

## **ROCHFORD DISTRICT COUNCIL**

### **MEDIUM TERM FINANCIAL STRATEGY 2009/10 – 2013/14**

#### **Index**

|   | <b>Page</b> |
|---|-------------|
| Executive Summary                                   | 2           |
| Introduction  | 5           |
| Background  | 5           |
| Revised Estimates 2008/09                           | 6           |
| Draft Core Estimates for 2009/10                    | 6           |
| Government support for 2009/10                      | 7           |
| Council Tax for 2009/10                             | 9           |
| Management of reserves                              |             |
| • Policy  | 12          |
| • Review of earmarked reserves                      | 13          |
| • Review of general fund reserves                   | 14          |
| • Review of collection fund reserves                | 19          |
| Total proposed budget for 2009/10                   | 20          |
| 2009/10 identification of priorities                | 25          |
| Identification of non-priorities                    | 28          |
| Efficiency requirements                             | 28          |
| Partnerships  | 30          |
| External funding                                    | 32          |
| Fees & Charges for 2009/10                          | 32          |
| Capital Programme                                   | 34          |
| Prudential Borrowing                                | 44          |
| Value for Money                                     | 46          |
| Risk implications                                   | 47          |
| Appendix A – Fees and Charges                       | 49          |
| Appendix B – Capital Programme                      | 59          |
| Appendix C – Medium Term Financial Strategy summary | 63          |
| Appendix D – Special Items                          | 64          |

## **EXECUTIVE SUMMARY**

The Medium Term Financial Strategy sets out the Council's spending plans for the next 5 years for both revenue and capital expenditure.

### **Council Tax**

For 2009/10, Rochford District Council's council tax will be increasing by 4.93%. For a Band D property this means it will go from £188.01 to £197.28, an increase of £9.27 per year, or just under 18p per week. The Council tax bill for Rochford residents is made up of Essex County Council, Essex Fire, Essex Police Authority and the parish/town council amounts and will be set on 19 February 2009.

### **Government Support**

#### Government Grant For Rochford

The increase in funding for 2009/10 is £107,000, an increase of 2.2%. With this increase, Rochford is still the 2<sup>nd</sup> lowest funded Council in Essex, and the 34<sup>th</sup> lowest in England on a grant per head of population basis. The Government is holding back some of the money it calculates as required, in order to distribute amongst other authorities who fall below a minimum level of rise.

|         | £000s | Amount held back £000s |
|---------|-------|------------------------|
| 2007/08 | 4,758 | 148,374                |
| 2008/09 | 4,906 | 155,960                |
| 2009/10 | 5,013 | 136,597                |
| 2010/11 | 5,121 | 113,984                |

### **Council's Spending Plans**

Through a careful strategy over the last few years of building up General Fund balances, the Council was prepared for a number of major increases to expenditure in 2008/09. However, the Council's spending plans have had to be constrained by the impact of the economic downturn on the level of income. In particular, planning, building control, investment income and land charges have seen a reduction of nearly £700,000 (28% of original estimate). The level of Council tax, although higher than desirable, has been maintained at just under 5%.

Last year, following a major review, the Council identified a clear set of priorities which we will deliver through the Corporate Plan over the next 5 years. These remain key items within the Council's revenue and capital budgets and include:

- Access to Services
- Youth facilities
- Handyman/gardening service
- Crime Reduction

- Carbon Reduction/Sustainability agenda
- Local Development Framework
- Parks & open spaces – Cherry Orchard Jubilee Country Park
- Affordable Housing
- Recycling
- Economic Development

These remain important to the Council and are supported by elements of the review and capital programme.

At the same time, as a result of a major fall in income and increased costs in key services such as benefits and homelessness, the Council will need to achieve savings of £780,000 in 2009/10 through review of existing budgets and delivery of services, management of staff vacancies and improved procurement practices if it is to achieve a balanced budget

Impact on Band 'D' Council Tax

|  | Total<br>£000s | Per Band D<br>Property<br>£ |
|--|----------------|-----------------------------|
| 2008/09 Net Sum to be met from Council Tax | 5,889          | 188.01                      |
| Plus                                       |                |                             |
| Inflation and Other increases              | 904            | 28.95                       |
| Fall in Income                             | 596            | 19.09                       |
| Decrease in Collection Fund Surplus        | 16             | 0.52                        |
| Change in Council Tax Base                 | 20             | 1.23                        |
| Less                                       |                |                             |
| Change in Government Grants                | (130)          | (4.15)                      |
| Increase in Income                         | (110)          | (3.52)                      |
|  |                | 0.00                        |
| Planned Savings                            | (780)          | (24.98)                     |
| Increase in Use of Reserves                | (246)          | (7.86)                      |
| 2009/10 Net sum to be met from Council Tax | 6,160          | 197.28                      |

## **Capital Programme**

The capital programme for investment reflects the Council's forward plans particularly to continue to improve open spaces and youth facilities, in line with the Council's priorities, around the whole district and items in the programme include:

- Cherry Orchard Jubilee Country Park
- Sweyne Park - Football Pitches
- Clements Hall Bridleway Extension
- Rawreth Recreation Ground
- Hall Road Cemetery Extension
- Play Spaces
- Pavilion Refurbishments
- Home Maintenance and Disabled Facilities Grants
- Open Spaces Programme
- Great Wakering Youth Facilities
- Teen Shelters
- Office Accommodation Building Works
- IT Requirements
- Equipment/Vehicles Replacement Programme
- One Stop Customer Interface Facility

In view of the current economic situation, the Council has decided not to include any additional priorities but to consolidate on what we are already doing.

**END OF SUMMARY**

## **MEDIUM TERM FINANCIAL STRATEGY 2009/10 – 2013/14**

### **1 INTRODUCTION**

- 1.1 The Council brings together all its priorities for consideration at the January Council meeting to determine the Medium Term Financial Strategy and the key priorities for 2009/10 and beyond. This Strategy covers:-
- The revised estimates for 2008/09.
  - The draft core estimates for 2009/10.
  - Government support for 2009/10.
  - Council Tax for 2009/10 and capping
  - Management of resources.
  - The total proposed budget for 2009/10.
  - Savings and efficiency requirements for 2009/10.
  - Fees and Charges for 2009/10.
  - The Capital Programme and Prudential Borrowing.
- 1.2 The Council publishes a detailed Budget Book showing 2008/09 and 2009/10 budget estimates.
- 1.3 In line with the requirements of Section 25 of the Local Government Act 2003, the Head of Finance, Audit & Performance Management, as Chief Finance Officer for the Authority, can affirm the robustness of the estimates made for the purposes of the calculations and the adequacy of the proposed financial reserves, discussed later in this report. The budget estimates are based on realistic projections about pay, inflation and known service and capital expenditure plans.
- 1.4 The Council regularly reviews financial management arrangements including the budget process to ensure that they remain 'fit for purpose', and keeps the financial services function under review to consider capacity, resourcing and training needs.

### **2 BACKGROUND**

- 2.1 The Medium Term Financial Strategy models income and expenditure over a 5 year period and is reviewed twice a year, once when the final accounts for the prior financial year have been completed and secondly as part of the budget setting process for the forthcoming financial year.
- 2.2 The draft revised MTFS was considered by Members at the first Budget Awayday when there were a number of uncertainties around key items such as concessionary fares, recycling income and the fall in planning, building control and land charges income which will be considered in more detail later in this report.

- 2.3 The MTFS reported to this meeting has been produced following a period of uncertainty around the global and national economic picture and in light of dramatic falls in some of the Council's income streams. It is generally accepted that we are entering a period of significant restraint in public funding which will make the financial position of local authorities much more difficult.
- 2.4 The MTFS is the bringing together of the Council's requirements to identify how it will resource its plans and strategies and achieve both its short and medium objectives. The main driver for the MTFS is the Council's Corporate Plan, which sets out the Council's strategic direction.
- 2.5 The mechanism for developing the MTFS is an ongoing process involving the formulation and adoption of strategies, such as the IT Strategy or Workforce Development Plan, which include resource requirements. These are collated for consideration during the budget process and if new resources are required, they are prioritised in order to ensure that the Council's limited resources are used in the most effective way. Each Service also prepares a Divisional Plan which articulates the plans for the service and how the service is involved in the delivery of the Council's corporate objectives.

### **3 REVISED ESTIMATES FOR 2008/09**

- 3.1 The revised estimates total £12.515m, against the original estimate of £12.344m. The areas where the revised estimates vary from the original are detailed in the summary budget book issued separately.
- 3.2 There is an overall increase in the estimates mainly due to the fall in income from Planning, Building Control and Land Charges, which could not be accurately forecast before the start of the year. This increase means an increased drawdown of General Fund balances, £1.647m, compared to the original estimate of £1.476m.
- 3.3 As part of the MTFS, Members agree the overall revised estimates and agree to individual budget changes by way of virement.

### **4 THE DRAFT CORE ESTIMATES FOR 2009/10**

- 4.1 The draft core estimates for 2009/10 total £13.144m. Overall this is an increase of 6.5% over the original estimate for 2008/09.
- 4.2 The main increase to the core estimates revolves around a substantial reduction in the income streams from Planning, Building Control, Parking Fees and Land Charges, already recognised in the revised estimates for 2008/09 plus an estimate of the reduction in investment income as a result of

the falls in bank rate since October 2008. There is also an increased demand for homelessness services. A summary of these estimates is shown below:

|                   | 2008/09                |                       | 2009/10                |
|-------------------|------------------------|-----------------------|------------------------|
|                   | Original Estimate<br>£ | Revised Estimate<br>£ | Original Estimate<br>£ |
| Planning Fees     | 280,000                | 200,000               | 200,000                |
| Building Control  | 285,000                | 230,000               | 230,000                |
| Land Charges      | 245,000                | 100,000               | 120,000                |
| Investment Income | 725,000                | 836,677               | 339,100                |
| Parking Fees      | 863,000                | 830,000               | 830,000                |
| Total             | 2,398,000              | 2,196,677             | 1,719,100              |

- 4.3 The core estimates for 2009/10 are prepared based on projections about pay rises, inflation and planned service growth.

## 5 GOVERNMENT SUPPORT FOR 2009/10

- 5.1 2009/10 is the second year of the grant distribution under the Government's 2007 Comprehensive Spending Review (CSR07). We will receive £5,012,777 for 2009/10. This is an increase of £106,693 (2.17%).
- 5.2 With this increase, Rochford is still the 2nd lowest funded Council in Essex, 3<sup>rd</sup> lowest compared to other similar authorities (Nearest Neighbours) and 34th lowest in England on a grant per head of population basis. Comparison of our grant per head for the current 3 years funding is shown below:

| Benchmarking Rochford District Council's Grant per head |            |                | Essex  | Nearest Neighbours | Shire Districts |
|---|------------|----------------|--|--------------------|-----------------|
| Number in Comparison Group                              |            |                | 12   | 16                 | 238             |
|   | Grant (£m) | Grant (£/head) | Ranking Against comparison Groups<br>(1 = highest) |                    |                 |
| <b>2008/2009</b>  | 4,906      | 60             | 11   | 14                 | 207             |
| <b>2009/2010</b>  | 5,013      | 61             | 11   | 14                 | 205             |
| <b>2010/2011</b>  | 5,128      | 62             | 11   | 14                 | 205             |

- 5.3 The Government is holding back £136,597 under the Floor Damping Block, which is part of the grant distribution model. Therefore, although the Government has assessed Rochford as in need of additional funding, that additional funding is still being held back in order to provide minimum level increases to other authorities who fall below the floor. The £136,597 is equivalent to about £4.37 on a Band D council tax bill, or a 2.3% council tax rise.
- 5.4 The 2007 Comprehensive Spending Review also includes the provisional settlements for 2010/11 and our allocation is £5,120,766 which is an annual increase of just under 2.2%. However, there are also amounts held back under the Floor Damping Block. A summary of the amounts held back since 2005/06 is shown below:

| Year    | Amount held back under<br>Floor Damping Block<br>£ |
|---------|--|
| 2005/06 | 138,000  |
| 2006/07 | 274,654  |
| 2007/08 | 148,374  |
| 2008/09 | 155,960  |
| 2009/10 | 136,597  |
| 2010/11 | 113,975  |

- 5.5 The Medium Term Financial Strategy is a 5 year plan so, although there is now certainty around Government for the next 2 years, we do not know what we will receive in 2011/12 onwards. The MTFS currently assumes that funding increases will remain at the same level as 2009/10 and 2010/11. As the country moves through recession and the government's approach to public spending becomes clearer, the estimates for 2011/12 onwards will need to be refined.



- 5.6 There is a risk that this assumption in funding levels for 2011/12 onwards may be incorrect. The following table demonstrates the sensitivity of the MTFS. For example, if the grant settlement in 2011/12 is the same as the 2010/11 award i.e. with a 0% increase, this would mean that we would have £112,657 less income that year.

|   | 2011/12<br>£M                       | 2012/13<br>£M | 2013/14<br>£M |
|---|-------------------------------------|---------------|---------------|
| Current forecast Government Funding (based on 2.2% pa increase) | 5.233                               | 5.349         | 5.466         |
| Alternative Percentage increases                                | Reduction in annual Forecast income |               |               |
| 0.0%  | 0.113                               | 0.115         | 0.118         |
| 0.5%  | 0.087                               | 0.089         | 0.091         |
| 1.0%  | 0.061                               | 0.063         | 0.064         |
| 1.5%  | 0.036                               | 0.037         | 0.037         |

- 5.7 There are a number of other sources of Government funding where announcements are still awaited including the new arrangements for the Local Area Business Growth Incentive grant.
- 5.8 The Council only includes grants in its budgets that have been confirmed. Provisional allocations which may have been announced or be out for consultation are not included.

## 6 COUNCIL TAX FOR 2009/10

- 6.1 For 2009/10, the recommended tax increase will be 4.93%, resulting in a council tax for a Band D property of £197.28, which is an increase of £9.27 per year, or 17.8p per week.
- 6.2 Although the grant settlement was an improvement over previous years the Council is the **34th** lowest funded on a grant per head of population basis in England and the **2nd** lowest in Essex. The increase of £106,693 does not cover the inflation increases in the core estimates of about £1/2m. The Government has also made clear that there will be no extra funding to local authorities to help address the shortfalls in income.
- 6.3 It also has to be remembered that Rochford's Council Tax has only a minimal effect on the total Council Tax bill due to its low relative size to Essex County Council, Essex Police and Essex Fire. Overall it is expected to be around 13% of the total Council Tax bill (or 13p for every £1).

