



**Rochford District
Council**

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1991

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**Rochford District
Council**

ROCHFORD DISTRICT COUNCIL MINUTES

1991

December (Part 2)

ROCHFORD DISTRICT COUNCIL

Minutes of the Policy and Resources Committee

At a Special Meeting held on 17th December 1991 Present: Councillors C.I. Black (Chairman), Mrs. V.J. Arnold, R.H. Boyd, B.A. Crick, T. Fawell, D.F. Flack, Mrs. H.L.A. Glynn, M.J. Handford, N. Harris, Mrs. E.M. Hart, D.R. Helson, G.C.A. Jones, Mrs. S.J. Lemon, Miss B.G.J. Lovett, C.R. Morgan, R.A. Pearson, S.A. Skinner, R.E. Vingoe, Mrs. L. Walker and D.A. Weir.

Apologies: Councillor Mrs. E. Marlow.

Visiting: Councillors R.A. Amner, P.A. Beckers, M.C. Brown, Mrs. J.A. Christie, Mrs. J. Fawell, G. Fox, Mrs. J.M. Giles, Mrs. J. Helson, S.N. Jarvis, T.A. Powell, J.M. Roden, A. Stephens, Mrs. M.W. Stevenson, S.R. Tellis and C. Wren

652. MINUTES OF COMMITTEES

The Committee received the following Minutes:

<u>Committee</u>	<u>Date</u>	<u>Minute Nos.</u>
Special Leisure Services	4th December 1991	639 - 640
Special Development Services	5th December 1991	641

It was formally moved from the Chair that Minute 641 be amended in regard to Highways General by providing the sum of £7,000 for Street Lighting subject to compensating savings being identified elsewhere. In response to questions from Members it was clarified that it had been decided previously to allocate the sum of £10,000 to combat problems of street lighting within the unparished areas, that if this Committee agreed the amendment the matter would go back to the Development Services Committee for them to determine a programme and that it was the intention to identify the necessary savings within the budget for the Policy and Resources Committee. Having accepted that proposition the Committee considered an amendment that the inclusion of that expenditure should be subject to a differential in the Community Charge for Rayleigh and voted on balance to accept it.

RECOMMENDED That Minute 641 be amended so as to provide the sum of £7,000 for street lighting subject to a compensating saving elsewhere in the budget and to the introduction of a differential Community Charge for Rayleigh. (31758) (DF(D))

Special Health & Housing Services 10th December 1991 642 - 643

It was formally moved from the Chair that Minute 642 be amended in regard to refuse collection by increasing the sum shown for wheeled bins from £16,700 to £19,700 subject to a compensating saving being identified elsewhere. Some Members opposed that amendment as having been rejected already by the service Committee concerned and because the compensating saving had yet to be identified. Other Members saw it as Council policy to expand the provision of wheeled bins throughout the District and that acceptance of the amendment would be binding only if the compensating saving were to be agreed. The amendment was carried on the casting vote of the Chairman.

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Policy and Resources Committee

A Member recalled that the reason why the Health and Housing Services Committee had rejected more money for wheeled bins was because they had seen the provision of vandal-proof fittings to public conveniences as being of higher priority. It had been the intention to achieve installation of the latter by means of savings that could arise from renegotiating the toilet cleaning contract. To ensure that it was not overlooked he proposed a further amendment to Minute 642 to provide the sum of £4,800 for vandal-proof fittings for public toilets subject to a compensating saving being identified elsewhere. In response to a question the Chief Executive (Designate) said that because the change would be dependent upon the outcome of the re-negotiation of the contract and there was a need to re-prioritise the repairs and maintenance special items, he could not guarantee that it would be possible to achieve it. The Committee nevertheless voted to accept the proposition.

RECOMMENDED That Minute 642 be amended so as to provide for the sum shown for wheeled bins to be increased from £16,700 to £19,700 and for a sum of £4,800 to be provided for the installation of vandal-proof fittings in public toilets, both matters to be subject to the identification of compensating savings elsewhere. (31758) (DF(D))

653. PANEL MINUTES

The Committee considered the appended Minutes of the Personnel Sub-Committee held on 28th November 1991 containing a recommendation on which action had already been taken. Members expressed their appreciation of the responsible attitude that had been adopted by the staff in the financial crisis.

654. BUDGET 1992/1993 AND 1993/94 (Minute 618/91)

Members had before them the appended report of the Chief Officer Group on the need not only to agree the budget strategy for 1992/93 but also because of the year-on-year effect of the Standard Spending Assessment to plan ahead for 1993/94 so as to continue to avoid the threat of capping. The Director of Finance (Designate) pointed out that there were certain factors which could complicate the picture, namely the future position of the Housing Revenue Account which was however unlikely to alter until after 1993/94 and the fact that Parish Council expenditure could be ranked for capping purposes under the proposed new Council Tax regime. Having examined the possible future scenarios the Chief Officer Group were recommending that it would be prudent to safeguard the 1993/94 budget by identifying as early as possible in 1992/93 further savings totalling £500,000.

So far as the current budget was concerned there had been substantial savings in the salaries bill and further reductions were achievable as an outcome of the Contract re-negotiations, albeit that the effect was partially offset by an increase in rent allowance payments and reduced income from interest receipts.

Members noted that further savings were necessary to achieve a budget that avoided capping, to which end it was being proposed that the Annual Report and Communications item should proceed only if it could be funded fully by sponsorship, that the subscriptions to the Eastern Arts Association and the Maritime Pollution Information Forum (where Member representation was involved) should be discontinued and that responsibility for

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Policy and Resources Committee

maintenance of permissive horse riding trails should be transferred to the users. Those areas where additional expenditure would have to be incurred to meet new statutory requirements were outlined and whilst Crime Prevention did not fall within that category provision had also been made to enhance the Council's role in that respect. The Director of Finance (Designate) said it had to be borne in mind as well that maintenance levels had been reduced as a short-term expediency but that it was not a desirable course of action to pursue and other means would need to be identified in order to redress that reduction.

The Chief Executive (Designate) reminded Members that there had been distinct advantages in foreseeing the financial constraints and planning ahead to address the budget problem for 1992/93 but that it was just as important to begin as soon as possible to identify the further savings required for 1993/94 because it was clear that the economics could not be met from the staffing overhead alone. Following the Council's representations to the Department of the Environment advice had been received that although the Secretary of State was unable to meet them arrangements had been made for the Minister for Local Government and Inner Cities, the Rt. Hon. Michael Portillo M P to receive a deputation on 8th January 1992. He reminded the Committee that it would comprise the four Group Leaders, himself and the Director of Finance (Designate) and said that the statement of case was being updated and would be circulated to all Members in advance.

The Chairman advised Members that any proposal to increase expenditure in one area would need to be offset by identifying compensating savings in another area or by increasing income. In considering their draft budget on a page-by-page basis the Committee were advised by the Director of Finance (Designate) that the Staffing Strategy Savings shown on page 43 should be increased from £131,500 to £200,500 in consequence of the deliberations of the Personnel Sub-Committee considered earlier and that the special item of £5,000 shown on page 51 for Boundary Commission - Reprogramming costs should be deleted as it duplicated the entry on page 53. The following proposals were formally moved and accepted by the Committee.

- (i) that the sum of £3,000 shown for Twinning on page 25 be deleted, that the sum of £22,900 shown against Grants on page 31 be increased to £25,900 and that the Performance Review Panel be asked to consider how best that additional sum might be allocated.
- (ii) that the Civic Car be sold and the budget head on page 25 be reduced from £4,700 to £1,000 as a transport allowance to enable suitable transport to be hired for the Chairman on those occasions when it was appropriate to do so, and that the saving thereby generated be used to fund the extension of the wheeled bin system.
- (iii) that the installation of an Automatic Teller Machine at Great Wakering be reinstated in the budget and the sum of £10,000 be identified from economies in the Repairs and Maintenance Special Items for that purpose.

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Policy and Resources Committee

The Committee also considered the following propositions which were not adopted:

- (i) to maintain the charges for concessionary travel at the current rates.
- (ii) to re-locate the existing ATM from the Civic Suite, Rayleigh to suitable premises in Hullbridge.

RECOMMENDED (1) That the budget strategy and proposals as set out in the report of the Chief Officer Group be adopted.

(2) That the Committee's budget requirements in respect of revised expenditure and income in 1991/92 and estimated expenditure and income for 1992/93 be as set out in the Draft Revenue Estimates subject to:-

- the sum of £3,000 for Twinning being deleted from page 25.
- the budget head for Civic Car on page 25 being reduced from £4,700 to £1,000 and re-designated Chairman's Transport Allowance
- the amount allocated for Grants on page 31 being increased to £25,900.
- the Staffing Strategy Savings shown on page 43 being increased to £200,500.
- the special item of £5,000 for Boundary Commission - Reprogramming Costs being deleted from page 51.
- the sum of £10,000 being provided for the installation of an Automatic Teller Machine at Great Wakering to be met from economies in Repairs and Maintenance Special items.

(3) That arrangements be made for the Civic Car to be sold.

(4) That the Performance Review Panel be asked to consider how best the additional monies available for grants might be allocated. (31758) (DF(D), CE(D), ACE)

NOTE: During discussion on the amendments to the Policy and Resources Budget for 1992/93 it was

Resolved that Standing Order 1 8 be suspended to enable the remaining business to be transacted.

655. CHARGES 1992/93 (Minute 404/91)

The Committee had before them the appended Schedule of Charges and accepted a proposition that the discretionary Land Charges fees for Supplementary Enquiries be increased by £4 and that the additional income be allocated to fund street lighting in Rayleigh and the provision of vandal-proof fittings in public toilets.

RECOMMENDED That the scale of charges as amended be approved. (31758) (DF(DD))

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Policy and Resources Committee

656. STANDARD COMMUNITY CHARGE MULTIPLIERS 1992/93 (Minute 106/91)

The Director of Finance (Designate) reported that the Schedule of Standard Community Charge Multipliers had been subject to critical review for 1991/92 on which basis the Committee considered that there was no need to make any further changes thereto notwithstanding representations made by developers regarding empty new properties.

RECOMMENDED That the Schedule of Standard Community Charge Multipliers for 1992/93 be approved. (31758) (DF(D))

657. NATIONAL NON DOMESTIC RATING; DISCRETIONARY RELIEF (Minute 556/91)

As requested at an earlier Meeting the Director of Finance (Designate) reported upon the potential for revising the criteria relating to the granting of Discretionary Rate Relief in consequence of which it was

RECOMMENDED That the existing criteria be broadened with effect from 1st April 1992 to enable Discretionary Rate Relief to be granted to those Charity Shops where all the goods for sale are donated. (211) (DF(D))

658. EXCLUSION OF THE PUBLIC

Resolved that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the Meeting for the following items of business on the grounds that they involve the likely disclosure of Exempt Information as defined in paragraph 8 of Part I of Schedule 12A of the Act.

659. IMPLEMENTATION OF COUNCIL TAX

The Director of Finance (Designate) reported in confidence on the need to make early provision to implement the new Council Tax and on the software options available to the Council in consequence of which it was

RECOMMENDED (1) That the Director of Finance (Designate) be authorised to enter into a contract with West Wiltshire Software to supply software for Council Tax and Council Tax Benefits.

(2) That the competitive tendering procedures in Financial Standing Order 4 be waived in this instance. (DF(D))

660. BUDGET STRATEGY 1992/93 - CONTRACTS (Minute 630/91)

The Chief Officer Group reported in confidence on the savings that had been achieved in the level of contract payments as a result of negotiations with the Council's contractors to reduce the specified works and service requirements. The Committee agreed that details of the negotiations should remain confidential until all the parties involved had been advised of the proposals.

RECOMMENDED That the outcome be approved. (31758) (COG)

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ROCHFORD DISTRICT COUNCIL

SPECIAL POLICY & RESOURCES COMMITTEE - 17TH DECEMBER 1991

MINUTES OF THE PERSONNEL SUB-COMMITTEE

At a Meeting held on 28th November 1991 Present: Councillors N. Harris (Chairman), P.A. Beckers, T. Fawell, Mrs. H.L.A. Glynn, Mrs. E.M. Hart, Mrs. S.J. Lemon, Miss B.G.J. Lovett, C.R. Morgan and Mrs. M.W. Stevenson.

Apologies: Councillor R.E. Vingoe.

52. MINUTES

The Minutes of the Meeting held on 7th October 1991 were approved as a correct record.

53. EXCLUSION OF THE PUBLIC

Resolved that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the Meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 11 of Part 1 of Schedule 12A of the Act

54. BUDGET STRATEGY AND REVIEW OF TERM CONTRACT POLICY

The Chief Executive (Designate) reported that whilst it was anticipated the Council could set a budget for 1992/93 to avoid the cap, the year on year cash limit and other factors suggested that target savings of £500,000 should be set now for the 1993/94 budget. The Director of Finance (Designate) explained in greater detail the difficulties the Council might face in that there could be changes in the capping rules, a further reduction in the revenue support base, less than full allowance for inflation in future SSA settlements, the inclusion of Parish expenditure and changes in the way in which housing expenditure was allocated.

Continuing the Chief Executive (Designate) said that savings of this order could only be achieved by reducing the establishment overhead and that it was essential to introduce economies and other policies immediately in order to avoid compulsory redundancies or to minimise the requirement should that arise. It was necessary to take advantage of 'natural wastage' in the establishment to achieve savings. The Sub-Committee agreed that they had no alternative but to pursue the following policies which the Chief Executive (Designate) had recommended.

- (a) The revised criteria for the offer and renewal of term contracts would be strictly in accordance with the budget strategy. No contract would be awarded for any non-essential activity or where there had been a fall in the workload.
- (b) Sympathetic consideration would be given to releasing staff from their contract obligations if this was in the Council's best interest.

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- (c) Applications from persons of pensionable age on contract would be considered under the voluntary early retirement and/or the voluntary redundancy schemes where this was in the Council's best interest.
- (d) Applications from other staff of pensionable age would be considered under the voluntary early retirement and/or the voluntary redundancy schemes where this was in the Council's best interest.
- (e) The Council's lease car scheme would become self financing for all new vehicles ordered after 28th November 1991. The present limitation of 2% of salary to 'top up' the standard of vehicle would no longer apply.
- (f) Where it was in the Council's best interest staff wishing to leave the authority might be released from their obligation to reimburse car leasing costs.
- (g) Wherever possible vacancies would be filled from within the establishment in order to delete posts and reduce advertising costs
- (h) The suspension of the Staff Reward Scheme.

The Panel asked the Chief Executive (Designate) to advise staff that the Council would be looking at all of its budgets to reduce expenditure. They noted that he would be writing to all staff within a matter of days to notify the action being taken and to remind the staff representatives that he would always make time available to meet them to discuss the Council's problems and that there was an open invitation for them to put their views to the Personnel Sub-Committee.

The Chief Executive (Designate) advised the Sub-Committee of the results of applying the essential/non-essential test when deciding whether to fill staff vacancies and proposed that he should continue to adopt this approach. Of the eight vacancies occurring in the establishment since the adoption of the budget strategy in July, only two posts had been filled, four had been deleted from the establishment and no budget provision made for the other two.

RECOMMENDED That the foregoing changes in Council policy be adopted as one of the means of achieving the target savings of £500,000 on the 1993/94 budget. (31758)(CE(D))

NOTE: The Chief Executive (Designate) exercised his powers under Standing Order 18 to give immediate effect to the foregoing recommendation in order that no time was lost in achieving economies

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ROCHFORD DISTRICT COUNCIL

SPECIAL POLICY & RESOURCES COMMITTEE - 17 DECEMBER 1991

REPORT OF THE CHIEF OFFICER GROUP

Budget 1992/93 and 1993/94

Introduction

This report has been compiled prior to the detailed consideration of estimates carried out by the service committees. The figures quoted do not, therefore, include amendments that may be identified during the budget process.

The Chief Officer Group is of the firm opinion that, whilst the prime objective is to agree a budget for the financial year 1992/93, a target should also be set with regard to the amount of reductions required to achieve a budget in 1993/94 that is also below the Secretary of State's capping limit.

All of the areas concerning budget strategy are covered within this report.

Standard Spending Assessment (SSA)

As Members are aware, the Secretary of State for the Environment announced SSA's on 26 November. The total of SSA throughout the country was increased by 6.8% over the 1991/92 figures.

In three areas the formula was changed: in order to provide more resources to those areas where foreign visitors stay overnight, in London Boroughs to assist with transport costs and in Shire Counties to compensate for the inability to generate capital receipts.

As with any change in the SSA formula, one authority's gain is another authority's loss. Certainly Rochford is one of the losers, as the SSA was only increased by 1.7% from £4.84m. to £4.922m. This is a far worse settlement than was expected.

In 1991/92, Rochford's SSA per chargepayer was the tenth lowest in the country. This current allocation now places Rochford as the fourth lowest in the country.

For information purposes, other District SSA's in the county are shown at Appendix 1 to this report.

Capping Criteria

There are two criteria under which authorities may be capped. The first relates to excessive year-on-year increases in a Council's budget, which are determined as follows:-

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Budget exceeds SSA	-	maximum increase 6.5%
Budget exceeds SSA by more than 5%	-	maximum increase 4.5%
Budget exceeds SSA by more than 10%	-	maximum increase 2.5%.

The second criterion relates to absolute excessiveness and it is into this category that Rochford falls. Any budget which exceeds SSA by more than 12.5% is deemed excessive. Rochford's SSA plus 12.5% equates to only £5.557m.

Fortunately, the Secretary of State will exempt authorities from capping under this criterion under the following circumstances:-

If the budget does not exceed SSA by more than 30% and there is a nil year-on-year increase

If the budget does not exceed SSA by more than 60% and there is a year-on-year decrease of 5%

If the budget exceeds SSA by more than 60%, the authority will still not be capped, providing there is a year-on-year decrease of 10%.

The term budget used in the capping criteria relates to the amount levied on the community charge collection fund. In Rochford's case, the budget for 1991/92 amounted to £6.167m. but, as £400,000 was used from balances to keep the level of charge down, the call on the collection fund amounted to £5.767m. Rochford's budget will, therefore, be capped at the level of £5.767m.

Capping in Future Years

A 1992/93 budget of £5.767m. exceeds SSA by 17% and legislation provides for capping to continue in future years.

The best the authority could hope for in future years would be for the budget to, once again, be frozen at £5.767m. This is a substantial cut in the budget, as the whole of inflation would need to be absorbed. Should inflation next year average 5%, a frozen budget represents a cut in real terms of £290,000.

The worst option would be for the Secretary of State to remove the exemption for those authorities in the excessive criterion. This would result in a further reduction in real terms of £117,000.

