
D11a	Cost of work exceeding £1,001 but not exceeding £2,000 (Incl Renewable Energy systems)	Net	96.00	144.00	48.00	72.00	263.00	132.00	335.00
		VAT	19.20	28.80	9.60	14.40	52.60	26.40	-
		Total	115.20	172.80	57.60	86.40	315.60	158.40	335.00
D11	Cost of work exceeding £2,001 & not exceeding £5,000 (Incl Renewable Energy systems)	Net	144.00	192.00	72.00	96.00	369.00	185.00	469.00
		VAT	28.80	38.40	14.40	19.20	73.80	37.00	-
		Total	172.80	230.40	86.40	115.20	442.80	222.00	469.00
D12	Cost of work exceeding £5,001 & not exceeding £25,000	Net	192.00	239.00	96.00	120.00	474.00	237.00	603.00
		VAT	38.40	47.80	19.20	24.00	94.80	47.40	-
		Total	230.40	286.80	115.20	144.00	568.80	284.40	603.00
D13	Cost of work exceeding £25,001 & not exceeding £100,000	Net	239.00	479.00	120.00	240.00	790.00	395.00	1,006.00
		VAT	47.80	95.80	24.00	48.00	158.00	79.00	-
		Total	286.80	574.80	144.00	288.00	948.00	474.00	1,006.00
Notifiable Electrical work (in addition to the above, where applicable)									
D14	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Net	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.				201.00	n/a	255.00
		VAT					40.20	n/a	-
		Total					241.20	n/a	255.00

****Multiple work reductions.** Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements with the exception of D14 electrical Works

Where Standard Charges are not applicable please contact Building Control on 01621 876235

PLANNING SERVICES

TABLE C - ALL OTHER NON-DOMESTIC WORK
 Limited to work not more than 3 storeys above ground level

Limited to work not more than 3 storeys above ground level							
Code	Extensions and New Build		Plan Charge	Plan Charge at 50% reduced rate** (for multiple works only)	Inspection Charge	Inspection Charge * at 50% reduced rate ** (for multiple works only)	Regularisation Charge
N01	Single storey with floor area not exceeding 40m2	Net	192.00	96.00	383.00	192.00	747.00
		VAT	38.40	19.20	76.60	38.40	-
		Total	230.40	115.20	459.60	230.40	747.00
N02	Single storey with floor area not exceeding 40m2 but not exceeding 100m2	Net	192.00	96.00	575.00	288.00	996.00
		VAT	38.40	19.20	115.00	57.60	-
		Total	230.40	115.20	690.00	345.60	996.00
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m2	Net	192.00	96.00	479.00	240.00	872.00
		VAT	38.40	19.20	95.80	48.00	-
		Total	230.40	115.20	574.80	288.00	872.00
N04	With some part 2 or 3 storey in height and a total floor area exceeding 40m2 but not exceeding 100m2	Net	192.00	96.00	623.00	312.00	1,058.00
		VAT	38.40	19.20	124.60	62.40	-
		Total	230.40	115.20	747.60	374.40	1,058.00
Alterations							
N05	Cost of work not exceeding £5,000	Net	144.00	72.00	144.00	72.00	374.00
		VAT	28.80	14.40	28.80	14.40	-
		Total	172.80	86.40	172.80	86.40	374.00
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Net	144.00	72.00	144.00	72.00	374.00
		VAT	28.80	14.40	28.80	14.40	-
		Total	172.80	86.40	172.80	86.40	374.00
	Renewable Energy systems (not covered by an appropriate competent persons scheme)	Net	144.00	72.00	144.00	72.00	374.00
		VAT	28.80	14.40	28.80	14.40	-
		Total	172.80	86.40	172.80	86.40	374.00
	Installation of new shop front	Net	144.00	72.00	144.00	72.00	374.00
		VAT	28.80	14.40	28.80	14.40	-
		Total	172.80	86.40	172.80	86.40	374.00
N06	Cost of work exceeding £5,000 & not exceeding £25,000	Net	192.00	96.00	192.00	96.00	498.00
		VAT	38.40	19.20	38.40	19.20	-
		Total	230.40	115.20	230.40	115.20	498.00
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	Net	192.00	96.00	192.00	96.00	498.00
		VAT	38.40	19.20	38.40	19.20	-
		Total	230.40	115.20	230.40	115.20	498.00
	Renovation of thermal elements	Net	192.00	96.00	192.00	96.00	498.00
		VAT	38.40	19.20	38.40	19.20	-
		Total	230.40	115.20	230.40	115.20	498.00
	Installation of a Raised Storage Platform within an existing building	Net	192.00	96.00	192.00	96.00	498.00
		VAT	38.40	19.20	38.40	19.20	-
		Total	230.40	115.20	230.40	115.20	498.00
N07	Cost of works exceeding £25,000 & not exceeding £100,000	Net	287.00	144.00	335.00	168.00	809.00
		VAT	57.40	28.80	67.00	33.60	-
		Total	344.40	172.80	402.00	201.60	809.00
	Fit out of building up to 100m2	Net	287.00	144.00	383.00	192.00	872.00
		VAT	57.40	28.80	76.60	38.40	-
		Total	344.40	172.80	459.60	230.40	872.00

Multiple work reductions. Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements.

Where Standard Charges are not applicable please contact Building Control on 01621 876235



REPORT of DIRECTOR OF RESOURCES

**to
COUNCIL
14 FEBRUARY 2019**

REVISED 2018 / 19 ESTIMATES, ORIGINAL 2019 / 20 BUDGET ESTIMATES AND COUNCIL TAX 2019 / 20

1. PURPOSE OF THE REPORT

- 1.1 The Council is required under the Local Government Finance Act 1992 to set the Council Tax for its area by the 11 March each year. The Council has always aimed to approve the budget in advance of this to ensure prompt despatch of bills to residents.
- 1.2 The revised 2018 / 19 and proposed 2019 / 20 budget estimates contained in this report were considered by the Finance and Corporate Services Committee (F&CS) on 29 January 2019 and any recommendations will be provided to the Council.
- 1.3 Members should note that at the time of writing this report, the Final Local Government Finance Settlement had not been announced and therefore the 2019 / 20 core grant for the authority could potentially change. The final settlement is expected to be announced at the end of February 2019, however following discussions with MHCLG and other Section 151 Officers we are not expecting either significant or material variances.
- 1.4 The Council will have suffered a cumulative loss of approximately 38.4% (£0.939m) of core grant over the life of the current Spending Review period (i.e. 2016 / 17 – 2019 / 20), see paragraph 3.3.1 below. This is a significant challenge to the Council and the Medium Term Financial Strategy (MTFS) approved by the Council on 8 February 2018 identified a budget gap of £1.4m. The Council on 9 August 2018 agreed to develop a programme of transformation to deliver these savings.

2. RECOMMENDATIONS

- (i) that the following be approved:
 - (a) the Summary Revised 2018 / 19 and Original 2019 / 20 General Fund Revenue Budget Estimates (**APPENDICES 1, 2 and 3**)
 - (b) an average Band D council tax of £197.40 (excluding parish precepts) (2.3% increase) for 2019 / 20 (**APPENDIX 1**);
 - (c) policies on the designated use of financial reserves (**APPENDIX 5**);

- (d) retain the minimum general fund working balance at £2,600,000 for 2019 / 20;
- (e) the Capital Programme for 2019 / 20 to 2022 / 23 (**APPENDIX 8**);
- (ii) that the Council gives due regard to the Director of Resources statement on the robustness of budgets and adequacy of reserves in (**APPENDIX 9**).

3. SUMMARY OF KEY ISSUES

3.1 The Council no longer receives central grant funding from Central Government meaning the demands on some of its services and increasing inflation are now fully funded from income raised directly by the Authority. The two main sources of income are from Council Tax and Business Rates.

3.2 The requirement to set a balanced budget has required stringent processes to deliver efficiencies, preserve as front-line services as far as possible, retain the ability to generate income and to recognise the increasing demand for services during this period of austerity.

3.3 Provisional Local Government Finance Settlement 2019 / 20

3.3.1 The provisional 2019 / 20 local government finance settlement was announced on 13 December 2018. The below table shows the reduction in the Government's assessment of what we retain from Business rates.

	2015 / 16 Adjusted	2016 / 17	2017 / 18	2018 / 19	2019 / 20
	£m	£m	£m	£m	£m
Settlement Funding Assessment – Maldon	2.447	1.964	1.601	1.474	1.508
Annual % Change		-19.7%	-18.5%	-7.9%	2.3%
Cumulative % Change		-19.7%	-34.6%	-39.8%	-38.4%

3.3.2 The Council agreed to take up the multi-year settlement offer in the 2016 / 17, this gave greater certainty of funding until the end of the Spending Review period. This is the final year of the agreed settlement. The offer included:

- Revenue Support Grant (RSG);
- Business rates tariff and top up payments, which will not change for reasons relating to the relative needs of local authorities;
- Rural Services Delivery Grant; and
- Transition Grant.

3.3.3 For 2019 / 20, Central Government Funding is now limited to us keeping an element of Business Rates income. Revenue Support Grant (RSG) is no longer received and there is no transition Grant. Whilst the Autumn budget statement announced that the intended negative RSG payment for 2019 / 20 would be removed, however there is remains significant uncertainty over the post-2020 model of funding.

3.3.4 The New Homes Bonus (NHB) Scheme was introduced in 2011 / 12 to encourage local authorities to facilitate housing growth. For every additional property built or brought back into use, the government match funds the additional council tax, with an additional amount for affordable homes. There have been no changes proposed to the scheme for 2019 / 20.

3.3.5 The 2018 / 19 Medium Term Financial Strategy (MTFS) removed non-legacy New Homes Bonus from the central budget. Legacy payments are payable for four years, therefore the income will reduce to zero over the next three years. The reduction in 2019 / 20 is £61,000.

3.4 Revised General Fund Revenue Budget Estimates 2018 / 19

3.4.1 The Quarter Two (Q2) budgetary outturn report taken to the Finance and Corporate Services Committee (F&CS) on 27 November 2018 reported a significant underspend in salary budgets, this is the result of the Future Model implementation and the recruitment freeze currently in place. Other large variances to the original 2018 / 19 budget relate to a reduction in recyclables income of £90,000 due to a drop in market price and additional income of £47,000 in the revised estimates relating to additional garden waste subscriptions.

3.4.2 The Authority continue to receive additional income from growth in Local Business Rates and pooling arrangements within the Essex Region Business Rates Pool. For 2017 / 18, the Authority's benefit from being included within the pool was £132,000.

3.4.3 There have been Revenue Supplementary Estimates of £24,500 agreed during the year, these have been built into the core budget where required.

3.4.4 The revised budget includes the Future Model Implementation Costs of £1.375m and the corresponding use of reserves to fund these changes.

3.5 General Fund Revenue Budget Estimates 2019 / 20

3.5.1 The proposed 2019 / 20 net operating budget after adjusting for statutory adjustments, but before any non-service specific funding and use of reserves totals £7.884m and is therefore £0.067m (1%) lower than 2018 / 19 (£7.951m). The budget includes the second years implementation costs of £774,000, and £733,000 of savings for the year. There is also growth increase for inflation of £394,000, this is a 2% increase on pay budgets, and 3.4% and 2.5% for Retail Price Index (RPI) and Consumer Price Index (CPI) indexed expenditure. It is projected that in 2019 / 20, there will be a contribution to General Fund balances of £291,000, this is due to additional savings being identified in the Future Model project that will then be added to reserves due to higher savings being identified in year one. There is also a net £243,000 contribution to earmarked reserves to provide for the budgeted pension contribution to reserves for the forward funding payment in 2020/21. The Council Tax increase is considered in section 3.9.7. Proposals for the usage of earmarked reserves are discussed in more detail in Section 3.10.

3.5.2 2019 / 20 Budgets have initially been built up as follows:

- Zero based budget;
- Inflation assumptions on existing contracts, (2% for pay), contractual inflation on goods and services based upon CPI or RPI dependent of terms within contracts;
- Modifications to fee and grant income;
- Implications of statutory and contractual changes;
- Growth, as discussed later in this report.
- Savings as identified for the Future Model (see paragraph 3.7.4)

3.5.3 The MTFS includes a payroll inflationary increase of 2% for 2019 / 20. In line with the national agreement that the Finance and Corporate Services Committee agreed to implement on 30 January 2018. It is intended that the Council will continue to apply the UK Living Wage supplement which ensures that lower scale points are brought up to a national standard.

3.6 **Budget Growth, Savings and Income Generation in 2019 / 20**

3.6.1 The programme committees considered reports on the budget growth for 2019 / 20 in the previous cycle of meetings. These proposals have all been built into the core budget, and the proposals are at **APPENDIX 4**. If Members decide to not approve any of these proposals, then the bids will be removed from the budget, and the equivalent budget requirement will go back into Earmarked balances to be used against the Pension Deficit requirement in 2020 / 21.

3.6.2 Furthermore, the Finance and Corporate Services Committee on 27 November 2018 agreed non-recurring growth in 2019 / 20 in relation to repairs and renewals of Council assets which would not form part of the capital programme; this totals £108,000 and will be funded from a draw down from the Repairs and Renewals reserve (Minute No. 662 refers).

3.6.3 At this meeting for the 2018 / 19 budget settlement, the future of the Local Council Tax Sharing Agreement was raised as a risk as was due to be ending. It has been agreed that there will be a reduction in the 16p benefit, to 14p and then 12p. For 2018 / 19 and 2019 / 20 this is a cumulative loss of £70,000. There will be a further reduction of £33,000 in 2020 / 21.

3.6.4 The future model implementation requires £725,000 of savings in 2019 / 20. This is made up of salary savings that will be achieved through the future model, and non-staff efficiencies, strategy based reductions and commercial profit from organisation based proposals. Where these are already identified and do not require any further decisions, then the savings / income are shown in the relevant budget line. The balance will be subject to future approval / decision making, and has been included as a central saving.

3.7 Essex Region Business Rates Pool

- 3.7.1 As agreed by the Council on 29 October 2015, the Council joined the Essex Region Business Rates Pool in April 2016 (Minute No. 540 refers). The Pool will continue to operate in 2019 / 20, and the Council will continue to benefit by being in the Pool.

3.8 Interest on Investments

- 3.8.1 Interest from investment income is an integral part of the budget considerations. Bank of England base rate increased in March 2018 to 0.75%. The MTFS includes an estimates investment return of 1.6% compared to an actual investment return in 2017 / 18 of 1.41%.

3.9 Council Tax

- 3.9.1 The Council's net expenditure budget (excluding parish precepts but after service specific funding and contribution from reserves) for 2019 / 20 is £7,973,000 (**APPENDIX 1**).
- 3.9.2 The tax base to be used for setting the 2019 / 20 Council Tax was agreed by the Council at its meeting on 20 December 2018. The tax base consists of 24,536.1 "Band D equivalent" properties, after allowing for a non-collection rate of 1.7%. This tax base is now fixed for the purposes of setting the 2019 / 20 Council Tax.
- 3.9.3 In terms of the Collection Fund projection, Maldon District Council's share of the net surplus, which is used to reduce our Council Tax, is £290,000, comprised of a surplus distribution on Council Tax of £148,000 and a surplus distribution on Business Rates of £142,000.
- 3.9.4 The income raised from Council Tax (excluding parish precepts) required from council taxpayers in 2019 / 20 for Council services is summarised below:

	2.3%
	£
Maldon District Council Net budget to be Funded	7,973,358
Local Business Rates Retention	-2,981,865
Council Tax Collection Fund Adjustment	-148,000
Maldon District Council Council Tax Requirement	4,843,493

- 3.9.5 In accordance with the legislation under the Local Government Finance Act 1992, all parish precepts must be charged to the Council's General Fund. At the time of writing this report not all parish precepts had been received. It is envisaged that all the parish precepts will be reported at the Council meeting on 14 February 2019 for Council Tax setting purposes.
- 3.9.6 The Council Tax referendum threshold set by the Secretary of State for 2019 / 20 was announced as part of the Provisional Settlement; and for Maldon, the threshold has been set at 3% increase over 2018 / 19 or £5 whichever is the greater. Any Council proposing increases more than the threshold faces the substantial cost of conducting a local referendum and if it results in a 'No' vote, the rebilling cost as well.

3.9.7 The Budget estimates have been constructed on the basis that the Council is proposing to increase council tax by £4.43 (2.3%). This represents a below CPI increase having regard to the balance of the risks and opportunities facing the Council in future years with subsequent increases to be reviewed each year in the light of emerging risks. The budget for 2019 / 20 is balanced, and the MTFS shows that whilst savings are required in 2021 / 22, the budget is balanced over the medium term. There are several uncertainties still facing local government finance. There is currently a £330,000 contribution towards negative Revenue Support Grant that is included in the Medium Term Financial Strategy. This was removed for 2019 / 20, but is being reviewed for future years. The five year settlement funding agreement also ends in 2019 / 20, therefore the new funding arrangement will impact on the Authority and whilst it is anticipated that the impact will not be favourable, there is not yet any indication of what this may be. The Business Rates retention system will also be changing, which will allow Authorities to retain 75% of rates collected, however this will be delivered with a resetting of the baseline, which will remove the growth currently achieved.

3.9.8 Council Tax increases become part of the base of the MTFS income for future years. Paragraph 3.11.3 below shows that over the duration of the MTFS, the budget is balanced. The proposed increase in Council Tax generates an additional £109,000 of income compared to 2018 / 19. If the increase were not approved for 2019 / 20 then the gap in future years widens and any necessary Council Tax increase would then be greater.

3.10 General Fund Balance and Revenue Reserves

3.10.1 Detailed policy information for each earmarked revenue reserve and anticipated balances is set out in **APPENDIX 5**.

3.10.2 Based on the latest risk assessment it is considered that the Council retains the approved minimum working balance level at £2.6m, this will be regularly reviewed in the light of changing circumstances.

3.10.3 At **APPENDIX 6** the latest MTFS including a 2.3% increase shows a balanced budget for 2019 / 20 and 2020 / 21. There is a gap of £76,000 in 2021 / 22, however this could be met from reserves, as currently 2022 / 23 is showing a contribution to reserves. Overall the Medium Term Financial Strategy is showing a deficit of £6,000.

3.10.4 Looking forward over the current MTFS, significant pressures and risks on our revenue budget are detailed below:

- The Council currently receives approximately £730,000 per annum in business rates relating to renewable energy production across the District. There will be a new revaluation and Business Rates reset in 2021 / 22 and there is a risk at this point that they will not allow us to separately retain this additional business rates income as it is over and above our baseline.
- The Government is committed to a fairer funding review which will look to reallocate current levels of core funding between local authorities. Due to the pressures in funding both Child and Adult Social Care this Council could see a reduction in funding as funding is transferred to Councils with the greatest need and funding gap.

- 3.10.5 A summary of the proposed use of reserves is summarised in the table below and is based on a budget projection that includes aspects such as inflation and several priority and statutory growth pressures offset by savings identified. The overall aim is to ensure that General Fund reserves do not fall below £2.4m and the current projections keep within this target.

Balances Movement (taking into account known movements in 2018 / 19 budget)	2018 / 19	2019 / 20
	£000	£000
Balance brought forward		
General Fund Reserves	3,225	2,659
Earmarked Reserves	3,491	2,011
Total	6,716	4,670
Projected Movement		
General Fund Reserves	-568	291
Earmarked Reserves	-1,480	243
Total	-2,046	534
Balance carried forward		
General Fund Reserves	2,659	2,950
Earmarked Reserves	2,011	2,254
Total	4,670	5,204

3.11 2019 / 20 Capital Programme

- 3.11.1 The 2019 / 20 capital project bids set out in **APPENDIX 7** have been categorised by Officers into three main categories:

- Essential (E): Failure to carry out the project is likely to have health and safety implications and/or will have fundamental impact on service provision;
- Service failure (SF): Relating to an operational asset that requires capital funding to ensure continued reliability or service provision;
- Service improvement (SI): An asset that can be updated / upgraded to improve performance or function;

- 3.11.2 As part of the budget strategy the broad principles adopted in relation to capital are that expenditure is financed from existing capital reserves and not directly from revenue budgets.

- 3.11.3 The proposed capital projects were initially considered by the Programme committees in November 2018 and by the Finance and Corporate Services Committee in January 2019. Total proposed capital expenditure for 2019 / 20 is £701,200 (this includes £420,000 of Disabled Facilities Grant related expenditure and £93,000 relating to projects from 2018/19). The proposed indicative 2019 / 20 to 2022 / 23 capital programme is set out in **APPENDIX 8**.

- 3.11.4 The Council is required to have regard to the Prudential Code set out by the Chartered Institute of Public Finance and Accountancy (CIPFA) when setting its budget. The code prescribes that certain indicators are to be calculated relating to maximum

exposure to borrowing and impact of financing decisions on taxpayers (i.e. the affordability of these decisions by reference to the level of council tax that results). These indicators are detailed in the Capital Strategy that must be approved by Council.

3.11.5 It is necessary to formally resolve a figure for the Council's Capital Financing Requirement, which is currently zero. The current confirmed capital spending plans for the next three years will not cause a requirement to borrow; therefore the capital financing requirement in accordance with the Prudential Code for 2019 / 20 to 2022 / 23 inclusive will be zero.

3.11.6 The Council's capital expenditure plans and intended funding methods for the current and following four years are summarised in the table below with the revenue impact of the full programme.

	2018 / 19	2019 / 20	2020 / 21	2021 / 22	2022 / 23
	£'000	£'000	£'000	£'000	£'000
Proposed Capital Programme (including carry forward from previous year)	1772	701	487	477	477
Financing					
Capital Receipts Reserve	1303	281	67	57	57
Government grant	420	420	420	420	420
Impact on Council Tax					
Full Year Band D impact of financing £ (A)	0.05	0.01	0.01	0.01	0.01

3.11.7 As in previous years, the Council's capital programme reflects the goals set out in the Council's Corporate Plan as detailed below.

- Helping communities to be safe, active and healthy;
- Protecting and shaping the District;
- Creating opportunities for economic growth and prosperity;
- Delivering good quality, cost effective and valued services;
- Focusing on key projects.

3.12 View on Risks

3.12.1 Risks to the Council's financial position could derive potentially from budget overspend, loss of investment income, contractual / legislative failure, shortfall in forecast business rates growth or challenge and emergency events. Historically, the Council's outturn has been within budget and investment income has been above budget; therefore, this is not seen as a high risk to the Council and it is not necessary to make additional significant provision. However, robust budget management, monitoring and reporting will be a key discipline for all budget managers and ensuring that income levels included in the budget are achieved, will be a key focus.

- 3.12.2 The level of risk posed by contractual or legislative failure and emergency events is difficult to predict, but it would be a low probability with a potentially high impact. However, it is not appropriate to set aside large amounts of reserve against the possibility of this happening and that appropriate bond / Parent Company Guarantee have been built into large contracts.
- 3.12.3 It is important to recognise that with the introduction of the Business Rates Retention, there is a considerable degree of uncertainty in the forecast for business rates growth as much of it depends on external factors including the impact of successful appeals. The Council's own economic development policies can have an impact on business rates growth and therefore it is important that the planning services, economic development services and the business rates service have a co-ordinated approach to inward investment policies. It is important to ensure a high level of growth in the District, as any empty properties create a risk on the level of Business Rates income the Authority will receive.
- 3.12.4 The date for Brexit is due to be 29 March 2019. At the time of writing this report, there is still large uncertainty over what, if anything will be the fallout from this, and therefore this is a high-risk area until such time that a deal is made. Officers will continue to monitor to ensure that any developments are picked up as soon as possible.
- 3.12.5 In setting budgets and projections for individual years, it is important that the Council is not reliant on the use of reserves to support revenue expenditure thus creating an unsustainable future. To achieve this, it is important to note the requirement to meet the budget gap savings identified in the MTFS for future years.
- 3.12.6 Section 25 of the 2003 Local Government Act requires the Director of Resources to make a formal report to the Council on the robustness of the budget and adequacy of reserves (**APPENDIX 7**).

4. CONCLUSIONS

- 4.1 After including all items within the financial projections, general fund and earmarked reserves at the start of 2019 / 20 are expected to be £4.670m with all known movements considered. The government has set the referendum threshold for the increase in the average band D council tax in 2019 / 20 for district councils at 3% or £5 whichever is the greater. Due to the unknown impact of future changes to Local Government financing, it is proposed that the Council should take the opportunity to increase its financial base by increasing the average band D council tax, however this will be below current levels of CPI.
- 4.2 The Local Government Finance Settlement Statement by the Secretary of State gave an aim for Local Government to be retaining 75% of Business Rates from 2020. Currently nothing relating to any new Business Rates scheme has been factored into the MTFS.
- 4.3 Council approval is sought on the Council's budget proposals for 2019 / 20 and the Council Tax Requirement of £4,843,493 (excluding parish precepts). The basic amount of council tax would be £197.40 an increase of £4.43 (2.3%) per band D

equivalent. This is compliant with the Government's Referendum Principles threshold.

5. IMPACT ON CORPORATE GOALS

- 5.1 This strategy supports the Corporate Goal of "Delivering good quality, cost effective and valued services".