6.4 Current Council tax for Band D 2008/09

|                             | <b>2008/09<br/>£</b> |
|-----------------------------|----------------------|
| Essex County Council        | 1,046.61             |
| Essex Fire Authority        | 62.28                |
| Essex Police Authority      | 122.22               |
| Average Parish/Town Council | 30.99                |
| Rochford District Council   | 188.01               |
| <b>Total</b>                | <b>1,450.11</b>      |

6.5 For information and comparison, the 2008/09 Council Tax for a Band “D” property for all Essex Districts, excluding County and the Unitary authorities, are shown below:

|                   | <b>Band “D”</b>               |                               |
|-------------------|-------------------------------|-------------------------------|
|                   | <b>Annual Council Tax (£)</b> | <b>Weekly Council Tax (£)</b> |
| Basildon          | 242.01                        | 4.65                          |
| Braintree         | 154.98                        | 2.98                          |
| Brentwood         | 166.32                        | 3.20                          |
| Castle Point      | 212.40                        | 4.08                          |
| Chelmsford        | 151.92                        | 2.92                          |
| Colchester        | 166.41                        | 3.20                          |
| Epping Forest     | 143.01                        | 2.75                          |
| Harlow            | 242.10                        | 4.66                          |
| Maldon            | 164.00                        | 3.15                          |
| <b>Rochford</b>   | <b>188.01</b>                 | <b>3.62</b>                   |
| Tendring          | 144.12                        | 2.77                          |
| Uttlesford        | 136.62                        | 2.63                          |
| <br>Average Essex | <br>162.45                    | <br>3.12                      |

6.6 In determining the actual level of Council Tax, Members will take into account the following section on capping and also recent Government statements regarding the expectation that Council Tax levels will not rise by more than 5%.

## 6.7 Capping

- 6.8 The Secretary of State has two options for deciding how to deal with authorities who he considers have set excessive budgets or increases in council tax. The Secretary can either “designate” an authority which means that it is capped in the current financial year, or “nominate” an authority which means that he sets a notional budget for the current financial year to be used for comparison in the following year so effectively the capping is delayed for a year. Announcements regarding the action to be taken are normally made after the start of the financial year to which they relate.
- 6.9 In deciding whether to designate or nominate, the Secretary uses two criteria determined each year by Government. The last year that capping was used was in 2008/09 when criteria based on the level of council tax rise and the increase in budget were used. Only the authorities who met both criteria had their budgets nominated. One police authority was required to set a lower council tax which required the rebilling of all residents. 3 other police authorities and 4 local authorities were set notional budgets to limit their rises for 2009/10. In all cases the authorities exceeded both criteria.
- 6.10 The budget Increase is based on the budget requirement which is calculated after the drawdown of balances. The Authority had followed a strategy of building up General Fund balances in order to prepare for the environmental contract renewals in 2008 and the housing transfer in 2007. Use of balances for 2009/10 means that the overall increase in budget requirement for 2009/10 is 3.5%, well below the capping criteria previously used.

| Criteria                    | Capping Limits                      | Rochford District Council Increase over previous year |         |         |
|-----------------------------|-------------------------------------|---|---------|---------|
|                             |                                     | 2007/08   | 2008/09 | 2009/10 |
| Budget Requirement Increase | More than 6% over previous year and | 6.8%  | 4.9%    | 3.5%    |
| Council Tax Increase        | More than 5.0% over previous year   | 4.9%  | 4.87%   | 4.93%   |

- 6.11 The only announcement from Government so far has been similar to last year in that they are expecting council tax levels to be significantly below 5%.
- 6.12 As can be seen from the above figures, we should not trigger the capping criteria if the Government applies the 5% cap. However, there is a risk that, particularly if other councils achieve low council tax rises, the Government could impose a lower cap. The impact of this would be that we would have to find additional savings because of the reduction in income and also send out new council tax bills, which would incur additional costs. New bills would also have to be sent out if one of our precepting bodies were capped.

## **7 MANAGEMENT OF RESERVES – POLICY**

7.1 The requirement for financial reserves is acknowledged in statute. Sections 32 and 43 of the Local Government Finance Act 1992 require authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. Within the existing statutory and regulatory framework, it is the responsibility of the Chief Finance Officer to advise local authorities about the level of reserves that they should hold.

7.2 There is no statutory minimum level of reserves

7.3 It is important to manage the level of reserves for the following reasons:

- Maintain adequate balances to provide contingency funds for unforeseen events.
- Provide resources to support the Council's long term spending plans
- Avoid holding excessive amounts because of the opportunity costs in not utilising these resources.

7.4 The Council therefore agreed that the policy on reserves is:

“As part of the budget preparation process, the Council will carry out a risk assessment of any material items included in the budget that are based on forecasts or assumptions and that an appropriate level of reserve be maintained for each item based on the assessment of the probability of events occurring that would require some or all of those reserves to be drawn upon. The approved level of reserves to be adhered to in order to support the Council in the achievement of its long term objectives. The Council will also establish and maintain earmarked reserves to build up resources and for each earmarked reserve there will be a clear protocol setting out:

- the reason for/purpose of the reserve
- how and when the reserve can be used
- procedures for the reserve's management and control
- a process and timescale for review of the reserve to ensure continuing relevance and adequacy.”

## **8 MANAGEMENT OF RESERVES – REVIEW OF EARMARKED RESERVES**

- 8.1 This section of the MTFS applies the above policy to reserves earmarked for particular projects or future service demands.
- 8.2 The Council regularly reviews the reserves as part of the budget setting and closure of accounts processes to make sure that they are appropriate. Reserves should be used in accordance with the reasons they were set up and their use is authorised by the Head of Finance, Audit and Performance Management.”
- 8.3 The Council maintains a number of earmarked reserves as a means of building up funds to cover expenditure on particular items. These reserves are used for a number of reasons including:-
- Sums set aside for major schemes
  - Self insurance
  - Surpluses arising from trading accounts, for example Building Control, or ring fenced activities, for example Crime and Disorder and Decriminalised Parking Enforcement
  - Reserves retained for specific service use where under spends are carried forward to enable better use of finances
  - Ring fencing grants received by departments for specific uses
  - Additional savings on the General Fund up to £250,000 are kept in a reserve to provide funds for IT development and improvements in line with the Council's agreed ICT Strategy.
  - Funds held on behalf of partnerships where the Council is effectively acting as banker, examples include the Local Strategic Partnership.
- 8.4 Forecast movement in the current Earmarked Reserves is summarised below. These are estimates based on expenditure and plans at the time of writing the MTFS. A further report on Earmarked Reserves is made to Council as part of the closure of the accounts for 2008/09.

| Earmarked Reserves | Balance at 31 March 2008 £000s | Balance at 31 March 2009 £000s | Balance at 31 March 2010 £000s | Reason for Reserve                                   | Criteria for usage  |
|--------------------|--------------------------------|--------------------------------|--------------------------------|--|---|
| Corporate          | 594                            | 363                            | 283                            | To meet Council's Corporate and Statutory objectives | To meet Corporate objectives and develop the Corporate image. |
| Housing            | 161                            | 102                            | 55                             | Funds for provision of                               | To meet Housing requirement                                   |

| Earmarked Reserves                      | Balance at 31 March 2008 £000s | Balance at 31 March 2009 £000s | Balance at 31 March 2010 £000s | Reason for Reserve   | Criteria for usage   |
|---|--------------------------------|--------------------------------|--------------------------------|--|--|
|   |                                |                                |                                | Strategic Housing.   |  |
| IT Strategy                             | 250                            | 250                            | 250                            | Funds for IT Strategy - maintained by additional surpluses on the General Fund identified at the end of the year | Bids to utilise these funds are considered annually as part of the divisional plan and budget process. |
| Projects                                | 1,027                          | 479                            | 367                            | For specific projects including Economic Development.  | To implement Member decisions and deliver priorities.  |
| Repairs & Maintenance                   | 131                            | 69                             | 50                             | Funds to maintain Council's assets at an acceptable level.   | Use of the reserve is managed by the the Financial Programmes Group.                                   |
| Redundancy and Financial Strain Reserve | 56                             | 56                             | 0                              | Funds to cover restructuring costs   | Use of these Resources is agreed as part of the MTFS.  |
| Total                                   | 1,780                          | 1,319                          | 1,005                          |  |  |

- 8.5 Following the successful transfer of the Council's housing stock to the Rochford Housing Association in September 2007, the Housing Revenue Account (HRA) will be closed at the end of 2008/09 and the balance in the HRA will be amalgamated with the General Fund Reserve.

## **9 MANAGEMENT OF RESERVES – REVIEW OF GENERAL FUND RESERVE**

- 9.1 The Authority also has a General Fund reserve as a result of accumulated surpluses on the General Fund account. This r
- 9.2 The reserve is intended to provide sufficient safeguards against events that may happen that would impact on the Council's liquid cash resources and place the Council in an insolvent position. It therefore ensures the Council can set a balanced budget. It also enables the Council to undertake medium

term financial planning and achieve its longer term objectives. A recent example of this was the steady build up of the reserve since 2003 in order to meet the additional costs of the new environmental contracts (Refuse collection/Recycling/Street Cleansing and Grounds Maintenance) and also to manage the impact of the housing transfer in September 2007. Part of the strategy on general fund balances going forward is to prepare for the new IT contract in April 2011 and the revaluation of the pension scheme.

- 9.3 The level of the General Fund reserve is reviewed annually as part of the budget process.
- 9.4 In line with the policy on management of reserves, a detailed risk assessment has been carried out by officers during the budget preparation process on the material items and the key risks are summarised below.
- 9.5 It includes a number of items where it is not possible to quantify and therefore include a figure in the MTFS. In view of this, it is essential that the Council has a sufficient level of uncommitted reserves set aside to support this approach. The figures quoted below are based on experience and current indications and give a recommended minimum level for uncommitted revenue balances.

| <b>LEVEL OF REVENUE BALANCES - - A RISK BASED ASSESSMENT</b> |  |                          |                                      |
|--|--|--------------------------|--------------------------------------|
| <b>ITEM</b>  | <b>CONSIDERATION<br/>TO ASSESS FIGURES TO<br/>INCLUDE</b>  | <b>2009/10<br/>£000s</b> | <b>2010/11<br/>Onwards<br/>£000s</b> |
| Adequacy of inflation provisions in budgets.                 | Nearly 50% of the Council's gross expenditure is related to salaries which are nationally agreed and outside the control of the Council. 40% of the Council's gross expenditure is covered by contracts which include retail price index annual rises. These increases are built into the MTFS on the basis of 4% in 2009/10 and 2% onwards. If inflation does not reduce as expected (see para 11.25), then there is a risk for 2010/11 onwards | Nil                      | 240                                  |

| ITEM   | CONSIDERATION<br>TO ASSESS FIGURES TO<br>INCLUDE  | 2009/10<br>£000s | 2010/11<br>Onwards<br>£000s |
|--|---|------------------|-----------------------------|
| Effects of Capital Finance                                     | Capital cashflows can be difficult to predict as historically they have been from right to buy sales and the Council has now transferred its housing stock. If the Council were not able to finance capital expenditure, it would have to be met from revenue or the project could not take place. Capital balances are relatively healthy. Revenue costs of existing capital projects are included in the MTFS | Nil              | Nil                         |
| Investment Income and uncertainty of interest rate assumptions | There is a risk that the Bank of England will reduce interest rates to a greater degree than currently forecast (For further information, please refer to the Annual Treasury Management Strategy)<br><br><i>Worst Case Scenario that interest rates fall to 0%</i>   | 200              | 300                         |
| Debt Collection and Uncertainty of Income                      | If there were to be a significant increase in bad debts or a sudden reduction in income, this would impact on revenue balances.<br><br>The fall in income from planning, building control and land charges has already been built into the MTFS with a small recovery in 2010/11 onwards<br><br><i>5% downturn in income for 2009/10 and no recovery in 2010/11</i>   | 140              | 170                         |



| ITEM   | CONSIDERATION<br>TO ASSESS FIGURES TO<br>INCLUDE  | 2009/10<br>£000s | 2010/11<br>Onwards<br>£000s |
|--|---|------------------|-----------------------------|
| Pension<br>Revaluation                         | <p>This is discussed in greater detail in Para 11.32.</p> <p>The pension revaluation in 2011 could result in additional payments into the Local Government Pension Scheme of anything up to £1/2m. This has not been built into the MTFS and is therefore potentially a major risk to the Authority in 2 years time.</p>  | Nil              | Nil                         |
| Reduction in<br>Grants                         | Housing Benefit Administration subsidy was reduced by 5% for 2008/09. New look LABGI scheme has not yet been announced and the Planning Delivery Grant (PDG) has been replaced by a Planning and Housing Grant. Only grant that has been confirmed is included in the budget and expenditure is not committed until the confirmation has been received.   | Nil              | Nil                         |
| Unpredictable and<br>demand-led<br>expenditure | <p>This would be managed through robust budgetary control during the year and the budget setting process. However, as budgets become tighter, flexibility to accommodate the unexpected reduces and mandatory demand led items represent unavoidable expenditure that has to be financed. Main areas of risk are homelessness and benefits.</p> <p><i>Increase for homelessness already included in MTFS.</i></p> | 100              | 150                         |

| ITEM   | CONSIDERATION<br>TO ASSESS FIGURES TO<br>INCLUDE  | 2009/10<br>£000s | 2010/11<br>Onwards<br>£000s |
|--|---|------------------|-----------------------------|
| Emergency<br>Expenditure                     | <p>Resulting from unforeseen events. Although the Council has comprehensive insurance cover, there may be incidents which are not covered or where Government assistance is only partial. In the event of such an incident, significant costs may have to be met from revenue reserves.</p> <p>The implications of the Pitt Review on local authorities' role in managing flood risk is not yet clear. Additional demands on local authorities arising from new legislation are meant to be funded by additional grant. However, experience shows that the grant is not normally sufficient. This is a risk area that the Council will need to continue to monitor.</p> <p><i>1% of net expenditure</i></p> | 130              | 130                         |
| Management of<br>Change                      | Local Authorities need to have available resources to manage unplanned change (eg retraining, accommodation). The lack of such resources can stifle effective management and/or result in other important services being adversely affected.  | 50               | 50                          |
| Underachievement<br>of Efficiency<br>Targets | <p>Apart from the risk of not achieving nationally set efficiency savings, the MTFS includes cashable savings. If these are not achieved, revenue reserves would have to be used to balance the budget.</p> <p><i>Additional savings built into MTFS in 2008/09</i></p>   | 400              | 380                         |
| <b>Recommended Minimum Revenue Balances</b>  |   | <b>1,020</b>     | <b>1,420</b>                |

9.6 Forecast General Fund balances:

|                                | <b>2008/09</b>  | <b>2009/10</b>  | <b>2010/11</b>  | <b>2011/12</b>  | <b>2012/13</b>  | <b>2013/14</b>  |
|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| £m                             | <b>Estimate</b> | <b>Estimate</b> | <b>Estimate</b> | <b>Estimate</b> | <b>Estimate</b> | <b>Estimate</b> |
| Contribution to/(from) Fund    | (1,254)         | 1,076           | (1,186)         | (296)           | 308             | 786             |
| <u>Balance Carried Forward</u> | 687             | 1,763           | 577             | 281             | 590             | 1,376           |

- 9.7 There is a forecast dip in General Fund balances below the Recommended Minimum Revenue Balance but the longer term forecast is for balances to recover. It is also anticipated by 2010/11 that there will be more certainty around areas of risk such as income streams.