Amendments to Housing Revenue Account Definitions

The elements of expenditure contained within the Housing Revenue Account have been well defined over a great number of years, and encompass all the requirements for providing a complete housing service.

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The Government has been actively reconsidering the definition of what constitutes housing management. As early as August 1989, the Department of the Environment published a note which stated that ". . . the account should be more closely defined so that it related only to an authority's function as a landlord . . .". All other net costs, such as special services, maintenance of waiting lists, housing policy, working with Housing Associations, homelessness, etc., could be regarded as general fund activities, and thus be financed from community charge.

Should Ministers confirm this view, and there is a high degree of probability that they will, then a considerable amount of expenditure would flow from the Housing Revenue Account to the General Fund, thereby exacerbating the budget problem.

It would be impossible to provide detailed estimates at the present time with regard to the level of expenditure involved in this transfer of functions, as they have not yet been defined. However, should the Government adopt the most extreme position, it would be prudent to plan for a sum in the region of £200,000.

Parish Council Expenditure

The 1993/94 budget will be constructed in accordance with new rules as set out in the Local Government Finance Bill, ie., the new Council Tax.

At present, the SSA for Rochford of £4.922 is regarded by the Government as being sufficient for all of the expenditure requirements of both District and Parishes. The construction of the current legislation, however, does not provide for the Secretary of State to include Parish expenditure in his capping decisions.

When the new financial regime comes into force, the current position will be maintained, BUT there will be provision for the Secretary of State to change this, countrywide, AT ANY TIME.

Parish expenditure currently stands at £223,000. If this sum were to be included in the cap, the effect would be extremely detrimental.

Target Budget 1993/94

In setting a budget target for 1993/94, the Chief Officer Group would advise a middle course between the best and worst scenarios. At this point in time it is considered unnecessary to adopt the worst option, owing to the uncertainty surrounding Parish budgets and Housing Revenue expenditure being transferred to General Fund. Similarly, it would not be prudent to assume the best scenario, as the authority could be badly caught out should the relaxation on capping not be continued.

By steering the middle course, in the event of the worst happening, balances could be used to gain time in order to manage any further cuts required.

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The three options are shown below:-

1. Maintain current capping levels and no change re Housing - Cap would remain on £5.767m. This involves cuts in real terms equivalent to the rate of inflation. Assuming inflation averages 5%, service reductions amounting to £290,000 are required. This is the best scenario.
2. Remove capping exemptions and restrict budget to SSA + 12.5%, housing costs flow to General Fund and Parish expenditure included in District cap - Assuming an increase in SSA of 2%, the capping level would probably be in the region of £5.65m. The cuts in services required would be:-

	£000
Inflation as above	290
Additional cuts to achieve target	117
Housing costs to be absorbed	200
Parish costs to be absorbed	246
Total real terms reduction	853
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This is a worst case scenario.

3. A prudent middle course, in the opinion of the Chief Officer Group, would be to set a target of £500,000 worth of real term reductions to take effect in the 1993/94 budget.

Review of Progress

Having now examined the capping criteria for 1992/93 and seen how it compares to the criteria imposed in 1991/92, it is clear that the decision of the Council to address the problem as early as July was, indeed, correct. If pre-emptive action had not been taken, the task of constructing a budget for 1992/93 would have necessitated severe and unmanaged cuts in services.

With regard to the budget for the current year, it was anticipated that the savings identified by the Director of Finance (Designate) on community charge collection and housing benefit expenditure, together with the decisions taken by Council in respect of expenditure cuts and increased income, would produce a revised estimate of £5.7m. Unfortunately, two external factors have had an adverse effect on expenditure, these being an increase in rent allowance payments and reduced income from interest receipts following the sharp fall in interest rates during the year.

The revised estimate will now be in the region of £5.9m. This is still a significant achievement in that it represents a reduction of £267,000, or 4% on this year's budget.

As indicated above, because the Council addressed the spending problem early, the Chief Officer Group is confident that it will be possible to achieve a budget within the capping criteria which will still allow a modest capital programme.

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Capital Programme

A proposed capital programme will be presented to the Policy & Resources Committee on 21 January, by which time the Secretary of State for the Environment will have announced the capital spending limits. The Chief Officer Group is of the opinion that it is essential to retain as much of the capital receipts as possible in order that the general fund may benefit from the investment proceeds.

The basic philosophy of the programme will assume that the bulk of expenditure will be incurred by the Springboard Housing Association on the local authority HAG sponsored schemes. This utilises the Council's powers of spending, but does not actually cost the Council any money. This, therefore, achieves the objective of retaining capital receipts, but still achieves a high build for rent programme.

With regard to general fund capital schemes, a small number of basic essential projects will be suggested which are in accordance with the priorities set out by the Council. In order to ensure that Members are fully informed before being asked to approve the programme, schemes which are to be omitted will also be listed.

Contracts

Negotiations with the Council's contractors have now been concluded and savings in the region of £200,000 per annum have been identified. To achieve these savings, reductions in service are necessary and separate exempt reports will be considered by this Committee. These service cuts all relate to non-essential activity and are in accordance with the budget strategy.

Salaries

The overall salary budget is shown at Appendix 2 of this report.

Vacancies have not been filled where it has been possible to delete non-essential duties. In these instances, Chief Officers will be reporting to spending committees on re-prioritised work programmes.

It has also been possible to delete posts in areas where workload has reduced owing to external market forces.

As may be seen, the strategy has been very successful in this area as the workforce has decreased from 232.5 to 222.75, a decrease of 9.75 staff, which equates to a reduction in the establishment of 4%. When it is considered that housing revenue staff are unaffected by the capping problems, the reduction in staffing on general fund services equates to 5%.

As a number of posts deleted were at very senior levels, the saving in cash terms equates to 9% of the 1991/92 salary budget.

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At the Personnel Sub-Committee held on 28 November, further strategies were adopted in order to prepare for 1993/94. Inevitably, there will be some effect on the 1992/93 salary budget and, for this reason, the staffing strategy savings have been set at a level higher than in previous years.

Revenue Budget 1992/93

Further savings, must, however, be made and, in order to achieve a budget within the capping criteria, a number of items require a Member decision and are listed below:-

Annual Report and Communications - A sum of £8000 was to be included in the first estimate draft to cover the cost of an annual publication. The Chief Officer Group could only recommend this project going ahead if 100% sponsorship were to be obtained.

Subscriptions - The Chief Officer Group would recommend that subscriptions to the Eastern Arts Association (£2225) and Maritime Pollution Information Forum (£285) be discontinued with effect from 1 April 1992. The Maritime Pollution Forum carries a Member appointment which would, of course, be lost.

Permissive Horseriding Trails - At present all of the permissive routes are in an acceptable condition. As such, no maintenance will be needed in the next financial year. The Chief Officer Group is of the view that this function should be regarded as low priority and that any future maintenance should be carried out by the users, ie., the horseriders. It is recommended that officers offer the facility of maintenance to the horseriders. If they do not wish to accept the responsibility, the Group recommends that the permissive routes be closed as and when they require maintenance.

In drawing up the revenue budget for 1992/93, Members' attention is drawn to a number of areas where additional expenditure must be incurred owing to new statutory requirements. These are listed below:-

Dog Catching and Kennelling - This is a new statutory function which will come into effect on 1 April 1992. Costs will be kept to a minimum by utilising contractors and existing dog sanctuary facilities. Nevertheless, a budget provision of at least £5000 will be required.

Register of Contaminated Land - The Council will be required to construct this register during 1992/93. Council staff do not have the expertise in this restricted field to enable them to compile the register in-house. External resources will, therefore, be required and a provisional estimate of £25000 will be required.

Council Tax - Legislation is expected to complete its passage through Parliament by March 1992. There will be a considerable amount of cost incurred during 1992/93, largely resulting from additional software requirements. Most software houses are now giving price indications and it seems that Council Tax software will be even more expensive than that for community charge. Capital financing costs will not

appear in the budget until 1993/94. Maintenance charges will, however, feature in 1992/93. An overall initial provision of at least £17000 will need to be made in the 1992/93 budget. It is now hoped, however, that any additional costs incurred in respect of implementation will be reimbursed by the Government at the rate of 75%.

In addition to the above, the Council is being advised by the Audit Commission that it is necessary to undertake a housing condition survey of the District. The Chief Officer Group could not recommend making additional resources available for this project. The Management Team is, however, concerned that a project such as this with a high priority should not fail at the expense of other services of less priority which are currently being provided. The Director of Development believes that officers within his Department have the expertise to carry out the survey and he will be re-prioritising their work in order that the survey may be carried out.

The Chief Officer Group is also of the opinion that additional expenditure should be incurred in order to enhance the Council's role in the field of crime prevention. A provisional estimate of £20,000 has been included for this service.

Clearly, the foregoing items place an additional strain on the budget in a year when real cuts are required.

Members will see in the detailed estimates that the Chief Officer Group is now able to recommend a budget within the capping criteria.

Owing to the year-on-year rules adopted by the Government for capping, it would not be in the Council's best interest to reduce the call on the community charge by any more than is absolutely necessary. To do so would only accelerate the imposition of capping.

The Chief Officer Group would, therefore, urge that no further reductions are made to the 1992/93 budget.

In formalising a budget, Council is required to state what funds will be made available for economic development. Currently, the Council only gives support to the South East Essex Business Enterprise Agency and the Chief Officers see no reason to amend this policy. The proposed level of grant for 1992/93 would not exceed £1,300.

RECOMMENDED that the budget strategy and proposals as set out in the above report be adopted.

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ROCHFORD DISTRICT COUNCILSPECIAL POLICY & RESOURCES COMMITTEE - 17 DECEMBER 1991Standard Spending Assessments for Essex Authorities

<u>Authority</u>	<u>1991/92</u> £m.	<u>1992/93</u> £m.	<u>%inc.</u>	<u>1992/93</u> Per CC Payer £ p
Basildon	12.102	12,554	3.7	105.40
Braintree	9.038	9,479	4.9	107.26
Brentwood	4.592	4,848	5.6	91.67
Castle Point	5.757	5,926	2.9	90.12
Chelmsford	10.865	11,423	5.1	100.24
Colchester	12.404	13,322	7.4	122.30
Epping Forest	8.312	8,697	4.6	97.29
Harlow	7.007	7,164	2.2	128.74
Maldon	3.930	4,195	6.7	107.30
<u>ROCHFORD</u>	<u>4.840</u>	<u>4,922</u>	<u>1.7</u>	<u>87.22</u>
Southend on Sea	17.885	18,685	4.5	151.15
Tendring	11.053	11,445	3.5	116.16
Thurrock	10.250	11,026	7.6	115.47
Uttlesford	4.848	5,239	8.1	106.52
Essex County	902.978	974,631	7.9	845.57

General Statistics, 1992/93

Lowest Shire District SSA per chargepayer - £75.37
 Highest Shire District SSA per chargepayer - £243.56
 Average Shire District SSA per chargepayer - £122.21

In 1991/92 Rochford had the tenth lowest SSA per chargepayer

In 1992/93 Rochford will have the fourth lowest SSA per chargepayer.

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ROCHFORD DISTRICT COUNCILSPECIAL POLICY & RESOURCES COMMITTEE - 17 DECEMBER 1991SALARIES BUDGET

<u>Department</u>	<u>Estimate</u> <u>1991/92</u>	<u>Revised</u> <u>1991/92</u>	<u>Estimate</u> <u>1992/93</u>
	£	£	£
Chief Executive/ Director of Finance	1,184,200	1,159,200	1,166,800
Audit/Computer	124,400	123,000	137,500
Assistant Chief Executive	475,600	462,200	496,400
Environmental Services	692,800	618,500	660,600
Development	738,500	682,900	739,800
Solicitor	<u>240,200</u>	<u>217,100</u>	<u>234,200</u>
General Fund total	3,455,700	3,262,900	3,435,300
Housing	<u>366,000</u>	<u>358,400</u>	<u>384,600</u>
Sub-total	3,821,700	3,621,300	3,819,900
Staffing strategy savings	<u>(96,000)</u>	<u>(30,000)</u>	<u>(200,500)</u>
Total	<u>3,725,700</u>	<u>3,591,300</u>	<u>3,619,400</u>

Notes:

1. Original estimate included provision for a salary award of 9%. The actual award was 6.45%.

updated

001588

MANPOWER

1991/92

Budget Head	Full Time	Part Time
		FTE
:Development Administration	11	
:Environmental Services Administration	10	
: (including Enforcements)		
:Architects	2	
:Engineers	2	
:Development Control	11	
:Local and Structure Plans	3	0.50
:Building Control	6	
:Woodlands	6	0.25
:Public Relations	1	
:Elections	1	0.50
:Local Land Charges	2	
:Revenues Administration	7	1.75
:Car Parks	3	0.50
:Community Charge	23	0.50
:Housing Benefits	12	
:Contract Monitoring	9	
:Computer Services and Audit	6	
:Solicitor's Office	10	
:Accountancy Services	11	1.00
:Pest Control	1	
:Environmental Health	14	0.50
:Chief Executive & Treasurer	4	
:Assistant Chief Executive	18	2.50
:Secretary	2	
:Administration Buildings	1	1.50
:Committee Servicing	3	
:Building Maintenance	8	
:Personnel Services	3	
:		
:		
:Total General Fund Account	190	9.50
:		
:Housing	33	
:		
:		
:Total Housing Revenue Account	33	0
:		
:Grand Total	223	9.50

W.P. Jones

MANPOWER

1992/93

Budget Head	Full Time	Part Time
		FTE
Planning Services	22	0.50
Environmental Services Administration	8	
: (including Enforcements)		
Architects	1	
Engineers	2	
Building Control	6	
Woodlands	4	
Public Relations	1	
Elections	1	0.50
Local Land Charges	2	
Revenues Administration	5	1.75
Car Parks	3	0.50
Community Charge	25	0.50
Housing Benefits	10	1.00
Contract Monitoring	9	
Computer Services and Audit	6	
Solicitor's Office	10	
Accountancy Services	11	1.50
Pest Control	1	
Environmental Health	13	0.50
Assistant Chief Executive	18	2.50
Management Team	6	
Administrative Buildings	1	1.50
Committee Servicing	3	
Building Maintenance	8	
Personnel Services	3	
:		
:		
Total General Fund Account	179	10.75
:		
Housing	33	
:		
:		
Total Housing Revenue Account	33	0.00
:		
Grand Total	212	10.75

SPECIAL POLICY AND RESOURCES COMMITTEE

17TH DECEMBER 1991

POLICY AND RESOURCES BUDGET 1992/93

AND

POLICY AND RESOURCES BUILDING WORKS 1992/93

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POLICY AND RESOURCES - COMMITTEE SUMMARY	1990/91	1991/92		1992/93
	ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
EMERGENCY PLANNING	26,929	34,700	34,100	7,100
MEMBERS EXPENSES	31,496	51,100	52,100	42,500
PUBLIC RELATIONS & CIVIC PROMOTIONS	80,676	79,500	85,300	30,500
ELECTIONS	34,436	40,000	41,500	30,900
REGISTRATION OF ELECTORS	59,505	69,200	67,800	54,000
GRANTS & MEALS ON WHEELS	89,108	104,900	122,500	125,900
CONCESSIONARY FARES	38,397	101,300	62,600	58,500
LOCAL LAND CHARGES	(3,132)	(6,400)	(38,200)	(66,100)
LAND AND ESTATE MANAGEMENT	(6,833)	(5,000)	(11,500)	(16,200)
SUBSCRIPTIONS	2,764	11,200	10,800	8,975
CONTRIBUTIONS TO & FROM FUNDS ETC	(430,427)	(436,600)	(405,500)	(647,500)
CAR PARKS	(110,116)	(113,700)	(106,500)	(173,300)
COMMUNITY CHARGE AND COUNCIL TAX	824,070	1,084,200	781,300	861,800
HOUSING BENEFIT	-	-	393,700	388,300
DUTCH COTTAGE TRUST	(617)	(100)	(200)	100
CONTRACT MONITORING	158,085	197,500	198,700	197,900
COMPUTER SERVICES & AUDIT	40,486	32,300	29,600	30,400
SOLICITORS OFFICE	151,293	174,700	180,400	165,900
DIRECTOR OF FINANCE, INCORPORATING FINANCIAL SERVICES	377,426	446,200	443,000	500,800
CHIEF EXECUTIVE, INCORPORATING PERSONNEL SERVICES	-	-	-	109,500
MANAGEMENT TEAM	-	-	-	65,100
ASSISTANT CHIEF EXECUTIVE	-	-	-	526,000
COST OF COMMITTEE SERVICING	108,452	123,300	128,600	78,000
TOTAL NET EXPENDITURE	1,471,998	1,988,300	2,070,100	2,379,075

EMERGENCY PLANNING	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1991/92 REVISED £	1992/93 ESTIMATE £
TRAINING EXPENSES	12 100 05 200	(57)	1,000	100	200
EQUIPMENT, TOOLS & MATERIALS	12 100 16 100	949	2,000	500	500
INTERNAL PRINTING	12 100 30 130	17	200	-	-
STATIONERY	12 100 30 210	125	100	100	100
TELEPHONE	12 100 30 510	1,440	2,400	2,700	2,900
EXTERNAL PRINTING	12 100 30 800	-	400	100	100
TRAVELLING & SUBSISTENCE	12 100 35 110	-	300	300	300
CONFERENCE EXPENSES	12 100 35 120	-	500	100	100
* RE-CHARGE CENTRAL ADMIN.	12 100 38 000	22,689	24,400	27,300	
* INSURANCE	12 100 40 100	100	100	100	100
HIRE OF ACCOMODATION	12 100 50 100	30	700	100	100
CONTRACTORS SERVICES	12 100 50 200	-	1,200	400	400
S I-EMERGENCY PLANNING	12 100 62 040	462	-	100	-
S I-TRAINING	12 100 62 050	-	300	-	-
S I-EMERGENCY GENERAL	12 100 62 060	72	2,000	2,000	2,100
S I-EQUIPMENT FOR SUB OFFICE	12 100 62 110	1,292	500	500	500
S I-COMMUNICATION EQUIPMENT	12 100 62 120	1,408	1,000	1,000	1,100
		28,527	37,100	35,400	8,500
* GOVERNMENT GRANTS	12 100 82 000	(1,598)	(2,400)	(1,300)	(1,400)
TOTAL NET EXPENDITURE		26,929	34,700	34,100	7,100

