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**Chairman: Councillor A.C. Roberts**

**Vice-Chairman: Councillor R.J. Jackson**

**Members of the Committee:**

**Councillor M.G. Cope**

**Councillor R. A. Crowe**

**Councillor R. Crowe**

**Councillor Mrs G.E. Dawn**

**Councillor P.C. Duncan**

**Councillor J.D. Lee**

**Councillor N.B. Mison**

**Councillor Mrs S. Soar**

**Councillor D.B. Staples**

**Councillor Mrs L.M.J. Tift**

**Substitutes**

**Councillor Mrs I. Brown**

**Councillor G.P. Handley**

**Councillor R.B. Laughton**

**Councillor P.S. Peacock**

**Councillor B. Wells**

## **AGENDA**

**MEETING: Leisure & Environment Committee**

**DATE: Tuesday, 24<sup>th</sup> November 2015 at 6.00pm**

**VENUE: Room G21, Kelham Hall**

**You are hereby requested to attend the above Meeting to be held at the time/place  
and on the date mentioned above for the purpose of transacting the  
business on the Agenda as overleaf.**

If you have any queries please contact Catharine Saxton on 01636 655247.

## AGENDA

Page Nos.

- |    |   |          |       |
|----|---|----------|-------|
| 1. | Apologies for Absence   |          |       |
| 2. | Minutes of the Meeting held on 27 <sup>th</sup> October 2015              |          | 3 – 8 |
|    |   | (exempt) |       |
| 3. | Declarations of Interest by Members and Officers and as to the Party Whip |          |       |
| 4. | Declaration of Any Intentions to Record the Meeting                       |          |       |

### PART 1 - ITEMS FOR DECISION

- |    |  |  |           |
|----|--|--|-----------|
| 5. | Rumbles Catering Project – Leasing of Council Facilities at Vicar Water Country Park and Sconce & Devon Park |  | 9 - 11    |
| 6. | Council’s Draft Revenue Budget for 2016/17 to 2020/2021  |  | 12 - 54   |
| 7. | Health and Wellbeing/Health Scrutiny   |  | To Follow |
| 8. | Chairman’s Update  |  | To Follow |

### PART 2 - ITEMS FOR NOTING

None

### CONFIDENTIAL AND EXEMPT ITEMS

- |    |                                  |
|----|----------------------------------|
| 9. | National Civil War Centre Budget |
|----|----------------------------------|

## **NEWARK AND SHERWOOD DISTRICT COUNCIL**

Minutes of the meeting of the **LEISURE & ENVIRONMENT COMMITTEE** held in Room G21, Kelham Hall, Newark on Tuesday, 27<sup>th</sup> October 2015 at 6.00 pm.

PRESENT: Councillor A.C. Roberts (Chairman)

Councillors: R.V. Blaney (Ex-Officio), R.A. Crowe, R. Crowe, Mrs G.E. Dawn, P.C. Duncan, B. Laughton (Substitute for R.J. Jackson) J.D. Lee, N.B. Mison, Mrs S. Soar, D.B. Staples and Mrs L.M.J. Tift.

### 24. APOLOGIES FOR ABSENCE

An apology for absence was received on behalf of Councillors R.J. Jackson and M.G. Cope.

### 25. MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> SEPTEMBER 2015

For clarity, the Committee were informed by the Business Manager - Waste, Litter and Recycling, that with regard to Minute No. 16 - Recycling and Green Waste Update, Bilsthorpe was originally included in the area that Mansfield District Council had considered including in their green waste collection, however, it was now to be included in the area that would be covered by Newark and Sherwood District Council.

AGREED that with two minor amendments, the Minutes of the meeting held on 15<sup>th</sup> September 2015, be approved as a correct record and signed by the Chairman.

### 26. DECLARATION OF INTERESTS BY MEMBERS AND OFFICERS

NOTED that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

### 27. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

The Chairman advised that the proceedings were being audio recorded by the Council.

### 28. PROPOSAL TO EXPAND THE CURRENT GARDEN WASTE SCHEME

The Committee considered the report of the Director – Communities regarding proposals to expand the existing garden waste collection service. Members heard details of the existing service which had been introduced across the District in the last two years, using existing resources and working in partnership with Rushcliffe Borough Council and Mansfield District Council. The Business Manager- Waste, Litter and Recycling was in attendance and explained that at this point the partners had no wish to expand their coverage within Newark and Sherwood District, so to increase coverage within the District, in line with the County Council draft Waste Reduction, Reuse, Recycle and Composting Plan 2015/16, and our own Waste Strategy, the most effective solution would be to provide an additional vehicle and crew.

An estimated cost of a vehicle and crew had been provided at £114,250 per annum plus Marketing costs of £28,000 in the first year. The estimated additional income for the first year of the service was £55,000 if 12% of residents requested the additional bin. Nottinghamshire County Council had also confirmed they would contribute £30,000 to assist with the introduction of the expanded scheme, which would help cover the cost of the new brown bins and some of the marketing. It was noted that once uptake of the service reached 18%, the service would be cost neutral, however, it was not possible to predict the rate of up-take and when this was likely to occur. The expansion would add £90,000 to the revenue budget for 2016/17.

The Committee considered the report, and it was clarified that the estimated costs had been based on one marketing campaign. The Business Manager- Waste, Litter and Recycling explained that services such as the green waste collection never reached 100% coverage unless they were a free service, and most commonly expanded through word of mouth rather than advertising. The proposal to purchase or hire a new vehicle would enable an uptake of up to 25% of the properties in the area covered by Newark and Sherwood District Council. At an 18% uptake, the service would become cost neutral and one additional vehicle would be sufficient.

One Member raised an issue with regard to the Windrow composting facility at Oxton, informing the Committee that he had received a number of complaints from residents regarding odour from the facility. It was also queried whether any of the green waste collected was sent to landfill. The Business Manager- Waste, Litter and Recycling answered that the County Council directed where any waste or recycling was taken, and he was not aware of any green waste being directed towards landfill. The Business Manager- Environmental Health and Licensing was also present, and would look at any complaints received with regard to the Windrow composting facility.

AGREED (unanimously) that Members support the proposal for the expansion of the District Council's Garden Waste Service and recommend to the Policy and Finance Committee the adoption of the Garden Waste Services, to commence on 1<sup>st</sup> April 2016.

## 29. THE INTRODUCTION OF SMOKE FREE VEHICLES LEGISLATION AND ITS ENFORCEMENT

The Committee considered the report presented by the Business Manager - Environmental Health and Licensing regarding the introduction of legislation relating to smoke free vehicles and enforcement. The Smoke-Free (Private Vehicles) Regulations 2015 came into force on 1<sup>st</sup> October 2015, prohibiting people from smoking or having lighted tobacco products in a car or enclosed vehicle containing more than one person or if a person under 18 is present. The act also made it an offence for the driver to fail to present smoothing in the same circumstances. This did not include e-cigarette or vapour products.

There was a large base of public support for the legislation, and it was likely that most people would voluntarily comply with public and social pressure. The primary responsibility for detecting and dealing with offences against the legislation lay with the Police. However, the Council were also responsible for enforcing the regulation and officers authorised to do so could issue a fixed penalty notice to an offender. This was set within the regulations at £50, reduced to £30 if paid within 15 days.

It was proposed that the following officers be authorised to act under Chapter 1 of the Health Act 2006 (as amended by section 95 of the Children and Families Act 2014):

Business Manager - Environmental Health;  
Assistant Manager - Licensing and Enforcement;  
Senior/Environmental Health Officers;  
Environmental Health Technical Officers; and  
Licensing Enforcement Officers.

Whilst these officers would not have powers to stop a vehicle, which lay with the Police, any enforcement action would relate to stationary vehicles. However, it was proposed that officers work to support the building of general compliance through information and advice campaigns, alongside the work of the Police and issue fixed penalty notices, if appropriate, where a complaint had been received. During the Committee discussion, it was clarified that where a 17 year old person was smoking alone in the car, this would be an offence.

AGREED (unanimously) that:

- a) Members are asked to note the introduction of the Smoke-free (Private Vehicles) Regulations 2015 and;
- b) Authorise the following staff From the Environmental Health and Licensing Business Unit to act in matters under Chapter 1 of the Health Act 2006 (as amended by section 95 of the Children and Families Act 2014);
  - i. Business Manager - Environmental Health
  - ii. Assistant Manager - Licensing and Enforcement
  - iii. Senior/Environmental Health Officers
  - iv. Environmental Health Technical Officers
  - v. Licensing Enforcement Officers
- c) The enforcement approach set out in paragraphs 5.2 and 5.3 of the report be supported.

30. ACTIVE4TODAY DRAFT BUSINESS PLAN 2016/17

The Committee considered the report presented by the Director – Customers regarding the draft Business Plan for Active4Today and the performance framework. The Director - Customers was in attendance to present the report, outlining the background for Members and explaining the reasons behind the company’s request for an additional management fee in 2015/16.

The Committee noted that the most significant reason for a request for additional management fee was due to issues arising with VAT income which was £30,000 from 2015/16, and £111,000 for 2016/17. The reasons behind this issue were beyond the control of the company, and therefore the request for finance was not deemed unreasonable. The Director - Customers, who as the Authorised Officer, advised the Council on it’s relationship with the company, suggested that the Committee may wish to consider requesting the Company to absorb some of this cost within its own performance through identifying savings and work to increase the membership base. Phased payment of the requested funding could also be considered.

The Managing Director- Active4Today was also in attendance and outlined the Draft Business Plan and performance information for the Committee. It was noted that some of the performance information were new indicators, and therefore no comparison could be included. However, despite the request for additional management fee, due to issues surrounding VAT, the Company was meeting performance against the targets set in the Business Plan. In response to a member, the Managing Director explained that the Company had taken forward the inclusivity policy of the Council, and offered discounts between 10%-40% to persons in receipt of benefit, to access services at the Leisure Centres. It was also clarified that the Company worked alongside the County Obesity Strategy to provide support for GP referrals. Information regarding these could be included in the Business Plan. Other members suggested that more quantifiable objectives be included within the Business Plan, alongside more details against the goals of the Company.

With regard to the Membership fees, there was some concern raised that a competitors membership fee was lower than Active4Today. In response, the Managing Director explained that although the basic fee may be lower, any enhanced packages would be more expensive than the offer from Active4Today. The offer from Active4Today represented good value for money, with access to sites across the District and a new purpose built leisure centre soon available. The Director-Customers also clarified that the timetable for development of the new leisure centre was not delayed.

AGREED (unanimously) that:

- (a) the Committee approves the request for additional management fee in 2015/16 to ensure the company's cash-flow requirements can be met;
- (b) the Committee approve that half of the extra funding requested for 2015/16 is paid now, with the remainder to be paid in early April 2016 once the full impact is known, or earlier should the need arise;
- (c) the Committee consider where funding for the loss of income due to the late opening of the new leisure centre could be found from within its existing budget; and
- (d) a Working Group of Leisure and Environment Committee Members comprising of the Chairman and Councillors: Mrs R. Crowe, P. Duncan and D. Staples be established to review the company's draft business plan objectives, current performance framework and management fee requirement in 2016/17.

