

Policy on Discretionary reduction in Long Term Empty Property Premium under S13a (1)(c) LGFA 1992

In considering an application for a reduction under these provisions the authority will take into account circumstances where an owner can clearly demonstrate ongoing and realistic efforts to sell or let their property since it became unoccupied and unfurnished.

General criteria

The following will be taken into account:

1. All cases will be considered on their own merits.
2. The applicant must be able to demonstrate that the property has been available for sale or to let at a realistic market price for a continuous and prolonged period.
3. Circumstances where the owner can show that they have been experiencing particular legal or technical issues which are preventing the sale or letting of the property.
4. The owner is in severe hardship as a result of the imposition of the premium and they are making a genuine effort to sell or let the property.
5. Whether the owner has actively engaged with the Council's Empty Homes Officer to try to facilitate occupation of the property.

Award

Any award will be calculated on a daily basis and will normally only be for a maximum of one year.

Any award will immediately terminate when a property becomes occupied, sold, let out or substantially furnished. The owner is under an obligation to tell the council within 21 days of any of these occurrences.

The maximum level of any award will be up to the level of the premium and not the remaining council tax charge.

Decision making

Any award will be determined by the Council Tax Manager or the Interim Revenues and Benefits Manager in the first instance.

Review

Should an applicant be dissatisfied with the decision of the council concerning an award they may write to the Head of Finance and Revenues and request a review of the decision.

Appeal

If an applicant is aggrieved at the decision of the council not to award a reduction or the level of reduction under its discretionary powers, they may appeal to the Valuation Tribunal for an independent hearing of the matter.

Appendix 2

Growth/Savings Agreed Autumn 2018

								Inflation (RPI)						Comment
								3.00%	2.50%	2.40%	2.00%	2.00%	2.00%	
Cost Centre	Detail Code	Class'n code		Item	HOS	BH	Portfolio Holder	18/19	19/20	20/21	21/22	22/23	23/24	
			RECURRING GROWTH/SAVINGS											
SMMPR	4912			Communications Dept	Promotional expenses	JFD	JFD	Communications	11,500					Virement from Tourism
HREAD	9394	SNCEA		Energy Advice	Charges for Services Provided	LAB	KPP	Communities & Housing	(1,300)					Increase in income from SNC
HRHPP	9381	HAPPL		Handyperson Plus	Handyperson Plus Charges	LAB	KPP	Communities & Housing	(5,200)					Income budget required
HRHPP				Handyperson Plus	Various	LAB	KPP	Communities & Housing						Scheme to be included in base budget funded from savings to capital discretionary grants/loans
HSGEN	9011			Homelessness	Government Grant	LAB	LAB	Communities & Housing	(217,000)					Flexible Homelessness Support Grant - offset by reduced management fee
HSGEN	4431			Homelessness	Self Contained Units	LAB	LAB	Communities & Housing	(75,000)					Savings due to increased use of PSL properties
HSGEN	4416			Homelessness	B&B Accommodation	LAB	LAB	Communities & Housing	(25,000)					Savings due to increased use of PSL properties
HSGEN	4760			Homelessness	CAB Debt Advice	LAB	LAB	Communities & Housing	(13,800)					Savings to be used for salary costs of debt management officer
HSGEN	4425			Homelessness	Removal Costs	LAB	LAB	Communities & Housing	(6,300)					Savings to be used for salary costs of debt management officer
HSGEN	4762			Homelessness	Nightstop Plus	LAB	LAB	Communities & Housing	(5,000)					Reduced demand for service
HSGEN	4764			Homelessness	Eastern Savings & Loans	LAB	LAB	Communities & Housing	(5,000)					Reduced demand for contributions due to improved collection rates
HSGEN	4424			Homelessness	Storage Costs	LAB	LAB	Communities & Housing	(3,600)					Savings to be used for salary costs of debt management officer
HSGEN	4532			Homelessness	Software & licence fees	LAB	LAB	Communities & Housing	1,600					Increased cost of housing software licences
HSGEN	4451			Homelessness	PSL Repairs & Maintenance	LAB	LAB	Communities & Housing	10,000					Increased number of PSLs
HSGEN	4414			Homelessness	PSL Rents	LAB	LAB	Communities & Housing	80,000					Increased number of PSL properties - growth offset by savings in temporary accommodation
HSGEN	9178			Homelessness	Contributions from HB	LAB	LAB	Communities & Housing	186,000					Reduced demand plus loss of management fee - offset by new Flexible Homelessness Support Grant
HSCAC	4000	HMWSP		Homelessness - Council Accommodation	General Equipment	LAB	LAB	Communities & Housing	200					Budget required for new cost centre
HSCAC	2000	HMWSP		Homelessness - Council Accommodation	General Maint. Of Bldgs	LAB	LAB	Communities & Housing	3,400					Budget required for new cost centre
HSPNC	6982			Homelessness - CLG Funding	Misc Homeless Projects	LAB	LAB	Communities & Housing	200	400				Projected increases in DCLG homelessness grant
HGENF	9399			Housing Enforcement	Miscellaneous Income	LAB	KPP	Communities & Housing	(7,100)					Budget required for PSL rent received for 40 Berrington Road
HGENF	9390			Housing Enforcement	Licence Fees	LAB	KPP	Communities & Housing	(1,400)					Budget required for Mobile Homes Act licences
HRIMP	5000	SNCAR		Improvement Grants	Contracted services	LAB	KPP	Communities & Housing						Offset by savings from the Occupational Therapist post
HREAC	4408			Mobile Energy Advice Centre	Energy Bus Costs	LAB	KPP	Communities & Housing	(500)					Reduction in costs
HGHST	6530			Housing Association Grants	REFCUS Affordable Housing Grants	LAB	LAB	Communities & Housing		(250,000)				REFCUS Capital Grants - no longer funded
HRIMP	9011			Government Grant - Other	Disabled Facilities Grant (REFCUS)	LAB	KPP	Communities & Housing		(101,000)				Revised to match increased income levels
RTRFS	8880			Government Grant - Other	Disabled Facilities Grant (REFCUS)			Corporate		101,000				Additional income from DFG Contribution - offset to Capital Programme
RVASS	9901			Reversal of Depreciation Recharges	Asset Rental			Corporate						Increase in street lighting costs
RTRFS	9126			Transfer CAA (REFCUS)	REFCUS Expenditure Transferred			Corporate		278,000				Adjusted/decreased to offset actual REFCUS budgets in service codes
RTRFS	8825			Voluntary MRP	Waste Vehicle Leasing Costs			Corporate		(84,700)				Adjusted to match MRP required for leased refuse vehicles
GGRRT	6540			REFCUS Community Grant	Capital Grants to Community Orgs	HGM	KLH	Economic Development		(25,000)				No longer funded
SMBDP	3601			Business Support, Leisure & Tourism	Contract Hire Scheme	HGM	HGM	Economic Development	(4,800)					Contract ended and vehicle returned to lease company
SMBDP	3401			Business Support, Leisure & Tourism	Petrol	HGM	HGM	Economic Development	(800)					No longer required
TGBUS	9399			Business Training	Miscellaneous Income	HGM	KLH	Economic Development	(2,000)					Increase in ad-hoc room hire at Carrowbreck
TGBUS	9380			Business Training	Lease Charges (Income)	HGM	KLH	Economic Development	14,000					No longer leasing rooms at Carrowbreck
PSCPG	2420			Car Parking General	NNDR	HGM	KLH	Economic Development						Buttlands car park not previously charged for
PSCPG	9399			Car Parking General	Miscellaneous Income	HGM	KLH	Economic Development						Access to car park
				Grant Pot	Grants to Vol Orgs etc.	HGM	KLH	Economic Development						Grant expenditure funded from other sources
IUCBE	9380			Industrial Units - Eco Cube	Lease Charges (Income)	HGM	KLH	Economic Development	22,000					Lease terminated - unit to be handed back
TGMST	6965			Mainstream Training	Student Apprenticeships	HGM	KLH	Economic Development	(353,000)					Cessation of Services - all direct costs removed
TGMST	4944			Mainstream Training	Registration and Certification	HGM	KLH	Economic Development	(26,600)					Cessation of Services - all direct costs removed
TGMST	4943			Mainstream Training	Bought in Training	HGM	KLH	Economic Development	(21,100)					Cessation of Services - all direct costs removed
TGMST	4613			Mainstream Training	Special Project Expenses	HGM	KLH	Economic Development	(18,600)					Cessation of Services - all direct costs removed
TGMST	4000			Mainstream Training	General Equipment	HGM	KLH	Economic Development	(400)					Cessation of Services - all direct costs removed
TGMST	5020			Mainstream Training	Consultants Fees	HGM	KLH	Economic Development	(400)					Cessation of Services - all direct costs removed
TGMST	4210			Mainstream Training	Protective Clothing	HGM	KLH	Economic Development	(100)					Cessation of Services - all direct costs removed
TGMST	9399			Mainstream Training	Miscellaneous Income	HGM	KLH	Economic Development	35,000					Cessation of Services - all direct costs removed
TGMST	9170			Mainstream Training	Contributions from Training Sponsor	HGM	KLH	Economic Development	850,000					Cessation of Services - all direct costs removed
SMTRS	3600			Training Services	Car Allowances & Public Transport	HGM	KLH	Economic Development	(19,600)					Dept no longer exists - all direct costs removed
SMTRS	4731			Training Services	Subs - professional bodies	HGM	KLH	Economic Development	(5,700)					Dept no longer exists - all direct costs removed
SMTRS	4551			Training Services	Telephone - Call Charges	HGM	KLH	Economic Development	(4,000)					Dept no longer exists - all direct costs removed
SMTRS	4911			Training Services	Promotional Adverts	HGM	KLH	Economic Development	(1,600)					Dept no longer exists - all direct costs removed
SMTRS	4943			Training Services	Bought in Training	HGM	KLH	Economic Development	(500)					Dept no longer exists - all direct costs removed
TMTRS	4911			Tourism	Promotional Adverts	HGM	KLH	Economic Development	(11,500)					Virement to Comms
TMPRS	9399	CELEB		Tourism	Contributions	HGM	KLH	Economic Development	(4,000)					Income increased to reflect popularity of the Marriotts Way race
TMPRS	4000	CELEB		Tourism	General Equipment	HGM	KLH	Economic Development	4,000					Equipment needed to hold Marriotts Way race - currently no budget exists
TMPRS	4000			Tourism	General Equipment	HGM	KLH	Economic Development						No longer required
RSGPA	1811			Broadly Active and Public Cons	Wages	HGM	KLH	Economic Development	10,200					Increase to Broadly Active Co-Ordinator (£6k)
RSWMP	2410/9170/9325			Weight Management Programme	Net income	HGM	KLH	Economic Development						Continuation of scheme following end of external funding
RSCYP	2412			Children and Young Persons Activities	Storage Charges	HGM	KLH	Economic Development		(5,200)				Playscheme equipment no longer stored in Unit 4 Acle now stored in bunker
CCCLC	5000			Climate Change	Contracted services	LAB	KPP	Environmental Excellence	(2,000)					No longer required
CCCLC	4611			Climate Change	Officers Conference Expenses	LAB	KPP	Environmental Excellence	(1,100)					No longer required
WCCLW	5000			Clinical Waste Collection	Contracted services	LAB	SLB	Environmental Excellence	0	80,000				Cessation of funding clinical waste by NHS
WCCLW	9399			Clinical Waste Collection	Miscellaneous Income	LAB	SLB	Environmental Excellence	0					Reduced contractor costs results in lower contribution from NCC
RGDRC	9309			Dry Recyclable Collections	Recycling credits	LAB	SLB	Environmental Excellence	(21,000)	(22,100)				Increased income due to 3% increase in recycling credit
RGDRC	4404			Dry Recyclable Collections	Delivery costs	LAB	SLB	Environmental Excellence	1,200	100				Slight increase in the anticipated number of deliveries due to growth in the district
RGDRC	5000			Dry Recyclable Collections	Contracted services	LAB	SLB	Environmental Excellence	5,400	173,800				Increased tonnages, gate fees etc
RGDRC	9355			Dry Recyclable Collections	Merchant income	LAB	SLB	Environmental Excellence	25,000	(28,000)				Income due from smoothing mechanism
SCEDB	9337			Emptying of Dog Bins	Fee Income	LAB	SLB	Environmental Excellence	(1,500)	(4,000)				Increased income
SCEDB	5000			Emptying of Dog Bins	Contracted Services	LAB	SLB	Environmental Excellence	0	900				Increased contractor costs
SMENV	3600			Environmental Services	Car Allowances & Public Transport	LAB	LAB	Environmental Excellence	(3,000)					Reduction in costs
SMENV	1810	EQL07		Environmental Services	Training Expenses	LAB	LAB	Environmental Excellence	(500)					Reduction in costs
WCFRD	9339			Frettenham Depot	FIT Export Payments	LAB	SLB	Environmental Excellence	0					Income lower than anticipated
RGGRW	9308			Green Waste	Garden waste collection fees	LAB	SLB	Environmental Excellence	(63,500)	(35,600)				Additional income due to increasing number of customers
RGGRW	9309			Green Waste	Recycling Credits	LAB	SLB	Environmental Excellence	(18,400)	(50,100)				Increasing number of customers are leading to increased tonnages of waste being recycled
RGGRW	4329			Green Waste	Printing	LAB	SLB	Environmental Excellence	0	(1,000)				Reduced printing costs
RGGRW	9393			Green Waste	Redelivery fees	LAB	SLB	Environmental Excellence	2,000					Redelivery fee being abolished for 18/19 this has now resulted in desired behaviour change