6. IMPLICATIONS

- (i) **Impact on Customers** – The budget process ensures that changes in service delivery resulting in budget changes are reviewed by Officers and Members so that any impact can be considered. In 2019 / 20, only essential budget growth has been considered.
- (ii) **Impact on Equalities** – The budget affects all residents in the District, it is not considered that the growth bids for 2019 / 20 individually impact negatively on an individual user group.
- (iii) **Impact on Risk** – The distribution of resources reflected in the revenue and capital budgets is designed to support the Authority's approach to risk management (i.e. to reduce all major corporate risks to a level within approved tolerances through the implementation of approved mitigation plans).
- (iv) **Impact on Resources (financial)** – This report details the impact on financial resources.
- (v) **Impact on Resources (human)** – The budget includes a pay inflationary increase.
- (vi) **Impact on the Environment** – None directly.

Background papers: None.

Enquiries to: Emma Foy, Director of Resources, (Tel: 01621 875762).

REVENUE ESTIMATES SUMMARY 2018/19					
		Actual	Original	Revised	Original
		2017/18	2018/19	2018/19	2019/20
Directorates		£000	£000	£000	£000
	Chief Executive		1,045	2,706	533
	Resources		2,770	3,125	3,708
	Customer & Communities		3,525	3,963	2,098
	Planning & Licensing		2,175	2,241	322
	Service Delivery				3,000
	Strategy Performance and Governance				1,037
Net Cost of Services		0	9,514	12,035	10,699
	Interest on Investments		(228)	(270)	(224)
	Pension Interest Cost/Expected rtn on Assets(net)		836	842	842
Net Operating Expenditure		0	10,122	12,608	11,317
Appropriations & Adjustments					
	Statutory Adjustments		(2,171)	(3,192)	(3,433)
	Govt Direct Grants				
	- New Homes Bonus		(446)	(475)	(414)
	- Other Direct Grants		(9)	(30)	(31)
	Business Rates Renewable Energy		(704)	(432)	see below
	Levy Redistribution		see below		0
	To/(From) Earmarked Revenue Reserves		228	(1,511)	243
	To/(From) Balances		0	50	291
Expenditure to be Funded		0	7,020	7,018	7,973
		2018/2019		2019/2020	
	Property Tax Base (Band D equivalent)	24,193.2		24,536.1	
		2018/2019		2019/2020	
	Council Tax Charges	Charge @	Total	Charge @	Total
		Band D	Cost	Band D	Cost
		£ : p	£	£ : p	£
	Revenue Expenditure to be Funded	290.16	7,020,000	324.96	7,973,358
	Revenue Support Grant	0.00	0	0.00	0
	Business Rates Retention				
	- Renewable Energy			(27.29)	(669,513)
	- Base Line Funding	(60.93)	(1,474,135)	(61.46)	(1,507,917)
	- Business Growth Retention	(41.29)	(998,970)	(42.75)	(1,048,846)
	- Levy on Business Rates Growth net to ECC Pool	14.53	351,466	15.75	386,411
	- NDR Collection Fund Adjustment (Surplus)/Deficit	(2.93)	(70,844)	(5.79)	(142,000)
	Council Tax Collection Fund Adj (Surplus)/Deficit	(6.57)	(159,000)	(6.03)	(148,000)
	Maldon District Council Charge	192.97	4,668,517	197.40	4,843,493
	Parish Precepts	57.96	1,435,560	59.63	1,463,085
	Essex County Council Precept	1,163.70	29,558,042	1,270.44	31,171,643
	Police & Crime Commissioner for Essex	157.05	4,089,135	192.96	4,734,486
	Essex Fire Authority	69.03	1,702,717	72.45	1,777,640
	Final Charge	1,635.11		1,792.88	

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ORIGINAL 18/19 (Top)
REVISED 18/19 budget

REVISED 18/19 budget

		Direct Costs				Recharges			Income			
9	Description	Staffing	Transport	Goods and Services	Capital Charges	Offices and Depots	Support in	Support out	Fees and Charges	Other Income	Government Grant	Net Budget
		£	£	£	£	£	£	£	£	£	£	£
Service Management &												
101	Corporate Core	631,900	1,000	11,700						(21,800)		622,800
		631,200	800	12,000						0		644,000
102	Election Services	102,400	100	1,400								103,900
		94,800	0	2,800								97,600
103	Policy & Comms	228,100	300	16,200								244,600
		228,200	300	16,300								244,800
104	Training			75,100								75,100
				76,700						(400)		76,300
105	Human Resources	187,500	200	22,000								209,700
		268,000	800	40,600								309,400
106	Apprentices	22,700		18,000								40,700
		29,000		0								29,000
108	Committee Services	337,000	300	21,900						(10,000)		349,200
		419,700	800	28,300						(10,000)		438,800
109	General Office Support	46,400		700								47,100
		25,300		700								26,000
110	Customer Services	407,300	400	19,300						(32,300)		394,700
		428,400	1,000	18,800		0	0			(43,400)		404,800
111	Internal Audit & Perf. Review	0	0	70,400								70,400
		0	0	70,400								70,400
113	Finance	396,700	0	92,100						0		488,800
		349,300	0	91,600						0		440,900
114	Revenues & Benefits	1,035,000	500	111,000						(375,900)	0	770,600
		992,300	1,000	188,000		0				(328,600)	(47,300)	805,400
118	Leisure & Community	311,900	1,400	33,300	0					0		346,600
		280,800	600	31,500	0	0	0			(9,000)		303,900
119	IT Services	433,700	0	351,900	42,500					0		828,100
		487,600	0	361,500	59,000					0		908,100
121	Council Offices	200,700	0	247,300	8,000					(62,800)		393,200
		254,300	0	249,200	95,900					(54,400)		545,000
124	Princes Rd Depot			17,800	5,500							23,300
				400	3,300							3,700
129	Legal Services			18,700								18,700
												0
132	Environmental Health	512,000	8,300	11,600								531,900
		547,800	8,300	10,200								566,300
133	Environmental Waste	188,400	100	3,800								192,300
		208,900	200	4,000		0	0					213,100
134	Housing	627,900	2,200	14,500								644,600
		632,200	2,200	14,700								649,100
141	Parks Operational Services	631,200	52,800	124,600	22,100				(29,300)	(79,400)	0	722,000
		666,600	54,900	124,200	32,300	0	0	0	(29,300)	(88,500)	0	760,200
149	Nursery			0								0
				300								300
153	Parks Rangers	376,300	9,400	8,600	1,700					(67,000)		329,000
		399,600	10,400	8,500	1,700	0	0			(70,000)		350,200
155	Parks Trading Unit Depot			9,800	2,700					(2,000)		10,500
				10,700	3,700		0			(2,400)		12,000
163	Enforcement	229,800	600	6,500								236,900
		195,900	1,400	6,400								203,700
164	Economic Development	147,700	1,900	1,500								151,100
		157,500	1,700	1,300								160,500
165	Planning Policy Services	432,600	1,400	4,500								438,500
		387,700	1,400	7,800								396,900
166	Planning Admin Services	293,100	0	33,300	0							326,400
		287,600	0	28,000								315,600

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ORIGINAL 18/19 (Top) REVISED 18/19 budget		Direct Costs											
						Recharges			Income				
9	Description	Staffing	Transport	Goods and Services	Capital Charges	Offices and Depots	Support in	Support out	Fees and Charges	Other Income	Government Grant	Net Budget	
		£	£	£	£	£	£	£	£	£	£	£	£
167	Development Control Services	651,900	4,100	14,800									670,800
		657,900	4,100	26,300									688,300
168	Building Control Services	225,200	5,500	5,300									236,000
		138,200	5,500	5,400									149,100
TOTAL Service Management & Support Services		8,657,400	90,500	1,348,900	82,500	0	0	0	(29,300)	(651,200)	0	9,498,800	
		8,768,800	95,400	1,455,000	196,200	0	0	0	(29,300)	(606,700)	(47,300)	9,832,100	

Central Services													
Corporate Core &													
256	Corporate Management			151,800					0				151,800
				406,700					0				406,700
260	Democratic Representation & Mgt	215,500	11,600	41,200	1,900								270,200
		221,100	13,800	43,700	1,900								280,500
270	Future Model - Transformation												0
		400,000		975,000									1,375,000
TOTAL Corporate & Democratic Core		215,500	11,600	193,000	1,900	0	0	0	0	0	0	422,000	
		621,100	13,800	1,425,400	1,900	0	0	0	0	0	0	2,062,200	

Central Services to the													
202	Business Rates Collection			4,300					(5,500)		(93,000)		(94,200)
				4,200					(5,100)		(93,000)		(93,900)
209	Council Tax Benefit Admin			3,700							(50,000)		(46,300)
				3,200							(55,900)		(52,700)
216	Council Tax Collection			36,300					(106,700)				(70,400)
				35,200			0		(106,200)				(71,000)
213	Electoral Registration			47,800					(1,200)	0			46,600
				47,300						0			47,300
253	Civil Emergencies			33,900									33,900
				33,900									33,900
254	Election Management			12,700						0			12,700
				12,700						0			12,700
255	Land Charges			15,200					(121,900)				(106,700)
				15,200					(121,900)				(106,700)
TOTAL Central Services		0	0	153,900	0	0	0	0	(235,300)	0	(143,000)	(224,400)	
		0	0	151,700	0	0	0	0	(233,200)	0	(148,900)	(230,400)	

Cultural, Environmental													
Cultural Services													
501, 502, 503, 509, 520,	Sport	0	0	173,900	12,300	0	0	0	0	(605,300)	0	(419,100)	
		0	0	199,300	410,300	0	0	0	0	(628,500)	0	(18,900)	
122, 506, 508	Community Centres	0	0	34,800	6,400	0	0	0	0	0	0	41,200	
		0	0	38,900	6,200	0	0	0	0	0	0	45,100	
505, 511, 514, 516, 518,	Parks & Open Spaces	30,000	0	274,500	215,900	0	0	0	(683,000)	(51,700)	0	(214,300)	
		47,300	0	325,300	235,600	0	0	0	(733,000)	(58,200)	0	(183,000)	
542, 546	Heritage	0	0	4,300	5,100	0	0	0	0	0	0	9,400	
		0	0	4,300	3,600	0	0	0	0	0	0	7,900	
309	Rivers		6,500	59,500	10,100				(167,400)	(6,700)		(98,000)	
			4,900	69,000	5,400		0		(181,100)	(7,400)		(109,200)	
320, 325, 330	Tourism	140,100	500	68,700	0	0	0	0	(15,300)	0	0	194,000	
		181,600	300	65,600	0	0	0	0	(15,300)	0	0	232,200	
TOTAL Cultural Services		170,100	7,000	615,700	249,800	0	0	0	(865,700)	(663,700)	0	(486,800)	
		228,900	5,200	702,400	661,100	0	0	0	(929,400)	(694,100)	0	(25,900)	

Environmental Services													
340	Public Entertainment Licences			27,900					(55,600)			(27,700)	

ORIGINAL 18/19 (Top)
REVISED 18/19 budget

APPENDIX 2

		Direct Costs				Recharges			Income			
9	Description	Staffing £	Transport £	Goods and Services £	Capital Charges £	Offices and Depots £	Support in £	Support out £	Fees and Charges £	Other Income £	Government Grant £	Net Budget £
				29,100					(55,600)			(26,500)
341	Hackney Carriage			16,000					(33,300)			(17,300)
				18,000					(33,600)			(15,600)
550	Public Conveniences			105,400	21,800							127,200
				101,400	20,100							121,500
555	Cemeteries			42,300	13,500				(126,400)			(70,600)
				52,900	19,100				(151,600)			(79,600)
562, 563	Community Safety	77,000	0	35,400	0	0	0	0	0	(14,300)	0	98,100
		83,100	500	44,000	0	0	0	0	0	(19,200)	0	108,400
576, 579, 581	Waste Management	0	2,900	3,294,300	317,800	0	0	0	(1,997,000)	(700)	0	1,617,300
		0	2,900	3,272,300	320,200	0	0	0	(1,949,000)	(3,400)	0	1,643,000
566, 567, 570, 571, 572,	Other Environmental Health	5,000	1,800	60,000	6,100	0	0	0	(55,900)	0	0	17,000
		4,600	2,300	103,900	6,100	0	0	0	(64,700)	0	0	52,200
TOTAL Environmental Services		82,000	4,700	3,581,300	359,200	0	0	0	(2,268,200)	(15,000)	0	1,744,000
		87,700	5,700	3,621,600	365,500	0	0	0	(2,254,500)	(22,600)	0	1,803,400
Planning & Development												
232	Discretionary Rate Relief											0
301	Planning Policy			26,500								26,500
				55,200					0		0	55,200
302	Development Control			124,000					(892,400)			(768,400)
				122,000					(884,300)			(762,300)
303	Building Regs - Fee Related			4,000					(135,300)			(131,300)
				4,000					(135,300)			(131,300)
313	Building Regs - Non Fee Related			0					0			0
				0					0			0
304	Building Conservation			1,800					0	0	0	1,800
				2,100					0	0	0	2,100
305	Economic Development			72,500						(60,000)	0	12,500
				76,400						0	0	76,400
307	Gypsy & Traveller	0		8,000								8,000
		0		8,000								8,000
565	Community Grants			81,300							(7,800)	73,500
				73,500								73,500
TOTAL Planning & Development Services		0	0	318,100	0	0	0	0	(1,027,700)	(60,000)	(7,800)	(777,400)
		0	0	341,200	0	0	0	0	(1,019,600)	0	0	(678,400)
Highways, Roads &												
311	Highways											0
												0
312	Street Naming			11,400								11,400
				11,400								11,400
534, 535	Off Street Parking	0	0	156,400	18,100	0	0	0	(736,700)	0	0	(562,200)
		0	0	164,700	17,700	0	0	0	(745,800)	0	0	(563,400)
TOTAL Highways, Roads & Transport Services		0	0	167,800	18,100	0	0	0	(736,700)	0	0	(550,800)
		0	0	176,100	17,700	0	0	0	(745,800)	0	0	(552,000)
Housing Services												
204	Rent Allowances			15,121,700						(388,200)	(14,516,700)	216,800
				14,575,400						(298,000)	(14,157,500)	119,900
203	Housing Benefits Admin			12,800					(3,000)		(137,000)	(127,200)
				12,100					(7,000)		(134,100)	(129,000)
591, 592, 593, 598	Other Housing Services			71,800					(43,500)	(4,000)	(83,800)	(59,500)
		0	0	92,500	0	0	0	0	(43,500)	(4,000)	(71,900)	(26,900)
TOTAL Housing Services		0	0	15,206,300	0	0	0	0	(46,500)	(392,200)	(14,737,500)	30,100
		0	0	14,680,000	0	0	0	0	(50,500)	(302,000)	(14,363,500)	(36,000)

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ORIGINAL 18/19 (Top) REVISED 18/19 budget		Direct Costs										Recharges		Income			
9	Description	Staffing £	Transport £	Goods and Services £	Capital Charges £	Offices and Depots £	Support in £	Support out £	Fees and Charges £	Other Income £	Government Grant £	Net Budget £					
<u>Non Distributed Costs</u>																	
257	Non Distributed Costs	0	0	0	0	0	0	0	0	0	0	0					
TOTAL Non Distributed Costs		0	0	0	0	0	0	0	0	0	0	0					
Other Services		0	0	0	0	0	0	0	0	0	0	0					
224	Misc Land & Property			5,200	0				(32,000)								
				2,900	0				(33,300)								
225	Industrial Sites			1,100					(114,900)								
				7,100					(116,300)								
TOTAL Other Services		0	0	6,300	0	0	0	0	(146,900)	0	0	(140,600)					
		0	0	10,000	0	0	0	0	(149,600)	0	0	(139,600)					
SUB TOTAL		9,125,000	113,800	21,591,300	711,500	0	0	0	(5,356,300)	(1,782,100)	(14,888,300)	9,514,900					
		9,706,500	120,100	22,563,400	1,242,400	0	0	0	(5,411,900)	(1,625,400)	(14,559,700)	12,035,400					
Less Vacancy/Savings												0					
TOTAL AGREED		9,125,000	113,800	21,591,300	711,500	0	0	0	(5,356,300)	(1,782,100)	(14,888,300)	9,514,900					
	ORIGINAL18/19																
	REVISED 18/19	9,706,500	120,100	22,563,400	1,242,400	0	0	0	(5,411,900)	(1,625,400)	(14,559,700)	12,035,400					

ORIGINAL 18/19 Top
ORIGINAL 19/20 Bottom

		Direct Costs				Recharges			Income		Government Grant £	Net Budget £
Cost Centre	Description	Staffing £	Transport £	Goods and Services £	Capital Charges £	Offices and Depots £	Support in £	Support out £	Fees and Charges £	Other Income £		
Service Management &												
Green	Staffing											0
		1,044,096										1,044,096
Red	Staffing											0
		2,131,900										2,131,900
Blue	Staffing											0
		3,020,000										3,020,000
101	Corporate Core	631,900	1,000	11,700						-21800		622,800
		1,000	500	10,100						0		11,600
102	Election Services	102,400	100	1,400								103,900
		800	0	2,700								3,500
103	Policy & Comms	228,100	300	16,200								244,600
		1,200	300	16,100	0					0		17,600
104	Training			75,100								75,100
				61,100						0		61,100
105	Human Resources	187,500	200	22,000								209,700
		1,800	0	22,400	0					0		24,200
106	Apprentices	22,700		18,000								40,700
		18,000		0								18,000
108	Committee Services	337,000	300	21,900					(10,000)			349,200
		1,100	800	21,800					(10,000)			13,700
109	General Office Support	46,400		700								47,100
		0	0	700						0		700
110	Customer Services	407,300	400	19,300						(32,300)		394,700
		175,300	1,000	20,000	0					(30,400)		165,900
111	Internal Audit & Perf. Review			70,400								70,400
				70,400								70,400
113	Finance	396,700		92,100								488,800
		2,300	0	42,700	0					0		45,000
114	Revenues & Benefits	1,035,000	500	111,000						(375,900)	0	770,600
		481,300	1,000	108,900						(305,900)	0	285,300
118	Leisure & Community	311,900	1,400	33,300	0					0		346,600
		109,600	600	31,500	0					(9,000)		132,700
119	IT Services	433,700	0	351,900	42,500							828,100
		1,400		487,700	132,800							621,900
121	Council Offices	200,700		247,300	8,000					(62,800)		393,200
		400	0	265,700	95,900					(58,200)		303,800
124	Princes Rd Depot			17,800	5,500							23,300
				400	3,300							3,700
132	Environmental Health	512,000	8,300	11,600								531,900
		255,100	8,300	10,900								274,300
133	Environmental Waste	188,400	100	3,800								192,300
		32,200	100	3,500								35,800
134	Housing	627,900	2,200	14,500								644,600
		282,600	2,200	14,900								299,700
141	Parks & Countryside Services	631,200	52,800	124,600	22,100	0	0		(29,300)	(79,400)		722,000
		353,000	53,200	112,200	31,900	0	0		(29,300)	(52,300)		468,700
149	Nursery			0	0							0
				0	300							300
153	Parks Rangers	376,300	9,400	8,600	1,700	0	0			(67,000)		329,000
		207,100	9,900	8,300	3,700					(70,000)		159,000
155	Prom Depot			9,800	2,700					(2,000)		10,500
				10,400	3,700					(2,500)		11,600
163	Enforcement	229,800	600	6,500								236,900
		123,200	1,400	6,200							0	130,800
164	Economic Development	147,700	1,900	1,500								151,100
		33,900	1,900	1,200								37,000

ORIGINAL 18/19 Top
ORIGINAL 19/20 Bottom

		Direct Costs				Recharges			Income			Net Budget £
Cost Centre	Description	Staffing	Transport	Goods and Services	Capital Charges	Offices and Depots	Support in	Support out	Fees and Charges	Other Income	Government Grant	
		£	£	£	£	£	£	£	£	£	£	
165	Planning Policy Services	432,600	1,400	4,500								438,500
		45,100	1,400	8,200								54,700
166	Planning Admin Services	293,100		33,300								326,400
		131,600		28,200								159,800
167	Development Control Services	651,900	4,100	14,800								670,800
		315,900	4,100	14,600								334,600
168	Building Control Services	225,200	5,500	5,300								236,000
		75,200	5,500	5,200								85,900
TOTAL Service Management & Support Services		8,657,400	90,500	1,348,900	82,500	0	0	0	(39,300)	(641,200)	0	9,498,800
		8,845,096	92,200	1,386,000	271,600	0	0	0	(39,300)	(528,300)	0	10,027,296
Central Services Corporate Core &												
256	Corporate Management			151,800								151,800
				248,400					0		0	248,400
260	Democratic Representation & Mgt	215,500	11,600	41,200	1,900	0	0					270,200
		223,600	14,000	37,200	1,900					0		276,700
270	Future Model Transformation	0		0								0
		260,000		344,000						(182,000)		422,000
TOTAL Corporate & Democratic Core		215,500	11,600	193,000	1,900	0	0	0	0	0	0	422,000
		483,600	14,000	629,600	1,900	0	0	0	0	(182,000)	0	947,100
Central Services to the												
202	Business Rates Collection			4,300			0		(5,500)		(93,000)	(94,200)
				4,300					(5,100)		(93,000)	(93,800)
209	Council Tax Benefit Admin	0		3,700							(50,000)	(46,300)
				3,300							(53,000)	(49,700)
216	Council Tax Collection			36,300			0		(106,700)			(70,400)
				35,800					(106,200)			(70,400)
213	Electoral Registration			47,800		0			(1,200)			46,600
		0		46,400		0			(1,200)			45,200
253	Civil Emergencies			33,900								33,900
				33,900								33,900
254	Election Management			12,700								12,700
				96,100						0		96,100
255	Land Charges			15,200					(121,900)			(106,700)
				15,700					(121,900)			(106,200)
TOTAL Central Services		0	0	153,900	0	0	0	0	(235,300)	0	(143,000)	(224,400)
		0	0	235,500	0	0	0	0	(234,400)	0	(146,000)	(144,900)
Cultural, Environmental & Cultural Services												
501, 502, 503, 509, 520, 522	Sport	0	0	173,900	12,300	0	0	0	0	(605,300)	0	(419,100)
		0	0	176,600	410,300	0	0	0	0	(624,100)	0	(37,200)
122, 506, 508	Community Centres	0	0	34,800	6,400	0	0	0	0	0	0	41,200
		0	0	26,200	9,600	0	0	0	0	0	0	35,800
505, 511, 514, 516, 518, 519	Parks & Open Spaces	30,000	0	274,500	215,900	0	0	0	(666,100)	(68,600)	0	(214,300)
		32,000	0	245,200	258,200	0	0	0	(739,700)	(41,000)	0	(245,300)
542, 546	Heritage	0	0	4,300	5,100	0	0	0	0	0	0	9,400
		0	0	4,300	3,600	0	0	0	0	0	0	7,900
309	Rivers		6,500	59,500	10,100		0		(167,400)	(6,700)		(98,000)
			6,500	40,600	5,400		0		(175,900)	(7,400)		(130,800)
320, 325, 330	Tourism	140,100	500	68,700	0	0	0	0	(15,300)	0	0	194,000
		85,600	500	62,800	0	0	0	0	(15,300)	0	0	133,600
TOTAL Cultural Services		170,100	7,000	615,700	249,800	0	0	0	(848,800)	(680,600)	0	(486,800)
		117,600	7,000	555,700	687,100	0	0	0	(930,900)	(672,500)	0	(236,000)

