

The FINANCIAL PLAN 2011/2015

**As submitted to the
Cabinet**

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The
FINANCIAL PLAN
2011/2015

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The FINANCIAL PLAN - 2011/2015

1 Executive Summary

- 1.1 On an annual basis, as part of the council tax setting process, the Council updates its longer term Financial Plan to take account of any changes in grant settlements, inflation on service costs and revised priorities of the administration.
- 1.2 In February 2011 the Council set out a Financial Plan for 2010/2014 that took account of the coalition government's aim of reducing the national deficit quickly and in doing accelerated the reduction in Government grant to councils. The Plan showed the formula grant to the Council reducing by 30% in cash terms over the period 2011/2014. This period remains the most difficult period since the Council came into being in 1974 in terms of containing levels of spending whilst maintaining services to residents, businesses and visitors to the borough
- 1.3 In the grant settlement announced by Government on 8 December 2011 it was confirmed that the grant to the Council has been reduced by £1.4m from £12.3m in 2011/2012 to £10.9m in 2012/2013. In 2013 the Government intends to replace the current formula grant system with an arrangement by which the Council will retain a proportion of the business rates that it collects. Full details of the new scheme are not yet available and there are no provisional figures for this new system of 'grant' for 2013/2014 or 2014/2015.
- 1.4 The Council's record over the past few years shows it be 'ahead of the game' and it has quietly gone about its business in seeking efficiencies and different ways of delivering services producing significant levels of savings and reductions in staffing and as a consequence the paybill. During 2010 and 2011 alone service reviews have reduced ongoing annual spending each year rising to £5.2m savings in 2013/2014. Very few authorities can match the record of the Council and many still have difficulties in dealing with the budget for the current year yet alone future years. The Council's early actions has provided it with breathing space to properly consider measured and well managed changes to services as necessary.
- 1.5 The costs of services of the Council have been updated. Once again the impact of the recession and the uncertainty of the economy make the longer term picture difficult to project.
 - Containing spending – a number of service budgets have been held at 2011/2012 levels and increases have been made only where known price increases have occurred.

- Projecting levels of income in certain services including planning/car parks and industrial estates remains difficult in this period and a cautious approach has been taken in projecting forward into 2012/2015.
- There are at the time of writing the report a number of Government documents/consultation papers under consideration. Setting planning fees at local level, a local council tax discount scheme and the proposed retention of business rates will all affect the medium/long term Financial Plan but as yet firm details are not available and a cautious approach has been taken on the impact the changes could have on the finances of the Council.

1.6 When producing the revised estimates and projections for the full term of the Financial Plan use is made of working balances and reserves to protect the Council from volatile changes in the cost of services and receipt of income. The effect of using the balances in this way is to provide the Council with time to consider in a more proactive and measured way how to deal with situations like the reduction in grant or changes in income from services. At no time does the Plan take working balances below the minimum level as stated in the Balances and Reserves Policy of the Council.

1.7 As part of the grant settlement the Government has once again included an incentive for councils to hold council tax to current levels. If the Council sets council tax Band D at £111.97 – no increase – then the Government will provide extra grant equivalent to 2.5% of council tax income. This would equate to £157,890 for the Council but will only be paid for one year in 2012/2013. The Financial Plan for 2012/2015 assumes no increase in council tax for 2012/2013.

1.8 The new Plan assumes an increase in council tax for 2013/2014 of 2.5% and in 2014/2015 of 2.5%. (based on the grant level for freezing council tax)

	2012/2013	2012/2013	2013/2014
Council tax increase	Nil	2.5%	2.5%
Council Tax Band D	£111.97	£114.77	£117.64

1.9 The record of the Council on council tax over the past few years has been exceptional. If the Council delivers council tax at the proposed levels in the Plan then over a period of 10 years since April 2005 the council tax would have risen from £108.67 to £117.64 - by only 8.25%.

1.10 The Council can balance the budget for 2012/2013 and 2013/2014 but the impact of rising costs, uncertain levels of income and reducing 'grant' resources and controlled levels of council tax means that there is a shortfall in

2014/2015 of £1.5m. The Council has planned to use working balances and reserves to allow for time to properly plan and organise changes in services and ways of service delivery.

1.11 A summary of the recommendations in the report is shown below:

Recommendation 1

It is recommended that Council approve the revision to the Budget for 2011/2012 as set out in the report.

Recommendation 2

Council is recommended to reaffirm the Balances and Reserves Policy and the maximum balances set for the reserves as noted in the report.

Recommendation 3

It is recommended that Council :

- 1) Approves the budget of £16,901,700 for 2012/2013 and notes the projections for 2013/2014 and 2014/2015.**
- 2) Approves the level of Special Expenses for the Town/Parish Councils as detailed in the report.**
- 3) Approves the Fees and Charges 2012/2013 detailed in Appendix 3.**
- 4) Approves a Band D council tax of £111.97 for 2012/2013**

Recommendation 4

Council is recommended to approve a minimum requirement of the General Fund balance for 2012/2013 of £881,669.

Reason for Decision

The Council is obliged to set a Budget Requirement and level of council tax before the beginning of a financial year commencing on 1 April.

The REVENUE BUDGET 2011/2012

2 The Revenue Budget 2011/2012

- 2.1 The original budget 2011/2012 was approved by Council on the 24 February 2011. Throughout the year the Deputy Chief Executive has monitored the budget and where necessary sought approval for additional budget provision.
- 2.2 A revision to the 2011/2012 Budget was approved at Cabinet on the 10 January 2012 when full details of the changes to the original budget were provided. The figures have been further reviewed as part of the budget process and it is proposed that adjustments are made:

	Original Budget 2011/2012	Revised Budget 2011/2012 Cabinet 10 January 2012	Projected Outturn 2011/2012
	£	£	£
Community & Democracy	3,753,290	3,826,110	3,811,830
Environmental Improvement & Protection	5,596,510	5,596,380	5,592,590
Housing General Fund	1,688,310	1,652,450	1,663,220
Performance & Resources	7,782,100	8,064,240	8,223,110
Regeneration	407,090	667,280	617,290
Safer & Healthy Communities	292,140	296,300	317,500
Portfolio Totals	19,519,440	20,102,760	20,225,540
Financing Adjustment	(3,015,140)	(3,026,080)	(3,026,080)
Special Expenses	(554,880)	(554,880)	(554,880)
Internal Drainage Boards	2,591,210	2,591,210	2,579,230
Government Grant – Council Tax Freeze	(159,000)	(157,440)	(157,440)
New Homes Bonus	(300,000)	(451,600)	(451,600)
Contribution (from) Restructuring Reserve	579,470	205,840	96,440
Contribution to / (from) Balances	(366,420)	(415,130)	(416,530)
Borough Spend	18,294,680	18,294,680	18,294,680

- 2.3 The variances between the approved current budget and projected outturn have been detailed in the Monitoring Reports for the periods ending 30 November and 31 December 2011 which have been distributed to members.

2.4 Any further variances through to March 2012 between the revised budget and actual outturn will be detailed in the Monitoring Reports for the periods ending 31 January 2012, 29 February 2012 and the report on the final accounts in June 2012.

2.5 The net impact of the projected outturn 2011/2012, as detailed above, on the overall level of General Fund balance is as follows:

	£
Balance brought forward 1 April 2011 (Reported to Cabinet 21 June 2011)	3,558,364
Contribution from balances for 2011/2012	(416,530)
Projected General Fund Balance 31 March 2012	<u>3,141,834</u>

2.6 The budget for the year remains under tight control. Although external factors such as the cost of power and reduced levels of income have impacted on the budget the additional income from the New Homes Bonus and the early gains from the cost reduction programme have brought the situation back into balance.

2.7 As part of the closing of the accounts for 2010/2011 the Council did set aside a high level of General Fund balance to deal with the volatile and changing financial climate. The Council will make use of the balance in its Financial Plan over the next three years bringing it back to a lower level.

Recommendation 1

It is recommended that Council approve the revision to the Budget for 2011/2012 as set out in the report.

The Financial Plan 2012/2015

The Financial Plan - 2012/2015

3 Cost of Services

- 3.1 The first step in the budget process is to update the costs and income for services of the Council within each Portfolio which involves projecting forward budget requirements.
- 3.2 In producing an annual budget and future projection of costs for an organisation the size of the Council it is necessary to strike a set of assumptions at a certain date. In October 2011 the Consumer Price Index (CPI) inflation rate was 5% and future projections of inflation rates published at that date have been used as a guideline for budget purposes. However wherever possible reduced levels or zero increases for inflation have been applied to expenditure budgets with an aim to reduce ongoing service costs. Where there are known increase in costs such as utilities and contracts fixed to price indices then the appropriate inflation factor has been applied. The following assumptions have been made with respect to the 2012/2015 budget projections.

Inflation Assumptions	2012/13	2013/14	2014/15
	%	%	%
Salaries (cost of living)	0	1	1
General Inflation	0	1.5	1.9
Business rates	5.6	2.9	2.3
Electric	15	15	15
Gas	25	15	15
Water	1.4	1.1	0.9

Support Services

- 3.3 There are certain parts of the establishment that are classified as 'support services' - accountancy, audit, ICT, legal services and personnel are prime examples. In these cases the activities are classed as support to the direct services and their costs are allocated to those services usually on the basis of time spent or actual costs incurred. Whilst it is an accounting requirement to show the full cost of services, including support services, for the closing of accounts a different approach can be taken for the Financial Plan.
- 3.4 **Staff and supplies and services that are direct 'frontline' costs continue to be charged direct to the appropriate service cost centre.** Staff costs show in the budget papers as Employees against the relevant service accounts.
- 3.5 **The costs of staff in the service department that support the 'frontline' are allocated across the relevant service cost centres. These costs show as Departmental Support** against the relevant service accounts.

- 3.6 The full cost of the departmental management/support are also shown as a separate cost centre in the Performance Portfolio but show as fully recharged to direct services.
- 3.7 Where a service includes assets that suffer depreciation there will be a charge shown in the cost centre. As is current practice, the charge will be reversed out of the budget as part of the Financing Adjustment.
- 3.8 **The costs of each individual support service are shown in the budget under the Performance Portfolio and are not allocated to direct services.** It will still be necessary to fully recharge the costs of support services but these allocations will be made as part of the closing of accounts. The following activities are shown as support services:
- Accountancy
 - Internal Audit
 - Property Services
 - Legal Services
 - HR
 - Member Services
 - CIC
 - Income
- 3.9 There are **certain support service/central costs that are recharged to frontline service accounts as part of the budget.** The full costs of the activity are shown in the Performance Portfolio but like Departmental Management/Support the bottom line will be zero. These include;
- ICT
 - Offices
 - Depots
 - Printing/Graphics/Postages
- 3.10 The cost of Management Team is shown as a separate cost centre that is not recharged across services but held as a corporate cost.

Changes to the Current Financial Plan

3.11 The projections for the years 2012/2013 and 2013/2014 were revised as part of the Budget Monitoring Report to Cabinet in January 2012. The table below more fully updates those projections and shows how the revision of service costs has impacted on the Financial Plan. The major causes for the decrease in costs are shown in the following table:

Financial Plan 2012/2014	2012/2013	2013/2014
	£	£
Borough Spend including IDBs and Special Expenses (Cabinet 10 January 2012)	18,303,100	17,309,530
Inflation - revised general inflation	(15,360)	51,580
Removal of original service review target	0	1,203,290
One off salary payment	167,100	0
Provision for pay	0	184,250
Relocation budget - reduction	(30,000)	(30,210)
Depreciation and Revenue Funded from Capital under Statute (REFCUS)	541,200	493,730
Industrial Estates, Town Centre and General Properties - rental income	156,200	54,070
Cost of collection NDR additional grant	(20,000)	(29,840)
Cost of Collection Council Tax	49,020	46,130
Insurance	(107,020)	(113,760)
Footway lighting - electricity costs	(20,510)	(20,880)
Recycling -		
Increased profit share on materials recycling facility	(60,270)	0
New food waste collection contract	0	233,000
Refuse -		
Reduced income from trade waste	142,930	0
New contract alternate weekly collection	0	(765,620)
Utility costs	22,460	60,990
Car parks - contribution to capital resurfacing	50,000	50,000
Car parks - to correct understated staffing budget	48,000	48,000
Car Park enforcement North Norfolk	(76,140)	(76,140)

Financial Plan 2012/2014	2012/2013 £	2013/2014 £
No increase in leisure charges 2012/2013 and current trends	141,570	161,970
HIA King's Lynn increased costs/reduction in external grant	15,080	24,160
Benefits - staffing and admin subsidy	(109,280)	(12,220)
Benefits payments net of subsidy	(185,770)	(129,170)
Special Expenses	149,020	(40,180)
Bank charges savings	(25,740)	(25,580)
Financing Adjustment	(598,940)	(496,900)
Staff savings revenues and central services	(122,160)	(131,510)
Council Tax freeze grant	(157,890)	0
News Homes Bonus	(601,080)	(1,151,080)
Internal Drainage Boards	(6,590)	(6,690)
Various other changes	28,530	(22,630)
New Borough Spend	17,697,460	16,873,290

3.12 Projections have now been prepared for 2014/2015. The main movements between 2013/2014 and the new projections for 2014/2015 are detailed in the table below:

	2014/2015 £
New Borough Spend Projection for 2013/2014 as detailed above	16,873,290
Provision Pay	184,820
Savings Target	(800,000)
Depreciation and REFCUS	(141,070)
Planning Enforcement - prior years funded from reserves	50,000
Town Centre - rental income	(20,250)
Refuse and Recycling - year one contract costs fall out	(86,200)
Lynnsport - end of College of West Anglia agreement	40,000
Financing Adjustment	193,020
Council Tax freeze grant	157,440
New Homes Bonus	(550,000)
General inflation and other movements	746,830
New Budget Projection for 2014/2015	16,647,880

Fees and Charges 2012/2013

- 3.13 The Council relies heavily on income from charges for services to help keep council tax at low levels. This reliance does expose the Council to risks in the current period of recession.
- 3.14 The Council agreed in January 2005 to delegate authority to the Executive Director of the appropriate service (in consultation with the Deputy Chief Executive, the relevant portfolio holder and the Leader) to vary charges having regard to market conditions and the Council's policy framework. This combined approach has been adopted in setting the charges for 2012/2013. (Appendix 3)
- 3.15 As a contribution toward the support of the town centres and visitors to the borough the proposals for 2012/2013 do not include any increase in the fees for car parking. The current arrangement of the charge for 2 hours providing for 3 hours of parking will also continue through 2012/2013. The Plan holds car parking charges at the current level through the period but this position will be reviewed on an annual basis.
- 3.16 In 2010 the Government published a consultation paper suggesting that planning fees should be set locally and should aim to cover the cost of dealing with planning applications. At present the planning fees received by the Council do not fully recover costs and the shortfall is met by council tax. Although consultation ended in January 2011 with the aim to come into effect by April 2011 this has not been the case and the Council still awaits guidance on how to deal with planning fees. For budgeting purposes no assumptions have been made and there is no proposed increase in the current level of planning fees. It is proposed that any increase determined by the Council will be reported as a contribution to the savings targets that are set within the Financial Plan.
- 3.17 The charges for services at leisure and sports centres have been held in 2012/2013 at current levels and no increased proposed at this time. The aim of this initiative is to continue to encourage residents and visitors to visit the facilities and participate in sporting and other health and well being activities.

Corporate Business Plan, Service Plans and Investment

- 3.18 In November 2011 the Council approved a new Corporate Business Plan 2011/2015 which sets out the priorities for the administration. The Financial Plan reflects the refreshed aims of the Council;
- People benefit from a growing economy
 - People live in a quality environment
 - People maximise their potential
 - People lead safe and healthy lives
 - People live in vibrant communities .
- 3.19 Alongside the Business Plan, the budget process is also informed by the following:
- The West Norfolk Partnership's strategic assessment including research into priority issues in West Norfolk
 - Corporate and Service Business Plans
 - Government Grants settlements
 - Relevant legislation and statutory obligations
- 3.20 Service areas within the Council not only contribute toward the Business Plan but also have their own ambitions and targets which are reflected in the Financial Plan and budgets for 2011/2015. The key areas of investment included in the Financial Plan are as follows:
- | | |
|----------------------|---|
| Refuse and Recycling | A new refuse/recycling contract will come into being in 2013 through a joint procurement exercise with North Norfolk District Council. The joint contract produces significant levels of savings. |
| | The Council continues to invest in the roll out of its trade waste and garden waste composting services whilst maintaining improvements to the rate of recycling waste. |
| | The Council continues to resist the placing of an incineration plant in Kings Lynn and looks for more suitable options that will not only increase recycling rates but also save money. |
| Neighbourhood Team | The Council continues to operate a neighbourhood team in Kings Lynn. Funding is met partly from partner contributions, the general fund council tax and from a special expenses charge to Kings Lynn. |
| Regeneration | The regeneration programme is the prime objective of the Council and the level of investment in the capital programme remains relatively high. |

Performance Indicators

- 3.21 The Council has adopted a number of local indicators that cover various service areas and are considered to be representative measures on the performance of the Council in the key areas. The indicators are reported regularly to the Performance and Resources Panel.
- 3.22 The West Norfolk Partnership is tracking a set of around 20 indicators that support the five outcomes of the new corporate business plan. Performance against these indicators is maintained by the partnership's Strategy Group, which are comprised of key decision makers from public, private and voluntary sector organisations in West Norfolk. A biannual update is presented to the Council's Regeneration, Environment and Community Panel to ensure continued alignment with the Council's planning and scrutiny processes.
- 3.23 In a recent Grant Thornton report on their findings from a financial health review of English local authorities (November 2011) they highlighted best practice indicators for financial performance. The areas covered were liquidity, balances, borrowing and workforce.
- 3.24 Best practice was seen as:

Liquidity – working capital is at or above a 2:1 ratio of current assets to current liabilities.

The Council's balance sheet shows as at 1 April 2011 current assets are £30.4m and current liabilities are £12.6m – above the 2:1 ratio.

Reserves and balances – the authority operates within a locally determined appropriate level of reserves and balances.

The Council has set a Policy on Balances and Reserves for a number of years, reviews it on an annual basis and operates within the set policy.

