



TO COUNCILLOR:

N Alam
L A Bentley
G A Boulter
J W Boyce
Mrs L M Broadley

M L Darr
R F Eaton
Mrs L Eaton JP
D A Gamble (Chair)
Miss P V Joshi

J Kaufman
Mrs L Kaufman
K J Loydall
D W Loydall
Dr I K Ridley (Vice-Chair)

Dear Sir or Madam

I hereby **SUMMON** you to attend a meeting of the **POLICY, FINANCE AND DEVELOPMENT COMMITTEE** to be held **BY REMOTE VIDEO CONFERENCE (SEE INSTRUCTIONS BELOW)** on **TUESDAY, 2 FEBRUARY 2021 at 6.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
25 January 2021

Mrs Anne E Court
Chief Executive



SPECIAL NOTE:

This remote meeting is convened and held in accordance with section 78 of the Coronavirus Act 2020 and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 to which Part 4, Section 1A of the Council's Constitution (Remote Meeting Procedure Rules) will apply. This meeting is open to the press and public to observe by streaming the meeting's live proceedings. Instructions regarding the access arrangements for this meeting are below.

ITEM NO.

AGENDA

PAGE NO'S

Remote Video Conference | Instructions

This meeting will take place as a remote video conference.

Meeting Participants:

Zoom Video Conferencing Webinar

A webinar invitation will be sent by e-mail to all Members and Officers for this meeting.



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Press & Public Access:

YouTube Live Stream

A direct link to the live stream of the meeting's proceedings on the Council's YouTube Channel is below.

https://youtu.be/Cdz8U_Z0i5g

Remote Meeting Procedure Rules:

A summary of the Remote Meeting Procedures Rule to be adopted for the meeting is attached for reference.

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1. Apologies for Absence

To receive apologies for absence from Members to determine the quorum of the meeting in accordance with Rule 7 of Part 4 of the Constitution.

2. Appointment of Substitutes

To appoint substitute Members in accordance with Rule 26 of Part 4 of the Constitution and the Substitution Procedure Rules.

3. Declarations of Interest

Members are reminded that any declaration of interest should be made having regard to the Members' Code of Conduct. In particular, Members must make clear the nature of the interest and whether it is 'pecuniary' or 'non-pecuniary'.

4. Minutes of the Previous Meeting

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To read, confirm and sign the minutes of the previous meeting in accordance with Rule 19 of Part 4 of the Constitution.

5. Action List Arising from the Previous Meeting

There was no Action List arising from the previous meeting.

6. Petitions and Deputations

To receive any Petitions and, or, Deputations in accordance with Rule(s) 11 and 12 of Part 4 of the Constitution and the Petitions Procedure Rules respectively.

7. Draft Budget 2021/22 & Medium-Term Financial Strategy

9 - 47

Report of the Deputy Chief Executive / Section 151 Officer

For more information, please contact:

Democratic Services

Oadby and Wigston Borough Council
Council Offices
Station Road, Wigston
Leicestershire
LE18 2DR

Policy, Finance and Development Committee

(Draft Budget (2021/22) etc.)

Tuesday, 2 February 2021

*Printed and published by Democratic Services,
Oadby and Wigston Borough Council, Council Offices,
Station Road, Wigston, Leicestershire, LE18 2DR*

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Agenda Annex

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Summary of Remote Meeting Procedure Rules

(Section 1A of Part 4 of the Constitution)

➤ **Disclosable Pecuniary Interests (Rule 7)**

Any Member who declares a disclosable, pecuniary interest in any item of business on the agenda will be required to leave the remote meeting for the duration of the item.

Their departure will be confirmed by Democratic Services, who will then invite the relevant Member to re-join the meeting at the appropriate time.

➤ **Hosting Technology Failure (Rule 8)**

Should the hosting technology fail during the meeting, the Chair will call an adjournment of up to fifteen minutes to determine whether the connection can be re-established.

If the connection cannot be re-established after fifteen minutes, the meeting shall stand adjourned to a later date to be confirmed.

➤ **Connection Failure for Individual Member (Rules 3 and 8)**

In the event of connection failure for an individual Member, the meeting will proceed, providing it remains quorate (i.e. the minimum number of Members remain connected).

Should the meeting no longer be quorate, the meeting shall be adjourned and any remaining items of business will stand deferred to a later date to be confirmed.

➤ **Indicating to Speak (Rule 9)**

Members must indicate their wish to speak by using the 'Raise Hand' function in Zoom.

The Chair and Democratic Services will work together to invite each Member to speak in the order that their hand was raised.

➤ **Voting on Decision-Making Items (Rule 10)**

Before proceeding to the vote on any item of business on the agenda which requires a decision, the Chair will ensure that all Members and Officers have no further comments to make by confirming with Democratic Services that no hands remain raised.

The Chair will clarify what motion and/or amendment is being voted upon before the vote.

Democratic Services will call each Member's name, in alphabetical order by surname, and each Member will indicate whether they are voting 'for', 'against' or 'abstaining' on the item.

Democratic Services will record each response and, once all Members have voted, confirm the outcome of the vote.

➤ **Voting on Housing-Keeping / Information-Only Items (Rule 10)**

In respect of voting on all other housing-keeping or information-only items of business on the agenda, the Chair will ask Members to raise their hand using the function in Zoom.

If all hands are raised, those items will be agreed by general affirmation.

Agenda Item 4

MINUTES OF THE MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE
HELD BY REMOTE VIDEO CONFERENCE ON TUESDAY, 15 SEPTEMBER 2020
COMMENCING AT 6.00 PM

PRESENT (BY REMOTE LINK)

D A Gamble	Chair
Dr I K Ridley	Vice-Chair



COUNCILLORS

N Alam
L A Bentley
G A Boulter
J W Boyce
Mrs L M Broadley
M L Darr
Miss P V Joshi
J Kaufman
Mrs L Kaufman
K J Loydall JP
D W Loydall

OFFICERS IN ATTENDANCE (BY REMOTE LINK)

S J Ball	Trainee Solicitor (acting as the Democratic Services Officer)
Ms P Fisher	Head of Customer Service & Transformation
D M Gill	Head of Law & Democracy / Monitoring Officer
S Hinds	Deputy Chief Executive
S Tucker	Democratic & Electoral Services Manager / Deputy Monitoring Officer

8. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors R F Eaton and Mrs L Eaton JP.

9. APPOINTMENT OF SUBSTITUTES

None.

10. DECLARATIONS OF INTEREST

None.

11. MINUTES OF THE PREVIOUS MEETING

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The minutes of the previous meeting held on 16 June 2020 be taken as read, confirmed and signed.

12. ACTION LIST ARISING FROM THE PREVIOUS MEETING

It was noted by Members that there was no action list arising from the previous meeting.

13. PETITIONS AND DEPUTATIONS

None.

14. FINANCIAL OUTTURN REPORT (Q1 2020/21)

The Committee gave consideration to the report as set out on pages 8-14 of the agenda, which asked it to note the overall Council position for the financial year 2020/21 at the end of the first quarter, and to approve the additional Capital expenditure set out at Paragraph 3.

It was moved by J W Boyce, seconded by Mrs L M Broadley and

UNANIMOUSLY RESOLVED THAT:

- (i) **The content of the report and appendices be noted; and**
- (ii) **The additional capital expenditure as set out at paragraph 3 of the report be approved.**

15. TREASURY MANAGEMENT ANNUAL REPORT (2019/20)

The Committee gave consideration to the report as set out on pages 15-28 of the agenda, which asked it to note the performance and activities of the authority's treasury management function for the financial year 2019/20.

It was moved by the Chair, seconded by the Vice-Chair and

UNANIMOUSLY RESOLVED THAT:

The content of the report and appendices be noted.

16. STANDARDS & ETHICAL INDICATORS (Q1 2020/21)

The Committee gave consideration to the report as set out on pages 29-38 of the agenda, which asked it to note the figures for local determination of complaints and the ethical indicators for the first quarter of 2020/21.

It was moved by the Chair, seconded by the Vice-Chair and

UNANIMOUSLY RESOLVED THAT:

The content of the report and appendix be noted.

17. LOCAL GOVERNMENT AND SOCIAL CARE OMBUDSMAN ANNUAL REVIEW LETTER (2019/20)

The Committee have consideration to the report as set out on pages 39-48 of the agenda, which asked it to note the Local Government and Social Care Ombudsman's Annual Review Letter in respect of Oadby & Wigston Borough Council for the year ending 31 March 2020.

It was moved by the Chair, seconded by the Vice-Chair and

UNANIMOUSLY RESOLVED THAT:

The content of the report and appendices be noted.

18. REVIEW OF CORPORATE COMPLIMENTS, COMMENTS & COMPLAINTS POLICY (SEPTEMBER 2020)

The Committee gave consideration to the report as set out on pages 49-71 of the agenda, which asked it to approve and adopt the proposed Corporate Compliments, Comments & Complaints Policy.

A minor amendment to the policy was moved by J W Boyce and seconded by Mrs L M Broadley, which proposed the inclusion of multiple letters sent by post within the list of examples of what might constitute a vexatious complaint.

It was then moved by the Chair, seconded by the Vice-Chair and

UNANIMOUSLY RESOLVED THAT:

The proposed Corporate Compliments, Comments & Complaints Policy as amended be approved for adoption.

THE MEETING CLOSED AT 6.33 PM



Chair

Tuesday, 2 February 2021

*Printed and published by Democratic Services, Oadby and Wigston Borough Council,
Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

Agenda Item 7



**Policy, Finance and
Development
Committee**

**Tuesday, 02 February
2021**

**Matter for
Information and
Decision**

Report Title: Draft Budget 2021/22 & Medium-Term Financial Strategy

**Report Author(s): Stephen Hinds
(Deputy Chief Executive / Section 151 Officer)**

Purpose of Report:	The purpose of the report is to advise the Committee of the projected General Fund base budget position for 2021/22 based upon the Local Government Finance Settlement. The report also asks for consideration of a Capital Programme for 2021/22 (excluding carry forwards from 2020/21).
Report Summary:	<p>The report outlines the financial position for the final year of the single year local government settlement that ends in March 2022. The Council is proposing to produce a balanced budget, however there are significant risks relating to its achievability.</p> <p>The report also highlights some of the risks that the authority may encounter in a post-2022 environment with particular reference to the future of Local Government funding.</p> <p>Due to the significant risks regarding funding post 2021/22, the strategy for this period will only relate to costs, rather than anticipating Central Government funding mechanisms.</p>
Recommendation(s):	<p>A. That the Committee recommends in principle to Council the overall draft Medium Term Financial Strategy and budget for 2021/2022, subject to a further report to Council on 18 February 2021 (including the recommendations in paragraph 3.9 regarding charging commercial rates for car parking and implementing the most budget appropriate service delivery method for refuse and recycling); and</p> <p>B. That the Committee approve the levels of reserves (as outlined at paragraph 5 of the report).</p>
Responsible Strategic Director, Head of Service and Officer Contact(s):	<p>Stephen Hinds (Deputy Chief Executive) (0116) 257 2681 stephen.hinds@oadby-wigston.gov.uk</p> <p>Comie Campbell (Interim Financial Services Manager) (0116) 257 2713 Comie.Campbell@oadby-wigston.gov.uk</p>
Corporate Priorities:	<p>An Inclusive and Engaged Borough (CP1) Effective Service Provision (CP2) Balanced Economic Development (CP3) Green & Safe Places (CP4) Wellbeing for All (CP5)</p>
Vision and Values:	"A Strong Borough Together" (Vision)

	Innovation (V4)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	The implications are set out in the report.
Corporate Risk Management:	Decreasing Financial Resources (CR1) Effective Utilisation of Assets/Buildings (CR5) Regulatory Governance (CR6) Organisational/Transformational Change (CR8) Economy/Regeneration (CR9)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	As the author, the report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	None
Appendices:	<ol style="list-style-type: none"> 1. Capital Programme New Schemes (2021/22) 2. Fees & Charges (2021/22)

1. Introduction

- 1.1 In February 2020, the Council approved a Medium-Term Financial Strategy (MTFS) that was based upon a single year settlement, and no indication of how the remaining years funding from central government would materialise.
- 1.2 Work has been carried out since then, to ensure the Council can produce a balanced budget for 2021/22, without making cuts to frontline services. Officers have also worked hard to mitigate the impact of both the provisional 2021/22 Single Year Local Government Finance Settlement and the COVID-19 Pandemic, which saw both significant increases in costs due to additional responsibilities and incredible reductions in some of the Council's funding streams.
- 1.3 There has been no confirmation on the future funding of local government, although it is known that there will be changes to Business Rate Retention and the Fairer Funding Model. It is hoped that the Council will have clarification on this by the summer of 2021.

2. Medium-Term Financial Strategy (MTFS)

2.1 The MTFS has the following objectives:

- Show how resources support the Corporate Plan;
- Provide a platform to support the decision-making framework;
- Enable the Council to be a proactive organisation;
- To be an enabler, giving indication to the need to revisit and revise priorities;
- Ensure sustainable services and reserves are at sufficient levels;
- Enable development and improvements to our customers experiences;
- Hold a working balance to help manage unexpected occurrences;
- To be responsive and able to manage changing risks and needs;
- Support the Council's service and strategies; and
- Provide indications of future local taxation levels.

2.2 Pressure continues to increase on local authorities to find further savings in their expenditure on service provision and to look for alternative sources of income as funding from central government continues to reduce.

2.3 The Government has assumed that local authorities will increase their Band D Council Tax by the maximum amount possible. For 2021/22, this was £5 and for the figures in this report, these are also based upon the maximum increases.

3. Revenue Budget

3.1 The General Fund Budget for the financial year 2021/22 is summarised in the table below. Further details to changes to individual services' budgets will be found in the annual budget book and the MTFS update issued in February 2021. The budget takes into account key assumptions that are set out later in the report.

(Continued overleaf)

3.2 Budget Summary

2021/22	
Budget Summary	£'000
Total Revenue Budget	7,305
Central Government Grant	0
Other Government Grants	(2,370)
Retained Business Rates	
Council Tax Surplus	
Collection Fund Deficit	200
New Homes Bonus	(195)
Net Revenue Budget	4,940
Transfers to/from Reserves	(580)
Savings schemes	0
Council Tax	(4,110)
Funding Gap	250

3.3 The budget shows that the authority is unable to produce a balanced budget for 2021/22. The budget originally utilised almost £300k of reserves for 2021/22, with mitigating action meaning that an additional £300k will be taken from reserves in 2021/22 to bridge the budget shortfall.

3.4 There are a number of key assumptions that were made in drafting the MTFS, being:

- Council Tax increase of £5 at Band D;
- Staff cost inflation of 2%;
- Inflation - Contractual 3.6%, General 0%;
- Interest Rates - reflect the recent increase in Bank of England Base Rates;
- Staffing turnover factor of 5%;
- Central Government funding as per settlement agreement - 2021/22; and
- A 98.5% Council Tax Collection Rate.

3.5 In the current climate, revenue growth budgets have been restricted and constrained to areas considered unavoidable, such as changes in legislation, meet statutory duties and reflect market pressures. The table below highlights the areas of significant changes, corrections and adaptations that have materialised in increased costs to the Council since the last MTFS was set in February 2020 (£30k and above i.e. items that are the equivalent to the average cost of a member of staff including on-costs).

