



Rural Capital of Food

Agenda

Meeting name	Rural, Economic and Environmental Affairs Committee
Date	Wednesday, 30 August 2017
Start time	6.30 pm
Venue	Parkside Approach, Burton Street, Melton Mowbray, LE13 1GH
Other information	This meeting is open to the public

Members of the Rural, Economic and Environmental Affairs Committee are invited to attend the above meeting to consider the following items of business.

Edd de Coverly
Chief Executive

Membership

Councillors	M. Sheldon (Chair) T. Beaken G. Botterill M. Graham L. Higgins J. Simpson	E. Hutchison (Vice-Chair) M. Blase R. de Burle M. Glancy B. Rhodes
Substitutes	A. Freer-Jones J. Orson	J. Illingworth J. Wyatt

Quorum: 4 Councillors

Meeting enquiries	Jasmin Baum
Email	jbaum@melton.gov.uk
Agenda despatched	Tuesday, 22 August 2017

No.	Item	Page No.
1.	APOLOGIES FOR ABSENCE	
2.	MINUTES To confirm the minutes of the meeting held on 7 June 2017.	1 - 6
3.	DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting.	7 - 8
4.	RECOMMENDATIONS FROM OTHER COMMITTEES	
5.	UPDATE ON DECISIONS The Head of Communities and Neighbourhoods to submit an update on Decisions report.	9 - 12
6.	CORPORATE REVIEW OF CHARGES 2018-19 The Corporate Director to submit a report to provide information on the various fees and charges that are made by this committee and to recommend changes to these charges to operate from 1st April 2018.	13 - 24
7.	CAPITAL PROGRAMME MONITORING TO 31 JULY 2017 The Corporate Director to submit a report to update the Committee on the progress of schemes within the Capital Programme to 31 July 2017.	25 - 30
8.	BUDGET MONITORING APRIL TO JUNE 2017 The Corporate Director to submit a report to provide information on actual expenditure and income incurred on this Committee's services compared to the latest approved budget for the period 1st April 2017 to 30th June 2017.	31 - 38
9.	URGENT BUSINESS To consider any other items that the Chair considers urgent	

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RURAL, ECONOMIC & ENVIRONMENTAL AFFAIRS COMMITTEE

7 JUNE 2017

Present:

Councillors M. Sheldon (Chair), E. Hutchinson (Vice Chair),
M. Blase, G.E. Botterill, R.de Burle,
M.C.R Graham MBE, M. Glancy, J Simpson.

As Substitute:-

Councillor A. Freer-Jones for T. Beaken,
Councillor J.T. Orson for L. Higgins.

Chief Executive,
Head of Communities and Neighbourhoods,
Central Services Manager, Economic Development Officer,
Administrative Assistant for Communities and Neighbourhoods.

R1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Beaken, Councillor Higgins and Councillor Rhodes.

R2. MINUTES

The minutes of the meeting held on 8 March 2017 were confirmed and authorised to be signed by the Chair.

The Erratum to the minutes of 2 November 2016 and 11 January 2017 were confirmed.

At this point the Chair stated that Item 8 of the Agenda would move to Item 4 of this committee to allow the Chief Executive to leave the meeting after this item.

R3. DECLARATIONS OF INTEREST

Councillor Orson declared a personal interest in any item relating to the County Council by virtue of him being a County Councillor, however it was noted he is no longer on the Cabinet and is therefore not a decision maker.

R4. NAME OF COMMITTEE

The Chief Executive submitted a report to give Members an opportunity to consider the renaming of the Rural, Economic and Environmental Affairs Committee.

The Chief Executive gave an overview of the report bringing Members attention to 3.2 of the report; stating to better reflect the rurality of the Council and that rural services are delivered as business as usual it is suggested that the addition of "Rural" to the title of this committee is no longer relevant to the way the Council is operating and will continue to operate in the future. Other policy committees do deal with rural service issues therefore the amendment to the title of this Committee as well as giving clarity to the delegated authority and Terms of Reference of the policy committees will also help develop further inclusivity.

The Members attention was also brought to point 3 of Recommendation 2.2: to receive an annual report of the Chief Executive upon the rural matters affecting and the actions taken by the Council during the previous financial year. Noting 3.5 of the report; an "Annual Rural" report to Councils is becoming more common and has recently been praised by the Leicestershire Rural Partnership as an example of good practise in the way Councils can "rural proof" their service delivery which is in line with this Council's developing business as usual approach to its rural services.

The Chief Executive noted that part 3 of the Recommendation 2.2 should in fact be a received as a separate Recommendation 2.3.

Members stated that the new name and acronym for the Committee Economic and Environmental Affairs (EEA) was not appropriate and it was suggested that 'Melton' be added to create Melton Economic and Environmental Affairs (MEEA). All Members were in favour of this change and felt that this name would also create inclusivity.

The chair moved that Recommendations of the report be approved. All Councillors were in favour.

RESOLVED that

- (1) The Governance Committee be recommended that the Constitution set the name of this Committee as Melton Economic and Environmental Affairs Committee
- (2) The Governance Committee be recommended to consider amending that the Terms of Reference of the policy committees as follows:-
 1. Policy, Finance and Administration Committee have included new delegations as follows:-

To deal with all responsibilities within the remit of this Committee in accordance with the best interests of all local communities, including rural.

2. Community and Social Affairs Committee and those of this Committee as retitled be amended as follows: - To deal with all responsibilities within the remit of this Committee in accordance with the best interests of all local communities, including rural.

- (3) Receive an annual report of the Chief Executive upon the rural matters affecting and the actions taken by the Council during the previous financial year.

At this point the Chief Executive left the meeting.

R5. RECOMMENDATIONS FROM OTHER COMMITTEES

There were no recommendations from other committees.

R6. UPDATE ON DECISIONS

The Head of Communities and Neighbourhoods submitted an update on decisions report.

Members attention was brought to item 1 of the report noting the charges have started to be implemented with no negative impact caused, adding the '20 minute free parking' policy has received strong positive feedback.

A Member noted that this policy has been a success and felt the debate that took place regarding the charges at the previous meeting of this committee was one of the strongest he has been apart of.

A quick discussion took place regarding how well the council had done at calibrating the car park machines to work with the new one pound coins well ahead of the implementation.

RESOLVED that the Update on Decisions document be noted.

R7. DRAFT ECONOMIC DEVELOPMENT STRATEGY REFRESH

The Head of Communities & Neighbourhoods submitted a report seeking Members comments on the Draft Economic Development Strategy.

The Head of Communities and Neighbourhoods gave a brief introduction of the report noting this was a refresh of the 5 year document that was approved by this Committee.