General Fund Balance – maintained at or above the locally agreed minimum level.

The Council has an agreed minimum level of balances which is set as part of the Financial Plan for each period and has always operated above those levels.

Long Term Borrowing - Manageable levels of long term borrowing are within prudential borrowing limits.

The Council sets its policy and strategy on borrowing each year together with the prudential borrowing limits. The Council has always operated within the set limits.

Track Record on Spending – the authority has a track record of spending to budget and proactively managing forecast overspends in year.

The Council has an excellent record of spending to or within budget. Its monthly monitoring reports shows how it actively manages any over/under spending.

Workforce - A robust organisational approach and focus on absence management to improve productivity, reduce costs and enhance customer services.

The Council has a system in place which actively manages staff absences with reports made to service managers and to members throughout the year.

- 3.25 The Grant Thornton report rates the risk indicators as green, amber or red. In our case there are adequate arrangements identified and key characteristics of good practice appear to be in place – a Green Indicator.

Staffing Plan

- 3.26 One of the key issues in the Financial Plan is the control of staffing levels. The Council has set its permanent establishment at a level which in effect acts as a 'cap' on the permanent staffing levels and approval for additional posts is only given if a compensating reduction in the establishment can be offered or if the posts are required to meet new commercially funded operations such as the recent take over of car parking services for North Norfolk, in which case a clear business benefit to the borough council is required. Control on staffing is also monitored through the level of the paybill. At the time of setting the Financial Plan in February 2011 savings on the paybill were £2.7m. In the current year a further £390,000 of savings on the staffing budget have been identified rising to £428,000 in 2014/2015.
- 3.27 The Council has also maintained restraint over the paybill through the level of pay increases awarded over the past few years. In 2007/2008 the pay award amounted to an increase of 3%, was 2.5% in 2008/2009, zero in 2009/2010, 1% in 2010/2011 and zero in 2011/2012. The Plan includes within each service area pay awards of zero in 2012/2013, 1% in 2013/2014 and 1% in 2014/2015. As a note of caution contingency sums have been included as Corporate Costs in the Performance portfolio to provide for the potential of a pay award being above the budget provision. In the event that this provision is not required it will be returned to balances.
- 3.28 In March 2011 as part of the two year pay agreement it was resolved that a flat rate sum, not exceeding £250 per full time employees (pro rata for part time) be awarded to all permanent/fixed term employees on a one off basis, subject to the Council exceeding its budgeted savings target for 2011/2012. The target for 2011/2012 was set at £231,000. Savings in 2011/2012 have reached a sum of £594,250. This will allow the £250 payment to be made in 2012/2013.

Financing Adjustment

- 3.29 The Financing Adjustment is an account used in local government to budget for interest earned on investment and interest paid on debt. The account also contains the reversal of depreciation charges and charges for revenue expenditure funded from capital under statute (REFCUS) eg disabled facilities grants which are made to services as part of the Cost of Services. These adjustments ensure that depreciation and REFCUS charges that are simply 'book entries' meant to properly show the 'true' cost of a service, are not passed on to the council taxpayer. The reason for the change in the credit on the Financing Adjustment from the current figures in the Plan to the revised figures can be attributed to the following as detailed in the table.

	2012/2013 £	2013/2014 £
Revised Budget (Cabinet January 2012)	(2,634,700)	(2,633,610)
An increase in the depreciation and REFCUS charges credit. This is mainly due to the implementation of International Financial Reporting Standards, asset revaluations and additions and capital rephasing. The revised charges are included in service costs and the impact on the level of Council Tax is neutral.	(540,770)	(493,430)
Revised interest payments reflecting the rephasing of the capital programme and lower borrowing costs.	(86,820)	(34,020)
Revised internal interest charges reflecting the rephrasing of capital expenditure financed from unsupported borrowing under the Prudential Framework.	(58,170)	(81,070)
Decrease in interest received on investments in line with the projected levels of interest rates.	180,900	229,700
Transfer from Reserves	(94,080)	(118,080)
Revised Projections	(3,233,640)	(3,130,510)

Depreciation charges have changed as a result of the implementation of International Financial Reporting Standards (IFRS). The categorisation of asset types was reviewed during the closedown of the 2010/2011 accounts. There will be no impact on the overall budget as the charges through the financing adjustment reverse charges included in service costs.

Interest rates are expected to remain at current low levels for some time. This has an impact on both interest paid on borrowing and our investment income. The future of the timing of increases in rates remains uncertain in the current economic climate. Any changes in rates that affect the financing adjustment will continue to be monitored and updated during the year in the monthly monitoring reports.

Financing Adjustment 2014/2015 - It is difficult to predict the changes in the account for 2014/2015. It is anticipated that there will be upward movement in the investment rates but this will be offset by a final and reduced transfer from reserves. This being the case it is estimated that the credit on the account will be reduced from £3,130,510 in 2013/2014 to £2,937,490 in 2014/2015.

Internal Drainage Boards

- 3.30 Internal Drainage Boards levies are paid by the Council to the various Drainage Boards. The levies count as spending of the Council but a percentage (82%) is repaid by Government one year in arrears as part of the grant settlement. Any substantial increase in the levies can have an impact on the council tax payer who picks up the residual costs. The budget estimates of £2,630,800 for 2012/2013 are based on 2011/2012 actual costs plus an allowance for inflation. (Appendix 4)
- 3.31 The current arrangements for the partial repayment of levies through the grant settlement is likely to change in 2013 with the introduction of retention of business rates by the Council rather than receipt of formula grant from Government. No provision for the settlement of changes in Drainage Board levies is included in the proposed new system of funding local authorities. This introduces a degree of uncertainty in the budget process especially if Drainage Boards raise the levy above the rate of inflation.

Special Expenses

- 3.32 The Local Government Finance Act 1992 stipulates that any expenses incurred by the authority in performing in a part of its area a function performed elsewhere by a parish council are the authority's special expenses, unless a resolution of the authority to the contrary effect is in force. Special expenses are charged across a number of towns and parishes for cemeteries, closed churchyards, footway lighting, community/town halls and playing fields and open spaces.

Downham Market, Hunstanton and King's Lynn

3.33 The table sets out current estimates of costs for the services involved and the level of Council Tax at Band D for each of the towns for 2012/2013. In each case the actual Band D charge has been calculated but in 2012/2013 the charge to be made to the residents will be subject to a freeze if the revised figures increase the charge from the level set in 2011/2012. For example in Hunstanton the actual charge has reduced to £32.46 from £37.49 and in this case the lower charge will be made. In the case of Downham Market and King's Lynn the actual charges have increased but the charge to be made will be restricted to last years figure.

	Downham Market	Hunstanton	King's Lynn
	£	£	£
Allotments	0	0	16,650
Closed Churchyards	3,490	0	22,750
Community Centres	0	26,460	39,190
Footway Lighting	1,820	1,040	22,060
Grounds Maintenance - Open Spaces & Amenity Areas	48,210	32,740	224,010
Improving Neighbourhoods Programme	0	0	221,920
Play Areas	6,140	5,030	21,430
Special Expenses Charge	59,660	65,270	568,010
Council Tax Base 2012/2013	3,620	2,011	11,016
Actual Band D charge 2012/2013	£16.48	£32.46	£51.56
Band D charge 2011/12	£16.10	£37.49	£36.73
Band D Charge for 2012/13	£16.10	£32.46	£36.73

3.34 The major changes to the expenses charge for the urban areas are:

- In 2010/2011 the Council introduced charges to Kings Lynn in respect of the costs of the Neighbourhood Management Teams as approved by Council in November 2009. In 2010/2011 and 2011/2012 a government grant of £90,000 was available each year which reduced the level of charge made to Kings Lynn. The grant came to an end in 2011/2012. In 2012/2013 the charge to King's Lynn increases by a further £114,000 to include the operational costs of the Neighbourhood Clean up Teams as approved by Council in November 2009.
- Major savings have been made on footway lighting across many parishes reflecting the full benefit of the transfer of responsibility for certain lights moving to the County Council.

Parish Special Expenses

3.35 The Council also maintains footway lights, closed churchyards, play areas and open spaces in some of the rural parishes. The table below summarises the cost of services that are deemed special expenses for 2012/2013:

Parish	Taxbase	Footway Lighting	Church-yards	Play Areas	Grounds Maintenance Open Spaces and Amenity Areas	Total	Actual Band D Sp Exp	2012/13 Band D Sp Exp **
East Winch	274	0	0	790	0	790	2.88	2.70
Feltwell	673	0	0	0	1,950	1,950	2.90	2.82
Harpley	152	0	0	0	550	550	3.61	3.44
Heacham	1,957	0	0	160	0	160	0.08	0.08
Hilgay	430	130	1,920	0	1,760	3,810	8.86	8.86
Hockwold	381	0	0	0	870	870	2.28	2.26
Leziate	256	0	0	310	0	310	1.21	1.17
Methwold	470	0	0	0	960	960	2.04	1.95
Northwold	377	0	0	0	220	220	0.58	0.56
North Wootton	867	0	1,440	310	0	1,750	2.02	0.68
Old Hunstanton	328	650	0	470	0	1,120	3.42	3.42
Outwell	686	0	480	0	750	1,230	1.79	1.64
Pentney	192	0	0	0	280	280	1.46	1.39
Sedgeford	273	0	0	0	2,200	2,200	8.05	7.67
South Creake	280	0	0	0	1,530	1,530	5.47	5.10
Southery	410	0	1,440	0	690	2,130	5.20	4.01
Terrington St John	279	60	0	790	0	850	3.05	3.00
Upwell	908	0	3,840	0	1,490	5,330	5.87	4.06
Wiggenhall St Mary Magdalen	238	0	3,840	0	0	3,840	16.14	3.18

**** In each case the actual Band D charge has been calculated as usual but in 2012/2013 the charge to be made to the residents will be subject to a freeze if the revised figures were to increase the charge from the level set in 2011/2012**

3.36 The sum total for special expenses is £722,810 however the Council cannot fully recover all costs because of the freeze on council tax and will therefore only include a sum of £551,100 in the estimates for 2012/2013.

Government Grant – Council Tax Freeze

- 3.37 In 2011/2012 the Government provided an incentive to freeze council tax by offering councils an additional grant equivalent to a 2.5% increase on a Band D council tax charge. This grant is payable for 3 years to 2013/2014. The sum due for 2012/2013 is £157,440.
- 3.38 In 2012/2013 if the Council freezes council tax once more then the Government will again provide for an additional grant of £157,890 equivalent to a 2.5% increase in council tax but it will be for one year only. In 2012/2013 this gives a total figure to be claimed by the Council of £315,330 (£157,440 plus £157,890).

New Homes Bonus

- 3.39 The revised Plan takes into account the relatively new scheme introduced by Government last year which incentivises councils to increase housing supply by rewarding them with a New Homes Bonus. The value of the Bonus is equal to the national council tax band D on each additional property added to the council tax list in a year and is paid for the following six years as an unringfenced grant. There is an enhancement of £350 for each affordable home added to the list. The scheme was introduced in April 2011 and the Council has gained funding of £451,600 for new homes for 2011/2012 and a further £601,080 to be paid in 2012/2013.
- 3.40 It is assumed that over the next two years the bonus will increase by a further £550,000 per year.
- 3.41 The introduction of the Bonus has to some degree offset the impact of reducing government grant but coupled with the savings achieved by the Council it has also allowed the Council to continue to hold car parking and leisure and sports fees and charges at current levels

General Fund Balance and Reserves

- 3.42 Over the past two years the Council has held its general fund working balance higher than usual to allow for time to properly assess the impact of service reviews and changes in grant and to react in a reasoned way. The positive use of balances to assist in a planned and measured response to the reduction in Government grants and poor economic environment has proved to be very effective.
- 3.43 As a consequence of the cost reduction programme there have been reductions in staff levels that have brought about redundancy costs which so far have been met from a separate Restructuring Reserve. The level of this reserve stood at £800,000 and has been used to fund any costs associated with the reviews. In the budget for 2011/2012 the Council will replenish this reserve by £96,440 which will bring the balance to £500,000. This will be sufficient to deal

with any current staffing reviews. If at any stage the Council embarks on another major review then it may be necessary to top up the reserve.

- 3.44 In 2012/2013 a sum of £799,540 will be drawn from balances leaving £2.3m in hand. Over the period of the Plan to 31 March 2015 the balances will be further reduced to £920,390. This will still leave a working balance in excess of the minimum requirement of £872,910.
- 3.45 Whilst it is good working practice and part of risk management to hold reserves to cushion the impact of unforeseen events and as a means to building up funds to meet known or predicted requirements, there are costs associated with holding such levels of funds. Although these funds are used to deal with uneven cashflow, invested or used to prevent temporary borrowing and they therefore bring in income or avoid the cost of interest charges, they serve no other purpose if they remain unused over long periods of time. Council tax should not be set to establish significant sums of money that sit on a balance sheet and do not serve the public in any other way. This means that the levels of holdings should be properly justified and where possible minimised.
- 3.46 The operation of the General Fund working balance does support the Financial Plan and the level of council tax throughout and is eventually run close to the minimum level as at the end of that period.
- 3.47 As far as the other reserves are concerned the use and demands on the accounts are regularly monitored and any adjustments that could be made without raising a level of risk to the financial standing of the Council would be reported as necessary. In the opinion of the Deputy Chief Executive the current level of reserves should be sufficient to deal with any demands over the next year.
- 3.48 The Council's policy on Balances and Reserves was reviewed as part of the Budget report to Council in February 2011. There is no proposal to make any changes at this time. The Policy on Balances and Reserves is attached at Appendix 5.

Recommendation 2

Council is recommended to reaffirm the Balances and Reserves Policy and the maximum balances set for the reserves as noted in the report.

Budget Requirement 2012/2013

- 3.49 The Borough Requirement is a figure that comes from the total net costs of spending on services plus Internal Drainage Board levies less the credits for the Financing Adjustment, special expenses and grants for freezing council tax and new homes bonus.
- 3.50 The final part of the calculation is the deduction of the use of general fund balances.
- 3.51 In 2012/2013 the Budget Requirement for the Council is £16,901,700. This sum is to be met from Government Grant, any Collection Fund surplus and council tax.

4 Government Grant

- 4.1 In December 2011 the Government announced the levels of grant to be paid to councils in 2012/2013. The draft settlement proposes an allocation to the Council of £10.9m (£12.3m in 2011/2012) plus the payment of the second year of the council tax freeze grant of £157,400. These figures are as anticipated in the Financial Plan set last year and represent a cut in grant of 11.6%.
- 4.2 Perhaps more importantly the Government has given no indication of the provisional figures for the level of resources that will be available to councils in 2013/2014 and future years from the proposed new system of retaining a proportion of local business rates.
- 4.3 The Government intends to end the current complicated formula grant support to councils and from April 2013 is "proposing to repatriate business rates, allowing councils to keep a greater proportion of taxes raised locally. This would mean that councils who succeed in growing their local economy get a direct boost to their coffers". Full details of the scheme are not yet available but in crude terms the theory is that as business rates grow then the Council will receive a higher level of resources from the collection of that tax. The downside is that if economies do not grow then the risk of a shortfall in resources passes to the Council, although a safety net system is being mooted. Fuller details will be made available to Council as they become available. However it does mean that once again the Council is attempting to set out a medium term financial plan that is based on 'guesstimates' rather than more informed data.
- 4.4 In setting out the estimates for 2013/2014 and 2014/2015 the level of resources coming from local business rates is assumed to be falling in line with the Government's drive to reduce public spending. In 2013/2014 the level of retained local business rates is estimated to be £10m reducing to £9.6m in 2014/2015.

5 Collection Fund Surplus

- 5.1 As part of the budget review the position of the Collection Fund – an account that deals with the collection of council tax and business rates – has been examined. In setting council tax each year there is an assumption made on the level of collection that will be achieved. The performance of the Revenues Services is such that the level of collection achieved is as high as 99% - thereby producing a surplus on the Collection Fund Account which is shared and used by the County Council, Police Authority and Council to offset future council tax increases. In drawing up the council tax base for 2012/2013 the assumed collection rate is 97.5%. Whilst this is below the current level of performance during this period of recession it is considered prudent not to take full account of such high levels of collection. The fall back is that any rate achieved above the projection will produce surpluses on the Collection Fund of which a proportion will come back to the Council. The Collection Fund will continue to operate under the new business rate retention scheme. From closing the account in 2010/2011 it is estimated that the Council can draw sums of £225,000 each year for the period of 2012/2015.

