

Date: 18 January 2010

To: Members of the Hinckley Area Committee

Ms. B. M. Witherford (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. K. Nichols
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, 25 January 2010** 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

25 JANUARY 2010

A G E N D A

1. APOLOGIES

RESOLVED 2. MINUTES

To confirm the minutes of the Hinckley Area Committee meeting held on 8 June 2009 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. REQUEST FOR PUBLIC NOTICE BOARD, COVENTRY ROAD, HINCKLEY

RESOLVED Report of Head of Corporate and Scrutiny Services attached marked 'HAC4' (Pages 1 - 3).

6. HINCKLEY AREA COMMITTEE REVENUE BUDGETS 2010/11

Report of Director of Finance attached marked HAC5. (Pages 4 - 8).

7. CAPITAL PROGRAMME 2009/10 TO 2012/13

Report of Director of Finance attached marked HAC6. (Pages 9-12).

8. REVIEW OF FEES AND CHARGES 2009/10

Report of Director of Finance attached marked HAC7. (Pages 13 - 17).

9. 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

8 JUNE 2009 AT 6.00 P.M.

Present: Ms M B Witherford - Chairman
Ms W A Moore - Vice Chairman

Mr J G Bannister and Mr C G Joyce

Officers in attendance: Mr D Bunker, Mrs P I Pitt and Mrs C Roffey

28 **APOLOGIES**

Apologies for absence were submitted on behalf of Messrs D C Bill, S L Bray, K W P Lynch, K Nichols and D O Wright.

29 **MINUTES (HAC1)**

On the motion of Mr Bannister, seconded by Mr Joyce, it was

RESOLVED - the minutes of the meeting held on 23 February 2009 be confirmed and signed by the Chairman.

30 **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

31 **HINCKLEY (SPECIAL EXPENSES) AREA REVENUE AND CAPITAL OUTTURN 2008/09 (HAC2)**

The Accountancy Manager briefly referred to the actual revenue and capital expenditure and income figures, which would be included in the out-turn reports which were to be presented to Council on 23 June 2009. Variances from the budget were explained, as were underspends on projects due generally to delays caused by inclement weather during the last year.

The Green Spaces and Neighbourhood Wardens Manager then talked Members through the various projects within the Capital Programme and, arising from these discussions, undertook to look into:

- Incidence of litter in The Narrows
- The issue of dog fouling at Richmond Park
- Replacement of the gate at Granville Road play area.
- The issue of a press release in an attempt to discourage the destruction of trees
- Discouraging the use of the Rock Gardens by dog walkers
- Replacement of the stencilled sign discouraging dog fouling at Merrivale Avenue.

It was then moved by Ms Witherford, seconded by Mr Bannister and

RECOMMENDED - the outturn for 2008/09 for the Hinckley (Special Expenses) Area accounts be noted for onward submission to Council.

(The meeting closed at 6.57 pm)

HINCKLEY AREA COMMITTEE – 25 JANUARY 2009

REPORT OF HEAD OF CORPORATE AND SCRUTINY SERVICES
RE: REQUEST FOR PUBLIC NOTICE BOARD ON COVENTRY ROAD

1. **PURPOSE OF REPORT**

To inform members of a request for a community notice board on Coventry Road and to seek members advice as to how to proceed.

2. **RECOMMENDATION**

- (i) That members advise if this notice board should be provided
- (ii) That members advise how this notice board should be run

3. **BACKGROUND TO THE REPORT**

- 3.1 The Saxon Paddock Committee (through its chairman) has made a request to the Council for a community notice board on Coventry Road. The request is that this will be a community notice board administered and updated by the local community through the Saxon Paddock Committee.

As members will be aware, the Borough Council currently only provides notice boards on its larger parks and green spaces in Hinckley. These notice boards are used to display information about the Councils services and in particular information about these green spaces. Information about local groups and events are displayed if requested and these are updated by the Green Space Team and Neighbourhood Wardens on a monthly basis. In line with our current practice the Green Space team will install a notice board on the main green space within the Waterside Park development when this land is adopted from the developer Crest Nicholson. It is anticipated this will occur at some point during 2010.

The Green Space team has a surplus notice board which could be refurbished and installed on the corner of Long Meadow Drive and Coventry Road, a location which appears to be satisfactory to the Saxon Paddock Committee. This refurbishment and installation costs, planning application fees etc will cost approximately £600.