The Economic Development Officer gave an overview of the report bringing Members attention to the 4 key areas set out in the table on page 2 of the report and focusing on the projections in future growth. Also noting an action plan update will be created in due course with the final strategy being brought to the 30 August meeting of this Committee.

A Member noted that they believed a more regular update of the action plan would be appreciated, to help give more certainty and clarity as to where this stands. The Head of Communities and Neighbourhoods and the Economic Development Officer noted they will now bring back 6 monthly action plan updates.

A discussion was had regarding what was most needed in the Borough to help bring in more business with a suggestion being that incubator units could be vital to helping small businesses starting and to grow. The Head of Communities and Neighbourhoods noted that the Council will be looking into these suggested developments and ideally a direct intervention in the town centre would be ideal to help bring businesses in.

A Member enquired as to whether the stated percentage of 29.6% of the working age population had NVQ level 4 or above qualifications was low and as to whether the priority is still to make sure the average percent has Level 2 and above in English and Mathematics. The Economic Development Officer noted that yes this is low in comparison to Leicester and Leicestershire which was 34.5% and that yes the average target is still to have Level 2 and above for English and Mathematics. The Head of Communities and Neighbourhoods noted Melton has both people with low and high level qualifications and that a comprehensive place profile will be brought back to this Committee late this year.

A brief discussion was had regarding the advertisement and profile of this consultation noting that it needs a positive lift with the suggestion of a press release for the website and newspapers. A Member noted that the use of social media sites such a Facebook will help to bring more attention. Both the Head of Communities and Neighbourhoods and the Economic Development Officer noted that they will create a plan to help implement this.

The chair moved that Recommendation 2.1 of the report be approved. All Councillors were in favour.

RESOLVED that Members made comments and approved the draft Economic Development Strategy (Appendix A), for consultation with a view to bringing back a final version to this Committee in August 2017.

R8. MELTON TOWN CENTRE AUDIT REPORT

The Head of Central Services to submit a report providing Members with information on a recent access audit of Melton Town Centre with the view of producing a prioritised action plan of the issues which were identified.

The Head of Communities and Neighbourhoods presented an overview of the report bringing Members attention to 3.3 Equalities Steering Group (ESG) felt that a more in-depth assessment of the town centre was required in order to make an informed decision. As a result, the Centre for Accessible Environments (CAE) was commissioned to undertake the access audit. This access audit took place in July 2016 and a detailed report of the auditor's findings was produced, the most up to date list of these actions was attached at Appendix A.

Members attention was brought to recommendation 2.1.(ii) of the report; asking Members to agree that further work be carried out to produce a prioritised action plan action plan to be submitted back to this committee at a later date.

A Member noted that the council should proceed with sorting the 'easily' fixed issues i.e. trimming trees and to then bring only the more difficult issues back in the action plan. All Members were in favour of this.

A Discussion took place advising that this item should be recommended to the Town Area Committee for consultation and then brought back to this Committee. This was agreed with by the Town Area Committee (TAC) and all Members.

The Head of Communities and Neighbourhoods agreed that whilst this is being recommended to the (TAC) for consultation, the Council will proceed with the 'easily fixed' issues in consultation with the Chair and will bring a report back to this Committee with updates.

The chair moved that the Recommendations of the report with the addition of the recommendation of this item to the (TAC) be approved. All Councillors were in favour.

RESOLVED that

- (1) Members took note of the findings of the report.
- (2) Members agreed that further work be carried out to produce a prioritised action plan; this will be taken to the Town Area Committee for consultation and an updated plan be submitted back to the committee at a later date.

R9. URGENT BUSINESS

There was no urgent business.

The meeting that started at 6:30pm finished at 7:00pm

Chairman

Advice on Members' Interests

COUNCIL MEETINGS - COMMITTEE MINUTES : DECLARATION OF INTERESTS

Interests need not be declared at Full Council in relation to Committee Minutes which do not become the subject of debate at Full Council (i.e. Minutes referred to solely on a page by page basis when working through the Minutes of each Committee.)

An interest must be declared at Full Council as soon as it becomes apparent that a relevant Committee Minute is to be debated – this applies even if an interest has been declared at Committee and is recorded in the Minutes of that Committee.

PERSONAL AND NON-PECUNIARY INTERESTS

If the issue being discussed affects you, your family or a close associate more than other people in the area, you have a personal and non-pecuniary interest. You also have a personal interest if the issue relates to an interest you must register under paragraph 9 of the Members' Code of Conduct.

You must state that you have a personal and non-pecuniary interest and the nature of your interest. You may stay, take part and vote in the meeting.

PERSONAL AND PECUNIARY INTERESTS

If a member of the public, who knows all the relevant facts, would view your personal interest in the issue being discussed to be so great that it is likely to prejudice your judgement of the public interest and it affects your or the other person or bodies' financial position or relates to any approval, consent, licence, permission or registration then **you must state that you have a pecuniary interest, the nature of the interest and you must leave the room***. You must not seek improperly to influence a decision on that matter unless you have previously obtained a dispensation from the Authority's Governance Committee.

DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS

If you are present at any meeting of the Council and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, if the interest is not already registered, you must disclose the interest to the meeting. You must not participate in the discussion or the vote and you must leave the room.

You may not attend a meeting or stay in the room as either an Observer Councillor or *Ward Councillor or as a member of the public if you have a pecuniary or disclosable pecuniary interest*.

BIAS

If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias) then you should not take part in the decision-making process; you should leave the room. **You should state that your position in this matter prohibits you from taking part.** You may request permission of the Chair to address the meeting prior to leaving the room. The Chair will need to assess whether you have a useful contribution to make or whether complying with this request would prejudice the proceedings. A personal, pecuniary or disclosable pecuniary interest will take precedence over bias.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you are aware of the issue being discussed.*

*There are some exceptions – please refer to paragraphs 13(2) and 13(3) of the Code of Conduct

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AGENDA ITEM 5

RURAL, ECONOMIC AND ENVIRONMENTAL AFFAIRS COMMITTEE 30th August 2017 UPDATE ON DECISIONS

Item No.	Agenda Item or Minute Number	Decision	REEA Date	Lead Officer	Update
1	R22.CORPORATE REVIEW OF CHARGES 2017-18	<p><u>RESOLVED</u></p> <p>Officers to review the current 'free' charges relating to the car parks and bring a report back to this committee in 2017</p>	31/08/16	HR	To be considered as part of other Car Parking Strategy initiatives and annual report to members of this committee in 2017, originally programmed for June 2017- This project has been delayed to recent capacity issues in the section and will be presented to members later this year. Fees and charges presented to this committee meeting.
2	R4. <u>NAME OF COMMITTEE</u>	<p><u>RESOLVED</u></p> <p>The Governance Committee be recommended that the Constitution set the name of this Committee as Melton Economic and Environmental Affairs Committee</p>	7/06/17	HR	This item following Full Council approval is being considered at the next Governance Committee, in order to make the necessary changes to the constitution.