6 Council Tax

- 6.1 Council Tax was introduced in April 1993 and is essentially a property tax based on the broad value of domestic properties. The Valuation Office Agency (VOA) is responsible for the valuation of 21m domestic properties in England and Wales. The VOA attributes each domestic property to one of eight bands – A to H. The bands relate to the estimated property value as at 1991 prices:

Band	Value £	Weighting of band
A	Up to £40,000	6
B	40,001 – 52,000	7
C	52,001 – 68,000	8
D	68,001 – 88,000	9
E	88,001 – 120,000	11
F	120,001 – 160,000	13
G	160,001 – 320,000	15
H	Over £320,000	18

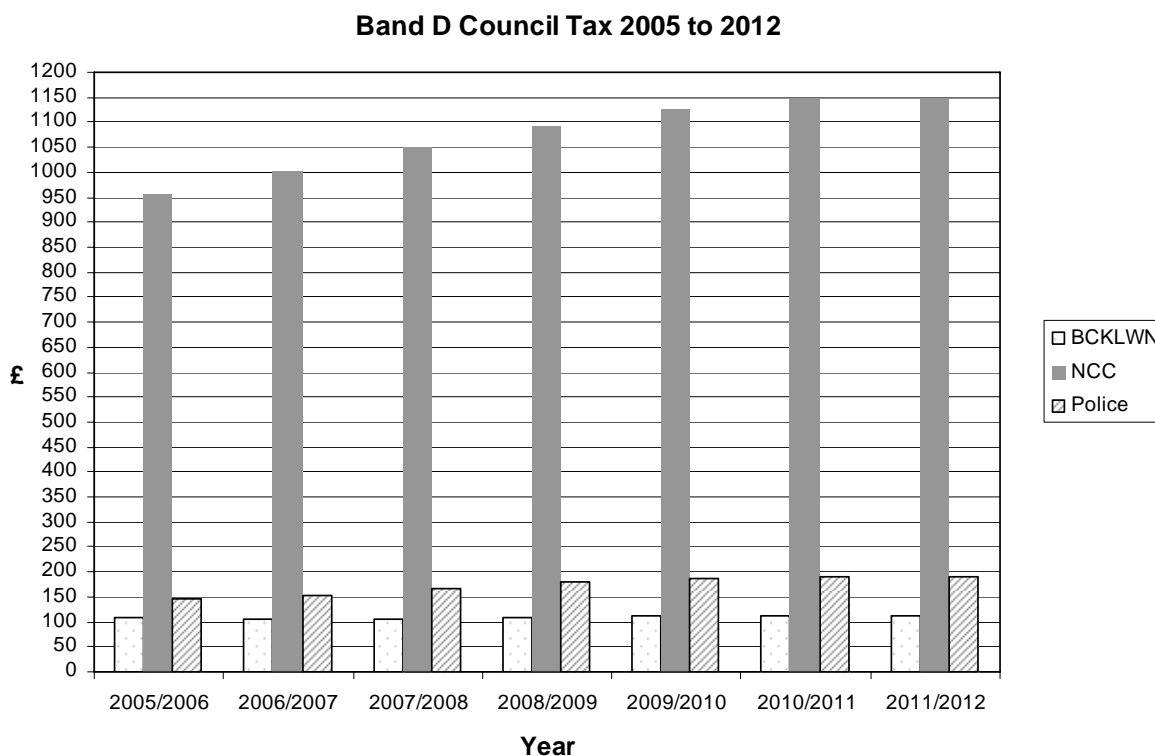
- 6.2 Although promised by past Governments there is yet to be a revaluation of the property bands. Council tax banding remains set at 1991 prices at present.

Council Tax Base 2012/2013

- 6.3 The Council Tax base is the estimated full-year equivalent number of liable dwellings in the Borough, expressed as an equivalent number of Band D dwellings with 2 or more liable adults. The calculation of the tax base is important in determining the overall level of Council Tax. An Authority has a statutory obligation to determine its tax base under the Local Government Finance Act 1992.
- 6.4 The full tax base calculation is detailed in Appendix 6 to this report. It shows a Council Tax base of 51,266 for 2012/2013. The tax base has been formally approved by Council at its meeting on 24 November 2011. Future years show an assumption that the tax base will rise by 300 per annum.

Council Tax 2011/2012

- 6.5 The Borough Council element of the full council tax bill in 2011/2012 for a Band D property is £111.97 out of a total of £1,448.20 (excluding parishes and special expenses). The following graph shows the separate elements and it is clear that of a Band D bill in 2011/2012 the Council's charge forms a very small part of the bill (8%) collected from every council tax payer.

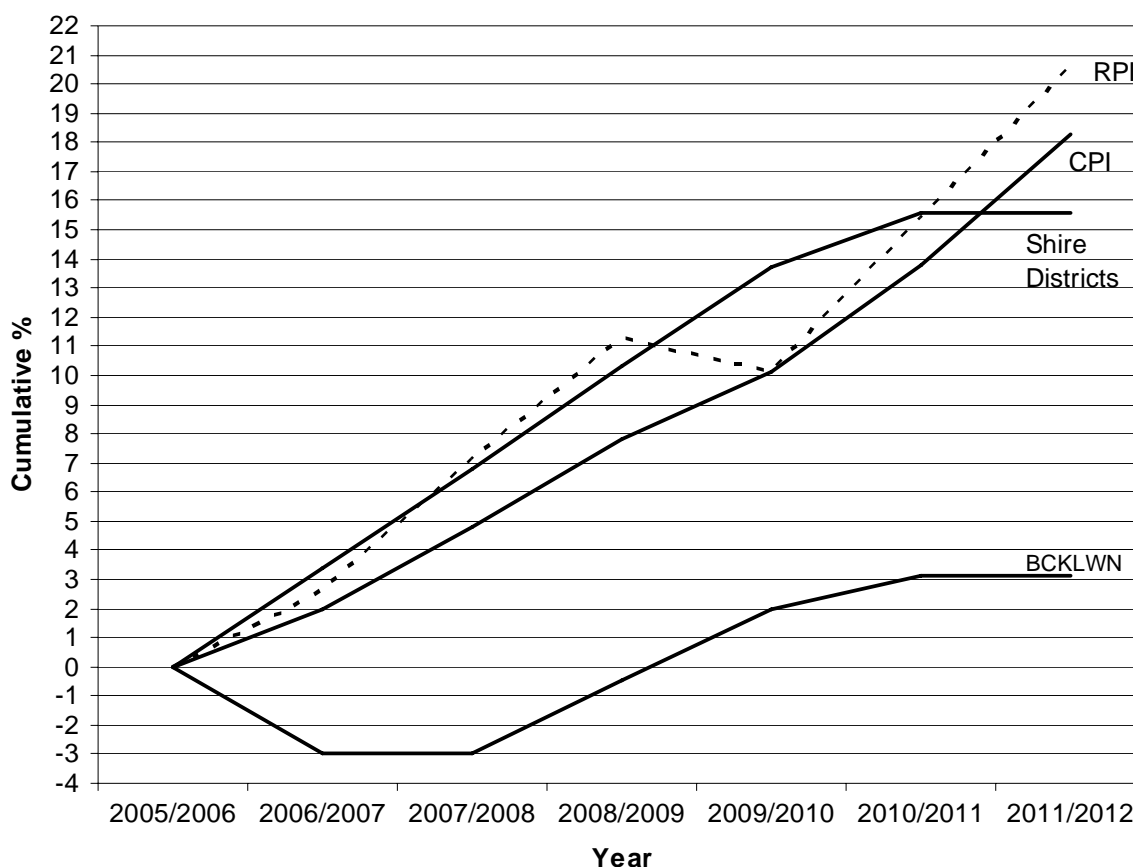


Council Tax Levels – Band D

	2005/6	2006/7	2007/8	2008/9	2009/10	2010/11	2011/12
	£	£	£	£	£	£	£
KLWN	108.67	105.41	105.41	108.05	110.75	111.97	111.97
NCC	956.70	1,004.40	1,052.10	1,091.52	1,123.74	1,145.07	1,145.07
Police	145.53	154.17	164.88	178.56	185.58	191.16	191.16

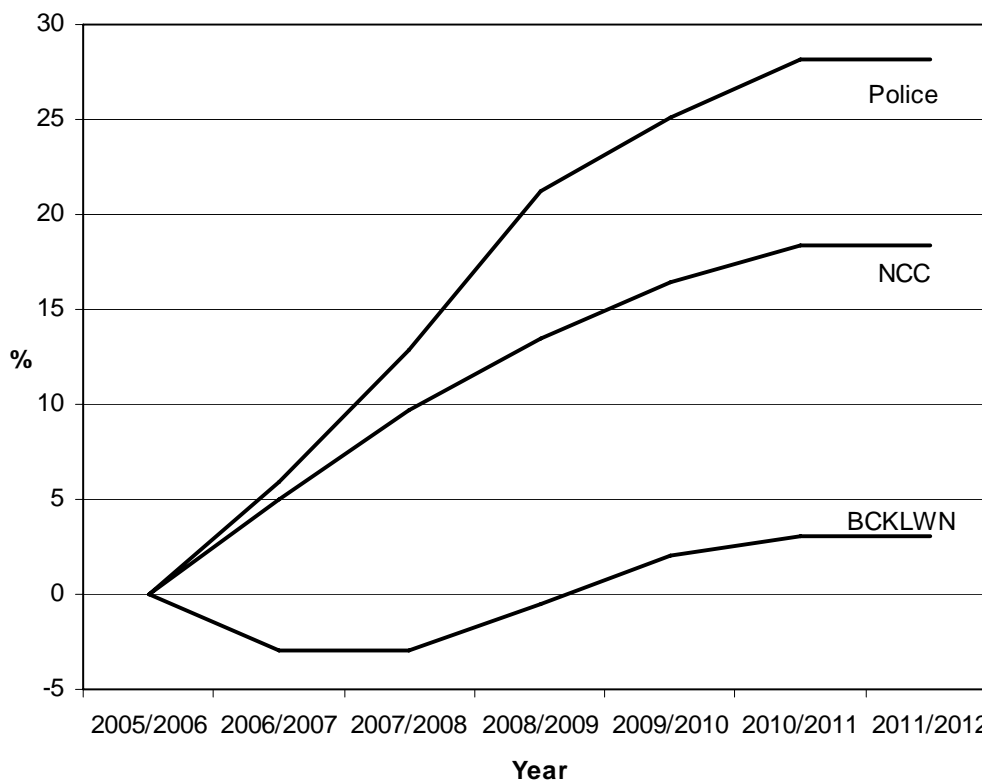
6.6 Over the period since April 2005 the Council has held council tax to a level where in 2011/2012 the cumulative increase amounts to 3% above the 2005/2006 figure. The average cumulative increase in council tax for shire districts areas in England over the same period 2005/2006 to 2011/2012 has been 15.6%. The Retail Price Index (RPI) has increased over that period (April 2005 to April 2011) by 20.6%. The Consumer Price Index (CPI) has increased by 18.3% over the same period. On all counts the Council has performed better. By holding down council tax the Council has absorbed the impact of inflation and not passed it on to its residents.

Band D Council Tax and RPI percentage increases 2005 to 2012



- 6.7 Had the Council increased tax over the period at the average rate of other district councils then the current level of tax for a Band D property would be £125.62 producing £699,780 per year additional council tax income.
- 6.8 The graph below shows how the various elements of the council tax bill in West Norfolk have increased over the period 2005/2006 to 2011/2012. It can be clearly seen that whilst the Council has managed and delivered services whilst only imposing a very small increase in council tax over the period the same cannot be said for the County Council or Police Authority.

Band D Council Tax percentage increase 2005 to 2012



Council Tax 2012/2013 and Future Years

- 6.9 The Financial Plan 2011/2015 includes a recommendation not to increase the council tax for 2012/2013 from £111.97 for a Band D property. It is assumed that council tax for 2013/2014 will increase by 2.5% and 2014/2015 by 2.5%.
- 6.10 The proposed levels of council tax for 2012/2013 remain as in the current year:

BAND	2012/2013	BAND	2012/2013
			£
A*	74.65	E	136.85
B	87.09	F	161.73
C	99.53	G	186.62
D	111.97	H	223.94

* The Council reduces the charge to a property classed as Band A to £62.21 pa where it is eligible for Disabled relief.

- 6.11 There are consequences of freezing council tax in 2012/2013. The Council will forgo additional income from council tax in 2012/2013 which will be offset by Government through a one-off grant. However, the 'opportunity cost' of not increasing the council tax income base will mean that £143,550 (increased as council tax rises) will not be collectable in future years. The opportunity to increase council tax income by 2.5% will be 'lost' forever. Over the period of the Financial Plan the consequences are shown in the tables below;

<i>Council Tax Freeze 2012/2013</i>	2012/2013	2013/2014	2014/2015
Proposed Increase in tax	0%	2.5%	2.5%
Council tax Band D	111.97	114.77	117.64
Council tax Base (Band D)	51,266	51,566	51,866
Council Tax Income	5,740,250	5,918,190	6,101,480
<i>Council Tax increase 2.5% 2012/2013</i>			
Proposed Increase in tax	2.5%	2.5%	2.5%
Council tax Band D	114.77	117.64	120.58
Council tax Base (Band D)	51,266	51,566	51,866
Council Tax Income	5,883,800	6,066,220	6,254,000
Council Tax Income Forgone	143,550	148,030	152,520
Less Government Grant	157,440		
Council Tax Income Forgone Over period of Plan	-13,890	134,140	286,660

- 6.12 A second consequence of freezing council tax in 2012/2013 is that there can be no increase in the special expenses charges to various parishes and town councils. This in effect means that an element of the charges that would have been made on specific parishes for services carried out in their areas will be met from the reserves of the general council tax payer. The additional costs to be met from reserves are estimated to be £171,710. This position will be corrected in future years when the special expenses charge will come back at higher levels that reflect the actual costs incurred on the various services but cannot be 'backdated' to make good the position in 2012/2013.
- 6.13 The income from council tax forgone of £286,660 and the impact of meeting special expenses costs from reserves means that over the period of the Financial Plan the costs of freezing council tax will be £458,370.

7 Parish Precepts

- 7.1 Parish and Town Councils within the borough request the Council to collect Council Tax on their behalf and pay over the sums requested as a Parish Precept. The total of the precepts must be added to the Council's budget but it is shown separately on Council Tax bills.

8 Full Council Tax 2012/2013

- 8.1 In order to calculate the full Council Tax for 2012/2013 it will be necessary to add the County Council, Police Authority and parish precept requirements to the Council's element as previously shown.

Recommendation 3

It is recommended that Council :

- 1) Approves the budget of £16,901,700 for 2012/2013 and notes the projections for 2013/2014 and 2014/2015.**
- 2) Approves the level of Special Expenses for the Town/Parish Councils as detailed in the report.**
- 3) Approves the Fees and Charges 2012/2013 detailed in Appendix 3.**
- 4) Approves a Band D council tax of £111.97 for 2012/2013.**

9 General Fund Financial Overview

9.1 This part of the report deals with the Council's General Fund balance based on the proposed Financial Plan 2011/2015 (including no increase in council tax for 2012/2013 and 2.5% in 2013/2014 and 2.5% in 2014/2015). The projected position for the period of the Financial Plan 2011/2015 will be as follows:

	2011/2012	2012/2013	2013/2014	2014/2015
	£	£	£	£
Balance b/f	3,558,364	3,141,834	2,342,294	1,641,794
Draw from balance	(416,530)	(799,540)	(700,500)	(721,400)
Balance c/f	3,141,834	2,342,294	1,641,794	920,394
Minimum requirement 5% of Budget Requirement	914,730	845,080	808,640	836,320
Bellwin	36,589	36,589	36,589	36,589
	951,319	881,669	845,229	872,909

9.2 Section 25 of the Local Government Act 2003 requires the Chief Financial Officer as part of the Council Tax setting process to comment as to the adequacy of the Council's Balances.

9.3 The General Fund balance remains above the minimum level required for all years in the Plan. The minimum requirement is calculated by taking 5% of the Budget Requirement and adding the Authority's Bellwin allocation.

9.4 The projected General Fund balances held by the Council are in the opinion of the S151 Officer (Deputy Chief Executive) adequate for the Council's operational needs.

Recommendation 4

Council is recommended to approve a minimum requirement of the General Fund balance for 2012/2013 of £881,669.

10 Cost Reduction Programme

- 10.1 At present the Council stands well placed in terms of levels of council tax when compared with our neighbours particularly if one factors in the range of services provided by the Councils. In 2011/2012 the Council was ranked as the 17th lowest council tax out of 389 authorities.
- 10.2 Holding increases in council tax at such low levels over a period of time has come about through an excellent working relationship between members and service managers, good financial management and powerful efficiency and service reviews. The Council's determination to act early during 2009 and 2010 showed it to be 'ahead of the game' and made significant progress in identifying ongoing savings of £3.3m in 2011/2012 rising to £4m in 2013/2014. Work on reducing costs continued during 2011 and a further £1.2m was saved in 2011/2012. All of these savings totaling £5.2m have been incorporated into the revised Financial Plan 2011/2015. (Appendix 7) No consultants were employed on delivering the savings with all work being carried out in house.
- 10.3 The savings made over the past years coupled with careful use of the working balance has allowed the Council to balance the Budget for 2012/2013 and 2013/2014 giving time to move on with a planned and organised change to the operation of the services to meet the potential deficit of future years.
- 10.4 The revised Plan in 2014/2015 shows a shortfall of income/resources compared to costs of £800,000 and in addition is reliant upon drawing a sum of £721,400 from the working balance. This sum will not be available in future years. The Council has therefore a new target for savings to be achieved before April 2014 of £1.5m.
- 10.5 **Past experience shows that it is important to gain savings as soon as possible and the Council will maintain momentum in its current drive to reduce costs.** Already work is underway on examining the potential for increased income, for example from recovery of the full costs of the planning service, sharing office facilities and the Council continues to progress the business case for shared services and new ways of working with other organisations in order to reduce costs. Management Team remain confident that this approach will enable the Council to close the gap projected for 2014/2015 in a measured and carefully managed way.

11 National Non Domestic Rates (Business Rates) 2012/2013

- 11.1 On the 1 April 2010 a new Rating List came into being following the five-yearly business rates revaluations. As usual, a transitional relief scheme was implemented that will cap increases to rates bills over the five years of the list funded by also capping reductions in other rates bills.

11.2 The new multipliers for 2012/2013 approved by Parliament are (2011/2012 figures in brackets):

Non-domestic rate multiplier	-	45.8p (43.3 p)
Non-domestic rate multiplier (small businesses)	-	45.0p (42.6p)

12 Prudential Framework

12.1 Under a Prudential Framework local authorities are responsible for the self-regulation of their borrowing and capital investment plans, although the Government has reserve powers to set borrowing limits for local authorities which would override locally determined limits. The key objectives of the Prudential Code are to ensure that the capital investment plans of the Council are affordable, prudent and sustainable. The Council must demonstrate that treasury management decisions are taken in accordance with good professional practice and that local strategic planning, asset management and proper option appraisal is supported.

12.2 In order to demonstrate the affordability of the Council's financial strategy, under the Prudential Framework the Council is required to address the revenue implications of all capital investment decisions and most importantly the impact on the future level of Council Tax.