Item	Amount	Reason	Consequence if not addressed
Interest Received	£70,000	Reflects amount Council could afford to invest	Deliberate over-inflation of budget
Planning Application Fees	£59,000	Reduction in anticipated application fees	Deliberate over-inflation of budget

Long-lasting COVID Impact	£600,000	To mitigate against the medium term impacts of COVID across the Councils budgets and services.	Deliberate under-estimation of the impact of COVID during 2021/22. Increase pressure on limited reserve pool.
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- 3.6 Whilst the government has given over £200k in a one-off COVID mitigation payment for 2021/22, this was announced prior to both the Tier 4 restrictions within the Borough and the third National Lockdown that followed. Whilst the authority cannot directly allocate pressures from COVID to budgets, it is able to estimate the impact on a Council-wide basis. Placing this as a contingency budget, it can be drawn down as appropriate, and can also be mitigated if any future government funding is confirmed.
- 3.7 As reported in previous MTFS reports, the scale of funding cuts and the increased pressures on local authorities meant that significant financial savings are required. It should be recognised that significant work had been carried out by Officers to ensure that these pressures were mitigated as far as possible, however, further significant work still needs to be undertaken to ensure the Authority has a balanced budget given the continual financial uncertainty of Local Government Funding. Couple that with the devolution agenda, the COVID-19 Pandemic and Local Government reorganisation, these pressures have grown, and in spite of this the focus has been on protecting front-line services, whilst enabling a prosperous Borough to live and work, and so this remains the case.
- 3.8 The aim of the Authority is to provide improved levels of service, whilst reducing costs and this is recognised in the savings already allocated to 2020/21 and assisting in reducing the budget deficit. The table below lists all of the significant savings the Council has in place, or increased levels of income, that affect the 2020/21 budget (above £20k).

Additional Income/Savings in addition to those outlined in the MTFS for 2021/22		
Utilise the full Selective Licensing Income for 2021/22	The remaining £400k of Selective Licensing income was budgeted to be spread over the next 4 years. Due to the financial pressures, it is needed to be utilised in its entirety in 2021/22, meaning a total of £400k being taken from reserves.	£300,000 (one off)
Efficient Investments through active treasury management	Implementation of active treasury management.	Built into the MTFS as part of this paper. Income total £20k.

- 3.9 There is currently a budget shortfall for 2021/22 of approximately £250k. It is not deemed appropriate, or fiscally responsible to balance this shortfall with further support from reserves in addition to the current support. Therefore, it is recommended that the following policy decisions are made, enabling immediate and future commercial income to be generated:

Commercial Charging Regime for Council Car Parks

As detailed in the commercial report in 2017, applying competitive charging on the Council's car parks should be implemented. It was estimated in that report that circa £200k per annum would be raised. Given the current climate, a prudent estimate of the income would be somewhat lower for 2021/22 – estimated at circa £150k, increasing in the following years. Charging would need to be in force from 1st April 2021 to maximise income opportunity and mitigate risk.

Cost effective Refuse and Recycling

Refuse and Recycling collection is one of the most expensive services the Council operates, which is currently at the "Gold Standard" comprising of weekly collections. It is recommended that the service is reviewed to cost weekly vs. fortnightly, in-house vs. outsourced and combinations thereof, and that the most appropriate level of service vs budgetary position is implemented during 2021. Whilst any changes to the service would have limited revenue impact on the 2021/22 budget, a small amount helps mitigate risks, and will help balance future revenue budgets.

- 3.10 Without the above recommendations being approved, there will need to be a further detailed review of the forthcoming years of the original MTFS period, assessing the collective impact of meeting the budget from reserves and delivery of services. Following on from the review of Nottingham City Council in December 2020, there are lessons to be learnt for all local authorities, and the need to address issues rather than relying on one-off fixes is a paramount need.

4. Capital Budget

- 4.1 The 2021/22 Capital Budget is summarised below. New schemes for 2021/22 include the provision of Modular Homes Development (£3.8m) and the Oadby Pool (£6.415m) which will both eventually be self-funding. Other major new schemes include the Public Wi-Fi expansion and AQM (£113,356), Sports Facility Improvement programme (£220,000) and the Oadby Cemetery – 'The Biere House' structural repairs (£20,000).

Fund	Total 2021/22
	£000's
Housing Revenue Account	1,500
General Fund	10,729
Total Programme	12,229

New schemes for the year total £12.229m.

A complete list of Capital Schemes is included in **Appendix 1** to this report.

- 4.2 Funding for the programme is likely to be as follows:

Funding	£000's
Borrowing (General Fund)	10,386
Grants and Contributions	57
S106 Open Spaces	220

S106 Funding Interest Reserve	41
Match Funding Reserve	16
Usable Capital Receipts	9
Major Repairs Reserve	1,500
Total	12,229

- 4.3 Current 2020/21 Capital schemes to be carried forward will be assessed and brought to members after the year end.

5. Reserves

- 5.1 The Local Government Act 2003 requires the Council's Section 151 Officer to report on the robustness and sustainability of the estimates included in the budget and the adequacy of the reserves for which the budget provides. The Council's policy is to carry out an annual review of all reserves as part of the budget-setting process. This review includes identifying the reserves purpose and advising the appropriate level for each reserve. This work is being undertaken and will be completed when the draft budget is put to Council in February 2021.
- 5.2 Additionally, the Section 151 Officer has reviewed the level of General Fund Balances. The Council has, historically, utilised reserves to balance the budget, with a significant depletion of reserves between 2014/15 and 2017/18 and this is a trend that cannot be reintroduced. The 2021/22 budget utilises them for specific purposes – in addition to the Selective Licensing income. Given the current financial uncertainty, the Council needs to maintain and potentially increase its reserve base to mitigate against such uncertainty, build resilience and help fund future development.
- 5.3 It is the opinion of the Section 151 Officer that General Fund Reserves should:
- Not drop below 10% of net expenditure;
 - Not be used to plug budget gaps; and
 - Be used to mitigate against unforeseen risks.
- 5.4 Therefore, the Council's General Fund Balance should be in excess of £700k. Members will note that it is best practice to only use reserves in support of one-off revenue items and support capital expenditure. Reserves are not used to support ongoing revenue expenditure. You will note in the table below, the General Fund Reserve will decrease by £250k in 2020/21 – this is to mitigate the projected shortfall in the 2020/21 budget.
- 5.5 General Fund Reserves Summary Table

1 April 2020	Type of Reserve	1 April 2021	1 April 2022
£000's		£000's	£000's
1,003	General Fund Reserve	753	753
3	Other General Reserves	3	3
2,195	Earmarked Revenue Reserves	2,195	1,796
3,201	Total Revenue Reserves	2,951	2,552
1,022	Capital Reserves	1,022	1,022
1,132	Capital Grants Unapplied	1,086	1,086

5,355	Total "Usable" Reserves	5,059	4,660
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- 5.6 Whilst the earmarked reserves fund looks relatively healthy in 2021/22, almost £1m of that is restricted in its use, with £461k relating to Section 106 monies, and £500k in investments generating a revenue return. The figure at 1st April 2022 reflects the planned use of reserves as per the MTFS, plus the initial pressures if not address by accepting recommendations. This would leave a figure of around £800k of usable earmarked reserves (which itself is an optimistic estimate, anticipating all of the Selective Licensing Income is collected before the end of the financial year).

6. 2022 and Beyond

- 6.1 As mentioned earlier in the report, Local Government is in the dark with respect to funding post the 21/22 financial year. You may recall a similar statement in 2020. And in 2019. And in 2018. The current sticking plaster approach of single-year settlements for local government gives authorities no ability to plan for anything beyond a year. This leaves organisations in a conundrum - second guess the future and appear a genius or a buffoon, meaning other than major capital works, the organisation can be considered reactionary, or stick to what is known. What this organisation has developed over the years is structures and service delivery that is fluid and flexible, presents excellent value for money and is able to address challenges as they arise. COVID-19 is an excellent example of how the Council was able to adapt within days, with no cessation of service provision. Whilst this put incredible pressures on Officers to deliver, they did, and much of the work delivered is held in high regard – the Community Hub being an excellent example. That is why this budget is based upon what we know, what we need, and the ability to deal with elements of uncertainty.
- 6.2 That being said, the Government is adamant that the "Fairer Funding" scheme (or its equivalent) will be live in 2021, meaning a medium term settlement in the offing in 2022/23 onwards. However, due to the fluid nature of the information, we do not have a strong idea as to how this will directly affect the authority. However, as is usually the case, district authorities will be worse off.
- 6.3 It would be remiss to issue a report that did not acknowledge that the Council would have funding pressures irrespective of the potential settlement. It is therefore prudent to outline the 2021/22 – 2022/23 budget at cost, utilising a "standstill" funding regime.
- 6.4 Utilising this methodology, and the general lack of direction given currently regarding funding, the authority based upon the following criteria would have a budget shortfall of circa £400k in 2022/23, and a further £250k in 2023/24.
- A 98.5% Council Tax Collection Rate
 - Council Tax increase of £5 at Band D;
 - Council Tax base increase 1.5% for 2020/21 and 2021/22;
 - Staffing costs inflation of 2%;
 - Inflation - Contractual 3.6%, General 0%;
 - Interest Rates - reflect the recent increase in Bank of England Base Rates;
 - Staffing turnover factor of 5%;
- 6.5 This "standstill" model allows for us to identify further areas of work to address these issues, particularly surrounding income generation and this is an area that the authority will work on to ensure balanced budgets for both of these years.

7. Risk Assessment and Management

7.1 Oadby and Wigston Borough Council has a commitment to managing risk and its exposure to the various risks it faces. Key to the management of this risk is identifying operational risk when we are developing our service plans, as well as taking a holistic and strategic view when considering the risks at a corporate level. The Council has a strong record of financial management, but further improvements were recommended by both our Internal and External Auditors to continue in this manner, and to reduce the impact of financial risks to the Authority. Therefore, changes have been made to the budget setting process (including regular and detailed updates throughout the year) but also changes need to be made as to how we monitor and manage risks.

7.2 The more fundamental financial risks over the next two years have been highlighted below and have been ranked (Red/Amber/Green) according to their likelihood of occurrence and the potential scale of their impact. The first square indicates the current risk rating.

7.3 Formula Central Government Funding

2022

As detailed earlier in the report, whilst we have relative certainty for 2021/22 in the provisional settlement, it still remains unclear as to exactly how funding will work from 2022/23 and beyond. The details surrounding the removal of deprivation from the funding block is positive news for the Council, there is no indication that this will show an increase in our "real" cash funding levels. Obviously, the factors that impact on the amount of monies available to local authorities depends on the Treasury's decision on how much Local Government is funded in total, and then how that funding is allocated to pressures and priorities such as Social Care. Blended with this is NNDR. NNDR is the primary means of funding local government, and the mooted 100%/75% retention schemes have yet to materialise, and local authorities' are left in the relative dark. New Homes Bonus is still due to disappear at the end of the 2021/22 financial year. However, there is hope that the authority may still receive "Returned New Homes Bonus" monies (£50k-£90k) from 2022/23 – 2025/26, however this is yet to be confirmed.

7.4 Income Generation

2022

2023

The Authority currently has limited streams of income generation. Work is being carried out to identify ways of maximising our income streams - ranging from the potential for charging for discretionary services to generating new business streams to supplement income. Local authorities need to become more commercial in their thinking and operating as the creation of income will enable service protection and improvement. The authority has been successful with the implementation of its Garden Waste Scheme. However, Government and legislature has clamped down on the "commercial investment market" in which so many authorities derived. Given our limited asset base, projects such as the regeneration sites (Oadby Pool, Paddock Street, South Wigston etc....) could provide much needed revenue and capital income; however, this will not come "online" until 2023 at the earliest. As mentioned earlier in the report, low risk income generation, through Car Parking charges and charging commercially competitive rates for our services is paramount.

7.5 Review Service Delivery

2022

2023

The authority always aspires to provide "Gold" levels of service across all areas – this includes Refuse and Recycling, Community Support, Health and Wellbeing and Housing to name a few. To continue this model leaves the organisation financially open to risk. The Council should review the levels of service against funding available to ascertain appropriate levels of service. A more difficult challenge would be to look at the viability of providing

Social Housing, and what is the best method of providing the service whilst both reducing the financial burden and improving service levels.

Thought also needs to be given to working across strategic alliances in delivering services and driving down costs.

7.6

Resources

2022

2023

Staffing resources are a key requirement in delivering services and enabling the authority to meet its Corporate Plan targets. It is getting increasingly hard to recruit to key roles in local government, and due to the size and geography of the borough, this recruitment is becoming increasingly hard. Throughout 2020, the good will of the staffing resource has meant that the authority has been able to deal with COVID-19 and deliver to the Corporate Plan, and this is mainly due to thousands of hours being written off. Unless the organisation is appropriately resourced, adequately remunerated and developed, the organisation will not only struggle to achieve their goals, but will find it harder to recruit – each increasing the financial pressures on the organisation to cover these gaps.

7.7

Budget Assumptions

2022

2023

Various models were developed to ascertain risks the authority would encounter outside of its direct control, such as changes to funding, unforeseen incidents and reduced income streams. This budget has been based upon a realistic assumption, where the impact on the original base budget is in excess of £700k. Other models (Best Worst Case and optimistic) saw budget pressures of over £1.2m and £400k respectively. Again, if decisions are not made regarding income generation in the forthcoming months, the authority will not have the ability to deal with any variation to forecast.

7.8

Regeneration Schemes

2022

2023

One key item to note is the risk of failure to deliver our regeneration schemes. If Members wish to pull back on the regeneration schemes, these Capital Schemes will then not meet the eligibility of capital spend, and all costs incurred to that point will need to be funded by revenue, having a three-fold impact:

1. Stagnation in the Borough – failure to meet our corporate plan and encourage people to live and work in the Borough, including encouraging outside investment
2. No capital receipts or revenue income streams
3. Revenue impact of having to retro-fund failed capital schemes.

8. Housing Revenue Account

- 8.1 The HRA Dwelling rent increase and associated services offered to tenants for 2021/22 is proposed to be 1.5%. This is in line with prescribed government rent legislation CPI+1% for September 2020. The CPI figure at September 2020 was 0.5%. The 2021/22 HRA average weekly rent would be £78.70. The 2021/22 HRA budget has been updated to reflect this increase.

9. Treasury Management Policy

- 9.1 The Council is required annually to approve a range of Treasury related strategies and statements. These documents will provide the Council with the governance required to enable the effective management of its cash balances; investment and borrowing activity and other treasury related business. This will be updated to reflect the budget proposal

10. Proposed Scales of Fees & Charges 2021/22

- 10.1 The Council charges for a number of its services that are provided to the public. All fees and charges are reviewed on an annual basis as part of the budget process. Charges that are set by the Council are increased in line with inflation. They will be uplifted by the Consumer Price Index at September 2020 which was 0.5%.
- 10.2 When setting fees and charges, the following factors are taken in to consideration:
- Statutory obligations;
 - Policies and objectives of the Council;
 - Inflation and relevant indices;
 - Local market research and competition (where relevant);
 - The impact of price changes on activity level of demand;
 - Changes in taxation;
 - Budget position and any associated gap;
 - The cost of providing the service.
- 10.3 **Appendix 2** shows the current and next year's proposed charges together with any specific explanation of the change to any individual charge. A summary of changes by service area has been provided.

