

**BABERGH DISTRICT COUNCIL**

**FROM: Head of Finance**

**REPORT NUMBER G169**

**TO: Strategy Committee**

**DATE OF MEETING 10 January 2008**

**2008/09 BUDGET AND FINANCIAL STRATEGY FOR FUTURE YEARS**

**1. PURPOSE OF REPORT**

- 1.1 As a result of a rigorous exercise to identify savings and additional income, it is envisaged that the Council will be able to set a Budget for 2008/09 that delivers its emerging Corporate Plan and service priorities and achieves, as has been the case over the last four years, a Council Tax increase of no more than the rate of inflation.
- 1.2 The report also explains the pressures in relation to the Council's Medium-Term Financial Strategy.

**2. RECOMMENDATIONS**

- 2.1 That the draft budget for 2008/09, attached at Appendix A, and the proposed use of General Fund Reserves as set out in the table in Paragraph 5.30 be approved for further consideration by the Overview and Scrutiny Committees prior to returning for final consideration by this Committee on 7 February 2008 for final recommendations to the Council meeting at the end of February.
- 2.2 That, in relation to the capital programme, the Council continues to use capital receipts from the sale of council houses for General Fund projects, subject to this being considered further as part of the 2009/10 service and financial planning process.

**3. FINANCIAL IMPLICATIONS**

- 3.1 This draft budget enables the Council to meet its emerging Corporate Plan and Financial Strategy and, specifically, the aim of increasing Council Tax by no more than the rate of inflation in 2008/09.
- 3.2 This is despite a poor Formula Grant settlement for 2008/09 that sees the Council's grant only increasing by 2.9% in cash terms. Allowing for certain specific grants and other adjustments that have now been included in the Formula grant, the real increase is only 2.1%.
- 3.3 This follows the Government's 2007 Comprehensive Spending Review, which has resulted in announcements covering the next 3 years. District Councils have fared very poorly overall. Although this was anticipated, and reflects the new 3% cashable efficiency target for the next 3 years, the very low grant increases will place significant additional pressures on the Council's future finances.

3.4 Therefore, beyond 2008/09 and in addition to continuing the drive for efficiencies and savings, the Council needs to consider options for generating additional income in future years as part of its overall financial strategy.

#### 4. **RISK MANAGEMENT**

4.1 The report is linked to the Council's significant business risk No. 8 – Comprehensive Spending Review. Key risks are detailed in paper G158, considered by the joint Overview & Scrutiny Committees on the 11 December 2007.

4.2 Members attention is drawn to the Budget Risk Assessment set out in Appendix C (see also para. 5.3 below).

#### 5. **KEY INFORMATION**

##### **Background**

5.1 During the year there has been an integrated approach to the review of the Corporate Plan, consultation and the formulation of the budget for 2008/09. The Service and Financial Planning Group has worked closely with the Corporate Plan Working Group and with officers over the last few months to arrive at proposals which support the development of the Council's priorities.

5.2 Further, in order to streamline and integrate arrangements further next year, a single combined Corporate Plan and SFP Group is to be established early in 2008/09 to ensure plans for resource allocation for the 2009/10 Budget and beyond are considered in the context of the resources available and priority outcomes the Council wants to achieve. The final budget report to the Committee in February will ask for approval to this.

5.3 The aim for this year's budget considerations has been to meet the Council's current Financial Strategy of 'doing its best to achieve a Council Tax increase at no more than the rate of inflation' for next year. That has not been easy and a number of assumptions have been necessary involving some uncertainties and understood risks in terms of predicted costs, savings and additional income.

5.4 The SFP Group's report (Paper G158) was considered by a joint meeting of the two Overview and Scrutiny Committees on the 11 December 2007 who generally supported the group's overall proposals, and these are included in the draft budget for 2008/09.

5.5 Some changes have arisen since that meeting as a result of latest information on grants and other matters, including issues raised at the O&S Committees meeting. In order to finalise the budget, proposals are set out below on how the draft budget should be adjusted in relation to these.

5.6 In terms of the Medium-Term Financial Strategy, Members are asked to refer to paras. 5.25 to 5.30 of Paper G158.

5.7 An overall summary and key details of the draft General Fund Revenue Budget is attached at Appendix A. This reflects the matters referred to in Paper G158 and supported by the O&S Committees. The following key points of Appendix A are highlighted below:

- The total cost of services provided by each division is summarised on page 1. Pages 2 and 3 provide further details of the costs of each service
- The following pages give details of the net direct costs and income of each individual service excluding staff management and support (operational and support services). These are shown separately for each main service area, as are capital charges.
- The 2007/08 Revised Budget includes approved sums carried forward from 2006/07 and other expenditure/income variations that have arisen.

### 2008/09 Revenue Budget and Council Tax

5.8 The changes that have arisen since the SFP Group's proposals were submitted to the O&S Committees are summarised below, along with how the draft budget for 2008/09 should be amended to reflect these. The net impact can be met by adjusting the use of reserves:

Item	Amount £000	Explanation/comments
<b>Income:</b>		
Formula Grant more than assumed	+55	2% increase allowed for. Actual cash increase of 2.9%.
Concessionary Fares Grant	+35	Assumed £180,000 but Babergh will actually receive £215,000 next year. Risk for future years (see below).
Homelessness	+31	Assumed that grant would cease next year but it is to continue.
Pre-planning advice charges	-5	O&S Committees would like further consideration to be given to this.
Net improved position	+116	
Audit Commission fees	-15	Increases proposed - see below
Tax Base	-7	Growth slightly lower than assumed.
Dual Use and CCTV	-15	Lower savings than envisaged following further review by officers.
Investment Income	-25	More cautious view given latest interest rate cut and prospects for further reductions during the year.
Joint depot savings - Waste Contract	-60	Remove assumption that £60,000 could be saved in 2008/09 on basis that savings will arise in subsequent years.
Net impact (to be met by adjusting the use of reserves)	-6	

5.9 Members attention is drawn to concessionary fares, where there are still substantial risks and uncertainties:

- A contingency has been made for potential costs in 2007/08 and 2008/09. Actual costs could be more or less than this.
- Costs beyond 2008/09 will be subject to the same uncertainties although it would be hoped that usage and the new national scheme should have stabilised by then
- The LGA are pressing for a review of grant distribution following operation of the new scheme in year 1. That could result in Babergh losing some or all of the grant allocated in 2008/09 that would continue in future years
- Although the LGA's stance is very sound, such a review could have serious financial implications for Babergh and that would need to be factored into future years' budget planning.

5.10 Attention is also drawn to a proposed increase in Audit Commission fees. They are currently consulting on these, with increases of 33% being suggested over the next 3 years. This is to cover increased work on Use of Resources and new accounting/auditing standards. A response will be sent on this that strongly challenges the need for such increases, especially at a time when District Councils grant settlements are being reduced so markedly.

5.11 On Council Tax, the Council has previously based any increase on the Retail Price Index in September which, in 2007, was 3.9%. This is used by the Government to increase state pensions and business rates.

**5.12 The draft budget for 2008/09 is based, therefore, on the SFP Group and the O&S Committees proposals to support a Council Tax increase of 3.9%.** A 1% variation would amount to just over £40,000 a year.

5.13 A revised summary of the change in the budget from 2007/08 to 2008/09, taking into account the changes in para. 5.8 is set out below:-

	<b>2007/08 £000</b>	<b>2008/09 £000</b>	<b>Change</b>
Net revenue expenditure	10,391	10,636*	+2.4%
Use of reserves – 2008/09	-414	-231	-44.2%
- From 2006/07 savings	-	-105	-
Collection Fund Surplus/Deficit	-33	0	-
	9,944	10,300	+3.6%
Government Support	-5,836	-6,005	+2.9%
Council Tax payers	4,108	4,295	+4.6%
Council Taxbase (Band D equivalent)	32,539	32,750	+0.6%
Council Tax for Band D property	£126.24	£131.16	
Council Tax increase	2.9%	3.9%	

\* Includes £105,000 approved allocation from savings and higher reserves in 2006/07.

5.14 The explanation for the change in net revenue expenditure is shown below:

<b>Appendix to Paper G158*</b>	<b>Reason for Change in Budget</b>	<b>£000</b>
	• Net revenue expenditure 2007/08	10,391
	• Items from 2006/07	+105
	• Inflation	+400
1	• Commitments	+325
2	• Service priorities/growth	+19
	• Prudential Borrowing	+50
3	• Savings, efficiencies and additional income	-594
	• CAST	-60
	• Net revenue expenditure 2008/09	10,636

\* As amended by the table in para 5.8 of this report.

5.15 The budget reflects the estimated net revenue costs of the CAST project of £55,000 in 2008/09, which is to be met from reserves. The variation shown above relates the reduction in planned net revenue expenditure (after efficiency savings) in 2008/09 compared to the 2007/08 original budget.

5.16 In addition to CAST, the proposed use of reserves to support the budget generally amounts to £176,000, in line with the amount planned in the Financial Strategy (including the £105,000 referred to in the tables above, this takes the total use of general reserves to £281,000 in 2008/09). This use of reserves is substantially lower than the amount available for use in 2007/08. The overall reserves position is explained more fully later.

5.17 The Government's provisional announcement of Formula Grant of £6,005,000, although slightly more than assumed, is very disappointing, as expected. The real increase of only 2.1% is wholly insufficient to cover inflation and other cost pressures. This figure may change slightly when the final announcement is made.

