

## Cheltenham Borough Council

**Cabinet – 14 February 2023**

**Council – 20 February 2023**

**General Fund Revenue and Capital – Final Budget**

**Proposals 2023/24**

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**Accountable member:**

Cllr Peter Jeffries, Cabinet Member for Finance & Assets

**Accountable officer:**

Gemma Bell, Director of Finance & Assets (Deputy s151 Officer)

**Accountable scrutiny committee:**

Budget Scrutiny Working Group and Overview and Scrutiny Committee

**Ward(s) affected:**

All

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**Key/Significant Decision:**

Yes

**Executive summary:**

This report summarises the revised budget for 2022/23 and the Cabinet's final budget proposals and pay policy statement for 2023/24.

The Council have faced unprecedented financial challenges over the last two years in providing the resources and support to manage the response to the Covid-19 pandemic and then rising costs and challenges faced by the cost of living crisis. This is in addition to the ten years of austerity and year on year cuts to the Council's Government funding.

With inflation at a 40 year high and not expected to fall back to pre-pandemic levels for another two years and eight consecutive rises in interest rates since the 2022/23 interim budget proposal was approved by Cabinet in December 2021, these continue to be some of the most challenging

times for Local Authorities.

This Council was one of, if not the first council to publish a Recovery Strategy in 2020 in the middle of a global pandemic. That early publication and consultation enabled the Council to clearly signal recovery aims and objectives. The economy was, and continues to be in an extremely difficult position nationally and responding dynamically was seen as the best way to support the rest of the town to recover.

The financial strategies implemented by this Council since November 2020 to refresh the commercial strategy, review asset management and invest in growth have so far meant the Council have not needed to pursue this course of action. In the recent budget monitoring report presented to Cabinet in November 2022, the forecast overspend against the 2022/23 budget was £2.39m. Of this figure, £1.985m related to pressures resulting from interest rate rises, inflation, the cost of energy and the subsequent pay award for Council officers and other contracted staff.

Although work is ongoing to mitigate these pressures and generate value elsewhere, there are areas such as the pay award where this is obviously not possible. The Council are in a favourable position where there is sufficient general balances available to manage these pressures in 2022/23, but given the finite nature of these reserves this is not a long term strategy.

The Council still face a challenging economic environment which is set to continue. The final budget proposals presented in this report aim to utilise our assets, skills and infrastructure to continue the enabling of inclusive and environmentally sustainable growth in the Borough whilst providing a mechanism to ensure the Council has the revenue resources to continue to provide services and resources to our residents. The council's ambition to make Cheltenham the cyber capital of the UK also continues to be critical to ensuring that the council achieves financial sustainability.

The recommendations within this report aim to ensure a balanced budget is delivered in 2023/24, that sufficient revenue resources are transferred to reserves to provide a cushion to combat longer term uncertainty and that appropriate resources continue to be directed towards our key priorities.

### **Recommendations:**

- 1. Approve the revised budget for 2022/23 which is reported here as part of the budget monitoring process for 31 December 2022.**
- 2. Consider the budget assessment by the Section 151 Officer at Appendix 2 in agreeing the following recommendations.**
- 3. Approve the final budget proposals including a proposed council tax increase for the services provided by Cheltenham Borough Council for the year 2023/24 based on a Band D property (an increase of 2.99% for a Band D property), as detailed in paragraphs 9.1 to 9.5.**
- 4. Approve the savings / additional income totalling £1,300,000 and the budget strategy at Appendix 4.**
- 5. Approve the use of reserves and general balances and note the projected level of reserves, as detailed at Appendix 5.**
- 6. Approve the capital programme at Appendix 6.**

7. **Approve the programmed maintenance programme at Appendix 7.**
  8. **Approve the flexible use of capital receipts strategy as detailed in Appendix 8.**
  9. **Note that the Council will remain in the Gloucestershire business rates pool for 2023/24.**
  10. **Approve the Medium Term Financial Strategy (MTFS) detailed in Appendix 9.**
  11. **Approve the Pay Policy Statement for 2023/24, including the continued payment of a living wage supplement at Appendix 10.**
  12. **Approve the proposed fees and charges schedule for 2023/24 at Appendix 11, subject to appropriate consultation where required.**
  13. **Approve a level of supplementary estimate of £100,000 for 2023/24 as outlined in Section 19.**
  14. **Resolves to amend the definition of a Key Decision as set out in the constitution to increase the threshold for the acquisition or disposal of land from £250,000 to £500,000, and gives delegated authority to the Monitoring Officer to make the associated change to the constitution as outlined in Section 17.**
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## 1. Implications

### 1.1. Financial implications

As detailed in the report.

**Signed off by:** Gemma Bell, Director of Finance & Assets (Deputy s151 officer)

### 1.2. Legal implications

The budget setting process must follow the Council's Budget and Policy Framework Rules.

Members are not generally regarded as having a personal or prejudicial interest in the setting of the council budget and council tax. However, any member who is in arrears of council tax needs to give careful consideration to the provisions of section 106 of the Local Government Finance Act 1992. This states that if any arrears remain unpaid for at least two months then the member must disclose this at the beginning of the meeting, which is to consider the council tax calculation and shall not vote on the matter. It is a criminal offence to disregard this requirement. Any member likely to be in such a position should seek advice as quickly as possible from the Monitoring Officer.

There is a legal requirement under the Local Government Finance Act 1992, sections 31A and 42A to set a balanced budget. The budget proposals include budgets for expenditure and income and use reserves to fund one off expenditure, fund future expenditure or phase in the impact of increased expenditure in accordance with the Medium Term Financial Strategy.

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Section 38 of the Localism Act 2011 requires local authorities to produce Pay Policy Statements.

The Act also contains requirements for local authorities to hold a referendum where council tax is proposed above specific levels. The relevant basic amount of council tax in 2023/24 will require a referendum if it is 3%, or more than 3%, above its 2022/23 level.

This means that a shire district authority will need to exceed the percentage referendum thresholds in order to be subject to a referendum.

Section 25 of the 2003 Local Government Act requires the Authority's Section 151 Officer to comment on the robustness of the estimates and the adequacy of reserves.

By approving the budgets for the capital programme, Cabinet are making key decisions as to the use of the budget. Consequently, the acceptance of tenders in excess of £100,000 by the lead member (or officers if authorised under the constitution) for contracts required to deliver works, services and supplies under the approved budget headings, will not be key decisions.

In accordance with the Council's approved Investment Strategy, the Council is able to lend money to support local public services and stimulate local economic growth. These include loans to organisations and residents within the Borough which support the priorities of the Council.

**Signed off by:** One Legal, [legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.uk), Tel no: 01684 272012

### 1.3. HR implications

Relationships with the two recognised trade unions continue to remain very positive. The Executive Leadership Team and the HR team will continue to work closely with TU colleagues in order to ensure that any potential impact on employees as a result of realisation of budget savings are kept to a minimum.

**Signed off by:** Clare Jones, [HR.Cheltenham@publicagroup.co.uk](mailto:HR.Cheltenham@publicagroup.co.uk)

### 1.4. Environmental and climate change implications

The final budget proposals for 2023/24, particularly in relation to the increasing cost of energy, are broadly in line with our Climate Emergency Action Plan. A target reduction in energy consumption will lead to a corresponding decrease in greenhouse gas emissions, which aligns with our Climate Emergency Action Plan objectives. The investment set out in the capital programme and through the countywide Climate Co-ordinator role will help progress countywide carbon reduction initiatives. However, increased revenue investment is needed to maintain progress against the actions set out in the Climate Emergency Action Plan and this will continue to present a challenge for the council's budget without further funding support from central government.

The expenditure of allocated budgets within all services will be assessed using the Climate Impact Assessment Tool, which has been formally adopted by Cabinet, to help ensure that projects and policies are effectively aligned to the council's commitments on climate change, as well as other key social and environmental priorities.

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**Signed off by:** Laura Tapping, Climate Emergency Programme Officer, 01242 264263

### 1.5. Property/asset implications

As detailed in the report and appendices, specifically the capital programme in Appendix 6 and the planned maintenance programme in Appendix 7.

**Signed off by:** Gemma Bell, Director of Finance & Assets (Deputy s151 officer)

### 1.6. Corporate policy framework implications

The actions outlined in this final budget to implement savings and grow commercial income will help ensure that the Council can continue to deliver its corporate objectives as set out in the revised Corporate Plan for 2023- 2027.

**Signed off by:** Ann Wolstencroft, Head of Performance, Projects and Risk

## 2. Promoting equality and reducing discrimination

The Council takes its statutory duties to promote equality of opportunity seriously. The 2010 Equality Act sets out that we must have due regard to the need to advance equality of opportunity between people who share a protected characteristic and those who do not. The groups that share a protected characteristic include those defined by age, ethnicity, disability, religion or belief and sexual orientation.

The Cabinet Member Finance and Assets and the Director Finance and Assets have been mindful of this statutory duty in how the budget proposals have been prepared. The community and equality impacts of the various budget proposals are as follows:

Budget Proposal (excerpt from appendix 4)	Potential community and equality impacts and any mitigating actions
Re-alignment of resourcing with Corporate Priorities	It is suggested that an equalities impact assessment is carried out on specific proposals that are brought forward following the approval of the Corporate plan for 2023-27 to assess how they may impact on staff and/or customers to ensure that individuals with protected characteristics are not in any way disadvantaged by the proposals. The EQIA will then be reported as part of any decision making on the proposal.
Commercial Income Generation opportunities	None identified at this stage; the individual proposals for revising fees and charges will be subject to separate equality impact assessments to ensure that particular groups are not disadvantaged.
Reduction in the Cheltenham Trust management fee	None identified at this stage; no impact has been assessed or measured in the prior two years of implementation of this proposal.
Maximise opportunities to strengthen CBC-CBH partnership	None identified.
Review of budget allocations against the new Corporate Plan	It is suggested that an equalities impact assessment is carried out on specific proposals that are brought forward following the approval of the Corporate plan for 2023-27 to assess how they may impact on staff and/or customers to ensure that individuals with protected characteristics are not in any way disadvantaged by the proposals. The EQIA will then be reported as part of any decision making on the proposal.

Pension tri-annual valuation

None identified.

### **3. Performance management – monitoring and review**

The scale of future budget savings will require significant work to deliver them within the agreed timescales and there is a danger that this could divert management time from the delivery of services to the delivery of savings. There are regular progress meetings to monitor the delivery of savings and this will need to be matched with performance against the corporate strategy action plan to ensure that resources are used to best effect and prioritised.

The delivery of the savings work streams included in the final budget proposals, if approved by full Council will be monitored by the Budget Scrutiny Working Group and reported quarterly to the Cabinet.

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### **4. Background**

- 4.1. In accordance with the Council's Budget and Policy Framework Rules, which are part of the Council's constitution, the Cabinet is required to prepare interim budget proposals for the financial year ahead and consult on its proposals for no less than four weeks prior to finalising recommendations for the Council to consider in February 2023. The consultation took place between the period 21 December 2022 to 31 January 2023 and this report sets out the final proposals for 2023/24.

### **5. Budget Assessment of the Section 151 Officer**

- 5.1. Under Section 25 of the 2003 Local Government Act, there is a legal requirement for the Section 151 Officer to make a report to the authority when it is considering its budget, council tax and housing rents (see separate report on Housing Revenue Account to Council) covering the robustness of estimates and adequacy of reserves. The Act requires councillors to have regard to the report in making decisions at the Council's budget and council tax setting meeting.
- 5.2. The Section 151 Officer is satisfied that the proposed budget for 2023/24 has been based on sound assumptions and that the Council has adequate reserves to fund operations in 2023/24. The full assessment is attached at Appendix 2.

### **6. 2022/23 Budget Monitoring to December 2022**

- 6.1. The budget monitoring report to the end of December 2022, indicates that despite a number of variances to the budget it still anticipates the delivery of services within the revised budget for 2022/23. It is proposed that this is achieved as previously reported by using general balances to offset the pressures experienced from the current economic environment.

### **7. Settlement Funding Assessment**

- 7.1. The assumptions within these budget proposals are based on the local government 'final' finance settlement for 2023/24 which was released by DLUHC on 6 February 2023.

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7.2. The headlines from the Local Government Final Finance Settlement for Cheltenham in 2023/24 are:

- The referendum threshold for increasing the “Core” Band D Council Tax borough council precept to be increased from the higher of 1.99% or £5 to 2.99%.
- No further continuation of the Lower Tier Services Grant for which we received £129,988 in 2022/23.
- A reduction in the Services Grant introduced in 2022/23 from £195,881 last year to £114,920 in 2023/24.
- Business rates pooling will be available in 2023/24 and 2024/25 with an expected reset from 2025/26.
- A final payment of £31,640 of New Homes Bonus, a small reduction in what was previously expected.
- A one off 3% Funding Guarantee payment of £817,477 expected for 2023/24 only.

7.3. Ministers will be re-starting the local government funding reforms in 2023/24. This means that the Fair Funding Review and business rates baseline reset are both going to be under consideration again, for possible implementation in 2025/26. This increases the urgency of the realignment of our budgets to ensure any changes to our baseline funding for next year can be managed more effectively.

### **8. Business Rates Retention (BRR)**

8.1. In October 2012, Council approved the principle of Cheltenham joining the Gloucestershire Business Rates Pool, subject to a thorough assessment of the risks and rewards and agreement of satisfactory governance arrangements.

8.2. Continuation within the pool was delegated to the Section 151 Officer and Chief Executive and this is reviewed on an annual basis.

8.3. The Gloucestershire Business Rates Pool was set up in 2013/14 to maximise the business rate income retained within the County and to support economic growth within the area of the Local Enterprise Partnership.

8.4. The anticipated level of business rates due to this Council in 2023/24, despite the severe impact of the Covid-19 pandemic and the current economic environment remains above the baseline funding target (Cheltenham’s target level of retained Business Rates) which will result in Cheltenham still being liable to a ‘levy’.

8.5. The post-pandemic economic recovery of the town is being monitored closely by the Executive team and has been supported by the targeted use of the business support grant funding provided by the Government through the pandemic. The focused funding of specific sectors and provision of financial support has enabled businesses to adapt the way they operate through national restrictions and mitigate the long-term economic impact of the pandemic on the town.

8.6. Taking the above into account, it is the opinion of the Section 151 Officer that this Council will benefit from remaining in the pool in 2023/24 as it will result in a reduction in the levy payment due to central government, which will be distributed in accordance with the governance arrangements.

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- 8.7. One of the key documents in the budget setting process is the estimate of business rates yield, reported on the National Non Domestic Rates return (NNDR1), which is submitted to the DLUHC. The NNDR1 return was submitted by the deadline of 31 January 2023 and the budget is based on the figures in that return. The table below incorporates figures from the NNDR1 return and the estimated net surplus from retained business rates against the baseline funding position in 2022/23 is £1.716m (revised estimate) and £2.732m in 2023/24.
- 8.8. Due to the expected receipt of the grants in 2021/22 but the need to spread the losses over the next three years, it is proposed to transfer the additional income receivable in 2021/22 to the Business Rates Retention Reserve, for use in future years to compensate for the impact of the increased losses (deficits) in those years. This is shown in the table below.

	<b>2022/23 Original 50% system £</b>	<b>2022/23 Revised 50% system £</b>	<b>2023/24 Original 50% system £</b>
Retained business rates	20,219,722	20,219,722	23,769,071
Tariff payable to government	(19,244,897)	(19,244,897)	(20,991,879)
Grant to compensate for government decisions	3,886,006	4,038,464	4,181,908
Estimated levy payable to government after Pool surplus	(566,208)	(455,792)	(1,279,572)
<b>Net retained business rates</b>	<b>4,294,622</b>	<b>4,557,496</b>	<b>5,679,528</b>
Less Baseline Funding (target level of net retained rates)	(2,841,443)	(2,841,443)	(2,947,776)
<b>Net surplus on business rates against baseline funding</b>	<b>1,453,179</b>	<b>1,716,053</b>	<b>2,731,752</b>
Deficit adjustment re 2020/21	(361,769)	(361,769)	(542,148)
Deficit adjustment re 2021/22	(4,903,767)	(5,937,118)	967,084
Surplus adjustment re 2022/23	-	-	318,370
<b>One-off adjustments re previous years' deficits</b>	<b>(5,265,536)</b>	<b>(6,298,887)</b>	<b>(743,306)</b>



<b>Net retained business rates (after one-off deficit adjustments)</b>	<b>(970,914)</b>	<b>(1,741,391)</b>	<b>(6,422,834)</b>
Transfer (to) / from BRR earmarked reserve	5,308,695	5,932,560	(250,000)
<b>Net retained business rates</b>	<b>4,337,781</b>	<b>4,191,169</b>	<b>6,172,834</b>

## 9. Council Tax

- 9.1. Government legislation, through the Localism Act, requires councils proposing excessive rises in council tax to hold a local referendum allowing the public to veto the rise. The referendum threshold for council tax for shire districts in 2022/23 was the higher of £5, or up to 1.99 per cent. This has been increased in the 2023/24 Settlement to up to 2.99 per cent.
- 9.2. With increased pressures caused by the pandemic and the recent increase in inflation and other operational costs, it continues to be difficult to deliver current levels of services when government support does not cover all additional costs we expect to incur. To this end, there is a clear mandate from central government for the reliance of council tax to fund our local services.
- 9.3. The tax base is forecast to increase by 0.52% in 2023/24 against the target increase of 0.8%. The Cabinet has had to consider what level of increase in council tax is sustainable, without creating an increased risk of service cuts and/or larger tax increases in the future.
- 9.4. The uncertainty surrounding the timing of the fair funding review, business rates and the uncertainty about the continuity of Government funding for more than a year continues to place significant reliance on council tax as our main source of income.
- 9.5. Therefore, the Cabinet is proposing a 2.99% increase in council tax in 2023/24; an increase of £6.70 for the year for a Band D property.