Project Code Reference	Scheme	2021-22 Proposals	2020-21 C/F	2021-22 Total Budget	Comments
		£	£	£	
	Funding Available B/F Estimated Additions In Year				
	Total Funding Available				
	Housing Revenue Account				
1	HRA Business Plan	1,500,000		1,500,000	Housing Business Plan Major Repairs Allocation
	Total - HRA	1,500,000	0	1,500,000	
	General Fund - Service Delivery				
2	Blaby Road Pavilion Sewage Pumping System	5,500		5,500	There is a pumped sewerage system at Blaby Road Park Pavilion. Over the last twelve months there has been problems with the pump operation resulting in the chamber overflowing and sewage seepage onto the public footpath. The floats in the chamber require replacing as a minimum but the control system, pump and pump alarm are all installed in the roof space of the pavilion leading to difficulties with access and repairs. This bid is to replace the floats and relocate the pump and alarm into a 'kisok' outside of the pavilion.
3	Christmas Lights Infrastructure	7,500		7,500	Infrastructure requirement for the Christmas lights project. New electricity points are needed to ensure the lights continue to operate, as the network of electrical points installed is at capacity. Also, additional icicle lights are needed to address areas within the towns where no lights currently exist.
~ 4	Replacement of Grounds Maintenance Dennis bowling green mower	6,000		6,000	The current machine is used to maintain, amongst other things, the bowling greens of the borough. The current machine has been on lease for a number of years (10?) and is at the end of its useful life. The replacement Machine is anticipated to be an improvement on the current one and be more suited to our current needs and will mean we no longer have to pay the lease. Lifespan of the replacement vehicle is expected to be a minimum of seven years.
~ 5	Replacement of Grounds Maintenance Vehicle FE09 XOT	30,000		30,000	The current vehicle is used throughout the borough on a daily basis. The current vehicle in deemed to be approaching the end of its useful life. The replacement vehicle is anticipated to be an improvement on the current vehicle and be more suited to our current needs and will have updated engine and 5 year warranty. Lifespan of the replacement vehicle is expected to be seven to ten years.
6	Replacement of Grounds Maintenance Vehicle FG12 MVN	33,000		33,000	The current vehicle is used throughout the borough on a daily basis. The current vehicle in deemed to be approaching the end of its useful life. The replacement vehicle is anticipated to be an improvement on the current vehicle and be more suited to our current needs and will have updated engine. Lifespan of the replacement vehicle is expected to be seven years.
7	Modular Homes Developments	3,800,000		3,800,000	To utilise Modern Methods of Construction to deliver new energy efficient modular housing. Tow sites have been selected to develop a pilot project, these are Kirkdale Road car park in South Wigston and the site of the former Wigston Club for Young People on Horsewell Lane, Wigston. The project is currently in the feasibility stage and a brief is in development to consider design, costs and potential returns at the site. This will inform the Capital Programme going forward. Significant additional detail is required to flesh out this project at this early stage, particularly around the revenue position.
8	Oadby Cemetery – Biere House structural repairs	20,000		20,000	'The Biere House' at Oadby Cemetery is an old 19th century building near to the cemetery entrance on Wigston Road that used to be a mortuary but is now used by cemetery staff to store their maintenance equipment. The building is of historic interest but is not a listed building. Cracks have appeared in the wall and a structural engineers report has been obtained. Whilst the building is not in imminent danger of falling down the cracks are getting larger and work needs to be carried out to prevent further deterioration which may lead to damage beyond repair.

Project Code Reference	Scheme	2021-22 Proposals	2020-21 C/F	2021-22 Total Budget	Comments
		£	£	£	
9	Oadby Pool	6,415,035		6,415,035	<p>It is proposed to demolish and re-develop the site of the former Oadby Pool develop new build private rented residential units (PRS) to replace the redundant pool. In addition it is a Council priority to develop a new community building at Ellis Park. The community building will potentially serve as a replacement for the current on-site provision of a pavilion for the Bowls Club along with replacement facilities for two off-site community buildings – Walter Charles Centre and Oadby Youth Club, both situated on Wigston Road, Oadby. These sites will then be available to develop much needed affordable housing in the Oadby area or, in the case of the Youth Club to provide expansion space for the Oadby Cemetery.</p> <p>To note the project is still in the feasibility stage and certain elements such as the overall revenue generation are still to be fully determined and confirmed.</p> <p>Political approval (Full Council 7/7/20) has been granted to move the project into the capital phase (in the first instance detailed design and planning) subject to detailed financial scrutiny.</p> <p>There may be opportunities to seek external funding particularly to support the development of the affordable housing element, but these need to be quantified.</p> <p>The current projected spend programme includes detailed design spend in 20/21, followed by demolition and construction commencement in 21/22 with the bulk of construction spend in 22/23. The full programme is to be determined and may vary once further information is known.</p>
10	Public Wi-Fi Expansion and AQM	113,356		113,356	<p>The project provides for expansion of the existing public Wi-Fi and footfall tracking network in Wigston into Oadby and South Wigston. Additionally it is an aim of the project to introduce an advanced AQM system at selected black spots for pollution across the Borough.</p> <p>The project was originally added to the Capital Programme in 19/20 as a Wi-Fi expansion project only but this has developed and so warrants a revised submission.</p> <p>External grant funding has been secured to match fund this project form the Leicestershire Business Rates Pooling. This grant includes provision of 3 years of running costs amortised over the project period.</p> <p>Council funding is provided by the remainder of the Waitrose Unilateral Undertaking and Tesco, South Wigston S106 interest.</p>
11	Sports Facility Improvement Programme	220,000		220,000	<p>S106 and externally funded programme to improve the Council owned and managed sports facilities available for public use. This would include; pitches, courts, rinks and ramps as well as ancillary facilities such as changing rooms and practice facilities. The programme can include new or replacement facilities, especially where a need has been identified, particularly by a National Governing Body for the representative sport and external funding to deliver the facility is available.</p> <p>This scheme is an evolution from the previous Pitch Improvement Programme which is necessary following a review of the Council's Playing Pitch Strategy, the draft of which has identified further required improvements to facilities other that football which was a focus of the previous externally commissioned study. Additionally, it has been identified that the Pitch Improvement Programme could not be delivered internally as due to funding issues the Grounds Maintenance Team could not guarantee the continuation of the programme, following the end of the available funding.</p> <p>A variety of potential projects have already been identified, these include:</p> <ul style="list-style-type: none"> • FA Football Facilities Plan identified the requirement for a small sided 3G facility in South Wigston, current proposed locations include Blaby Road Park and South Wigston High School. • New goal posts and secure post sockets on all OWBC pitches (FA funding is available to deliver this). • Improvements to Council pitches delivered by partner clubs through the FA Grass Pitch. Improvement Fund, for which the SFIP can be used as match funding. • Improved/new Tennis facility in Oadby, potentially at Uplands Park. • Improvements to the Uplands Park cricket pitch and a supporting maintenance programme. • Installation of a cricket practice net at Uplands Park. <p>The available S106 (12/00313/FUL- £246,646) will be split between capital and revenue, with the revenue funding supporting pitch/maintenance programmes for an initial 5 year period. It is anticipated that further support for this or a similar programme could come forward from future S106 contributions.</p> <p>These projects will evolve over the period of the available funding and individual cases for each will be developed and approved as required.</p>
12	Uplands Park Pavilion – replacement boiler and floor repairs	16,000		16,000	<p>Uplands Park Pavilion has 6 changing rooms and a small community room and kitchen. The current heating system is coming to the end of it's life and requires replacement within the next 12 months.</p> <p>In addition the non slip floor covering in the corridor to the changing rooms and in some of the shower areas has also reached the end of life and has started to split. Patch repairs have been carried out but the covering is in need of complete replacement.</p>

Project Code Reference	Scheme	2021-22 Proposals	2020-21 C/F	2021-22 Total Budget	Comments
		£	£	£	
13	Wigston Cemetery – entrance drive resurfacing and disabled parking	12,000		12,000	This bid is to re-surface approx. 280 square metres of the entrance drive at Wigston Cemetery where the surface is rutted or breaking up in numerous areas; mark out three disabled parking bays at strategic locations and install bollards or other prevention measures to stop visitors driving along cemetery footpaths.
	Total -Service Delivery General Fund	10,678,391	0	10,678,391	
	TOTAL SERVICE DELIVERY	12,178,391	0	12,178,391	
	General Fund - Policy, Finance & Development				
14	Bushloe House Car Park Surface repairs and lining	28,000		28,000	This bid is to re-surface the entrance road and re-surface and re-line a large area of the car park to the left of Bushloe House where the surface has started to break up.
15	HR Software	10,000		10,000	With respect to the new HR system, this capital bid will cover implementing/testing/dry running the system. Thereafter annually the costs will be up to £10k in revenue each year (which would be a saving on our current budget, which is currently £20k.
16	Remote Working - Regulatory Services	12,700		12,700	To purchase sufficient IT equipment to enable the Regulatory Services Team to work remotely to increase efficiency and reduce paper records. The IT will enable officers to complete inspections and investigation reports whilst on site which will be automatically updated on the centralised software in real time.
	Total - Policy, Finance and Development	50,700	0	50,700	
	PLANNED EXPENDITURE GRAND TOTAL	12,229,091	0	12,229,091	

DEVELOPMENT CONTROL COMMITTEE										
	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge	1.0020
1	BUILDING CONTROL & PLANNING - COMMON CHARGES									
	1.1 PLANNING AND BUILDING CONTROL FEES									
	(a) Statutory Charge set by Central Government and Local Authorities							X		
	1.2 BUILDING AND PLANNING RECORDS SEARCH									
	(a) Domestic and simple commercial development	N	40001 9356	Per Hour	1-Apr-17	40.00	40.50		Increase based on CPI	40.08
	(b) Commercial enquiries	N	40001 9356	Per Hour	1-Apr-17	80.00	80.50		Increase based on CPI	80.16
	1.3 COPY OF PLANS, DOCUMENTS & DECISIONS**									
	If the total charge (at the rates below) does not exceed £3.00 then no charge will made to provide the requested copies.									
	(a) A4 size (black and white) per sheet*	N	40001 9206	Each	1-Apr-13	0.10	0.10		Keep the same, no increase needed	
	(b) A4 size (colour) per sheet*	N	40001 9206	Each	1-Apr-13	1.00	1.00		Keep the same, no increase needed	
	(c) A3 size (black and white) per sheet*	N	40001 9206	Each	1-Apr-13	0.15	0.15		Keep the same, no increase needed	
	(d) A3 size (colour) per sheet*	N	40001 9206	Each	1-Apr-13	2.00	2.00		Keep the same, no increase needed	
	(e) A2 size per sheet	N	40001 9206	Each	1-Apr-17	8.50	8.50		Keep the same, no increase needed	
	(f) A1 per sheet	N	40001 9206	Each	1-Apr-17	8.50	8.50		Keep the same, no increase needed	
	(g) A0 per sheet	N	40001 9206	Each	1-Apr-17	8.50	8.50		Keep the same, no increase needed	
	1.4 PRE APPLICATION CHARGES									
	(a) Householder Proposal Enquiries (Including works to tree enquiries, if permission is required/dropped kerb/home working enquires etc)									
	Basic Service (desk based assessment with no follow ups)	I	40001 9395	Per Enquiry	1-Apr-19	49.00	50.00		Increase based on CPI and Comparison of Prices Charged by other Leicestershire District Councils	
	Gold Service (includes one site visit or meeting, a written response, plus one follow-up proposal)	I	40001 9395	Per Enquiry	1-Apr-19	97.00	98.00		Increase based on CPI and Comparison of Prices Charged by other Leicestershire District Councils	
	Permitted Development Check	I	40001 9395	Per Enquiry	1-Apr-21		30.00		New Charge	
	(b) New Residential Unit Enquiries (including if permission is required)									
	1-3 new dwellings	I	40001 9395	Per Enquiry	1-Apr-19	161.00	300.00		Increase based on Comparison of Prices Charged by other Leicestershire District Councils	
	4-9 new dwellings	I	40001 9395	Per Enquiry	1-Apr-19	250.00	700.00		Increase based on Comparison of Prices Charged by other Leicestershire District Councils	
	10-49 new dwellings	I	40001 9395	Per Enquiry	1-Apr-19	700.00	1500.00		Increase based on Comparison of Prices Charged by other Leicestershire District Councils	
	50-199 new dwellings	I	40001 9395	Per Enquiry	1-Apr-19	1400.00	2500.00		Increase based on Comparison of Prices Charged by other Leicestershire District Councils	
	200 or more dwellings	I	40001 9395	Per Enquiry	1-Apr-21		3500.00		New Charge	
	(c) Commercial / Other Enquiries (including if permission is required)									
	Lawful use of premises enquiry	I	40001 9395	Per Enquiry	1-Apr-19	161.00	162.00		Increase based on CPI	161.32
	Change of Use / No additional floor space / telecoms / advertisements etc	I	40001 9395	Per Enquiry	1-Apr-19	161.00	162.00		Increase based on CPI	161.32
	Additional floor space up to 500 square metres	I	40001 9395	Per Enquiry	1-Apr-19	250.00	251.00		Increase based on CPI	250.50
	Between 500 and 999 additional square metres	I	40001 9395	Per Enquiry	1-Apr-19	700.00	701.50		Increase based on CPI	701.40
	Over 1000 additional square metres	I	40001 9395	Per Enquiry	1-Apr-19	1400.00	1403.00		Increase based on CPI	1402.80
	1.5 HIGH HEDGE COMPLAINTS									
	Complaints via verbal or electronic means	N	40001 9369	Per Enquiry	1-Apr-19	495.00	496.00		Increase based on CPI	495.80
	Those on means tested benefits and war pensions will receive 33% discount	N	40001 9369	Per Enquiry	1-Apr-19	330.00	331.00		Increase based on CPI	330.66
	1.6 WEEKLY LIST OF ALL PLANNING APPLICATIONS	N	40001 9354	Per Year	1-Apr-19	140.00	141.00		Increase based on CPI	140.28
	1.7 OADBY AND WIGSTON LOCAL PLAN									
	Oadby and Wigston Saved Local Plan **	N	40101 9206	Each	1-Apr-17	45.00	45.00		Keep the same, no increase needed	
	Residents and Local groups	N	40101 9206	Each	1-Apr-17	20.00	20.00		Keep the same, no increase needed	
	Core Strategy DPD (non resident or local group)	N	40101 9206	Each	1-Apr-18	45.00	45.00		Keep the same, no increase needed	
	Core Strategy DPD (resident or local group)	N	40101 9206	Each	1-Apr-18	20.00	20.00		Keep the same, no increase needed	
	Town Centres Area Action Plan DPD (non resident or local group)	N	40101 9206	Each	1-Apr-18	45.00	45.00		Keep the same, no increase needed	