31. GENERAL FUND PERFORMANCE REPORT UP TO 31<sup>ST</sup> AUGUST 2015

The Committee considered the report presented by the Assistant Manager- Financial Services, comparing the net expenditure for the period ending 31 August to the profiled budget for the same period. There was a net underspend of £72, 749, which was largely due to steady fuel prices, as it had been anticipated they would rise, and the opening of Brunel Drive resulting in further fuel savings. It was anticipated that it result in more savings on vehicle repairs and tyres, but these could not be quantified at that stage. There were other small underspends within premises and supplies and services.

The Director- Customers informed the Committee that performance of the National Civil War Centre had been affected by on-going building works, and there was likely to be further impact on the Centre and the Palace Theatre as a result of the works to link the buildings. These would need to be forecast into the budget and a report would be brought to the Committee for the November meeting.

AGREED (unanimously) that the overall position of the Leisure and Environment Committee net expenditure compared to the budget at 31 August 2015 is approved. Officers continue to look for additional savings throughout the financial year.

32. UPDATE REGARDING THE NATIONAL CIVIL WAR TRAIL APP

The Committee considered the report of the Director – Customers regarding the National Civil War Trail App. Members considered download data, with 110 downloads per week, and whilst weekends were busiest, the Committee noted the increased figure on Mondays, due to the number of downloads which took place on bank holidays.

The Committee also noted the receipt of two silver awards from the Cannes Corporate film festival, for films made for the app, and congratulated the company for their vision and the achievement.

AGREED (unanimously) that the National Civil War Trail app progress report is noted and future reports brought to the Committee.

33. VICAR WATER COUNTRY PARK EVENTS AND ACTIVITIES

The Business Manager- Parks and Amenities was in attendance to present a report detailing events and activities held at Vicar Water Country Park in 2015, and those planned for 2016. A wide range of events and activities had taken place with a record number of school children taking part in education activities.

The Committee praised the efforts of the conservation volunteers, and the work of the Countryside Ranger, Matt Smith. It was noted that with regard to visitor numbers, only the main entrance to the park was monitored, which had recorded 46, 230 since January.

AGREED (unanimously) that the Committee noted the range and quality of events taking place at Vicar Water Country Park in 2015, customer satisfaction with the Park and planned events and projects for 2016.

34. HEALTH AND WELLBEING/HEALTH SCRUTINY

The Chairman provided a verbal update regarding the Health and Wellbeing Board that he had attended where the Fire and Rescue service had given a presentation at the meeting, highlighting their use of first aid at incidents. The Board had also heard of survey results indicating young people's willingness to discuss issues around sex and teenage pregnancy with their parents, and of information relating to excessive deaths amongst older people over the winter months. Councillor Staples had attended a health forum regarding tobacco which was very useful, but under attended.

The Committee also noted the recent results for Sherwood Forest Hospitals which had been rated as inadequate by a recent Care Quality Commission report. The Trust would therefore remain in special measures. The Committee supported the work of the Trust to resolve this situation, noting this may result in a merger with a larger Trust. Many members of the Committee highlighted positive feedback they had received from people receiving services of the Trust, throughout the District, and in particular regarding the staff.

35. CHAIRMANS UPDATE

The Chairman had recently attended a meeting of the Newark Heritage Forum, which had included a presentation from a member of the South Holland Heritage Forum which was a sub-group of the Lincolnshire Heritage Forum. It was considered that a similar organisational mechanism would be appropriate for the Newark Heritage Forum, with the possibility of becoming a sub-group of the Nottinghamshire Heritage Forum. It was also proposed that a Sherwood Heritage Forum be created to cover the west of the District, which could include local groups such as the Bilsthorpe Heritage Group and Sherwood Landscape Partnership Group. The next meeting of the Newark Heritage Forum would be on 30 November.

36. EXCLUSION OF THE PRESS AND PUBLIC

AGREED that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of this item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 4 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

37. ACTIVE4TODAY BUDGET ISSUES

The Committee considered the report of the Director - Customers regarding issues surrounding the forecasted VAT savings to be achieved by the creation of Active4Today, alongside the Draft Business Plan, also considered by the Committee.

(Summary provided in accordance with 100C(2) of the Local Government Act 1972).

The meeting closed at 7.32pm.

Chairman



**RUMBLES CATERING PROJECT – LEASING OF COUNCIL FACILITIES AT VICAR WATER COUNTRY PARK AND SCONCE & DEVON PARK**

**1.0 Purpose of Report**

- 1.1 To provide Committee with an update on the leasing of the cafes at Vicar Water Country Park and Sconce & Devon Park to Rumbles Catering Project for a 10 year period.
- 1.2 To seek Committee approval for the progression of a project to extend the visitor centre at Sconce & Devon Park.

**2.0 Background Information**

- 2.1 At its June 2014 meeting, the Leisure & Environment Committee agreed that new 10 year leases for the café facilities at Vicar Water Country Park and Sconce and Devon Park should be entered into with Rumbles Catering Project. In order to ensure clarity in the relationship between the Council and Rumbles, the leases were drawn up on a more commercial basis than the previous Vicar Water lease, with a grant then being given to Rumbles in recognition of its charitable status, the work it does with young people and adults with a learning disability and local communities and the role it plays in attracting visitors to the 2 parks.
- 2.2 Based on Rumbles' request for an initial rent-free period the grant was agreed as being for the full amount of the rent in Year 1 of the lease after which it tapers off at 10% pa over the 10 year period of the lease such that by Year 10 it represents only 10% of the commercial rent. The grant will be provided on the basis of an agreed set of outcomes, including the number of people with learning difficulties trained and/or helped into employment, number of people with learning difficulties supported and number of community events and initiatives held.
- 2.3 Following research into rents at similar parks-based cafes an annual base rent of £1,000 pa for the Sconce & Devon Park café and £2,500 pa for the Vicar Water Country Park café was agreed and this will be augmented by a turnover rent of 5% of the annual catering turnover for the 2 facilities.

**3.0 Latest Position**

- 3.1 The leases for the 2 cafés have now been signed for a 10 year period from 1<sup>st</sup> April 2015. Rumbles are continuing to trade successfully, with their latest catering turnover figures showing increases at both facilities. The takings at the Sconce café for the latest completed accounting year (to 31/10/14) increased from £40,939 to £49,144, up by 20%, whilst the catering turnover for the Vicar Water CIC for the same year was £119,986. This was the first full year of trading for the Vicar Water CIC however previously reported figures for the trading side of the Rumbles Charity (which included the Vicar Water café income) indicated that the takings were less than £100,000, suggesting that turnover has again increased by 20%.

- 3.2 Given these latest turnover figures the initial turnover rents will be £2,457 for Sconce & Devon and £5,999 for Vicar Water and the total rents in the first year of the lease will be £3,457 and £8,499 respectively. Given that in the first year of the lease the Council's grant will cover 100% of the rent, the grant for 2015/16 will be £11,956.
- 3.3 The grant will be provided on the basis of an agreed set of outcomes for 2015/16, including the number of people with learning difficulties trained and/or helped into employment, number of people with learning difficulties supported and number of community events and initiatives held and a Service Level Agreement between the 2 parties has been agreed and signed. For 2014/15 Rumbles has provided the following information:

Task	Targets Met for 2014-15
Training: Level 1 Catering Level 2 Catering Level 3	2 successful, 1 still undertaking 3 Apprenticeships completed 2 successful
Voluntary and school placements	4 volunteers, 2 are now working part time 8 school placements
Events	Community Summer Festival (funded via the charity) Worked with Newark & Sherwood DC on 6 further events
Paid Employment for persons with learning disabilities	6

- 3.4 A clause will be included in the leases allowing for a full review after 5 years and giving either side the option to terminate the lease at this point. In addition, the Service Level Agreement will be monitored annually and quarterly visitor centre management meetings will continue to be held.
- 3.5 The financial arrangements associated with the leases will be met from the existing Vicar Water Country Park and Sconce & Devon Park budgets without any additional resources being required.

#### **4.0 Proposals**

- 4.1 The Sconce & Devon Park restoration project has been a great success, with increased numbers of people visiting the park and making use of the visitor centre and café. The Sconce & Devon Park Ranger regularly conducts environmental education activities and the number of events held in the park has significantly increased. However the lack of a meeting/class room within the visitor centre limits the activities that can be undertaken and on frequent occasions a small marquee has to be erected to allow for events to be held. In addition the café is often full and on busy days Rumbles' trade is adversely affected. The Parks & Amenities Business Unit is thus considering the feasibility of an extension to the Sconce & Devon Park visitor centre.
- 4.2 The provision of additional space would create the following benefits:

- Increased learning and participation opportunities for local schools and groups providing activities for children

- Creation of a new meeting room which could be hired out to local voluntary sector and commercial organisations and used for small functions/talks, etc.
- Rumbles would be able to expand their catering activities, thus increasing turnover and providing financial benefits for both Rumbles and the Council

## **5.0 Equalities Implications**

5.1 Rumbles Catering Project provides employment, volunteering and training opportunities for young people and adults with a learning disability.

## **6.0 Comments of Director of Resources**

6.1 The turnover figures show a slight increase over those included in the estimated budget which will result in a small increase of income in future years if this trend continues.

## **7.0 RECOMMENDATIONS that:**

- (a) **The progress made in progressing the leasing of the cafes based at Vicar Water Country Park and Sconce & Devon Park to Rumbles Catering Project be noted.**
- (b) **Committee grants in principle support for the Sconce & Devon Park visitor centre extension project and its approval for further work to be undertaken on the project pending a more detailed Committee report.**

## **Reason for Recommendation**

**To ensure that Committee is kept fully updated on issues relating the Council's visitor centres at Sconce & Devon Park and Vicar Water Country Park.**

Background Papers - None

For further information please contact Phil Beard, Business Manager – Parks & Amenities on extension 5714.

Andy Statham  
Director Community

**COUNCIL'S DRAFT REVENUE BUDGET 2016/17 - 2020/21**

**1.0 Purpose of Report**

- 1.1 To inform the Committee of the progress to date on the budget for 2016/17 and future years.

**2.0 Background Information**

- 2.1 At the meeting of Policy & Finance Committee on 10<sup>th</sup> September 2015, Members considered the preliminary report on the 2016/17 Budget and agreed the overall strategy including the appropriate basis on which the budget should be developed, including salaries, wages, general inflation, debt charges etc.
- 2.2 Also at this meeting, Policy & Finance Committee agreed the timetable for consideration of the 2016/17 budget provisions. The budget timetable is dictated by the corporate timetable for Policy and operational Committees. The essential deadline is that the Council is able to set the level of Council Tax for 2016/2017 at its meeting on 10<sup>th</sup> March 2016. Working back from this date a timetable has been drawn up and is attached at **Appendix C**. This timetable enables sufficient time for the budget proposals to be considered by operational Committees and Policy & Finance Committee and also sufficient time for the work to be completed within the Financial Services section and Business Units.
- 2.3 The Council has agreed policies on Budgeting and Council Tax, Reserves and Provisions, Budget Principles, a Charging Policy and Value for Money Strategy which set out the approach to be taken to the budget process. These policies and principles were reviewed and updated by Policy & Finance Committee in September 2015. The Charging Policy is included at **Appendix D**.

