

Date: 14 January 2011

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, 24 January 2011** 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

24 JANUARY 2011

A G E N D A

1. APOLOGIES
- RESOLVED 2. MINUTES
To confirm the minutes of the Hinckley Area Committee meeting held on 14 June 2010 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. NEIGHBOURHOOD WATCH SCHEMES - GRANT FUNDING
A representative of Hinckley West Neighbourhood Watch Committee has been invited to attend to discuss past and possible future funding.
6. HINCKLEY (SPECIAL EXPENSES) AREA REVENUE BUDGETS 2011/12
Report of Deputy Chief Executive (Corporate Direction) attached marked HAC4. (Pages 1-6).
7. CAPITAL PROGRAMME 2010/11 to 2013/14
Report of Deputy Chief Executive attached marked HAC5. (Pages 7-11).
8. GREEN SPACE STRATEGY
The Public Space Manager will give a verbal update on this.
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

14 JUNE 2010 AT 6.00 P.M.

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

Messrs. D.S. Cope and K.W.P. Lynch

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

61 **APOLOGIES**

Apologies for absence was submitted on behalf of Messrs J. G. Bannister, D. C. Bill, S. L. Bray, C. G. Joyce, K. Nichols and D. O. Wright.

62 **MINUTES (HAC1)**

It was moved by Mr. Cope, seconded by Mr. Lynch and

RESOLVED - the minutes of the meeting held on 25 January 2010 be confirmed and signed by the Chairman.

63 **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

64 **HINCKLEY (SPECIAL EXPENSES) AREA REVENUE AND CAPITAL OUTTURN 2009/10 (HAC2)**

The Accountancy Manager, in presenting this report, referred to the actual revenue and capital expenditure and income figures for the Special Expenses Area for 2009/10, which would be included in the outturn reports being considered by Council on 29 June 2010. The Special Expenses Summary Revenue Account showed a net under-spend of £38,195 in 2009/10 and explained to members were the major items of variance.

A request had been received to carry forward the following budgets to 2010/11:-

- Electricity improvement at Wykin Park - £9,582.
- Tree works in cemeteries - £699
- Path resurfacing in parks - £1,740

So far as Capital Outturn was concerned, there had been some slippage and the Green Spaces and Neighbourhood Wardens Manager explained the reasons for the variance in figures.

On the motion of Mr.Lynch, seconded by Mr. Cope it was

RECOMMENDED -

The Outturn for 2009/10 for the Hinckley (Special Expenses) Area Accounts be noted for onward submission to Council.

(The meeting closed at 6.13 pm)

At the conclusion of the meeting discussion arose regarding the new play concept of a natural play area, as advocated by Natural England, at Queens Park. It was acknowledged by the Green Spaces and Neighbourhood Wardens Manager that some re-seeding might be needed. Litter bins had now been provided but there had been instances of vandalism and it was agreed to seek assistance from the PCSO's in monitoring this.

Brief reference was made to the development of the Brodick Road site and the Green Spaces and Neighbourhood Wardens Manager confirmed that public consultation on this would be included in her service area's Business Plan to be produced in August/September. At this juncture the Green Spaces and Neighbourhood Wardens Manager indicated that she would welcome Members' input into that Plan.

Finally, a discussion took place on possible funding for Neighbourhood Watch' Schemes and it was agreed that the Accountancy Manager liaise with the Principal Solicitor and report his findings to the next meeting.

HINCKLEY AREA COMMITTEE – 24 JANUARY 2011

REPORT OF DEPUTY CHIEF EXECUTIVE (CORPORATE DIRECTION)

RE: HINCKLEY (SPECIAL EXPENSES) AREA REVENUE BUDGETS 2011/12

1. **PURPOSE OF REPORT**

To present options for the revenue budgets and Council Tax for 2011/12 for the Special Expenses area of Hinckley.

2. **RECOMMENDATION**

That the Committee considers the options for the revenue budgets for 2011/12 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 2011/12 revenue budgets will be presented to Council for approval on 24 February 2011 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 2011/12**

The proposed options for the budgets for 2011/12 together with the latest figures for 2010/11 are shown in Appendix 1.

The proposed budgets have been compiled in accordance with the approved General Fund budget strategy for 2011/12. Essentially this sets a target budget which is based on the original budget for 2010/11 adjusted for pay awards and contractual price reviews and the effect of previously approved growth items.