5.18 Finally, on the new Housing & Planning Delivery Grant, the budget assumes a lower amount for the Planning element for next year, but the actual sum won't be known until announcements of the amounts payable are made later in the year. If the amount is higher, this will provide additional money to invest in planning delivery. No provision has been made for the Housing element, again on the understanding that whatever is received can then be used to further our Affordable Housing plans.

5.19 Members will be advised further as details become available.

### **Review of Charges**

5.20 Charges have been reviewed in the light of the Council's Strategic Charging Policy and the proposed charges for 2008/09 are attached at Appendix B. Main areas to note are:

- Proposed increases in taxi and hackney carriage licences of around 10% in accordance with the agreed strategy to gradually recover more of the costs. These are subject to consultation.

- Trade Waste – Introduction of a separate, lower charge to collect recycled as opposed to mixed waste as part of overall waste and recycling strategy. This is proposed on a cost-neutral basis in that waste disposal charges will reduce and an assumption that the numbers subscribing to the service will increase.
- No increases in some charges, notably land charge searches in view of market conditions.

### **Budget Risk Assessment**

5.21 The draft budgets have been formulated on the basis of a careful assessment of the likely level of expenditure and income required to meet the Council's priorities and Corporate Plan. However, the position can change and there are more risks and uncertainties attached to the Budget than in previous years. These are, however, seen as manageable and a detailed Budget Risk Assessment setting out the issues in more detail is attached at Appendix C.

### **Position for Future Years**

5.22 When deciding on the budget and the level of Council Tax for 2008/09, it is important to do so in the context of the possible financial position in the longer term.

5.23 That position is clearer now that the results of the Government's Comprehensive Spending Review and likely grant settlements for the next 3 years are known.

### **Reserves**

5.24 The Council has adopted a clear financial strategy over the years of maintaining adequate levels of General Fund reserves and a prudent approach to their use. The intention is that there should be a carefully phased reduction in their use, with a view the level being reduced to no less than £1.2m over a number of years. That level of reserves would not then be reduced any further.

5.25 In addition, there are a number of earmarked reserves for specific purposes, most notably a Capital Reserve of just over £700,000 and a Business Rate Growth Income reserve of approaching £300,000. In addition and pending a decision on the possible introduction of a third bin for recycling kitchen waste, a further £100,000 in relation to recycling credits is also being set aside in an earmarked reserve.

5.26 The position on reserves has improved as a result of lower net revenue expenditure in 2006/07 compared to budget and the revised budget for the current year. The O&S Committees have been carefully monitoring the position during the year.

5.27 The revised budget for the current year includes provision for a number of potential additional costs including:

- Concessionary fares
- MMI litigation
- Suffolk Pathfinder
- Carbon Reduction Partnership (CRED)
- Sudbury Town Centre Partnership

- 5.28 These can be met from the generally higher level of reserves and additional investment income and other savings/additional income in 2007/08. Overall, reserves will still be slightly higher than anticipated a year ago.
- 5.29 It should be noted that (linked to the risk assessment set out at Appendix C) there could always be unexpected costs that cannot be budgeted for, for example on legal cases. If any such costs arise, consideration will be needed in relation to whether these need to be met from reserves.
- 5.30 A summary of the revised position on reserves and how they might be used over a number of years is set out below:

	Note	Last year £000	Now £000
Reserves at 31 March 2007	1	2,150	2,785
General use in 2007/08	2	-301	-755
		1,849	2,030
CAST	3	-320	-299
		1,529	1,731
Phased general use of reserves			
2008/09	2	-169	-281
2009/10		-110	-130
2010/11		-50	-80
2011/12		-	-40
Minimum level of reserves		1,200	1,200

Notes:

1. After transfers to earmarked reserves of £775,000 for capital projects; £50,000 for efficiency projects on an 'Invest to Save' Business Case basis; and £75,000 for an Insurance claim
2. Including carry forwards and allocation to priority projects – see Paper G40
3. Broad assessment based on costs to date. More detailed assessment being undertaken

**Capital Programme**

- 5.31 The proposed 3-year General Fund Capital Programme is referred to in paras. 5.20 to 5.23 of Paper G158, with details in Appendix 4 of that report.
- 5.32 The overall programme and its potential financing is summarised below. There has been a minor reallocation of expenditure between years compared to Appendix 4 of Paper G158:

<b>Service Area</b>	<b>2007/08 £000</b>	<b>2008/09 £000</b>	<b>Following 2 years/reserve £000</b>
Information Management/ICT	936	821	846
Contract and Asset Management	310	432	1,479
Community Development (see Note)	163	606	3,334
Natural & Built Environment	242	-	-
PrivateSector/Affordable Housing	505	859	1,580
	2,156	2,718	7,239
<b>Financing:</b>			
Prudential Borrowing	139	1,559	1,888
Capital Receipts/reserve	1,354	885	4,544
External grants and contributions	663	274	807
	2,156	2,718	7,239

#### Note

A provisional non-committed capital sum of £3.6m is shown in 2008/09 and future years for the Hadleigh Pool. Clearly, the nature, timing and cost of any project to improve leisure facilities in Hadleigh are subject to further consideration and Member decision.

- 5.33 As regards the financing of these capital investment plans, it can be seen that there will be a need for substantial borrowing to undertake the programme. That was always anticipated as other sources of capital finance ie capital receipts has fallen and the Government has reduced the proportion of those receipts that the Council can spend.
- 5.34 The Programme depends on using capital receipts from Council House sales. It is proposed that this continues but is subject to a review as part of the 2009/10 service and financial planning process. (This issue is referred to in more detail in the report on the HRA budget, which is also to be considered on today's agenda).
- 5.35 There will of course be a revenue cost of prudential borrowing in future years, which will put pressure on future years' budgets. But without borrowing the Council will have to reduce capital investment and have a more restricted General Fund Capital Programme.

#### **Medium-Term Financial Strategy**

- 5.36 An indication of the possible financial picture for the next 3 years is given below. Clearly, even with the increased certainty on Formula Grant, this can only be seen as a general indication of the position:

	<b>2009/10 £000</b>	<b>2010/11 £000</b>	<b>2011/12 £000</b>
Base budget from previous year	10,531*	10,680	10,945
Inflation	+400	+425	+450
Commitments	+300	+300	+300
Service Priorities	+200	+150	+100
Prudential borrowing (excl. CAST)	+50	+100	+150
CAST Project	-115#	-	-
Efficiencies, Savings and Additional Income (to achieve Council Tax inflation increase)	-686	-710	-760
	10,680	10,945	11,185
Use of Reserves	-110	-60	-20
Budget Requirement	10,570	10,865	11,165
Formula Grant (approx. +2% per annum)	6,122	6,239	6,364
Council Taxpayers	4,458	4,626	4,801
Council Taxbase	33,000	33,250	33,500
Council Tax for Band D Property (based on 3% inflation increase)	£135.09	£139.15	£143.32

\* Excludes the £105,000 non-recurring items funded from 2006/07 savings.

# £55,000 use of reserves that are not required once the project is complete and an assumption that ongoing annual efficiency savings of £60,000 (out of the total £114,000 planned CAST efficiency savings) will benefit the General Fund, with the remainder benefiting the HRA. The actual position may vary from this assumption.

- 5.37 On the basis of this very general assessment, it can be seen that there is likely to be an ongoing requirement (or 'budget gap') of between around £700,000 to £750,000 a year - to be met through efficiencies, savings and additional income - if service improvements and a Council Tax increase at the rate of inflation are to be achieved.
- 5.38 The projection makes some allowance for potential service improvements, such as a third recycling bin for kitchen waste. Proposals in relation to this are currently being assessed by a joint Task Group with Mid Suffolk DC. Depending on the outcome, this would require additional potential expenditure in 2009/10. Funding for other service priorities is likely to be minimal, even if the significant budget gap can be addressed.
- 5.39 In addition to continuing with our drive for efficiencies and savings, it is essential that the Council consider the scope for generating additional income. Paper G158 (paras 5.25 to 5.30) sets out the two key issues in relation to this and the Council's financial capacity over the next 3-4 years, namely whether Council Tax increases above inflation and/or car parking charges will be required over that period. The joint O&S Committees accept that a strategic review of these two key issues is needed.
- 5.40 This will then feed into a new Medium-Term Financial Strategy for 2009/10 onwards. It is essential that consensus is reached before the next budget cycle starts. Having a clear Financial Strategy is a key criterion of the Audit Commission's Use of Resources Assessment.