The proposed location for the notice board is on land currently owned by Crest Nicholson but which it is intended will be adopted by HBBC later this year. Crest have given their consent for the notice board to be installed prior to the land being adopted.

Options are:

- (i) Do not provide a notice board
- (ii) Donate notice board to group but leave the installation, planning consent and administration for the group to resolve.
- (iii) Provide, install and maintain the notice board and allow the Saxon Paddock committee half the board for their use.
- (iv) Provide, install and maintain the notice board solely for the use of the Saxon Paddock committee.

If members decide to provide this notice board and for it to be updated by the local community then the board could be split into 2 halves, one for the local community and the other for HBBC matters. The Saxon Committee will need to be given a key for the notice board and given clear guidance that the items displayed must be of community interest and benefit, non commercial, and must not be political, defamatory or discriminatory.

4. **FINANCIAL IMPLICATIONS [HF]**

The initial costs for this project of £600, and ongoing costs, can be met from the Council's Special Expenses parks revenue budget. As resources are limited then there will be a compensating reduction in maintenance of other features in Hinckley Parks.

5. **LEGAL IMPLICATIONS (AB)**

It is likely that a board of this nature will require planning permission particularly considering its location a road junction. The Board will also need the consent of the Highways Authority under the Highways Act 1980.

6. **CORPORATE PLAN IMPLICATIONS**

A new notice board will contribute to our aim of stronger and distinctive communities.

7. **CONSULTATION**

Saxon Paddock committee and Crest Nicholson only.

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.

No significant risks associated with this report / decisions were identified from this assessment.

9. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

None identified.

10. **CORPORATE IMPLICATIONS**

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

- Community Safety implications [Ron Grantham, ext 5832]
- Environmental implications [Jane Neachell, ext 5968]
- ICT implications [Paul Langham, ext 5995]
- Asset Management implications [Malcolm Evans, ext 5614]
- Human Resources implications [Julie Stay, ext 5688]
- Planning Implications [Simon Wood, ext 5692]
- Voluntary Sector [VAHB]

Background papers:None

Contact Officer: Caroline Roffey x5782

Executive Member: Cllr Wendy Moore

HINCKLEY AREA COMMITTEE – 25 FEBRUARY 2010

REPORT OF DIRECTOR OF FINANCE

RE: HINCKLEY AREA COMMITTEE REVENUE BUDGETS 2010/11

1. PURPOSE OF REPORT

To present options for the revenue budgets and Council Tax for 2010/11 for the Special Expenses area of Hinckley.

2. RECOMMENDATION

That the Committee considers the options for the revenue budgets for 2010/11 for the Special Expenses Area of Hinckley, as set out in paragraph 3 of this report, and recommends Option 2 as its preferred option to Council for approval.

3. BACKGROUND TO REPORT

1. Introduction

The 2010/11 revenue budgets will be presented to Council for approval on 25th February 2010 and these will include the budgets for Special Expenses items in Hinckley. The Council's constitution requires that all budgets are approved by 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 2010/11

The proposed options for the budgets for 2010/11 together with the latest figures for 2009/10 are shown in Appendix 1.

The proposed budgets have been compiled in accordance with the approved General Fund budget strategy for 2010/11. Essentially this sets a target budget which is based on the original budget for 2009/10 adjusted for pay awards and contractual price reviews and the effect of previously approved growth items.

Revised budget 2009/10

The revised budget for 2009/10 shows an estimated reduction for the year of £11,000. This is made up of £10,000 in respect of a voluntary redundancy in the year and £1,000 in respect of the impact in these service areas of the reduction of 1 hour in the working week effective from July to December.

Budget 2010/11

The budget for 2010/11 shows a reduction of £23,000, this is mainly due to the impact of redundancies in 2009/10 and a restructure within the Green Spaces Service Area.

3. Level of Council Tax

The Tax Base (number of chargeable properties) in the Special Expenses Area has increased by 0.8% for 2010/11, 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, three options for the calculation of the Special Expenses Area element of the Council Tax are shown in Appendix 1:

Option 1. This option assumes that the full impact of the reduced expenditure in 2010/11 is taken into account in setting the Council Tax for the Special Expenses area, which would result in a Council Tax of £55.17 a reduction of 7.77%. This would leave the level of Balances unchanged at £89,000. The minimum level of balances (at 10% of Net Budget Requirement) is £56,000

Option 2. This option would be to maintain the Council Tax Level at the same level for 2010/11 at £59.82. This would mean that £47,000 would be transferred to Balances taking them to £136,000, (minimum required level £56,000.)

