

BUDGET STRATEGY

1 SUMMARY

1.1 This Report deals with the following:-

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1.2 Members are reminded that all questions of detail should be raised in advance of the meeting. This will enable a summary of questions asked together with the answers given, to be circulated to Members prior to the Council Meeting. Can Members therefore ensure that questions are raised prior to 5 th Feb.

1.3 **Questions should be raised with Dave Deeks on 01702 318029 or e-mail dave.deeks@rochford.gov.uk or with Alison Wigmore on 01702 546366, Ext 3102 or e-mail alison.wigmore@rochford.gov.uk.**

2 OVERVIEW SUMMARY

2.1 All issues relating to the Council's finances are brought together within this Report to ensure that Members have both the overview and detail and that priorities can be clearly established within the resources available. Following this meeting, Council will agree a figure for Local Council Tax which will be incorporated into the requirements of Essex County Council, Essex Police and the Town and Parish Council's to agree the Council Tax for the meeting to be held on 19 February 2002.

3 HOUSING REVENUE ACCOUNT

- 3.1 At the Special Housing Management Sub-Committee held 4 December 2001, Member's considered three separate reports. The first report "Key Developments in relation to Housing Revenue Account Finances", provided and summary of changes together with an overview of the Housing Revenue Account Projection. The key message here is that Housing Revenue Account is continued to draw down balances and as the account is tightly controlled by Central Government the generation of additional income is difficult. In future year's expenditure will have to be restricted to keep the Housing Revenue Account in balance.
- 3.2 The Council has undertaken a Best Value Review of the Housing Revenue Account and Housing Strategy. The report following these reviews will be presented to Members at Community Services Committee to be held on the 5 th February.
- 3.3 The second report requested the support of the Special Housing Management Sub-Committee to the Draft Revenue Estimates. The recommendation is contained within the minutes of the Sub Committee now presented to Council. These draft estimates are shown on pages 3-9.
- 3.4 The third report deals with Rents and Charges. The recommendations are contained within the Minutes of the Sub-Committee now presented to Council. The most significant change for Housing Rents will be the new basis for setting rents in line with the Government's requirements on rent restructuring. Here rents for individual properties will be set in accordance with the formula with takes into account the value of the property, the number of bedrooms and local earnings. These requirements will see the majority of housing rent change with movements either up or down as they progress towards the target rents set by the new formula.

Housing Revenue Account

| HOUSING REVENUE ACCOUNT | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE |
|---|---------------------|-----------------------|----------------------|-----------------------|
| | £ | £ | £ | £ |
| General Management | 476,832 | 589,700 | 537,300 | 581,000 |
| Special Services | 22,407 | 20,500 | 20,800 | 21,400 |
| Warden Services | 589,913 | 677,200 | 616,900 | 676,500 |
| Housing Repairs | 956,105 | 1,103,500 | - | - |
| - General Properties | - | - | 779,900 | 825,000 |
| - OAP Schemes | - | - | 272,100 | 275,000 |
| - Housing Repairs Administration | 430,249 | 370,900 | 370,900 | 382,000 |
| Revenue Contribution to Capital - Improvements | - | - | - | - |
| Rent Rebate | 3,022,463 | 3,313,000 | 3,000,000 | 3,200,000 |
| Debt Charges | 1,735,739 | 1,680,000 | 1,640,000 | 1,540,000 |
| Depreciation | - | 1,032,300 | 1,032,300 | 1,040,000 |
| Balance Carried Forward | 867,293 | 319,260 | 746,093 | 504,193 |
| Total Expenditure | 8,101,001 | 9,106,360 | 9,016,293 | 9,045,093 |
| Dwelling Rents/Non Dwelling Rents | (5,449,177) | (5,520,000) | (5,520,000) | (5,450,000) |
| Leaseholder Charges for Services and Facilities | (31,617) | (34,000) | (34,000) | (34,000) |
| Interest Receivable | (68,016) | (45,000) | (45,000) | (30,000) |
| Recharge to Major Repairs Allowance - Fees | - | - | - | (100,000) |
| Government Housing Subsidy: | | | | |
| Block Subsidy | 1,359,869 | 450,000 | 450,000 | 515,000 |
| Housing Benefits | (2,956,400) | (3,313,000) | (3,000,000) | (3,200,000) |
| Balance B/Forward | (955,660) | (644,360) | (867,293) | (746,093) |
| Total Income | (8,101,001) | (9,106,360) | (9,016,293) | (9,045,093) |
| | | | | |

| GENERAL MANAGEMENT | | 2000/2001 | 2001/2002 | 2001/2002 | 2002/2003 |
|--------------------------------------|---------------|----------------|----------------|----------------|----------------|
| Head of Service: S J Clarkson | | ACTUAL | ESTIMATE | REVISED | ESTIMATE |
| | | £ | £ | £ | £ |
| Employee Costs | | | | | |
| 1 Salaries | 44 100 01 000 | 147,471 | 201,100 | 177,800 | 189,300 |
| 1 Central Superannuation Costs | 44 100 00 755 | 32,584 | 35,300 | 35,100 | 36,100 |
| 1 Telephone Allowances | 44 100 15 400 | 197 | 200 | 200 | 200 |
| 1 Training Expenses | 44 100 05 200 | 7,212 | 8,100 | 8,100 | 8,100 |
| 1 Insurance | 44 100 40 000 | 28,533 | 29,800 | 33,100 | 36,400 |
| Transport Related | | | | | |
| 3 Car Allowances | 44 100 25 100 | 5,058 | 5,900 | 6,100 | 6,300 |
| 3 Staff Parking | 44 100 38 000 | 984 | 900 | 900 | 900 |
| Supplies & Services | | | | | |
| 4 Expenses | 44 100 35 xxx | 931 | 1,400 | 1,100 | 1,200 |
| 4 Medical Support | 44 100 00 515 | 1,500 | 1,500 | 1,500 | 1,600 |
| 4 Equipment, Tools & Materials | 44 100 16 xxx | 2,327 | 1,900 | 2,200 | 3,500 |
| 4 Delivery Costs | 44 100 33 100 | 4,928 | 3,700 | 3,000 | 3,200 |
| 4 Newsletter & Delivery | | - | - | - | 11,600 |
| 4 Removals (Grants To Tenants) | 44 100 17 560 | 135 | 600 | 600 | 600 |
| 4 Estate Management | 44 100 17 900 | 8,963 | 10,000 | 15,000 | 15,000 |
| 4 Tenants Participation / Compact | 44 100 00 xxx | 13,877 | 20,000 | 18,000 | 18,000 |
| 4 Council Tax Voids | 44 100 00 400 | 1,198 | 900 | 3,500 | 8,500 |
| 4 Court Costs | 44 100 00 750 | 2,916 | 7,500 | 5,000 | 6,200 |
| 4 Tenants Handbook | 44 100 00 612 | - | 18,000 | 10,500 | 3,000 |
| 4 Frail Elderly Survey | 44 100 00 611 | 10,000 | - | - | - |
| 4 Resource Accounting | 44 100 45 550 | 23,000 | 23,000 | 23,000 | 23,000 |
| 4 Customer Survey | | - | - | - | 3,500 |
| Contracted Services | | | | | |
| 5 Giro Charges | 44 100 20 500 | 32,629 | 35,000 | 30,000 | 31,000 |
| 5 Void Property Clearance | 44 100 20 100 | 7,670 | 10,000 | 8,200 | 8,500 |
| 5 Consultancy on Stock Management | | - | - | - | 8,000 |
| Support Services | | | | | |
| 7 Committee Servicing | | 20,335 | 21,700 | 21,700 | 22,400 |
| 7 Woodlands Unit | | 3,107 | 3,100 | 3,100 | 3,200 |
| 7 Revenues & Housing Management A/c | | 35,484 | 38,000 | 38,000 | 39,100 |
| 7 Client Administration | | 33,317 | 32,900 | 32,900 | 33,900 |
| 7 Telephones & Reception | | 6,540 | 6,200 | 6,200 | 6,400 |
| 7 Postal Services | | 6,417 | 8,500 | 8,500 | 8,800 |
| 7 Filing | | 2,294 | 2,300 | 2,300 | 2,400 |
| 7 Document Production | | 11,521 | 12,100 | 12,100 | 12,500 |
| 7 Office Accommodation - Rochford | | 14,861 | 14,500 | 14,500 | 14,900 |
| 7 Financial Services | | 11,630 | 12,300 | 12,300 | 12,700 |
| 7 Personnel Services | | 12,029 | 11,900 | 11,900 | 12,300 |
| 7 Cashiers | | 23,527 | 26,700 | 8,600 | 8,900 |
| 7 Computer Services | | 42,087 | 44,300 | 44,300 | 44,900 |
| 7 Legal Administration | | 2,906 | 2,900 | 2,900 | 3,000 |
| 7 Audit & Process Review | | 7,140 | 10,100 | 8,200 | 7,000 |
| Total Expenditure | | 565,308 | 662,300 | 610,400 | 656,100 |

| GENERAL MANAGEMENT - Continued | | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE |
|---------------------------------------|---------------|---------------------|-----------------------|----------------------|-----------------------|
| Head of Service: S J Clarkson | | £ | £ | £ | £ |
| Fees & Charges | | | | | |
| 10 Essex Water Company Commission | 44 100 84 130 | (41,926) | (21,000) | (21,500) | (22,000) |
| 10 Forced Entry Charge | 44 100 81 420 | (125) | (100) | (100) | (100) |
| Provision of Services | | | | | |
| 13 Elections | | (200) | (200) | (200) | (200) |
| 13 Emergency Planning | | (1,000) | (1,000) | (1,000) | (1,000) |
| 14 Warden Services | | (39,515) | (44,000) | (44,000) | (45,300) |
| 14 Finchfield Bungalows | | (5,710) | (6,300) | (6,300) | (6,500) |
| Total Income | | (88,476) | (72,600) | (73,100) | (75,100) |
| Total Net Expenditure | | 476,832 | 589,700 | 537,300 | 581,000 |

| WARDENED SERVICES | | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE |
|--------------------------------------|---------------|---------------------|-----------------------|----------------------|-----------------------|
| Head of Service: S J Clarkson | | £ | £ | £ | £ |
| Employee Costs | | | | | |
| 1 Salaries | 44 201 01 000 | 216,396 | 251,100 | 215,000 | 254,100 |
| 1 Wardens Emoluments | 44 201 18 100 | 75,764 | 94,100 | 79,500 | 81,900 |
| 1 Training | 44 201 05 200 | - | 1,000 | 1,000 | 1,000 |
| 1 Insurance | 44 201 40 000 | 3,980 | 4,100 | 4,100 | 4,300 |
| Premises Related Costs | | | | | |
| 2 Heating | 44 xxx 13 000 | 58,100 | 65,600 | 60,200 | 62,000 |
| 2 Commercial Boiler Services | 44 201 54 650 | 24,930 | 30,900 | 30,900 | 31,900 |
| 2 Electricity | 44 xxx 11 000 | 39,816 | 46,000 | 41,200 | 42,400 |
| 2 Cleaning Contract | 44 xxx 20 000 | 27,846 | 29,200 | 30,500 | 31,500 |
| 2 Communal Services Housing Dept. | 44 xxx 17 150 | 32,475 | 34,300 | 34,300 | 41,200 |
| 2 Communal Services Fire Safety | 44 201 54 700 | 12,696 | 20,300 | 20,300 | 22,800 |
| Transport Related | | | | | |
| 3 Car Allowances | 44 201 25 100 | 417 | 1,200 | 700 | 1,300 |
| Supplies & Services | | | | | |
| 4 Expenses | 44 201 35 xxx | 61 | 100 | 100 | 100 |
| 4 Cleaning Materials | 44 xxx 16 000 | 1,044 | 1,400 | 1,400 | 1,400 |
| 4 Telephones | 44 xxx 15 000 | 13,940 | 14,700 | 14,500 | 14,900 |
| Support Services | | | | | |
| 7 Contract Monitoring | | 1,335 | 1,600 | 1,600 | 1,700 |
| 7 Financial Services | | 4,473 | 4,900 | 4,900 | 5,000 |
| 7 Personnel | | 22,278 | 22,100 | 22,100 | 22,800 |
| 7 Computer Services | | 5,838 | 4,600 | 4,600 | 4,700 |
| 8 Supervision & Management General | | 39,515 | 44,000 | 44,000 | 45,300 |
| 7 Maintenance of Grounds (Housing) | | 18,722 | 17,200 | 17,200 | 17,700 |
| Total Expenditure | | 599,626 | 688,400 | 628,100 | 688,000 |
| Provision of Services | | | | | |
| 14 Finchfield Bungalows | | (9,714) | (11,200) | (11,200) | (11,500) |
| Total Income | | (9,714) | (11,200) | (11,200) | (11,500) |
| Total Net Expenditure | | 589,912 | 677,200 | 616,900 | 676,500 |
| | | | | | |

| FINCHFIELD BUNGALOWS | | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE |
|--|---------------|---------------------|-----------------------|----------------------|-----------------------|
| Head of Service: S J Clarkson | | £ | £ | £ | £ |
| Premises Related Costs | | | | | |
| 2 Repairs Alterations & Maintenance | 44 700 10 300 | 2,208 | 9,200 | 9,200 | 14,600 |
| 2 Water & Sewerage | 44 700 12 xxx | 3,137 | 3,600 | 3,300 | 3,400 |
| 2 Window Cleaning | 44 700 20 040 | 451 | 500 | 500 | 500 |
| 2 Landscape Gardens | 44 700 00 142 | 327 | 400 | 400 | 400 |
| 2 Insurances | 44 700 40 000 | 100 | 100 | 100 | 100 |
| Supplies & Services | | | | | |
| 4 External Audit Fees | | 500 | - | 500 | 500 |
| Support Services | | | | | |
| 7 Repairs Administration | | 918 | 1,900 | 1,900 | 1,900 |
| 8 Supervision & Management General | | 5,710 | 6,300 | 6,300 | 6,500 |
| 8 Supervision & Management Special | | 9,714 | 11,200 | 11,200 | 11,500 |
| Total Expenditure | | 23,065 | 33,200 | 33,400 | 39,400 |
| Fees & Charges | | | | | |
| 10 Rent Income | 44 700 80 000 | (25,921) | (26,300) | (26,300) | (26,300) |
| Total Income | | (25,921) | (26,300) | (26,300) | (26,300) |
| (Surplus)/Deficit Transfer to Special Repairs Account | | (2,856) | 6,900 | 7,100 | 13,100 |
| SPECIAL REPAIRS ACCOUNT | | | | | |
| Balance B/Fwd | | (32,153) | (27,300) | (37,500) | (32,400) |
| Contributions To/(From) Revenue A/C | | (3,356) | 6,900 | 7,100 | 13,100 |
| Interest | | (1,979) | (1,300) | (2,000) | (2,000) |
| Balance Carried Forward | | (37,488) | (21,700) | (32,400) | (21,300) |

| DUTCH COTTAGE ACCOUNT | | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE |
|--|---------------|---------------------|-----------------------|----------------------|-----------------------|
| Head of Service: S J Clarkson | | £ | £ | £ | £ |
| Premises Related Expenditure | | | | | |
| 2 Repairs, Alterations & Maintenance | 44 800 10 300 | 489 | 500 | 500 | 3,700 |
| 2 Water & Sewerage | 44 800 12 xxx | 196 | 200 | 200 | 200 |
| 2 Insurance | 44 800 40 000 | 100 | 100 | 100 | 100 |
| Supplies & Services | | | | | |
| 4 External Audit Fees | 44 800 00 167 | 500 | - | 500 | 500 |
| Support Services | | | | | |
| 7 Repairs Administration | | 203 | 100 | 100 | 100 |
| 7 Transfer to General Fund | | - | 1,200 | - | - |
| Total Expenditure | | 1,488 | 2,100 | 1,400 | 4,600 |
| Fees & Charges | | | | | |
| 12 Rent Income | 44 800 80 000 | (2,096) | (2,100) | (2,100) | (2,100) |
| Total Income | | (2,096) | (2,100) | (2,100) | (2,100) |
| (Surplus)/Deficit Transfer to Special Repairs Account | | (608) | - | (700) | 2,500 |
| SPECIAL REPAIRS ACCOUNT | | | | | |
| Balance B/Fwd | | - | - | (600) | (1,400) |
| Contributions To/(From) Revenue A/C | | (608) | - | (700) | 2,500 |
| Interest | | - | - | (100) | (100) |
| Balance Carried Forward | | (608) | - | (1,400) | 1,000 |

4 GENERAL FUND – REVISED ESTIMATES 2001/02

- 4.1 Overall the Net Revenue Budget is expected to be on target. There are, however, a number of items that require authorisation as they are in excess of the Officer's delegated limits. These items are shown below:-

Revised Estimates 2001/02 - Virements

| Budget book page | Description | Original estimate £ | Revised estimate £ | Variation £ | Explanation |
|------------------|-------------------------------|---------------------|--------------------|-------------|---|
| 20 | Net External Finance | (530,000) | (485,500) | 52,500 | Reduction in investment income through changes to interest rates |
| 27 | Leisure Premises NNDR | 189,300 | 203,000 | 13,700 | Reduction in NNDR now expected 2002/03 |
| 37 | Sewers & Ditch Clearances | 9,000 | 25,400 | 16,400 | Following flooding to certain areas, ditches have had to be cleared |
| 42 | NNDR – car parks | 57,300 | 69,000 | 11,700 | Inclusion of new area of Mill Hall |
| 45 | Bed & Breakfast accommodation | 40,000 | 60,000 | 20,000 | Demand led service |
| 47 | Telephones | 29,100 | 37,000 | 7,900 | Data line to Rayleigh |
| 51 | Staff Advertising | 20,000 | 60,000 | 40,000 | Demand led requirement |
| 51 | Re- charge to Capital | (56,600) | (36,600) | 20,000 | Reduction in the amount chargeable to the Capital Programme |

Note – some of the above items were dealt within a review up to the half year of the budget. They are all shown to convey the full picture.

5 RECOMMENDATION

- 5.1 Members are requested to agree the virements as listed above and the revised estimates for 2001/02.

6 GENERAL FUND DRAFT REVENUE ESTIMATES 2002/03

6.1 The detailed estimates are shown on pages 13 - 53. They are in the simplified format which shows the expenditure and income figures without recharges. This approach highlights the areas where expenditure is incurred or income received. The end column shows the percentage change between the estimate 2001/02 and 2002/03. Variations of £200 or less have been excluded. Where a line is highlighted there is an explanation shown below. Overall total net expenditure has increased from £7,583,100 to £8,120,000, an increase of £536,900 or 7.1%.