**10 MANAGEMENT OF RESERVES – REVIEW OF COLLECTION FUND RESERVE**

- 10.1 As the Billing Authority, we collect council tax on behalf of Essex County Council, Essex Fire Authority and Essex Police Authority (known as main precepting bodies). The amount of council tax to be collected includes an allowance for non-collection of council tax, currently based on 98% collection rate. When we collect more than 98% of the amount due, this surplus is held in the Collection Fund as a ring fenced amount and can be distributed to the main precepting bodies and ourselves on a proportionate basis, based on the Band D council tax amount for each body.
- 10.2 As the billing authority, we have to pay over an agreed amount to each of the main precepting bodies on a monthly basis of approximately £3.3m per month. If there were any interruption to the income from council tax, Rochford District Council would still have to pay this amount over. It is therefore considered prudent to maintain the Collection Fund at a level that generates sufficient investment income to cover any interruption to council tax collection. For 2009/10, the level is £874,000 plus any surplus identified at the end of 2008/09. This will allow the distribution of £374,000 in the following amounts:

| Recipient                 | Distribution Amount |                |
|---------------------------|---------------------|----------------|
|                           | 2009/10 Proposed    | 2008/09 Actual |
|                           | £000s               | £000s          |
| Rochford District Council | 57                  | 73             |
| Essex County Council      | 270                 | 351            |
| Essex Police Authority    | 32                  | 41             |
| Essex Fire Authority      | 16                  | 21             |

## **11 TOTAL PROPOSED BUDGET FOR 2009/10**

- 11.1 The Council brings together its Vision for Rochford, the Sustainable Community Strategy, our role as the “green gateway” in the Thames Gateway South Essex Strategy, IT Strategy, Economic Development Strategy and Workforce Development Plan amongst others, into the Corporate Plan to identify what it needs to deliver for the whole community of Rochford district.
- 11.2 In determining the Council's priorities, Members consider them against our key objectives which are detailed in the Council's Corporate Plan.
- 11.3 The budget process is then about identifying the allocation of the resources so that the Council can deliver these ambitions for the district.
- 11.4 Before identifying any new areas for expenditure, there have been a number of issues affecting the budget this year.
- 11.5 Recycling
- 11.6 The Council receives recycling credits based on a rate per tonne with different rates applicable to dry recyclables, such as paper and plastics, and wet compostable materials, such as kitchen or green waste. The recycling credits are paid by Essex County Council. The rate for dry recyclables is a set by statute, but the rate for wet materials is determined by agreement with Essex County Council. The agreement is part of a county wide Inter Authority Agreement on Waste Management which, at the time of writing this Strategy, has yet to be signed off. There is some uncertainty therefore around the level of income that can be estimated for 2009/10 onwards. A prudent approach has therefore been taken and the estimates are based only on the statutory scheme. The Authority will wait for written confirmation of the amounts to be paid for wet materials before including this in the estimates.
- 11.7 Concessionary Fares
- 11.8 Concessionary Fares has been an area of concern for the Authority for the last three years as the level of expenditure has risen higher. The Council belongs to the Essex wide Travel Consortium to provide an Essex wide concessionary fare scheme. With effect from 1 April 2008, the statutory

scheme went nationwide, which meant that anyone eligible for a pass can travel anywhere in the country and the cost of the journey is met by the authority where the journey originates.

- 11.9 The Government have provided funding since 2006/07 for the scheme through the Formula Grant which comprises Revenue Support Grant and redistributed business rates, which is an unhypothecated grant i.e. authorities are free to spend it on any service. Due to the complex method of calculation, including floor damping, Department of Communities and Local Government are unable to say how much additional grant has been provided to individual authorities for any particular service including concessionary fares.
- 11.10 Following lobbying by local authorities and the Local Government Association, the Government grant towards the additional costs of concessionary fares is being distributed as a stand alone grant which provides greater transparency.
- 11.11 The Government announced funding of £212m in 2008/09, £217m in 2009/10 and £223m in 2010/11. The allocations for Rochford for each year are £141,000, £145,000 and £149,000, which is about 16-17% of the cost of the scheme for the Authority.

11.12 Summary of Concessionary Fares Estimates and Expenditure

| Financial Year | Actual Expenditure or Estimated | Amount<br>£ |
|----------------|---------------------------------|-------------|
| 2003/04        | Actual                          | 141,313     |
| 2004/05        | Actual                          | 128,971     |
| 2005/06        | Actual                          | 158,079     |
| 2006/07        | Actual                          | 433,901     |
| 2007/08        | Actual                          | 796,100     |
| 2008/09        | Current Estimate                | 841,800     |
| 2009/10        | Current Estimate                | 926,000     |

- 11.13 The future arrangements for managing the Essex wide scheme are under review but it is not expected that this will increase costs above the budgeted figure.

11.14 Repairs and Maintenance

- 11.15 The Authority has a programme of repairs and maintenance which links to the Asset Management Plan. In support of there, there is also a programme of

special items of one off building works. Appendix D lists the special items for inclusion in the 2009/10 budget.

#### 11.16 Income streams

11.17 Income from planning, building control, parking fees and land charges has fallen by over £300k this year. In the current economic climate, it is difficult to predict when the property and consumer markets will increase. The impact on these budgets is shown below:

|                  | 2008/09                |                       | 2009/10                |
|------------------|------------------------|-----------------------|------------------------|
|                  | Original Estimate<br>£ | Revised Estimate<br>£ | Original Estimate<br>£ |
| Planning Fees    | 280,000                | 200,000               | 200,000                |
| Building Control | 285,000                | 230,000               | 230,000                |
| Land Charges     | 245,000                | 100,000               | 120,000                |
| Parking Fees     | 863,000                | 830,000               | 850,000*               |

\*includes increase to daily rate – see Section 17.5

11.18 . The MTFS assumes recovery of these income streams at the following rate:

- 2009/10 – zero
- 2010/11 – 10%
- 2011/12 – 20%
- 2012/13 – 30%
- 2013/14 - 40% - back up to 2007/08 levels

If the economy and property markets recover more quickly, then these assumptions can be revised at each annual review of the MTFS.

#### 11.19 Investment Income

11.20 The Council has a relatively small investment portfolio made up of reserves and cashflow balances. Investments are made in fixed term deposits or call accounts with banks or building societies who meet the minimum criteria set out in the Council's Treasury Management Strategy.

- 11.21 Following several years of good returns, averaging about 6%, there have been a series of reductions in the bank base rate. Investment income is therefore forecast to fall by about £390k compared to the original estimate for 2008/09. Further falls in the bank rate are expected and these have been built into the estimates and into the assessment of the minimum level of reserves.

|                   | 2008/09                |                       | 2009/10                |
|-------------------|------------------------|-----------------------|------------------------|
|                   | Original Estimate<br>£ | Revised Estimate<br>£ | Original Estimate<br>£ |
| Investment Income | 725,000                | 836,677               | 339,100                |

- 11.22 Forecasts for interest rates are considered as part of the Annual Treasury Management Strategy but, in summary, rates are expected to fall from current levels because of the intensifying global recession, with a fall to 0.5% in the first quarter of 2009. It is then expected to remain there until starting to rise gently up from the second quarter of 2010 until it reaches 4.0% in the first quarter of 2012.

- 11.23 Interest rate forecasts:

|                      | 2009 |      |      |      | 2010 |      |      |      | 2011 |      |      |      | 2012 |
|----------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|
|                      | Q1   | Q2   | Q3   | Q4   | Q1   | Q2   | Q3   | Q4   | Q1   | Q2   | Q3   | Q4   | Q1   |
| <b>Base Rate (%)</b> | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.75 | 1.00 | 1.25 | 1.75 | 2.50 | 3.25 | 3.75 | 4.00 |

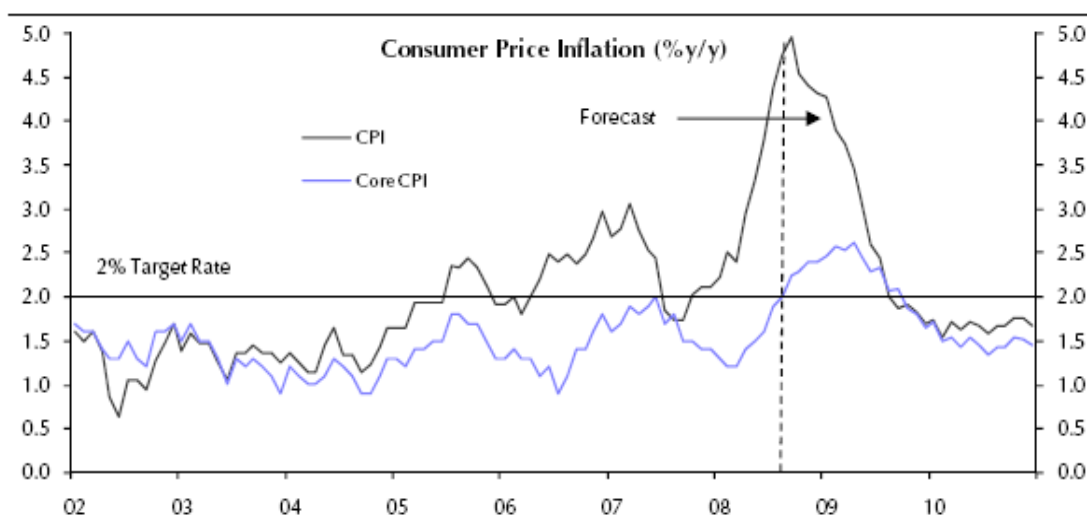
- 11.24 The MTFS assumption on recovery of investment returns is based on these forecasts. The risk of lower rates or a slower increase is managed through the level of balances.

#### 11.25 Inflation

- 11.26 One impact of the economic situation is the increase in inflation. The Council has outsourced a number of services which means that about £5m of expenditure is contracted out and the terms of the contracts allow for an annual increase based on retail price indices.

- 11.27 Salaries account for £7m of the Council's expenditure and the current cost of living rise for 2008/09 has been agreed at a minimum of 2.45%.

11.28 Capital economics provide a quarterly review and an extract of their analysis is that inflation is thought to be close to a peak and set to fall sharply next year. The rise in headline Consumer Price Index inflation from 4.7% to 5.2% last autumn was primarily driven by household services due to the rises in average gas and electricity bills. Inflation pressures in the UK economy are expected to subside rapidly over the coming quarters and the sharp downturn in the economy keeps core prices contained. Recent falls in oil prices suggest that petrol prices should drop by another 10% to 15% in the next month or two, enough to knock about 1% off inflation by the end of the year. Falling food and energy inflation will bring the headline inflation rate down sharply. It is anticipated inflation should be back below its 2% target by the end of 2009 and could be much lower if oil prices keep tumbling.



11.29 The current MTFs assumed inflation of 3% each year. As the increase in inflation to 5% will affect some expenditure items in 2008/09, an amendment has been made to the MTFs for 2008/09. As we do not know when inflation will start to fall, an allowance has also been included as a one off for 2009/10. This is because a number of contracts will have their annual rise based on current inflation indices. This will be monitored through the current budget process.

11.30 The savings target includes some provision for lower than estimated rises in contracts if inflation comes down more quickly than forecast.

11.31 The risk of inflation remaining above 2% from 2010/11 onwards will be managed through the Minimum Recommended Level of General Fund balance.



### 11.32 Pension Revaluation 2011

- 11.33 The Council belongs to the Local Government Pension Scheme which is a statutory scheme, the requirements of which are covered by legislation. The Council has no discretion in the operation of the scheme. The scheme is administered by Essex County Council.
- 11.34 The scheme is revalued every 3 years in order to determine the level of liabilities relating to current and future pensioners and assets. The scheme has also undergone a number of changes recently in order to share costs between employers and employees and further changes to the scheme are currently out for consultation.
- 11.35 The next revaluation is due to take effect from April 2011. The last year has seen a drop in asset values as equities and property have both fallen in value.
- 11.36 There is a high risk that the revaluation in 2011 could see the Council's contributions to the scheme being increased by between £350,000 and £500,000 based on current valuations. This takes no account of any recovery in asset values over the next 2 years, the reduction in the increase in employers' contributions as a result of changes to cost sharing arrangements and the increased contributions from employees following the recent introduction of tiered contribution rates.
- 11.37 Because of the uncertainties surrounding the pension scheme revaluation and changes to its financing, only a small provision of £50,000 has been included in the MTFS. This will be reviewed regularly as firmer information is received from Essex County Council. However, the Council needs to keep this firmly on the horizon as a potential major financial implication for the authority in 2011.

## **12 2009/10 IDENTIFICATION OF PRIORITIES**

- 12.1 For 2009/10 a number of priorities were identified from divisional service plans, strategy documents, Workforce Development Plan and statutory requirements.
- 12.2 These were initially considered at the Members Awayday held on 29th November 2007. Members at the Awayday agreed a list of key priorities from the total list that went forward for discussion in relation to the budget for 2009/10. In light of the current financial circumstances, Members have agreed to focus on delivering priorities within existing resources and have also set a target to find savings of an additional £400k over the Council's annual target of £380k.
- 12.3 Members have to make the choice between competing priorities with the reduced funds available, consider the impact that a proposal can make and also the ability to implement the proposal.

12.4 At the Member Awayday held on 17<sup>th</sup> January Members considered bids for growth and agreed that they would not go into budgets. However, they will be kept under review during the year and Members have agreed that they will be reviewed at the half year review. If the overall financial picture for 2009/10 is starting to improve, then approval may be given to one or more of the following schemes:

- Climate Change Strategy and Action Plan.
- Increase the value of Taxi Vouchers.
- Meet national indicator for biodiversity
- Enforcement Officer permanent post.
- Waste Collection Authority – partnership post
- Chairman of the Council – increased budget for civic duties

12.5 The Council's priorities are outlined in its Corporate Plan and these include:

- Access to Services
- Youth facilities
- Handyman/gardening service
- Crime Reduction
- Carbon Reduction/Sustainability agenda
- Local Development Framework
- Parks & open spaces – cherry Orchard Jubilee Country Park
- Affordable Housing
- Recycling
- Economic Development

12.6 For a number of priorities progress can be made through existing resources or current programmes of action. Many of the items will be addressed through the Local Development Framework. Others will be met by partnership working.