Item No.	Agenda Item or Minute Number	Decision	REEA Date	Lead Officer	Update
3	R7. <u>DRAFT ECONOMIC DEVELOPMENT STRATEGY REFRESH</u>	<u>RESOLVED</u> That Members made comments and approved the draft Economic Development Strategy (Appendix A), for consultation with a view to bringing back a final version to this Committee in August 2017	7/06/17	HR	Comments have been incorporated into refresh; however, awaiting further economic profile data and consideration by the Economic Board before formal approval is sought from this committee programmed for 1 November 2017.
4	R8. <u>MELTON TOWN CENTRE AUDIT REPORT</u>	<u>RESOLVED</u> Members agreed that further work be carried out to produce a prioritised action plan; this will be taken to the Town Area Committee for consultation and an updated plan be submitted back to the committee at a later date.	7/06/17	HR	Priorities action plan in development, as per committee resolution 'quick wins' tasks are being implemented and carried out.

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Key to Officers

MT	Management Team
KA	Strategic Director (KA)
DG	Corporate Director
HR	Head of Communities and Neighbourhoods
JW	Head of Regulatory Services

VW

Solicitor to the Council

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RURAL ECONOMIC & ENVIRONMENTAL AFFAIRS COMMITTEE

30th August 2017

REPORT OF CORPORATE DIRECTOR

A CORPORATE REVIEW OF CHARGES 2018-19

1.0 PURPOSE OF REPORT

- 1.1 To provide information on the various fees and charges that are made by this committee.
- 1.2 To recommend changes to these charges to operate from 1st April 2018.

2.0 RECOMMENDATIONS

- 2.1 **That the committee determines the level of charges for 2018-19 for each of the services set out in the attached table to operate from 1st April 2018.**

3.0 BACKGROUND

All charges

- 3.1 As set out in the constitution only new proposed charges or charges that were proposed to be increased above or below inflation are considered by members. As such statutory charges have not been included within the report for consideration by members. Those that are increased in line with inflation are approved by the Corporate Director under delegated authority.
- 3.2 Appendix A shows the proposed charges for services that fall outside delegated authority. The table also summarises the financial objective of the current charging policy, the existing charges, the current level of any subsidy and the reason for the recommended charge.
- 3.3 There is a charging policy included in the MTFs; this should be used as a guideline when setting fees and charges.
- 3.4 As part of the review process managers are asked to complete a "review of charges form for 18-19" for each distinct charging area. The aim of this process is to gather background information to the charges being reviewed. A set of completed forms are held electronically and can be viewed at the meeting.
- 3.5 For information Appendix B shows the list of services that are currently provided free of charge, this is due to a number of reasons such as information being provided as a result of Freedom of Information requests, information being accessible via the website or there being limited demand.

Building Control

- 3.6.1 As previously approved by the REEA Committee, delegated authority has been given to the Head of Regulatory Services to deviate from the standard Building Control fees. In accordance with the Building (Local Authority Charges) Regulations 2010; certain fees can be assessed on an individual job by job basis based on the level of risk of non-compliance of the Building Regulations.
- 3.6.2 The Building (Local Authority Charges) Regulation 2010 requires that building regulation charges relate to the costs of carrying out the building regulations chargeable service.

The CIPFA guidance on the Charges Regulations 2010 states that Local Authorities are to calculate charges to achieve full cost recovery by relating the hourly charge of Local Authority building control officers to the time spent carrying out their *chargeable* building control regulation functions and advice. The Regulations also require the chargeable functions to break even over a reasonable period of time, normally three years. Currently, the chargeable function rolling three year position is a small surplus of £7,882. Therefore it has been recommended that the hourly figure remains at its current level of £73.32.

3.7 New Charges

3.7.1 Contained in Appendix A are some new charges to be introduced from 2018/19. The new charges include three within the Environmental Health service. Due to changes in the Environmental Code of Practice, the council is now able to charge to re-visit premises that wish to improve on food hygiene scores. It is soon to become mandatory to display the food hygiene score of a premise, it is therefore anticipated that more re-visit requests will be received. The remaining two new charges are due to a new Public Space Protection Order being adopted, it enables the council to charge the new penalties. It is difficult to predict the impact that the new charges will have on demand of the services.

3.8 Licensing – Hackney Carriage / Private Hire

3.8.1 The Head of Regulatory Services will provide a separate report on hackney carriage/private hire fees and charges later in the year once the time analysis has been completed.

3.9 Car Parks and Bus Station

3.9.1 The car parking charges are recommended to remain unchanged pending the next strategic review of the Car Park and Bus Station service, which is due to begin 2018-19 for implementation 2019-20.

3.10 Cattle Market

3.10.1 The car parking charges at the Cattle Market will be reviewed in line with the Car Park Strategy, as 3.9.1 refers.

3.11 Control of Pests

3.11.1 The Control of Pests service to external customers is expected to go forward as a disinvestment in October 2017; therefore no changes have been included for this service.

4.0 POLICY & CORPORATE IMPLICATIONS

4.1 The fees and charges set out in this report are the ones that do not meet the charging policy set in line with corporate and service objectives; these vary according to the service provided. More detailed explanations on each service's corporate implications can be found on the forms available at the meeting.

5.0 FINANCIAL & OTHER RESOURCE IMPLICATIONS

5.1 Financial and resource implications have been addressed within paragraph 3. Once approved, these charges will be built into the 2018-19 revenue budget process.

5.2 Some services include chargeable and non chargeable elements. In line with the charging policy, the best estimate of under/over recovery of costs is included in Appendix A. Members may wish to review whether it is appropriate for those services receiving a subsidy to continue to do so.

5.3 Local Government funding continues to be reviewed and there is great uncertainty surrounding funding in later years although almost certainly will be reduced. This is reflected in the Council's MTFs and places a greater onus on the Council to seek to maximise its income from other sources.

6.0 LEGAL IMPLICATIONS/POWERS

6.1 Local Authorities have certain limited freedoms to charge for discretionary services under the Local Government Act 2003. Where appropriate any other relevant legislation is noted within the Appendix A to this report.

7.0 COMMUNITY SAFETY

7.1 There are no direct links to community safety arising from this report.

8.0 EQUALITIES

8.1 An equalities impact assessment (EIA) has been completed for the charging policy previously agreed by PFA. The EIA has been reviewed in conjunction with the updated charging policy. The main implication arising is the need for service areas to undertake their own EIA for the charges they are responsible for to ensure the appropriate equalities considerations have been taken into account when setting the fees and charges

9.0 RISKS

9.1 A possible risk to the Council is that budgeted revenue income may not be achieved if services are not taken up due to any charges increase. Income budgets are regularly monitored and where a downturn in demand is identified appropriate action is taken.