6. **APPENDICES**

- A. General Fund Budget summary and details
- B. Review of Charges
- C. Budget Risk Assessment

7. **BACKGROUND INFORMATION**

- 1. Government Grant Announcement
- 2. Service and Financial Planning Group agendas and notes of meetings

**CONTACT:** Barry Hunter

**DIRECT LINE:** (01473) 825819

<b>GENERAL FUND REVENUE BUDGET SUMMARY</b>
--

Line	2006/07	2007/08		2008/09	
	Actual £'000	Original £'000	Revised £'000	Budget £'000	
1	Natural and Built Environment	1,922,037	3,057,550	3,152,050	2,962,070
2	Community Development	1,940,238	1,977,330	2,193,830	2,232,680
3	Contract and Asset Management	3,051,536	3,408,750	3,419,770	3,510,930
4	Customer Services	1,381,137	1,748,980	1,899,500	1,847,310
5	Corporate Services	2,206,934	2,549,100	2,351,240	2,372,740
6	Other / Contingencies	(37,888)	(246,150)	130,010	(232,000)
7	<b>Total Direct Service Costs</b>	10,463,994	12,495,560	13,146,400	12,693,730
8	Capital charges / Asset Management & Investment Income	(1,646,940)	(2,659,750)	(2,837,790)	(2,695,300)
9	Pension Adjustments	316,099	555,610	578,090	637,900
10	<b>Net Revenue Expenditure</b>	9,133,153	10,391,420	10,886,700	10,636,330
11	Use of Reserves - General	381,857	(301,210)	(755,490)	(281,000)
12	Use of Reserves - Customer Access and Service Transformation	(90,000)	(113,000)	(154,000)	(55,000)
13	Prior year grant adjustments	14,548	0	0	0
14	<b>Budget Requirement - Babergh</b>	9,439,558	9,977,210	9,977,210	10,300,330
15	Deficit / Surplus (-) on Collection fund	11,900	(33,000)	(33,000)	0
16	Government Support	(5,510,619)	(5,836,310)	(5,836,310)	(6,004,840)
17	<b>Demand on Collection Fund</b>	3,940,839	4,107,900	4,107,900	4,295,490
18	Council Tax Base Resolution	32,123	32,539	32,539	32,750
19	Council Tax for Band D Property	<b>122.68</b>	<b>126.24</b>	<b>126.24</b>	<b>131.16</b>

<b>GENERAL FUND REVENUE SERVICES BUDGET SUMMARY</b>
---

Line	2006/07	2007/08		2008/09	
	Actual £	Original £	Revised £	Budget £	
<b>NATURAL &amp; BUILT ENVIRONMENT</b>					
20	Environmental Protection & Regulation	515,037	598,160	633,790	625,360
21	Pest and Dog Control	46,647	47,320	49,300	48,690
22	Private Sector Housing Standards	301,057	777,780	613,840	723,620
23	Licensing	124,102	202,410	218,240	210,160
24	Planning Policy	369,035	487,190	572,270	488,810
25	Conservation	92,654	285,560	288,880	69,420
26	Development Control	416,178	536,560	655,850	654,910
27	Planning Delivery Grant	(45,230)	(26,140)	(26,140)	0
28	Building Control	102,557	148,710	146,020	141,100
29	<b>Sub Total</b>	<b>1,922,037</b>	<b>3,057,550</b>	<b>3,152,050</b>	<b>2,962,070</b>
<b>COMMUNITY DEVELOPMENT</b>					
30	Leisure Facilities (Kingfisher and Hadleigh Pool)	633,975	498,070	630,300	629,620
31	Sport & Leisure Promotion (incl. Be-Active)	249,156	287,680	284,130	315,520
32	Community Safety	127,143	180,770	211,530	197,800
33	Arts & Tourism	363,676	344,270	351,900	366,160
34	Economic Development	132,898	192,810	216,710	218,610
35	Community Energy Project & Babergh Communities Together	46,598	68,510	83,500	0
36	Housing Strategy & Affordable Housing	295,008	278,830	291,280	383,880
37	Housing Services	91,784	126,390	124,480	121,090
	<b>Sub Total</b>	<b>1,940,238</b>	<b>1,977,330</b>	<b>2,193,830</b>	<b>2,232,680</b>

<b>GENERAL FUND REVENUE SERVICES BUDGET SUMMARY (cont.)</b>
---

<b>CONTRACT &amp; ASSET MANAGEMENT</b>					
38	Waste Collection	1,304,668	1,547,290	1,452,270	1,583,060
39	Street Cleansing & Abandoned Vehicles	567,644	620,690	619,730	636,480
40	Footpaths & Countryside management	135,427	133,160	143,630	137,740
41	Flood Defence & Land Drainage	43,165	61,240	66,400	63,790
42	Nayland Disused Burial Ground	1,994	2,320	4,760	4,440
43	Amenity Areas	352,147	387,760	420,650	394,160
44	Parks & Open Spaces	237,663	263,650	272,830	272,720
45	Car Parking	138,989	131,700	145,880	134,690
46	Public Conveniences	174,976	182,260	187,170	189,880
47	Street Naming & House Numbering	30,214	25,990	28,700	28,340
48	Industrial & Starter Units	(15,576)	(18,840)	(10,760)	(18,620)
49	Other Corporate Assets	11,528	12,450	32,760	9,020
50	Asset Management	59,970	48,170	42,400	66,200
51	Passenger Transport Support	8,727	10,910	13,350	9,030
	<b>Sub Total</b>	<b>3,051,536</b>	<b>3,408,750</b>	<b>3,419,770</b>	<b>3,510,930</b>
<b>CUSTOMER SERVICES</b>					
52	Housing & Council Tax Benefits (incl. HRA)	268,771	488,250	502,750	550,770
53	Council Tax & Business Rates Collection	508,327	562,170	601,760	631,010
54	Concessionary Fares & Railcards	604,038	698,560	794,990	665,530
	<b>Sub Total</b>	<b>1,381,136</b>	<b>1,748,980</b>	<b>1,899,500</b>	<b>1,847,310</b>
<b>CORPORATE SERVICES</b>					
55	Corporate Management (incl. Policy, Performance & Publicity/Comms)	1,030,867	1,076,880	695,530	709,430
56	External Audit & Other Corporate Costs	163,572	169,070	164,810	181,590
57	Democratic Processes	732,337	820,630	901,000	893,840
58	Electoral Registration	104,117	112,910	118,190	117,820
59	Sudbury Freeman	907	1,220	3,670	3,340
60	Local Land Charges	(51,652)	(600)	3,690	10,350
61	Civil Protection & Emergency Planning	30,942	36,870	45,490	42,540
62	Grants and Contributions	127,507	191,350	261,900	325,320
63	Community Achievement Awards	2,394	3,680	5,410	5,080
64	Corporate Subscriptions	37,611	46,570	46,780	47,700
65	Other Services	28,333	90,520	104,770	35,730
		<b>2,206,935</b>	<b>2,549,100</b>	<b>2,351,240</b>	<b>2,372,740</b>
66	Other / Contingencies	(37,888)	(246,150)	130,010	(232,000)
	<b>TOTAL</b>	<b>10,463,994</b>	<b>12,495,560</b>	<b>13,146,400</b>	<b>12,693,730</b>

**NATURAL & BUILT ENVIRONMENT  
HEAD OF SERVICE - M FIRTH**

**Enviromental Protection**

**Lead Manager(s) - J Kilgannon & J Rainer**

Line	2006/07	2007/08		2008/09
	Actual £	Original £	Revised £	Budget £
66 Environmental Health	5,690	17,890	35,650	23,360
67 CRED	0	0	5,000	0
68 Pest Control	11,520	13,010	11,010	11,010
69 Dog Control	4,534	1,900	1,900	2,080
70 Care and Repair	19,352	19,260	24,390	29,420
71 Renovation Grants (Admin)	820	720	900	920
72 Housing Standards	5,000	5,000	5,000	5,000
73 Licensing	(115,356)	(90,830)	(114,790)	(121,250)
<b>74 Direct Costs / Income</b>	<b>(68,440)</b>	<b>(33,050)</b>	<b>(30,940)</b>	<b>(49,460)</b>
75 Operational and Support Services	891,514	1,045,290	1,108,890	1,112,670
76 Capital Costs	163,771	613,430	437,220	544,620
<b>77 Total Cost of Service</b>	<b>986,845</b>	<b>1,625,670</b>	<b>1,515,170</b>	<b>1,607,830</b>

**Planning Policy and Control**

**Lead Manager(s) - R Cooke , N Ward, G Starling**

Line	2006/07	2007/08		2008/09
	Actual £	Original £	Revised £	Budget £
78 Planning Policy	21,639	66,630	130,110	22,120
79 Conservation	19,711	16,000	24,820	5,000
80 Development Control	(442,873)	(379,060)	(265,860)	(298,680)
81 Planning Delivery Grant	(81,536)	(77,710)	(78,230)	(54,600)
82 Building Control	(388,672)	(389,600)	(392,780)	(422,940)
<b>83 Direct Costs / Income</b>	<b>(871,731)</b>	<b>(763,740)</b>	<b>(581,940)</b>	<b>(749,100)</b>
84 Operational and Support Services	1,777,870	1,939,420	1,970,420	2,054,640
85 Capital Costs	29,054	256,200	248,400	48,700
<b>86 Total Cost of Service</b>	<b>935,193</b>	<b>1,431,880</b>	<b>1,636,880</b>	<b>1,354,240</b>

**COMMUNITY DEVELOPMENT  
HEAD OF SERVICE - C FOTI**

**Leisure & Community Safety**

**Lead Manager(s) - P Little**

Line	2006/07	2007/08		2008/09
	Actual	Original	Revised	Budget
	£	£	£	£
87 Hadleigh Swimming Pool	97,001	74,380	110,130	104,890
88 Kingfisher Leisure Centre	200,770	158,580	171,910	175,530
89 Sport & Leisure (including Be Active)	(11,105)	(2,760)	(18,820)	5,670
90 Sports & Recreation Grants	56,044	96,650	91,450	90,500
91 Community Safety	61,430	70,220	77,070	71,340
92 Crime & Disorder Reduction Partnershi	(33,685)	(30,830)	(29,490)	(31,480)
<b>93 Direct Costs / Income</b>	<b>370,455</b>	<b>366,240</b>	<b>402,250</b>	<b>416,450</b>
94 Operational and Support Services	406,514	389,670	453,660	472,790
95 Capital Costs	233,306	210,610	270,050	253,700
<b>96 Total Cost of Service</b>	<b>1,010,275</b>	<b>966,520</b>	<b>1,125,960</b>	<b>1,142,940</b>