## 10. Collection Fund

- 10.1. Under normal circumstances, collection fund surpluses arise from higher than anticipated rates of collection of council tax (for example due to additional new build properties becoming chargeable). At this point in time, it is anticipated that there will be a surplus on the collection fund in 2022/23, primarily arising from an increase in the tax base compared to that estimated in setting the budget in February 2022. Surpluses and deficits are normally shared out between the Council, County and Police and Crime Commissioner in the following year.
- 10.2. A deficit on the Collection Fund was reported in 2020/21 and the Government announcement in July 2020, in response to the financial pressures faced by Local Authorities as a result of the pandemic, confirmed that the repayment of any deficits could be spread over three years.
- 10.3. As a result, the council's share of the deficit of £27k for 2020/21 will be spread over three years: £9k in 2021/22, 2022/23 and 2023/24. However, in 2023/24 the Council will also receive a share of the estimated deficit for 2021/22 of £11k and a share of the the

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surplus for 2022/23 of £53k, resulting in a net surplus of £34k. Again, evidence supporting the economic recovery of our town post pandemic as new businesses open and empty premises become occupied again.

### **11. The Cabinet's general approach to the budget for 2023/24**

- 11.1. As outlined in the Executive Summary of this report, the Council have taken decisive action since the outbreak of the global pandemic in 2020 to safeguard the financial sustainability of the Local Authority. This followed the introduction of the commercial strategy in 2015 which underpinned the actions taken to generate income streams to offset the reduction in Government revenue funding and support the general fund.
- 11.2. In the previous two budget proposals, there has been continued commitment to the Council's corporate priorities; to inclusive and sustainable growth in the town, to the goal of supporting the Council and the town to be net carbon zero by 2030, to becoming the Cyber capital of the UK, to delivering more housing across the borough and to our No Child Left Behind initiative. The success of this approach has been reflected in the responses to the Resident's Satisfaction Survey in October 2022 where 80% of respondents agreed that Cheltenham has a positive future.
- 11.3. The final budget proposal for 2023/24 is a re-commitment to these priorities and to the ambitions for growth, investment and sustainability originally outlined in the Recovery Strategy. The Cabinet acknowledge that decisive action is needed to ensure resources are balanced to deliver on these commitments, particularly in light of the economic challenges which are forecast to continue into the medium term.
- 11.4. In preparing this budget, the Cabinet and officers have considered the following:
  - Provided for inflation for contractual, statutory, and health and safety purposes at an appropriate inflation rate where proven;
  - Budgeted for pay inflation at 4% for 2023/24, with an additional 1% held in contingency;
  - Budgeted for an increase in Members allowances in line with the assumptions on pay inflation outlined above;
  - The provision of support and services to assist our communities, businesses and residents response and recover from the pandemic;
  - An inflationary increase in sales, fees and charges where market conditions dictate;
  - Assessed the impact of prevailing interest rates on the investment portfolio, the implications of which have been considered by the Treasury Management Panel.
- 11.5. The budget strategy outlined below aims to balance sustainable and green growth and investment with the financial sustainability of the Council. However in order to deliver these ambitions a challenging savings strategy is also required, despite the savings already delivered in 2022/23.

### **Carbon neutrality**

- 11.6. CBC's ambition to be net carbon zero by 2030 is a credible and commendable plan and in 2021/22 the Council invested in the creation of a permanent central team to monitor and manage the carbon reduction programme for the Borough as a whole.
- 11.7. One of the most significant achievements of this team to date was a successful bid to the Public Sector Decarbonisation Scheme (PSDS) for £382,600 of capital funding to support key projects. Work has been undertaken throughout 2022/23 to install smart meters in our buildings, increasing the accuracy of the monitoring of energy usage across the Council's estate. This is undertaken by a permanent energy officer, a post which has now been built

into the base budget.

- 11.8. On 21 February 2022 the Council approved a Climate Change Emergency Action Plan which outlined in further detail their commitment to taking a leading role, as well as playing its part in working with individuals, communities, businesses and other partners to achieve this ambitious goal.
- 11.9. The Council also approved a £10m Green Investment Fund to provide capital investment for schemes, projects and building improvements which would contribute to the net zero carbon goal. In 2022/23 funding for the first project was approved and work is now underway to upgrade the building management systems at all the Council's main buildings to reduce energy usage.
- 11.10. The PSDS capital budget supplements the existing £350,000 of CBC funding already earmarked to support the implementation of climate change activities. In 2022/23, part of this fund has been invested in infrastructure at the Depot to allow more Ubico vehicles to operate using green fuel sources.
- 11.11. In March 2022, Cheltenham Borough Homes (CBH) was successfully awarded £800,000 of funding through the Government's Social Housing Decarbonisation Fund (SHDF). The fund is administered by the Department for Business, Energy, and Industrial Strategy (BEIS) to improve the energy performance of homes with an EPC rating of D or below. This award follows the SHDF Demonstrator where CBH was successful in obtaining £40,000 towards the improvement of two homes as a pilot. These works are underway and due to be completed in April 2022.
- 11.12. The climate change team are now fully established have built strong relationships with stakeholders across the borough through Climate Leadership Gloucestershire and the County wide Climate Change Coordinator to ensure that a County wide approach is being taken to tackle the climate challenges we face.

### **Inclusive and Sustainable Economic Growth and Development**

- 11.13. Despite the financial uncertainty caused by the pandemic and the current cost of living crisis, over the last two years, the Council has continued to demonstrate its commitment to make Cheltenham a place where everyone can thrive. The Council have invested in a number of activities over the last year to drive sustainable growth and investment in the town:
  - An investment of £87k into the upgrade of the public space around Clarence Fountain to improve facilities, seating and planting.
  - A £3.3m investment in retail units on the High Street for development and regeneration.
  - An additional £2.5m investment into the MX to complete the build of a cyber-innovation hub and cultural venue by the Cheltenham Minister.
  - A contribution of £250k to the refurbishment of the Wilson Art Gallery and Museum which has now re-opened with new galleries and a café facilities.
  - The re-design of the Minster Gardens to connect the high street to the MX and Wilson Art Gallery.
- 11.14. These investments provide a once in a generation opportunity to revitalise the town centre, increase footfall to businesses on the high street and support sustainable economic growth in Cheltenham. The impact of investments like this are reflected in the results of our recent Residents Satisfaction survey where 87% of respondents were satisfied with the town

centre as a place to visit during the day.

- 11.15. To support these same ambitions for the wider town centre, the 2022/23 budget included a review of the role and resources available to Marketing Cheltenham. This has now been completed and the team in place is working with stakeholders on the town, focussing on destination marketing and economic growth and development.
- 11.16. The Council has also completed the procurement to find a development partner to realise its flagship ambition to make Cheltenham the Cyber Capital of the UK. Creating a national centre of excellence for the cyber sector and wider tech industries that will be an engine-room for long-term inclusive growth for Cheltenham. The Golden Valley project team have been established in the base budget and a number of new officers have been recruited to ensure the Council have the skills and expertise to deliver the ambitious development and construction projects planned for the town.
- 11.17. The Council's new Asset Management Strategy was also approved in February 2022 and work is underway to review the strategic alignment of our £500m property portfolio to the Council's Corporate Priorities. A number of sites have already been brought forward for disposal where the benefits of retention are not aligned to the Council's focus. These disposals will generate capital receipts which are being re-invested by the Council on key projects whilst also providing opportunities for new housing and development in the town.
- 11.18. In the 2021/22 budget proposal there was a growth item approved for a £75k investment into an apprenticeship scheme. In September 2021, five apprentices were recruited and are now progressing through their qualification pathways. With the success of the first cohort of apprentices, more regular and flexible recruitment cycles are planned from September 2023 as apprentices successfully complete their training. With a competitive recruitment market in the current economic environment, this will support staff retention and reduce the cost of recruitment activity by providing longer term investment to build the skills and expertise we need to deliver our priorities.
- 11.19. The economic uncertainty we currently face will continue to challenge us as a town and a Council into the medium term. Our recovery strategy and subsequent budget proposals have focused on the revitalising and reshaping the economy and ensuring that future growth benefits all our communities. The Council aims to encourage collaboration across sectors to ensure that culture, hospitality and creativity is interweaved into our economic recovery plans particularly in enhancing our cyber investment plans, supporting the creative revitalisation of the town centre, and the imaginative use of our open spaces.

## **12. Treasury Management**

- 12.1. Appendix 3 summarises the budget estimates for interest and investment income activity. Security of capital remains the Council's main investment objective.
- 12.2. The Bank of England unexpectedly raised interest rates in December 2021, for the first time in three years amid growing concerns over inflation, despite the rapid spread of the coronavirus Omicron variant. Since this date, interest rates have risen a further eight times
- 12.3. . This means in one year the Bank of England base rate has risen from 0.1% to 3.5% and our treasury advisors have forecast this will peak to between 4.25% and 4.5% during 2023/24.
- 12.4. As at 30 September 2022, the Council had net borrowing of £152.751m, a reduction

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since March 2022 by reducing the amount of temporary borrowing and using cash investments earning very little interest to fund capital spend.

- 12.5. This approach of keeping borrowing and investments below their underlying levels, sometimes known as internal borrowing, reduces our risk of budgetary pressures caused by significant increases in interest rates.
- 12.6. We also invest to generate returns which support the costs of discretionary services such as leisure and culture. It is critical to get the right balance between social, environmental and financial factors when assessing the investments we make.
- 12.7. We are committed in the longer term to divesting from oil and gas but need to balance these priorities with ensuring we are making the right financial decisions to safeguard our residents, businesses and communities. At the time of reporting the estimated cost of immediate divestment is £520,000 which would have to be offset by savings elsewhere.
- 12.8. As a net borrower, the speed of the rise in interest rates has created a budget pressure for the Council during 2022/23 and into 2023/24. It is forecast that the net impact of interest rate rises will require an additional £608k of revenue funding in 2023/24 which is included in the final budget. This is significantly more the 2022/23 forecast which has been partially protected by the incremental increases.
- 12.9. It is our £45.5m of temporary borrowing that is most exposed to increase rate increases and monitoring of fixed rates continues as the decision to fix all or a proportion of this borrowing is subsequently reviewed.
- 12.10. We will continue to closely monitor the benefits of fixed vs. temporary borrowing as well as the performance of the Schroder income fund and when it is financially prudent to do so, will consider the climate implications of how we invest this money in the future. This will be covered in the 2023/24 Treasury Management Strategy, which will be presented to the March Council meeting.

### 13. Reserves

- 13.1. Section 25 of the Local Government Act 2003 requires the Chief Financial Officer (Section 151 Officer) to comment upon “the robustness of the estimates and the adequacy of the reserves for which the budget provides”. This is presented in Appendix 2 to this report. A projection of the level of reserves to be held at 31 March 2023 and 31 March 2024 respectively is detailed in Appendix 5.
- 13.2. The level of our general balances through 2022/23 has meant the forecast £2.39m overspend against the approved budget reported to Cabinet in November 2022 can be managed within the year. However, this leaves our general balances at pre pandemic levels, at a time of significant uncertainty about the medium term economic environment.
- 13.3. The Cabinet recognise the importance of continuing to strengthen reserves to provide additional financial stability to the Council in managing these pressures. It is therefore recommended that any future underspends or fortuitous windfalls are earmarked for transfer to either general balances or the budget strategy (support) reserve.

### 14. Capital Programme

- 14.1. The capital programme for the period 2022/23 to 2025/26 is set out at Appendix 6.

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14.2. The strategy for the use of the council's capital resources is led by our corporate priorities. The existing programme includes sums for infrastructure investment to be funded from capital receipts which align to the Council's key corporate priorities. In particular, it includes an allocation for public realm works within the Town Centre, regeneration and development of the High Street and continued commitment to investment in a net carbon zero town and Council.

14.3. These reflect the Cabinet's view that the Council are an enabler for economic recovery, making sustainable and financially secure investments to provide benefits for our businesses, residents and communities. This is more important than ever to support the town post pandemic when residents and businesses are facing rising costs due to the inflation, rising interest rates and a predicted recession in the coming year.

14.4. During the 2023/24 financial year, other projects and schemes may come to light which require investment by the Council. These proposals will be considered by the Cabinet and approval will be requested through the relevant channels in line with the Council's Budget and Policy Framework Rules.

### **15. Property Maintenance Programme**

15.1. The final budget proposals include the 2023/24 property maintenance programme, which will also be reviewed by the Asset Management Working Group, and the budget includes a revenue contribution of £599k to planned maintenance, as detailed in Appendix 8.

### **16. Pay Policy Statement**

16.1. Section 38 of the Localism Act requires local authorities to produce pay policy statements which should include the authority's policy on pay dispersion. Pay dispersion is the relationship between remuneration of Chief Officers and the remuneration of other staff.

16.2. The Pay Policy attached at Appendix 10 includes the following key requirements of the Localism Act 2011:

- policy on pay for each of the 'in scope' Officers;
- policy on the relationship between Chief Officers and other Officers;
- policy on other aspects of remuneration, namely recruitment, increases in remuneration, performance related pay and bonuses, termination payments, and transparency.

### **17. Local Authority Housing Fund**

17.1. The Council has provisionally secured £2.36m of funding from the Government's Local Authority Housing Fund to acquire 21 homes on the open market to provide homes for the Ukrainian and Afghan refugees. This project will be delivered by Cheltenham Borough Homes in addition to their existing acquisitions programme.

17.2. The timescales to have acquired these properties is November 2023, so we need to be mobilised to move swiftly to secure properties which exceed the £250,000 delegated threshold to be classified as a key decision.

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- 17.3. In order to deliver the programme and expand our affordable housing stock in the Housing Revenue Account, a recommendation has been included in this report to amend the threshold for a Key Decision for the disposal or acquisition of property from £250,000 to £500,000. This proposal has been discussed at the Constitutional Working Group who are supportive of this amendment.

### **18. Consultation and feedback**

- 1.1 The formal budget consultation on the detailed interim budget proposals took place over the period 21 December 2022 to 31 January 2023. The Cabinet sought to ensure that the opportunity to have input into the budget consultation process was publicised to the widest possible audience, predominately through its social media channels. During the consultation period, interested parties including businesses, parish councils, tenants, residents, staff and trade unions were encouraged to comment on the initial budget proposals.
- 1.2 The Budget Scrutiny Working Group has been meeting during the course of the year and has made a positive contribution to the budget setting process in considering various aspects of the budget leading to its publication. The group met on 12 January 2023 and comments have been fed back to the Overview and Scrutiny Committee and the Cabinet.
- 1.3 Formal meetings to discuss the budget were also held with Cheltenham Chamber of Commerce, C5 Parish Council's and the Voluntary and Community Sector (CVS). Public responses to the budget proposals with responses from the Cabinet are provided at Appendix 12.

### **19. Supplementary Estimates**

- 19.1. Under financial rule B11.5, the Council can delegate authority to the Cabinet for the use of the General Reserve up to a certain limit. This is to meet unforeseen expenditure which may arise during the year for which there is no budgetary provision. It would be prudent to allow for a total budget provision of £100,000 for supplementary estimates in 2023/24 to be met from the General Reserve, the same level as in 2022/23.

### **20. Alternative options considered**

- 20.1. This Council was one of, if not the first council to publish a Recovery Strategy in 2020 in the middle of a global pandemic. That early publication and consultation enabled the Council to clearly signal recovery aims and objectives. The economy was, and continues to be in an extremely difficult position nationally and responding dynamically was seen as the best way to support the rest of the town to recover.
- 20.1. Section 114 (1) of the Local Government Finance Act 1988 places a duty on the Section 151 Officer to report certain matters to the authority. The duty of the Section 151 Officer to report where they believe that the authority's expenditure is likely to exceed available resources. The authority is prevented from entering into any agreements incurring expenditure until the Council has considered the report.
- 20.2. News from Councils across the country tell of local authorities who are continuing to struggle to balance the books and warn of the possibility of issuing section 114 notices without further financial support from Central Government. In many cases this has

already happened.

20.3. The financial strategies implemented since November 2020 to refresh the commercial strategy, review asset management and invest in growth have so far meant the Council have not needed to pursue this course of action. However, with the challenging economic environment set to continue the Council need to renew their commitment to delivering efficiencies, savings and maximising income streams to support the ongoing delivery of services and build robust reserves as they work towards financial self-sufficiency.

