

Date: 13 February 2009

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	Ms. B. M. Witherford
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, 23 February 2009** 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
23 FEBRUARY 2009

A G E N D A

1. APOLOGIES
- RESOLVED 2. MINUTES

To confirm the minutes of the Hinckley Area Committee meeting held on 2 June 2008 attached marked 'HAC3'.
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 BUDGETS 2009/10

Report of Director of Finance attached marked 'HAC4' (pages 1-6).
6. CAPITAL PROGRAMME 2007/2008 TO 2011/12

Report of Director of Finance attached marked HAC5 (pages 7-9).
7. 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

2 JUNE 2008 AT 6.00 P.M.

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

Messrs. J.G. Bannister, S. L. Bray and Ms. B. M. Witherford.

Officers in attendance: Mr. M. Donovan, Mr. I. Pinfold, Mrs. P.I. Pitt and Mr. P. Scragg.

14 **APOLOGIES**

Apologies for absence were submitted on behalf of Messrs. D. C. Bill, C. G. Joyce and K. W. P. Lynch.

15 **MINUTES (HAC1)**

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

RESOLVED - the minutes of the meeting held on 28 January 2008 be confirmed and signed by the Chairman.

16 **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

17 **HINCKLEY (SPECIAL EXPENSES) AREA REVENUE AND CAPITAL
OUTTURN 2007-08 (HAC2)**

Consideration was given to the above prior to the presentation of all outturn reports to Council on 24 June 2008.

The Group Accountant briefly referred to major items of variance which had resulted in a net overspend of £5,652 in the summary revenue account and to the carry forward of 2 items which were underspent in 2007/08 to 2008/09 in order to fund activities for which there would otherwise be no budget.

Following an assurance to Members that the underspend mentioned in paragraph 3.2.2 of the report of the Director of Finance referred to the maintenance of equipment rather than grass cutting activities it was moved by Mr. Bray, seconded by Mr. Bannister and

RECOMMENDED:-

- (i) the outturn for 2007/08 for the Hinckley (Special Expenses) Area accounts be noted; and
- (ii) the requests for budgets to be carried forward to 2008/09, as detailed in paragraph 3.3 of the report of the Director of Finance, be supported.

(The meeting closed at 6.07 p.m.)

HINCKLEY AREA COMMITTEE – 23 February 2009

REPORT OF DIRECTOR OF FINANCE

RE: HINCKLEY (SPECIAL EXPENSES) AREA REVENUE BUDGETS 2009-10

1. PURPOSE OF REPORT

To present options for the revenue budgets and Council Tax for 2009/10 for the Special Expenses area of Hinckley.

2. RECOMMENDATION

That the Committee considers the options for the revenue budgets for 2009/10 for the Special Expenses Area of Hinckley, as set out in paragraph 4 of this report, and recommends its preferred option to Council for approval.

3. BACKGROUND TO REPORT

1. Introduction

The 2009/10 revenue budgets will be presented to Council for approval on 26 February 2009 and these will include the budgets for Special Expenses items in Hinckley. The Council's constitution requires that all budgets are approved by the full Council.

This report presents the budgets relating to the Special Expenses Area of Hinckley for the Committee to consider and make recommendations to Council.

2. Revenue Budgets 2009/10

The proposed options for the budgets for 2009/10 together with the latest figures for 2008/09 are shown in Appendix 1.

The proposed budgets have been compiled in accordance with the approved General Fund budget strategy for 2009/10. Essentially this sets a target budget which is based on the original budget for 2008/09 adjusted for pay awards and contractual price reviews and the effect of previously approved growth items.

The Council has been faced with a number of budget pressures for 2009/10 and managers have been asked to suggest options for reductions in order to ensure that any Council Tax increase is within acceptable levels and to ensure that balances are maintained at the minimum required levels. A number of these options impact on services within the Special Expense Area and these are set out below.