10.0 CLIMATE CHANGE

10.1 There are no climate change issues directly arising from this report.

11.0 CONSULTATION

11.1 Budget Holders carried out the review with the assistance of the Service Accountant as required with reference to current budget monitoring protocols.

12.0 WARDS AFFECTED

12.1 All wards are affected.

Contact Officer: Emma Peters

Date: 7th August 2017

Appendices: Appendix A – Review of Fees and Charges
Appendix B – Services provided free of charge

Background Papers: Forms for the Review of Charges
Charging Policy

Reference: X:\Cttee, Council & Sub Cttees\Rural Economic & Environmental Affairs
Committee\2017-18\300817\Review of Charges 2018-19

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REVIEW OF CHARGES

CHARGES CONTROLLABLE BY MBC

Service Provided	Financial Objectives of Charging Policy	Existing Charge	Effective Date of Last Increase	Annual Income	Annual Usage	Concessions	Net cost/ (surplus) to MBC	Recommended Charge 2018/19	Reason for Recommendation	Additional Income
Environmental Health (005)										
Housing Act Notice - Service	Full Cost Recovery	£300 (legal maximum)	1st April 2011	£0	0	None		£300 (legal maximum)	Legal Maximum	£0
Work in default- for individuals	Full Cost Recovery	25% of the cost of works (up to the maximum value of cost recovery)	1st April 2014	£0	0	None		Full hourly rate of Officers involvement	Recovery of costs	£0
Work in default- for multi client	Full cost recovery	£58.50 plus 25% on costs	1st April 2014	£0	0	None		£64	Recovery of costs	£0
Private Water Regulations 2009:		sliding scale up to a maximum of:								
Risk assessment		£500	1st April 2011			None		£500		
Sampling (each visit)		£100	1st April 2011			None		£100		
Investigation (each)		£100	1st April 2011			None		£100		£0
Granting an authorisation (each)	Full Cost Recovery	£100	1st April 2011	£1,269	4	None		£100	Legal Maximum	
Analysing sample (regulation 10)		£25	1st April 2011			None		£25		
Analysing sample (check monitoring)		£100	1st April 2011			None		£100		
Analysing sample (audit monitoring)		£500	1st April 2011			None		£500		
Collection of stray dog	Full Cost Recovery	£62	1st April 2017			None		£25		£0
					20				Fixed under new dog collections contract	
Kennelling fees	Full Cost Recovery	£8 +VAT per day per dog + heating as required £1 per day	1st April 2017	£2,514		None		Variable	Fixed under new dog collections contract	£0
					56					
Revisit of food hygiene score	Commercial charges	N/A	N/A	N/A	Unknown	None		£150.00	Food hygiene ratings are to be mandatory - expected low raters will re-apply for new rating. It expected that a revisit will take about 3 hours at £50 per hour to re-inspect and issue the rating.	£0
							£217,571 - for whole service			
Fixed Penalty Notices: Dog Fouling	Commercial charges	N/A	N/A	N/A	Unknown	Reduction if paid promptly		£75.00	New initiative to reduce fouling - due to new Public Space Protection Order, at a level that has been set as one judged suitable as a deterrent whilst not so high that there will be strong resistance to pay	£0

Fly Tipping	Commercial charges	N/A	N/A	N/A	Unknown	Reduction if paid promptly		£75.00	New initiative to reduce fly tipping - due to new Public Space Protection Order, at a level that has been set as one judged suitable as a deterrent whilst not so high that there will be strong resistance to pay	£0	
Pest Control (015)											
Rat Treatments (Domestic)	Commercial Charges	£40.00 per treatment	1st April 2017						£40.00 per treatment		
Rat Treatments (Business)	Commercial Charges	£80.00 per treatment	1st April 2017		40	50% discount to recipients of income related benefit			£80.00 per treatment	£0	
Mice Treatments (Business)	Commercial Charges	£100.00 per treatment	1st April 2017		20				£100.00 per treatment		
Insect Treatments (Domestic)	Commercial Charges	£65.00 per treatment	1st April 2017		95				£65.00 per treatment		
Insect Treatments (Business)	Commercial Charges	£65.00 per treatment	1st April 2017						£65.00 per treatment		
Call out charge - where service is requested by customer but not required following site visit		One third of relevant above cost	1st April 2017		0	None	£56,960 - for whole service			£0	
Commercial - Advice only	Commercial Charges	£25.00 per query	1st April 2017		4	None			£25.00 per query	£0	
Mice Treatments (Domestic)	Commercial Charges	£56.00 + VAT	1st April 2017		17	50% discount - income related benefit			£56.00	£0	
STW Sewer treatment	Commercial charges	£2520 + VAT	1st April 2016	£2,520	1	None			£2520 + VAT	£0	
Waste Management (050)											
Bulky Waste Collection - Refunds	Commercial charges	N/A	N/A	£0	0	None			Sliding Scale: 3 Working Days Notice = 100% Refund 2 Working Days Notice = 50% Refund Less than 2 working days notice = 0% Refund	£0	
Car Parks and Bus Station (120)											
Town centre short-stay car parks - including Bank holidays & Disabled Drivers:											
Up to 20 mins	Commercial Charges	Wed-Mon Free	Tues 20p	1st April 2016	30,719	Free for disabled badge holders			Wed-Mon Free	Tues 20p	£0
Up to 1 Hour		80p	£1.30	1st April 2016	188,405				80p	£1.30	£0
Up to 2 hours		£1.60	£2.50	1st April 2016	153,865				£1.60	£2.50	£0
Up to 3 Hours		£2.60	£3.70	1st April 2016	35,747				£2.60	£3.70	£0
Town rim long-stay car parks - including Bank holidays & Disabled Drivers:					£546,451						£0
Up to 3 Hours	Commercial Charges	Wed-Mon £1.50	Tues £3.00	1st April 2016	59,531	Free for disabled badge holders	-£251,221 - for whole service			£1.50	£0
All Day ticket	Commercial charges	£3.50	£4.00	1st April 2016	21,114					£3.50	£0
Weekly ticket	Commercial charges		£12.00	1st April 2016	1,073					£7.00	£0
Season tickets	Commercial charges	£390 full, £220 half year		1st April 2016	£6,297				£390 full, £220 half year		£0
Coaches (Wilton Road)			£0		£0					£0	£0
Cattle Market (300)											
Car parking (inc VAT)	Commercial charges	Tuesdays and other market days £3.50, Fridays free	1st April 2016			None			Tuesdays and other market days £3.50, Fridays free		£0
Season ticket holders	Commercial charges	£70.00	1st April 2016	£32,806		None	-£26,928 for whole service		£70.00		£0