**Arts & Tourism**

**Lead Manager(s) - K Coghlin**

Line	2006/07	2007/08		2008/09
	Actual	Original	Revised	Budget
	£	£	£	£
97 The Arts	69,587	74,420	74,290	78,430
98 Tourism	7,809	8,860	10,420	9,580
<b>99 Direct Costs / Income</b>	<b>77,396</b>	<b>83,280</b>	<b>84,710</b>	<b>88,010</b>
100 Operational and Support Services	249,318	259,040	265,010	275,970
101 Capital Costs	36,962	1,950	2,180	2,180
<b>102 Total Cost of Service</b>	<b>363,676</b>	<b>344,270</b>	<b>351,900</b>	<b>366,160</b>

**COMMUNITY DEVELOPMENT  
HEAD OF SERVICE - C FOTI**

**Economic & Community Development**

**Lead Manager(s) - N Henry**

Line	2006/07	2007/08		2008/09
	Actual £	Original £	Revised £	Budget £
103 Economic Development	44,308	73,920	72,520	72,880
104 Community Energy Project & Babergh Communities Together	(3,997)	28,770	38,080	0
<b>105 Direct Costs / Income</b>	<b>40,311</b>	<b>102,690</b>	<b>110,600</b>	<b>72,880</b>
106 Operational and Support Services	123,993	143,440	173,210	129,330
107 Capital Costs	15,192	15,190	16,400	16,400
<b>108 Total Cost of Service</b>	<b>179,496</b>	<b>261,320</b>	<b>300,210</b>	<b>218,610</b>

**Housing Services (Excl. Council Housing)**

**Lead Manager(s) - I Tippett & D Clarke**

Line	2006/07	2007/08		2008/09
	Actual £	Original £	Revised £	Budget £
109 Housing Strategy	(5,712)	(4,090)	(4,090)	(4,090)
110 Affordable Housing	3,789	(7,240)	2,760	(5,240)
111 Homelessness, Homelessness Initiative & Housing Advice	(8,948)	(4,740)	(9,720)	(9,680)
112 Contact Care	(83,441)	(80,680)	(80,680)	(83,980)
113 Housing Advances	(227)	(600)	(600)	(600)
114 Other Housing Services	2,000	(590)	(590)	(460)
<b>115 Direct Costs / Income</b>	<b>(92,539)</b>	<b>(97,940)</b>	<b>(92,920)</b>	<b>(104,050)</b>
116 Operational and Support Services	439,797	427,240	431,180	435,020
117 Capital Costs	39,534	75,920	77,500	174,000
<b>118 Total Cost of Service</b>	<b>386,792</b>	<b>405,220</b>	<b>415,760</b>	<b>504,970</b>

**CONTRACT & ASSET MANAGEMENT  
HEAD OF SERVICE - R JONES**

**Waste Collection**

**Lead Manager(s) - P Garnett**

Line	2006/07	2007/08		2008/09
	Actual	Original	Revised	Budget
	£	£	£	£
119 Domestic Waste Collection	1,138,806	1,286,710	1,242,260	1,299,270
120 Trade & Green Waste Collection	(62,143)	(83,870)	(46,570)	(99,080)
121 Recycling Strategy	(107,200)	(72,200)	(186,620)	(61,160)
122 Recycling Consortium	-39,346	(40,220)	(40,000)	(39,950)
<b>123 Direct Costs / Income</b>	<b>930,117</b>	<b>1,090,420</b>	<b>969,070</b>	<b>1,099,080</b>
124 Operational and Support Services	338,661	346,740	351,200	351,980
125 Capital Costs	35,891	110,130	132,000	132,000
<b>126 Total Cost of Service</b>	<b>1,304,669</b>	<b>1,547,290</b>	<b>1,452,270</b>	<b>1,583,060</b>

**Other Services. Lead Manager - R Jones & M Tavernor**

**Lead Manager(s) - R Jones & M Tavernor**

Line	2006/07	2007/08		2008/09
	Actual	Original	Revised	Budget
	£	£	£	£
127 Street Cleansing	457,953	505,030	505,320	524,160
128 Abandoned Vehicles	8,278	7,250	2,750	2,750
129 Footpaths	(2,271)	(4,100)	(4,100)	(4,100)
130 Countryside Management	61,516	64,940	70,380	66,450
131 Flood Defence & Land Drainage	4,032	4,180	2,880	1,930
132 Nayland Disused Burial Ground	1,287	1,600	1,610	1,630
133 Amenity Areas	274,760	320,730	351,100	325,570
134 Parks & Open Spaces	178,922	201,390	203,420	204,430
<b>135 Direct Costs / Income</b>	<b>984,477</b>	<b>1,101,020</b>	<b>1,133,360</b>	<b>1,122,820</b>
136 Operational and Support Services	334,260	333,380	360,220	352,090
137 Capital Costs	19,303	34,420	34,420	34,420
<b>138 Total Cost of Service</b>	<b>1,338,040</b>	<b>1,468,820</b>	<b>1,528,000</b>	<b>1,509,330</b>

<b>CONTRACT &amp; ASSET MANAGEMENT HEAD OF SERVICE - R JONES</b>
--

<b>Other Services.</b>
------------------------

Line	2006/07	2007/08		2008/09
	Actual £	Original £	Revised £	Budget £
139 Car Parking	48,321	54,560	69,900	57,300
140 Public Conveniences	123,296	131,570	133,910	136,980
141 Street Naming & House Numbering	7,591	6,090	7,090	6,090
142 Industrial & Starter Units	(36,952)	(36,980)	(36,060)	(43,320)
143 Hadleigh Market	(1,004)	(3,960)	(520)	(2,210)
144 East House	4,622	6,780	8,200	2,030
145 Belle Vue House	(5,538)	(15,550)	(9,240)	(13,810)
146 Asset Management	8,226	3,500	3,500	33,500
147 Passenger Transport Support	3,724	10,900	10,900	6,900
<b>148 Direct Costs / Income</b>	<b>152,286</b>	<b>156,910</b>	<b>187,680</b>	<b>183,460</b>
149 Operational and Support Services	210,224	175,060	185,940	179,630
150 Capital Costs	46,318	60,670	65,880	55,450
<b>151 Total Cost of Service</b>	<b>408,828</b>	<b>392,640</b>	<b>439,500</b>	<b>418,540</b>

**CUSTOMER SERVICES  
HEAD OF SERVICE - B SOUTHGATE**

**Customer Services**

**Lead Manager(s) - A Wilcock & D Williams**

Line	2006/07	2007/08		2008/09
	Actual	Original	Revised	Budget
	£	£	£	£
152 Housing/Council Tax Benefits	(603,664)	(494,290)	(559,760)	(560,480)
153 Rent Rebates on HRA Dwellings	(48,902)	(43,290)	12,100	26,480
154 Council Tax Collection	(72,310)	(64,350)	(67,850)	(73,350)
155 NNDR Collection	(31,256)	(51,230)	(18,220)	(13,940)
156 Concessionary Bus Passes	568,992	623,090	712,200	580,230
157 Senior Citizens Railcards	(11)	(50)	(50)	(50)
<b>158 Direct Costs / Income</b>	<b>(187,151)</b>	<b>(30,120)</b>	<b>78,420</b>	<b>(41,110)</b>
159 Operational and Support Services	1,671,174	1,779,100	1,821,080	1,888,420
160 Capital Costs	(102,886)	0	0	0
<b>161 Total Cost of Service</b>	<b>1,381,137</b>	<b>1,748,980</b>	<b>1,899,500</b>	<b>1,847,310</b>

**CORPORATE SERVICES  
HEAD OF SERVICE - A HUNKIN**

**Corporate Management & Democratic Services**

**Lead Manager(s) - H Javadi, J Rees, P Simon & R Amesbury**

Line	2006/07	2007/08		2008/09
	Actual	Original	Revised	Budget
	£	£	£	£
162 Corporate Management	39,652	8,170	31,310	9,840
163 Performance Management & Improvem	9,429	9,130	12,720	12,730
164 Publicity and Information	33,026	34,100	37,210	35,300
165 Bank Charges, Audit Fees and Treasury Management	(36,679)	(40,330)	(40,590)	(42,480)
166 Democratic Processes	(7,125)	22,290	121,820	114,490
167 Electoral Registration	36,289	35,130	37,350	35,810
168 Sudbury Freeman	175	500	500	500
169 Local Land Charges	(275,312)	(269,850)	(235,900)	(241,080)
170 Other Services	8,911	61,300	72,340	4,240
171 <b>Direct Costs / Income</b>	<b>(191,634)</b>	<b>(139,560)</b>	<b>36,760</b>	<b>(70,650)</b>
172 Operational and Support Services	2,257,278	2,410,190	1,954,900	2,022,750
173 Capital Costs	(57,163)	0	0	0
174 <b>Total Cost of Service</b>	<b>2,008,481</b>	<b>2,270,630</b>	<b>1,991,660</b>	<b>1,952,100</b>

**Other Corporate Services**

**Lead Manager(s) - J Rees & N Henry**

Line	2006/07	2007/08		2008/09
	Actual	Original	Revised	Budget
	£	£	£	£
175 Civil Protection & Emergency Planning	24,962	29,060	32,130	30,720
176 Grants and Contributions	77,051	85,060	119,800	121,870
177 Community Achievement Awards	761	1,960	2,070	2,100
179 Corporate Subscriptions	37,611	46,570	46,780	47,700
180 <b>Direct Costs / Income</b>	<b>140,385</b>	<b>162,650</b>	<b>200,780</b>	<b>202,390</b>
181 Operational and Support Services	29,398	35,320	60,800	104,750
182 Capital Costs	28,671	80,500	98,000	113,500
183 <b>Total Cost of Service</b>	<b>198,454</b>	<b>278,470</b>	<b>359,580</b>	<b>420,640</b>