12.3 The Council in its Capital Programme 2011/2015 has budgeted to fund £1.9m of capital schemes from unsupported borrowing (under the Prudential Framework) where it can demonstrate that financial savings can be achieved by outright purchase of equipment, as opposed to the use of an operating lease and the payment of an annual lease. The cost of borrowing and the revenue implications are included within this budget and is considered to be affordable and within the limits of the treasury management prudential indicators set under the Treasury Management Strategy:

Indicators 2011/2012	Set Limit Current
Operational Boundary (Limit of Borrowing)	£32m
Short Term and variable rates limits	60%

12.4 The Council will review the Treasury Strategy and set new indicators for 2012/2013 in March 2012.

13 “Robustness” of Budget

13.1 Under Section 25 of the Local Government Act 2003 the Chief Financial Officer must report as to the robustness of the estimates included within the budget. There are within any projection of budgets over a four year period a number of assumptions that are made, some of which will have a level of risk against them, and the Financial Plan 2011/2015 is no exception. The safety net of the level of working balances provides for a degree of comfort and robustness and in the opinion of the Deputy Chief Executive the level of General Fund balances held over the period are above minimal levels and adequate for the purposes of the Council. As noted, there are a number of operational and financial risks facing the Council that could possibly impact on the level of General Fund balances held.

13.2 The main risks facing the Council are as follows:

Operational Risks – There will always be an element of risk in the robustness of estimates where many services are demand led. This level of risk is especially heightened during this period of uncertainty in the economy. This is particularly the case where large or volatile budgets exist – mainly income driven like planning, industrial rents and car parking fees. These services produce high levels of income and a 1% reduction in the car parks estimates can produce a variance of £37,000. The Benefits grant regime can also be an area where the reduction in grant of 1% can produce a shortfall of £480,000. This level of re-imburement is normally achieved but there is a risk of a lower return. Past experience shows that the risk from these service areas, whilst significant in financial terms, can be dealt with through good budgeting techniques, sound financial management and where necessary the use of balances. However, in this period of the Plan there is a degree of uncertainty as to how easy it will be to compensate for lost income in the event that the projections are not met. The performance on budgets is included in monthly monitoring reports to management and members and in the event that action is necessary approval can be gained quickly.

A challenging element within the plan is the delivery of the level of savings to be made to bring the budget into balance by 2014/2015. It is extremely important that progress against the target savings is monitored closely during the course of 2012/2014 to ensure that the actual savings generated are consistent with expectations.

General Economic Risks – Assumptions on inflation made within the budget are detailed in the report. Where inflation factors rise above the assumed levels there will be an impact on the budget. The risk can be reduced through sound monitoring of spend and corrective action being taken. In the event that costs cannot be contained then the working balances come into play. Past experience shows that the risk is not significant, although it remains important to monitor the situation.

There is a risk to the budget from the changes in interest rates, especially in the current economic climate. Any significant changes to interest rates by the Bank of England Monetary Policy Committee to control inflation would in turn influence the interest paid on the Council's investments and borrowings. There is a degree of offsetting on our temporary and daily cashflow borrowing and lending but because the interest rates on long term borrowing were fixed prior to the current situation and are longer term then there could be immediate costs that the Council would suffer through reduced investment rates. The risk is reduced through good debt management practices and monitoring of the markets and budget position.

Capital Schemes, Partnerships and Contracts – The Council will always be subject to general financial risks inherent within large capital schemes, major outsourcing arrangements and partnership arrangements. Shared services for revenues and benefits and the refuse contract are prime examples of such risks where the Council is dependent in some way on the performance of third parties. The risks can be reduced through the existence of good governance arrangements, active participation in the schemes, sound project management and constant monitoring of the risks.

Business Continuity – In terms of risk management there are a number of issues that present a risk to the Council all of which are included in the Corporate Risk Register. A number of the most highly rated risks are concerned with finance – the impact of the recession on income/service costs and capital receipts, the level of reduction of Government Grant/business rates income and the difficulties involved with achieving savings targets in the Financial Plan. All of these issues have been considered and appropriate action taken to reduce the risk to the Council.

Government Grant – The Council has been provided with a grant figure for 2012/2013. Nothing has been received about the level of grant/business rate income for 2013/2014 and 2014/2015. It is known that changes will take place in the grant regime and business rates will come in place of formula grant for 2013/2014. Assumptions have been made based on previous announcements by Government but there remains a risk that projected levels of resources will change. The sensitivity of any movement in the figures is for every 1% increase or reduction is £100,000 pa and there would be a cumulative impact over the period of the Financial Plan.

Legislation – There are always risks associated with changes in legislation. For example, changes to VAT rules could have significant impact on the Financial Plan of the Council. There is little that can be done to mitigate legal risks other than to continue to be aware of the potential changes and act accordingly.

14 Consultation

- 14.1 The Council met with representatives of the business and voluntary sector community on 19 January 2012 to canvass their opinions. Notes of the meeting are attached at Appendix 8.
- 14.2 This report will be made available to staff and comments will be sought. Trade union representatives will also be sent a copy of the report. Any comments arising as a result of the consultation process will be reported to Cabinet.
- 14.2 As part of the budget process the two Council Panels have received budget papers for their relevant service areas and have been asked to make comments to Cabinet.

Acknowledgement

The preparation of this budget has been possible after considerable effort, research and co-operation of many officers from all sections of the Council's administration.

David Thomason
Deputy Chief Executive

Financial Plan 2011/2015

	Estimate 2011/2012 - December Monitoring £	Projection 2012/2013 £	Projection 2013/2014 £	Projection 2014/2015 £
Community & Democracy	3,811,830	4,119,790	4,318,510	4,575,030
Env Improvement & Protection	5,592,590	5,593,160	4,553,200	4,542,050
Housing	1,663,220	1,814,930	1,929,570	1,979,510
Performance & Resources	8,223,110	8,087,620	8,389,770	8,740,390
Regeneration	617,290	287,560	321,030	420,400
Safer & Healthy Communities	317,500	320,130	352,740	373,920
Service Reviews - new targets				(800,000)
Portfolio Totals	20,225,540	20,223,190	19,864,820	19,831,300
Financing Adjustment	(3,026,080)	(3,233,640)	(3,130,510)	(2,937,490)
Internal Drainage Boards	2,579,230	2,630,800	2,657,100	2,683,700
Special Expenses	(554,880)	(551,100)	(758,000)	(776,950)
Government Grant - Freeze on Council tax	(157,440)	(315,330)	(157,440)	0
New Homes Bonus	(451,600)	(1,052,680)	(1,602,680)	(2,152,680)
Borough Spend	18,614,770	17,701,240	16,873,290	16,647,880
Contribution to Restructuring Reserve	96,440	0	0	0
Contribution (from)/to General Fund Balance	(416,530)	(799,540)	(700,500)	(721,400)
Borough Requirement	18,294,680	16,901,700	16,172,790	15,926,480
Government Grants	(12,376,680)	(10,936,450)	(10,029,600)	(9,600,000)
Collection Fund Surplus	(225,000)	(225,000)	(225,000)	(225,000)
Council Tax band D	111.97	111.97	114.77	117.64
Council Tax	50,844	51,266	51,566	51,866
	(5,693,000)	(5,740,250)	(5,918,190)	(6,101,480)
Funding Position	0	0	0	0

COMMUNITY AND DEMOCRACY

APPENDIX 2A

Line Number	Item	2011/2012 Revised	2012/2013 Estimate	2013/2014 Projection	2014/2015 Projection
(1)	(2)	(3) £	(4) £	(5) £	(6) £
1	Financial Assistance	280,480	279,140	281,930	287,390
2	CCTV	(20,970)	(15,870)	(14,080)	(16,050)
3	Parish & Borough Council Elections	28,420	27,830	35,360	35,530
4	Councillors Allowances & Expenses	593,460	592,200	598,980	603,000
5	Register Of Electors	248,160	235,250	240,740	246,870
6	Travellers General	11,000	10,260	10,440	10,680
7	Parks & Open Spaces	1,097,000	1,116,380	1,133,790	1,156,180
8	Sports Grounds	165,550	224,810	230,670	235,780
9	Allotments	13,390	10,400	10,700	11,080
10	Grounds Maintenance Operations	27,330	17,080	17,080	17,040
11	Swimming Pools	746,120	808,890	841,070	873,650
12	Lynnsport Leisure Park	1,220,000	1,399,050	1,431,800	1,502,590
13	Downham Market Leisure Centre	222,480	216,500	230,770	263,980
14	Leisure Card	(36,120)	(28,310)	(28,510)	(29,400)
15	Princess Theatre	49,100	14,190	14,190	14,190
16	Corn Exchange	676,420	635,460	653,180	665,890
17	King's Lynn Arts Centre	280,620	284,890	274,000	274,690
18	King's Lynn Gaol House	51,360	39,480	40,590	41,510
19	Custom House & TIC	73,690	91,320	94,420	97,540
20	Hunstanton TIC	73,630	78,370	80,320	82,620
21	Downham Market TIC	2,170	2,190	2,260	2,320
22	Sea Front - Resort General	(510,760)	(690,090)	(680,260)	(671,330)
23	Sea Front - Amusements & Chalets	18,340	22,480	23,570	24,700
24	All Weather Areas	8,600	8,690	9,160	9,700
25	Town Hall King's Lynn	285,960	381,920	387,540	394,960
26	Town Hall Downham Market	0	0	0	0
27	Sports Development	156,180	144,950	148,470	152,060
28	Museums	35,790	36,800	36,860	37,560
29	Grants and Subscriptions	39,460	15,860	16,690	17,080
30	King's Lynn Special Events	(7,280)	(7,500)	(7,090)	(6,690)
31	Green Quay Contribution	9,170	9,440	9,620	9,840
32	Car Parks - Pay & Display	(2,074,220)	(1,894,680)	(1,860,350)	(1,826,820)
33	Car Parks - Other	47,300	52,410	54,600	56,890
Total for Theme		3,811,830	4,119,790	4,318,510	4,575,030

ENVIRONMENTAL IMPROVEMENT & PROTECTION

Line Number (1)	Item (2)	2011/2012 Revised (3) £	2012/2013 Estimate (4) £	2013/2014 Projection (5) £	2014/2015 Projection (6) £
1	Refuse Collection	2,142,190	2,368,940	1,470,000	1,468,300
2	Recycling	931,820	872,370	669,850	601,860
3	Street Sweeping	1,201,020	1,185,830	1,217,070	1,248,330
4	Public Cleansing Service	25,150	16,650	16,680	16,700
5	Footway Lighting	150,900	135,620	138,780	145,360
6	Pollution Monitoring	440,160	371,370	377,340	386,390
7	Public Conveniences	482,980	457,820	469,430	483,310
	Environmental Improvement &				
8	Protection Miscellaneous	218,370	184,560	194,050	191,800
9	Total for Theme	5,592,590	5,593,160	4,553,200	4,542,050

HOUSING GENERAL FUND

APPENDIX 2C

Line Number	Item	2011/2012 Revised	2012/2013 Estimate	2013/2014 Projection	2014/2015 Projection
(1)	(2)	(3) £	(4) £	(5) £	(6) £
1	Community Centres	14,290	20,240	20,240	20,240
2	Enabler Role	59,950	57,850	59,360	60,940
3	Home Energy Conservation Act	5,350	5,300	5,310	5,420
4	Home Improvement Agency	(156,770)	(92,730)	(75,720)	(58,450)
5	Homechoice	80,390	69,790	73,030	75,480
6	Housing Advances	(3,110)	(2,740)	(2,670)	(2,340)
7	Housing Associations	(13,620)	(13,320)	(13,140)	(12,950)
8	Housing Grants/Standards	997,310	1,319,570	1,192,390	1,161,130
9	Housing Options Sewage Treatment Plant and	256,020	259,010	267,550	276,310
10	Pumping Stations	24,080	15,400	16,440	16,650
11	Unified Benefits General	375,100	153,680	363,370	413,110
12	Miscellaneous Housing	24,230	22,880	23,410	23,970
13	Total for Theme	1,663,220	1,814,930	1,929,570	1,979,510

PERFORMANCE AND RESOURCES

Appendix 2D

Line Number (1)	Item (2)	2011/2012 Revised (3) £	2012/2013 Estimate (4) £	2013/2014 Projection (5) £	2014/2015 Projection (6) £
1	Citizens Panel	16,730	11,370	11,620	11,880
2	Civic Function Expenses	75,470	73,900	75,320	76,860
3	Cost of Collection - NNDR/Council Tax	282,150	247,720	261,990	277,410
4	Corporate Communications	111,410	112,200	115,200	118,150
5	Corporate Costs and Provisions	1,666,150	1,621,680	1,754,260	1,140,620
6	Corporate Management Team	830,630	854,500	879,290	903,410
7	Corporate Initiatives	126,520	131,750	134,990	137,070
8	Support of Democratic Process	28,860	25,170	25,560	25,960
9	Emergency Response Planning	88,400	86,020	87,570	89,330
10	Flood Prevention/Precaution	20,100	20,080	20,080	20,090
11	Financial Support	79,360	83,800	86,230	88,210
12	Mayoral Allowances & Expenses	10,010	10,150	10,230	10,230
13	Mayoral Transport	26,440	23,300	23,940	24,500
14	Corporate Training	198,470	286,470	290,280	295,090
15	Equal Opportunities	45,660	45,730	46,560	47,390
16	Special Expenses - Costs	287,390	432,860	443,810	455,070
17	Business Continuity	4,000	4,000	4,000	4,000
18	Severe Weather Contingency	4,200	4,220	4,220	4,220
19	Policy & Partnership	105,630	101,200	103,360	105,450
20	Subtotal for Service	4,007,580	4,176,120	4,378,510	3,834,940

PERFORMANCE AND RESOURCES

Appendix 2D

Line Number (1)	Item (2)	2011/2012 Revised (3) £	2012/2013 Estimate (4) £	2013/2014 Projection (5) £	2014/2015 Projection (6) £
Central Support					
21	Legal Services	452,780	368,190	376,610	385,090
22	Member Services	425,210	265,150	272,350	279,390
23	Personnel Services	332,270	320,480	328,250	335,990
24	Safety and Welfare	102,530	108,140	110,670	113,130
25	Accountancy	758,660	740,460	757,830	774,650
26	Property Services	658,680	632,110	648,420	664,090
27	Internal Audit	135,770	137,890	141,220	144,430
28	Income	192,090	167,380	171,450	175,460
29	Graphics	60,700	60,930	62,560	64,070
30	Customer Information Centre (Lynn)	900,750	859,420	882,690	905,200
31	Customer Information Centre (Downham Office)	52,880	57,170	58,840	59,900
32	Customer Information Centre (Hunstanton Office)	43,010	45,220	47,460	47,480
33	Systems support (revenues)	196,510	148,960	152,910	156,570
34	Subtotal for Central Support Services	4,311,840	3,911,500	4,011,260	4,105,450
Departments, Offices, Depots Recharged					
1	Central Services - Performance Review, Improvement and Efficiency	194,490	121,630	123,800	126,900
2	Revenues Services	535,050	516,940	530,020	542,360
3	Borough Planning	1,767,470	1,823,700	1,865,250	1,910,300
4	Regeneration	187,700	191,440	196,400	201,170
5	Environmental Health & Protection	937,550	909,490	930,280	951,120
6	Community & General Housing	526,100	571,570	584,440	598,640
7	Leisure & Public Spaces	710,410	693,680	709,460	725,750
8	Tourism	77,920	78,410	80,590	82,690
9	Information Technology	1,560,620	1,428,630	1,513,600	1,433,780
10	Printing & Copying	361,650	364,700	372,110	380,390
11	Confidential Waste	6,200	6,200	6,200	6,200
12	Supplies	72,410	35,970	36,610	37,280
13	Depots	247,800	321,540	324,760	327,660
14	Office Accommodation	617,720	619,620	635,430	652,730
15	Subtotal for Departments	7,803,090	7,683,520	7,908,950	7,976,970
16	Departments Recharged	(7,899,400)	(7,683,520)	(7,908,950)	(7,976,970)
17	Subtotal for Departments, Offices, Depots Recharged	(96,310)	0	0	0
18	Total for Theme	8,223,110	8,087,620	8,389,770	7,940,390

REGENERATION

APPENDIX 2E

Line Number	Item	2011/2012 Revised	2012/2013 Estimate	2013/2014 Projection	2014/2015 Projection
(1)	(2)	(3) £	(4) £	(5) £	(6) £
1	Building Control - Residual Charge	23,110	2,960	2,800	2,620
2	Building Control - Non Fee	82,880	85,730	87,450	89,540
3	Economic Development	173,920	178,390	180,660	184,600
4	Estates	(1,202,000)	(1,295,770)	(1,383,030)	(1,384,650)
5	General Markets	(4,170)	(4,330)	(3,910)	(3,960)
6	General Properties	(18,600)	(2,900)	(1,140)	880
7	Regeneration Projects	358,010	261,800	268,610	274,640
8	Local Land Charges	15,980	11,350	11,630	11,860
9	Conservation and Enhancement	116,290	107,260	108,950	111,370
10	Development Control	589,900	434,330	465,430	548,130
11	Planning Policy	304,540	363,360	445,820	454,220
12	Publicity & Tourism	207,090	207,990	211,470	217,180
13	Rural Transport Development	110,180	116,080	117,900	120,240
14	Street Naming & Numbering	6,960	9,430	9,580	9,810
15	King's Lynn Town Centre	(211,950)	(246,080)	(260,920)	(277,660)
16	Town Centre Manager	65,150	57,960	59,730	61,580
Total for Theme		617,290	287,560	321,030	420,400

SAFER & HEALTHY COMMUNITIES

Line Number (1)	Item (2)	2011/2012 Revised (3)	2012/2013 Estimate (4)	2013/2014 Projection (5)	2014/2015 Projection (6)
1	Dog Warden Services	67,860	69,970	71,380	71,100
2	Closed Churchyards	58,720	48,860	50,280	51,510
3	Community Safety	208,390	215,340	219,840	224,920
4	Food Hygiene	296,970	316,080	327,270	334,830
5	Miscellaneous - Health	171,130	178,590	182,770	187,100
6	Licenses	74,260	75,300	81,080	84,650
7	Mintlyn Crematorium	(572,670)	(585,880)	(582,740)	(583,020)
8	Open Cemeteries	12,840	1,870	2,860	2,830
9	Total for Theme	317,500	320,130	352,740	373,920