6.2 In broad terms the increase is due to the following:-

Main Variations – Estimates 2001/02 – 2002/03

| Description | £ |
|--|----------------|
| Inflation at 3% on £7.5 m. Broad representation only. Inflation is determined on each separate estimate. | 225,000 |
| Salary costs over inflation | 100,000 |
| Additional costs of pension contributions | 50,000 |
| Planned interim Leisure contract reduction | (125,000) |
| Removal of one-off items from previous year (Contaminated land £ 30,000 and stock condition survey £25,000) | (65,000) |
| Itemised movements from page 12 | 175,300 |
| Other Miscellaneous changes (net) | 176,600 |
| Total | 536,900 |

6.3 The explanations highlighted within the budget book are as follows:-

**Explanation of highlighted items within the draft estimates
2002/03 – variations over £10,000 not covered elsewhere**

| Page No. | Description | Budget increase/ (decrease) £ | Explanation |
|-----------------|---|--------------------------------------|--|
| 17 | External Audit fees | 12,600 | Increase in requirements from Audit Commission |
| 20 | Net External Finance | 150,200 | Continuation of low investment rates |
| 22 | Court Costs | (42,000) | Increase in Court costs awarded |
| 23 | Cost of Elections | 43,000 | Change from no elections in 2001/02 to full elections in 2002/03 |
| 24 | Local Land Charges | (45,500) | Demand led and charge increase |
| 31 | Building Control Fees | (15,000) | Demand led |
| 32 | Planning Fees | (34,600) | Demand led and charge increase |
| 33 | Planning Policy/Corporate Policy | - | Movement of staff between cost centres |
| 42 | Parking NNDR | 21,700 | Inclusion of new area at Mill Hall |
| 43 | Bus Passes | 30,000 | Government scheme –Demand led service |
| 43 | Dial a Ride/ Taxi Voucher scheme | - | Resources moved to new scheme including ECC contribution |
| 44 | Supporting People | - | Matching expenditure and grants |
| 46 | Verification framework | - | Separation of previous single estimate |
| 51 | Staff Advertising | 20,000 | High cost of staff advertising and potential difficulty in filling certain posts |
| 52 | IT upgrades | - | Now merged with budget – Departmental system support |
| 52 | Leased Line | 12,200 | Internet link |
| | Repairs and Maintenance – Special items | 22,700 | See schedule on pages 13 –14 |
| | Total | 175,300 | |

Repairs and Maintenance

Estimates 2002/2003

| <u>General Fund - Special Items</u> | <u>CURRENT YEAR</u> | | <u>2002/2003</u> | <u>Variance (Increase) £</u> |
|---|-----------------------|----------------------|-----------------------|--------------------------------------|
| | <u>Original £</u> | <u>Revised £</u> | <u>Original £</u> | |
| Office Accom - Rochford | | | | |
| Ongoing Replacement of Carpet | | | 5,000 | |
| 3-15 South Street - Renewal of Parapet & Valley Guttering | | | 12,000 | |
| Upgrade Intruder Alarm Equipment | | | 2,500 | |
| Renewal of Roof Lights to Central Filing Room | | | 7,000 | |
| 19 South Street - Renewal of Valley Guttering | | | 5,000 | |
| TOTAL | 16,000 | 11,900 | 31,500 | (15,500) |
| Office Accom - Rayleigh | | | | |
| Overlaying of Asphalt Road to Rear Corridor | | | 3,000 | |
| Projection Room - Modification Roofing and Rainwater Drainage | | | 2,500 | |
| Renewal of Central Heating Pumps | | | 2,500 | |
| Upgrade of Intruder Alarm Equipment | | | 600 | |
| Improve Car Park Lighting | | | 2,000 | |
| TOTAL | 16,500 | 16,500 | 10,600 | 5,900 |
| Rec. Grounds & Open Spaces | | | | |
| Open Spaces Fencing - Hartford Close | | | 10,000 | |
| Rawreth Pavilion - Improvement Works | | | 3,000 | |
| St John Fisher Pavilion - Improve Toilets and Shower Area | | | 8,000 | |
| Rochford Reservoir - Renewal of Access Gates | | | 1,500 | |
| Grove Pavilion - Re Gravel Car Park and Access Road | | | 2,500 | |
| Ashingdon Rec. -Removal of Old Play Space Tarmac Surfacing | | | 5,000 | |
| TOTAL | 15,900 | 15,900 | 30,000 | (14,100) |

Repairs and Maintenance

Estimates 2002/2003

| <u>General Fund - Special Items</u> | <u>CURRENT YEAR</u> | | <u>2002/2003</u> | <u>Variance</u> |
|--|---------------------|----------------|------------------|-------------------|
| | <u>Original</u> | <u>Revised</u> | <u>Original</u> | <u>(Increase)</u> |
| | <u>£</u> | <u>£</u> | <u>£</u> | <u>£</u> |
| Cemeteries and Churchyards | | | | |
| Rayleigh Cemetery - Repairs to Road | | | 4,000 | |
| Holy Trinity - Rayleigh - Repairs to Walls | | | 5,000 | |
| TOTAL | - | - | 9,000 | (9,000) |
| Day Centre - Rochford | | | | |
| Provision of Hand Rail to Front Access Ramp | | | 1,000 | |
| TOTAL | - | - | 1,000 | (1,000) |
| Depot | | | | |
| Renew Rolling Entrance Gate to Workshop Compound | | | 2,000 | |
| TOTAL | - | - | 2,000 | (2,000) |
| Public Conveniences | | | | |
| Hockley Woods - Automatic Locking & Vandal Resistant Doors | | | 1,500 | |
| Pooles Lane - Automatic Locking & Vandal Resistant Doors | | | 1,500 | |
| Old Ship Lane - Automatic Locking & Vandal Resistant Doors | | | 1,500 | |
| High Street, Gt. Waking - Auto. Locking & Vandal Resistant Doors | | | 1,500 | |
| TOTAL | - | - | 6,000 | (6,000) |
| Great Waking S C | | | | |
| TOTAL | 2,000 | 2,000 | - | 2,000 |
| Clements Hall S C | | | | |
| TOTAL | 17,000 | 17,000 | - | 17,000 |
| | | | | |
| | 67,400 | 63,300 | 90,100 | (22,700) |
| | | | | |

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| Office Accommodation – Rochford | 48 |
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| Financial Services | 50 |
| Personnel Services | 51 |
| Property Maintenance | 51 |
| Cashiers | 52 |
| Computer Services | 52 |
| Legal Services | 53 |
| Audit & Process Review | 53 |

| CORPORATE MANAGEMENT | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|--|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: P Warren | £ | £ | £ | £ | |
| Supplies & Services | | | | | |
| Corporate Plan Update | 200 | 200 | 200 | 200 | |
| Best Value | 24,640 | 30,000 | 25,000 | 30,000 | |
| Subscriptions | 3,445 | 3,445 | 3,500 | 3,600 | |
| Contracted Services | | | | | |
| External Audit Fees - Main Audit | 51,197 | 51,600 | 68,000 | 74,100 | 44% |
| External Audit Fees - Best Value | 25,700 | 28,200 | - | - | -100% |
| External Audit Fees - Outside Inspectors | 4,359 | 20,000 | 15,200 | 20,000 | |
| External Audit Fees - Grant Claims | - | - | 17,100 | 18,300 | 100% |
| Bank Charges | 20,525 | 24,500 | 24,500 | 25,500 | 4% |

| CHIEF EXECUTIVE | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|-----------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Services: P Warren | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 110,481 | 116,200 | 117,200 | 123,800 | 7% |
| Professional Fees | 482 | 700 | 500 | 500 | |
| Telephone Allowances | 98 | 100 | 100 | 100 | |
| Training | 560 | 600 | 600 | 600 | |
| Insurance | 400 | 400 | 400 | 400 | |
| Transport Related | | | | | |
| Car Allowances | 1,487 | 1,600 | 1,500 | 1,600 | |
| Supplies & Services | | | | | |
| Expenses | 541 | 500 | 500 | 500 | |
| Equipment, Tools and Materials | 2,878 | 2,200 | 2,200 | 2,200 | |
| Conferences | - | 700 | 700 | 700 | |

| FINANCE & EXTERNAL SERVICES CLIENT ACCOUNT Head of Service: R Crofts | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|---|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Employee Costs | | | | | |
| Salaries | 92,576 | 95,200 | 96,000 | 99,600 | 5% |
| Telephone Allowance | 99 | 100 | 100 | 100 | |
| Professional Fees | 292 | 300 | 300 | 300 | |
| Training | 26 | 500 | 500 | 500 | |
| Insurance | 400 | 400 | 400 | 400 | |
| Transport Related | | | | | |
| Car Allowances | 1,930 | 1,900 | 1,900 | 1,900 | |
| Supplies & Services | | | | | |
| Expenses | 621 | 600 | 800 | 800 | |
| Conference Expenses | 631 | 700 | 600 | 700 | |
| Equipment, Tools & Materials | 1,208 | 1,100 | 1,500 | 1,200 | |
| CIPFA Advisory Service | 2,720 | 2,800 | - | - | -100% |

| LAW, PLANNING & ADMINISTRATION SERVICES CLIENT ACCOUNT Head of Service: R J Honey | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|--|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Employee Costs | | | | | |
| Salaries | 89,967 | 94,900 | 93,400 | 97,000 | 2% |
| Telephone Allowances | 98 | 100 | 100 | 100 | |
| Professional Fees | 555 | 600 | 700 | 700 | |
| Training | 752 | 1,000 | 1,000 | 800 | |
| Insurance | 400 | 400 | 400 | 400 | |
| Transport Related | | | | | |
| Car Allowances | 1,212 | 1,500 | 1,400 | 1,500 | |
| Supplies & Services | | | | | |
| Expenses | 800 | 400 | 300 | 300 | |
| Equipment, Tools & Materials | 300 | 400 | 300 | 300 | |

| DEMOCRATIC REPRESENTATION | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 185,384 | 192,700 | 212,500 | 192,600 | |
| Professional Fees | 160 | 200 | 200 | 200 | |
| Telephone Allowances | 152 | 100 | 100 | 100 | |
| Training Expenses | 237 | 1,700 | 1,700 | 1,600 | |
| Insurance | 1,290 | 1,300 | 1,700 | 1,800 | 38% |
| Transport Related | | | | | |
| Car Allowances | 1,897 | 2,100 | 1,700 | 1,500 | -29% |
| Transport & Plant | - | - | 1,000 | 1,000 | 100% |
| Supplies & Services | | | | | |
| Expenses | 9,390 | 10,200 | 8,600 | 9,000 | -12% |
| Equipment, Tools & Materials | 847 | 600 | 2,400 | 600 | |
| Members' Site Visits | 209 | 400 | 400 | 400 | |
| Members Allowances (Inc. Chairman's and Vice-Chairman's) | 52,320 | 55,200 | 57,800 | 65,000 | 18% |
| Public Meetings | - | 100 | 100 | 100 | |
| Members Support & Training | 5,936 | 6,000 | 6,000 | 6,000 | |
| Meeting Subsistence | 1,065 | 1,000 | 2,000 | 2,000 | 100% |
| Hospitality General | 286 | 800 | 1,300 | 800 | |
| Gifts | - | - | 200 | - | |
| Chairman's Hospitality | 7,823 | 8,000 | 8,000 | 8,900 | 11% |
| Publicity | 38 | 600 | 200 | 500 | |
| Chairman's Transport Allowance | 1,703 | 2,200 | 2,600 | 2,600 | 18% |
| Newspaper | 13,725 | 13,500 | 17,400 | 18,000 | 33% |
| Regalia Expenses | 719 | 400 | 400 | 400 | |
| Community Liaison | 265 | 700 | 400 | 400 | -43% |
| Domestic Violence | 6,187 | 1,000 | 1,000 | - | -100% |
| Queens Golden Jubilee Fund | - | - | - | 2,900 | 100% |
| Subscriptions | 16,756 | 20,350 | 21,700 | 22,300 | 10% |
| Contracted Services | | | | | |
| Members Delivery | 7,607 | 8,600 | 8,600 | 8,600 | |
| Fees & Charges | | | | | |
| Sale of Minutes | (738) | (1,300) | (1,000) | (1,000) | -23% |
| Sales | (72) | (100) | (100) | (100) | |
| Newspaper Sponsorship | (3,890) | (2,800) | (3,900) | (3,400) | 21% |

| OTHER OPERATING INCOME & EXPENDITURE | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|---|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Fees & Charges | | | | | |
| Net External Finance | (619,652) | (530,000) | (485,500) | (379,800) | -28% |
| | | | | | |

| UNAPPORTIONABLE CENTRAL OVERHEADS Head of Service D Deeks | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|--|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Employee Costs | | | | | |
| Pension | 422,071 | 435,100 | 438,100 | 471,200 | 8% |
| Supplies & Services | | | | | |
| Provision for New Subscriptions | - | 55 | - | - | See Page 29 |
| Garage Rents | - | 900 | - | - | |
| Grants Provision | 2,000 | 4,400 | - | - | |
| Capital Financing Costs | | | | | |
| Asset Rentals/Depreciation - grants | 18,667 | - | - | - | |

| COUNCIL TAX | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: S J Clarkson | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 224,321 | 245,200 | 245,000 | 251,200 | 2% |
| Training | 2,455 | 4,000 | 3,700 | 3,800 | |
| Insurance | 2,590 | 2,600 | 2,700 | 2,800 | |
| Transport Related | | | | | |
| Car Allowances | 4,195 | 4,600 | 4,400 | 4,500 | |
| Supplies & Services | | | | | |
| Expenses | 254 | 500 | 300 | 300 | |
| Equipment & Supplies | 2,206 | 3,100 | 3,400 | 4,900 | 58% |
| Publicity | 2,760 | 1,500 | 2,900 | 1,400 | |
| Printing | 21,156 | 17,000 | 16,600 | 16,600 | -2% |
| Court Costs | 3,408 | 3,000 | 3,000 | 3,000 | |
| Delivery Costs | 7,380 | 7,700 | 8,100 | 8,500 | 10% |
| Contracted Services | | | | | |
| Bailiff & Information Gathering Costs | 7,990 | 7,500 | 8,000 | 9,000 | 20% |
| Fees & Charges | | | | | |
| Court Costs | (83,637) | (70,000) | (89,500) | (112,000) | 60% |

| BUSINESS RATES | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|--------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: S J Clarkson | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 19,476 | 20,700 | 20,900 | 21,700 | 5% |
| Training | 400 | 500 | 500 | 100 | -80% |
| Insurance | 400 | 400 | 200 | 200 | |
| Supplies & Services | | | | | |
| Expenses | 8 | 200 | 100 | 100 | |
| Equipment, Tools & Materials | 195 | 200 | 200 | - | -100% |
| Court Costs | 153 | 300 | 300 | 300 | |
| Printing | 1,802 | 1,800 | 1,800 | 1,800 | |
| Contracted Services | | | | | |
| Bailiff/Tracing Agents | 1,555 | 1,800 | 1,700 | 2,000 | |
| Fees & Charges | | | | | |
| Court Costs | (5,550) | (6,500) | (9,500) | (11,000) | 69% |
| Grants | | | | | |
| NNDR Pool Administration Grant | (87,412) | (89,000) | (89,000) | (89,000) | |

| COUNCIL TAX BENEFITS | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|--------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: S J Clarkson | £ | £ | £ | £ | |
| Transfer Payments | | | | | |
| Council Tax Rebates | 2,277,074 | 2,704,200 | 2,350,000 | 2,490,000 | -8% |
| Housing Benefit Subsidy | (2,072,303) | (2,515,000) | (2,177,500) | (2,291,000) | -9% |

| CONDUCTING ELECTIONS | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|--------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 23,076 | 26,900 | 28,700 | 28,200 | 5% |
| Training | 700 | 1,000 | 1,500 | 1,500 | 50% |
| Insurance | 700 | 700 | 700 | 700 | |
| Supplies & Services | | | | | |
| Equipment, Tools and Materials | 616 | 800 | 1,000 | 1,000 | |
| Expenses | 274 | 100 | 200 | 300 | |
| Cost of Elections | 27,528 | 7,000 | 6,000 | 50,000 | 614% |
| Electoral Review - Publicity | 552 | 500 | 1,000 | 800 | 60% |
| National Register Initiatives | - | 5,000 | 5,000 | 5,000 | |
| Fees & Charges | | | | | |
| Parish Re-charges | (4,375) | (500) | (1,500) | (3,000) | 500% |

| REGISTRATION OF ELECTORS | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 19,949 | 26,800 | 28,700 | 28,200 | 5% |
| Supplies & Services | | | | | |
| Expenses | 6 | - | - | - | |
| Professional Fees | 23 | 100 | 100 | 100 | |
| Payments to Canvassers | 15,833 | 17,300 | 17,300 | 19,000 | 10% |
| Printing | 3,043 | 4,000 | 4,000 | 6,000 | 50% |
| Advertising | 150 | 300 | 400 | 1,000 | 233% |
| Bulk Postage | 6,212 | 7,000 | 6,500 | 10,000 | 43% |
| Fees & Charges | | | | | |
| Sales | (1,433) | (1,200) | (1,200) | (1,200) | |

| EMERGENCY PLANNING/HEALTH AND SAFETY Head of Service: P Warren | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|---|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Employee Costs | | | | | |
| Salaries | 31,896 | 33,300 | 33,600 | 34,800 | 5% |
| Training Expenses | 365 | 900 | 900 | 400 | -56% |
| First Aid Courses | - | - | 900 | 900 | 100% |
| Insurance | 200 | 200 | 200 | 200 | |
| Transport Related | | | | | |
| Car Allowances | 1,442 | 1,500 | 1,500 | 1,500 | |
| Supplies & Services | | | | | |
| Expenses | 33 | 100 | 100 | 100 | |
| Plant | - | 100 | 100 | 100 | |
| Equipment, Tools & Materials | 1,081 | 2,000 | 1,500 | 1,500 | -25% |
| Telephone | 155 | 400 | 300 | 300 | |
| Communication Equipment | - | 600 | 500 | 400 | |
| S I - Emergency Exercise | 80 | 2,000 | 2,000 | 1,000 | -50% |
| Call-Out Service | 5,250 | 6,200 | 5,500 | 6,000 | |
| Emergency Planning Society | 45 | 45 | 100 | 100 | |
| Health & Safety | 2,541 | 7,700 | 4,200 | 4,200 | -45% |
| Emergency | 1,781 | - | - | - | |
| Sand Bags | 0 | - | 2,000 | 2,000 | 100% |
| Contracted Services | | | | | |
| Health & Safety Consultants | - | 800 | 500 | 500 | -38% |
| Grant | | | | | |
| Essex County Council Grant | - | (4,000) | - | - | -100% |