**3.0 Introduction**

**3.1 Financial Environment**

- 3.1.1 Following the General Election in May 2015, the Government announced an emergency budget in July. This will be followed by a Comprehensive Spending Review, the results of which will be announced at the end of November. It is anticipated that the draft Local Government Finance Settlement will be announced in late December 2015. Although figures have not been announced for Government Grant for future years, the Chancellor has stated that local authorities can expect the same trajectory of cuts to Government Grants to be continued and this has been assumed in the Council's Medium Term Financial Plan (MTFP).
- 3.1.2 Until the draft Local Government Finance Settlement is announced in December, all figures for Government Grant are based on internal estimates. Reductions in Government grant are expected to continue. The current estimates remain unchanged from the approved Medium Term Financial Plan and are:

	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
	£	£	£	£	£
Formula Grant	2,623,630	1,641,110	1,229,100	808,870	381,720

It can be seen that a reduction in grant of approximately £1m is anticipated for the next financial year. Furthermore, by the end of the life of this Council, it is anticipated that Government Grant will have substantially disappeared. However, it must be stressed that the level of Government Grant for 2016/17 will not be known until December 2015 at the earliest. At that point, it is hoped that indicative figures for future years will also be announced.

- 3.1.3 Members will be aware that the business rates retention scheme was introduced in April 2013. Councils are able to keep a proportion of the business rates revenue as well as a proportion of the growth that is generated in their area. The estimated amounts for retained business rates, excluding growth in the area, are shown in the table below:

	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
	£				
Retained Business Rates	3,337,990	3,433,320	3,502,000	3,572,030	3,641,980

It can be seen that the retained business rates increases each year due to inflation and this will benefit the District Council by £95,330 in 2016/17.

- 3.1.4 Retained Business Rates Growth is now a key component of the Council's annual revenue budget. In the budget for 2015/16, income of £620,000 has been included for Business Rates Growth, and it is anticipated that this will increase to £900,000 for each subsequent year. In addition, the Council will receive approximately £400,000 per year from central Government to compensate for changes to the business rates regime announced in the Chancellor's Autumn Statement in December 2014.
- 3.1.5 Members will be aware that the level of Council Tax has now been frozen for a number of years. At this stage, it is not known whether or not the Government will continue to allocate a Council Tax freeze grant to those Councils that freeze their Council Tax in 2016/17. Furthermore, the rules on Council Tax increases and the referendum limit are unlikely to be announced until early 2016.
- 3.1.6 The position with regard to general inflation remains complex. The latest (July 2015) CPI figure for inflation shows an annual increase of 0.1%. The Bank of England forecast is for CPI inflation to remain below 2% by the end of 2016/17.
- 3.1.7 One of the major areas of the budget affected by inflation is the cost of salaries and wages. In the Chancellor's summer budget in July 2015, it was announced that public sector pay increases would be restricted to 1% per annum for the next 4 years. The medium term financial plan already included a 1% increase for pay, increments and other salary costs for each financial year. It should be noted, however, that the budget also announced an intention to introduce a National Living Wage. This will impact on the Council's budget and it will be necessary to assess the position on this as further details are announced.

#### 4.0 **Budget Pressures**

- 4.1 There will undoubtedly be budget pressures in certain areas of the budget that will lead to unavoidable increases in the budget in specific areas. The Council's budget has become more reliant on income and so may on occasions be vulnerable to reductions in the level of income, and would also potentially be vulnerable to a rise in inflation or interest rates.
- 4.2 The Council will also have to consider demand management in areas such as homelessness, community safety and supporting people and potentially in the following areas where budget pressures are likely to arise:
- Welfare reform
  - Increased planning applications, which potentially provide increased income but also an increased workload
  - Increased house building in the District gives pressure on services such as refuse collection
  - Family Intervention Project and Anti-Social Behaviour as funding streams decline
- 4.3 Although there has been a clear focus on the need to deliver savings, the Council has also set priorities to develop services in certain areas. This has been through a combination of the development of facilities and assets, and identifying funds for the delivery of specific policies.
- 4.4 With respect to assets, the Council has developed a National Civil War Centre, is in the process of building a new Leisure Centre in Newark and is progressing the decision to move its headquarters from Kelham Hall. These are included in the Medium Term Financial Plan and all will be provided at no additional cost to council tax payers. Efficiencies in the running costs of these assets against the current asset base have been identified that will support budgets in future years.
- 4.5 In the March 2013 Budget, the government announced that a flat rate state pension will be introduced from April 2016. This will mean an end to employees in local government pension schemes being able to "opt out" of the state second pension and an end to the 3.4% rebate in National Insurance contributions that public sector employers currently benefit from for those employees that have opted out. This will cost the Council approximately £230,000 per year from 2016/17. This has already been included in the Medium Term Financial Plan.

#### 5.0 **Budget Strategy**

- 5.1 Whilst there is always a need to improve efficiency and review existing budgets, the Council's budget gap is significant and should principally be addressed through strategic measures. A number of strategies were considered and approved for the 2015/16 budget as set out in 3.1 above. The current estimate for savings in these areas is:

	2015/16	2016/17	2017/18	2018/19	2019/20
	Base Budget	Base Budget	Base Budget	Base Budget	Base Budget
	£	£	£	£	£
Leisure Commissioning	(250,000)	(380,000)	(400,000)	(400,000)	(400,000)
Devolution & Service					
Redesign	(260,000)	(260,000)	(260,000)	(260,000)	(260,000)

Accommodation Move	0	0	(395,000)	(500,000)	(510,000)
Collaboration	(50,000)	(100,000)	(100,000)	(100,000)	(100,000)
<b>Total</b>	<b>(560,000)</b>	<b>(740,000)</b>	<b>(1,155,000)</b>	<b>(1,260,000)</b>	<b>(1,270,000)</b>

- 5.2 Each of these areas will make a significant contribution to the savings required. It is considered that these will remain central planks of the development of the budget for 2016/17 and future years. It can be seen that the savings from these strategic areas will increase over the period of the Medium Term Financial Plan.
- 5.3 With regard to collaboration with other authorities, at this stage a general savings provision has been included. This is supported by work currently being undertaken on Building Control, Sports and Arts Development, Environmental Health and Planning Administration.
- 5.4 Each year an efficiency review is undertaken to consider the potential for budget savings and for additional income to be incorporated into the budget. This review identifies sustainable savings that can continue to be delivered in future years. For 2015/16 savings of £360,000 were identified and are in the process of being delivered for 2016/17 further savings of £641,000 have been identified. These include an increased vacancy provision based on recent experience, deletion of vacant posts, such as that achieved through the merger of the Policy and Performance Business Units, savings on contracts and increased income.
- 5.5 Capital financing is regularly reviewed to ensure that borrowing is not undertaken unless it is necessary. The latest review has shown that no borrowing is necessary for the current approved capital programme. This includes the new Leisure Centre, the relocation of the Council's headquarters and the vehicle replacement programme. This reduces the capital financing budget (which shows the revenue impact of borrowing) by approximately £500k in 2016/17 and by a similar amount in future years.
- 5.6 The additional savings since the Medium Term Financial Plan was approved in March 2015 are summarised in the table below. The improvements in the Council Tax Base would also provide an effective increase in resources for the Council in addition to these savings.

**Savings additional to the approved MTFP**

	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
	<b>Base Budget</b>	<b>Base Budget</b>	<b>Base Budget</b>	<b>Base Budget</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Business Rates Growth	100,000	100,000	100,000	100,000
Grant in lieu of Business Rates Growth	400,000	400,000	400,000	400,000
Efficiency Review	641,000	641,000	641,000	641,000
Capital Financing	497,140	538,920	630,470	1,044,610
<b>Total</b>	<b>1,638,140</b>	<b>1,679,920</b>	<b>1,771,470</b>	<b>2,185,610</b>

Savings per MTFP	1,521,740	1,377,120	1,758,720	2,650,600
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- 5.7 It can be seen from this that the additional savings, together with the approved budget strategy, will deliver sufficient savings to develop a balanced budget, provided that individual budgets are prepared on the basis that they do not exceed the levels approved

in the Medium Term Financial Plan as adjusted by the savings detailed in this report. Budget Officers have been instructed to prepare their budgets on this basis.

## **6.0 Draft Revenue Budget Proposals**

- 6.1 Business Managers and service budget officers have been working with officers from Financial Services to determine a first draft general fund budget and medium term financial plan. The budgets have been prepared in line with the strategy agreed by Policy & Finance Committee on 10<sup>th</sup> September 2015.
- 6.2 A summary of the figures to date for the Leisure & Environment Committee is shown at **Appendix A** to this report. It should, however, be clearly understood that the figures shown are first draft only and that a substantial amount of work has yet to be completed before any conclusions can be drawn. The figures also exclude all capital charges and recharges for central services. The subjective summary is shown in **Appendix B**.
- 6.3 It should be noted that this shows only the budget for services falling within the remit of the Leisure & Environment Committee, but overall, across all services and taking account of 'below the line' costs and income the necessary savings for 2016/17 are almost achieved, however when the overall budget is considered by the Policy & Finance Committee on 3<sup>rd</sup> December it may refer budgets back where it feels that additional savings need to be made.
- 6.4 The current draft budget shows a reduction in 2016/17 with budgets rising throughout the remainder of the medium term financial plan. This is at a time when the Council is facing reducing government grants and other financial pressures. It is important that the Committee continues to scrutinise and review its budget in order to achieve additional savings in future years. The budget has been prepared on existing arrangements, i.e. the Council being based at Kelham Hall. It does not currently include any long term implications of the Moving Ahead Project.
- 6.5 Direct service expenditure net of capital charges and internal central services recharges currently shows an overall decrease of £327,820 against 2015/16 budget. This figure assumes a 1% increase in salary and wages costs overall in 2016/17 and future years. An average of 2% inflation on expenditure and income, as approved by the Policy & Finance Committee at its meeting on 10<sup>th</sup> September 2015 is included; however budget officers and business managers have been instructed to look for additional savings so that the new budget comes in at or below the 2015/16 budget.
- 6.6 Staffing costs account for approximately 56% of the overall gross service budget (excluding housing benefits) (50% on the Leisure & Environment Committee budget) and significant budget savings cannot be achieved without affecting staffing levels.
- 6.7 Major variances between 2015/16 and 2016/17 are shown below:
- 6.7.1 The Leisure and Environment budget has seen some of the most significant strategic changes between 2015/16 and 2016/17 with the setting up of Active4Today and the devolution of some services to Newark Town Council and other Parish Councils. It has also seen the first operational year of the National Civil War Centre. There will be further



changes to the budget as the Palace Theatre, NCWC and Tourist Information are integrated which will result in a reduced budget for Culture and Heritage overall.