## 21. Key risks

21.1. See Risk Assessment in Appendix 1.

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### Report author:

Gemma Bell, Director of Finance and Assets (Deputy s151 Officer)

Tel. 01242 264124; [gemma.bell@cheltenham.gov.uk](mailto:gemma.bell@cheltenham.gov.uk)

### Appendices:

1. Risk Assessment
2. Section 151 Officer budget assessment report
3. Summary net budget requirement
4. Budget Savings / Additional Income
5. Projection of reserves
6. Capital programme
7. Programmed Maintenance programme
8. Flexible use of Capital Receipts Strategy 2023/24
9. Medium Term Financial Strategy (MTFS)- to follow
10. Pay Policy Statement
11. Fees & Charges Schedule for 2023/24
12. Responses to the 2023/24 Budget Consultation
13. Climate Change Impact Assessment

### Background information:

1. General Fund Revenue and Capital – Interim Budget Proposals – Cabinet 20 December 2022;
2. The Quarter two 2022/23 budget monitoring report to Cabinet – 8 November 2022;
3. The final local government finance settlement for 2023/24:



<https://www.gov.uk/government/collections/final-local-government-finance-settlement-england-2023-to-2024>

## Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
347	If energy costs keep rising / fluctuating as per the current market then it impacts on our ability to accurately budget/forecast expenditure and may impact on our the investments we can make in projects / programmes whilst still being able to achieve our MTFS	Gemma Bell, Director of Finance and Assets	4	4	16	Reduce	This policy and the associated action plans.	Gemma Bell, Director of Finance and Assets	Ongoing
	If the Council is unable to come up with long term solutions which close the gap in the medium term financial strategy then it will find it increasingly difficult to prepare budgets year on year without making unplanned cuts in service provision.	Cabinet	5	3	15	Reduce	The budget strategy projection includes 'targets' for work streams to close the funding gap which aligns with the council's corporate priorities.	ED Finance and Assets	Ongoing

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	If the Budget Strategy (Support) Reserve is not suitably resourced insufficient reserves will be available to cover anticipated future deficits resulting in the use of General Balances which will consequently fall below the minimum required level as recommended by the Section 151 Officer in the council's Medium Term Financial Strategy	ED Finance and Assets	5	4	20	Reduce	The MTFs is clear about the need to enhance reserves and identifies a required reserves strategy for managing this issue. In preparing the budget for 2020/21 and in ongoing budget monitoring, consideration will continue to be given to the use of fortuitous windfalls and potential future under spends with a view to strengthening reserves whenever possible.	ED Finance and Assets	Ongoing
	If income streams from the introduction of the business rates retention scheme in April 2013 are impacted by the loss of major business and the constrained	ED Finance and Assets	5	4	20	Accept & Monitor	The Council joined the Gloucestershire pool to share the risk of fluctuations in business rates revenues retained by the Council.	ED Finance and Assets	Ongoing

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	ability to grow the business rates in the town then the MTFS budget gap may increase.						<p>The Gloucestershire S151 Officers continue to monitor business rates income projections and the performance and membership of the pool / pilot.</p> <p>Work with members and Gloucestershire LEP to ensure Cheltenham grows its business rate base.</p>		
	If the robustness of the income proposals is not sound then there is a risk that the income identified within the budget will not materialise during the course of the year.	ED Finance and Assets	4	4	16	Reduce	<p>Robust forecasting is applied in preparing budget targets taking into account previous income targets, collection rates and prevailing economic conditions. Professional judgement is used in the setting / delivery of income targets. Greater focus on cost control and</p>	ED Finance and Assets	Ongoing

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
							income generation will be prioritised to mitigate the risk of income fluctuations.		
	If the assumptions around government support, business rates income, impact of changes to council tax discounts prove to be incorrect, then there is likely to be increased volatility around future funding streams.	ED Finance and Assets	5	3	15	Reduce	Work with Publica and countywide CFO's to monitor changes to local government financing regime including responding to government consultation on changes Business Rates and the Fair Funding review. The assumptions regarding government support have been mitigated to a certain extent by the acceptance of a multi-year settlement agreement.	ED Finance and Assets	Ongoing
	If government support to compensate this Council for the impact of COVID-19 is insufficient, greater reliance will be placed on the use of reserves, service reduction and	ED Finance and Assets	5	3	15	Reduce	The Council will continue to lobby for additional resource, as promised by Central Government from the outset of the pandemic.	ED Finance and Assets	Ongoing

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	asset sales.						Work programmes are underway to review service provision, capital programmes and rationalisation of assets.		

**STATEMENT OF THE SECTION 151 OFFICER UNDER THE REQUIREMENTS OF SECTION 25 OF THE LOCAL GOVERNMENT ACT 2003**

**ROBUSTNESS OF BUDGET ESTIMATES AND ADEQUACY OF RESERVES 2023/2024**

**1. INTRODUCTION**

The Local Government Act 2003 Section 25 includes a specific duty on the Chief Finance Officer (Section 151 Officer) to make a report to the authority when it is considering its annual budget and council tax levels. The report must deal with the robustness of the estimates and the adequacy of the reserves included within the budget. (For the purpose of the Act 'reserves' includes 'general fund balances'.) The Act requires the Council to have regard to the report in making its decisions at the Council's budget and council tax setting meeting in respect of 2023/24.

In making this report I have considered the risks arising from it, outlined below, and the Council's mitigating actions in arriving at my conclusions which, in summary are:

- Supplies and services and staffing budgets are sufficient to maintain services as planned.
- Budgeting assumptions for treasury management activity reflect the impact of increasing interest rates and diversification of investments.
- The 2023/24 budget has provided an opportunity for the Council to reset its baseline position against its corporate priorities. The budget proposals take account of the Council's ambition to make Cheltenham the cyber capital of the UK through initiatives such as the Golden Valley Development and the Minster Exchange.
- It is my opinion that the approach to budgeting for income is prudent although it is imperative that monthly forecasting and analysis of key income streams are monitored throughout the financial year.
- The proposal to increase council tax is required to ensure the viability of this Council in future years without having to make significant cuts to front-line services. The proposed increase in council tax for 2023/24 is within the referendum threshold, which allows shire district councils to increase council tax by the 'greater' of 2.99% or £5 based on a Band D property.
- The medium term financial planning assumptions, including future cuts in government support (aligned behind the government commitment to undertake a fair funding review, business rates baseline reset and an overhaul of the new homes bonus), are prudent. The continued development and revision of the budget strategy for closing the projected budget gap is providing a planned and measured approach to meeting future financial challenges.
- The approach to financing maintenance and ICT replacement is acceptable. Looking ahead, the need to model and prioritise future investment aspirations will become critical if the Council is to meet some of the targets within the Medium Term Financial Strategy (MTFS).
- The level of reserves, including General Balances, is satisfactory.

## 2. ROBUSTNESS OF ESTIMATES

Budget estimates are assessments of spending and income made at a point in time, based on service needs and known expenditure patterns. The statement about the robustness of estimates cannot give a guaranteed assurance about the budget, but gives members reasonable assurances that the budget has been based on the best available information and assumptions.

In order to meet the requirement of assessing the robustness of estimates the Section 151 Officer will consider and rely upon the key processes that have been put in place:

- the issuing of clear guidance to Service Managers on preparing budgets through the annual budget strategy report;
- peer review by finance staff involved in preparing the standstill base-budget, i.e. the existing budget plus contractual inflation;
- the use of in-year budget monitoring to re-align budgets in line with projected changes for 2023/2024;
- a medium term planning process that highlights priority services and risks;
- a review of the corporate risk register;
- a service review by the Cabinet, Executive Leadership Team and Service Managers of detailed budget and proposed savings and their achievability;
- Finance staff providing advice throughout the process on robustness, including vacancy factors, increments, current demand, and income levels; and
- Sign-off from budget-holders to take accountability and ownership of the budgets devolved to them for managing within the financial rules.

Notwithstanding these arrangements that are designed to test the budget throughout its various stages of development, considerable reliance is placed on Service Managers having proper arrangements in place to identify issues, project demand data, to consider value for money and efficiency and record key risks within their operational risk register.

The table below identifies assumptions made during the budget process and comments upon the risks and decisions taken when preparing the budget.



Budget Assumption	Financial Standing and Management
<p>1. The treatment of demand led pressures.</p>	<p>The Council have faced unprecedented financial challenges over the last two years in providing the resources to manage the response to the Covid-19 pandemic followed by rising costs and challenges faced through the cost of living crisis. With inflation at a 40 year high, fuelled by rising energy costs, the Council has had to rely on its general balances to ensure it has a balanced budget in 2022/23.</p> <p>Since the final Covid business grants were paid in March 2022, the Revenues and Benefits team has been instrumental in delivering further government initiatives to combat the current cost of living crisis and economic downturn. From April to September 2022, the service administered the Energy Rebate Scheme, making payments of £150 to over 44,000 eligible households in Cheltenham. This is currently being followed up with the Energy Bills Support Scheme which is due to be launched at the end of February 2023. This is for residents in Cheltenham who do not have a direct relationship with an energy provider. It is estimated that a further 1,600 awards of £400 will be made by 31 May 2023.</p> <p>Government funding has also been provided by way of a Council Tax Support Fund to reduce council tax bills further for those in receipt of council tax support for the 2023/24 financial year. Awards will be made to around 3,000 people in total, with the award paid directly to the person's council tax account.</p> <p>The service is also preparing for the 2023 revaluation for Business Rates which will impact the rateable values of all 2.14 million non-domestic properties in England and Wales. Rateable values are used to calculate business rates bills, and the revaluation often leads to changes in customers' bills and questions about this. The changes to reliefs for the retail, hospitality and leisure sectors will also be implemented in time for the 2023/24 billing exercise. Steps are currently being taken to obtain information from businesses in these sectors so that the correct relief of up to 75% can be awarded, which will support businesses further. There has been a recent drive to encourage businesses to sign up to the "My Revenues and Benefits" customer portal so that they can manage their accounts 24/7 and submit on line forms to the service for processing.</p> <p>Service Managers are expected to manage changes within their budgets by re-prioritising or by taking steps to reduce expenditure where income streams decrease significantly. Where this is not possible it will be necessary to use the working balance or earmarked reserves on the understanding that they may need to be restored in future years.</p> <p>Benefits such as universal credit will be uplifted at the same rate as inflation, measured by CPI in September at 10.1%. The benefit cap will also be increased in line with inflation, rising to £22,030 for families outside Greater London. The National Living Wage will rise by 9.7% to £10.42 an hour for individuals aged 23 and over.</p> <p>In 2023/24 an additional Cost of Living Payment of £900 will be provided to households on means-tested benefits, £300 to pensioner households, and £150 to individuals on disability benefits.</p> <p>The impact on rent arrears will be closely monitored and the HRA budget proposals reflect a provision for bad debts of £242,000 in 2023/24.</p>

Budget Assumption	Financial Standing and Management
<p>2. The treatment of inflation and interest rates.</p>	<p>The following assumptions have been made in the preparation of the Medium Term Financial Strategy in respect of inflationary pressures:</p> <ul style="list-style-type: none"> <li>• The pay award for 2023/24 has allowed for a 4% increase with an additional 1% held in contingency. As the rate of inflation is forecast to move back towards the Bank of England’s target of 2%, pay awards are modelled at 3% per annum from 2024/25. Members allowances have been budgeted to reflect the same assumptions as staff.</li> <li>• Employer’s Superannuation contributions – agreed until 2026 through the latest triennial valuation and through agreement to pay the required secondary sum payments to the Local Government Pension Scheme (LGPS) as an up-front payment for the next 3 years future liability. Future uncertainty in the economy / fund performance may increase or decrease pension fund deficits although budgeting assumptions follow actuarial advice. Current modelling and results support the current strategy which has ensured the Council is in a positive cash-flow position, resulting in an improved funding level of 101%.</li> <li>• Contract inflation has been allowed for at the appropriate contractual rate. The Ubico contract sum (by far our largest contract value) now reflects rising costs of fuel, energy and pay.</li> <li>• In line with previous practice, general inflation has not been provided for unless the relevant professional officer has indicated that there are inflationary pressures. Whilst this creates natural efficiency savings it could lead to insufficient budget to maintain service levels. In-year increases will need to be managed.</li> <li>• The Council provides a number of demand led services e.g. green waste collection, car parking, building control charges, etc. The estimates for 2023/24 provide for an inflationary increase where market conditions dictate. Income from council tax and business rates appear to have recovered to pre-pandemic levels despite the cost of living crisis.</li> <li>• As part of the Autumn Budget Statement in November 2022, the Government confirmed that the April 2023 rent increase for social housing would be capped at a maximum of 7% for existing tenants rather than the 11.1% increase that would be permitted under current rent policy (September 2022 CPI +1%). This increase in income is far outweighed by the increase in costs reducing the net operating surplus by £898,000 to £143,800 compared to the 2022/23 budget Current.</li> <li>• The treasury management strategy continues to diversify into pooled funds which will expose the Council to investments within property, bonds and equities. These funds have the advantage of providing wide diversification of investment risk, coupled with the services of professional fund managers in return for a fee. These funds offer enhanced returns over the longer term, but are more volatile in the short-term but will allow the authority to diversify into asset classes other than cash.</li> <li>• The Council adheres to the CIPFA Code of Practice for Treasury Management 2011 and updates its policy and strategy statements annually. The Capital Strategy and Investment Strategy is reviewed annually to ensure security of public money. Our treasury advisors continue to advise the Council and Treasury Management Panel on policy.</li> </ul> <p>Risks around inflation and interest rate variations have been built into my assessment of the budget and subsequently have been built into the base budget in 2023/24. In-year increases will need to be managed but may need to be funded from General Balances as was the case in 2022/23.</p> <p>The recommended minimum HRA revenue reserve to cover contingencies is £1.5m. The three year projections forecast a reserve balance of £1.5m at 31st March 2026.</p>

Budget Assumption	Financial Standing and Management
<p>3. Estimates of the level and timing of capital receipts.</p>	<p>Property services need to ensure our land and property asset portfolio is fit for purpose, secures increased income generation, maximises capital receipts and stimulates growth and investment in the Borough.</p> <p>Surplus assets and assets generating a low yield have been identified for disposal to realise c. £5m in capital receipts whilst also contributing to the stimulation of the local economy. A strategic review of our property portfolio has been undertaken to ensure that the council's assets make the maximum contribution possible to support the MTFS. In addition the revised Asset Management Strategy was considered and approved by Full Council on 21st February 2022.</p> <p>In November 2020, Full Council agreed its Covid-19 recovery budget alongside a revised Minimum Revenue Provision (MRP) policy and a flexible use of capital receipts strategy.</p> <p>The Council's MRP policy has come under some scrutiny but this is not unique to Cheltenham. The Government recently consulted on proposed changes to MRP guidance and legislation as they acknowledge current practices across the sector is supported with differing legal advice on interpretations of the existing Regulations.</p> <p>DLUHC has made a clear indication that any changes to the regulations will not come into force prior to 1st April 2024 and will only apply prospectively which is in line with our current MRP policy and the projections forecast within the MTFS.</p> <p>Housing stock sales through Right to Buy (RTB) are estimated to be at 20 per annum. These receipts will be ring-fenced towards the supply of new housing. The Government has implemented changes to RTB policy in 2021 which supports the reinvestment of these receipts into the supply of additional social housing in Cheltenham. The deadline to use RTB receipts has been extended from three years to five years and these receipts can fund 40% of each new home instead of 30%. The use of RTB receipts continues to be closely monitored by Cheltenham Borough Homes to ensure they are retained for reinvestment in Cheltenham.</p>
<p>4. The treatment of efficiency savings/productivity gains.</p>	<p>67% of the savings proposals for 2023/24 are already in progress and no slippage have been identified at this stage. Two of the proposals, totalling £425k, relate to the re-alignment of budget and resourcing to complement our corporate priorities within the new Corporate Plan. Whilst further work is required to realise these savings in a transparent manner, this should not undermine our ability to keep expenditure within budget in 2023/24 as provision is made for slippage within working balances.</p>

Budget Assumption	Financial Standing and Management
<p>5. Government support.</p>	<p>The following assumptions have been made in the preparation of the Medium Term Financial projections in respect of Government support:</p> <ul style="list-style-type: none"> <li>• The estimates for 2023/24 are based on the final financial settlement notified by the Department for Levelling Up, Homes and Communities (DLUHC) on 7<sup>th</sup> February 2023.</li> <li>• The medium term financial projections assume a full business rates reset under the fair funding review in 2025/26. It also assumes this Council will no longer receive any Revenue Support Grant (RSG) and that New Homes Bonus (NHB) will be phased out in its entirety by 2025/26. The Government are committed to releasing a consultation on a replacement scheme for NHB in the coming months ahead.</li> <li>• The budget requires £0.032m of New Homes Bonus (NHB) to support the revenue budget in 2023/24. The budget also requires £0.932m from other grants; Lower Tier Services Grant of £0.115m and Funding Guarantee Grant of £0.817m. In modelling the MTFS, coupled with a business rates reset, it is assumed that these grants will fall away over the coming years, albeit softened by a 'damping' payment in 2025/26.</li> <li>• The budget for 2023/24 includes assumptions for business rates based on estimates of collection rates, bad debts, appeals, reliefs (mandatory and discretionary) and assumed 40% share under the 50% retention system. The medium term financial projections assume that a full reset will be implemented as part of the fair funding review. As in previous years, an earmarked reserve is maintained to help mitigate the risk of any future fluctuations.</li> </ul> <p>Despite the uncertainty over future government funding, I am comfortable that the Council has been sufficiently prudent in budgeting for reductions in government support, including dealing with the uncertainty of business rates and New Homes Bonus receipts.</p> <p>The Government lifted the HRA borrowing restrictions, abolishing the debt cap and left the level of borrowing to be controlled by the prudential code. This should allow a significant increase in the new build programme subject to the identification of appropriate sites and financial viability.</p>

Budget Assumption	Financial Standing and Management
<p>6. Proposed level of council tax.</p>	<p>When setting the level of council tax, members should always consider the medium term outlook to ensure that a sustainable budget position is maintained</p> <p>Members also need to acknowledge that the Localism Act 2011 contains requirements for local authorities to hold a referendum where council tax is proposed above a specific increase (the greater of up to 3% or £5 in 2023/24).</p> <p>Council tax is the main source of locally-raised income for this authority and has previously been referred to by DLUHC as ‘an important source of funding which is used to meet the difference between the amount a local authority wishes to spend and the amount it receives from other sources such as government grants.</p> <p>When calculating the core grant settlement, the Government assumes that all Shire Districts will increase their Council Tax by the threshold amount for 2023/24. The indicative grant levels for the period 2023/24 and beyond also assumes that all local authorities will increase their Council Tax levels up to the threshold each year.</p> <p>CIPFA has published a financial resilience index and their recommended good practice is that this is referred to within the s25 report for 2023/24.</p> <p>One of the indicators is the council tax requirement as a ratio to net revenue expenditure. This indicator provides a measure of the relative importance of council tax and grants. A low ratio suggests higher dependency on grants which may suggest that a council may experience financial difficulties as grants diminish further. The ratio for this council in 2023/24 is 57.67% and is projected to rise over the duration of the MTFS which equates to this council having a diminishing dependency on grants.</p> <p>There has been an important shift in the Government’s principles, most noticeably, the shift away from freezing council tax to using council tax to generate additional funding. Given the relevance of the indicator outlined above, I support a council tax increase of 2.99% (equivalent to a £6.70 increase on a Band D property) as this will avoid the requirement for a referendum (cost c. £230k) for council tax increases over the government cap.</p>