ORIGINAL 18/19 Top
ORIGINAL 19/20 Bottom

		Direct Costs				Recharges			Income			
Cost Centre	Description	Staffing £	Transport £	Goods and Services £	Capital Charges £	Offices and Depots £	Support in £	Support out £	Fees and Charges £	Other Income £	Government Grant £	Net Budget £
Environmental Services												
340	Public Entertainment Licences			27,900					(55,600)			(27,700)
				30,000					(55,600)			(25,600)
341	Hackney Carriage			16,000					(33,300)			(17,300)
				18,500					(33,600)			(15,100)
550	Public Conveniences			105,400	21,800							127,200
				97,500	20,100							117,600
555	Cemeteries			42,300	13,500		0		(126,400)			(70,600)
				47,500	17,000		0		(135,400)			(70,900)
562, 563	Community Safety	77,000	0	35,400	0	0	0	0	0	(14,300)	0	98,100
		42,200	0	35,400	0	0	0	0	0	(14,300)	0	63,300
576, 579, 581	Waste Management	0	2,900	3,294,300	317,800	0	0	0	(1,997,000)	(700)	0	1,617,300
		0	2,900	3,343,400	323,900	0	0	0	(1,970,600)	(700)	0	1,698,900
566, 567, 570, 571, 572, 573,	Other Environmental Health	5,000	1,800	60,000	6,100	0	0	0	(55,900)	0	0	17,000
		5,000	1,800	60,400	6,100	0	0	0	(60,000)	0	0	13,300
TOTAL Environmental Services		82,000	4,700	3,581,300	359,200	0	0	0	(2,268,200)	(15,000)	0	1,744,000
		47,200	4,700	3,632,700	367,100	0	0	0	(2,255,200)	(15,000)	0	1,781,500
Planning & Development												
232	Discretionary Rate Relief											0
301	Planning Policy			26,500								26,500
				26,500								26,500
302	Development Control			124,000					(892,400)			(768,400)
				119,000					(895,400)			(776,400)
303	Building Regs - Fee Related			4,000					(135,300)			(131,300)
				4,000					(140,700)			(136,700)
313	Building Regs - Non Fee Related						0					0
				0					0			0
304	Building Conservation			1,800								1,800
				1,800					0	0	0	1,800
305	Economic Development			72,500						(60,000)		12,500
				12,500						0	0	12,500
307	Gypsy & Traveller			8,000								8,000
				8,000	0	0	0					8,000
565	Community Grants			81,300	0	0	0				(7,800)	73,500
				76,000	0	0	0				0	76,000
TOTAL Planning & Development Services		0	0	318,100	0	0	0	0	(1,027,700)	(60,000)	(7,800)	(777,400)
		0	0	247,800	0	0	0	0	(1,036,100)	0	0	(788,300)
Highways, Roads & Transport Services												
311	Highways											0
												0
312	Street Naming			11,400								11,400
				8,900								8,900
534, 535	Off Street Parking	0	0	156,400	18,100	0	0	0	(736,700)	0	0	(562,200)
		0	0	136,800	28,600	0	0	0	(741,800)	0	0	(576,400)
TOTAL Highways, Roads & Transport Services		0	0	167,800	18,100	0	0	0	(736,700)	0	0	(550,800)
		0	0	145,700	28,600	0	0	0	(741,800)	0	0	(567,500)
Housing Services												
204	Rent Allowances			15,121,700						(388,200)	(14,516,700)	216,800
				14,575,400						(358,000)	(14,157,500)	59,900
203	Housing Benefits Admin			12,800			0		(3,000)		(137,000)	(127,200)

ORIGINAL 18/19 Top ORIGINAL 19/20 Bottom		Direct Costs				Recharges			Income				
Cost Centre	Description	Staffing £	Transport £	Goods and Services £	Capital Charges £	Offices and Depots £	Support in £	Support out £	Fees and Charges £	Other Income £	Government Grant £	Net Budget £	
				12,400			0		(7,000)		(130,000)	(124,600)	
591, 592, 593, 598	Other Housing Services			71,800					(43,500)	(4,000)	(83,800)	(59,500)	
		0	0	24,600	0	0	0	0	(40,500)	(4,000)	(21,900)	(41,800)	
TOTAL Housing Services		0	0	15,206,300	0	0	0	0	(46,500)	(392,200)	(14,737,500)	30,100	
				14,612,400	0	0	0	0	(47,500)	(362,000)	(14,309,400)	(106,500)	
Non Distributed Costs													
257	Non Distributed Costs	0	0	0	0	0	0	0	0	0	0	0	
TOTAL Non Distributed Costs		0	0	0	0	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	0	0	0	0	
Other Services													
224	Misc Land & Property			5,200					(32,000)			(26,800)	
				4,400	0				(35,500)			(31,100)	
225	Industrial Sites			1,100					(114,900)			(113,800)	
				2,800	0				(114,900)			(112,100)	
TOTAL Other Services		0	0	6,300	0	0	0	0	(146,900)	0	0	(140,600)	
		0	0	7,200	0	0	0	0	(150,400)	0	0	(143,200)	
SUB TOTAL		9,125,000	113,800	21,591,300	711,500	0	0	0	(5,349,400)	(1,789,000)	(14,888,300)	9,514,900	
		9,493,496	117,900	21,452,600	1,356,300	0	0	0	(5,435,600)	(1,759,800)	(14,455,400)	10,769,496	
Less Vacancy/Savings		0											
		(70,000)											
TOTAL AGREED BUDGET		9,125,000	113,800	21,591,300	711,500	0	0	0	(5,349,400)	(1,789,000)	(14,888,300)	9,514,900	
ORIGINAL 18/19		9,125,000	113,800	21,591,300	711,500	0	0	0	(5,349,400)	(1,789,000)	(14,888,300)	9,514,900	
ORIGINAL 19/20		9,423,496	117,900	21,452,600	1,356,300	0	0	0	(5,435,600)	(1,759,800)	(14,455,400)	10,699,496	

Budget Growth 2019/20 - 2022/23

Ref	Directorate	Service Team	Title of the proposal	Full Description of the proposal	2019/20 £	Ongoing/One Off	Corporate Goal	Linked to Capital project / revenue savings?	<u>Justification for Proposal</u> Why is the growth required? Can it be funded externally by external grant or other partner organisations?
1	Planning & Regulatory Services	Environment & Licensing	Analysts Fee - shellfish	Increase in charges for shellfish testing carried out as part of the statutory testing of shellfish harvesting beds in England	4,000	Ongoing	Protecting and shaping the District	no	Statutory duty to test. MDC are unable to charge this back to the user as there is no provision in the legislation for us to do so.
2	Resources	Elections	District Election	2019 is a district election for which the authority must meet the bill, this is not an annual cost, and therefore there is no budget allocation.	83,400	One-Off	Delivering good quality, cost effective and valued services	No	A District Election is every four years and therefore not included within the core budget
3	Customer & Community Services	Community and Living	Extension of additional 7.5 hrs	Fixed term for 6 month until Future Council phase 2 Introduced. Waste Admin	4,100	One Off	Delivering good quality, cost effective and valued services	No	Waste Admin officer by 7.5 hrs per week. 6 Month fixed term contract relating to increased Garden waste subscribers and New developments in the district.
4	Customer & Community Services	Community and Living	Extension of additional 6 hours	Fixed term for 6 month until Future Council phase 2 Introduced. Waste Education Officer	4,700	One Off	Delivering good quality, cost effective and valued services	No	Waste Education officer by 6 hrs per week. 6 Month fixed term contract.
5	Customer & Community Services	Leisure, Countryside and Tourism	Parks Team Staff (external works)	Six Months funding requested to maintain existing structure within the core team to allow time for service reviews as part of the future model.	12500	One Off	Delivering good quality, cost effective and valued services	No	A growth bid of £25,000 was approved for 2018/19 whilst the service function was analysed, however the future model incorporates service review work, that this will now be part of, so the growth is requested for an additional six months until Phase two.
TOTAL					<u>108,700</u>				

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Earmarked Revenue Reserve	Purpose	Review Mechanism	At 31/3/18	Estimated at 31/3/19	Estimated at 31/3/20	Estimated at 31/3/21	Estimated at 31/3/22
Repairs & Renewals Fund	To provide funds to support additional revenue / capital costs arising from the need to maintain the Council's Asset base	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	225,316	128,816	20,816	-	-
Insurance	The Council maintains external insurance policies to cover major risks. In many cases the policies have excess clauses that require the Council to meet the first part of each claim. The Council has established this reserve to cover its liabilities under policy excesses, finance any claims for small risks not insured externally and cover any future liability that may arise from winding up of Municipal Mutual Insurance.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	60,000	60,000	60,000	60,000	60,000
Revenue Commitments	This reserve exists to smooth out the timing differences between monies being earmarked to expenditure from the annual revenue budget and the expenditure actually occurring	Annually by the Finance and Corporate Services Committee at final accounts approval stage	134,136	-	-	-	-
Heritage Projects	The Council gives grants in support of environmental initiatives and historic buildings. The time limits on these grants exceed the financial year in which budget provision is made, necessitating a reserve to cover outstanding liabilities	Annually by the Finance and Corporate Services Committee at final accounts approval stage	8,617	8,617	-	-	-
Community Grants	The Council previously had schemes for awarding grants. The time limits on these grants exceed the financial year in which budget provision is made, necessitating a reserve to cover outstanding liabilities.	Annually by the Finance and Corporate Services Committee at final accounts approval stage	1,000	1,000	-	-	-
CIL and LDP review	Money has been put aside from unspent budgets to support the creation and adoption of the delayed LDP	Annually by the Finance and Corporate Services Committee at final accounts approval stage	235,000	206,300	-	-	-
Business Continuity	To provide funding for emergency requirements such as salt, sand bags or other business continuity requirements	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	10,000	10,000	10,000	10,000	10,000
Community Sport Network	The Council has schemes for awarding grants. The time limits on these grants exceed the financial year in which budget provision is made, necessitating a reserve to cover outstanding liabilities.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	8,020	20	-	-	-
Transformation (including UNITE)	The Council is looking to change the way in which it works internally and also how it delivers its services to others. This reserve will enable up-front investment in these projects.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	1,712,361	239,980	-	-	-
Neighbourhood Plan Applications	To provide funding for preparation of Neighbourhood Plans	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	29,177	29,177	-	-	-
Waste Contract Implementation	Money set aside towards the procurement and mobilisation of the new Waste contract	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	24,913	15,413	-	-	-
Business Rates Equalisation	To provide funds to support fluctuations in Business Rates receivable into the General Fund.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	533,000	261,000	311,000	361,000	411,000
Pension	To provide funds to enable payment of the forward funding of the pension deficit.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	116,000	720,000	1,424,000	-	-
Other Reserves	Other reserves have been set up in relation to the continuation of projects for which external funds have been received but have not been fully utilised within that particular year.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	393,185	246,226	-	-	-
TOTAL			3,490,725	1,926,549	1,825,816	431,000	481,000

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Medium Term Financial Strategy					
	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000	Total Savings Required
Baseline net expenditure	6,637	7,439	8,228	7,354	
Costs Future Model	774	-774			
Savings Future Model	-733	-739	-195	-82	
Impact of Forward Pension Deficit Funding	0	1,722	-1,119	0	
Temporary Posts ending	0	0	0	0	
Other Cost Pressures	-412	71	-22	0	
Staff Inflation	152	72	78	79	
Inflation provision	242	154	158	163	
Change in level of specific grants	704	25	0	0	
Projected (net) movement in income from fees and charges	-80	35	44	-29	
Projected movement in misc income	33	33	0	0	
Change in level of investment income	62	27	5	6	
New Homes Bonus Fluctuation in Annual Payment	60	163	253	0	
Contribution to/(Use) of General Fund balances	291	68	0	0	
Contribution to/(Use) of Earmarked Reserves	243	-1,119	0	0	
Projected net expenditure to be funded	7,973	7,177	7,429	7,491	
Additional efficiency/income/saving required	-0	0	-76	69	-6
Net efficiency/income/saving required	-0	0	-76	69	-6
Revenue Support Grant	0	0	0	0	
Tariff Adjustment	0	330	330	330	
Renewable Energy	-670	-670	-670	-670	
New Homes Bonus					
Business Rates Baseline Funding	-1,508	-1,508	-1,508	-1,508	
Business Rates Growth incl S31	-1,049	-600	-600	-600	
Business Rates levy/benefit	386	351	351	352	
Estimated Ctax collection fund surplus / deficit	-290	-100	-100	-100	
Estimated Yield from Council Tax	-4,843	-4,981	-5,158	-5,365	
Total Funding	-7,973	-7,177	-7,354	-7,560	
Band D council tax charge	197.4	201.25	205.17	209.17	
Taxbase	24,536.1	24,750.6	25,138.6	25,648.6	
Council Tax Target increase	2.30%	1.95%	1.95%	1.95%	

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Capital Bids for 2019/20

Ref	Project Category	Project Title & Description	Original	Original	Original	Basis of bid
			2019 / 20	2020 / 21	2021 / 21	
			£	£	£	
286	Essential	Replace 3 mowers - two ride on and one tractor mounted - to continue grounds maintenance functions within Parks & Open Spaces. 1x Hustler Fastrak SDX Super duty 48" 1 x Hustler Super Z Diesel 60" 1 x Trimax Pegasus	41,500			Market value
287	Essential	Replacement parks team vehicle- 2 x 2004 Transit Vans	56,000			Market value
288	Commercial	Additional Tractor Mounted side arm flail	20,700			Market value
290	Essential	Maldon Cemetery Chapel foundation work - Provisional figure, survey currently being undertaken	25,000			Estimate. The more detailed estimate will not be available until January, (this is when the movement monitoring has been completed and be will better position to estimate the costs).
		Total	143,200	-	-	

Essential E
 Service Failure SF
 Service Improvement SI
 Commercial C

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Capital Programme 2019/20 - 2022/23						
Project Title	Original	Revised	Original	Original	Original	Original
	2018/19	2018/19	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£000	£000	£001
Vehicle & Plant Replacement						
Parks Vehicle - Rolling replacement programme		27	118	22	22	22
New Rangers Vehicle	12	12				
Information & Communication Technology						
PC and Printer Replacement Programme	45	45	35	35	35	35
Telephony Review/ Upgrade		5				
Provision of Superfast Broadband	15		45			
Future Model IT		732				
E-Mail replacement - Upgrade of Exchange and Enterprise Vault		18				
Maldon Promenade						
CCTV Upgrade Prom		9				
Tip Road Resurfacing (match funding)	80	80				
Prom Park Road Repairs		1				
All weather Car Parking improvements		98				
New accessible play site			48			
Splash Park new elements	10	10	10	10		
Commemoration of the Fallen from the Maldon District	50					
Parks & open Spaces						
Riverside Park Information boards and signage		20				
CCTV Burnham, Brickhouse Farm & West Maldon CC	30	30				
Housing						
Mandatory Disabled Facilities Grants	420	420	420	420	420	420
Cemeteries						
Heybridge Cemetery Chapel Roof		24				
Maldon Cemetery foundation work			25			
Car Parks						
Phase 2 CCTV upgrades and new equipment - Maldon High Street & Car Park System Upgrade		30				
Car Park Machines Prom and Maldon Town Centre	115	115				
Environmental Waste						
Purchase of Bins		22				
Elections						
Replacement of Polling booths		25				
Total Capital Programme	777	1,723	701	487	477	477
Funding						
Capital Receipts	357	1,303	281	67	57	57
Govt Grant	420	420	420	420	420	420
Empty homes to New Homes						

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Director of Resources statement on robustness of budgets and adequacy of reserves

Introduction

The Section 151 Officer (S151 of the Local Government Act 1972) is required to make a statement on the adequacy of reserves and the robustness of the budget. This is a statutory duty under section 25 of the 2003 Local Government Act which states the following:

(1) Where an authority to which section 32 or 43 of the Local Government Finance Act 1992 (billing or major precepting authority) or section 85 of the Greater London Authority Act 1999 (c.29) (Great London Authority) applies is making calculations in accordance with that section, the chief finance officer of the authority must report to it on the following matters-

(a) The robustness of the estimates made for the purposes of the calculations, and

(b) The adequacy of the proposed financial reserves.

(2) An authority to which a report under this section is made shall have regard to the report when making decisions about the calculations in connection with which it is made.

This includes reporting and taking into account:

- The key assumptions in the proposed budget and to give a view on the robustness of those assumptions.
- The key risk areas in the budget and to assess the adequacy of the Council's reserves when reviewing the potential financial impact of these risk areas on the finances of the Council. This should be accompanied by a Reserves Strategy.

This report has to be considered and approved by Council as part of the budget approval and Council Tax setting process.

This document concentrates on the 2019 / 20 General Fund Revenue Budget Estimates, the proposed Capital Programme, Capital Strategy and Investment Strategy, but in addition it also considers key medium term issues faced by the Council.

Assurance Statement of the Council's Section 151 Officer - Director of Resources

The following are the summary assurances and recommendations of the Council's Section 151 Officer, currently the Director of Resources.

In relation to the 2019 / 20 General Fund Revenue budget I have examined the budget proposals and I believe that, whilst the spending and service delivery proposals are challenging, they are nevertheless achievable given the political and management will to implement them, good management, and the sound monitoring of performance and budgets. I am satisfied that sufficient management processes exist within the Council to deliver this budget and to identify and deal with any problems which may arise unexpectedly during the year.

1. My recommendations are conditional upon:

- The agreement of a Medium Term Financial Strategy for 2019/20 to 2022/23.
- A recognition in the medium term planning approach that the level of reserves and corporate risk assessment need to be regularly reviewed in the light of changing circumstances and that it may not be possible to match the two at any single point in time. The Council needs to show a commitment to maintain reserves at a level which provides adequate cover for most identified risks during the planning period. This approach is pragmatic, and shows a clear commitment to prudent financial planning.
- Councillors, Directors, Service Managers and budget holders managing their services within budget.
- That the Council has arrangements and resources in place to consider value for money in preparation for future years' budgets.

2. In relation to the adequacy of reserves, the overall position is that the authority has healthy balances across the General fund and Capital, but recognises that over the medium term these are reducing. The policy on reserves and use of balances is set out annually and agreed in the medium term financial strategy.

3. In relation to the General Fund Capital Programme 2019 / 20 (including commitments from previous years and new starts), balances remain healthy, but the position is changing as capital receipts decline.

Assurance

Given all these factors, I, as the Council's Section 151 Officer, consider the estimates for 2019/20 to be sufficiently robust but challenging for approval by the Council. I am also able to advise the Council that the planned level usable General Fund Reserves and the working balance is adequate.

Emma Foy
Director of Resources



REPORT of DIRECTOR OF RESOURCES

**to
COUNCIL
14 FEBRUARY 2019**

COUNCIL TAX 2019 / 20

1. PURPOSE OF THE REPORT

- 1.1 The Council is required to set out the total amount that needs to be raised from Council Tax in the forthcoming year. This is known as the Council Tax precept (Council Tax Requirement) for Maldon District Council and forms part of the funding that supports the services provided by the Council. Ultimately, this report sets the amount of Council Tax charged to each household in the District.
- 1.2 The report not only details the average amount of Council Tax charged by Maldon but also includes the total amounts of Council Tax expected to be collected for Essex County Council, the Essex Police, Fire and Crime Commissioner Fire and Rescue Authority (EPFCCFRA) for both Fire and Police services, and the various Parish Councils within the District.

2. RECOMMENDATIONS

- (i) that Maldon District Council's Council Tax Requirement for 2019/20 is set at £4,843,493;
- (ii) that the Maldon District Council's Band D Council Tax (excluding Parish precepts) is set at £197.40, reflecting an increase of £4.43, all other bands being determined in accordance with the relevant Sections of the Local Government Finance Act 1992, as amended;
- (iii) that the precept demands and level of Band D Council Tax of the Essex County Council, the EPFCCFRA for both Police and Fire, and the various Parish Councils within the District be determined as set out in the report, all other bands being determined in accordance with the relevant Sections of the Local Government Finance Act 1992, as amended;
- (iv) that the Council agrees the resolution set out at **APPENDIX A**.

3. SUMMARY OF KEY ISSUES

- 3.1 The Council is statutorily required to determine its own Council Tax Requirement and, considering precepts determined by the other precepting authorities, to determine the Council Tax for the 2019 / 20 financial year (**APPENDIX A**).

- 3.2 Setting the level of council tax charged and calculating the total amount of council tax to be drawn from the collection fund is the final stage of the budget process. Council tax is one form of funding that pays for the services provided to residents. The amount of funding the council may raise in council tax is limited by:
- the number and size of properties in the district on which a charge for council tax can be applied (referred to as the council tax base); and
 - the maximum increase that may be applied to the current council tax level (without a referendum being triggered).
- 3.3 Maldon's council tax base for 2019 / 20 is 24,536.1 and was agreed by the Council on 20 December 2018.
- 3.4 The Government announced on 13 December 2018 draft referendum Principles. For Maldon District Council this means if it wished to raise the relevant basic amount of Council Tax by equal to or more than 3% or £5, whichever is highest, a referendum of the local electorate would be required to approve or veto the increase.
- 3.5 The Authority are intending to increase Council Tax but 2.3%, this is below both thresholds. The table below illustrates the impact of the 2.3% increase for each of the council tax bands:

A	C	C	D	E	F	G	H
£2.95	£3.44	£3.94	£4.43	£5.42	£6.40	£7.38	£8.86

- 3.6 Essex County Council is not due to formally set its council tax requirement until 12 February 2019. The EPFCCFRA have already set their budget and council tax for both Fire and Police services and so the details contained in the tables for those preceptors are final.

3.7 Maldon District Council's Council Tax Requirement 2019 / 20

- 3.7.1 The Council Tax Requirement as calculated and recommended is £4,843,493. The table below illustrates the calculation:

	2018 / 19	2019 / 20
	£	£
Maldon District Council Net Budget Requirement	7,020,000	7,973,358
Government Grant		
Baseline Business Rates	(1,474,135)	(1,507,917)
Business Rates Retention Scheme	(718,348)	(804,435)
Renewable Energy*	-	(669,513)
Collection Fund Net Surplus	(159,000)	(148,000)
Maldon District Council Council Tax Requirement	4,668,517	4,843,493

* This was previously included in the net budget requirement.

- 3.7.2 The Council Tax Requirement including all preceptors is shown in the table below. The percentage increase is due to both an increase in the Tax Base and the Budget Requirement.

Precepting and Billing Authority	2018 / 19 £	2019 / 20 £	Change %
Essex County Council	29,558,002	31,171,643	5.46%
Essex PFCC <u>Fire</u> and Rescue Authority	1,702,717	1,777,640	4.40%
<u>Police</u> , Fire and Crime Commissioner for Essex	4,089,135	4,734,486	15.78%
Maldon District Council	4,668,517	4,843,493	3.75%
Parish Council's (Aggregate)	1,435,560	1,463,085	1.92%
Total	41,453,931	43,990,348	6.12%

- 3.7.3 The Average Council Tax for each household is calculated by taking the precept requirement and dividing it by the Council Tax Base. The average is always shown as Band D equivalent. All other bands are calculated by applying a ratio to the Band D Council Tax.
- 3.7.4 The table below shows the resulting Band D Council Tax amount for each of the precepting authorities that make up the Council Tax bill. The Parish element is not shown in this table as it will be different for each Parish area depending on the amount of the Parish precept. The individual Parish Precepts are show in **APPENDIX A section 3 (g)**.

Precepting and Billing Authority	2018 / 19 £	2019 / 20 £	Change %
Essex County Council	1,221.75	1,270.44	3.99%
Essex PFCC <u>Fire</u> and Rescue Authority	70.38	72.45	2.94%
<u>Police</u> , Fire and Crime Commissioner for Essex	169.02	192.96	14.16%
Maldon District Council	192.97	197.40	2.30%
Total	1,654.12	1,733.25	4.78%

- 3.7.5 The average Parish Band D Council Tax equates to £59.63 and gives an overall Band D average charge of £1,792.88 compared to the current year Band D average charge of £1,635.11.
- 3.7.6 In accordance with Section 30-36 of the Local Government and Finance Act, 1992, as amended, I have determined the Council Tax payable for each band of property by Parish taking into account the individual precept requirement for each Parish Council. This information is set out in **APPENDIX A – Table A**.

4. CONCLUSION

- 4.1 The Council is statutorily required to determine its own Council Tax Requirement and, considering precepts determined by the other precepting authorities, to determine

the Council Tax for the 2019 / 20 financial year. This report and the Appendices does that.

5. IMPACT ON CORPORATE GOALS

- 5.1 This report discharges the Council's statutory function as a Council Tax billing authority.

6. IMPLICATIONS

- (i) **Impact on Customers** – The report and the Appendices sets out the Council Tax that will be payable by residents of the District for the financial year commencing 1 April 2019.
- (ii) **Impact on Equalities** – None arising directly from this report.
- (iii) **Impact on Risk** – Significant legal and statutory default risk if the Council fails to set the Council Tax for its area for 2019 / 20.
- (iv) **Impact on Resources (financial)** – Significant financial and statutory default risk if the Council fails to set the Council Tax for its area for 2019 / 20.
- (v) **Impact on Resources (human)** – None arising from this report.
- (vi) **Impact on the Environment** – None arising directly from this report.

Background Papers: Revised 2018 / 19 Estimates and Original 2019 / 20 Budget Estimates and Council Tax 2019 / 20 report to the Finance and Corporate Services Committee (29 January 2019).

Enquiries to: Emma Foy, Director of Resources, (Tel. 01621 875762).