Option 3 Is to apply an increase of 2.5% to the Council Tax, which would result in £62,000 going to Balances taking them to £151,000 (minimum required level £56,000)

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. **KNOWING YOUR COMMUNITY – EQUALITY AND 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
2HA25jan10

HINCKLEY (SPECIAL EXPENSES) 2010/11

	2009/10 PUBLISHED ESTIMATE £	2009/10 LATEST ESTIMATE £	Option1 2010/11 ORIGINAL ESTIMATE £	Option2 2010/11 ORIGINAL ESTIMATE £	Option 3 2010/11 ORIGINAL ESTIMATE £
Urban parks	410,900	399,420	398,520	398,520	398,520
Cemeteries	172,010	171,990	160,530	160,530	160,530
	<u>582,910</u>	<u>571,410</u>	<u>559,050</u>	<u>559,050</u>	<u>559,050</u>
Contribution to/(from) Balances	18,520	30,020	0	47,088	62,242
NET EXPENDITURE	<u>601,430</u>	<u>601,430</u>	<u>559,050</u>	<u>606,138</u>	<u>621,292</u>
TAX BASE (No. Band D Equivalent Properties)	10,054	10,054	10,133	10,133	10,133
BAND D EQUIVALENT COUNCIL TAX	<u>£59.82</u>	<u>£59.82</u>	<u>£55.17</u>	<u>£59.82</u>	<u>£61.32</u>
Increase in Special Expenses element of Council Tax			-7.77%	0.00%	2.51%
<u>SPECIAL EXPENSES BALANCES</u>					
Surplus/(Deficit) Brought Forward	55,540	59,180	89,200	89,200	89,200
Contribution to Balances	18,520	30,020	0	47,088	62,242
Use of Balances	0	0	0	0	0
Surplus/(Deficit) Carried Forward	<u>74,060</u>	<u>89,200</u>	<u>89,200</u>	<u>136,288</u>	<u>151,442</u>

	2008/09 PUBLISHED ESTIMATE £	2008/09 LATEST ESTIMATE REF £	2009/10 ORIGINAL ESTIMATE REF £
HINCKLEY PARKS			
Employee Costs	73,720	63,110	67,680
Maintenance Contracts	200,480	203,600	201,990
Landfill Effluent Treatment	10,000	10,000	10,000
Other Premises Related Expenditure	44,800	44,800	44,120
Premises Related Expenditure	255,280	258,400	256,110
Transport Related Expenditure	3,310	2,430	4,190
Poop Scoop Schemes	12,450	12,450	10,390
Other Supplies & Services	28,630	28,630	29,050
Supplies & Services	41,080	41,080	39,440
Central Administrative Expenses	46,000	46,000	42,700
GROSS EXPENDITURE	419,390	411,020	410,120
Fees & Charges	(3,690)	(3,690)	(3,690)
S.106 Contributions	(4,800)	(7,910)	(7,910)
TOTAL INCOME	(8,490)	(11,600)	(11,600)
NET EXPENDITURE	410,900	399,420	398,520

	2008/09 ORIGINAL ESTIMATE £	2008/09 REVISED ESTIMATE REF £	2009/10 ORIGINAL ESTIMATE REF £
CEMETERIES			
Employee Costs	48,870	48,850	37,760
Maintenance Contracts	128,070	132,180	128,400
Other Premises Related Expenditure	9,300	9,300	9,750
Premises Related Expenditure	137,370	141,480	138,150
Transport Related Expenditure	580	580	1,380
Supplies & Services	20,830	20,830	21,380
Central Administrative Expenses	20,480	20,480	22,090
GROSS EXPENDITURE	228,130	232,220	220,760
Burial Fees	(55,540)	(55,540)	(55,540)
Miscellaneous Income	(580)	(580)	(580)
S106 Income		(4,110)	(4,110)
TOTAL INCOME	(56,120)	(60,230)	(60,230)
NET EXPENDITURE	172,010	171,990	160,530

HINCKLEY AREA COMMITTEE – 25 JANUARY 2010

REPORT OF DIRECTOR OF FINANCE
RE : CAPITAL PROGRAMME 2009/10 TO 2012/13

1. **PURPOSE OF REPORT**

- 1.1 To consider the proposed capital programme for the Hinckley Special Expenses area for the years 2009/10 to 2012/13

2. **RECOMMENDATION**

- 2.1 The Capital Programme for 2009/10 to 2012/13 be recommended to Council.