Permits (13 visits per year)	Commercial charges	£17.50	1st April 2016			None		£17.50	strategic review.	£0
Building Control (355) Local Authority Building Regulation charges which include plan submission, Building Notice applications, inspection charges, Regularisation applications	Full Cost Recovery	£73.32 per hour	1st April 2017	£139,641	457	Disabled customers - no charge		£73.32 per hour		£0
Street Naming & Numbering	Commercial charges	Variable scale depending on requirements	1st April 2017	£1,655	167 Properties	None	£25,803 for whole service	Variable scale depending on requirements		£0
Demolition Applications	Commercial charges	£73.32 per hour	1st April 2017	£0	11	None		£73.32 per hour		£0
Clerks of Works' service for Council properties	Commercial charges	£73.32 per hour	1st April 2017	£7,547	1	None		£73.32 per hour		£0
Industrial Estates (570) Letting/Rental on the Snow Hill Industrial Estate	Commercial charges and full cost recovery	Variable: based on market value of unit at last review	Upon expiry of or review of lease	£ 128,267	20 units	None	-£8,788 (for whole service)	Variable: based on market value of unit at last review	Rentals are market driven	£0
Licensing (588) Licensing of houses in multiple occupation	Full Cost Recovery	£450	1st April 2007	£2,250	5	None		£450	We set them locally, but it is based on cost recovery. The cost was calculated in first year and taken to Committee to approve. It is not a fee that can just be increased by inflation on an annual basis.	£0
Hackney Carriage/Private Hire Drivers		£318.00	1st April 2017	£8,533	81	None				
Vehicles		£104.00	1st April 2017	£18,079	79	25% on certain vehicles	£142,497 - for whole service			
Private Hire Operators		£845.00	1st April 2017	£1,146	10					
Transfer fees:			1st April 2017							
Drivers		£286.00	1st April 2017		63	None				
Vehicles		£94.00	1st April 2017		52	None				
Private Hire Operators	Full Cost Recovery	£760.00	1st April 2017		3	None		Awaiting time analysis before setting charges	To bring more in line with cost recovery	£0
Private Hire Door Signs		£17.00	1st April 2017			None				
Private Hire Door Signs (Magnetic)		£22.00	1st April 2017		40	None				
Additional Plates		£17.00	1st April 2017			None				
Replacement badge		£15.50	1st April 2017		80	None				
Replacement paper licence		£7.00	1st April 2017			None				

REEA Service currently provided free of charge

Environmental Health	
Food Safety – Registration Charge	Legal requirement to register – no power to charge
Contaminated Land Enquiry	No charge under Environmental Information Regulations
Copy of List of Authorised Processes	Public Register –therefore no charge
Copy of Public Register/Premises File	Public Register –therefore no charge
Disclosure of Relevant Information	No charge under Environmental Information Regulations
Requests for Advice	Free advice prevents problems further down the line, so seen as beneficial (and potentially time saving).

Car Parking	
Coach/Bus parking for tourist buses and school buses	<p>When this was previously investigated it was discovered that Melton Mowbray attracts many tourist coaches because of its policy for not charging, tour operators build this into their viability. In the past it has been recognised how this free coach parking helps to support the viability of the town –however it is an area that could be re-visited, other holiday/ tourist destinations have different policies on charging for coaches.</p> <p>Local buses and school buses could also be charged – however there is a risk that bus companies will reduce the number of journeys they make.</p> <p>All car park charges need to strike a balance between paying for services provided and not deterring visitors and the local community from using the car parks. Council policies towards charging for Pay & Display vary considerably across the country.</p>
Resident car parking in housing car parks	There are certain resident car parks on edge of town locations, Saxby Rd for example that are used by commuters during the day, this car park alone could generate an additional £8-10k per annum if there was a residents permit scheme introduced for night time – say 6pm -8am and the car park was Pay & Display outside of these hours, however resident car park schemes have been unpopular because they involve quite a high level of administration for a low return, parking permits typically costing in the region of £50-£75 per annum.
Car parking charges on Sundays	Shops and services operate on Sundays and also events, there is an opportunity to introduce a charge for Sunday parking. However this has been not introduced previously as it is unpopular with visitors, residents, traders and church goers.
Car parking charges between 6pm and 7:30am	The council has been trying to build up the evening economy introducing charges for the evening would impact adversely on this. Charnwood BC have charges for Sunday and evenings 60p, some other local Councils do not charge at these times.
Car parking charges for Blue Badge holders	It was previously decided, by Members, not to charge Blue Badge holders. MBC, have in the past, made a

	charge to Blue Badge Holders and we had some ticket machines set at a low level so people could access machines from a wheelchair. The Blue Badge system has had some bad press suggesting that there is insufficient monitoring on use of blue badges by people without access issues.
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Licensing	
Charitable collection permits	Seen as charitable service and therefore not appropriate to charge

Waste Management	
Bin replacement – damaged/stolen	It is thought that we should not penalise (charge) customers who have bins stolen and many are (due to being over 10 years old) becoming brittle/wheels and bearing wearing out, lids falling off, all this due to age, being very easy to get damaged through no fault of the customer .
Delivery of household bins	MBC have not charged for delivery of bins if stolen or damaged outside of the customers control, the current replacement cost if the customer is to blame for the requirement of needing a new one (£35 covers the cost of the new bin and the delivery charge).
Free recycling collections – Schools Only	This was originally to encourage recycling and offset the costs applied in recent years to schools for having refuse collected, also a government best practise at the time. It could be introduced as a bin tag system similar to that used for refuse at the same rate as we charge for refuse bin tags, however it is believed that schools we have now will object by leaving our bin tag scheme for the refuse and a loss of recycling income would be experienced by MBC.
Additional recycling bins	We have always provided as much capacity as is needed for domestic customers to recycle, it is expected that residents would not pay more to recycle, they may transfer excess recycling into the (free of a direct charge) black bin.
Collection of large quantities of cardboard	This is free in line with other free services to encourage recycling. It is thought that introducing a charge may increase fly tipping and raise questions about cardboard having a value. This may lead to public clarity that recycling although good for the environment, costs them and the council money, whilst currently appearing to benefit the commercial recycling companies financially.
Abandoned Vehicles	The council have a statutory duty to remove abandoned vehicles and under the Clean Neighbourhood Act 2005 FPNs can be issued (£200) for abandoned vehicle offences. However dealing with such vehicles is an extensive process involving inspections, DVLA audit requirements, administration and with incidents increasing five fold since 2015 dealing with them to the point of removal alone has stretched resources to the maximum .