- 6.7.2 It was difficult to forecast visitor numbers and income levels during the first year of operations at the National Civil War Centre. The business plan and budget continue to evolve as phase 3 of works to the centre is undertaken. The income projections increase over the life of the Medium Term Financial Plan.
- 6.7.3 The setting up of Active4Today has a significant impact across all the budgets and in some cases it is difficult to see the total saving as some charges which were formerly applied as part of central support services now become real charges in the accounts. The management charge to Southwell Leisure Centre is now shown in the budget presented here, but there are savings on central support services (mostly within Policy & Finance Committee) as Active4today continue to use and pay for services under Service Level Agreements – this includes HR & Legal, Financial Services, ICT etc.
- 6.7.4 Within Refuse, Cleansing & Transport significant savings have been achieved on fuel resulting from more efficient vehicles, reduced price of fuel and the opening of the waste transfer station at Brunel Drive. The budget for the extended garden waste collection service which was approved by Policy & Finance Committee on 5<sup>th</sup> November 2015 has been incorporated into this budget.
- 6.7.5 Significant savings have been achieved through devolution to Town and Parish Councils – particularly is Grounds Maintenance and Public Conveniences. Savings on market administration is reported to Economic Development Committee, although all savings are partially offset by a grant to Newark Town Council which appears in the Grants and Concessions budget on Homes & Communities Committee. Further devolution is currently being progressed and will be reported to Members as agreement is reached.

## **7.0 Revenue Budget Bids 2016/17**

- 7.1 As stated above, Members will be aware that the Council is likely to face severe budgetary challenges over the next four years. As other pressures impact on Local Government spending it is anticipated that further cuts may be forced on to Local Government. Consequently, it is not possible for revenue growth bids to be incorporated into the budget for 2016/17 or following years without making savings or increasing income elsewhere.

## **8.0 Increases in Fees and Charges**

- 8.1 Members will be aware that a review of charges is considered as part of the budget process each year. With this in mind it is proposed that a **guideline** figure for increases to fees and charges should be set at a minimum of 2% for each year of the medium term financial plan. In preparing income budgets officers should have regard to this guidance and the level of RPI at the time the charges are set. Each type of income should be considered on its own merits and there should be comparative assessment with other local authorities and service providers in the area before final approval of fees and charges by Council. It is important for income levels to be considered **net** of VAT where appropriate, ie to consider the level of income ultimately received by the Council. A comparison of proposed fees and charges for 2016/17 with those charged during 2015/16 is included at **Appendix E**

8.2 It is important that fees and charges are considered within the framework set out in the Corporate Charging Policy that is included at **Appendix D**.

8.3 Proposals for increases in fees and charges will be brought to the next meeting of the Leisure & Environment Committee on 26<sup>th</sup> January 2015 for consideration and recommendation to Policy & Finance Committee on 25<sup>th</sup> February 2016 and Council on 10<sup>th</sup> March 2016.

## **9.0 Conclusions**

9.1 The figures at this stage in the budget process require a considerable amount of work before they are recommended to Policy & Finance Committee on 25<sup>th</sup> February 2016.

9.2 It is important that the Committee continues to scrutinise and review its budget in order to achieve additional savings in future years at a time when the Council is facing reducing government grants and other financial pressures.

## **10.0 RECOMMENDATIONS that:**

- (a) the Committee undertakes a review of fees and charges (excepting services which are subject to commissioning and devolution);**
- (b) the current draft Committee budget be incorporated into the overall service budget to be reported to Policy & Finance Committee at its meeting on 3<sup>rd</sup> December 2015; and**
- (c) the Director - Resources, continues to formulate budget proposals for formal consideration at the Leisure & Environment Committee meeting on 26<sup>th</sup> January 2016 for recommendation to Policy & Finance Committee on 25<sup>th</sup> February 2016.**

## **Reason for Recommendations**

To ensure that the preliminary figures for the budget are considered by Policy & Finance Committee and that final budget proposals for 2016/17 to 2020/21 are submitted to the Leisure & Environment Committee on 26<sup>th</sup> January 2016 for recommendation to Policy & Finance Committee on 25<sup>th</sup> February 2016.

## **Background Papers**

Nil

For further information please contact D. Dickinson on Extension 5300 or A. Wasilewski on Extension 5738.

David Dickinson  
Director - Resources

## BUDGET SUMMARY

### LEISURE & ENVIRONMENT

CODE	DESCRIPTION	15/16 net of 7s 8s and 95101	2016/17 DRAFT BUDGET	MORE/ (LESS) no 7's 95101	2017/18 BASE BUDGET	2018/19 BASE BUDGET	2019/20 BASE BUDGET	2020/21 BASE BUDGET
<b>Culture &amp; Heritage</b>								
A10101	NATIONAL CIVIL WAR CENTRE	187,650	304,610	116,960	254,530	194,140	170,690	182,510
A10102	MILLGATE MUSEUM	0	0	0	0	0	0	0
A10103	MUSEUMS MANAGEMENT	0	0	0	0	0	0	0
A10104	GILSTRAP INTERPRETATION CENTR	0	0	0	0	0	0	0
A10105	NEWARK CASTLE/CASTLE GROUNDS	40,050	43,160	3,110	43,700	44,240	44,800	45,360
A10107	OLD MAGNUS BUILDINGS	0	0	0	0	0	0	0
A10108	RESOURCE CENTRE. MUSEUMS	25,370	24,680	(690)	25,090	25,470	25,870	26,260
A11443	PALACE THEATRE	131,090	123,010	(8,080)	130,410	137,410	144,560	151,800
<b>Sub Total</b>		<b>384,160</b>	<b>495,460</b>	<b>111,300</b>	<b>453,730</b>	<b>401,260</b>	<b>385,920</b>	<b>405,930</b>
<b>Leisure</b>								
A11301	GROVE LEISURE CENTRE	(329,020)	0	329,020	0	0	0	0
A11305	SOUTHWELL LEISURE CENTRE	0	93,530	93,530	94,680	95,850	96,990	98,930
A11306	NEW LEISURE CENTRE	(41,400)	0	41,400	0	0	0	0
A11307	DUKERIES LEISURE CENTRE	10,130	0	(10,130)	0	0	0	0
A11319	SPORTS DEVELOPMENT	131,910	0	(131,910)	0	0	0	0
A11322	BLIDWORTH LEISURE CENTRE	(7,950)	0	7,950	0	0	0	0
A11575	LEISURE CENTRES	615,080	0	(615,080)	0	0	0	0
A11576	NEW COMPANY - LEISURE	0	324,910	324,910	300,740	299,830	298,670	298,100
<b>Sub total</b>		<b>378,750</b>	<b>418,440</b>	<b>39,690</b>	<b>395,420</b>	<b>395,680</b>	<b>395,660</b>	<b>397,030</b>
<b>Refuse, Cleansing &amp; Transport</b>								
A11002	DOMESTIC REFUSE COLLECTION	1,730,540	1,663,430	(67,110)	1,659,900	1,680,170	1,701,330	1,722,290
A11104	STREET SWEEPING	519,960	464,820	(55,140)	470,560	475,110	479,890	484,580
A11137	BRUNEL DRIVE DEPOT ADMIN	57,280	59,960	2,680	61,380	62,010	62,630	63,270
A15003	BRUNEL DRIVE DEPOT	105,250	105,150	(100)	106,770	108,740	110,930	112,850
A26901	VEHICLE POOL WORKSHOP	(65,670)	(54,240)	11,430	(55,370)	(55,980)	(57,420)	(58,970)
A26910	VEHICLE POOL NSH	(820)	0	820	0	0	0	0
<b>Sub total</b>		<b>2,346,540</b>	<b>2,239,120</b>	<b>(107,420)</b>	<b>2,243,240</b>	<b>2,270,050</b>	<b>2,297,360</b>	<b>2,324,020</b>
<b>Parks &amp; Open Spaces</b>								
A11201	LOWDHAM CEMETERY	(500)	(1,960)	(1,460)	0	0	0	0
A11202	WALESBY CEMETERY	(620)	(1,440)	(820)	0	0	0	0
A11331	PARKS AND PLAYING FIELDS	31,850	25,880	(5,970)	28,010	28,670	30,550	31,250
A11333	SHERWOOD AVENUE AMENITIES	16,030	0	(16,030)	(2,430)	(2,430)	(2,430)	(2,430)
A11334	PRIVATE ESTATES	(17,360)	12,160	29,520	16,010	21,220	21,210	21,660
A11335	CLOSED CHURCHYARDS	8,290	4,650	(3,640)	4,690	4,740	4,780	4,820
A11336	VICAR WATER PARK	68,680	53,950	(14,730)	54,160	54,530	50,380	50,700
A11337	COMMUNITY FACILITIES MGMT	55,150	43,850	(11,300)	45,100	57,530	58,160	58,810
A11338	SCONCE & DEVON PARK	69,020	74,670	5,650	75,450	76,170	76,860	77,580
A11702	ENVIRONMENTAL SCHEMES	26,730	26,250	(480)	26,770	27,020	27,310	27,580
A15023	GROUNDS MAINTENANCE	399,750	226,140	(173,610)	228,890	390,340	397,540	402,450
A11582	LIFE SAVING	0	0	0	0	0	0	0
<b>Sub total</b>		<b>657,020</b>	<b>464,150</b>	<b>(192,870)</b>	<b>476,650</b>	<b>657,790</b>	<b>664,360</b>	<b>672,420</b>
<b>Sports, Arts Development &amp; Neighbourhood Centres</b>								
A11314	LINCOLN ROAD SPORTS HALL	15,150	16,730	1,580	16,980	17,200	17,450	17,690
A11321	NEIGHBOURHOOD CENTRES	17,520	15,790	(1,730)	19,990	20,430	20,870	21,300
A11339	NEWARK SPORTS HUB	6,200	7,200	1,000	7,320	7,440	7,560	7,690
A11442	ARTS DEVELOPMENT	40,030	40,980	950	41,490	41,980	42,510	43,030
A11583	COMMUNITY SPORTS & ARTS DEV	59,440	66,540	7,100	68,540	69,390	70,260	71,150
<b>sub total</b>		<b>138,340</b>	<b>147,240</b>	<b>8,900</b>	<b>154,320</b>	<b>156,440</b>	<b>158,650</b>	<b>160,860</b>
<b>Environmental Health</b>								
A11106	PEST CONTROL	12,670	13,190	520	13,120	13,000	12,890	12,770
A11107	DOG CONTROL	43,340	48,010	4,670	48,690	49,320	49,930	50,550
A11110	NATIONAL ASSISTANCE ACT BURIAL	4,020	4,110	90	4,190	4,270	4,350	4,440
A11135	ENV HEALTH PROACTIVE	323,640	329,730	6,090	332,870	335,940	339,050	342,150
A11136	ENV HEALTH REACTIVE	317,190	286,630	(30,560)	291,780	294,810	297,870	300,950
<b>Sub total</b>		<b>700,860</b>	<b>681,670</b>	<b>(19,190)</b>	<b>690,650</b>	<b>697,340</b>	<b>704,090</b>	<b>710,860</b>
<b>Other Misc</b>								
A10701	UPKEEP OF DYKES	10,400	10,610	210	10,820	11,040	11,260	11,480
A11101	PUBLIC CONVENIENCES	184,660	56,640	(128,020)	57,790	58,970	60,180	61,400
A11103	SEWERAGE WORKS	25,620	34,950	9,330	27,310	27,860	28,410	28,980
A11731	STREET NAMING	40,040	41,790	1,750	42,410	43,020	43,650	44,290
A12221	NEWARK LIVESTOCK MARKET	(178,500)	(230,000)	(51,500)	(230,000)	(230,000)	(230,000)	(230,000)
<b>Sub total</b>		<b>82,220</b>	<b>(86,010)</b>	<b>(168,230)</b>	<b>(91,670)</b>	<b>(89,110)</b>	<b>(86,500)</b>	<b>(83,850)</b>
<b>TOTAL</b>		<b>4,687,890</b>	<b>4,360,070</b>	<b>(327,820)</b>	<b>4,322,340</b>	<b>4,489,450</b>	<b>4,519,540</b>	<b>4,587,270</b>