| LOCAL LAND CHARGES Head of Service: A J Bugeja | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|---|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Employee Costs | | | | | |
| Salaries | 29,071 | 33,600 | 29,500 | 31,000 | -8% |
| Training | - | 300 | 300 | 300 | |
| Insurance | 7,760 | 8,000 | 7,800 | 8,000 | |
| Transport Related | | | | | |
| Car Allowances | 312 | 1,500 | - | - | -100% |
| Supplies & Services | | | | | |
| Expenses | 48 | 300 | 200 | 200 | |
| Equipment, Tools, & Materials | 414 | 200 | 100 | 100 | |
| Fees & Charges | | | | | |
| Fees and Charges | (238,850) | (275,000) | (320,500) | (320,500) | 17% |

| REVENUES & HOUSING MANAGEMENT ACCOUNT Head of Service: S J Clarkson | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|--|-----------------------------|-------------------------------|------------------------------|-------------------------------|--|
| | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 159,707 | 176,600 | 173,200 | 182,800 | 4% |
| Training | 1,577 | 1,000 | 2,000 | 3,500 | 250% |
| Telephone Allowances | 98 | 100 | 100 | 100 | |
| Professional Fees | 144 | 200 | 200 | 200 | |
| Insurance | 1,090 | 1,100 | 1,200 | 1,200 | |
| Transport Related | | | | | |
| Car Allowances | 3,751 | 4,000 | 4,000 | 3,800 | |
| Supplies & Services | | | | | |
| Expenses | 503 | 800 | 700 | 700 | |
| Equipment, Tools & Materials | 2,772 | 300 | 300 | 400 | |

| CULTURE & HERITAGE | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: R Crofts | £ | £ | £ | £ | |
| Premises Related | | | | | |
| Mill Tower Repairs & Maintenance | 1,489 | 2,500 | 2,500 | 2,800 | 12% |
| Mill Tower Special Item Brickwork Repairs | 6,150 | - | - | - | |
| Mill Tower National Non-Domestic Rates | 178 | 200 | 200 | 200 | |
| Mill Tower Insurance | - | - | 100 | 100 | 100% |
| Supplies & Services | | | | | |
| Youth Arts Project | 2,000 | 2,000 | 2,000 | 2,000 | |
| Grants | 17,999 | 16,900 | 19,900 | 20,500 | 21% |
| Subscriptions | 2,710 | 2,900 | 3,400 | 3,500 | 21% |
| Capital Financing Costs | | | | | |
| Asset Rentals/Depreciation | 15,400 | 2,400 | 15,400 | 15,400 | 542% |

| LEISURE PREMISES | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|--|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: R Crofts | £ | £ | £ | £ | |
| Premises Related | | | | | |
| Repairs & Maintenance: | | | | | |
| Castle Hall | 1,946 | 2,000 | 2,200 | 2,000 | |
| Mill Hall | 13,099 | 16,700 | 18,000 | 16,700 | |
| Freight House | 9,115 | 14,700 | 12,800 | 14,700 | |
| Park Sports Centre | 776 | 3,700 | 1,700 | - | -100% |
| Great Waking Sports Centre | 3,823 | 5,000 | 5,000 | 5,000 | |
| Clements Hall | 83,694 | 92,900 | 92,200 | 92,600 | |
| Day Centres | 2,068 | 2,300 | 2,100 | 2,300 | |
| Special Items: | | | | | |
| Mill Hall | 30,200 | - | - | - | |
| Great Waking Sports Centre | (150) | 2,000 | 2,000 | - | -100% |
| Clements Hall | 43,210 | 17,000 | 17,000 | 19,000 | 12% |
| Freight House | 4,442 | - | - | - | |
| Day Centres | 1,000 | - | - | 1,000 | 100% |
| Park Sports Centre | 3,910 | - | - | - | |
| Finalisation of Outstanding items of R&M | - | - | - | 10,000 | 100% |
| National Non-Domestic Rates | 201,644 | 189,300 | 203,000 | 180,000 | -5% |
| Rating Revaluation | - | 2,000 | 1,900 | - | -100% |
| Insurance | 3,380 | 3,500 | 4,800 | 5,400 | 54% |
| Residual Water Charge Allotments | 71 | - | - | - | |
| Contracted Services | | | | | |
| Net Expenditure - Park Sports Centre | 13,900 | 13,900 | 13,900 | - | -100% |
| Leisure FM Contract Payment (net) | 180,753 | 186,400 | 186,400 | 70,000 | |
| Leisure Consultant | 60,000 | - | - | - | |
| Capital Financing Costs | | | | | |
| Asset Rentals/Depreciation | 1,325,493 | 689,700 | 1,344,200 | 1,344,200 | 95% |
| Fees & Charges | | | | | |
| Leisure Connection re Heat | (7,950) | (10,500) | (15,000) | - | -100% |
| Rents | (50) | - | - | - | |
| Grant to Voluntary Bodies - Day Centre | (10,700) | (10,700) | (10,700) | (10,700) | |

| WOODLANDS UNIT | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|--------------------------------------|-----------------------------|-------------------------------|------------------------------|-------------------------------|--|
| Head of Service: R Crofts | £ | £ | £ | £ | |
| Employee Related | | | | | |
| Salaries | 60,422 | 64,300 | 65,800 | 67,100 | 4% |
| Training | 535 | 800 | 800 | 700 | |
| Insurance | 500 | 500 | 600 | 600 | |
| Premises Related | | | | | |
| Repairs, Alterations & Maintenance | 123 | 3,100 | 1,200 | 800 | -74% |
| Special Items | 1,500 | - | - | - | |
| Electricity | 137 | 300 | 300 | 300 | |
| Transport Related | | | | | |
| Car Allowances | 1,849 | 1,500 | 1,500 | 1,500 | |
| Car Parking | 243 | 200 | 200 | 200 | |
| Transport & Plant | 9,707 | 6,500 | 7,100 | 7,200 | 11% |
| Supplies & Services | | | | | |
| Expenses | 131 | 100 | 100 | 100 | |
| Equipment, Materials & Subscriptions | 3,682 | 3,310 | 3,300 | 3,000 | -9% |
| Horse Riding Trails - Maintenance | 1,500 | 1,500 | 1,500 | 1,300 | |
| Tree Planting /Maintenance | 2,800 | - | - | - | |
| Contracted Services | | | | | |
| Contractors & Suppliers | 10,067 | 5,500 | 5,500 | 8,200 | 49% |
| Tree Survey Works | 5,000 | 7,500 | 7,500 | - | -100% |
| Capital Financing Costs | | | | | |
| Asset Rentals/Depreciation | 2,497 | 2,500 | 2,500 | 2,500 | |
| Fees & Charges | | | | | |
| Miscellaneous Sales & Fees | (2,305) | (6,800) | (2,100) | (2,400) | -65% |
| Grants | | | | | |
| Grants | (8,356) | (8,500) | (8,500) | (8,500) | |
| Contributions From Reserves | | | | | |
| Tree Fund | (3,078) | - | - | - | |

| MAINTENANCE OF GROUNDS HOLDING ACCOUNT Head of Service: R Crofts | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|---|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Employee Costs | | | | | |
| Salaries | 29,171 | 32,200 | 33,300 | 33,800 | 5% |
| Training | - | 200 | 600 | 500 | 150% |
| Insurance | 200 | 200 | 200 | 200 | |
| Transport Related | | | | | |
| Transport & Plant | 3,517 | 2,600 | 2,800 | 2,900 | 12% |
| Supplies & Services | | | | | |
| Expenses | - | - | 100 | 100 | |
| Contracted Services | | | | | |
| Contract Payments | 644,706 | 562,900 | 547,900 | 579,800 | 3% |
| Works Outside of Main Contract | 9,932 | 8,000 | 8,000 | 7,200 | -10% |

| MANAGEMENT OF RECREATION GROUNDS & OPEN SPACES Head of Service: R Crofts | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|---|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Premises Related | | | | | |
| Repairs, Alterations & Maintenance | 43,358 | 51,300 | 57,500 | 53,600 | 4% |
| S/I Building Works | 18,289 | 15,900 | 15,900 | 30,000 | 89% |
| Water & Sewerage | 1,117 | 2,500 | 600 | - | -100% |
| Insurance | 300 | 300 | 300 | 300 | |
| Supplies & Services | | | | | |
| Equipment, Tools & Materials | 7,505 | 8,900 | 8,500 | 7,600 | -15% |
| Trees, Shrubs & Grounds | 11,731 | 6,000 | 6,000 | 7,700 | 28% |
| Essex Playing Fields & Children's Play | 50 | 50 | 100 | 100 | |
| Ditch Clearance | - | - | 5,000 | - | |
| Contracted Services | | | | | |
| Annual Safety Audit | 2,000 | 2,000 | 2,000 | 2,000 | |
| Maintenance of Bridleways | 4,994 | 5,000 | 5,000 | 4,500 | -10% |
| Cherry Orchard Jubilee Park | 5,000 | 6,500 | 6,500 | 6,500 | |
| Capital Financing Costs | | | | | |
| Asset Rentals/Depreciation | 90,762 | 49,400 | 90,800 | 90,800 | 84% |
| Fees & Charges | | | | | |
| Land & Access Charges | (10,369) | (10,000) | (10,000) | (10,000) | |
| Pavilions | (3,615) | (4,000) | (800) | (800) | -80% |
| Miscellaneous Income | (425) | (900) | (400) | (400) | -56% |

| SPORTS DEVELOPMENT & PROMOTION Head of Service: R Crofts | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|---|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Employee Related | | | | | |
| Salaries | 22,773 | 24,300 | 22,900 | 26,200 | 8% |
| Sports Coaches | 3,282 | 3,500 | 3,500 | 4,000 | 14% |
| Insurance | 200 | 200 | 200 | 200 | |
| Transport Related | | | | | |
| Car Allowances | 1,723 | 1,500 | 1,500 | 1,500 | |
| Supplies & Services | | | | | |
| Subscriptions | 2,305 | 2,555 | 2,600 | 2,600 | |
| Summer Play Activities | 8,300 | 8,600 | 8,600 | 8,600 | |
| Summer Swimming Scheme Provision | 7,674 | 10,000 | 11,500 | 12,000 | 20% |
| Rochford Sports Council (Grant) | 2,175 | 2,200 | 2,200 | 2,300 | |
| Digital Cinema | - | - | 3,000 | - | |
| Fees & Charges | | | | | |
| Activities (net) | (1,300) | (1,300) | - | - | -100% |
| Grants | | | | | |
| Sports Development - Circa Contribution | (10,000) | (10,000) | (9,200) | - | -100% |

| LEISURE CLIENT ACCOUNT Head of Service: R Crofts | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|---|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Employee Costs | | | | | |
| Salaries | 166,404 | 127,700 | 144,700 | 140,000 | 10% |
| Training Expenses | 51 | 1,200 | 1,200 | 1,100 | |
| Professional Fees | 25 | 100 | - | - | |
| Insurance | 900 | 900 | 1,000 | 1,000 | |
| Transport Related | | | | | |
| Car Allowances | 1,656 | 5,700 | 3,600 | 3,700 | -35% |
| Supplies & Services | | | | | |
| Expenses | 169 | 200 | 900 | 500 | 150% |
| Equipment, Tools & Materials | 1,723 | 1,000 | 1,300 | 900 | |

| BUILDING CONTROL - CLIENT A/C | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|--------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: S Scrutton | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 197,946 | 216,900 | 210,100 | 231,300 | 7% |
| Training Expenses | 460 | 1,000 | 1,000 | 900 | |
| Insurance | 1,290 | 1,300 | 1,300 | 1,400 | |
| Transport Related | | | | | |
| Car Allowances | 14,432 | 16,100 | 14,600 | 16,100 | |
| Supplies & Services | | | | | |
| Expenses | 78 | 300 | 100 | 100 | |
| Equipment, Tools & Materials | 3,733 | 4,000 | 4,000 | 4,500 | 13% |
| Contracted Services | | | | | |
| Consultants | 1,255 | 2,000 | 2,000 | 1,400 | -30% |

| BUILDING CONTROL FEE A/C | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: S Scrutton | £ | £ | £ | £ | |
| Fees & Charges | | | | | |
| Deposit of Plans | (44,298) | (40,100) | (41,000) | (42,000) | 5% |
| First Inspection | (118,143) | (129,000) | (142,000) | (144,000) | 12% |

| DEVELOPMENT CONTROL | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: S Scrutton | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 303,522 | 353,200 | 333,900 | 351,000 | -1% |
| Telephone Allowances | 197 | 100 | 100 | 100 | |
| Training Expenses | 4,148 | 3,700 | 6,600 | 5,900 | 59% |
| Insurance | 2,190 | 2,300 | 2,500 | 2,600 | 13% |
| Transport Related | | | | | |
| Car Allowances | 13,261 | 16,300 | 16,100 | 16,400 | |
| Parking Allowances | 1,450 | 1,300 | 1,100 | 1,100 | |
| Supplies & Services | | | | | |
| Expenses | 974 | 1,800 | 1,000 | 1,000 | -44% |
| Equipment, Tools & Materials | 3,852 | 3,100 | 3,100 | 2,800 | -10% |
| Advertising | 10,682 | 14,000 | 13,000 | 12,600 | -10% |
| Digital Maps | 749 | - | - | - | |
| Planning Appeals (net) | 40,000 | - | - | - | |
| Contracted Services | | | | | |
| Consultancy Advice | 1,856 | 4,000 | 2,000 | 1,800 | -55% |
| Websters Way Proposal | - | - | 9,000 | - | |
| Fees & Charges | | | | | |
| Planning Fees | (142,992) | (125,000) | (140,000) | (159,600) | 28% |
| Planning Fees (Deemed) | (95) | (200) | (100) | (200) | |

| PLANNING POLICY | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: S Scrutton | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 99,972 | 165,200 | 117,900 | 120,800 | -27% |
| Professional Fees | 222 | 500 | 200 | 200 | -60% |
| Telephone Allowances | 0 | 100 | 100 | 100 | |
| Training | 471 | - | 200 | 200 | |
| Insurance | 700 | 700 | 800 | 800 | |
| Transport Related | | | | | |
| Car Allowances | 2,482 | 5,600 | 3,300 | 3,500 | -38% |
| Parking Allowances | 207 | 600 | 200 | 200 | -67% |
| Supplies & Services | | | | | |
| Expenses | 232 | 400 | 500 | 500 | |
| District Plan | 7,000 | 12,000 | 7,000 | 12,000 | |
| Equipment, Tools & Materials | 240 | 200 | 200 | 200 | |
| Urban Capacity Study | 13,753 | - | - | - | |
| Research & Publicity | 2,339 | 3,000 | 1,300 | 2,200 | -27% |
| Ordnance Survey | 7,682 | 9,000 | 7,900 | 8,100 | -10% |
| Conservation Grants (grants) | 1,850 | 3,000 | 3,000 | 3,000 | |
| Subscriptions | 82 | 85 | 200 | 200 | |
| Fees & Charges | | | | | |
| District Plan Income | (811) | (1,000) | (1,000) | (1,000) | |
| Miscellaneous Income | (1,456) | (100) | (1,000) | (1,000) | 900% |

| CORPORATE POLICY | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|----------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: P Warren | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 15,023 | 44,000 | 64,300 | 123,300 | 180% |
| Training | - | - | 600 | 600 | 100% |
| Insurance | 400 | 400 | 800 | 800 | 100% |
| Supplies & Services | | | | | |
| Expenses | 6 | 300 | 100 | 300 | |
| Equipment, Tools & Materials | - | 300 | 500 | 300 | |

| ENVIRONMENTAL INITIATIVES | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|----------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: P Warren | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 11,658 | - | - | - | |
| Transport Related | | | | | |
| Car Allowances | 221 | - | - | - | |
| Supplies & Services | | | | | |
| Expenses | 14 | - | - | - | |
| Community Plan | 321 | 2,500 | 2,000 | 2,000 | -20% |
| Subscriptions | 220 | 200 | 200 | 200 | |

| ECONOMIC DEVELOPMENT | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|--|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: P Warren | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 25,033 | 27,300 | 19,700 | 28,600 | 5% |
| Insurance | 200 | 200 | 200 | 200 | |
| Transport Related | | | | | |
| Car Allowances | - | 700 | 400 | 800 | |
| Parking Allowances | 243 | 200 | 200 | 200 | |
| Supplies & Services | | | | | |
| Expenses | 414 | - | 200 | 200 | |
| NNDR Charitable Relief & Other Costs | 23,100 | 25,000 | 25,000 | 25,000 | |
| Economic Regeneration | 287 | 2,000 | 500 | 2,000 | |
| Economic Profile Research | 900 | - | - | - | |
| Rochford Retail Centre | 840 | - | - | - | |
| S E Essex Economic Strategy | 2,000 | 3,000 | 2,500 | 3,000 | |
| Business Enterprise Agency of SE Essex | 1,500 | 1,500 | 1,500 | 1,500 | |
| Chamber of Trade | 5,000 | 5,000 | 5,000 | 5,000 | |
| Subscriptions | 8,775 | 2,275 | 7,800 | 11,000 | 384% |

| COMMUNITY DEVELOPMENT | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: P Warren | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 25,387 | 45,800 | 42,600 | 42,800 | -7% |
| Telephone Allowances | - | 100 | - | - | |
| Training | 335 | 600 | 400 | 400 | |
| Insurance | 300 | 300 | 600 | 600 | 100% |
| Transport Contributions | | | | | |
| Car Allowances | 83 | 900 | 2,000 | 2,000 | 122% |
| Car Parking | - | - | 200 | 200 | |
| Supplies & Services | | | | | |
| Expenses | 131 | - | 200 | 200 | |
| Equipment, Tools & Materials | 1,414 | 1,100 | 900 | 800 | -27% |
| Rochford & Rayleigh CAB's (grant) | | | | | |
| - General Grant | 61,250 | 63,300 | 61,800 | 63,700 | 1% |
| - Home Visiting | 2,500 | 4,200 | 4,200 | 4,300 | |
| - Outreach Service | 1,500 | 1,600 | 1,600 | 1,600 | |
| - Mediation | 1,000 | 1,000 | 1,000 | 1,000 | |
| Accommodation to Voluntary Bodies (grant) | 18,859 | 20,500 | 20,500 | 20,500 | |
| Crime & Disorder | - | 20,000 | 20,000 | 20,000 | |