* ACCOUNTANCY USE ONLY

001591

MEMBERS EXPENSES	CODE NUMBER	1990/91	1991/92		1992/93
		ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
INTERNAL PRINTING	12 150 30 110	-	100	-	-
STATIONERY	12 150 30 210	197	100	100	100
TELEPHONE	12 150 30 510	480	500	500	500
TRAVELLING & SUBSISTENCE	12 150 35 110	3,319	3,400	3,100	3,300
CONFERENCE EXPENSES	12 150 35 120	1,071	1,000	1,000	1,000
* RE-CHARGE CENTRAL ADMIN.	12 150 38 000	2,747	3,000	3,400	3,400
* RE-CHARGE AUDIT SERVICES	12 150 38 600	1,478	2,100	2,100	2,200
* INSURANCE	12 150 40 100	274	300	300	200
* CHAIRMANS ALLOWANCE	12 150 46 100	1,800	1,800	1,800	1,800
* VICE-CHAIRMANS ALLOWANCE	12 150 46 200	400	400	400	400
* ATTENDANCE ALLOWANCES	12 150 46 400	19,730	36,600	36,600	33,000
* RESIDUAL ALLOWANCES-OLD SCHEME	12 150 46 500	-	1,800	2,800	-
TOTAL NET EXPENDITURE		31,496	51,100	52,100	42,500

* ACCOUNTANCY USE ONLY

001592

PUBLIC RELATIONS & CIVIC PROMOTIONS	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1991/92 REVISED £	1992/93 ESTIMATE £
* SALARIES	12 200 01 000	11,240	12,800	12,600	13,900
RE-CHARGE - CENTRAL ADMIN:					
* PUBLIC RELATIONS	12 200 38 000	29,201	31,400	35,100	-
* ANNUAL REPORT & COMMUNICATIONS	12 200 38 100	8,038	8,600	9,600	-
ROCHFORD NEWS PRINTING COSTS	12 200 38 200	3,311	-	-	-
ANNUAL REPORT AND COMMUNICATIONS		-	-	-	-
* RE-CHARGE - COMPUTER, C-VIEW	12 200 38 600	13,003	11,500	11,100	-
* INSURANCE	12 200 40 100	-	-	-	200
SEMINARS	12 200 45 000	-	100	-	-
HOSPITALITY GENERAL	12 200 46 000	844	1,600	2,000	2,000
CHAIRMAN'S HOSPITALITY	12 200 46 150	9,098	6,000	6,000	6,400
CIVIC CAR	12 200 46 151	1,777	3,000	4,400	4,700
CHAIRMAN'S REFRESHMENTS	12 200 46 155	38	300	300	300
IND. PROMOTIONS & EXHIBITIONS	12 200 59 000	(53)	-	-	-
TWINNING	12 200 69 300	4,179	4,200	4,200	3,000
TOTAL NET EXPENDITURE		80,676	79,500	85,300	30,500

* ACCOUNTANCY USE ONLY

001593

ELECTIONS	CODE NUMBER	1990/91 ACTUAL £	199 1 /92 ESTIMATE £	REVISED £	1992/93 ESTIMATE £
* SALARIES	12 300 01 000	6,308	7,800	8,000	8,600
* RE-CHARGE CENTRAL ADMIN	12 300 38 000	10,582	11,400	12,700	
* RE-CHARGE AUDIT SERVICES	12 300 38 600	394	600	600	600
* INSURANCE	12 300 40 100				200
MISCELLANEOUS	12 300 49 100	17,152	20,200	20,200	21,500
TOTAL NET EXPENDITURE		34,436	40,000	41,500	30,900

* ACCOUNTANCY USE ONLY

001594

REGISTRATION OF ELECTORS	CODE NUMBER	1990/91	1991/92		1992/93
		ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
* SALARIES	12 310 49 000	6,308	7,700	8,000	8,500
* PAYMENTS TO CANVASSERS	12 310 49 100	10,993	11,900	11,900	12,600
INTERNAL PRINTING	12 310 30 130	-	100	-	-
STATIONERY	12 310 30 210	852	1,300	1,300	1,400
ADVERTISING	12 310 30 320	56	300	300	300
BULK POSTAGE	12 310 30 430	4,226	5,500	5,500	5,800
EXTERNAL PRINTING	12 310 30 800	3,825	3,700	3,700	3,900
* RE-CHARGE CENTRAL ADMIN	12 310 38 000	14,245	15,500	17,100	
* RE-CHARGE AUDIT SERVICES	12 310 38 600	493	700	700	700
* RE-CHARGE COMPUTER SERVICES	12 310 38 400	19,406	22,000	19,100	20,600
SUBSCRIPTIONS	12 310 43 000	376	700	700	700
		60,780	69,200	68,300	54,500
SALES	12 310 82 000	(1,275)	-	(500)	(500)
TOTAL NET EXPENDITURE		59,505	69,200	67,800	54,000

* ACCOUNTANCY USE ONLY

001595

GRANTS	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1991/92 REVISED £	1992/93 ESTIMATE £
* LOCAL GOVT. & HOUSING ACT 1989 AND 1972 ACT S.137	12 400 43 XXX	28,214	35,300	34,800	37,900
* CENTRAL ADMINISTRATION	12 410 38 000	7,722	10,800	9,900	10,000
* GRANTS	12 410 43 XXX	20,736	21,400	20,900	22,900
* SUBSIDY TO CHARITABLE AND OTHER ORGANISATIONS	12 410 48 000	9,053	6,500	6,500	6,900
* NDR CHARITABLE RELIEF COSTS	12 410 50 300	9,675	20,000	18,900	20,000
* CONTRIBUTION - CROUCH HARBOUR	12 410 49 000	1,500	-	1,500	1,500
* DIAL-A-RIDE SERVICE	12 410 50 100	3,350	4,000	5,000	7,500
* AUDIT OF CHARITY ACCOUNTS	12 410 50 200	1,478	2,100	2,100	2,200
NEW TRAINING INITIATIVES	12 410 50 400	-	-	10,000	-
TOTAL NET EXPENDITURE		74,728	90,100	100,600	98,900

* ACCOUNTANCY USE ONLY

001596

MEALS ON WHEELS	CODE NUMBER	1990/91	1991/92		1992/93
		ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
* GRANT - RAYLEIGH	12 420 43 510	14,577	21,800	24,100	29,000
* GRANT - ROCHFORD	12 420 43 520	23,201	20,500	20,600	24,100
		37,778	42,300	44,700	53,100
* E.C.C. CONTRIBUTION	12 420 83 000	(23,398)	(27,500)	(22,800)	(26,100)
TOTAL NET EXPENDITURE		14,380	14,800	21,900	27,000

* ACCOUNTANCY USE ONLY

001597

CONCESSIONARY FARES	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1991/92 REVISED £	1992/93 ESTIMATE £
* PAYMENTS RE TRAVEL CONCESSIONS					
- BUS PASSES/NEW INITIATIVES	12 550 43 300	52,808	111,600	64,900	67,000
- RAIL PASSES	12 550 43 350	-	5,000	4,900	5,000
* RE-CHARGE CENTRAL ADMIN	12 550 38 000	4,376	12,700	5,300	
		57,184	121,300	75,100	72,000
* FEES AND CHARGES	12 550 81 000	(18,787)	(20,000)	(12,500)	(13,500)
TOTAL NET EXPENDITURE		38,397	101,300	62,600	58,500

* ACCOUNTANCY USE ONLY

LOCAL LAND CHARGES	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1991/92 REVISED £	1992/93 ESTIMATE £
* SALARIES	12 450 01 000	19,460	24,800	12,500	13,900
* RE-CHARGE - SOLICITORS OFFICE	12 450 50 100	44,092	52,300	52,800	50,200
* RE-CHARGE - AUDIT SERVICES	12 450 38 600	887	1,200	1,200	1,300
* INSURANCE	12 450 40 120	2,489	300	3,300	3,500
		66,928	78,600	69,800	68,900
FEES AND CHARGES	12 450 81 000	(70,060)	(85,000)	(108,000)	(135,000)
TOTAL NET INCOME		(3,132)	(6,400)	(38,200)	(66,100)

* ACCOUNTANCY USE ONLY

001599

LAND AND ESTATE MANAGEMENT	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	REVISED £	1992/93 ESTIMATE £
REPAIRS, ALTERATIONS AND MAINTENANCE	12 500 10 300	2,544	2,700	2,200	2,100
ADMINISTRATION FRAM	12 500 10 800	2,963	2,800	2,800	2,200
WATER RATES	12 500 12 400	-	500	300	300
SEWERAGE CHARGES	12 500 12 450	-	700	1,100	1,200
CLEANING MATERIALS	12 500 12 500	714	1,000	1,000	1,100
RENT	12 500 18 000	-	1,300	-	-
INSURANCE	12 500 40 100	589	900	900	700
* RE-CHARGE - SOLICITORS	12 500 50 100	14,915	17,700	18,100	17,000
SPECIAL ITEMS - BUILDING WORKS	12 500 69 XXX	8,526	700	700	-
		30,251	26,300	25,100	22,600
RENTS	12 500 80 000	(37,084)	(31,300)	(36,600)	(38,800)
		(6,833)	(5,000)	(11,500)	(16,200)

* ACCOUNTANCY USE ONLY

SUBSCRIPTIONS	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1991/92 REVISED £	1992/93 ESTIMATE £
* ASSOC.OF DISTRICT COUNCILS	12 430 43 800	-	5,780	6,140	6,500
* A.D.C. ESSEX COUNTY BRANCH	12 430 43 801	75	80	75	80
* A.D.C. TREASURERS	12 430 43 802	25	25	25	30
* ASSOC.OF SEA & AIRPORT HEALTH AUTH.	12 430 43 803	-	330	360	380
* OPEN SPACES SOCIETY	12 430 43 804	60	65	75	80
* CL. FOR PROTECTION OF RURAL ESSEX	12 430 43 805	(5)	80	80	85
* ESSEX & HERTS PROV. COUNCILS	12 430 43 806	-	2,100	1,375	1,460
* NAT. HOUSE & TOWN PLAN COUNCIL	12 430 43 808	(36)	45	45	50
* SOCIETY OF L.A. CHIEF EXECUTIVES	12 430 43 809	145	160	160	170
* ROCHFORD & MAPLIN CHAMBER OF T & C	12 430 43 810	15	25	25	30
* ESSEX PLAYINGFIELDS	12 430 43 811	15	20	20	20
* EASTERN ARTS ASSOC.	12 430 43 813	1,970	2,150	2,100	-
* MARITIME POLLUTION	12 430 43 814	500	270	270	-
* UNALLOCATED BALANCE	12 430 43 899	-	70	50	90
TOTAL NET EXPENDITURE		2,764	11,200	10,800	8,975

* ACCOUNTANCY USE ONLY

001601

CONTRIBUTIONS TO & FROM FUNDS ETC.	CODE NUMBER	1990/91	1991/92		1992/93
		ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
* REVENUE SUPPORT OF CAPITAL	12 440 61 000	210,485	-	-	-
* GENERAL CONTINGENCY PROVISION	12 440 62 000	-	187,000	-	35,000
* CENTRAL DEBT CHARGES	12 440 64 000	-	100,000	-	-
AREA SERVICE POINTS	12 460 XX XXX	-	4,000	200	-
		210,485	291,000	200	35,000
STAFFING STRATEGY SAVINGS	12 440 92 000	-	(96,000)	(30,000)	(131,500)
* SUPERANNUATION/ACTUARIAL REDUCTION	12 440 87 100	-	-	(25,000)	(27,000)
* NET EXTERNAL FINANCE	12 440 94 000	(640,912)	(600,000)	(350,700)	(400,000)
* TARGET SAVING - CONTRACT MONITORING	12 440 99 000	-	(17,500)	-	-
* TARGET SAVING - ADMIN. BUILDINGS	12 440 99 100	-	(10,000)	-	-
* TARGET INCOME INCREASE	12 440 99 200	-	(4,100)	-	-
* RE-CHARGE HRA - GENERAL FUND SERV.	12 440 98 000	-	-	-	(124,000)
TOTAL NET INCOME		(430,427)	(436,600)	(405,500)	(647,500)

* ACCOUNTANCY USE ONLY

001602

REVENUES ADMINISTRATION	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1991/92 REVISED £	1992/93 ESTIMATE £
* SALARIES	12 810 01 000	116,999	133,300	108,400	117,600
TRAINING	12 810 05 200	135	1,100	1,100	1,200
UNIFORMS	12 810 06 200	243	600	600	600
* CAR ALLOWANCES	12 810 06 000	5,117	6,100	6,100	6,500
PROFESSIONAL FEES	12 810 06 500	71	100	100	100
EQUIPMENT, TOOLS & MATERIALS	12 810 16 100	1,035	1,300	800	800
ENVELOPES - ATM	12 810 16 200	-	-	1,500	1,600
TRAVELLING & SUBSISTENCE	12 810 35 110	145	400	400	400
SECURITY SERVICES - CASH COLLECTION		-	-	-	5,000
* RE-CHARGE - CENTRAL ADMIN.	12 810 38 000	86,383	92,900	103,800	
* RE-CHARGE - ADMIN. BUILDINGS	12 810 38 200	45,905	57,700	57,000	46,100
* RE-CHARGE - COMPUTER SERVICES	12 810 38 400	48,466	57,000	54,300	58,300
* RE-CHARGE - AUDIT SERVICES	12 810 38 600	2,364	3,300	3,300	3,500
* RE-CHARGE - DIRECTOR OF FINANCE	12 810 38 500	-	-	-	20,700
* INSURANCE	12 810 40 100	1,708	1,800	2,200	1,500
		308,571	355,600	339,600	263,900
* RE-CHARGE TO HRA	12 810 84 100	(45,757)	(52,700)	(50,300)	(39,100)
* RE-CHARGE TO CAR PARKS	12 810 84 200	(41,977)	(48,400)	(46,100)	(35,900)
* RE-CHARGE TO COMMUNITY CHARGE	12 810 84 300	(147,257)	(169,700)	(162,200)	(126,000)
* RE-CHARGE TO HB ADMIN	12 810 84 400	(73,580)	(84,800)	(81,000)	(62,900)
		0	0	0	0

* ACCOUNTANCY USE ONLY

001603

CAR PARKS	CODE NUMBER	1990/91 ACTUAL £	199 1 /92 ESTIMATE £	REVISED £	1992/93 ESTIMATE £
* SALARIES	12 670 01 000	36,998	40,800	41,100	43,500
REPAIRS, ALTERATIONS & MAINTENANCE	12 670 10 300	6,607	7,200	6,800	7,200
* ADMINISTRATION - RAM	12 670 10 000	1,769	1,800	1,900	1,700
LIGHTS & POWER	12 670 12 XXX	157	5,100	3,200	3,400
WATER/SEWERAGE	12 670 12 400	2,136	-	2,500	2,700
CLEANING MATERIALS	12 670 12 000	-	100	-	-
RENT AND RATES	12 670 18 XXX	33,873	38,000	37,400	39,600
TRAVELLING & SUBSISTENCE	12 670 35 110	68	-	100	100
S/I ADAPTIONS FOR NEW COINAGE	12 670 69 000	4,931	6,000	-	6,000
S/I NEW CAR PARK ORDER		-	-	1,000	-
S/I EMERGENCY SURFACING WORK		-	-	6,000	-
* TRANSPORT AND PLANT	12 670 25 200	2,534	2,200	2,600	2,800
* CAR ALLOWANCES	12 670 06 000	723	900	1,300	1,300
EQUIPMENT, TOOLS AND MATERIALS	12 670 16 100	1,336	1,500	1,100	1,100
PROTECTIVE CLOTHING & UNIFORMS	12 670 14 000	40	500	500	300
MACHINE MAINTENANCE	12 670 20 300	4,279	7,000	6,000	6,400
EXTERNAL PRINTING	12 670 30 130	6,866	3,500	4,000	4,200
STATIONERY	12 670 30 210	107	1,200	1,000	1,100
FLOAT REIMBURSEMENT	12 670 70 210	1,343	1,400	2,100	2,200
* RE-CHARGE - AUDIT SERVICES	12 670 38 600	1,478	2,100	2,100	2,200
* RE-CHARGE - REVENUES ADMINISTRATION	12 670 38 800	41,977	48,400	46,100	35,900
* RE-CHARGE - I.T. FUND	12 670 38 100	-	-	-	1,200
* INSURANCE	12 670 40 100	-	-	-	500
EXPENDITURE C/FWD		146,222	166,700	166,800	162,400

* ACCOUNTANCY USE ONLY

001604

CAR PARKS	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1992/93 REVISED ESTIMATE £	1992/93 ESTIMATE £
EXPENDITURE B/FWD		146,222	166,700	166,800	162,400
PARKING FEES	12 670 80 XXX	(185,504)	(215,000)	(194,600)	(264,100)
AD HOC RENTS	12 670 86 XXX	(243)	(200)	(100)	(100)
RENTS	12 670 86 XXX	(3,550)	(3,700)	(3,700)	(3,900)
PERMITS/SEASON TICKETS	12 670 87 700	(46,373)	(41,500)	(52,300)	(41,500)
COSTS AWARDED	12 670 88 700	(1,302)	(1,000)	(900)	(1,000)
EXCESS CHARGE	12 670 89 700	(19,366)	(19,000)	(21,700)	(25,100)
TOTAL NET INCOME		(110,116)	(113,700)	(106,500)	(173,300)

* ACCOUNTANCY USE ONLY

001605

COMMUNITY CHARGE AND BUSINESS RATE ACCOUNT	CODE NUMBER	1990/91	1991/92		1992/93
		ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
* SALARIES	12 705 01 000	291,849	311,100	315,100	348,200
TRAINING - GENERAL	12 705 05 XXX	5,844	6,700	5,500	4,900
* CAR ALLOWANCES	12 705 06 000	9,025	9,900	10,300	11,000
EQUIPMENT, TOOLS & MATERIALS	12 705 16 100	3,447	6,000	4,000	4,000
PROTECTIVE CLOTHING	12 705 16 200	108	300	200	200
OTHER HIRED SERVICES:					
POST OFFICE	12 705 20 070	22,009	37,000	40,000	42,400
BAILIFF	12 705 20 080	28,037	25,000	30,400	32,200
INFORMATION EXCHANGE	12 705 20 090	1,875	3,000	4,200	4,500
PROFESSIONAL SERVICES	12 705 20 050	4,085	-	6,000	5,500
COURT COSTS	12 705 20 100	97	500	400	20,000
SOFTWARE	12 705 20 520	737	2,000	2,000	2,100
STATIONERY	12 705 30 210	10,328	11,000	11,000	11,700
PUBLICITY	12 705 30 320	500	1,000	2,700	2,900
EXTERNAL PRINTING	12 705 30 800	21,820	29,000	26,000	27,600
TRAVELLING AND SUBSISTENCE	12 705 35 110	1,248	3,500	1,500	1,600
S/I BOUNDARY REVIEW - REPROG. COSTS		-	-	-	5,000
* RE-CHARGE - COMMUNITY CHARGE BEN.	12 705 38 300	141,523	268,500		
* RE-CHARGE - AUDIT	12 705 38 600	8,570	12,000	12,100	12,900
* RE-CHARGE - COMPUTER SERVICES	12 705 38 400	209,823	234,800	227,200	239,700
* RE-CHARGE - REVENUES ADMIN.	12 705 38 800	147,257	169,700	162,200	126,000
* RE-CHARGE - I.T. FUND	12 705 38 100	328		300	2,000
* INSURANCE	12 705 40 100				4,400
TOTAL EXPENDITURE C/FWD		908,510	1,131,000	861,100	908,800