**BUDGET SUMMARY  
LEISURE & ENVIRONMENT SUBJECTIVE**

CODE	DESCRIPTION	2015/16	2016/17	More/ (Less)	2017/18	2018/19	2019/20	2020/21
		INITIAL BUDGET	DRAFT BUDGET		BASE BUDGET	BASE BUDGET	BASE BUDGET	BASE BUDGET
111	SALARIES AND WAGES	4,321,510	3,227,360	(1,094,150)	3,260,690	3,294,200	3,327,290	3,360,700
113	NATIONAL INSURANCE	270,640	206,420	(64,220)	211,090	213,360	215,700	217,980
114	SUPERANNUATION	469,250	383,310	(85,940)	388,530	392,530	396,460	400,430
	<b>EMPLOYEE SUB TOTAL</b>	<b>5,061,400</b>	<b>3,817,090</b>	<b>(1,244,310)</b>	<b>3,860,310</b>	<b>3,900,090</b>	<b>3,939,450</b>	<b>3,979,110</b>
211	REPAIRS AND MAINTENANCE	213,350	98,720	(114,630)	99,470	101,280	103,130	105,000
212	ENERGY COSTS	300,250	120,590	(179,660)	122,970	125,410	127,910	130,470
213	RENT	9,180	8,050	(1,130)	8,130	8,210	8,300	8,390
214	RATES	202,430	71,430	(131,000)	72,640	74,090	75,570	77,090
215	WATER SERVICES	85,930	26,330	(59,600)	26,740	27,270	27,820	28,380
217	CLEANING AND DOMESTIC	14,060	1,950	(12,110)	1,970	1,990	2,010	2,030
219	CONTRIBUTION TO FUNDS	243,020	170,410	(72,610)	170,920	171,440	171,980	172,520
311	TRANSPORT	1,269,880	1,040,520	(229,360)	1,054,920	1,102,580	1,123,290	1,142,240
313	CONTRACT HIRE OP LEASE	700	350	(350)	360	370	380	390
315	CAR ALLOWANCES	49,410	36,110	(13,300)	36,780	37,470	38,170	38,900
316	INSURANCE	63,240	69,100	5,860	72,120	73,360	75,290	76,800
411	EQUIPMENT AND FURNITURE	158,030	92,950	(65,080)	94,530	96,140	97,770	99,430
412	MATERIALS	50,730	41,050	(9,680)	41,620	42,210	42,810	43,420
421	INTERNAL	48,000	38,010	(9,990)	38,770	39,550	40,340	41,140
431	CLOTHING AND UNIFORMS	25,900	20,230	(5,670)	20,430	20,630	20,830	21,040
441	GENERAL OFFICE EXPENSES	140,560	125,630	(14,930)	99,510	101,410	103,350	105,320
451	CONTRACTUAL	662,090	744,700	82,610	725,060	731,640	738,170	745,960
452	OTHER SERVICES	118,010	117,140	(870)	110,960	112,460	113,960	115,500
461	COMMUNICATIONS AND COMPUTI	40,440	49,040	8,600	50,030	51,030	52,060	53,100
471	STAFF	9,390	7,060	(2,330)	7,190	7,320	7,450	7,580
481	GRANTS	28,140	17,770	(10,370)	18,130	18,490	18,860	19,240
482	SUBSCRIPTIONS	1,500	1,760	260	1,800	1,830	1,870	1,910
491	INSURANCE	102,370	84,710	(17,660)	88,530	90,230	92,620	94,470
493	OTHER	833,810	797,630	(36,180)	810,330	824,600	835,420	846,730
497	DISCOUNTS	9,110	8,360	(750)	7,600	6,790	5,920	5,000
	<b>RUNNING EXPENSES SUB TOTAL</b>	<b>4,679,530</b>	<b>3,789,600</b>	<b>(889,930)</b>	<b>3,781,510</b>	<b>3,867,800</b>	<b>3,925,280</b>	<b>3,982,050</b>
922	Contributions From Other Las	(67,930)	(83,560)	(15,630)	(85,220)	(86,670)	(88,280)	(89,780)
926	Receipts From Other Funds	(7,700)	0	7,700	0	0	0	0
928	Recharge Non Gf Accounts	(410,910)	(538,650)	(127,740)	(527,480)	(388,030)	(391,700)	(396,180)
931	Sales	(504,120)	(428,460)	75,660	(492,340)	(567,500)	(602,360)	(602,360)
932	Fees And Charges	(3,386,940)	(1,543,430)	1,843,510	(1,556,200)	(1,572,580)	(1,593,630)	(1,610,650)
933	Rents	(203,590)	(243,080)	(39,490)	(243,260)	(243,590)	(243,950)	(244,320)
935	Commission	(13,040)	0	13,040	0	0	0	0
938	Fees And Charges	(63,000)	(64,200)	(1,200)	(64,200)	(64,200)	(64,200)	(64,200)
939	Other Receipts	(247,670)	(264,830)	(17,160)	(268,750)	(272,190)	(275,710)	(279,330)
958	Int Charge For Services	(148,140)	(80,410)	67,730	(82,030)	(83,680)	(85,360)	(87,070)
	<b>INCOME SUB TOTAL</b>	<b>(5,053,040)</b>	<b>(3,246,620)</b>	<b>1,806,420</b>	<b>(3,319,480)</b>	<b>(3,278,440)</b>	<b>(3,345,190)</b>	<b>(3,373,890)</b>
	<b>COMMITTEE</b>	<b>4,687,890</b>	<b>4,360,070</b>	<b>(327,820)</b>	<b>4,322,340</b>	<b>4,489,450</b>	<b>4,519,540</b>	<b>4,587,270</b>

<b>2016/17 REVENUE BUDGET TIMETABLE</b>				
<b>Action</b>	<b>Base Budget &amp; General Principles of Budget</b>	<b>Draft Budget</b>	<b>Draft Final Budget</b>	<b>Final Budget Approval &amp; Council Tax Setting</b>
Base budget & general principles of budget				
Budget workshop for Members and/or presentations to Groups				
Business Manager presentation				
Support Services – agree basis for recharging		11 <sup>th</sup> September 2015		
Working Papers Issued to Budget Officers		Last date 20 <sup>th</sup> July 2015		
		Budget developed with Heads of Service, Business Managers, Committee Chairs & Opposition Spokespersons		
First draft of treasury estimates based on capital programme reported to September Policy & Finance Ctte.		First week of October		
Draft budgets complete – no support services allocated	30 <sup>th</sup> September 2015	30 <sup>th</sup> September 2015		
Budgets uploaded to eFinancials	6 <sup>th</sup> to 8 <sup>th</sup> October			
Co-ordination and review of first draft budget and reports prepared.	12 <sup>th</sup> – 16 <sup>th</sup> October			
First draft of budget		Economic Development Committee 25 <sup>th</sup> November 2015 (papers 04/11/15) Leisure & Environment Committee 24 <sup>th</sup> November 2015 (papers 5/11/15)  Homes & Communities Committee 30 <sup>th</sup> November 2015 (papers 05/11/15)  Policy & Finance Committee 3 <sup>rd</sup> December 2015 (papers 11/11/15)	Policy & Finance Committee 3 <sup>rd</sup> December 2015 (papers 11/11/15)	

Final treasury estimates completed based on capital performance reported to December Policy & Finance			By end of December	
Support services allocated and uploaded to eFinancials	There may be late changes if Policy & Finance refer budgets back to Committees or change their own budget	23 <sup>rd</sup> to 27 <sup>th</sup> November		
Final Committee budgets approved for consideration by Policy & Finance Committee 25 <sup>th</sup> February 2016			Economic Development Committee 6 <sup>th</sup> January 2016 (papers 09/12/15) Homes & Communities Committee 18 <sup>th</sup> January 2016 (papers 22/12/16) Leisure & Environment Committee 26 <sup>th</sup> January 2016 (papers 07/01/16) Policy & Finance Committee 28 <sup>th</sup> January 2016 (papers 06/01/16)	
Housing Revenue Account Budget and rent setting report				Policy & Finance Committee 28 <sup>th</sup> January 2016 to make comments to Council on 9 <sup>th</sup> February 2016 for approval. (Papers complete by 06/01/16)
Council Tax Discounts Scheme determined				Council 16 <sup>th</sup> December
Council Tax Base				Officer Decision determined between 1 <sup>st</sup> December and 31 <sup>st</sup> January
Revenue Budget Setting				Policy & Finance 25 <sup>th</sup> February 2016 (papers 03/02/16)
Parish Council Precept information received			(up to) 29 <sup>th</sup> February 2016	
Council Tax setting				Council 10 <sup>th</sup> March 2016 (papers 02/03/16)

**NEWARK AND SHERWOOD DISTRICT COUNCIL**

**CORPORATE CHARGING POLICY**

**Revised: July 2015**

**Date of next revision: July 2016**

## **CONTENTS**

- 1. Introduction**
- 2. Purpose of the Policy**
- 3. Processes and Frequencies for Reviewing Charges**
- 4. Factors relevant to the Annual review of Charges**
- 5. Processes for setting charges for new sources of income**
- 6. Calculation of Charges**
- 7. Concessionary Charges**
- 8. Discounts**
- 9. Use of Market Intelligence**
- 10. Further Guidance**



## **1. Introduction**

This Policy applies to external fees and charges other than those prescribed by the government. It provides a guide to internal charging arrangements but is subject to CIPFA's 'Best Value Accounting Code of Practice' and has regard to the Audit Commission's publication "*Positively Charged*".

It is not intended to apply to the disposal of Council assets, rents, internal charges or rechargeable works, nor will it apply where charges are governed by statutory regulation or guidance.

The Policy does apply if we have discretion, but not if there is a prescribed fixed charge.

Over the period of the Medium Term Financial Plan services will align their charges and processes with this policy.

This policy must be read in conjunction with the other related Council policies and strategies, including Financial Regulations, Equalities Policy, VFM Strategy, Corporate Plan.

If after reading this Code you require further guidance or clarification, or you are not sure how best to comply with the Policy then please contact your Business Manager or the Director of Resources.

## **2. Purpose of the Policy**

To establish a policy within which fee and charge levels will support the Medium Term Financial Strategy and Corporate Plan; and,

To encourage a consistent approach to the setting and reviewing of charges for services provided by Newark and Sherwood District Council by:

- specifying the processes and frequencies for reviewing existing charging levels or introducing new charges for areas of the council's work for which charges could in principle be set;
- providing guidance on the factors that need to be taken into consideration when charges are reviewed on an annual basis;
- establishing parameters for calculating different levels of charges;
- recommending the criteria for applying concessions or discounted charges on a consistent council wide basis;
- requiring more active use of market intelligence relating to different services.