Budget Assumption	Financial Standing and Management
<p>7. Medium Term Financial Strategy (MTFS) – the strategy for closing the projected funding gap.</p>	<p>Sound financial management requires that the Section 151 Officer and Councillors have full regard to affordability when making recommendations about the local authority's future revenue and capital programme.</p> <p>The 2023/24 budget includes medium term financial projections of the projected funding gap and indicates broadly how the Council may close the projected funding gap over the period 2023/24 to 2026/27. The Medium Term Financial Strategy outlines the strategy for closing the funding gap and includes efficiency savings and income targets rather than necessarily specific worked up projections of cost savings.</p> <p>The Council has traditionally provided 'one off' funding for investment in systems or staff costs i.e. additional short-term resource, redundancy / pension costs funded from savings or earmarked reserves.</p> <p>The Council's approach to modelling and monitoring the MTFS and planning for meeting future funding gaps outlined in the budget strategy demonstrates robust and effective planning for closing the funding gap and is effectively scrutinised.</p> <p>The Council is developing a more commercial approach to service provision with the aim of becoming self-financing and less dependent of Central Government funding. This approach has helped to refocus on delivering a sustainable MTFS. Developing strategies for regeneration and economic growth which will generate revenue for the council to offset the reductions in government funding streams will be a key strand of the development of the MTFS.</p> <p>As the Council moves into the next phase of delivery in its Golden Valley Development (GVD) it is critical that the Council commits adequate resources which are directed towards meeting its corporate priorities. Both the General Fund and the Housing Revenue Account, alongside external partners, have allowed for budget allocations in 2023/24 and beyond to ensure the GVD programme is adequately resourced both via a dedicated program team and through external advisors.</p>
<p>8. The authority's capacity to manage in-year budget pressures.</p>	<p>The authority has proven its ability to manage in-year budget pressures with no recorded overspends in recent years. However, the unprecedented circumstances related to the cost of living crisis, have required a significant drawdown from general balances in 2022/23 to fund budget pressures relating to pay and energy price increases.</p> <p>Improvements to our Devolved Budgetary Control scheme have improved our management of cash limited budgets, with a requirement for each budget-holder to sign and take accountability for their budgets set for the following financial year.</p>
<p>9. The strength of the financial information and reporting arrangements.</p>	<p>The Council has strong internal and external reporting standards. Quarterly management reports are made to the Cabinet. These procedures have allowed firm management of any projected overspends in the past. These reports have been enhanced with detailed financial commentary and clear direction with regards to in-year virements which aids transparency and full scrutiny.</p> <p>In addition, the budget scrutiny working group meet regularly to scrutinise both the in-year budgetary position and the medium term financial strategy.</p>

Budget Assumption	Financial Standing and Management
10. The authority's virement and end of year procedures in relation to budget under/overspends at authority and departmental level.	The Council's virement and carry forward rules are clear. The Council is operating management disciplines to ensure management and policy actions are considered in relation to overspending budgets. Generally virement is considered at a corporate level against corporate priorities, including the contribution towards the optimal level of general fund reserves. The Council's Devolved Budgetary Control scheme gives managers flexibility to manage budget variations within their range of services. Service overspends may be clawed back from future budgets.
11. The adequacy of the authority's insurance arrangements to cover major unforeseen risks.	The Council's insurance arrangements are considered adequate. The Council does self-insure on small claims to mitigate rising insurance premiums which will need to be funded from the base budget.
12. The approach to financing the maintenance programme.	The Council has £599k built into the base revenue budget to fund the annual maintenance budget of the property portfolio. The maintenance schedule of planned commitments has been established for 2023/24 and will be reviewed by the Asset Management Working Group on an annual basis.

Given consideration of the above factors and the detailed scrutiny of the budgets that has been undertaken this year I can give positive assurance on the robustness of the budget estimates. The greatest risk to this assurance is a sustained period of both high inflation and interest rates.

### 3. ADEQUACY OF RESERVES AND BALANCES

The requirement for financial reserves is acknowledged in statute. Sections 32 and 43 of the Local Government Finance Act 1992 require billing authorities in England and Wales to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

Within the statutory and regulatory framework it is the responsibility of the Section 151 Officer to advise the authority on its level of reserves that should be held and to ensure that there are clear protocols for their establishment and use. Councillors, on the advice of the Section 151 Officer, should make their own judgements on such matters taking into account local circumstances. The adequacy of reserves can only be assessed at a local level and requires a considerable degree of professional judgement. The assessment needs to be made in the context of the authority's MTFS, its wider financial management, and associated risks over the lifetime of the plan. The Secretary of State has reserved powers to set a minimum level of reserves to be held by councils if required.

The CIPFA resilience index also has a number of indicators measuring reserves. The indicators suggest that compared to other district councils, both our earmarked reserves and our unallocated reserves (i.e. general balances) are in the middle quartile. Whilst this is useful information, it needs to be more qualitative, which is around whether reserves are being used in line with policy. There appears to be an assumption within these indicators that having high levels of reserves is a good measure which doesn't necessarily fit well with the equity perspective that Council's

should not be sitting on high levels of reserves as this is being funded by local taxpayers that are not getting any benefit.

Reserves should not be held without a clear purpose. Should it be considered that the level (or proposed levels of reserves) is inadequate then a report must be made to Council outlining how this has arisen and what action should be taken to prevent a reoccurrence in subsequent years.

As part of the annual budget setting process and in reviewing the MTFS, the Council needs to consider the establishment and maintenance of reserves. These can be held for three main purposes:

- a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of general balances;
- a contingency to cushion the impact of unexpected events or emergencies – this also forms part of general balances;
- a means of building up funds (earmarked reserves) to meet known or predicted requirements.

### **GENERAL (WORKING) BALANCES – CALCULATION OF OPTIMUM LEVEL**

There are two approaches for deciding the optimum level of working balance. One approach is to simply apply a percentage range to the Net Budget Requirement, currently assessed as between 5% and 10% or a level between £0.875m and £1.750m. The alternative is a level based upon a risk assessment of the budget. In 2023/24 the Section 151 Officer has used a risk based approach to assess the appropriate level of general balances.

The framework for assessing the risks surrounding the budget needs to consider the following:

- Inflationary pressures.
- Pension Fund changes.
- Planned savings measures.
- Interest rate variations.
- Volume variations on demand-led services such as planning fees, land charges, particularly in light of Covid-19.
- New services/initiatives including waste and recycling.
- The risk of litigation.
- Emergency planning.
- Financial guarantees.
- Grant income.
- Future budget projections.

	Area of Risk	Explanation
1.	Inflationary Pressures	Historically the cost of pay awards has caused major variations to budget estimates. The 2023/24 budget proposals assume a pay rise of 4% will be offered in 2023/24 in line with expectations across the whole Public Sector. The assumptions within the proposed budget also allow for a further contingency of 1% which negates the need to make a



Area of Risk	Explanation
	<p>provision within the working balance to offset this risk.</p> <p>Inflationary risks on other costs are a factor elsewhere. The Ubico contract is driven by fuel and pay increases and a provision of 1% on the 2023/24 General Fund contract value (excluding asset charges which are relatively stable) suggests a figure of £95,000 should be kept as a provision within the working balance.</p> <p>Whilst the rising costs of energy have been factored into the base budget in 2023/24, other supplies and services could be subject to an uplift in prices. A further £100,000 is considered prudent to be provided for within the working balance.</p>
2.	<p>Pension Fund Changes</p> <p>The 2022 triennial review has brought a degree of certainty to future pension costs for 2023-2026. These will not impact adversely on the Council in the next 12 months so no specific provision is required at this point.</p>
3.	<p>Planned savings measures</p> <p>The Savings Strategy identifies £4.200m of targets to be delivered across 2023/24 to 2026/27. Slippage can occur and a Red Amber Green (RAG) system for identifying those work streams at risk of slippage are coded within the internal Savings Strategy. Currently the strategy notes £425,000 of work streams considered 'amber' for 2023/24 in terms of delivery and so 50% of these (i.e. £212,500) are accommodated within the working balance.</p>
4.	<p>Interest rate variations</p> <p>After a sustained period of low interest rates, the Bank of England base rate has increased on 8 occasions during the last 12 months with it now standing at 4%. Whilst the majority of the Council's borrowing is fixed, our existing strategy remains to use short-term borrowing to fund elements of our capital programme identified as work in progress.</p> <p>The 2023/24 budget assumes interest rates for short-term borrowing is 4% and whilst many commentators believe that interest rates have peaked there remains some upside risk. A provision of £125,000 is therefore, provided within the working balance.</p>
5.	<p>Volume variations demand led</p> <p>During the economic downturn associated with Covid-19 the Council was extremely vulnerable to drops in key income streams, e.g. planning fees, car parking income, etc. The budget projections reflect a reset in some of these areas to align with changing consumer behaviours and to ensure the Council is less reliant on income from car parking charges. As such a provision amounting to £300,000 to reflect the volatility is recognised in the working balance. A number of earmarked reserves are also held specifically to deal with this volatility.</p> <p>The Council currently budgets £1.160m from total recycling material sales in 2023/24 but this income stream has been subject to significant volatility in the prices we are receiving within the market over the last 3 years.</p> <p>A 15% swing in prices across the board would represent a £174,000 within our revenue budget which is provided for within the working balance.</p>
6.	<p>Risk of litigation contingency</p> <p>The level of risk associated with litigation is considered and a provision of £100,000 is retained within the working balance, which mirrors the budget provision for supplementary approvals. The council holds a separate earmarked reserve for planning appeals which is also available if required.</p>
7.	<p>Emergency planning</p> <p>Whilst the government will step in to assist in the event of a major disaster there are thresholds at which assistance is given. This threshold is 0.2% of the net budget. Financial support is then given at 85% of costs above this level. Provision of £1m would cost this Council £170,000 which is provided for within the working balance; the cash flow impact would need to be handled from invested cash balances.</p>

	Area of Risk	Explanation
8.	Financial guarantees/ contingent liabilities	Run-off of the old Municipal Mutual Insurance claims has begun but no provision is required at this stage.
9.	Grant income	A number of one-off grant streams are anticipated in the 2023/2024 budget but no assumptions have been made for their continuation across future financial years. No risks have been identified around existing grant flows that require specific provision in the working balance.
10.	Business rates retention	As part of the pooling arrangement, the Council could be required to contribute to large scale revaluations such as occurred with Virgin Media via Tewkesbury Borough Council. Provision for such occurrences should therefore be included within the working balance and as such £150,000 is held. The council holds a separate earmarked reserve for Business Rates Retention which is also available if required.
11.	The Cheltenham Trust	A contingency provision of £100,000 is to be held in general balances for any unforeseen instances incurred by the Trust as they go through re-organisation and transformation post Covid-19.

The assumptions above total £1,526,500 suggesting that we strive to maintain a working balance around this figure during 2023/24. The Council should aim to not allow the working balance to fall below this figure. The current working balance is projected to be £1,563,128 at 31<sup>st</sup> March 2024.

### **EARMARKED RESERVES**

In order to assess the adequacy of earmarked reserves when setting the budget, the Section 151 Officer should take account of the strategic, operational and financial risks facing the authority. Accepting that there are still some areas of uncertainty, the level of reserves appears adequate at this point in time and no other changes are currently recommended, although every effort should be made to increase the level of reserves held as a way of future-proofing against further funding reductions.

I have reviewed the revenue reserves and propose the transfers as identified in Appendix 5. I also consider that the financial reserves and working balance as proposed in these papers are adequate to fund spending plans for 2023/2024. However, given the uncertainty surrounding the outcome of the Fair Funding Review and the Business Rates Retention reset proposed in 2025, I recommend that any future underspends or fortuitous windfalls are earmarked for transfer to either general balances or the budget strategy (support) reserve.

### **3. CAPITAL HEALTH**

The CIPFA Resilience Index highlights 2 particular indicators surrounding capital health:

- Interest Payable / Net Revenue Expenditure
- Gross External Debt

These measures only partially cover capital health as they are unable to analyse how these measures are factored in at a local level. Interest payable is more than covered

by income received which have been backed up by prudent business cases when it comes to commercial property investments and regeneration projects. The Council has also approved a prudent Minimum Revenue Provision (MRP) Policy that ensures all debt is serviced and repaid over the life of an asset.

Whilst the gross external debt level may be perceived to be high in value, this indicator alone does not reflect the strength of the Council's Balance Sheet or indeed recognise the benefits of debt such as social value, wellbeing and financial return.

The asset to debt ratio is a measure of a company's financial risk. That is, it measures how much of a company's debts could be paid off by selling its assets in case of liquidation. If it is less than 0.5, the company's ratio is strong, because the company is easily able to service their debts if they have to. If the ratio is large, like over 0.5 or especially over 1, more of the expenses are being paid by borrowed money, which might indicate less stability. With an asset to debt ratio of 0.45, the council's ratio is therefore strong.

#### **4. OVERALL CONCLUSION**

There is a legal requirement under the Local Government Act 1992, section 32 and 43 to set a balanced budget. The budget proposal includes budgets for expenditure and income and uses reserves to fund one off expenditure, fund future expenditure or phase in the impact of increased expenditure per the MTFS without drawing on the General Reserve.

I am, therefore, satisfied that the proposed budget is balanced and meets the legal requirement to set a balanced budget.

My overall view is that the budget is a sound response to continuing challenging financial circumstances, which maintains services, maximises efficiencies and responds to anticipated future financial challenges.

In line with statutory duties, Members are asked to consider the advice provided in this report, based upon my assessment of the robustness of the overall budget and estimates in the medium term financial projections.

**PAUL JONES**

Executive Director Finance, Assets and Regeneration (Section 151 Officer)

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**APPENDIX 3: NET GENERAL FUND DRAFT BUDGET 2022/23 & 2023/24**

<b>GROUP</b>	<b>2022/23 ORIGINAL £</b>	<b>2022/23 REVISED £</b>	<b>2023/24 ORIGINAL £</b>
<b>Projected cost of 'standstill' level of service</b>			
Chief Executive Directorate	3,276,963	3,847,616	3,492,225
Communities & Place	11,127,385	10,942,575	12,347,059
Finance, Assets & Regeneration	7,347,112	6,779,454	7,814,318
<b>Total Cost of Services*</b>	<b>21,751,460</b>	<b>21,569,645</b>	<b>23,653,602</b>
Capital Charges	(3,833,984)	(3,386,939)	(3,308,333)
Interest and Investment Income	(2,275,432)	(2,344,480)	(2,019,012)
Savings / Additional income identified - Appendix 5	(1,507,000)	0	(1,300,000)
Use of balances and reserves	(4,603,568)	(6,502,341)	136,535
Transfer to/(from) General Balances	302,143	(300,835)	331,385
Use of Budget Strategy Support reserve			
<b>NET BUDGET</b>	<b>9,833,619</b>	<b>9,035,050</b>	<b>17,494,177</b>
<b>Deduct:</b>			
National Non-Domestic Rate	(457,416)	(519,033)	(1,497,620)
National Non-Domestic Rate - 2020/21 (surplus) / deficit	361,769	361,769	542,146
National Non-Domestic Rate - 2021/22 (surplus) / deficit	4,903,766	5,937,118	(967,084)
National Non-Domestic Rate - 2022/23 (surplus) / deficit			(318,368)
National Non-Domestic Rates - S31 Grants	(3,889,118)	(4,038,464)	
SFA Levy Surplus		(23,820)	(4,181,908)
New Homes Bonus	(637,846)	(637,846)	(31,640)
S31 Grants - Lower Tier Services Grant	(129,988)	(129,988)	0
Services Grant	(195,881)	(195,881)	(114,920)
3% Funding Guarantee Grant			(817,477)
Council Tax (Surplus)/deficit	(58,500)	(58,500)	(33,760)
	<b>(103,214)</b>	<b>695,355</b>	<b>(7,420,631)</b>
<b>NET SPEND FUNDED BY COUNCIL TAX</b>	<b>9,730,405</b>	<b>9,730,405</b>	<b>10,073,547</b>
Band 'D' Tax	£224.08	£224.08	£230.78
Increase per annum	£5.00	£5.00	£6.70
Increase per week	£0.10	£0.10	£0.13
% Rise	2.28%	2.28%	2.99%
Gross Collectable Tax Base	43,862.42	43,862.42	44,090.90
Collection Rate %	99.00%	99.00%	99.00%
Net tax base	43,423.80	43,423.80	43,650.00

\*total cost of services has been re-categorised to reflect the new organisational structure of the Council

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#### Appendix 4 - Budget Savings and Additional Income

Description	Original 2022/23 £	Delivered 2022/23 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £
Re-alignment of resourcing with Corporate Priorities	175,000	175,000	125,000	150,000	150,000	-
Customer digital channel shift			-		50,000	100,000
Commercial income generation opportunities	50,000	50,000	100,000	200,000	50,000	50,000
Reduction in the Cheltenham Trust management fee	100,000	100,000	100,000	100,000	-	-
Maximise opportunities to strengthen CBC-CBH partnership	300,000	200,000	100,000	-	-	-
Review of the commercial viability of pest control service	50,000	50,000	-	-	-	-
Review of the trade waste service	120,000	120,000	-	-	-	-
Efficiency review of the Household Recycling Centre	87,000	40,000	-	-	-	-
Marketing and destination - service redesign	50,000	50,000	-	-	-	-
North Place Development - increase in tax base	-	-	-	-	-	50,000
North West and West Cheltenham Development - Increase in Council Tax and NNDR	-	-	-	-	250,000	750,000
Value for money review of our planned maintenance and reactive repairs contracts	125,000	25,000	-	50,000	-	-
Pension tri-annual review	-	-	575,000	100,000	100,000	100,000
Existing Investment portfolio income generation	150,000	-	-	-	-	-
Energy usage review across asset portfolio	100,000	-	-	50,000	50,000	50,000
New Housing supply - mark-up on borrowing / equity	50,000	-	-	-	-	-
Treasury Management activity	50,000	-	-	100,000	-	-
Modernisation Programme	100,000	-	-			
Review of budget allocations against new Corporate Plan		-	300,000			
Minister Exchange	-	-	-		-	
Depot Rationalisation of the site	-	-	-		-	100,000
Maximise opportunities from asset portfolio	-	-	-	150,000	50,000	100,000
<b>Total</b>	<b>1,507,000</b>	<b>810,000</b>	<b>1,300,000</b>	<b>900,000</b>	<b>700,000</b>	<b>1,300,000</b>