12.7 The total budget for 2009/10 and beyond will be a combination of:

- The proposed core budget.
- The savings target.
- The progression of the Local Area Agreement initiative with any funding requirements being met by funding achieved through the current agreement.

## 12.8 Summarised Medium Term Financial Plan for 2008/09 to 2012/13:

| £000s                   | 2008/09 | 2009/10 | 2010/11 | 2011/12 | 2012/13 | 2013/14 |
|-------------------------|---------|---------|---------|---------|---------|---------|
| Opening Budget          | 12,344  | 12,515  | 13,144  | 12,842  | 12,381  | 12,249  |
| Increase in Expenditure | 166     | 923     | 108     | 585     | 225     | 427     |
| Fall in Income          | 305     | 596     | 0       | 0       | 0       | 0       |
| Savings to be achieved  | (86)    | (780)   | (380)   | (880)   | (200)   | (200)   |
| Increase in Income      | (214)   | (110)   | (30)    | (166)   | (156)   | (212)   |
| Total budget            | 12,515  | 13,144  | 12,842  | 12,381  | 12,249  | 12,265  |
| General Fund Balance    |         |         |         |         |         |         |
| Change in fund          | (1,254) | 1,076   | (1,186) | (296)   | 308     | 786     |
| Balance Carried Forward | 687     | 1,763   | 577     | 281     | 590     | 1,376   |

## 12.9 The detailed MTFS is included as Appendix C.

### Impact on Band 'D' Council Tax

|  | £000s | Per Band D<br>Property<br>£ |
|--|-------|-----------------------------|
| 2008/09 Net Sum to be met from Council Tax | 5,889 | 188.01                      |
| Changes to Budget                          |       |                             |
| Plus                                       |       |                             |
| Inflation and Other increases              | 904   | 28.95                       |
| Fall in Income                             | 596   | 19.09                       |
| Decrease in Collection Fund Surplus        | 16    | 0.52                        |
| Change in Council Tax Base                 | 20    | 1.23                        |
| Less                                       |       |                             |
| Change in Government Grants                | (130) | (4.15)                      |
| Introduction of Bulky Waste Charges        | (110) | (3.52)                      |
|  |       | 0.00                        |
| Planned Savings                            | (780) | (24.98)                     |
| Increase in Use of Reserves                | (246) | (7.86)                      |
| 2009/10 Net sum to be met from Council Tax | 6,160 | 197.28                      |

### **13 IDENTIFICATION OF NON PRIORITIES**

13.1 Members have considered many competing priorities, some of which have been considered either a low or non-priority. The Council have decided that the following continue to be lower priorities and no additional resource should be allocated to them.

- Provision of on street residents parking in the District.
- Moving forward with the Housing Benefit and Council tax partnership with Chelmsford
- IdEA Charter for Members training and development
- Maintaining the quantity of Bring Banks in the area at the current level
- Transferring Dutch Cottage to the Town Council.
- Proactive enforcement of the non-smoking Agenda
- Maintaining stand-alone CCTV in shopping parades.

### **14 EFFICIENCY REQUIREMENTS**

14.1 The Government adopted the Gershon recommendations to make savings of 2.5% per annum within all public services. As a consequence, this Council was under an obligation to make savings over the 3 years ending in 2007/08. Within this 2.5% target, there have been two broad types of savings - those that reduce budget requirement but still deliver the same service (called cashable savings) and non-cashable savings which are those where services can be expanded at no extra cost.

14.2 Our target for the 3 years was £703,000, of which at least £351,500 had to be cashable. Up to the end of 2007/08, the Council had achieved ongoing efficiency savings totalling £951,000, of which £605,000 were cashable. This does not include savings that were achieved in one year but not sustained.

14.3 The CSR07 included the Government's expectation that local government will save 3% per annum in cashable efficiency savings. Department of Communities and Local Government (CLG) guidance says that individual councils will not be allocated a target, as under the current regime, but that the achievement of efficiencies will be monitored through a national performance indicator:

The total net value of ongoing cash releasing value for money (VFM) gains that have impacted since the start of the 2008-09 financial year.

14.4 The guidance suggests that the target may be set through the Local Area Agreement. Whatever the mechanism, the Council will need to report on this indicator and demonstrate that it is taking positive action to improve value for money. We will also need to achieve these savings in order to achieve a balanced budget.

- 14.5 The measure of the performance against the indicator will be made on a baseline year of 2007/08 estimates. For us, this equates to about £380,000 per annum, although the current forecast for 2008/09 is about £460,000, of which at least 50% are cashable efficiency savings. However, in order to achieve a balanced budget and address the shortfalls from the reduction in income streams, the target for 2009/10 has been increased to £780,000.
- 14.6 The Council's Strategy for achieving these savings is based on:
- Implementation of Performance Management Framework with clear targets to improve efficiencies.
  - A focus on high priority services
  - A commitment to work with partners to deliver efficiency across public services
  - The development of divisional plans for all services to ensure delivery of sustained improvements
  - A continuing programme of IT development linked to service improvements
  - Introduction of policies to reduce sickness
  - Ongoing workforce planning and development linked to service improvements
  - More effective and collaborative procurement taking full advantage of the opportunities available through the Procurement Agency for Essex, Essex On-line Partnership and the Regional Centre of Excellence.
  - Completing the implementation of an electronic document records and management system
- 14.7 Rochford Council has already exposed all of its major services to outside competition. Therefore, attempts to produce significant further savings and efficiencies through outsourcing may be limited to us.
- 14.8 The following areas have been identified as a focus for further savings to meet the target and officers will be working on the detailed arrangements for delivering them. A criteria will be that any savings identified should not result in any reductions in the quality or level of service provided, unless it relates to a non-priority area. The Council's Senior Management Team and the Council's Executive, as part of the normal budget monitoring arrangements, will receive regular monitoring reports.
- 14.9 The key areas for focusing on achieving savings will be:
- Review of existing services and organisational delivery during quarter one with a plan for achievement of savings by the end of July 2009.
  - Continuing the improvements in Procurement of goods and services
  - Managing vacancies proactively

- Review of existing contract arrangements

## **15 PARTNERSHIPS**

- 15.1 The Council has a sound record in working in partnership with other bodies in order to increase capacity in order to deliver its objectives.
- 15.2 For 2009/10, the main financial implications are summarised below:
- 15.3 The Council works in partnership with VirginActive to deliver a high quality leisure service to residents. One benefit to the Council is that VirginActive provide financial support for the publication of the Council's newspaper, Rochford District Matters and for two officer posts, Arts Development Officer and Sports Development Officer, a total of £92,600.
- 15.4 Since 2005, Rochford District Council has been part of the Groundwork Trust South Essex (GTSE) for Thames Gateway. Our contribution in 2009/10 will be £10,300. We are able to call upon their expertise and experience. The following lists some examples of where they have delivered benefits to the Rochford district:
- Local volunteers who, with Groundwork supervision, are laying paths, clearing weeds and scrub and managing hedges and ponds at Doggets Park.
  - Young people from Rochford, who are not in education, employment or training (NEET), were given the opportunity to take part in a film-making project as part of a Heritage project focused on young people. They researched the history, worked the script, took part in a story boarding workshop, went on a film-shoot, took part in a presentation workshop and finally presented their film at a premiere attended by 100 people at the Thameside Theatre, Grays. The DVD is available from GTSE
  - GTSE are providing Team Challenge days for employees of Eon based in Rayleigh. Teams of workers are provided with training and an understanding of the environmental issues related to a Team Challenge Day. Activities have included coppicing, scrub clearance, litter picking etc.
  - GTSE has established a team to focus on utilising volunteering as a step towards employment. The scheme seeks to match good volunteer host employers with, in year one, NEET young people. In year 2 and 3 the focus will be disabled and ethnic minorities. The project works across South Essex but they are working closely with Rochford Partners, in particular Connexions and Rayleigh, Rochford and District Association of Voluntary Services.

- Another project is aimed at connecting charities in Rochford and other Thames Gateway South Essex districts with corporate partners. The project has only just begun but the indicators are that local charities should benefit enormously.
- 15.5 The Council has good links with the voluntary sector and for 2009/10, will be giving £231,000 in grants. The main grant is to the Citizens Advice Bureau who will receive £81,400. A number of grants are allocated each year and £22,000 has been allocated for these. Funding for Rayleigh, Rochford and District Association for Voluntary Service has been increased to £27,000 as part of the 3 year Service Level Agreement with the Council.
- 15.6 The Council works in partnership with Springboard Housing Association to deliver our handyperson and gardening for the elderly services, and Wyvern Community Transport to provide transport assistance to less able residents.
- 15.7 Other examples of partnership working which deliver efficiencies and cost savings include:
- Chelmsford Borough Council who collect our National Non-Domestic Rates
  - Basildon District Council who provide our out of hours contact service
  - Castle Point District Council, with whom we share an officer researching contaminated land sites
  - The Department of Works and Pension who have a fraud investigation officer based in and working with the Council's Benefits team.
- 15.8 The Council is part of the Rochford Local Strategic Partnership (LSP) which is receiving funding of £45,000 per annum for 5 years through the Local Area Agreement. Some of this is being used to fund 2 posts to support the work of the LSP. The LSP will also receive £299,492 from the Performance Reward Grant. This will be used on 'feeling safe' initiatives, such as domestic violence, anti bullying, neighbourhood watch and supporting 'community well-being initiatives', STAR partnership, Careline, Community Learning vouchers and Blues Body Care and funding a Chief Officer for Rayleigh, Rochford and District Association for Voluntary Service. In addition the LSP will receive Additional Voluntary Support Grant of £65,000.00 which will be used for projects such as art course for those with mental health problems, midday social club for age concern, healthy chance project and the implementation of a carers scheme .
- 15.9 The Council's Crime and Disorder Reduction Partnership received £96,000 via ECC for 2008/09. The allocation for 2009/10 has not yet been announced.

## **16 EXTERNAL FUNDING**

- 16.1 The Council has a good track record of bringing in external funding. The majority of grants are allocated or confirmed during the financial year to which they relate. The Council has a policy of not budgeting expenditure related to grant funding until written confirmation is received.
- 16.2 The Big Lottery announced in December 2007 that Rochford district would receive £200,000 for improving play service in our area as part of its big play fund. The Council has worked in partnership with local residents, Team Around the School, Child and Community Team, Police, Virgin Active, Parish Councils and Early Years and Surestart, to deliver the Rochford Play Strategy over three years. Achievement of the Strategy and delivery of its objectives will be monitored by the Council's Leisure Development Officer and the Leisure & Cultural Services Manager. The funds will be held by Rochford District Council.
- 16.3 The Council received £254,433 funding from the Local Area Business Growth Incentive grant. This will be spent on funding a full time Business Support Officer post for a period 3 years, fund the Chambers of Trade annual allocation, undertake a master planning exercise and area action plan for Rayleigh Town Centre, support the completion of the Joint Area Action Plan covering London Southend Airport and its environs and commission a feasibility study around the establishment of an Eco Enterprise Centre within Rochford district. .
- 16.4 The HR Strategic Partnership for Essex, in which Rochford is a leading player, has received funding from Building Capacity East, which will be used for joint projects, around the recruitment, training and development and other initiatives in line with our Workforce Development Plan.

## **17 FEES AND CHARGES FOR 2009/10**

- 17.1 The Council's policy on its fees and charges is to review existing charges annually. With effect from 2009/10, this will also include an annual review of car parking tariffs.
- 17.2 Changes in charges come into effect from 1 April 2009, unless indicated otherwise.
- 17.3 The Council also undertakes to review existing services to identify opportunities for introducing charges, if appropriate. Charging users for services reduces the level of overall subsidy by council tax payers to a particular service.
- 17.4 All fees and charges have been reviewed and the proposals in respect of the discretionary charges for 2009/10 are shown in Appendix A to this report, except for the proposals regarding changes to parking and bulky waste. The



Council's policy is to increase in line with inflation, where appropriate, but also to take into account the impact on users.

- 17.5 In addition to the charges shown in Appendix A, the Council has reviewed the tariff for parking fees. It has been decided that, in view of the current difficulties facing local businesses and to encourage visitors to our town centres, the hourly tariffs will remain unchanged. There will be an increase to the daily rate from £4.00 to £5.00.
- 17.6 The season ticket charge has a target to be 80% of the daily rate for 5 days times 52 weeks. With the increase of the daily rate to £5.00, the target level for season tickets would be £1,040. The charge for season tickets has not gone up since July 2007 but the Council recognises that an increase from £730 to £1,040 would be difficult for the businesses and residents who use season tickets. However, the Council needs to balance this against giving too large a discount against the daily rate. The charge for season tickets will therefore be increased as follows:

Annual Season Ticket from £730 to £800

Quarterly Ticket from £220 to £240

|                        | 2008/09                |                       | 2009/10                |
|------------------------|------------------------|-----------------------|------------------------|
|                        | Original Estimate<br>£ | Revised Estimate<br>£ | Original Estimate<br>£ |
| Car Park Pay & Display | (863,000)              | (830,000)             | (850,000)              |
| Permits/Season Tickets | (200,000)              | (180,000)             | (200,000)              |

- 17.7 The Council has also reviewed its policy on not charging for the collection of Bulky Waste and WEEE (Waste Electrical and Electronic Equipment). This is out of line with other authorities, a number of whom also charge for the collection of garden waste. The Council has to pay for collection of bulky and WEEE items and it is no longer appropriate for council tax payers generally to subsidise this service. The Council has therefore decided to introduce charges for the users of this discretionary service. The charge will be £15 per collection of up to 3 items, plus £5.00 per each additional item. Taking into account the cost of setting up a booking and payments system, the Council estimates that net income from the introduction of this charge will be about £110,000 per annum.

The Budget Book will show the following:

|                                | 2009/10                |
|--------------------------------|------------------------|
|                                | Original Estimate<br>£ |
| Bulky/WEE Waste Administration | 36,000                 |
| Bulky/WEE Waste Income         | (146,000)              |

- 17.8 Fees for Gambling Licence and Liquor Licence applications are not included within the schedule for fees and charges, as there are various categories of charge. These are available on the Council's website and can be obtained direct from the Licensing Section.