DEVELOPMENT CONTROL COMMITTEE										1.0020
	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge	
	Town Centres Area Action Plan DPD (resident or local group)	N	40101 9206	Each	1-Apr-18	20.00	20.00		Keep the same, no increase needed	
	Saved Local Plan DPD (non resident or local group)	N	40101 9206	Each	1-Apr-18	45.00	45.00		Keep the same, no increase needed	
	Saved Local Plan DPD (resident or local group)	N	40101 9206	Each	1-Apr-18	20.00	20.00		Keep the same, no increase needed	
	New Local Plan DPD (non resident or local group)	N	40101 9206	Each	1-Apr-18	45.00	45.00		Keep the same, no increase needed	
	New Local Plan DPD (resident or local group)	N	40101 9206	Each	1-Apr-18	20.00	20.00		Keep the same, no increase needed	
	1.8 OTHER DOCUMENTS									
	(a) Residential Land Availability Statement (Published Annually) **	N	40101 9206	Each	1-Apr-17	20.00	20.00		Keep the same, no increase needed	
	(b) Supplementary Planning Guidance / Supplementary Planning Document / Statements of Consultation **	N	40101 9206	Each	1-Apr-17	20.00	20.00		Keep the same, no increase needed	
	(c) Employment Land Availability Study (Published Annually) **	N	40101 9206	Each	1-Apr-17	20.00	20.00		Keep the same, no increase needed	
	Facilities in Oadby & Wigston :-									
	(d) Landscape Character Assessment	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed	
	(e) Oadby & Wigston Green Wedge Management Strategy	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed	
	(f) Oadby & Wigston Phase 1 Habitat Survey & Biodiversity Audit (Available on CD only)	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed	
	(g) Oadby and Wigston Employment Land and Premises Study**	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed	
	(h) Statement of Community Involvement **	N	40101 9206	Each	1-Apr-17	15.00	15.00		Keep the same, no increase needed	
	(i) Annual Monitoring Report **	N	40101 9206	Each	1-Apr-17	20.00	20.00		Keep the same, no increase needed	
	(j) Nature Conservation Strategy	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed	
	(k) Local Development Scheme**	N	40101 9206	Each	1-Apr-17	10.00	10.00		Keep the same, no increase needed	
	(l) Strategic Housing Land Availability Assessment/HEDNA **	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed	
	(m) Retail Study**	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed	
	(n) Faith Community Study & Places of Worship Needs Assessment**	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed	
	(o) Play & Recreational Facilities Study	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed	
	(p) Affordable Housing Viability Assessment	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed	
	(q) Whole Plan Viability Assessment	N	40101 9206	Each	1-Apr-18	35.00	35.00		Keep the same, no increase needed	
	(r) Assessment of Highways and Transportation Implications	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed	
	(s) Employment Sites & Brownfield Land Study	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed	
	(t) Adopted Policies Map	N	40101 9206	Each	1-Apr-17	20.00	20.00		Keep the same, no increase needed	
	(u) Housing Implementation Strategy	N	40101 9206	Each	1-Apr-17	20.00	20.00		Keep the same, no increase needed	
	(v) Annual Open Space Review	N	40101 9206	Each	1-Apr-17	20.00	20.00		Keep the same, no increase needed	
	** Documents are available on the Councils Website free of charge									
	www.oadby-wigston.gov.uk									
	BUILDING CONTROL									
	1.9 COMPLETION CERTIFICATE									
	(a) Written confirmation of works exempt from Building Regulations	E	21001 9201	Each	1-Apr-17	60.00	28.25		Leicestershire Building Control Partnership (LBCP) brought in line with LBCP fees	
	(b) Written confirmation of non-existence of Building Regulations record	E	21001 9201	Each	1-Apr-17	40.00	28.25		brought in line with LBCP fees	
	(c) Written confirmation of completion of work to which Building Regulations applied	E	21001 9201	Each	1-Apr-17	40.00	28.25		brought in line with LBCP fees	
	1.10 RECOVERY OF EXPIRED PLAN	E	21001 9201	Per Hour	1-Apr-17	44.00	56.50		brought in line with LBCP fees	
	1.11 STREET NAMING & NUMBERING									
	(a) List of all new property street names and numbers	E	21002 9382	Per Year	1-Apr-17	500.00	500.00		Keep the same, no increase needed	
	(b) Written confirmation of postal address details	E	21002 9382	Per Address	1-Apr-15	25.00	25.00		Keep the same, no increase needed	
	(c) Renaming/renumbering of existing property	E	21002 9382	Per Address	1-Apr-15	40.00	40.00		Keep the same, no increase needed	
	(d) Naming/Numbering of 1-5 plots	E	21002 9382	Per Plot	1-Apr-15	40.00	40.00		Keep the same, no increase needed	
	(e) Naming/ Numbering for each additional plot over 5	E	21002 9382	Per Plot	1-Apr-15	25.00	25.00		Keep the same, no increase needed	
	(f) Naming of a street	E	21002 9382	Per Street	1-Apr-15	150.00	150.00		Keep the same, no increase needed	
	(g) Numbering of new flat complex	E	21002 9382	Per Flat	1-Apr-15	25.00	25.00		Keep the same, no increase needed	
	(h) Change to a development after notification #	E	21002 9382	Per Application	1-Apr-15	50.00	50.00		Keep the same, no increase needed	
	(i) Administration fee, plus additional fee per plot	E	21002 9382	Per Plot	1-Apr-15	15.00	15.00		Keep the same, no increase needed	
	# Notification means after the Authority has numbered the street or part of.									
	(j) Street re-named / re-numbered at residents request ##	E	21002 9382	Per Request	1-Apr-15	## 250.00	## 250.00		Keep the same, no increase needed	
	## plus all compensation (the compensation is to be met by the applicant).									

DEVELOPMENT CONTROL COMMITTEE										1.0020
	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge	
	Compensation relates to monies paid to residents to help them pay for the cost of informing all parties that they correspond with, regarding the change to their address.									
	NB: A two thirds majority agreement from residents is required by ballot.									
	1.12 WORK ASSOCIATED WITH AN EMERGENCY OR ENFORCEMENT INCIDENT									
	(a) Building Control Surveyor - rate per hour (either on site or in office)	N	21001 9356	Per Hour	1-Apr-09	50.00	56.50		Leicestershire Building Control Partnership (LBCP) brought in line with LBCP fees	
	(b) Preparation & posting of documentation (letters, notices, etc) per document	N	21001 9356	Per Document	1-Apr-15	29.85	29.85		Keep the same, no increase needed	
	(c) Telephone calls made from a mobile - per minute (standard rate)	N	21001 9356	Per Minute	1-Apr-15	0.03	0.03		Keep the same, no increase needed	
	(d) Telephone calls made from a mobile to mobile - per minute (standard rate)	N	21001 9356	Per Minute	1-Apr-15	0.09	0.09		Keep the same, no increase needed	
	(e) Mobile text messaging (standard rate)	N	21001 9356	Per Text (SMS)	1-Apr-15	0.04	0.04		Keep the same, no increase needed	
	(f) Telephone calls made from landlines to mobiles - connection charge (standard business rate)	N	21001 9356	Per Phone Call	1-Apr-15	0.08	0.08		Keep the same, no increase needed	
	(g) Telephone calls made from landlines to mobiles - per minute thereafter (standard business rate)	N	21001 9356	Per Minute	1-Apr-15	0.16	0.16		Keep the same, no increase needed	
	(h) Telephone calls made from a landline to a landline - connection charge (standard business rate)	N	21001 9356	Per Phone Call	1-Apr-15	0.08	0.08		Keep the same, no increase needed	
	(i) Telephone calls made from a landline to a landline - per minute thereafter (standard business rate)	N	21001 9356	Per Minute	1-Apr-15	0.03	0.03		Keep the same, no increase needed	
	1.13 SUPPLY OF RADAR KEY TO A RESIDENT WITH PROOF OF DISABILITY	N	14204 9201	Each	1-Apr-14	3.50	3.50		Keep the same, no increase needed	
	1.14 NOTIFICATION OF DEMOLITION (Section 80)									
	(a) Buildings with a volume less than 49.56 cubic metres (Exempt)	E	21002 9363	Each	1-Apr-15	0.00	0.00		Keep the same, no increase needed	
	(b) Domestic Building in excess of 49.56 cubic metres	E	21002 9363	Each	1-Apr-17	120.00	120.00		Keep the same, no increase needed	
	(c) Non-Domestic Building in excess of 49.56 cubic metres	E	21002 9363	Each	1-Apr-17	120.00	120.00		Keep the same, no increase needed	
	(d) Non-Domestic Building in excess of 300 cubic metres	E	21002 9363	Each	1-Apr-17	180.00	180.00		Keep the same, no increase needed	
	(e) Sites with multiple buildings, additional charge per non-exempt unit	E	21002 9363	Per Unit	1-Apr-17	25.00	25.00		Keep the same, no increase needed	
	1.15 ADVERTISING ON THE DIGITAL DISPLAY SCREENS									
	(a) Community Groups/Charity	I	41001 9053	Per Week/Slot	1-Apr-16	0.00	0.00		No change in order to promote use of signs to groups & businesses	
	(b) Business Within the Borough	I	41001 9053	Per Week/Slot	1-Apr-19	15.00	15.00		No change in order to promote use of signs to groups & businesses	
	i) Introductory Offer of 4 weeks at Half Price	I	41001 9053	Per Week/Slot	1-Apr-19	7.50	7.50		No change in order to promote use of signs to groups & businesses	
	(c) Business Outside the Borough	I	41001 9053	Per Week/Slot	1-Apr-19	30.00	30.00		No change in order to promote use of signs to groups & businesses	
	i) Introductory Offer of 4 weeks at Half Price	I	41001 9053	Per Week/Slot	1-Apr-19	15.00	15.00		No change in order to promote use of signs to groups & businesses	
	NB: A Slot will show an Advert for one minute in every ten minutes									
	Total Advertising Time of 9 hours 6 minutes a week (8am-9pm 7days a week)									
	5% discount for 3 - 6 months									
	10% discount for 6 - 12 months									
	20% discount for 12 months									
									The Borough Council is part of the Leicestershire Building Control Partnership Shared Service which is hosted by Blaby District Council and also includes Harborough District Council, Hinckley and Bosworth Borough Council and Melton Borough Council. During 2020 the Partnership has looked to develop a new fee structure that can be applied across all partner councils. The changes proposed for 2021/22 will enable the Council to move to this new aligned fee structure. There are many different fee categories in Building Control, but based on the 5 most used fees in the Borough, this new fee structure will amount to a 14% increase in income.	
	VAT Key									
	I Inclusive of VAT									
	E Exempt from VAT									
	N Non Business Activity									
	Z Zero-rated VAT									

POLICY FINANCE AND DEVELOPMENT COMMITTEE										
	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge	1.0020
2	LICENCES									
2.1	HACKNEY CARRIAGE AND PRIVATE HIRE CARS									
(a)	Driver's Licence - Private Hire and Hackney Carriage*									
i)	Three Year	N	42001 9333	Each	1-Apr-19	213.00	214.00		CPI 0.2% rounded up	213.43
(b)	Competence Test	N	42001 9389	Each	1-Apr-19	43.00	45.00		Additional cost for off site test	
(c)	Drivers Badge - Replacement	N	42001 9333	Each	1-Apr-19	23.00	23.00			
(d)	Private Hire Operator's Licence									
i)	Five Year	N	42001 9331	Each	1-Apr-19	1010.00	1012.00		CPI 0.2%	1012.02
ii)	Operators Licence Competency Test*	N	42001 9389	Each	1-Apr-19	43.00	45.00		Additional cost for off site test	
(e)	Private Hire Vehicle Licence	N	42001 9332	Each	1-Apr-19	300.00	301.00		CPI 0.2% rounded up	300.60
(f)	Hackney Carriage Vehicle Licence	N	42001 9335	Each	1-Apr-19	300.00	301.00		CPI 0.2% rounded up	300.60
(g)	Replacement of Vehicle Licence Plate	N	42001 9332	Each	1-Apr-19	28.00	28.00			
(h)	Transfer of Vehicle Licence to Another Licensee	N	42001 9332	Each	1-Apr-19	50.00	50.00			
(i)	Transfer of Licence from Private Hire Vehicle to Hackney Carriage (vice-versa)			Each	1-Apr-14	N/A	N/A			
(j)	Certificate of Compliance	N	42001 9201	Each	1-Apr-19	7.00	7.00			
(k)	Replacement of Vehicle Licence (paper)	N	42001 9332	Each	1-Apr-19	7.00	7.00			
(l)	Replacement docu-dash	N	42001 9201	Each	1-Apr-19	5.00	5.00			
(m)	Replacement Front Windscreen pouch	N	42001 9332	Each	1-Apr-19	7.00	7.00			
	* Excludes DBS fee £54.00 payable on application and £8.00 DVLA mandate fee									
(n)	HPI checks (new applicants)	N	42001 9383	Each	1-Apr-20	16.00	16.00			
(o)	Vehicle checks for 6 month inspections	N	42001 9384	Each	1-Apr-18	N/A	N/A			
(p)	Child Sexual Exploitation (CSE) Training (for new applicants & renewals)	N	42001 9385	Each	1-Apr-19	21.00	45.00		Additional cost for off site test	
2.2	LICENCE FEES									
(a)	Animal Boarding Establishment (new)	N	42002 9323	Each	1-Apr-19	120.00	120.00	X		
(b)	Animal Boarding Establishment (renewal)	N	42002 9323	Each	1-Apr-19	120.00	120.00	X		
i)	One Year (Up to 6 animals)	N	42002 9396	Each	1-Apr-19	68.00	68.00	X		
ii)	Two Year (Up to 6 animals)	N	42002 9397	Each	1-Apr-19	89.00	89.00	X		
iii)	Three Year (Up to 6 animals)	N	42002 9398	Each	1-Apr-19	110.00	110.00	X		
iv)	One Year (7 or more animals)	N	42002 9396	Each	1-Apr-19	88.00	88.00	X		
v)	Two Year (7 or more animals)	N	42002 9397	Each	1-Apr-19	109.00	109.00	X		
vi)	Three Year (7 or more animals)	N	42002 9398	Each	1-Apr-19	130.00	130.00	X		
(c)	Breeding of Dogs (new)	N	42002 9326	Each	1-Apr-19	120.00	120.00	X		
(d)	Breeding of Dogs (renewal)	N	42002 9326	Each	1-Apr-19	120.00	120.00	X		
i)	One Year	N	42002 9396	Each	1-Apr-19	68.00	68.00	X		
ii)	Two Year	N	42002 9397	Each	1-Apr-19	89.00	89.00	X		
iii)	Three Year	N	42002 9398	Each	1-Apr-19	110.00	110.00	X		
(e)	Dangerous Wild Animals (new) + Vet Fees	N	42002 9334	Each	1-Apr-19	155.00	155.00			
(f)	Dangerous Wild Animals (renewal) + Vet Fees	N	42002 9334	Each	1-Apr-19	113.00	113.00			
(g)	Hiring out horses (new)	N	42002 9325	Each	1-Apr-19	120.00	120.00	X		
(h)	Hiring out horses (renewal)	N	42002 9325	Each	1-Apr-19	120.00	120.00	X		
i)	One Year	N	42002 9396	Each	1-Apr-19	68.00	68.00	X		
ii)	Two Year	N	42002 9397	Each	1-Apr-19	109.00	109.00	X		
iii)	Three Year	N	42002 9398	Each	1-Apr-19	150.00	150.00	X		
(i)	Selling animals as pets (new)	N	42002 9327	Each	1-Apr-19	120.00	120.00	X		
(j)	Selling animals as pets (renewal)	N	42002 9327	Each	1-Apr-19	120.00	120.00	X		
i)	One Year	N	42002 9396	Each	1-Apr-19	68.00	68.00	X		
ii)	Two Year	N	42002 9397	Each	1-Apr-19	89.00	89.00	X		
iii)	Three Year	N	42002 9398	Each	1-Apr-19	110.00	110.00	X		
(k)	Exhibiting animals (new)	N	42002 9386	Each	1-Apr-19	120.00	120.00	X		
(l)	Exhibiting animals (renewal)	N	42002 9386	Each	1-Apr-19	120.00	120.00	X		
i)	Three Year (Only)	N	42002 9398	Each	1-Apr-19	89.00	89.00	X		