**CHIEF EXECUTIVE'S DEPARTMENT, CORPORATE DIRECTORATES AND OTHER  
CENTRAL ACTIVITIES**

**Chief Exec & Corporate Directorates**

Line		2006/07	2007/08		2008/09
		Actual	Adjust.	Revised	Budget
		£	£	£	£
	<b>CE &amp; Corporate Directorates</b>				
189	Salaries & Wages (inc. NI & Pensions)	7,864,429	37,240	8,250,020	8,934,000
190	Other Employee Costs	298,429	8,960	406,010	356,470
191	Supplies and Services	946,325	(3,170)	1,030,140	1,010,930
192	Transport Expenses	336,916	1,120	301,620	288,970
193	Miscellaneous Income	(80,851)	(20,120)	(84,000)	(102,390)
194	<b>Direct Costs / Income</b>	9,365,248	24,030	9,903,790	10,487,980
195	Operational and Support Services	2,786,637	0	3,406,430	3,399,110
196	Capital Charges	425,102	0	549,930	593,670
197	<b>Total Cost of Service</b>	12,576,987	24,030	13,860,150	14,480,760

**Administrative Buildings & Canteen**

Line		2006/07	2007/08		2008/09
		Actual	Adjust.	Revised	Budget
		£	£	£	£
198	Administrative Buildings	(165,322)	49,660	(150,340)	(150,120)
199	Canteen	(22,415)	13,300	(22,560)	(25,340)
200	Customer Care	(4,477)	0	(4,600)	(15,560)
201	<b>Direct Costs / Income</b>	(192,214)	62,960	(177,500)	(191,020)
202	Operational and Support Services	151,230	0	132,340	135,360
203	Capital Charges	40,984	0	45,160	45,160
204	<b>Total Cost of Service</b>	0	62,960	0	(10,500)

**Central & Office Services**

Line		2006/07	2007/08		2008/09
		Actual	Adjust.	Revised	Budget
		£	£	£	£
205	Cent. Reception & Telephones	-103,955	0	-75,650	-82,760
206	Central Printing, Stationery, Supplies &	(141,424)	6,020	(153,160)	(170,050)
207	<b>Direct Costs / Income</b>	(245,379)	6,020	6,020	0
208	Operational and Support Services	245,379	0	228,810	252,810
209	<b>Total Cost of Service</b>	0	6,020	234,830	252,810

**CHIEF EXECUTIVE'S DEPARTMENT, CORPORATE DIRECTORATES AND OTHER  
CENTRAL ACTIVITIES**

**Depots, Vehicles & Plant**

Line	2006/07	2007/08		2008/09
	Actual £	Adjust. £	Revised £	Budget £
210 <b>Depots</b>	(25,834)	(2,820)	(23,850)	(24,210)
211 <b>Vehicles and Plant</b>	(376)	0	(450)	(430)
212 <b>Direct Costs / Income</b>	(26,210)	(2,820)	(24,300)	(24,640)
213 <b>Operational and Support Services</b>	376	0	450	430
214 <b>Total Cost of Service</b>	(25,834)	(2,820)	(23,850)	(24,210)

Appendix A

**General Fund - 3 Year Capital Programme 2008/09 -2010/11 - Summary**

	2007/08 £	2008/09 £	Future Years/ Reserve £	Total Cost £	Net Cost to Babergh £
1	936,020	820,700	845,960	1,666,660	1,666,660
2	310,200	431,800	1,479,000	1,910,800	1,893,500
3	162,900	606,500	3,334,000	3,940,500	3,940,500
4	241,700	-	-	-	-
5	505,100	859,000	1,580,000	2,439,000	1,384,000

**Total General Fund Capital Programme - Proposed Financing**

	2007/08 £	2008/09 £	Future Years/ Reserve £	Total £
7	139,420	1,558,900	1,888,560	3,447,460
8	1,308,500	885,000	4,543,600	5,428,600
9	45,000			
10	663,000	274,100	806,800	1,080,900
11	<b>2,155,920</b>	<b>2,718,000</b>	<b>7,238,960</b>	<b>9,956,960</b>

### General Fund - 3 Year Capital Programme 2008/09 - 2010/11

	2007/08 £		2008/09 £	Future Years/ Reserve £	Total Cost £	Net Cost to Babergh £
		<b>ICT/ Information Management</b>				
		<b>Significant Major Projects</b>				
1	217,800	CAST Project	162,000	123,000	285,000	285,000
2	299,300	LAMP Phase 2	380,000	326,700	706,700	706,700
		<b>Infrastructure</b>				
3	28,500	N Disaster recovery plan / Business Continuity	18,000	22,000	40,000	40,000
4	100,700	N Hardware / Software refresh	79,500	103,700	183,200	183,200
5	20,000	N Web site maintenance	18,000	39,800	57,800	57,800
		<b>Applications</b>				
6	20,000	MVM Proactive Upgrade	15,000	5,000	20,000	20,000
7	24,500	IBS - HB LHA software				
8	4,220	E. Procurement				
9	23,000	Positional Accuracy Improvement Software				
10	10,000	Misc. land & property project support				
11	14,000	Plantime replacement				
12	19,000	Epayments (Other)				
13	20,000	Suffolk-wide Land Charges Software				
14		Replacement of HR system	37,500	12,500	50,000	50,000
15	5,000	Upgrade of Electoral Registration system	22,500	7,500	30,000	30,000
16	30,000	IBS Essential Application Enhancements	9,000	3,000	12,000	12,000
17	21,300	N Unspecified e.planning (PDG funded)				
		<b>Service transformation</b>				
18	10,000	Intranet redevelopment				
19		N onesuffolk Projects	20,000	70,000	90,000	90,000
20	43,700	N Mobile / Home working	21,600	18,460	40,060	40,060
21	25,000	N Small Project development fund	18,800	43,100	61,900	61,900
22		N Information Strategy outcomes	18,800	71,200	90,000	90,000
<b>23</b>	<b>936,020</b>	<b>Total</b>	<b>820,700</b>	<b>845,960</b>	<b>1,666,660</b>	<b>1,666,660</b>

### General Fund - 3 Year Capital Programme 2008/09 - 2010/11

	2007/08 £		2008/09 £	Future Years/ Reserve £	Total Cost £	Net Cost to Babergh £
		<b>Contract &amp; Asset Management</b>				
24	1,000	Anglia Estate Improvements/Drainage- Gt. Cornard				
25	28,500	Street Parking Improvements	24,400	71,700	96,100	96,100
26	70,000	Adaptations to H.Q.	22,950	84,050	107,000	107,000
27	43,400	Car Parks - Planned maintenance	72,250	186,150	258,400	258,400
28	57,800	Planned maintenance - Corporate Buildings	61,200	150,800	212,000	212,000
29	4,500	Pin Mill - Miscellaneous works	17,000	3,000	20,000	20,000
30		Calais Street Pavilion - Demolition etc.	31,700	5,600	37,300	20,000
31	79,000	Planned Maintenance at Kingfisher Leisure Centre	202,300	177,700	380,000	380,000
32	26,000	Hadleigh Pool Major repairs				
33		Joint Refuse Depot *		800,000	800,000	800,000
<b>34</b>	<b>310,200</b>	<b>Total ICT / Information Management</b>	<b>431,800</b>	<b>1,479,000</b>	<b>1,910,800</b>	<b>1,893,500</b>
		<b>Community Development</b>				
35	1,500	Farthing Rd. Sproughton - Industrial Estate Imps.				
36	1,600	Anglia Estates Arts Project				
37	61,800	Hadleigh Pool Feasibility study				
38	23,700	East LSP grants	113,500	227,000	340,500	340,500
39	74,300	Community grants	493,000	3,107,000	3,600,000	3,600,000
40		Hadleigh Pool Project *				
<b>41</b>	<b>162,900</b>	<b>Total Community Development</b>	<b>606,500</b>	<b>3,334,000</b>	<b>3,940,500</b>	<b>3,940,500</b>

### General Fund - 3 Year Capital Programme 2008/09 - 2010/11

	2007/08 £		2008/09 £	Future Years/ Reserve £	Total Cost £	Net Cost to Babergh £
		<b>Natural &amp; Built Environment</b>				
42	214,400	Sudbury HERS - Buildings Repair/Enhancement works				
43	27,300	Waste & Recycling Initiatives				
<b>44</b>	<b>241,700</b>	<b>Total Natural &amp; Built Environment</b>	-	-	-	-
		<b>Private Sector Housing</b>				
45	264,600	N Disabled Facilities Grants	340,000	600,000	940,000	526,000
46	167,000	N Other Private Sector Renewal Grants/Loans	199,000	480,000	679,000	338,000
47		N Compulsary Purchasing Order (CPO)	150,000	300,000	450,000	150,000
	431,600		689,000	1,380,000	2,069,000	1,014,000
48	73,500	N Affordable Housing Grants	170,000	200,000	370,000	370,000
<b>49</b>	<b>505,100</b>	<b>Total Private Sector Housing</b>	<b>859,000</b>	<b>1,580,000</b>	<b>2,439,000</b>	<b>1,384,000</b>

## Notes

- 1 The 3 year capital programme (2008-09 to 2010-2011) has been reprofiled to reflect a more realistic and flexible delivery plan.
- 2 Funding relating to schemes marked with an asterix can be also brought forward subject to Member approval on these specific projects.
- 3 2008-09 includes carry forwards from 2007-08
- 4 Financial regulations allow for 10% bring forward from future years/ reserves only.
- 5 The provision of £3.6m for Hadleigh swimming pool is an indicative potential cost only, decision and the timing of any project is subject to Member approval.
- 6 Schemes with a letter "N" against them are non-committed schemes. Non-committed schemes are subject to approval by Strategy committee, where this
- 7 A number of rolling programmes are indicated as non-committed but the budget for 2007/08 has already been committed.