* ACCOUNTANCY USE ONLY

001606

COMMUNITY CHARGE AND BUSINESS RATE ACCOUNT	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1991/92 REVISED £	1992/93 ESTIMATE £
TOTAL EXPENDITURE B/FWD		908,510	1,131,000	861,100	908,800
DEBT CHARGES	12 705 76 000	60,200	56,000	56,000	55,000
RATING REVIEW	12 705 20 200	-	-	1,200	1,300
ATM - GT. WAKERING	12 705 40 000	-	10,000	-	-
RESIDUAL COST - DOM. RATE COLL.	12 705 50 100	(2,553)	4,000		
RE-BILLING - DIRECT COSTS	12 015 10 000			26,000	
BOUNDARY REVIEW - REPROG. COSTS					5,000
		966,157	1,201,000	944,300	970,100
COURT COSTS	12 705 80 000	(80,744)	(67,500)	(67,500)	(78,300)
TRANS. RELIEF GRANT		(15,556)			
INDR. POOL ADMINISTRATION GRANT	12 705 83 000	(45,727)	(49,300)	(45,700)	(49,300)
SALE OF ADDRESS FILE		(60)	-	-	-
GRANT RE-BILLING	12 015 80 000			(51,000)	
TOTAL NET EXPENDITURE		824,070	1,084,200	780,100	842,500

* ACCOUNTANCY USE ONLY

001607

NEW COUNCIL TAX	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	REVISED £	1992/93 ESTIMATE £
TRAINING		-	-	1,200	2,000
TRAVELLING & SUBSISTENCE		-	-	-	1,000
MAINTENANCE OF COMPUTER SYSTEM		-	-	-	14,500
CIPFA REVENUES CONSORTIUM		-	-	-	1,800
		-	-	1,200	19,300

* ACCOUNTANCY USE ONLY

001608

HOUSING BENEFIT	CODE NUMBER	1990/91	199 1 /92		1992/93
		ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
* RE-CHARGE ADMINISTRATION	12 750 38 000	249,564	304,700	264,200	251,300
BENEFIT PAYMENTS:					
RENT REBATES	12 750 40 000	1,964,880	2,115,000	2,115,000	2,240,000
RENT ALLOWANCES	12 750 41 000	1,018,803	965,000	1,300,000	1,430,000
RATE/COMM. CHARGE REBATES	12 750 42 000	2,135,498	2,450,000	1,290,000	1,300,000
		5,368,745	5,834,700	4,969,200	5,221,300
HOUSING BENEFIT SUBSIDIES	12 750 83 000	(3,089,255)	(3,217,900)	(2,460,500)	(2,593,000)
* RE-CHARGE TO OTHER ACCOUNTS:					
COMMUNITY CHARGE / RATES	12 750 84 100	(141,523)	(268,500)		
HOUSING GENERAL	12 750 84 200	(149,179)	(233,300)		
HOUSING REVENUE ACCOUNT	12 750 84 300	(1,988,788)	(2,115,000)	(2,115,000)	(2,240,000)
TOTAL NET EXPENDITURE		0	0	393,700	388,300

* ACCOUNTANCY USE ONLY

001609

HOUSING BENEFIT ADMINISTRATION	CODE NUMBER	1990/91	1991/92		1992/93
		ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
* SALARIES	12 725 01 000	152,251	166,900	163,100	162,300
TRAINING	12 725 05 200	376	1,000	1,000	1,100
EQUIPMENT, TOOLS & MATERIALS	12 725 16 100	1,262	3,000	1,700	1,700
INTERNAL PRINTING	12 725 30 130	814	-	-	-
STATIONERY	12 725 30 210	1,233	2,000	2,300	2,400
POSTAGES	12 725 30 430	-	6,500	-	-
EXTERNAL PRINTING	12 725 30 800	-	2,500	4,500	4,800
TRAVELLING AND SUBSISTENCE	12 725 35 110	-	-	1,800	1,900
* RE-CHARGE AUDIT	12 725 38 600	18,570	12,000	12,100	12,900
* RE-CHARGE REVENUES ADMIN.	12 725 38 800	73,560	84,800	81,000	62,900
* RE-CHARGE COMPUTER SERVICES	12 725 38 400	105,404	122,000	115,700	125,300
* RE-CHARGE I.T. FUND	12 725 38 100	-	-	-	100
* INSURANCE	12 725 40 000	-	-	-	2,000
		343,490	400,700	383,200	377,400
* ADMIN SUBSIDY - CURRENT YEAR	12 750 82 000	(93,926)	(96,000)	(119,000)	(126,100)
* HOUSING BENEFIT ACCOUNT RE-CHARGES	12 750 89 050	(249,564)	(304,700)	(264,200)	(251,300)
		0	0	0	0

* ACCOUNTANCY USE ONLY

001610

DUTCH COTTAGE TRUST	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1992/93 REVISED ESTIMATE £	1992/93 ESTIMATE £
REPAIRS, ALTERATIONS & MAINTENANCE.	75 100 10 300	104	400	400	900
* ADMINISTRATION * RAM	75 100 10 800	28	100	100	100
FUEL, LIGHT & CLEANING MATERIALS.	75 100 12 300	-	100	100	100
RENT/RATES	75 100 18 000	110	100	100	100
INSURANCE	75 100 40 100	521	500	500	400
		563	1,200	1,200	1,600
RENT INCOME	75 100 80 000	(1,180)	(1,300)	(1,400)	(1,500)
TOTAL NET INCOME		(617)	(100)	(200)	100

* ACCOUNTANCY USE ONLY

001611

CONTRACT MONITORING	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1991/92 REVISED £	1992/93 ESTIMATE £
* SALARIES	12 770 01 000	137,307	155,600	150,100	162,900
TRAINING EXPENSES	12 770 05 200	202	1,600	1,600	1,700
* CAR ALLOWANCES	12 770 06 000	4,485	5,700	6,000	6,600
TRAVELLING & SUBSISTENCE	12 770 35 110	-	-	200	200
* RE-CHARGE CENTRAL ADMIN.	12 770 38 000	13,532	14,600	16,300	-
* RE-CHARGE AUDIT SERVICES	12 770 38 600	14,284	20,100	20,200	21,600
* RE-CHARGE DEPOT SERVICES	12 770 50 100	907	4,900	5,300	3,400
* INSURANCE	12 770 40 100	-	-	-	2,000
		170,717	202,500	199,700	198,400
SALE OF DOCUMENTS	12 770 80 100	(12,632)	(5,000)	(1,000)	(500)
TOTAL NET EXPENDITURE		158,085	197,500	198,700	197,900

* ACCOUNTANCY USE ONLY

001612

COMPUTER SERVICES & AUDIT	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	REVISED £	1992/93 ESTIMATE £
* SALARIES	12 780 01 000	107,076	124,400	123,000	137,500
TRAINING	12 780 05 XXX	3,925	4,700	4,000	4,200
CAR ALLOWANCES	12 780 06 000	5,195	6,000	5,500	5,500
CONTRACT PAYMENT	12 780 16 010	519,569	568,500	570,400	619,500
DUAL RUNNING COMMUNITY CHARGE	12 780 16 020	9,866	-	-	-
CONSULTANCY - ANNUAL REVIEW	12 780 16 030	10,925	7,000	7,000	7,400
* EXTERNAL AUDIT FEES	12 780 16 040	30,110	21,400	45,000	29,500
EQUIPMENT, TOOLS & MATERIALS	12 780 16 100	708	700	600	600
COMPUTER TRAINING	12 780 16 110	1,262	6,000	1,500	1,600
P.C. MAINTENANCE	12 780 16 120	4,805	6,000	2,000	18,000
INTERNAL PRINTING	12 780 30 130	455	200	-	-
STATIONERY	12 780 30 210	575	300	300	300
TRAVEL, SUBSISTENCE & CONFERENCE	12 780 35 110	397	200	300	300
* RE-CHARGE - CENTRAL ADMIN.	12 780 38 000	25,844	27,800	31,100	-
* RE-CHARGE - ADMIN. BUILDINGS	12 780 38 200	12,094	15,200	15,000	6,100
* RE-CHARGE - DIRECTOR OF FINANCE	12 780 38 500	-	-	-	700
C-VIEW	12 780 39 010	3,321	-	-	-
DEPARTMENTAL SYSTEM - PLANNING	12 780 39 020	-	17,100	-	-
DEPARTMENTAL SYSTEM SUPPORT	12 780 39 030	26,237	39,300	39,300	26,500
PROPOSED SYSTEMS SUPPORT	12 780 39 040	-	17,000	5,000	2,000
SOFTWARE LICENCE PAYMENTS	-	-	-	-	29,100
DATA PROTECTION FEES	-	-	-	-	500
TOTAL EXPENDITURE C/FWD		762,362	861,500	849,700	889,300

* ACCOUNTANCY USE ONLY

001613

COMPUTER SERVICES & AUDIT	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1991/92 REVISED £	1992/93 ESTIMATE £
TOTAL EXPENDITURE B/FWD		762,362	861,500	849,700	889,300
DEPARTMENTAL SYSTEM - ENV. HEALTH	12 780 39 060		20,800		
* RE-CHARGE - I.T. FUND	12 780 38 100	317		300	400
DEPARTMENTAL SYSTEM - CENT. FILING	12 780 39 050		2,400		
* INSURANCE	12 780 40 100	10,335	9,700	12,200	13,200
TOTAL EXPENDITURE		773,014	894,400	862,200	902,900
AUDIT RECHARGES: =====					
* COMMUNITY CHARGE	12 780 80 100	(8,570)	(12,000)	(12,100)	(12,900)
* HOUSING BENEFIT ADMINISTRATION	12 780 80 110	(8,570)	(12,000)	(12,100)	(12,900)
* CAR PARKS	12 780 80 120	(1,478)	(2,100)	(2,100)	(2,200)
* MEMBERS EXPENSES	12 780 80 130	(1,478)	(2,100)	(2,100)	(2,200)
* FINANCIAL SERVICES	12 780 80 140	(15,466)	(21,700)	(21,800)	(23,300)
* REVENUE ADMINISTRATION	12 780 80 150	(2,364)	(3,300)	(3,300)	(3,500)
* GRANTS	12 780 80 160	(1,478)	(2,100)	(2,100)	(2,200)
* DEVELOPMENT CONTROL (PLANS)	12 780 80 170	(2,857)	(4,000)	(4,000)	(4,300)
* DEVELOPMENT CONTROL	12 780 80 180	(2,857)	(4,000)	(4,000)	(4,300)
* ENVIRONMENTAL SERVICES	12 780 80 190	(8,570)	(12,000)	(12,100)	(12,900)
* SUPERVISION AND MANAGEMENT - GEN.	12 780 80 200	(5,713)	(8,000)	(8,000)	(8,600)
* SUPERVISION AND MANAGEMENT - SPEC.	12 780 80 210	(2,857)	(4,000)	(4,000)	(4,300)
* ELECTIONS	12 780 80 220	(394)	(600)	(600)	(600)
RE-CHARGES C/FWD		(62,652)	(87,900)	(88,300)	(94,200)

* ACCOUNTANCY USE ONLY

001614

COMPUTER SERVICES & AUDIT	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1991/92 REVISED £	1992/93 ESTIMATE £
RE-CHARGES B/FWD		(62,652)	(87,900)	(88,300)	(94,200)
* REGISTRATION OF ELECTORS	12 780 80 230	(493)	(700)	(700)	(700)
* CONTRACT MONITORING	12 780 80 240	(14,284)	(20,100)	(20,200)	(21,600)
* LOCAL LAND CHARGES	12 780 80 250	(887)	(1,200)	(1,200)	(1,300)
* SOLICITORS OFFICE	12 780 80 260	(887)	(1,200)	(1,200)	(1,300)
* ALLOTMENTS	12 780 80 270	(591)	(800)	(800)	(900)
* CEMETERIES & CHURCHYARDS	12 780 80 280	(591)	(800)	(800)	(900)
		(80,385)	(112,700)	(113,200)	(120,900)
COMPUTER RECHARGES: =====					
* COMMUNITY CHARGE	12 780 85 100	(209,823)	(234,800)	(227,200)	(239,700)
* REGISTRATION OF ELECTORS	12 780 85 120	(19,406)	(22,000)	(19,100)	(20,600)
* SUPERVISION & MAINT. GENERAL	12 780 85 130	(37,236)	(44,000)	(44,300)	(47,400)
* HOUSING BENEFIT ADMINISTRATION	12 780 85 140	(105,404)	(122,000)	(115,700)	(125,300)
* FINANCIAL SERVICES	12 780 85 150	(139,783)	(160,900)	(154,900)	(163,600)
* REVENUE ADMINISTRATION	12 780 85 160	(48,466)	(57,000)	(54,300)	(58,300)
* ENVIRONMENTAL SERVICES	12 780 85 170	(41,175)	(53,600)	(50,900)	(55,200)
* DEVELOPMENT CONTROL	12 780 85 210	(13,890)	(14,400)	(14,000)	(14,500)
RE-CHARGES C/FWD		(695,568)	(821,400)	(793,600)	(845,500)

* ACCOUNTANCY USE ONLY

001615

COMPUTER SERVICES & AUDIT	CODE NUMBER	1990/91	1991/92		1992/93
		ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
RE-CHARGES B/FWD		(695,568)	(821,400)	(793,600)	(845,500)
* LOCAL AND STRUCTURE PLANS	12 780 85 180	(13,890)	(14,400)	(14,000)	(14,000)
* SOLICITORS OFFICE	12 780 85 190	(8,767)	(10,400)	(10,000)	(10,200)
* PROMOTIONS (C-VIEW)	12 780 85 200	(13,003)	(11,500)	(11,100)	
* ASST CHIEF EXECUTIVE	12 780 85 230		(3,100)	(2,700)	(2,800)
CHIEF EXECUTIVE & TREASURER	12 780 85 220	(1,300)	(1,300)	(1,200)	
TOTAL RECHARGED		(732,528)	(862,100)	(832,600)	(872,500)
TOTAL NET EXPENDITURE		40,486	32,300	29,600	30,400

* ACCOUNTANCY USE ONLY

001616

SOLICITORS	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1991/92 REVISED £	1992/93 ESTIMATE £
SALARIES	12 800 01 000	182,355	205,200	204,600	220,300
TRAINING - GENERAL	12 800 05 200	759	800	1,000	1,000
CAR ALLOWANCES	12 800 06 000	6,096	7,000	6,900	8,600
PROFESSIONAL FEES	12 800 06 500	775	1,200	1,300	1,400
EQUIPMENT, TOOLS & MATERIALS	12 800 16 100	5,134	5,500	5,500	5,500
INTERNAL PRINTING	12 800 30 130	489	600	-	-
STATIONERY	12 800 30 210	593	600	600	600
ADVERTISING - GENERAL	12 800 30 320	2,105	1,900	1,600	1,600
TRAVELLING & SUBSISTENCE	12 800 35 110	690	600	700	800
RE-CHARGE - CENTRAL ADMIN.	12 800 38 000	33,576	36,100	40,300	
RE-CHARGE - ADMIN. BUILDINGS	12 800 38 200	15,096	19,000	18,700	21,500
RE-CHARGE - AUDIO & COMPUTER SVS.	12 800 38 600	9,654	11,600	11,200	11,500
RE-CHARGE - CHIEF EXECUTIVE	12 800 38 500				3,700
INSURANCE	12 800 40 100	2,720	2,900	9,700	8,300
LEGAL FEES (NET)	12 800 50 100	(2,442)	4,000	2,000	2,500
		257,600	297,000	304,100	287,300
RECHARGED TO:					
LAND CHARGES	12 800 80 100	(44,092)	(52,300)	(52,800)	(50,200)
LAND & ESTATE MANAGEMENT	12 800 80 110	(14,915)	(17,700)	(18,100)	(17,000)
SALE OF COUNCIL HOUSES	12 800 80 120	(47,300)	(52,300)	(52,800)	(50,200)
HOUSING REVENUE ACCOUNT	12 800 80 150				(4,000)
TOTAL NET EXPENDITURE		151,293	174,700	180,400	165,900

* ACCOUNTANCY USE ONLY

001617

DIRECTOR OF FINANCE, INCORPORATING FINANCIAL SERVICES	CODE NUMBER	1990/91	1991/92		1992/93
		ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
* SALARIES	12 820 01 000	177,350	205,200	206,700	288,400
TRAINING - GENERAL	12 820 05 200	2,457	2,800	3,000	4,600
* CAR ALLOWANCES	12 820 06 000	2,888	2,900	3,000	7,100
PROFESSIONAL FEES	12 820 06 500	115	100	100	400
EQUIPMENT, TOOLS & MATERIALS	12 820 16 100	6,492	8,500	6,000	6,400
STATIONERY	12 820 30 210	-	-	-	9,800
TRAVELLING & SUBSISTENCE	12 820 35 110	728	3,400	1,500	2,400
CONFERENCE EXPENSES	12 820 35 120	-	-	-	600
* RE-CHARGE - CENTRAL ADMIN.	12 820 38 000	33,678	36,200	40,500	
* RE-CHARGE - ADMIN. BUILDINGS	12 820 38 200	10,858	13,700	13,300	36,900
* RE-CHARGE - AUDIT & COMPUTER SVS.	12 820 38 600	155,249	182,600	176,700	186,900
* INSURANCE	12 820 40 100	2,611	2,800	4,200	3,600
S/I OFFICE EQUIPMENT	12 820 69 100	-	5,000	5,000	-
* RE-CHARGE - L.T. FUND	12 820 58 100				400
* BANK CHARGES	12 820 60 000				50,900
		392,426	463,200	460,000	598,400
* RE-CHARGE TO DEBT MAN.	12 820 84 100	(15,000)	(17,000)	(17,000)	(50,000)
* RE-CHARGE TO H.R.A.	12 820 84 200				(6,000)
* RE-CHARGE TO REVENUES ADMIN.	12 820 84 300				(20,700)
* RE-CHARGE TO MANAGEMENT TEAM	12 820 84 400				(20,200)
* RE-CHARGE TO AUDIT SERVICES	12 820 84 500				(700)
TOTAL NET EXPENDITURE		377,426	446,200	443,000	500,800