## 18 CAPITAL PROGRAMME

- 18.1 The Council has agreed a Capital Strategy which sets out how the Council intends to maximise the use of available capital resources in order to achieve its objectives and includes references to other key documents that influence capital investment. The strategy outlines the framework for management, planning and monitoring needed to ensure that any capital investment undertaken helps to achieve the Council's objectives.

- 18.2 The strategy has identified criteria for capital investment to ensure that the Council's limited resources are spent in the most cost effective way to achieve the Council's objectives. These criteria are:

- A. Investment in statutory and priority services** to ensure the continuation of essential services and value for money
- B. Ensure that landlord and owner responsibilities are undertaken** including priority items identified through the asset management plan
- C. Improve infrastructure** that has an influence on economic activity and the wellbeing of the Authority. This mainly relates to the improvement of town and village centres.
- D. Priority items flowing from key strategy documents**
- E. Schemes bringing in external funding**

- 18.3 The strategy is closely linked to the Asset Management Plan and the two documents combine to explain how the Council will use assets and capital investment to enable continuous improvement in service delivery. The

Medium Term Financial Strategy takes into account the revenue implications arising from capital investment decisions.

- 18.4 The 2009/10 Capital Programme is summarised below, including the links to the above criteria, identification of revenue costs and how the schemes will be managed and monitored.

| Line | Item                                | Capital Strategy Criteria & Background  | 2009/10 Capital Provision<br>£ | Revenue costs  | Decision making & Monitoring Arrangements  |
|------|-------------------------------------|---|--------------------------------|--|--|
| 1.   | Cherry Orchard Jubilee Country Park | <p><b>D. Priority items flowing from key strategy documents</b></p> <p>Continue developing the Country Park including the land purchased in 2008/09.</p>  | 100,200                        | Revenue costs are included in the estimates for 2009/10      | Advisory Group has been set up to consider the works to be done. This will be agreed and monitored by the Executive. |
| 2.   | Sweyne Park-                        | <p><b>D. Priority items flowing from key strategy documents</b></p> <p><b>E. Schemes bringing in external funding</b></p> <p>Continue developing the land between Rayleigh Leisure Centre and Sweyne Park into football pitches at estimated cost of £40,000. Grant funding may be available from the Football Association.</p> | 40,000                         | Revenue costs are included in the Grounds Maintenance Budget | Expenditure will be reported in the quarterly Capital Programme Monitoring Reports.                                  |

| Line | Item                                | Capital Strategy Criteria & Background  | 2009/10 Capital Provision<br>£ | Revenue costs  | Decision making & Monitoring Arrangements   |
|------|-------------------------------------|---|--------------------------------|--|---|
| 3.   | Clements Hall Bridleway Extension   | <b>C. Improve infrastructure</b><br><br>Continuation of existing bridleways to form a more useable circuit.   | 28,000                         | Revenue costs will be identified as part of the proposals for the final scheme | Options for this scheme will be reported to the Executive for final decision with report back to Central Area Committee |
| 4.   | Rawreth Recreation Ground           | <b>C. Improve infrastructure</b><br><br>Extend car park to improve parking for the site and address associated issues with the recycling bring banks.   | 30,000                         | Revenue costs will be identified as part of the proposals for the final scheme | Options for this scheme will be reported to the Executive for final decision with report back to West Area Committee    |
| 5.   | Rochford Offices – Electrical Works | <b>B. Ensure that landlord and owner responsibilities are undertaken</b><br><br>Upgrade existing circuits and replace damaged circuits in 3-7 South Street Offices (Phase 2 of electrical rewiring) | 80,000                         | No additional revenue costs  | Expenditure will be reported in the quarterly Capital Programme Monitoring Reports.                                     |

| Line | Item                         | Capital Strategy Criteria & Background   | 2009/10 Capital Provision<br>£ | Revenue costs   | Decision making & Monitoring Arrangements  |
|------|------------------------------|--|--------------------------------|---|--|
| 6.   | Rayleigh Accommodation       | <p><b>B. Ensure that landlord and owner responsibilities are undertaken</b></p> <p>Upgrade boiler system to gas from oil for more efficient heating system.</p>  | 30,000                         | No additional revenue costs   | Expenditure will be reported in the quarterly Capital Programme Monitoring Reports.  |
| 7.   | Hall Road Cemetery Extension | <p><b>A. Investment in statutory and priority services</b></p> <p><b>D. Priority items flowing from key strategy documents</b></p> <p>Programme of works to extend the existing cemetery.</p>                      | 250,000                        | Revenue costs for grounds maintenance cost when the extension is complete, are included in the MTFS | Final design proposals will be reported to Executive. Progress on implementation will be reported as part of the Key Projects performance report to the Executive and the quarterly Capital Programme Monitoring Reports |
| 8.   | Play Spaces                  | <p><b>A. Investment in statutory and priority services</b></p> <p><b>B. Ensure that landlord and owner responsibilities are undertaken</b></p> <p>Rolling programme of replacing play equipment at play spaces</p> | 50,000                         | No additional revenue costs – part of the grounds maintenance budget.                               | The programme of works will be agreed by the Executive.  |

| Line | Item                            | Capital Strategy Criteria & Background  | 2009/10 Capital Provision<br>£ | Revenue costs   | Decision making & Monitoring Arrangements   |
|------|---------------------------------|---|--------------------------------|---|---|
| 9.   | Open Spaces Programme           | <p><b>A. Investment in statutory and priority services</b></p> <p><b>B. Ensure that landlord and owner responsibilities are undertaken</b></p> <p>Rolling programme of improvements to the district's open spaces</p> | 50,000                         | No additional revenue costs – part of the grounds maintenance budget.           | Recommendations on improvements will be reported for final decision by the Executive.       |
| 10.  | Great Wakering Youth Facilities | <p><b>A. Investment in statutory and priority services</b></p> <p>Funding is being carried forward until a scheme is approved</p>   | 80,026                         | Revenue costs will be identified as part of the proposals for the final scheme  | Options for final scheme will be reported for decision by Executive                         |
| 11.  | Teen Shelters                   | <p><b>A. Investment in statutory and priority services</b></p> <p>Rolling programme to improve facilities for young people throughout the district, in partnership with parish/town councils</p>                      | 20,000                         | Revenue costs will be identified as part of the proposals for the final schemes | Proposals for allocating funding or providing facilities will be for decision by Executive. |

| Line | Item            | Capital Strategy Criteria & Background   | 2009/10 Capital Provision<br>£ | Revenue costs  | Decision making & Monitoring Arrangements   |
|------|-----------------|--|--------------------------------|--|---|
| 12.  | Building Works  | <p><b>B. Ensure that landlord and owner responsibilities are undertaken</b></p> <p>Provision to allow the capitalisation of special items included in the revenue estimates, as part of the Strategy for dealing with the impact of the housing transfer</p> | 50,000                         | No additional revenue costs.                               | This will be completed as part of the closure of the building works accounts at the end of the year and reported to Council.            |
| 13.  | IT Requirements | <p><b>A. Investment in statutory and priority services</b></p> <p><b>D. Priority items flowing from key strategy documents</b></p> <p>Provides capital funding for implementing the ICT Strategy, for example purchase of software licences</p>              | 81,000                         | Revenue costs are met from the IT Strategy revenue budget. | <p>Reported as part of the ICT Strategy.</p> <p>Expenditure will be reported in the quarterly Capital Programme Monitoring Reports.</p> |



| Line | Item                            | Capital Strategy Criteria & Background   | 2009/10 Capital Provision<br>£ | Revenue costs                                    | Decision making & Monitoring Arrangements  |
|------|---------------------------------|--|--------------------------------|--|--|
| 14.  | Wheelie Bin Replacement         | <b>A. Investment in statutory and priority services</b><br>Ongoing programme of replacing damaged or worn out bins | 55,000                         | No additional revenue costs                      | Expenditure will be reported in the quarterly Capital Programme Monitoring Reports.  |
| 15.  | Equipment Replacement Programme | <b>A. Investment in statutory and priority services</b><br>Ongoing programme of replacing equipment                | 65,000                         | Revenue costs will be met from existing budgets. | Scanning equipment for document imaging is part of the ICT Strategy<br><br>The options for replacement of the Audio Visual equipment in the Council Chamber, linked to improvements in presentation equipment in the committee rooms, will be reported to the Executive. |

| Line | Item                                 | Capital Strategy Criteria & Background   | 2009/10 Capital Provision<br>£  | Revenue costs   | Decision making & Monitoring Arrangements  |
|------|--------------------------------------|--|---|---|--|
| 16.  | Vehicle Replacement                  | <p><b>A. Investment in statutory and priority services</b></p> <p>Ongoing programme to replace vehicles that have come to the end of their life or are no longer cost effective to maintain</p>      | 32,000  | Revenue costs will be met from existing budgets.  | <p>Programme of replacements is based on life, maintenance costs and usage.</p> <p>Expenditure will be reported in the quarterly Capital Programme Monitoring Reports.</p>   |
| 17.  | One Stop Customer Interface Facility | <p><b>A. Investment in statutory and priority services</b></p> <p><b>D. Priority items flowing from key strategy documents</b></p> <p>Feasibility study to replace temporary reception facility.</p> | <p>35,000</p> <p>(10,000 included in 2008/09 &amp; 25,000 in 2009/10)</p> | Revenue costs will be identified as part of the final option appraisal report and have not yet been built into the MTFS | <p>Expenditure will be reported in the quarterly Capital Programme Monitoring Reports.</p> <p>Options for the final scheme, which will be funded in 2010/11, will be reported to Executive for final decision.</p> |

| Line | Item  | Capital Strategy Criteria & Background   | 2009/10 Capital Provision<br>£ | Revenue costs   | Decision making & Monitoring Arrangements   |
|------|---|--|--------------------------------|---|---|
| 18.  | Pavilion Refurbishments                         | <p><b>B. Ensure that landlord and owner responsibilities are undertaken</b></p> <p>Renew facilities to bring toilet and shower facilities in the pavilions to acceptable standard.</p>                 | 30,000                         | Revenue costs will be met from existing budgets.  | To be approved by Executive.  |
| 19.  | Home Maintenance and Disabled Facilities Grants | <p><b>A. Investment in statutory and priority services</b></p> <p><b>C. Improve infrastructure</b></p> <p><b>E. Schemes bringing in external funding</b></p> <p>Partly funded by Government grant.</p> | 266,000                        | Grants are administered by Council staff and Springboard and there are no additional revenue costs. | Expenditure will be reported in the quarterly Capital Programme Monitoring Reports. |

- 18.5 Where schemes relate to operational requirements, there will be no further committee reports but the expenditure and progress on the schemes will be reported as part of the quarterly monitoring of the Capital Programme which is reported into the Executive. Where the Executive is referred to above as making the decision, this may be delegated by the Leader to the appropriate Portfolio Holder.
- 18.6 The proposed capital programme in respect of General Fund services is shown as Appendix B.
- 18.7 When agreeing to include items in the Capital Programme, it needs to be remembered that capital receipts are one off items of income. Once those funds have been used, they are not available either to use for other projects or to generate investment income. This is the Opportunity Cost of capital expenditure.

## **19 PRUDENTIAL BORROWING**

- 19.1 Members will recall that local authorities are now able to determine their own borrowing requirements. However these have to be within the Prudential Code.
- 19.2 Much of what follows are technical issues that are required to be reported to Council however the bottom line is the question of whether the Authority can afford any new borrowing. Therefore when agreeing the Capital Programme, under the Prudential Code, the Council is required to consider a number of Prudential Indicators of affordability.
- 19.3 It should be stressed that although the following borrowing indicators have been calculated there may not be any actual borrowing as funding may come from other sources.
- 19.4 Ratio of Financing Costs to Net Revenue Stream – This indicator identifies the trend in the cost of capital (borrowing costs net of interest and investment income) against the net revenue stream. A negative figure represents a contribution to the revenue budget from investment income.

| %            | 2007/08 | 2008/09  | 2009/10  | 2010/11  | 2011/12  |
|--------------|---------|----------|----------|----------|----------|
|              | Actual  | Estimate | Estimate | Estimate | Estimate |
| General Fund | (3%)    | (8%)     | (3%)     | (3%)     | (3%)     |

- 19.5 It can be seen from the above that our percentage of financing costs remains generally steady. The increase in 2008/09 reflects the higher returns from investment combined with the removal of debt charges following the housing transfer in September 2007.
- 19.6 Estimates of the incremental impact of capital investment decision on the Council Tax. This indicator identifies the trend in the cost of implementing changes in the three-year Capital Programme compared to the current Capital Programme.
- 19.7 The Council is required to make reasonable estimates of the total capital expenditure that it plans to incur during the forthcoming financial year and at least the following two years. Council agreed the current Capital Programme on 26 June 2008 and this is the starting point for considering the affordability of the proposed Capital Programme.

| General Fund Capital Expenditure                          | 2007/08 | 2008/09 | 2009/10 | 2010/11 | 2011/12 |
|---|---------|---------|---------|---------|---------|
|   |         |         |         |         |         |
| Current Programme<br>£000s                                | 909     | 3,319   | 705     | 712     | 493     |
| Proposed Programme<br>£000s                               | 693     | 3,234   | 1,412   | 1,224   | 535     |
| Incremental impact on Council Tax (£ per Band D per year) | (0.42)  | (0.11)  | 0.90    | 0.65    | 0.05    |

It must be stressed that these are only to be used as indicators and do not represent actual increases or decreases in Council Tax. The code merely requires the potential change to Council Tax be identified to Council.

- 19.8 Capital Financing Requirement (CFR) – This indicator reports on the Council's underlying requirement to finance its current and historic capital expenditure, which has not been charged to revenue. The change year on year will be influenced by the capital expenditure within the year. The Council's expectations for the CFR are shown below:

| CFR          | 31/03/08<br>£000s<br>Estimate | 31/03/09<br>£000s<br>Estimate | 31/03/10<br>£000s<br>Estimate | 31/03/11<br>£000s<br>Estimate | 31/03/12<br>£000s<br>Estimate |
|--------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <b>Total</b> | 550                           | 550                           | 550                           | 550                           | 550                           |

- 19.9 This indicator is designed to measure the underlying need to borrow, or finance by other long-term liabilities, capital expenditure. Currently the future

Capital Programme is being fully financed by capital receipts. As previously mentioned, although this measures the need for borrowing, the borrowing may not necessarily take place externally. It is not anticipated that it will be necessary to undertake any other borrowing to finance the capital programme, although temporary short-term borrowing may have to be undertaken for cash flow purposes. As previously mentioned, the indicators are to identify to Council the potential impact of borrowing following agreement of the capital programme.