POLICY FINANCE AND DEVELOPMENT COMMITTEE										1.0020
	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge	
	(m) Variation of licence (no visit)	N	42002 9388	Each	1-Apr-19	68.00	68.00	X		
	(n) Variation of licence (visit)	N	42002 9388	Each	1-Apr-19	27.00	27.00	X		
	(o) Re-evaluation of rating	N	42002 9388	Each	1-Apr-19	109.00	109.00	X		
	(p) Additional activity Fee (50% of fee)	N	42002 9387	Each	1-Apr-19	60.00	60.00	X		
	i) One Year	N	42002 9396	Each	1-Apr-19	34.00	34.00	X		
	ii) Two Year	N	42002 9397	Each	1-Apr-19	45.00	45.00	X		
	iii) Three Year	N	42002 9398	Each	1-Apr-19	55.00	55.00	X		
	NB For licences (a) - (j), vets fees incurred by the Council will be charged to the applicant. POA = Price on Application.			Each	1-Apr-19	POA	POA			
	(g) Acupuncture, Tattooing, Ear piercing, Electrolysis - Registration of Premises	N	42002 9329	Each	1-Apr-19	81.00	81.00			
	ii) Person	N	42002 9329	Each	1-Apr-19	81.00	81.00			
	iii) Person and premises combined	N	42002 9329	Each	1-Apr-19	123.00	123.00			
	(r) Hairdresser - Registration of Premises and Persons									
	i) Premises	N	42002 9336	Each	1-Apr-19	81.00	81.00			
	ii) Person	N	42002 9336	Each	1-Apr-19	81.00	81.00			
	iii) Person and premises combined	N	42002 9336	Each	1-Apr-19	123.00	123.00			
	(s) Scrap Metal Dealers Act 2013									
	i) Site Licence	N	42002 9337	Each	1-Apr-19	375.00	376.00		CPI 0.2% rounded up	375.75
	ii) Renewal of Site Licence	N	42002 9337	Each	1-Apr-19	375.00	376.00		CPI 0.2% rounded up	375.75
	iii) Collectors Licence	N	42002 9337	Each	1-Apr-19	332.00	333.00		CPI 0.2% rounded up	332.66
	iv) Collectors Renewal of Licence	N	42002 9337	Each	1-Apr-19	332.00	333.00		CPI 0.2% rounded up	332.66
	v) Variation to Licence (inc change of site manager)	N	42002 9337	Each	1-Apr-19	70.00	70.00			
	vi) Change of Circumstance	N	42002 9337	Each	1-Apr-19	38.00	38.00			
	(t) Street Trading (fixed) per outlet									
	i) 1 day a week Annual Licence	N	42002 9440	Each	1-Apr-19	102.00	102.00			
	ii) 1 month licence	N	42002 9440	Each	1-Apr-19	123.00	123.00			
	iii) 3 month licence	N	42002 9440	Each	1-Apr-19	177.00	177.00			
	iv) 6 month licence	N	42002 9440	Each	1-Apr-19	285.00	286.00		CPI 0.2% rounded up	285.57
	v) 12 month licence	N	42002 9440	Each	1-Apr-19	450.00	451.00		CPI 0.2% rounded up	450.90
	vi) Transfer of Consent (fixed or mobile)	N	42002 9440	Each	1-Apr-19	70.00	70.00			
	(u) Street Trading (mobile) per outlet									
	i) 1 day a week Annual Licence	N	42002 9440	Each	1-Apr-19	70.00	70.00			
	ii) 1 month licence	N	42002 9440	Each	1-Apr-19	91.00	91.00			
	iii) 3 month licence	N	42002 9440	Each	1-Apr-19	123.00	123.00			
	iv) 6 month licence	N	42002 9440	Each	1-Apr-19	199.00	199.00			
	v) 12 month licence	N	42002 9440	Each	1-Apr-19	343.00	344.00		CPI 0.2% rounded up	343.69
	vi) One off Event Licence	N	42002 9440	Each	1-Apr-19	86.00	86.00			
	(v) Sex Establishments	N	42002 9323	Each	1-Apr-19	2523.00	2528.00		CPI 0.2% rounded up	2528.05
	2.3 LICENSING ACT 2003									
	(a) Personal Licence									
	Grant or Renewal of a Personal Licence (valid for 10 years)	N	42003 9371	Each	1-Apr-11	37.00	37.00	X	LA 2003 Schedule 6	
	(b) Premises Licences / Club Premises Certificates									
	Annual Fees Rateable Value Bands :-									
	A (no rateable value to £4,300)	N	42003 9364	Each	1-Feb-05	70.00	70.00	X	LA 2003 Schedule 5	
	B (£4,301 to £33,000)	N	42003 9364	Each	1-Feb-05	180.00	180.00	X	LA 2003 Schedule 5	
	C (£33001 to £87,000)	N	42003 9364	Each	1-Feb-05	295.00	295.00	X	LA 2003 Schedule 5	
	D (£87,001 to £125,000)	N	42003 9364	Each	1-Feb-05	320.00	320.00	X	LA 2003 Schedule 5	
	E (£125,001 and above)	N	42003 9364	Each	1-Feb-05	350.00	350.00	X	LA 2003 Schedule 5	
	A multiplier is applied to premises in band D and E where they are exclusively or primarily in the business of selling alcohol									
	D (x2)	N	42003 9364	Each	1-Feb-05	640.00	640.00	X	LA 2003 Schedule 5	
	E (x3)	N	42003 9364	Each	1-Feb-05	1050.00	1050.00	X	LA 2003 Schedule 5	

POLICY FINANCE AND DEVELOPMENT COMMITTEE										1.0020
	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge	
	(c) New or Variation of Premises Licences / Club Premises Certificates									
	Application fees Rateable Value Bands :-									
	A (no rateable value to £4,300)	N	42003 9364	Each	1-Feb-05	100.00	100.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))	
	B (£4,301 to £33,000)	N	42003 9364	Each	1-Feb-05	190.00	190.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))	
	C (£33001 to £87,000)	N	42003 9364	Each	1-Feb-05	315.00	315.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))	
	D (£87,001 to £125,000)	N	42003 9364	Each	1-Feb-05	450.00	450.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))	
	E (£125,001 and above)	N	42003 9364	Each	1-Feb-05	635.00	635.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))	
	A multiplier is applied to premises in band D and E where they are exclusively or primarily in the business of selling alcohol									
	D (x2)	N	42003 9364	Each	1-Feb-05	900.00	900.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))	
	E (x3)	N	42003 9364	Each	1-Feb-05	1905.00	1905.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))	
	Minor Variation of Premises Licences	N	42003 9393	Each	1-Feb-05	89.00	89.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))	
	(d) Application / Notice									
	i) Temporary Event notice	N	42003 9372	Each	1-Feb-05	21.00	21.00	X	LA 2003 Schedule 6	
	ii) Theft, loss, etc of premises licence or summary	N	42003 9373	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6	
	iii) Application for a provisional statement where premises being built etc	N	42003 9374	Each	1-Apr-17	315.00	315.00	X	Increase under s29 of LA 2003, (Schedule 6)	
	iv) Notification of change of name or address	N	42003 9375	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6	
	v) Application to vary licence to specify individual as premises supervisor	N	42003 9376	Each	1-Feb-05	23.00	23.00	X	LA 2003 Schedule 6	
	vi) Application for transfer of premises licence	N	42003 9377	Each	1-Feb-05	23.00	23.00	X	LA 2003 Schedule 6	
	vii) Interim authority notice following death etc of licence holder	N	42003 9378	Each	1-Feb-05	23.00	23.00	X	LA 2003 Schedule 6	
	viii) Theft, loss, etc of certificate or summary	N	42003 9379	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6	
	ix) Notification of change of name or alteration of rules of club	N	42003 9380	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6	
	x) Change of relevant registered address of club	N	42003 9375	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6	
	xi) Theft, loss, etc of temporary event notice	N	42003 9379	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6	
	xii) Theft, loss, etc of personal licence	N	42003 9379	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6	
	xiii) Notification of change of name or address of premises licence holder	N	42003 9375	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6	
	xiv) Right to freeholder etc to be notified of licensing matters	N	49901 9356	Each	1-Feb-05	21.00	21.00	X	LA 2003 Schedule 6	
	2.4 GAMBLING ACT 2005									
	(a) Small Society Lotteries									
	i) Initial Application Fee	N	42004 9420	Each	1-Sep-07	40.00	40.00	X	The Small society Lotteries (Registration of Non-Commercial Societies) Regulations 2007. Section 3 (b)	
	ii) Renewal Fee	N	42004 9420	Each	1-Sep-07	20.00	20.00	X	The Small society Lotteries (Registration of Non-Commercial Societies) Regulations 2007. Section 5 (a)	
	(b) Bingo Premises									
	i) Premises Licence	N	42004 9410	Each	1-Apr-20	1200.00	1200.00	X		
	ii) Annual Fee	N	42004 9412	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up	554.11
	iii) Variation of Licence	N	42004 9410	Each	1-Apr-19	1314.00	1317.00		CPI 0.2% rounded up	1316.63
	iv) Change of Circumstances	N	42004 9410	Each	1-Apr-20	50.00	50.00	X		
	v) Transfer of Licence	N	42004 9410	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up	554.11
	vi) Re-instatement Fee	N	42004 9410	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up	554.11
	vii) Provisional Statement	N	42004 9410	Each	1-Apr-19	1314.00	1317.00		CPI 0.2% rounded up	1316.63
	viii) Copy of Licence	N	42004 9411	Each	1-Apr-20	25.00	25.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)	
	(c) Betting Premises (Track)									
	i) Premises Licence	N	42004 9404	Each	1-Apr-20	1200.00	1200.00	X		
	ii) Annual Fee	N	42004 9406	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up	554.11
	iii) Variation of Licence	N	42004 9404	Each	1-Apr-20	1250.00	1250.00	X		
	iv) Change of Circumstances	N	42004 9404	Each	1-Apr-20	50.00	50.00	X		
	v) Transfer of Licence	N	42004 9404	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up	554.11
	vi) Re-instatement Fee	N	42004 9404	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up	554.11
	vii) Provisional Statement	N	42004 9404	Each	1-Apr-19	1314.00	1317.00		CPI 0.2% rounded up	1316.63
	viii) Copy of Licence	N	42004 9405	Each	1-Apr-20	25.00	25.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)	
	(d) Family Entertainment Centres									
	i) Premises Licence	N	42004 9323	Each	1-Apr-20	1000.00	1000.00	X		

POLICY FINANCE AND DEVELOPMENT COMMITTEE										
	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge	1.0020
	ii) Annual Fee	N	42004 9323	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up	554.11
	iii) Variation of Licence	N	42004 9323	Each	1-Apr-20	1250.00	1250.00	X		
	iv) Change of Circumstances	N	42004 9323	Each	1-Apr-20	50.00	50.00	X		
	v) Transfer of Licence	N	42004 9323	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up	554.11
	vi) Re-instatement Fee	N	42004 9323	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up	554.11
	vii) Provisional Statement	N	42004 9323	Each	1-Apr-19	1314.00	1317.00		CPI 0.2% rounded up	1316.63
	viii) Copy of Licence	N	42004 9323	Each	1-Apr-12	25.00	25.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)	
	(e) Adult Gaming Centre									
	i) Premises Licence	N	42004 9414	Each	1-Apr-20	1200.00	1200.00	X		
	ii) Annual Fee	N	42004 9416	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up	554.11
	iii) Variation of Licence	N	42004 9414	Each	1-Apr-20	1000.00	1000.00	X		
	iv) Change of Circumstances	N	42004 9414	Each	1-Apr-20	50.00	50.00	X		
	v) Transfer of Licence	N	42004 9414	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up	554.11
	vi) Re-instatement Fee	N	42004 9435	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up	554.11
	vii) Provisional Statement	N	42004 9436	Each	1-Apr-19	1314.00	1317.00		CPI 0.2% rounded up	1316.63
	viii) Copy of Licence	N	42004 9434	Each	1-Apr-12	25.00	25.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)	
	(f) Betting Premises (Other)									
	i) Temporary Use Notice	N	42004 9323	Each	7-Jan-07	500.00	500.00	X	The Gambling Act 2005 (Temporary Use Notices) Regulations 2007 Regulation 7 (1)	
	ii) Replacement of Temporary Use Notice	N	42004 9323	Each	7-Jan-07	25.00	25.00	X	The Gambling Act 2005 (Temporary Use Notices) Regulations 2007 Regulation 7 (2) (a)	
	iii) Premises Licence	N	42004 9400	Each	1-Apr-19	1314.00	1317.00		CPI 0.2% rounded up	1316.63
	iv) Annual Fee	N	42004 9402	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up	554.11
	v) Variation of Licence	N	42004 9400	Each	1-Apr-19	1314.00	1317.00		CPI 0.2% rounded up	1316.63
	vi) Change of Circumstances	N	42004 9400	Each	1-Apr-19	50.00	50.00	X		
	vii) Transfer of Licence	N	42004 9400	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up	554.11
	viii) Re-instatement Fee	N	42004 9323	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up	554.11
	ix) Provisional Statement	N	42004 9323	Each	1-Apr-19	1314.00	1317.00		CPI 0.2% rounded up	1316.63
	x) Copy of Licence	N	42004 9401	Each	1-Apr-12	25.00	25.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)	
	(g) Club Gaming Machine Permits									
	i) Grant of Permit	N	42004 9422	Each	1-Sep-07	200.00	200.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (1)	
	ii) Grant of Permit (Club Premises Certificate holder)	N	42004 9422	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (1) (a) or (b)	
	iii) Variation of Permit	N	42004 9422	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 15	
	iv) Renewal of Permit	N	42004 9422	Each	1-Sep-07	200.00	200.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (2) (a)	
	v) Renewal of Permit (Club Premises Certificate holder)	N	42004 9422	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (2) (b)	
	vi) Annual Fee	N	42004 9432	Each	1-Sep-07	50.00	50.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 12	
	vii) Copy of Permit	N	42004 9422	Each	1-Sep-07	15.00	15.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 16	
	(h) Club Gaming Permits									
	i) Grant of Permit	N	42004 9421	Each	1-Sep-07	200.00	200.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (1)	
	ii) Grant of Permit (Club Premises Certificate holder)	N	42001 9421	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (1) (a) or (b)	
	iii) Variation of Permit	N	42004 9421	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 15	
	iv) Renewal of Permit	N	42001 9421	Each	1-Sep-07	200.00	200.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (2) (a)	