Arts and Entertainment

	ACTUAL CHARGE 2011/12 £	PROPOSED CHARGE 2012/13 £
ARTS AND ENTERTAINMENT - ALL VENUES		
Posting Tickets	0.65	0.65
Handling fee for all card transactions	1.00	1.00
CORN EXCHANGE - KING'S LYNN - 01553 765565		
Ticketed Events		
Access from 14:00 hrs - Clearance by 24:00 hrs	1,380.00	1,380.00
Plus 10% Gross Box Office Takings		
Access prior to 14:00 hrs (per hour)	125.00	125.00
Clearance after 24:00 hrs (per hour)	193.00	193.00
The above hire charges include Box Office facilities, Front of House Staff, 2 technicians and all available in house equipment.		
Non Ticketed Events		
Access 07:00 hrs - Clear 13:00 hrs	722.00	722.00
Access 13:00 hrs - Clear 18:00 hrs	722.00	722.00
Access 18:00 hrs - Clear 24:00 hrs	794.00	794.00
Access 07:00 hrs - Clear 24:00 hrs	1,938.00	1,938.00
Earlier access (per hour)	117.00	117.00
Clearance after 24:00 hrs per hour	193.00	193.00
The above hire charges include Front of House Manager, Duty Technician and in-house equipment as available. Costs for additional staffing and / or lighting requirements other than general lighting will be recharged to the hirer.		
Off Peak Charges		
A reduction of 40% on base hire charges may be offered to non-commercial events during January, February, July and August.		
Concessions		
Charitable Organisations based In the Borough with local Charitable objectives may be offered a discount of 40% on all base hire charges for bookings between Monday and Thursday throughout the year.		
Note - Only 40% discount is available at any one time.		
KING'S LYNN ARTS CENTRE - 01553 765565		
Hirings		
Access from 14:00 hrs – clearance by 24:00 hrs		
Commercial		
Monday - Thursday	630.00	630.00
Friday - Sunday	735.00	735.00
Earlier access / rehearsal (per hour)	63.00	63.00
Base hire charge plus 10% of gross box office takings		
Local Arts Organisations		
Monday - Thursday	399.00	399.00
Friday - Sunday	426.00	426.00
Get in / rehearsal rate / excess hours (per hour)	50.00	50.00
Base rate plus 5% of gross box office takings		
The above hire charges include Box Office facilities, Front of House Staff and 2 technicians and all available in house equipment.		
For hire charges relating to events and exhibition spaces please call (01553) 779095		

Tourism

	ACTUAL CHARGE 2011/12 £	PROPOSED CHARGE 2012/13 £
Tales of The Old Gaol House - 01553 774297		
Admissions		
Adults	3.20	3.20
Juniors	2.20	2.20
Concessions	2.80	2.80
Family (2 adults and 2 children)	8.95	8.95
School visits	1.65	1.65
School activities	1.65	1.65
South Gate/Red Mount Chapel combined ticket - Adult	2.10	FREE
South Gate/Red Mount Chapel combined ticket - Accompanied children	FREE	FREE

Hall and Room Hire

	ACTUAL CHARGE 2011/12 £	PROPOSED CHARGE 2012/13 £
TOWN HALL, KING'S LYNN - 01553 775839		
Stone Hall/Assembly Room Suite		
Charge per hour	48.00	48.00
Registered Charities or organisations with charitable objectives Monday-Thursday	39.00	39.00
Additional one off charge for Saturday or Sunday hire	66.00	66.00
Wedding - Weekday	229.00	229.00
Wedding - Weekend	298.00	298.00
Wedding - Weekday package (including reception)	563.00	563.00
Wedding - Weekend package (including reception)	746.00	746.00
Card Room (Meetings, Whist Drives etc.)		
Charge per Hour	24.00	24.00
Charitable organisations with charitable objectives Monday-Thursday	20.00	20.00
Additional one off charge for Saturday or Sunday hire	48.00	48.00
Daily charge - weekday	143.00	143.00
Council Chamber (Meetings Only)		
Charge per Hour	24.00	-
Charitable organisations with charitable objectives Monday-Thursday	20.00	-
Additional one off charge for Saturday or Sunday hire	48.00	-
Heritage Room - Charge per hour		
	10.00	10.00
Use of Kitchen (per booking)		
	36.00	36.00
Corkage charge per bottle		
	2.00	2.00
Hire of Public Address System		
	53.00	53.00
Additional charge after midnight		
	116.00	116.00
Buffets available on request (price on applicaton)		

Community Centres

	ACTUAL CHARGE 2011/12 £	PROPOSED CHARGE 2012/13 £
SOUTH LYNN COMMUNITY CENTRE - 01553 763620		
Main Hall		
Off Peak per hour	18.00	18.00
Peak per hour	24.00	24.00
Community Rooms per hour		
	15.60	15.60
FAIRSTEAD COMMUNITY CENTRE - 01553 771477		
Main Hall		
Off Peak per hour	18.00	18.00
Peak per hour	24.00	24.00
Art Room per hour		
	15.60	15.60
IT Suite per hour		
	12.00	12.00
Interview Room per hour		
	8.40	8.40

	ACTUAL CHARGE 2011/12		PROPOSED CHARGE 2012/13	
	Leisure Card £	Non Leisure Card £	Leisure Card £	Non Leisure Card £
SPORT & RECREATION - All locations				
All long-term hire subject to a 17.5% block booking charge, discounts based on Sports Development work contributing to corporate, sport and recreation strategies.				
Admissions				
Spectators	FREE	1.20	FREE	1.20
Juniors accompanied by an adult	FREE	FREE	FREE	FREE
LEISURE CARD				
Couple (2 Adults)	32.00	-	32.00	-
Adult (over 16 in employment)	21.50	-	21.50	-
Junior (under 16)	6.30	-	6.30	-
Concession (additional cards free)	6.30	-	6.30	-
Junior Concession	6.30	-	6.30	-
Main Hall Hire per hour				
Peak Times				
Badminton Court	9.95	9.95	9.95	9.95
Team Sport Court	39.90	39.90	39.90	39.90
Off Peak Times				
Badminton Court (per court per hour)	5.65	7.50	5.65	7.50
Badminton Court (per court per hour) Concession	3.80	-	3.80	-
Team Sport Court	30.00	30.00	30.00	30.00
Team Sport Court Concession	30.00	-	30.00	-
Equipment Hire				
Adult	FREE	4.90	FREE	4.90
Junior	FREE	2.40	FREE	2.40
Table Tennis				
Peak Times				
Table Tennis Table	9.95	9.95	9.95	9.95
Off Peak Times				
Table Tennis Table	5.65	7.50	5.65	7.50
Concession	3.80	-	3.80	-
Bat Hire				
Adult	FREE	4.90	FREE	4.90
Junior	FREE	2.40	FREE	2.40
Sunbed				
One session (3 minutes)	1.80	1.80	1.80	1.80
Aerobics				
	4.30	4.90	4.30	4.90
Concession	3.15	-	3.15	-

	ACTUAL CHARGE 2011/12		PROPOSED CHARGE 2012/13	
	Leisure Card £	Non Leisure Card £	Leisure Card £	Non Leisure Card £
Bowls Hall				
Rink Hire 2 Hours				
Per person	3.75	5.05	3.75	5.05
Per person concession	2.55	-	2.55	-
Per person concession (Summer only - April to September)	2.35	-	2.35	-
Junior concession	1.55	-	1.55	-
Club long term booking	9.30	-	9.30	-
Bowls Hall Membership Fees				
Adult	32.45	-	32.45	-
Junior	FREE	-	FREE	-
Bowls Seasonal Locker Charge	7.50	-	7.50	-
Squash Courts (per 40 minutes)				
Peak Times	5.65	7.50	5.65	7.50
Peak Times Court (Concession)	5.65	-	5.65	-
Off Peak Times	4.25	5.65	4.25	5.65
Off Peak Times Court (Concession)	2.95	-	2.95	-
Swimming Lessons (per lesson)				
Adult/Juniors 1/2hr	3.90	4.70	3.90	4.70
Adult/Juniors Concessions 1/2hr	2.35	-	2.35	-
FITNESS SCHEMES				
Fitness Joining Fee				
Adult	50.00	50.00	50.00	50.00
Concession	12.50	-	12.50	-
SHOKK	12.50	12.50	12.50	12.50
Concession	7.50	-	7.50	-
Fitness Memberships (Per Calender Month)				
Lifestyle 1 - Fitness	28.50	14.25	28.50	14.25
Lifestyle 1 - Swimming	19.90	9.95	19.90	9.95
Lifestyle 1 - Group Exercise	22.20	11.10	22.20	11.10
Lifestyle 2	34.15	17.05	34.15	17.05
Lifestyle 3	39.80	19.90	39.80	19.90
Lifestyle 2 (Over 60's Concessions)	20.50	-	20.50	-
Lifestyle 3 (Over 60's Concessions)	23.90	-	23.90	-
Active 2	40.90	20.45	40.90	20.45
Active 3	47.65	23.85	47.65	23.85
Active 2 Concessions	-	10.25	-	10.25
Active 3 Concessions	-	11.90	-	11.90
Over 60's Fitness Only	17.10	-	17.10	-
Over 60's Group Exercise Only	13.35	-	13.35	-
Over 60's Swimming	11.95	-	11.95	-
Grass Sports Pitches				
	Downham Market	01366 386868		
	Hunstanton	01485 534227		
	Kings Lynn	01553 818001		
General Lettings Per Match with changing facilities	51.10	51.10	51.00	51.10

	ACTUAL CHARGE 2011/12		PROPOSED CHARGE 2012/13	
	Leisure Card	Non Leisure Card	Leisure Card	Non Leisure Card
	£	£	£	£
DOWNHAM MARKET LEISURE CENTRE - 01366 386868				
Fitness Room				
Individual Charge	5.60	6.85	5.60	6.85
Individual Charge Concession (off peak)	3.50	-	3.50	-
Locker Hire	0.20	0.20	0.20	0.20
Pool Charges				
Admissions				
Adult	3.25	4.10	3.25	4.10
Concession	1.75	-	1.75	-
Junior	1.75	2.40	1.75	2.40
Concession	0.85	-	0.85	-
Family ticket (2 adults and 2 children)	-	10.45	-	10.45
School parties (per pupil)	-	1.05	-	1.05
Swimming Club Hire (per hour)	-	49.15	-	49.15
Swimming club hire, use by people with disabilities (per hour)	-	24.60	-	24.60
Other Private Hire (per hour)	-	98.30	-	98.30
Galas (per hour)	-	73.80	-	73.80
Pool Supervision (per hour)	-	9.35	-	9.35
Water Aerobics				
Adults	4.30	4.90	4.30	4.90
Concessions	3.15	-	3.15	-
LYNNSPORT & LEISURE PARK, KING'S LYNN - 01553 818001				
Fitness Room				
Per Hour	5.60	6.85	5.60	6.85
Concession - off peak	3.50	-	3.50	-
Junior Shokk	2.40	3.35	2.40	3.35
Concession – off peak	1.65	-	1.65	-
16-18 Club 2 months peak use	40.50	40.50	40.50	40.50
GP Referral (10 week programme)	21.90	24.15	21.90	24.15
Concessions	19.40	-	19.40	-
Sports Barn				
Peak Times – per hour (Monday to Friday,14:30 hrs to close and Sundays)				
Half Area	19.90	19.90	19.90	19.90
Whole Area	39.80	39.80	39.80	39.80
Off Peak Times (per hour)				
Half Area	15.00	15.00	15.00	15.00
Whole Area	30.00	30.00	30.00	30.00
Tennis - Sports Barn				
Peak time - Per Court	9.95	9.95	9.95	9.95
Off peak - Per Court	5.65	7.50	5.65	7.50
Per Court concession	3.80	-	3.80	-

	ACTUAL CHARGE 2011/12		PROPOSED CHARGE 2012/13	
	Leisure Card £	Non Leisure Card £	Leisure Card £	Non Leisure Card £
LYNNSPORT & LEISURE PARK Cont:				
Athletics Track				
Adult - per 2 hour session - daylight hours only	2.95	4.20	2.95	4.20
Junior - per 2 hour session - daylight hours only	1.60	2.95	1.60	2.95
Club Use - 2 Hours	49.65	49.65	49.65	49.65
Concession - (Weekdays before 5pm, All day Saturday)	FREE	FREE	FREE	FREE
Daytime Meetings	297.60	297.60	297.60	297.60
Evening Meetings	198.40	198.40	198.40	198.40
3G Synthetic 5-A-Side Pitch (per hour)				
Commercial Rate : Private/Casual Hire	26.00	26.00	26.00	26.00
Norfolk FA Training Rate	16.00	16.00	16.00	16.00
Norfolk FA Affiliated + Charter Mark	16.00	16.00	16.00	16.00
Norfolk FA Affiliated (non Charter Mark)	21.00	21.00	21.00	21.00
3G Synthetic 11-A-Side Pitch (per 2 hour session)				
Commercial Rate : Private/Casual Hire	79.00	79.00	79.00	79.00
Norfolk FA Training Rate	47.00	47.00	47.00	47.00
Norfolk FA Affiliated + Charter Mark	47.00	47.00	47.00	47.00
Norfolk FA Affiliated (non Charter Mark)	63.00	63.00	63.00	63.00
FA Affiliated League Match - Adult	53.00	53.00	53.00	53.00
FA Affiliated League Match - Junior	37.00	37.00	37.00	37.00
Gymnastics - per hour				
Recreation Courses Open Sessions	3.70	3.90	3.70	3.90
Concession	1.90	-	1.90	-
Recreation Courses Structured Sessions	5.25	5.55	5.25	5.55
Concession	2.80	-	2.80	-
Schools (per hour including coaches)	-	83.25	-	83.25
Nursery schools and special needs groups	-	62.45	-	62.45
Hire of Gymnasium (per hour not including coaches)	-	39.90	-	39.90
Pitches - Per Match				
Football	51.10	51.10	51.10	51.10
Junior (Kingsway)	12.80	12.80	12.80	12.80
Cricket	51.10	51.10	51.10	51.10
Pavilion Common Room Per Hour				
	14.40	14.40	14.40	14.40
Room Hire (per hour)				
Wimbledon Room				
	27.30	27.30	27.30	27.30
Wembley Room				
	32.75	32.75	32.75	32.75
Petanque Terrain				
Per Person	1.15	1.80	1.15	1.80
Concession	0.60	-	0.60	-
Dance Studio				
Peak per hour	29.90	29.90	29.90	29.90
Off peak per hour	22.50	22.50	22.50	22.50
Climbing Wall				
Inductions				
Adult	10.00	10.00	10.00	10.00
Concession	10.00	10.00	10.00	10.00
Junior	10.00	10.00	10.00	10.00
Concession	10.00	10.00	10.00	10.00
Admissions				
Adult	4.25	4.85	4.25	4.85
Concession	3.10	-	3.10	-
Junior	2.80	3.15	2.80	3.15
Concession	2.10	-	2.10	-
Party	85.00	85.00	85.00	85.00
' THE SHED' - Indoor Wheeled Sports Centre				
' THE SHED' Membership				
Adult	10.95	13.10	10.95	13.10
Junior	10.95	13.10	10.95	13.10
Concession Leisurecard Holder	5.50	-	5.50	-
	' THE SHED' Member	' THE SHED' Non Member	' THE SHED' Member	' THE SHED' Non Member
' THE SHED' Sessions				
Adult	3.00	6.30	3.00	6.30
Junior	1.80	3.20	1.80	3.20
Concession	Adult	1.50	-	1.50
	Junior	0.85	-	0.85
' THE SHED' Weekly Pass				
Member	Adult	11.25	-	11.25
	Junior	6.80	-	6.80
Concession Member	Adult	5.65	-	5.65
	Junior	3.45	-	3.45

	ACTUAL CHARGE 2011/12		PROPOSED CHARGE 2012/13	
	Leisure Card	Non Leisure Card	Leisure Card	Non Leisure Card
	£	£	£	£
ST JAMES' SWIMMING & FITNESS CENTRE, KINGS LYNN - 01553 764888				
Pool Charges				
Admissions				
Adults	3.25	4.10	3.25	4.10
Concession	1.75	-	1.75	-
Juniors	1.75	2.40	1.75	2.40
Concession	0.85	-	0.85	-
Fun session	2.20	2.65	2.20	2.65
Concession	1.60	-	1.60	-
School Parties per pupil	-	1.05	-	1.05
Family Ticket (2 Adults and 2 Children)	-	10.45	-	10.45
Swimming Club Hire - St James	-	58.40	-	58.40
Other/Commercial Private Hire per hour	-	116.75	-	116.75
Hire of Small Pool per hour				
Half Pool weekdays	-	14.55	-	14.55
Whole Pool Swimming Club Hire	-	29.25	-	29.25
Other / Commercial Hire Whole Pool	-	58.40	-	58.40
Pool Supervision (per hour)	-	9.15	-	9.15
Galas per hour	-	87.45	-	87.45
Lane Hire -Up to 8 people per hour	-	11.75	-	11.75
Locker Hire	0.20	0.20	0.20	0.20
Water Aerobics				
Adults	4.30	4.90	4.30	4.90
Concession	3.15	-	3.15	-
Fitness Room				
Individual Charge	5.60	6.85	5.60	6.85
Individual Charge Concession	3.50	-	3.50	-
OASIS LEISURE CENTRE, HUNSTANTON - 01485 534227				
Pool Charges				
Admissions				
Adults	3.25	4.95	3.25	4.95
Concessions	1.75	-	1.75	-
Juniors	1.75	3.75	1.75	3.75
Concessions	0.80	-	0.80	-
Adult only lane swim	3.25	4.10	3.25	4.10
Concessions	1.75	-	1.75	-
Spectators	-	2.00	-	2.00
Family Ticket (2 Adults and 2 Children)	-	13.55	-	13.55
Locker Hire	0.20	0.20	0.20	0.20
Fitness Room per hour				
Individual Charge	5.60	6.85	5.60	6.85
Concession	3.50	-	3.50	-
Eco Ice Skating Only (per session)				
Adult	3.20	3.70	3.20	3.70
Junior	2.10	2.65	2.10	2.65
Family Ticket (2 Adults and 2 Children)	-	10.55	-	10.55
Adult or Child when Swimming	1.05	1.05	1.05	1.05
Spectators	-	2.00	-	2.00
Funcastle (90 minutes)				
0-6 months	FREE	FREE	FREE	FREE
Under 1's Off Peak	1.55	2.05	1.55	2.05
Under 1's Peak	1.55	2.05	1.55	2.05
Under 5's Off Peak	2.95	3.45	2.95	3.45
Under 5's Peak	3.65	4.15	3.65	4.15
Over 5's Off Peak	3.65	4.15	3.65	4.15
Over 5's Peak	4.70	5.25	4.70	5.25