Revised budget 2010/11

The overall position is an increase in net budgeted expenditure of £3000. This is made up as follows:

i) Parks

This shows a net increase in expenditure of £3,000 resulting from

- A reduction in employees costs -£5,000
- An increase in effluent disposal costs as a result of expenditure required to improve outflow of effluent financed from 2009/10 underspend on utility costs +£9,000
- Increase cost of maintenance contracts +£3,000
- Additional income from developer contributions -£4,000

ii) Cemeteries

This shows a reduction of £3,000 attributable to reduced employee costs

iii) Hinckley West Neighbourhood Watch

Increase of £3,000 as result of grant made to Neighbourhood Watch

Budget 2011/12 (as compared to Original Budget 2010/11)

Parks

This shows an £33,000 reduction in net expenditure resulting from:

- Reduced staffing costs due to restructuring of Service -£13,000
- Increased costs of contracts +£7,000
- Reduced cost of Supplies & Services -£7,000
- Reduced Central Support Charges -£18,000
- Additional income from developer contributions -£4,000

Cemeteries

This shows a £3,000 increase in net expenditure resulting from:

- Increased cost of internments due to contract increase +£5,000
- Reduced cost of Cemeteries Booking System Support -£2,000

Hinckley West Neighbourhood Watch Grant

Continuation of Grant paid in 2010/11 +£4,000

4. Level of Council Tax

The Tax Base (number of chargeable properties) in the Special Expenses Area has increased by 0.8% for 2011/12, 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 to set an unchanged Council Tax will result in an amount of £83,260 being taken to balances which would leave a balance at the end of 2011/12 of £236,268 (recommended level of balances at 10% of the net budget requirement £55,000)

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

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HINCKLEY (SPECIAL EXPENSES) 2011/12

	2010/11 PUBLISHED ESTIMATE £	2010/11 LATEST ESTIMATE £	2011/12 ORIGINAL ESTIMATE £
Urban parks	398,520	401,590	365,770
Cemeteries	160,530	157,950	163,200
Hinckley Town Centre Christmas Lights	2,000	2,000	2,000
Hinckley West Neighbourhood Watch		3,000	4,000
	<u>561,050</u>	<u>564,540</u>	<u>534,970</u>
Contribution to/(from) Balances	<u>45,090</u>	<u>41,600</u>	<u>83,260</u>
NET EXPENDITURE	<u>606,140</u>	<u>606,140</u>	<u>618,230</u>
TAX BASE (No. Band D Equivalent Properties)	<u>10,133</u>	<u>10,133</u>	<u>10,335</u>
BAND D EQUIVALENT COUNCIL TAX	<u>£59.82</u>	<u>£59.82</u>	<u>£59.82</u>
Increase in Special Expenses element of Council Tax			0.00%
<u>SPECIAL EXPENSES BALANCES</u>			
Surplus Brought Forward	89,200	111,408	153,008
Contribution to Balances	45,090	41,600	83,260
Use of Balances	0	0	0
Surplus/(Deficit) Carried Forward	<u>134,290</u>	<u>153,008</u>	<u>236,268</u>

	2010/11 PUBLISHED ESTIMATE £	2010/11 LATEST ESTIMATE <i>REF</i> £	2011/12 ORIGINAL ESTIMATE <i>REF</i> £
HINCKLEY PARKS			
Employee Costs	67,680	62,960	54,570
Maintenance Contracts	201,990	205,060	211,400
Landfill Effluent Treatment	10,000	19,580	10,000
Other Premises Related Expenditure	44,120	44,120	42,060
Premises Related Expenditure	256,110	268,760	263,460
Transport Related Expenditure	4,190	4,190	4,020
Poop Scoop Schemes	10,390	10,390	7,500
Other Supplies & Services	29,050	29,350	28,460
Supplies & Services	39,440	39,740	35,960
Central Administrative Expenses	42,700	42,100	23,560
GROSS EXPENDITURE	410,120	417,750	381,570
Fees & Charges	(3,690)	(3,690)	(3,800)
S.106 Contributions	(7,910)	(12,470)	(12,000)
TOTAL INCOME	(11,600)	(16,160)	(15,800)
NET EXPENDITURE	398,520	401,590	365,770