<b>PROPOSED GENERAL FUND CHARGES FOR 2008/09</b>
--

Charges & Fees	2007/08 Charge		2008/09 Charge	
	Charge Less VAT	Charge to the Public	Charge Less VAT	Charge to the Public
<b>Discretionary Charges</b>				
<b>Licences</b> (see note 1)				
<b>Dog Breeding Establishments</b>				
- Annual		78.00		80.00
<b>Pet Shops</b>				
- Annual		103.00		106.00
<b>Riding Establishments</b>				
- Annual		119.00		123.00
		+ Vets' Fees		+ Vets' Fees
<b>Dangerous Wild Animals</b>				
- Annual		155.00		160.00
		+ Vets' Fees		+ Vets' Fees
<b>Late Night Refreshment Houses</b>				
- Annual				
<b>Game Dealers</b>				
- Annual		26.00		Discontinued
<b>Dermal Treatment Establishments</b>				
- Annual		78.00		80.00
<b>Pleasure Boats</b>				
- Annual		42.00		43.00
		+ surveyors' fees		+ surveyors' fees
<b>Boatmen</b>				
- Annual		21.00		22.00
<b>Hypnotists</b>				
- Annual		237.00		244.00
<b>Animal Boarding Establishments</b>				
- Annual		109.00		112.00
<b>Street Trading</b> (see note 2)				
- Band A (5 or more days a week)		2,260.00		2,260.00
- Band B (3 or 4 days a week)		1,510.00		1,510.00
- Band C (1 or 2 days a week)		755.00		755.00
<b>Processing Export Certifications</b>				
- Annual		67.00		69.00
<b>Motor Salvage Operators</b>				
- Three-year licence		88.00		91.00

**note 1**

See further details under 'Statutory Charges'

**note 2**

Fixed fee for 3 years. New charge applies from 01 April 2006, with the next review date 01 April 2009

<b>PROPOSED GENERAL FUND CHARGES FOR 2008/09</b>
--

Charges & Fees	2007/08 Charge		2008/09 Charge	
	Charge Less VAT	Charge to the Public	Charge Less VAT	Charge to the Public
<b>Environmental Services</b>				
<b>Pest Control</b> (see note 3)				
- Insect Pests (per non-refundable call out charge)	34.04	40.00	35.06	41.20
- Eradication of mice / rats	34.04	40.00	35.06	41.20
<b>Trade Waste</b> (see note 4)				
- 240 litre bin	342.13	402.00	352.34	414.00
- 360 litre bin	360.00	423.00	371.06	436.00
- 660 litre bin	438.30	515.00	460.43	541.00
- 1100 litre bin	486.81	572.00	554.89	652.00
<b>Recyclable Trade Waste (new service)</b>				
- 240 litre bin			254.47	299.00
- 360 litre bin			285.96	336.00
- 660 litre bin			306.38	360.00
- 1100 litre bin			316.60	372.00
<b>Bulky Refuse Collections</b>				
- Per visit for up to 5 items		20.00		22.00
- Per additional item thereafter		5.00		5.00
<b>Garden Waste Collection</b>				
<b>Brown Bin Scheme</b>				
- For those on Benefit		15.00		15.00
- For those not on Benefit		30.00		30.00
- Charge for the delivery of the bin:				
- For those on Benefit		5.00		5.00
- For those not on Benefit		10.00		10.00
<b>Bulky Bag: for each collection</b>				
- For those on Benefit		14.00		15.00
- For those not on Benefit		28.00		30.00
<b>Special Refuse Collections</b>				
- Contractors Rates + Council's admin Charge	Actual Cost	+ VAT	Actual Cost	+ VAT
<b>Public Conveniences</b>				
- Shotley Gate (use of WC)	0.085	0.10	0.17	0.20
- Gaol Lane, Sudbury (per visit)	0.17	0.20	0.17	0.20
<b>Street Cleansing</b>				
- Sale of Litter/Dog Dirt Bins	Actual Cost +15% Admin	+ VAT	Actual Cost +15% Admin	+ VAT
- Emptying of all bins installed after the 1st January 2001	50% of Actual Cost	+ VAT	50% of Actual Cost	+ VAT
<b>Food Hygiene Courses</b>				
- Basic Course (Per Candidate) (group discounts negotiable)		50.00		60.00
<b>Surrendered Food Certification</b>				
- Inspection	57.02	67.00	58.72	69.00
- Special Removal (Hourly)	Actual Cost	+VAT	Hrly rate for Food Safety Officer	+VAT
<b>Water Sampling</b>				
- Collection & Analysis of Water Samples	28.09	33.00	28.94	34.00
<b>Env. Protection Act - general enquiries/register info</b> with an hourly rate then charged for time spent in excess of one half hour		plus £52 per hour		minimum, plus hrly rate £31
<b>Other Registers</b>				
- Per Photocopy Sheet	2.98	3.50	3.40	4.00
<b>Food Register</b>				
- Copy of a Single Entry	2.98	3.50	3.40	4.00
- Copy of Whole Register	348.94	410.00	359.15	422.00

**note 3**

Those on income related benefits pay one third of the charge currently.

**note 4**

These are standard rates. Trade waste charges vary according to the service provided. Price on application.

<b>PROPOSED GENERAL FUND CHARGES FOR 2008/09</b>
--

<b>Charges &amp; Fees</b>	2007/08 Charge		2008/09 Charge	
	Charge Less VAT	Charge to the Public	Charge Less VAT	Charge to the Public
<b>Leisure and Recreation Services</b>				
<b>Sudbury - Tennis (per court, per hour)</b>				
- Adults	3.40	4.00	3.40	4.00
- Children	1.70	2.00	1.70	2.00
- Advance block booking, minimum of 10 occasions (35% discount)		26.00		26.00
<b>Sudbury - Putting</b>				
- Adults	1.19	1.40	1.28	1.50
- Children	0.60	0.70	0.64	0.75
<b>Hire of Friars Meadow</b>				
- Caravans - per weekend (2 nights)		12.50		13.00
- Caravans - per additional night		6.25		6.50
- Small Circus - per operating day		100.00		100.00
- Small Circus - per non operating day		50.00		50.00
- Small Circus - deposit (for damage)		300.00		300.00
- Large Circus/Fair - per operating day		250.00		250.00
- Large Circus - per non operating day		100.00		100.00
- Large Circus - deposit (for damage)		650.00		650.00
- Non-Charity Fund Raising Events				
- per operating day		65.00		75.00
- per non operating day		25.00		30.00
- deposit (for damage)		350.00		350.00
<b>Hire of East House Meadow</b>				
- Small Circus - per operating day		100.00		100.00
- Small Circus - per non operating day		50.00		50.00
- Small Circus - deposit (for damage)		300.00		300.00
- Large Circus/Fair - per operating day		250.00		250.00
- Large Circus - per non operating day		100.00		100.00
- Large Circus - deposit (for damage)		650.00		650.00
<b>Tourism</b>				
- Commission on Accommodation Bookings.		10% of the value of the first night.		10% of the value of the first night.
- Commission on National Express Bookings.		11% of the ticket value		11% of the ticket value
	£1.50	- 1yr Coach Card	£1.50	- 1yr Coach Card
	2.00	Family card 2+2	2.00	Family card 2+2
	1.50	Family card 1+1	1.50	Family card 1+1
Advertising Charges - Accommodation Section:				
- 1/8 page, with photo and 30 words	125.00	146.88	131.00	153.93
- 1/4 page, with up to 2 photos and 50 words	250.00	293.75	262.00	307.85
- 1/2 page, with up to 4 photos and 100 words	495.00	581.63	520.00	611.00
What to See and Do guide				
- 1/6 page			79.00	92.83
<b>Sports &amp; Leisure Promotion</b>				
- Holiday Clubs/Courses		Various		Various
		Depending on the course and current market rates		Depending on the course and current market rates