## **3. Processes and Frequencies for Reviewing Charges**

The following arrangements for reviewing charges will be applied throughout all areas of the Council where charges for services already exist or could in principle be set:

- all discretionary charges will be considered and approved by Council as part of the Budget and Council Tax setting process in March of each year.

- a major review of each business unit's charging strategy will take place at least once every three years to ensure consistency with the council's priorities, policy framework, service aims, market sensitivity, customer preferences, and income generation needs, and the justification for any subsidy that the council as a whole makes to the service.
- annual reviews will be carried out for all of these services as part of the budget process, and shall have regard for the budget strategy approved in September each year.
- where fees are not to be increased or are proposed to be increased below inflation, this must be reported to CMT by the budget officer clearly stating the financial implications and budget shortfall before the deadline for completion of the revenue budget.
- these formal reviews will be overseen by the appropriate Director.
- where decisions on fees and charges, including any concessions or discounts, are taken outside the budget process approved by CMT and Policy and Finance Committee, any proposals must have due regard to the Medium Term Financial Plan.

#### **4. Factors Relevant to the Annual Review of Charges**

Annual reviews of charges will consider the following factors:

- a. inflationary pressures generally and input costs specific to the service;
- b. any statutory framework relating to the service
- c. the actual or potential impact of any competition in terms of price or quality;
- d. trends in user demand and the forecast effect of price changes;
- e. equality and access to services;
- f. customer survey results;
- g. benchmarking results;
- h. council wide and service budget targets;
- i. cost structure implications arising from developments such as investments made in the service;
- j. consistency with other charges;
- k. alternative charging structures that could be more effective;
- l. validity of continuing any concessions;
- m. proposals for targeted promotions during the year, and evaluation of any that took place in the previous year;
- n. where less than the full cost is being recovered (including nil charges), the justification for the decision is reviewed and documented to ensure that this decision remains valid and that significant income is not being lost.

#### **5. Processes for Setting Charges for New Sources of Income**

All Business Managers should explore new business opportunities with a view to generating additional income.

All guidance in this Policy must be considered when setting new fees and charges.

A business plan must be prepared.

Any potential new income streams will need to be approved by CMT and Policy and Finance Committee.

The setting of the fees and charges must be made in accordance with the current VAT regulations.

The proposed billing and recovery administrative process must be agreed with the S151 officer prior to the charges being implemented.

A central record will be maintained by the relevant Business Manager of any decisions made not to charge for a service where a charge could be made.

## **6. Calculation of Charges**

Charges will apply to all users, and will be set at a level to maximise take-up and income targets and wherever possible covering or exceeding the full cost of providing the service in question.

It is the responsibility of the Business Manager to ensure that the proposals comply with the appropriate legal framework and any legal restrictions. Advice should be taken from the Council's Legal section before any proposal is finalised.

This calculation of full cost should be based on the direct cost of service provision including staff, supplies and services, equipment, premise costs. Overheads and capital asset depreciation charges should be included but consideration may be given to a less than full cost recovery of these elements where inclusion would distort competition.

Where less than the full cost is being recovered, the justification for the decision must be documented and retained by the appropriate Business Manager and clearly state the financial implications and budget shortfall.

All fees and charges must be calculated in accordance with the current V.A.T. regulations.

## **7. Concessionary Charges**

In some circumstances the Council will offer subsidies to all users or concessions to specific user groups where this is consistent with achieving its priorities.

Entitlement to concessionary charges must have regard to equalities legislation and is designed to reduce barriers to participation arising from:

- Age;
- Level of income;
- Family circumstances;
- Health
- Educational circumstances.

Concessions will not apply to retail sales from shops or cafes.

Concessionary charges may also be made available to organisations whose purpose is to assist the Council in meeting specific objectives in its priorities and policy framework, or which contribute to the aims of key local partnerships in which the Council has a leading role.

Concessionary charges should not normally apply to peak times or in situations that would result in the loss of income from customers paying standard charges. Neither would they normally be available to organisations that are based outside of the Council's area other than on a reciprocal basis.

Only one concession can be applied to the standard charge at any given time.

Services wishing to adopt a concessionary charging scheme must demonstrate the scheme is practicable in terms of assessment, collection and evidencing for audit purposes.

## **8. Discounts**

For certain services it will be normal practice to set promotional discounts, Frequent User discounts or group Discounts.

Promotional discounts are defined as short-term charges that are targeted to increase take-up or awareness of the services that are available.

Frequent User discounts are to be used only for commercial reasons such as generating customer loyalty where alternative provision from competitors exists, and where market analysis shows a real risk of reduced income if they are not offered.

Group discounts are to be used to encourage take up by organisations able to block book and Family discounts to encourage parents and children's take up.

Discounts can be applied to both the standard charge and the concessionary charge.

Discounts can only be applied where the Service has received prior approval of the principle to apply a discount to the charge for this service.

## **9. The Use of Market Intelligence**

All managers of discretionary services for which a charge is made should take steps to identify competitors offering similar or related services, and make use of comprehensive and dynamic market intelligence in evaluating:

- their charging strategy;
- the range of services provided;
- the quality of services provided;
- their cost structure.

All managers of services for which a charge is made should consult with customers, relevant partners and stakeholders on the range, quality and cost of services provided prior to the triennial review.

Consultation should also take place with potential customers and target groups to determine improvements needed to encourage participation at least every five years.

Comprehensive and accurate usage statistics will be maintained for all services and at all facilities where charges are made, to enable analysis of usage, justification of any subsidy given by the Council, and accurate forecasting of the effect of price changes on usage.

Benchmarking should be undertaken at least annually regularly with other Councils in the local area and with relevant national groupings of authorities, to ensure that charges are at comparable levels and that significant differences are understood and justified.

**10. Further Guidance**

Charges should be payable in advance wherever possible or collected by direct debit or through the corporate income system.

All fees/charges must be reported annually to the Financial Services Business Unit as part of the budget process for publishing in the annual budget book.

All fees/charges must be published on the Councils website.

**LEISURE & ENVIRONMENT COMMITTEE**  
**ENVIRONMENTAL HEALTH FEES & CHARGES**

	Type of Licence	Relevant Act or Order*	Duration	Notes	2015-16 Existing	2016-17 Proposed
1	Animal Boarding Establishments  Initial Renewal	Ref 004	Annual		£156 + VAT fees £109 + VAT fees	159 + VAT fees £111 + VAT fees
2	Home Boarding	Ref 004	Annual		£67 + VAT fees  There is an additional charge of £16 per host family when part of a franchise	£68 + VAT fees  There is an additional charge of £17 per host family when part of a franchise
3	Dangerous Wild Animals	Ref 005	Annual		£120 + VAT fees	£122 + VAT fees
4	Dog Breeding  Initial renewal	Ref 006	Annual		£156 + VAT fees £89 + VAT fees	£159 + VAT fees £91 + VAT fees
5	Riding Establishments  Initial Renewal	Ref 007	Annual		£155 + VAT fees £120 + VAT fees	£158 + VAT fees £122 + VAT fees

6	Ear-Piercing, Tattooing, Acupuncture, Electrolysis, Skin Piercing and Semi- Permanent Tattooing  Person Premises	Ref 002	Annual		£89 £104  Where the premises already hold a licence for ear piercing etc £45 person £52 premises	£90 £106  Where the premises already hold a licence for ear piercing etc £46 person £53 premises
7	Massage & Special Treatment  Initial Renewal  No massage (just sunbeds)	Ref 008	Annual  Annual	New renewal fee introduced.  Increase in sunbed charge to reflect additional officer time	£145  £104	£160 £145  £120
8	Lasers  New Renewal Transfer	Ref 008	Annual		£465 £156 £208	£475 £159 £212

	Type of licence	Relevant act or order*	Duration	Notes	2015-16 Existing	2016-17 Proposed
9	Zoos  Initial Inspection Renewal Periodic 3 year inspection Transfer	Ref 009	First licence valid for 4 years Renewal valid for 6 years		£414 £312 £312 £156	£420 £318 £318 £159
10	Pet Shops - Pet Animals Act 1951  New Renewal	Ref 010	Annual		£156 £101	£159 £103
11	High Hedges 1 <sup>st</sup> stage 2 <sup>nd</sup> stage	Ref 011	One Off		£145 + VAT £280 + VAT	£150 + VAT £290 + VAT
12	Licence Application for House in Multiple Occupation  Single application  Multiple applications at same time  Variation of licence	Ref 012	One off		£374  £323  £110	£380  £330  £112



13	Scrap Metal Dealer  Site Licence  Collectors Licence	Ref 013	Three years		£300  £110	£310  £115
14	Mobile Homes Act 2014	Ref 014		To reflect the variation in the cost of processing the application depending on the size of the site.  Depends on total number of pitches	Application fee £353 plus £8.50 per additional unit  Annual fee £10 - £15 per pitch.  Transfer/amendment of licence £155 Depositing Site rules £133	Application fee £353 plus £8.50 per additional unit  Annual fee £10 - £15 per pitch.  Transfer/amendment of licence £155 Depositing Site rules £133
1-8	The Authority has the discretion to charge a reasonable fee. The increase is approximately 2%					
9	Fee now split to differentiate between Council Element and DEFRA element. The Authority has the discretion to charge a reasonable fee. The increase is approximately 2%					
11-12	The Authority has the discretion to charge a reasonable fee. The increase is approximately 2%					
13 & 14	New licensing System. Fees agree mid-year by Licensing Committee.					

**CERTIFICATES, AUTHORISATION AND REGISTER COPIES**

<b>TYPE</b>	<b>2015-16 Existing</b>	<b>2016-2017 Proposed</b>	<b>Comments</b>
Health & Purity Certificate	£27	28	
Foot & Mouth Health Certificate	£112	£115	
Condemnation Certificate	£79 per hour + £36 admin + VAT	£82 per hour + £38 admin + VAT	
Applications made under the Local Authority Pollution prevention and Control Regime			No longer required
Copies of Permits	£40 + VAT		
Copy of Full Register	£77 + VAT		
<b>Environmental Site Reports</b>			
Home Buyer Version	£63 + VAT	£70 + VAT	
Detailed version	£177 = VAT	£185 = VAT	

<b>SERVICE: Pest Control Domestic</b>	<b>2015-16 Existing</b>	<b>2016-2017 Proposed</b>	<b>Comments</b>
Survey of domestic premises	£30 including VAT reduced to £15 plus VAT for means tested benefits. This cost is deducted from any subsequent treatment.		No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Mice or rats (in house or garden), fleas, bedbugs at domestic premises.	£60 including VAT reduced to £30 including VAT for those on means tested benefits.		No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Wasps at domestic premises	£60 including VAT (reduction to £30 for means tested benefit)  £10 including VAT for each additional nest if treated at one visit.		No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Cluster flies at domestic premises	£80 including VAT		No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.