3. **BACKGROUND**

- 3.1 This report outlines the proposed Capital Programme for the Hinckley Special Expenses area for 2009/10 to 2012/13.
- 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 2012/13**

- 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. **CORPORATE 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

SECTION 1

PROJECT	TOTAL COST	ESTIMATE 2009-2010	ESTIMATE 2010-2011	ESTIMATE 2011-2012	ESTIMATE 2012-2013
LE2 Parks Major works (incl project officer) add 5600 from churchyard					
Total Annual Expenditure(ALL HBBC)	185,431	64,141	40,200	40,350	40,740
LE3 Swallows Green					
Total Annual Expenditure	9,525	9,525			
Less Contributions	(9,525)	(9,525)			
HBBC Element	0	0	0	0	0
LE4 Richmond Park Play Area					
Total Annual Expenditure(ALL HBBC)	168,386	168,386	0	0	0
LE5 Langdale Rec					
Total Annual Expenditure	30,380	30,380			
Less Big Lottery	(8,055)	(8,055)			
Total Annual Expenditure(ALL HBBC)	22,325	22,325	0	0	0
LE6 Hollycroft Park					
Total Annual Expenditure	52,189	52,189			
Less Breathing Spaces Grant	(181)	(181)			
Total Annual Expenditure(ALL HBBC)	52,008	52,008	0	0	0
LE7 Ashby Road Cemetery Extension					
Total Annual Expenditure	131,738	131,738			
Less Section 106	(59,860)	(59,860)			
Total Annual Expenditure(ALL HBBC)	71,878	71,878	0	0	0
LE9 Memorial Safety Programme					
Total Annual Expenditure(ALL HBBC)	14,468	9,468	5,000	0	0
LE10 Clarendon Park					
Total Annual Expenditure	14,468	14,468	0	0	0

SECTION 1

PROJECT	TOTAL COST	ESTIMATE 2009-2010	ESTIMATE 2010-2011	ESTIMATE 2011-2012	ESTIMATE 2012-2013
LE11 ST Marys Chuch Yard wall					
Total Annual Expenditure(ALL HBBC)	10,395	10,395	0	0	0
LE13 Cemeteries Booking System					
Total Annual Expenditure(ALL HBBC)	6,344	6,344	0	0	0
LE14 Churchyard Repairs less 5600 to parks major					
Total Annual Expenditure(ALL HBBC)	8,521	8,521	0	0	0
LE16 Queens Park					
Total Annual Expenditure	130,800	5,000	125,800		
Less contribution	(25,800)		(25,800)		
HBBC Element	105,000	5,000	100,000	0	0
LE19 Queens Park Play Area					
Total Annual Expenditure	50,000	50,000			
Less contribution (Playbuilder Grant)	(50,000)	(50,000)			
HBBC Element	0	0	0	0	0
TOTAL GROSS EXPENDITURE	2,122,978	1,256,641	654,847	118,250	93,240
LESS TOTAL CONTRIBUTIONS	(153,421)	(127,621)	(25,800)	0	0
TOTAL HBBC ELEMENT	1,969,557	1,129,020	629,047	118,250	93,240
POTENTIAL REGENERATION	1,579,971	1,037,674	476,547	65,750	0
NON REGENERATION	389,586	91,346	152,500	52,500	93,240
HBBC TOTAL	1,969,557	1,129,020	629,047	118,250	93,240

HINCKLEY AREA COMMITTEE – 25 JANUARY 2010

REPORT OF DIRECTOR OF FINANCE

RE: REVIEW OF FEES AND CHARGES 2009/2010

1. **PURPOSE OF REPORT**

1.1 To revise the schedule of fees and charges for items relating to the Hinckley Special Expenses area for 2009/2010.

2. **RECOMMENDATION**

2.1 That the fees and charges set in the Appendix to the report be recommended to Council.

3. **BACKGROUND TO REPORT**

3.1 This report sets out the proposed Fees and Charges for 2010/11 relating to the Hinckley Special Expenses area.

3.2 The Authority's Financial Procedure Rules contain the provision that Service Heads will review the fees and charges for their services, in accordance with guidelines approved by Executive. These guidelines are set out in the "General Fund Budget Strategy for Financial year 2010/11" report

3.3 Service Heads were asked consider the following factors when reviewing charges: -

- Setting a charge that recovers the cost of running service;
- Linking charging decisions to corporate priorities and themes contained within the Corporate Performance Plan;
- Cost behaviour and the possible effect on income if charges are increased;
- Identify new sources of income;
- Compare charges with other organisations.