	<p>Most DVLA registered keeper details are invalid as the keeper has either moved address or sold the car and not informed the DVLA, which therefore makes it both lengthy and extremely difficult to issue a FPN to the perpetrators.</p>
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RURAL, ECONOMIC & ENVIRONMENTAL AFFAIRS COMMITTEE

30 AUGUST 2017

REPORT OF CORPORATE DIRECTOR

CAPITAL PROGRAMME MONITORING TO 31 JULY 2017

1.0 PURPOSE OF THE REPORT

1.1 To update the Committee on the progress of schemes within the Capital Programme to 31 July 2017.

2.0 RECOMMENDATIONS

2.1 **Members note the progress made on each capital scheme and that the capital programme will be amended as part of the budget setting process as outlined in section 5.2;**

2.2 **Members recommend to the Council's Policy, Finance and Administration Committee that the Cattle Market Phase 1 capital programme is increased by up to an additional £15k as section 5.2 refers; and**

2.3 **Members recommend to the Council's Policy, Finance and Administration Committee that the financing for the Cattle Market Wash Down Area is adjusted to take into account the contributions from Gillstream Markets as section 5.2 refers.**

3.0 KEY ISSUES

3.1 Under the Capital Programme Project Appraisal System, monitoring of actual capital expenditure against authorised expenditure is undertaken on a regular basis and reported to the Management Team in its capacity as the Council's Programme Board. Appendix A gives details of the spending against budget for all schemes within this Committee up to 31 July which is the latest available information at the agenda date.

4.0 POLICY AND CORPORATE IMPLICATIONS

4.1 Policy and corporate implications were addressed in setting the current year's budget. There are no further policy and corporate implications arising from this report.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

5.1 The financial implications for each scheme are as set out in Appendix A

5.2 The overall position for all capital schemes falling within this Committee is as set out below.

Capital Schemes	Allocated Funding 2017/18 Budget	Authorised Funding 2017/18 (Business Case Approved)	Actual Expenditure to 31 Jul 2017	Year End Forecast	Year End Variance Underspend (-)
	£000	£000	£000	£000	£000
General Expenses	1,147	1,054	821	1,052	-95

The forecast for two of the schemes is in line with the budget with the schemes progressing. For the remaining schemes:

- Cattle Market Improvements to Access – This project is now complete with costs lower than budgeted for. The remaining budget within the capital programme of £10k can be removed when the capital programme is reviewed as part of the budget setting process later in the year;
- EMT Vehicle/Frontline Service Machine Replacement – the £15k within the 2017/18 capital programme is for the replacement of a ride on mower. However, the need to purchase a Ransom Parkway, which is a larger triple cylinder mower, instead of the ride on mower has been identified which is at a higher cost than the associated budget. It is therefore proposed that the budget in 2017/18 is moved into 2018/19 as part of the budget setting process later in the year to help fund this. It should be noted that this is a slight variation on the original project mandate. A full business case will be brought to back to the Committee at the appropriate time;
- Snow Hill Industrial Units Roofing Works – The roofing issues have been investigated and it has been determined that the frequency of the incidents of the problem is not sufficient to justify high cost remedial works. The budget can therefore be removed as part of the budget setting process later in the year. The issues will be monitored and a mandate will be brought back to Committee should any works be required. It should also be noted that the industrial units have reached the age where other capital works will soon be required. Project mandates will be brought to future Committees as these works fall due.
- Cattle Market Phase 1 – The project is now mainly complete with the final invoices received in August. Further works are required to the lower car park with an anticipated cost of up to £30k. Therefore there is the need to request that the overall programme is increased by up to an additional £15k. However, in terms of the overall scheme this will be funded from the additional contributions received from the Market Partners. As regards the overall funding from capital receipts, for the total project this will be slightly less than approved by Members at the beginning of the project. These works will be subject to planning permission and will enable the overspill car park at the North to be relocated to the southern section in order to free up the Northern section for consideration of disposal.
- Cattle Market Wash Down Area – Works are complete. The original budget was based on an estimate from the contractors for the main cattle market re-development project but a local contractor was able to undertake the works at a significantly reduced sum. It is therefore requested that the budget is reduced accordingly as part of the budget setting process later in the year. £3.8k of contributions towards the project have been received from Gillstream Markets and it is therefore requested that the financing is updated to take this into account thus reducing the contribution from capital receipts.

6.0 LEGAL IMPLICATIONS

- 6.1 Legal implications/powers were addressed in setting the current year's programme. There are no further legal implications arising from this report.

7.0 COMMUNITY SAFETY

- 7.1 Individual schemes could have links to community safety issues. These should be covered in any associated reports and forms linked to those schemes as they progress through the decision making process.

8.0 EQUALITIES

- 8.1 Individual schemes could have links to equalities issues. These should be covered in any associated reports and forms linked to those schemes as they progress through the decision making process.

9.0 RISKS

9.1 These should be covered in any associated reports and forms linked to those schemes as they progress through the decision making process.

10.0 CLIMATE CHANGE

10.1 Individual schemes could have links to climate change issues. These should be covered in any associated reports and forms linked to those schemes as they progress through the decision making process.

11.0 CONSULTATION

11.1 Consultation takes place between project managers and the Financial Accountant to determine the information included in Appendix A. Reports are also prepared on a quarterly basis for the Programme Board.

12.0 WARDS AFFECTED

12.1 To varying degrees all wards are affected by capital schemes within this Committee

Contact Officer	Natasha Bailey
Date:	10 August 2017
Appendices:	Appendix A – Capital Programme Progress Report – Jul 2017
Background Papers:	Oracle Financial Reports Budget Holder Comments on Performance
Reference:	X: Ctte,Council & SubCttes/REEA/2017-18/30-8-17/DG-Capital Prog. Monitoring- Jul 2017

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CAPITAL PROGRAMME 2017/18 PROGRESS REPORT - JULY 2017

APPENDIX A

	Grant Funded	Business Case Approved	Budget for Year	Actual April 17 to July 17	Forecast	Variance (-) = Underspend	Project Manager	Comments
	Y/N	Y/N	£000	£000	£000	£000		
General Expenses								
Partnership Scheme in Conservation	N	Y	6	0	6	0	PCO	The sum will be expended within 2017/18. However there is a prospect that the Council may secure the opportunity for external funding under the Historic England's Heritage Action Zone (HAZ) programme which would represent much more efficient and cost effective use of the sum. In this scenario, authorisation will be sought to transfer the sum to a wider ranging HAZ project. This has not yet progressed due to resourcing issues.
Cattle Market - Improvements to Access (Health & Safety)	N	Y	10	0	0	-10	CD	The works have been completed with no further spend expected. The £10k can be removed from the capital programme as part of the 2018/19 budget setting process later in the year.
EMT Vehicle/Frontline Service Machine Replacement	N	N	15	0	15	0	RS	It is proposed that the budget is carried forward into 2018/19 to help fund towards a larger piece of equipment. This is a slight variation to the equipment included within the project mandate and programme and full details will be detailed within the Business Case which is expected to be put forward as part of the budget setting process later in the year.
Snow Hill Industrial Units Roofing Works	N	N	47	0	0	-47	CD	The roofing issues have been investigated and it has been determined that the frequency of the incidents of the problem is not sufficient to justify high cost remedial works. The budget can therefore be removed as part of the 2018/19 budget setting process later in the year. However, the issues will be monitored and a mandate will be brought back to Committee should any works be required. It should however be noted that the industrial units have reached the age where other capital works will soon be required. Project mandates will be brought to future Committees as these works fall due.