**PEST CONTROL –COMMERCIAL**

<b>SERVICE: Pest Control Commercial</b>	<b>2015-16 Existing</b>	<b>2016-2017 Proposed</b>	<b>Comments</b>
Survey of commercial/business premises	£42 + VAT	£42 + VAT	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Insect treatment - commercial/business premises	£62 per hour + materials + VAT	£62 per hour + materials + VAT	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Rodent treatment - commercial/business premises	£62 per hour + materials + VAT	£62 per hour + materials + VAT	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Wasp treatment - commercial/business premises	£97 +VAT ; and £21 + VAT for each additional nest if treated at one visit	£97 +VAT ; and £21 + VAT for each additional nest if treated at one visit	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.

**DOG WARDENS**

<b>STRAY DOGS:</b>	<b>2015-16 Existing</b>		<b>2016-2017 Proposed</b>		<b>Comments</b>
This includes Government fee, Local Authority charge, and kennelling costs.  Initial seizing and handling charge of £75 + £8 per day food, water and kennel costs.	1 Day	£83	1 Day	£83	No increase is proposed. Owners need to be encouraged to reclaim their dogs. Benchmarking with neighbouring authorities reveals that NSDC charges are high in comparison.
	2 Days	£91	2 Days	£91	
	3 Days	£99	3 Days	£99	
	4 days	£107	4 days	£107	
	5 Days	£115	5 Days	£115	
	6 Days	£123	6 Days	£123	
	7 Days	£131	7 Days	£131	

**PRIVATE WATER SUPPLIES**

<b>Activity</b>	<b>NSDC charge 2015-16</b>	<b>Proposed charge 2016-2017</b>	<b>Comments</b>
Risk Assessment	Hourly rate x time spent	Hourly rate x time spent	Guidance on fees is provided by the Drinking Water Inspectorate
Sampling	£50	£50	
Investigation	Hourly rate + analysis costs	Hourly rate + analysis costs	
Authorisation	Hourly rate x time spent	Hourly rate x time spent	
Domestic Supplies (Reg 10)	£25	£25	
Check Monitoring (Commercial supplies)	£50 plus analysis costs	£50 plus analysis costs	
Audit Monitoring (Commercial supplies)	£50 plus analysis costs	£50 plus analysis costs	

**MISCELLANEOUS CHARGES**

<b>SERVICE</b>	<b>2015/2016 Existing</b>	<b>2016/2017 Proposed</b>	<b>Comments</b>
Solicitor's letter for accident investigation.	£79 hour + VAT		No longer required
Copy of Photographs relating to accident	£40 + VAT		
Disabling burglar alarm under Environmental Protection Act 1990 – statutory nuisance	£159 per hour + VAT + alarm company costs + £75 Admin fee + VAT	£170 per hour + VAT + alarm company costs + £75 Admin fee + VAT	
CCTV Drain scans	£122 + VAT per hour or part thereof	£122 + VAT per hour or part thereof	
Emptying Dog Waste Bins	£1.75 + VAT per emptying per bin	£1.77 + VAT per emptying per bin	
Housing immigration check	£80	£80	

**\*Relevant Act/Order References**

- Ref 001 - Hypnotism Act 1952
- Ref 002 - Local Government (Miscellaneous Provisions) Act 1982
- Ref 003 - Local Government (Miscellaneous Provisions) Act 1976
- Ref 004 - Animal Boarding Establishments Act 1963
- Ref 005 - Dangerous Wild Animals 1976
- Ref 006 - Dog Breeding and Sale of Dogs (Welfare) Act 1999
- Ref 007 - Riding Establishments Acts 1964 and amended 1970
- Ref 008 - Nottinghamshire County Council Act 1985
- Ref 009 - Zoos Licensing Act 1981
- Ref 010 - Pet Animal Act 1951
- Ref 011 - Anti Social Behaviour Act 2003
- Ref 012 - Housing Act 2004
- Ref 013 - Scrap Metal dealers Act 2013
- Ref 014 – Mobile Phones Act 2014

**MUSEUMS AND HERITAGE**

<b>National Civil War Centre – Newark Museum 2016/17</b>			
Proposed Ticket Types	15/16 Charge Inc VAT	16/17 Charge Inc VAT	Notes
<b>Day Tickets</b>			
Adult	£7	£8	
Concession	£6	£7	
Children 5-16	£3	£3.50	
Children under 5	Free	Free	
Group Visit (10 or more paying)	10% discount	10% discount	
Annual Pass – Adult	£11	£13	
Annual Pass - Concession	£10	£12	
Annual Pass – Children	£5	£6	

<b>OTHER CHARGES</b>			
Other Income	Charge	Additional Information	Proposed 2016-17 inc VAT
Temporary Gallery Hire	<b>Not proposed to have temporary gallery hire available during 2015-16 as our exhibition programme will drive paying visitor numbers</b>	<b>Millgate charge indicated</b>	<b>Not proposed to have temporary gallery hire available during 2016-17 as our exhibition programme will drive paying visitor numbers</b>
Room Hire			
Loans Box Fines	<b>£15</b>	<b>Late return of boxes</b>	<b>£15</b>
Out of District Schools Travel Expenses	<b>Price by request – It is not intended to promote outreach for schools for our first two academic years in order to concentrate visitor volume and income at the Centre. We will consider outreach for schools on a case by case basis and price accordingly.</b>	<b>Flat fee</b>	
Photocopying	<b>£50p A4 £1.00 A3</b>		<b>£1 A4 £1.50 A3</b>

Scan Orders	£5.50 £6.50 £9.00	This price includes VAT . Postage is extra.	£5.50 £6.50 £9.00
Microfiche Copies	£5.00 plus £2.00 admin(very rarely requested)		£5.00 plus £2.00 admin(very rarely requested)
Own Camera	£2.00	It is possible for researchers to use their own camera to take photos of documents and objects. Copyright limitations apply.	£5.00 – reflects time processing charges
Digital reprographics (on plain paper, glossy photo paper, CD or by e mail attachment – please specify	£6.00	Museum staff can take photos of documents or objects for visitors. Please note this service may not be available same day – orders will be processed ASAP. Copyright limitations apply.	£10.00 – reflects time processing charges
Publication	<b>Commercial Organisations</b> (Newspapers, Journals, magazines, TV, etc.) <b>£100.00 per image</b>  Local Authority/voluntary/charitable organisations <b>£20.00 per image</b>  <b>Corporate Products</b> (annual reports, TV) <b>£100.00 per image</b>	There will be no charge for visitors taking photographs on the museum premises, so long as the images produced are for their own personal use and not intended for publication.  <b>Cost per image is based on <u>one</u> use only. Two</b>	<b>Commercial Organisations</b> (Newspapers, Journals, magazines, TV, etc.) <b>£100.00 per image</b>  Local Authority/voluntary/charitable organisations <b>£20.00 per image</b>  <b>Corporate Products</b> (annual reports, TV) <b>£100.00 per image</b>



	<b>Commercial products</b> (cards, calendars, jigsaws etc.) <b>£150.00 per image</b>	<b>uses will attract two charges per image. Three uses will attract three charges per image. For example, one use is display, two uses is display and publication (book), three uses is display, publication (book) and leaflet.</b>	<b>Commercial products</b> (cards, calendars, jigsaws etc.) <b>£150.00 per image</b>
Television/ filming		Contract required from film company	
Long Term Archaeological Storage at Museum Resource Centre	<b>£120 per box and £15.00 per year on going per box</b>	Costs are based on English Heritage Calculations. One off fees.	<b>Increase by £30 to £150 to represent additional costs in dealing with material</b>
Discovery box – Cost per hire	<b>£10 per box for two weeks</b>	Loan period is 2 weeks – fines for late returns	<b>No increase</b>
Education programme @ NCWC	<b>£3.50 (£2.92 net) per head – Half day (2 – 2.5 hr) visit – one facilitated* activity, one self-led activity**</b> <b>£4.95 (£4.13 net) per head – Full day visit – one facilitated activity, two self-led activities.</b> <b>£5.95 (£4.96 net) per head – Full Day visit – two facilitated activities, one self-led activity.</b>	To be paid on day of visit by cash/cheque/card or by invoice	<b>No increase aiming to build business</b>
Outreach programme	<b>Price by request – It is not intended to promote outreach for schools for our first two academic years in order to concentrate visitor volume and income at the Centre. We will consider outreach for schools on a case by case basis and price accordingly.</b>	To be paid by all non-school participants. As above.	

<b>THE RESOURCE CENTRE</b>			
<b>Hire Location</b>	<b>Charge</b>	<b>Additional Information</b>	<b>Proposed 2016-2017</b>
Out of Hours – Guided tours	<b>Out of hours £80 (£66.67 net) plus £1.00 (£0.83 net) per person</b>	Charges do not include refreshments. Tea, Coffee, biscuits – £1 per person  Occupancy : Max. 25 people	<b>Out of hours £80 (£66.67 net) plus £1.00 (£0.83 net) per person</b>
In Hours – Guided tours	<b>During working hours £50 (£41.67 net) plus £1.00 (£0.83 net) per person</b>	Charges do not include refreshments. Tea, Coffee, biscuits – £1 per person  Occupancy : Max. 25 people	<b>During working hours £50 (£41.67 net) plus £1.00 (£0.83 net) per person</b>
Workshops	<b>Price by request</b>	To be paid in advance when booking	

**PALACE THEATRE - FEES AND CHARGES**

	2015/16 Existing	2016/17 Proposed Average number issued per year Duration
<p>1 <b>Theatre Hire (Plus VAT):</b> <i>Theatre hire is now taxable and this is making a significant difference to the costs for our local theatre hirers.</i></p> <p><b><u>With Stage &amp; Dressing Rooms as equipped</u></b></p> <p><b><u>Full Theatre : 602 Seats</u></b></p> <p>Per day with one performance - Weekdays Commercial Hire</p> <p>Per day with one performance - Weekends Commercial Hire</p> <p>Per day with two performances - Weekdays Commercial Hire</p> <p>Per day with two performances - Weekends Commercial Hire</p> <p>Week Hire: Monday-Saturday</p>	<p>£1,500</p> <p>£2,000</p> <p>£2,750</p> <p>£3,250</p> <p>£9,250</p>	<p>£1,500</p> <p>£2,000</p> <p>£2,750</p> <p>£3,250</p> <p>£9,250</p>
<p>2 <b><u>Non-Profit Making/Charity/Local</u></b></p> <p><b><u>Available All year Monday-Friday + Off-Peak Weekends (at our discretion but excluding Autumn)</u></b></p> <p><b><u>Current Stalls-Only Hirers to be phased into new pricing structure over two years</u></b></p> <p>There is also an element of flexibility built into the fees and charges for non-profit making, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.</p> <p>Per day with one performance - Weekdays Non Profit Making/Charity/Voluntary</p>	<p>£1,000</p>	<p>£1,000</p>