Growth/Savings Agreed Autumn 2018

								Inflation (RPI)						Comment
								3.00%	2.50%	2.40%	2.00%	2.00%	2.00%	
Cost Centre	Detail Code	Class'n code		Item	HOS	BH	Portfolio Holder	18/19	19/20	20/21	21/22	22/23	23/24	
RGGRW	5000		Green Waste	Contracted Services	LAB	SLB	Environmental Excellence	3,200	52,000					Increased contractor costs due to increasing number of customers and increased disposal costs
RGGRW	4404		Green Waste	Delivery costs	LAB	SLB	Environmental Excellence	5,900	200					Slight increase in the anticipated number of deliveries due to growth in the district
WCDOM	5000		Growth Agenda e.g. extra refuse collection properties		LAB	SLB	Environmental Excellence	10,000	10,000	10,000				Provision for unavoidable property related growth commitments - Recession has reduced need in recent years
RGDRC	5000		Growth Agenda e.g. extra refuse collection properties		LAB	SLB	Environmental Excellence	10,000	10,000	10,000				Provision for unavoidable property related growth commitments - Recession has reduced need in recent years
WCHHC	5000		Hazardous Household Chemicals	Contracted services	LAB	SLB	Environmental Excellence	0						Reduced demand
WCHHC	9399		Hazardous Household Chemicals	Miscellaneous Income	LAB	SLB	Environmental Excellence	0						Reduced demand leads to lower income
RGKTW	9309		Kitchen Waste	Recycling Credits	LAB	SLB	Environmental Excellence	(9,400)	(16,100)					Scheme expansion results in greater tonnage recycled
RGKTW	5000		Kitchen Waste	Contracted services	LAB	SLB	Environmental Excellence	22,900	26,000					Scheme expansion results in greater gate fee costs
LIGBA	9390		Licensing - Gambling Act	Licence Fees	LAB	PRH	Environmental Excellence	1,000						Fewer licences being issued
LIMSO	9390		Licensing - Motor Salvage Operator	Licence Fees	LAB	PRH	Environmental Excellence	(500)						Budget set too low
LIPHD	9390		Licensing - Private Hire Drivers	Licence Fees	LAB	PRH	Environmental Excellence	(2,000)						Additional income being received
LIPHO	9390		Licensing - Private Hire Operators	Licence Fees	LAB	PRH	Environmental Excellence	4,100						Cyclical - fewer licences to be renewed in 18/19
SCLCN	9399		Litter Collection	Miscellaneous Income	LAB	SLB	Environmental Excellence	(1,800)	(2,500)					Increase in income
SCLCN	9351		Litter Collection	Commercial Litter Picks	LAB	SLB	Environmental Excellence	0						Income lower than expected
SCLCN	5000		Litter Collection	Contracted services	LAB	SLB	Environmental Excellence	0	(9,900)					NDR collection costs lower than anticipated
SCLCN	9336		Litter Collection	Emptying of Litter Bins	LAB	SLB	Environmental Excellence	3,300	(100)					Increase in income
SCLCN	5000		Litter Collection	Contracted services	LAB	SLB	Environmental Excellence	13,200						Additional Litter picking on new NDR less reduced core costs
PTGEN	5000		Pest Control	Contracted services	LAB	SLB	Environmental Excellence	(1,000)						Fewer statutory pest control treatments being carried out
PNGEN	5000		Pollution General	Contracted services	LAB	SLB	Environmental Excellence	(2,800)						Reduced spend
PNGEN	9391		Pollution General	Env. Pro. Act Schedule B	LAB	SLB	Environmental Excellence	(2,000)						Increase in income
PCACL	5130		Public Conveniences - Acle	Parish Agencies	LAB	SLB	Environmental Excellence	0						Increased cost of Parish Agency agreement
PCCOL	2400		Public Conveniences - Coltishall	Rent	LAB	SLB	Environmental Excellence	0						Rent increase
PCCOL	5000		Public Conveniences - Coltishall	Contracted services	LAB	SLB	Environmental Excellence	100						Budget required for waste collection
PCGEN	4999		Public Conveniences - General	Other Supplies & Services	LAB	SLB	Environmental Excellence	(200)						No longer required
PCGEN	1110		Public Conveniences - General	Wages	LAB	SLB	Environmental Excellence	(4,300)						Contractor now used to clean South Walsham & Ranworth
PCRWH	5000		Public Conveniences - Ranworth	Contracted services	LAB	SLB	Environmental Excellence	7,800						Cleaning, Grounds Maint. and Waste collection costs - should be partially offset by salary savings
PCRPM	5175		Public Conveniences - Reepham	Parish Agencies	LAB	SLB	Environmental Excellence	0						Increased cost of Parish Agency agreement
PCSHE	5000		Public Conveniences - Salhouse	Contracted services	LAB	SLB	Environmental Excellence	100						Budget required for waste collection
PCSWM	5000		Public Conveniences - Sth Walsham	Contracted services	LAB	SLB	Environmental Excellence	600						Cleaning costs - should be offset by salary savings
RGGEN	5110		Recycling General	Parish Agencies	LAB	SLB	Environmental Excellence	(400)						Reduced payments resulting from bring bank removals
RGGEN	9309		Recycling General	Recycling Credits	LAB	SLB	Environmental Excellence	600	(100)					Increase of 3% of the recycling rate.
RGGEN	6968		Recycling General	Support for waste mgt partnership	LAB	SLB	Environmental Excellence	1,000						Increased partnership working particularly relating to recyling promotion.
RGGEN	9355		Recycling General	Merchant income	LAB	SLB	Environmental Excellence	1,400	1,800					Lower price received per tonne.
RGGEN	5000		Recycling General	Contracted services	LAB	SLB	Environmental Excellence	1,900	7,400					Reduced expenditure on WEEE events and recycling projects but £10k contrib. to NWP
SCSTC	5000		Street Cleansing	Contracted services	LAB	SLB	Environmental Excellence	3,900	(600)					Reduction in the number of one off jobs.
SCSTC	5000		Street Cleansing	Contracted services	LAB	SLB	Environmental Excellence	69,300			(29,400)	(41,300)	0	Conclusion of embedded lease in 17/18 so year end adjustment no longer required. Lease restarts 21/22
SLDRY	2111		Street lighting - Drayton	Maintenance	LAB	SLB	Environmental Excellence							Increase in street lighting costs
SLDRY	2310		Street lighting - Drayton	Electricity	LAB	SLB	Environmental Excellence	500						Increase in street lighting costs
SLDRY	8900		Street lighting - Drayton	Asset Rental	LAB	SLB	Environmental Excellence							Increase in street lighting costs
SLGEN	1051		Street lighting - General	Salaries	LAB	SLB	Environmental Excellence							Increase in street lighting costs
SLGEN	7402		Street lighting - General	Recharge Env Svcs	LAB	SLB	Environmental Excellence							Increase in street lighting costs
SLGWM	8900		Street lighting - Gt Witchingham	Asset Rental	LAB	SLB	Environmental Excellence							Increase in street lighting costs
SLGWM	2310		Street lighting - Gt Witchingham	Electricity	LAB	SLB	Environmental Excellence	100						Increase in street lighting costs
SLHDN	2111		Street lighting - Hellesdon	Maintenance	LAB	SLB	Environmental Excellence							Increase in street lighting costs
SLHDN	2310		Street lighting - Hellesdon	Electricity	LAB	SLB	Environmental Excellence	1,400						Increase in street lighting costs
SLHDN	8900		Street lighting - Hellesdon	Asset Rental	LAB	SLB	Environmental Excellence							Increase in street lighting costs
SLWRX	2111		Street lighting - Wroxham	Maintenance	LAB	SLB	Environmental Excellence							Increase in street lighting costs
WCTRW	4000		Trade Waste	General Equipment	LAB	SLB	Environmental Excellence	(500)	(300)					Reduced spend
WCTRW	9353		Trade Waste	Trade Waste Charges	LAB	SLB	Environmental Excellence	0	8,000					Reduced income due to income not meeting projections
WCTRW	5000		Trade Waste	Contracted services	LAB	SLB	Environmental Excellence	500	900					Increased disposal costs
WCDOM	5000		Waste Collection Domestic	Contracted services	LAB	SLB	Environmental Excellence	14,000						
WCDOM	9???		Waste Collection Domestic	Fee Income	LAB	SLB	Environmental Excellence			(25,000)				Potential charge for wheeled bins at all new properties - Introduction delayed to 20/21 per SLB
RGDRC	9???		Dry Recyclable Collections	Fee Income	LAB	SLB	Environmental Excellence			(25,000)				Potential charge for wheeled bins at all new properties - Introduction delayed to 20/21 per SLB
WCGEN	4404		Waste Collection General	Delivery costs	LAB	SLB	Environmental Excellence	5,400	100					Slight increase in the anticipated number of deliveries due to growth in the district
WCNDM	5000		Waste Collection Non-Domestic	Contracted Services	LAB	SLB	Environmental Excellence	(4,200)	(400)					Reduced contractor costs
WCNDM	9399		Waste Collection Non-Domestic	Miscellaneous Income	LAB	SLB	Environmental Excellence	0	(100)					Additional income
WCSPC	9399		Waste Collection Special	Miscellaneous Income	LAB	SLB	Environmental Excellence	(10,600)	(6,800)					Increased demand
WCSPC	5000		Waste Collection Special	Contracted services	LAB	SLB	Environmental Excellence	2,100	1,600					Increased demand - offset by increased income
PHWSG	9399		Water Sampling	Miscellaneous Income	LAB	SLB	Environmental Excellence	(2,000)						Increased costs offset by additional income
PHWSG	4421		Water sampling	Sampling & Analysis Fees	LAB	SLB	Environmental Excellence	800						Increased sampling necessary
CMFRD	4432		Corporate Fraud	Translation costs	JXP	JXP	Finance	200						From HBFRD
LTCTX	4331		Council Tax	Specialist Stationery	JXP	SRQ	Finance	(7,800)						Reduction in volumes and increase use of electronic mail
LTCTX	4339		Council Tax	Land Registry Search Fees	JXP	SRQ	Finance	200						Increase used
SMFIN	9394		Financial Services	Charges for Services Provided	JXP	TS	Finance	(3,000)	3,000					Broadland Growth Accountancy work
SMFIN	5020		Financial Services	Consultants	JXP	TS	Finance	(2,000)						Some expenditure charged to Contracted Services on change of contract
SMFIN	4441		Financial Services	Baileffs Fees	JXP	TS	Finance	(1,000)						Reduced use of service
SMFIN	3600		Financial Services	Car Allowncs & Pblc Tran	JXP	TS	Finance	800						Increased travel to courses etc
HBADM	4411		Housing Benefit - Admin	Audit fees	JXP	SRQ	Finance	(5,000)						Reduction in contract cost
HBADM	4440		Housing Benefit - Admin	Court Costs	JXP	SRQ	Finance	(300)						No longer required
HBADM	4731		Housing Benefit - Admin	Subs - professional bodies	JXP	SRQ	Finance	(300)						Reduction in costs
HBADM	4532		Housing Benefit - Admin	Software & Licence Fees	JXP	SRQ	Finance		200					Increase cost of subscriptions
HBFRD	4432		Housing Benefit - Fraud	Translation costs	JXP	JXP	Finance	(200)						No longer required
HBFRD	4442		Housing Benefit - Fraud	Tracing Agents Fees	JXP	JXP	Finance	(400)						No longer required see CMFRD
HBFRD	9367		Housing Benefit - Fraud		JXP	JXP	Finance		25,000					Budget currently overstated
HBFRD	9316		Housing Benefit - Fraud	Legal Fees	JXP	SRQ	Finance	2,000						No longer dealt with by BDC now DWP
HBGEN	6150		Housing Benefit - General	Local Schemes - War Pens	JXP	SRQ	Finance	(30,000)						Change in how scheme is administered
HBGEN	6150		Housing Benefit - General	Local Scheme War Pension	JXP	SRQ	Finance							Reduction in contributions from DWP increases costs for Broadland
OREXI	9193		Interest	Car loans	JXP	TS	Finance							Decrease in car loan interest
OREXI	9516		Interest	Gains on Investments	JXP	TS	Finance							Effect of decreased investment rates
OREXI	9516		Mortgage Repayments	Mortgages being fully repaid	JXP	TS	Finance							Mortgages still outstanding are gradually being paid off; resulting in less income