	ACTUAL CHARGE 2011/12		PROPOSED CHARGE 2012/13	
	Leisure Card	Non Leisure Card	Leisure Card	Non Leisure Card
	£	£	£	£
SEASONAL AMENITIES - HUNSTANTON				
Bowling Green				
Per Session - 2 hours approx	3.75	5.00	3.75	5.00
Per Session - 2 hours approx concession	2.50	-	2.50	-
Crazy Golf				
Adults - per round	2.30	2.60	2.30	2.60
Adults - per round concession	2.00	-	2.00	-
Juniors - per round	1.90	2.10	1.90	2.10
Juniors - per round concession	1.60	-	1.60	-
Tennis - Grass Courts Per Person Per Session (2 hours)				
Adults	4.20	4.30	4.20	4.30
Juniors	2.10	2.20	2.10	2.20
Doubles	2.95	3.05	2.95	3.05
Pitch and Putt				
Adults - per game	3.35	3.90	3.35	3.90
Adults - per game concession	2.70	-	2.70	-
Juniors - per game	2.70	3.05	2.70	3.05
Juniors - per game concession	1.60	-	1.60	-
Putting Green				
Adults - per round	2.60	2.95	2.60	2.95
Adults - per round concession	2.30	-	2.30	-
Juniors - per round	2.10	2.40	2.10	2.40
Juniors - per round concession	1.90	-	1.90	-
Beach Hut Site				
Heacham - per annum exclusive of rates		315.00		315.00
Heacham - Assignment Fee Beach Hut Site		945.00		945.00
Heacham - Assignment Fee Beach Hut Site (Family Member - provided no fine, charge or premium is made by the tenant for the transfer of the leasehold interest)		105.00		105.00
Recreation Ground				
Caravan Rallies – per van per day		6.00		6.00
Tennis Tournament		2,216.00		2,216.00
Chalets				
Daily Hire		17.60		17.60
Weekly Hire		82.00		82.00
Seasonal Hire		576.00		576.00
Resort Services - Permit for Launch of Personal Watercraft/Power Boats				
Non Member - Per Annum (in advance, conditions apply)		21.20		21.20
Member * - Per Annum (in advance, conditions apply)		5.70		5.70
Day Permit (Training certification and insurance must be shown)		10.40		10.40
<i>* Member of Heacham Boat Owners or Hunstanton Ski Club Only</i>				
Seafront Kiosk Trader - 1st March to 31st October - Max three per kiosk		36.00		36.00
Triangle Traders - 1st March to 31st October - Max three per kiosk		36.00		36.00
Coal Shed Gallery (per day)		25.00		25.00

TRADE REFUSE CHARGES ARE QUOTED NET OF VAT		ACTUAL CHARGE 2011/12 £	PROPOSED CHARGE 2012/13 £
Landfill			
Hire Charge & Waste Transfer Note (Annual Fee)			
	1100 litre	101.50	103.50
	770 litre	92.50	93.50
	660 litre	90.50	91.50
	360 litre	66.10	66.50
	240 litre	45.20	45.50
Fee per Emptying			
	1100 litre	12.60	13.56
	770 litre	10.20	10.84
	660 litre	9.60	10.19
	360 litre	7.50	7.97
	240 litre	6.10	6.89
Recycling			
<u>Shops, Offices and similar commercial premises</u>			
Waste Transfer Note (Annual Fee)			
	1100 litre	31.50	31.50
	660 litre	31.50	31.50
	360 litre	31.50	31.50
	240 litre	31.50	31.50
Fee per Emptying			
	1100 litre	5.20	5.20
	660 litre	4.05	4.05
	360 litre	2.95	2.95
	240 litre	2.40	2.40
Schedule 2			
<u>Residential Care Homes, Caravan Sites, Hospitals and Schools</u>			
Waste Transfer Note (Annual Fee)			
	1100 litre	31.50	31.50
	660 litre	31.50	31.50
	360 litre	31.50	31.50
	240 litre	31.50	31.50
Fee per Emptying			
	1100 litre	5.20	5.20
	660 litre	4.05	4.05
	360 litre	2.95	2.95
	240 litre	2.40	2.40
Enhanced Lockable bin - Recycling			
	360 litre	21.00	21.00
	240 litre	16.00	16.00
Trade Glass Bin - per empty			
	770 litre	6.50	7.00
Waste Transfer Note (Annual Fee)			
		31.50	31.50
Contract Bin Delivery			
		26.60	26.60
Additional Waste Transfer Note			
		31.50	31.50
Trade Waste Plastic Sacks			
	Roll of 25 - (includes delivery charge)	56.00	56.00
	Waste Transfer Note on first purchase of year	31.50	31.50
		£	£
DOMESTIC REFUSE CHARGES INCLUDE VAT			
Bulk Waste Collections (01553 776676)			
	First three items	16.12	18.69
	Per additional item thereafter	4.68	5.00
Side Waste - Purchase of Tag			
		1.20	1.30
Replacement of Lost Wheelie Bin (01553 776676)			
	Delivered	36.00	37.00
	Collected	26.00	26.00
Replacement of Stolen Wheelie Bin (If crime number is supplied)			
	Delivered	18.00	18.50
	Collected	13.00	13.00
Contact telephone number for following services (01553 782060)			
Garden Waste			
	Per bag	1.20	1.30
	Fortnightly Brown Bin Collection	39.00	39.00
Collection Hazardous Household Waste			
	Up to 10 litres	FREE	FREE
	10 – 25 litres	FREE	FREE
	Every 5 litres or part above 25 litres	FREE	FREE
Empty of Parish Litter Bin			
		85.00	86.00
Empty of Parish Dog Waste Bin (per emptying)			
		1.16	1.20

Markets/Hanging Baskets and Allotments - 01553 616200

	ACTUAL CHARGE 2011/12 £	PROPOSED CHARGE 2012/13
MARKETS		
King's Lynn (Tuesday and Friday)		
Hunstanton (Wednesday)		
Per metre frontage Regular Traders	4.30	4.30
Casual Traders	6.50	6.50
Annual agreement - 50% discount (January to March only)		
Kings Lynn (Saturday)		
Per metre frontage Regular Traders	3.70	3.70
Casual Traders	5.55	5.55
Annual agreement - 50% discount (January to March only)		
Hunstanton (Sunday)		
Per metre frontage Regular Traders	8.40	8.40
Casual Traders	12.60	12.60
Annual agreement - 50% discount (January to March only)		
Market Parking		
All markets - any vehicle for one market (per annum)	15.60	15.60
All markets - any vehicle for any market (per annum)	22.60	22.60
Hunstanton Wednesday Market - (for market trading period, March to September per annum)	8.65	8.65
Discount Scheme		
Trader must have held a licence for at least 12 months commencing 1st April in any year in order to qualify for the discount and pay their rent before due date each month.		
HANGING BASKETS (supply, delivery and removal)	54.10	56.20
ALLOTMENTS - Kings Lynn		
Per square metre per annum	0.07	0.07
Public Conveniences		
Radar key for disabled toilets	3.00	3.00

Careline - 01553 760671

	ACTUAL CHARGE 2011/12 £	PROPOSED CHARGE 2012/13 £
CARELINE		
Rented Units		
Within District		
Weekly charge	3.14	3.26
Connection Charge (single payment)	33.56	34.86
Outside District		
Weekly charge	3.14	3.26
Connection Charge (Single payment)	40.27	41.84
Purchased Units		
Within District		
Monitoring and Maintenance Charge	1.61	1.68
Connection Charge (single payment)	33.56	33.56
Outside District		
Monitoring and Maintenance Charge	1.61	1.68
Connection Charge (single payment)	40.27	41.84

Housing Standards - 01553 616200

	£	
HMO Licence fee	466.00	484.17

CCTV - 01553 616200

	£	
Access to Data		
Data Subject Access Form (individual)	10.00	10.00
Access to Information DPA 98 C29 Section 35 (2) Request for CCTV Images Form	75.00	75.00

	ACTUAL CHARGE 2011/12 £	PROPOSED CHARGE 2012/13 £
REGISTER OF ELECTORS		
Statutory Fees		
Printed Form		
Flat Rate	10.00	10.00
Plus per 1000 names or part thereof	5.00	5.00
Data Form		
Flat Rate	20.00	20.00
Plus per 1000 names or part thereof	1.50	1.50
Overseas Electors Lists (Statutory Fee)		
Printed Form		
Flat Rate	10.00	10.00
Plus per 1000 names or part thereof	5.00	5.00
Data Form		
Flat Rate	20.00	20.00
Plus per 1000 names or part thereof	1.50	1.50
Monthly Additions (Statutory Fee)		
Printed Form		
Flat Rate	10.00	10.00
Plus per 1000 names or part thereof	5.00	5.00
Data Form		
Flat Rate	20.00	20.00
Plus per 1000 names or part thereof	1.50	1.50
Printed Form (Marked Copy)		
Flat Rate	10.00	10.00
Plus per 1000 names or part thereof	2.00	2.00
Data Form (Marked copy)		
Flat Rate	10.00	10.00
Plus per 1000 names or part thereof	1.00	1.00
GENERAL ADMINISTRATION		
Letter confirming that an individual is registered on the Electoral Register		
Administration Fee	10.00	10.00
Plus cost per sheet	0.10	0.10
Supply of Miscellaneous Information		
Administration Fee	10.00	10.00
Plus cost per sheet	0.10	0.10
Returns and Declarations as to Election Expenses (Statutory Fee)		
Price of a copy of any return, declaration or accompanying document (price for each side of each page)		
	0.20	0.20
SUPPLY OF MINUTES AND AGENDA		
Supply of Council Minutes (Per annum)		
	70.00	72.50
Supply of Development Control or Cabinet Agenda		
Per annum	100.00	103.50
Per agenda	9.00	9.30
Other Agendas	5.00	5.20
A4 Photocopies	0.10	0.10
General Administration		
Supply of miscellaneous information		
Cost per A4 sheet (photocopy)	0.10	0.10
Data Protection Act Fee		
	10.00	10.00
PLANNING ADMINISTRATIVE FEES		
Photocopies		
S106 Planning Agreement		
Per sheet	0.10	0.10
Copy Planning / Building Control Approval Notice & Completion Certificate (per decision)		
	0.10	0.10
Copies of deposited plans A3		
Copies of deposited plans A2	0.10	0.10
	4.80	5.00
	6.80	7.10
Copies of deposited plans A1	6.10	6.30
	8.40	8.70
Copies of deposited plans A0	6.70	7.00
	9.30	9.70
Request for confirmation that development has been carried out in accordance with the terms of an Enforcement Notice or Legal Agreement.		
	38.16	39.60
LEGAL AND LOCAL LAND CHARGES		
Local Search fee (submitted by post/DX)		
	52.00	52.00
Local Search fee (submitted by NLIS)		
	52.00	52.00
Personal Search (unaided) - now under Environmental Information Regulations		
Assisted Personal Search	FREE	FREE
Parcel of land fee (each)	20.00	20.00
Part II questions (each)	11.30	11.30
Additional own enquiries (each)	12.00	12.00
LLC1 (submitted by post/DX)	14.00	14.00
LLC1 (submitted by NLIS)	20.00	20.00
	20.00	20.00

	ACTUAL CHARGE 2011/12 £	PROPOSED CHARGE 2012/13 £
CAR PARKS AND PSV PARKING		
<u>Hunstanton - 01485 535150</u>		
Charges apply Monday to Sunday, plus Bank Holidays except Christmas Day		
Central Car Park		
Inclusive between 8am and 6pm		
Pay and Display Up to 1 Hour	1.40	1.40
Pay and Display Up to 2 hours	2.10	2.10
Pay and Display Up to 3 hours	2.60	2.60
Pay and Display Up to 5 hours	4.10	4.10
Holiday Rover (Weekly)	17.60	17.60
OAP – Hunstanton Resident (Annual)	24.20	24.20
Valentine Road Car Park		
Pay and Display Up to 30 minutes	0.80	0.80
Pay and Display Up to 1 Hour	1.40	1.40
Pay and Display Up to 2 hours	2.10	2.10
All day before 10.00am	0.60	0.60
All day after 10.00am	2.30	2.30
North Promenade		
1st September to 30th June including Bank Holidays except Christmas Day		
Inclusive 8am - 6pm		
Pay and Display Up to 2 hours	3.20	3.20
Pay and Display Up to 4 hours	4.80	4.80
All day - (valid until 8am the following day)	6.40	6.40
Inclusive between 6pm and 8am	1.00	1.00
1st July to 31st August including Bank Holidays		
Inclusive 8am - 6pm		
Pay and Display Up to 2 hours	3.20	3.20
Pay and Display Up to 4 hours	5.20	5.20
All day - (valid until 8am the following day)	7.00	7.00
Inclusive between 6pm and 8am	1.00	1.00
Coach Parking		
1st September to 30th June including Bank Holidays		
Up to 2 hours	3.20	3.20
All day	6.40	6.40
1st July to 31st August including Bank Holidays		
Up to 2 hours	3.20	3.20
All day	7.00	7.00
The Green, Hunstanton - Motorcycles		
	1.00	1.00
Pay and Display Hunstanton (Excluding Central, Valentine Road and North Promenade Car Parks) 1st September to 30th June including Bank Holidays except Christmas Day		
Inclusive between 8am and 6pm		
Up to 1 hour	1.80	1.80
Up to 2 hours	3.20	3.20
All day - (valid until 8am the following day)	5.00	5.00
Inclusive between 6pm and 8am	1.00	1.00
Pay and Display Hunstanton (Excluding Central, Valentine Road and North Promenade Car Parks) 1st July to 31st September including Bank Holidays except Christmas Day		
Inclusive between 8am and 6pm		
Up to 1 hour	1.80	1.80
Up to 2 hours	3.20	3.20
All day - (valid until 8am the following day)	5.80	5.80
Inclusive between 6pm and 8am	1.00	1.00
Season Tickets		
Six months (unreserved)	130.90	130.90
Twelve months (unreserved)	193.00	193.00
Reserved Twelve months	303.60	303.60
Heacham (Seasonal)		
Charges apply from 1st March to 30th June and 1st September to 31st October, including Bank Holidays, inclusive between 8am and 6pm		
Daily - one hour	1.80	1.80
Daily - two hours	3.20	3.20
Daily - all day	5.00	5.00
Inclusive between 6pm and 8am	1.00	1.00
Heacham (Seasonal)		
Charges apply from 1st July to 31st August including Bank Holidays.		
Inclusive between 8am and 6pm		
Daily - one hour	1.80	1.80
Daily - two hours	3.20	3.20
Daily - all day	5.80	5.80
Inclusive between 6pm and 8am	1.00	1.00
Season ticket - OAP	23.10	23.10
Season ticket - resident	31.30	31.30
Season ticket - non resident	61.60	61.60
Season ticket - Beach Hut Resident	26.40	26.40

	ACTUAL CHARGE 2011/12	PROPOSED CHARGE 2012/13
	£	£
CAR PARKS AND PSV PARKING		
<u>King's Lynn - 01553 616200</u>		
Charges apply Monday to Sunday, plus Bank Holidays except Christmas Day		
Inclusive between 8am and 6pm		
Short Term		
Up to half hour (Saturday and Tuesday Market Place and St James , outside multi-storey)	0.80	0.80
Up to 1 hour	1.40	1.40
Up to 2 hours	2.10	2.10
Up to 3 hours	2.60	2.60
Up to 5 hours	4.10	4.10
Inclusive between 6pm and 8am	1.00	1.00
Long Term		
All Day before 10am	2.20	2.20
All Day after 10am	2.90	2.90
Boal Quay all day	2.10	2.10
Inclusive between 6pm and 8am	1.00	1.00
Season Tickets		
Monthly	35.75	35.75
Annual	336.60	336.60
Multi-storey - St James		
Inclusive between 8am and 6pm		
Up to 1 hour	1.40	1.40
Up to 2 hours	2.10	2.10
Up to 3 hours	2.60	2.60
Up to 4 hours	3.40	3.40
Up to 5 hours	4.10	4.10
Up to 6 hours	5.00	5.00
Up to 7 hours	6.00	6.00
Up to 8 hours	7.00	7.00
Up to 9 hours	8.00	8.00
Up to 10 hours	9.00	9.00
Up to 11 hours	10.00	10.00
Lost ticket	12.00	12.00
Inclusive between 6pm and 8am	1.00	1.00
Season Ticket - Annual- weekdays Monday-Friday (max 50)	715.50	715.50
Excess Charges		
Payment within 14 days	25.00	25.00
Payment after 14 days	50.00	50.00
Other Charges		
Public Service Vehicle (Bus Station)	1.40	1.40
Contract Parking Bay (per annum)	715.50	715.50

	ACTUAL CHARGE 2011/12	PROPOSED CHARGE 2012/13
	£	£
CEMETERIES - 01553 630533		
King's Lynn and Hunstanton		
Internment fee whose age at time of death exceeded 12 years	730.00	760.00
For cremated remains	99.00	100.00
Interment in walled grave or vault (exc construction cost)	985.00	1,350.00
Disinterment - of earthen burial (Adult)	1320.00	1,370.00
Disinterment - of earthen burial (Child)	245.00	255.00
Disinterment - of cremated remains	193.00	200.00
Walpole St Andrew, Marshland Smeeth and Upwell		
Internment fee whose age at time of death exceeded 12 years	500.00	520.00
For cremated remains	69.00	70.00
Interment in walled grave or vault (exc construction cost)	735.00	1,100.00
Disinterment - of earthen burial (Adult)	935.00	970.00
Disinterment - of earthen burial (Child)	180.00	185.00
Disinterment - of cremated remains	143.00	150.00
All Cemeteries		
Purchase of exclusive right of burial		
In child's grave up to 4'6" x 3'	180.00	180.00
In earthen grave up to 9' x 4'	460.00	480.00
In walled grave/vault up to 9' x 4'	690.00	750.00
In cremation plot 2' x 2'	99.00	100.00
Right to erect memorial		
New headstone up to 4' high	210.00	220.00
New headstone 4' to 6' high	330.00	400.00
New headstone over 6' high	580.00	750.00
New headstone under 2'6" on child's grave	110.00	110.00
Memorial kerbset on child's grave	156.00	160.00
Memorial kerbset on adults grave	484.00	510.00
Cremation tablet set level with ground	110.00	115.00
Additional inscription after first	115.00	120.00
Disabled Vehicle Access to Gayton Road Cemetery	18.00	20.00

All cemetery charges are increased by 100% for persons who at the time of death lived outside the area of the Borough Council, providing that where the deceased had lived outside the Borough for less than 5 years immediately before death the normal charges shall apply. For burials outside of normal working hours, other than for religious reasons, the above fees are increased by 75%.