4 **FEES & CHARGES 2010/11**

4.1 Service Heads have submitted proposed charges. The Appendix attached to this report shows the existing charges and proposed charges for 2010/11.

4.2 Officers have compared cemetery charges with 3 Leicestershire districts and 2 Warwickshire district councils.

5 **FINANCIAL IMPLICATIONS**

5.1 The proposed fees and charges are estimated to have the following effect on income:

	2009/10 Estimate	2010/11 Estimate	2010/11 Increase
Parks Income	£3,690	3,760	70
Cemeteries Income	£56,120	57,240	1,120
Total	£59,810	61,000	1,190

The additional income arising from the recommended increases has been included in the Revenue Estimates for 2010/11, which appear elsewhere on the agenda for this meeting.

6 **LEGAL IMPLICATIONS**

6.1 To be reported at the meeting.

7 **COPORATE PLAN IMPLICATIONS**

7.1 The report updates the Scale of Fees and Charges for 2010/11. The areas covered in the report and appendix support the achievement of all the Council's Strategic Aims.

8 **CONSULTATION**

8.1 Proposals contained within this report have been submitted after officer and member consultation.

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		
<u>Risk Description</u>	<u>Mitigating Actions</u>	<u>Owner</u>
The risk of a shortfall in income if demand changes.	Monthly budget monitoring and monitoring through quarterly performance SLB. Corrective action e.g. re-prioritisation of resources would take place if required.	Budget Holders

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
4HA25jan10

Health & Environment

CATEGORY	VAT	2009/10	2010/11
CEMETERIES			
Interments			
Of the body of a child up to the age of 18 yrs inclusive. <i>Interment of the body of a child up to 18 years of age is free into a single depth grave. Where interments are required at double depth or below then single depth interment charges for over 18's will apply.</i>	Non-Business	No Charge	No Charge
Of the body of a person whose age exceeded 18 yrs (inc.Caskets & Brick Graves)			
Single depth grave	Non-Business	288.00	290.00
Double depth	Non-Business	373.00	377.00
Triple depth grave	Non-Business	422.00	426.00
Existing brick grave	Non-Business	135.00	136.00
of a Cremation Casket in a grave			
Casket depth	Non-Business	76.00	77.00
Double depth	Non-Business	141.00	142.00
In a brick grave or kerbed/concrete top	Non-Business	141.00	142.00
Scattering of cremated remains	Non-Business	57.00	58.00
Memorial repair	Non-Business	P.O.A	P.O.A
Note: - If resident outside Special Expense Area = double fees - Except for residents who had lived within the area for at least 25 years, but who lived outside the area for health care or welfare reasons for no longer than five years immediately prior to their death. - where available, work in the Cemeteries on Saturdays or Sundays will attract double fees			
Exclusive Rights of Burial for 70 Years			
Casket plot 150 x 90cm (5'x3') (up to 2 caskets/Ashes Interment)	Non-Business	157.00	159.00
Grave plot 150 x 90cm (5' x 3') (Children)	Non-Business	157.00	159.00
Casket plot 150 x 90 cm (5'x3') (reserved - Inc installation of tablet)	Non-Business	178.00	180.00
Grave plot 240 x 120cm (8'x4')	Non-Business	283.00	286.00
Grave plot 240 x 120cm (8'x4') (reserved - Inc installation of tablet)	Non-Business	314.00	317.00
Note: - If resident outside Special Expense Area = double fees			
Rights to Erect Memorial on a Grave Plot			
A headstone not exceeding 105cm wide (3' 6") and 120cm high (4') and 46cm deep (18")	Non-Business	110.00	111.00
Kerb (where permitted)	Non-Business	178.00	180.00
A Vase / tablet vase (max depth 45cm)	Non-Business	63.00	64.00
Memorial kerb (In Garden of Rest)	Non-Business	86.50	87.00
Install plaque on remembrance wall	Non-Business	42.00	43.00
Additional Inscriptions	Non-Business	47.00	48.00
# Note conditions apply to size of memorials in childrens section and casket section			
Note: Right to erect replacement memorials no charge. Changed memorials priced as above.			
Other Charges			
Entries in Book of Remembrance per line	Standard Rated	20.00	21.00
Copy of Book of Remembrance page	Standard Rated	6.00	7.00
Service in Cemetery Chapel	Non-Business	95.00	96.00
Exhumations	Non-Business	Triple interment fees	Triple interment fees
Memorial Bench – Subject to Location availability	Standard Rated	POA	POA
Memorial Tree - Subject to Location availability	Standard Rated	160.00	167.00
Installation of tablet for previously reserved casket or grave plot	Non-Business	20.00	30.00