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**Appendix 5 - Reserves Statement 2022/23 & 2023/24**

		<u>31st March</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2022/23</u>	<u>31st March</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2023/24</u>	<u>31st March</u>
		<u>2022</u>	<u>Movement</u>	<u>Movement</u>	<u>Movement</u>	<u>2023</u>	<u>Movement</u>	<u>Reserves</u>	<u>Movement</u>	<u>2024</u>
		£	£	£	£	£	£	Review	£	£
<b><u>EARMARKED RESERVES</u></b>										
<b><u>Other</u></b>										
RES002	Pension & Restructuring Reserve	(226,003)	(250,000)		228,520	(247,483)	(100,000)			(347,483)
RES003	Economic Development & Tourism Reserve	(4,200)				(4,200)		4,200		0
RES008	House Survey Reserve	(5,616)				(5,616)				(5,616)
RES009	Twinning Reserve	(8,366)				(8,366)				(8,366)
RES010	Flood Alleviation Reserve	(30,500)				(30,500)				(30,500)
RES014	GF Insurance Reserve	(77,106)				(77,106)		77,106		(0)
RES016	Joint Core Strategy Reserve	(127,780)				(127,780)				(127,780)
RES020	Ubico Reserve	(54,000)				(54,000)				(54,000)
RES022	Homelessness Reserve	(41,100)				(41,100)				(41,100)
RES023	Transport Green Initiatives Reserve	(33,825)				(33,825)				(33,825)
RES024	New Initiatives reserve	(251,469)		94,846	24,870	(131,753)	93,675			(38,078)
RES025	Budget Strategy (Support) Reserve	(177,177)	(339,032)		345,000	(171,209)	161,757			(9,452)
RES026	Social Housing Marketing Assessment (SHMA) Reserve	(41,534)	(2,500)			(44,034)	(2,500)			(46,534)
RES028	Green Economic Recovery and Investment Funding Reserve	(250,000)		112,049		(137,951)		(4,200)		(142,151)
		<b>(1,328,676)</b>				<b>(1,114,923)</b>				<b>(884,885)</b>
<b><u>Repairs &amp; Renewals Reserves</u></b>										
RES201	Commutated Maintenance Reserve	(48,691)	12,172			(36,519)	12,172			(24,347)
RES204	I.T. Repairs & Renewals Reserve	(167,200)	(50,000)			(217,200)	(50,000)			(267,200)
RES206	Delta Place Reserve	(374,792)	(100,000)	200,000		(274,792)	(50,000)			(324,792)
RES205	Property Repairs & Renewals Reserve	(741,872)	102,000			(639,872)	102,000			(537,872)
		<b>(1,332,555)</b>				<b>(1,168,383)</b>				<b>(1,154,211)</b>
<b><u>Equalisation Reserves</u></b>										
RES029	Council Tax Appeals Equalisation Reserve	(53,926)				(53,926)				(53,926)
RES101	Rent Allowances Equalisation	(131,431)				(131,431)		31,431		(100,000)
RES102	Planning Appeals Equalisation	(76,612)				(76,612)				(76,612)
RES105	Local Plan Equalisation	(9,795)				(9,795)				(9,795)
RES106	Elections Equalisation	(186,787)	62,900			(123,887)	(62,100)			(185,987)
RES107	Car Parking Equalisation	(269,341)			25,120	(244,221)		44,221		(200,000)
RES108	Business Rates Retention Equalisation	(5,932,560)	5,308,695		600,045	(23,820)	(250,000)			(273,820)
RES109	Cemetery income Equalisation reserve	(126,369)				(126,369)		26,369		(100,000)
RES110	HMO Licenses Equalisation	(58,667)	29,333			(29,334)	29,334			0
		<b>(6,845,488)</b>				<b>(819,395)</b>				<b>(1,000,140)</b>
<b><u>Reserves for commitments</u></b>										
RES301	Carry Forwards Reserve	(705,218)	705,218			0				0
<b><u>CAPITAL</u></b>										
RES402	Capital Reserve - GF	(293,403)	(200,000)	200,000		(293,403)	(200,000)		200,000	(293,403)
<b>TOTAL EARMARKED RESERVES</b>		<b>(10,505,340)</b>				<b>(3,396,104)</b>				<b>(3,332,639)</b>
<b><u>GENERAL FUND BALANCE</u></b>										
B8000 - B8240	General Balance - RR	(1,532,578)	(2,204,769)		2,505,604	(1,231,743)	(152,258)	(179,127)		(1,563,128)
		<b>(1,532,578)</b>				<b>(1,231,743)</b>				<b>(1,563,128)</b>
<b>TOTAL GENERAL FUND RESERVES AND BALANCES</b>		<b>(12,037,918)</b>	<b>3,074,017</b>	<b>606,895</b>	<b>3,729,159</b>	<b>(4,627,846)</b>	<b>(467,920)</b>	<b>0</b>	<b>200,000</b>	<b>(4,895,766)</b>

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Code	Funded	Directorate / Scheme	Scheme Description	Approved Budget 2022/23 £	Actual Spend 2022/23 £	Forecast Outturn 2022/23 £	Forecast Budget 2023/24 £	Forecast Budget 2024/25 £	Forecast Budget 2025/26 £
<b>FINANCE &amp; ASSETS</b>									
CAP516	PB	Gloucestershire Airport Limited	Runway repairs	5,200,000	3,025,000	3,193,000	270,000	-	-
CAP515	PB	Minster Innovation Exchange	20,000 sq ft purpose-built commercial space adjacent to the Minster	4,218,191	1,613,552	2,718,191	1,500,000	-	-
CAP522	GF Cap receipts	Electric Vehicle Charging Points	Infrastructure to support the delivery of EV charging points	75,000	-	-	75,000	-	-
CAP033	Revenue Reserves	Refurbishment of the Reception	Refurbishment of the Reception in advance of re-opening	130,000	130,403	130,403	-	-	-
CAP506	GF Cap receipts	Enterprise Way Phase 2	Industrial units to complete development	-	22,651	22,651	-	-	-
CAP524	PB	Green Investment Fund - Upgrade of the Building Management System	Installation of a new building management system to reduce energy usage across the main buildings in our portfolio.	151,000	-	151,000	-	-	-
CAP513	GF Capital Receipts	Smart Working project	Municipal Offices ground and first floor refurbishment	200,000	34,720	100,000	50,000	-	-
CAP518	GF Cap receipts	Sandford Park toilets	Provide for new public toilet provision at Sandford Park	150,000	-	-	150,000	-	-
CAP208	Revenue Reserves	Clarence Fountain	Refurbishing the Clarence Fountain area in line with Green Economic Recovery and Investment strategy outlined in the 2020/21 outturn report.	95,000	87,049	87,049	-	-	-
CAP521	Revenue Reserves	Montpellier Toilets	To improve public toilet provision in the town.	100,000	11,249	25,000	75,000	-	-
CAP026	GF Cap receipts	IT Infrastructure	5 year ICT infrastructure strategy	250,000	735	80,523	319,477	150,000	150,000
			The new Case Management System, when fully implemented, should deliver staffing efficiencies of between 5% - 10% which would free up resource to take on additional third party work as envisaged by the Business Plan and the anticipated increase in third party income would be estimated to exceed, over the three year period, the procurement cost	40,000	-	40,000	-	-	-
CAP131	GF Cap receipts	One Legal case management system		40,000	-	40,000	-	-	-
CAP507	GF Cap receipts	Changing Places	Two changing room accessible toilets in the town centre	42,185	-	-	42,185	-	-
CAP227	PB	Housing Delivery	Enabling the delivery of Private Rented Sector (PRS) Housing through Cheltenham Borough Homes	4,500,000	-	-	4,500,000	4,500,000	4,500,000
CAP228	Partner funding	Housing Enabling	Expenditure in support of enabling the provision of new affordable housing in partnership with registered Social Landlords and the Homes and Communities Agency (HCA)	252,746	-	252,746	-	-	-
CAP606	GF Cap receipts	Crematorium Scheme - existing chapel	Redevelopment of existing chapel	285,000	-	50,000	235,000	-	-
CAP523	PB	High Street Regeneration and Investment	Investment for the purchase and regeneration of properties and enhancement of the Council's property portfolio	6,232,410	3,307,507	3,307,507	-	-	-
CAP517	PF	Imperial Gardens Railing Restoration	The restoration of the Imperial Gardens Railing to be funded by external resources and project managed by CBC. £100k	100,000	90,431	90,431	-	-	-
				<b>22,021,532</b>	<b>8,323,297</b>	<b>10,248,501</b>	<b>7,216,662</b>	<b>4,650,000</b>	<b>4,650,000</b>
<b>PLACE &amp; COMMUNITIES</b>									
CAP030	GF Cap receipts	Carbon Neutral agenda	Seed funding to deliver the actions needed, as outlined in the report to Full Council in October 2019, to facilitate the Council's ambition to become carbon neutral by 2030.	332,016	113,859	150,000	182,016	-	-
CAP032	Capital Grant contribu	Public Sector Decarbonisation Scheme	Installation of the sub-meters in line with the SALIX grant application	149,517	152,174	152,174	-	-	-
CAP010	Revenue Reserves	Digital Platform	Implementation and roll out of the new digital platform across the Council	94,846	43,200	43,200	51,646	-	-
CAP135	GF Cap receipts	Commercialisation opportunities within the Cheltenham Trust	Invest a sum of £1m to pump prime the commercial opportunities identified by The Cheltenham Trust (including investment which both sustains and grows income at the Town Hall);	650,000	250,000	250,000	400,000	-	-
CAP306	GF Cap receipts	In Cab Technology	The introduction of an In-Cab system would reduce the mileage required to be completed by Ubico, because it would guide the crew around their collection route and would largely eliminate mistakes.	200,000	-	130,781	-	-	-
CAP607	Partner funding	The Burrows Improvement Project	Forward funding for the Leckhampton playing field works.	298,159	214,695	298,159	-	-	-
CAP204	GF Cap receipts	Public Realm Investment - Grosvenor Street Car Park	Improving linkages to the High Street, signage and decoration.	115,500	-	-	115,500	-	-
CAP201	GF Cap receipts	CCTV	Additional CCTV in order to improve shopping areas and reduce fear of crime	104,781	9,520	10,000	226,281	-	-
CAP205/6/7	GF Cap receipts	Public Realm Improvements - High Street Phase 2	Public Realm in the Strand / Cambray	412,914	30,498	412,914	-	-	-
CAP221	Better Care Fund	Disabled Facilities Grants	Mandatory Grant for the provision of building work, equipment or modifying a dwelling to restore or enable independent living, privacy, confidence and dignity for individuals and their families.	500,000	368,775	500,000	500,000	500,000	500,000
CAP223	Partner funding	H&S, vacant property & renovation grants	Assistance available under the council's Housing Renewal Policy	206,400	4,592	206,400	-	-	-
CAP224	Better Care Fund	Warm & Well	A Gloucestershire-wide project to promote home energy efficiency, particularly targeted at those with health problems	18,400	-	18,400	18,400	18,400	18,400
CAP101	Section 106 Funding	Clyde Scooter Skate Park	Developer Contributions	50,000	61,280	50,000	50,000	50,000	50,000
CAP102	Capital Grant contribu	UK Shared Prosperity Funding - Capital Projects	Delivery of the capital projects in line with the UKSPF funding bid	15,000	-	15,000	64,494	300,000	-
CAP102	GF Cap receipts	Play Area Enhancement	We are tendering one large playground improvement contract. Both will be committed this year, but paid for in next financial year.	123,800	99,828	123,800	-	-	-
CAP608	GF Cap receipts	The Burrows Improvement - phase two	Contribution to the works required to build the storage room for Leckhampton Rovers	25,000	-	-	25,000	-	-
CAP608	GF Cap receipts	Naunton Park Improvements	Contribution to pathways and drainage work	25,000	-	-	25,000	-	-
CAP501	GF Cap receipts	Allotments	Allotment Enhancements - new toilets, path surfacing, fencing, signage, and other improvements to infra-structure.	161,000	-	161,000	-	-	-
CAP133	GF Cap receipts	Replacement Parks & Gardens Vehicles	Replacement vehicles for parks and gardens	-	-	-	40,800	-	-
CAP301	GF Cap receipts	Vehicles and recycling equipment and receptacles	Replacement vehicles and recycling equipment	1,710,795	516,235	1,710,795	1,300,000	-	-
				<b>5,193,128</b>	<b>1,864,656</b>	<b>4,232,623</b>	<b>2,999,137</b>	<b>868,400</b>	<b>568,400</b>
<b>TOTAL CAPITAL PROGRAMME</b>				<b>27,214,660</b>	<b>10,187,953</b>	<b>14,481,124</b>	<b>10,215,799</b>	<b>5,518,400</b>	<b>5,218,400</b>

Funded by:						
General Fund Capital Receipts	4,902,991	1,078,046	4,242,464	4,686,259	150,000	150,000
Prudential Borrowing	20,301,601	7,946,059	8,369,698	4,770,000	4,500,000	4,500,000
Partner Funding	857,305	309,718	847,736	-	-	-
Capital Grant or Contribution	164,517	152,174	167,174	64,494	300,000	-
Better Care Fund	518,400	368,775	518,400	518,400	518,400	518,400
s106 Funding	50,000	61,280	50,000	50,000	50,000	50,000
Revenue Reserves	419,846	271,901	285,652	126,646	-	-
<b>Total</b>	<b>27,214,660</b>	<b>10,187,953</b>	<b>14,481,124</b>	<b>10,215,799</b>	<b>5,518,400</b>	<b>5,218,400</b>

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**Appendix 7: Planned Maintenance Programme**

**Priority Grading**

**Priority 1:** Critical work that will prevent immediate closure of premises, and/or address an immediate high risk to health & safety of occupants, and/or remedy a serious breach of legislation

**Priority 2:** Essential work required within two years that will prevent deterioration of fabric or services, and/or to the health & safety of occupants, and/or remedy a lesser breach of legislation

**Priority 3:** Desirable work required within two years that will prevent deterioration of fabric or services, and/or to the health & safety of occupants, and/or remedy a lesser breach of legislation

Order of Estimated Cost		Financial Year 2023 - 2024			Total
		Priority 1	Priority 2	Priority 3	
Property Name	Description	1	2	3	
All Properties (H&S)	Contingency fund for Compliance/ H&S remedial work (including Fire, Legionella & Asbestos remedials)	35,000			
All Properties (H&S)	Top up for reactive	134,450			
Bridges	Bridge inspection reports and remedials	10,000			
Rec Centre	Replacement of change village cubicles	25,000			
PoW	Ongoing repairs to the athletics track	15,000			
Central Depot	Ongoing repairs to service road	15,000			
Central Depot	Ongoing roof repairs to various buildings	15,000			
Whaddon Road Pavilion	Compliance works	13,000			
Municipal offices	Replacement of 2 No. obsolete gas boilers	25,000			
Municipal offices	External fabric survey	5,000			
Municipal offices	Works arising from fabric survey	20,000			
Art Gallery and Museum	Stonework remedials	10,000			
Art Gallery and Museum	Replacement humidifier	7,000			
Art Gallery and Museum	Decommission lift	10,000			
Town Hall	Stonework remedial works	10,000			
Pump Rooms	Plasterwork remedial works arising from inspection	15,000			
Pump Rooms	Upgrade CCTV system.	10,000			
Pump Rooms	Upgrade current fire alarm system with wireless	30,000			
Cemetery Gardens	Phase3 water main renewal	20,000			
Cemetery Gardens	Security fencing	15,000			
Old Chapels	Remedial works arising from stonework surveys	10,000			
Old Chapels	Bat surveys/ license	10,000			
Cemetery Yard	Renew Kitchen units	5,000			
Cemetery Yard	Renew yard entrance gate	3,500			
Cemetery Yard	Repainting/painting to yard building	5,000			
Cemetery roads	Ongoing resurfacing/ pothole repairs to roads and footpaths	20,000			
Crematorium	Renew specialist entrance doors (Oak Chapel)	8,000			
Pittville Toilets	Internal & external refurbishment	10,000			
Royal Well Toilets	Internal & external refurbishment	10,000			
Regent Arcade Car Park	Deep clean to decks	7,000			
Regent Arcade Car Park	Remedial works to ramp entrance	5,000			
High Street Car Park	Resurface concrete hardstanding	10,000			
St James Street Car Park	Line marking	3,500			
Commercial Street Car Park	Line marking	3,500			
Commercial Street Car Park	Boundary wall repairs	5,000			
St Georges Road Car Park	Boundary wall repairs	5,000			
Chelt Walk car park	Boundary wall repairs	5,000			
Bath Terrace Car Park	Line marking	3,500			
Pump Rooms Car Park	Line marking	3,500			
Phoenix Passage	Renew drainage channels	12,000			
Oakley Resource Centre	Access control upgrade to all doors	15,000			
<b>Sub Totals:</b>		<b>£ 598,950</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 598,950</b>

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## **Flexible use of Capital Receipts Strategy 2023/24**

### **Introduction**

As part of the November 2015 Spending Review, the Government announced that it would introduce flexibility for the period of the Spending Review for local authorities to use capital receipts from the sale of assets to fund the revenue costs of service reform and transformation. Guidance on the use of this flexibility was issued in March 2016 which applied to the financial years 2016/17 through to 2019/20.

In December 2017 the Secretary of State announced that this flexibility would be extended for a further three years (until 2021-2022) and in February 2021 an additional extension of three years was announced. The latest extension focused on the use of capital receipts to fund transformation or other projects that produce long term savings or reduce the costs of service delivery.