3. Options for Reductions

The following options for reduction that impact on the Special Expenses Area have been proposed.

a) Parks	£
Do not fill vacant post of Drainage Officer	640
Tree Works – all urgent work completed and stock well-maintained	9,000
Do not undertake Ecology Surveys	1,200

Do not provide any more dog bins in Hinckley	1,830
Various materials and equipment	1,000
Total Savings	13,670
b) Cemeteries	
Tree Works (as Parks)	6,000
Memorial Safety – Major works now completed, on going safeguards in place	7,000
Memorial Safety Consultant – skills now available in house	5,000
Materials	1,250
Total Savings	19,250
Grand Total	32,920
Impact of Savings in Support Service Costs on Central Administration Charges	
	2,400
Savings in Contract and Supplies and Services Costs due to inflation being lower than expected	
	2,900

4. **Level of Council Tax**

The Tax Base (number of chargeable properties) in the Special Expenses Area has increased by 0.6% for 2009/10, producing a proportionately greater amount of income for any given level of Council Tax. After taking this and the revised funding requirements outlined above into account, two options for the calculation of the Special Expenses Area element of the Council Tax are shown in Appendix 1:

Option 1. This option assumes no reductions as set out in (3) above. This option would result in an increase of 3.28% in 2009/10 in the Hinckley Special Expenses Area element of the Council Tax.

Option 2. This would involve taking all the options for reductions suggested by managers in (3) above and would result in a 3.08% reduction in the Special Expenses Area element of the Council Tax. However the balances held in respect of the Special Expenses Area are below the minimum level required by the Council's policy of 10 % of Net Budget Requirement. Based on the 2009/10 Budget this would amount to £58,290. It is however considered to be appropriate to add to balances a sum that would result in there being no increase in Council Tax for the Hinckley Area in 2009/10. This amount would be £18,520.

It is recommended that option 2 be adopted and a Council Tax of £59.82 (a zero percentage increase for the Special Expenses Area be recommended to Council for adoption

4. **FINANCIAL IMPLICATIONS**

As contained in the report.

5. **LEGAL IMPLICATIONS**

To be reported at the meeting (if any).

6. **CORPORATE PLAN IMPLICATIONS**

The recommended budgets will allow the relevant Corporate Plan objectives to be met.

7. **CONSULTATION**

No external consultation.

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/decision were identified from this assessment:

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

9. **RURAL IMPLICATIONS**

None

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: David Bunker ext 5609

	2008/09 ORIGINAL ESTIMATE £	2008/09 REVISED ESTIMATE REF £	Option 1 2009/10 ORIGINAL ESTIMATE REF £	Option 2 2009/10 ORIGINAL ESTIMATE REF £
CEMETERIES				
Employee Costs	35,950	46,460	48,510	48,870
Maintenance Contracts	132,450	126,720	134,070	128,070
Other Premises Related Expenditure	8,330	8,490	9,450	9,300
Premises Related Expenditure	140,780	135,210	143,520	137,370
Transport Related Expenditure	1,040	1,170	580	580
Supplies & Services	30,620	25,580	34,940	20,830
Central Administrative Expenses	32,170	32,170	21,420	20,480
Capital Charges	6,380	0	0	0
GROSS EXPENDITURE	246,940	240,590	248,970	228,130
Burial Fees	(53,000)	(53,000)	(56,120)	(56,120)
TOTAL INCOME	(53,000)	(53,000)	(56,120)	(56,120)
NET EXPENDITURE	193,940	187,590	192,850	172,010

HINCKLEY AREA COMMITTEE – 23 FEBRUARY 2009

REPORT OF DIRECTOR OF FINANCE

RE : CAPITAL PROGRAMME 2007/2008 TO 2011/12

1. **PURPOSE OF REPORT**

1.1 To consider the proposed capital programme for the Hinckley Special Expenses area for the years 2008/09 to 2011/12

2. **RECOMMENDATION**

2.1 The Capital Programme for 2008/09 to 2011/12 be recommended to Council.

3. **BACKGROUND**

3.1 This report outlines the proposed Capital Programme for the Hinckley Special Expenses area for 2008/09 to 2011/12.

3.2 The Projects in the draft programme have been submitted by Project Officers to reflect the outcomes from the member priority workshops. Additionally, all projects are assessed for compliance with the Borough Council's priorities in accordance with the Corporate Performance Plan and Corporate Asset Management Strategy.

4. **PROGRAMME TO 2011/12**

4.1 The council adopted the Green Space Strategy (GSS) in October 2005. A five-year action plan within the strategy sets out the proposed capital spending from 2005/06 onwards. These forecasts have been included within the proposed programme. Where external funding has been sought, a project will only be undertaken once the funding is in place.