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Cost Centre	Detail Code	Class'n code		Item	HOS	BH	Portfolio Holder	18/19	19/20	20/21	21/22	22/23	23/24	
LTNDR	4411		NNDR	Audit Fees	JXP	TS	Finance	(1,400)						Reduced cost of contract
LTNDR	4331		NNDR	Specialist Stationery	JXP	SRQ	Finance	(400)						Reduction in volumes and increase use of electronic mail
LTNDR	4461		NNDR	Forecasting/analysis	JXP	SRQ	Finance							Increased costs
ORPRL	6990		Precepts & Levies	Internal Drainage Board precepts	JXP	TS	Finance	2,300	6,700	2,400				Based on current IDB forecasts
LTRGL	9010		Rebates	Gvt Grants-Council Tax	JXP	SRQ	Finance		51,400					funding no longer available
LTRAD	4999		Rebates - General	Other Supplies & Services	JXP	SRQ	Finance	(100)						No longer required
LTRGL	6150		Rebates - General	Local Schemes - War Pens	JXP	SRQ	Finance	8,000						Change in how scheme is administered see saving in HBGEN/6150
SMRVG	4731		Revenue Services	Subs-Professional Bodies	JXP	JXP	Finance	200						Budget previously cut but subscriptions now increased
SMRVG	3600		Revenue Services	Car Allowances	JXP	JXP	Finance							Increased mileage due to attending free courses
OREXI	9184		Transferred Services - Outstanding Debt		JXP	TS	Finance	800	800	800				1974 LG Reorganisation Debt gradually being repaid by GYBC so income reducing (note actual debt has been repaid)
OREXI	8855		Interest on Embedded Leases		JXP	TS	Finance		(6,100)					Adjustment to match implied interest charge on leased refuse vehicles
LIABE	9390		Animal Boarding establishment licences	Fee income	LAB	PRH	Inflation	0	0	0	0	0	0	Inflation uplift on fee income
PHDWN	9361		Dog Warden	Fee income	LAB	SLB	Inflation	(100)	(100)	(100)	(100)	(100)	(100)	Inflation uplift on fee income
RGDRC	4404		Dry Recyclable Collections	Delivery costs	LAB	SLB	Inflation	200	200	200	200	200	200	Inflation uplift on contract
RGDRC	5000		Dry Recyclable Collections	Contracted services	LAB	SLB	Inflation	18,900	15,800	15,200	12,700	12,700	12,700	Inflation uplift on contract
SCEDB	9337		Emptying of Dog Bins	Fee income	LAB	SLB	Inflation	(500)	(400)	(400)	(300)	(300)	(300)	Inflation uplift on fee income
SCEDB	5000		Emptying of Dog Bins	Contracted services	LAB	SLB	Inflation	700	700	700	600	600	600	Inflation uplift on contract
SMFAC	5000		Facilities	Contracted services	SMF	TXS	Inflation	4,800	4,000	3,800	3,200	3,200	3,200	Inflation uplift on contract
SMFAC	5000		Facilities	Contracted services	SMF	TXS	Inflation	1,800	3,000	2,900	2,400	2,400	2,400	Inflation uplift on contract increase to cover minimum wage increase of 5%
SMFAC	4112		Facilities	Contracted services	SMF	TXS	Inflation	100	100	100	100	100	100	Inflation uplift on contract
RGGRW	4404		Green Waste	Delivery costs	LAB	SLB	Inflation	400	400	400	300	300	300	Inflation uplift on contract
RGGRW	5000		Green Waste	Contracted services	LAB	SLB	Inflation	14,000	12,600	12,100	10,100	10,100	10,100	Inflation uplift on contract
Various			Inflation (general estimate for future years)	Inflation			Inflation	28,600	29,400	30,100	30,800	31,500	32,300	Inflation on net expenditure excluding contractual obligations
RGKTW	5000		Kitchen Waste	Contracted services	LAB	SLB	Inflation	5,100	9,800	9,400	7,800	7,800	7,800	Inflation uplift on contract - increased to include disposal costs
SMLLEG	5010		Legal contract	Contracted services	MWT	MWT	Inflation	6,200	6,300	6,000	5,000	5,000	5,000	Inflation uplift on contract (CPI, not RPI)
SMPER	5000		HR & Customer Services	Contracted services	SMF	SMF	Inflation	100	100	100	100	100	100	Inflation uplift on contract
SCLCN	9336		Litter Collection	Fee income	LAB	SLB	Inflation	(400)	(300)	(300)	(300)	(300)	(300)	Inflation uplift on fee income
SCLCN	5000		Litter Collection	Contracted services	LAB	SLB	Inflation	4,700	4,400	4,200	3,500	3,500	3,500	Inflation uplift on contract
OSOPS	5000		Open Spaces	Contracted services	LAB	SLB	Inflation	2,000	1,700	1,600	1,300	1,300	1,300	Inflation uplift on contract CPI
LIPHV	9390		Private hire vehicle licences	Fee income	LAB	PRH	Inflation	(1,600)	(1,300)	(1,200)	(1,000)	(1,000)	(1,000)	Inflation uplift on fee income
RGGEN	5000		Recycling General	Contracted services	LAB	SLB	Inflation	100	100	100	100	100	100	Inflation uplift on contract
SCSTC	5000		Street Cleansing	Contracted services	LAB	SLB	Inflation	2,100	3,300	3,200	2,700	2,700	2,700	Inflation uplift on contract
WCTRW	5000		Trade Waste	Contracted services	LAB	SLB	Inflation	100	100	100	100	100	100	Inflation uplift on contract
WCCLW	5000		Waste Collection Clinical	Contracted services	LAB	SLB	Inflation	100	100	100	100	100	100	Inflation uplift on contract
WCDOM	5000		Waste collection Domestic	Contracted services	LAB	SLB	Inflation	12,300	11,400	10,900	9,100	9,100	9,100	Inflation uplift on contract
WCGEN	4404		Waste Collection General	Delivery costs	LAB	SLB	Inflation	200	200	200	200	200	200	Inflation uplift on contract
WCNDM	9399		Waste Collection Non-Domestic	Fee income	LAB	SLB	Inflation	(700)	(600)	(600)	(500)	(500)	(500)	Inflation uplift on fee income
WCNDM	5000		Waste Collection Non-Domestic	Contracted services	LAB	SLB	Inflation	300	300	300	300	300	300	Inflation uplift on contract
WCSPC	9399		Waste Collection Special	Fee income	LAB	SLB	Inflation	(1,200)	(1,000)	(1,000)	(800)	(800)	(800)	Inflation uplift on fee income
WCSPC	5000		Waste Collection Special	Contracted services	LAB	SLB	Inflation	400	400	400	300	300	300	Inflation uplift on contract
PHWSG	9399		Water sampling	Fee income	LAB	SLB	Inflation	(400)	(300)	(300)	(300)	(300)	(300)	Inflation uplift on fee income
SMCUT	4532		IT & Web Information	Software & Licence Fees	SMF	TXS	Inflation	8,900	7,600	6,300				Inflation uplift on IT contracts
SMSDC	3601		Chief Executive	Lease Car	PCK	PCK	Leader	(500)	(6,500)					Left employ of council
SMMPR	4410		Communications	Commission fees	PCK	JFD	Leader	(5,300)						Budget no longer required as commission fees no longer paid
CTCYS	4000		Community Safety	General Equipment	LAB	LAB	Leader	(1,000)						No longer required
CTCYS	4112		Community Safety	Restaurant Free Issues	LAB	LAB	Leader	(200)						No longer required
CMMGT	4411		Corporate Management	Audit Fees	JXP	TS	Leader	(12,800)						Reduce cost of contract
CMMGT	5000		Corporate Management	Contracted services	MT	TS	Leader	(2,500)						Reduce costs (investment fees)
CMMGT	4449		Corporate Management	FRC Levy	JXP	TS	Leader	300						No budget previously
CMDRM	4631		Democratic Representation & Management	Members Allowances	MT	MT	Leader	2,200	2,200					1% Cost of Living Rise
GGGRT	6940		General Grants	Contributions to Voluntary Orgs	MT	MT	Leader		23,500					£23,500 members grant scheme
SMSDO	3601		Deputy Chief executive	Lease Car	MC	MC	Leader		(1,000)					Reduced contract costs
SMFAC	2430		Facilities	Water Charges	SMF	TXS	Leader		2,000					Budget reduce too much in previous years to cover usage
SMFAC	2420		Facilities	NNDR	SMF	TXS	Leader	(19,700)	2,000					NNDR increase
SMFAC	9400		Facilities	Rents	SMF	TXS	Leader		(20,000)					renegotiated rents
SMPER	3601		HR & Customer Services	Lease Car	SMF	SMF	Leader	(500)	(1,000)					Reduced contract costs
SMCUT	4552		IT & Web Information	Telephone maintenance	SMF	TXS	Leader		2,300					Increase contract cost
SMCUT	4532		IT & Web Information	Software & licence fees	SMF	TXS	Leader		9,000					Housing options software
SMCUT	4324		IT & Web Information	Photocopier rental	SMF	TXS	Leader	(20,000)						New contract
SMCUT	9200		IT & Web Information	sales	SMF	TXS	Leader	1,100						Reduce sale of IT equipment
SMCUT	4532		IT & Web Information	Software & licence fees	SMF	TXS	Leader	35,000		18,700				Funding the move from single to annual Microsoft licence fees/website maintenance
UOMLP	9200		Miscellaneous land and Properties	Sales	JXP	TS	Leader	100						Reduced income
UOPEN	1823		Pensions	Service Enhancement	SMF	SMF	Leader	2,000	(8,000)					reduced number of people being paid by scheme
UOPEN	1822		Pensions	Pension Fund deficit contribution			Pension and Salary Costs	45,000	47,000	47,000	47,000	47,000	47,000	Additional sums payable to Norfolk Pension Fund re pension fund deficit cash funding
Salaries) salaries	Various	MLW increases			Pension and Salary Costs	1,000	500					Compliance with changes in pay legislation - gross pay plus NI and employers' pension contributions
Salaries/Wages) salaries	Various	2% Cost of Living Rise / PRP			Pension and Salary Costs	150,600	155,300	158,400	161,600	164,800	168,100	Estimated pay award on salaries and wages
Salaries			Various	NI adjustments			Pension and Salary Costs	0	0					
Salaries			Training Services	Training Apprenticeships			Pension and Salary Costs	(440,300)						Savings from review of Apprenticeships (approved by Cabinet 23 May 2017 + one post saving already approved in a earlier Cabinet report)
Salaries			Various	General Movement			Pension and Salary Costs	107,100	207,800					New and deleted posts and general movement (some regrades and posts already approved)
			Various	Apprenticeship Levy			Pension and Salary Costs	37,200	(35,900)					Levy calculated as 0.5% on salary budget of the organisation, less £15,000 rebate less adj to correct 18/19
BCNTA	5000		Building Control	Contracted services	PCC	PCC	Planning Policy and Conservation	(4,200)						Contract savings
CYPRW	6900		Countryside - Public Rights of Way	Contribution to Running Costs	PCC	PCC	Planning Policy and Conservation	(35,000)						Virement to re-apportionment budgets returning from the Norwich Fringe Project. Greater need for maintenance of the pockets of woodland rather than along the BVR/Marriotts Way
CYPRW	2200		Countryside - Public Rights of Way	Maintenance of Grounds	PCC	PCC	Planning Policy and Conservation	12,000						Virement to re-apportionment budgets returning from the Norwich Fringe Project. Greater need for maintenance of the pockets of woodland rather than along the BVR/Marriotts Way

Growth/Savings Agreed Autumn 2018

								Inflation (RPI)						Comment
								3.00%	2.50%	2.40%	2.00%	2.00%	2.00%	
Cost Centre	Detail Code	Class'n code		Item	HOS	BH	Portfolio Holder	18/19	19/20	20/21	21/22	22/23	23/24	
CYPRW	6900		Countryside - Woodlands	Contribution to Running Costs	PCC	PCC	Planning Policy and Conservation	(10,800)						Virement to re-apportionment budgets returning from the Norwich Fringe Project. Greater need for maintenance of the pockets of woodland rather than along the BVR/Marriotts Way
CYWDS	2200		Countryside - Woodlands	Maintenance of Grounds	PCC	PCC	Planning Policy and Conservation	4,000						Virement of budget as emphasis has shifted towards manging the health and safety of the Council's existing woodlands rather than new planting in local Parishes
CYWDS	2200		Countryside - Woodlands	Maintenance of Grounds	PCC	PCC	Planning Policy and Conservation	33,800						Virement to re-apportionment budgets returning from the Norwich Fringe Project. Greater need for maintenance of the pockets of woodland rather than along the BVR/Marriotts Way
OSOPS	6922		Open Spaces	Catton Park contribution	PCC		Planning Policy and Conservation	(1,000)	(6,000)					Contributions for the remianing term paid up in full during 2018-19. No further budget or decreases required.
DCAPN	9317		Planning - Applications	Fee income	PCC	PCC	Planning Policy and Conservation	(160,000)						Fees increased by 20%
DCAPN	4911		Planning - Applications	Promotional Adverts	PCC	PCC	Planning Policy and Conservation	(5,000)						Change in how applications are advertised
DCAPN	9374		Planning - Applications	S106 Monitoring Fees	PCC	PCC	Planning Policy and Conservation	1,000						No longer undertaking this service
DCAPN	5020		Planning - Applications	Consultants Fees	PCC	PCC	Planning Policy and Conservation	5,400						Increase to the Historic Environmental Service SLA (with NCC)
DCAPN	9394		Planning - Applications	Charges for Services Provided	PCC	PCC	Planning Policy and Conservation	15,000						No longer offering this service - now undertaken by NCC
DCAPN	4435		Planning - Applications	Valuation Fees	PCC	PCC	Planning Policy and Conservation							Will be covered by consultants budget as and when required
DCAPN	4328		Planning - Applications	Microfiche Costs	PCC	PCC	Planning Policy and Conservation							Scanning costs reduced
DCCON	4995		Planning - Conservation	District Enhancement/Green Award	PCC	PCC	Planning Policy and Conservation	(300)						Scaling down of events
DCCON	4439		Planning - Conservation	Land Registry Search Fees	PCC	PCC	Planning Policy and Conservation	(100)						Reduced need for Land Registry searches
SMPLG	3600		Planning - Management & Conservation Dept	Car Allowances	PCC	PCC	Planning Policy and Conservation							General reduction in mileage undertaken
SMPLG	4731		Planning - Management & Conservation Dept	Subs to Professional Bodies	PCC	PCC	Planning Policy and Conservation							New subscription to PAS
PPOL	4611		Planning - Policy	Officers Conference Expenses	PCC	PCC	Planning Policy and Conservation	(800)						No dedicated Planning Conference held. Other seminars can be absorbed in normal dept training budget
PPOL	6900		Planning - Policy	Contribution to running costs		PCC	Planning Policy and Conservation	15,000						Increased contribution in line with SLA
PPTFY	2230		Trees and Forestry	Tree Planting and Warden Schemes	PCC	PCC	Planning Policy and Conservation	(4,000)						Virement of budget as emphasis has shifted towards manging the health and safety of the Council's existing woodlands rather than new planting in local Parishes
HRHPP	4000	HAPPL	Handyperson Plus	General Equipment	LAB	KPP	Communities & Housing		1,000					Virement from contracted services to equipment
HRHPP	5000	HAPPL	Handyperson Plus	Contracted services	LAB	KPP	Communities & Housing		(1,000)					Virement from contracted services to equipment
HRIMP	5000		Improvement Grants	Contracted services	LAB	KPP	Communities & Housing		6,000					Contribution to IHAT co-ordinator
EDBST	4799		Economic Development Business Support	Grants & Subscriptions	HGM	KLH	Economic Development		(3,800)					Cobra three year subscription no longer required (WAS in non-recurring check saving is not duplicated)
SMBDP	1840		Business Development Dept	Medical Checks	HGM	HGM	Economic Development		200					HMRC tax on private health cover for HoS
PSCPG	5143		Car Parks	Delegated Function - Buxton	HGM	KLH	Economic Development		(100)					Parish Council have chosen not to renew contract
PSCPG	5132		Car Parks	Delegated Function - Aylsham	HGM	KLH	Economic Development		200					No existing budget provision for the 2 car parks
EDERH	4799		Economic Research	Grants & Subscriptions	HGM	KLH	Economic Development		2,500					Subscription to Transport East
EDCAR	2200		Carrowbreck	General Maintenance of Grounds	HGM	KLH	Economic Development		2,300)
EDCAR	2242		Carrowbreck	Skip Emptying	HGM	KLH	Economic Development		300) Re-apportioning of running expenses for Carrowbreck
EDCAR	2310		Carrowbreck	Electricity	HGM	KLH	Economic Development		-900) with additional lease income added to make running costs cost neutral (excepting sals and Capital costs)
EDCAR	2420		Carrowbreck	NNDR	HGM	KLH	Economic Development		4,400)
EDCAR	2430		Carrowbreck	Water Charges	HGM	KLH	Economic Development		500)
EDCAR	2620		Carrowbreck	Contracted Cleaning	HGM	KLH	Economic Development		4,900)
EDCAR	2600		Carrowbreck	Cleaning Materials	HGM	KLH	Economic Development		-100)
EDCAR	9380		Carrowbreck	Lease Charges	HGM	KLH	Economic Development		-35,000)
EDCAR	9399		Carrowbreck	Miscellaneous Fees & Charges	HGM	KLH	Economic Development		6,500)
WCDOM	5000		Waste Collection Domestic	Contracted services	LAB	SLB	Environmental Excellence		90,800		(98,400)	(137,800)	0	Conclusion of embedded lease in 19/20 so year end adjustment no longer required. Lease restarts 21/22
SCLCN	9352		Litter Collection	Commercial Fly Tip Clearance	LAB	SLB	Environmental Excellence		(300)					Increased income
FSGEN	9342		Food Safety	Re-rating Visits	LAB	PRH	Environmental Excellence		(600)					New income budget
LIGEN	4000		Licensing - General	General Equipment	LAB	PRH	Environmental Excellence		1,500					Additional costs for taxi plates etc - offset by additional income
LIPHD	4436		Licensing - Private Hire Drivers	DBS fees	LAB	PRH	Environmental Excellence		400					Additional costs of driver DBS checks - offset by additional income
LIPHD	9390		Licensing - Private Hire Drivers	Licence Fees	LAB	PRH	Environmental Excellence		(400)					Additional income
LIPHV	9390		Licensing - Private Hire Vehicles	Licence Fees	LAB	PRH	Environmental Excellence		(1,500)					Additional income
WCDOM	5000		Waste Collection Domestic	Contracted services	LAB	SLB	Environmental Excellence		64,300					Increased contractor core costs
PCTSA	2000		Public Conveniences - Thorpe St Andrew	General Maint. Of Bldgs	LAB	SLB	Environmental Excellence		-500					Conveniences have been transferred to TSA Town Council. Budget used to offset commuted sum paid, spread over 4 years
PCTSA	2310		Public Conveniences - Thorpe St Andrew	Electricity	LAB	SLB	Environmental Excellence		-300					Conveniences have been transferred to TSA Town Council. Budget used to offset commuted sum paid, spread over 4 years
PCTSA	2430		Public Conveniences - Thorpe St Andrew	Water Charges	LAB	SLB	Environmental Excellence		-500					Conveniences have been transferred to TSA Town Council. Budget used to offset commuted sum paid, spread over 4 years
PCTSA	2600		Public Conveniences - Thorpe St Andrew	Cleaning Materials	LAB	SLB	Environmental Excellence		-400					Conveniences have been transferred to TSA Town Council. Budget used to offset commuted sum paid, spread over 4 years
PCTSA	2630		Public Conveniences - Thorpe St Andrew	Sanitary & Nappy Disposal	LAB	SLB	Environmental Excellence		-700					Conveniences have been transferred to TSA Town Council. Budget used to offset commuted sum paid, spread over 4 years
PCTSA	5000		Public Conveniences - Thorpe St Andrew	Contracted services	LAB	SLB	Environmental Excellence		-4,000					Conveniences have been transferred to TSA Town Council. Budget used to offset commuted sum paid, spread over 4 years
PCTSA	????		Public Conveniences - Thorpe St Andrew	Tran. To R&R Fund	LAB	SLB	Environmental Excellence		6,400					Conveniences have been transferred to TSA Town Council. Budget used to offset commuted sum paid, spread over 4 years
SMRVG	1840		Revenue Services	Medical Checks	JXP	JXP	Finance		100					HMRC tax on private health cover for HoS
ELGEN	2412		Election - General	Storage Charges	MWT	MWT	Leader		(3,500)					Election equipment no longer stored in Unit 4 Acle now stored in bunker
SMCSM	1840		Democratic Services Dept	Medical Checks	MWT	MWT	Leader		100					HMRC tax on private health cover for HoS
SMPER	1840		HR & Customer Services	Medical Checks	SMF	SMF	Leader		200					HMRC tax on private health cover for HoS
GGGRT	4329		General Grants	Printing - Outside Firms	LAB	LAB	Leader		(1,500)					No longer required - not used for past 10 years
CTCYS	6940		Community Safety	Contrib. to Vol. Orgs	LAB	LAB	Leader		(5,000)					Reduced spend
SMSDC	9170		Chief Executive	Contributions (SNDC)	PCK	PCK	Leader							SNDC share of Mang Director sals (55%)
CYWDS	2200		Woodlands	Maintenance of Grounds	PCC	PCC	Planning Policy and Conservation	20,000	20,000	20,000				Demolish and replace all Ash trees in district due to Ash Die Back
PPPOL	5020		Planning Policy	Consultants Fees	PCC	PCC	Planning Policy and Conservation		100,000					New Growth Delivery Project - already approved by Cabinet
PPPOL	9170		Planning Policy	Contributions (Business Rates Pooling)	PCC	PCC	Planning Policy and Conservation		-150,000					New Growth Delivery Project - Business Rate Pool Funding (BDC & SNDC)
PPPOL	9170		Planning Policy	Contributions (SNDC)	PCC	PCC	Planning Policy and Conservation		-55,000					New Growth Delivery Project - SNDC share of costs