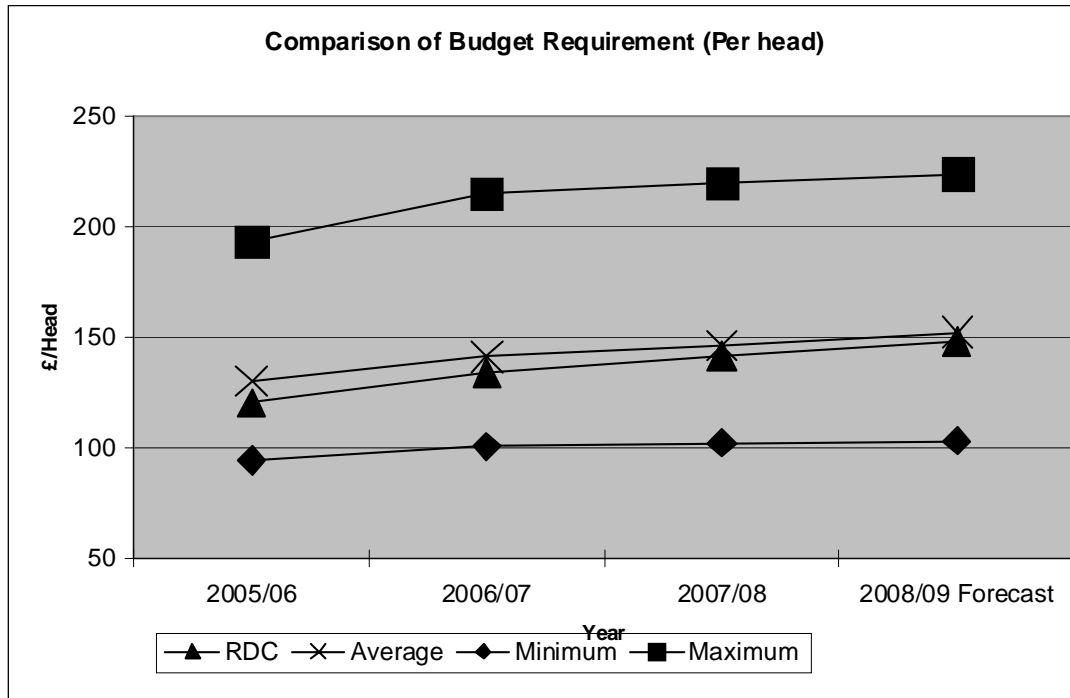
## **20 VALUE FOR MONEY**

20.1 Value For Money (VFM) is the relationship between economy, efficiency and effectiveness and good VFM is achieved where there is the best balance between all 3 elements ie relatively low cost, high productivity and successful outcomes. The Council has a VFM Strategy in place in order to have a proactive practical approach to achieving and demonstrating VFM. In particular, the Council will :

- Focus on high priority services such as Revenues and Benefits
- Maintain its commitment to work with partners to deliver efficiency across public services, for example the Crime and Disorder Reduction Partnership
- Continue to develop and embed a comprehensive Performance Management culture throughout all divisions to ensure delivery of sustained improvements
- Continue to deliver a programme of IT development linked to service improvements as identified in the IT Strategy
- Maintain its commitment to effective and collaborative procurement taking full advantage of the opportunities available through the Procurement Agency for Essex, Essex On-Line Partnership and the Regional Centre of Excellence.
- Deliver a Workforce Development Plan that ensures that our staff have the right skills and knowledge to meet the future.
- Implement the VFM Action Plan and clearly articulate the Council's commitment to achieving and demonstrating the VFM that it achieves.

20.2 In order to demonstrate VFM it is important to understand how the Council compares to other authorities and there are a number of ways of benchmarking the Authority, either against all 238 district councils, against the Essex Authorities and against the CIPFA Nearest Neighbours (who are considered to be similar in terms of size and demographics).

- 20.3 Looking at the Council's budget requirement, which is the cost of services after use of General Fund balances, and is used as one of the criteria for capping, against the 238 districts, we are in the 3rd quartile and below average on a per head basis, as shown in the following diagram:



## 21 RISK IMPLICATIONS

- 21.1 The Corporate Risk Register includes the risk that “there is a mismatch between plans and available funding”. The MTFS demonstrates how the Council is managing its plans within available funds including contingency for any unexpected demands.
- 21.2 A Risk Assessment is carried out at the beginning of the budget preparation process and is updated as more current information becomes available.
- 21.3 The main areas of risk are dealt with in Section 9 and are managed through maintaining a level of General Fund balances.
- 21.4 If the Council did not have an approved Management of Reserves policy in place there is a possibility that the level of reserves maintained may be inadequate and the Council may find itself in an insolvent position or under able to deliver services.
- 21.5 There is a risk that the Government will introduce tougher criteria for capping council tax rises, than the previous 5%. This is discussed in more detail in Section 6.7.

- 21.6 All the services of the Council rely on resources, which are approved within the MTFS. When looking at expenditure and income, the Council must be aware of the risks involved. The information used for this strategy is based on the best information available to officers of the Council.



## APPENDIX A

| <b><u>SCHEDULE OF DISCRETIONARY CHARGES</u></b>   | <b>2009/10<br/>£</b> |
|---|----------------------|
| <b><u>CONCESSIONARY FARES</u></b><br>(Charges where VAT is absorbed)  |                      |
| Taxi Voucher Scheme Membership  | 7.00                 |
| Duplicate Bus Pass  | 10.00                |
| <b><u>CAR PARKS</u></b>   |                      |
| Old Ship Lane   |                      |
| Up to 1 hour  | 0.60                 |
| Up to 2 hours   | 1.20                 |
| <u>Websters Way / Mill Hall</u>   |                      |
| Up to 1 hour  | 0.60                 |
| Up to 2 hours   | 1.20                 |
| Up to 3 hours   | 1.80                 |
| Up to 4 hours   | 2.40                 |
| <u>Mixed</u>  |                      |
| Up to 1 hour  | 0.60                 |
| Up to 2 hours   | 1.20                 |
| Up to 3 hours   | 1.80                 |
| Up to 4 hours   | 2.40                 |
| Up to 5 hours   | 3.00                 |
| All day   | 5.00                 |
| <u>Approach</u>   |                      |
| Day Ticket  | 5.00                 |
| <u>Season Tickets (Price includes VAT)</u>  |                      |
| Quarterly   |                      |
| Annual  |                      |
| Admin fee for refund of season ticket   | 30.00                |
| <u>Penalty ( off street parking)</u>  |                      |
| Higher Penalty Charge   |                      |
| - if paid within 14 days  | 35.00                |
| - if unpaid after 14 days   | 70.00                |
| - if charge certificate issued  | 105.00               |
| - if traffic enforcement centre involved  | 110.00               |
| Lower Penalty Charge  |                      |
| - if paid within 14 days  | 25.00                |
| - if unpaid after 14 days   | 50.00                |
| - if charge certificate issued  | 75.00                |
| - if traffic enforcement centre involved  | 80.00                |
| <u>Commercial Parking</u>   |                      |
| Dispensation to park on-street (per bay)  |                      |
| - First day   | 15.00                |
| - Each day thereafter   | 5.00                 |
| NB For multiple bay applications, only the first bay is subject to the first day charge, all others are charged at the subsequent day rate. |                      |
| Commercial use of an off-street parking space (per bay)   |                      |
| - First day   | 20.00                |
| - Each day thereafter   | 7.50                 |
| NB For multiple bay applications, only the first bay is subject to the first day charge, all others are charged at the subsequent day rate. |                      |

| <b><u>SCHEDULE OF DISCRETIONARY CHARGES</u></b>                      | <b>2009/10<br/>£</b> |
|--|----------------------|
| <b><u>PUBLIC FOOTPATHS</u></b>                                       |                      |
| Diversion, Extinguishment or Creation (plus VAT)                     | 1,500.00             |
| <b><u>HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENSING</u></b>    |                      |
| (Charges exempt from VAT)  |                      |
| <b><u>Vehicle Licence</u></b>  |                      |
| Hackney Carriage Vehicle Licence                                     | 250.00               |
| Wheelchair Accessible Hackney Carriage Vehicle Licence               | 200.00               |
| Private Hire Vehicle Licence   | 200.00               |
| Wheelchair Accessible Private Hire Vehicle Licence                   | 150.00               |
| <b><u>Other Charges</u></b>  |                      |
| Interim vehicle inspection (for vehicles over 6 years old)           | 30.00                |
| Replacement Vehicle Licence Plate                                    | 10.00                |
| Replacement Drivers Badge  | 10.00                |
| Replacement Door Stickers (x2)                                       | 10.00                |
| Magnetic Door Sticker (Private Hire only) (x2)                       | 15.00                |
| Replacement Flexiplate Platform                                      | 10.00                |
| Change of Vehicle  | 50.00                |
| Transfer of Interest   | 20.00                |
| <b><u>Driver Licences</u></b>  |                      |
| Hackney Carriage or Private Hire Drivers Licence - First Application | 100.00               |
| Hackney Carriage or Private Hire Drivers Licence - Renewal           | 50.00                |
| Both Drivers Licences - First Application                            | 120.00               |
| Both Drivers Licences - Renewal                                      | 70.00                |
| DVLA check   | 5.00                 |
| Criminal Records Disclosure (charge set by CRB)                      | 36.00                |
| <b><u>Private Hire Operators Licences</u></b>                        |                      |
| Annual Licence - up to 3 vehicles / per annum                        | 70.00                |
| Annual Licence - Over 3 vehicles                                     | 100.00               |

| <b>SCHEDULE OF DISCRETIONARY CHARGES</b>   |        | <b>2009/10</b> |        |
|--|--------|----------------|--------|
| <b><u>LICENCES ETC.</u></b>  |        |                |        |
| (Charges exempt from VAT)  |        |                |        |
| Dangerous Wild Animals Act 1976  | } Plus | 131.00         |        |
| Animal Boarding Establishment Act 1963   |        | consultants    | 162.00 |
| Riding Establishments Act 1964   |        | fees where     | 276.00 |
| Pet Animals Act 1951 & Breeding of Dogs Act 1973   |        | appropriate    | 142.00 |
| <i>Variation of conditions - half annual licence fee</i>   |        |                |        |
| Home Boarding of Dogs  |        | 57.00          |        |
| Motor Salvage Operators Licence - issue  |        | 181.00         |        |
| - renewal  |        | 181.00         |        |
| Sex Establishments: -  |        |                |        |
| Non refundable application fee   |        | 6,788.00       |        |
| Fee for Issue of Licence (if granted)  |        | 6,788.00       |        |
| Non refundable Annual Renewal of Licence fee   |        | 6,788.00       |        |
| Transfer of licence  |        | 207.00         |        |
| Acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing & electrolysis.   |        | 180.00         |        |
| Alcohol, regulated entertainment & late night refreshment licence fees   |        |                |        |
| These are prescribed by regulations issued under the Licensing Act 2003 and vary dependent on the application type, therefore please contact licensing department for further information or refer to the licensing area of the Council website. |        |                |        |
| Gambling licence fees (for fees for casinos and tracks please contact licensing department or refer to the licensing area of the Council's website).   |        |                |        |
| Betting office - grant/provisional statement   |        | 2,020.00       |        |
| - annual fee   |        | 404.00         |        |
| - variation  |        | 1,010.00       |        |
| - transfer / reinstatement   |        | 808.00         |        |
| Adult gaming centre - grant/provisional statement  |        | 1,347.00       |        |
| - annual fee   |        | 673.00         |        |
| - variation  |        | 673.00         |        |
| - transfer / reinstatement   |        | 808.00         |        |
| Bingo club - grant/provisional statement   |        | 2,357.00       |        |
| - annual fee   |        | 673.00         |        |
| - variation  |        | 1,178.00       |        |
| - transfer / reinstatement   |        | 808.00         |        |
| Family entertainment centre - grant/provisional statement  |        | 1,347.00       |        |
| - annual fee   |        | 504.00         |        |
| - variation  |        | 673.00         |        |
| - transfer / reinstatement   |        | 639.00         |        |
| Gambling permit fees   |        |                |        |
| These are prescribed by regulations issued under the Gambling Act 2005, therefore please contact the licensing department for further information or refer to the licensing area of the Council website.   |        |                |        |
| Surrender notes for unsound food (VAT to be added)   |        |                |        |
| - per hour or part thereof (minimum charge 1 hour)   |        | 50.00          |        |
| Street Trading Consent - issue   |        | 181.00         |        |
| - renewal  |        | 181.00         |        |
| Pavement Permissions - issue   |        | 181.00         |        |
| - renewal  |        | 181.00         |        |
| Export of food documentation - per hour or part thereof (minimum charge 1 hour)  |        | 50.00          |        |
| (provision and/or authorisation, plus additional fees recharged on an actual cost basis)   |        |                |        |
| Access to Land   |        | 5.00           |        |

| <b>SCHEDULE OF DISCRETIONARY CHARGES</b>  |                               | <b>2009/10</b>                                |
|---|-------------------------------|---|
| <b><u>ZOO LICENSING</u></b>   |                               |   |
| Application for grant of first licence  | }                             | 199.00  |
| Application for renewal of licence  |                               | 131.00  |
| Grant of first licence  |                               | 419.00  |
| Renewal of licence  |                               | 578.00  |
| Alteration of licence   |                               | 79.00   |
| Transfer of licence   |                               | 79.00   |
|   |                               | Plus consultants fees and inspection expenses |
| <b><u>FACTUAL STATEMENTS</u></b>  |                               |   |
| (VAT to be added)   |                               |   |
| Section 28(9) of Health & Safety at Work etc Act 1974 plus cost of photographs as necessary         |                               | 111.00  |
| <b><u>HOUSING</u></b>   |                               |   |
| Charge for the service of Statutory Enforcement Notice under the Housing Acts (fitness enforcement) |                               | 300.00  |
| Fee for Mandatory Licensing of Houses in Multiple Occupation (HMOs) - up to 5 bedrooms              |                               | 300.00  |
|   | - for each additional bedroom | 50.00   |
|   | -variation of licence         | 50% of fee                                    |
| N.B. HMOs owned by a Registered Charity are exempt  |                               |   |

**SCHEDULE OF DISCRETIONARY CHARGES****2009/10****CEMETERIES**

(Charges exempt from VAT except for additional inscriptions &amp; exhumations)

**Interments in grave or vaults for which exclusive right of burial has been granted**Note - interment fees are inclusive of excavation charges and registration

Interment Fee (new grave or re-open)

Still Born - under 1 month

Under 12 years

Over 12 years

185.00

275.00

495.00

Exclusive right of burial (50% reduction for child under 12 buried in children's area)