| PLANNING ADMINISTRATION | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: S Scrutton | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 70,764 | 79,700 | 73,600 | 81,900 | 3% |
| Training | - | 300 | 400 | 300 | |
| Insurance | 900 | 900 | 1,000 | 1,000 | |
| Supplies & Services | | | | | |
| Expenses | 8 | 100 | 100 | 100 | |
| Equipment, Tools & Materials | 4,640 | 1,200 | 4,000 | 3,600 | 200% |
| Archive Records | 4,000 | 4,000 | 4,000 | 4,500 | 13% |
| Fees & Charges | | | | | |
| Miscellaneous Income (Copying) | (3,711) | (4,000) | (7,600) | (4,600) | 15% |

| CEMETERIES & CHURCHYARDS - OPEN (ROCHFORD) Head of Service: A Bugeja | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|--|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Premises Related Expenditure | | | | | |
| Repairs, Alterations & Maintenance | 94 | 500 | 500 | 900 | 80% |
| Special Items | 10,000 | - | - | - | |
| NNDR | 611 | 600 | 700 | 700 | |
| Water and Sewerage | 417 | 400 | 400 | 400 | |
| Supplies & Services | | | | | |
| Equipment, Tools & Materials | 564 | 600 | 600 | 600 | |
| Fees & Charges | | | | | |
| Grave Purchases | (20,445) | (16,200) | (26,000) | (20,000) | 23% |
| Registration Fees | (2,232) | (2,600) | (3,200) | (3,000) | 15% |
| Interments | (23,238) | (26,000) | (32,000) | (32,000) | 23% |
| Monuments | (4,993) | (4,500) | (3,500) | (4,200) | -7% |
| Miscellaneous | (50) | - | - | - | |

| CEMETERIES & CHURCHYARDS - CLOSED (RAYLEIGH & PARISH) Head of Service: A Bugeja | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|---|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Premises Related Expenditure | | | | | |
| Repairs, Alterations & Maintenance | 269 | 800 | 800 | 1,400 | 75% |
| Special Items | 8,000 | - | - | 9,000 | 100% |
| NNDR | 255 | 300 | 300 | 300 | |
| Water and Sewerage | 178 | 200 | 200 | 200 | |
| Supplies & Services | | | | | |
| Equipment, Tools & Materials | 242 | 200 | 200 | 200 | |
| Contracted Services | | | | | |
| Parish Churchyards Maintenance | 2,813 | 900 | 900 | 900 | |
| Fees & Charges | | | | | |
| Registration Fees | (868) | (700) | (800) | (800) | |
| Interments | (8,883) | (6,500) | (8,000) | (8,000) | 23% |
| Monuments | (1,012) | (2,000) | (1,500) | (1,800) | |

| ENVIRONMENTAL HEALTH | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: G P Woolhouse | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 328,840 | 377,900 | 346,500 | 403,800 | 7% |
| Telephone Allowances | 358 | 400 | 300 | 300 | |
| Professional Fees | - | 200 | - | - | |
| Training Expenses | 2,974 | 3,100 | 2,600 | 8,500 | 174% |
| Insurance | 2,390 | 2,500 | 2,500 | 2,600 | |
| Transport Related | | | | | |
| Car Allowances | 20,762 | 24,600 | 24,400 | 25,900 | 5% |
| Car Parking | 1,313 | 1,900 | 2,300 | 2,300 | 21% |
| Supplies & Services | | | | | |
| Expenses | 422 | 300 | 300 | 300 | |
| Equipment, tools & materials | 4,567 | 4,900 | 5,300 | 4,900 | |
| Fees & Samples | 7,923 | 7,500 | 7,200 | 7,200 | -4% |
| Exclusions From Work | - | 500 | 500 | 500 | |
| Subscriptions | 450 | 520 | 400 | 500 | |
| Handy Person Service | - | 4,000 | - | - | See Page 28 |
| Contacted Services | | | | | |
| Consultancy Fees | 2,697 | 3,100 | 1,500 | 1,500 | -52% |
| Consultants - Contaminated Land Invest. | 9,000 | 31,000 | 23,600 | - | -100% |
| Public Health (Control of Disease Act) | 260 | 400 | 600 | 600 | |
| Care and Repair | 7,500 | 7,500 | - | - | See Page 28 |
| Contract Payments - Pest Control | 11,060 | 12,800 | 13,400 | 17,000 | 33% |
| Pest Control Treatments | 675 | 700 | 600 | 600 | |
| Food Hygiene Contractors | - | - | 4,800 | 4,800 | 100% |
| Capital Financing Costs | | | | | |
| Asset Rentals/Depreciation | 1,765 | 1,800 | 1,800 | 1,800 | |
| Fees & Charges | | | | | |
| Other Licence | (16,097) | (13,500) | (15,800) | (15,800) | 17% |
| Veterinary Recharge | (983) | (800) | (900) | (900) | |
| Environmental Protection Act | (15,257) | (14,000) | (14,000) | (14,000) | |
| Other Income | (54) | (300) | (300) | (300) | |

| PUBLIC HEALTH | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: R Crofts | £ | £ | £ | £ | |
| Supplies & Services | | | | | |
| Wildlife Management | - | 200 | 100 | - | |
| Contracted Services | | | | | |
| Sewers & Ditch Clearance | 7,338 | 9,000 | 25,400 | 10,000 | 11% |
| S.98 Contribution | 43,948 | 45,700 | 46,400 | 47,000 | 3% |
| Collection/Kennelling - Stray Dogs | 4,800 | 5,000 | 4,800 | 5,000 | |

| PUBLIC CONVENIENCES | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: R Crofts | £ | £ | £ | £ | |
| Premises Related Costs | | | | | |
| Repairs, Alterations & Maintenance | 6,783 | 12,100 | 12,100 | 12,400 | |
| S I Building Works | - | - | - | 6,000 | 100% |
| NNDR | 5,014 | 3,900 | 4,200 | 4,400 | 13% |
| Electricity | 1,284 | 1,400 | 1,900 | 1,900 | 36% |
| Water /Sewerage | 7,681 | 7,300 | 7,300 | 7,300 | |
| Insurance | - | - | 100 | 100 | |
| Contracted Services | | | | | |
| Contract Cleaning | 20,107 | 24,000 | 25,000 | 26,000 | 8% |
| Capital Financing Costs | | | | | |
| Asset Rentals/Depreciation | 19,092 | 9,700 | 19,100 | 19,100 | 97% |

| HACKNEY CARRIAGE | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|--|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: S J Clarkson | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 33,437 | 37,200 | 39,900 | 39,800 | 7% |
| Training Expenses | 519 | 1,200 | 1,200 | 500 | -58% |
| Insurance | 300 | 300 | 400 | 400 | |
| Transport Related Costs | | | | | |
| Car Allowances | 492 | 600 | 400 | 600 | |
| Supplies & Services | | | | | |
| Expenses | 36 | 200 | 100 | 200 | |
| Equipment, Tools & Materials | 3,300 | 2,700 | 3,100 | 3,000 | 11% |
| Printing and Publicity | 816 | 1,200 | 1,700 | 2,000 | 67% |
| Nat Association of Taxi & Private Hire | 66 | 65 | 100 | 100 | |
| Contracted Services | | | | | |
| Mechanical Tests | 3,879 | 4,500 | 4,000 | - | -100% |
| Fees & Charges | | | | | |
| Vehicle Licensing | (40,179) | (41,600) | (41,600) | (38,800) | -7% |
| Driver Licensing | (14,995) | (12,500) | (15,000) | (15,800) | 26% |
| Operators Licensing | (715) | (600) | (700) | (700) | |
| Other Miscellaneous Income | (6) | (100) | - | - | |

| COAST PROTECTION | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: D Deeks | £ | £ | £ | £ | |
| Supplies & Services | | | | | |
| Contribution - Crouch Harbour | 1,650 | 1,600 | 1,600 | 1,600 | |

| STREET CLEANSING | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: R Crofts | £ | £ | £ | £ | |
| Supplies & Services | | | | | |
| Anti-Litter Initiatives | 2,309 | 2,700 | 3,600 | 5,000 | 85% |
| Tipping Signs/Street Maintenance | - | 700 | 600 | 500 | |
| Pigeon Control | - | 5,000 | 5,000 | - | -100% |
| Dog Fouling Land Act | - | - | 5,000 | - | |
| Contracted Services | | | | | |
| Contract Payments - Street Cleansing | 336,813 | 345,900 | 346,000 | 356,300 | 3% |
| Abandoned Vehicles/Tip Clearance | 11,378 | 18,000 | 14,000 | 20,000 | 11% |
| Nameplates & Bin Installation | - | - | 6,300 | 6,300 | 100% |
| Capital Financing Costs | | | | | |
| Asset Rentals/Depreciation | 8,348 | - | 8,300 | 8,300 | 100% |
| Fees & Charges | | | | | |
| E.C.C. Contribution to Street Cleansing | (1,120) | (1,200) | (1,100) | (1,100) | |

| WASTE COLLECTION | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: R Crofts | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 13,305 | 18,600 | 26,100 | 35,900 | 93% |
| Training General | 4 | 500 | 500 | 700 | |
| Insurance | 200 | 200 | 400 | 400 | |
| Transport Related | | | | | |
| Car Allowances | 456 | 900 | 500 | 500 | -44% |
| Supplies & Services | | | | | |
| Black Sacks | 645 | 900 | - | 900 | |
| Equipment, Tools & Materials | 200 | 200 | 1,900 | 1,500 | 650% |
| Expenses | 296 | 100 | 100 | 100 | |
| Market Development Project | - | 3,500 | 3,500 | 3,500 | |
| Contracted Services | | | | | |
| Contract Payments - Refuse Collection | 727,390 | 779,100 | 781,500 | 816,900 | 5% |
| Recycling Schemes | 4,523 | - | - | - | |
| Recycling Trial | 18,574 | - | - | - | |
| Recycling Provision/Contractors | - | 96,300 | 80,000 | 117,000 | 21% |
| Fees & Charges | | | | | |
| Refuse Bins | 84 | (200) | (200) | (200) | |
| Recycling Credits Applied | - | - | - | - | |
| Recycling Reserve Applied | (14,174) | - | - | - | |

| WASTE DISPOSAL | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: R Crofts | £ | £ | £ | £ | |
| Supplies & Services | | | | | |
| Subscriptions | 125 | 130 | 200 | 200 | |
| Contracted Services | | | | | |
| Recycling - Payments to Third Parties | 1,645 | 3,000 | - | - | -100% |
| Recycling - Payments to Contractors | 30,681 | 30,000 | 30,000 | 30,000 | |
| Fees & Charges | | | | | |
| Contractors | (4,512) | - | - | - | |
| Recycling Credits & Sales | (28,000) | (22,000) | (30,500) | (45,000) | 105% |

| HEALTH, HOUSING & COMMUNITY CARE CLIENT ACCOUNT Head of Service: G P Woolhouse | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|---|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Employee Costs | | | | | |
| Salaries | 112,353 | 117,800 | 114,600 | 126,200 | 7% |
| Telephone Allowances | 99 | 100 | 100 | 100 | |
| Training Expenses | 75 | 200 | 900 | 900 | 350% |
| Professional Fees | 115 | - | 300 | 300 | 100% |
| Insurance | 900 | 900 | 1,000 | 1,000 | |
| Transport Related | | | | | |
| Car Allowances | 1,508 | 1,700 | 1,600 | 1,700 | |
| Supplies & Services | | | | | |
| Expenses | 748 | 400 | 200 | 300 | |
| Equipment, Tools & Materials | 1,631 | 1,000 | 500 | 500 | -50% |
| Stationery | 1,549 | - | - | - | |

| DEPOT Head of Service: R Crofts | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|--|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Employee Costs | | | | | |
| Salaries | 86,643 | 117,100 | 107,100 | 114,000 | -3% |
| Training | - | 100 | 100 | 600 | 500% |
| Telephone Allowances | 49 | - | - | - | |
| Insurance | 1,290 | 1,300 | 1,400 | 1,500 | |
| Premises Related | | | | | |
| Repairs, Alterations & Maintenance | 2,598 | 8,400 | 7,100 | 8,900 | 6% |
| S I Building Works | - | - | - | 2,000 | 100% |
| National Non-Domestic Rates | (8,250) | 3,200 | 6,300 | 6,500 | 103% |
| Gas/Electricity | 533 | 2,300 | 2,300 | 2,300 | |
| Water/sewerage | 307 | 1,200 | 1,200 | 1,200 | |
| Transport Related | | | | | |
| Transport & Plant | 7,964 | 8,300 | 9,500 | 9,600 | 16% |
| Supplies & Services | | | | | |
| Expenses | 224 | 700 | 100 | 100 | -86% |
| Equipment & Supplies | 4,504 | 5,000 | 5,000 | 4,500 | -10% |
| Contracted Services | | | | | |
| Refuse Removal | 2,574 | 3,600 | 2,600 | 2,600 | -28% |
| Depot Security Contractor | 780 | 800 | 800 | 800 | |
| Capital Financing Costs | | | | | |
| Asset Rentals | 28,000 | 8,400 | 28,000 | 28,000 | 233% |
| Fees & Charges | | | | | |
| Lease of Land | (10,174) | (10,200) | (10,200) | (10,200) | |
| Miscellaneous Income | (159) | (2,000) | (200) | (200) | -90% |

| HIGHWAYS/ROADS (ROUTINE) | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: R Crofts | £ | £ | £ | £ | |
| Supplies & Services | | | | | |
| Repairs, Alterations & Maintenance | 626 | 600 | 600 | 0 | -100% |
| Town Centre Notice Board (NET) | 150 | - | - | - | |
| White Lines - Taxi Ranks | 295 | 200 | 400 | 500 | 150% |
| Signage & Equipment | 7,369 | 7,200 | 7,100 | 7,200 | |
| Freight Transport Association | 380 | 390 | - | - | -100% |
| Fees & Charges | | | | | |
| E.C.C. Contribution - Verge Maintenance | (21,884) | (23,200) | (24,400) | (25,100) | 8% |

| PARKING SERVICES | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|--------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: S J Clarkson | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 53,734 | 61,700 | 56,700 | 64,500 | 5% |
| Training | - | 100 | 100 | 200 | |
| Insurance | 900 | 900 | 1,000 | 1,000 | |
| Premises Related | | | | | |
| Repairs, Alterations & Maintenance | 9,122 | 9,700 | 9,700 | 12,000 | 24% |
| National Non-Domestic Rates | 55,228 | 57,300 | 69,000 | 74,000 | 29% |
| Lights & Power | 1,746 | 2,200 | 1,900 | 2,000 | |
| Water & Sewerage | 3,388 | 3,400 | 3,400 | 3,500 | |
| Transport Related | | | | | |
| Transport & Plant | 3,468 | 2,800 | 2,900 | 3,000 | |
| Supplies & Services | | | | | |
| Expenses | 630 | 300 | 1,100 | 600 | 100% |
| Equipment, Supplies & Maintenance | 10,335 | 11,430 | 13,000 | 11,500 | |
| Printing | 7,488 | 7,500 | 7,500 | 8,500 | 13% |
| Replacement Hand Held Terminals | - | 9,000 | 11,800 | - | -100% |
| East Anglia Car Park Managers Forum | 26 | - | 100 | 100 | |
| SI - Arboricultural Works | - | - | 1,000 | 500 | 100% |
| Capital Financing Costs | | | | | |
| Asset Rentals/Depreciation | 375,280 | 108,200 | 375,300 | 375,300 | 247% |
| Fees & Charges | | | | | |
| Parking Fees | (397,314) | (434,000) | (425,000) | (437,000) | 1% |
| Market Rents | (4,500) | (4,500) | (4,500) | (4,500) | |
| Permits/Season Tickets | (43,239) | (40,000) | (44,000) | (43,000) | 8% |
| Costs Awarded | (2,794) | (2,000) | (3,000) | (3,000) | 50% |
| Excess Charges | (31,350) | (34,800) | (28,000) | (27,000) | -22% |

| PUBLIC TRANSPORT | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: S J Clarkson | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 12,244 | 16,100 | 16,400 | 16,800 | 4% |
| Training | - | - | 1,000 | 500 | 100% |
| Insurance | 200 | 200 | 200 | 200 | |
| Supplies & Services | | | | | |
| Dial-a-Ride Service | 32,000 | 31,600 | 33,500 | 1,000 | -97% |
| Payments re Travel Concessions:- | | | | | |
| Bus Passes | 77,247 | 75,100 | 105,100 | 105,100 | 40% |
| Financial Assistance - Wheelchair Taxis | 5,010 | - | - | - | |
| Taxi Voucher Scheme | 114 | 100 | - | 53,000 | 52900% |
| Mayday Mobile | 1,025 | 1,000 | 1,100 | 1,100 | |
| Fees & Charges | | | | | |
| Concessions - Fees & Charges | (13,971) | (500) | (500) | - | -100% |
| Contribution from ECC | - | - | - | (20,000) | 100% |

| HOUSING STRATEGY | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: G P Woolhouse | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 34,911 | 36,200 | 36,600 | 37,900 | 5% |
| Training | - | - | 200 | 400 | 100% |
| Professional Fees | 182 | - | 200 | 200 | |
| Telephone Allowance | 98 | 100 | 100 | 100 | |
| Insurance | 200 | 200 | 200 | 200 | |
| Transport Related | | | | | |
| Car Allowances | 1,052 | 1,200 | 1,200 | 1,200 | |
| Supplies & Services | | | | | |
| Stock Condition Survey | - | 35,000 | 35,000 | - | -100% |
| Energy Advice Centre | - | 1,100 | 1,100 | 400 | -64% |
| Expenses | 9 | 200 | 100 | 100 | |
| Supporting People | - | - | 18,700 | 20,000 | 100% |
| Grants | | | | | |
| Supporting People Grant | - | - | (18,700) | (20,000) | 100% |