POLICY FINANCE AND DEVELOPMENT COMMITTEE											
		DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge	1.0020
	v)	Renewal of Permit (Club Premises Certificate holder)	N	42004 9421	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (2) (b) The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 12 The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 16 The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007 Reg 3 (a) The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007 Reg 3 (c) The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007 Reg 5 The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007 Reg 6 The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 Regulation 3(a) The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 Regulation 3(c) The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 Regulation 5 The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 Regulation 6 The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 3 (a) (ii) The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 3 (b) The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 8 The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 9 The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 3 (c) The Gaming Machines in Alcohol Licensed Premises (Notification fee) (England and Wales) Regulations 2007 Reg 3	
	vi)	Annual Fee	N	42004 9431	Each	1-Sep-07	50.00	50.00	X		
	vii)	Copy of Permit	N	42004 9421	Each	1-Sep-07	15.00	15.00	X		
	(i)	Family Entertainment Centre Permits									
	i)	Grant of Permit	N	42004 9323	Each	1-Sep-07	300.00	300.00	X		
		Existing Operator Permit	N	42004 9424	Each	1-Apr-20	100.00	100.00	X		
	ii)	Renewal of Permit	N	42004 9323	Each	1-Sep-07	300.00	300.00	X		
	iii)	Change of Name on Permit	N	42004 9323	Each	1-Sep-07	25.00	25.00	X		
	iv)	Copy of Permit	N	42004 9323	Each	1-Sep-07	15.00	15.00	X		
	(j)	Prize Gaming Permits									
	i)	Grant of Permit	N	42004 9424	Each	1-Sep-07	300.00	300.00	X		
		Existing Operator Permit	N	42004 9424	Each	1-Apr-20	100.00	100.00			
	ii)	Renewal of Permit	N	42004 9424	Each	1-Sep-07	300.00	300.00	X		
	iii)	Change of Name on Permit	N	42004 9424	Each	1-Sep-07	25.00	25.00	X		
	iv)	Copy of Permit	N	42004 9424	Each	1-Sep-07	15.00	15.00	X		
	(k)	Licensed Premises Gaming Machine Permits									
	i)	Grant of Permit	N	42004 9423	Each	1-Apr-17	150.00	150.00	X		
	ii)	Variation of Permit	N	42004 9423	Each	1-Apr-17	100.00	100.00	X		
		First and Annual Fee	N	42004 9423	Each	1-Apr-20	50.00	50.00	X		
	iii)	Change of Name on Permit	N	42004 9423	Each	1-Apr-20	25.00	25.00	X		
	iv)	Copy of Permit	N	42004 9423	Each	1-Apr-20	15.00	15.00	X		
	v)	Transfer of Permit	N	42004 9423	Each	1-Apr-20	25.00	25.00	X		
	vi)	Automatic Entitlement Notification	N	42004 9423	Each	1-Apr-20	50.00	50.00	X		
		VAT Key									
	I	Inclusive of VAT									
	E	Exempt from VAT									
	N	Non Business Activity									
	Z	Zero-rated VAT									

SERVICE DELIVERY COMMITTEE									
	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
3	ENVIRONMENTAL HEALTH								
	3.1 ENVIRONMENT & SAFETY INFORMATION ACT 1988								
	Copies of entries in register	I	14001 9356	Each	1-Apr-19	13.00	13.00		
	3.2 FOOD SAFETY ACT								
	Copies of Register of Food Business	I	14001 9356	Each	1-Apr-19	584.00	585.00		CPI 0.2%
	3.3 ENVIRONMENTAL PROTECTION ACT								
	Copies of Register of Authorisations	I	14001 9356	Each	1-Apr-19	62.00	67.00		raised in line with contaminated land enquiries
	3.4 DOG CONTROL								
	(a) Stray dogs - Statutory Charge	N	14007 9200	Each	1-Apr-16	25.00	25.00	X	The Environmental Protection (Stray Dogs) Regulations 1992 Sec. 2
	(b) Collect and Return to Owner (If Known)	N	14007 9200	Each	1-Apr-19	87.50	87.50	x	
	(c) Collect and Take to Kennels	N	14007 9200	Each	1-Apr-19	87.50	87.50	x	
	(d) Collect and Return if Dog Strays More Than Once (in a 6 month period)	N	14007 9200	Each	1-Apr-19	129.00	129.00	x	
	(e) Kennelling Fee	N	14007 9200	Per Day	1-Apr-18	14.50	14.50	x	
	(f) Emergency Vets Fee (plus 10% Admin Fee)	N	14007 9200	Visit	1-Apr-08	Actual	Actual		
	3.5 FOOD EXPORT CERTIFICATE	N	14001 9200	Each	1-Apr-19	130.00	131.00		CPI 0.2% rounded up
	3.6 RE-INSPECTION FEE FOR THE FHRS INSPECTION (FOOD HYGIENE RATING SCHEME)	N	14001 9200	Each	1-Nov-18	150.00	151.00		CPI 0.2% rounded up
	3.7 PRIVATE SECTOR HOUSING								
	(a) Accommodation Certificates	N	14001 9360	Each	1-Apr-19	124.00	125.00		CPI 0.2% rounded up
	(b) Change of Details on Certificate	N	14001 9360	Each	1-Apr-19	27.00	27.00		
	(c) Mandatory Five year Licensing of Houses in Multiple Occupation (HMO)	N	14001 9392	Each	1-Apr-19	805.00	807.00		CPI 0.2% rounded up
	(d) Additional Fee for Unlicensed Premises	N	14001 9392	Each	1-Apr-19	215.00	216.00		CPI 0.2% rounded up
	(e) Renewal of Mandatory Five Year Licences for HMO	N	14001 9392	Each	1-Apr-19	665.00	667.00		CPI 0.2% rounded up
	Deductions for -								
	i) Second house to be licensed	N	14001 9392	Each	1-Apr-19	(27.00)	(30.00)		Discretionary reduction incentive for application
	ii) Membership of approved accreditation schemes	N	14001 9392	Each	1-Apr-19	(108.00)	(100.00)		Discretionary reduction incentive for application
	iii) Membership of approved landlord scheme	N	14001 9392	Each	1-Apr-19	(54.00)	(100.00)		Discretionary reduction incentive for application
	(f) Notices served under Housing Act 2004	N	14001 9356	Per Hour	1-Apr-19	50.00	50.00		
	(g) Expenses incurred in determining Enforcement Action	N	14001 9356	Actual Cost	1-Apr-12	Actual	Actual		
	3.8 ABANDONED VEHICLE								
	(a) Abandoned Vehicle Charge								
	i) Abandoned Vehicle in Good condition	N	14004 9383	Each	1-Apr-18	150.00+	150.00+	X	The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 see Table 1, Reg. 4
	ii) Abandoned Vehicle in Bad condition	N	14004 9383	Each	1-Apr-18	150.00+	150.00+	X	The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 see Table 1, Reg. 4
	(b) Daily charge for every day we store vehicle with a maximum of 15 days storage & only if vehicle is worth more than £1000 in value	N	14004 9383	Daily	1-Apr-18	10.00+	10.00+	X	I am unsure of the origin of the narrative used to describe this charge. Increased by 1.9% RPI
	(c) For Disposal of Vehicle	N	14004 9383	Each	1-Apr-18	50.00+	50.00+	X	The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 see Table 2, Reg. 5

SERVICE DELIVERY COMMITTEE										
		DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
	3.9	CONTAMINATED LAND ENQUIRIES								
	(a)	Written Correspondence	N	14004 9200	Per Letter	1-Apr-19	66.00	67.00		
	(b)	Additional Hourly charge	N	14004 9200	Per Hour	1-Apr-19	50.00	60.00		
	3.10	CCTV								
	(a)	Request for viewing	I	14001 9348	Each	1-Apr-19	16.00	16.00		
	3.11	SOLICITOR/BUSINESS REQUESTS including factual reports								
	(a)	Written Correspondence	I	14001 9356	Per Letter	1-Apr-19	60.00	67.00		
	(b)	Additional Hourly charge	I	14001 9356	Per Hour	1-Apr-19	60.00	60.00		

POLICY FINANCE AND DEVELOPMENT COMMITTEE

		DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
4		CORPORATE RESOURCES								
		4.1 COPIES OF OFFICIAL / CERTIFIED COUNCIL DOCUMENTS								
		(a) Annual Report & Budget Book (Hard-Copy Only)	Z	30201 9206	Each set	1-Apr-19	36.00	36.00		
		(b) Agendas, Reports & Background Documents (Hard-Copy Only)	Z	30201 9206	Each set	1-Apr-19	20.00	20.00		
		(c) Minutes (Hard-Copy Only)	Z	30201 9206	Each set	1-Apr-19	15.00	15.00		
		(d) Miscellaneous Legal Contracts, Agreements, Deeds, Instruments etc.	I	39904 9206	Each doc	1-Apr-19	42.00	42.00		
		4.2 LEGAL / ADMINISTRATIVE SERVICES								
		(a) Simple Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set	1-Apr-19	300.00	300.00		
		(b) Complex Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set	1-Apr-19	600.00	600.00		
		(c) Commercial Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set	1-Apr-19	POA	POA		
		(d) Freehold / Leasehold Property Enquiries	I	39904 9105	Each set	1-Apr-19	42.00	42.00		
		(e) Statutory Declarations, Statements, Affidavits, Certificates	I	39904 9105	Each doc	1-Apr-19	42.00	42.00		
		(f) Certification of Original Documents	I	39904 9356	Each doc	1-Apr-19	20.00	20.00		
		(g) Miscellaneous Hourly Rates (Qualified)	I	39904 9105	Per hour	1-Apr-19	120.00	120.00		
		(h) Miscellaneous Hourly Rates (Non-Qualified)	I	39904 9105	Per hour	1-Apr-19	60.00	60.00		
		(i) Miscellaneous Expenses and Disbursements	E	39904 9054	-	1-Apr-19	POA	POA		
		(j) Miscellaneous Courts, Tribunals, Quangos etc. Costs and Fees	E	39904 9100	-	1-Apr-19	POA	POA	x	
		(k) Miscellaneous Civil / Administrative Penalties etc.	E	39904/9103	-	1-Apr-19	POA	POA	x	
		POA = Price on Application								
		4.3 LOCAL LAND CHARGES (LLC)								
		(a) Full Search (LLC and Con29R) (Residential / Commercial)	N	30101 9200	Per Search	1-Apr-19	TBC	TBC	x	
		(b) LLC1 Search	N	30101 9200	Each	1-Apr-20	30.00	30.00	x	
		(c) CON29R Search	N	30101 9200	Each	1-Apr-20	95.00	95.00	x	
		(d) CON29 Optional (Questions 4-22 each)	N	30101 9200	Each	1-Apr-19	TBC	TBC	x	
		(e) CON29 Building Regs (Q1.1j-l and 3.8 each)	N	30101 9200	Each	1-Apr-19	TBC	TBC	x	
		(f) LLC1 Additional parcel fee	N	30101 9200	Each	1-Apr-19	TBC	TBC	x	
		(g) CON29R Additional parcel fee (up to a maximum of 10)	N	30101 9200	Each	1-Apr-19	TBC	TBC	x	
		(h) Own written questions	N	30101 9200	Each	1-Apr-19	TBC	TBC	x	
		4.4 COPIES OF BYLAWS (Statutory max 20p per 100 words)	I	39904 9206	Each	1-Apr-98	2.00	2.00	x	
		4.5 ELECTORAL SERVICES								
		(a) Written proof of registration	N	30401 9203	Each	1-Apr-19	0.00	0.00	x	
		(b) Forwarding of documents	N	30401 9203	Each	1-Apr-19	0.00	0.00	x	
		(c) Written proof of historical registration	N	30401 9203	Each	1-Apr-19	0.00	0.00	x	
		(d) Sale of registers (open register, marked register etc).	N	30401 9203	Each	1-Apr-19	POA	POA	x	
		POA = Price on Application								
		4.6 ENVIRONMENTAL INFORMATION REGULATIONS (EIR) CHARGES								
		(a) Photocopy or printing, standard, black and white, normal paper - min A4	I	39904 9356	Per Page	1-Apr-15	0.10	0.10		
		(b) Photocopy or printing, standard, black and white, normal paper - A3	I	39904 9356	Per Page	1-Apr-16	0.15	0.15		
		(c) Photocopy or printing, standard, black and white, normal paper - A2	I	39904 9356	Per Page	1-Apr-18	0.45	0.45		
		(d) Photocopy or printing, standard, black and white, normal paper - A1	I	39904 9356	Per Page	1-Apr-18	0.85	0.85		

SERVICE DELIVERY COMMITTEE											
		DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set		
										1.0020	
5		HOUSING									
	5.1	Use of Guest Rooms	E	1150* 9552	Night	1-Apr-19	21.40	21.50		For use of guest room at sheltered schemes for residents to have friends/family visit. Less than market value rate of a room in B&B which would start from £40 per night and this is reflected in cost and also want to make affordable as helps residents get support from family and friends who live far aware. Increase charge by the Consumer Price Index (CPI) only	21.45 21.5108
	5.2	Hostel charge	E	14201 9600	Weekly	1-Apr-19	25.00	25.10		Charge for residents at Belmont House, which covers the cost of cleaning an utilities. Increase charge by the Consumer Price Index (CPI) only	25.05 25.125
	5.3	Personal contribution for hotel accommodation	E	14201 9600	Weekly	1-Apr-19	15.50	15.60		Charge for residents placed in B&B by council, which needs to be affordable on the basis that residents may be in receipt of benefits and will need to afford food and other essentials. Increase charge by the Consumer Price Index (CPI) only.	15.53 15.5775
	5.4	Charge for Scooter Storage (VAT rate of 5%)	I	1150* 9608	Weekly	1-Apr-19	8.50	8.60		increase charge by the Consumer Price Index (CPI) only	8.52 8.5425
	5.5	Room Hire - Communal lounge (sheltered housing scheme)	E	1150* 9554	Hourly	1-Apr-19	16.10	16.20		increase charge by the Consumer Price Index (CPI) only	16.13 16.1805
	5.6	Communal lounge and kitchen facilities	E	1150* 9554	Hourly	1-Apr-19	19.80	19.90		increase charge by the Consumer Price Index (CPI) only	19.84 19.9001
		VAT Key									
		I Inclusive of VAT									
		E Exempt from VAT									
		N Non Business Activity									
		Z Zero-rated vat									

SERVICE DELIVERY COMMITTEE									
	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge	100.20%
6	CEMETERIES								
	The Cemeteries are open for interments from 9:30am to 3.45pm (2.30pm on Fridays); the latest time that an interment can be booked is 3.15pm (Monday to Thursday) and 2.00pm (Friday). For bookings outside of these hours the interment fee will be doubled.								
6.1	PURCHASE OF GRAVE AND EXCLUSIVE RIGHT OF BURIAL								
(a)	Resident								
i)	Adult grave (a single grave for two coffin burials and up to six ash caskets; includes application fee for memorial not exceeding 2' 6" (750mm).	E	20102 9200	1-Apr-19	820.00	850.00		Increase is in line with comparative authorities	
ii)	Children's grave (a single grave for one coffin burial in the children's section of Oadby Cemetery or Wigston Cemetery for a child up to and including 12 years of age; includes application fee for memorial not exceeding 2' 6" (750mm).	E	20102 9200	1-Apr-19	225.00	230.00		Increase is in line with comparative authorities	
iii)	Cremated remains plot in the Garden of Remembrance at Oadby Cemetery or Wigston Cemetery (a single plot for two caskets; includes application fee for memorial not exceeding 2'6" (750mm).	E	20102 9200	1-Apr-19	415.00	430.00		Increase is in line with comparative authorities	
(b)	Non Resident								
	The above charges are trebled in the case of a Non Resident of the Borough of Oadby and Wigston								
(c)	The fees above include the issue of the Deed of Grant of Burial which is given for a period of 100 years								
i)	To extend the exclusive right of burial in a grave previously purchased for a further 50 years.	E	20102 9200	1-Apr-19	165.00	165.00		Retain as existing as higher cost will deter people from extending deed which in turn leads to reduced cemetery capacity.	
	NOTES:								
	The allocation of grave spaces for interment and exclusive rights of burial at both the cemeteries will be made available only in rotation.								
	Purchase of burial or cremation plots in advance is not permitted at Oadby Cemetery								
	Purchase of burial plots or cremation plots in Wigston Cemetery is limited to a maximum of 2 per applicant								
6.2	INTERMENT - IN A PRIVATE OR COMMON GRAVE								
	For Interment in a Grave :-								
(a)	Resident								
i)	A child whose age at the time of death did not exceed one month.			N/A	Free	Free		Retain as free	
ii)	A child whose age at the time of death exceeded one month but did not exceed 12 years.	E	20102 9200	1-Apr-19	135.00	140.00		Increase required to cover interment costs	
iii)	A person whose age at the time of death exceeded 12 years.	E	20102 9200	1-Apr-19	470.00	490.00		Increase required to cover interment costs	
iv)	For the interment of cremated remains in a grave or vault.	E	20102 9200	1-Apr-19	165.00	170.00		Increase required to cover interment costs	
v)	A scattering of Ashes	E	20102 9200	1-Apr-19	68.00	70.00		Increase required to cover interment costs	
(b)	Non Resident								
	The above charges are double in the case of a non resident of the Borough of Oadby and Wigston.								
(c)	Additional charge for burial with less than 48 hours notice or cremated remains with less than 24 hours notice over and above charges at i) ii) iii) and iv) for residents and non residents.	E	20102 9200	1-Apr-19	210.00	220.00		Increase in line with comparative authorities	
	NOTE:								
	The above charges include the digging of a grave where appropriate								
6.3	BURIAL OF A RESIDENT IN A DIFFERENT DISTRICT WHERE FAITH NEEDS CANNOT BE MET WITHIN THE BOROUGH								
	The Council subsidy where applicable will be limited to a maximum of £1,000	E	20102 2411	1-Apr-12	1,000.00	1,000.00		Retain at £1,000 max subsidy	
6.4	WALLED GRAVES AND VAULTS								
(a)	For the right to construct a walled grave or vault:-								
i)	9ft x 9ft	E	20102 9200	1-Apr-19	1,095.00	1,135.00		Increase in line with comparative authorities	
ii)	9ft x 4ft	E	20102 9200	1-Apr-19	885.00	920.00		Increase in line with comparative authorities	