For the interment of a cremation casket in a purchased grave

550.00

185.00

Interments in Cremation Plots with or without exclusive rights of burial

Interment Fee (new grave or re-open)

Exclusive right of burial

185.00

Monuments, Gravestones, Tablets and Monumental Inscription

280.00

For the right to erect or place:-

A flat stone not exceeding 60cm x 45cm

A Headstone up to 90cm

A nameplate of any description (other than a headstone)

Kerbstone or border stone (height not exceeding 30cm)

A tablet or vase

A cross

130.00

Kerbstone or Border Stone (Height not exceeding 30cm) Childs plot

A flower vase or tablet (45x37cm) on a grave in which the exclusive right of burial has not been purchased

A memorial case (37cm long x 22cm wide x 30cm high) and inscription panel for cremation plot

Kerbstone around a cremation plot

Any additional inscription on a gravestone tablet or monument (VAT to be added)

56.00

*NOTE: If the deceased had not been a Council Taxpayer, inhabitant or parishioner within the Rochford District within a period of three years prior to his or her death, then all the foregoing fees, payments and sums will be doubled.*Exhumation Charge

Each exhumation will be recharged on an actual costs basis plus VAT

Additional fees fixed by the Council

Registering Transfer of Grant

60.00

**SCHEDULE OF DISCRETIONARY CHARGES****2009/10****LEISURE (Grounds Maintenance Contract)****Note - All charges subject to consultation with the Grounds Maintenance Contractor**Football (Note 1 below applies)

(Charges exempt from VAT)

Exclusive use of a pitch

-Sat 960.00

-Sun/Max 1,040.00

Alternate use of pitch

-Sat 485.00

-Sun/Max 527.00

Casual Lettings Including Pavilion

(where VAT must be added)

-Adults

-Sat 72.00

-Sun/Max 84.00

-Juniors

-Sat 41.00

-Sun/Max 58.00

*NOTE: Junior Teams 40% less on use of senior pitches*Established Junior Pitches

Exclusive use of pitch

- Sat 505.00

- Sun/Max 589.00

Alternative use of pitch

- Sat 273.00

- Sun/Max 313.00

(Exclusive use by Cub Scouts League 80% of junior Charge)

Mini Football (Note 2 below applies)

Exclusive use of pitch

- Sat 263.00

- Sun/Max 412.00

Alternate use of pitch

- Sat 201.00

- Sun/Max 292.00

1. In the event of a shortened season these prices will be charged pro rata 27/32

2. Includes 2 hour usage (am or pm) and pavilion hire

Pavilion Hire (Note below applies)

Including Changing Rooms - per 3 hour session

41.00

*NOTE: Hire in respect of Youth Clubs will be reduced by 50%*

**SCHEDULE OF DISCRETIONARY CHARGES****2009/10****LEISURE (Other than Leisure Contract) continued****Playgroups**

|                                 |      |
|---------------------------------|------|
| Pre-School and mother and child |      |
| -Morning Session                | 8.50 |
| -Afternoon Session              | 9.55 |
| -Brownies Evening Session       |      |

NOTE: All playgroups using pavilion for five or more sessions per week will have a 10% reduction in the booking fee (minute 344/83 refers)

**Tennis****Casual Bookings (55 minute sessions)**

(Charges where VAT is absorbed)

|           |                    |      |
|-----------|--------------------|------|
| Per Court | - Adult - Any Day  | 3.50 |
|           | - Junior - Any Day | 2.30 |

|                       |        |
|-----------------------|--------|
| <b><u>Cricket</u></b> | 138.43 |
|-----------------------|--------|

**HIGH HEDGES**

|  |        |
|--|--------|
| Fee for processing a High Hedges Complaint |        |
| Standard Fee                               | 320.00 |
| Concessionary (Benefits & Pensions)        | 100.00 |

**RUSTIC PRODUCTS**

(All prices are inclusive of VAT)

**Woodchips**

|   |       |
|---|-------|
| Collected from Hockley Woods per bag              | 2.00  |
| Collected from Hockley Woods per m <sup>3</sup> . | 16.00 |
| Delivered within District m <sup>3</sup> .        | 21.00 |

|  |       |
|--|-------|
| Firewood (logs) per transit load delivered | 60.00 |
|--|-------|

|                                 |        |
|---------------------------------|--------|
| Tracking Pitch in Hockley Woods | 415.00 |
|---------------------------------|--------|

**HIRE OF CIVIC SUITE**

(Per 3 hour session)

|  |       |
|--|-------|
| Council Chamber - per hour   | 52.00 |
| Additional charge for use of Video Projection equipment - per hour | 12.00 |

All charges for commercial use will be increased by 100%

| <b>SCHEDULE OF DISCRETIONARY CHARGES</b>  |                | <b>2009/10</b> |
|---|----------------|----------------|
| <b>LOCAL LAND CHARGES</b>   |                |                |
| (Charges exempt from VAT except where stated)   |                |                |
| <b>Note - charge is subject to any increase in E.C.C. charge</b>  |                |                |
| <b>- fees for supplementary part 1 enquiries are inclusive of statutory LLC1 fee</b>  |                |                |
| <u>Fees for Supplementary Enquiries</u>   |                |                |
| Part I (a) where relating to one parcel of land only, as defined in Rule 2(2) (CON29)   |                | 172.00         |
| (b) where relating to several parcels of land (which a single requisition for an Official Search would cover) and delivered on a single form:-<br>for the first parcel of land                |                | 172.00         |
| for each additional parcel of land (provided that where the fee on that basis would exceed £150.00, the amount is to be fixed by arrangement between the solicitors and the District Council) |                | 31.00          |
| Part II where relating to one parcel of land only or to several parcels (as above-mentioned) and delivered in a single form   |                |                |
| For each printed enquiry numbered in the form.  |                | 20.00          |
| For each further enquiry added by solicitors and which the Council is willing to answer   |                | 36.00          |
| <b><u>COUNCIL MINUTES ETC.</u></b>  |                |                |
| (Charges exclusive of VAT)  |                |                |
| Parish List   | -Yearly Charge | 151.00         |
| Council   | - per annum    | 100.00         |
| Council   | - per meeting  | 18.00          |
| Committee   | - per annum    | 197.00         |
| Committee   | - per meeting  | 31.00          |
| Sub Committee   | - per annum    | 111.00         |
| Sub Committee   | - per meeting  | 18.00          |
| Committee Report Background Papers  |                |                |
| Inspection Fee (per item)   |                | 1.25           |
| Local Plan - replacement second deposit - paper   |                | 100.00         |
| Local Plan - replacement second deposit - CD-ROM (VAT to be absorbed)   |                | 25.00          |
| Inspectors report   |                | 25.00          |
| Land Availability - Residential   |                | 30.00          |
| Land Availability - Industrial  |                | 20.00          |
| Annual Monitoring Report  |                | 40.00          |
| Local Development Scheme  |                | 40.00          |
| Statement of Community Involvement  |                | 40.00          |
| Rochford Conservation Area Appraisal  |                | 75.00          |
| Rayleigh Conservation Area Appraisal  |                | 75.00          |



| <b><u>SCHEDULE OF DISCRETIONARY CHARGES</u></b>  | <b>2009/10</b> |
|--|----------------|
| Supplementary Planning Documents   | 40.00          |
| Core Strategy Development Plan Document (final version only)   | 100.00         |
| Any documents on CD  | 12.00          |
| Urban Capacity Study CD only   | 50.00          |
| <b><u>COPY DOCUMENTS</u></b>   |                |
| (VAT absorbed on items under £1.00 - VAT to be added in other cases)   |                |
| A4 copy per sheet  | 0.20           |
| A3 copy per sheet  | 0.30           |
| A2 copy per sheet  | 0.50           |
| A1 copy per sheet  | 1.55           |
| A0 copy per sheet  | 2.65           |
| <b>ALL ITEMS BELOW ARE CHARGED PER SHEET AT THE ABOVE RATES</b>  |                |
| Tree Preservation order or similar   |                |
| Copies of Planning Consents, Building Regulations, Stop Notice,  |                |
| Microfiche Planning Consent  |                |
| Public Path Orders   |                |
| Casual photocopying of documents (per A4/A3 sheets)  |                |
| Copying Charge (A0/A1 Size)  |                |
| Plans  |                |
| FAX - Internal use only - first page   |                |
| - each subsequent page   |                |
| Ordnance Survey Sheets   |                |
| <b><u>MISCELLANEOUS ITEMS</u></b>  |                |
| Research or completion of works in default of a notice per hour or part thereof (VAT to be added)                                    | 50.00          |
| Requests for Environmental Information   |                |
| Up to 4 hours  | 90.00          |
| 4-8 hours  | 173.00         |
| Over 8 hours   | 173.00         |
| Per hour thereafter  | 24.00          |
| Engrossment of Conveyances   | 70.00          |
| S106 Agreements - Single Domestic Dwellings  | 125.00         |
| S106 Agreements - Other The charge will be based on actual costs associated with<br>the preparation and completion of 106 agreements |                |
| Notice of Assignment/Notice of charge  | 70.00          |
| Rochford Matters - Half page advertisement   |                |
| Origins of Rochford Book   | 1.50           |
| Origins of Rayleigh Book   | 1.50           |
| Old House Guide  | 1.00           |

| <b><u>SCHEDULE OF DISCRETIONARY CHARGES</u></b>   |                  | <b>2009/10</b> |
|---|------------------|----------------|
|   |                  | <b>£</b>       |
| Letter of confirmation of registration on electoral register                                    |                  | 15.00          |
| Mobile Exhibition unit - per day (plus staffing costs)  |                  | 160.00         |
| Photocopying charge (per copy A4) - Town & Parish Council, voluntary organisations              |                  | 0.10           |
| Sewer Clearances.   | Minimum charge:  | 15.00          |
| Costs over £15.00 per household are apportioned.  |                  |                |
| <b><u>HIRE OF WINDMILL</u></b>  |                  |                |
| For Commercial Use - 1 hour session on one floor  |                  | 17.00          |
|   | All day (7.5 hr) | 85.00          |
| For Non-Commercial Use - 1 hour session on one floor  |                  | 17.00          |
|   | All day (7.5 hr) | 42.50          |
| Charities & Community Organisations should contact the Council direct for prices                |                  |                |
| <b><u>Wedding Hire - (for use of ground floor for day of wedding and set up day before)</u></b> |                  |                |
| Mondays - Fridays inclusive   |                  | 250.00         |
| Saturday, Sunday and Bank holidays  |                  | 350.00         |
| <b><u>SERVICES PROVIDED VIA CONTRACTORS</u></b>   |                  |                |
| The following services are available through our contractors. Cost on request                   |                  |                |
| 01702318045   |                  |                |
| Treatment of rats and mice in domestic premises   |                  |                |
| Treatment of wasps and bees in domestic premises  |                  |                |
| Treatment of other pests in domestic premises   |                  |                |
| Reclaim fee for Stray Dogs  |                  |                |
| Statutory fee   |                  | 30.00          |
| Daily kennelling fee  |                  | 11.00          |
| Transport fee   |                  | 20.00          |
| Admin fee   |                  | 6.00           |
| (Plus vet fees if necessary)  |                  |                |
| Microchip at the Kennels  |                  | 15.00          |
| Fixed penalty notices   |                  |                |
| - Litter distribution of free advertising material, dog control orders fly posting and graffiti |                  | 75.00          |
| - Litter clearing street litter or receptical notice  |                  | 100.00         |
| - Abandoned vehicles  |                  | 200.00         |
| - Production of waste documents   |                  | 300.00         |

GENERAL FUND CAPITAL PROGRAMME AND FINANCING ESTIMATES

APPENDIX B

CAPITAL PROGRAMME – STATEMENT OF CAPITAL FINANCING ESTIMATES

| Statement on Capital                       | Estimate         | Revised          | Estimate         | Estimate         | Estimate       | Estimate        | Estimate         |
|--|------------------|------------------|------------------|------------------|----------------|-----------------|------------------|
| Receipts                                   | 2008/09          | 2008/09          | 2009/2010        | 2010/11          | 2011/12        | 2012/13         | 2013/14          |
|  |                  |                  |                  |                  |                |                 |                  |
| <b>Capital Programme financing</b>         |                  |                  |                  |                  |                |                 |                  |
| Capital Grant                              | -                | -                | 50,000           | -                | -              | -               | -                |
| Capital Receipts Required for General Fund | 2,541,000        | 2,889,586        | 1,046,226        | 1,045,854        | 351,000        | 360,000         | 357,000          |
|  | <b>2,541,000</b> | <b>2,889,586</b> | <b>1,096,226</b> | <b>1,045,854</b> | <b>351,000</b> | <b>360,000</b>  | <b>357,000</b>   |
|  |                  |                  |                  |                  |                |                 |                  |
| <b>Capital Receipts B/fwd</b>              | 3,654,674        | 4,015,616        | 1,833,030        | 1,436,804        | 538,388        | 342,273         | (30,395)         |
| Received in Year - Housing                 | 100,000          | 100,000          | 50,000           | -                | -              | -               | -                |
| Received in Year - General Fund            | -                | -                | -                | -                | -              | -               | -                |
| VAT shelter receipt                        | 748,000          | 748,000          | 748,000          | 260,638          | 268,085        | 100,532         | 271,809          |
| Use in the year - Other Housing            | (113,000)        | (141,000)        | (148,000)        | (113,200)        | (113,200)      | (113,200)       | (113,200)        |
| Use in year - General Fund                 | (2,541,000)      | (2,889,586)      | (1,046,226)      | (1,045,854)      | (351,000)      | (360,000)       | (357,000)        |
| Capital Receipts C/fwd                     | <b>1,848,674</b> | <b>1,833,030</b> | <b>1,436,804</b> | <b>538,388</b>   | <b>342,273</b> | <b>(30,395)</b> | <b>(228,786)</b> |