4.2 The Appendix to this report lists the proposed Hinckley Special Expenses capital schemes showing costs and external funding. It also includes explanations of individual schemes.

5. **FINANCIAL IMPLICATIONS**

5.1 The capital expenditure will be met from resources identified in the Council wide report.

5.2 The revenue consequences of these schemes will be included in future years' Hinckley Special Expenses area revenue budgets.

6. **LEGAL IMPLICATIONS**

6.1 To be reported at the meeting (if any).

7. COPORATE PLAN IMPLICATIONS

7.1 The report provides a refresh of the Council's rolling Capital Programme. Any item included in the programme has to contribute to the achievement of the Council's vision, as set out in the Corporate Performance Plan 2006 – 2011.

8. CONSULTATION

8.1 Expenditure proposals contained within this report have been submitted after officer and member consultation. Appropriate consultation with relevant stakeholders takes place before commencement of individual projects.

9. RISK MANAGEMENT

9.1 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.

Management of Significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
If the schemes were not implemented this would impact on Service Delivery. . It would also mean an inability to meet corporate plan objectives and have an impact on the reputation of the Council	Projects are to be managed through an officer capital forum group and reported to SLB on a quarterly basis. Monthly financial monitoring statements are provided to project officers and the programme will now be reviewed twice a year.	Individual Project Officers.
The risk of external funding not being granted. This would result in additional borrowing cost on a short term basis if funding is delayed or a long term basis if funding is not given	Six monthly review of capital programme would mean that it is easier to switch resources.	Project Officer / Accountancy section

10. RURAL IMPLICATIONS

10.1 All schemes are in the urban area.

11. CORPORATE IMPLICATIONS

11.1 Will be considered separately for each project

Background Papers: None

Contact Officer: David Bunker ext 5609

SPECIAL EXPENSES AREA CAPITAL ESTIMATES 2008-2009 to 2011-12

PROJECT	REGEN- ERATION	TOTAL COST	ESTIMATE 2008-2009	ESTIMATE 2009-2010	ESTIMATE 2010-2011	ESTIMATE 2011-2012
LE4 Parks Major works (incl project officer) HBBC Element	R	240,000	90,000	50,000	50,000	50,000
LE5 Swallows Green Total Annual Expenditure Less Other (to be confirmed) HBBC Element	R	29,045 (29,045) 0	29,045 (29,045) 0	0	0	0
LE6 Richmond Park Play Area Total Annual Expenditure Less Section 106 HBBC Element	R	300,000 (113,644) 186,356	120,000 (113,644) 6,356	180,000	0	0
LE8 Langdale Rec Total Annual Expenditure Less Big Lottery Less Section 106 HBBC Element	R	318,505 (50,000) (86,785) 181,720	318,505 (50,000) (86,785) 181,720	0	0	0
LE10 Ashby Road Cemetery Extension Total Annual Expenditure Less Section 106 Total Annual Expenditure(ALL HBBC)	R	188,992 (117,114) 71,878	188,992 (117,114) 71,878	0	0	0
LE13 Memorial Safety Programme Total Annual Expenditure(ALL HBBC)	R	28,158	18,158	5,000	5,000	0
LE15 Clarendon Park Total Annual Expenditure	R	9,100	9,100	0	0	0
LE18 Wykin Park Total Annual Expenditure Less Other HBBC Element	R	162,688 (40,000) 122,688	162,688 (40,000) 122,688	0	0	0
LE19 ST Marys Chuch Yard wall Total Annual Expenditure(ALL HBBC)		52,701	41,201	11,500	0	0
LE25 Cemeteries Booking System Total Annual Expenditure(ALL HBBC)		12,844	12,844	0	0	0
LE26 Churchyard Repairs Total Annual Expenditure(ALL HBBC)		46,083	46,083	0	0	0
LE28 Queens Park Total Annual Expenditure Less contribution HBBC Element		130,800 (25,800) 105,000	0	5,000	125,800 (25,800) 100,000	0
TOTAL GROSS EXPENDITURE		1,518,916	1,036,616	251,500	180,800	50,000
LESS TOTAL CONTRIBUTIONS		(462,388)	(436,588)	0	(25,800)	0
TOTAL HBBC ELEMENT		1,056,528	600,028	251,500	155,000	50,000