

Steve Atkinson MA(Oxon) MBA MioD FRSA
Chief Executive

Date: 27 May 2008

To: Members of the Hinckley Area Committee

Mr. K. Nichols (Chairman)	Mr. D.S. Cope
Ms. W.A. Moore (Vice-Chairman)	Mr. C.G. Joyce
Mr. J.G. Bannister	Mr. K.W.P. Lynch
Mr. D.C. Bill	Mr. T. McClure
Mr. S.L. Bray	Mr. D.O. Wright

Copy to all other Members of the Council

(other recipients for information)

Dear Councillor

There will be a meeting of the **Hinckley Area Committee** in the Council Chamber, Council Offices, Hinckley on **Monday, 2 June 2008** at **6.00 pm** and your attendance is required.

The agenda is set out overleaf.

PLEASE NOTE START TIME OF MEETING

Yours sincerely

Pat Pitt (Mrs.)
Corporate Governance Officer

HINCKLEY AREA COMMITTEE

2 JUNE 2008

A G E N D A

1. APOLOGIES

RESOLVED 2. MINUTES

To confirm the minutes of the Hinckley Area Committee meeting held on 28 January 2008 attached marked 'HAC1'.

3. ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES

To be advised of any additional items of business which the Chairman decides by reason of special circumstances shall be taken as matters of urgency at this meeting.

4. DECLARATIONS OF INTEREST

To receive verbally from members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the Agenda.**

5. HINCKLEY (SPECIAL EXPENSES) AREA REVENUE AND CAPITAL OUTTURN 2007/08

Report of Director of Finance attached marked 'HAC2' (pages 1-7).

6. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY

NOTE: AGENDA ITEMS AGAINST WHICH THE WORD "RESOLVED" APPEARS ARE MATTERS WHICH ARE DELEGATED TO THE COMMITTEE FOR A DECISION. OTHER MATTERS ON THIS AGENDA WILL BE THE SUBJECT OF RECOMMENDATIONS TO COUNCIL UNLESS THE COMMITTEE DECIDES OTHERWISE.

To: All Members of the Hinckley Area Committee with a copy to all other Members of the Council.

HINCKLEY & BOSWORTH BOROUGH COUNCIL

HINCKLEY AREA COMMITTEE

28 JANUARY 2008 AT 6.00 P.M.

Present: Mr. K. Nichols - Chairman
Ms. W.A. Moore - Vice-Chairman

Messrs. J.G. Bannister, D.C. Bill, C.G. Joyce and K.W.P. Lynch

Officers in attendance: Mr. M. Donovan, Mrs. P.I. Pitt and Mrs. C. Roffey.

In the absence of a quorum at the commencement of the meeting an informal discussion took place regarding the revenue budget. Mr. Joyce entered the room at 6.10 p.m., at which time the meeting became quorate.

440 **APOLOGIES**

Apologies for absence were submitted on behalf of Messrs. S.L. Bray, D.S. Cope and D.O. Wright.

441 **MINUTES (HAC1)**

It was moved by Mr. Bill, seconded by Mr. Joyce and

RESOLVED - the minutes of the meeting held on 31 January 2007 be confirmed and signed by the Chairman.

442 **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

443 **HINCKLEY (SPECIAL EXPENSES) AREA REVENUE BUDGET 2008/09 (HAC2)**

Presented to Members at the meeting was an amended version of this report and the group accountant explained the difference between this and that which was circulated with the agenda, namely a lower increase in council tax for the Hinckley area. The Committee then considered three options for the revenue budgets and council tax for 2008/09 for the special expenses area of Hinckley, prior to the setting of the budget by Council on 26 January 2008. It was emphasised that with the allocation of £17,171 to Barwell Parish Council that Body was now responsible for its own budget.

Messrs Bannister and Lynch entered the meeting at 6.12 p.m. and 6.14 p.m. respectively.

In order to restrict the increase in council tax levels and still fund some growth items it was the officers' suggestion to the Committee that option 3 be recommended to Council.

A brief discussion arose with regard to the allocation of Section 106 monies and the Corporate Governance Officer undertook to examine the circulation of details of these to Members.

On the motion of Mr. Bill, seconded by Ms. Moore it was

RECOMMENDED – the budget shown as option 3 in the report of the Director of Finance be approved for the special expenses area of Hinckley.

444 REVIEW OF FEES AND CHARGES 2008/09 (HAC3)

Prior to consideration by Council the Committee was called upon to review the proposed fees and charges for 2008/09 relating to the Hinckley special expenses area. The Green Space Manager then briefly outlined the proposed increase in cemetery charges compared to some Leicestershire Districts and neighbouring authorities. Officers having supplied information relating to parks income from fairs, the scattering of cremated remains and the simplification of figures under the heading 'other charges' on page 8 of the report of the Director of Finance it was moved by Mr. Bill seconded by Ms. Moore and

RECOMMENDED – the proposed fees and charges set out in the Appendix to the report be approved.