COUNCIL TAX 2019 / 20 RESOLUTION

The Council is recommended to resolve as follows:

- (i) That it be noted that at its meeting on 20 December 2017 the Council calculated its Council Tax Base for the year 2019/20:
- (a) for the whole district as 24,536.1 [Item T in the formula in Section 31B of the Local Government Finance Act 1992 (the Act), as amended by the Localism Act 2011; and
- (b) for dwellings in those parts of its district to which a Parish precept relates as listed below:

Althorne	520.8
Asheldham	60.8
Bradwell-on-Sea	339.9
Burnham-on-Crouch	3,149.5
Cold Norton	488.6
Dengie	49.0
Goldhanger	306.4
Great Braxted	181.2
Great Totham	1,266.2
Hazeleigh	55.7
Heybridge	2,904.3
Langford	84.3
Latchingdon	431.4
Little Braxted	84.8
Little Totham	190.9
Maldon	5,290.9
Mayland	1,484.8
Mundon	147.2
North Fambridge	405.6
Purleigh	565.8
Southminster	1,527.6
St. Lawrence	590.5
Steeple	194.0
Stow Maries	86.1
Tillingham	403.9
Tollesbury	1,009.7
Tolleshunt D'arcy	439.9
Tolleshunt Knights	421.1
Tolleshunt Major	272.8
Ulting	66.9
Wickham Bishops	994.1
Woodham Mortimer	251.8
Woodham Walter	269.6
	24,536.1

- (ii) Calculate that the Council Tax Requirement for the Council's own purposes for 2019/20 (excluding Parish precepts) is £4,843,397
- (iii) That the following amounts be calculated by the Council for the year 2019/20 in accordance with new Sections 31 to 36 of the Act:
- (a) £31,756,361 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act, taking into account all precepts issued to it by Parish Councils (**i.e. gross expenditure including Parish precepts**)
 - (b) £25,449,782 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act (**i.e. gross income including government grants**)
 - (c) £6,306,578 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax Requirement for the year (Item R in the formula in Section 31B of the Act) (**i.e. Council Tax Requirement including Parish precepts**).
 - (d) £257.03 being the amount at 3(c) above (Item R) divided by the amount at 1(a) above (Item T), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (**i.e. average Band D Council Tax including Parish precepts**)
 - (e) £1,463,085 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (**i.e. Parish Council precepts**)
 - (f) £197.40 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates (**i.e. District Council Band D Council Tax excluding Parish precepts**).

(g) Basic Amount of Council Tax by Parish 2019/20

Town/Parish	Local Precept	Town/Parish Band D	District + Town/Parish Band D
Althorne	18,000.00	34.56	231.96
Asheldham	3,261.49	53.64	251.04
Bradwell-on-Sea	25,000.00	73.55	270.95
Burnham-on-Crouch	188,000.00	59.69	257.09
Cold Norton	27,700.00	56.69	254.09
Dengie	2,628.51	53.64	251.04
Goldhanger	8,600.00	28.07	225.47
Great Braxted	8,000.00	44.15	241.55
Great Totham	19,449.00	15.36	212.76
Hazeleigh	788.31	14.15	211.55
Heybridge	200,000.00	68.86	266.26
Langford	4,707.00	55.84	253.24
Latchingdon	44,000.00	101.99	299.39
Little Braxted	3,600.00	42.45	239.85
Little Totham	7,200.00	37.72	235.12
Maldon	366,579.00	69.28	266.68
Mayland	97,310.00	65.54	262.94
Mundon	4,750.00	32.27	229.67
North Fambridge	15,440.00	38.07	235.47
Purleigh	40,000.00	70.70	268.10
Southminster	140,990.00	92.30	289.70
St. Lawrence	22,510.00	38.12	235.52
Steeple	8,500.00	43.81	241.21
Stow Maries	6,500.00	75.49	272.89
Tillingham	35,000.00	86.66	284.06
Tollesbury	82,680.90	81.89	279.29
Tolleshunt D'arcy	20,530.24	46.67	244.07
Tolleshunt Knights	9,000.00	21.37	218.77
Tolleshunt Major	8,400.00	30.79	228.19
Ulting	3,188.00	47.65	245.05
Wickham Bishops	16,928.00	17.03	214.43
Woodham Mortimer	3,563.69	14.15	211.55
Woodham Walter	20,281.00	75.23	272.63

being the amounts given by adding to the amount at 3(f) above, the amounts of the special item or items relating to dwellings in those parts of the Councils area mentioned above divided in each case by the amount at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

APPENDIX A

(h) Calculation of Basic Amounts of Council Tax by Parish for Different Valuation Bands

PARISH	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Althorne	154.64	180.41	206.19	231.96	283.51	335.05	386.60	463.92
Asheldham	167.36	195.25	223.15	251.04	306.83	362.61	418.40	502.08
Bradwell-on-Sea	180.63	210.74	240.85	270.95	331.16	391.37	451.58	541.90
Burnham-on-Crouch	171.39	199.96	228.53	257.09	314.22	371.35	428.48	514.18
Cold Norton	169.39	197.62	225.86	254.09	310.56	367.02	423.48	508.18
Dengie	167.36	195.25	223.15	251.04	306.83	362.61	418.40	502.08
Goldhanger	150.31	175.36	200.42	225.47	275.58	325.68	375.78	450.94
Great Braxted	161.03	187.87	214.71	241.55	295.23	348.90	402.58	483.10
Great Totham	141.84	165.48	189.12	212.76	260.04	307.32	354.60	425.52
Hazeleigh	141.03	164.54	188.05	211.55	258.56	305.57	352.58	423.10
Heybridge	177.51	207.09	236.68	266.26	325.43	384.59	443.77	532.52
Langford	168.83	196.96	225.11	253.24	309.52	365.79	422.07	506.48
Latchingdon	199.59	232.86	266.13	299.39	365.92	432.45	498.98	598.78
Little Braxted	159.90	186.55	213.20	239.85	293.15	346.45	399.75	479.70
Little Totham	156.75	182.87	209.00	235.12	287.37	339.61	391.87	470.24
Maldon	177.79	207.41	237.05	266.68	325.95	385.20	444.47	533.36
Mayland	175.29	204.51	233.73	262.94	321.37	379.80	438.23	525.88
Mundon	153.11	178.63	204.15	229.67	280.71	331.74	382.78	459.34
North Fambridge	156.98	183.14	209.31	235.47	287.80	340.12	392.45	470.94
Purleigh	178.73	208.52	238.31	268.10	327.68	387.25	446.83	536.20
Southminster	193.13	225.32	257.51	289.70	354.08	418.45	482.83	579.40
St. Lawrence	157.01	183.18	209.35	235.52	287.86	340.19	392.53	471.04
Steeple	160.81	187.60	214.41	241.21	294.82	348.41	402.02	482.42
Stow Maries	181.93	212.24	242.57	272.89	333.54	394.17	454.82	545.78
Tillingham	189.37	220.93	252.50	284.06	347.19	410.31	473.43	568.12
Tollesbury	186.19	217.22	248.26	279.29	341.36	403.42	465.48	558.58
Tolleshunt D'arcy	162.71	189.83	216.95	244.07	298.31	352.54	406.78	488.14
Tolleshunt Knights	145.85	170.15	194.47	218.77	267.39	316.00	364.62	437.54
Tolleshunt Major	152.13	177.48	202.84	228.19	278.90	329.60	380.32	456.38
Ulting	163.37	190.59	217.83	245.05	299.51	353.96	408.42	490.10
Wickham Bishops	142.95	166.78	190.61	214.43	262.08	309.73	357.38	428.86
Woodham Mortimer	141.03	164.54	188.05	211.55	258.56	305.57	352.58	423.10
Woodham Walter	181.75	212.04	242.34	272.63	333.22	393.80	454.38	545.26

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

4. That it be noted for the year 2019/20 the major precepting authorities have issued precepts to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each category of dwellings in the Council's area as indicated in the table below:

Precepting Authority	Valuation Bands			
Essex County Council	A	£846.96	E	£1,552.76
	B	£988.12	F	£1,835.08
	C	£1,129.28	G	£2,117.40
	D	£1,270.44	H	£2,540.88
Essex Police, Fire and Crime Commissioner Fire and Rescue Authority	A	£128.64	E	£235.84
	B	£150.08	F	£278.72
	C	£171.52	G	£321.60
	D	£192.96	H	£385.92
Essex Fire Authority	A	£48.30	E	£88.55
	B	£56.35	F	£104.65
	C	£64.40	G	£120.75
	D	£72.45	H	£144.90

5. That, having calculated the aggregate in each case of the amounts at 3(h) and 4 above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992 as amended, hereby sets the following amounts as the amounts of Council Tax for the year 2019/20 for each part of its area and for each of the categories of dwelling shown in Table A attached.
6. Determines that the Council's basic amount of Council Tax for 2019/20 is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992, as amended.

As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2019/20 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Local Government Finance Act 1992, as amended.

TABLE A (DRAFT subject to final confirmation of precepts)

2019/20 COUNCIL TAX CHARGES BY PRECEPTING AUTHORITY								
Authority	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Essex County	846.96	988.12	1,129.28	1,270.44	1,552.76	1,835.08	2,117.40	2,540.88
Essex Police	128.64	150.08	171.52	192.96	235.84	278.72	321.60	385.92
Essex Fire	48.30	56.35	64.40	72.45	88.55	104.65	120.75	144.90
Maldon District	131.60	153.53	175.47	197.40	241.27	285.13	329.00	394.80
Althorne	1,178.54	1,374.96	1,571.39	1,767.81	2,160.66	2,553.50	2,946.35	3,535.62
Asheldham	1,191.26	1,389.80	1,588.35	1,786.89	2,183.98	2,581.06	2,978.15	3,573.78
Bradwell-on-Sea	1,204.53	1,405.29	1,606.05	1,806.80	2,208.31	2,609.82	3,011.33	3,613.60
Burnham-on-Crouch	1,195.29	1,394.51	1,593.73	1,792.94	2,191.37	2,589.80	2,988.23	3,585.88
Cold Norton	1,193.29	1,392.17	1,591.06	1,789.94	2,187.71	2,585.47	2,983.23	3,579.88
Dengie	1,191.26	1,389.80	1,588.35	1,786.89	2,183.98	2,581.06	2,978.15	3,573.78
Goldhanger	1,174.21	1,369.91	1,565.62	1,761.32	2,152.73	2,544.13	2,935.53	3,522.64
Great Braxted	1,184.93	1,382.42	1,579.91	1,777.40	2,172.38	2,567.35	2,962.33	3,554.80
Great Totham	1,165.74	1,360.03	1,554.32	1,748.61	2,137.19	2,525.77	2,914.35	3,497.22
Hazeleigh	1,164.93	1,359.09	1,553.25	1,747.40	2,135.71	2,524.02	2,912.33	3,494.80
Heybridge	1,201.41	1,401.64	1,601.88	1,802.11	2,202.58	2,603.04	3,003.52	3,604.22
Langford	1,192.73	1,391.51	1,590.31	1,789.09	2,186.67	2,584.24	2,981.82	3,578.18
Latchingdon	1,223.49	1,427.41	1,631.33	1,835.24	2,243.07	2,650.90	3,058.73	3,670.48
Little Braxted	1,183.80	1,381.10	1,578.40	1,775.70	2,170.30	2,564.90	2,959.50	3,551.40
Little Totham	1,180.65	1,377.42	1,574.20	1,770.97	2,164.52	2,558.06	2,951.62	3,541.94
Maldon	1,201.69	1,401.96	1,602.25	1,802.53	2,203.10	2,603.65	3,004.22	3,605.06
Mayland	1,199.19	1,399.06	1,598.93	1,798.79	2,198.52	2,598.25	2,997.98	3,597.58
Mundon	1,177.01	1,373.18	1,569.35	1,765.52	2,157.86	2,550.19	2,942.53	3,531.04
North Fambridge	1,180.88	1,377.69	1,574.51	1,771.32	2,164.95	2,558.57	2,952.20	3,542.64
Purleigh	1,202.63	1,403.07	1,603.51	1,803.95	2,204.83	2,605.70	3,006.58	3,607.90
Southminster	1,217.03	1,419.87	1,622.71	1,825.55	2,231.23	2,636.90	3,042.58	3,651.10
St. Lawrence	1,180.91	1,377.73	1,574.55	1,771.37	2,165.01	2,558.64	2,952.28	3,542.74
Steeple	1,184.71	1,382.15	1,579.61	1,777.06	2,171.97	2,566.86	2,961.77	3,554.12
Stow Maries	1,205.83	1,406.79	1,607.77	1,808.74	2,210.69	2,612.62	3,014.57	3,617.48
Tillingham	1,213.27	1,415.48	1,617.70	1,819.91	2,224.34	2,628.76	3,033.18	3,639.82
Tollesbury	1,210.09	1,411.77	1,613.46	1,815.14	2,218.51	2,621.87	3,025.23	3,630.28
Tolleshunt D'arcy	1,186.61	1,384.38	1,582.15	1,779.92	2,175.46	2,570.99	2,966.53	3,559.84
Tolleshunt Knights	1,169.75	1,364.70	1,559.67	1,754.62	2,144.54	2,534.45	2,924.37	3,509.24
Tolleshunt Major	1,176.03	1,372.03	1,568.04	1,764.04	2,156.05	2,548.05	2,940.07	3,528.08
Ulting	1,187.27	1,385.14	1,583.03	1,780.90	2,176.66	2,572.41	2,968.17	3,561.80
Wickham Bishops	1,166.85	1,361.33	1,555.81	1,750.28	2,139.23	2,528.18	2,917.13	3,500.56
Woodham Mortimer	1,164.93	1,359.09	1,553.25	1,747.40	2,135.71	2,524.02	2,912.33	3,494.80
Woodham Walter	1,205.65	1,406.59	1,607.54	1,808.48	2,210.37	2,612.25	3,014.13	3,616.96



REPORT of DIRECTOR OF RESOURCES

**to
COUNCIL
14 FEBRUARY 2019**

MEDIUM TERM FINANCIAL STRATEGY 2019 / 20 TO 2022 / 23

1. PURPOSE OF THE REPORT

- 1.1 To present the Medium Term Financial Strategy 2019 / 20 to 2022 / 23 for approval by the Council.

2. RECOMMENDATION

That the Medium Term Financial Strategy 2019 / 20 to 2022 / 23 at **APPENDIX 1** be approved.

3. SUMMARY OF KEY ISSUES

- 3.1 The Medium Term Financial Strategy (MTFS) at **APPENDIX 1** sets out how the Council will manage its revenue finances up to 2022 / 23 and covers a five-year capital programme. The MTFS supports the delivery of the Council's objectives and priorities as set out in the Council's Corporate Plan.
- 3.2 The medium-term financial planning process has been in place for several years and is an established part of the budget setting process. It provides a forecast of the cost of continuing to provide existing levels of service and the resources that are likely to be available to the Council over the period. It identifies any shortfalls and sets out how this will be managed. This document is reviewed at least annually; regular review and update is essential to ensure the MTFS takes full account of any changes in the Council's aspirations, strategic and service delivery priorities, changes in government legislation, financial regulation and funding streams.

4. CONCLUSION

- 4.1 Medium term financial planning is an important component of the Council's strategic planning framework. No more so than in the current economic climate in which we are faced with unprecedented and continuing reductions in public expenditure. Key financial decisions need to be set in the context of a plan that looks beyond the next financial year. Forward planning offers the opportunity to link service and financial planning, as decisions taken on an annual basis are constrained in what they can achieve.

5. IMPACT ON CORPORATE GOALS

- 5.1 The Medium Term Financial Strategy (MTFS) provides the foundation against which the Council will strive to deliver the best possible value for money in the provision of efficient and cost-effective services across the District. Through the effective development and delivery of the Council's financial and other resource strategies it seeks to build upon past achievements as well as provide clear direction to the attainment of the Council's longer-term goals.

6. IMPLICATIONS

- (i) **Impact on Customers** – None arising directly from this report.
- (ii) **Impact on Equalities** – None arising directly from this report.
- (iii) **Impact on Risk** – The risks to the Council in respect of the available forecast resource envelope over the medium term are discussed in **APPENDIX 1**.
- (iv) **Impact on Resources (financial)** – **APPENDIX 1** sets out the medium term financial forecast of available resources to forecast expenditure and identifies and discusses the resource gap and the various actions that can be taken to ensure a balanced budget for the period 2020 / 21 to 2022 / 23.
- (v) **Impact on Resources (human)** – None arising directly from this report.
- (vi) **Impact on the Environment** – None arising directly from this report.

Background Papers: None.

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MALDON DISTRICT COUNCIL
MEDIUM TERM FINANCIAL STRATEGY
2019 / 20 TO 2022 / 23



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1 INTRODUCTION

- 1.1 Medium term financial planning is an important component of the Council's strategic planning framework. Key financial decisions need to be set in the context of a plan that looks beyond the next financial year. Forward planning offers the opportunity to link service and financial planning, as decisions taken on an annual basis are constrained in what they can achieve.
- 1.2 The Medium Term Financial Strategy (MTFS) provides the foundation against which the Council will strive to deliver the best possible value for money in the provision of efficient and cost-effective services across the District. Through the effective development and delivery of the Council's financial and other resource strategies it seeks to build upon past achievements as well as provide clear direction to the attainment of the Council's longer-term goals.
- 1.3 The medium-term financial planning process has been in place for several years and is an established part of the budget setting process. It provides a forecast of the cost of continuing to provide existing levels of service and the resources that are likely to be available to the Council over the period. It identifies any shortfalls and sets out how this will be managed. This document is reviewed at least annually; regular review and update is essential to ensure the MTFS takes full account of any changes in the Council's aspirations, strategic and service delivery priorities, changes in government legislation, financial regulation and funding streams.
- 1.4 The Medium Term Financial Strategy (MTFS) sets out how the Council will manage its revenue finances up to 2022/23 and covers a five-year capital programme. The MTFS supports the delivery of the Council's objectives and priorities as set out in the Council's Corporate Plan.
- 1.5 Underpinning the Corporate Plan are the individual service plans and several other key strategies and plans as set out below. In each case, these set out the detail of how the Council will achieve its objectives and the relevant milestones that will measure progress.
 - Information Technology Strategy
 - Workforce Development Strategy
 - Procurement Strategy
 - Risk Management Strategy
 - Treasury Management Strategy
 - Investment Strategy
 - Capital Strategy
- 1.6 The development of the 2019/20 budget has taken place within the context of a longer term strategic and resource planning process. It takes account of the latest settlement data and the uncertain economic climate. The review of the MTFS reported to the Finance and Corporate Services Committee throughout the year identified the financial pressures facing the Council in the medium term and projected the level of resources that would be available to meet them.

- 1.7 These reports concluded that the Council's future financial outlook was likely to be more challenging over the next few years, because of reductions in overall public spending and the continued high expectation of public service delivery from the public. Council agreed on 9 August 2018 the delivery vehicle for the required savings.

OBJECTIVES

1.8 The objectives of the Medium Term Financial Strategy are:

- To ensure priorities identified as part of the Corporate Planning process inform the MTFS including importance, timing and financial implications
- To provide projections of spending, including spending pressures and income; and set expectations on council tax increases, over the next three years
- To provide projections for our investment in assets, (our capital spend) and its impact on general day to day revenue spending
- To test sensitivity of, and apply risk analysis, to projections.
- To provide a framework for consultation with the public and partners about our service priorities and resources allocated to them.

2 VISION FOR MALDON

- 2.1 The MTFS aims to support the Council's overall vision for the District:
- 2.2 "To make the Maldon District a better place to live, work and enjoy."

3 LOCAL CONTEXT

- 3.1 The Maldon District covers some 138 square miles and has a resident population of some 61,600 (2011 Census). With one of the lowest population densities in Essex, the District offers a wide range of residential properties, from period country cottages to brand new executive homes.
- 3.2 Maldon is an attractive and predominantly rural district. It retains an unspoilt nature and its own special character, forged largely by the principal waterways of the Blackwater and Crouch estuaries. Much of the District's 60 miles of coastline of tidal salt marshes and mudflats is recognised as of international and national environmental significance and protected as such.

4 MALDON DISTRICT COUNCIL CORPORATE PLAN

- 4.1 The Corporate Plan 2015-19 (2017/18 update) identifies all local and many national priorities.
- 4.2 Maldon has a list of Corporate Priorities which are
- Strengthening communities to be safe, active and healthy
 - Protecting and shaping the District
 - Creating opportunities for economic growth and prosperity
 - Delivering good quality, cost effective and valued services
- 4.3 These priorities also represent the challenges faced by the council as it seeks to improve local quality of life for everyone who lives, works or visits the district.
- 4.4 The budget setting process considers the priority framework and the priorities have a direct implication on the acceptability of the budget.
- 4.5 The Workforce Strategy sets out the key priorities for improving the way in which the Council manages its workforce to achieve the corporate targets. Our greatest asset is our employees and we must have committed skilled and empowered employees to provide the best possible service standards to the residents of the District.
- 4.6 The medium term financial strategy therefore provides the resources required to deliver the priorities stated within the Business Plan.

5 ECONOMIC OUTLOOK

- 5.1 The Chancellor's economic outlook as announced in Autumn Statement 2018 is shown below:

Year	Economic Growth (GDP)
2017/18	1.3%
2018/19	1.6%
2019/20	1.4%
2020/21	1.4%
2021/22	1.5%
2022/23	1.6%

- 5.2 The forecasts for the Consumer Prices Index (CPI¹) and Retail Price Index (RPI¹) are shown below:

Year	CPI (% change)	RPI (% change)
2017/18	2.6%	3.5%
2018/19	2.0%	3.1%
2019/20	2.0%	3.1%
2020/21	2.1%	3.2%
2021/22	2.1%	3.1%
2022/23	2.0%	3.1%

- 5.3 In the medium term, the CPI inflation is forecast to be above the Bank of England's target of 2%. It is important to note that the Council's major contracts are linked to CPI as an inflationary increase with others linked to RPI. It is likely that the contractual inflation will see an increase in the council's costs in the medium term based on the forecasts.
- 5.4 The Bank of England base rate was increased for the first time since 2009 in November 2017 to 0.50% from 0.25% and a further 0.25% to 0.75% in August 2018. The low levels have had a major impact on the Council's investment income. The Council are diversifying its investment portfolio to benefit from higher returns.

6 GENERAL FUND REVENUE BUDGET

Financial Context

- 6.1 The development of the 2019/20-22/23 Medium Term Financial Strategy has taken place at a time which continues to be one of the most challenging periods for Local Government.
- 6.2 While there have been some signs of improvement in the economic outlook the continuing austerity measures have led to unprecedented reductions in local authority funding. The austerity programme is likely

¹ Chancellor's Autumn 2018 Statement

to last until the end of the decade although the government has stated that it will not meet its target for debt reduction by the end of the current parliament. The public sector and the local government sector is under increasing and relentless pressures in respect of funding for the adult social care services and a significant shift of resources is taking place from non-social care authorities such as Maldon to social care authorities. Funding pressures for mental health services has also been in the news recently. Additionally, the government is progressing preparations for changing the local government finance system.

At the time of the 2016/17 Local Government Finance Settlement the government offered local authorities four-year funding settlements which Maldon agreed to accept. The 2019/20 provisional finance settlement therefore confirms the settlement as announced in 2016/17 in so far as the Business Rates Baseline Funding Level and the Revenue Support Grant (RSG) is concerned adjusted for inflation.

Risks and Opportunities

6.3 This section highlights the risks and opportunities facing the Council in the medium term.

- Demographic
- External Income
- Inflation
- Service Demand
- Business Rates Retention
- Other Developments
- Fairer Funding Review

Demographic

- 6.4 Demographic factors affect the Council's planning in several ways:
- Changes in the number of households affect the taxbase for Council Tax purposes, and hence the total amount which will be raised from this source
 - The characteristics of both population and households can help identify specific implications for the type and nature of many services provided by the Council
 - All the above factors affect the level of demand for, and use of, services provided by the Council
- 6.5 The total population in Maldon, according to the 2014 based ONS Sub-national population projections, is projected to grow by 12%, 7,000 more people by 2039.

External Income

- 6.6 The Council relies on several external income sources. During the past few years, the economic downturn had an adverse impact on some of our income streams.

Several income streams to the council are at risk whereby they can be reducing year on year or subject to significant variances between years. The reasons for these are mainly outside the direct control of the Council such as macro-economic and/or seasonal conditions. These income streams are principally, from development control, building control, land charges, leisure and car parking related such as from the Splash Park and Promenade Park.

Historically a key income stream for the council has been the income generated from investment of cash balances. The low interest rate has seen a large reduction in this income in recent years. Every 1% of movement in interest rates is equivalent to approximately £0.1m in income; however the actual interest earned is also be affected by the level of free cash flow balances during the year.

The Council has a policy to maximise income from fees and charges where possible and practicable.

Inflation

- 7.7 The financial impact of a 2% movement in pay inflation represents a £0.152m change in the general fund employee budget.

- 7.8 For the 2019/20 budget setting process, the contract prices have been uplifted by appropriate indices as stated in the conditions of the contracts. A 2% uplift has been built into the pay inflation. The financial impact of a 1% movement in contractual inflation is around £0.047m. No inflationary increase has been applied to the general services budget, except known specific items such as utilities.
- 7.9 For future years, the projection assumes an overall averaged inflation rate of around 3% in each year (including a 1% pay award for 2020/21 onwards).

Service demand

- 7.10 Under the current economic climate the pressure on the Council to deliver services within a constrained financial base remains high compared to historic levels. There is also an imposed demand by Central Government on local authorities to take a major part to revitalise the local economy and at the same time bear a significant part of the governments overall austerity measures from reduced funding.
- 7.11 While there has been a recent improvement in UK growth it is unknown whether this will be sustained, however the increase in the demand on our services coupled with the loss of external income will restrict our ability to make radical improvements to our discretionary services.

2019/20 Provisional Finance Settlement

- 7.13 The provisional 2019/20 local government finance settlement was announced on 13 December 2018. The table below shows Maldon's provisional settlement for the next two years.