Total Recurring Growth / Savings

286,800	718,300	321,800	168,500	121,100	304,300
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Growth/Savings Agreed Autumn 2018

Growth/Savings Agreed Autumn 2018								Inflation (RPI)						Comment
Cost Centre	Detail Code	Class'n code		Item	HOS	BH	Portfolio Holder	3.00%	2.50%	2.40%	2.00%	2.00%	2.00%	
								18/19	19/20	20/21	21/22	22/23	23/24	
								NON-RECURRING GROWTH/SAVINGS						
RTRFS	8820			Capital Programme Financing	JXP		Capital Programme	0	0	0	0	0	26,600	Contributions from GF Reserve to capital program.
OREXI	8865			Capital Programme Debt Servicing	JXP		Capital Programme	30,000	30,000					Interest and other debt servicing charges: based on projection of need to borrow to finance the capital programme
			NNDR	Grant										Section 31 grant reconsidered annually in the Autumn Statement. Amount varies unpredictably.
EDBST	4799		Economic Development Business Support	Grants & Subscriptions	HGM	KLH	Economic Development		0	0	0	0	0	Cobra three year subscription renewable in 2018/19 - Permanent removal of subs see above
RGDRC	4004		Dry Recycling	Purchase of Grey Bins	LAB	SLB	Environmental Excellence	14,300	(19,900)	19,000	(800)			P Leggett estimated requirements
WCGEN	4005		Waste Collection	Purchase of Green Bins	LAB	SLB	Environmental Excellence	7,800	(12,200)	12,600	0			P Leggett estimated requirements
RGKTW	4003		Recycling - Kitchen Waste	Purchase of Kitchen Waste Containers	LAB	SLB	Environmental Excellence	1,000	(17,100)	6,500	0			P Leggett estimated requirements
OREXI	9512		External Interest	External interest receipts	JXP	TS	Finance							Interest received from Broadland Growth
Total Non-Recurring Growth / Savings								53,100	(19,200)	38,100	(800)	0	0	
								339,900	699,100	359,900	167,700	121,100	330,900	

NON-RECURRING GROWTH/SAVINGS (RESERVES)														
Equalisation reserve: Draw on General Fund								127,400	127,500	115,500	65,600	64,400	64,400	
Equalisation reserve: Expenditure drawn from reserve								(76,500)	(198,900)	(11,900)	(66,200)	(6,000)	(165,300)	
Repairs & Renewals Reserve: draw from General Fund								6,400	6,400	6,400	5,800	0	0	
Repairs & Renewals Reserve: expenditure drawn from reserve								(135,000)	0	(60,000)	0	0	0	
Net transfers to / (from) NNDR Appeals reserve								(381,800)	(120,900)	(30,300)	0	0	0	
Street Lighting Repairs & Renewals Reserve: expenditure								93,000	98,000	98,000	98,000	98,000	98,000	
Street Lighting Repairs & Renewals Reserve: precept income								(93,000)	(98,000)	(98,000)	(98,000)	(98,000)	(98,000)	

Net effect: Draw on General Fund Reserve or (contribution to General Fund Reserve)								(459,500)	(185,900)	19,700	5,200	58,400	(100,900)	
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RECURRING GROWTH/SAVINGS

Growth	2,061,200	1,715,500
Savings	(1,774,400)	(997,200)
Total	286,800	718,300
	0	0

NON-RECURRING GROWTH/SAVINGS

Growth	53,100	30,000
Savings	0	(49,200)
	53,100	(19,200)
	0	0

Appendix 3

Discretionary Fees & Charges 2019-20

		2018/19Charges agreed by Cabinet £	2019/20 Proposed Charges £	VAT Category	2018/19 Budgeted Income £
CULTURAL SERVICES					
Recreation and Sport					
Holiday Activities					32,800
Sport and craft camps and children's activities					Fee as requested by HoS
All programmes	Day Session	14.00	14.50	5	
Sport coaching courses and arts workshops	Day Session	Various	Various	5	
Broadly Active					15,000
- on scheme	Per Session	3.00	3.00	5	
- finished scheme but wish to continue	Per Session	4.00	5.00	5	
Tourism					
Buy In Broadland Voucher Scheme		Free	Free		
Marriotts Way Annual Fun Run	Club Affiliated	13.50	14.00	5	
	Non Club Affiliated	15.50	16.00	5	
Whv Weight? Programme	Per Session	6.00	7.00	3	2000
	12 weeks advance	50.00	60.00	3	Fees as requested by HOS
ENVIRONMENTAL SERVICES					
Contaminated Land Reports	Per Hour (based on officer hourly rate)	Cover costs	Cover costs	1	
Food Safety					200
Issue of Food Condemnation Certificate for Freezer Breakdown	Per Certificate	All costs including EHO time	All costs including EHO time	3	
Removal of Condemned Food	Per Collection	36.00	37.00	3	
Environmental Health Officer	Per Hour	61.80	63.35	3	
Sale of Food Registers	Single Entry	3.60	3.70	2	
	Group of Entries	180.00	184.50	2	
	Entire Register	994.00	1019.00	2	
	Fee for a revisit	150.00	154.00	1	
Food Hygiene Rating Scheme					
Water Sampling					
Private Water Supply Regulations 2016					14,800
Regulation 10 Supplies (small premises)	per visit	56.00	57.00	1	Includes statutory analysis fee of £25
	per sample	25.00	25.00		
	Combined Fee	81.00	82.00		
Risk Assessments	Various	Officer time + admin	Officer time + admin		
	Administration	24.60	25.00	1	
Sampling -Regulation 9 & Request Visit Fee	Per Visit	56.00	57.00	1	
		+ Analysis fee	+ Analysis fee		
	Per Sample	Call for Quote	Call for Quote	3	
National Burials Act					
Assisted Burials (where there are no known relatives)					
Administration Charge	Per Burial	319.00	327.00	1	
Public Conveniences					
Keys to Disabled Toilets	Per Key	3.60	3.70	3	
Street Cleansing					
Stray Dog Kennel Fee (combination of above kennel and admin fee)	First Day	89.60	91.80	1	3,300
	Subsequent Days	17.50	17.90	1	
Dogs microchipped or with ID tag and contact details returned to owner on same day (not taken to kennels)		26.80	27.50	1	
Dogs not microchipped and no ID tag and contact details but returned to owner on same day (not taken to kennels)		53.30	54.60	1	
Commercial Dog Bin Emptying and Disposal					
Per emptying	Standard Charge (based on a total of 82 or more bins on scheme)	3.39	3.50	1	18,000
Dog Fouling & Fly tipping signage to private landowners	Cost of sign	Price on application	Price on application	3	
	Installation	Price on application	Price on application	3	

			2018/19 Charges agreed by Cabinet £	2019/20 Proposed Charges £	VAT Category	2018/19 Budgeted Income £
Waste Collection						
Commercial refuse sack Collection	per roll of 26 refuse sacks (fortnightly collection)		70.25	72.00	1	25,000
	per roll of 26 recycling sacks (fortnightly collection)		38.00	39.00	1	
Commercial refuse wheeled bin collection	Refuse Wheeled bin rates					
	240lt wheeled bin p/a		368.50	380.70	1	
	360lt wheeled bin p/a		445.50	460.20	1	
	1100lt wheeled bin p/a		623.00	643.50	1	
Commercial recycling wheeled bin collection	Recycling Wheeled bin rates					
	240lt wheeled bin p/a		299.30	309.20	1	
	360lt wheeled bin p/a		343.60	354.90	1	
	1100lt wheeled bin p/a		400.40	413.60	1	
Commercial refuse charge for properties who were eligible for SBRR and receiving a waste collection prior to 2012 - collection only (existing customers only)	240lt wheeled bin p/a		160.80	166.00	1	
	360lt wheeled bin p/a		193.00	199.40	1	
	1100lt wheeled bin p/a		348.40	359.90	1	
Commercial refuse charges for Self catering accommodation/guest houses/ nursing and residential homes/charities - collection and disposal	240lt wheeled bin p/a		193.00	199.40	1	
	360lt wheeled bin p/a		225.15	232.60	1	
	1100lt wheeled bin p/a		411.70	425.30	1	
Commercial recycling charges for properties who were receiving a collection prior to April 2012 and are eligible for SBRR - Collection only (existing customers only)	240lt wheeled bin p/a		128.80	133.00	1	
	360lt wheeled bin p/a		160.50	165.80	1	
	1100lt wheeled bin p/a		236.00	243.80	1	
Commercial recycling charges for Self catering accommodation/guest houses/ nursing and residential homes/charities - collection and disposal	240lt wheeled bin p/a		128.80	133.00	1	
	360lt wheeled bin p/a		160.50	165.80	1	
	1100lt wheeled bin p/a		236.00	243.80	1	
Chargeable Household Waste Community Halls/Centres						
Waste Collection						
Purchasing the Bin (existing customers only pre 6 April 2012)						
Chargeable household - Collection	Bin provision 240 litre per week		39.70	40.70	1	24,900
	Bin provision 360 litre per week		53.60	55.00	1	
	Bin provision 1100 litre per week		87.45	89.60	1	
Chargeable Household Collection & Disposal	Bin provision 240 litre per week		115.30	118.20	1	
	Bin provision 360 litre per week		162.90	167.00	1	
	Bin provision 1100 litre per week		406.90	417.00	1	
Commercial Waste - Collection & Disposal (Charities Only)	Bin provision 240 litre per week		115.60	No longer charged at preferential rate	1	
	Bin provision 360 litre per week		163.25	See commercial Charge only	1	
	Bin provision 1100 litre per week		408.30		1	
Commercial Waste - Collection Only (existing customers who were registered for Small Business rate relief prior to 6th April 2012)	Bin provision 240 litre per week		48.00	49.60	1	
	Bin provision 360 litre per week		62.80	64.90	1	
	Bin provision 1100 litre per week		98.00	101.20	1	
Recycling (General)						
Green Waste						
Per 240 litre bin per annum (25 collections) NON-REFUNDABLE	By Direct Debit		46.00	46.00	1	1,342,700
	Non Direct Debit		53.50	53.50	1	
			*(New persons joining scheme - pro rate over the year)	*(New persons joining scheme - pro rate over the year)		Fees kept the same as requested by HOS
Commercial Green Waste Collection	Per Annum		102.00	105.30	1	
Recycling Collection						
Purchasing the Bin (existing customers only)						
Chargeable household - Collection (excluding schools)	Bin provision 240 litre per week		39.00	40.00	1	
	Bin provision 360 litre per week		53.00	54.30	1	
	Bin provision 1100 litre per week		86.50	88.70	1	
Chargeable Household Recycling (excluding schools)	Bin provision 240 litre per week		44.70	45.80	1	
	Bin provision 360 litre per week		58.60	60.00	1	
	Bin provision 1100 litre per week		92.20	94.50	1	
	Bin provision 240 litre per week		44.70	No longer charged at preferential rate	1	
Commercial Waste - Collection & recycling (Charities only)	Bin provision 360 litre per week		58.60	See commercial Charge only	1	
	Bin provision 1100 litre per week		92.20		1	
	Bin provision 240 litre per week		44.70		1	
Commercial Waste - Collection Only (existing customers only who were registered for Small Business rate relief prior to 6th April 2012)	Bin provision 360 litre per week		58.60		1	
	Bin provision 1100 litre per week		92.20		1	
	Bin provision 240 litre per week		44.70		1	