445 CAPITAL PROGRAMME 2007/08 TO 2010/11 (HAC4)

Consideration was given to the proposed capital programme insofar as the Hinckley special expenses area was concerned. The projects included in the proposals had been submitted by project officers to reflect the outcomes of the Members' priority workshops. Concerns were expressed regarding the on-going flooding problems at Ashby Road cemetery and the Green Space Manager informed Members of measures being taken to deal with these.

On the motion of Mr. Bill, seconded by Mr. Joyce it was

RECOMMENDED – the capital programme for the Hinckley special expenses area for 2007/08 to 2010/11 be approved.

(The meeting closed at 6.42 p.m.)

At the conclusion of the meeting the Chairman indicated that he was examining the terms of reference of this Committee (formerly the Special Expenses Area Committee) and, if necessary, would call a meeting to discuss such terms.

HINCKLEY AREA COMMITTEE – 2 JUNE 2008

REPORT OF DIRECTOR OF FINANCE

**RE: HINCKLEY (SPECIAL EXPENSES) AREA REVENUE AND CAPITAL OUTTURN
2007-08]**

1. PURPOSE OF REPORT

To report on the revenue and capital outturn for the Hinckley (Special Expenses) area.

2. RECOMMENDATION

(i) That the outturn for 2007/08 for the Hinckley (Special Expenses) Area accounts be noted.

(ii) That the requests for budgets to be carried forward to 2008/09, as detailed in Paragraph 3.3 of the report, be supported.

3. BACKGROUND TO THE REPORT

3.1 Introduction

The actual revenue and capital expenditure and income figures for the Hinckley (Special Expenses) Area for 2007/08 have now been determined and are attached to this report as Appendices 1 and 2.

These figures will be included in the outturn reports which are presented to Council on 24 June 2008.

3.2 Revenue Outturn (Appendix 1).

The Special Expenses summary revenue account shows that there was a net overspend of £5,652 in 2007/08. The explanations for the major items of variance are listed below (Reference numbers relate to the service pages of the Appendix with overspends in brackets):

3.2.1 Parks Maintenance Contracts (£7,059).

This overspend is mainly due to additional necessary tree works.

3.2.2 Parks Other Supplies & Services £6,743

This underspend is due to a delay in the purchase of noticeboards £2,717, delay in an advertising campaign £2,450 and a lesser than anticipated need for other equipment purchase and maintenance £1,179.

3.2.3 Cemeteries Burial Fees (£5,214).

This shortfall in income is due to lower than anticipated demand for the service.

3.3 Carry Forward of 2007/08 Underspends

A request will be presented to Council on 24 June 2008 that certain items which were underspent in 2007/08 are carried forward to 2008/09 in order to fund activities for which there would otherwise be no budget. Approval is being sought for the carry forward of 2 items of expenditure in the Special Expenses Area:

3.3.1 £2,717 for Parks Notice Boards ordered in 2007/08 but to be installed in 2008/09.

3.3.2 £547 for Parks Effluent Treatment Costs to contribute towards remedial work identified at the end of 2007/08.

3.4 Revenue Balances

The carry forwards detailed in 3.3 above will add £3,264 to the 2007/08 total overspend of £5,652. Consequently, if they are approved, the balance on the Special Expenses Area account in 2008/09 will be £8,916 lower than anticipated.

3.5 Capital Outturn (Appendix 2).

This appendix shows the expenditure in 2007/08 on the Capital Programme schemes that relate to the Special Expenses Area, together with an explanation of variances from the budget. Although the over and underspends shown relate to one year the projects extend over more than one year and the whole cost of the project is not shown.

The underspends shown on the projects are due to delays in the works. It is anticipated that these works will now take place in 2008/09. However, the overall costs of the projects are not affected and Council will be asked to adjust the Capital Programme for future years to take this into account.

4. **FINANCIAL IMPLICATIONS** [MD]

If the requests to carry forward underspends into 2008/09 are approved, the balance on the Special Expenses Area account at the start of 2008/09 will be £8,916 lower than anticipated at £38,834. The Council's policy is to maintain general balances at a minimum 10% of Hinckley & Bosworth Borough Council's budget requirement. Although the Special Expenses balance will be less than 10% of the Special Expenses budget requirement for 2008/09 (£59,745), the overall balances of the Council will still meet the policy. This is consistent with the position when the 2008/09 budget was approved.

5. **LEGAL IMPLICATIONS** [AB]

None

6. **CORPORATE PLAN IMPLICATIONS**

Expenditure incurred to achieve an attractive 'green' borough that minimises its impact on the environment.

7. **CONSULTATION**

None

8. **RISK IMPLICATIONS**

It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
None	None	None

9. **RURAL IMPLICATIONS**

All expenditure and income relates to the urban area of Hinckley.

10. **CORPORATE IMPLICATIONS**

By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications

Background papers :None

Contact Officer: Martin Donovan 01455 255709.