* ACCOUNTANCY USE ONLY

001618

CHIEF EXECUTIVE, INCORPORATING PERSONNEL SERVICES	CODE NUMBER	1990/91	1991/92		1992/93
		ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
* SALARIES					133,500
* CAR ALLOWANCES					4,200
TRAINING - GENERAL		-	-	-	900
PROFESSIONAL FEES		-	-	-	200
EQUIPMENT, TOOLS & MATERIALS		-	-	-	900
STATIONERY		-	-	-	400
TRAVELLING & SUBSISTENCE		-	-	-	1,200
CONFERENCE EXPENSES		-	-	-	1,000
* INSURANCE					1,600
* RE-CHARGE - ADMIN. BUILDINGS					3,100
* RE-CHARGE - MANAGEMENT TEAM					0
REMOVAL EXPENSES		-	-	-	300
INTERVIEW EXPENSES		-	-	-	2,700
FIRST AID COURSES		-	-	-	500
STAFF ADVERTISING		-	-	-	7,400
STAFF PARKING		-	-	-	600
MEDICAL INSURANCE		-	-	-	22,600
STAFF RENTALS - TELEPHONES		-	-	-	2,800
ROCHFORD YOUTH TRAINING		-	-	-	4,700
OFFICERS I.D. CARDS		-	-	-	1,200
TOTAL EXPENDITURE C/FWD		-	-	-	189,800

* ACCOUNTANCY USE ONLY

001619

CHIEF EXECUTIVE, INCORPORATING PERSONNEL SERVICES	CODE NUMBER	1990/91	1991/92		1992/93
		ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
TOTAL EXPENDITURE B/FWD		-	-	-	189,800
* VAT ON CAR ALLOWANCES					(900)
* RE-CHARGE TO ASSISTANT CHIEF EXEC.					(2,800)
* RE-CHARGE TO HOUSING REVENUE ACC.					(3,700)
* RE-CHARGE TO COMMITTEE SERVICING					(44,200)
* RE-CHARGE TO SOLICITOR					(3,700)
* RE-CHARGE TO MANAGEMENT TEAM					(25,000)
TOTAL NET EXPENDITURE		-	-	-	109,500

* ACCOUNTANCY USE ONLY

001620

MANAGEMENT TEAM	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1991/92 REVISED £	1992/93 ESTIMATE £
RECHARGE FROM:					
* CHIEF EXECUTIVE					25,000
* DIRECTOR OF DEVELOPMENT					19,500
* DIRECTOR OF FINANCE					20,200
TOTAL NET EXPENDITURE		-	-	-	65,100

* ACCOUNTANCY USE ONLY

CHIEF EXECUTIVE AND FINANCE DIRECTORATE	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1992/93 REVISED ESTIMATE £	1992/93 ESTIMATE £
* SALARIES	22 130 01 000	130,295	142,600	138,400	-
TRAINING EXPENSES	22 130 05 200	576	500	500	-
* CAR ALLOWANCES	22 130 06 000	6,483	7,300	10,900	-
PROFESSIONAL FEES	22 130 06 500	340	500	500	-
EQUIPMENT, TOOLS AND MATERIALS	22 130 16 100	489	1,200	1,200	-
STATIONERY	22 130 30 210	9,381	9,200	9,200	-
TRAVEL AND SUBSISTENCE	22 130 35 110	2,504	2,500	1,500	-
CONFERENCE EXPENSES	22 130 35 120	2,050	1,800	1,800	-
* RE-CHARGE ADMIN BUILDINGS	22 130 38 200	6,180	7,800	7,700	-
* INSURANCE	22 130 40 000	8,941	2,000	2,800	-
* RE-CHARGE COMPUTER SERVICES	22 130 38 400	1,300	1,300	1,200	-
TOTAL NET EXPENDITURE		168,539	176,700	175,700	-

* ACCOUNTANCY USE ONLY

001622

ASSISTANT CHIEF EXECUTIVE	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1991/92 REVISED £	1992/93 ESTIMATE £
* SALARIES	22 112 01 000	226,390	247,200	240,900	257,200
TRAINING EXPENSES	22 112 05 200	1,474	4,300	4,300	2,000
* CAR ALLOWANCES	22 112 06 000	3,716	3,600	3,500	4,000
EQUIPMENT, TOOLS AND MATERIALS	22 112 16 100	3,388	4,700	3,000	3,200
ETM - PUBLICATIONS	22 112 16 101/2	395	200	200	200
ETM - ENVELOPER MAINTENANCE	22 112 16 109	1,937	1,800	2,100	2,200
ETM - TYPING EQUIPMENT	22 112 16 104	10,050	10,900	10,900	11,600
ETM - VENDING EQUIPMENT	22 112 16 105	1,082	900	900	1,000
ETM - P.H.S. EQUIPMENT	22 112 16 106	677	1,000	1,000	1,100
ETM - FILING ROOM	22 112 16 107	2,730	2,800	2,800	2,900
PHOTOCOPYING CHARGE	22 112 30 050	4,558	6,400	4,800	5,100
PRINTING	22 112 30 130	6,200	4,400	-	-
STATIONERY	22 112 30 210	2,466	3,800	3,800	4,000
PHOTOCOPYING PAPER	22 112 30 215	2,288	2,900	2,900	3,100
ADVERTISING GENERAL	22 112 30 320	1,563	2,000	2,000	2,100
TRAVELLING & SUBSISTENCE	22 112 35 110	1,342	2,000	1,500	1,600
CONFERENCE EXPENSES	22 112 35 120	373	500	500	500
* RE-CHARGE - ADMIN BUILDINGS	22 112 38 200	29,838	37,500	36,900	46,100
* INSURANCE	22 112 40 100	6,088	3,500	5,000	3,400
* RE-CHARGE - COMPUTER SERVICES	22 112 38 400		3,100	2,700	2,800
* RE-CHARGE - I.T. FUND	22 112 38 500	4,475		4,500	4,500
* RE-CHARGE - CHIEF EXECUTIVE					2,800
EXPENDITURE C/FWD		311,030	343,500	334,200	361,400

* ACCOUNTANCY USE ONLY

001623

ASSISTANT CHIEF EXECUTIVE	CODE NUMBER	1990/91	199 1 /92		1992/93
		ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
EXPENDITURE B/FWD		311,030	343,500	334,200	361,400
CENTRAL PRINTING	22 112 60 000	-	-	-	46,700
POSTAL CHARGES:					
FRANKING MACHINE	22 112 45 100	-	-	-	39,400
BULK POSTAGE	22 112 45 200	-	-	-	40,500
OTHER POSTAGE	22 112 45 300	-	-	-	2,400
TELEPHONES:					
OFFICE TELEPHONES	22 112 50 100	-	-	-	39,800
OFFICE CALL BOX	22 112 50 200	-	-	-	700
LEASE CHARGES	22 112 50 300	-	-	-	1,300
TOTAL EXPENDITURE		311,030	343,500	334,200	532,200
PRINTING AND COPYING	22 112 80 100	-	-	-	(5,000)
POSTAGE & TELEPHONES	22 112 80 200	-	-	-	(1,200)
CARRIED TO SUMMARY		311,030	343,500	334,200	526,000

* ACCOUNTANCY USE ONLY

001624

SECRETARY TO THE COUNCIL	CODE NUMBER	1990/91 ACTUAL £	199 1 /92 ESTIMATE £	REVISED £	1992/93 ESTIMATE £
* SALARIES	22 116 01 000	98,425	113,700	120,000	-
TRAINING EXPENSES	22 116 05 200	700	700	1,300	-
* CAR ALLOWANCES	22 116 06 000	3,474	3,600	200	-
PROFESSIONAL FEES	22 116 06 500	80	100	100	-
EQUIPMENT, TOOLS AND MATERIALS	22 116 16 100	1,455	2,100	1,600	-
SPECIAL ITEM - FANS		-	100	100	-
PRINTING	22 116 30 130	7,621	8,100	-	-
STATIONERY	22 116 30 210	1,484	1,100	1,100	-
ADVERTISING GENERAL	22 116 30 320	841	1,600	1,600	-
TRAVEL AND SUBSISTENCE	22 116 35 110	394	400	400	-
CONFERENCE EXPENSES	22 116 35 120		200	200	-
* RE-CHARGE ADMIN BUILDINGS	22 116 38 200	7,945	10,000	9,900	-
* INSURANCE	22 116 40 100	1,410	1,600	1,400	-
CARRIED TO SUMMARY		123,829	143,300	137,900	-

* ACCOUNTANCY USE ONLY

001625

GENERAL ADMIN EXPENSES	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	REVISED £	1992/93 ESTIMATE £
INTERVIEW & APPOINTMENT EXPS:					
REMOVAL EXPENSES	22 170 06 100	-	300	300	-
INTERVIEW EXPENSES	22 170 06 400	188	2,500	2,500	-
FIRST AID COURSES	22 170 06 600	740	500	500	-
STAFF ADVERTISING	22 170 06 900	9,969	12,900	7,000	-
CALL OUT SERVICE - SECURICOR	22 170 20 240	-	-	2,400	-
SECURITY SERVICES - CASH COLLECTION	22 170 20 220	6,754	4,700	4,700	-
MEDICAL INSURANCE	22 170 20 250	13,897	14,900	21,200	-
* BANK CHARGES	22 170 20 280	46,887	50,000	48,000	-
DATA PROTECTION FEES	22 170 20 300	-	300	-	-
PRINTING		-	-	46,300	-
POSTAL CHARGES:					
STAMPS	22 170 30 410	15	100	-	-
FRANKING	22 170 30 420	27,246	37,000	37,000	-
BULK	22 170 30 430	1,121	1,100	38,100	-
OTHER	22 170 30 440	925	2,300	2,300	-
TELEPHONES:					
OFFICE TELEPHONES	22 170 30 510	43,535	37,400	37,400	-
CALL BOXES	22 170 30 520	745	700	700	-
STAFF RENTALS	22 170 30 530	2,558	2,600	2,600	-
LEASE CHARGES	22 170 30 600	1,197	1,200	1,200	-
ROCHFORD YTS TRAINING	22 170 50 100	7,423	4,400	5,000	-
STAFF CAR PARKING (BACK LANE)	22 170 59 100	-	500	500	-
NET EXPENDITURE C/FWD		165,200	173,400	257,700	-

* ACCOUNTANCY USE ONLY

GENERAL ADMIN. EXPENSES	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1991/92 REVISED £	1992/93 ESTIMATE £
TOTAL EXPENDITURE B/FWD		165,200	173,400	257,700	-
GRATUITIES		2,986	-	-	-
CUSTOMER CARE/STAFF AWARDS		728	-	-	-
CENTRAL PRINTING		25,013	-	-	-
PRINTING AND COPYING	22 170 81 000	(3,902)	(4,700)	(4,700)	-
POSTAGE & TELEPHONES	22 170 81 100	(68)	(100)	(100)	-
SALE OF MINUTES	22 170 82 000	(423)	(400)	(400)	-
* VACATION CAR ALLOWANCES	22 170 83 000	(686)	(1,900)	(800)	-
* SUPERANNUATION	22 170 84 300	(21,950)	(24,200)		
RENT	22 170 90 000	(10,250)	(10,000)	(10,300)	-
* MISC RE-CHARGES		(20,242)			
CARRIED TO SUMMARY		136,406	132,100	241,400	-
TOTAL EXPENDITURE		739,804	795,600	889,200	526,000

* ACCOUNTANCY USE ONLY

001637

CENTRAL ADMINISTRATION RECHARGES	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1991/92 REVISED £	1992/93 ESTIMATE £
* DEVELOPMENT/PLANNING SERVICES		(107,750)	(115,800)	(129,200)	
* ENVIRONMENTAL SERVICES		(100,322)	(107,900)	(120,600)	
* EMERGENCY PLANNING		(22,689)	(24,600)	(27,300)	
* MEMBERS EXPENSES		(2,747)	(3,000)	(3,400)	
* PUBLIC RELATIONS		(29,201)	(31,400)	(35,100)	
* ANNUAL REPORT & COMMUNICATIONS		(8,038)	(8,600)	(9,600)	
* ELECTIONS		(10,582)	(11,400)	(12,700)	
* REGISTRATION OF ELECTORS		(14,245)	(15,300)	(17,100)	
* GRANTS		(717)	(800)	(900)	
* CONCESSIONARY FARES		(4,375)	(4,700)	(5,300)	
* CAR PARKS					
* COST OF RATE COLLECTION					
* COMMUNITY CHARGE					
* HOUSING BENEFIT ADMINISTRATION					
* REVENUES ADMINISTRATION		(86,383)	(92,900)	(103,800)	
* ROCHFORD T T S					
* COMMUNITY PROGRAMME					
* CONTRACT MONITORING		(13,532)	(14,600)	(16,300)	
* SOLICITORS		(33,576)	(36,100)	(40,300)	
* CEMETERIES AND CHURCHYARDS		(2,645)	(2,800)	(3,100)	
* REFUSE COLLECTION					
* STREET CLEANSING		(12,617)	(13,600)	(15,200)	
* HOUSE PURCHASE LOANS		(12,820)	(13,800)	(15,400)	
RECHARGES C/FWD		(462,239)	(496,900)	(555,300)	-

* ACCOUNTANCY USE ONLY

CENTRAL ADMINISTRATION RECHARGES	CODE NUMBER	1990/91 ACTUAL £	199 1 /92 ESTIMATE £	REVISED £	1992/93 ESTIMATE £
RECHARGES B/FWD		(462,239)	(496,900)	(555,300)	-
* COMMITTEE SERVICING		(133,186)	(143,400)	(160,300)	
* SUPERVISION & MANAGEMENT GENERAL		(36,629)	(39,400)	(44,000)	
* SUPERVISION & MANAGEMENT SPECIAL		(21,469)	(23,100)	(25,800)	
* DEBT MANAGEMENT		(26,759)	(28,800)	(32,200)	
* FINANCIAL SERVICES		(33,678)	(36,200)	(40,500)	
* COMPUTER SERVICES AND AUDIT		(25,844)	(27,800)	(31,100)	
TOTAL NET EXPENDITURE		0	0	0	526,000

* ACCOUNTANCY USE ONLY

001629

ADMINISTRATIVE BUILDINGS	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	REVISED £	1992/93 ESTIMATE £
* SALARIES	22 220 01 000	31,467	33,800	32,100	34,200
* CAR ALLOWANCES	22 220 06 000	1,644	2,800	2,800	3,000
REPAIRS, ALTERATIONS & MAINTENANCE	22 210 10 300	30,946	40,300	37,400	42,200
* ADMINISTRATION - RAN	22 220 10 800	12,336	16,600	19,600	6,200
* RE-CHARGE MAINT. OF GROUNDS	22 220 11 000	16,309	17,900	18,800	19,900
GAS / OIL	22 220 12 200	15,608	7,000	12,000	12,800
ELECTRICITY	22 220 12 300	20,030	44,300	23,000	25,000
WATER	22 220 12 400	213	1,100	1,100	1,200
SEWERAGE CHARGES	22 220 12 450	1,720	1,600	1,600	1,700
CLEANING MATERIALS	22 220 12 500	-	-	1,000	1,100
FURNITURE & FITTINGS	22 220 15 000	655	800	800	900
PROVISIONS	22 220 16 200	12,659	18,100	13,800	15,000
CLOTHING & DOM.EQUIP.INC LAUNDRY	22 220 16 300	2,302	300	400	500
RATES	22 220 18 500	86,873	74,200	84,400	89,500
CLEANING	22 220 20 170	26,236	30,200	26,000	27,600
REFUSE REMOVAL	22 220 20 180	3,001	3,800	3,800	4,000
WINDOW CLEANING	22 220 20 190	-	-	3,200	3,400
EMERGENCY CALL-OUT	22 220 20 220	-	-	300	300
CALL OUT SERVICE - SECURICOR		-	-	-	2,600
INSURANCE	22 220 40 100	5,875	8,000	9,600	7,800
SPECIAL ITEMS - BUILDING WORKS	22 220 69 110	15,138	27,300	31,700	17,300
RENTS AND CHARGES		(8,857)	(8,500)	(8,500)	(9,000)
TOTAL EXPENDITURE C/FWD		254,155	319,600	314,900	307,200

* ACCOUNTANCY USE ONLY

001630

ADMINISTRATIVE BUILDINGS	CODE NUMBER	1990/91 ACTUAL £	199 1 /92 ESTIMATE £	REVISED £	1992/93 ESTIMATE £
TOTAL EXPENDITURE B/FWD		254,155	319,600	314,900	307,200
* RE-CHARGE - DEVELOPMENT ADMIN.	22 220 80 150	(29,573)	(37,200)		
* RE-CHARGE - PLANNING SERVICES				(36,700)	(39,900)
* RE-CHARGE - ENVIRONMENTAL SERVICES	22 220 80 200	(28,779)	(36,200)	(35,700)	(33,800)
* RE-CHARGE - A.C.E.	22 220 80 250	(29,838)	(37,500)	(36,900)	(46,100)
* RE-CHARGE - SOLICITORS OFFICE	22 220 80 300	(15,096)	(19,000)	(18,700)	(21,500)
* RE-CHARGE - REVENUES ADMIN.	22 220 80 350	(45,905)	(57,700)	(57,000)	(46,100)
* RE-CHARGE - SECRETARY	22 220 80 400	(7,945)	(10,000)	(9,900)	
* RE-CHARGE - COMMITTEE SERVICING	22 220 80 450	(52,261)	(65,600)	(64,600)	(52,200)
* RE-CHARGE - HOUSING REVENUE A/C	22 220 80 500	(8,475)	(10,700)	(10,500)	(12,300)
* RE-CHARGE - FINANCIAL SERVICES	22 220 80 550	(10,858)	(13,700)	(13,300)	(36,900)
* RE-CHARGE - VOLUNTARY ORGANISATIONS	22 220 80 600	(7,151)	(9,000)	(8,900)	(9,200)
* RE-CHARGE - CHIEF EXEC. & TREASURER	22 220 80 650	(6,180)	(7,800)	(7,700)	
* RE-CHARGE - COMPUTER & AUDIT	22 220 80 700	(12,094)	(15,200)	(15,000)	(6,100)
* RE-CHARGE - PERSONNEL					(3,100)
		0	0	0	0