Lake Terrace Waste Depot Refurbishment	N	N	31	0	31	0	CD	Presently MBC are in discussion with Biffa in relation to the dilapidation survey in conjunction with the ending of their contract in 2018. At this stage, it would appear that the works discussed in the project mandate are the responsibility of Biffa to resolve and some of the capital improvements are expected to be covered by these works. . As the negotiations with Biffa evolve, MBC will be clearer as to remaining works and a business case will be brought once determined.
Cattle Market - Phase 1 Securing the Future	Y - Partial	Y	955	804	970	15	CD	The project is now mainly complete with the final invoices received in August. Further works are required to the lower car park with an anticipated cost of up to £30k. Therefore there is the need to request that the overall programme is increased by up to an additional £15k. However, in terms of the overall scheme this will be funded from the additional contributions received from the Market Partners. As regards the overall funding from capital receipts, for the total project this will be slightly less than approved by Members at the beginning of the project.
Cattle Market - Wash Down Area Water Main Supply	N	Y	83	17	30	-53	CD	The works are now complete with an invoice awaited. There are £3.8k of contributions towards this project from Gillstream Markets and it is therefore requested that the anticipated financing is updated to take this into account. The original budget was based on an estimate from the contractors for the main cattle market re-development project but a local contractor was able to undertake the works at a significantly reduced sum. It is therefore requested that the budget is reduced accordingly as part of the 2018/19 budget setting process later in the year.

TOTAL - GENERAL EXPENSES

1,147	821	1,052	-95
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Key to Initials:

CD = Chris Damri

PCO = Conservation Officer

RS = Raman Selvon

Agenda Item 8

RURAL ECONOMIC & ENVIRONMENTAL AFFAIRS COMMITTEE

30th AUGUST 2017

REPORT OF CORPORATE DIRECTOR

BUDGET MONITORING APRIL TO JUNE 2017

1.0 PURPOSE OF THE REPORT

- 1.1 To provide information on actual expenditure and income incurred on this Committee's services compared to the latest approved budget for the period 1st April 2017 to 30th June 2017.

2.0 RECOMMENDATION

- 2.1 It is recommended that the financial position and year end forecast on each of this Committee's services to 30th June be noted.

3.0 KEY ISSUES

- 3.1 As part of the Council's budget monitoring procedures all budget holders are asked on a quarterly basis to provide details of service and financial performance. Copies of the budget holders' returns are available for further information.

Overall Position

- 3.2 A summary of income and expenditure for all of this Committee's services is attached at Appendix A. This information has previously been circulated to Members as part of the Members' Newsletter.
- 3.3 A summary of the income and expenditure for this Committee's services compared to the approved budget at June 2017 is as follows:

	Approved Budget @ June 17 £	April to June 17 Budget £	April to June 17 Net Expen- diture £	Year to date Variance (Under) / Over spend £	Year End Forecast £	Year End Variance (Under) / Over spend £
General Expenses	2,665,050	807,220	414,350	(392,870)	2,797,540	132,490

- 3.4 Whilst it is noted that the current year to date variance is a £392,870 underspend, (£294k of which is controllable), it is estimated that there will be a potential year end overspend of £132,490 against the approved budget to date for general expenses. The main reason for the shift in the predicted variances are due to a number of movements which are expected later in the year as explained in paragraph 3.6 below.

Key Service Areas

- 3.5 The Key Service Areas report for those services within the remit of the REEA committee is attached at Appendix B. This report is presented to Management Team

on a monthly basis and highlights the high risk budgets that were identified as part of the Council's budget protocols. These budgets are reviewed with budget holders monthly. Those budgets which are more complex in nature are supported by more detailed analysis of the service usage that drives the costs.

Budget Variance Exception Reporting +/- £10k

3.6 As part of the budget monitoring process, variances are being promptly and proactively managed, facilitating more detailed reporting. Details of the more significant year end forecast variations +/-£10k (as shown in Appendix A) are also set out below:

3.6.1 Overspends

Waste Management £62,800

It is currently forecast that a saving of £15k within processing costs is expected. However it is also expected that an additional £50k will be required for consultant costs for the new contract. The original budget for the technical advisors was £60k, an update was then provided to this committee in March 2017 that this had increased to £80k, however another update has estimated £90k, resulting in an additional £30k requirement for the technical advisors. In addition to this there is an estimated £10k required for legal fees and a further £10k for prudential borrowing consultancy, The budget included a 1% allowance for the Baxters increase, the Baxter's increase is a basket of indices that were originally set within the contract, the indices are then used to uplift the contract value each year. However this has actually increased by 3.14%, which has resulted in additional overspend of £28,600 within the contractor payments line of the budget.

Car Parks and Bus Station £35,000

There is a current expectation that the budgeted income for car parking fees will not be met, there is a current shortfall of £11.5k which officers believe is due to the availability of alternative free parking in the town. There doesn't seem to be any indication of this improving quarter on quarter and so by the year end it is expected that the shortfall on parking fees will be £46k. Additional income of £11k from the leasing of the Thorpe End car park to Arla reduces the expected shortfall of income to £35k.

Development Control £26,070

There is currently a shortfall in planning application fees and there are no reasons to expect that they will be recovered later in the year. This is partially mitigated by a small surplus on the pre-application advice income.

3.6.2 Underspends

There are currently no budgets forecasting an underspend in excess of £10k.

4.0 POLICY AND CORPORATE IMPLICATIONS

4.1 Policy and corporate implications were addressed in setting the current year's budget. There are no further policy and corporate implications arising from this report.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

5.1 All financial and resource implications have been addressed within section 3.

6.0 LEGAL IMPLICATIONS/POWERS

6.1 Legal implications/powers were addressed in setting the current year's budget. There are no further legal implications arising from this report.

7.0 COMMUNITY SAFETY

7.1 Community safety issues were addressed in setting the current year's budget. There are no further community safety issues arising from this report.

8.0 EQUALITIES

8.1 Equalities issues were addressed in setting the current year's budget. There are no further equalities issues arising from this report.

9.0 RISKS

9.1 The regularity of budget monitoring for each specific budget is based on the level of risk attributed to that budget. This is determined at the start of the financial year and is reported to members as part of the Council Tax setting report.