Provisional Settlement 2017/18 to 2019/20	2015/16 Adjusted Settlement £m	2016/17 Final Settlement £m	2017/18 Provisional Settlement £m	2018/19 Provisional Settlement £m	2019/20 Provisional Settlement £m
Settlement Funding Assessment	2.447	1.964	1.601	1.474	1.508
of which:					
Revenue Support Grant (RSG)	1.056	0.561	0.170	-	-
Baseline Funding Level (Business Rates)	1.391	1.403	1.431	1.474	1.507
Tariff/Top-up Adjustment	-	-	-	-	-
Annual Change (%)		-19.7%	-18.5%	-7.9%	2.3%
Cumulative Change (%)		-19.7%	-34.6%	-39.8%	-38.4%
New Homes Bonus – DCLG Allocations	0.633	0.796	0.797	0.696	0.832
Compensation for under indexing the Business Rates multiplier	0.020	0.020	0.021	0.034	0.049
Rural Services Delivery Grant	0.006	0.031	0.025	0.031	0.031
Transition Grant	-	0.040	0.040	-	-

Council Tax Requirement excluding parish precepts (incl. base growth and levels increasing by CPI)	4.122	4.278	4.440	4.635	4.845
Potential additional Council Tax from £5 referendum principle for all Districts	-	-	0.032	0.034	0.035
Total Core Spending Power	7.232	7.131	6.956	6.866	6.904
Change over the Spending Review Period					-0.328
Change over the Spending Review Period (%)					-4.5%

- 7.14 Under the current Spending Review, the Government has altered the distribution of funding between tiers of local government, which has shifted resources from lower tier to upper tier authorities. The level of reduction for Maldon is 52% (or £1.2m) and this is mainly caused by a new methodology used for determining authorities' RSG allocations. Rather than applying the same percentage cut to all authorities, the new approach considers individual authorities' council tax raising ability and the type of services they provide. The change in methodology has led to a fundamental shift of resources from authorities such as Maldon.

New Homes Bonus Scheme

- 7.15 The New Homes Bonus Scheme (NHB) was introduced in 2011/12 to encourage local authorities to facilitate housing growth. For every additional property built or brought back into use, the government match funds the additional council tax, with an additional amount for affordable homes, for the following six years. The grant is not ring-fenced and is split 80% to the lower tier and 20% to the upper tier. Other than the reduction in duration of legacy payments, the Provisional Finance Settlement has not made any additional changes to the NHB Scheme.

Other Developments

Pension

- 7.17 Maldon District Council employees are eligible to be members of the Local Government Pension Scheme (LGPS), for which the Government sets the terms and conditions nationally. This is a statutory condition of employment available to all local government employees. Essex County Council is the administering authority of the LGPS in Essex. In accordance with statutory requirements the Essex Pension Fund of which this Council is a member has been actuarially valued as at 31 March 2016.
- 7.18 The 2016 Valuation shows that there has been a decrease in the Council's deficit position by 21.3% to £8.178m. This means that the funding level of the Council's element of the Fund has increased from

73.6% in 2013 to 81.7% in 2016. Funding levels are taken as the ratio of assets to liabilities. In general, for the 2016 valuation, funding levels have increased due to:

- Salary increases being lower than expected
- Investment returns have been better than expected
- Deficit contributions paid by the Council to the Fund

The recovery period for the deficit is also being reduced from 18 years set at the 2013 Valuation to 15 years or less in the 2016 Valuation depending on the individual circumstances of the Council.

- 7.19 The 2016 Valuation shows an increase in the employer's ongoing contribution rate from 13.5% of pensionable pay to 15.9% of pensionable pay (£90k). Whilst the recovery of deficits covers up to a date, an ongoing contribution rate is also needed to obtain the level of contributions required to meet the cost of new pension benefits and this is usually based on the same assumptions as are used for the deficit.
- 7.20 Automatic Enrolment has been established by the Government as a requirement for employers to provide a pension scheme for employees. The Local Government Pension Scheme (LGPS) is a qualifying scheme for the purposes of Automatic Enrolment within the terms set out by the Pension Regulator.
- 7.21 The Pensions Act 2008 includes a duty on employers to automatically enrol their eligible jobholders into a workplace pension scheme that meets certain requirements and provide a minimum employer contribution. From early 2014, the Council must have:
- Enrolled any new employees into the qualifying approved scheme;
 - Enrolled any employees who are not a member of the scheme but reach the age of 22; and
 - Enrolled any employee who is passing the rate of salary to £9,440 per annum for the first time
- 7.22 It should be noted the employee can still choose to opt out of the scheme, but the Council must not mention any option of how to opt out of the scheme during enrolment as it could be seen as an inducement not to join the scheme and could expose the council to a fine from the pensions regulator.

Universal Credits

- 7.23 Universal Credit (UC) is being rolled out through the Welfare Reform Bill and this is the biggest shake up of the system for 60 years. UC is an integrated working-age credit that will provide a basic allowance with additional elements for children, disability, housing and caring. It will support people both in and out of work, replacing Working Tax Credit, Child Tax Credit, Housing Benefit, Income Support, income-based Jobseeker's Allowance and income-related Employment and Support Allowance. For local authorities, this means the link between

Housing Benefit and Council Tax Support will be broken for working age customers and that UC will be administered by the Department of Work and Pensions.

- The digital roll out of Universal Credits for Maldon, using the newer software started in December 2018 for new claims only
- The precise details of the full transfer date of all claims are yet unclear, and the timescales have slipped on several occasions. New legislation has been approved that allows a small number of cases to be rolled out to test.
- The Council would retain responsibility for Local Council Tax Support, as well as pensioner claims, and some working age claims, even after a full transfer of claims to UC. As such the Council would retain 70-80% of existing workload even after UC has been fully introduced.

7.24 The transition to universal credit will have significant implications for local Council and its systems. There will be reduction in Administration Grant going forward, but this may not be proportional to the reduction in the workload or staffing. The financial impact of Universal Credits will continue to be monitored on an ongoing basis.

Land Charges (transfer of responsibility to Land Registry)

7.24 The Infrastructure Act 2015 provides for the transfer of some of the Land Charges responsibilities from local authorities to the Land Registry. The implications for the Council are:

- Loss of local land charges income
- Incurring on-going costs for the supply of standardised accurate information related to local land charges to Land Registry to keep the register updated.
- Legal liability will rest with Local Authorities for any inaccurate information provided
- Transfer requires digital and business transformation
- Local authorities will continue to provide Con 29 searches

7.25 The timing of the transfer is still not confirmed, with relevant legislation being required, there is not yet a go live date.

7.26 The financial implication on the land charges transfer will continue to be monitored on an ongoing basis.

2019/20 General Fund Budget

7.27 As part of the budget setting process, Members have examined information provided by officers relating to the level of existing resources. All budget options have been considered in the context of current service performance and priorities and all the growth, savings and capital bids went through a challenge process.

7.28 The details of the 2019/20 general fund revenue budget, including growth and savings can be found in the Revised 2018/19 Budget

Estimates and Original 2019/20 Budget Estimates and Council Tax
2019/20 reports to the Council on 14 February 2019.

8 RISK MANAGEMENT

- 8.1 Risk Management is a key feature of the Council's financial planning process.
- 8.2 The Council is very aware of the need for effective risk management and considers that the assessment and minimisation of all types of risk to be vital. It has an adopted Risk Management Strategy in place, and the financial risks to the Council are assessed in the context of the Council's overall approach to risk management.
- 8.3 To mitigate risk the Council regularly monitors its budgets, the TEN system is used by the Council to identify, monitor and reports on risks. The quarterly performance clinics provide a platform for the Corporate Leadership Team to scrutinise the financial and non-financial performance (e.g. local and national indicators)
- 8.4 Details of the risks facing the Council are highlighted in section 7 and the table below summarises the financial implications if assumptions made in the MTFS change in the future (the details of which are included in section 7 also). This gives some indications to the kind of risks which need to be allowed for in considering the level of reserves in future years.

Scenario	Estimated Financial Impact		
	2019/20	2020/21	2021/22
	£m	£m	£m
Inflation - Pay award 1% higher than assumed*	0	0.072	0.078
Inflation on contracts - 1% higher than assumed	0.068	0.070	0.072
Average investment interest rate - 0.5% lower than assumed	0.059	0.050	0.048
Savings (10% of savings not delivered)	0.073	0.074	0.020
Retained Business Rates income - 2% lower than assumed**	0.013	0.049	0.049
Net Operating Expenditure- 1% overspent	0.080	0.072	0.074

* Pay award for 2019/20 has been agreed and accepted by Maldon District Council, therefore no risk for 2019/20.

** Risk for 19/20 is only on the business rates growth income as the main element is a demand on the Collection Fund approved ahead of the financial year.

9 COUNCIL TAX

Council Tax

- 9.1 It is important to note that the Council has limited income generated from council tax, for every 1% increase in the average Band D council tax; an additional £0.048m of income is raised. The MTFS assumes the increase in the Basic Amount of Council Tax will be £4.43 (2.30%) for 2019/20 and then 1.95% for the rest of the MTFS period.

Taxbase for Council tax setting

- 9.2 The taxbase for council tax setting assumed in the MTFS is shown below:

Year	2020/21	2021/22	2022/23
	Projected	Projected	Projected
Band D Equivalents	24,750.6	25,138.6	25,648.6

- 9.3 Using past trends together with information on already approved and likely future planning applications, projected housing growth has been used to forecast the council taxbase for the period of the MTFS. The taxbase forecast has been arrived at by considering the completion dates of the strategic housing developments in the District.
- 9.4 A copy of the medium term financial forecast on the general fund is attached in appendix A.

10 VALUE FOR MONEY AND EFFICIENCY

- 10.1 Value for Money (VFM) is an assessment of whether we obtain the maximum benefit from the goods and services we both acquire and provide, within the resources available to achieve it. This assessment includes considerations about suitability, quality, whole life costs and the relationship between economy, efficiency and effectiveness.
- 10.2 Value for money remains an integral part of the external audit opinion. The general feedback was that the council had consolidated previous improvements and demonstrates good value for money across our services.

Efficiencies

- 10.3 A key part of the Council's ethos is its focus on achieving efficiencies. This is a main driver during the budget and planning process; ensuring resources are directed in the appropriate areas and is embedded across the whole authority. Services are monitored and reviewed for efficiencies with a view to identify where savings and or productivity gains can be made. The Council is committed to delivering efficiencies to drive costs down and maintain or improve services.

Finding efficiencies year on year to deliver a balanced budget and invest in services is a significant challenge. The Council's approach to identify and implement efficiencies will be via a Transformation Programme which will include but not limited to the following considerations

- Alternative delivery model of our services, where practicable and there is a financial business case to do so
- Effective use of assets – challenging the asset base and the use of assets, looking to manage and plan maintenance in the most effective way
- Working in partnership with both private and public bodies to improve quality and scope of service and reduce costs.
- Improving efficiency where possible but the scale of the financial constraint will almost certainly require considerations on the number and levels of services that the Council provides.
- Exploring new areas of income generation and adopting the 'commercial council' approach
- Smarter procurement processes and ways of working.
- The Council uses several service review methods to identify efficiency savings, for example, best value reviews, benchmarking performance with other authorities, testing costs in a range of alternative service delivery options.

11 INCOME GENERATION

Forecasting Income

- 11.1 The assumptions built into the MTFS regarding grants from central government are highlighted in section 7. This section covers the income from fees and charges.

Policy on Fees and Charges

- 11.2 The Council is looking to maximise the potential from fees and charges. A significant proportion of its income is from fees and charges and a balance must be struck between meeting statutory responsibilities and the subsidy on providing discretionary services. The Council takes the view that raising charges to recover part or all the costs of providing is preferable to removing the service completely. Charges are set after considering local circumstances (including economic conditions) and the user's ability to pay. The Council's fees and charges will normally increase at least in line with inflation or where appropriate statutory defined fees and charges increases. Increased or reduced income due to volume changes or charge proposals above or below inflation are addressed through the budget setting process.
- 11.3 The full list of fees and charges is shown in the Discretionary Fees and Charges 2019 / 20 report to the Council on 14 February 2019.
- 11.4 It is recognised that in developing a strategy for specific charges it is important to consider several factors on an options appraisal basis i.e. considering affordability, equality impact assessments, comparability and the implications of changing charges on forecasted income levels.
- 11.5 Concessionary charges should be as appropriate to the circumstances of the customer while encouraging increased participation for less advantaged groups. This should not lead to unjustifiable preferential treatment.
- 11.6 The Council's longer-term policy has three fundamental principles:
- Services should raise income wherever there is a power or duty to do so.
 - The income raised should cover the full costs of providing the service including all overheads.
 - Any departures from this policy must be justified in a transparent manner with reference to the Council's priorities and policies.

- 11.7 When the Council does not raise income in areas where it has the power to do so, it foregoes the opportunity to raise money to improve services and leaves less money available for spending on high priority services. A decision to forego income or to subsidise a service is a policy decision about resources as significant as any decision made in the budget setting process.

Income and Debt Management

- 11.8 The Council has a good history of debt collection. The Council continues to build on this to maximise income received and minimise income written off. Monitoring information has been enhanced to provide information on evaluating the effectiveness of debt recovery actions, associated costs, and the cost of not recovering debt promptly.

12 USE OF RESERVES

- 12.1 The minimum General Fund Reserve is set at £2.6m. This will be reviewed regularly in the light of changing financial risk assessment.
- 12.2 Risks to the Council's financial position could derive potentially from budget overspend, loss of investment income, contractual/legislative failure or challenge and emergency events. Historically, the Council has a very good record of outturn financial position being within budget and of predicting investment income well; therefore, this is not seen as a high risk to the Council and it is not necessary to make additional significant provision.
- 12.3 The level of risk posed by contractual or legislative failure and emergency events is difficult to predict, but it would be a low probability with a potentially high impact and whenever possible and practically able to do so, a performance bond/Parent Company Guarantee has been built into major contracts. Therefore, it is not appropriate to set aside large amounts of reserve against the possibility of this happening.
- 12.4 In setting budgets and projections for individual years, it is important that the use of reserves is not increasing and creating an unsustainable future problem. To achieve this, it is important to note the requirement to meet the budget gap savings identified in Appendix A.
- 12.5 A summary of the proposed use of reserves is shown in the table below and is based on a budget projection that includes aspects such as inflation, pension fund contributions and several priority and statutory growth pressures offset by savings identified. The overall aim is to ensure that reserves do not fall below £2.6m and the current projections keep well within this target. A copy of the policy for reserves and balances can be found in appendix C.

Predicted General Fund Balance Movement	2018/19	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£000	£000
Balance b/f					
General Fund Reserves	3,225	2,659	2,950	3,018	3,018
Earmarked Reserves	3,491	2,011	2,254	1,135	1,135
Total	6,716	4,670	5,204	4,153	4,153
Projected Movement					
General Fund Reserves	-566	291	68	0	0
Earmarked Reserves	-1,480	243	-1,119	0	0
Total	-2,046	534	-1,051	0	0
Balance c/f					
General Fund Reserves	2,659	2,950	3,018	3,018	3,018
Earmarked Reserves	2,011	2,254	1,135	1,135	1,135
Total	4,670	5,204	4,153	4,153	4,153

13 CAPITAL

Capital spend and funding

- 13.1 The Council's Capital Programme is agreed on an annual basis and serves the following purposes:
- It sets out how capital projects contribute to the achievement of the Council's corporate objectives.
 - It establishes the criteria for the allocation of capital resources.
 - It provides a framework for the administration of capital projects and monitoring of outcomes.
- 13.2 It is important to note that all capital investment and disposal decisions have been made with reference to the strategic objectives.
- 13.3 The Council's capital programme has in general always been funded using capital receipts, external contributions or from capital grants and the current five-year capital programme is underpinned mainly by capital receipts.
- 13.4 The programmes for 2019/20 to 2022/23 have been set in detail, any schemes above this level would need to seek alternate external funds or new capital receipts from the sale of assets. However it should be noted that the diminishing levels of capital receipts in future years would warrant a comprehensive review of the way the capital programme is supported in the long term. The financing of the indicative five-year capital programme as shown would leave a projected £1.781m of capital resources remaining at 31 March 2023.
- 13.5 A summary of the programme and funding is given at Appendix B.

Revenue implications of capital programme

- 13.6 The key driver for the Council's approach to capital expenditure is revenue affordability.
- 13.7 Most Capital Projects have financial implications on the annual Revenue Budget. The revenue implications can take a variety of forms and they include:
- Capital financing costs
 - Loss of investment income
 - Annual non-capital financing costs, e.g.
 - Salaries
 - Rent
 - Rates
 - Energy costs
 - On-going maintenance costs
 - Income generated from the scheme or project

- 13.8 The revenue implication of the capital programme has been built into the MTFS.

14 TREASURY MANAGEMENT LINKS WITH FINANCIAL STRATEGY

- 14.1 The Council will continue to invest in accordance with the approved Treasury Management Strategy and will plan any consideration of borrowing closely through the MTFS and five-year Capital Budget.
- 14.2 Investment income is used to support the budgets of the authority and movements in interest rates can result in significant changes. This is considered in more detail in the Treasury Management Strategy and Investment Strategy which will be submitted for Finance and Corporate Services Committee and Council Approval.

15 EQUALITY IMPACT ASSESSMENTS (EIA)

- 15.1 The council is committed to ensuring equality and diversity issues are given proper consideration. Equality Impact Assessments form an important part of our decision making to enable us to assess the impact of decisions on our residents, stakeholders and customers. Where the impact is high mitigation plans can be developed to reduce that impact of decisions. These are completed in accordance with national guidance and best practice.

16 CONCLUSION

6.1 The MTFS should be considered in the context of the following issues:

- The unprecedented reductions to local government funding as announced in the 2015 Spending Review and the four-year settlement introduced by the government from 2016/17.
- The Council's current satisfactory financial strength as shown by the General Fund reserves, robust financial management and excellent track record in achieving efficiency savings
- That challenging decisions will still need to be made to safeguard frontline services and maintain a balanced budget together with an adequate level of General Fund reserves.
- That the Usable Capital Receipts Reserve will be utilised over the MTFS period leaving an estimated balance of £2.042m as at 31 March 2022.

6.2 The financial position over the medium term is shown in Appendix A. This also shows that the level of General Fund un-ringfenced reserves is expected to be £3m over the medium term at 31 March 2023. This needs to be considered in the context that for 2020/21 – 2022/23 the budget estimates have been constructed with high level assumptions and the detailed work will be undertaken in line with the Council's budget cycle timetable for those years and taking into account the government grants announced at the time.

List of Appendices

Appendix A sets out medium term projections for the General Fund
Appendix B sets out the medium-term projections for Capital
Appendix C shows the Policy on reserves and balances

Appendix A - Medium Term Financial Strategy 2019/20 - 2022/23

Medium Term Financial Strategy					
	2019/20	2020/21	2021/22	2022/23	Total
	£000	£000	£000	£000	Savings
Baseline net expenditure	6,637	7,439	8,228	7,354	Required
Costs Future Model	774	-774			
Savings Future Model	-733	-739	-195	-82	
Impact of Forward Pension Deficit Funding	0	1,722	-1,119	0	
Temporary Posts ending	0	0	0	0	
Other Cost Pressures	-412	71	-22	0	
Staff Inflation	152	72	78	79	
Inflation provision	242	154	158	163	
Change in level of specific grants	704	25	0	0	
Projected (net) movement in income from fees and charges	-80	35	44	-29	
Projected movement in misc income	33	33	0	0	
Change in level of investment income	62	27	5	6	
New Homes Bonus Fluctuation in Annual Payment	60	163	253	0	
Contribution to/(Use) of General Fund balances	291	68	0	0	
Contribution to/(Use) of Earmarked Reserves	243	-1,119	0	0	
Projected net expenditure to be funded	7,973	7,177	7,429	7,491	
Additional efficiency/income/saving required	-0	0	-76	69	-6
Net efficiency/income/saving required	-0	0	-76	69	-6
Revenue Support Grant	0	0	0	0	
Tariff Adjustment	0	330	330	330	
Renewable Energy	-670	-670	-670	-670	
New Homes Bonus					
Business Rates Baseline Funding	-1,508	-1,508	-1,508	-1,508	
Business Rates Growth incl S31	-1,049	-600	-600	-600	
Business Rates levy/benefit	386	351	351	352	
Estimated Ctax collection fund surplus / deficit	-290	-100	-100	-100	
Estimated Yield from Council Tax	-4,843	-4,981	-5,158	-5,365	
Total Funding	-7,973	-7,177	-7,354	-7,560	
Band D council tax charge	197.4	201.25	205.17	209.17	
Taxbase	24,536.1	24,750.6	25,138.6	25,648.6	
Council Tax Target increase	2.30%	1.95%	1.95%	1.95%	

Appendix B – Capital Programme

Capital Programme 2019/20 - 2022/23				
Project Title	Original	Original	Original	Original
	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£001
Vehicle & Plant Replacement				
Parks Vehicle - Rolling replacement programme	118	22	22	22
Information & Communication Technology				
PC and Printer Replacement Programme	35	35	35	35
Provision of Superfast Broadband	45			
Maldon Promenade				
New accessible play site	48			
Splash Park new elements	10	10		
Housing				
Mandatory Disabled Facilities Grants	420	420	420	420
Cemeteries				
Maldon Cemetery foundation work	25			
Total Capital Programme	701	487	477	477
Funding				
Capital Receipts	281	67	57	57
Govt Grant	420	420	420	420
Empty homes to New Homes				

Appendix C – Policy on Reserves and Balances

Purpose

A Policy for Reserve and Balances represents good financial management and should be reviewed annually.

Application

The general principles set out in this Reserves and Balances Policy apply to the General Fund for Maldon District Council. It applies to reserves only and not provisions.

The Existing Legislative/Regulatory Framework

The requirement for financial reserves is acknowledged in statute. Sections 32 and 43 of the Local Government Finance Act 1992 require billing and precepting authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

The Local Government Finance Act 1992 and Local Government Act 2003 set out that a range of safeguards to mitigate against local authorities over-committing themselves financially. These include:

- the balanced budget requirement
- Chief Finance Officers' duty to report robustness of estimates and adequacy of reserves when considering the budget requirement.
- Requirement for local authority to make arrangements for proper administration of their financial affairs and that the Chief Finance Officer is that responsible person (section 151 duties)
- the requirements of the prudential code .
- the auditor will consider whether audited bodies have established adequate arrangements to ensure that their financial position is soundly based.

Generally, the balanced budget requirement is sufficient discipline for the majority of local authorities. This requirement is reinforced by section 114 of the Local Government Finance Act 1988 which requires the Chief Finance Officer in England and Wales to report to all the authority's councillors if there is or is likely to be unlawful expenditure or an unbalanced budget. This would include situations where reserves have become seriously depleted and it is forecast that the authority will not have the resources to meet its expenditure in a particular financial year. The issue of a section 114 notice by the Chief Finance officer cannot be taken lightly and has serious operational implications.

The prudential code requires chief finance officers to have full regard to affordability when making recommendations about future capital programmes.

Guidance on specific levels of reserves and balances is not given in statute or by CIPFA (the recognised accountancy body for local government finance) or the Audit Commission. There is no statutory minimum level of reserves. It is up to local

authorities themselves to set their own level of reserves and balances on the advice of the Chief Finance Officer.

The Role of the Director of Resources

Within the existing statutory and regulatory framework, it is the responsibility of Director of Resources to advise the Council about the level of reserves that it should hold and to ensure that there are clear protocols for their establishment and use.

The Council then, acting on the advice of Director of Resources must make its own judgements on the level of reserves and balances taking into account all the relevant local circumstances. These include the operational and financial risks, and the arrangements in place to manage them, including adequate and effective systems of internal control. The duties of the Chief Finance Officer in relation to the level of reserves are covered by the legislative framework described in 3 above. Under the Local Government Act 2003, the Chief Finance Officer must report to the Council on the adequacy of reserves(section 27) and reserve transactions must be taken account of within the required budget monitoring arrangements (section 28).

Types of Reserves

Reserves can be held for three main purposes:

- a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of general reserves
- a contingency to cushion the impact of unexpected events or emergencies – this also forms part of general reserves
- a means of building up funds, often referred to as earmarked reserves, to meet known or predicted liabilities.

The Council also holds other reserves that arise out of the interaction of legislation and proper accounting practice. These reserves are not resource backed and cannot be used for other purposes include:

- a Pensions Reserve (required under IAS19). This is a specific accounting mechanism used to recognise the Council's share of pension fund liabilities in its balance sheet. As this is a reserve which arises from an accounting standard it is not available to finance Council expenditure.
- a Revaluation Reserve – this records unrealised gains in the value of fixed assets.
- a Capital Adjustment Account – this is a specific accounting mechanism used to reconcile different rates at which assets are depreciated under proper accounting practice and financed through the capital controls system.

For each earmarked reserve held by the Council there should be a clear protocol setting out:

- the reason for/purpose of the reserve
- how and when the reserve can be used
- procedures for the reserve's management and control

- a process and timescale for review of the reserve to ensure continuing relevance and adequacy.

This Reserves and Balances Policy ensures that when establishing reserves, Maldon District Council complies with the Code of Practice on Local Authority Accounting in the United Kingdom (the Code) and the need to distinguish between reserves and provisions.