* ACCOUNTANCY USE ONLY

001631

DEPOT SERVICES	CODE NUMBER	1990/91	1991/92		1992/93
		ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
REPAIRS, ALTS. & MAINTENANCE	22 400 10 000	1,863	2,200	1,800	3,200
* ADMINISTRATION - RAM	22 400 10 800	499	2,500	2,800	700
* MAINTENANCE OF GROUNDS	22 400 11 000	2,902	3,200	3,400	3,500
GAS	22 400 12 200	350	600	600	600
ELECTRICITY	22 400 12 300	620	500	500	500
WATER	22 400 12 400	203	400	400	400
SEWERAGE CHARGES	22 400 12 450	204	400	400	400
EQUIPMENT, TOOLS AND MATERIALS	22 400 16 100	2,233	2,000	2,000	2,500
PROVISIONS	22 400 16 200	-	600	600	600
RENT AND RATES	22 400 18 500	2,627	5,500	5,500	5,900
* TRANSPORT AND PLANT	22 400 25 100	2,637	3,600	3,500	5,300
ROCK SALT	22 400 70 100	600	600	600	600
SPECIAL ITEMS - BUILDING WORKS		-	8,000	8,000	600
		14,738	30,100	30,100	24,500
RENT	22 400 80 100	(10,433)	(10,000)	(8,500)	(10,600)
SALES	22 400 80 200	(636)	(100)	(100)	(100)
ALLOCATED TO:					
REFUSE COLLECTION	22 400 80 300	(2,761)	(15,100)	(16,200)	(10,400)
* CONTRACT MONITORING	22 400 80 400	(908)	(4,900)	(5,300)	(3,400)
		0	0	0	0

* ACCOUNTANCY USE ONLY

001632

COMMITTEE SERVICING	CODE NUMBER	1990/91	199 1 /92		1992/93
		ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
* SALARIES	22 700 01 000	60,454	70,600	66,400	73,300
* CAR ALLOWANCES	22 700 06 000	2,901	2,900	3,000	3,600
TRAINING		-	-	-	500
TRAVELLING & SUBSISTENCE	22 700 35 110	2,654	3,700	3,700	3,900
STATIONERY & ADVERTISING		-	-	-	2,500
EQUIPMENT, TOOLS AND MATERIALS	22 700 16 100	-	-	-	1,300
* RE-CHARGE - CENTRAL ADMIN.	22 700 38 000	133,186	143,400	160,300	160,300
* INSURANCE	22 700 40 100	907	1,000	1,400	900
* RE-CHARGE - ADMIN BUILDINGS	22 700 50 000	52,261	65,600	64,600	52,200
* RE-CHARGE - CHIEF EXECUTIVE		-	-	-	44,200
* PUBLIC MEETINGS	22 700 50 100	70	-	200	200
SALE OF MINUTES		-	-	-	(400)
		252,433	287,200	299,600	182,200
* RE-CHARGE - COUNCIL	22 700 84 100	(24,537)	(27,900)	(29,100)	(17,700)
* RE-CHARGE - POLICY & RESOURCES	22 700 84 200	(83,915)	(95,400)	(99,500)	(60,300)
* RE-CHARGE - PLANNING SERVICES	22 700 84 300	(45,049)	(51,300)	(53,500)	(32,600)
* RE-CHARGE - DEVELOPMENT SERVICES	22 700 84 400	(37,492)	(42,700)	(44,500)	(27,100)
* RE-CHARGE - HEALTH & HOUSING - GF	22 700 84 500	(8,637)	(9,800)	(10,200)	(6,200)
* RE-CHARGE - HEALTH & HOUSING - HRA	22 700 84 600	(18,452)	(21,000)	(21,900)	(13,300)
* RE-CHARGE - LEISURE SERVICES	22 700 84 700	(34,351)	(39,100)	(40,900)	(25,000)
		0	0	0	0

* ACCOUNTANCY USE ONLY

001633

PROPERTY SERVICES	CODE NUMBER	1990/91	1991/92		1992/93
		ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
* SALARIES	22 900 01 000	135,939	151,800	147,900	159,800
* CAR ALLOWANCES	22 900 06 000	6,866	7,700	10,100	11,100
TRAVELLING & SUBSISTENCE		-	-	300	400
EQUIPMENT, TOOLS & MATERIALS	22 900 16 000	8,222	9,000	6,700	4,000
* MATERIALS	22 900 16 300	40,278	43,800	36,600	37,200
HIRED SERVICES:					
CONSULTANTS	22 900 20 060	36,891	19,000	16,000	8,000
* CONTRACTORS	22 900 20 070	1,302,326	1,399,500	1,255,000	1,346,700
* TRANSPORT & PLANT	22 900 25 100	3,989	3,000	3,300	3,500
* INSURANCE					2,000
* RECHARGE - ADMINISTRATION (HOES)	22 900 50 000	167,500	190,800	181,300	117,200
* RE-CHARGE - I.T. FUND					11,800
* RE-CHARGE - V.P.E.R.F.					2,000
TOTAL EXPENDITURE C/FWD		1,702,011	1,824,600	1,657,200	1,703,700

* ACCOUNTANCY USE ONLY

001634

PROPERTY SERVICES	CODE NUMBER	1990/91	1991/92		1992/93
		ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
ALLOCATED TO ACCOUNTS:					
LAND AND ESTATE MANAGEMENT					
MAINTENANCE		(2,544)	(2,700)	(2,200)	(2,100)
SPECIAL ITEMS		(8,525)	(700)	(700)	-
ADMINISTRATION		(2,963)	(800)	(800)	(200)
ADMIN BUILDINGS					
MAINTENANCE		(30,946)	(40,300)	(37,400)	(42,200)
SPECIAL ITEMS		(15,138)	(27,300)	(31,700)	(17,300)
ADMINISTRATION		(12,336)	(16,600)	(19,600)	(6,200)
DUTCH COTTAGE					
MAINTENANCE		(104)	(400)	(400)	(900)
ADMINISTRATION		(28)	(100)	(100)	(100)
DEPOT SERVICES					
MAINTENANCE		(1,863)	(2,200)	(1,800)	(3,200)
SPECIAL ITEMS			(8,000)	(8,000)	(600)
ADMINISTRATION		(499)	(2,500)	(2,800)	(400)
H.R.A. REPAIRS					
MAINTENANCE		(1,070,036)	(1,082,300)	(740,400)	(1,075,300)
ADMINISTRATION		(286,443)	(290,200)	(266,300)	(290,700)
CEMETERIES AND CHURCHYARDS					
MAINTENANCE		(1,409)	(1,600)	(1,300)	(1,200)
SPECIAL ITEMS			(2,000)	(2,000)	(1,000)
ADMINISTRATION		(377)	(900)	(900)	(200)
PUBLIC CONVENIENCES					
MAINTENANCE		(15,691)	(18,400)	(14,700)	(14,000)
SPECIAL ITEMS		(2,100)			
ADMINISTRATION		(4,763)	(4,500)	(4,200)	(1,500)
PUBLIC CONVENIENCES (CLEANING)					
CONTRACT		-	-	(40,500)	(43,100)
ADMINISTRATION		-	-	(11,500)	(4,500)
		(1,455,765)	(1,501,500)	(1,387,300)	(1,504,700)

* ACCOUNTANCY USE ONLY

001635

PROPERTY SERVICES	CODE NUMBER	1990/91	1991/92		1992/93
		ACTUAL £	ESTIMATE £	REVISED £	ESTIMATE £
CASTLE HALL		(1,455,765)	(1,501,500)	(1,387,300)	(1,504,700)
MAINTENANCE		(2,573)	(1,300)	(1,000)	(2,700)
SPECIAL ITEMS		(2,814)			
ADMINISTRATION		(1,442)	(300)	(300)	(300)
ALLOTMENTS					
MAINTENANCE		(226)	(300)	(500)	(600)
ADMINISTRATION		(61)	(100)	(100)	(100)
MILL TOWER					
MAINTENANCE		(2,495)	(1,400)	(1,100)	(1,500)
ADMINISTRATION		(668)	(300)	(300)	(200)
MILL HALL					
MAINTENANCE		(14,339)	(13,600)	(10,900)	(11,700)
SPECIAL ITEMS		(25,172)	(18,800)	(15,300)	(3,400)
ADMINISTRATION		(10,577)	(8,000)	(7,400)	(1,600)
FREIGHT HOUSE					
MAINTENANCE		(8,856)	(9,400)	(7,500)	(5,100)
SPECIAL ITEMS		(1,891)	(11,000)	(11,000)	(6,700)
ADMINISTRATION		(2,877)	(5,000)	(5,200)	(1,200)
PARK SPORTS CENTRE					
MAINTENANCE		(1,444)	(3,400)	(2,700)	(1,500)
SPECIAL ITEMS		(3,040)			(2,000)
ADMINISTRATION		(1,200)	(2,900)	(800)	(400)
GREAT WAKERING SPORTS CENTRE					
MAINTENANCE		(4,096)	(3,800)	(3,000)	(5,500)
SPECIAL ITEMS		(3,363)	(11,600)	(10,000)	(2,200)
ADMINISTRATION		(1,997)	(3,800)	(3,700)	(800)
DAY CENTRES					
MAINTENANCE		(451)	(1,700)	(1,400)	(1,100)
ADMINISTRATION		(121)	(400)	(400)	(100)
		(1,545,468)	(1,598,600)	(1,469,900)	(1,553,400)

* ACCOUNTANCY USE ONLY

PROPERTY SERVICES	CODE NUMBER	1990/91 ACTUAL £	1991/92 ESTIMATE £	1991/92 REVISED £	1992/93 ESTIMATE £
		(1,545,468)	(1,598,600)	(1,469,900)	(1,553,400)
CAR PARKS					
MAINTENANCE		(6,607)	(7,200)	(6,800)	(7,200)
ADMINISTRATION		(1,769)	(1,800)	(1,900)	(1,700)
CLEMENTS HALL					
MAINTENANCE		(47,810)	(57,100)	(45,700)	(37,500)
SPECIAL ITEMS		(27,946)	(61,000)	(44,800)	(17,300)
ADMINISTRATION		(20,280)	(29,400)	(25,600)	(5,700)
FINCHFIELD BUNGALOWS					
MAINTENANCE		(4,080)	(5,700)	(5,700)	(13,100)
ADMINISTRATION		(1,092)	(1,400)	(1,600)	(1,400)
REC. GROUNDS					
MAINTENANCE		(29,631)	(25,100)	(20,000)	(36,600)
SPECIAL ITEMS		(5,997)	(19,500)	(17,500)	(12,400)
ADMINISTRATION		(9,537)	(10,900)	(10,500)	(4,900)
OPEN SPACES					
MAINTENANCE		-	(3,500)	(4,000)	(4,000)
SPECIAL ITEMS		-	-	-	(6,000)
ADMINISTRATION		-	(900)	(1,100)	(1,000)
HIGHWAYS					
MAINTENANCE		(1,290)	(1,600)	(1,300)	(1,300)
SPECIAL ITEMS		(100)	-	-	-
ADMINISTRATION		(372)	(400)	(400)	(100)
WOODLANDS					
MAINTENANCE		(25)	(400)	(300)	(1,000)
SPECIAL ITEMS		-	-	-	-
ADMINISTRATION		(7)	(100)	(100)	(100)
TOTAL RECHARGES		(1,702,011)	(1,824,600)	(1,657,200)	(1,703,700)
TOTAL NET EXPENDITURE		0	0	0	0

* ACCOUNTANCY USE ONLY

001637

POLICY AND RESOURCES COMMITTEE - BUILDING MAINTENANCE REPAIRS AND SPECIAL ITEMS

SPECIAL ITEM CATEGORIES:

CONT. = CONTRACTED
 ALT & IMP = ALTERATIONS AND IMPROVEMENTS
 L, S & H = LEGAL, SAFETY & HYGIENE
 SECURITY = SECURITY REQUIREMENT

< ESSENTIAL ITEMS > : < NON - ESSENTIAL ITEMS >

	TOTAL COST	SPECIAL ITEM INDICATOR:	NECESSARY	DESIRABLE
LAND AND ESTATE MANAGEMENT		:		
Repairs and Maintenance		:		
-----		:		
Service contracts:-		:		
Heating	80	:		
Day to day repairs:-		:		
Electrical	400	:		
Fencing	400	:		
Building	1,220	:		
	-----	:		
	2,100	0 :	0	0
Special Items		:		
-----		:		
9 Highfield Crescent:-		:		
Land drainage to garden	0	:		3,000
	-----	:		
	0	0 :	0	3,000
	-----	:		
TOTAL LAND AND ESTATE MANAGEMENT	2,100	0 :	0	3,000
	=====	:		
DUTCH COTTAGE		:		
Repairs and Maintenance		:		
-----		:		
Service contracts:-		:		
Heating	60	:		
Day to day repairs:-		:		
Electrical	100	:		
Mechanical	40	:		
Building	200	:		
External decoration and repairs	500	:		
	-----	:		
	900	0 :	0	0
	-----	:		
TOTAL DUTCH COTTAGE	900	0 :	0	0
	=====	:		

< ESSENTIAL ITEMS > : < NON - ESSENTIAL ITEMS >

	TOTAL COST	SPECIAL ITEM INDICATOR:	NECESSARY	DESIRABLE
ADMINISTRATIVE BUILDINGS		:		
Repairs and Maintenance		:		
-----		:		
Service Contracts:-		:		
Heating	5,000	:		
Fire	1,200	:		
Emergency Lighting	1,000	:		
Burglar Alarms	1,700	:		
Chiller Units	500	:		
Lightning Conductor	500	:		
Fire Extinguishers	500	:		
Day to day repairs:-		:		
Electrical	4,000	:		
Mechanical	2,000	:		
Building	4,100	:		
Internal decoration as per programme	10,100	:		
External decoration as per programme	11,600	:		

	42,200	0 :	0	0
Special Items		:		
-----		:		
General:-		:		
Lighting improvements	3,000 L, S & H	:		
Fire precautions	10,800 L, S & H	:		
Old House - Replace humidifiers	1,200 L, S & H	:		
7-11 South Street and Annexe:-		:		
Heating replacements	1,000 L, S & H	:		
Finance shelving alterations	300 ALT & IMP:	:		
Finance additional shelving	300 ALT & IMP:	:		
Finance alterations	700 ALT & IMP:	:		
Community Charge minor works		:	1,500	
Community Charge alterations		:	4,000	
Ventilation improvements		:	20,000	
Insert observation panel in door		:		300
Covered way to Red House		:		12,000
E.S - Office alterations		:		3,500

	17,300	0 :	25,500	15,800

TOTAL ADMINISTRATIVE BUILDINGS	59,500	0 :	25,500	15,800
	=====			

< ESSENTIAL ITEMS > : < NON - ESSENTIAL ITEMS >

	TOTAL COST	SPECIAL ITEM INDICATOR:	NECESSARY	DESIRABLE
DEPOT OFFICES		:		
Repairs and Maintenance		:		
-----		:		
Service contracts:-		:		
Heating	200	:		
Fire	100	:		
Day to day repairs:-		:		
Electrical	150	:		
Mechanical	150	:		
Building	400	:		
Internal decoration as per programme	1,500	:		
External decoration as per programme	700	:		
	3,200	0 :	0	0
Special Items		:		
-----		:		
Wiring/Lighting	600 L, S & H :			
	600	0 :	0	0
TOTAL DEPOT OFFICES	3,800	0 :	0	0
=====				
CAR PARKS		:		
Repairs and Maintenance		:		
-----		:		
Ad hoc repairs (10 car parks)	7,200	:		
	7,200	0 :	0	0
TOTAL CAR PARKS	7,200	0 :	0	0
=====				

AGENDA ITEM 6

ROCHFORD DISTRICT COUNCIL

PROPOSED SCHEDULE OF CHARGES

W.E.F 1 APRIL 1992

POLICY AND RESOURCES COMMITTEE

001641

Charge
21.10.91

POLICY AND RESOURCES COMMITTEE (S) = Statutory Charge

LOCAL LAND CHARGES

Charges exempt from VAT except where stated

	£
(a) Search Fees	
Registration of a charge in Part 11 of the Register	(S) 45.00
Filing a definitive certificate of the Lands Tribunal under rule 10(3)	(S) 1.60
Filing a judgment order of application for the variation or cancellation of any entry in Part 11 of the Register	(S) 4.80
Inspection of documents filed under rule 10 in respect of each parcel of land	(S) 1.60
Personal search in the whole or in part of the Register	(S) 5 00
and in addition in respect of each parcel of land above one, where under rule 11(3) the search extends to more than one parcel, subject to a maximum of £5.50	(S) 0.60
Official Search (including issue of official certificate)	
(a) in the whole of the Register	(S) 4.40
(b) in any one part of the Register	(S) 1.40
and in addition in respect of each parcel of land above one, where under rule 11(3) more than one parcel is included in the same requisition (whether the requisition is for a search in the whole or in any part of the Register) subject to a maximum of £8.50	(S) 0.60
Office copy of any entry in the Register (not including a copy or extract of any plan or document filed pursuant to these Rules)	(S) 1 00
Office copy of any plan or other document filed pursuant to these Rules	Such reasonable fees as may be fixed by the registering authority according to the time and work involved.

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	<u>Charge</u>	
<u>LOCAL LAND CHARGES (Continued)</u>	21.10.91	1.4.92
	£	
(b) Fees for Supplementary Enquiries		
Part I - (a) where relating to one parcel of land only, as defined in Rule 2(2).(CON 29)	40.60	43.60
(b) where relating to several parcels of land (which a single requisition for an Official Search would cover) and delivered on a single form:-		
for the first parcel of land	40.60	43.60
for each additional parcel of land (provided that where the fee on that basis would exceed £100.00, the amount is to be fixed by arrangement between the solicitors and the District Council)	7.50	8.00
Part II - where relating to one parcel of land only or to several parcels (as above-mentioned) and delivered on a single form:-		
for each printed enquiry numbered in the form	4.00	4 50
for any and each further enquiry added by solicitors and which the Council is willing to answer	10 00	11 00
The Rules referred to above are the Local Land Charges (Amendment) Rules 1987		
<u>COUNCIL MINUTES, ETC (Charges exclusive of VAT)</u>	<u>1 4 91</u>	<u>1,4 92</u>
Parish List - Yearly Charge	83.30	90 00
Agendas/Minutes (Full Set) - Yearly Charge	83.30	90.00
Agendas/Minutes (One Committee) - Yearly Charge	28.00	30.50
Agendas/Minutes (Per Copy)	5 60	6 00
Administrative and Postage Charge (Where copies are supplied free)	16.70	18 00
Committee Report Background Papers		
- Inspection Fee (per item)	35	.40
<u>CONCESSIONARY FARES</u>		
Bus Pass - for those over retirement & rebated or walking impaired	7 00	7 50
Bus Pass - for those over retirement age who do not qualify as above	30.00	32 00
Rail Card	3 00#	4 00#
# The charge for Concessionary Travel is to represent 1/3rd of the cost to the Council (rounded down to the nearest 50p).		