<b>PROPOSED GENERAL FUND CHARGES FOR 2008/09</b>
--

Charges & Fees	2007/08 Charge		2008/09 Charge	
	Charge Less VAT	Charge to the Public	Charge Less VAT	Charge to the Public
<b>Other Discretionary Charges</b>				
<b>Council Tax / Business Rates</b>				
- Summons Costs		49.00		50.00
- Liability order		11.00		11.00
<b>Senior Citizen Railcards</b>				
- Cost of Railcard		Actual Cost		Actual Cost
<b>Local Land Charges</b>				
<b>Searches in respect of a single parcel of land</b> (see note 5).				
<b>Paper/printed requests:</b>				
- Official Certificate of Search (LLC1) & Replies to Part 1 (CON29) Enquiries.		139.00		139.00
- Part 1 CON29 Enquiries only (less Statutory fee for Certificate of Search)		114.00		114.00
- Search of the Land Charges register only (LLC1)		25.00		25.00
<b>Enquiries made via the National Land and Information Service:</b>				
- Official Certificate of Search (LLC1) & Replies to Part 1 (CON29) Enquiries.		139.00		139.00
- Part 1 CON29 Enquiries only (less Statutory fee for Certificate of Search)		114.00		114.00
- Search of the Land Charges register only (LLC1)		25.00		25.00
- Part II Enquiries - per printed enquiry (note 5)		12.00		12.00
- Additional Enquiries		40.00		40.00
- Personal Search		11.00		11.00
<b>Search for additional parcels of Land</b>				
- Part 1 Enquiries only		16.00		16.00
<b>Hackney Carriage &amp; Private Hire Vehicles</b> (note 6)				
- Operator's licence (add CRB fee if required)		120.00		
- (1-3 vehicles)				125.00
- (4-6 vehicles)				150.00
- (7 plus vehicles)				175.00
- Vehicle Licence renewal (valid for 1 year, inc test (A) and free plates(B)&(C))		190.00		210.00
& (C))		220.00		240.00
plates)		165.00		185.00
- Change of vehicle mid licence (Full Year Licence, inc test (A) & plates (B) & (C))		190.00		210.00
HC/PHV VEHICLE TEST (A)		40.00		45.00
- Plate (exterior) deposit or replacement (B)		22.00		22.00
- Plate (interior) deposit or replacement (C)		8.00		8.00
MOGO PLATE BRACKET (optional purchase)		N/A		20.00
- Driver's Licence NEW (inc CRB (E), DVLA checks (F) & Badge (D))		96.00		101.00
- Driver's Licence RENEWAL		55.00		60.00
- Driver's Licence REPLACEMENT		15.00		15.00
- Driver's Badge deposit or replacement (D)		10.00		10.00
- CRB Check (E)		36.00		36.00
DVLA SUBJECT ACCESS SEARCH (DRIVER HISTORY & ENTITLEMENT) (subject to periodic amendment) (F)		5.00		5.00
ADMIN FEE FOR MINOR LICENCE AMENDMENTS & REVISIONS		15.00		15.00
<b>Footpath Diversions</b>				
- Legal Notices & Adverts				
- To Developers/Public				
- To Parish Councils				
- Administration Charges				
- Estimated average cost per application				
- Additional Paths				
Technical advice (relating to land drainage and flooding)				
	Actual Cost	+ VAT	Actual Cost	+ VAT
	50% of Actual Cost	+ VAT	50% of Actual Cost	+ VAT
	842.55	990.00	868.09	1,020.00
	111.49	131.00	114.89	135.00
		actual cost		actual cost

**note 5**

Includes charge made by Suffolk County Council. Any increase above inflation will be added as necessary. Certificate of search fee not statutory from 2007/08.

**note 6**

Proposed fees - subject to consultation

<b>PROPOSED GENERAL FUND CHARGES FOR 2008/09</b>
--

Charges & Fees	2007/08 Charge		2008/09 Charge	
	Charge Less VAT	Charge to the Public	Charge Less VAT	Charge to the Public
<b>Other Discretionary Charges (cont'd)</b>				
<b>Contact Care</b> (see note 7)				
- Private Sector (3000's per annum)	155.25	182.41	159.84	187.81
- Private Sector (400's per annum)	132.01	155.11	135.84	159.61
- External bodies (monitoring & maintenance per annum)		106.30		109.50
- One-off Installation Charge (free for those on Housing Benefits)	19.15	22.50	19.74	23.20
<b>Car Parking</b>				
- Excess Parking Charge		45.00		45.00
- Excess Parking Charge (if paid within 10 days)		15.00		15.00
- Pin Mill Car Parking Charge				
Per hour between 8am & 5pm	0.26	0.30	0.26	0.30
- Pin Mill Residents Licence		109.00		109.00
<b>Building Control</b> (see note 8)				
- Fees (BRFE)				
	Charge varies in relation to size & type of development		Charge varies in relation to size & type of development	
	Charges are applied for disbursements (e.g. photocopying, postage etc) therefore vary on a case-by-case basis. Please also see note 7		Charges are applied for disbursements (e.g. photocopying, postage etc) therefore vary on a case-by-case basis. Please also see note 7	
<b>Requests under the Freedom of Information Act</b> (see note 9)				
<b>Planning</b>				
Copies of :-				
- Tree Preservation Orders	8.72	10.25	8.98	10.55
- Section 106 Agreements	8.72	10.25	8.98	10.55
- Dyeline Copying on Plans (A1 size)	8.51	10.00	8.77	10.30
- Decision Notices	4.47	5.25	4.60	5.40
- Complete copy of the Local Plan	47.66	56.00		50.00
- CD Version of the Local Plan			40.00	47.00
<b>NOTE: Local Plan charges to be confirmed</b>				
- OS Map Charges & Admin Fee				
Admin Fee (for 4 copies)	21.28	25.00	21.28	25.00
- Charge for A4 Photocopies	0.43	0.50	0.43	0.50
- Charge for A3 Photocopies	0.21	0.25	0.21	0.25
- Charge for A4 Listing copies	4.47	5.25	4.60	5.40
Complaints regarding high hedges		300.00		309.00
Planning Agreements and legal advice to public bodies		actual cost		actual cost

**note 7**

Those who cannot afford to pay the full annual charge pay a reduced amount.

**note 8**

Full details can be provided on request.

**note 9**

If the cost of complying with a request for information will be below £450, we will only charge for disbursements. If the cost of assembling the information will be more than £450 (on the basis of at least 18 hours of admin time collating the information at the rate of £25 per hour, being the rate set out in the fees guidelines issued by the Department of Constitutional Affairs), the Council is not obliged to provide that information.

<b>PROPOSED GENERAL FUND CHARGES FOR 2008/09</b>
--

Charges & Fees	2007/08 Charge		2008/09 Charge	
	Charge Less VAT	Charge to the Public	Charge Less VAT	Charge to the Public
<b>Statutory Charges</b> (see note 10)				
<b>Sale of Electoral Register</b> (note 11)				
- Complete copy of whole register (Paper Copy & Posted)		370.00		370.00
- Complete copy of whole register (Paper Copy & Collected)		360.00		360.00
- Complete copy of whole register (on disc)		211.00		211.00
- Edited copy (Paper & Posted)		230.00		230.00
- Edited copy (Paper & Collected)		220.00		220.00
- Edited copy (on disc)		175.00		175.00
- Copy of 1 Parish - Depends on Number of Electors.		15.00		15.00
		to £30.00		to £30.00
- e-mail full register	206.00	206.00	206.00	206.00
- e-mail edited register	170.00	170.00	170.00	170.00
- e-mail monthly updates	193.50	193.50	193.50	193.50
- Overseas electors' list - data		21.50		21.50
- Overseas electors' list - paper		15.00		15.00
<b>Licensing:</b>				
<b>Applications relating to premises' licences and club premises' certificates (including new applications, conversions and variations)</b>				
- Premises ( <b>initial fee</b> ), based on:				
- Rateable value nil - £4,300		100.00		100.00
- Rateable value £4,301 - £33,000		190.00		190.00
- Rateable value £33,001 - £87,000		315.00		315.00
- Rateable value £87,001 - £125,000		450.00		450.00
- Rateable value over £125,000		635.00		635.00
- Premises ( <b>annual payment</b> ), based on:				
- Rateable value nil - £4,300		70.00		70.00
- Rateable value £4,301 - £33,000		180.00		180.00
- Rateable value £33,001 - £87,000		295.00		295.00
- Rateable value £87,001 - £125,000		320.00		320.00
- Rateable value over £125,000		350.00		350.00
- Application for a personal licence		37.00		37.00
<b>Additional fee for exceptionally large events of a temporary nature requiring a premises' licence:</b>				
- Attendance 5,000 - 9,999		1,000.00		1,000.00
- Attendance 10,000 - 14,999		2,000.00		2,000.00
- Attendance 15,000 - 19,999		4,000.00		4,000.00
- Attendance 20,000 - 29,999		8,000.00		8,000.00
- Attendance 30,000 - 39,999		16,000.00		16,000.00
- Attendance 40,000 - 49,999		24,000.00		24,000.00
- Attendance 50,000 - 59,999		32,000.00		32,000.00
- Attendance 60,000 - 69,999		40,000.00		40,000.00
- Attendance 70,000 - 79,999		48,000.00		48,000.00
- Attendance 80,000 - 89,999		56,000.00		56,000.00
- Attendance 90,000 and over		64,000.00		64,000.00
- Application for making a provisional statement		195.00		195.00
- Application for a copy of a licence or summary		10.50		10.50
- Notification of change of name or address		10.50		10.50
- Temporary event notice		21.00		21.00
- Notice of interest in any premises		21.00		21.00
- Application to vary or specify individual as premises supervisor		23.00		23.00
- Interim authority notice		23.00		23.00
- Application to transfer premises' licence		23.00		23.00
<b>Betting, Gaming &amp; Lotteries</b>				
- Lottery Initial Registration Fee		35.00		35.00
- Lottery Annual Renewal		17.50		17.50
- Gaming Machine Licence (for 3 years)		32.00		32.00

**note 10**

All of these charges are set by the Government. The Independent Advisory Panel have recommended fee increases for 2007/08 and these will be implemented automatically from the effective date, along with any new statutory charges that come into being.