Policy and Principles to Assess the Adequacy of Reserves

The principles used by the Chief Finance Officer to assess the adequacy of unallocated general reserves when setting the budget, ensure that account is taken of the strategic, operational and financial risks facing the authority.

Setting the level of reserves is just one of several related decisions in the formulation of the medium term financial strategy and the budget for a year. This is carried out as part of the four-year Service and Resource Planning Process. Account is taken of the key financial assumptions underpinning the budget alongside a consideration of the authority's financial management arrangements. In addition to the cash flow requirements of the authority the following factors are considered:

- The treatment of inflation and interest rates
- Estimates of the level and timing of capital receipts
- The treatment of demand led pressures
- The treatment of planned efficiency savings / productivity gains
- The financial risks inherent in any significant new funding partnerships, major outsourcing arrangements or major capital developments
- The availability of other funds to deal with major contingencies and the adequacy of provisions.
- The economic situation, unforeseen events etc.
- The risks identified by the authority as part of its risk management arrangements

The Council holds two types of reserves

- General non-earmarked reserves (the Council's General Fund Balances)
- Earmarked reserves held for specific purposes

It is the current policy of Maldon District Council for the *General Fund reserves* (the General Fund Balances) to be held at a level of, at least, £2.6m. This is reviewed at least annually, during the setting of the budget. Factors which are considered during the review include; the level of balances as a percentage of the net revenue requirement, budget management and monitoring procedures, risk levels and financial projections for future years.

Reserves can be created or increased to ensure that the Service and Resource Planning Process takes account of any need to increase due to factors which may arise and to fully account for these factors.

In addition, the regular budget monitoring process carried out by the Council throughout the year will report on any changes in the level of balances or reserves.

The Reserves and Balances Policy is set in the context of the authority's Medium Term Financial Strategy and does not focus exclusively on short-term considerations. Balancing the annual budget by drawing on general reserves may be viewed as a legitimate short-term option. However, where reserves are to be deployed to finance recurrent expenditure this will be made explicit. Advice will be given by the Chief Finance Officer on the adequacy of reserves over the lifetime of the medium term financial projections. This is addressed in the Medium Term Financial Strategy.

A New Reporting Framework

The Chief Finance Officer has a fiduciary duty to local taxpayers, and must be satisfied that the decisions taken on balances and reserves represent proper stewardship of public funds. Compliance with this Reserves and Balances Policy assists in allowing the Chief Finance Officer to be satisfied that there is proper stewardship of public funds. The level and utilisation of reserves is determined formally by the Council at its meetings to approve the annual budget and the final accounts. These decisions are informed by the advice and judgement of the Chief Finance Officer.

The Reporting Policy for Maldon District Council is:

- The Medium Term Financial Strategy report to the Council includes a statement showing the proposed use of, or contribution to, general and earmarked reserves for the year ahead. Reference should be made as to the extent to which such reserves are to be used to finance recurrent expenditure
- The budget report itself includes a statement from the Chief Finance Officer on the adequacy of reserves in respect of the forthcoming financial year and the authority's medium term financial strategy.
- The Councils' annual statement of accounts includes a schedule of all reserves in the balance sheet, showing opening balance, net movement in year and year-end balance. Notes to individual reserves are given in the accounts and significant reserve movements are explained in the Chief Finance Officer's foreword to the accounts and the covering report to Council which accompanies the presentation of the accounts.
- The regular in-year Budget Monitoring reports to Committee include details of any transactions affecting the Council's reserves.

Good Governance

It is important that local authority councillors take responsibility for ensuring the adequacy of reserves and provisions when they set the budget. This will be subject to the advice of the Chief Finance Officer and the arrangements for reviewing and reporting on the level of reserves and balances as set out above.

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REPORT of DIRECTOR OF RESOURCES

**to
COUNCIL
14 FEBRUARY 2019**

PARISH OF HEYBRIDGE – BASIN WARD – COMMUNITY GOVERNANCE REVIEW

1. PURPOSE OF THE REPORT

- 1.1 To consider and determine the outcome of this Community Governance Review in the light of the recent public consultation.

2. RECOMMENDATIONS

- (i) That the Council considers the outcome of this Community Governance Review and determines whether the proposal meets the law and associated Guidance with respect to the object of achieving effective and convenient community governance (as specifically referred to in paragraph 3.6 of this report);
- (ii) That should the Council decides to agree to the principle that a new Civil Parish and Parish Council be created, a steering group be formed comprising the four District Ward Members for Heybridge and two representatives of the local Basin Referendum Team to discuss relevant preparatory matters with a view to informing the content and effect of the necessary Reorganisation Order;
- (iii) That a report be brought back to the Council no later than June 2019 with a view to its authorising the making of a Re-organisation of Community Governance Order under the Local Government and Public Involvement in Health Act 2007 for the following:
 - The creation of the new Parish and Parish Council, and the number of Councillors to be elected;
 - Arrangements for the election of the new Parish Councillors;
 - When the Order is to take effect for its various provisions;
 - The resulting membership of Heybridge Parish Council;
 - All necessary preparatory financial and administrative arrangements, including the initial precept and transfer of property.

3. SUMMARY OF KEY ISSUES

- 3.1 Following the receipt in June 2018 of a petition containing in excess of the requisite number of local government electors signifying their support, a Community Governance Review under the Local Government and Involvement in Health Act 2007 was begun. For Members' information, the Community Governance Review terms of reference document published for consultation is at **APPENDIX 1**. Although included in that document, a map of the area the subject of the petition and marked **Annex A** is attached separately to this report.
- 3.2 In simple terms, the petition requests that the Basin Ward of the Parish of Heybridge, which is represented by one Councillor on Heybridge Parish Council, becomes a separate civil Parish represented by a separate Parish Council. The petition received, and having been verified, was sufficient under the Act of 2007 to trigger a Community Governance Review without further decision or action by the District Council. It therefore fell to the District Council to carry out that Review.
- 3.3 The Guidance on Community Governance Reviews says that the Government has made clear its commitment to parish councils. It recognises the role such councils can play in terms of community empowerment at the local level. The 2007 Act provisions are intended to improve the development and coordination of support for citizens and community groups so that they can make the best use of empowerment opportunities.
- 3.3 The Review Terms of Reference were published on 10 October 2018 via the District Council's and Parish Council's websites. While the law and Guidance is not specific on how the views of the electors of the area in question should be sought, the view was taken by Officers that it would be appropriate to write to all households in the area of the Basin Ward area. In addition, the District Ward Members were notified, as was Essex County Council (required by law).
- 3.4 The public consultation period on the Review following earlier publication of the terms of reference concluded on 14 December 2018. There has been overwhelming support for the proposal to create a separate Parish and a Parish Council with around 75 responses from residents of the Basin. Three clear objections were received. A summary of the issues raised through that consultation is attached as **APPENDIX 2**. No other representations were received. The Parish Council did not respond to the consultation as such but rather issued a statement of facts around the issue of setting up a separate Parish Council which it is understood was sent to all residents in Heybridge Basin; a copy was sent to the District Council for information.
- 3.5 Apart from one or two queries being raised by individuals, e.g. on boundaries, and the timing and transitional arrangements should the proposal find favour, the vast majority of responses in support follow the themes of the original petition.
- 3.6 This Council is required to ensure that the community governance within the area under review will be reflective of the identities and interests of the community in that area; and be effective and convenient. The Government Guidance on Community Governance Reviews explores in detail issues such as:
- The role of parish in terms of community representation and providing cohesive and sustainable communities;

- A distinctive and recognisable community of place with its own sense of identity;
 - Definitions of community interest and identity;
 - Community cohesion and the emphasis placed on it by Government.
- 3.7 While in the petition and the various supporting representations the particular characteristics of the Basin are emphasised, it is perhaps arguable how much has changed since Heybridge has most recently been Parished and the Basin was identified as its own Ward for representation on the Parish Council. The one significant change in more recent times is perhaps the continued urbanisation (and planned) of the centre of Heybridge, and the rationale for the new proposal seems to rely heavily on the fact that this contributes to a sense of greater detachment for the residents of the Basin.
- 3.8 Section 95 of the 2007 Act provides, among other things, that when considering the number of councillors to be elected for the parish as a whole, the authority must have regard to the number of electors for the parish, and any change in that number likely to occur in the next five years. In this respect, Heybridge Basin is not in a too dissimilar position to that of other Parish Councils and the three joint Parish Councils which also operate with five Councillors.
- 3.9 Provided that the Council is satisfied that the Parish Council's request is sound in the context of the law and associated Guidance on this subject as described in the Terms of Reference document and also in paragraph 3.6 above, it may agree to proceed to make a Re-organisation Order to establish a separate civil parish and a separate Parish Council. It is for an Order to set out the necessary arrangements for bringing the proposals into effect, including transitional arrangements and consequential effects. This will include the setting of the initial precept (to provide the new Parish Council with budgeted funds), arrangements for elections, and interim decision-making.
- 3.10 In terms of potential implementation and transitional arrangements, the option of a more immediate effective date raises serious operational implications for this Council. The 2019/20 annual Council Tax bills are in the final testing phase, and following the separate decision of the Council at this meeting, the Council Tax will be set and final processes for creating bills will start. There is no possibility of adding an additional precept at this late stage due to the need for a system update and re-configuration (at cost to the Council). In addition, there would be significant resource implications at this time given the current transformation process of the Council's organisation. Additional unplanned work will cause pressure on the billing and recovery system with potential consequential risk to the fundamental IT database, the need for re-billing, delays in billing, reputational damage and cashflow. The existing contractual arrangements for the printing and despatching of bills will also need to be altered. For largely the same reasons, and on advice from the Council's software supplier, the consequential effects of adding a Parish during 2019/20 would have the same implications and carry the same risks, and cannot be undertaken.
- 3.11 It must be emphasised that the Council can only consider and determine the outcome of this Review on the basis of the law and Government Guidance. Should it agree to the petition proposal, the Council will have to bear the cost of delivering that outcome. Although the necessary developmental work will still be required, and

resource implications will arise, from the start of the next financial year will minimise some of risks. It will also enable this Council to engage with local people and community representatives on the various preparatory arrangements. Clearly a new Parish Council will have its own administrative expenses such as a Clerk, hire of meeting rooms, insurance and other fees etc. The election will be a Parish expense.

- 3.12 It is thought that an initial Council Tax levy in the region of £25,000 would be appropriate. The potential financial implications were touched upon in the Terms of Reference document. By virtue of the Local Government Finance (New Parishes)(England) Regulations 2008, the District Council is empowered to calculate the first anticipated precept for a newly constituted Parish Council and for the amount of that precept to be included in the Reorganisation Order.
- 3.13 When Heybridge Parish Council was originally constituted, the Daisy Meadow Car Park was the subject of a Transfer of Property Order made by the District Council. It also assumed responsibility for the maintenance of various amenity lighting beyond the limits of adopted highways and the maintenance of the closed churchyard at St George's Church, which are Parish functions. By virtue of the Local Government (Parishes and Parish Councils)(England) Regulations 2008, all property, rights and liabilities relating to the transferred area would pass from Heybridge Parish Council to the new Parish Council. Again, the Re-organisation Order will deal with this.
- 3.14 Until new Parish Councillors have been elected and have come into office they will not be in a position to act. No decisions can be taken until the first annual meeting of the Parish Council, to be held within a period of 14 days for when the new Councillors take office. It would therefore fall to the District Council to oversee such financial and administrative arrangements that are necessary during that interim period, including the appointment of a Clerk (interim at least), set up insurance, provide a Code of Conduct, and convene the first annual meeting.
- 3.15 Given all the issues identified above, should the Council agree to the principle of establishing a new Parish and Parish Council, it is advised that the most sensible and constructive approach would be to pursue and finalise the detailed effect and implementation of the proposal through local discussion.

4. IMPACT ON CORPORATE GOALS

- 4.1 The undertaking of a Community Governance Review is in part a matter of compliance with the law and is also linked to the Corporate Goal of aiming to be an organisation that delivers good quality cost effective and valued services in a transparent way.

5. IMPLICATIONS

- (i) **Impact on Customers** – This may have an indirect benefit on customers in the sense that the electors of Heybridge Basin are residents of the District and the creation of a separate Parish and Parish Council for that settlement will provide a better reflection of the identities and interests of the community in

that area, and would result in more effective and convenient community governance..

- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – Dependent upon timing of implementation as explained above. The inherent risks associated with a system upgrade and reconfiguration, and also the fundamental IT database of the Council, will be reduced by a planned implementation geared to the start of the 2020 / 21 financial year.
- (iv) **Impact on Resources (financial)** – the existing system for administering Council Tax will require an upgrade and re-configuration. The cost currently quoted is a minimum of £14,000 which the Council will have to bear should it decide to approve the Petition proposal. The Future Model proposals for the Council as an organisation would see a reduction in the specialist resources that would normally support this systems work, which adds a further risk around the capacity of the Council to support the work, and could create an additional staffing cost in addition to the supplier costs.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on the Environment** – None.

Background Papers:

Petition from local government electors for Heybridge Basin.

Government guidance on Community Governance Reviews.

Enquiries to: Stuart Jennings, Corporate Governance Project Officer (Tel: 01621 875745).

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MALDON DISTRICT
COUNCIL

Community Governance Review 2018 Parish of Heybridge – Basin Ward Terms of Reference



Community Governance Review 2018 Parish of Heybridge – Basin Ward Terms of Reference

1. Introduction and reason for the review

- 1.1 Maldon District Council is to undertake a Community Governance Review of the Basin Ward of the Parish of Heybridge. A map showing the area the subject of this review is attached at **Annex A**. A Community Governance Review is a review of the whole or part of the district area to consider one or more of the following:
- Creating, merging, altering or abolishing parishes (in the case of this review – creating);
 - The naming of parishes and the style of new parishes;
 - The electoral arrangements for parishes (the ordinary year of election; Council size, the number of Councillors to be elected to the Council and parish warding).
- 1.2 In undertaking this review the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007 and the associated Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government, and published in March 2010. Relevant parts of the Local Government Act 1972 also apply. Also relevant are Regulations which guide, in particular, consequential matters arising from the Review: Local Government (Parishes and Parish Councils) (England) Regulations 2008 (SI2008/625). (The 2007 Act transferred powers to the principal councils which previously, under the Local Government Act 1997, had been shared with the Electoral Commission's Boundary Committee for England.) Also, the Local Government Finance (New Parishes) (England) Regulations 2008.
- 1.3 These Terms of Reference will set out clearly the matters on which the Community Governance Review is to focus. This document will be published on the District Council's website and also in hard copy. Hard copies will be made available at the District Council Offices and also at Plantation Hall, Heybridge (the office of Heybridge Parish Council).
- 1.4 The Council is undertaking a Community Governance Review at this time because a campaign group in Heybridge Basin submitted a valid petition to Maldon District Council in July 2018 calling for the creation of a new parish for Heybridge Basin and for that new parish to be served by a Parish Council separate to that for the remainder of the existing parish of Heybridge. This means Maldon District Council is required under the Local Government and Public Involvement in Health Act 2007 to carry out a community governance review to decide whether or not this should happen. A map of the area to which the petition relates, and which is currently the Basin Ward of the Parish of Heybridge is attached. The petition states:

This petition is submitted as a justified change from the current situation due to the altered social and economic characteristics of Heybridge Basin village when compared with Heybridge itself, with its continuing expansion into a semi-urban residential complex mandated by and implemented according to the Maldon District Local Development Plan, forming in part the North Heybridge Garden Suburb, and which features little or no nautical connectivity to Heybridge Basin.

Heybridge Basin, on the other hand, continues as a rural community with interests dominated by its riverside and associated nautical and tourist economic base. Demographic disparities across communities such as these are set out in the White Paper of 2006, "Strong and Prosperous Communities", and outline the Government's

guidance in respect of future local governance structure. It is felt that this Petition is an expression of a significant majority of the village population to seek change to a more appropriate local governance structure along the lines of that White Paper.

- 1.5 The Council must have regard to the need to secure community governance within the area under review such that it
 - reflects the identities and interests of the community in that area, and
 - is effective and convenient, and
 - takes into account any other arrangements for the purposes of community representation or community engagement in the area.
- 1.6 The Council recognises the key role of parish councils in sustaining successful, vibrant communities.

What does a Parish Council do?

- 1.7 Parish councils are the most local form of government. They collect money from council taxpayers via the District Council, which is known as a 'precept' and this is used to invest in the area to run and improve services or facilities. For information, a summary of the powers and duties of Parish Councils is attached at **Annex B**. Parish Councils are usually made up of local people who stand for election as Parish Councillors to represent their area. They can be the voice of the local community and work with other tiers of government and external organisations to co-ordinate and deliver services
- 1.8 The ultimate decision-making with regard to any changes arising from this review rests with the District Council.

2. CONSULTATION

- 2.1 The Council has drawn up and now publishes this Terms of Reference document. This document lays out the aims of the review, the legislation that guides it and some of the policies that the Council considers important in the review.
- 2.2 Before making or publicising any recommendations, the Council will take account of the views of local people. The Local Government and Public Involvement in Health Act 2007 requires the Council to consult the local government electors for the areas under review and any other person or body who appears to have an interest in the review and to take the representations that are received into account.

The Council will:

- Consider writing to all households in the area under review;
- Consult any other interested stakeholders (local residents associations, friends groups, schools, churches, the voluntary and community sector and local businesses);
- Consult the Heybridge Parish Council
- Consult the District Ward Councillors for Heybridge, adjacent ward councillors and parish councils;
- Consult with Essex County Council
- Place information about the review on the council's website and put relevant documents on deposit for public inspection at the District Council Offices and other publicly accessible places (by arrangement)
- Consider using additional and available sources of publicity for the review
- Welcome comments from any other person or body that wishes to make representation following publication of the review
- Take into account any representations received in connection with the review.

- 2.3 This Council will notify Essex County Council that a review is to be undertaken; they are a formal consultee of this process. The Council will also notify Heybridge Parish Council and the District Ward Councillors for Heybridge.

The timetable for the review

- 2.4 Publication of the Terms of Reference formally begins the review. A prospective timetable for events is set out below>

Stage	What happens	Timescales	Dates
Commencement	Receipt of petition		July 2018
Stage One	Publication of Review Terms of Reference		September/October 2018
Stage Two	Review publication and consultations undertaken		October 2018
Stage Two	Period allowed for responses	8/10 weeks	
Stage Three	Consideration of consultation responses – draft recommendations are prepared	One month	
Stage Four	Interim Report to meeting of the District Council (if required)		20 December 2018
Stage Five	Draft recommendations are published – consultations undertaken (if required)		
Stage Six	Consideration of consultation responses – final recommendations are prepared		
Stage Seven	Report to meeting of the District Council		14 February 2019
Stage Eight	Final recommendations are agreed by Council and published – concluding the review	Following the decision of the Council	
Stage Nine	If the Council so resolves, a Reorganisation Order is made		

NB. At Stage Three, and depending on the outcome of the review, the Council may decide to proceed directly to Stage Seven.

3. ELECTORATE FORECASTS

- 3.1 The current published register shows an electorate of 519. In terms of potential growth over the next five years there are no factors to suggest any level of increase significantly different to that of the past five years. There is nothing scheduled or allocated for new development in the Local Development Plan, and therefore the Review area is subject to normal planning policies affecting land within or without defined development boundaries.

4. PARISHES

- 4.1 The Council notes the government's Guidance that community cohesion should be taken into account in this Review (DCLG AND LGBCE, Guidance on community governance reviews revised edition, March 2010, S.67-76).
- 4.2 The Council acknowledges that parishes should reflect distinctive and recognisable communities of interest, with their own sense of identity.
- 4.3 With regard to parish boundaries, the Council considers that the boundaries between parishes will normally reflect the 'no-man's land' between communities represented by areas of low population or pronounced physical barriers. These barriers will be either natural or man-made: they might include for example watercourses, marshland, and moorland or man-made features such as parks, canals, railways, major road and motorways – those barriers that oblige the residents of an affected area to have little in common with the remainder of the parish to which they may have been allotted.
- 4.4 Should a reorganisation of parish boundaries occur as a result of the review, the Council will aim to select boundaries that are and are likely to remain easily identifiable. At this stage however no alteration to boundaries are being proposed.

5. ELECTORAL ARRANGEMENTS

Electoral cycle

- 5.1 Changes to parish electoral arrangements normally come into effect at the next scheduled ordinary parish elections. Parish elections will take place in Maldon in May 2019 and then every four years thereafter. Alternatively, any reorganisation order made can include provision to reduce or extend the term of office of parish councillors in order to implement revised arrangements in a different year.

Parish Warding

- 5.2 The Council may also consider whether a parish should be divided into wards for the purposes of elections of the parish council. Given the relative size of the Review area, it is not considered that warding is likely to be an issue. The whole rationale of this Review is that the creation of a separate Parish for the settlement within the Review area in this Review would be reflective of community identity and local linkages as a single unit.
- 5.3 The Review will need to consider the implications of the removal of the Basin Ward from the Parish of Heybridge as constituted in terms of the Heybridge Parish Council's membership.

6. REORGANISATION OF COMMUNITY GOVERNANCE ORDERS AND COMMENCEMENT

- 6.1 The Review will be completed when the Council publishes its recommendations. It is then open to the Council to agree that a Reorganisation of Community Governance Order be made. Copies of this Order, the map(s) that show the effects of the order in detail, and the document(s) which set out the reasons for the decisions that the Council has taken (including where it has decided to make no change following a Review) will be deposited at the District Council's offices and a copy provided to the parish clerk for Heybridge.
- 6.2 In accordance with the Guidance issued by the government, the Council will issue maps to illustrate each recommendation at a scale that will not normally be smaller

than 1:10,000. These maps will be deposited with the Secretary of State at the Department of Communities and Local Government and at the District Council's office at Princes Road, Maldon CM9 5DL. Prints will also be supplied, in accordance with regulations, to Ordnance Survey, the Registrar General, the Land Registry, the Valuation Office Agency, the Boundary Commission for England and the Local Government Boundary Commission for England.

- 6.3 The provisions of any Order will take effect for financial and administrative purposes on 1 April in any year, with the electoral arrangements for a new or existing parish council coming into effect at the next ordinary Parish Council elections or as the Reorganisation Order made by the District Council may prescribe.

7. CONSEQUENTIAL MATTERS

General principles

- 7.1 The Council notes that a Reorganisation Order may cover any consequential matters that appear to the Council to be necessary or proper to give effect to the Order. These may include:

- the transfer and management or custody of property;
- the setting of precepts for new parishes;
- provision with respect to the transfer of any functions, property, rights and liabilities;
- provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

- 7.2 In these matters, the Council will be guided by Regulations that have been issued following the 2007 Act. In particular, legal provision is made for the automatic transfer of property, rights and liabilities. In relation to this review, responsibility for the Daisy Meadow Car Park, local amenity lighting and closed churchyard maintenance would be transferable.

Financial implications

- 7.3 Residents within parish areas contribute towards the expenses of a Parish Council through their Council Tax. A Parish Council levies an annual precept reflecting its budget requirement and the District Council calculates an amount according to the Parish Tax Base and collects it as part of the overall Council Tax bill for a particular property. A Parish Council's budget requirement will depend on its activities and responsibilities, but will cover salaries, premises, support administration and assets.

- 7.4 At present, residents in Heybridge Basin contribute to the expenses of Heybridge Parish Council which levied a precept of £222,000. By way of an example, this resulted in a contribution of £77.19 for a Band D equivalent property in Heybridge. At this stage it is uncertain what the budgetary requirement of any new Parish Council for Heybridge Basin would be, and how this might affect the budgetary requirement and subsequent precept for Heybridge Parish Council. Some informed consideration indicates that an initial precept for any new Parish Council for Heybridge Basin in the region of £20-25,000 might be realistic. Given the current Council Tax base, and again by way of example, the impact for a Band D equivalent property in Heybridge Basin in the current year would be as follows for potential precepts –

Precept	Band D charge
20,000.00	72.23

25,000.00	90.28
30,000.00	108.34
35,000.00	126.39

- 7.5 Conversely the creation of Heybridge Basin as a separate Parish, removes the equivalent number of properties (used to calculate a Tax Base) from Heybridge, which increases the parish element amount of precept chargeable per property in the remainder of Heybridge.
- 7.6 Based on the existing Heybridge Parish Council precept of £222,000, this would lead to an increase in the parish element of £8.23 per Band D equivalent in the remainder of Heybridge. However, it is anticipated that some responsibilities would transfer to the new Basin Parish, and therefore, with no other variables, the equivalent precept requirement for Heybridge Parish Council should reduce. A change in precept of £5,000 would equate to a £1.92 change in the parish element of the precept per Band D equivalent.

This is purely indicative based on available data.

How to let us know your views

Any representations on this matter above must be in writing and should be sent to:

Stuart Jennings
Corporate Governance Project Officer
Maldon District Council
Princes Road
Maldon
Essex CM9 5DL

by no later than 4.30 pm on Friday 14 December 2018.