### **The Guidance**

The guidance issued by the Secretary of State under section 15(1)(a) of the Local Government Act 2003 specifies that;

- Local authorities will only be able to use capital receipts from the sale of property, plant and equipment received in the years in which this flexibility is offered. They may not use their existing stock of capital receipts to finance the revenue costs of reform.
- Local authorities cannot borrow to finance the revenue costs of the service reforms.
- The expenditure for which the flexibility can be applied (known as 'Qualifying Expenditure') should be the up-front (set up or implementation) costs that will generate future ongoing savings and/or transform service delivery to reduce costs or the demand for services in future years. The ongoing revenue costs of the new processes or arrangements cannot be classified as qualifying expenditure.
- The key determining criteria to use when deciding whether expenditure can be funded by the new capital receipts flexibility is that it is forecast to generate ongoing savings to an authority's net service expenditure.
- In using the flexibility, the Council will have due regard to the requirements of the Prudential Code, the CIPFA Local Authority Accounting Code of Practice and the current edition of the Treasury Management in Public Services Code of Practice.

To make use of this flexibility, the Council is required to prepare a "Flexible use of capital receipts strategy" before the start of the year, to be approved by Full Council. This can form part of the budget report to Council. This Strategy therefore applies to the financial year 2023/24, which commences on 1 April 2023.

**Examples of qualifying expenditure**

There are a wide range of projects that could generate qualifying expenditure and the list below is not prescriptive. Examples of projects include:

- Sharing back-office and administrative services with one or more other council or public sector bodies;
- Investment in service reform feasibility work, e.g. setting up pilot schemes;
- Collaboration between local authorities and central government departments to free up land for economic use;
- Funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation;
- Sharing Chief-Executives, management teams or staffing structures;
- Driving a digital approach to the delivery of more efficient public services and how the public interacts with constituent authorities where possible;
- Aggregating procurement on common goods and services where possible, either as part of local arrangements or using Crown Commercial Services or regional procurement hubs or Professional Buying Organisations;
- Improving systems and processes to tackle fraud and corruption in line with the Local Government Fraud and Corruption Strategy – this could include an element of staff training;
- Setting up commercial or alternative delivery models to deliver services more efficiently and bring in revenue (for example, through selling services to others);
- Integrating public facing services across two or more public sector bodies (for example children’s social care, trading standards) to generate savings or to transform service delivery.



### **The Council's 2023/24 Budget Proposal**

The Government has provided a definition of expenditure which qualifies to be funded from capital receipts. This is: "Qualifying expenditure is expenditure on any project that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs and/or transform service delivery in a way that reduces costs or demand for services in future years for any of the public sector delivery partners. Within this definition, it is for individual local authorities to decide whether or not a project qualifies for the flexibility."

The 2023/24 budget proposal presented to Full Council in February 2023 does not include any proposal to utilise the flexible use of capital receipts. However, if during the year projects are identified that satisfy the definition above these will be considered by Cabinet and approval for the use of capital receipts will be requested through the relevant channels in line with the Council's Budget and Policy Framework Rules.

### **Impact on Prudential Indicators**

The guidance requires that the impact on the Council's Prudential Indicators should be considered when preparing a Flexible Use of Capital Receipts Strategy. Capital receipts which are allocated to fund the Council's capital programme have been allocated, will be monitored throughout the year and will not be subsequently used to fund qualifying expenditure. Therefore, there will be no change to the council's Prudential Indicators that are contained in the Treasury Management Strategy Statement which will be presented to Full Council in March 2023 for approval.

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## **Pay Policy Statement**

For all employees at Cheltenham Borough Council  
2023 - 2024

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## 1. Purpose

1.1. This Pay Policy Statement (The Statement) is provided in accordance with Section 38(1) of the Localism Act 2011 and will be updated annually prior to the commencement of the new financial year.

1.2. The Statement sets out Cheltenham Borough Council's (The Council) policies relating to the pay of its workforce for the financial year 2023 -2024, in particular: -

- the remuneration of its Chief Officers
- the remuneration of its lowest paid employees
- the relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers.

## 2. Definitions

2.1. For the purpose of this Pay Policy Statement the following definitions will apply:

- **Chief Officers** as detailed in paragraph 7.1 of the document.
- **Lowest paid employees** of the Council are defined as those employees (excluding Apprentices) who are in a full time or part time role, who are above the age of 21, and are paid within Grade A of the Council's Job Evaluation scheme (the lowest band). As at 1 April 2022 the Grade A band was £20,441 per annum, with only one pay point. This is in line with the Real Living Wage (at Nov 2021). New rate at Nov 2022 to be agreed at Budget Setting Council meeting (see paragraph 12).
- **Employees who are not Chief Officers** - refers to all staff not covered under the Chief Officer group detailed above.

At the time of publication of this policy statement no annual pay award has been agreed for 2023-2024.

## 3. Pay framework & remuneration levels

3.1. Remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be unnecessarily excessive. Each council has responsibility for balancing these factors and each council faces its own unique challenges and opportunities in doing so. Flexibility to cope with various circumstances that may arise is retained by the use of market supplements. (See Market Forces Supplement section below) for individual categories of posts where appropriate.

## 4. Responsibility for decisions

4.1. The Council is a member of the local government employers association for national collective bargaining in respect of Chief Executives, Chief Officers, and all other employees.

Listed below are the separate negotiations and agreements in respect of each of these three groups.

- Chief Executives - Joint Negotiating Committee for Local Authority Chief Executives (ALACE is normally the negotiating body for pay, unless varied locally);
- Chief Officers – Joint Negotiating Committee for Chief Officers of Local Authorities
- All other employees – National Joint Council for local Government Services.

In addition to pay, the national agreements cover other terms and conditions such as:

- Pension
- Occupational sickness scheme
- Maternity scheme
- Overtime

## **5. Grading framework & salary grades**

### **5.1. Grading framework**

The Chief Executive and Chief Officers have their basic pay determined by a job evaluation scheme (the Hay scheme).

All other employees have their basic pay determined by a different job evaluation scheme (the National Joint Council Job Evaluation scheme). Both schemes ensure that different jobs having the same value are paid at the same rate. The “job score” determines the pay grade for the job. With the exception of the Head of Paid Service who is on a spot salary grade (with no provision for incremental progression nor additional payment on completion of a period of service), all other pay grades have between two and seven incremental points.

Employees move up one incremental point per year. Annual increments within a pay band shall be payable until the maximum incremental point of the grade is reached subject to the line manager being satisfied that an employee has achieved a suitable standard of performance. Increments may be accelerated or withheld based upon outstanding or poor performance respectively.

Annual increments will be payable on 1 April each year to the maximum of the grade. Employees must have completed a minimum of six months service in their current post to qualify for an increment at 1 April.

For clarity, employees starting in their current post between 1 April and 1 October receive an increment, if applicable, the following April. Employees starting after 1 October and before 1 April receive an increment, if applicable, after six months in the post.

Job evaluation is carried out for all new roles, for roles where a substantial change of duty has occurred, or as required as a result of an equal pay audit. A fair and transparent process is in place for managing job evaluations, which includes Trade Union input, and

moderation of evaluation outcomes to ensure consistency of application of the scheme. Equal pay audits are carried out as required.

## **5.2. Shared posts/lead employer**

Where these are agreed and set in place, the costs of any role are appropriately apportioned and recharged via the employment/secondment/management agreement. Such roles, where the Council is the employer, are evaluated according to the Council's existing job evaluation scheme.

## **5.3. Salary grades**

A full list of the Council's salary grades and associated spinal column pay points can be found in Annex A.

At the time of publication of this policy statement no annual pay award has been agreed for 2023-2024.

## **6. Electoral registration and returning officer**

The scale of fees for this role is approved by the Gloucestershire Elections Fees Working Party for local elections, or the relevant scales of fees prescribed by a Fees Order in respect of national, regional or European Parliament elections, polls or referendums.

The fees constitute payments for separate employment and in most cases are eligible for superannuation purposes.

The fees are paid as part of the election account for each election and all costs, including employer superannuation costs, are recovered from the body responsible for the assembly to which candidates are being elected, or for which a poll or referendum is being carried out.

The Electoral Registration Officer (ERO) and Returning Officer (RO) for the Council is the Executive Director Finance, Assets and Regeneration.

## **7. Remuneration - level & element**

### **7.1 Chief Officers - figures as at 01/4/2022 (See Annex B)**

### **7.2. Non Chief Officers**

Employees	12 Grades A to L (see Annex A) (Grade L came into effect on 01/06/2022)
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### **7.3. New starters joining the Council**

Employees new to the Council will normally be appointed to the first point of the salary range for their grade. Where the candidate's current employment package would make the first point of the salary range unattractive or where the employee already operates at a level commensurate with a higher salary, a higher salary point within the pay grade for the post may be considered by the recruiting manager. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range. These arrangements apply to all posts up to the level of Chief Officer.

In professions where there is a particular skills shortage, as a temporary arrangement, it may be necessary to consider a market supplement to attract high quality applicants. The level and duration of premium will be determined by reference to a combination of national comparators, local conditions, recruitments difficulties, inflation, and whether the post has recently been advertised and the process has been unsuccessful.

Guidance set out by the Secretary of State states Full Council should be given the opportunity to vote before large salary packages are offered in respect of new appointments. The guidance states a threshold of £100,000 should be set. At present there is no statutory requirement for posts over £100,000 to be appointed by Full Council. Our constitution instead provides that Executive Directors and Directors should be appointed by a Council committee which must contain at least one Cabinet member.

### **7.3. Lowest paid employees**

Lowest paid employees of the Council are defined as those employees (excluding Apprentices) who are in a full time or part time role, who are above the age of 21, and are paid within Grade A of the Council's Job Evaluation scheme (the lowest band). As at 1<sup>st</sup> April 2022 the Grade A band was £18,333 per annum, with only one pay point, which is line with the Real Living Wage (see paragraph 12).

For pay comparison purposes the top of pay grade will always be used.

### **7.4. Relationship between remuneration of highest paid employee (Chief Officer) and lowest paid employee**

The Council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts. The use of multiples cannot capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required. In terms of overall remuneration packages the Council's policy is to differentiate by setting different levels of basic pay to reflect differences in responsibilities but with the exception of overtime payments not to differentiate on other allowances, benefits and payments it makes.

The Council aims to pay no more than median salary levels when looking at market rates, and in the case of senior roles it will seek to maintain pay differentials well within the parameters recommended by the pay and pensions review (1:20). For the Council, using the salary information as at 1<sup>st</sup> April 2022 the current ratio of highest paid to lowest paid is 1:6. The ratio between the highest paid salary and the median paid salary of the Council's workforce is 1:4.

Lowest paid employee (Top of current salary band Grade B)	£21,189
Mean paid employee (Average salary band of all employees up to & including Chief Officers)	£34,546
Median paid employee (Middle Salary band value of all employees up to & including Chief Officers)	£30,151
Highest paid employee	£126,705

## 7.5. Bonuses

The Council does not operate any bonus schemes for any chief officer or any other employee.

## 7.6. Performance related pay

Other than incremental progression through the pay grade of a post (see section 5.1) the Council does not operate performance related pay for any chief officer or any other employee.

## 7.7. Pay protection

The Council seeks to ensure that all employees receive equal pay for work of equal value. To be consistent with equal pay principles the council's protection arrangements will not create the potential for pay inequalities (e.g. open-ended protection).

There may be times when the grade for an individual's role changes for reasons unrelated to their performance e.g. restructures, In such cases the protection arrangements outlined will apply for 12 months from the date of the change.

## 7.8. Severance payments

The Council has a consistent method of calculating severance payments which it applies to all employees without differentiation. The payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment.

In line with the statutory redundancy payment scheme, the Council calculates redundancy severance payments using the following calculation. The calculation is based on an employee's age and length of continuous local government service (please note that employees must have a minimum of 2 years' continuous service to qualify for a redundancy payment) the multiplier for the number of weeks is then applied to the employee's actual weekly earnings.

The amount of redundancy pay will be calculated as:

- 0.5 week's pay for **each full year of service** where age at time of redundancy is less than 22 years of age
- 1.0 week's pay for each **full year of service** where age at time of redundancy is 22 years of age or above, but less than 41 years of age
- 1.5 weeks' pay for **each full year of service** where age at time of redundancy is 41+ years of age

The maximum number of years' service taken into account is 20. The maximum number of weeks' pay for anyone aged 61 years of age or older with 20 years or more service is 30.

Guidance set out by the Secretary of State states Full Council should be given the opportunity to vote before large severance packages are offered and arrangements are finalised for employees leaving the organisation. The guidance states a threshold of



£95,000 should be set. This Council acknowledges this guidance and is committed to seeking Full Council approval for any severance packages (including salary paid in lieu, redundancy compensation, pension entitlements/costs, holiday pay, fees or allowances) offered by the authority in excess of £95,000. See below links:

Link to guidance <https://www.local.gov.uk/reform-local-government-exit-payments>

Link to legislation <https://www.legislation.gov.uk/ukdsi/2020/9780348210170>

### **7.9. Settlement agreements**

In exceptional circumstances to avoid or settle a claim or potential dispute, the Council's Head of Paid Service may agree payment of a settlement sum on termination.

All cases must be supported by a business case and take account of all legal, financial, contractual and other responsibilities. The level of payment will be taken on the individual merits of the case and with approval from the HR Manager/Head of HR and the Executive Director Finance, Assets and Regeneration.

### **7.10. Pension - The Local Government Pension Scheme (LGPS) and policy with regard to the exercise of discretions**

Pension provision is an important part of the remuneration package. All employees may join the LGPS. The LGPS is a statutory scheme with contributions from employees and from employers. For more comprehensive details of the LGPS please visit the following web page:-

<http://www.lgps.org.uk>

For district councils in Gloucestershire, the LGPS is administered by Gloucestershire County Council. For information please visit the following web page:

<http://www.gloucestershire.gov.uk>

Neither the LGPS nor the Council adopt different policies with regard to benefits for any category of employee: the same terms apply to all employees of the Council.

The LGPS provides for the exercise of discretion that allow for retirement benefits to be enhanced. The Council will consider each case on its merits but has determined that it does not normally enhance pension benefits for any of its employees (see the LGPS Statement of Policy/Discretions on the Council's website). This policy statement reaffirms this in respect all employees.

The LGPS provides for flexible retirement. The LGPS requires a minimum reduction in working hours and/or that there is a reduction in grade and that any consequential payments to the pension fund are recoverable within a set pay back period. (See section below)

### **7.11. Early/flexible retirements**

The precise terms of the Council's policy are discretionary and may be varied unilaterally.

Subject to the criteria of the policy and service delivery needs being met, any employee over the age of 55 and who is a member of the Local Government Pension Scheme (LGPS) can request to either reduce their hours or take a job at a lower grade/rate of pay and gain access to their pension even though they have not retired.

It is the intention of the Council that this facility be used in order to provide employees with the opportunity to take a one-off step towards permanent retirement. Any agreed requests will be treated as a permanent change to an employee's contract of employment.

### 7.12. Honorarium payments

The Council has a responsibility to ensure equal pay for all employees and so the use of honoraria payments should be carefully considered, and be capable of justification. A payment can be made for the following reasons:-

- To recognise a *specific* contribution that an employee has made by making a single payment to him/her,

**Or**

- To recognise that an employee is temporarily undertaking some but not all the additional responsibility of a higher graded role for a continuous period of at least four weeks by making a regular monthly payment to them during that temporary period.

### 7.13. Acting up allowances

'Acting Up' is when an employee is authorised by their line manager to provide cover for a more highly graded post for an agreed period of time.

The payment ('acting up' allowance) is a temporary payment and will be made to the individual employee for covering the duties of the higher graded job for the agreed period of time. The policy applies to all employees. The supplement to be paid will be the difference between the employee's current salary and depending on experience up to the second scale point of the grade relating to the higher level post. The payment will cease on completion of the 'acting up' period and the employee's salary will revert to that which it would have been had 'acting up' not occurred.

### 7.14. Market forces supplement

The Council is committed to the principles of single status employment and seeks to ensure employees receive equal pay for work of equal value.

In some circumstances it is necessary to ensure the effective recruitment and retention of employees and to pay individuals and/or groups of employees a premium rate to reflect the market competitiveness of the job. Any market supplement must be provided for from within existing budgets and be objectively justifiable. The job evaluation determined grade for that post will not be changed. Market supplements will be paid as a temporary fixed allowance. The supplements will be reviewed bi-annually and consequently can be withdrawn, should the review demonstrate that current evidence does not justify a supplementary payment continuing. Should such a supplement continue to be paid for an extended period, e.g. several years or more, the need for continuation will be examined carefully during the annual review in order to ensure that such continuation continues to be objectively justifiable in the circumstances.

## 8. Reimbursement of expenses

### 8.1 Travel & subsistence

The Council will meet or reimburse authorised travel and subsistence costs for attendance at approved business meetings and training events. Claims should be submitted via the agreed process, be supported by appropriate receipts in all cases and authorised by the appropriate line manager.

The Council pays the HMRC mileage rate of 45 pence per business mile.

The Council does not regard such costs as remuneration but as non-pay operational costs.

### **8.2 Disturbance allowance**

All employees who incur additional costs arising from a compulsory change in their work place will be reimbursed in accordance with the Council's Disturbance Allowance policy. Claims should be submitted via the agreed process, be supported by appropriate receipts in all cases and authorised by the appropriate line manager. The Council does not regard such costs as remuneration but as non-pay operational costs.

### **8.3. Relocation expenses**

The Council operates a scheme of relocation allowances to assist new employees who need to move in order to take up an appointment with the Council. Relocation allowances are paid at the discretion of the Directors (or Appointment Committee for Chief Officers and above) where they think that it is essential to pay such allowances in order to attract the right candidate for the job.

The same policy applies to the Chief Executive, Chief Officers and other employees in that payment will be made against a range of allowable costs for items necessarily incurred in selling and buying a property and moving into the area. The costs include estate agents fees, legal fees, stamp duty, storage and removal costs, short term rental etc up to the value of £8,000 (including VAT). An employee who leaves within 2 years of appointment will have to make a repayment of 1/24<sup>th</sup> for each month short of the 2 year period.