	Per day with one performance – Weekends Non Profit Making/Charity/Voluntary	£1,500	£1,500
	Per day with two performances - Weekdays Non Profit Making/Charity/Voluntary	£1,500	£1,500
	Per day with two performances – Weekends Non Profit Making/Charity/Voluntary	£2,000	£2,000
	<b>Conference: Full Theatre</b> (Staffing, technical equipment and catering costs on application)	£2,000	£2,000
3	<b><u>Theatre Hires : Supplementary Charges Per Hour (Plus VAT) (Not Including Staffing)</u></b>		
	Technical/Dress: Commercial Hires	£77.50	£77.50
	Non Profit Making/Charity/Voluntary	£65.50	£65.50
	General Rehearsals: (No lights) Commercial Hires	£65.50	£65.50
	Non Profit Making/Charity/Voluntary	£55.00	£55.00
	Get In/Fit Up/ Get Out Commercial Hires	£21.50	£21.50
	Non Profit Making/Charity/Voluntary	£18.50	£18.50
4	<b><u>Staffing Recharges : Per Hour Plus VAT</u></b>		
	Technical Manager - Weekdays*	£33.00	£33.50
	Technical Manager - Weekends**	£38.00	£38.50

	Technical Officer - Weekdays*	£25.00	£25.50
	Technical Officer - Weekends**	£29.00	£29.50
	Technical Assistant - Weekdays*	£17.00	£17.50
	Technical Assistant - Weekends**	£21.00	£21.50
	* Plus 20% on all rates for hours worked between 2330 and 0600 hours		
	** Plus 20% on all rates for hours worked between 2330 and 0600 hours and plus 100% for all Bank Holiday working and 120% on all rates for hours worked on Bank Holidays between 2330 and 0600 hours		
5	<b><u>Room Hires : Per Hour (Plus VAT)</u></b> <b><u>Available during core theatre opening times only</u></b>		
	Theatre Bar: Meetings between 0900 & 0000 Non-Profit Making/ Charity/ Community		
	Commercial	£21.00	£21.00
	Performances between 0900 & 0000	£32.00	£32.00
	Education and Outreach Programmes (external) full day fee: Bar No staging/ technical/ staffing costs	£56.00	£56.00
	Byron Lounge: Non-Profit Making/Charity/Community	£120.00	£120.00
	Commercial		
	The Workshop (VAT exempt) Non-Profit Making/Charity/Community	£32.00	£32.50

	Commercial	£15.00	£15.50
6	<b><u>Room Hires: Commercial (Plus VAT)</u></b>  Byron Lounge: Meetings per day Byron Lounge: Meetings half day  Flexibility to discount package deals on repeat bookings and block bookings or where a room hire is part of a theatre hire deal. Flexibility to offer rooms at a discounted rate to local and community users at times when the rooms would otherwise be unused, but being mindful that costs must be covered.	£265.00 £159.00	£265 £159
7	<b><u>Miscellaneous Charges : Plus VAT</u></b>  House PA System - Per Day  House PA System - 4 to 7 Day hire period  Commission Box Office Ticket Sales: Commercial Hires Non Profit Making/Charity/Voluntary  Merchandise – Table Rent (of gross sales)  Credit Card Booking Fees  Ticket Printing Recharge - per ticket  Marketing: Core Contribution (Basic contra + sliding scale of charges as follows:)  Half Page: Palace Guide subject to availability Full page: Palace Guide	£73.00  £260.00  10% 5%  15% +£20 if we sell on promoters behalf  5%  0.07p  £110.00  £180.00 £350.00	£74.50  £265.00  10% 5%  15% +£20 if we sell on promoters behalf  5%  0.08p  £125.00  £180.00 £350.00

	Front cover: Palace Guide	£500.00	£500.00
	Postal Mailings	£1 per letter	£1 per letter
	Email blasts	£60.00	£65.00
	Overprinting of leaflets per 1,000	£25.00	£25.00
	Marketing: Internet Image downloading charge		
	Wardrobe Facilities – Washing Machine/Iron per day	£14.00	£14.00
	Piano Hire & Tuning	£102.00	£105.00
	Mobile Portable Stage (including 2 staff to set up and take down)		
	Mobile Portable PA/Lights (per hour)		
	Transportation costs of equipment (if arranged on behalf of client) recharged at cost price		
8	<b><u>Ticket Handling Fee</u></b>		
	Per Ticket – applicable to all professional productions	£1	£1.50
	Per Ticket – applicable to all amateur productions, dependent on overall ticket price	50p - £1	£50p - £1.50

Facility	Purpose		2015/2016	2016/17	No of bookings
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			Existing	Proposed	2014/15
<b>Parks &amp; Playing Fields</b>	Football Season (13 matches or more)	Seniors	£490	£490	6
		Juniors	£264	£264	2
		Mini Soccer	£140	£140	1
	Football Pitch (per match)	Seniors	£48	£48	1
		Juniors	£28	£28	1
		Mini Soccer	£16	£16	
	Hire of Park – commercial use		£390 per day or 5% of ticket sales	£400 per day or 5% of ticket sales	2
	Hire of Park – charities		£92 but waived at the discretion of CMT	£95 but waived at the discretion of CMT	0
	Circuses		£320 per day	£340 per day	1
	Fun Fairs	Large Fair	£310 per day	£330 per day	0
		Small Fair	£230 per day	£250 per day	2
	Sponsorship	Bedding Displays	£715pa	£720pa	2
Outdoor Fitness Camps		£6.20 per session	£6.20 per session	0	
<b>Newark Castle &amp; Gardens</b>	Guided Tours	Adult	£5.00	£5.00	Total income 2014/15 – £4,269
		Child	£2.50	£2.50	
		Family	£12.50	£12.50	
		Ghost Tour – commercial hire	£390 per event	£400 per event	
	Hire of Gardens – charity		£92 but waived at the discretion of CMT	£95 but waived at the discretion of CMT	0
	Hire of Gardens – commercial		£390 per day or 5% of ticket sales	£400 per day or 5% of ticket sales	0
	Hire of Gardens for weddings	Bandstand	£360	£350	6
		Undercroft	£600	£350	1
	Education Programme	Half day visit	N/A	£2.92 per head	N/A
		Full day visit	N/A	£4.13 per head	N/A
Use of Castle for commercial		N/A	£30 per hour	N/A	



	photography/filming				
	Use of Castle Gardens for wedding photographs – professional photographers only		N/A	£20 flat fee	N/A
<b>Lincoln Road Pavilion</b>	Hire of Pavilion		£8.50 per hour	£9.00 per hour	Total income 2014/15 - £2,715

**PARKS AND AMENITIES FEES & CHARGES –**  
**PUBLIC CONVENIENCE CHARGES – LEISURE AND ENVIRONMENT COMMITTEE**

<b>Public Convenience</b>	<b>2015/2016 Existing</b>	<b>2016/2017 Proposed</b>	<b>Income 2014/15</b>
Gilstrap Centre	20p	20p	£6,750

St Marks Precinct WCs transferred to Newark Town Council, 1/4/15

**Trade Waste and Recycling/Garden Bins**

We cannot set figures for these services at this time until we have received information from Nottinghamshire County Council and discussed information with partners which may not be until December or later. The current charge for domestic garden bins is £30 each.

One charge affects the other if the variation is large we may need to alter the final figures

		Refuse		Recycling		Refuse		Recycling	
	Bin Size	2015/16 Coll Charge	2015/16 Disp Charge	2015/16 Coll Charge	2015/16 Disp Charge	2016/17 Coll Charge	2016/17 Disp Charge	2016/17 Coll Charge	2016/17 Disp Charge
1	140	£2.01	£1.28	£2.01	£0.30	£2.06	TBC	£2.06	TBC
2	240	£2.48	£2.20	£2.48	£0.51	£2.54	TBC	£2.54	TBC
3	360	£3.05	£3.30	£3.05	£0.77	£3.12	TBC	£3.12	TBC
4	660	£4.46	£6.05	£4.46	£1.42	£4.57	TBC	£4.57	TBC
5	1100	£6.53	£10.08	£6.53	£2.36	£6.70	TBC	£6.70	TBC
6	Pre Paid Sacks	£1.58	£0.44	N/A	N/A	£1.61	TBC	£1.61	TBC
7	Clinical	£1.98	£5.80	N/A	N/A	£2.01	TBC	£2.01	TBC
<b>Commercial Fridges</b>									
8	Per Unit	£75.00	78.75	£82					
9	Collection & Transport	£94.10	£98.80	£100			£102.00		
<b>Cleansing Services Hours</b>			<b>2015/16 Existing</b>	<b>2016/17 Proposed</b>					
1	1		£57	£58					
2	1.5		£84.75	£87					
3	2		£113	£116					
4	3		£169	£174					
5	4		£226	£232					
6	5		£282.50	£290					

**TRADE WASTE CONTRACT CHARGES**

<u>Bulky Waste Charges</u>				
	<u>2015/16</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2016/17</u>
	<u>First Item</u>	<u>Subsequent Item</u>	<u>First Item</u>	<u>Subsequent Item</u>
Domestic Bulky Waste	£12	£6	£15	£7
White Goods Inc Computer and TV Monitors	£12	£12	£15	£15
Large Items are not covered by above charges		£57 per hour	£58 per hour	

### Street Name and Numbering – Schedule of Fees

The following fee schedule is relevant to developers, and people requesting the following, to cover amendments to approved street naming schemes and the notification of changes for:

- Amendments to any approved naming schemes that have to be altered due to the developer making amendments. The charge is issued to developers and is applied for alterations received **after** the approved scheme has been issued;
- House owners that wish to name, or alter the name, of their house; and
- Renaming and/or renumbering of an existing street

#### **Proposed Fee Schedule:**

<b>Service</b>	<b>Current charge</b>	<b>Proposed charge</b>
Adding or amending a name or re-numbering an existing individual property, including notification to external organisations	£25	£25
Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification	£75 admin fee plus £25 per plot* requiring re-numbering/naming	£75 admin fee plus £25 per plot* requiring re-numbering/naming
Amendment to approved naming and numbering scheme due to change in approved street name (after consultation)	£75 admin fee plus £25 per property for up to 10 properties  £75 admin fee plus £25 per property for first 10 properties, then £10 for every additional property thereafter	£75 admin fee plus £25 per property for up to 10 properties  £75 admin fee plus £25 per property for first 10 properties, then £10 for every additional property thereafter
Rename or numbering of street where requested by Parish Council and/or residents including notification	£75 admin fee plus £25 per property for up to 10 properties affected by change £75 admin fee plus £25 per property for first 10 properties, then £10 for every additional property thereafter affected by change	£75 admin fee plus £25 per property for up to 10 properties affected by change  £75 admin fee plus £25 per property for first 10 properties, then £10 for every additional property thereafter affected by change

\*Includes naming of a building and all affected properties (e.g. block of flats)

*Terms and Conditions:*

1. *All requests must be completed on the appropriate form which is available on our website or from Customer Services.*
2. *All fees must be paid prior to notification being sent.*
3. *Should the requestor only wish to be issued with new street names and numbers, this service is provided free of charge.*
4. *Postal codes remain the responsibility of Royal Mail.*
5. *Newark and Sherwood District Council can only issue street naming and numbering schemes contained within the district boundary.*
6. *All street naming and numbering schemes will be issued in accordance with Newark and Sherwood District Councils street naming and numbering policy.*
7. *Any queries or complaints should be directed through the corporate compliments, comments and complaints procedure.*