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Charge
1.10.91 1.4 92

POLICY AND RESOURCES COMMITTEE (Continued)

COPY DOCUMENTS (VAT absorbed on items under £1.00)
(VAT to be added in other cases)

£

Copies of Planning Consents, Building Regulations,)	10.00	10.80
Stop Notices, Tree Preservation Orders or any other)	plus 0.50	0 55
similar statutory notice, order or document)	per subsequent	
	document	
Public Path Orders	10 00	10.80
Casual Photocopying of Documents (per sheet)	0.15	0.20
Ordnance Survey Sheets	15.00	16 20
Plans	15 00	16.20

CAR PARKS

(Charges where V.A.T. must be added except where indicated #)

Charges apply to the following car parks:-

Short Stay - Websters Way, Rayleigh

Mixed Period

Back Lane, Rochford
Bellingham Lane, Rayleigh
Castle Road, Rayleigh
The Market, Rayleigh
Southend Road, Hockley

Long Stay - The Approach, Rayleigh

Daily Charges

Parking Order ? 2 92

Short Stay

Up to ½ hour	00.10#
½ hour to 1 hour	00.20#
1 to 2 hours	00.40#

Mixed Period

Up to ½ hour	00.10#
½ hour to 1 hour	00.20#
1 to 2 hours	00.40#
2 - 3 hours	00.60#
3 - 4 hours	00.80#
Over 4 hours	1.50#

Long Stay

Day Ticket	1 00#
------------	-------

001644

	<u>Present</u> <u>Charge</u> £	<u>1 4.92</u>
<u>Weekly Tickets</u>	7.00#	4.50#
<u>Season Tickets</u> - Quarterly	51.00#	55 00#
- Annual	153.00#	165.00#
- non-resident - quarterly	77.00#	83.00#
- non-resident - annual	255.00#	275.00#
- Cancellation admin. charge	10.25#	11.75#
<u>Alternative uses (Commercial)</u>	<u>1.4 91</u>	<u>1.4 92</u>
Initial Administration charge	18.30	34.80
Barrier Removal/Replacement Charge	13.30	20.00
Car Park Space/Day Charge	2.45	5.00
<u>MISCELLANEOUS ITEMS</u>	<u>1 4 91</u>	<u>1 4 92</u>
Sale of Rock Salt (per ½ cwt) (Including VAT)	3.10	5.00
Data Protection Act - Search Fee (Statutory Maximum)	10.00	10 00
Meals on Wheels (This is a recommended charge to the Organisers of the meals on wheels service)	0.85	0.90
<u>HIRE OF THE CIVIC SUITE</u>	<u>1 4.91</u>	<u>1 4 92</u>
(Per 3 Hour Session)		
Room 1	4.70	5.10
Room 2	6 85	7.40
Room 3	8 90	9.60
Room 4	10.00	10.80
Room 5	8.90	9.60
Robing Room	6.85	7.40

A 50% reduction in hall hire will apply to hirers who are Registered Charities or Organisations and who hold a registration exemption certificate.

All charges for commercial use will be increased by 100%

001645

ROCHFORD DISTRICT COUNCIL

SPECIAL POLICY & RESOURCES COMMITTEE - 17 DECEMBER 1991

REPORT OF THE DIRECTOR OF FINANCE (DESIGNATE)

NATIONAL NON-DOMESTIC RATING - DISCRETIONARY RELIEF (556(3)/91)

At the meeting of the Policy & Resources Committee held on 22 October, it was decided that existing policy concerning discretionary relief should be reviewed (Minute 556(3)/91 refers).

For the benefit of Members, the two previous general reports on this subject are appended.

In essence, there are now three types of relief which may be given to charitable and other organisations. These are examined in detail below:-

1. Mandatory

This relief is available to all registered charities when the property is occupied wholly or mainly for charity purposes. The rate of relief is fixed at 80% of the rates payable and is funded wholly by central Government.

Under the former rating system, the level of mandatory relief was set at 50%. The cost of this relief was apportioned in the main between the District and County authorities. The new mandatory relief is, therefore, a considerable improvement on the former system.

2. Discretionary "top-up" of Mandatory Relief

This scheme allows the District Council to increase the level of relief up to the full 100% for any organisation in receipt of the 80% mandatory relief. The Government took the view that, in these cases, the majority of the "top-up" cost should be borne by the local community. Consequently, the Government only meets 25% of the top-up relief given and the District must fund the remaining 75%.

With the former rating system, the Council could choose to "top up" the mandatory relief in a similar way and by this method chose to support Guides, Scouting, youth organisations, welfare associations, village or community halls and cultural and educational bodies.

Charity shops were a late addition to the former rating legislation and, although able to attract mandatory relief, could not qualify for any additional discretionary relief.

Council policy on discretionary "top-up" of mandatory relief has followed identically that pertaining to the former rating system.

In exercising discretion, it is imperative that clear policies are agreed which can be easily applied to and understood by all of the organisations which apply for relief. It must also be emphasised that any relaxation in policy will have a direct budget implication.

The main concern expressed at the meeting on 22 October related to charity shops. The tenor of the debate indicated that Members may take a more generous approach to those organisations which could prove that all goods for sale were donated.

The Director of Finance (Designate) is of the opinion that this would be a reasonable policy stance. It must, however, be emphasised that there is a high degree of probability that the majority of shops now trading could so structure their methods of operation to comply with the requirement. In this case, there is a potential full year expenditure on the budget of over £5,500 in 1992/93.

Members are also advised that, on occasions, expressions of concern have been received from traders in the District who believe these reliefs bring about unfair competition.

A survey of other Essex authorities has been carried out, the results of which are shown below:-

Automatic refusal	7
Automatic approval	4
Automatic 5% top-up	1
Individual assessment	
resulting in approval	2

As may be seen from the above, opinion is divided upon this subject. Certainly, bearing in mind the Council's current budget problems, any relaxation in policy must be given very careful consideration and viewed against other priorities.

3. Discretionary Relief

This relief is designed primarily for voluntary non-profit-making organisations and was intended to be administered in a similar way to that of the former rating system. Any relief is funded 75% by the Government and 25% from community charge payers.

Although this relief replaced that previously in force, the national guidelines indicated that local authorities should adopt a more generous stance. This was particularly so in the case of organisations which ran bars to help fund their main activities, whose applications would previously have been refused. Council policy follows the national guidelines.

RECOMMENDED that existing policy be confirmed.

ROCHFORD DISTRICT COUNCIL

POLICY & RESOURCES COMMITTEE - 20TH FEBRUARY 1990

REPORT OF THE TREASURER

NATIONAL NON-DOMESTIC RATING:

RELIEF FOR CHARITABLE AND OTHER ORGANISATIONS (Minute 642/89)

Members are reminded that at the Policy & Resources Committee on 5th December 1989 they considered a report of the Treasurer which outlined the new arrangements, under the provisions of the Local Government Act 1988, to provide Rate relief for charitable and other organisations. The report highlighted the more generous nature of the scheme which increased mandatory relief from 50% to 80% of the Rate charge.

Sections 47 and 48, Local Government Act 1988 provide for Charging Authorities to have discretionary powers to grant relief to organisations who satisfy certain criteria. Broadly, Authorities have discretion to grant Rate relief from all or part of the Non-Domestic Rate or to 'top up' relief granted under mandatory provisions. The most expedient way of expressing any relief granted is to allow it as a percentage of the Rate debit.

The Council adopted a code of guidance by which they intended to judge all future applications for Discretionary Rate relief and the Treasurer was instructed to invite applications and report back to this Committee so that decisions might be made before the Rate bills were despatched in March.

Appendix 1 reports, for information purposes, the cases where the Treasurer has exercised his delegated authority to 'top up' the mandatory relief to a full 100% so totally relieving the applicant organisation from the rate burden.

Appendix 2 is in two parts.

Part I lists all non-profit making organisations which do not fall for consideration under delegated authority but which must be dealt with by this Committee.

Part II shows applications which are considered invalid or where the Treasurer recommends relief should be refused.

Members should be mindful of the financial effects of granting discretionary relief as there is a direct burden which falls on the Chargepayers of the District. Columns 9 and 10 of Appendix 1 show how the burden is distributed between the NNDR Pool and the Chargepayers of Rochford based on the following criteria:-

<u>Type of Relief</u>	<u>From NNDR Pool</u>	<u>From Chargepayers</u>
Wholly Mandatory	80%	-
Discretionary 'Top up' of Mandatory Relief	25%	75%
Wholly Discretionary	75%	25%

The burden on the Chargepayers of the District for this category is £7,674.70 and is in accordance with Council set criteria. Part I of Appendix 2 shows a further burden of £1,654.63 should the recommendations of the Treasurer be accepted.

The total Discretionary Relief granted under these recommendations amounts to £9,329.33 and represents less than a 20p contribution per Chargepayer.

RECOMMENDED (1) That the levels of Discretionary Rate relief granted in respect of properties shown in Appendix 1 be noted.

(2) That the levels of relief shown in column 12 of Part I of Appendix 2 be approved.

(3) That Discretionary Rate Relief be refused in respect of properties shown on Part II of Appendix 2.

(4) That Discretionary Rate Relief be refused in respect of properties shown on Part III of Appendix 2 for the reasons stated.
(31758)(T)

Sample of Cases where Delegated Authority has been exercised

Property (1)	Relief Category					RV (6) E	Mandatory		Discretionary Relief	
	Youth (2)	Welfare (3)	V. Hall (4)	Education (5)	Full Charge (7)		80% Relief (8)	NNDR (25%) (9)	RDC (75%) (10)	
Ashington and East Hawkwell Memorial Hall, Ashington Road, Rochford			X			8050	2801.40	2241.12	140.07	420.21
Canewdon Community Association Hall, Lambourne Hall Road, Canewdon			X			4475	1557.30	1245.84	77.86	233.60
South East Essex Scouts Council, Belchamps Camp, Holyoak Lane, Hawkwell	X					9525	3314.70	2651.76	165.74	497.20
Hawkwell Village Hall, Main Road, Hawkwell			X			7850	2731.80	2185.44	136.59	409.77
Hockley Community Centre, 16 Westminster Drive, Hockley			X			30400	10579.20	8463.36	528.96	1486.88
1st Hawkwell Scout Group Hall, Adjacent 73 White Hart Lane, Hockley	X					2100	730.80	584.64	36.54	109.62
Hullbridge Community Association, Pooles Lane, Hullbridge			X			22800	7934.40	6347.52	396.72	1190.16
1st Hullbridge Scout Group Hall, Thorpedene Avenue, Hullbridge	X					725	252.30	201.84	12.62	37.84
Day Centre, Wandermere Avenue, Hullbridge		X				8700	3027.60	2422.08	151.38	454.14
Rayleigh W I. Hall, Bellingham Lane, Rayleigh		X				1300	452.40	361.92	22.62	67.86
W.R.V.S. Office 21 Bellingham Lane, Rayleigh		X				4650	1618.20	1294.56	80.91	242.73
Scout Hall, Kenilworth Gardens, Rayleigh	X					3150	1096.20	876.96	54.81	164.43
5th Scout Group Hall, Adjacent 11 Love Lane, Rayleigh	X					1500	522.00	417.60	26.10	78.30

001650

Report (1)	Relief Category				RV (6)	Mandatory		Discretionary Relief	
	Youth (2)	Welfare (3)	V. Hall (4)	Education (5)		Full Charge (7)	80% Relief (8)	NNDR (25%) (9)	RDC (75%) (10)
001651 Ayleigh Age Concern, Castle Road, Ayleigh		X			6700	2331.60	1865.28	116.58	349.74
Rochford District C.A.B., Day Centre, Jack Lane, Rochford		X			2900	1009.20	807.36	50.46	151.38
Leisure Centre, Church Walk, Rochford	X				2350	817.80	654.24	40.89	122.67
Old People's Welfare Committee, Jack Lane, Rochford		X			3575	1244.10	995.28	62.20	186.61
EEFEC, Main Road, Hockley				X	16000	5568.00	4454.40	278.40	835.20
St Andrew's Great Wakering Scout Group, Millhead Basin, Great Wakering	X								
Great Wakering Village Memorial Hall Trust, High Street, Great Wakering			X		2625	913.50	730.80	45.67	137.03
Hockley Public Hall Trust, Bullwood Road, Hockley			X		2175	756.90	605.52	37.84	113.54
Rochford W.I. Hall, 19 West Street, Rochford		X			3125	1087.50	870.00	54.37	163.13
South Valley District Scout Council, Ark Lane, Rochford	X				725	252.30	201.84	12.62	37.84
Silver Jubilee Centre, Ark Lane, Rochford	X				1625	565.50	452.40	28.28	84.82
									£7674.70 *****

NOTE The Treasurer has a non-pecuniary interest as he is the Hon. Treasurer of the Silver Jubilee Centre, Ark Lane, Rochford

ART 1 - Schedule of Cases Where Wholly Discretionary Relief Does Not Apply

Property (1)	RV (2) £	Full Charge (3) £	Membership (4)	Rochford Residents (5)	Participating Ratio (6)	Fees (7)	Training Provided (8)	Self Help (9)	Bar? (Surplus) (10)	RSC Affln (11)	Rec. Level of Relief (12)	Cost Council (13) £
South East Essex Freshwater Angling Society, Fishing Rights, Canewdon Wick	800	278.40	Open	25%	100%	Fair	Yes	Yes	No.	No	(Not RSC affiliated)	-
Rochford Hundred Rugby Union Football Club Magnolia Road, Rochford	7400	2575.20	Open	75%	77%	Fair	Yes	Yes	Yes (14997)	Yes	50%	321.90
Rockley Bowling Club, Highams Road, Rockley	3600	1252.80	Open	98%	100%	Med.	Yes	Yes	No	No	(Not RSC affiliated)	-
Hullbridge Sports & Social Club, Over Road, Hullbridge	25500	8874.00	Open	90%	52%	Low	Yes	Yes + Grants	Yes (26288)	Yes	25%	554.63
Hullwell & District Angling Society Fishing Rights, Eastwood Rise	1500	522.00	Closed to Ladies	35%	100%	Fair	No	Yes	No	No	(Not RSC affiliated)	-
Rayleigh Lawn Tennis Club High Road, Rayleigh	6400	2227.20	Open	90%	97%	Fair	Yes	Yes	Yes (181)	Yes	50%	278.40
Rayleigh Operatic & Dramatic Society, Rockley Road, Rayleigh	2000	696.00	Open	65%	88%	Med.	No	No	No	N/A	50%	87.00
Hullwell & District Angling Society Fishing Rights, Hullbridge Rd.	1500	522.00	Closed to Ladies	35%	100%	Fair	No	Yes	No	No	(Not RSC affiliated)	-
Rayleigh Town Sports & Social Club, London Road, Rayleigh	10000	3480.00	Open	98%	50%	Low	No	Yes + Grant	Yes (No a/cs) produced)	Yes	(No Accounts produced)	-
Rayleigh Horticultural Society, Whitehouse Chase, Rayleigh	1300	452.40	Open	98%	100%	V. Low	No	Yes	No	N/A	50%	56.55
Wakering R.B.L. Bowls Club, Little Wakering Road, Lt. Wakering	700	243.60	Open	75%	100%	Med.	Yes	Yes	No	Yes	50%	30.45
Rochford Sports Club, Church Walk, Rochford	5200	1809.60	Open (Encouragement to Youth)	86%	94%	Med.	Yes	Yes	Yes (884)	Yes	50%	226.20
Cambridge United F.C., Recreation Ground, Scambridge	4575	1592.10	Open	50%	55%	Low	Yes	Yes	Yes (8456)	Yes	25%	99.50
<u>£1654.63</u>												

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PART II - Schedule of Registered Charitable Organisations Outside Council Criteria

<u>Property</u>	<u>RV</u>	<u>Mandatory Relief</u>	<u>Discretionary Relief</u>
Helping Hands Gift Shop, 38 Main Road, Hockley	£4775	80% granted	Nil
Barnardos, 7/9 Brook Road, Rayleigh	£61000	80% granted	Nil
Y.M.C.A., 25 High Street, Rayleigh	£17900	80% granted	Nil
Methodist Church Finance, 44B High Street, Rayleigh	£7250	80% granted	Nil
QEFD, 129 High Street, Rayleigh	£13900	80% granted	Nil
Sanctuary Housing Office, Hockley Road, Rayleigh	£3325	80% granted	Nil
Royal British Legion, East Street, Rochford	£4500	80% granted	Nil
Oxfam (U.K.) Limited, 131 High Street, Rayleigh	£16650	80% granted	Nil

PART III - Schedule of Cases Recommended for Refusal for Reasons Stated

<u>Property</u>	<u>RV</u>	<u>Reason for Refusal</u>
Westcliff Rugby Football Club Ltd., Aviation Way, Southend-on-Sea	£21800	Limited Company trading for profit
Seawing Flying Club Ltd., Eastern Perimeter, Southend Airport	£3775	Limited Company trading for profit
Roach Group Parish Council, Foulness Parish Hall	£1150	Precepting Authority
Rayleigh Conservative Club Ltd., 7 London Hill, Rayleigh	£7450	Principal objects are political
Grange Riding School, Murrells Lane, Hockley	£9800	Failed to submit accounts
Rochford Constituency Conservative Association, 25 Bellingham Lane, Rayleigh	£4750	(a) Failed to submit accounts (b) Principal objects are political
Hockley Parish Hall, 58 Southend Road, Hockley	£3075	Precepting Authority

ROCHFORD DISTRICT COUNCIL

POLICY & RESOURCES COMMITTEE - 5TH DECEMBER 1989

REPORT OF THE TREASURER

NATIONAL NON-DOMESTIC RATE
RELIEF FOR CHARITABLE AND OTHER ORGANISATIONS

The Treasurer reports that the Local Government Finance Act 1988 introduces a new form of rating for commercial and industrial premises which will come into effect on 1st April 1990. The National Non-Domestic Rate (NNDR), as it will be called, will be a uniform rate levied on all non-domestic properties throughout the Country irrespective of District Boundaries. Revenue collected from Non-Domestic payers will be 'pooled' and redistributed to Charging Authorities on a formula basis, broadly relating to the population of the District. Full details of the NNDR and the new Grant System were supplied to Members at an earlier Teach-In.