SERVICE DELIVERY COMMITTEE									
	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge	100.20%
	6.5 MONUMENTS, GRAVESTONES, TABLETS AND INSCRIPTIONS								
	(a) For the right to erect or place on a grave or vault subject to approval of the Council; A headstone or memorial tablet, vase and base								
	i) not exceeding 1ft in height (300mm)	I	20102 9200	1-Apr-19	70.00	70.00		Apply CPI and round to nearest pound	70.14
	ii) exceeding 1ft but not exceeding 2ft 6in. (300mm to 750mm)	I	20102 9200	1-Apr-19	100.00	100.00		Apply CPI and round to nearest pound	100.2
	iii) exceeding 2ft 6in (over 750mm) (but see NOTES below)	I	20102 9200	1-Apr-19	200.00	200.00		Apply CPI and round to nearest pound	200.4
	(b) Kerbstone, Borderstone or Flatstone enclosing or over a grave (but see NOTES below)	I	20102 9200	1-Apr-19	225.00	225.00		Apply CPI and round to nearest pound	225.45
	(c) For the right to place an inscribed plaque on the memorial at the Garden of Remembrance at Oadby Cemetery.								
	i) Not Exceeding 6ins x 4ins (150mm x 100mm)	I	20102 9200	1-Apr-19	60.00	60.00		Apply CPI and round to nearest pound	60.12
	ii) Exceeding 6ins x 4ins (150mm x 100mm)	I	20102 9200	1-Apr-19	95.00	95.00		Apply CPI and round to nearest pound	95.19
	(d) For each inscription after the first inscription	I	20102 9200	1-Apr-19	48.00	48.00		Apply CPI and round to nearest pound	48.096
	(e) Replacement of existing memorial - administration fee	I	20102 9200	1-Apr-19	48.00	48.00		Apply CPI and round to nearest pound	48.096
	NOTES:								
	Kerb edgings, headstones and memorials exceeding 2'6" (750mm) are not allowed in the Gardens of Remembrance and if installed will be removed.								
	An additional inscription is defined as an action taken after the erection of the monument.								
	Fees are to be enclosed with all applications								
	6.6 MISCELLANEOUS								
	(a) Transfer of Grave Ownership	N	20102 9200	1-Apr-19	52.00	52.00		Apply CPI and round to nearest pound	52.104
	(b) for Searches of registers, copies and extracts therefrom:								
	(i) Search of registers by Council staff - per hour or part hour	N	20102 9200	1-Apr-19	30.00	30.00		Apply CPI and round to nearest pound	30.06
	Search of registers - in person - per hour or part hour	N	20102 9200	1-Apr-19	10.00	10.00		Apply CPI and round to nearest pound	10.02
	(ii) Certificated copies of entry	N	20102 9200	1-Apr-19	30.00	30.00		Apply CPI and round to nearest pound	30.06
	(c) Notice of Interment Forms			N/A					
	(d) Use of the Chapel at Wigston Cemetery - per funeral	I	20102 9200	1-Apr-19	110.00	115.00		Increase in line with comparative authorities	
	(e) Purchase and planting of memorial trees - Donation	I	20102 9200	1-Apr-19	200.00	200.00		Retain at current rate	
	(f) Donation towards a memorial seat (provided and installed by Council)	I	20102 9200	1-Apr-19	700.00	700.00		Retain at current rate	
	(g) Exhumation (where requested by Deed Holder - subject to the required statutory approvals) - burial plot	E	20102 9200	1-Apr-19	620.00	735.00		Should be 1.5 x cost of interment (6.2 (a) (iii) above)	
	(h) Exhumation (where requested by Deed Holder - subject to the required statutory approvals) - casket plot	E	20102 9200	1-Apr-19	220.00	330.00		Should be 1.5 x cost of interment (6.2 (a) (iv) above)	
	* DEFINITION OF THE TERM RESIDENT *								
	For Purchase of Grant of Right of Burial a RESIDENT is defined as:								
	A person who, at the time of applying, has a permanent home address within the Borough								
	For Interments a RESIDENT is defined as:								
	i) A person who had resided at a private address within the Borough for 5 consecutive years immediately preceeding the date of death OR								
	ii) A person who had at the time of death, resided in a residential or nursing home (or similar establishment) outside of the Borough for 3 years or less but had resided at an address within the Borough for the 5 consecutive years (or more) immediately preceeding moving to the residential or nursing home OR								
	iii) A person who had resided within the Borough for 5 consecutive years (or more) but had within the 6 months immediately preceeding the date of death moved from the Borough.								
	VAT Key								
	I Inclusive of VAT								
	E Exempt from VAT								
	N Non Business Activity								
	Z Zero-rated VAT								

SERVICE DELIVERY COMMITTEE

		DESCRIPTION OF CHARGE	VAT	DATE OF LAST CHANGE	Leisure Card 01.01.20 £	Non Member 01.01.20 £	Leisure Card 01.01.21 £	Non Member 01.01.21 £	Externally Set
7		SPORTS LEISURE MANAGEMENT LIMITED (SLM)							
		SWIMMING POOLS							
	7.1	ADMISSIONS / SESSION							
	a)	Adult	I	1-Jan-20	£3.80	£4.20	£3.90	£4.35	x
	b)	Junior	I	1-Jan-20	£2.70	£3.00	£2.80	£3.10	x
	c)	Concessions	I	1-Jan-20	£2.70	£3.00	£2.80	£3.10	x
	d)	Inflatable session Junior	I	1-Jan-20	£2.70	£3.00	£2.80	£3.10	x
	e)	Inflatable session Adult	I	1-Jan-20	£2.70	£3.00	£2.80	£3.10	x
	f)	Aquafit	I	1-Jan-20	£4.90	£5.45	£5.05	£5.60	x
	7.2	SWIM SCHOOL LESSONS / 1/2 HOUR							
	a)	Adult/Junior	E	1-Jan-20	£6.75	£7.50	£6.95	£7.75	x
	b)	Private 1:1 (1/2hr)	E	1-Jan-20	£17.75	£19.50	£18.30	£20.10	x
	7.3	PRIVATE HIRE							
	a)	Parties - (1hr in pool / 1hr in Food Area)	I	1-Jan-20		£150.00		£155.00	x
	b)	Extra Charge for Lifeguards	I	1-Jan-20		£18.00		£20.00	x
	7.4	SWIM DIRECT DEBITS							
	a)	Adult 1Hr	I	1-Jan-20		£40.37		£41.60	x
	b)	Junior	I	1-Jan-20		£34.00		£35.00	x
	7.5	SCHOOL HIRE (during school hours) / CLUB HIRE							
	a)	During School Hrs	I	1-Jan-20		£69.00		£71.00	x
	b)	Extra Charge for Lifeguards	I	1-Jan-20		£18.00		£20.00	x
	7.6	SAUNA							
	a)	Adult	I	1-Jan-20	£4.65	£5.15	£4.80	£5.30	x
	b)	Concessions	I	1-Jan-20	£4.65	£5.15	£4.80	£5.30	x
		PARKLANDS LEISURE CENTRE							
	7.7	SPORTS HALL							
	a)	Badminton - Peak	I	1-Jan-20	£10.20	£11.30	£10.50	£11.65	x
	b)	Badminton - Off Peak	I	1-Jan-20	£8.35	£9.30	£8.60	£9.60	x
	c)	Active Life morning	I	1-Jan-20	£4.20	£4.65	£4.35	£4.80	x
	d)	Five a side - Peak	I	1-Jan-20	£42.30	£47.00	£43.60	£48.40	x
	e)	Five a side - Off Peak	I	1-Jan-20	£34.50	£34.50	£35.55	£35.55	x
	f)	Table Tennis - Peak	I	1-Jan-20	£4.90	£5.45	£5.05	£5.60	x
	g)	Table Tennis - Off Peak	I	1-Jan-20	£3.70	£4.10	£3.80	£4.20	x
	7.8	STUDIO							
	a)	Virtual Workout	I	1-Jan-20	£3.35	£3.35	£3.45	£3.45	x
	c)	45 minute Sessions	I	1-Jan-20	£6.60	£7.30	£6.80	£7.50	x
	d)	60 minute Sessions	I	1-Jan-20	£6.60	£7.30	£6.80	£7.50	x
	e)	Junior Dance Sessions	I	1-Jan-20	£3.50	£3.80	£3.60	£3.90	x
	7.9	GYM (Casual User)							
	a)	Adult / Session	I	1-Jan-20	£6.75	£7.50	£6.95	£7.75	x
	b)	Concession / Session	I	1-Jan-20	£4.00	£4.55	£4.10	£4.70	x
	c)	Disabled (Registered)	I	1-Jan-20	£3.30	£4.00	£3.40	£4.10	x
		VAT Key							
	I	Inclusive of VAT							
	E	Exempt from VAT							
	N	Non Business Activity							

SERVICE DELIVERY COMMITTEE														
		DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	Leisure Card 2020-21 £	2020-21 £	Leisure Card 2021-22 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge		100.20%
8		RECREATION GROUNDS AND PAVILION HIRE												
	8.1	ROOM HIRE PER HOUR - VAT Exempt Pavilions												
		Blaby Road Park Pavilion												
		Freer Centre												
		Sheila Mitchell Pavilion												
		Uplands Park Pavilion												
		Walter Charles Centre												
	(a)	Non Commercial Use - first hour	E	20002 9539	First Hour	1-Apr-19		16.00		16.00		Apply CPI and round to nearest pound.		16.032
		Non Commercial Use - each subsequent hour or part hour	E	20002 9539	Per Hour	1-Apr-21				10.00		New charge to encourage groups to book longer hours thus reducing cleaning requirements between groups		
	(b)	Commercial Use - first hour	E	20002 9538	First Hour	1-Apr-19		20.50		20.50		Apply CPI and round to nearest pound		20.541
		Commercial Use - each subsequent hour or part hour	E	20002 9538	Per Hour	1-Apr-21				12.00		New charge to encourage groups to book longer hours thus reducing cleaning requirements between groups		
		Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards												
	(c)	Refundable deposit per booking (full or part)	E	62023 9627	Deposit	1-Apr-19		165.00		175.00		Increase to cover cost of potential damage / additional cleaning		
	(d)	Charge for lost keys (in addition to (e) below)	E	20002 9539	Each	1-Apr-19		18.00		18.00		Retain as existing		
	(e)	Late return of keys (charge per working day)	E	20002 9539	Each	1-Apr-19		11.50		12.00		Marginal increase		
	8.2	ROOM HIRE PER HOUR - VATable Pavilions												
		Coombe Park Pavilion												
		Thythorn Hill Community Centre												
	(a)	Non Commercial Use - first hour	I	20002 9539	Per Hour	1-Apr-19		19.00		19.00		Charge will be 8.1(a) plus VAT		19.038
		Non Commercial Use - each subsequent hour or part hour	I	20002 9539	Per Hour	1-Apr-21				12.00		New charge to encourage groups to book longer hours thus reducing cleaning requirements between groups (VAT already included)		
	(b)	Commercial Use - first hour	I	20002 9538	Per Hour	1-Apr-19		25.00		25.00		Charge will be 8.1(b) plus VAT		25.05
		Commercial use - each subsequent hour or part hour	I	20002 9538	Per Hour	1-Apr-21				14.00		New charge to encourage groups to book longer hours thus reducing cleaning requirements between groups (VAT already included)		
	(c)	Refundable deposit per booking (full or part)	E	62023 9627	Deposit	1-Apr-19		165.00		175.00		Increase to cover cost of potential damage / additional cleaning		
	(d)	Charge for lost keys (in addition to (e) below)	E	20002 9539	Each	1-Apr-19		18.00		18.00		Retain as existing		
	(e)	Late return of keys (charge per working day)	E	20002 9539	Each	1-Apr-19		11.50		12.00		Marginal increase		
		Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards												
		CANCELLATION OF ROOM HIRE												
		Cancellation with more than 8 weeks notice - return 100% of hire fee												
		Cancellation less than 8 weeks but more than 6 weeks - return 75% of hire fee												
		Cancellations less than 6 weeks but more than 14 days- return 50% of hire fee												
		Cancellations less than 14 days but more than 7 days - return 25% of hire fee												
		Cancellations with less than 7 days notice - hire fee not returned												
	8.3	RECREATION GROUNDS												
	(a)	Bowls												
	i)	Season Ticket - Adult	I	20002 9530	Each	1-Apr-18	87.60	90.00	87.60	90.00		Retain as existing; charges already higher than neighbouring authorities		
	ii)	Half Season Ticket - Adult	I	20002 9530	Each	1-Apr-18	43.75	45.00	43.75	45.00		Retain as existing; charges already higher than neighbouring authorities		