## CAPITAL PROGRAMME

|   | Estimate  | Revised   | Estimate  | Estimate | Estimate | Estimate | Estimate |
|---|-----------|-----------|-----------|----------|----------|----------|----------|
|   | 2008/09   | 2008/09   | 2009/2010 | 2010/11  | 2011/12  | 2012/13  | 2013/14  |
| <b>Information and communications technologies</b>    |           |           |           |          |          |          |          |
| IT requirements                                       | 30,000    | 30,000    | 81,000    | 30,000   | 30,000   | 30,000   | 30,000   |
|   |           |           |           |          |          |          |          |
| <b>Vehicles and equipment</b>                         |           |           |           |          |          |          |          |
| Wheelie Bins  | 1,090,000 | 1,121,165 | 55,000    | 55,000   | 55,000   | 55,000   | 55,000   |
| Vehicle Replacements                                  | 16,000    | 16,000    | 32,000    | 33,000   | 6,000    | 45,000   | 42,000   |
| Equipment Replacement Programme                       | 60,000    | 60,000    | 65,000    | 60,000   | 60,000   | 60,000   | 60,000   |
|   |           |           |           |          |          |          |          |
| <b>Repairs and improvements to operational assets</b> |           |           |           |          |          |          |          |
| Depot Yard Resurfacing                                | 345,000   | 327,000   | -         | -        | -        | -        | -        |
| Hall Road Cemetery Extension                          | 15,000    | 10,000    | 250,000   | 147,854  | -        | -        | -        |
|   |           |           |           |          |          |          |          |
| Rochford Offices - Electrical works                   | 60,000    | 78,000    | 80,000    |          |          |          |          |
| Acacia House boiler                                   |           |           |           |          | 30,000   |          |          |
| Rayleigh Accommodation - Heating/DDA/Reception        | 60,000    | 60,000    | 30,000    |          |          |          |          |
| One Stop Customer Interface Facility                  |           | 10,000    | 25,000    | 475,000  |          |          |          |
| Office Accommodation - Building Works                 | 50,000    | 50,000    | 50,000    | 50,000   | 50,000   | 50,000   | 50,000   |
| Pavillion Refurbishments                              |           |           | 30,000    |          |          |          |          |

|   | Estimate<br>2008/09 | Revised<br>2008/09 | Estimate<br>2009/2010 | Estimate<br>2010/11 | Estimate<br>2011/12 | Estimate<br>2012/13 | Estimate<br>2012/13 |
|---|---------------------|--------------------|-----------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Town and Village improvements</b>              |                     |                    |                       |                     |                     |                     |                     |
| District Boundary Signs                           | 40,000              | 30,000             | -                     | -                   | -                   | -                   | -                   |
| Great Waking Public Conveniences                  | 25,000              | 25,000             |                       |                     |                     |                     |                     |
|   |                     |                    |                       |                     |                     |                     |                     |
| <b>Open Spaces and play facilities</b>            |                     |                    |                       |                     |                     |                     |                     |
| Play Spaces                                       | 50,000              | 100,000            | 50,000                | 50,000              | 50,000              | 50,000              | 50,000              |
| Cherry Orchard Jubilee Country Park               | 450,000             | 762,013            | 100,200               | 75,000              |                     |                     |                     |
| Open Spaces Programme                             | 125,000             | 66,408             | 50,000                | 50,000              | 50,000              | 50,000              | 50,000              |
| Sweyne Park                                       |                     | 75,000             | 40,000                |                     |                     |                     |                     |
| Great Waking Youth Facilities                     | 65,000              | 9,000              | 80,026                | -                   | -                   | -                   | -                   |
|   |                     |                    |                       |                     |                     |                     |                     |
| Teen Shelters Rolling Programme                   | 20,000              | 20,000             | 20,000                | 20,000              | 20,000              | 20,000              | 20,000              |
| Clements Hall Bridleway extension                 |                     |                    | 28,000                |                     |                     |                     |                     |
| Rawreth Recreation Ground - Extension to car park |                     |                    | 30,000                |                     |                     |                     |                     |
|   |                     |                    |                       |                     |                     |                     |                     |
| <b>Car parks</b>                                  |                     |                    |                       |                     |                     |                     |                     |
| Freight House                                     | 40,000              | 40,000             | -                     | -                   | -                   | -                   | -                   |
|   |                     |                    |                       |                     |                     |                     |                     |
| <b>Total For General Fund</b>                     | <b>2,541,000</b>    | <b>2,889,586</b>   | <b>1,096,226</b>      | <b>1,045,854</b>    | <b>351,000</b>      | <b>360,000</b>      | <b>357,000</b>      |

---

|   | 2008/09        | 2008/09        | 2009/2010      | 2010/11        | 2011/12        | 2012/13        | 2012/13        |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Other Housing</b>                      |                |                |                |                |                |                |                |
| Home maintenance and<br>Adaptation Grants | 70,000         | 166,800        | 70,000         | 70,000         | 70,000         | 70,000         | 70,000         |
| Disabled Grants                           | 108,000        | 178,000        | 196,000        | 108,000        | 108,000        | 108,000        | 108,000        |
|   | <b>178,000</b> | <b>344,800</b> | <b>266,000</b> | <b>178,000</b> | <b>178,000</b> | <b>178,000</b> | <b>178,000</b> |
| <b>Other Housing - financing</b>          |                |                |                |                |                |                |                |
| Grant                                     | 65,000         | 203,800        | 118,000        | 64,800         | 64,800         | 64,800         | 64,800         |
| New Capital Receipts                      | 113,000        | 141,000        | 148,000        | 113,200        | 113,200        | 113,200        | 113,200        |
|   | <b>178,000</b> | <b>344,800</b> | <b>266,000</b> | <b>178,000</b> | <b>178,000</b> | <b>178,000</b> | <b>178,000</b> |

**DETAILED MTFs**

|  | 2008/09            | 2009/10            | 2010/11            | 2011/12           | 2012/13           | 2013/14           |
|--|--------------------|--------------------|--------------------|-------------------|-------------------|-------------------|
|  | Revised            | Estimate           | Estimate           | Estimate          | Estimate          | Estimate          |
| <b>3 Opening draft budget</b>                | <b>12,394,087</b>  | <b>12,515,323</b>  | <b>13,144,498</b>  | <b>12,841,908</b> | <b>12,380,871</b> | <b>12,249,049</b> |
| Inflation                                    |                    | 4.0%               | 2%                 | 2%                | 2%                | 3%                |
| <b>4 Contractual / Cost Pressures</b>        |                    |                    |                    |                   |                   |                   |
| 5 Inflation                                  | 52,882             | 510,613            | 262,890            | 256,838           | 247,617           | 427,492           |
| 6 Concessionary Fares                        |                    | 48,720             |                    |                   |                   |                   |
| 7 ICT Strategy - IT Contract ( April 2011)   |                    | 20,000             | 20,000             | 200,000           |                   |                   |
| 8 Pension increases                          |                    |                    |                    | 50,000            |                   |                   |
| 9 Energy Prices                              |                    | 20,000             |                    |                   |                   |                   |
| 11 Temporary Accommodation                   | 43,000             | 25,000             | (20,000)           | (20,000)          |                   |                   |
| <b>12 Corporate Plan / Planned Growth</b>    |                    |                    |                    |                   |                   |                   |
| 13 Kerbside recycling/contract renewal       | (213,776)          | 196,000            |                    |                   |                   |                   |
| 14 Housing Transfer                          |                    | 30,842             |                    | 78,084            |                   |                   |
| 15 LABGI funded projects                     |                    | 188,000            | (155,000)          |                   | (33,000)          |                   |
| 19 Equalities and Diversity                  | 20,000             | (20,000)           |                    |                   |                   |                   |
| <b>20 Service Improvements</b>               |                    |                    |                    |                   |                   |                   |
| 20 Revenue implications of Capital Programme |                    |                    |                    | 20,000            | 10,000            |                   |
| <b>22 Total new items (incl above)</b>       | <b>(97,894)</b>    | <b>1,019,175</b>   | <b>107,890</b>     | <b>584,922</b>    | <b>224,617</b>    | <b>427,492</b>    |
| <b>23 Adjusted budget</b>                    | <b>12,296,193</b>  | <b>13,534,498</b>  | <b>13,252,388</b>  | <b>13,426,831</b> | <b>12,605,488</b> | <b>12,676,541</b> |
| <b>24</b>                                    | <b>18%</b>         | <b>6%</b>          | <b>-2%</b>         | <b>1%</b>         | <b>-6%</b>        | <b>1%</b>         |
| <b>25</b>                                    |                    |                    |                    |                   |                   |                   |
| <b>26 Income/Savings</b>                     |                    |                    |                    |                   |                   |                   |
| 27 Land Charges                              | 145,000            |                    | (14,500)           | (29,000)          | (43,500)          | (58,000)          |
| 28 Planning/Building Control                 | 159,800            |                    | (15,980)           | (31,960)          | (47,940)          | (63,920)          |
| 29 Investment Income                         |                    | 400,000            |                    | (55,000)          | (15,000)          | (40,000)          |
| <b>30 Savings to be achieved</b>             | <b>(85,670)</b>    | <b>(680,000)</b>   | <b>(380,000)</b>   | <b>(880,000)</b>  | <b>(200,000)</b>  | <b>(200,000)</b>  |
| <b>32 Additional income review</b>           |                    | <b>(110,000)</b>   |                    | <b>(50,000)</b>   | <b>(50,000)</b>   | <b>(50,000)</b>   |
| <b>37 Total budget</b>                       | <b>12,515,323</b>  | <b>13,144,498</b>  | <b>12,841,908</b>  | <b>12,380,871</b> | <b>12,249,049</b> | <b>12,264,621</b> |
|  | 22.75%             | 6.48%              | -2.30%             | -3.59%            | -1.06%            | 0.13%             |
| <b>General Fund position</b>                 |                    |                    |                    |                   |                   |                   |
| <b>38 Change in General Fund</b>             | <b>(1,647,129)</b> | <b>(1,892,671)</b> | <b>(1,186,082)</b> | <b>(295,533)</b>  | <b>308,471</b>    | <b>786,225</b>    |
| <b>39 Budget Requirement</b>                 | <b>10,868,194</b>  | <b>11,251,828</b>  | <b>11,655,827</b>  | <b>12,085,338</b> | <b>12,557,520</b> | <b>13,050,846</b> |
|  | 4.9%               | 3.5%               | 4%                 | 4%                | 4%                | 4%                |
| <b>General Fund</b>                          |                    |                    |                    |                   |                   |                   |
| <b>40 Balance Brought Forward</b>            | <b>1,941,146</b>   | <b>687,017</b>     | <b>1,763,064</b>   | <b>576,983</b>    | <b>281,450</b>    | <b>589,921</b>    |
| HRA Balances                                 |                    | <b>2,968,718</b>   |                    |                   |                   |                   |
| Contribution from Reserves                   | <b>393,000</b>     |                    |                    |                   |                   |                   |
| <b>41 Change in fund</b>                     | <b>(1,647,129)</b> | <b>(1,892,671)</b> | <b>(1,186,082)</b> | <b>(295,533)</b>  | <b>308,471</b>    | <b>786,225</b>    |
| <b>42 Balance Carried Forward</b>            | <b>687,017</b>     | <b>1,763,064</b>   | <b>576,983</b>     | <b>281,450</b>    | <b>589,921</b>    | <b>1,376,145</b>  |

**APPENDIX C**

**APPENDIX D**

| <b>Line</b> | <b>Property/Item Description</b>   | <b>2009/10</b> |
|-------------|--|----------------|
|             |  | <b>£</b>       |
| <b>1</b>    | <b>ROCHFORD - OFFICE ACCOMMODATION</b>   |                |
| 2           | Ongoing replacement of carpets & blinds  | 2,000          |
| 3           | Benefits Office - install secondary glazing                                    | 2,000          |
| 4           | 3-15 South Street - garden shed repairs  | 1,000          |
| 5           | IT Office - replace ceiling  | 2,500          |
| 6           | Consultancy for external works   | 3,000          |
| 7           | Corridor by Sungard Office - replace ceiling                                   | 1,000          |
| 8           | Office Moves   | 20,000         |
| 9           | ES Commercial Office - install secondary glazing to 3 windows                  | 1,400          |
| 10          | Remote metering of utilities   | 3,000          |
| 11          | Sungard Office - replace & upgrade lighting above 3 desks                      | 300            |
| 12          | Training Room - install floor double power sockets under table on either sides | 2,000          |
| <b>13</b>   | <b>RAYLEIGH - OFFICE ACCOMMODATION</b>   |                |
| 14          | Ongoing replacement of floor coverings and blinds                              | 500            |
| 15          | Committee Room 4 - install projector screens and floor trap wiring             | 900            |
| <b>16</b>   | <b>DEPOT</b>   |                |
| 17          | Access Road by Fire Station - install fencing by river side                    | 4,600          |
| 18          | Portacabin - basic refurbishment   | 1,000          |
| <b>19</b>   | <b>CAR PARKS/STREET LIGHTS (ENGINEERS BUDGETS)</b>                             |                |
| 20          | Ashingdon Memorial Hall - install car park lighting                            | 3,000          |
| 21          | Back Lane - provision of power supply to street columns                        | 5,000          |



| Line | Property/Item Description  | 2009/10 |
|------|--|---------|
|      |  | £       |
|      | recently installed   |         |
| 22   | Castle Road Car Park - replace barbed wire fencing with metal palisade fencing               | 12,000  |
| 23   | <b>REC. GROUNDS AND OPEN SPACES + PLAY SPACES/NPA</b>  |         |
| 24   | Woodlands Avenue Open Space - final phase of palisade fencing - Sirdar Rd to Woodlands Av.   | 2,000   |
| 25   | Woodlands Avenue Open Space - replace entrance gate at Woodlands Avenue                      | 800     |
| 26   | <b>CEMETERIES AND CHURCHYARDS</b>  |         |
| 27   | Hall Road - clear and tar fill cracks in concrete road and car park                          | 1,500   |
| 28   | Rayleigh Cemetery - basic refurbishment of lynch gate entrance building                      | 1,000   |
| 29   | Rayleigh Cemetery - pipe ditch at rear of grave diggers hut                                  | 3,000   |
| 30   | St Andrews Church, Rochford - repair wall by lynch gate                                      | 3,000   |
| 31   | <b>PUBLIC CONVENIENCES</b>   |         |
| 32   | Crown Hill and Back Lane - toilet refurbishments   | 3,500   |
| 33   | <b>MILL TOWER</b>  |         |
| 34   | Windmill - sail works following inspection   | 5,000   |
| 35   | Windmill - relay brick patio at rear   | 1,000   |
| 36   | <b>GREAT WAKERING SPORTS CENTRE - CAR PARK</b>   |         |
| 37   | Great Wakering Recreation - improve surface drainage in front of sports centre               | 1,000   |
| 38   | <b>CLEMENTS HALL SPORTS CENTRE - CAR PARK</b>  |         |
| 39   | Clements Hall Leisure Centre - regenerate existing lining to car park area adjacent entrance | 2,500   |

---

If you require this document in large print, Braille or another language then please contact:

Mrs Yvonne Woodward CPFA,  
Head of Finance, Audit and Performance Management,  
Council Offices  
3-15 South Street  
Rochford  
Essex  
SS4 1BW

Telephone: 01702 546366  
Email: [financialservices@rochford.gov.uk](mailto:financialservices@rochford.gov.uk)