| PRIVATE SECTOR HOUSING RENEWAL | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: G P Woolhouse | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 39,436 | 50,000 | 46,300 | 55,300 | 11% |
| Training | 180 | 400 | 400 | 400 | |
| Insurance | 400 | 400 | 400 | 400 | |
| Transport Related | | | | | |
| Car Allowances | 1,411 | 2,800 | 2,500 | 2,800 | |
| Parking Allowances | 66 | 200 | 200 | 200 | |
| Supplies & Services | | | | | |
| Equipment, tools & materials | 652 | - | - | 300 | Transfers from Pages 21 & 29 |
| Fees & Samples | - | - | 300 | 300 | |
| Home Loss Payments | - | - | 1,500 | 1,500 | |
| Handy Person Service | - | - | 4,000 | 4,000 | |
| Consultancy Fees | - | - | 1,600 | 1,600 | |
| Care & Repair | - | - | 12,500 | 12,500 | |
| Care Alarms | - | - | 800 | 800 | |

| HOMELESSNESS | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: G P Woolhouse | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 70,869 | 80,900 | 89,300 | 107,200 | 33% |
| Training | 1,029 | 1,400 | 1,400 | 1,100 | -21% |
| Telephone Allowances | 197 | 200 | 200 | 200 | |
| Professional Fees | - | 200 | - | - | |
| Insurance | 400 | 400 | 800 | 800 | 100% |
| Transport Related | | | | | |
| Car Allowances | 2,672 | 2,400 | 4,000 | 4,200 | 75% |
| Car Parking | - | - | 200 | 200 | |
| Supplies & Services | | | | | |
| Equipment, Tools & Materials | - | - | 800 | 600 | 100% |
| Expenses | 166 | 200 | 200 | 200 | |
| Removals and Storage | 2,926 | 7,000 | 7,000 | 7,000 | |
| Bed & Breakfast Accommodation | 45,081 | 40,000 | 60,000 | 40,000 | |
| Medical Assessments | - | 1,500 | 1,000 | 1,000 | -33% |
| Home Loss Payments | - | 1,500 | - | - | -100% |
| Care Alarms | 1,558 | 1,200 | - | - | -100% |
| Grants & Contributions | 16,333 | 18,100 | 18,100 | 18,600 | 3% |
| Garage Rents | - | - | 900 | 900 | 100% |
| Contracted Services | | | | | |
| Frail Elderly Survey | 5,000 | - | - | - | |
| Transfer Payments | | | | | |
| Housing Benefit Payments | 5,000 | 5,000 | 5,000 | - | -100% |
| Fees & Charges | | | | | |
| Misc. Income | (107) | - | - | - | |

| HOUSING BENEFITS PAYMENTS | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|--------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: S J Clarkson | £ | £ | £ | £ | |
| Transfer Payments | | | | | |
| Rent Allowances | 4,969,386 | 5,655,700 | 5,450,000 | 5,750,000 | 2% |
| Grants | | | | | |
| Housing Benefit Subsidies | (4,539,810) | (5,259,800) | (5,070,000) | (5,347,500) | 2% |
| Recoveries | (308,459) | (205,000) | (270,000) | (240,000) | 17% |

| HOUSING BENEFIT ADMIN | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|--------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: S J Clarkson | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 209,639 | 250,200 | 242,300 | 356,400 | 42% |
| Training Expenses | 3,023 | 4,700 | 5,000 | 7,000 | 49% |
| Insurance | 2,190 | 2,300 | 3,900 | 4,000 | 74% |
| Transport Related | | | | | |
| Car Parking | - | - | 200 | 700 | 100% |
| Supplies & Services | | | | | |
| Expenses | 978 | 1,500 | 1,900 | 2,100 | 40% |
| Equipment, Tools & Materials | 3,325 | 1,600 | 2,600 | 3,500 | 119% |
| Printing | 1,014 | 6,000 | 6,000 | 10,000 | 67% |
| Benefits Verification Framework | - | 45,600 | 21,000 | 2,500 | -95% |
| Tracing Agent | - | - | 500 | 2,000 | 100% |
| Academy Upgrade | - | - | 3,500 | - | |
| WIBS | - | - | 22,500 | - | |
| Fees & Charges | | | | | |
| Verification Framework Income | - | - | (15,400) | (32,900) | 100% |
| Grants | | | | | |
| Administration Subsidy | (136,822) | (124,000) | (128,000) | (129,000) | 4% |
| WIBS Subsidy | - | - | (22,500) | - | |

| REVENUES INVESTIGATION SECTION | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: S J Clarkson | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 39,197 | 41,500 | 41,800 | 44,000 | 6% |
| Training Expenses | 2,215 | 2,300 | 1,700 | 2,000 | -13% |
| Insurance | 400 | 400 | 400 | 400 | |
| Transport Related | | | | | |
| Car Allowances | 3,134 | 3,200 | 2,700 | 3,200 | |
| Supplies & Services | | | | | |
| Expenses | 287 | 700 | 800 | 800 | |
| Equipment & Professional Advice | 1,049 | 3,000 | 2,500 | 2,000 | -33% |
| Challenge Fund | 1,580 | - | - | - | |
| Fraud Line Costs | 527 | 800 | 800 | - | -100% |
| Local Authority Investigation Group | 40 | 20 | 100 | 100 | |
| Publicity & Advertising | - | - | 2,000 | 2,000 | 100% |
| Grants | | | | | |
| Government Rewards | - | - | (15,000) | (15,000) | 100% |
| Provision of Services | | | | | |
| Government Grant - WBS | (10,100) | (20,000) | (10,000) | - | -100% |

| CENTRAL SERVICES - TELEPHONES & RECEPTION Head of Service: | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|---|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Employee Costs | | | | | |
| Salaries | 46,635 | 49,000 | 49,500 | 51,300 | 5% |
| Insurance | 700 | 700 | 1,000 | 1,000 | 43% |
| Supplies & Services | | | | | |
| Equipment, Tools & Materials | 669 | 2,500 | 1,500 | 1,500 | -40% |
| Expenses | 262 | 600 | 300 | 200 | -67% |
| Office Telephone | 31,874 | 29,100 | 37,000 | 36,800 | 26% |
| Mobile Phones | 7,331 | 2,000 | 4,000 | 4,000 | 100% |
| Telephone Maintenance | 9,342 | 8,700 | 9,000 | 9,300 | 7% |
| Office Call Box | 665 | 800 | 700 | 700 | |
| Fax Machine | 1,345 | 800 | 1,500 | 1,500 | 88% |
| Fees & Charges | | | | | |
| Postages and Telephones | (316) | (500) | (300) | (300) | |

| CENTRAL SERVICES - POSTAL & OFFICE SERVICES Head of Service: | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|---|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Employee Costs | | | | | |
| Salaries | 64,205 | 99,900 | 87,500 | 101,300 | 1% |
| Training Expenses | 0 | 100 | 100 | 100 | |
| Insurance | 990 | 1,000 | 1,300 | 1,400 | 40% |
| Supplies & Services | | | | | |
| Expenses | 472 | 600 | 1,000 | 900 | 50% |
| Equipment, Tools & Materials | 3,814 | 2,200 | 2,300 | 2,900 | 32% |
| Central Stationery Provision | - | 29,900 | 23,200 | 22,000 | -26% |
| Postal Charges - Franking | 36,006 | 38,400 | 37,000 | 37,000 | -4% |
| Postal Charges - Bulk Postage | 25,682 | 24,200 | 26,500 | 27,300 | 13% |
| Postal Charges - Other | 36 | 100 | 100 | 100 | |
| Capital Financing Costs | | | | | |
| Asset Rentals/Depreciation | 2,340 | 2,300 | 2,300 | 2,300 | |

| CENTRAL SERVICES - FILING Head of Service: | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|---|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Employee Costs | | | | | |
| Salaries | 13,598 | 14,100 | 26,600 | 30,700 | 118% |
| Insurance | 200 | 200 | 400 | 400 | |
| Supplies & Services | | | | | |
| Expenses | 85 | 200 | - | - | |
| Equipment, Tools & Materials | 3,068 | 3,100 | 3,200 | 3,200 | |

| CENTRAL SERVICES - DOCUMENT PRODUCTION UNIT Head of Service: | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|---|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Employee Costs | | | | | |
| Salaries | 86,571 | 94,200 | 94,400 | 98,000 | 4% |
| Training | 765 | 2,000 | 2,000 | 2,000 | |
| Insurance | 1,390 | 1,400 | 1,500 | 1,600 | |
| Supplies & Services | | | | | |
| Expenses | 132 | 200 | 100 | 100 | |
| Equipment, Tools & Materials | 3,018 | 2,800 | 2,600 | 2,700 | |
| Photocopier Maintenance | 5,315 | 6,000 | 6,000 | 6,000 | |
| Photocopying Paper | 6,823 | 6,000 | 6,000 | 6,000 | |
| Central Printing - Equipment | 18,270 | 18,700 | 18,700 | 18,700 | |
| Central Printing - Supplies | 10,308 | 10,000 | 10,000 | 10,000 | |
| Central Printing - External | 8,830 | 10,000 | 9,000 | 9,000 | -10% |
| Capital Financing Costs | | | | | |
| Asset Rentals/Depreciation | 2,600 | 2,600 | 2,600 | 2,600 | |
| Fees & Charges | | | | | |
| Printing and Copying | (3,479) | (3,000) | (2,000) | (2,000) | -33% |

| OFFICE ACCOMMODATION - ROCHFORD Head of Service: | 2000/2001 ACTUAL £ | 2001/2002 ESTIMATE £ | 2001/2002 REVISED £ | 2002/2003 ESTIMATE £ | ESTIMATE TO ESTIMATE % CHANGE |
|---|--------------------------|----------------------------|---------------------------|----------------------------|--|
| Employee Costs | | | | | |
| Salaries | 14,691 | 28,700 | 27,900 | 31,800 | 11% |
| Insurance | 1,390 | 1,400 | 900 | 900 | -36% |
| Premises Related | | | | | |
| Repairs, Alterations & Maintenance | 27,969 | 23,900 | 23,700 | 41,200 | 72% |
| Special Items - Building Works | 15,147 | 16,000 | 11,900 | 31,500 | 97% |
| National Non-Domestic Rates | 40,136 | 67,900 | 68,100 | 70,600 | 4% |
| Gas | 3,899 | 3,000 | 3,900 | 3,900 | 30% |
| Electricity | 18,057 | 20,000 | 20,000 | 20,000 | |
| Water & Sewerage | 4,368 | 3,000 | 3,000 | 3,000 | |
| Cleaning | 28,559 | 31,200 | 31,200 | 31,200 | |
| Window Cleaning | 3,280 | 3,600 | 3,600 | 3,600 | |
| Supplies & Services | | | | | |
| Expenses | 1,682 | 2,000 | 2,300 | 2,200 | |
| Equipment, Tools & Materials | 3,801 | 4,000 | 4,500 | 4,000 | |
| Capital Financing Costs | | | | | |
| Asset Rentals/Depreciation | 105,644 | 58,000 | 105,600 | 105,600 | 82% |
| Rents | | | | | |
| Rents and Charges | (1,418) | (800) | (800) | (800) | |

| OFFICE ACCOMMODATION - RAYLEIGH Head of Service: | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---|-----------------------------|-------------------------------|------------------------------|-------------------------------|--|
| | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 15,432 | 15,700 | 15,900 | 16,400 | 4% |
| Insurance | 400 | 400 | 300 | 300 | |
| Premises Related Costs | | | | | |
| Repairs, Alterations and Maintenance | 8,983 | 6,800 | 7,000 | 7,900 | 16% |
| S I Building Works | 2,841 | 16,500 | 16,500 | 10,600 | -36% |
| NNDR | 17,714 | 18,400 | 17,800 | 18,500 | |
| Oil | 3,504 | 3,000 | 3,000 | 3,000 | |
| Electricity | 2,096 | 2,200 | 2,200 | 2,200 | |
| Water & Sewerage | 591 | 900 | 800 | 900 | |
| Refuse Removal | 312 | 400 | 300 | 300 | |
| Window Cleaning | 936 | 1,000 | 900 | 1,000 | |
| Office Cleaning | - | - | 4,000 | 3,700 | 100% |
| Transport Costs | | | | | |
| Car Allowances | - | 100 | 100 | 200 | |
| Supplies & Services | | | | | |
| Equipment, Tools & Materials | 2,922 | 3,800 | 3,400 | 3,000 | -21% |
| Chairman's Suite Furniture | 3,964 | - | 200 | - | |
| Capital Financing Costs | | | | | |
| Asset Rentals/Depreciation | 25,853 | 12,000 | 25,900 | 25,900 | 116% |
| Rents | | | | | |
| Rents and Charges | (7,737) | (8,500) | (8,000) | (8,000) | -6% |
| Provision of Services | | | | | |
| Voluntary Organisations & Rayleigh TC | (8,714) | (8,800) | (8,800) | (8,800) | |

| FINANCIAL SERVICES | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|--------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: D Deeks | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 257,508 | 269,400 | 259,400 | 287,200 | 7% |
| Training | 2,307 | 4,700 | 5,200 | 6,200 | 32% |
| Telephone Allowances | 98 | 100 | 100 | 100 | |
| Professional Fees | 227 | 300 | 300 | 300 | |
| Insurance | 2,790 | 2,900 | 3,000 | 3,100 | |
| Transport Costs | | | | | |
| Car Allowances | 1,185 | 1,200 | 1,200 | 1,200 | |
| Supplies & Services | | | | | |
| Expenses | 1,803 | 2,000 | 2,000 | 2,000 | |
| Equipment, Tools & Materials | 6,639 | 6,230 | 6,200 | 5,600 | -10% |
| Stationery/Printing | 2,500 | - | - | - | |
| Ass of Local Authority Risk Managers | 36 | - | 100 | 100 | |
| Contracted Services | | | | | |
| Tax Consultants | 4,400 | 4,400 | 4,900 | 4,600 | |
| Risk Management | 800 | 2,000 | 2,000 | 2,000 | |
| Insurance Consultancy | 3,500 | 3,500 | 3,500 | 3,500 | |
| Asset Valuation | 6,250 | 6,000 | 6,000 | 6,000 | |
| Treasury Management | - | - | 10,000 | 10,000 | 100% |
| Fees & Charges | | | | | |
| VAT on Car Allowance | (1,995) | (2,100) | (2,100) | (2,200) | |
| Commission on Loans to Staff | (287) | (200) | (200) | (200) | |

| PERSONNEL SERVICES | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|--|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: R J Honey | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 82,563 | 74,300 | 71,900 | 80,700 | 9% |
| Medical Expenses | 968 | 600 | - | - | -100% |
| Occupational Health | - | - | 4,100 | 4,100 | 100% |
| Training Expenses | 130 | 700 | 700 | 700 | |
| Central Training Provision | 24,937 | 26,600 | 25,000 | 21,800 | -18% |
| Relocation Expenses | 3,673 | 6,000 | 6,000 | 5,000 | -17% |
| Interview Expenses | 2,844 | 1,600 | 1,600 | 1,600 | |
| First Aid Courses | 802 | 900 | - | - | -100% |
| Staff Advertising | 49,876 | 20,000 | 60,000 | 40,000 | 100% |
| Retirement Gifts | 179 | 200 | 200 | 300 | |
| Foundation Modern Apprenticeship Insurance | 7,578 | 20,600 | 13,500 | 23,900 | 16% |
| | 700 | 700 | 800 | 800 | |
| Supplies & Services | | | | | |
| Expenses | 297 | 300 | 200 | 200 | |
| Equipment, Tools and Materials | 796 | 800 | 1,200 | 1,000 | |
| Stationery | 671 | - | - | - | |
| Provisions | 15,175 | 15,100 | 16,800 | 17,300 | 15% |

| PROPERTY MAINTENANCE | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|----------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: R Crofts | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 350,441 | 355,200 | 356,300 | 368,200 | 4% |
| Telephone Allowances | 295 | 300 | 300 | 300 | |
| Training | 726 | 1,300 | 1,300 | 2,200 | 69% |
| Insurance | 2,880 | 3,000 | 2,900 | 3,000 | |
| Transport Related | | | | | |
| Car Allowances | 12,091 | 11,300 | 10,900 | 10,500 | -7% |
| Transport & Plant | 5,758 | 5,300 | 5,900 | 6,000 | 13% |
| Supplies & Services | | | | | |
| Expenses | 544 | 400 | 300 | 300 | |
| Equipment, Tools & Materials | 5,660 | 3,570 | 7,600 | 8,000 | 124% |
| Consultants/Support Services | 8,085 | 23,400 | 20,000 | 7,000 | -70% |
| Mobile Radio Maintenance | 2,360 | 3,000 | 2,800 | 2,900 | |
| Capital Financing Costs | | | | | |
| Asset Rentals/Depreciation | 1,994 | 2,000 | 2,000 | 2,000 | |
| Fees & Charges | | | | | |
| Admin Charge/Rechargeable Income | (1,081) | - | (1,300) | (1,000) | 100% |
| Capital Works | (15,967) | (56,600) | (36,600) | (20,000) | -65% |

| CASHIERS | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|--------------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: S J Clarkson | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 28,525 | 23,500 | 23,100 | 24,200 | 3% |
| Training Expenses | - | 100 | 100 | - | |
| Insurance | 500 | 500 | 600 | 600 | |
| Supplies & Services | | | | | |
| Expenses | - | 100 | 100 | 100 | |
| Equipment, Tools & Materials | 559 | 600 | 400 | 300 | -50% |
| Contracted Services | | | | | |
| Security Services - Cash Collection | 7,413 | 10,300 | 7,500 | 7,600 | -26% |
| Capital Financing Costs | | | | | |
| Asset Rentals/Depreciation | 1,136 | 1,100 | 1,100 | 1,100 | |