SERVICE DELIVERY COMMITTEE														
		DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	Leisure Card 2020-21 £	2020-21 £	Leisure Card 2021-22 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge		100.20%
	iii)	Season Ticket - Junior (under 18)	I	20002 9530	Each	1-Apr-18		28.00		28.00		Retain as existing; charges already higher than neighbouring authorities		
	iv)	Hourly Ticket - per person	I	20002 9532	Per Person	1-Apr-18	3.80	4.00	3.80	4.00		Retain as existing; charges already higher than neighbouring authorities		
	v)	Visiting Team				1-Apr-15	N/A	N/A	N/A	N/A				
	v)	Season Ticket - New member (one year introductory offer)	I	20002 9530	Each	1-Apr-19		30.00		30.00		Retain as existing; charges already higher than neighbouring authorities		
	(b)	Cricket												
	i)	Per match VATable	I	20002 9533	Per Match	1-Apr-19		75.00		75.00		Apply CPI and round to nearest pound		75.150
	ii)	Per match Non VATable	E	20002 9534										
	(c)	Football - Junior Clubs (Under 10's and below)												
	i)	With shower facilities VATable	I	20002 9536	Per Booking	1-Apr-19		22.00		22.00		Apply CPI and round to nearest pound		22.044
		Without shower facilities non VATable	E	20002 9537										
	ii)	Without shower facilities VATable	I	20002 9536	Per Booking	1-Apr-19		11.00		11.00		charge should be half of c(i) above once CPI added & rounded		11.022
		Without shower facilities non VATable	E	20002 9537										
	iii)	Academy (Coombe Park - subject to VAT at Standard Rate)	I	20002 9536	Per Booking	1-Apr-19		165.00		165.00		Apply CPI and round to nearest pound		165.33
	(d)	Football - Youths (10 - 18 years)												
	i)	With shower facilities VATable	I	20002 9536	Per Booking	1-Apr-19		40.00		40.00		Apply CPI and round to nearest pound		40.08
	ii)	Without shower facilities Non VATable	E	20002 9537	Per Booking	1-Apr-19		20.00		20.00		charge should be half of c(i) above once CPI added & rounded		20.04
	(e)	Football - Senior Clubs (Over 18s)												
	i)	With shower facilities VATable	I	20002 9536	Per Booking	1-Apr-19		59.00		60.00		Apply CPI and round to nearest pound		59.118
		Without shower facilities non VATable	E	20002 9537										
	ii)	Without shower facilities VATable	I	20002 9536	Per Booking	1-Apr-19		29.50		30.00		Charge should be half of e(1) with showers below		29.559
		Without shower facilities non VATable	E	20002 9537										
	iii)	Coombe Park - subject to VAT at Standard Rate	I	20002 9537	Per Booking	1-Apr-19		59.00		60.00		Apply CPI and round to nearest pound		59.118
	iv)	Thythorn Hill (Horsewell Lane) - subject to VAT at Standard Rate	I	20002 9537	Per Booking	1-Apr-19		59.00		60.00				
	v)	Peace Memorial Park - 5 a side	I	20002 9536	Per Booking	1-Apr-05		0.00		0.00		No charge - court freely available		
		Bookings of 10 matches or more booked together, are exempt from VAT (except Coombe Park)												
	(f)	Rounders - Senior Clubs (Over 18s)												
	(i)	Willow Park VATable with changing rooms/showers	I	20002 9536	Per booking	1-Apr-19		59.00		60.00		Apply CPI and round to nearest pound		59.118
	(ii)	Willow Park Non VATable with changing rooms/showers	E	20002 9537										
	(iii)	Willow Park VATable pitch only	I	20002 9536	Per booking	1-Apr-19		29.50		30.00		charge should be half of f(i) once CPI added and rounded		29.559
	(iv)	Willow Park Non VATable pitch only	E	20002 9537										
	(g)	Rounders - Junior / Youth teams (under 18s)												
	(i)	Willow Park VATable with changing rooms/showers	I	20002 9536	Per booking	1-Apr-19		40.00		40.00		Apply CPI and round to nearest pound		40.08
	(ii)	Willow Park Non VATable with changing rooms/showers	E	20002 9537										
	(iii)	Willow Park VATable pitch only	I	20002 9536	Per booking	1-Apr-19		20.00		20.00		charge should be half of g(i) once CPI added and rounded		20.04
	(iv)	Willow Park Non VATable pitch only	E	20002 9537										
		Bookings of 10 matches or more booked together, are exempt from VAT (except Coombe Park and Thythorn Hill)												
	(h)	Fetes and Galas - Activities for commercial gain												
	i)	Use of Ground - per day	E	20002 9552	Per Day	1-Apr-19		250.00		500.00		Increase in line with comparative authorities		
	ii)	Deposit - to be returned in part or whole dependent on condition of ground.	N	62023 9624	Deposit	1-Apr-19		725.00		800.00		Increase in line with comparative authorities		
	(i)	Fetes and Galas - Community events supportive of Council priorities												
	i)	Use of Ground - per day			Per Day	N/A						No change		
	ii)	Deposit - to be returned in part or whole dependent on condition of ground.	N	62023 9624	Deposit	1-Apr-19		Free 165.00		Free 175.00		Increase to cover cost of potential damage / additional cleaning		
		Personal trainers and instructors - licence for use of parks	E	20002 9552	12 months	1-Apr-21				150.00		New charge		
		Personal trainers and instructors - licence for use of parks	E	20002 9552	1 month	1-Apr-21				20.00		New charge		
		NOTES												

SERVICE DELIVERY COMMITTEE														
		DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	Leisure Card 2020-21 £	2020-21 £	Leisure Card 2021-22 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge		100.20%
		Deposits may be withheld in part or full for any damage caused and / or where the hirer fails to leave the building clean and tidy for the next user and / or where a hirer fails to remove and dispose of waste arising from their hire. An additional charge (over and above the deposit) is levied for the late return / non return of keys.												
		VAT Key												
		I Inclusive of VAT												
		E Exempt from VAT												
		N Non Business Activity												
		Z Zero-rated vat												

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	TYPE	DATE OF LAST CHANGE	2020 £	2021 £	Externally Set
9	BROCKS HILL ENVIRONMENT CENTRE						
9.1	HIRE OF EXHIBITION HALL (TAKES UPTO 75 THEATRE STYLE)						
	2 hour hire rate for the hall or meeting room hire at £50.00						
	(a) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.	E	All	1-Apr-14	50.00	50.00	x
	(b) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.	E	Private Hire	1-Apr-14	100.00	100.00	x
	(c) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.	E	Public Hire	1-Apr-14	90.00	90.00	x
	(d) Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Charitable	1-Apr-14	75.00	75.00	x
	(e) Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Private Hire	1-Apr-14	160.00	160.00	x
	(f) Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Public Hire	1-Apr-14	150.00	150.00	x
	(g) Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Charitable	1-Apr-14	140.00	140.00	x
	(h) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.	E	Private Hire	1-Apr-14	65.00	65.00	x
	(i) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.	E	Public Hire	1-Apr-14	60.00	60.00	x
	(j) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.	E	Charitable	1-Apr-14	50.00	50.00	x
	(k) Weekend All day (10:00 a.m. 16:30 p.m.)	E	Private Hire	1-Apr-14	115.00	115.00	x
	(l) Weekend All day (10:00 a.m. 16:30 p.m.)	E	Public Hire	1-Apr-14	105.00	105.00	x
	(l) Weekend All day (10:00 a.m. 16:30 p.m.)	E	Charitable	1-Apr-14	95.00	95.00	x
9.2	HIRE OF THE CLASSROOM (TAKES UPTO 50 THEATRE STYLE)						
	(a) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.	E	Private Hire	1-Apr-14	90.00	90.00	x
	(b) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.	E	Public Hire	1-Apr-14	75.00	75.00	x
	(c) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.	E	Charitable	1-Apr-14	60.00	60.00	x
	(d) Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Private Hire	1-Apr-14	150.00	150.00	x
	(e) Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Public Hire	1-Apr-14	140.00	140.00	x
	(f) Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Charitable	1-Apr-14	100.00	100.00	x
	(g) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.	E	Private Hire	1-Apr-14	60.00	60.00	x
	(h) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.	E	Public Hire	1-Apr-14	50.00	50.00	x
	(i) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.	E	Charitable	1-Apr-14	50.00	50.00	x
	(j) Weekend All day (10:00 a.m. 16:30 p.m.)	E	Private Hire	1-Apr-14	105.00	105.00	x
	(k) Weekend All day (10:00 a.m. 16:30 p.m.)	E	Public Hire	1-Apr-14	95.00	95.00	x
	(l) Weekend All day (10:00 a.m. 16:30 p.m.)	E	Charitable	1-Apr-14	95.00	95.00	x
	(m) Digital media projectors are available at a hire charge of £5.00. Please provide your own laptop 10% discount for booking both the meeting room and hall together 10% discount for block bookings of six or more - claimable on sixth booking (only applicable if all bookings made on same date)	I		1-Apr-14	5.00	5.00	x
9.3	HIRE OF HALL FOR EXHIBITIONS (OPEN TO THE GENERAL PUBLIC) PER DAY	E		1-Apr-14	25.00	25.00	x
	£30.00 per day for groups selling pictures, cards etc.			1-Apr-17	30.00	30.00	x
9.4	HIRE OF MEETING ROOM / HALL (EXCLUSIVE USE) - EVENINGS						
	WEEKDAY EVENING - 16:45 P.M ONWARDS (SUBJECT TO STAFF AVAILABILITY)						
	WEEKEND EVENINGS - 15:45 P.M. ONWARDS (SUBJECT TO STAFF AVAILABILITY)						
	(a) up to 3 hours	E		1-Apr-14	121.00	121.00	x
	(b) up to 4 hours	E		1-Apr-14	131.00	131.00	x
	(c) up to 5 hours	E		1-Apr-14	144.50	144.50	x
	(d) Natural History Groups (per hour) Evening meeting must vacate the site by 21:30 p.m.	E		1-Apr-14	10.00	10.00	x
9.5	ENTRY TO EXHIBITION CENTRE						
	(a) Adults			1-Apr-14	Free	Free	x
	(b) Children / Senior Citizens			1-Apr-14	Free	Free	x
	(c) Children under 5			1-Apr-14	Free	Free	x
9.6	TALKS - PER GROUP			1-Apr-14	55.00	55.00	x
9.7	TOURS - PER ORGANISED GROUP			1-Apr-14	55.00	55.00	x
9.8	SCHOOL GROUPS						
	Per school activity up to maximum size of 35 pupils. A fixed charge is applicable based on the following :-						
	(a) Upto 20 children for schools outside the Borough Council's boundaries			1-Apr-14	55.00	55.00	x
	(b) Upto 20 children for schools located within Oadby and Wigston boundaries			1-Apr-14	45.00	45.00	x
	(c) For all schools the additional charge above 20 children (per child per session)			1-Apr-16	2.50	2.50	x
	Teachers/Leaders			1-Apr-14	Free	Free	x
9.9	SELF LED ACTIVITIES AVAILABLE FOR HIRE BY SCHOOLS AND GROUPS SUCH AS THE MINI-BEAST KIT BOX (TERMS & CONDITIONS APPLY)			1-Apr-14	30.00	30.00	x

SERVICE DELIVERY COMMITTEE								
		DESCRIPTION OF CHARGE	VAT	TYPE	DATE OF LAST CHANGE	2020 £	2021 £	Externally Set
	9.10	PAPER CHARGES						
	(a)	A4 black and white per sheet			1-Apr-14	0.10	0.10	x
	(b)	A4 colour per sheet			1-Apr-14	1.00	1.00	x
	(c)	A3 black and white per sheet			1-Apr-14	0.15	0.15	x
	(d)	A3 colour per sheet			1-Apr-14	2.00	2.00	x
		ORGANISED EVENTS AND ACTIVITIES OPEN TO THE PUBLIC (POA)						
		Charges to the public for events vary according to the type of event & age of participants and so are not listed here.						
		They are calculated on an event by event basis taking into consideration materials provided, use of room, cost of instructor/speaker etc (POA = Price On Application)						
		FILMING AND PHOTOGRAPHY POA; small scale £55 per hour				1-Apr-15	POA	POA
		WOOD SALES				1-Apr-15	POA	POA

SERVICE DELIVERY COMMITTEE											
		DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge	100.20%
10		ALLOTMENTS									
	10.1	RESIDENTS									
		Rent of plot to residents of the Borough - - per square yard from 2020-21									
		1) Wigston Road	N	20001 9552	Each	1-Apr-20	0.19	0.19		Increase 1) 2) 3) 4) and 5) by CPI & round to nearest full pence	0.19038
		2) Aylestone Lane	N	20001 9552	Each	1-Apr-20	0.19	0.19			0.19038
		3) Manchester Gardens - Rectangle	N	20001 9552	Each	1-Apr-20	0.17	0.17			0.17034
		4) Manchester Gardens - Triangle	N	20001 9552	Each	1-Apr-20	0.15	0.15			0.15030
		5) Brabazon Road	N	20001 9552	Each	1-Apr-20	0.17	0.17			0.17034
		NB: Allotment rent year runs from 29 September to 28 September the following year									
	10.2	SENIOR CITIZENS									
		25% reduction on the above charge									
	10.3	DEPOSIT - REFUNDABLE	N	20001 9622	Each	1-Apr-19	60.00	60.00		Retain charge at existing rate	
	10.4	KEY - REPLACEMENT	I	20001 9362	Each	1-Apr-19	18.00	18.00		Retain charge at existing rate	
		VAT Key									
	I	Inclusive of VAT									
	E	Exempt from VAT									
	N	Non Business Activity									
	Z	Zero-rated vat									

SERVICE DELIVERY COMMITTEE									
		DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
11		SPECIAL COLLECTION OF HOUSEHOLD REFUSE							Avril Lennox and Brian Kew reviewed the current fees and charges for the Depot Services. Avril and Brian are of the opinion that due to the current financial climate, with residents losing their jobs and reduced family income, that the 2020/21 fees should remain the same for 2021/22. Avril and Brian also feel that if there was an increase in the charges for next year this could result in an increase in fly tipping, particularly in relation to white goods and bulky waste. In addition, the garden waste collection fee went up this financial year (by £5.00), so we feel this should also remain the same. To summarise, the updated spreadsheet submitted to finance therefore reflects no change to the fees and charges for the Depot Services for the next financial year.
	11.1	COLLECTION OF HOUSEHOLD REFUSE							
	(a)	The following non electrical items can be collected :-							
		All Domestic items - house improvement or building work related.							
		Items such as building waste or replaced windows will not be collected.							
		Broken glass must be supplied in a box.							
		Bagged, boxed and tied waste will be classed as individual items.							
		Sheds <u>must</u> be dismantled and each panel classed as an item.							
		Items <u>must</u> be presented in a form that reasonably facilitates loading and satisfies manual handling requirements - failure to do so will result in							
		non-collection and payment refunded for those items not collected.							
		Note - Bags should be strong enough so items do not split when							
		being taken to vehicle.							
		Charges for Garden Tools and Equipment* are :-							
	i)	1 Item	N	20801 9310	1-Apr-19	22.00	22:00		
	ii)	Each Additional Item	N	20801 9310	1-Apr-19	4.10	04:10		
	(b)	The following electrical items can be collected :-							
		Vacuum Cleaners, Televisions, Fridge, Fridge/Freezer, Coolers,							
		Washing Machines, Tumble Dryers, Dishwashers, Audio Visual							
		Equipment.							
		Charges for Electrical Items are :-							
	i)	1 Item	N	20801 9310	1-Apr-19	22.00	22.00		
	ii)	Each Additional Item	N	20801 9310	1-Apr-19	4.10	4.10		
		The collection of electrical and non-electrical items are two separate services.							
		Free collection for all items above, for those residents receiving :-							
		Housing Benefit, Council Tax Benefit or Disability Benefit, Military Service -							
		Maximum of four items - no more than two separate collections per annum							
		* Garden Tools can be taken to Brocks Hill Environment Centre							
		(for re-use by volunteers working in the Borough)							
	11.2	GARDEN WASTE COLLECTION SERVICE							
	(a)	This charge applies to 1 x 240 litre bin or upto 2 x 140 litre bins	N	20805 9318	1-Apr-20	40.00	40.00		

SERVICE DELIVERY COMMITTEE

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SERVICE DELIVERY COMMITTEE								
		DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set
	Z	Zero-rated VAT						
Explanation regarding the recommended level of charge								