Alternatively, you may send your representations

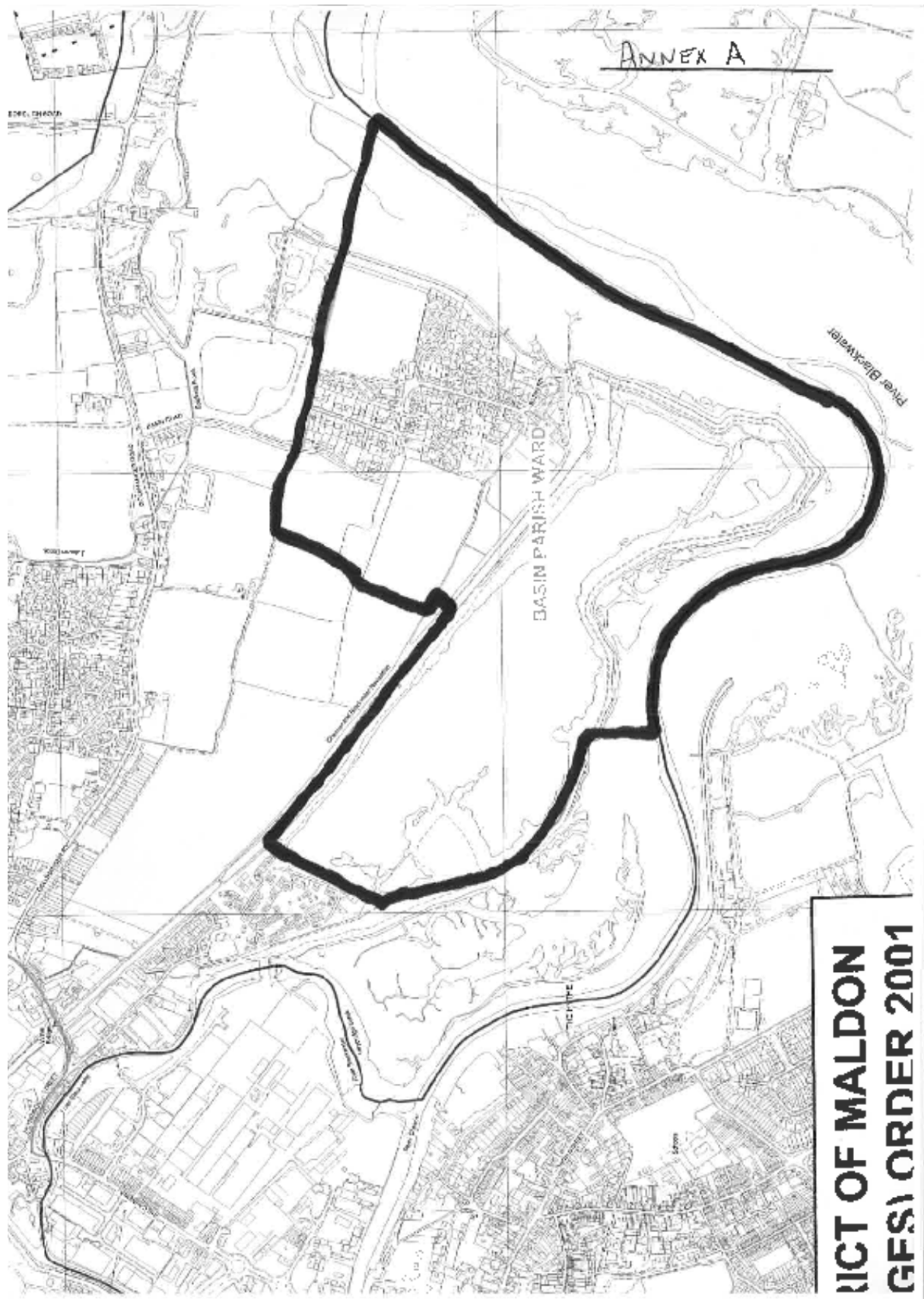
- by email to: **committee.clerk@maldon.gov.uk**

Please ensure that you state your name and address clearly on any representations submitted. Please note that any submissions received after 14 December 2018, or any representations submitted anonymously, will not be taken into account.

Please also note that the consultation stages of a Community Governance Review are public consultations. In the interests of openness and transparency, the Council will make available for public inspection full copies of all representations it takes into account as part of this review.

DATE OF PUBLICATION OF THESE TERMS OF REFERENCE

10 October 2018



ANNEX B

Powers and Duties of Parish Councils

The role played by parish councils varies considerably. Smaller parish councils have only limited resources and generally play only a minor role, while some larger parish councils have a role similar to that of a small district council. Parish councils receive funding by levying a "precept" on the council tax paid by the residents of the parish.

The list below is intended as a summary of the main functions of parish councils. It is not intended to be a definitive list of such functions. Where a function is marked with an asterisk a parish council also has the power to give financial assistance to another person or body performing the same function.

Allotments Powers to provide allotments. Duty to provide allotments if demand unsatisfied

Bus Shelters and roadside seats Power to provide and maintain

Bye Laws Power to make byelaws for public walks and pleasure grounds

Clocks* Power to provide public clocks

Closed Churchyards Powers (and sometimes duty) to maintain

Commons Land and Common Pastures Powers in relation to inclosure as to regulation and management and as to providing common pasture

Community Centres and Village Halls

- Power to provide and equip premises for use of clubs having athletic, social or educational objectives
- Power to provide buildings for offices and for public meetings and assemblies

Conference facilities* Power to provide and encourage the use of facilities

Crime Prevention* Powers to spend money on various crime prevention measures

Drainage Power to deal with ponds/ditches

Education Right to appoint governors of primary schools

Entertainment and the Arts* Provision of entertainment and support of the arts

Environment Power to act for the benefit of the community by tackling and promoting awareness of environmental issues

Flagpoles Power to erect flagpoles in highways

Highways

- Power to repair and maintain footpaths and bridleways
- Power to provide lighting of roads and public places
- Power to provide parking places for vehicles, bicycles and motorcycles
- Power to enter into an agreement as to dedication and widening
- Power to provide traffic signs and other notices
- Power to plant trees, etc., and to maintain roadside verges
- Power to prosecute for unlawful ploughing of a footpath or bridleway
- Power to contribute financially to traffic calming schemes

ANNEX B

Investments Power to participate in schemes of collective investment

Land

- Power to acquire land by agreement or compulsory purchase,
- Power to appropriate land
- Power to dispose of land
- Power to accept gifts of land
- Power to obtain particulars of persons interested in land

Litter bins Power to provide litter bins including receptacles for dog faeces

Lotteries Power to promote lotteries

Monuments and Memorials Power to agree to maintain monuments and memorials

Mortuaries and post-mortem rooms Powers to provide mortuaries and post-mortem rooms

Nature Reserves Power to designate statutory to the nature reserves and marine nature reserves - English Nature can designate sites of specific scientific interest

Nuisances Power to deal with offensive ditches, ponds and gutters

Open Spaces, Burial Grounds,

Cemeteries and crematoria* Power to acquire, maintain or contribute towards expenses

Parish Property and Records

- Powers to direct as to their custody
- Power to collect, exhibit and purchase local records

Parks and pleasure grounds Power to hire pleasure boats in parks and pleasure grounds

Parochial charities

- Power to appoint trustees of parochial charities
- Duty to receive accounts of parochial charities

Planning Right to be notified of and power to respond to planning applications

Postal and telecommunications facilities

Power to pay the Post Office, British Telecommunications or any other public telecommunications operator any loss sustained in providing post or telegraph office or telecommunications facilities

Public Conveniences Power to provide public conveniences

Raising of Finances Power to raise money through the parish precept

Recreation*

- Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds, and open spaces and to manage and control them.
- Power to provide gymnasiums, playing fields, holiday camps

Swimming pools, bathing places, baths and washhouses Power to provide

Tourism* Power to contribute to the encouragement of tourism

ANNEX B

Town Status Power to adopt town status

Transport* Power to (a) establish car sharing schemes (b) make grants for bus services, (c) provide taxi-fare concessions; (d) investigate public transport, road use and needs; (e) provide information about public transport services

Community Transport Schemes

Village greens Power to maintain, to make bylaws for and to prosecute for interference with village greens

Water Supply Power to utilise well, spring or stream and to provide facilities for obtaining water therefrom.

BASIN PARISH WARD

River Blackwater

**DISTRICT OF MALDON
(GFS) ORDER 2001**

COMMUNITY GOVERNANCE REVIEW – HEYBRIDGE BASIN

Summary of responses to public consultation

SUPPORT (70 letters/emails signed by individuals or those in the household)

- Significant cultural heritage and strong community spirit.
- Local assets best protected by those who live there.
- Strong sense of pride, space and identity.
- Rural amenity dominated by riverside position – little in common with the expansion and development of Heybridge.
- Ability to focus on local issues and responsibilities.
- Unique rural and special character.
- ‘Centre of gravity’ has moved to accommodate new Garden Suburb.
- Distinct separate character and needs – as demonstrated through the Village Design Statement.
- Individual community with many local groups and activities.
- Will be able to focus solely on local issues and responsibilities and sustain village identity.
- As Heybridge grows the needs and characters of the two communities widens.
- Healthy sense of community cohesion – local people feel they have a stake in Heybridge Basin.
- Basin community was not consulted by Parish Council over Daisy Meadow Car Park operational issues. Some Councillors have displayed an insufficient knowledge of Basin matters.
- Sense of remoteness from what goes on in the remainder of Heybridge.
- Parish Council will increasingly be unable to give the required focus on Heybridge Basin and will therefore be able to concentrate on more central Heybridge issues.
- Different economic, social and demographic footprints. Heybridge for the most part is an urban-like commuter belt. The Basin is like one large family.
- The character and existence of Heybridge Basin would not be consistent with being part of a Town Council.
- Divergence in priorities – Heybridge is naturally extending towards Langford and Great Totham.
- Should be fairly cost-neutral.
- Management of local assets by the community for the community.
- Proposal is consistent with Localism and local democracy.
- Petition supported by the majority of Basin residents, and follows Government guidance.
- Heybridge Basin is a village in its own right and has natural barriers with sufficient areas of ‘no mans land’ to separate it from Heybridge.
- The work of the local referendum team indicates the willingness of people to get involved.

- Basin issues will be dealt with in a more relevant and sympathetic way.
- Basin residents contributing to the wider expenses of Heybridge Parish.
- Distinct maritime, cultural and social identity
- Natural evolution off the political process since the time when the current Parish arrangements were established.
- Bigger say on issues such flooding, flood defences, and footpath maintenance key to Heybridge Basin.

OBJECTION (3 individual representations)

- Additional expense.
- Existing Parish Council adequate – a Sub-Committee could be created to deal with Basin matters.
- Proposal founded entirely on an issue relating to the operation of Daisy Meadow Car Park.
- Scepticism as to the motives behind the proposal.
- A Council just for the Basin would be too small to make a difference – Council Tax would increase without any real benefit.

COMMENT (2 individual representations)

- Extension of boundary to include Blackwater Sailing Club (physical boundary of the Ballast Hole)
- Extension of boundary to include more of Heybridge East to provide a larger area of separation ('no mans land') – local consultation too restricted.
- Limited information provided – nothing in common with Heybridge Parish Council and the centre of Heybridge. Current needs different. Concern at how a small Parish Council would operate.

Officer comment – the area the subject of the Review is precisely that the subject of the Petition which is the prescribed Basin Ward of the Parish of Heybridge. Any alteration to the area of the Review would require at least fresh consultation. Although letters were sent to all households within that precise area, the consultation was not confined to that area. The Review was widely published.



REPORT of CORPORATE GOVERNANCE WORKING GROUP

**to
COUNCIL
14 FEBRUARY 2019**

NEW COUNCIL STRUCTURE – TRANSFORMATION PROGRAMME

1. PURPOSE OF THE REPORT

- 1.1 To receive and consider the report of the Corporate Governance Working Group and its recommendations on the principles of a new committee structure as part of the Council's Transformation Programme.

2. RECOMMENDATIONS

- (i) That the Council approves the principle of the revised committee structure as shown in **APPENDIX 1** to this report, with the functional responsibilities and cycle of meetings as summarised in **APPENDIX 2**;
- (ii) That the Council approves the principles of membership of the new Committees as set out in **APPENDIX 3**, with a review of towards the end of the municipal year 2019/20;
- (iii) That the Council endorses the concept of an incremental approach to the approving of elements of the new Constitution with a view to their taking full effect in October 2019 following its completion and adoption.

3. AREA FOR DECISION / ACTION

- 3.1 The Council at its last meeting agreed the following specific brief for the Working Group:

That the Corporate Governance Working Group be instructed to commence work in line with its existing terms of reference to consider and report on a committee structure and associated governance arrangements including constitutional documentation and report back to the Council

- 3.2 The Working Group met on 9 January 2019 to consider matters around a new committee structure for the Council, and again on 21 January 2019 to finalise this report.
- 3.3 The Working Group was mindful that implementation of the organisational changes would impact on the Council's corporate governance arrangements to the extent that there was a need to adapt, and indeed modernise the Council's constitutional

arrangements which can be re-designed to accommodate the new model and so enable effective ways of working.

- 3.4 The Council would need to review its committee structure in terms of mirroring the internal organisational structure and to provide a basis for clear and effective decision-making. As part of the overall governance arrangements, the associated constitutional documentation (e.g. Rules, Protocols, Codes, Scheme of Delegation) will also need to be reviewed and re-presented in a more modern cohesive form, and become recognisable as the Council's Constitution.
- 3.5 The Working Group received a presentation from Mr Paul Dodson, Director of Strategy, Performance and Governance, assisted by Mr David Mullen of Ignite and Mr Stuart Jennings, Corporate Governance Project Officer.
- 3.6 The principles for discussion were identified as follows:
- Aligning Committees to the Directorates where possible;
 - Creating a committee structure where decisions and papers only go to one committee;
 - Single committee with an holistic view of all strategy, and aligning resources with Council strategy so that these are considered by a single committee to ensure funding decisions are strategically led (Strategy and Resources);
 - Reviewing all high level delivery performance in a single committee (Performance, Governance and Audit - covering all operational services and removing need for separate Planning and Licensing and Community Services Committees);
 - Maintaining the local focus through retention of the Area Planning Committees;
 - Unifying the cycle of all Council / Committee meetings into a simplified forward plan – Council / Committees six weekly, Area Planning Committees four weekly;
 - Creating space for more commercial activity and strategic programmes.
- 3.7 The Working Group acknowledged the underlying approach to all future business and projects being strategy-led, then the subject of a resource allocation, with performance management of the subsequent delivery including all operational elements. It also acknowledged the advantages of a clearer reporting route for business, the avoidance of duplication, and a simplified decision-making process. In working towards a new model, the Working Group studied how functions and responsibilities undertaken in the present arrangements could be mapped to a new structure. This took account of the statutory requirements to fulfil certain regulatory functions, e.g. public licensing.
- 3.8 Other considerations during the mapping exercise included:
- the continued operation of an **Overview and Scrutiny Committee** and the amount of business likely to be directed to the two new main Committees. Good chairmanship of these new Committees and the management of business would assume particular importance, although it was hoped that they would still be able to undertake a level of scrutiny of their own remits. Alongside the

statutory requirement for scrutiny, e.g. Crime and Disorder, having a separate scrutiny committee was however good for transparency. There should be restrictions on the membership of this Committee.

- it was not possible to have a Licensing Sub-Committee without a **Licensing Committee** in the first place. The Council was required to establish a Licensing Committee of at least ten Members which could stand alone or be added to the remit of another Committee. This is where all Licensing policy / strategy / statement of principles for this regulatory function should exceptionally be developed for recommendation to the Council. Meetings of the Licensing Sub-Committee would be constituted from that membership and comprise suitably trained Members. Such a Committee could take on other regulatory matters if required.
- the approach to **Asset Management** would largely depend on what would be determined by the main Committees as to overall strategy and direction. Subject to this, much of the work could be progressed as operational, with the opportunity for a Member / Officer Working Group as required to provide 'steers' and assist the preparation of business cases.
- the **Joint Standards Committee** had been established as a joint Committee with Parish / Town representatives included as Members with voting rights. The relative infrequency of meetings was reflective of the reduced amount of business emanating from the 'lighter touch' regime introduced by the Localism Act. It was noted that the constitution and working arrangements of the Committee had been reviewed and update only in the last year or so.

- 3.9 Other considerations in relation to the new structure were the need for clarity and understanding, which in turn assisted transparency, of the reporting links for future business. While the concept of delegation included the remits given to Committees by the Council, as well as the powers given to Officers, the Director of Strategy, Performance and Governance confirmed that the proposed new structure was not dependent on any increase in delegation to Officers.
- 3.10 The Working Group then looked at the constitution and membership of the new Committees. While there was a desire to provide an opportunity for all Members to be involved, it was important to determine the level at which each Committee might work best to deal with the anticipated large workloads. An enlarged membership offered the potential for working groups / panels to be appointed, and in that connection a review would be undertaken of the existing ones and where they would sit in relation to the proposed new structure. A level of supporting detail as to functional responsibilities would be provided alongside the proposed new structure sufficient to recommend to the Council.
- 3.11 It was noted that an incremental approach was being taken to how the new Constitution would be developed. If the Council agreed the principle of the new structure based on that level of detail, then the Working Group would proceed to look at functions and responsibilities (Committee Terms of Reference and Scheme of Delegation), together with operation protocols for the Committees, in greater detail and report back to the Council. This would be followed by a review, as necessary, of other Codes, Protocols, and Procedure Rules, all key elements of the Constitution. Subject to incremental approval by the Council, the new arrangements would not take

effect until the new Constitution had been completed. This was scheduled for October 2019 in line with the principle agreed by the Council at its last meeting.

4. IMPACT ON CORPORATE GOALS

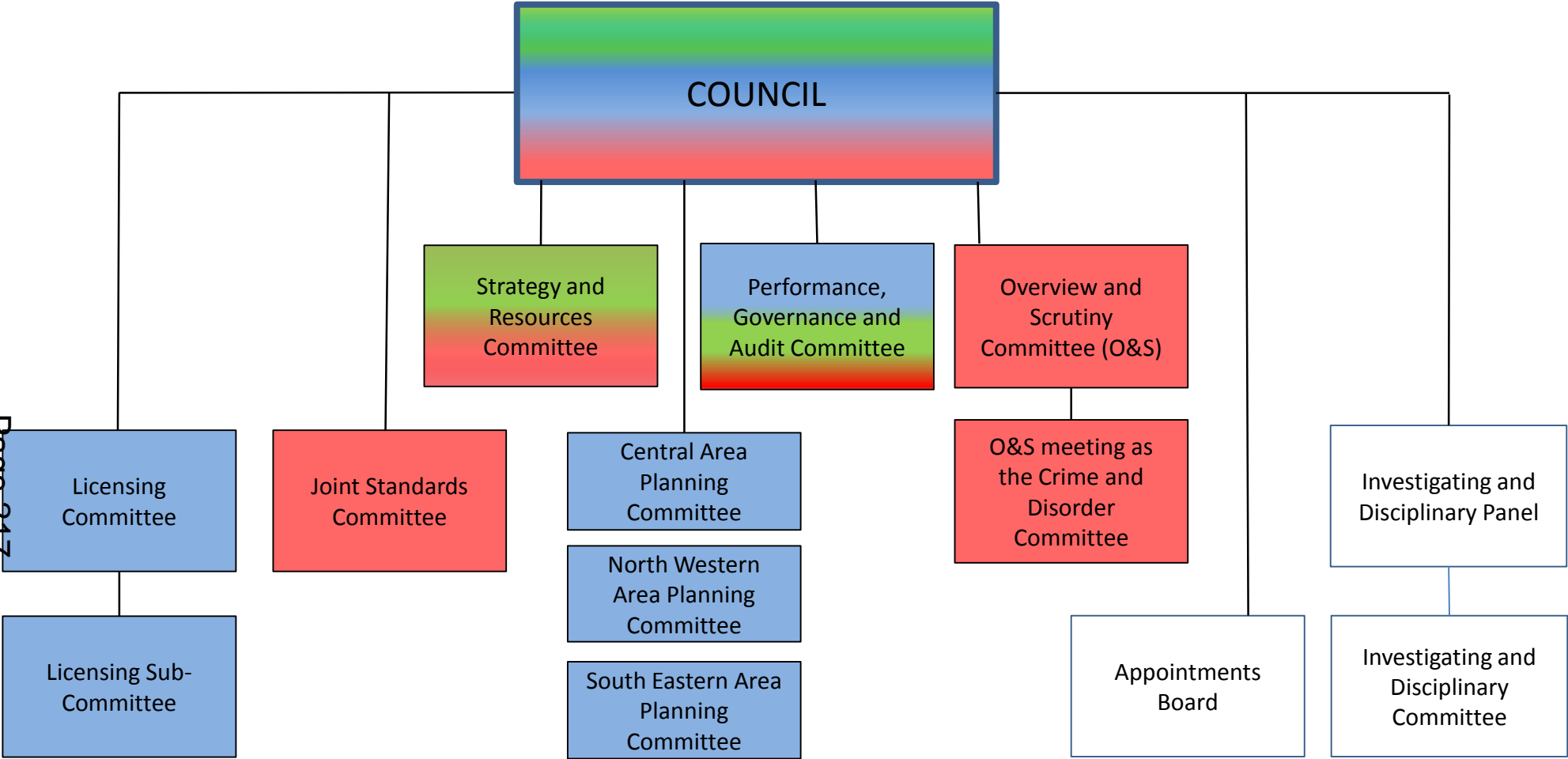
- 4.1 The updating of the corporate governance and associated arrangements underpins the decision making processes of the Council, is in part a matter of compliance with the law and is also linked to the Corporate Goal of aiming to be an organisation that delivers good quality cost effective and valued services in a transparent way.

5. IMPLICATIONS

- (i) **Impact on Customers** – It is important that the Council is able openly to explain, through well-presented and user-friendly constitutional documentation, the way in which it is set up and operates, and how it conducts its business. It is important that the Council’s procedures are seen as open and transparent.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – The new council committee structure will operate more efficiently, in staff time, and Member time and will require one fewer Committee Chair and Vice Chair, giving a financial saving, supporting the financial benefits outlined in the Future Model.
- (v) **Impact on Resources (human)** – The reduction in the number of committees and overall meetings will reduce the staff resource required.
- (vi) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to: Stuart Jennings, Corporate Governance Project Officer (Tel: 01621 875745).



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PROPOSED NEW COMMITTEE STRUCTUREFUNCTIONAL RESPONSIBILITIES AND CYCLE OF MEETINGS

Council (Cycle – Week 6)

- Ultimate decision making on policy and budget framework;
- ‘By exception’ or matters reserved to Council to be listed.

Strategy and Resources (Cycle – Week 1)

- Approval of some delegated policies and strategies;
- Review and recommend on other non-regulatory policies and strategies;
- Recommend on budgetary framework;
- Approval of business cases for new corporate and commercial projects;
- Allocation of resources to new projects.

Performance, Governance and Audit (Cycle – Week 2)

- Performance Management and Monitoring;
- Decisions on service delivery within policy and budget framework (other than within remit of regulatory Committees);
- Internal and external audit, internal controls;
- Review and approve Statement of Accounts;
- Risk Management Framework;
- Monitoring and review of Anti Fraud and Corruption, Whistleblowing etc. policies / procedures, and Regulation of Investigatory Powers Act (RIPA);
- Corporate Regulatory Framework;
- Financial Statements and Accounts;
- Community Governance Reviews.

Overview and Scrutiny Committee (Cycle – Week 3)

- Scrutiny of Council functions linked to Corporate Priorities under an agreed work programme;
- Annual report to the Council;
- Operation of any call in and call to action requests;
- Review experience, identify good practice and develop learning out of its role;
- To undertake statutory scrutiny roles including Crime and **(meeting at least twice a year as the Crime and Disorder Committee)**;

Joint Standards Committee (meetings as required)

- Ethical Framework, local Codes of Conduct, Member / Officer Relations Protocols, Staffing Codes / Protocols etc., and the granting of dispensations to Members;
- Relationships with Parish/Town Councils on ethical matters, training etc.;
- Possible independent person involvement;
- Parish / Town Council representatives to be co-opted when dealing with Parish matters;
- Hearings into conduct complaints;
- Possible periodic review of various codes and protocols of an ethical nature.

Licensing (meetings as required)

- Exercise of the Council's public licensing / registration functions and associated regulatory functions under the Local Authorities (Functions and Responsibilities)(England) Regulations) 2000 (as amended) – Schedule 1, Part B;
- Recommend on Licensing and related regulatory policy / strategy outside the budget or framework policy to the Council for approval / adoption;
- Creation of Appeals Panel for hearings and appeals against decisions on applications under Part B of the above Regulations;
- Recommend to Council on fees for licensing;
- Other regulatory matters not dealt with elsewhere.

Area Planning Committees (meeting 4-weekly – one per week for three weeks)

- Development Control;
- Enforcement, trees, advertisements as at present.

Investigating and Disciplinary Committee (and Panel) – (meetings as required)

- as existing.

Appointments Board (meetings as required)

- as existing - not a formal Committee of the Council, but may be constituted according to political balance).