| COMPUTER SERVICES | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|---|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 60,695 | 59,000 | 49,300 | 61,200 | 4% |
| Training Expenses | 1,394 | 1,500 | 1,500 | 1,400 | |
| Insurance | 3,380 | 3,500 | 600 | 700 | -80% |
| Transport Related | | | | | |
| Car Allowances | 220 | - | - | - | |
| Supplies & Services | | | | | |
| Expenses | 871 | 1,500 | 100 | 200 | -87% |
| Equipment & Subscriptions | 1,380 | 1,300 | 1,300 | 1,200 | |
| Internet/Intranet Strategy | 14,526 | 20,000 | 23,000 | 20,000 | |
| Internet Revamp | 7,000 | - | - | - | |
| Computer Projects | 6,171 | - | - | - | |
| IT Upgrades/Developments | - | 60,000 | 62,000 | 70,000 | 17% |
| National Land Information Service | 4,750 | - | - | - | |
| Leased Line | - | - | 9,200 | 12,200 | 100% |
| Contracted Services | | | | | |
| Contract Payment | 305,900 | 342,000 | 450,000 | 467,400 | 37% |
| Computer Consumables | - | - | 8,200 | 8,500 | 100% |
| Departmental System Support | 9,588 | 7,200 | - | - | -100% |
| Software Licence Payments | 119,351 | 126,000 | 18,000 | 18,000 | -86% |
| Computer Service Extensions | 748 | 1,900 | 500 | 500 | -74% |
| Contribution to Budget Strategy Reserve | 77,900 | - | - | - | |
| Consultancy IT | 19,398 | - | - | - | |
| Capital Financing Costs | | | | | |
| Asset Rentals/Depreciation | 37,649 | 37,600 | 37,600 | 37,600 | |

| LEGAL SERVICES | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|--|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: A J Bugeja | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 184,238 | 188,300 | 203,800 | 214,900 | 14% |
| Telephone Allowances | 98 | 100 | 100 | 100 | |
| Professional Fees | 1,275 | 1,500 | 1,800 | 1,800 | 20% |
| Training Expenses | 925 | 1,300 | 1,800 | 1,800 | 38% |
| Insurance | 1,390 | 1,400 | 1,500 | 1,600 | |
| Premises Related Costs | | | | | |
| Repairs, Alterations & Maintenance | 2,041 | 1,400 | 1,400 | 1,400 | |
| Transport Related | | | | | |
| Car Allowances | 968 | 1,400 | 1,400 | 1,400 | |
| Supplies & Services | | | | | |
| Expenses | 561 | 800 | 1,100 | 1,100 | 38% |
| Equipment, Tools & Materials | 2,464 | 700 | 700 | 700 | |
| Library | 11,099 | 12,500 | 12,500 | 12,500 | |
| Advertising General | 2,934 | 700 | 1,300 | 700 | |
| Legal Fees (Net) | (4,092) | 2,000 | 500 | 1,000 | -50% |
| Housing Benefit - Review Board Training | - | 500 | - | - | -100% |
| Planning Appeals General | 31 | 200 | 200 | 200 | |
| Land Registration Programme | - | 1,000 | 1,000 | 400 | -60% |
| Assn of Council Secretaries & Solicitors | 130 | 75 | 100 | 100 | |
| Rayleigh Sports & Social Club | 3,628 | - | - | - | |
| General Estate Management | 76 | 600 | 200 | 200 | -67% |
| Fees & Charges | | | | | |
| Rents | (35,005) | (38,000) | (32,000) | (32,000) | -16% |

| AUDIT AND PROCESS REVIEW | 2000/2001 ACTUAL | 2001/2002 ESTIMATE | 2001/2002 REVISED | 2002/2003 ESTIMATE | ESTIMATE TO ESTIMATE % CHANGE |
|----------------------------------|---------------------|-----------------------|----------------------|-----------------------|--|
| Head of Service: P Warren | £ | £ | £ | £ | |
| Employee Costs | | | | | |
| Salaries | 103,765 | 114,700 | 114,400 | 122,500 | 7% |
| Training | 1,469 | 1,500 | 2,000 | 1,400 | |
| Insurance | 900 | 900 | 1,200 | 1,200 | 33% |
| Transport Related | | | | | |
| Car Allowances | 450 | 600 | 600 | 800 | |
| Supplies & Services | | | | | |
| Expenses | 162 | 300 | 200 | 200 | |
| Equipment, Tools & Materials | 2,113 | 1,100 | 600 | 1,000 | |
| P I Publication | 1,226 | 1,400 | 1,100 | 1,200 | |

- 6.4 Within the Draft Revenue Estimates 2002/03 the following budgets should be noted in connection with leisure:-

| Description | Estimate 2001/02 £ | Estimate 2002/03 £ |
|--------------------------------------|--------------------------|--------------------------|
| Repairs and maintenance | 167,900 | 150,000 |
| Leisure contract | 186,400 | 70,000 |
| Recharge re: combined heat and power | (10,500) | - |
| Grant for sports development | (10,000) | - |
| Total | <u>333,800</u> | <u>220,000</u> |

- 6.5 Member's agreed this reduction of £125,000 as part of the Budget Strategy. The original calculation was £333,800 plus 3% less £125,000, and this was rounded to £220,000. This £220,000 will be adjusted upon the determination of the leisure tender.
- 6.6 A provision of £10,000 has been included within the estimates for 2002/03 to deal with outstanding repairs and maintenance works from 2001/02.

7 RECOMMENDATION

- 7.1 Members are requested to approve the Draft Revenue Estimates for 2002/03.

8 FEES AND CHARGES

- 8.1 As part of the budget process, a report was presented to Member Budget Monitoring Sub-Committee setting out a review of the main income producing discretionary charges of the Council. The recommendation of the Sub-Committee, agreed by Council, was that the review of charges should be the subject of the Finance Overview and Scrutiny Committee starting in March 2002. Therefore the list of charges has no changes for Car Parking other than the cost of the annual and quarterly Season Tickets at Approach Road Car Park. Other proposed charges are based on either inflation or recommendations from the various heads of service.

9 RECOMMENDATION

- 9.1 Members are requested to approve the Schedule of Fees charges.

SCHEDULE OF DISCRETIONARY CHARGES

| | Charge 01.04.2001 £ | Charge 2002/03 £ |
|--|------------------------------------|---------------------------------|
| <u>CONCESSIONARY FARES</u> | | |
| <u>Rail Card</u> | 4.00 | 4.00 |
| The charge for Rail Cards is to represent 1/3rd of the cost to the Council | | |
| Duplicate Pass | 4.00 | 4.00 |
| Dial-a-Ride - Joint scheme with Southend (per journey) | 1.20 | - |
| <u>CAR PARKS</u> | | |
| <u>Websters Way</u> | | |
| Up to 1/2 hour | 0.20 | 0.20 |
| Up to 2 hours | 0.40 | 0.40 |
| Up to 3 hours | 0.80 | 0.80 |
| Weekly | 8.00 | 8.00 |
| <u>Mixed</u> | | |
| Up to 1/2 hour | 0.20 | 0.20 |
| Up to 2 hours | 0.40 | 0.40 |
| Up to 3 hours | 0.80 | 0.80 |
| Up to 4 hours | 1.10 | 1.10 |
| Up to 5 hours | 1.30 | 1.30 |
| All day | 2.20 | 2.20 |
| Weekly | 8.00 | 8.00 |
| <u>Approach</u> | | |
| Day Ticket | 1.80 | 1.80 |
| Weekly Tickets | 7.00 | 7.00 |
| Quarterly - Residential | 71.00 | 90.00 |
| Quarterly - Non residential | 106.00 | 120.00 |
| Annual - Residential | 212.00 | 320.00 |
| Annual - Non residential | 318.00 | 400.00 |
| <u>Season Tickets</u> | | |
| Quarterly - residential | 80.00 | 80.00 |
| Quarterly - non residential | 120.00 | 120.00 |
| Annual - residential | 243.00 | 243.00 |
| Annual - non residential | 365.00 | 365.00 |
| Admin fee for refund of season ticket | 15.30 | 16.00 |
| <u>Penalty</u> | | |
| Penalty Fines - parking in a disabled bay | 80.00 | 80.00 |
| Penalty fines - Overstay | 40.00 | 40.00 |
| Penalty fines - overstay - if paid within 10 days | 25.00 | 25.00 |
| Penalty fines - overstay - paid at machine on day of offence | 7.00 | 7.00 |
| Other offences | 40.00 | 40.00 |
| Other offences - if paid within 10 days | 25.00 | 25.00 |

| | Charge 01.04.2001 | Charge 2002/03 |
|--|----------------------|-------------------|
| <u>PUBLIC FOOTPATHS</u> | | |
| Diversion, Extinguishment or Creation | 500.00 | 600.00 |
| Each additional path on same Order | 100.00 | 150.00 |
| Plus advertisement costs | | |
| Ancient Woodland of England Book by Oliver Rackham | 10.00 | 15.00 |
| <u>HOUSE PURCHASE LOANS</u> | | |
| Charges where VAT must be added | | |
| Premature Redemption Charge | 50.00 | 50.00 |
| (Will be waived if redemption actually takes place) | | |
| Secondary Enquiry Charge | 80.00 | 100.00 |
| <u>RUSTIC PRODUCTS</u> | | |
| All prices are inclusive of VAT | | |
| <u>Woodchips</u> | | |
| Collected from Hockley Woods per bag | 2.00 | 2.00 |
| Collected from Hockley Woods per m3. | 12.00 | 15.00 |
| Delivered within District m3. | 15.00 | 20.00 |
| Rustic Bench | 25.00 | 30.00 |
| Firewood (logs) per transit load delivered | 50.00 | 50.00 |
| Woodlands Walks leaflet | F.O.C. | F.O.C. |
| Picnic Table with two seats | 70.00 | 80.00 |
| <u>LICENCES ETC.</u> | | |
| Charges exempt from VAT | | |
| Dangerous Wild Animals Act 1976 |) plus | 100.00 |
| Animal Boarding Establishment Act 1963 |) consultants | 125.00 |
| Riding Establishments Act 1964 |) fees where | 215.00 |
| Pet Animals Act 1951 & Breeding of Dogs Act 1973 |) appropriate | 110.00 |
| Gaming permit - amusement premises | | 250.00 |
| <i>Variation of conditions - half annual licence fee</i> | | |
| <u>Licensing of Places of Public Entertainment and indoor Sport</u> | | |
| <u>1 st Application</u> | | |
| Up to 100 persons | | 290.00 |
| 101 - 200 persons | | 470.00 |
| 201 - 500 persons | | 900.00 |
| 501 + persons | | 1,780.00 |
| <u>Renewal applications</u> | | |
| Up to 100 persons | 200.00 | 210.00 |
| 101 - 200 persons | 300.00 | 315.00 |
| 201 - 500 persons | 570.00 | 600.00 |
| 501 + persons | 1,130.00 | 1,190.00 |
| Open Air Events ... plus | 130.0 | 137.00 |
| <i>Per 100(or part thereof) specified on the Application</i> | 66.0 | 70.00 |

| | | Charge 01.04.2001 | Charge 2002/03 |
|---|--|------------------------------|---------------------------|
| Indoor sports | (as above plus) { | | |
| Plays (indoors & Outdoors) | (as above plus) { | | |
| Film exhibitions | (as above plus) { | 70.00 | 75.00 |
| (subject to statutory maximum) | | | |
| Grant or Renewal of a licence for dancing and/or musical entertainment on Sundays | | 35.00 | 40.00 |
| Transfer for Licence | | 35.00 | 40.00 |
| Variation of Licence | Half of appropriate renewal fees plus newspaper advertisement and fees where appropriate | | |

Notes : (1) Charges may be waived for Charity Events
 (2) Occasional Specified Date Licence 50% of the fees are charged
 (3) Occasional Licence (28 day) 75% of the fees are charged

| | | |
|--|--------|--------|
| Late Night Refreshments House Licence | 85.00 | 90.00 |
| Sex Establishment Licence | 500.00 | 525.00 |
| Ear Piercing , Electrolysis ,Acupuncture & Tatooist Registration | 120.00 | 125.00 |

Licensing Act 1988

| | | | |
|--|--|--------|--------|
| Certificate of suitability | - Grant of Certificate) as for Public - Renewal) Entertainment - Variation) Licence | | |
| Surrender notes for unsound food (VAT to be added) | | 30.00 | 35.00 |
| Street Trading Consent | - issue | 115.00 | 120.00 |
| | -renewal | 56.00 | 60.00 |
| Pavement Permissions | - issue | 115.00 | 120.00 |
| | -renewal | 56.00 | 60.00 |
| Export of food documentation (provision and/or authorisation, plus additional fees recharged on an actual cost basis) | | 13.00 | 15.00 |

ZOO LICENSING

| | | | |
|--|---------------|--------|--------|
| Application for grant of first licence |) Plus | 150.00 | 160.00 |
| Application for renewal of licence |) consultants | 100.00 | 105.00 |
| Grant of first licence |) fees | 300.00 | 315.00 |
| Renewal of licence |) and | 440.00 | 465.00 |
| Alteration of licence |) inspection | 60.00 | 65.00 |
| Transfer of licence |) expenses | 60.00 | 65.00 |

FACTUAL STATEMENTS

VAT to be added.

| | | |
|---|-------|-------|
| Section 28(9) of Health & Safety at Work etc Act 1974 plus cost of photographs as necessary | 80.00 | 85.00 |
|---|-------|-------|

PEST CONTROL

| | | |
|--|-------|--------|
| De-ratting of aircraft (Plus VAT if applicable) (plus additional charges on an actual cost basis) | 90.00 | 100.00 |
|--|-------|--------|

REPAIR NOTICE ETC

| | | |
|---|--------|--------|
| Charge for the service of Statutory Enforcement Notice under the Housing Acts (tenanted unfit properties) | 200.00 | 200.00 |
|---|--------|--------|

| | Charge 01.04.2001 | Charge 2002/03 |
|--|----------------------|-------------------|
| <u>CEMETERIES</u> | | |
| Charges exempt from VAT | | |
| <u>Interments in grave or vaults for which exclusive right of burial has been granted</u> | | |
| Interment Fee (new grave or re-open) | | |
| Still Born - under 1 month | 35.00 | 50.00 |
| Under 12 years | 80.00 | 100.00 |
| Over 12 years | 230.00 | 275.00 |
| Exclusive right of burial | 310.00 | 350.00 |
| (50% reduction for child under 12 buried in children's area) | | |
| Re-opening a walled grave | 250.00 | Not Required |
| For the interment of a cremation casket in a purchased grave | 95.00 | 110.00 |
| <u>Interments in Cremation Plots with or without exclusive rights of burial</u> | | |
| Interment Fee (new grave or re-open) | 110.00 | 110.00 |
| Exclusive right of burial | 160.00 | 200.00 |
| <u>Excavation Charges</u> | | |
| For one interment 1.4m | 75.00 | } |
| For two interments 1.8m | 95.00 | } 120.00 |
| For three interments 2.2m | 120.00 | } Single |
| For four interments 2.6m | 140.00 | } Fee |
| <u>Interments - In grave for which no exclusive right of burial has been granted (common graves)</u> | | |
| Interment Fee | | |
| Still Born/under 1 month | 45.00 | 50.00 |
| under 12 years | 95.00 | 100.00 |
| over 12 years | 230.00 | 275.00 |
| <u>Monuments, Gravestones, Tablets and Monumental Inscription</u> | | |
| For the right to erect or place:- | | |
| A flat stone not exceeding 60cm x 45cm | 55.00 | 75.00 |
| A Headstone up to 90cm | 55.00 | 75.00 |
| A nameplate of any description (other than a headstone) | 55.00 | } |
| Kerbstone or border stone (height not exceeding 30cm) | 110.00 | } 75.00 |
| A tablet or vase | 45.00 | } standard |
| A cross | 45.00 | } |
| Any additional inscription on a gravestone tablet or monument | 30.00 | 40.00 |
| Kerbstone or Border Stone (Height not exceeding 30cm) Childs plot | 55.00 | } |
| | | } |
| A flower vase or tablet (45x37cm) on a grave in which the exclusive right of burial has not been purchased | 35.00 | } 75.00 |
| | | } standard |
| A memorial case (37cm long x 22cm wide x 30cm high) and inscription panel for cremation plot | 35.00 | } fee |
| | | } |
| Kerbstone around a cremation plot | 55.00 | } |

| | Charge 01.04.2001 | Charge 2002/03 |
|--|----------------------|-------------------|
| Cemeteries (Continued) | | |
| <i>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.</i> | | |
| <u>Exhumation Charge</u> | | |
| Each exhumation will be recharged on an actual costs basis | | |
| <u>Additional fees fixed by the Council</u> | | |
| Saturday morning burials | 65.00 | 100.00 |
| Interments Registration Fee (new grave or re-open) | 30.00 | 40.00 |
| Registering Transfer of Grant | 30.00 | 40.00 |
| Every additional Certificate of Burial | 10.00 | Not required |
| Certificate of Ownership of Grant | 10.00 | Not required |
| Every search for the first year and subsequent years | 10.00 | Not required |
| | | |
| <u>Fees payable for the Maintenance of graves etc</u> | | |
| <u>Charges where VAT must be added</u> | | |
| Banking and Turfing Grave | 35.00 | 50.00 |
| | | |
| Upkeep, cutting and weeding (per annum) | 35.00 | 50.00 |
| Upkeep for 10 years, including washing monument (Amend to 5 years)***** | 350.00 | 250.00 |
| Washing monument (per occasion) | 20.00 | 50.00 |

LEISURE

(Other than Leisure Contract)

Note - All charges subject to consultation with the Grounds Maintenance Contractor

Hockey (Note 1 below applies)

Charges exempt from VAT

| | |
|--|--------|
| Exclusive use of pitch | 465.00 |
| Alternate use of pitch | 237.00 |
| Casual lettings including Pavilion (where VAT must be added) | 45.00 |

Rugby/Football (Note 1 below applies)

Charges exempt from VAT

| | |
|---|--------|
| Exclusive use of a pitch | |
| -Class 'A' Pitch | 775.00 |
| -Class 'B' Pitch | 560.00 |
| Alternate use of pitch | |
| -Class 'A' Pitch | 390.00 |
| -Class 'B' Pitch | 280.00 |
| | |
| Casual lettings including Pavilion (where VAT must be added) | |
| -Adults | 55.00 |
| -Juniors | 35.00 |

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

| | Charge 01.04.2001 | Charge 2002/03 |
|--|----------------------|-------------------|
| <u>Established Junior Pitches</u> | | |
| Exclusive use of pitch | | |
| -Class 'A' Pitch | 410.00 | |
| -Class 'B' Pitch | 280.00 | |
| Alternative use of pitch | | |
| -Class 'A' Pitch | 220.00 | |
| -Class 'B' Pitch | 150.00 | |
| -Club use | 130.00 | |
| (Exclusive use by Cub Scouts League 80% of junior Charge) | | |
| <u>Mini Football</u> (Note 2 below applies) | | |
| Exclusive use of pitch | 215.00 | |
| Alternate use of pitch | 160.00 | |
| 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 | | |
| <u>Pavilion Hire</u> (Note 1 below applies) | | |
| (Including Changing Rooms) | | |
| -per 3 hour session | | 33.00 |
| <i>NOTE: Hire in respect of Youth Clubs will be reduced by 50%</i> | | |
| LEISURE (Continued) | | |
| <u>Playgroups</u> | | |
| Pre-School and mother and child | | |
| -Morning Session | 8.00 | |
| -Afternoon Session | 7.00 | |
| -Brownies Evening Session | 3.00 | |
| 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) | | |
| <u>Tennis</u> | | |
| <u>Casual Bookings (55 minute sessions)</u> | | |
| Charges where VAT is absorbed | | |
| Per Court | | |
| -Adult) Any Day | 3.00 | |
| -Junior) Any Day | 2.00 | |

LOCAL LAND CHARGES

Charges exempt from VAT except where stated

Fees for Supplementary Enquiry's

| | Charge 01.04.2001 £ | Charge 2002/03 £ |
|---|------------------------------------|---------------------------------|
| Part I (a) where relating to one parcel of land only, as defined in Rule 2(2) (CON29) | 110.00 | 135.00 |
| (b) where relating to several parcels of land (which a single requisition for an Official Search would cover) and delivered on a single form:- for the first parcel of land | 110.00 | 135.00 |
| 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) | 20.00 | 25.00 |
| 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. | 15.00 | 20.00 |
| For each further enquiry added by solicitors and which the Council is willing to answer | 25.00 | 30.00 |

COUNCIL MINUTES ETC.