		2018/19 Charges agreed by Cabinet £	2019/20 Proposed Charges £	VAT Category	2018/19 Budgeted Income
Replacement Wheeled Bins (subject to purchase price)	Per 240 litre bin(Grey/Green/Brown) Per 360 litre bin(Green/Grey only) Per 1100 litre bin(Green/Grey Only) Delivery Charge	36.25 98.60 321.50 18.20	37.15 101.00 329.50 18.65	1 1 1 1	200
Special Collections	Up to 3 items per collection Per Additional Item (Up to max of 6 items) per collection	26.80 8.90	27.70 9.20	1 1	Fees inflated in line with contract
Commercial special collection	Up to 3 items Additional Item	39.65 12.85	41.00 13.30	1 1	
	(disposal extra based on weight)				
Hazardous Waste Collection	Per collection	32.80	33.60	1	300
Abandoned Car Removal	Per removal	Costs recovered	Costs recovered	1	100
Licensing					
Animal Boarding					
Establishment	Per annum	102.00	Fees under review	1	1,600
Breeding of Dogs	Per annum	102.00	Fees under review	1	
Combined Issue of Above	Per annum	142.00	Fees under review	1	300
Home boarding	Per annum	69.00	Fees under review	1	Separate report going to Cabinet as requested by HOS
Pet Shop Licence	Per annum	102.00	Fees under review	1	600
Riding Establishment	Per annum	142.00	Fees under review	1	700
	* Plus veterinary fees		* Plus veterinary fees		
Export Certificate	Per certificate	68.30	Fees under review	1	Nil
Hackney Carriage & Private Hire Drivers Licence	Per 3 years	159.60	163.60	1	22,000
		* Plus statutory fee for Criminal Disclosure Form	* Plus statutory fee for Criminal Disclosure Form		
Hackney Carriage & Private Hire Vehicles Licence	Per annum Per 6 months	218.00 109.00	223.45 111.70	1 1	53,400
Private Hire Operators Licence	Per 5 years	525.00	538.00	1	500
Transfer of Vehicle Plate and Licence	Per vehicle	66.60	68.20	1	
Replacement Plate		33.60	34.40		
Drivers Badge	Per badge	10.90	11.20	1	
Windscreen Plate	Per plate	10.90	11.20	1	
Scrap Metal Licences					
Site Licence		300.00	307.50	1	
Collection Licence		275.00	281.90	1	
Change of Licensee		42.20	42.20	1	Although not a statutory fee there is a govt imposed maximum charge for these licences.
Change of Licensed Sites		63.30	63.30	1	
Change of Site Manager		63.30	63.30	1	
Change from Site to Collector Licence		42.20	42.20	1	
Change from Collector to Site Licence		84.45	84.45	1	
Sex Establishment	On application Refund if Licence refused	3650.00 2780.00	3741.00 2849.00	1 1	
Dangerous Wild Animals Licence	Excluding vets fees	143.00	146.60	1	200
	* Plus veterinary costs		* Plus veterinary costs		
Zoo Licence	On application or granting On renewal or transfer	85.30 48.00	87.40 49.20	1 1	
	* Plus all staff and veterinaries costs		* Plus all staff and veterinaries costs		73,000
Gambling Act 2005					
Regional Casino Premises	Various Charges)		1	Although not a statutory fee there is a govt imposed maximum charge for these licences.
Large Casino Premises	Various Charges)		1	
Small Casino Premises	Various Charges)	see attached sheet	1	
Converted Casino Premises	Various Charges)	see attached sheet	1	
Bingo Premises	Various Charges)		1	
Adult Gaming Centre	Various Charges)		1	
Family Entertainment	Various Charges)		1	
Betting Premises (Other)	Various Charges)	see attached sheet	1	Although not a statutory fee there is a govt imposed maximum charge for these licences.
Betting Premises (Track)	Various Charges)	see attached sheet	1	

			2018/19Charges agreed by Cabinet £	2019/20 Proposed Charges £	VAT Category	2018/19 Budgeted Income £
Registration Charges						
Acupuncture, Tattooing, Semi-Permanent Skin Colouring,	One-off registration	Per Practitioner	95.00	97.40	1	1,000
Cosmetic Piercing and Electrolysis	Per Practitioner where registration already exists for the premises		21.30	21.80	1	
PLANNING & DEVELOPMENT SERVICES						
Building Control	Fees		CNC Partnership	CNC Partnership		
Planning Policy						
Sales of Local Plans	Statement of Community Involvement			5.00	2)	No increase to fees as requested by HoS
	Annual Monitoring Report	5.00		5.00	2)	
	Local Development Scheme pre 2012	5.00		5.00	2)	
	Supplementary Publications		Charge based on cost recovery and postage where applicable	Charge based on cost recovery and postage where applicable	2	
Self-build and custom build register			100.00	100.00		No increase to fees as requested by HoS
Development Management DPD Maps	Colour only		5.00	5.00	2)	No increase to fees as requested by HoS
Growth Triang AAP DPD 2016	Black & White	5.00		5.00	2)	
	Colour	10.00		10.00	2)	
Local Development Scheme		5.00		5.00	2)	
Site Allocation: DPD 2016	Black & White	5.00		5.00	2)	
	Colour	10.00		10.00	2)	
Landscape Character Assessment SPD Adopted 2013	Black & White	5.00		5.00	2)	No increase to fees as requested by HoS
	Colour	10.00		10.00	2)	
Development I angement DPD 2015	Black & White	5.00		5.00	2)	
	Colour	10.00		10.00	2)	
Development Manegment DPD Maps	Colour	5.00		5.00	2)	
Parking Standards SPD	Black & White	10.00		10.00	2)	
	Colour	12.00		12.00	2)	
Recreational Open Space SPD	Black & White	10.00		10.00	2)	
	Colour	12.00		12.00	2)	
Affordable Housing SPD	Black & White	10.00		10.00	2)	
	Colour	12.00		12.00	2)	
Blue Boar Lane SPD	Black & White	10.00		10.00	2)	
	Colour	12.00		12.00	2)	
Joint Core Strategy (adopted)	Colour	20.00		20.00	2)	
Sales of Design Guide	Per Copy	3.90		3.90	2	Printed stock - unable to increase cost Higher than inflation increase as requested by HoS
Conservation Booklets	Per Copv	7.00		7.00		
Planning Control						
Planning History Search	First 2 hours	59.20		59.20	3	3,000
	Per Hour or Part Thereof	29.70		29.70	3	
Copies of Documents	Planning Decisions/s106 Agreements/Deed of Variation	7.00		7.00	1	
	Tree Preservation Orders /Grants etc					
	Plans - larger than A3 (other than ordnance Survey)	3.00		3.00	3	
Charges to Developers						
S106 Agreements Legal Expenses	Per Hour	89.60		No longer collected-Now NP Law	6	Nil
Obligation Monitoring Charge	Per Principal Clause	379.00		388.00	6	
	Per Sub-Clause	No charge		No charge		
High Hedges (Anti-social Behaviour)	Stage 1	252.00		See New Fee Below	1	Interim fee for new single charge per HOS
	Stage 2	252.00		See New Fee Below	1	
	Single Charge	-		350.00	1	
Conservation						
Conservation Grant Offer	Per Copy		No longer charged for	No longer charged for		
Business Training (booked through Economic Development)						
IT (including Digital Camera) , Personal Development, Customer Care and Media Courses						40,000
Per full day	Standard charge	98.00		99.00	5)	All training fees as requestd by HOS
	Subsidised rate	76.00		77.00	5)	
Per half-day	Standard charge	49.00		49.50	5)	
	Subsidised rate	38.00		38.50	5)	

		2018/19 Charges agreed by Cabinet £	2019/20 Proposed Charges £	VAT Category	2018/19 Budgeted Income £
HABC and Chartered Institute of Environmental Health Certificated Courses					
Per 3 full days	Standard charge	330.00	335.00	5)	
	Subsidised rate	295.00	299.00	5)	
Per 1 full day	Standard charge	112.00	114.00	5)	
	Subsidised rate	102.00	102.00	5)	
Per 1/2 day	Standard charge	56.00	57.00	5)	
	Subsidised rate	51.00	52.00	5)	
Basic First Aid at Work					
Per 3 day course	All categories	295.00	299.00	5)	
Re-qualification courses		190.00	194.00)	
Emergency First Aid at Work	All categories	98.00	99.00	5)	
Fire Extinguisher Training					
1/2 day	Standard charge	51.00	52.00	5)	
Fire Marshalling	Standard charge	46.00	47.00	5)	
On site computer consultancy					
- up to 5 candidates	Per Full Day	Price given	Price given		
- additional candidates	Per delegate per full day	on application	on application	5	
In house computer consultancy					
- up to 8 candidates	Per Full Day	Price given	Price given	5	
	on application	on application	on application		
Room Hire (Carrowbreck House)					7000
Training Room 1	Per Half Day	82.00	85.00	5	
	Per Full Day	143.00	150.00	5	
Training Room 2	Per Half Day	82.00	85.00	5	
	Per Full Day	143.00	150.00	5	
Training Room 3	Per Half Day	102.00	105.00	5	
	Per Full Day	174.00	180.00	5	
Training Room 4	Per Half Day	112.00	115.00	5	
	Per Full Day	194.00	200.00	5	
Training Room 5	Per Half Day	112.00	115.00	5	
	Per Full Day	194.00	200.00	5	
Training Room 6	Per Half Day	112.00	115.00	5	
	Per Full Day	194.00	200.00	5	
Training Kitchen	Per Half Day	92.00	92.00	5	
	Per Full Day	174.00	174.00	5	
Outside Space	Per Half Day	133.00	140.00	5	
	Per Full Day	225.00	235.00	5	
Internal Training For Broadland Staff					6,000
Staff Induction/customer care					
Place on course	Per Full Day	70.00	71.00	5	
Pre-booked business computer courses	Per Full Day	70.00	71.00	5	
HOUSING SERVICES					
Homelessness					
Temporary accommodation charges	Persons with £8,000 capital	Full cost less any entitlement to benefit claimed and paid to Council	Full cost less any entitlement to benefit claimed and paid to Council	1	72,700
	Persons in full-time employment	1/3 of disposable income (calculated under HB Regs) or charge not met by HB paid direct to Council (whichever is the lower)	1/3 of disposable income (calculated under HB Regs) or charge not met by HB paid direct to Council (whichever is the lower)	1	
	Other persons (including income support, Job Seekers Allowance or guarantee credit)	No charge providing a claim for HB is made immediately on acceptance as homeless and that HB is paid to the Council. Must pay standard HB deductions for non-dependants, fuel and food expenses recovered	No charge providing a claim for HB is made immediately on acceptance as homeless and that HB is paid to the Council. Must pay standard HB deductions for non-dependants, fuel and food expenses recovered	1	

			2018/19Charges agreed by Cabinet £	2019/20 Proposed Charges £	VAT Category	2018/19 Budgeted Income £
Housing Advances						
mortgage documents amended by mortgagees Solicitors)						
Redemption of Mortgage	Single loan		42.00	43.00	1	
Questionnaires and Documents	First 2 hours		61.00	62.50	3	
	Per hour or part thereof		31.00	32.00	3	
Housing Act Inspections (under Housing Act 2004)						
Visa Accommodation Verification Inspections (under Housing Act 2004))			1	NIL
Prohibition Order (s20 & s21)	Per Notice)	Officer hourly rate - recover	Officer hourly rate - recover	1	
Emergency Prohibition Order (s43)	Per Notice)	total costs	total costs	1	
Improvement Notice (s11 & s12)	Per Notice)			1	
Suspended Prohibition Orders and)			1	
Improvement Notices	Per Notice)			1	
Immigration Visa Inspection	Per Inspection		Officer rate and travel	Officer rate and travel	3	
Housing Multiple Occupation Licensing Enforcement (under Housing Act 2004)						
Licence Fees	Per Licence (Up to 5 lettings)		565.00	579.00	1	
	Per Extra Letting		27.00	27.70	1	
Enforcement Fee			Officer hourly rate - recover total costs	Officer hourly rate - recover total costs	3	
Redress Schemes for Estate Agents and Property Managers						
Fine warning enforcement procedure (giving business 28 days to register on identification of non-compliance)	per fine		5253.00	5384.00	1	
Mobile Homes						
Licence Application	0 - 3 homes		216.30	221.70	1	
			+ travel	+ travel		
	4 - 10 homes		239.00	245.00	1	
			+ travel	+ travel		
	11 - 50 homes		278.80	285.80	1	
			+ travel	+ travel		
	51 + homes		328.60	336.80	1	
			+ travel	+ travel		
Transfer of Licence	per licence		79.50	81.50	1	
Variation of Licence	per licence		190.50	195.00	1	
			+ travel	+ travel		
Annual Inspections	up to 3 properties	- High Risk	155.80	159.70	1	
		- Medium Risk	78.00	80.00	1	
		- Low Risk	51.90	53.20	1	
		- Very Low Risk	31.20	32.00	1	
			(all +travel)	(all +travel)		
	3 - 10 properties	- High Risk	195.70	200.50	1	
		- Medium Risk	97.70	100.00	1	
		- Low Risk	65.00	66.60	1	
		- Very Low Risk	39.00	40.00	1	
			(all +travel)	(all +travel)		
	11 - 50 properties	- High Risk	252.30	258.60	1	
		- Medium Risk	126.30	129.50	1	
		- Low Risk	84.00	86.00	1	
			(all +travel)			
	51 - 100 properties	- High Risk	317.20	325.00	1	
		- Medium Risk	158.90	162.90	1	
			(all +travel)	(all +travel)		
	101 + properties	- High Risk	360.40	369.40	1	
		- Medium Risk	180.25	184.70	1	
			(all +travel)	(all +travel)		
Financial Assistance through the Home Improvement Agency Service (SLA with SNDC)						
	Per applicant		New Service	Up to a maximum of £1000-capped		
Healthy Homes Loan						
	set up		New Service	500.00		
	Chargeable Interest-Above base rate		New Service	0.75%		
CENTRAL SERVICES						
Corporate Management And Democratic Representation and Management Representation of the People Act						
Retention of Documents for Public Inspection						NIL
Confirmations Letter	Per Letter		28.00	28.70	3	
Miscellaneous Land						
Lettings of Small Pieces of Undeveloped Housing land			Individually negotiated	Individually negotiated	5	400

	2018/19Charges agreed by Cabinet £	2019/20 Proposed Charges £	VAT Category	2018/19Budgeted Income £
CENTRAL SERVICES TO THE PUBLIC				
Emergency Planning				
Sand Bags	Free in emergencies	Free in emergencies		
National Non Domestic Rates				
Court Costs	Per Summons Issued 49.00	78.00	1	3,000
	Liability Order 41.00	54.00	1	
Council Tax				
Court Costs	Per Summons Issued 27.00	31.00	1	70,000
	Liability Order 19.00	26.00	1	
Council Tax Only				
Committal Costs	Per Summons 240.00	240.00	1	In line with court costs
	Per Hearing 240.00	240.00	1	In line with court costs
Warrant Costs	With bail 96.70	96.70	1	No increase as requested by Budget Officer
	Without bail 119.40	119.40	1	No increase as requested by Budget Officer
Hire and Accommodation at Thorpe Lodge (Inclusive of Audio Visual Aid equipment)				
Monday to Friday Lettings				
Council Chamber	Per Half Day 97.00	99.40	3	400
Any Committee Room	Per Half Day 72.00	73.80	3	
Interview Room	Per Half Day 60.00	72.00	3	
Bunker Storage Room-Elections Only	Annual Charge 3480.00	4200.00	3	
Weekend Lettings				
Council Chamber or any Committee Room				
Charities	Per Half Day 228.00	233.70	3	
Other	Per Half Day 382.00	391.50	3	
Financial Information				
Statement of Accounts	Per Copy 6.00	6.00	2	NII
Sales of Budget Book*	Per Copy 6.00	6.00	2	
Annual Audit Letter	Per Copy 1.00	1.00	2	
Local Land Charges				220,000
Search Fee	Full Search 128.00	132.00	1/3	
LLC1	23.00	24.00	1	
CON29 (Residential & Commercial) only	105.00	108.00	3	
	(including VAT)	(including VAT)		
CON29 (O) Questions 4-22				
- with a full search	per question 20.40	20.40	1	
- without a full search	per question 20.40	20.40	1	
	administration Fee 24.00	24.00	3	
Supplementary information				
- with a full search	Additional Questions 20.40	20.40	1	
	Additional Parcels of Land 20.20	20.20	1	
- without a full search	Additional Questions 20.40	20.40	1	
	Additional Parcels 20.20	20.20	1	
	Administration Fee 24.00	24.00	3	
SERVICE MANAGEMENT & SUPPORT SERVICES				
Copies of Documents				
Photocopies				
Black & White	Per Page (A3 or A4) 0.10	0.10	3	
	Minimum Charge 1.00	1.00	3	
Colour copies	Per Page (A3 or A4) 0.50	0.50	3	
Microfiche	Minimum Charge 1.00	1.00	3	
	Subsequent Pages 0.25	0.25	3	
CD's (information downloaded)	Per Disc 0.50	0.50	3	
Use of Fax Machine	Per Page 0.70	0.70	3	
(transmission and receipt)	Minimum Charge 1.70	1.70	3	
Sale of Agenda's				NII
Per Meeting	Up to 100 Pages 11.20	11.50	2	
	Additional Pages 0.30	0.30	2	
Per Committee (per annum)	Main committees; Council, Cabinet, Planning, Overview and Scrutiny 181.00	185.50	2	
	Other sub-Committees, Panels; Standards, Licensing, Appointments and Pay, SVP 75.00	77.00	2	