	ACTUAL CHARGE 2011/12 £	PROPOSED CHARGE 2012/13 £
CREMATORIUM		
Kings Lynn - 01553 630533		
Cremation for the body of a person whose age at time of death exceeded 12 yrs - Monday-Friday	495.00	555.00
Cremation for the body of a person whose age at time of death exceeded 12 yrs - Saturday	725.00	800.00
Cremation for the body of a person whose age at time of death exceeded 12 yrs -Sunday	1,000.00	1,060.00
Cremation of body parts	70.00	80.00
Miscellaneous Charges:		
Use of chapel for memorial service	90.00	140.00
Use of organ for memorial service	53.00	
Providing Funeral Music	21.00	
Provide Music for Memorial Service	replace 2 lines above	22.00
Recording of the Service into audio CD	37.00	40.00
Recording of the Service onto DVD	45.00	47.00
Recording of the Service - additional copies (per disc)		22.50
Live webcast/online access and recording of service onto DVD	87.00	90.00
Universal Urn	36.00	37.00
Congham Urn	39.00	45.00
Pentney Urn	44.00	45.00
Bawsey Urn	72.00	75.00
Terrington Urn	44.00	45.00
Holkham Keepsake Heart	50.00	50.00
Oxborough Keepsake Urn (Patterned)	27.00	27.00
Houghton Keepsake Urn (Plain)	27.00	27.00
Sandringham Vase	69.00	83.00
Amner Vase	70.00	83.00
Gayton Casket	50.00	52.00
Winch Casket (Plain)	47.00	49.00
Runcton Casket	70.00	73.00
Temporary Storage of cremated remains (after 1st month-per month)	13.00	13.00
Certified extract from Register of Cremations	26.00	30.00
Interment of cremated remains (local)	67.00	67.00
Interment of cremated remains (from elsewhere)	134.00	140.00
Disinterment of cremated remains	170.00	200.00
Strewing of cremated remains from elsewhere	54.00	56.00
Remembrance Fund donations unit	1.00	1.00
Application to witness	43.00	43.00
Book of Remembrance:		
2 lines	53.00	53.00
5 lines	105.00	105.00
8 lines	157.00	157.00
11 lines	209.00	209.00
14 lines	261.00	261.00
5 lines with emblem	184.00	184.00
8 lines with emblem	237.00	237.00
11 lines with emblem	289.00	289.00
14 lines with emblem	339.00	339.00
Remembrance Cards:		
2 lines	36.00	36.00
5 lines	70.00	70.00
8 lines	107.00	107.00
11 lines	138.00	138.00
14 lines	173.00	173.00
5 lines with emblem	149.00	149.00
8 lines with emblem	182.00	182.00
11 lines with emblem	218.00	218.00
14 lines with emblem	248.00	248.00

	ACTUAL CHARGE 2011/12 £	PROPOSED CHARGE 2012/13 £
Personal Books of Remembrance		
2 lines	55.00	55.00
5 lines	90.00	90.00
8 lines	125.00	125.00
11 lines	157.00	157.00
14 lines	193.00	193.00
5 lines with emblem	171.00	171.00
8 lines with emblem	202.00	202.00
11 lines with emblem	237.00	237.00
14 lines with emblem	268.00	268.00
Personal Books of Remembrance (additional inscription)		
2 lines	28.00	28.00
5 lines	56.00	56.00
8 lines	83.00	83.00
11 lines	111.00	111.00
14 lines	138.00	138.00
5 lines with emblem	85.00	85.00
8 lines with emblem	127.00	127.00
11 lines with emblem	155.00	155.00
14 lines with emblem	182.00	182.00
Memorial tree - per year		
Memorial Conifer	42.00	42.00
Memorial Tree	62.00	62.00
Bronze single plate 6" x 4"	158.00	158.00
Bronze Double inscription plate 6" x 5"	192.00	192.00
Memorial shrub - per year		
Aluminium single plate 5" x 3"	33.00	34.00
Aluminium Double inscription plate 5" x 4"	96.00	96.00
	141.00	141.00
Kerb plate per year		
Bronze Plate 6" x 3.75"	15.00	15.00
Bronze Plate 12" x 3.75"	101.00	101.00
	202.00	202.00
Memorial Seat - per year		
Brass single plate 6" x 2"	113.00	113.00
Brass double plate 9" x 2"	118.00	118.00
	158.00	158.00
Refurbish inscription plate	48.00	48.00
Columbarium:		
Lease of vault per year	47.00	47.00
- Purchase of tablet	450.00	450.00
- Up to 70 letters of inscription	173.00	173.00
- Each additional letter	5.00	5.00
- Border on tablet	15.00	15.00
- Design on tablet	170.00	170.00
- Enamel photograph on tablet	299.00	299.00
- Frame to photograph	62.00	62.00
- Cross on tablet	90.00	90.00
Regild letter (each)	3.15	3.15
Environmental surcharge on adult cremation		
	40.00	40.00

	ACTUAL CHARGE 2011/12 £	PROPOSED CHARGE 2012/13 £
SHIP SANITATION CERTIFICATE		
Gross Tonnage:		
Up to 1,000	70.00	70.00
1,001 - 3,000	105.00	105.00
3,001 - 10,000	160.00	160.00
10,001 - 20,000	210.00	210.00
20,001 - 30,000	265.00	265.00
Over 30,000	320.00	320.00
		} Set externally
STRAY DOG RECOVERY		
Recovery Charge (including Statutory Charge)	65.50	67.00
Kenneling Fee - per day or part thereof	9.50	9.90
EXPORT CERTIFICATE		
Shellfish / Canned Food / Colouring Matter	59.60	61.90
FOOD		
Surrender Certificate		
Issued on Public Health grounds (one-off)	54.50	56.60
Hygiene Course - Level 2	49.50	49.50
Health and Safety at Work Course - Level 2	49.50	49.50
STREET TRADING – KING'S LYNN		
Daily Consent Fee	12.50	12.50
Licence for Tables and Chairs on Highway – Original	373.00	373.00
Renewal	126.00	126.00
Commercial Environmental Enquiry Fee (per hour)	30.00	30.00
MISCELLANEOUS LICENCE FEES		
Riding Establishments (plus appropriate Vet's fees)	56.50	56.50
Animal Boarding	48.50	48.50
Pet Shops	48.50	48.50
Dangerous Animals (plus appropriate Vet's fees)	60.50	60.50
Sex Establishments (Grant, Renewal or Transfer)	3,831.00	3,831.00
Dog Breeding	49.50	49.50
Zoo	65.50	65.50
Motor Salvage	89.50	89.50
Premises Fee to carry out the practice of skin piercing	75.00	75.00
Person Fee to carry out the practice of skin piercing	31.90	31.90
Replacement Certificate	5.20	5.20
Additional copy of the byelaws	2.60	2.60

LICENSING ACT 2003**All Entertainment licence fees are set by Central Government.**

1. Fees for the grant or variation of a premises licences or club premises certificates are based on the non-domestic rateable value as follows:

Rateable Value	£0 - £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and above
Band	A	B	C	D	E

Premises that do not have a rateable value will be placed in Band 'A' except for premises under construction which will be placed in Band 'C'.

2. Each Band attracts a different level of application fee as follows:

Band	A	B	C	D	E
Fee	£100	£190	£315	£450	£635

An application for the grant or variation of a premises licence where the premises is banded in either 'D' or 'E' and the premises are exclusively or primarily in the business of selling alcohol for consumption on the premises then a multiplier will apply to the appropriate rate, i.e.

Band	D	E
Multiplier	x 2	x 3
Fee	£900	£1,905

3. Exceptionally large premises will attract an additional fee based on the number of people in attendance at any one time. The additional fee will be:

Number in attendance at any one time	Additional Application Fee	Additional Annual Fee
5,000 to 9,999	£1,000	£500
10,000 to 14,999	£2,000	£1,000
15,000 to 19,999	£4,000	£2,000
20,000 to 29,999	£8,000	£4,000
30,000 to 39,999	£16,000	£8,000
40,000 to 49,999	£24,000	£12,000
50,000 to 59,999	£32,000	£16,000
60,000 to 69,999	£40,000	£20,000
70,000 to 79,999	£48,000	£24,000
80,000 to 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

4. Premises will be subject to an annual fee which becomes payable on the anniversary of the grant. The annual fees are as follows:

Band	A	B	C	D	E
Fee	£70	£180	£295	£320	£350

The annual fee where the premise is banded in with 'D' or 'E' and the premises are exclusively or primarily in the the business of selling alcohol for consumption on the premises then a multiplier will apply to the appropriate rate, i.e.

Band	D	E
Multiplier	x 2	x 3
Fee	£640	£1,050

5. Permitted temporary activities, personal licences and miscellaneous:

Application or Notice

	£
Section 25 (theft, loss etc. of premises licence or summary)	10.50
Section 29 (application for a provisional statement where premises being built etc.)	315.00
Section 33 (notification of change of name or address - premises licence)	10.50
Section 37 (application to vary licence to specify individual as premises supervisor)	23.00
Section 42 (application for transfer of premises licence)	23.00
Section 47 (interim authority notice following death etc. of licence holder)	23.00
Section 79 (theft, loss etc of club premises certificate or summary)	10.50
Section 82 (notification of change of name or alteration of rules of club-club premises certificate)	10.50
Section 83(1) or (2) (change of relevant registered address of club)	10.50
Section 100 (temporary event notice)	21.00
Section 110 (theft, loss etc. of temporary event notice)	10.50
Section 117 (application for a grant or renewal of personal licence)	37.00
Section 126 (theft, loss etc. of personal licence)	10.50
Section 127 (duty to notify change of name or address - personal licence)	10.50
Section 178 (right of freeholder etc. to be notified of licensing matters)	21.00

GAMBLING ACT 2005

All Gambling Act 2005 licence fees are set by Central Government.

1. Fees in respect of premises licences issued by this authority are as follows:

Premises Licences	New Grant	Annual Fee	Variation	Transfer	Re-Instatement	Provisional Statement	Change of Circumstances	Copy of Licence
Bingo	2,625.00	750.00	1,312.00	900.00	900.00	2,625.00	37.50	18.75
Adult Gaming Centre (AGC)	1,500.00	750.00	750.00	900.00	900.00	1,500.00	37.50	18.75
Betting (track)	1,875.00	750.00	937.00	712.00	712.00	1,875.00	37.50	18.75
Betting (other than track)	2,250.00	450.00	1,125.00	900.00	900.00	2,250.00	37.50	18.75
Family Entertainment Centre	1,500.00	562.00	750.00	712.00	712.00	1,500.00	37.50	18.75

(Note: The Borough currently has no casinos and will set an appropriate fee if required).

2. Fees in respect of permits issued by this authority are as follows:

Permits/Registration	New Grant (Existing Operator)	New Grant	Renewal	Annual Fee	Variation	Transfer	Change of Name	Copy of permit
Licensed Premises Gaming Machine (1 or 2 machines)	N/A	£ 50.00	N/A	N/A	N/A	N/A	N/A	£ 15.00
Licensed Premises Gaming Machine (3 or more machines)	£ 100.00	£ 150.00	N/A	£ 50.00	£ 100.00	£ 25.00	£ 25.00	£ 15.00
Prize Gaming Permit	N/A	£ 300.00	£ 300.00	N/A	N/A	N/A	£ 25.00	£ 15.00
Unlicensed Family Entertainment Centre	N/A	£ 300.00	£ 300.00	N/A	N/A	N/A	£ 25.00	£ 15.00
Club Gaming Permit	N/A	£ 200.00	£ 200.00	£ 50.00	£ 100.00	N/A	N/A	£ 15.00
Club Gaming Machine Permit	£ 100.00	£ 200.00	£ 200.00	£ 50.00	£ 100.00	N/A	N/A	£ 15.00
Club Gaming Machine Permit (Fast-track i.e. CPC Holder)	£ 100.00	£ 100.00	N/A	£ 50.00	£ 100.00	N/A	N/A	£ 15.00
Small Society Lottery	N/A	£ 40.00	N/A	£ 20.00	N/A	N/A	N/A	£ 15.00

	ACTUAL CHARGE 2011/12 £	PROPOSED CHARGE 2012/13 £
COMBINED DRIVER		
New Grant	62.00	62.00
Renewal	54.40	54.40
HACKNEY CARRIAGE (Saloon)		
New Grant	117.50	117.50
Renewal	104.00	104.00
Temporary (insurance cover)	58.75	58.75
HACKNEY CARRIAGE (Wheelchair)		
New Grant	122.50	122.50
Renewal	109.00	109.00
Temporary (insurance cover)	61.25	61.25
PRIVATE HIRE VEHICLE		
New Grant	115.00	115.00
Renewal	101.00	101.00
Temporary (insurance cover)	57.50	57.50
SPECIAL EVENT VEHICLE		
New Grant	120.00	120.00
Renewal	101.00	101.00
Temporary (insurance cover)	60.00	60.00
PRIVATE HIRE OPERATOR (1 vehicle)		
New Grant	95.00	95.00
Renewal	85.00	85.00
PRIVATE HIRE OPERATOR (2-10 vehicles)		
New Grant	120.00	120.00
Renewal	110.00	110.00
PRIVATE HIRE OPERATOR (11-20 vehicles)		
New Grant	135.00	135.00
Renewal	128.00	128.00
PRIVATE HIRE OPERATOR (20+ vehicles)		
New Grant	155.00	155.00
Renewal	148.00	148.00
MISCELLANEOUS FEES		
Licence Plate (non refundable)	13.00	13.00
Criminal Records Bureau application	49.00	49.00
Replacement Vehicle Licence (lost,damaged, change of name/address etc)	6.00	6.00
Replacement Vehicle Window Licence (lost,damaged etc)	2.50	2.50
Replacement Driver's (paper) Licence (lost, damaged, change etc)	5.00	5.00
Replacement Driver's (card) Licence (lost, damaged, change etc)	6.50	6.50
Replacement Operator's Licence	6.00	6.00
Vehicle Transfer	23.00	23.00
Change of Name/Address	10.50	10.50

Internal Drainage Board Levies

Line no	Board	2011/2012 Actual	2012/2013 Estimate	2013/2014 Estimate	2014/2015 Estimate
(1)	(2)	(3)	(4)	(5)	(6)
		£	£	£	£
1	Churchfield and Plawfield	13,810	14,080	14,220	14,360
2	Downham and Stow Bardolph	37,750	38,500	38,890	39,280
3	East of Ouse, Plover and Nar	270,760	276,170	278,930	281,720
4	Hundred Foot Washes	110	110	110	110
5	Hundred of Wisbech	710	720	730	740
6	King's Lynn Internal Drainage Board	1,746,250	1,781,180	1,798,990	1,817,010
7	Ladus	4,750	4,850	4,900	4,950
8	Littleport and Downham	16,960	17,300	17,470	17,640
9	Manea and Welney	16,880	17,220	17,390	17,560
10	Middle Level	189,170	192,950	194,880	196,830
11	Needham Burial and Birdbeck	11,790	12,030	12,150	12,270
12	Nordelph	960	980	990	1,000
13	Norfolk Rivers	17,090	17,430	17,600	17,780
14	Northwold	240	240	240	240
15	Southery and District	181,310	184,940	186,790	188,660
16	Stoke Ferry	44,590	45,480	45,930	46,390
17	Stringside	1,580	1,610	1,630	1,650
18	Upwell	24,520	25,010	25,260	25,510
	Total Levies	2,579,230	2,630,800	2,657,100	2,683,700

Note

The above estimates are based on an assumed increase of 2% for 2012/13 and 1% in both 2013/14 and 2014/15. It should be noted, however, that these estimates are likely to change once the Internal Drainage Boards have finalised their requirements for the year.

Borough Council of Kings Lynn and West Norfolk

Policy on Balances and Reserves

Purpose

Balances and reserves can be held for four main purposes;

- A working balance can cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing
- A working balance and a reserve can act as a contingency to cushion the impact of unexpected events or emergencies
- Earmarked reserves can be used to build up funds to meet known or predicted liabilities
- Holding account reserves help in equalizing the impact of operational surpluses and deficits

Working balance is considered to be the balances on the account of the General Fund.

Earmarked reserves are those set aside to meet known or predicted liabilities the main accounts being;

- capital reserves
- renewal and replacement reserves
- insurance reserves
- trading and business units reserves
- other reserves retained for operational service use

Holding account reserves include those that hold year-end balances on operational surpluses and deficits, mainly due to the use of charging percentage overheads on costs to service areas where it is intended that these recharges will produce sufficient income to recover actual expenditure that takes place during the accounting period. Examples include;

- salaries and wages oncost accounts
- support services charges

Adequacy

In order to assess the adequacy of balances and reserves when setting the budget it is necessary to take account of the strategic, operational and financial risks facing the Council and where possible;

- Attempt to keep the level of the balances and reserves within reasonable limits consistent with the associated risks
- To avoid tying up funds unnecessarily

Protocols

For each reserve there will be a clear protocol setting out;

- The purpose of the reserve
- The minimum/maximum levels to be held
- A review date

Movements on the reserves will be recorded as part of the monthly Monitoring Report and members will be advised of any action necessary to restore agreed levels.

Governance

The power to establish reserves will rest with the Council on recommendation by the Cabinet.