Charges exclusive of VAT

| | | | |
|------------------------------------|----------------|--------|--------|
| Parish List | -Yearly Charge | 120.00 | 125.00 |
| Council | - per annum | 80.00 | 85.00 |
| Council | - per meeting | 12.00 | 12.00 |
| Committees | - per annum | 160.00 | 165.00 |
| Committees | - per meeting | 26.00 | 26.00 |
| Sub Committees | - per annum | 90.00 | 95.00 |
| Sub Committees | - per meeting | 15.00 | 15.00 |
| Committee Report Background Papers | | | |
| Inspection Fee (per item) | | 0.80 | 0.85 |

COUNCIL MINUTES ETC (Continued)

| | | |
|---------------------------------|-------|-------|
| Local Plan - First Review | 34.00 | 35.00 |
| Inspectors report | 17.00 | 20.00 |
| Industrial directory | 6.00 | 6.00 |
| MOD Document | 11.00 | 12.00 |
| Land Availability - Residential | 13.00 | 15.00 |
| Land Availability - Industrial | 16.00 | 15.00 |

COPY DOCUMENTS (VAT absorbed on items under £1.00)

VAT to be added in other cases

| Charge 01.04.2001 | Charge 2002/03 |
|----------------------|-------------------|
|----------------------|-------------------|

| | | |
|--|-------|-------|
| Copies of Planning Consents, Building Regulations, Stop Notices, Tree Preservation order or similar notice | 14.00 | 15.00 |
| | 1.00 | 1.10 |
| Microfiche Planning Consent | 14.00 | 15.00 |
| Public Path Orders | 13.00 | 15.00 |
| Casual photocopying of documents (per A4/A3 sheets) | 0.40 | 0.40 |
| Copying Charge (A0/A1 Size) | 2.00 | 2.00 |
| Ordnance Survey Sheets | 21.00 | 22.00 |
| Plans | 21.00 | 22.00 |
| Copy of Register of food premises - per entry | 0.50 | 0.55 |
| FAX - Internal use only - first page | 1.60 | 1.60 |
| - each subsequent page | 0.60 | 0.60 |

MISCELLANEOUS ITEMS

| | | |
|---|--------|--------|
| Research per hour or part thereof (VAT to be added) | 40.00 | 45.00 |
| Engrossment of Conveyances | 50.00 | 55.00 |
| S106 Agreements - Single Domestic Dwellings | 75.00 | 80.00 |
| S106 Agreements - Other | | |
| The charge will be based on actual costs associated with the preparation and Completion of 106 agreements | | |
| Notice of Assignment/Notice of charge | 50.00 | 50.00 |
| Handling charges (Deeds) | 18.00 | 25.00 |
| Rochford Matters - Half page advertisement | 500.00 | 500.00 |
| Origins of Rochford Book | 1.50 | 1.50 |
| Origins of Rayleigh Book | 1.50 | 1.50 |
| Old House Booklet | 1.00 | 1.00 |
| Civic Shield | 15.00 | 15.00 |
| Ties | 5.00 | 5.00 |
| Key Rings | 2.00 | 2.00 |
| Twinning Badges | 1.30 | 1.30 |
| Guest room accommodation charge - per night (including VAT) | 10.00 | 11.00 |
| Hire of equipment - ropes (per rope) | 1.80 | Delete |
| - rope retaining post (per post) | 0.25 | Delete |
| Mobile Exhibition unit - per day (plus staffing costs) | 150.00 | 150.00 |
| Photocopying charge (per copy) - Town & Parish Council, voluntary organisations | 0.05 | 0.05 |
| Sewer Clearances. Costs apportioned to householders. Minimum charges of | 15.00 | 15.00 |
| <u>HIRE OF CIVIC SUITE</u> | | |
| (Per 3 hour session) | | |
| Room 3 | 15.00 | 15.00 |
| Room 5 | 15.00 | 15.00 |
| Council Chamber - per hour | 35.00 | 40.00 |
| Additional charge for use of Video Projection equipment - per hour | 15.00 | 20.00 |
| All charges for commercial use will be increased by 100% | | |
| Election - inspection of electoral documents | 10.00 | 10.00 |

10 BUDGET STRATEGY AND COUNCIL TAX OPTIONS

- 10.1 In setting the Council Tax 2001/02, Member's agreed a three year strategy, which was, based on tax increase for 6% for 2001/02 and 6% 2002/03 and 2003/04. The starting position is therefore the model for the tax increase of 6% for 2002/03.
- 10.2 The following shows the calculation of the Council Tax for the financial years 2001/02 and 2002/03 based on a 6% increase:-

| Description | 2001/02 £ | 2002/03 £ |
|--|------------------|-------------------------|
| Net revenue expenditure | 7,583,100 | 8,120,000 |
| Less target savings | (225,000) | (225,000) |
| Less support from reserves | (336,800) | (316,300) |
| Net expenditure for Council Tax | <u>7,021,300</u> | <u>7,578,700</u> |
| Savings required on draft estimates | - | <u>(240,000)</u> |
| Acceptable level of expenditure | <u>7,021,300</u> | <u>7,338,700</u> |
| Less external funding from Government | (3,417,715) | 3,504,000 |
| Less collection fund adjustment | <u>(28,022)</u> | <u>(30,000)</u> |
| Total for Council Tax | 3,575,563 | 3,804,700 |
| Divided by Tax Base | 30,142.98 | 30,239.50 |
| Council Tax at Band D | 118.62 | 125.82 |

- 10.3 As can be seen from this table the Council Tax at Band D for a 6% increase would be £125.82. The figure must be devisable by nine, as the various Tax Bands A–H are various ninth of the Council Tax at Band D.
- 10.4 At this level of Council Tax savings would be required of £240,000 from the Draft Estimates presented to Council, **plus** any amount required for Committee supported bids, bids from Political groups, Corporate and officer bids.

11 COMMITTEE SUPPORTED BIDS

- 11.1 In addition to the Draft Revenue Estimates, Member's will be required to consider the items that the Committees have requested be considered as part of the Budget Process, they are:-

| Description | £ |
|-----------------------------------|----------------------|
| Contaminated land | 30,000 |
| Air quality review | 9,000 |
| Essex Rural Transport Partnership | 1,000 |
| Bio diversity partnership | 2,000 |
| Total | <u>42,000</u> |

- 11.2 Therefore, with the inclusion of these figures, savings required are now £282,000. This is however the savings required balancing 2002/03 only. The figures for subsequent years shows that additional savings are required due to the withdrawal of the support of the budget strategy reserve. Taking this into account the savings required in 2002/03 is £360,000 in order to balance the three year strategy.

12 RECOMMENDATION

- 12.1 Members are requested to determine the Committee Supported Bids.

13 POLITICAL GROUP BIDS

- 13.1 Council agreed that any bids for Political Groups must be submitted to the Chief Executive by Friday 11 January. The following bids were received that affect the revenue budget:-

| Description | £ |
|---|---|
| Labour Group | |
| Explore the provision of a noise abatement officer for the District subject to the outcome of the Environmental Health Department best value review. | Guide figure £30,000 The Council would need to explore the potential costing under the basis of a service only at key times and the possibility of a shared service with another Authority. |
| To investigate the funding and implementation of a feasibility study to provide off road cycle provision within the District for health and recreation purposes. Subject to any existing reports that are available and if required in conjunction with the County Council. | Not identified. This will need to be discussed with Essex County Council |

14 RECOMMENDATION

- 14.1 Members are requested to determine the Political Group Bids.

15 CORPORATE PRIORITY AND OFFICER BIDS

15.1 Members are reminded that there is a Corporate Objective to increase recycling. The estimated revenue cost for additional 5,000 properties is £90,000. There will also be a requirement of £60,000 within the capital programme.

15.2 The following bids in relation to the General Fund revenue account are submitted by Officers :-

| Description | £ |
|---|---|
| Budget requirements following Best Value Reviews | |
| Housing – rent guarantee scheme | 8,000 |
| Planning and building control | Nil |
| Dog fouling enforcement (At the moment the question of fees and who gets to retain the income is under discussion by the Government) | Expenditure 40,000 Income – see note |
| Sewer & Ditch clearances - change of policy in dealing with clearances. Move to a planned approach. | 10,000 |

16 RECOMMENDATION

16.1 Members are requested to determine the Corporate Priority and Officer Bids.

17 BUDGET STRATEGY

17.1 The setting of the Council Tax takes place within a three-year strategy. Moving the figures covered within the Draft Revenue Estimate and the Committee Supported Bids into the three-year strategy produces the strategy shown on page 67. The tax increase for 2003/04 and 2004/05 have been included at 6%. With a tax increase of 6 % in 2002/03 and based on the existing draft budgets and the inclusion of the Committee supported bids the savings required is £360,000. This figure would need to be increased if Members decided to include any or all of the political group bids, Corporate and officer bids.

6 % Tax

Revenue Budget - 6 % , 6 %, 6 %

| | 6% | 6% | 6% | Assumed 6 % |
|-----------------------------------|------------------|------------------|------------------|------------------|
| | 2001/02 | 2001/02 | 2002/03 | 2003/04 |
| | Estimate | Revised | Estimate | Estimate |
| | | | | 2004/05 |
| | | | | Estimate |
| Projected permitted expenditure | 7,021,300 | 7,021,300 | 7,338,700 | 7,564,000 |
| 7,836,000 | | | | |
| Opening draft budget | 7,583,100 | 7,433,100 | 8,120,000 | 7,802,000 |
| | | | | 7,841,390 |
| Savings required | | | (360,000) | |
| Committee Supported Items | | | | |
| Contaminated Land | | | 30,000 | |
| Air Quality review | | | 9,000 | |
| Essex Rural transport partnership | | | 1,000 | |
| Biodiversity partnership | | | 2,000 | |
| Removal of one off items | | | | (189,000) |
| Adjusted budget | 7,583,100 | 7,433,100 | 7,802,000 | 7,613,000 |
| Inflation on adjusted budget | | | | 228,390 |
| | | | | 235,242 |
| Total base budget | 7,583,100 | 7,433,100 | 7,802,000 | 7,841,390 |
| | | | | 8,076,632 |
| Target Savings | (225,000) | (75,000) | (225,000) | (225,000) |
| Use of Budget Strategy Reserve | (336,800) | (336,800) | (238,300) | (52,390) |
| | | | | (15,632) |
| General Fund drawdown/repayment | | | | |
| Net Budget | 7,021,300 | 7,021,300 | 7,338,700 | 7,564,000 |
| | | | | 7,836,000 |
| Budget Strategy Reserve | | | | |
| Balance Bought Forward | 24,310 | 102,210 | 165,410 | 77,110 |
| | | | | 24,720 |
| Use of Fund | (336,800) | (336,800) | (238,300) | (52,390) |
| | | | | (15,632) |
| Provision for NNDR refund | 400,000 | 400,000 | 150,000 | |
| Balance Carried Forward | 87,510 | 165,410 | 77,110 | 24,720 |
| | | | | 9,088 |
| General Fund | | | | |
| Balance Bought Forward | 650,000 | 650,000 | 650,000 | 650,000 |
| (use of fund) / add to fund | | | | |
| Balance Carried Forward | 650,000 | 650,000 | 650,000 | 650,000 |
| | | | | |

18 TAX INCREASE OF 8.5% and 10%

- 18.1 Members agreed, that in presenting the budget to Council, tax increases of 8½% and 10% should be provided.
- 18.2 The 8½% increase was identified, as this is the figure that has emerged from the Government determinations relating to Rochford. This is shown below:-

| Description | 2001/02 £ | 2002/03 £ |
|--------------------------------------|------------------|------------------|
| Standard Spending Assessment (SSA) | 6,171,656 | 6,500,961 |
| External funding from the Government | (3,417,715) | (3,504,000) |
| Net Total | <u>2,753,941</u> | <u>2,996,961</u> |
| | | |
| Divided by Tax Base | 30,142.98 | 30,239.50 |
| Resultant Council Tax | 91.36 | 99.11 |
| Increase in Council Tax | | 8.5% |

- 18.3 Using the format previously used, the permitted budget with a Council Tax of 8½% will be £7,425,700 in 2002/03. The three-year strategy based on this tax increase is shown on page 69. It should be noted that the savings required are reduced to £267,000 as opposed to £360,000 with a 6 % tax increase. The savings figure would be greater depending on whatever political, Corporate and officer bids were agreed.
- 18.4 With a tax increase of 10%, the permitted budget would be £7,480,200 and the savings required is reduced to £212,000 as opposed to £267,000 with an 8 ½ % tax increase. The savings figure would be greater depending on whatever political, Corporate and officer bids were agreed. The strategy based on the 10% increase is shown on page 70.
- 18.5 Within the three year budget strategy Members will note that a reduction of £189,000 is shown in 2003/04. This is to recognise that not all items within the 2002/03 will continue year on year. The figure is made up as follows

| | £ |
|--|---------|
| Estimated additional income from investments | 100,000 |
| Elections – back to thirds instead of whole | 24,000 |
| Bus passes – adjustment on pass costs | 8,300 |
| Queens Jubilee – one off item | 2,900 |
| Leisure buildings repairs – one off provision | 10,000 |
| Food Hygiene contract – 2001/02 and 2002/03 only | 4,800 |
| Contaminated Land Survey – bid for 2002/03 | 30,000 |
| Air Quality survey – bid for 2002/03 | 9,000 |

8 1/2 % Tax

Revenue Budget - 8.5 % , 6 %, 6 %

| | 6% | | 8.5 % | 6% | Assumed 6 % |
|-----------------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2001/02 | 2001/02 | 2002/03 | 2003/04 | 2004/05 |
| | Estimate | Revised | Estimate | Estimate | Estimate |
| Projected permitted expenditure | 7,021,300 | 7,021,300 | 7,425,700 | 7,657,100 | 7,935,300 |
| Opening draft budget | 7,583,100 | 7,433,100 | 8,120,000 | 7,895,000 | 7,937,180 |
| Savings required | | | (267,000) | | |
| Committee Supported Items | | | | | |
| Contaminated Land | | | 30,000 | | |
| Air Quality review | | | 9,000 | | |
| Essex Rural transport partnership | | | 1,000 | | |
| Biodiversity partnership | | | 2,000 | | |
| Removal of one off items | | | | (189,000) | |
| Adjusted budget | 7,583,100 | 7,433,100 | 7,895,000 | 7,706,000 | 7,937,180 |
| Inflation on adjusted budget | | | | 231,180 | 238,115 |
| Total base budget | 7,583,100 | 7,433,100 | 7,895,000 | 7,937,180 | 8,175,295 |
| Target Savings | (225,000) | (75,000) | (225,000) | (225,000) | (225,000) |
| Use of Budget Strategy Reserve | (336,800) | (336,800) | (244,300) | (55,080) | (14,995) |
| General Fund drawdown/repayment | | | | | |
| Net Budget | 7,021,300 | 7,021,300 | 7,425,700 | 7,657,100 | 7,935,300 |
| Budget Strategy Reserve | | | | | |
| Balance Bought Forward | 24,310 | 102,210 | 165,410 | 71,110 | 16,030 |
| Use of Fund | (336,800) | (336,800) | (244,300) | (55,080) | (14,995) |
| Provision for NNDR refund | 400,000 | 400,000 | 150,000 | | |
| Balance Carried Forward | 87,510 | 165,410 | 71,110 | 16,030 | 1,035 |
| General Fund | | | | | |
| Balance Bought Forward | 650,000 | 650,000 | 650,000 | 650,000 | 650,000 |
| (use of fund) / add to fund | | | | | |
| Balance Carried Forward | 650,000 | 650,000 | 650,000 | 650,000 | 650,000 |

10 % Tax

Revenue Budget - 10 % , 6 %, 6 %

| | 6% | | 10% | 6% | Assumed 6 % |
|---------------------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2001/02 | 2001/02 | 2002/03 | 2003/04 | 2004/05 |
| | Estimate | Revised | Estimate | Estimate | Estimate |
| Projected permitted expenditure | 7,021,300 | 7,021,300 | 7,480,200 | 7,715,200 | 7,998,200 |
| Opening draft budget | 7,583,100 | 7,433,100 | 8,120,000 | 7,950,000 | 7,993,830 |
| Savings required | | | (212,000) | | |
| Committee Supported Items | | | | | |
| Contaminated Land | | | 30,000 | | |
| Air Quality review | | | 9,000 | | |
| Essex Rural transport partnership | | | 1,000 | | |
| Biodiversity partnership | | | 2,000 | | |
| Removal of one off items | | | | (189,000) | |
| Adjusted budget | 7,583,100 | 7,433,100 | 7,950,000 | 7,761,000 | 7,993,830 |
| Inflation on adjusted budget | | | | 232,830 | 239,815 |
| Total base budget | 7,583,100 | 7,433,100 | 7,950,000 | 7,993,830 | 8,233,645 |
| Target Savings | (225,000) | (75,000) | (225,000) | (225,000) | (225,000) |
| Use of Budget Strategy Reserve | (336,800) | (336,800) | (244,800) | (53,630) | (10,445) |
| General Fund drawdown/repayment | | | | | |
| Net Budget | 7,021,300 | 7,021,300 | 7,480,200 | 7,715,200 | 7,998,200 |
| <u>Budget Strategy Reserve</u> | | | | | |
| Balance Bought Forward | 24,310 | 102,210 | 165,410 | 70,610 | 16,980 |
| Use of Fund | (336,800) | (336,800) | (244,800) | (53,630) | (10,445) |
| Provision for NNDR refund | 400,000 | 400,000 | 150,000 | | |
| Balance Carried Forward | 87,510 | 165,410 | 70,610 | 16,980 | 6,535 |
| <u>General Fund</u> | | | | | |
| Balance Bought Forward | 650,000 | 650,000 | 650,000 | 650,000 | 650,000 |
| (use of fund) / add to fund | | | | | |
| Balance Carried Forward | 650,000 | 650,000 | 650,000 | 650,000 | 650,000 |

18.6 To produce the savings required within the various strategies shown above, Member's will need to:-

- determine the tax increase required,
- consider any revisions made to the draft estimates presented,
- amend or remove Committees Supported Bids,
- make the adjustments required following the renewal of the Leisure contract, and
- Agree any amendments to the Capital Programme to allow an amount of revenue resources to be returned to support the General Fund Revenue Account. Within the draft Capital Programme revenue potential support is available of £627,000, however the capital programme is currently shown as overdrawn.