		2018/19Charges agreed by Cabinet £	2019/20 Proposed Charges £	VAT Category	2018/19Budgeted Income £
Broadland News					10,000
Advertising Rates					
Double Page Centre (247 x 380mm)	Black & White or Colour	Individually Negotiated	Individually Negotiated	3	
Full Page (247 x 170mm)	Black & White or Colour	Individually Negotiated	Individually Negotiated	3	
Half Page (121 x 170mm)	Black & White or Colour	Individually Negotiated	Individually Negotiated	3	
Third Page (121 x 111mm or 247 x 58mm)	Black & White or Colour	Individually Negotiated	Individually Negotiated	3	
Sixth Page (58 x 111mm or 121 x 53mm)	Black & White or Colour	Individually Negotiated	Individually Negotiated	3	
Eighth Page (90 x 53mm)	Black & White or Colour	Individually Negotiated	Individually Negotiated	3	
Business Card	Mono	Individually Negotiated	Individually Negotiated	3	
Series of Four Bookings - 10% Discount on above figures					
Private Telephone Calls		Costs recovered	Costs recovered	3	
Lapel Badges		3.00	3.00	3) In stock - no increase until new stock ordered
Cufflinks		8.00	8.00	3)
DBS (Disclosure and Barring Service)					3,000
Enhanced DBS	per check	44.00	44.00	3	maximum charge as set by DBS
Standard DBS	per check	26.00	26.00	3	maximum charge as set by DBS
Eligible Volunteers DBS	per check	Free of charge	Free of charge		
Admin Fee on Enhanced, Standard & Volunteers checks	per check	19.80	20.30	3	
DBS Adult First	per check	6.00	6.00	3	maximum charge as set by DBS
Admin Fee on Adult First checks	per check	14.00	14.35	3	

Gambling Act 2005
Non-Statutory Licence Fees

	Fast-track Conversion		Non Fast-track Conversion		Non-Conversion Provisional Statement Premises		Non-Conversion Other Premises		Annual Fee		Application to Vary Licence		Transfer Licenece		Change of Circumstances		Copy of Licence		Reinstatement of Licence		Application for Provisional Statement	
	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges	2018/19 Charges	2019/20 Proposed Charges
New Regional Casino Premises	n/a	n/a	n/a	n/a	7,200.00	7,200.00	13,500.00	13,500.00	13,500.00	13,500.00	6,750.00	6,750.00	5,850.00	5,850.00	45.00	45.00	22.50	22.50	5,850.00	5,850.00	13,500.00	13,500.00
New Large Casino Premises	n/a	n/a	n/a	n/a	4,500.00	4,500.00	9,000.00	9,000.00	9,000.00	9,000.00	4,500.00	4,500.00	1,935.00	1,935.00	45.00	45.00	22.50	22.50	1,935.00	1,935.00	9,000.00	9,000.00
New Small Casino Premises	n/a	n/a	n/a	n/a	2,700.00	2,700.00	7,200.00	7,200.00	4,500.00	4,500.00	3,600.00	3,600.00	1,620.00	1,620.00	45.00	45.00	22.50	22.50	1,620.00	1,620.00	7,200.00	7,200.00
Converted Casino Premises	270.00	270.00	1,800.00	1,800.00	n/a	n/a	n/a	n/a	2,700.00	2,700.00	1,800.00	1,800.00	1,215.00	1,215.00	45.00	45.00	22.50	22.50	1,215.00	1,215.00	n/a	n/a
Bingo Premises	270.00	270.00	1,575.00	1,575.00	1,080.00	1,080.00	3,150.00	3,150.00	900.00	900.00	1,575.00	1,575.00	1,080.00	1,080.00	45.00	45.00	22.50	22.50	1,080.00	1,080.00	3,150.00	3,150.00
Adult Gaming Centre Premises	270.00	270.00	900.00	900.00	1,080.00	1,080.00	1,800.00	1,800.00	900.00	900.00	900.00	900.00	1,080.00	1,080.00	45.00	45.00	22.50	22.50	1,080.00	1,080.00	1,800.00	1,800.00
Family Entertainment Centre Premises	270.00	270.00	900.00	900.00	855.00	855.00	1,800.00	1,800.00	675.00	675.00	900.00	900.00	855.00	855.00	45.00	45.00	22.50	22.50	855.00	855.00	1,080.00	1,080.00
Betting Premises (Other)	270.00	270.00	1,350.00	1,350.00	1,080.00	1,080.00	2,700.00	2,700.00	540.00	540.00	1,350.00	1,350.00	1,080.00	1,080.00	45.00	45.00	22.50	22.50	1,080.00	1,080.00	2,700.00	2,700.00
Betting Premises (Track)	270.00	270.00	1,125.00	1,125.00	855.00	855.00	2,250.00	2,250.00	900.00	900.00	1,125.00	1,125.00	855.00	855.00	45.00	45.00	22.50	22.50	855.00	855.00	2,250.00	2,250.00

NB Plus 10% Administration and VAT on costs

Scheme	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Street Lighting	35,700	15,400	27,500	24,800	24,800	21,600
Disabled Facilities Grants	800,000	850,000	800,000	800,000	800,000	800,000
Historic Buildings grants	15,000	15,000	15,000	15,000	15,000	15,000
Minor Improvement Grants	80,000	50,000	50,000	50,000	50,000	50,000
Reedham Quay Works		20,000				
Public Convenience Works		50,000				
Thorpe Lodge Refurbishment	96,000	109,000	95,000	84,000	78,000	31,000
Brown Recycling Bins	30,000	30,000	30,000	30,000	30,000	30,000
Information Technology	75,000	75,000	75,000	75,000	75,000	75,000
Car Park Repairs	50,000	0	0	0	0	0
Bridge Repairs	270,000	20,000	20,000	90,000	90,000	90,000
Contribution to Broadband Project						
Total	1,451,700	1,234,400	1,112,500	1,168,800	1,162,800	1,112,600
FUNDING						
Grants	800,000	850,000	800,000	800,000	800,000	800,000
Contributions	0	0	0			
Capital Receipts	501,700	364,400	217,500	284,800	284,800	255,000
Revenue Financing						26,600
Earmarked Reserves:						
Repairs & Renewals	110,000	20,000	95,000	84,000	78,000	31,000
Street Light Reserves						
Bridges Repair Reserve	40,000					
Broadland Growth Reserve						
Debt						
Total	1,451,700	1,234,400	1,112,500	1,168,800	1,162,800	1,112,600

0 0 0 0 0 0

Funding comments

Special expenses precept on parishes concerned
Statutory duty. Expenditure may need to increase to meet demand.
Voluntary expenditure
Voluntary expenditure: budget reduction due to decreased demand (K Philcox)
Funding essential maintenance to authority owned asset
Funding essential maintenance to authority owned assets
Likely to be some expenditure required in future, but timing and level to be discussed
Expansion of scheme and replenishing old stock
Level of IT expenditure reviewed annually
Funding essential maintenance to authority owned car parks
Funding essential maintenance to bridges
County-wide project to update broadband networks

DFG from Govt assumed at increased 2016/17 levels at time of change to Better Care Fund; actual 18/19 grant is £827,948

LAMS seed capital returned in full in 2017 (£1m); subsequent use in capital funding until exhausted in 2021/22 (estimated)
With no further additions capital receipts are exhausted by 2023/24 - revenue funded required for some elements of programme.

Funding repair and maintenance work on assets owned by the authority
Ring-fenced fund financed by special precepts on residents in the parishes concerned.

Funds growth related projects; each project requires high level approval.

Broadland District Council - Medium Term Financial Plan 2018 - 2024

	2018/19 Approved £000	2019/20 Draft £000	2020/21 Draft £000	2021/22 Draft £000	2022/23 Draft £000	2023/24 Draft £000
Base Net Expenditure	11,026	11,282	12,000	12,322	12,491	12,612
<u>Recurring Adjustments:</u>						
Net (Savings)/Growth	256	718	322	169	121	304
BDC Collaboration Gross Savings (45%) (not included in Base Budget Calculations)		(350)	(278)	(250)	(248)	(243)
Base Net Budget for following year	11,282	12,000	12,322	12,491	12,612	12,916
<u>Non Recurring Adjustments</u>						
Net (Savings)/Growth	53	(19)	38	38	(1)	0
Capital Programme funding*	0	0	0	0	0	27
Contribution to Collaboration Costs Reserve		87	155	83	83	83
Net transfers to/(from) Earmarked Reserves	(460)	(186)	20	0	0	0
Net Budget Requirement	10,875	11,882	12,535	12,612	12,694	13,026
<i>Increase or (Decrease) on previous year</i>	<i>4.8%</i>	<i>9.3%</i>	<i>5.5%</i>	<i>0.6%</i>	<i>0.7%</i>	<i>2.6%</i>
<u>Funded from:</u>						
External Support - RSG	438	0	0	0	0	0
External Support - Business Rates Levy Surplus Distribution	0	43	0	0	0	0
External Support - Business Rates	2,766	2,859	2,884	2,941	3,000	3,060
External Support - New Homes Bonus	2,008	2,174	2,169	2,158	2,042	2,000
Special Expenses - Street Lighting Income	83	118	118	118	118	118
Collection Fund - Surplus / (Deficit)	(109)	(500)	0	0	0	0
Net Funding Before Precept	5,186	4,694	5,171	5,217	5,160	5,178
Broadland's share of precept	5,540	5,580	5,927	6,285	6,655	7,038
Net Funding including Precept	10,726	10,274	11,097	11,502	11,815	12,216
Draw on reserves	149	1,607	1,437	1,109	879	809
Total Funding	10,875	11,881	12,534	12,611	12,694	13,025
General Reserve at start of year	(12,406)	(12,257)	(10,651)	(9,214)	(8,106)	(7,227)
Draw on reserves	149	1,607	1,437	1,109	879	809
General Reserve at end of year	(12,257)	(10,651)	(9,214)	(8,106)	(7,227)	(6,417)
Draw on Reserves (cumulative)	149	1,755	3,192	4,300	5,179	5,989
Council Tax Calculation						
Council Taxbase (Homes)	45,735	46,065	46,986	47,926	48,885	49,862
Council Tax	121.14	121.14	126.14	131.14	136.14	141.14
Broadland's share of precept (£000)	5,540	5,580	5,927	6,285	6,655	7,038
Annual Increase (£)	4.99	0.00	5.00	5.00	5.00	5.00
Total Amount of Increase in Council Tax Revenue (£)	228,218	0	234,932	239,630	244,423	249,311
Total Percentage Increase in Council Tax Revenue (%)		0.00%	4.13%	3.96%	3.81%	3.67%
New Homes Bonus	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
October 2013 to October 2014	376					
October 2014 to October 2015	505	505				
October 2015 to October 2016	511	511	511			
October 2016 to October 2017	616	616	616	616		
October 2017 to October 2018		542	542	542	542	
October 2018 to October 2019			500	500	500	500
October 2019 to October 2020				500	500	500
October 2020 to October 2021					500	500
October 2021 to October 2022						500
Total payable	2,008	2,174	2,169	2,158	2,042	2,000

New Homes Bonus is payable in respect of housing growth in the district between two successive Octobers, with a time lag of six months between the end of the qualifying period and the start of the year in which the bonus is paid. For example, the first instalment on housing growth occurring between October 2017 and October 2018 is paid during the financial year 2019/20.

Following the 2015 consultation MHCLG's preferred option was for instalments to decrease from six years to four, with a reduction in entitlement linked to relevant planning appeals and the absence of Local Plans. In December 2016 the MHCLG confirmed that they would decrease the instalments paid on previous years' housing growth to five years in 2017/18 and four years from 2018/19 onwards.

Inflation (average figure)	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Bank of England CPI estimates, Aug 2018:	2.00%	2.50%	2.25%	2.00%	2.00%	2.00%

Inflation according to CPI measures has risen to 2.6% over the last twelve months. The Bank of England's inflation target is 2.0%; their August inflation forecast is for an average of 2.6% over 2018/19, reducing to around 2.25% in 2019, and to 2% in 2020. However, some contracts (for example waste collection and street lighting maintenance) specify an annual uplift linked to RPI, which is usually above CPI. As these contracts account for a large proportion of the authority's expenditure this has been reflected in the average inflation estimates for future years.

The average gap between CPI and RPI over the last twelve months is 0.93%, with a maximum gap of 1.2%. As the parameters for calculating RPI were re-written in 2014 to provide a closer parallel to those governing the CPI measure, these two measures were expected to converge.

Capital Program Funding*

The majority of capital expenditure is non-recurring or project based. Consequently there is an item of growth in the Non-Recurring section which represents the budget for revenue funding of the capital programme.

If the authority takes out long-term debt to fund the capital programme in future, the cost of interest and a provision to repay the principal will be included within the Growth line in the Recurring section of the Summary table.

- 5.2 The MTFP incorporates reasonable assumptions, as detailed within Section 3 of this report. There will be a draw from reserves over the next five years of £5.840m, resulting in a General Fund balance of £6.417m at the end of March 2024. This is in excess of the minimum balance of £2m, however, the prudent approach to budgeting has meant that the general fund balance in 2024 is predicted, without collaboration savings, to be at its lowest level for some time. If the collaboration savings are achieved, and included in the base budget calculations, the General Fund balance would be £10.768m at that point.