### **8.4. Professional fees & subscriptions**

The Council meets the cost of one annual professional membership body fee or subscription where it is a statutory requirement for the role or it is directly aligned to the professional discipline of the role.

Where applicable, the Council also meets the cost of membership of SOLACE (Society of Local Authority Chief Executives).

## **9. Re-employment of former Council employees**

With regards to re-employing former local government employees who have been made redundant, in line with LGA guidance **if there is less than a 4 week gap between the date the employee was made redundant from the Council/a body under the modification order and the date of joining/re-joining a Council the employee will be required to repay their redundancy payment to their previous employer as continuity of service will be protected and their employment classed as continuous.** If the gap is longer than 4 weeks the employee can retain their payment as continuity of service will have been broken and continuous service will not be protected.

**10. The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011**

The Council notes the discretion and confirms that it will not make use of this discretionary power.

**11. Trade union recognition and facility time**

The Council supports the system of collective bargaining and the principle of solving employee relations problems by discussion and agreement.

The Council recognises two trade unions for collective bargaining purposes. These are GMB and Unison. All parties recognise that it is vital to good employee relations for the workforce to be properly represented. Furthermore all parties believe that a truly representative and effective union will enhance workforce employee relations.

The Trade Union and Labour Relations (Consolidation) Act 1992 sections 168 and 170 make provision for employees to be given the right to take reasonable time off under various circumstances. Trade Union representatives engaged on recognised duties will be given reasonable paid time off during normal working hours to carry out functions related to their representational responsibilities. The table below contains the estimated amount of reasonable time permitted for TU activity/duties over a normal business year.

**The Council does not have any full time trade union representatives in its employment.**

\*business year assumes TU reps each have 25 days annual leave. Calculation based on 47 weeks per year

Activity/duty	Estimated hours per week	No of reps	Total estimated time per business year.*
Case management & advice to membership	Average 1 hours per week	2	94 hours
Training	Average 0.5 hours per week	2	47 hours
Health and Safety	Average of 1 hours per week	2	94 hours
Corporate meetings, TU meetings and prep time	Average 0.5 hours per week	2	47 hours
<b>Estimated total hours</b>			<b>282 hours</b>
<b>Estimated average total hours per TU rep per week</b>			<b>3 hours per week</b>

**12. The Real Living Wage**

The Council complies with all the statutory requirements of the National Minimum Wage and National Living Wage. The majority of the Council's employees are on Grade B, point 4B, £10.98 per hour and above which is higher than the statutory rates.

**The Real Living Wage (RLW)** as set by the Living Wage Foundation is not a legal requirement but a recommended hourly rate set independently and updated annually. The RLW is calculated by the Centre for Research in Social Policy whilst the London LW is calculated by the Greater London Authority and is based according to the basic cost of living in the UK.

Employers **can choose to** pay the RLW on a voluntary basis.

The Council has chosen to pay the RLW hourly rate to **all eligible employees** by way of an additional Living Wage Allowance. The Council will review its decision to pay the RLW annually at the Budget Setting Council meeting.

**The Real Living Wage rates effective 1 November 2022 are:**

- £10.90 (per hour) UK rate outside London
- £11.95 (per hour) UK rate for London

### **13. Other operational/non-operational pay and conditions**

Other pay and conditions in operation, as follows:

- Shift premium
- Stand by and call out payments
- Premium for bank holiday/public holiday working
- Long service award
- Enhanced leave – buy or sell up to an additional 5 days' leave.
- Training fees reimbursement (post entry training scheme)
- Employee welfare service
- Eye test voucher scheme

### **14. Publication and access to information**

The publication of and access to information relating to remuneration of the Council's Chief Officers will be published annually on the Council's website.

## Annex A

Cheltenham Borough Council							£1925 added
New pay scales following pay award April 2022 - AMENDED June 2022 - Grade L added							Updated Nov 2022 SR
Payroll	Payroll	New	OLD	NEW			
SYSTEM			2021	2022	2022	2022	2022
SCP	GRADE	NJC	Annual Salary	Annual Salary	Monthly	Weekly RATE	Hourly RATE
GRADE		SCP	April 2021	April 2022	Salary	37 hr week	37 hr week
LW	Living Wage		£18,333	£19,100	£1,591.67	£366.30	£9.90
2A	Grade A	2	£18,516	£20,441	£1,703.42	£392.20	£10.60
3B	Grade B	3	£18,887	£20,812	£1,734.33	£399.23	£10.79
4B	Grade B	4	£19,264	£21,189	£1,765.75	£406.26	£10.98
5C	Grade C	5	£19,650	£21,575	£1,797.92	£413.66	£11.18
6C	Grade C	6	£20,043	£21,968	£1,830.67	£421.43	£11.39
7D	Grade D	7	£20,444	£22,369	£1,864.08	£428.83	£11.59
8D	Grade D	8	£20,852	£22,777	£1,898.08	£436.97	£11.81
9D	Grade D	9	£21,269	£23,194	£1,932.83	£444.74	£12.02
10D	Grade D	10	£21,695	£23,620	£1,968.33	£452.88	£12.24
11D	Grade D	11	£22,129	£24,054	£2,004.50	£461.39	£12.47
12E	Grade E	12	£22,571	£24,496	£2,041.33	£469.90	£12.70
13E	Grade E	13	£23,023	£24,948	£2,079.00	£478.41	£12.93
14E	Grade E	14	£23,484	£25,409	£2,117.42	£487.29	£13.17
15E	Grade E	15	£23,953	£25,878	£2,156.50	£496.17	£13.41
16E	Grade E	16	£24,432	£26,357	£2,196.42	£505.42	£13.66
17E	Grade E	17	£24,920	£26,845	£2,237.08	£514.67	£13.91
18E	Grade E	18	£25,419	£27,344	£2,278.67	£524.29	£14.17
19F	Grade F	19	£25,927	£27,852	£2,321.00	£534.28	£14.44
20F	Grade F	20	£26,446	£28,371	£2,364.25	£544.27	£14.71
21F	Grade F	21	£26,975	£28,900	£2,408.33	£554.26	£14.98
22F	Grade F	22	£27,514	£29,439	£2,453.25	£564.62	£15.26
23F	Grade F	23	£28,226	£30,151	£2,512.58	£578.31	£15.63
24G	Grade G	24	£29,174	£31,099	£2,591.58	£596.44	£16.12
25G	Grade G	25	£30,095	£32,020	£2,668.33	£614.20	£16.60
26G	Grade G	26	£30,984	£32,909	£2,742.42	£631.22	£17.06
27G	Grade G	27	£31,895	£33,820	£2,818.33	£648.61	£17.53
812	Grade H		£32,588	£34,513	£2,876.05	£661.93	£17.89
813	Grade H		£33,853	£35,778	£2,981.47	£685.98	£18.54
814	Grade H		£35,117	£37,042	£3,086.81	£710.40	£19.20
815	Grade H		£36,376	£38,301	£3,191.79	£734.45	£19.85
722	Grade I		£37,103	£39,028	£3,252.34	£748.51	£20.23
723	Grade I		£38,536	£40,461	£3,371.79	£775.89	£20.97
724	Grade I		£39,988	£41,913	£3,492.71	£803.64	£21.72
725	Grade I		£41,423	£43,348	£3,612.33	£831.39	£22.47
632	Grade J		£42,087	£44,012	£3,667.66	£843.97	£22.81
633	Grade J		£43,857	£45,782	£3,815.16	£878.01	£23.73
634	Grade J		£45,627	£47,552	£3,962.66	£912.05	£24.65
635	Grade J		£47,407	£49,332	£4,111.03	£946.09	£25.57
542	Grade K		£48,328	£50,253	£4,187.78	£963.85	£26.05
543	Grade K		£50,510	£52,435	£4,369.61	£1,005.66	£27.18
544	Grade K		£52,680	£54,605	£4,550.39	£1,047.10	£28.30
545	Grade K		£54,857	£56,782	£4,731.87	£1,088.91	£29.43
L1	Grade L		£56,980	£58,905	£4,908.75	£1,129.61	£30.53
L2	Grade L		£59,246	£61,171	£5,097.58	£1,173.27	£31.71
L3	Grade L		£61,256	£63,181	£5,265.08	£1,211.75	£32.75
L4	Grade L		£64,125	£66,050	£5,504.17	£1,266.88	£34.24

## Annex B

Cheltenham Borough Council - Chief Officersincrease of £1925 1/4/2022 included(JNC Chief Officer conditions of service)**1st April 2022**

SCP	GRADE DESCRIPTION	OLD salary April 2021	NEW SALARY APRIL 2022	Monthly Salary	Hourly Rate
M1	Grade M - Director Level 1	£69,714.00	£71,639.00	£5,969.92	£37.13
M2	Grade M - Director Level 2	£73,853.00	£75,778.00	£6,314.83	£39.28
M3	Grade M - Director Level 3	£77,682.00	£79,607.00	£6,633.92	£41.26
N1	Grade N - Director Level 1	£81,235.00	£83,160.00	£6,930.00	£43.10
N2	Grade N - Director Level 2	£86,175.00	£88,100.00	£7,341.67	£45.66
N3	Grade N - Director Level 3	£88,067.00	£89,992.00	£7,499.33	£46.65
O1	Grade O - Exec Director Level 1	£92,645.00	£94,570.00	£7,880.83	£49.02
O2	Grade O - Exec Director Level 2	£97,235.00	£99,160.00	£8,263.33	£51.40
O3	Grade O - Exec Director Level 3	£98,455.00	£100,380.00	£8,365.00	£52.03
P1	Grade P - CEO Level 1	£118,270.00	£120,195.00	£10,016.25	£62.47
P2	Grade P - CEO Level 2	£121,524.00	£123,449.00	£10,287.42	£64.16
P3	Grade P - CEO Level 3	£124,780.00	£126,705.00	£10,558.75	£65.86

**For more information about this Statement and/or its content please contact the Publica HR Manager (acting on behalf of the Council) on**

**01242 264355 or email [HR@cheltenham.gov.uk](mailto:HR@cheltenham.gov.uk)**

Please note all HR policies referred to in this statement are available on request.

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Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
<b>1</b>	<b>Allotment provision</b> <i>Prices increase in Jan each year, with one year's notice</i>						
1.001	Small Plot		36.81	36.81	4.20	38.36	NB
1.002	Medium Plot		60.97	60.97	4.20	63.53	NB
1.003	Large Plot		86.28	86.28	4.20	89.90	NB
1.004	Extra Large - 350-399m2		98.94	98.94	4.20	103.10	NB
1.005	Extra Large - 400-449m2		110.44	110.44	4.20	115.08	NB
1.006	Extra Large - 450-499m2		123.10	123.10	4.20	128.27	NB
	Senior Citizen concessions (over 60's):						
1.007	Small Plot		29.91	29.91	4.20	31.17	NB
1.008	Medium Plot		49.46	49.46	4.20	51.54	NB
1.009	Large Plot		67.88	67.88	4.20	70.73	NB
1.010	Extra Large - 350-399m2		79.38	79.38	4.20	82.71	NB
1.011	Extra Large - 400-449m2		88.58	88.58	4.20	92.30	NB
1.012	Extra Large - 450-499m2		98.94	98.94	4.20	103.10	NB
1.013	Extra charge for Council shed		10.42	10.42	4.20	10.86	NB
1.014	Admin fee (new tenant)		15.00	15.00	4.20	15.00	NB
1.015	Deposit for key - sites with Yale type key		5.00	5.00	4.20	5.00	NB
1.016	Deposit for key - sites with Garrison security key		10.00	10.00	4.20	10.00	NB
<b>2</b>	<b>Building Control Fees (including VAT)</b>						
	Building Control Charges						
	In accordance with Building (Local Authority Charges) Regulation 1998						
	TABLE 1 New Dwellings	No. of houses being built					
2.001	(Total internal floor area of each dwelling must be less than 300m <sup>2</sup> ) Projects larger than six properties calculated on an individual basis. Houses over 300m <sup>2</sup> total floor area calculated on an individual basis.	1	720.00	720.00	10.00	792.00	STD
	TABLE 2 Domestic and Commercial Extensions						
	Description of work						
2.002	The erection or extension of a DETACHED garage or carport, or both, not exceeding 60m <sup>2</sup> in total		354.00	354.00	10.00	390.00	STD
2.003	Total or part conversion of attached or integral garage to provide additional habitable accommodation		276.00	276.00		390.00	STD
2.004	Any extension and loft conversion with a floor area which does not exceed 20m <sup>2</sup>		540.00	540.00	10.00	594.00	STD
2.005	Any extension and loft conversion with a floor area which exceeds 20m <sup>2</sup> but does not exceed 60m <sup>2</sup>		720.00	720.00	10.00	792.00	STD
2.006	Any extension and loft conversion with a floor area which exceeds 60m <sup>2</sup> but does not exceed 100m <sup>2</sup>		876.00	876.00	10.00	964.00	STD
	TABLE 3 Conversions and Alterations						
2.007	(i.e. those not specifically covered by Table 1 & 2)	Under 1,000	198.00	198.00	10.00	218.00	STD
2.008		1,001 to 5,000	270.00	270.00	10.00	297.00	STD
2.009		5,001 to 10,000	354.00	354.00	10.00	390.00	STD
2.010		10,001 to 20,000	480.00	480.00	10.00	528.00	STD
2.011		20,001 to 30,000	678.00	678.00	10.00	746.00	STD
2.012		30,001 to 40,000	828.00	828.00	10.00	911.00	STD
2.013		40,001 to 50,000	960.00	960.00	10.00	1,056.00	STD
2.014		50,001 to 60,000	1,182.00	1,182.00	10.00	1,300.00	STD
2.015		60,001 to 70,000	1,266.00	1,266.00	10.00	1,393.00	STD
2.016		70,001 to 80,000	1,404.00	1,404.00	10.00	1,545.00	STD
2.017	Projects over £80,001 to be agreed on an individual basis						
2.018	Up to 8 new windows installed by a non FENSA installer		102.00	102.00	10.00	113.00	STD
2.019	Over 8 new windows installed by a non FENSA installer		use estimated cost	use estimated cost			STD

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
<b>3</b>	<b>Built Environment</b>					
<b>3.001</b>	Planning Services Fee (i.e history searches etc)					STD
<b>3.002</b>	Plans over A3	Per page	6.00	0.00	6.00	STD
<b>3.003</b>	CON29R Standard Enquiries		127.80	0.00	127.80	STD
<b>3.004</b>	CON29R Additional parcel of Land		18.00	0.00	18.00	STD
<b>3.005</b>	CON 29O (Part II Optional enquiries) per question 4-21		10.50	0.00	10.50	STD
<b>3.006</b>	CON 29O (Part II Optional enquiries) per question 22		36.50	0.00	36.50	STD
<b>3.007</b>	Non-Standard enquiries		30.00	0.00	30.00	STD
<b>3.008</b>	Admin fee for part CON29 & CON29O		10.00	25.00	12.50	STD
<b>3.009</b>	House Naming		35.00		50.00	NB
<b>3.010</b>	Change Property Name	Existing postal Address	35.00		50.00	NB
<b>3.011</b>	Allocating a name or number	Existing postal Address	35.00		50.00	NB
<b>3.012</b>	Change of Commercial Address	Existing postal Address	35.00		50.00	NB
<b>3.013</b>	Merging of multiple plots to one address	Existing postal Address	50.00	0.00	50.00	NB
<b>3.014</b>	Providing a letter / schedule of certification of a single address	Address Confirmation	25.00	0.00	25.00	NB
<b>3.015</b>	Issuing of a single address confirmation	Address Confirmation	35.00	0.00	35.00	NB
<b>3.016</b>	Number of new plots on an existing street	New Developments not involvng new street naming	50.00 per plot		50.00 per plot	NB
<b>3.017</b>	Numbering of block of flats on an existing street - up to 10 plots	New Developments not involvng new street naming	50.00 per plot		50.00 per plot	NB
<b>3.018</b>	Numbering of block of flats on an existing strett - 10+ plots	New Developments not involvng new street naming	600.00		600.00	NB
<b>3.019</b>	Naming and numbering of new properties including commercial building (1-5)	Developments requiring new street naming and numbering	50.00 per plot		50.00 per plot	NB
<b>3.020</b>	Naming and numbering of new properties including commercial building (6-25)	Developments requiring new street naming and numbering	400.00		400.00	NB
<b>3.021</b>	Naming and numbering of new properties including commercial building (16-25)	Developments requiring new street naming and numbering			600.00	
<b>3.022</b>	Naming and numbering of new properties including commercial building (26-75)	Developments requiring new street naming and numbering	700.00		800.00	NB
<b>3.023</b>	Naming and numbering of new properties including commercial building (76-150)	Developments requiring new street naming and numbering	1,000.00		1,000.00	NB
<b>3.024</b>	Naming and numbering of new properties including commercial building (151-250)	Developments requiring new street naming and numbering	1,250.00		1,250.00	NB
<b>3.025</b>	Naming and numbering of new properties including commercial building (251-350)	Developments requiring new street naming and numbering	1,500.00		1,500.00	NB
<b>3.026</b>	Naming and numbering of new properties including commercial building (351-500)	Developments requiring new street naming and numbering	1,750.00		1,750.00	NB
<b>3.027</b>	Naming and numbering of new properties including commercial building (501+)	Developments requiring new street naming and numbering	2,000.00		2,000.00	NB
<b>3.028</b>	New Street name required (1)	Developments requiring new street naming and numbering	100.00		100.00	NB
<b>3.029</b>	New Street name required (2-5)	Developments requiring new street naming and numbering	200.00		200.00	NB
<b>3.030</b>	New Street name required (6-10)	Developments requiring new street naming and numbering	400.00		400.00	NB
<b>3.031</b>	New Street name required (10+)	Developments requiring new street naming and numbering	500.00		500.00	NB
<b>3.032</b>	Charge for developer amending plans after naming and numbering has commenced		200.00		200.00	NB
<b>3.033</b>	Failure to register a correct address vvia strett naming and numbering may result in the need for retropective application		Fee charge will be based on 120% of original application fee charge		Fee charge will be based on 120% of original application fee charge	NB