Health & Environment

CATEGORY		VAT	2009/10	2010/11
GREEN SPACES & EVENTS				
Professional Fees				
Professional Fees	Parks and cemetery matters/staff led activities per hour	Standard Rated	33.50	35.00
Lost Keys		Standard Rated	21.00	25.00
Bowls – Hollycroft Park				
Season Ticket -	Over 60 or Students under 18 in full-time education	Exempt	45.00	46.00
	Ordinary	Exempt	67.00	68.00
Per Hour	Over 60 or Students under 18 in full-time education	Standard Rated	2.40	2.50
Ordinary	Ordinary	Standard Rated	5.00	5.00
<i>Note: - New members first season green fees = 25% discount</i>				
Tennis – Hollycroft Park				
Per Court per Hour	Adult	Standard Rated	6.00	6.00
	Over 60 or Students under 18 in full-time education	Standard Rated	4.00	4.00
	Mixed (Adult & Concession)	Standard Rated	5.00	5.00
	School Concessions (Winter only)	Standard Rated		POA
Deposits		Standard Rated	5.20	5.00
Putting – Hollycroft Park				
Adult		Standard Rated	2.60	2.60
Junior		Standard Rated	1.10	1.30
Golf Balls & Clubs -	Deposit	Standard Rated	5.20	5.00
	Penalty - lost Balls	Standard Rated	1.60	2.00
	Penalty - lost Clubs	Standard Rated	7.80	8.00
Hollycroft Park & Argents Mead				
Hire of Bandstand (Commercial Events) per day		Exempt	300.00	300.00
Hire of Bandstand (Community Events) per day		Exempt	54.50	55.00
Hire of Bandstand (Registered Charities) per day		Exempt	20.00	20.00
Hire of Bandstand (Schools)		Exempt	No Charge	No Charge
Exclusive Rights to Sell Ice Cream		Standard Rated	Sealed Bids	Sealed Bids
Other Parks & Open Spaces				
Parks and Open Spaces (Commercial Organisations)		Exempt	300.00	300.00
Parks and Open Spaces (Fair & Circuses)		Exempt	340.00	345.00
Bond (Fairs & Circuses)		Exempt	545.00	550.00
Community / Non Profit Making Organisations		Exempt	26.00	26.00
Registered Charities		Exempt	10.50	11.00
Exclusive Rights to Sell Ice Cream		Standard Rated	Sealed Bids	Sealed Bids
Events				
Food Stalls		Standard Rated	POA	POA
Other Stalls		Standard Rated	POA	POA
Leisure Activities including Rides		Standard Rated	POA	POA
Daily Right to Sell Ice Cream		Standard Rated	POA	POA

Health & Environment

CATEGORY		VAT	2009/10	2010/11
Football & Cricket Pitches				
Pitch per 11 matches (per season)				
	Team in the Borough pitch only	Exempt	220.00	220.00
	Team in the Borough pitch with changing room	Exempt	440.00	445.00
	Team Outside Borough pitch only	Exempt	265.00	270.00
	Team Outside Borough pitch with changing room	Exempt	530.00	535.00
Junior		Exempt	1/2 adult fee	1/2 adult fee
Casual lettings - Per Match facilities	Teams in the Borough	Standard Rated	52.00	53.00
	Teams outside Borough	Standard Rated	62.00	63.00
Casual lettings - Per Match without facilities	Teams in the Borough	Standard Rated	26.00	30.00
	Teams outside Borough	Standard Rated	31.00	35.00
Junior		Exempt	1/2 adult fee	1/2 adult fee