Within the existing statutory and regulatory framework, it is the responsibility of the Deputy Chief Executive (Section 151 Officer) to advise the Council about the level of reserves and balances.

Full details of the conditions involving transfer from reserves by a Portfolio Holder are set out in the Financial Regulations – additional resources from reserves may be made by a Portfolio Holder up to a maximum of £100,000 per Portfolio in any financial year.

Where a reserve exists for a specific purpose, the Deputy Chief Executive may withdraw funds from that reserve, provided that the withdrawals to finance an item or items of expenditure related to the reasons for the existence of the reserve, up to a value of £20,000 per annum.

Level of Working Balance – General Fund

The minimum level of the working balance for the General Fund on 1 April each year will be set in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) recommendations plus an allowance for an amount calculated in accordance with the Bellwin Scheme. The level of balances will be reviewed each year at the setting of the Budget.

Under the Government's arrangements for assistance towards costs generated by civil emergencies (The Bellwin Scheme) there is a requirement that the Council must spend 0.2% of the annual revenue budget on costs for non-insurable items before it can apply for Bellwin money. These costs include the relocation of flooded homes, clearing rubbish and mud and evacuating people from flooded areas.

The CIPFA guidelines are currently set at 5% of the Budget Requirement (net service spend) for the following year plus an allowance set by Government under the Bellwin Scheme.

Earmarked Reserves

The balances on earmarked reserves as at 31 March are part of the annual report to Council in June of each year. The table below provides a note on the purpose for each reserve and the recommended minimum and maximum levels to be held.

Earmarked Reserves	Balance April 2008	Minimum Balance	Maximum Balance
<p>Amenity and Play Areas</p> <p>The reserve represents contributions made by developers for the maintenance of land on housing sites. The Council has recently adopted a policy of drawing £20,000 pa from the reserve towards the cost of maintenance.</p>		0	£1m
<p>Capital Programme Resources</p> <p>This reserve consists of past and annual revenue contributions (RCCO) and useable capital receipts. It will be used to finance capital programmes.</p>		0	£10m
<p>Affordable Housing</p> <p>This reserve has been set up to hold contributions from developers and income from second homes to fund affordable housing schemes.</p>		0	£5m
<p>West Norfolk Partnership</p> <p>This reserve holds income from second homes council tax. It is used to support the Partnership on initiatives across the borough.</p>		0	£2m
<p>Insurance Reserve</p> <p>The reserve is held to deal with any loss due to theft (the Council self insures against theft), claims that are below £100 and any other excess on other policies. It is also used to finance risk management initiatives.</p>		50,000	125,000
<p>Restructuring Reserve</p> <p>The reserve is set up to deal with any consequences of changes to the establishment where redundancy and other such costs are involved and cannot be met in the year of account.</p>		150,000	250,000 (subject to Council approval for additional reserves to be made)
<p>Renewals and Repairs Reserves</p> <p>These reserves come from annual contributions from service areas to deal with the maintenance and replacement of facilities, vehicles and equipment.</p>		1,000,000	£2.5m

Earmarked Reserves	Balance April 2008	Minimum Balance	Maximum Balance
<p>Holding Accounts Reserves</p> <p>The Holding Accounts reserves consists of a number of accounts that hold year-end balances on operational surpluses and deficits.</p>		200,000	£1.5m
<p>Ring Fenced Reserves</p> <p>These reserves consist of balances held on operational trading accounts such as Building Control and also include Trust Funds held by the Council. The funds are 'ring-fenced' and are only used for certain purposes.</p>		50,000 (May be subject to amounts of Trust Funds placed with the Council)	200,000 (May be subject to amounts of Trust Funds placed with the Council)
<p>Planning Grant</p> <p>The Government provide for grant aid/awards for performance on Planning services. The Council has a policy of drawing sums from the reserve on an annual basis to support the overall cost of the planning service.</p>		0	£1m
<p>Local Public Service Agreement</p> <p>The Government provides grant aid/awards for a variety of service initiatives under a LPSA. The funds are used to pump prime initiatives under the LPS Agreement with Gt Yarmouth and NCC.</p>		0	500,000
<p>Other Reserves</p> <p>The 'Other' Reserves consists of a number of miscellaneous accounts that are basically operational in nature eg. various system suspense accounts</p>		0	20,000

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**Council Meeting – 24 November 2011****Determination of the Council Tax Base for 2012/2013****1 Council Tax Base for 2012/2013**

- 1.1 Local Authorities (Calculation of Tax Base) Regulations 1992 and the Local Authorities (Calculation of Council Tax Base) (Amendment) (England) Regulations 2003 (Statutory Instrument 2003/3012) and Local Authorities (Calculation of Council Tax Base) (Amendment) (England) (No. 2) Regulations 2003 (Statutory Instrument 2003/3181) contain rules for the calculation of the Council Tax Base, which is an amount required by the Local Government Finance Act 1992 to be used in the calculation of the tax by the Council as billing authority and Norfolk County Council and Norfolk Police Authority as major precepting authorities and in the calculation of the precept payable by the Council to the County Council and Police Authority. The tax base must be set by the Council before 31st January 2012.
- 1.2 Under the rules, the Council Tax Base is the number of dwellings in the area belonging to each valuation band, modified to take account of the multipliers applying to dwellings in each band, the discounts, reduced amounts payable and the proportion of the Council Tax for the year, plus the equivalent in respect of contributions in lieu of Council Tax to be made for the year by the Ministry of Defence for Class O (exempt) dwellings in its area.
- 1.3 The calculations below have regard to the determinations in respect of discounts relating to second homes for 2012/2013.
- 1.4 The calculation is as follows:

Total number of dwellings on the valuation list	70,216
Estimated discounts and exemptions	9,627
Total number of equivalent dwellings after discounts, exemptions and disabled relief	60,589
Band D equivalents	52,115
Band D equivalents at 97.5% collection rate	50,813
Band D equivalents for Class O dwellings	453
Council Tax Base	51,266

2 Recommendation

The Council is asked to approve a figure of 51,266 as the tax base for tax setting purposes for the whole of its area for 2012/2013.

Appendix 7

Cost Reduction Programme

The following table shows savings made as part of the Cost Reduction Programme that have been included in the Financial Plan 2011/2015.

	2011/2012 £	2012/2013 £	2013/2014 £
Building Control	14,820	15,460	15,460
Careline (Freebridge)	70,000	70,000	70,000
Corporate Subscriptions	1,900	1,900	1,900
Environmental Health and Housing	109,000	109,000	109,000
Eye Tests	1,000	1,000	1,000
Planning	20,160	20,160	20,160
Quest Assessments	5,000	3,000	3,000
Regeneration	129,760	131,280	131,280
Survey "Place Survey"	0	14,000	14,000
Tourism	49,000	49,000	49,000
Training	50,000	50,000	50,000
Travel Rates	40,000	40,000	40,000
Your Council	36,100	36,100	36,100
Economic Development	7,440	7,440	7,440
Finance and Resources	22,120	22,120	22,120
Industrial Estates	30,000	30,000	30,000
Planning (Architectural)	31,560	31,560	31,560
Project Team	56,980	59,430	59,430
Regeneration (Land and Property)	27,100	27,100	27,100
Web Team	35,700	35,700	35,700
Revenue contribution to capital	100,000	100,000	100,000
Environmental Health and Housing	228,470	228,020	228,020
Crematorium	50,000	50,000	50,000
Public Cleansing	27,090	27,090	27,090
Waste and Recycling	144,070	167,880	167,880
Parks and Open Spaces	14,280	14,280	14,280
Grounds Maintenance	127,100	127,100	127,100
Sports Facilities	151,000	151,000	151,000
Princess Theatre	168,000	168,000	168,000
Arts Centre – hall for hire	50,000	50,000	50,000
Corn Exchange	4,000	4,000	4,000
Resort	15,000	15,000	15,000
Sports Development	14,540	24,750	24,750
Museums	20,000	20,000	20,000
Grants - GEAR	9,000	9,000	22,030
Publicity and Tourism	16,000	16,000	16,000
Regeneration	55,800	55,800	55,800

	2011/2012 £	2012/2013 £	2013/2014 £
Parish Elections	8,000	8,000	8,000
Councillors Allowances	2,990	2,990	2,990
Register of Electors	9,030	9,030	9,030
Town Hall and Galleries	70,000	70,000	70,000
Improvement and Efficiency	42,910	42,910	42,910
Rural Transport	15,000	30,000	30,000
Management Team	87,280	87,280	87,280
Investors In People (IIP)	5,000	5,000	5,000
Pay Freeze	405,000	631,000	631,000
Revenues and Benefits	132,980	132,980	132,980
Corporate Communications	15,020	15,020	15,020
Property Services	61,300	110,760	110,760
Development Services	250,800	250,800	250,800
Member Services	37,840	37,840	37,840
CIC and Area Offices	161,910	161,910	161,910
Cashiers	73,730	73,730	73,730
Town Centre	5,000	15,000	15,000
Refuse and Recycling Tender	0	0	390,000
Civics	16,290	29,520	29,520
Coffee Shop	12,080	12,080	12,080
Corn Exchange Ticketing System	0	14,550	16,650
Fund Manager	10,940	21,880	21,880
Hackney Carriage and Private Hire Licensing	10,000	10,000	10,000
Legal Services	103,000	103,000	103,000
Lynnsport COWA Income	23,800	37,000	37,000
Lynnsport Service Review	20,900	27,880	27,880
Private Water Supplies	2,430	5,820	5,820
Relocation	20,000	0	0
Scrutiny Panels (3 to 2)	1,900	2,870	2,870
Training	50,000	0	0
Insurance	151,480	107,020	113,760
Refuse and Recycling Contract	0	0	532,620
Benefits Advice and Review	10,700	25,700	25,700
Benefits	16,330	21,770	21,770
Corn Exchange	0	5,600	7,600
Democratic Services	13,900	33,350	33,350
Directorate	90,440	92,230	95,100
Pollution Monitoring	40,060	40,060	40,060
Total	3,910,030	4,243,800	5,193,540

APPENDIX 8

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

**Minutes of a meeting held between representatives of
Non-Domestic Ratepayers and the Voluntary Sector in
King's Lynn and West Norfolk and Representatives of the
Borough Council of King's Lynn and West Norfolk
at 8.00 am on 19 January 2012 in the Heritage Room, Town Hall, King's Lynn
being the Statutory Meeting required under the
Local Government Finance Act 1992**

PRESENT:

Representing Non-Domestic Ratepayers and the Voluntary Sector in King's Lynn and West Norfolk:

Mr B Colson	Norfolk Green
Mr D Dixon	Lynn News
Mrs H Farley	West Norfolk Voluntary & Community Action
Sarah Bellamy	West Norfolk CAB
Mr G Tetley	Associated British Ports

Representing the Borough Council:

Councillor Nick Daubney	Leader
Councillor Brian Long	Deputy Leader
David Thomason	Deputy Chief Executive
Wendy Vincent	Democratic Services Officer

1 INTRODUCTION

The Leader, Councillor Nick Daubney, welcomed representatives of the business community and voluntary sector to the meeting.

2 THE COUNCIL BUDGET 2012/2015

The Leader explained that the Council faced a challenging time and that the current Administration had made the following commitments:

- (a) To keep Council Tax at or below the level of inflation.
- (b) Never to deliver a deficit budget.

The Borough Council was now one of the most efficient councils in the country and only used its reserves when necessary. The Council had undertaken some forward planning and had already banked some savings to produce a balanced budget.

Over the last two years the level of Government grant had been reduced significantly which presented a significant challenge to the Council. The Council had reviewed all its services and had reduced its spending

accordingly. Other ways had been explored to deliver the required services and had included establishing an Arts Trusts and progressing the options of a Leisure Trust and entering into shared services.

Car Parking Charges

The Leader advised that car parking charges were not increased last year and would again be maintained at the current level during the current year. Those visiting the town were able to park for a period of three hours for the price of two.

Introduction of Decriminalisation

Recently the Borough Council in partnership with North Norfolk had introduced the Decriminalisation Scheme which was proving a success. During the first weeks of the scheme coming into force a high number of excess charge tickets were issued and it was anticipated that this would now encourage visitors to park in the Council's car parks.

Collection of Business Rates

The Leader explained that the Council collected business rates on behalf of the Government and in return a grant was awarded to the Borough Council. Those present were informed that the scheme would be changed as it was seen by Government to generate additional income from business rates. The target would be set on a particular date. It would therefore be beneficial to the Council if more businesses could be encouraged to locate in the Borough. The Business Rate Retention system would be reset every 10 years.

The Council had the discretion to award business rates relief which would incur a cost to the authority and a more carefully monitored approach would therefore be required.

The Deputy Chief Executive explained that the consultation documents and regulations had indicated no change on the mandatory rate relief schemes, but there was a concern that if schools moved towards academies and gained charity status, it would impact on the business rates payable to the Council. Reference was also made to the highest 7 business ratepayers in the Borough and the impact of the loss of any of those listed.

The Leader also outlined the other uncertainties which faced the Council and made reference to the introduction of Universal Credits and impact it would have upon the Council.

On the positive side, the Leader explained that it was encouraging to note that King's Lynn was growing despite the current housing market. The Borough Council would continue to look at how future savings could be achieved and explore innovative ways to deliver the current level of services. However, it was highlighted that choices would have to be made either to increase council tax or find additional savings. There were some potential savings in the pipeline which had not yet been factored into the budget process, such as shared services with other authorities

Retail Sector

The Leader advised that a series of seminars focussing on the retail sector would be scheduled in King's Lynn, Downham Market and Hunstanton town centres in early March 2012. Discussions would be held to find initiatives to assist retailers in the current economic climate.

Refuse Collection

At the invitation of the Leader, Councillor B Long – Deputy Leader and Portfolio Holder for Environment and Community outlined the current position regarding the refuse collection, a summary of which is set out below.

It was explained that the current contract had been due to expire in 2011. However, with the unitary debate it was agreed to extend the contract to 2013. Options had been explored by the Council following the Norfolk County Council proposal for an incinerator at Saddlebow. The public response was that the incinerator should not be located in King's Lynn. The Deputy Leader had received around 1,000 emails, the content of which were that the public wished to increase the level of recycling. In response to this, the Council had explored a number of areas to increase recycling together with providing a weekly refuse collection service. The options considered were outlined and included a weekly food waste collection service which would increase the Council's recycling rate by 10% and achieve a £1.1m saving per annum if introduced in 2013. A partnership arrangement had been entered into with North Norfolk to procure a new contract and at the same time achieve savings for the Council. Further options were being considered and market tested at the present time.

The Deputy Leader then explained that the waste collected in the black bin would be reduced and alternative technologies were available to process the waste into a product which would be reused rather than sent for incineration.

The Leader invited comments and questions.

3 DISCUSSION AND QUESTIONS

Car Parking

Decriminalisation

In response to questions on the income generated from excess charge tickets, the Leader explained that the Council benefitted from operating the scheme and welcomed the views of those present as to the recent introduction of the scheme and its success.

Comments were made that the public appeared to be confused as to where/where not they could park. In order to implement the scheme an additional four members of staff were employed to assist the existing car parking attendants.

Car Parking in General

Comments were made that the Council had made the correct decision not to increase car parking charges.

Comments from the tourism trade in Hunstanton had been received that because of level of car parking charges in the resort, visitors would rather go to King's Lynn rather than Hunstanton. In response, the Leader explained that the Council would look at other ways to assist businesses and encourage more visitors of all age groups to Hunstanton. The Council was currently working with a private operator to re-open the Princess Theatre.

King's Lynn Town Centre

Footfall

A comment was made that despite the national trend, the footfall in King's Lynn had increased until September 2011. Traders had indicated that there was an increase in browsing rather than actual sales.

The Leader emphasised that it was important that all relevant bodies worked in partnership to market King's Lynn to create the right environment to attract more visitors to this medieval town.

Empty Space/Buildings

In response to questions relating to the use of older type buildings and the empty space in the town centre, the Leader explained he had attended a recent business dinner and the feedback had been that business leaders required more modern buildings with up-to-date facilities.

Refuse Collection

In response to questions regarding the location of an incinerator at Saddlebow, the Deputy Leader explained that business rates would be payable and would generate additional income for the Council and new jobs would be created in the economy. He highlighted that if one other Council joined the Borough Council to raise the level of recycling then it would be a very positive step to resist the incinerator being based in King's Lynn. The financial impacts for the Borough Council were outlined.

Shared Services

Following questions on shared services, the Leader explained that it was an ongoing debate and the Council was keen to achieve savings wherever possible. He outlined the savings and benefits for the Borough Council in relation to the following areas of joint working:

- Car parking (with North Norfolk).
- Care and Repair Service (Borough Council operated the service on behalf of other councils).

- Building Control service being transferred to CNC.
- Refuse collection service (with North Norfolk).

Future Housing Provision in the Borough/Infrastructure

Following comments on the supply of land for future housing units in the Borough, the Deputy Chief Executive explained that the Borough Council did not have any development land available in Downham Market, but there were a number of available sites in King's Lynn.

The Leader explained that there would need to be debates around the relevant infrastructure requirements for the growth anticipated in the Borough now that the Council had published the Local Development Framework and Sites Specifics documents.

Marina and Hotel

In response to questions relating to the future provision of a marina and hotel, the Leader explained that the Council still had a wish to provide a Marina, etc. He added that the riverside area of the town required revitalisation as heavy investments had been made by local businesses. It was disappointing to learn that the silo site had been identified for a retirement home complex. However, the Council was in discussion with the Conservancy Board to install pontoons on the river.

Tuesday Market Place

The Deputy Chief Executive explained that the Borough Council had consulted with English Heritage and the Civic Society regarding a proposed scheme for the Tuesday Market Place.

Town Hall

The Deputy Chief Executive explained that although the Stage 1 Heritage Lottery Bid had been unsuccessful, positive feedback had been received and it would be considered how the Council could now progress the proposal.

4 CONCLUSION

The Leader thanked those present for attending this statutory meeting. The Council recognised the challenges it faced in the coming years and highlighted the importance of consulting and engaging with business and the voluntary sector to continue to identify solutions in order to deliver the services in the Borough.

The meeting closed at 10.00 am