19 LEISURE CONTRACT

19.1 The determination of the Leisure contract will be under the private and confidential report to this agenda. Within that report the financial implications for the budget and Council Tax will be shown under option papers. These will be numbered 1 – X. The Contracts Sub Committee on the 30 th January will make recommendations regarding the contract. Within the public discussion of the budget and Council Tax these can be referred to as options 1 – X.

20 COUNCIL TAX RECOMMENDATIONS

20.1 Based on the information currently available and subject to the determination of the Leisure contract, the Corporate Director of Finance and External Services has considered the budget and now recommends an increase of around 10%. The reasons for this as follows:

- At 10%, Members still need to make savings and be unable to implement key schemes.
- The Council's General Fund Balance is £650,000 and now falls below that which is regarded as a minimum,
- The Council is not able to invest to save,
- The Council is now becoming vulnerable with the rundown of the Budget Strategy Reserve,
- An increase of 10% is close to the Government's own assumptions of 8½%,
- The authority would not suffer any penalty from Council Tax Benefit Reduction,
- The Authority is highly unlikely to be capped at this level of tax increase, and
- An increase of 10% provides a firmer base upon which future tax increases could potentially be kept to around 6%.

21 NNDR CONSULTATION

21.1 The consultation with representative of the business community took place on 22 January. The outcome of that meeting will be reported by way of an appended Minute.

22 RECOMMENDATION

22.1 Members are requested to determine the Council Tax for 2002/03 by reference to the percentage increase agreed and the financial strategy for 2002/03 – 2004/05

23 GENERAL FUND CAPITAL PROGRAMME

- 23.1 The Capital Programme is shown on pages 74 -76. The Programme is that previously agreed by Members adjusted for slippage of schemes between financial years and for minor adjustments of the estimated cost of schemes.
- 23.2 It should be noted that the Draft Programme is overdrawn by £61,000 at the end of 2002/03 and by £272,000 at the end of 2003/04. As reported earlier in this Report, there is the potential to transfer £627,000 back to support revenue.
- 23.3 Bids from Political groups affecting the capital programme

| Description | £ |
|--|---|
| Labour group | Officer Guide estimate |
| Refurbishment of Hullbridge public toilets to a vandal resistant standard | 60,000 |
| Refurbishment of the Hullbridge pavilion toilets to a vandal resistant standard subject to officer's report. Times of operation will also need to be considered. | Not known. A survey would need to be undertaken |
| Refurbishment of Great Wakering public toilets to a vandal resistant standard when resources permit | 60,000 |

- 23.4 In addition to the above Members requested details of the capital cost of bringing Sweyne Park up to standard. A report is being submitted to Community Services Committee on the 5 th February. The report identifies the initial requirement of £20,000 for drainage and £39,000 for additional paths.
- 23.5 Members will be aware that there is the potential for additional Central Government funding to be made toward the IS/ICT strategy. When details are available the capital programme will need to be adjusted for the funding and the schemes proposed. The earmarked funding is expected at £200,000.

24 RECOMMENDATION

- 24.1 Members are requested to agree the General Fund capital programme taking account of the political bids and information shown in 15.4 and 15.5 above.

| General Fund Capital Programme & Financing estimates | | | Update January 2002 | | | | |
|--|---|-------------------|---------------------|--------------------|---------------------|---------------------|---------------------|
| | | Actual 2000/01 | Estimate 2001/02 | Revised 2001/02 | Estimate 2002/03 | Estimate 2003/04 | Estimate 2004/05 |
| 1 | Information and communications technologies | | | | | | |
| | | | | | | | |
| 1 | IT equipment - PC's, printers etc replacements | 48,715 | - | - | - | - | - |
| 2 | IT requirements - infrastructure/re-cabling | - | 178,000 | 181,000 | - | - | - |
| 3 | Software - new / replacements | - | 72,000 | 72,000 | 30,000 | 30,000 | 30,000 |
| 4 | Intranet Strategy | 25,061 | 6,000 | 6,000 | - | - | - |
| | | | | | | | |
| 2 | Vehicles and equipment | | | | | | |
| | | | | | | | |
| 1 | Car Park Machines | 9,000 | 10,000 | 10,000 | - | - | - |
| 2 | Wheelie Bins | 14,950 | 20,000 | 20,000 | 25,000 | 30,000 | 30,000 |
| 3 | 413 Toyota Hi-Lux Pick up | - | - | - | 13,500 | - | - |
| 4 | 410 Toyota Hi-Lux Truck | - | - | - | 14,000 | - | - |
| 5 | 925 Land Rover | - | - | - | 14,000 | - | - |
| 6 | 302 Leyland Road Runner | - | - | - | 26,000 | - | - |
| 7 | 404 Suzuki Jeep | - | - | - | 15,000 | - | - |
| 8 | 837 Massey Fergusson Tractor | - | - | - | 8,000 | - | - |
| 9 | 201 Ford Tractor | - | - | - | 8,000 | - | - |
| 10 | 575 Granada - Civic Car | - | - | - | - | 22,000 | - |
| 11 | Car Park patrol vehicle | - | - | - | - | 7,000 | - |
| 12 | Main Print Room Copiers | - | - | - | 30,000 | - | - |
| 13 | Dictation Equipment | - | - | - | 20,000 | - | - |
| 14 | Franking machine | - | - | - | - | 12,000 | - |
| 15 | Mobile Exhibition Unit | 18,912 | - | - | - | - | - |
| 16 | Presentation Equipment - Council Chamber | - | 60,400 | 60,400 | - | - | - |
| | | | | | | | |
| 3 | Repairs and improvements to operational assets | | | | | | |
| | | | | | | | |
| 1 | Mill Hall Improvements | 51,838 | 7,800 | 7,800 | - | - | - |
| 2 | Leisure Contract commitment | - | 200,000 | - | 200,000 | - | - |
| 3 | Improvements to Public Conveniences | 135,893 | - | - | - | - | - |
| 4 | Mill Hall Sports - Demolition & Car Park | 166,467 | 33,500 | 33,500 | - | - | - |
| 5 | Rayleigh Windmill | - | 25,000 | - | 25,000 | - | - |
| 6 | Works following the Building Condition Survey | - | 150,000 | 97,000 | 178,000 | 100,000 | - |
| 7 | Resurfacing & improvements - Approach c/p | - | 30,000 | 41,100 | - | - | - |
| 8 | Disability Discrimination Act | - | - | - | 125,000 | 125,000 | - |

| | | Actual 2000/01 | Estimate 2001/02 | Revised 2001/02 | Estimate 2002/03 | Estimate 2003/04 | Estimate 2004/05 |
|-----------|---|-------------------|---------------------|--------------------|---------------------|---------------------|---------------------|
| 4 | Town and Village improvements | | | | | | |
| | | | | | | | |
| 1 | Rochford Town Centre | - | 100,000 | | 100,000 | - | - |
| 2 | Hullbridge | - | 100,000 | | 100,000 | - | - |
| 3 | Hockley | | 150,000 | | 150,000 | - | - |
| 4 | West Street Rochford CPO - 37-39 (net) | 6,943 | 26,700 | 15,000 | - | - | - |
| 5 | ----- " ----- 50 - 54 | - | 75,000 | - | 75,000 | - | - |
| | | | | | | | |
| 5 | Crime and Disorder and Safety strategies | | | | | | |
| | | | | | | | |
| 1 | CCTV - small shopping parades across the District | - | 40,000 | 40,000 | - | - | - |
| 2 | Schools/pedestrian crossings - Holt Farm | - | 26,200 | 26,200 | - | - | - |
| 3 | Canewdon school. Amber warning signs | - | 3,800 | 3,800 | - | - | - |
| 4 | Upgrade lighting and security in car parks | 3,500 | 30,000 | 30,000 | - | - | - |
| 5 | Downhall/London Rd junction | - | 50,000 | 50,000 | - | - | - |
| 6 | Crime and Disorder - Parish partnership | - | 20,000 | 20,000 | 20,000 | 20,000 | - |
| 7 | Fairview - 5 a side/basketball | - | 15,000 | 11,500 | - | - | - |
| 8 | Hawkwell Teen Village | - | 4,000 | 3,300 | - | - | - |
| 9 | Hullbridge 5 a side | - | 17,000 | 17,500 | - | - | - |
| 10 | Additional CCTV | | | | | | |
| 6 | Recycling | | | | | | |
| | | | | | | | |
| 1 | Recycling Schemes | - | 70,000 | 62,000 | - | - | - |
| | | | | | | | |
| 7 | Open Spaces and play facilities | | | | | | |
| | | | | | | | |
| 1 | Play Spaces | - | 96,000 | 40,000 | 105,000 | 50,000 | 50,000 |
| 2 | -- Doggetts runway | 3,983 | - | - | - | - | - |
| 3 | Glebe & Morrins playspace | 7,690 | 42,300 | 42,300 | - | - | - |
| 4 | Play area - purchase of MOD land - Gt Wakering | 3,630 | - | - | - | - | - |
| 5 | Cherry Orchard Jubilee Country Park | - | 190,000 | 40,000 | 150,000 | - | - |
| 6 | Sweyne Park | | | | | | |
| | | | | | | | |
| 8 | Community Initiatives | | | | | | |
| | | | | | | | |
| 1 | Community Initiatives (St. Marks Field) | | 60,000 | 24,000 | 36,000 | - | - |
| | | | | | | | |
| 10 | Total For General Fund | 496,582 | 1,908,700 | 954,400 | 1,467,500 | 396,000 | 110,000 |

| | | Actual 2000/01 | Estimate 2001/02 | Revised 2001/02 | Estimate 2002/03 | Estimate 2003/04 | Estimate 2004/05 |
|-----------|--------------------------------------|-------------------|---------------------|--------------------|---------------------|---------------------|---------------------|
| | | | | | | | |
| 11 | Capital Programme financing | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 1 | General Fund - Basic Credit Approval | 87,000 | 22,000 | 22,000 | 54,000 | 35,000 | 35,000 |
| 2 | RCCO - HRA | 25,000 | 25,000 | 25,000 | - | - | - |
| 3 | Town Centre Regeneration Reserve | | 663,000 | | 663,000 | - | - |
| 4 | Capital Receipts Required | 384,582 | 1,198,700 | 907,400 | 750,500 | 361,000 | 75,000 |
| | | 496,582 | 1,908,700 | 954,400 | 1,467,500 | 396,000 | 110,000 |
| | | | | | | | |
| | | | | | | | |
| 12 | Statement on Capital Receipts | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 1 | Capital Receipts B/fwd | 1,219,056 | 1,192,503 | 1,192,503 | 664,603 | (60,897) | (271,897) |
| 2 | Received in Year - Housing | 356,779 | 200,000 | 275,000 | 150,000 | 150,000 | 150,000 |
| 3 | Received in Year - General Fund | 1,250 | 600,000 | 629,500 | - | - | - |
| 4 | Use in the year - Housing | | (650,000) | (525,000) | (125,000) | - | - |
| 5 | Use in year - General Fund | (384,582) | (1,198,700) | (907,400) | (750,500) | (361,000) | (75,000) |
| 6 | Capital Receipts C/fwd | 1,192,503 | 143,803 | 664,603 | (60,897) | (271,897) | (196,897) |

25 HOUSING CAPITAL PROGRAMME

- 25.1 The Capital Programme is shown on pages 78-79. The programme for the Housing Revenue Account is that agreed by Housing Management Sub-Committee. For other housing provisions have been included for Private sector renovation grants, disabled facility grants and Local Authority Social Housing Grant (LASHG).

26 BIDS FROM POLITICAL GROUPS**26.1 Labour group**

The group has proposed the following –

- The changing of the two vacant properties in Rochford Garden Way into two ONE bedroom properties to fulfil an identified need.
- The funding of this would come from the Major Repairs Allowance within the Housing Revenue Account. As mentioned above the Housing Management Sub Committee has agreed their priorities for 2002/03.

- 26.2 Members will recall that at Council held on the 18 th December officers were instructed to investigate the potential public and community use of the shops.

27 RECOMMENDATION

- 27.1 Members are requested to determine the Housing capital programme, taking account of the political group bid

| | | | January 2002 | | |
|-----|---|----------------|------------------|------------------|------------------|
| | Housing Capital Programme & Financing | | | | |
| | | Actual | Estimate | Revised | Estimate |
| | | 2000/01 | 2001/02 | 2001/02 | 2002/03 |
| | Housing Revenue Account | | | | |
| | | | | | |
| 81 | Cash Incentive | 19,100 | 57,300 | 57,300 | 60,000 |
| 82 | Window Replacements | 100,047 | 567,600 | 467,600 | 118,800 |
| 83 | Central Heating | 235,106 | 142,800 | 147,000 | - |
| 85 | Provision for Improvements. Doors etc | 92,399 | - | - | 75,000 |
| 86 | Boiler replacements | - | 80,000 | 80,000 | 86,100 |
| 87 | Electrical upgrades - rewiring | - | 50,000 | 50,000 | 50,000 |
| 88 | Rochford Garden Way - area regeneration | - | 130,000 | - | 125,000 |
| 89 | CCTV - Sheltered | - | 30,000 | 25,000 | - |
| 90 | Window replacements- Lavers | - | 40,000 | 35,000 | - |
| 91 | Window replacements - Britton Court | - | 60,000 | 55,000 | - |
| 92 | Boilers - Sheltered housing | - | 70,000 | 35,000 | 115,000 |
| 93 | Smoke Alarms | - | - | - | 30,000 |
| 94 | Conversions for larger families | - | - | - | 100,000 |
| 95 | Disabled Adaptations | - | - | - | 50,000 |
| 96 | Hatfield House Improvements | - | - | - | 50,000 |
| 97 | Link Radio Project | - | - | - | 25,600 |
| 98 | Fire Prevention Works | 71,678 | 51,000 | 51,000 | - |
| 99 | Sheltered Homes conversion | - | - | - | 300,000 |
| 100 | Fees to be allocated to schemes | - | - | - | 100,000 |
| 101 | MRA carried forward | | | 49,400 | - 49,400 |
| 102 | | 518,329 | 1,278,700 | 1,052,300 | 1,236,100 |
| | | | | | |
| | | | | | |
| | HRA Financing | | 1,052,289 | 1,052,300 | 1,058,300 |
| 103 | HRA - RCCO | | - | - | - |
| 104 | Capital Receipts applied | | - | - | 125,000 |
| 105 | New programme possible | | - 226,411 | - | - 52,800 |

| | | Actual | Estimate | Revised | Estimate |
|-----|--|----------------|----------------|----------------|----------------|
| | | 2000/01 | 2001/02 | 2001/02 | 2002/03 |
| | Other Housing | | | | |
| | | | | | |
| 106 | LA. Social Housing Grant - New | - | - | - | - |
| 107 | 12,Elsenham Court (Estuary) | 45,000 | - | - | - |
| 108 | 23, Tendring Ave (Estuary) | 45,000 | - | - | - |
| 109 | Disabled unit - 25, Sandown (Springboard) | 40,000 | - | - | - |
| 110 | Accommodation for the homeless | - | 375,000 | 375,000 | - |
| 111 | PSRG and LA SHG | - | 150,000 | 120,000 | 167,000 |
| 112 | Private Sector Renewal Grants | 161,691 | 60,000 | 90,000 | 60,000 |
| 113 | Disabled Grants | 119,950 | 109,000 | 80,000 | 109,000 |
| | | 411,641 | 694,000 | 665,000 | 336,000 |
| | | | | | |
| 114 | Grant - DFG | | 66,000 | 48,000 | 66,000 |
| 115 | Non HRA financing - BCA for Housing | | 103,000 | 103,000 | 270,000 |
| 116 | New Capital Receipts | | 525,000 | 525,000 | - |
| 117 | | | 694,000 | 676,000 | 336,000 |
| | | | | | |
| | | | | | |
| | | | | | |
| | TOTAL HOUSING | 929,970 | | | |
| | | | | | |
| | | | | | |
| 120 | Single Allocation | 858,000 | | | |
| 121 | Housing - Basic Credit Approval | | | | |
| 122 | Supplementary Credit Approval - Capital Receipts Release | | | | |
| 123 | - Disabled | 71,970 | | | |
| 124 | Private Sector Renewal Grant | | | | |
| 125 | RCCO - Housing Revenue Account | | | | |
| | | 929,970 | | | |

28 SUMMARY OF RECOMMENDATIONS

28.1 The following recommendations have been presented to Members :-

- the General Fund Virements for 2001/02 and the revised estimates for 2001/02,
- the General Fund Draft Revenue Estimates for 2002/03,
- fees and charges for 2002/03,
- the Committee Supported Bids,
- Bids from Political Groups that affect the General Fund revenue account
- the Corporate Priority and Officer Bids,
- the Council Tax for 2002/03,
- The General Fund Capital Programme for 2002/03, 2003/04, 2004/05.
- The Housing Capital Programme for 2002/03, 2003/04 and 2004/05

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