Under the old rating system registered charitable and other organisations enjoyed relief from the full rate under the provisions of Section 40, General Rate Act 1967. This piece of legislation will be repealed on 31st March 1990 and replaced by a more generous scheme contained in Sections 43, 47 and 48 of the Local Government Finance Act 1988.

Mandatory Relief

Mandatory Rate Relief will be given in cases where the occupier is a registered charitable organisation or trustees for a charity and the hereditament is wholly or mainly used for charitable purposes. Under existing (General Rate Act 1967) legislation within the District there are 105 properties which benefit from Mandatory Relief with a total rateable value of £59,917. Where it is unlikely that the number of qualifying properties will change drastically, there will certainly be an increase in the total Rateable Value of these hereditaments because of the revaluation now being undertaken by the Valuation Officer, the results of which will not be published until late December. Mandatory Relief will be pitched at 80% so leaving the charity to pay only 20% of the Rate. Previously the relief was 50%.

Discretionary Relief

Sections 47 and 48, Local Government Finance Act 1988 provide for Charging Authorities to have discretion to grant Rate Relief to organisations who satisfy certain criteria. Broadly, an organisation or body which satisfies the conditions in Section 47(2) is eligible to be considered for Rate Relief. The decision to grant relief will be a matter for the Charging Authority in whose Local Non-Domestic Rating List the hereditament falls to be shown. Authorities have discretion to grant Rate Relief from all or part of the Non-Domestic Rate payable or to 'top-up' relief already granted under the mandatory provisions. This will be most conveniently administered by relating relief to a percentage of rate due up to a maximum of 100%. A decision to grant relief cannot have effect for any financial year prior to the year in which the decision is made and may be revoked or varied by a further decision of the Authority.

W. P. [Signature]

This Council will wish to have readily understood policies for deciding whether or not to grant relief and for determining the amount of relief. It should not however adopt a policy or a rule which allows it to dispose of an application without any consideration of the merits of the individual case which is before it. That does not preclude it from having a set of rules or criteria by which the individual case is judged; but the operation of blanket decisions to refuse or approve a relief across the board might well be ultra vires and could involve us in litigation. We should now consider notifying organisations of the reasons why relief has not been granted so that they can, if they wish, take steps to conform with the criteria which we have adopted for the granting of relief.

General Considerations

The range of bodies which are eligible for Discretionary Rate Relief is wide and not all of the suggested criteria will be applicable in each case. This Authority should consider carefully on its merits any bona fide case for relief taking into account the contribution which the organisation makes to the amenities of the area. The following are examples of the criteria which might be adopted to assist Members in deciding whether to grant relief and in determining the level of relief.

1. Access

(a) Is Membership Open To All Sections of the Community?

There may be legitimate restrictions placed on membership which relate, for example, to ability in a sport or to the achievement of a standard in the field covered by the organisation, but clubs or organisations which have membership rates set at such a high level so as to exclude the general community or operate an exclusive system where membership is determined by the votes of existing members should not normally receive relief.

(b) Does The Organisation Actively Encourage Membership From Particular Groups in the Community e.g. Young People, Women, Older Age Groups, Persons With Disability, Ethnic Minorities etc?

An organisation which encouraged such membership might expect more sympathetic consideration than one which made no effort to attract members from groups which the authority considered to be particularly deserving of support.

(c) Are The Facilities Made Available to People Other Than Members e.g. Schools, Casual Public Sessions etc?

The wider use of facilities should be encouraged and rate relief might be one form of recognition that an organisation was promoting its facilities more widely.

2. Provisions of Facilities

(a) Does The Organisation Provide Training or Education For its Members?

Are there schemes for particular groups to develop their skills e.g. young people, the disabled, retired people? An organisation providing such facilities might deserve more support than one which did not.

(b) Have The Facilities Available Been Provided by Self-Help?

A club whose members have paid for the provision or improvement of facilities themselves may be deserving of more relief than one whose facilities have been funded by grant aid. Similarly, a club which uses self-help for construction or maintenance might be more deserving of relief.

(c) Does The Organisation Run a Bar?

The mere existence of a bar should not in itself be a reason for not granting relief. The Authority should look at the main purpose of the organisation. In sports clubs for example the balance between playing and non-playing members might provide a useful guide as to whether the main purpose of the club is sporting or social activities. A social club whose main aim is to bring together people with similar interests such as ex-members of the services should not be barred from relief just because of the existence of a licenced bar.

(d) Does The Organisation Provide Facilities Which Indirectly Relieve The Authority of the Need to do so, or Enhance and Supplement Those Which it Does Provide?

Authorities should not refuse relief on the grounds that an organisation is in competition with the authority itself, but should look at the broader context of the needs of the community as a whole.

3. Other Considerations

(a) Is The Club Affiliated to Local or National Organisations e.g. Local Sports or Arts Councils, National Representative Bodies?

Is the club or organisation actively involved in local/national development of their interests?

(b) Is the Membership Drawn From People Mainly Resident in the Charging Authority's Area?

Members will wish to bear in mind that 25% or 75% of the cost of any discretionary relief given will be borne by the Community Chargepayers in our District. In considering the weight to be given to the proportion of membership from within the authority's area, authorities should not penalise organisations because of their location.

The Council may wish to add further criteria which are appropriate to the furthering of its policies and the needs of the community such as its Corporate Plan and development programmes. They should also bear in mind the need to encourage new activities in the wide range of organisations for which relief from rates is available.

Previous Policy

Under General Rate Act 1967 provisions, reviews of general policy were undertaken in 1973/74, 1979/80 (Minute 299/79) and 1982/83 (Minute 11/83) when categories and percentage reliefs were determined and under which guidelines the Treasurer has recommended subsequent cases.

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Currently 38 hereditaments enjoy Discretionary Rate Relief which varies from 25% to 50% and which fall within the following categories:-

Scouts, Guides or Youth Organisations	-	16 cases
Sporting Organisations	-	7 cases
Welfare Associations	-	6 cases
Almshouses	-	6 cases
Cultural or Educational Bodies	-	2 cases
Village or Community Halls	-	1 case

No indication can be given as to the levels of rateable values which will apply to the above properties and, of course, the occupiers of the Almshouses will be liable to pay personal Community Charge. However, it is evident that there are a substantial number of organisations who operate from premises within our District who would perhaps fall into the wider acceptance criteria now being promoted by the Government. In fact, the Treasurer has already received one application from a sporting club who have been refused charitable rate relief under the old scheme.

The Council must consider very carefully its future policy on Discretionary Rate Relief as the funding of any relief granted will have a direct impact on the Community Chargepayers of the District. The Grant system, which has now changed from that explained at the Teach-In on 6th November, provides for the following:-

<u>Type of Relief</u>	<u>From NNDR Pool</u>	<u>From Chargepayers</u>
Wholly Mandatory	100%	-
Discretionary 'Top Up' of Mandatory	25%	75%
Wholly Discretionary	75%	25%

There are very exceptional circumstances which could alter this contribution ratio but they are very unlikely to apply to Rochford.

There are a number of options open to the Council:-

- 1) Continue with existing policy;
- 2) Contraction of existing policy;
- 3) Change of incidence of existing policy; or
- 4) Expansion of existing policy in line with the guidelines above.

It is presumed that the Council will wish to support Scouting, Guides and Youth Organisations; Welfare Associations; Village or Community Halls; and Cultural and Educational Bodies and the recommendations below reflects this. However, the Treasurer does seek Members' guidance in the case of Sporting and other Organisations.

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Conclusions

Emanating from the decision of this Committee the Treasurer wishes to construct guideline documents which can be sent to all applicants for rate relief in accordance with the code of practice suggested by the Association of District Councils but in many cases there may be a clear-cut policy under which he may apply delegated authority.

Whilst this is a general report the Treasurer would also wish to bring to Members' attention that he acts as Hon. Treasurer to the Rochford Branch of the Crossroads Care Attendant Scheme and the Silver Jubilee Trust and would accordingly need to declare a non-pecuniary interest insofar as the foregoing matters may affect those organisations.

RECOMMENDED (1) That the Treasurer be delegated authority to grant Mandatory Rate Relief in all cases.

(2) That the Treasurer be delegated authority to grant Discretionary Rate Relief where the occupation criteria of Section 47 and 48 Local Government Finance Act 1988 are satisfied and where the aims of the organisation are:-

- (a) the promotion of Scouting, Guides or Youth Activities;
- (b) the provision of welfare in the community;
- (c) the provision of Village or Community Halls.

such relief be granted or extended to 100% relief of Rate.

(3) That the Treasurer invites all sporting and other organisations to apply for Discretionary Rate Relief and supplies them with guidance notes on the Council's policy in such cases.

(4) That a report be brought back to this Committee for consideration of such cases before the commencement of the 1990/91 Rate Year.

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SCHEDULE OF STANDARD COMMUNITY CHARGE MULTIPLIERS -1992/93

<u>Category</u>	<u>Multiplier</u>
Chargepayer resident in NHS hospital, care home, or hostel and exempt from Personal Community Charge	
Unoccupied property where the owner is exempt from Personal Community Charge by virtue of residence in a NHS Hospital, care home or hostel	0
Properties not Occupied (Unfurnished)	
Unoccupied for less than 6 months	0
From 6 months to less than 12 months	1
Over 12 months	2
Properties newly constructed or Structurally Altered	
Until construction/alteration substantially complete and for a period of less than 6 months thereafter	0
From 6 months to less than 12 months after completion	1
From 12 months after completion	2
Uninhabitable Properties	
Requiring structural alterations to make habitable or certified as uninhabitable following inspection by the Head of Environmental Services and for a period of less than 6 months from the time the alterations are substantially complete to make them habitable	0
From 6 months to less than 12 months after substantial completion	1
From 12 months after substantial completion	2
Personal Representatives	
Where a person is a chargepayer in his capacity as a personal representative and no Probate or Letters of Administration have been granted and for a period of less than 6 months from grant	0
From 6 months to less than 12 months	1
From 12 months onwards	2
Occupation Prohibited by Law	
Property empty by reason of action taken by any Local or Public Authority or the Crown	0
Parsonage Houses	
Unoccupied property which is held for a Minister of religion as a residence from which to perform his duties	0

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Personal Care Recipient

Unoccupied property where

- (a) the person subject to the Standard Community Charge arising by virtue of the property is an individual who has his sole or main residence in another place which is not a hospital, residential care home, nursing home, mental nursing home or hostel within the meaning of paragraph 8 or 9 of Schedule 1 to the Act, and he is so resident there for the purpose of receiving personal care which he required by reason of old age, disablement, illness, past or present alcohol or drug dependence or past or present mental disorder, and
- (b) the property was previously his sole or main residence, and for the whole of the period since it last ceased to be such he has been a relevant individual

0

Personal Care Provider

Unoccupied property where:-

- (a) the person subject to the Standard Community Charge arising by virtue of the property ("the chargeable person") is an individual who has his sole or main residence in another place for the purpose of providing, or better providing, personal care for a disablement, illness, past or present alcohol or drug dependence or past or present mental disorder, and
- (b) the property was previously the sole or main residence of the chargeable person, and for the whole period since it last ceased to be such he has had his sole or main residence in other places for the purpose mentioned in sub-paragraph (a) above

0

Residential Caravans or Mobile Homes

Where not included in other Classes

1

Restricted Seasonal Occupation

Properties not included in other Classes which are not permitted to be occupied all the year as a result of conditions imposed by a grant of planning permission under the Town and Country Planning Act 1990.

1

Conditions of Employment/Service Tenants

Unoccupied properties owned by persons who are required to live in a particular property as a condition of their employment or better performance of their duty where they are registered to pay Personal Community Charge.

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0 5

Composite/Mixed Properties

Unoccupied properties which form a self-contained part of a non-domestic property and which are difficult to let for reasons of security or which have a restrictive occupation clause entered into before 31st January 1991 1

Dwelling Annexe

Unoccupied premises which form a self-contained part of a larger property which is the sole or main residence of the person subject to the Standard Charge. 0

Persons in Detention

An unoccupied property where the person subject to the Standard Community Charge is exempt from Personal Community Charge by virtue of paragraphs 1, 8 or 9 of Schedule 1 to the Local Government Finance Act 1988 or Article 2 of the Personal Community Charge (Exemptions) Order 1989 0

Repossessed Property

A property which is unoccupied following repossession by a Mortgage Lender 0

Students Property

Unoccupied property in the ownership of a Chargepayer entitled to Student Relief under Section 13 of the Local Government Finance Act 1988. 0

Armed Forces Personnel Posted Abroad and UK Citizens Held Against Their Will

Unoccupied property owned by a serving member of the British Armed Forces or a civilian employee of the British Armed Forces posted overseas or a United Kingdom citizen held overseas against their will 0

Agricultural Dwellings

Unoccupied agricultural dwellings subject to a planning restriction limiting occupation to agricultural workers only. 0 5

Overseas Owners

Persons living abroad who are prepared to provide an attested certificate that their occupation of the subject property will not exceed 30 days in any Charge Year. 0.5

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Almshouses/Charitable Trusts

Unoccupied properties where the owner is a Registered Charitable organisation or a charitable trust or the property will be next available for occupation as an almshouse, for a period of less than 6 months 0

From 6 months to less than 12 months 0.5

From 12 months onwards 1

Age Restricted Occupation

Unoccupied property where the owner is a personal representative following Grant of Probate or Letters of Administration and where a covenant restricts occupation of the subject property to persons above a certain age limit, for a period of less than 12 months from Grant 0

From 12 months onwards 0.5

Dwelling Not Main Residence (Furnished)

Any dwelling not included in the Classes listed above 2

Multipliers

The multiplier is applied to the amount of Personal Community Charge for the area in which the property is situated.

CHAIRMAN: Upblast

DATE: 21/1/91

ROCHFORD DISTRICT COUNCIL

Minutes of the Council

At an Extraordinary Meeting held on 17th December 1991. Present:
Councillors Mrs. E.M. Hart (Chairman), R.A. Amner, Mrs. V.J. Arnold,
P.A. Beckers, C.I. Black, R.H. Boyd, M.C. Brown, B.A. Crick,
Mrs. J. Fawell, T. Fawell, D.F. Flack, G. Fox, Mrs. J.M. Giles,
Mrs. H.L.A. Glynn, M.J. Handford, N. Harris, D.R. Helson, Mrs. J. Helson,
G.C.A. Jones, Mrs. S.J. Lemon, Miss B.G.J. Lovett, C.R. Morgan,
R.A. Pearson, T.A. Powell, J.M. Roden, S.A. Skinner, A. Stephens,
Mrs. M.W. Stevenson, S.R. Tellis, R.E. Vingoe, Mrs. L. Walker, D.A. Weir
and C. Wren.

Apologies: Councillors Mrs. A.R. Hutchings and Mrs. E. Marlow.

661. COMMENCEMENT OF THE MEETING

Whilst Council had agreed the Meeting should commence on the rising of the Policy and Resources Committee, in view of the lateness of the hour Council resolved that the Meeting should proceed after a short adjournment.

The Meeting resumed at 11.38 p.m.

662. COMMITTEE MINUTES

Resolved (1) that the Minutes of Committees be received and the recommendations contained therein be adopted.

(2) that the Common Seal of the Council be affixed to any documents necessary to give effect to decisions taken or approved by Council in these Minutes.

<u>Committee</u>	<u>Date</u>	<u>Minute Nos.</u>
Special Leisure Services	4th December 1991	639 - 640
Special Development Services	5th December 1991	641
Special Health & Housing Services	10th December 1991	642 - 643
Special Policy & Resources	17th December 1991	652 - 660

The Chief Executive (Designate) gave a resumé of the recommendations of the Special Meeting of the Policy & Resources Committee held earlier that evening which had amended Minutes 641 and 642 above.

It was moved by Councillor T. Fawell and seconded by Councillor Miss B.G.J. Lovett:

"That recommendation (1) of Minute 654 be amended by the addition of the words:

"...only as a last resort after urgent and immediate action being taken to secure the transfer of our housing stock to a Housing Association."

In support of that amendment it was argued that Rochford now had a partnership with Springboard and that a transfer would be to the advantage both of the tenants and the chargepayers generally by virtue of the capital receipt which would be generated.

Council

Council noted advice from the Chief Executive (Designate) that the Government White Paper "Competing for Quality" mentioned the extension of Compulsory Competitive Tendering into housing management, but it was not apparent whether the requirement to consult the tenants as on a change of landlord would still apply in that event. Clearly the Council would need to consider its strategy at some future date but at this stage it was not possible to judge whether housing transfer would be preferable to CCT.

Other Members opposed the amendment on the basis that the transfer of the housing stock had been the subject of extensive consideration in 1988 and had been abandoned following overwhelming rejection of the proposals by the tenants, that there had been no preliminary consultation and that it was not fitting that such a fundamental matter should be introduced at the final Meeting in the special budget cycle without any prior warning of that intention.

On a requisition pursuant to Standing Order 14 voting on the amendment was recorded as follows:

For the amendment (7) Councillors R.A. Amner, Mrs. J. Fawell,
T Fawell, Miss B.G.J. Lovett, R.A. Pearson,
J.M. Roden and Mrs. L. Walker.

Against the amendment (25) Councillors Mrs. V.J. Arnold, P.A. Beckers,
C.I. Black, R.H. Boyd, M.C. Brown, B.A. Crick,
D F. Flack, G. Fox, Mrs. J.M. Giles,
Mrs. H.L.A. Glynn, M.J. Handford, N. Harris,
D.R. Helson, Mrs. J. Helson, G.C.A. Jones,
Mrs. S.J. Lemon, C.R. Morgan, T.A. Powell,
S.A. Skinner, A. Stephens, Mrs. M.W. Stevenson,
S.R. Tellis, R.E Vingoe, D.A. Weir and
C. Wren.

Abstaining (1) Councillor Mrs. E.M. Hart.

The amendment was declared LOST.

Council also considered the following proposals which were not adopted:

- that the Civic Car be retained and the budget head be maintained at its current level
- that the charges for concessionary travel be maintained at their present rates

A proposition that the ATM at the Civic Suite, Rayleigh should be relocated to appropriate premises in Hullbridge was amended with the consent of the mover and it was

Resolved that the Officers report to the Policy & Resources Committee on the cost and most appropriate means by which the provision of an ATM at Hullbridge could be achieved. (31758) (COG)

CHAIRMAN. E.M. Hart

DATE: 4 2 92