	2018/19 Approved £000	2019/20 Draft £000	2020/21 Draft £000	2021/22 Draft £000	2022/23 Draft £000	2023/24 Draft £000
Base Net Expenditure	11,026	11,282	11,999	12,321	12,490	12,611
<u>Recurring Adjustments:</u>						
Net (Savings)/Growth	256	717	322	169	121	304
BDC Collaboration Gross Savings (45%) (not included in Base Budget Calculations)		(350)	(278)	(250)	(248)	(243)
Base Net Budget for following year	11,282	11,999	12,321	12,490	12,611	12,915
<u>Non Recurring Adjustments</u>						
Net (Savings)/Growth	53	(19)	38	(1)	0	0
Capital Programme funding*	0	0	0	0	0	27
Contribution to Collaboration Costs Reserve		87	155	83	83	83
Net transfers to/(from) Earmarked Reserves	(460)	124	(204)	(90)	(10)	(139)
Net Budget Requirement	10,875	12,191	12,310	12,482	12,684	12,886
<i>Increase or (Decrease) on previous year</i>	<i>4.8%</i>	<i>12.1%</i>	<i>1.0%</i>	<i>1.4%</i>	<i>1.6%</i>	<i>1.6%</i>
<u>Funded from:</u>						
External Support - RSG	438	0	0	0	0	0
External Support - Business Rates Levy Surplus Distribution	0	43	0	0	0	0
External Support - Business Rates	2,766	2,859	2,884	2,941	3,000	3,060
External Support - New Homes Bonus	2,008	2,174	2,169	2,158	2,042	2,000
Special Expenses - Street Lighting Income	83	111	111	111	111	111
Collection Fund - Surplus / (Deficit)	(109)	(500)	0	0	0	0
Net Funding Before Precept	5,186	4,687	5,164	5,210	5,153	5,171
Broadland's share of precept	5,540	5,580	5,927	6,285	6,655	7,038
Net Funding including Precept	10,726	10,267	11,090	11,495	11,808	12,209
Draw on reserves	149	1,923	1,220	987	876	677
Total Funding	10,875	12,191	12,310	12,482	12,684	12,886
General Reserve at start of year	(13,933)	(13,784)	(11,861)	(10,641)	(9,654)	(8,778)
Draw on reserves	149	1,923	1,220	987	876	677
General Reserve at end of year	(13,784)	(11,861)	(10,641)	(9,654)	(8,778)	(8,101)
Draw on Reserves (cumulative)	149	2,072	3,292	4,279	5,155	5,832
Council Tax Calculation						
Council Taxbase (Homes)	45,735	46,065	46,986	47,926	48,885	49,862
Council Tax	121.14	121.14	126.14	131.14	136.14	141.14
Broadland's share of precept (£000)	5,540	5,580	5,927	6,285	6,655	7,038
<i>Annual Increase (£)</i>	<i>4.99</i>	<i>0.00</i>	<i>5.00</i>	<i>5.00</i>	<i>5.00</i>	<i>5.00</i>
<i>Total Amount of Increase in Council Tax Revenue (£)</i>	<i>228,218</i>	<i>0</i>	<i>234,932</i>	<i>239,630</i>	<i>244,423</i>	<i>249,311</i>
<i>Total Percentage Increase in Council Tax Revenue (%)</i>		<i>0.00%</i>	<i>4.13%</i>	<i>3.96%</i>	<i>3.81%</i>	<i>3.67%</i>
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October 2021 to October 2022						500
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Inflation (average figure)

Bank of England CPI estimates, Aug 2018:

2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
2.00%	2.50%	2.25%	2.00%	2.00%	2.00%

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Capital Program Funding*

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If the authority takes out long-term debt to fund the capital programme in future, the cost of interest and a provision to repay the principal will be included within the Growth line in the Recurring section of the Summary table.

Capital Strategy Broadland District Council

Amended

- 1. December 2013**
- 2. October 2014**
- 3. October 2015**
- 4. October 2017**
- 5. October 2018**

Broadland District Council Capital Strategy 2018-2024

1. Purpose

The purpose of this strategy is to outline Broadland District Council's approach to capital investment and how the Council ensures that capital investment is directed to the Council's Corporate Priorities. It therefore provides the rationale for any capital spending plans.

The Capital Strategy is a partner document to the Medium Term Financial Plan (MTFP), the Broadland Business Plan, the Procurement Strategy, the ICT Strategy, the Council's Budget (Revenue and Capital), the Treasury Management Policy, the Annual Investment Strategy and the Asset Management Plan (AMP). The AMP is the corporate document detailing changes already put in place together with planned action to improve corporate asset use. It considers how the Council's own limited assets, together with those of partners where appropriate, can be used to deliver the Council's vision for the district, and to meet the Council's corporate ambitions as set out in the Broadland Business Plan.

2. Introduction and Overview

The Capital Strategy is a key element of Broadland District Council's medium term financial planning process. It is a summary of the Council's approach to capital investment, describing how our capital resources contribute to the Council's goals. It also sets out how our own capital resources and those we can influence contribute towards improving the quality of life for Broadland residents.

Capital expenditure is defined in Section 16 of SI 2003/3146 as:

- Expenditure that results in the acquisition, construction or enhancement of fixed assets (tangible and intangible)
- Expenditure fulfilling one of the definitions specified in regulations made under the Local Government Act 2003
- Expenditure which has been directed to be treated as capital by the Secretary of State (for example, grants made to third parties for the purpose of capital expenditure).

3. Scope and Key Principles

This strategy seeks to deliver the community's vision for the district as set out in the Broadland Business Plan (<https://www.broadland.gov.uk/businessplan>). Our ambitions are:-

- To deliver economic success in our area
- To achieve environmental excellence in everything we do
- To plan and provide well housed communities
- To increase levels of health and wellbeing
- To keep people safe and secure
- To continue to provide high quality, value for money services on our own or as a trusted partner

4. The Legal Position of Capital Strategies

The Local Government Act 2003 requires local authorities to adopt the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code). The Prudential Code “requires local authorities to have regard to wider management processes (option appraisal, asset management planning, strategic planning and achievability) in accordance with good professional practice”. As part of the Prudential Code, authorities are required to estimate their capital expenditure over the next three financial years, which will form a part of the budget setting process each year. From 2019/20 the MTFP is prepared on a five year basis and this is reflected in the Capital Programme

5. Priorities

The current capital expenditure priorities (as agreed per capital programme) are:

- Development projects (externally funded alongside existing Council resources)
- Street lighting (externally funded)
- Disabled Facilities Grants (mandatory; limited external funding)
- Other grants (historic buildings, minor improvements)
- Homes people can afford (limited usable receipts funding)
- Maintenance of the Council's assets (Thorpe Lodge, Frettenham Depot, IT renewal programme, bridge maintenance, Carrowbreck Training Development and restoration work)
- New infrastructure associated with growth strategy

The long term forecast for the capital programme is included as part of the Broadland MTFP and for those areas listed above will use information from budget managers based on past cost patterns and predicted demand. The programme is comprehensively reviewed annually as part of the budget setting process. The implications of any revenue funding required is reflected by the inclusion of this total within the councils revenue budget forecasts to identify the resultant effects on future Council Tax levels.

6. Partnerships

Partnership working is certain to continue and is likely to assume greater significance given the state of public finances so this strategy needs to ensure that any capital requirements identified through partnership work can be considered alongside other bids for capital funds. As Broadland enter into collaborative working with South Norfolk District Council opportunities may arise to work jointly on capital projects that will benefit both authorities. Managers of capital projects should encourage our partners to adopt or at least make reference to this Capital Strategy.

7. Equalities

Capital projects must give consideration to the Equalities Act 2010 and the Council's Single Equality Action Plan.

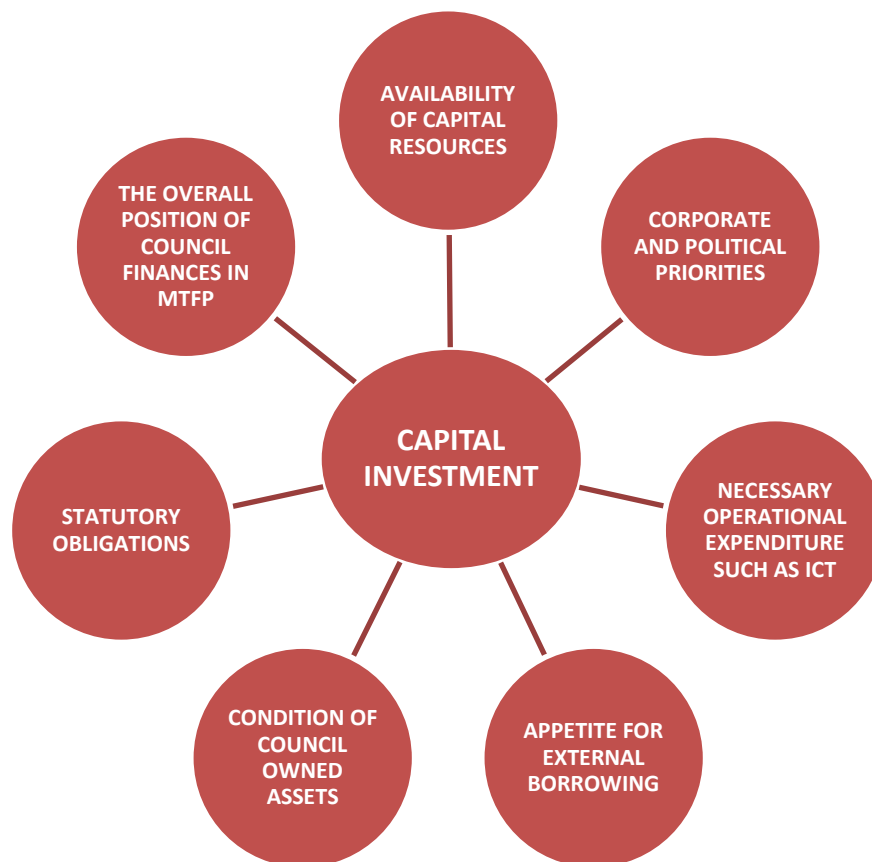
Promoting equality and diversity is vital for tackling discrimination and social exclusion. Broadland District Council can use its influence to help foster greater respect, understanding and a sense of fairness between people by promoting equality and diversity.

8. Future Investment in the Area

The Council is a member of the Greater Norwich Growth Board (GNGB). The GNGB area was awarded City Deal status. Expenditure, both capital and revenue, is directed by the Business Plan, reviewed and updated annually by the Board and supports the delivery of growth over the GNGB area which comprises Broadland, Norwich and South Norfolk Councils, Norfolk County Council and the Local Enterprise Partnership.

9. Development and Investment

The need for capital investment is driven by a number of factors both internal and external to the council. The diagram below illustrates a number of these.



It is also clear that there will be a requirement for some element of future growth, in particular to address shortages in affordable housing and infrastructure, supporting one of the councils' key principles above. Broadland has established a joint venture with Norfolk Property Services (NPS), Broadland Growth Ltd. This limited company vehicle enables the Council to progress its own major development and infrastructure projects.

Broadland Growth Ltd has already delivered one successful housing development project and will continue to investigate further suitable opportunities. There are likely to be a number of capital spending projects and we will need to consider whether our current spending plans can be amended to allow us to contribute to these major infrastructure initiatives. There are a number of ways in which capital funding can be utilised to support this. However, any growth needs to be sustainable in terms of the economy and the environment. In particular, any borrowing must have a clear repayment strategy (e.g. via Council Tax) and a budget to support debt management costs.

10. Governance and Project Management

Proposed capital projects must present a clear business case. Cabinet and Council will be the key governance decision-making bodies for the capital projects. Currently, the bodies illustrated below are presented with bids for funding, in the form of business plans, and subject to an option appraisal process to ensure that available funding is directed to the most effective projects. In some exceptional cases with regard to housing grants agreement by portfolio holder decision may be required; this may also be a more appropriate route for some other projects, This is relevant for cases with ring-fenced external funding and a purpose already within a departmental remit, such as grants received by a particular service tied to a commitment to spend on a specific project. Otherwise, business plans are subject to review by the relevant Council panel. All decisions will still be subject to procurement regulations in the Constitution.



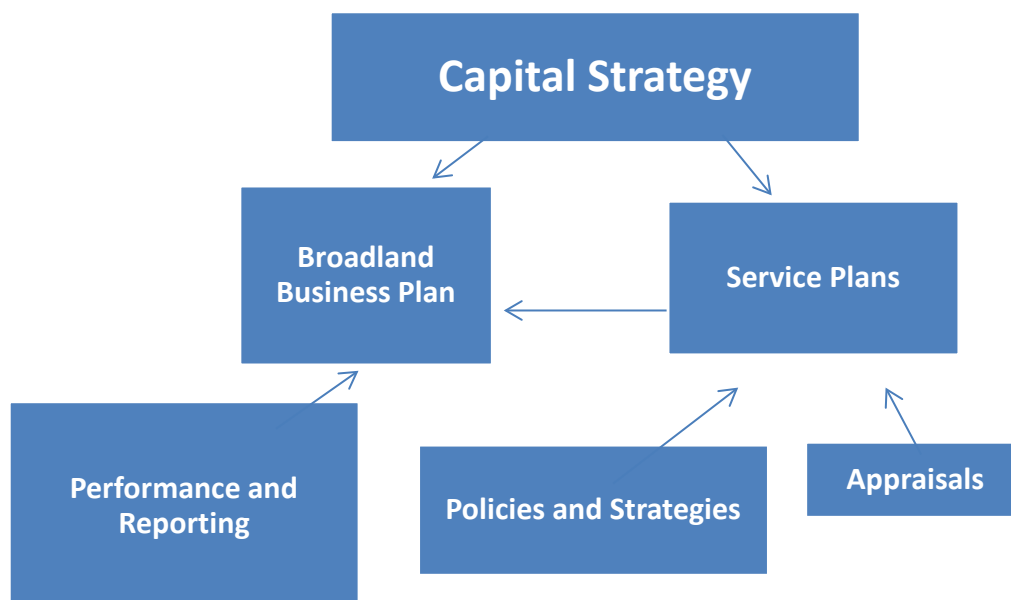
11. Risk Management

The Council's Risk Framework has been reviewed as part of an update to the Risk Strategy. As part of the project business case, large capital projects should be risk assessed. Any mitigation actions should be included in the project business case. With diversity of partnership working, including joint venture working as described above, local authorities' assessment of risk management becomes increasingly important. Risk is managed by use of Prudential Indicators that are calculated annually as part of the budget setting process and revisited at each year's actual outturn. Risk mainly centres on the decision around how much the council can afford to borrow; as this currently not applicable to Broadland, risks are mainly associated with actual performance against expected. Excessive costs incurred due to unforeseen circumstances and project slippage can lead to increased pressure on future year's budgets.

Smaller capital projects should be risk assessed and managed as part of managing service risks.

12. Performance Management

The Capital Strategy is one element of the Broadland Performance Management Framework (see illustration below). All capital projects should have performance management arrangements – such as reporting to Cabinet or Corporate Leadership Team on progress, monitoring, evaluation and identifying any problems incurred. They should also be included in service plans and where necessary the Broadland Business Plan.



13. Public Sector Finances

The continuing reductions in all sources of public sector funding will have a significant impact on our ability to finance capital projects in the short term. Any comprehensive spending review will set out any changes in local government funding that could set out strict limits on our ability to deliver new capital projects, especially via Council Tax funding.