**note 11**

Charges liable to change for 2008/9 - not yet confirmed

<b>PROPOSED GENERAL FUND CHARGES FOR 2008/09</b>
--

Charges & Fees	2007/08 Charge		2008/09 Charge	
	Charge Less VAT	Charge to the Public	Charge Less VAT	Charge to the Public
<b>Statutory Charges (Continued)</b>				
<b>Development Control</b> (see note 12)				
- Planning Application & Other Fees		Various		Various
<b>Env. Protection Act Authorisation</b> (note 13)				
- <b>Initial Registration Fee</b>		1,409.00		1,514.00
- Small waste oil burners		132.00		142.00
- Unloading of petrol into storage tanks at service stations		132.00		142.00
- Scheduled dry cleaning establishment		132.00		142.00
- <b>Substantial Changes</b>		899.00		964.00
- Small waste oil burners		88.00		94.00
- Unloading of petrol into storage tanks at service stations		88.00		94.00
- Scheduled dry cleaning establishment		88.00		94.00
- Implementation of an upgrading plan		132.00		
- <b>Annual Subsistence</b>				
Standard process, LOW risk				706.00
Standard process, MEDIUM risk				1,060.00
Standard process, HIGH risk				1,581.00
Standard process, LOW risk (If paid in quarterly instalments)				741.00
Standard process, MEDIUM risk (If paid in quarterly instalments)				1,095.00
Standard process, HIGH risk (If paid in quarterly instalments)				1,616.00
- Small waste oil burners		134.00		141.00
- Unloading of petrol into storage tanks at service stations		134.00		141.00
- Scheduled dry cleaning establishment		134.00		141.00
- Odourising of natural gas		324.00		353.00
<b>Mobile Crushing and Screening Plant</b>				
(Where the process comprises mobile crushing and screening plant, the application fee and subsistence charge payable will be dependent upon the number of				
- <b>1-2 Authorisations</b>				
- Application Fee		1,409.00		1,514.00
- Subsistence Charge		879.00		949.00
- <b>3-7 Authorisations</b>				
- Application Fee		843.00		904.00
- Subsistence Charge		524.00		565.00
- <b>8+ Authorisations</b>				
- Application Fee (per additional authorisation)		426.00		458.00
- Subsistence Charge (per additional authorisation)		265.00		290.00
<b>note:</b> The above are only provisional charges and will be confirmed by Government by April 2008				
<b>Dog Control</b> (see note 14)				
- First Offence (dog with Identification)		15.00		15.00
- First Offence (dog without Identification)		25.00		25.00
- Second & Subsequent Offences		25.00		25.00
- Transportation fee (up to a maximum of)	38.30	45.00	38.30	45.00
<b>Abandoned Vehicles (where enforcement action taken)</b>				
- Removal costs		105.00		108.00
- Disposal costs		50.00		51.50
- Storage		12.00		12.50
<b>Abandoned Vehicles (Discretionary Charge)</b>				
- Voluntary surrender of vehicle	29.79	35.00	30.64	36.00

**note 12**

Full details can be provided on request.

**note 13**

Provisional charges - to be confirmed by Government by April 2008

**note 14**

Transportation fee is a non-statutory charge.

**BUDGET RISK ASSESSMENT**

**Background**

1. This document sets out a risk assessment relating to the formulation and approval of the budget for 2008/09 and the revised budget for 2007/08.
2. Members have a responsibility to ensure, in considering the budget, that:
  - It is realistic and achievable and that appropriate arrangements have been adopted in formulating it.
  - The various elements and specific areas of the budget are based on sound assumptions
  - It links to the delivery of the Corporate Plan and achievement of the council's priorities
  - It includes an appropriate statement on the use of reserves and the adequacy of these

**Overall Approach**

3. The following points are, therefore, drawn to Members' attention in terms of formulating the budget for 2008/09 and revising the budget for 2007/08 in order to provide a degree of assurance on the overall approach:-
  - The integrated approach to service and financial planning provides a robust framework that ensures that the budget reflects the council's priorities, as set out in the Corporate Plan
  - The Member Service & Financial Planning Group has carefully considered and scrutinised growth proposals, commitments, potential savings, efficiencies and additional income to achieve the council's aim of achieving an inflation-only Council Tax increase
  - Heads of Service and Managers have been involved in formulating and agreeing budgets for their service areas and these have been thoroughly reviewed by Corporate Finance staff and the Head of Finance
  - 
  - Known and estimated commitments have been included in the budget, although there will always be uncertainty on actual costs and their timing.

**Revenue Budget 2007/08 (revised)**

4. In relation to the 2007/08 revised budget, the following key issues are highlighted:
  - Considered assumptions have been made on expenditure in key risk areas such as concessionary fares.
  - Allowances have been made for other estimated costs and income in accordance with the Council's normal processes and the best information available
  - Actual net expenditure on normal business activities could, however, be lower than forecast and rigorous budget monitoring will continue for the remainder of the financial year

- It would not be prudent to make an allowance for overall net expenditure being lower than the revised budget forecast although, based on previous years' experience, an acceptable tolerance would be up to £250,000. This represents only 2.5% of the net General Fund budget
  - If a lower level of net expenditure arises, the Council will determine whether that money should be kept in reserves, used to support corporate priorities or whether it is needed for any other commitments
  - It is also recognised that the timing of some expenditure could fall after the 31 March. The Council has clear arrangements for considering and approving any budget carry forwards.
5. Therefore, based on the above and unless any exceptional costs arise, the revised budget should be more than adequate to meet anticipated costs and income in 2007/08.

### **Revenue Budget 2008/09**

6. Insofar as the 2008/09 Budget is concerned, the same approach and issues as set out above apply.
7. In addition, a number of key assumptions have been made, specifically in relation to savings, efficiencies and additional income. A prudent but realistic view of what can be achieved has been taken but it has to be recognised that some of these are dependent on factors outside the council's control and relate to services that are demand-led.
8. Therefore, although it is considered that a sound and thorough approach has been adopted in formulating the various expenditure and income forecasts included in the budget, there are risks associated with particular areas, which include:
- Housing Benefits – recovery of overpayments and subsidy claims are subject to audit and potential adjustment/variation
  - Income from fees and charges are subject to external demand and/or national economic conditions e.g. land charges, planning and building control and waste collection services. Deregulation of land charge searches will continue to impact on fee income
  - Concessionary Fares Scheme – further increase in take-up or usage as a result of the new national scheme could result in the budget being exceeded
  - Unexpected costs, such as on planning inquiries or other legal cases can arise. There is an allowance in the budget for potential cases, but there is no certainty as to what actual expenditure will be incurred in the coming year
  - Uninsured losses and other claims that exceed historic levels or arise unexpectedly would not be covered by the budget
  - Salary savings from staff vacancies and efficiency savings – there is a fairly significant allowance in the budget, which has been increased for 2008/09. Achieving it is dependent on the number of vacancies that arise. Rigorous scrutiny and management arrangements are in place to take advantage of resulting efficiency opportunities
  - Income from the Local Authority Business Growth scheme is dependent on the growth that actually occurs and that will affect the amounts available for spending on council priorities and/or agreed LAA outcomes

- Grants towards certain activities, such as the Housing & Planning delivery grant and the Crime & Disorder Partnership are not yet known or finalised. Assumptions have been made in relation to these grants
  - Appropriate allowances have been made on pay awards (3.2%), interest rates (5.25%) and general inflation for certain budgets (2.5%). It should be recognised, however, that the actual position can vary from these assumptions.
9. Overall, the 2008/09 Budget has more risks associated with it than in previous years and that formulating the budget has resulted in a 'tighter' set of budget assumptions. Despite that, these risks are considered to be manageable and rigorous budget monitoring will focus on key risk areas.
  10. Should additional expenditure, over and above the budget, be necessary, either additional savings will have to be found or more reserves used. Reserves, including those earmarked for specific purposes, are sufficient to cover an increase unless that is very exceptional.

### **Capital Programme**

11. Capital spending plans are based on clear assumptions in relation to sources of capital finance, including estimated levels of Council House sales continuing at a lower rate than in previous years. The revenue implications of the capital programme are fully reflected in the budget.
12. The timing of expenditure has been reviewed to provide a realistic and sounder base of estimated spend in 2008/09, particularly in relation to the General Fund.

### **Monitoring and control**

13. There is a clear framework for monitoring the budget and the achievement of the efficiencies, savings and additional income included in it with regular reports to the Overview & Scrutiny Committees, various Panels and Boards and senior management. These reports will concentrate on identified risk areas.
14. It is recognised that significant new partnerships and implementing new ways of working can carry financial risks. Arrangements to identify and monitor the risks of existing and any new partnerships are already in place and these will be strengthened as necessary.
15. Following the recent announcement by the Government that the Boundary Committee looks at Unitary Authority options, the position on shared services and revised structural/governance arrangements for Local Government in Suffolk is being considered further. Some allowance for spending on this (as part of the Suffolk Pathfinder proposals) is included in the budget. Other issues may, however, arise during 2008/09 that require financial consideration.

### **Conclusions**

16. Based on the various elements of this risk assessment, it is believed that the 2008/09 Budget (and the 2007/08 revised budget) is robust and sufficient to meet known needs and priorities. In the event of variations arising, appropriate action will be taken under the council's established financial management arrangements.

17. Should unforeseen increases in expenditure or shortfalls in income arise that cannot be avoided, steps will be taken to ensure any impact on the Council's financial position is minimised by identifying additional saving in other areas of the overall budget. Following that process, the possibility of using reserves would need consideration although unplanned use of reserves should only be considered in exceptional circumstances.
18. If this were to prove necessary, the council's levels of reserves are sufficiently healthy to accommodate reasonable additional demands.

Barry Hunter  
Head of Finance  
December 2007