	2010/11 PUBLISHED ESTIMATE £	2010/11 REVISED ESTIMATE <i>REF</i> £	2011/12 ORIGINAL ESTIMATE <i>REF</i> £
CEMETERIES			
Employee Costs	37,760	34,840	38,580
Maintenance Contracts	128,400	129,100	133,630
Other Premises Related Expenditure	9,750	9,750	11,250
Premises Related Expenditure	138,150	138,850	144,880
Transport Related Expenditure	1,380	1,380	1,100
Supplies & Services	21,380	21,290	15,760
Central Administrative Expenses	22,090	21,820	22,490
GROSS EXPENDITURE	220,760	218,180	222,810
Burial Fees	(55,540)	(55,540)	(55,000)
Miscellaneous Income	(580)	(580)	(500)
S106 Income	(4,110)	(4,110)	(4,110)
TOTAL INCOME	(60,230)	(60,230)	(59,610)
NET EXPENDITURE	160,530	157,950	163,200

HINCKLEY AREA COMMITTEE – 24 JANUARY 2011

DEPUTY CHIEF EXECUTIVE (CORPORATE DIRECTION)
RE : CAPITAL PROGRAMME 2010/11 TO 2013/14

1. PURPOSE OF REPORT

- 1.1 To consider the proposed capital programme for the Hinckley Special Expenses area for the years 2010/11 to 2013/14

2. RECOMMENDATION

- 2.1 The Capital Programme for 2010/11 to 2013/14 be recommended to Council.

3. BACKGROUND

- 3.1 This report outlines the proposed Capital Programme for the Hinckley Special Expenses area for 2010/11 to 2013/14.
- 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 2013/14

- 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 IMPLICATIONS

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. **KNOWING YOUR COMMUNITY – EQUALITY AND 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

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Description of Projects

- LE2 Parks Major Works:** Programme of works to refurbish / replace hard landscape features such as fencing, pathways, CCTV, walls, benches, bins in parks. This will remove the degradation that is both aesthetically intolerable and could lead to health and safety / insurance implications.
- LE4 Richmond Park Play Area:** Develop facilities for children and young people. For example, sports provision, new children's play area and multi-games area.
- LE7 Ashby Rd Cemetery Extension:** There is a need for new burial land at Hinckley Cemetery.
- LE9 Memorial Safety Programme:** Repair memorials of heritage and amenity value.
- LE13 Cemeteries Booking System:** Purchase new system to enable electronic bookings including memorial inspection data capture and search facilities for the deceased.
- LE14 Churchyard Repairs:** Repairs to retaining walls, pathways, fences, railings etc within closed churchyards. Project submitted after structures were identified as being in need of repair and as the result of surveys by a structural engineer.
- LE16 Queens Park:** Refurbishment of Park to provide a neighbourhood / community park for this part of Hinckley. To include children's play area, facilities for young people, landscaping, paths, signage etc.
- LE19 Queens Park Play Area:** A new play facility at Queens Park that will replace the existing play area which is in need of modernisation.

SPECIAL EXPENSES AREA CAPITAL PROGRAMME 2010/11 TO 2013/14

PROJECT	REGEN- ERATION	TOTAL COST	ESTIMATE 2010-2011	ESTIMATE 2011-2012	ESTIMATE 2012-2013	ESTIMATE 2013-2014
LE2 Parks Major works	R					
Total Annual Expenditure(ALL HBBC)		162,290	40,200	40,350	40,740	41,000
LE4 Richmond Park Play Area	R					
Total Annual Expenditure		253,824	25,637	228,187		
External Funding (FA)		(100,000)	0	(100,000)		
Total Annual Expenditure(ALL HBBC)		153,824	25,637	128,187	0	0
LE7 Ashby Road Cemetery Extension	R					
Total Annual Expenditure(ALL HBBC)		3,582	3,582	0	0	0
LE9 Memorial Safety Programme	R					
Total Annual Expenditure(ALL HBBC)		6,607	6,607	0	0	0
LE13 Cemeteries Booking System						
Total Annual Expenditure(ALL HBBC)		908	908	0	0	0
LE14 Churchyard Repairs						
Total Annual Expenditure(ALL HBBC)		2,370	2,370	0	0	0
LE16 Queens Park						
Total Annual Expenditure		140,510	140,510			
Less contribution		(25,800)	(25,800)			
HBBC Element		114,710	114,710	0	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		620,091	269,814	268,537	40,740	41,000
LESS TOTAL CONTRIBUTIONS		(175,800)	(75,800)	(100,000)	0	0
TOTAL HBBC ELEMENT		444,291	194,014	168,537	40,740	41,000
POTENTIAL REGENERATION		326,303	76,026	168,537	40,740	41,000
NON REGENERATION		117,988	117,988	0	0	0
HBBC TOTAL		444,291	194,014	168,537	40,740	41,000