10.0 CLIMATE CHANGE

10.1 There are no climate change issues arising from this report.

11.0 CONSULTATION

11.1 Budget Holders and the Service Accountant discuss the financial performance of the service accounts at budget monitoring meetings arranged with reference to current budget monitoring protocols.

12.0 WARDS AFFECTED

12.1 All wards are affected.

Contact Officer: Emma Peters
Date: 8th August 2017
Appendices: Appendix A – Summary of Income & Expenditure
Appendix B – Budget Monitoring – Key Services Areas
Background Papers: Oracle Financial Reports
Budget Holder Comments on Performance
Reference: X:\Ctee, Council & Sub Cttees\Rural Economic & Environmental Affairs
Committee\2017-18\300817\ DG- Budget Monitoring Apr to Jun 17

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SUMMARY OF INCOME & EXPENDITURE

APRIL TO JUNE 2017

	Original Budget	Approved Budget @ Jun 17	April - June Budget	April-June Net Expend- iture	Variance Underspend (-)	Year end Forecast	Year end Variance Underspend (-)	
	£	£	£	£	£	£	£	
GENERAL EXPENSES								
1 Environmental Health	241,440	241,440	56,322	56,303	-19	243,930	2,490	☹
2 Control of Pests	11,950	11,950	2,261	4,880	2,619	13,650	1,700	☹
3 Waste Management	1,841,360	1,841,360	451,103	291,944	-159,159	1,904,160	62,800	☹
4 Land Drainage	16,950	16,950	8,155	8,141	-14	16,950	0	☺
5 Car Parks and Bus Station	-491,520	-491,520	-80,972	-73,094	7,878	-456,520	35,000	☹
6 Christmas Lighting	36,440	36,440	27,920	24,525	-3,395	36,440	0	☺
7 Cattle Market	-317,750	-317,750	-24,246	-77,740	-53,494	-317,750	0	☺
8 Cattle Market Re-Development	0	47,090	11,773	15,900	4,127	47,090	0	☺
8 Tourism	32,110	32,110	7,782	4,840	-2,942	32,110	0	☺
9 Development Control	-270,430	-250,430	-62,607	-95,144	-32,537	-224,360	26,070	☹
10 Local Plans	338,340	338,340	84,244	50,386	-33,858	343,340	5,000	☹
11 Building Control	-48,100	-48,100	-12,025	-5,062	6,963	-44,300	3,800	☹
12 Environmental Maintenance	385,090	385,090	89,889	74,452	-15,437	379,390	-5,700	☺☺
13 Industrial Estates	-147,780	-147,780	-36,972	-33,462	3,510	-147,780	0	☺
14 Economic Development	244,650	248,680	61,535	44,914	-16,621	248,680	0	☺
15 Licensing	-10,950	-10,950	-2,737	-6,381	-3,644	-10,950	0	☺
16 Emergency Planning	25,800	25,800	25,200	27,127	1,927	27,130	1,330	☹
17 Total- Controllable Costs	1,887,600	1,958,720	606,625	312,529	-294,096	2,091,210	132,490	
18 Total - Uncontrollable Costs	706,330	706,330	200,595	101,821	-98,774	706,330	0	
19 Total - General Expenses	2,593,930	2,665,050	807,220	414,350	-392,870	2,797,540	132,490	
20 Committee Total	2,593,930	2,665,050	807,220	414,350	-392,870	2,797,540	132,490	

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BUDGET MONITORING- KEY SERVICE AREAS 2017-18
1 APRIL 2017 - 2 JULY 2017

Main Code	Service Area	Latest Approved Budget £	Budget to Period 3 £	Adjusted Actual to Period 3 £	-----Variance----->		Projected Full Year Variance () = Favourable £		
					Adverse £	Favourable £			
General Expenses EXPENDITURE									
050	Waste Management Contractor Costs	1,951,910	487,978	309,021		178,957	28,600	☹	The Baxters increase to be applied is 3.14%, this will result in additional costs of £28k, Baxters was budgeted at 1%. The current variance is due to the payment of invoices being behind the profiled budget.
507	Environmental Maintenance	386,620	89,890	74,453		15,437	(5,700)	😊😊	There is a current underspend within the employee line and premises, the employee line includes savings due to staff changes and pension savings, these are expected to continue throughout the year however some standby staff will be required to cover sickness and leave. The premises line has had a conservative start to the year with the aim of completing the tree survey works this year.
Total Expenditure		2,338,530	577,868	383,474	0	194,394	22,900		
INCOME									
050	Waste Management Income	657,830	185,990	133,599	52,391		0	😊	At the current rates and tonnages it is expected that the income will be as budgeted. However this does include a likely shortfall on recycling income as shown with the processing costs underspend, it is expected that the shortfall will be recovered within other income streams such as bulky waste collection.
120	Car Park Income	686,660	171,665	142,558	29,107		35,000	☹	The current variance includes £11.5k shortfall in parking fee income, arising from reduced usage due to other free parking availability. It is currently expected that this trend may continue and therefore a shortfall of £46k is currently predicted, however £11.5k is expected from the new Arla Lease, this should offset some of the shortfall. The remaining shortfall on the current variance is due to £20k expected from PCN income for Q4, for which a reserve debtor was completed.
300	Cattle Market Income	381,420	60,436	102,463		42,027	0	😊	It is currently expected to achieve at least budget, this is a prudent forecast at this stage, trends will be monitored at the end of Q2 to understand the affect of Phase 1 works on all income streams. The current variance is due to a £26k reserve creditor relating to VAT owing on Market units, we are currently awaiting HMRC's response on this matter, current assumption is these monies will be due to them.

BUDGET MONITORING- KEY SERVICE AREAS 2017-18
1 APRIL 2017 - 2 JULY 2017

Main Code	Service Area	Latest Approved Budget	Budget to Period 3	Adjusted Actual to Period 3	-----Variance----->		Projected Full Year Variance () = Favourable
					Adverse	Favourable	
		£	£	£	£	£	£
General Expenses							
340	Planning Application Fees	626,070	156,518	122,499	34,019		26,070
355	Building Control Fees	176,130	44,033	41,230	2,803		0
Total Income		2,528,110	618,642	542,349	118,320	42,027	61,070
Net Position		-189,580	-40,774	-158,875	118,320	236,421	83,970

Significant shortfall in planning application fees to date with no reason to expect they will be recovered later in the year. This is partially mitigated by a small surplus from pre application advice. Government proposals for increase in planning app fees by 20% in July were postponed and we are awaiting news as to whether this will still go ahead later in the year. ☹

The budget is expected to be met at the year end. Training is to be provided to staff in order to introduce more flexibility within the service. ☺