Proposed cycle of meetings

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Strategy and Resources	Performance, Governance and Audit	Overview and Scrutiny			Council

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MEMBERSHIPS OF PROPOSED NEW COMMITTEES

COMMITTEE	PROPOSED MEMBERSHIP	OTHER DETAILS
STRATEGY AND RESOURCES COMMITTEE (S&R)	16	No ex-officio non-voting Members
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE (PGA)	15	No ex-officio non-voting Members
OVERVIEW AND SCRUTINY COMMITTEE	Eight - Excluding Chairman of Council, Leader and Deputy Leader of the Council, and Chairmen and Vice-Chairmen of S&R and PGA	No ex-officio non-voting Members
AREA PLANNING COMMITTEES	As existing – on basis of geographical representation	No ex-officio non-voting Members
LICENSING COMMITTEE	10	No ex-officio non-voting Members
LICENSING SUB-COMMITTEE	Three drawn from Licensing Committee	No ex-officio non-voting Members
JOINT STANDARDS COMMITTEE	Five District Councillors Two Parish / Town Council reps	No ex-officio non-voting Members
INVESTIGATING AND DISCIPLINARY COMMITTEE	Five	No ex-officio non-voting Members
INVESTIGATING AND DISCIPLINARY PANEL	Minimum of five drawn from pool of 10 named Members. At least two Independent Persons	At least three of the Members must not have sat on the Committee on same matter. No ex-officio non-voting Members
APPOINTMENTS BOARD	Leader (or Deputy) of the Council Opposition Leader (or Deputy) Chairmen or Vice Chairmen of S&R and PGA Committees. Two other named Members	No ex-officio non-voting Members

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REPORT of DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE

**to
COUNCIL
14 FEBRUARY 2019**

CORPORATE PLAN 2019 - 23

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to seek Council's approval of the proposed Corporate Plan (2019 - 23).

2. RECOMMENDATIONS

- (i) that the proposed Corporate Plan (2019 - 23) attached as **APPENDIX 1** be approved; and
- (ii) that subject to (i) above, section 4 of the existing committee report template be amended to read 'Impact on Strategic Themes' from the beginning of the new municipal year.

3. SUMMARY OF KEY ISSUES

3.1 Background

- 3.1.1 The Corporate Plan is the Council's top-level strategy; it sets out the Elected Member policy which gives the strategic direction the Council will take and provides a framework for the delivery and resourcing of services.
- 3.1.2 A Corporate Plan covering the period 2015 - 2019 was approved and adopted by Council in February 2015 (Minute No. 828 refers). The proposed new Corporate Plan will cover the period 2019 - 23. Recognising that change can occur over the life of a plan, it is intended that the new Corporate Plan will be periodically reviewed to ensure that the Council remains focussed on securing a positive impact for residents, visitors and businesses, given the resources available.
- 3.1.3 The Council approved the Full Council Transformation Programme at its meeting of 9 August 2018. The purpose of the Full Council Transformation is to secure the future financial security of Maldon District Council (MDC), achieving the savings required in the Medium Term Financial Strategy as well as enhancing customer service, generating income and creating genuine channel shift. In the light of this fundamental transformation, the vision and the approach to strategic and corporate planning warrant change moving forward. The intention is that the new Corporate Plan moves from an activity-based focus, in terms of specifying what actions or key corporate

activities are to be undertaken. Instead an impact and outcome focussed approach is adopted, whereby long- and medium-term consequences that the Authority is striving to secure are outlined at the highest level.

- 3.1.4 To this end, three strategic themes have been identified, and upon endorsement of the proposed Corporate Plan, a thematic strategy will be shaped for each theme. The thematic strategies will interpret the Corporate Plan and provide the link into service plans, Council policy and project programmes. The thematic strategies will help inform the Council in prioritising and allocating resources, grant funding and capital expenditure, and will be supported by delivery programmes.
- 3.1.5 The Elected Member engagement and strategic policy steer provided have been instrumental and central to both the process of developing, and the content of, the proposed Corporate Plan.

3.2 Areas for Decision / Action

- 3.2.1 Approval is sought for the proposed Corporate Plan (2019 - 23), as detailed at **APPENDIX 1** to this report.
- 3.2.2 heralding the transformation that the Council is currently embracing and looking forward, a new corporate vision is proposed as the Council positions and reasserts itself; namely, “Sustainable Council – Prosperous Future”. The new vision affirms the Council, not only as one that can continue to provide essential services to local residents and businesses for the foreseeable future but, as an organisation that is a resilient, viable and autonomous.
- 3.2.3 The proposed Corporate Plan identifies three strategic themes where it is committed to making positive impacts; these themes are as follows:
- Place;
 - Community; and
 - Prosperity.
- 3.2.4 These outward facing strategic themes of Place, Community and Prosperity are underpinned by an organisational focus on:
- Performance and Value.
- 3.2.5 The proposed Corporate Plan headlines the impacts and outcomes that the Council intends to secure in relation to each of the three identified strategic themes and the supporting organisational theme.

4. IMPACT ON CORPORATE GOALS

- 4.1 To ensure that the Council is progressing towards or achieving its’ priorities, it is important that performance is monitored and managed against targets and milestones. A new range of indicators will be developed to measure the successful delivery of the new Corporate Plan 2019 - 23.

- 4.2 To ensure that it is being transparent and accountable to the community, the Council needs to be able to demonstrate that it is monitoring and managing performance effectively.
- 4.3 As outlined above, the proposed Corporate Plan identifies three strategic themes. It does not articulate corporate goals and, as such, it is recommended that section 5 (Impact on Corporate Goals) of the existing committee report template be amended to read 'Impact on Strategic Themes' from the beginning of the new municipal year, subject to Council approval of the proposed Corporate Plan.

5. IMPLICATIONS

- (i) **Impact on Customers** - Service planning and performance management is about agreeing and achieving objectives and priorities, monitoring our performance against agreed targets and timescales, identifying opportunities for improvement, making necessary changes and ultimately delivering quality public services.
- (ii) **Impact on Equalities** – The Council aims to understand the needs of our staff and customers and making sure that our policies and services are designed to meet these needs and are implemented appropriately.

MDC is committed to providing equal opportunity of access to services and working towards developing communities that are free from discrimination.

Effective performance management will assist the Council in determining whether it is achieving this.

- (iii) **Impact on Risk** – Without agreed and clearly stated priorities, the Council will be at risk of not effectively focusing its work and, in turn, efficiently directing limited resources.

Those risks which may prevent the Council from achieving the priorities outlined in the Corporate Plan are identified and reviewed on an annual basis.

These are recorded on the Corporate Risk Register together with any current controls in place and further actions to be taken forward to mitigate the risks as much as possible.

The Corporate Leadership Team and the Audit Committee undertake quarterly reviews of the Corporate Risk Register as assurance that the corporate risks are being managed effectively and seeking to ensure that the corporate goals should be achieved.

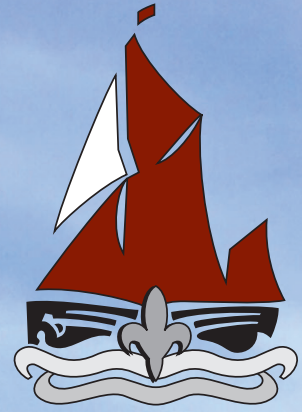
- (iv) **Impact on Resources (financial and human)** - The service planning process includes the agreement of the budgets by Members. Service plans are based on the budget decisions taken and the resources available.
- (v) **Impact on the Environment** – The importance of protecting and enhancing the local environment is fully recognised in the proposed Corporate Plan with 'Place' being identified as one of the three, new corporate strategic themes.

Furthermore, the Strategy, Performance and Governance Directorate, alongside owning the strategic cycle, will be responsible for delivering the Local Development Plan as a core component of strategy and delivering a framework for the use of land in the District that delivers against the Corporate Plan.

Background Papers: None.

Enquiries to:

Paul Dodson, Director of Strategy, Performance & Governance (Tel: 01621 875750),
Richard Holmes, Director of Service Delivery and Interim Head of Paid Service (Tel: 01621 875752),
Emma Foy, Director of Resources, (Tel: 01621 875762),
Linda Weeks, Strategic Theme Lead - Place (Tel: 01621 875875).



MALDON DISTRICT
COUNCIL

Corporate Plan 2019/23 DRAFT

INTRODUCTION

from the Leader of the Council,
Councillor Adrian Fluker

It gives me great pleasure to introduce this four year Corporate Plan for the Maldon District Council which sets out our 'vision' for the future . . .



‘Sustainable Council – Prosperous Future’

By smart working with our partners and local communities, I am confident that we can deliver this vision. In doing so, we can continue to make the Maldon District a special place which we are all proud of, where people choose to live, do business and enjoy visiting; where there are opportunities for all ages and where everyone feels valued and has a bright future. To this end, we support The Future of Essex – a shared vision for all who call the County home – with the aim to address the long-term needs of residents and businesses.

Maldon District Council has an excellent track record of being financially prudent and well managed. However, the austerity measures of recent years and the gradual reduction in Government funding mean the Council has to be innovative and creative in order to address a £1.8m budget gap in our medium-term financial strategy by 2021. Given these challenging financial pressures, it is critical that the Council is both fit for purpose and clear on its future direction.

To this end the Council has taken the decision to implement an organisational transformation. As part of this transformation, a new structure has been developed to focus on delivering Council services through investment in our information technology, becoming more customer focussed and maximising our commercial opportunities. This will change the way in which our services are currently delivered and enable enhanced customer engagement and access to our services 24/7. Such transformation is imperative to ensure a secure, viable and autonomous Council that can continue to provide essential services to residents and businesses for the foreseeable future.

This Corporate Plan is our top level strategy document; it sets out the Elected Member policy which gives the strategic direction the Council will take and provides a framework for the delivery and resourcing of services. It is a statement of our vision and the positive impacts we want to make in relation to our three strategic themes that we are fully committed to; namely

Place,
Community
&
Prosperity

This Corporate Plan will be underpinned by three thematic strategies, expanding on the long term approach to delivering our priorities. We will build on our proven track record of achievements and place a key emphasis on delivering our priorities through a culture of performance and project delivery. We will operate in a way that transparently and effectively delivers Council priorities. This will ensure that core services are provided to the best of our ability and that our strategic initiatives remain focussed on things that will really change the lives of our residents. Recognising that things change over the life of a plan, we will need to periodically review our outcomes to ensure that we remain focused on what is going to make a positive impact for our residents, visitors and businesses – and can be delivered with the resources we have.

I truly believe that our Corporate Plan gives a clear message that, as a strong and resilient Council, we will continue to serve our local communities and improve local wellbeing whilst safeguarding and promoting the unique identity of the Maldon District, now and into the future.

A handwritten signature in black ink, appearing to read 'A. Fluker', with a stylized flourish at the end.

Councillor Adrian Fluker,
Leader of Maldon District Council
and Ward Member for Southminster

The Council's three outward-facing strategic themes of Place, Community and Prosperity are underpinned by an organisational focus on **Performance and Value**.

Performance & efficiency

IMPACT

Excellent services and value for money

OUTCOME

- Front line services retained
- Best value procurement and project management ensured
- Customers' expectations exceeded
- Customer access through technology promoted
- An open and transparent organisation
- Fair funding proactively sought
- Outcome led engagement and smart partnering

Planning for the future

IMPACT

Financially independent and sustainable Council

OUTCOME

- Continuing to work sustainably
- Resilience and autonomy maintained
- Increased income through commercialisation
- Current Local Development Plan reviewed
- Preparation for the next Local Development Plan period



Place, Community & Prosperity

The environment

IMPACT

Protected and improved environment
for residents and visitors

OUTCOME

- A clean and tidy District
- Reduced household waste
- Our open spaces maintained for the enjoyment of all
- Improved air quality
- Partnership working to protect our countryside and coastline
- Sound and tested environmentally friendly initiatives delivered

Growth & infrastructure

IMPACT

Sustainable growth and new infrastructure

OUTCOME

- A five-year housing land supply maintained
- Strategic sites delivered in accordance with the Local Development Plan brought forward
- Affordable housing targets in the Local Development Plan achieved
- Section 106 planning agreements are effectively discharged
- Partnerships are developed to maintain coastal defences
- Improved access to Superfast Broadband across the District

● Place, **Community** & Prosperity

Health & wellbeing

IMPACT

Healthy, safe and vibrant communities

OUTCOME

- Working with communities and partners to support our health and wellbeing priorities: obesity, mental health, social isolation and loneliness, and older people's health
- Partnership working to safeguard vulnerable adults, children and families
- Effective engagement to support strong and resilient communities

● Place, Community & **Prosperity**

Economic development

IMPACT

Local businesses supported and new ones attracted

OUTCOME

- Delivery of strategic employment sites in accordance with the Local Development Plan
- Partnership working to provide an Enterprise Centre
- Rural business and diversification supported
- Improved access to Superfast Broadband across the District
- Tourism supported and encouraged
- Efficient and effective engagement with businesses



This document is also available at www.maldon.gov.uk.
If you require this information in alternative format,
please phone 01621 854477

FRONT COVER: SALTMARSH COAST TRAIL | FIONA BRENT





REPORT of DIRECTOR OF SERVICE DELIVERY

**to
COUNCIL
14 FEBRUARY 2019**

ESSEX COUNTYWIDE TRAVELLER UNIT (ECTU) CONTRACT RENEWAL

1. PURPOSE OF THE REPORT

- 1.1 To update members on the current position of the Essex Countywide Traveller Unit (ECTU) and seek approval to renew the Council's membership arrangements from 1 April 2019.

2. RECOMMENDATION

That the Council's membership of the Essex Countywide Traveller Committee is renewed in April 2019 for a three year period.

3. SUMMARY OF KEY ISSUES

- 3.1 The Essex Countywide Traveller Committee was established as a joint committee in 2012 to co-ordinate and oversee the operation of the ECTU. A legal agreement between member authorities provides for the operational Traveller Unit to discharge certain functions of member authorities in respect of Gypsies and Travellers on payment of an annual sum.
- 3.2 The Community Services Committee considered the original arrangements at its meeting on 28 February 2012 and, at a meeting on 12 April 2016, was presented with a review of the services and renewal of the Council's membership arrangements appropriate at that time.
- 3.3 The three year membership agreement will expire on 31 March 2019. The current cost of membership for 2018 / 19 is £7,989 with a 2% increase applied for 2019 / 20 to £8,149.
- 3.4 A key benefit to the Council is the ability of the Traveller Unit to deal with unauthorised encampments on partner land, avoiding the high cost and resource implications often associated with moving on travellers. The Unit has procedures in place for serving necessary papers and preferential access to the courts to help reduce eviction times. It also has a team of outreach workers, its own police support and specialist legal advisors.
- 3.5 Associated with this role is a high level of shared intelligence about traveller groups which can provide advanced warnings of traveller movement and shorten the time

taken to deal with known groups. Anecdotally, membership may also offer a deterrent to traveller groups.

- 3.6 Other services provided through the Traveller Unit aim to improve the health and wellbeing of the traveller community and deal with the significant health inequalities of this social and ethnic group. Fire safety inspections and advice have improved safety on sites and the outreach workers have improved access to education and health care within the traveller population. A briefing note from ECTU is attached in **APPENDIX 1** detailing statistical data of the services provided, in particular to Maldon District Council over the period of the previous contract.

4. CONCLUSION

- 4.1 Essex Countywide Traveller Committee and Traveller Unit provide an innovative and effective control over unauthorised encampments with the added benefit of outreach work aimed at improving the health and wellbeing of the traveller community. Maldon District Council has benefitted from this approach since being members of the partnership and offers a resource which has historically proved extremely valuable.

5. IMPACT ON CORPORATE GOALS

- 5.1 Continued membership of the Essex Countywide Traveller Committee contributes to the corporate goal of strengthening communities to be safe, active and healthy. It helps protect communities from the potential of crime and anti-social behaviour arising from unauthorised encampments. The outreach work of the Traveller Unit helps safeguard children and vulnerable adults and encourages more healthy lifestyles within the travelling community.
- 5.2 The Unit's activities in relation to established traveller sites helps protect and shape the District by meeting housing need, reducing waste and encouraging a clean local environment.
- 5.3 Working in partnership to deliver controls and benefits to the travelling population helps deliver value for money, contributing to the goal of delivering good quality, cost effective and valued services.

6. IMPLICATIONS

- (i) **Impact on Customers** – Continued membership of the Essex Countywide Traveller Committee will provide influence over the delivery of outreach services to the local travelling community. It also enhances the ability to deal with unauthorised encampments and manage the fears, concerns and prejudices within the wider population.
- (ii) **Impact on Equalities** – Romany Gypsies and Irish Travellers are protected as ethnic groups under the Equality Act. Working in partnership with a common approach across Essex helps ensure against unintended discrimination. The

traveller population also suffer from severe health inequalities and good progress has already been made by the Traveller Unit to improve take up of health care and education.

- (iii) **Impact on Risk** – Membership helps deal with the risk of unauthorised encampments on public land.
- (iv) **Impact on Resources (financial)** – Renewing membership has an ongoing annual cost implication of £6,462.90 which is already provided for in current budgets. Failure to renew will expose the Council to unknown, but likely to be considerable, costs of dealing with any future unauthorised encampments.
- (v) **Impact on Resources (human)** - Continued membership requires officer and Member attendance at quarterly board and joint committee meetings. Membership considerably reduces the human resource input required to deal with unauthorised encampments and includes the Traveller Unit providing an effective out of hours service.
- (vi) **Impact on the Environment** – Reduced environmental impact through better management of unauthorised encampments and permanent sites.

Background Papers: None.

Enquiries to: Shirley Hall, Environmental Health Manager – Environmental Protection (Tel: 01621 875817).

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ESSEX COUNTYWIDE TRAVELLER UNIT - Maldon Briefing



Background

ECTU commenced formal operation in October 2012 with seven District /Borough /Unitary partners, Essex Police, Essex Fire and Rescue, Public Health and Essex County Council forming a Joint Committee. The Unit was formed in response to recognised inequalities suffered by the Gypsy/Traveller communities with regards to health, education and general access to key services. In addition, this is a highly vulnerable, but difficult to access group with regards to fire safety, and there were inconsistencies/duplication of resource in the management of unauthorised encampments across Essex.

In addressing *health, education, fire safety, site management* issues and *general liaison*, there are direct savings benefits to partner areas. This is in addition to an over-arching benefit to all partners in helping to ensure that a vulnerable part of their community has the appropriate access to services. This will also help ensure that Gypsy and Travellers do not become further dependent and costly to the partner authorities at a later date, with an overarching outcome of helping to improve their quality of life.

For *unauthorised encampments (UE's)*, the Unit provides a robust and consist and eliminates duplication in managing encampments throughout all partner areas. It will remain the objective of the Unit to reduce the impact of UE's by education and management, as it is not illegal to travel, hence we aim to make those that do, act responsibly. This aspect of the service should be seen as an insurance policy/shared risk, as not all partners will be affected every year by the same level of encampments. However, it has been proved that when Travellers target an area, as has been the case in Thurrock, Tendring, Uttlesford etc, the number of encampments can quickly escalate. The expertise and resource of the Unit represents excellent value for money. On the basis that an average encampment could cost in the region of £2000 per encampment, it would not take many to cover the fixed annual contribution.

Although partners may have specific interests, the ongoing existence/operations of the unit is based on equitable contribution from districts and boroughs as per the shared risk/insurance aspect.

Performance/issues over the past 3 years



Unauthorised encampments

Essex County as a whole has continue to experience high levels of unauthorised encampments over the past 3 years

2016/17 – 374

2017/18 – 365

2018/19 to date – 244

Maldon's numbers have been low, with 2 encampments in 2016/17, 2 encampments in 2017/18, and none recorded in the current year. As stated above, this is an insurance/shared risk area, as Maldon could easily be targeted in the coming year/s.

Other activities in Maldon

The residents of Maldon, hence Maldon District Council also benefit from the range of outreach work undertaken as directed by other partners of the unit. There is a considerable amount of 1 to 1 work which goes on, with highly vulnerable families. The figures/charts represent the number of sites/families and individuals benefiting in your district over the past 3 years. Also ECTU, through its site management arm, currently also manages the 2 x local authority Traveller sites in Maldon.

Fire Safety

Home fire safety visits/inspections carrying out a full inspection of individual caravans/homes, issuing smoke alarms and guidance to address issues identified/future safety.

Site fire safety visits/inspections carrying out full inspections of the site, hazards, fire points, caravan distances, fire hydrants etc and issuing guidance to address current/potential future issues.

Health

Families in the district are supporting/signposted in accessing key health services including primary immunisations, flu jabs, identifying/supporting long term conditions, support with mental health issues, confirmation of/assistance with GP registrations and dentist registrations, support key lifestyle well-being including stop smoking, alcohol, healthy eating, reduction in sugar intake, child safety etc.

There are annual health and safety events on Maldon sites, which enable a higher number of the community to be seen, on all the above issues around health, plus

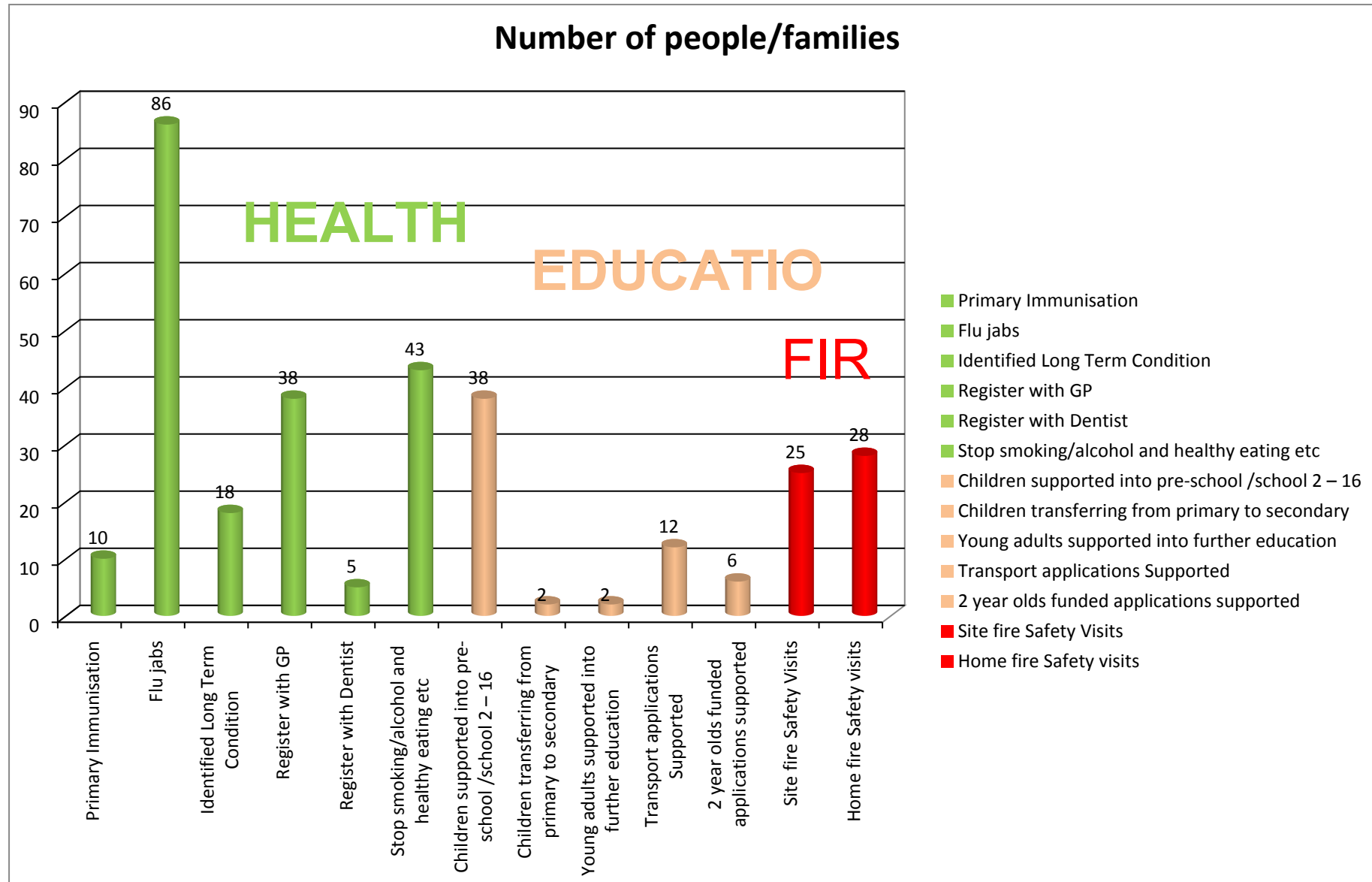
additional activities including on site blood pressure checks and basic first aid training and fire safety support/advice.

Education

Supporting children into education from pre school through to further education including support with transport/attendance, funding etc.

Site Management

- Currently management of 12 permanent Local Authority Gypsy/Travellers Sites with the 2 sites – Wood Corner and Brickhouse Lane in the Maldon district.



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