14. Local Authority Borrowing

The authority's MTFP does not currently include a possible need to borrow in order to fund its capital programme; there is a small provision within the budget for debt costs; however, the most efficient way to borrow will be to fund expenditure from internal resources initially (i.e. with cash backed reserves such as the capital receipts reserve) and borrow if and when necessary. Broadland has a Capital Financing Requirement (CFR) determined by the theoretical amount of debt associated with finance leases. Any additional future debt costs if the need to borrow arose would have to consider the CFR when determining an appropriate liability benchmark.

15. Borrowing Powers

Local authorities have the power to borrow without restriction under the Prudential System – provided that they can prove that they can afford both the revenue implications of the capital projects undertaken and the costs of servicing and repaying the debt itself. Each authority must set Prudential Indicators each year, approved by Council, two of which state the maximum limits of operational and authorised external debt. Broadland District Councils have been set at £4m and £6m respectively (revised as per Treasury Management Strategy 2018), reflecting the agreed limits that the council would be prepared to fund individual or groups of projects to. If the authority decides to borrow to fund its capital programme, it will ensure that its debt indicators are not breached at any time.

In practical terms, the most cost effective way to borrow is from the Debt Management Office (the DMO). This is a central Government agency which offers loans at rates lower than those offered in the money markets through the Public Works Loan Board (the PWLB). Broadland District Council has registered to take advantage of the DMO's certainty rate discount, and will therefore be able to borrow at the lowest debt rates on offer. The authority will continue to identify reputable lenders who can offer the lowest rates.

The Council reviewed the new Municipal Bond Agency set up by local authorities and the LGA but are waiting to see if investing in the agency and/or applying for funding from the agency is appropriate for the Council's needs.

16. Treasury Management

Full details of the Treasury Strategy and Investment Strategy of the Council can be found in the full strategy documents. In brief, with regard to the decision making process, approximately half of the Council's short term surplus cash is managed by two Pooled Fund managers. The remainder of the available surplus cash is managed in-house as short-term investments, to accommodate operational cash

flow requirements. Broadland does not make commercial investments for income and the Prudential Code sets out clearly that the prime policy objective of a local authority's treasury management investment activities is the security of funds, and that a local authority should avoid exposing funds to unnecessary or unquantified risk, should be wary of taking out too much debt relative to net service expenditure and taking on debt to finance commercial investments.

Cabinet are responsible for the scrutiny of treasury management activity and practices; activity against the treasury strategy is reviewed midway through, and at the end of, each year. An outturn report on treasury activity is prepared for Cabinet after the financial year end.

The CIPFA Treasury Management Code requires the Head of Finance and Revenue Services to ensure that all members tasked with treasury management duties receive training to enable them to understand their roles and responsibilities. Officers conducting treasury duties are encouraged to attend workshops run by the Council's treasury management advisors (Link Asset Services).

17. Option Appraisal

The capital programme must be financed each year, drawing resources from capital receipts, earmarked reserves, external funding and direct revenue funding – i.e., drawn from the General Fund. As the levels of external funding and the reserves of capital receipts diminish, the proportion of expenditure that must be drawn from the General Fund will increase, and will need to be carefully managed.

To ensure the best use of resources, requests for schemes to be included on the capital programme will be subject to an option appraisal process. Each scheme will be judged against two primary criteria:

1. Does the scheme fulfil one or more of the aims of the Broadland Business Plan?
2. Would the scheme substantially reduce Broadland's revenue expenditure or bring in an income stream?

Proposed schemes will be considered to be bids for limited resources, and will be ranked in accordance with their score against the criteria. Schemes which are wholly or partly funded by external sources will be considered in the same way, with the reduced need for internal funding taken into account.

The major projects will be reviewed with the main criteria being set as "Funding a project using investment funding from the Council to generate revenue and enable the Council to keep control of its capital funding."

18. Conclusion

The themes running through the Capital strategy are caution, corporate focus and efficiency. Although Broadland remains in a good financial position, there are uncertainties in all sources of future funding. Careful allocation of resources will be needed to maintain the present financial health, and to ensure that the focus is on achieving the Council's corporate objectives.

COUNCIL TAX BASE 2019/2020 - SPECIAL ITEM AREAS

Parish Area	Tax Base	Parish Area	Tax Base
Acle	963.0	Heydon	52.0
Attlebridge	57.0	Honingham	151.0
Aylsham	2660.0	Horsford	1478.0
Beighton	175.0	Horsham & Newton St.Faiths	587.0
Blickling	48.0	Horstead with Stanninghall	381.0
Blofield	1407.0	Lingwood & Burlingham	894.0
Boaton	62.0	Marsham	229.0
Brampton	74.0	Morton on the Hill	38.0
Brandiston	34.0	Old Catton	2214.0
Brundall	1656.0	Oulton	83.0
Burgh & Tuttington	147.0	Postwick with Witton	170.0
Buxton with Lamas	588.0	Rackheath	689.0
Cantley	258.0	Reedham	438.0
Cawston	527.0	Reepham	950.0
Coltishall	600.0	Ringland	88.0
Drayton	1876.0	Salhouse	599.0
Felthorpe	265.0	South Walsham	343.0
Foulsham	330.0	Spixworth	1260.0
Freethorpe	323.0	Sprowston	5558.0
Frettenham	271.0	Stratton Strawless	205.0
Great & Little Plumstead	1355.0	Strumpshaw	264.0
Great Witchingham	238.0	Swannington (See note)	163.0
Guestwick	52.0	Taverham	3521.0
Hainford	371.0	Thorpe St Andrew	5148.0
Halvergate	217.0	Upton with Fishley	266.0
Haveringland	100.0	Weston Longville	140.0
Hellesdon	3708.0	Woodbastwick	169.0
Hemblington	143.0	Wood Dalling	92.0
Hevingham	429.0	Wroxham	797.0

Note :- The Council covers the parishes of Swannington, Alderford, and Little Witchingham.
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DISTRICT COUNCIL TAX 2019/2020 - SPECIAL ITEM AREAS

Parish Area	£	Parish Area	£
Acle	237.89	Heydon	198.06
Attlebridge	123.25	Honingham	177.43
Aylsham	276.38	Horsford	162.58
Beighton	161.10	Horsham & Newton St.Faiths	163.52
Blickling	141.97	Horstead with Stanninghall	181.51
Blofield	168.95	Lingwood & Burlingham	150.15
Booton	130.01	Marsham	165.05
Brampton	175.25	Morton on the Hill	132.32
Brandiston	137.32	Old Catton	206.77
Brundall	180.93	Oulton	153.67
Burgh & Tuttington	143.73	Postwick with Witton	166.73
Buxton with Lamas	173.46	Rackheath	182.10
Cantley	160.42	Reedham	154.96
Cawston	178.64	Reepham	204.81
Coltishall	177.81	Ringland	186.78
Drayton	224.32	Salhouse	166.22
Felthorpe	165.84	South Walsham	174.94
Foulsham	151.44	Spixworth	190.98
Freethorpe	157.19	Sprowston	238.15
Frettenham	152.20	Stratton Strawless	138.91
Great & Little Plumstead	152.84	Strumpshaw	149.35
Great Witchingham	178.33	Swannington (See note)	149.36
Guestwick	127.39	Taverham	190.36
Hainford	154.11	Thorpe St Andrew	206.93
Halvergate	161.48	Upton with Fishley	153.83
Haveringland	125.64	Weston Longville	160.43
Hellesdon	264.69	Woodbastwick	140.67
Hemblington	140.90	Wood Dalling	141.66
Hevingham	144.68	Wroxham	165.68

Note :- The Council covers the parishes of Swannington, Alderford, and Little Witchingham.

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

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DISTRICT COUNCIL TAX 2019/2020 - BY PROPERTY BAND

Property Band

Parish Area	A £	B £	C £	D £	E £	F £	G £	H £
Acle	158.59	185.03	211.46	237.89	290.75	343.62	396.48	475.78
Attlebridge	82.17	95.86	109.56	123.25	150.64	178.03	205.42	246.50
Aylsham	184.25	214.96	245.67	276.38	337.80	399.22	460.63	552.76
Beighton	107.40	125.30	143.20	161.10	196.90	232.70	268.50	322.20
Blickling	94.65	110.42	126.20	141.97	173.52	205.07	236.62	283.94
Blofield	112.63	131.41	150.18	168.95	206.49	244.04	281.58	337.90
Booton	86.67	101.12	115.56	130.01	158.90	187.79	216.68	260.02
Brampton	116.83	136.31	155.78	175.25	214.19	253.14	292.08	350.50
Brandiston	91.55	106.80	122.06	137.32	167.84	198.35	228.87	274.64
Brundall	120.62	140.72	160.83	180.93	221.14	261.34	301.55	361.86
Burgh & Tuttington	95.82	111.79	127.76	143.73	175.67	207.61	239.55	287.46
Buxton with Lamas	115.64	134.91	154.19	173.46	212.01	250.55	289.10	346.92
Cantley	106.95	124.77	142.60	160.42	196.07	231.72	267.37	320.84
Cawston	119.09	138.94	158.79	178.64	218.34	258.04	297.73	357.28
Coltishall	118.54	138.30	158.05	177.81	217.32	256.84	296.35	355.62
Drayton	149.55	174.47	199.40	224.32	274.17	324.02	373.87	448.64
Felthorpe	110.56	128.99	147.41	165.84	202.69	239.55	276.40	331.68
Foulsham	100.96	117.79	134.61	151.44	185.09	218.75	252.40	302.88
Freethorpe	104.79	122.26	139.72	157.19	192.12	227.05	261.98	314.38
Frettenham	101.47	118.38	135.29	152.20	186.02	219.84	253.67	304.40
Great & Little Plumstead	101.89	118.88	135.86	152.84	186.80	220.77	254.73	305.68
Great Witchingham	118.89	138.70	158.52	178.33	217.96	257.59	297.22	356.66
Guestwick	84.93	99.08	113.24	127.39	155.70	184.01	212.32	254.78
Hainford	102.74	119.86	136.99	154.11	188.36	222.60	256.85	308.22
Halvergate	107.65	125.60	143.54	161.48	197.36	233.25	269.13	322.96
Haverlingland	83.76	97.72	111.68	125.64	153.56	181.48	209.40	251.28
Hellesdon	176.46	205.87	235.28	264.69	323.51	382.33	441.15	529.38
Hemblington	93.93	109.59	125.24	140.90	172.21	203.52	234.83	281.80
Hevingham	96.45	112.53	128.60	144.68	176.83	208.98	241.13	289.36
Heydon	132.04	154.05	176.05	198.06	242.07	286.09	330.10	396.12
Honingham	118.29	138.00	157.72	177.43	216.86	256.29	295.72	354.86
Horsford	108.39	126.45	144.52	162.58	198.71	234.84	270.97	325.16
Horsham & Newton St.Faiths	109.01	127.18	145.35	163.52	199.86	236.20	272.53	327.04
Horstead with Stanninghall	121.01	141.17	161.34	181.51	221.85	262.18	302.52	363.02
Lingwood & Burlingham	100.10	116.78	133.47	150.15	183.52	216.88	250.25	300.30
Marsham	110.03	128.37	146.71	165.05	201.73	238.41	275.08	330.10
Morton on the Hill	88.21	102.92	117.62	132.32	161.72	191.13	220.53	264.64
Old Catton	137.85	160.82	183.80	206.77	252.72	298.67	344.62	413.54
Oulton	102.45	119.52	136.60	153.67	187.82	221.97	256.12	307.34
Postwick with Witton	111.15	129.68	148.20	166.73	203.78	240.83	277.88	333.46
Rackheath	121.40	141.63	161.87	182.10	222.57	263.03	303.50	364.20
Reedham	103.31	120.52	137.74	154.96	189.40	223.83	258.27	309.92
Reepham	136.54	159.30	182.05	204.81	250.32	295.84	341.35	409.62
Ringland	124.52	145.27	166.03	186.78	228.29	269.79	311.30	373.56
Salhouse	110.81	129.28	147.75	166.22	203.16	240.10	277.03	332.44
South Walsham	116.63	136.06	155.50	174.94	213.82	252.69	291.57	349.88
Spixworth	127.32	148.54	169.76	190.98	233.42	275.86	318.30	381.96
Sprowston	158.77	185.23	211.69	238.15	291.07	343.99	396.92	476.30
Stratton Strawless	92.61	108.04	123.48	138.91	169.78	200.65	231.52	277.82
Strumpshaw	99.57	116.16	132.76	149.35	182.54	215.73	248.92	298.70
Swannington (See note)	99.57	116.17	132.76	149.36	182.55	215.74	248.93	298.72
Taverham	126.91	148.06	169.21	190.36	232.66	274.96	317.27	380.72
Thorpe St Andrew	137.95	160.95	183.94	206.93	252.91	298.90	344.88	413.86
Upton with Fishley	102.55	119.65	136.74	153.83	188.01	222.20	256.38	307.66
Weston Longville	106.95	124.78	142.60	160.43	196.08	231.73	267.38	320.86
Woodbastwick	93.78	109.41	125.04	140.67	171.93	203.19	234.45	281.34
Wood Dalling	94.44	110.18	125.92	141.66	173.14	204.62	236.10	283.32
Wroxham	110.45	128.86	147.27	165.68	202.50	239.32	276.13	331.36
All Other Parishes	80.76	94.22	107.68	121.14	148.06	174.98	201.90	242.28

Note :- The Parish Council covers the parishes of Swannington, Alderford, and Little Witchingham.

being the amounts given by multiplying (as appropriate) the amounts at (f) or Appendix 2 by the number which, in proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular property band divided by the number which in that proportion is applicable to dwellings in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as amounts to be taken into account for the year in respect of categories of dwellings listed in 21-Feb-19

BROADLAND DISTRICT COUNCIL PROGRAMME OF MEETINGS – MAY 2019 TO MAY 2020

PUBLIC MEETINGS	Day & Time	May 2019	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan 2020	Feb	Mar	Apr	May
Appeals Panel – to be arranged as required														
Audit Committee	Thurs 10am		27	25						9		12		
Awards Panel Design Enhancement	Thurs 9am					5 & 19								
Cabinet	Tues 6pm		11	9	6	3	1 & 29	26		14	11	10	7	
Council (*Annual Meeting)	Tues or Thurs 7pm	23*		18		17		7	10		20	24		14*
Joint Scrutiny Committee – to be arranged as required														
Joint Statutory Officer Appeals Committee – to be arranged as required														
Joint Statutory Officer Hearing Committee – to be arranged as required														
Licensing & Regulatory Committee	Weds 9.30am		5	31		25		20		22		18		
Overview & Scrutiny Committee	Tues 10am		18		13		8		3	28		17		
Overview & Scrutiny Committee (pre Cabinet)	Tues 10am		4	2 & 30	27	24	22	19		7	4	3 & 31		
Performance Management Sub-Committee - to be arranged as required														
Planning Committee	Weds 9.30am		12	10	7	4	2 & 30	27		8	5	4	1	
Service Improvement & Efficiency Committee	Mon 10am		24			30			16			9		
Standards Committee – to be arranged as required														
NON PUBLIC MEETING														
Member Development Panel	Thurs 10am		20				17				13			

Meetings of the new portfolio holder panels will be added once they have been agreed at the Annual Meeting