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
3.034	Enforcement action may be taken for the use of an incorrect or unregistered address						NB
		Where enforcement action is required when an owner / occupier fails to comply, expenses may be recovered through the Magistrates Court		Where enforcement action is required when an owner / occupier fails to comply, expenses may be recovered through the Magistrates Court		Where enforcement action is required when an owner / occupier fails to comply, expenses may be recovered through the Magistrates Court	
<b>4</b>	<b>Bus Station Departures (Royal Well)</b>						
4.001	Bus departures, price per departure (local)		0.80	0.80	12.50	0.90	STD
4.002	Bus departures, price per departure (visitors)		1.50	1.50	10.00	1.65	STD
<b>5</b>	<b>Car Parking Fines - Off Street</b>						
	Penalty Charge Notices - On/Off Street *						
5.001	Higher Band (e.g. parking on double yellow line or in disabled bay (without badge) ) *	Paid within 14 days	35.00	35.00	0.00	35.00	NB
5.002	Higher Band *	Paid after 14 days	70.00	70.00	0.00	70.00	NB
5.003	Lower Band (e.g. overstays, failure to pay the parking charge or display a valid ticket) *	Paid within 14 days	25.00	25.00	0.00	25.00	NB
5.004	Lower Band *	Paid after 14 days	50.00	50.00	0.00	50.00	NB
	* Set by Gloucestershire County Council acting as the Highways Authority in accordance with Department of Transport regulations						
<b>6</b>	<b>Car Parking - Off Street (inclusive of VAT)</b>						
6.001	Bath Parade	Up to 1 hr	1.70	1.70	0.00	1.70	STD
6.002	Portland Street	Up to 2 hrs	3.10	3.10	0.00	3.10	STD
6.003	St George's Road	Up to 3 hrs	4.50	4.50	0.00	4.50	STD
6.004	St James Street	Up to 4 hrs	6.00	6.00	0.00	6.00	STD
6.005		Up to 6 hrs	10.00	10.00	0.00	10.00	STD
6.006		Over 6 hrs	12.00	12.00	0.00	12.00	STD
6.007	Royal Well	Up to half an hour					STD
6.008		Up to 1 hr	1.70	1.70	0.00	1.70	STD
6.009		Up to 2 hrs	3.10	3.10	0.00	3.10	STD
6.010		Up to 3 hrs	4.50	4.50	0.00	4.50	STD
6.011		Up to 4 hrs	6.00	6.00	0.00	6.00	STD
6.012	Chelt Walk	Up to 1 hr	n/a	n/a			STD
6.013		Up to 2 hrs	2.90	2.90	0.00	2.90	STD
6.014		Up to 3 hrs	4.50	4.50	0.00	4.50	STD
6.015		Up to 4 hrs	6.00	6.00	0.00	6.00	STD
6.016		Over 4 hrs	10.00	10.00	0.00	10.00	STD
6.017	High Street	Up to 2 hrs	3.10	3.10	0.00	3.10	STD
6.018		Up to 3 hrs	3.90	3.90	0.00	3.90	STD
6.019		Up to 4 hrs	6.00	6.00	0.00	6.00	STD
6.020		Over 4 hrs	10.00	10.00	0.00	10.00	STD
6.021	Sherborne Place	Up to 2 hrs	2.90	2.90	0.00	2.90	STD
6.022		Up to 3 hrs	3.90	3.90	0.00	3.90	STD
6.023		Up to 4 hrs	6.00	6.00	0.00	6.00	STD
6.024		Over 4 hrs	10.00	10.00	0.00	10.00	STD
6.025	Bath Terrace	Up to 1 hr	1.00	1.00	0.00	1.00	STD
6.026	Commercial Street	Up to 2 hrs	1.50	1.50	0.00	1.50	STD
6.027		Up to 3 hrs	2.00	2.00	0.00	2.00	STD
6.028		Over 3 hrs	5.50	5.50	0.00	5.50	STD

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
6.029	Coronation Square	Up to 1 hr	0.30	0.30	0.00	0.30	STD
6.030	Local businesses only	Up to 2 hrs	0.50	0.50	0.00	0.50	STD
6.031		Up to 4 hrs	1.00	1.00	0.00	1.00	STD
6.032		Over 4hrs	2.00	2.00	0.00	2.00	STD
6.033		Annual Permit (All day)					STD
6.034	Town Centre East (formerly known as Grosvenor Terrace)	Up to 1 hr	1.50	1.50	0.00	1.50	STD
6.035		Up to 2 hrs	2.90	2.90	0.00	2.90	STD
6.036		Up to 3 hrs	3.90	3.90	0.00	3.90	STD
6.037		Up to 4 hrs	4.50	4.50	0.00	4.50	STD
6.038		Up to 6 hrs					STD
6.039		Over 6 hrs	8.00	8.00	0.00	8.00	STD
6.040		3 mth permit					STD
6.041		6 mth permit					STD
6.042		Annual permit					STD
6.043	Phoenix Passage (West End)	Up to 1 hr	1.20	1.20	0.00	1.20	STD
6.044		Up to 2 hrs	2.50	2.50	0.00	2.50	STD
6.045		Up to 3 hrs	3.50	3.50	0.00	3.50	STD
6.046		Up to 4 hrs	5.50	5.50	0.00	5.50	STD
6.047		Up to 6 hrs	8.00	8.00	0.00	8.00	STD
6.048		Over 6 hrs	12.00	12.00	0.00	12.00	STD
6.049	Regent Arcade	after 5.30pm	2.50	2.50	0.00	2.50	STD
6.050		Up to 1 hr	1.70	1.70	0.00	1.70	STD
6.051		Up to 2 hrs	3.10	3.10	0.00	3.10	STD
6.052		Up to 3 hrs	4.50	4.50	0.00	4.50	STD
6.053		Up to 4 hrs	6.00	6.00	0.00	6.00	STD
6.054		Up to 6 hrs	10.00	10.00	0.00	10.00	STD
6.055		Up to 8 hrs	14.00	14.00	0.00	14.00	STD
6.056		Over 8 hrs	15.00	15.00	0.00	15.00	STD
6.057		Lost ticket	15.00	15.00	0.00	15.00	STD
6.058	Rodney Road	Up to 1 hr	1.70	1.70	0.00	1.70	STD
6.059		Up to 2 hrs	3.10	3.10	0.00	3.10	STD
6.060		Up to 3 hrs	4.50	4.50	0.00	4.50	STD
6.061		Up to 4 hrs	6.00	6.00	0.00	6.00	STD
6.062		Up to 6 hrs	10.00	10.00	0.00	10.00	STD
6.063		Over 6 hrs	12.00	12.00	0.00	12.00	STD
6.064	Pittville Pump Room	Up to 1 hr	1.00	1.00	0.00	1.00	STD
6.065		Up to 2 hrs	1.50	1.50	0.00	1.50	STD
6.066		Up to 3hrs	2.00	2.00	0.00	2.00	STD
6.067		Up to 4hrs	2.00	2.00	0.00	2.00	STD
6.068		Over 3 hrs	5.50	5.50	0.00	5.50	STD
6.069	St Georges Road	Up to 1 hr	1.70	1.70	0.00	1.70	STD
6.070		Up to 2 hrs	2.90	2.90	0.00	2.90	STD
6.071		Up to 3 hrs	4.50	4.50	0.00	4.50	STD
6.072		Up to 4 hrs	6.00	6.00	0.00	6.00	STD
6.073		Up to 6 hrs	10.00	10.00	0.00	10.00	STD
6.074		Over 6 hrs	12.00	12.00	0.00	12.00	STD
6.075	Lansdown Place Lane	Up to 1 hr	1.00	1.00	0.00	1.00	STD
6.076		Up to 2 hrs	1.50	1.50	0.00	1.50	STD
6.077		Up to 3 hrs	2.00	2.00	0.00	2.00	STD
6.078		Over 3 hrs	5.50	5.50	0.00	5.50	STD

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
<b>7</b>	<b>Car Parking - Off Street permits (inclusive of VAT)</b>					
7.001	Existing residents' Off street Annual all-day permit (Mon to Sun)	222.50	222.50	0.00	222.50	STD
7.002	Any residents' Off street Annual overnight permit (Mon to Sun 5pm to 9am)	58.00	58.00	0.00	58.00	STD
7.003	Farmers' Market annual market day parking permit for North Place	14.00	14.00	0.00	14.00	STD
7.004	Councillors annual permit for rear Municipal Offices Parking	144.00	144.00	0.00	144.00	STD
7.005	St Johns Primary School annual permit (pick-up set-down St James Street car park)	14.20	14.20	0.00	14.20	STD
7.006	Crescent Bakery Surgery - annual permit for St Georges Road	770.00	770.00	0.00	770.00	STD
7.007	St Georges Road daily permit (CPS, Magistrates, Probation Office only)	8.60	8.60	0.00	8.60	STD
7.008	Bath Terrace Business Permits	219.50	219.50	0.00	219.50	STD
7.009	Bath Terrace Business Permits (Half yearly)	120.50	120.50	0.00	120.50	STD
7.010	Cheltenham Bowls Club (4 hour permit)	2.70	2.70	0.00	2.70	STD
<b>8</b>	<b>Cemetery</b>					
8.001	FEE for USE of CHAPEL for BURIAL and MEMORIAL SERVICES at CHELTENHAM CEMETERY	210.00	210.00	10.00	231.00	EX
8.002	Use of Chapel for burial Sunrise Service only	110.00	110.00	10.00	121.00	EX
8.003	Over running allotted service time - Up to 10 minutes	80.00	80.00	30.00	104.00	EX
8.004	Over running allotted service time - Over 10 minutes	80.00	250.00	0.00	250.00	
	<b>Obitus (New Revised Service Offer)</b>					
8.005	Halo Photo (Single Image)	N/A	0.00	0.00	0.00	STD
8.006	Basic Slideshow	N/A	45.00	0.00	45.00	STD
8.007	Music Slideshow	N/A	70.00	0.00	70.00	STD
8.008	Themed Tribute	N/A	95.00	0.00	95.00	STD
8.009	Extra Single Photo	N/A	12.00	0.00	12.00	STD
8.010	Family Supplied Video/Tribute	N/A	25.00	0.00	25.00	STD
8.011	Bespoke Tribute	N/A	400.00	0.00	400.00	STD
8.012	Extra Work Charge	N/A	21.00	0.00	21.00	STD
8.013	Extra Photo Charge	N/A	21.00	0.00	21.00	STD
8.014	Tribute Download	N/A	10.00	0.00	10.00	STD
8.015	Live & On Demand (Stream Live & Watch On Demand for 28 Days + Option to Download)	N/A	49.00	0.00	49.00	STD
8.016	Live Only	N/A	33.00	0.00	33.00	STD
8.017	DVD/USB/Blu-Ray/Audio CD Keepsake	N/A	55.00	0.00	55.00	STD
8.018	Video Book Keepsake	N/A	95.00	0.00	95.00	STD
8.019	Memory Box Keepsake	N/A	130.00	0.00	130.00	STD
8.020	Second Copies	N/A	28.00	0.00	28.00	STD
8.021	Obitus Bundle - Halo Photo/Music Slideshow/Webcast/x1 Keepsake	N/A	159.00	0.00	159.00	STD
8.022	Live & on demand, halo photo & basic slideshow - Service for young people	N/A	0.00	0.00	0.00	STD
	<i>*Change in Products and services so new fees and charges have been created (Above)</i>					
	<b>BURIAL FEES (Not liable to VAT)</b>					
	NEW PURCHASE (Lawn Garden) GRAVES					
8.023	Exclusive Right of Burial 75 years	1,220.00	1,220.00	10.00	1,342.00	NB
8.024	Exclusive Right of Burial 99 years	1,609.00	1,609.00	10.00	1,769.90	NB
	NEW PURCHASE (Traditional) Graves					
8.025	Exclusive Right of Burial 75 years	1,525.00	1,525.00	10.00	1,677.50	NB
8.026	Exclusive Right of Burial 99 years	2,012.00	2,012.00	10.00	2,213.20	NB
	NEW PURCHASE CREMATION GRAVES					
8.027	Exclusive Right of Burial 75 years	775.00	775.00	10.00	852.50	NB
8.028	Exclusive Right of Burial 99 years	1,024.00	1,024.00	10.00	1,126.40	NB

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
8.029	CHILD'S GRAVE (not available at Charlton Kings Cemetery) Exclusive Right of Burial 75 years	450.00	450.00	10.00	495.00	NB
8.030	Exclusive Right of Burial 99 years  For children up to the age of 12 years, in used or new ground (at a depth not exceeding 6ft. (1.8m)	595.00	595.00	10.00	654.50	NB
	<i>*Removal of 50 years - Min term is now 75 years</i>					
	<b>INTERMENT FEES</b>					
	FEES to OPEN EXISTING PLOT (Interment Fee)					
8.031	Child who has not reached his or her 16th Birthday not exceeding single depth					NB
8.032	Open for single interment	793.00	793.00	10.00	872.30	NB
8.033	Open for double interment	993.00	993.00	10.00	1,092.30	NB
8.034	Open for ashes	206.00	206.00	10.00	226.60	NB
8.035	Two sets of cremated remains interred at same time - with or without appointment	250.00	250.00	10.00	275.00	NB
8.036	For a single set of cremated remains placed within the coffin of a full burial	37.00	37.00	10.00	40.70	NB
	PRE-PURCHASE of (Lawn Garden) FULL GRAVES					
8.037	Exclusive Right of Burial 75 years	1,411.00	1,411.00	10.00	1,552.10	NB
8.038	Exclusive Right of Burial 99 years	1,801.00	1,801.00	10.00	1,981.10	NB
	PRE-PURCHASE of (Traditional) FULL GRAVES					
8.039	Exclusive Right of Burial 75 years	1,779.00	1,779.00	10.00	1,956.90	NB
8.040	Exclusive Right of Burial 99 years	2,266.00	2,266.00	10.00	2,492.60	NB
	PRE-PURCHASE of ASHES GRAVES					
8.041	Exclusive Right of Burial 75 years	913.00	913.00	10.00	1,004.30	NB
8.042	Exclusive Right of Burial 99 years	1,161.00	1,161.00	10.00	1,277.10	NB
8.043	Renew or extend Exclusive Right of Burial 25 years (Adult Traditional Style Grave Only)	440.00	440.00	10.00	484.00	
8.044	Renew or extend Exclusive Right of Burial 25 years Adult (Lawn Garden Grave)	440.00	440.00	10.00	484.00	NB
8.045	Renew or extend Exclusive Right of Burial 25 years (Childs grave)	142.00	142.00	10.00	156.20	NB
8.046	Renew or extend Exclusive Right of Burial 25 years Cremated Remains Grave	258.00	258.00	10.00	283.80	NB
	<i>*Removal of 50 years - Min term is now 75 years</i>					
	<b>MONUMENTS, HEADSTONES, VASES and TABLETS (Not liable to VAT)</b>					
	For the Right to Erect or place on a Grave or Vault in respect of which an Exclusive Right of Burial has been					
8.047	(A) i) Lawn Garden - Headstone not exceeding 3ft 6 ins. (1070mm) high by 3ft (915mm) wide including base by 2ft 6in (762mm) front to back	288.00	288.00	10.00	316.80	EX
8.048	ii) Traditional - Headstone or Monument in any other form not exceeding 5ft (1525mm) high by 3ft 1in.(940mm) wide by 7 ft 1in (2160mm) front to back including the base.	288.00	288.00	10.00	316.80	EX
8.049	iii) Traditional - Kerb set additional to headstone not exceeding 3ft 1in (940mm) wide by 7 ft 1in.(2160mm) front to back	160.00	160.00	10.00	176.00	EX
8.050	iv) Traditional - Headstone and Kerbs or Kerb Set only.	448.00	448.00	10.00	492.80	EX
8.051	v) Child's Grave - Headstone or Monument in any other form not exceeding 3ft (915mm) high by 2ft (610mm) wide by 2ft 6ins (762mm) including the base.	0.00	0.00	10.00	0.00	EX
8.052	(B) An Inscribed Vase not exceeding 12ins (0.3m) high, provided that no such fee shall be payable if such Vase is erected or placed in conjunction with a headstone or monument in any other form.	119.00	119.00	10.00	130.90	EX
8.053	(C) An Inscribed Tablet not exceeding 24ins (0.6m) by 18ins (0.4m) on any position grave except in the Lawn Garden.	119.00	119.00	10.00	130.90	EX
8.054	(D) Charlton Kings Gardens of Remembrance - An Inscribed Vase or Tablet not exceeding 12ins (0.3m) high or 12ins (0.3m) square.	119.00	119.00	10.00	130.90	EX
8.055	(E) Additional Inscriptions	119.00	119.00	10.00	130.90	EX
8.056	Cremated Remains Grave Headstone not exceeding 2ft high, 18" wide	199.00	199.00	10.00	218.90	EX

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
<b>9</b>	<b>Contaminated Land Fees (inclusive of VAT)</b>					
<b>9.001</b>	Contaminated land and pollution searches - standard service - response within 20 working days	£152 Standard Service (response within 20 working days)	£152 Standard Service (response within 20 working days)	10.10	£167 Standard Service (response within 20 working days)	STD
<b>9.002</b>	Contaminated land and pollution searches - expedited service - response within 10 working days	£227 Expedited Service (response within 10 working days)	£227 Expedited Service (response within 10 working days)	10.00	£250 Expedited Service (response within 10 working days)	STD
<b>10</b>	<b>Council Tax/NNDR</b>					
	Legal Fees					
<b>10.001</b>	Costs charged for summonses to court for non-payment of Council Tax				55.00	NB
<b>10.002</b>	Costs charged for summonses to court for non-payment of NNDR				75.00	NB
<b>11</b>	<b>Cremations</b>					
<b>11.001</b>	ADULT SERVICE - <b>CLASSIC 35 minutes service</b>	925.00	925.00	10.00	1,017.50	EX
<b>11.002</b>	Medical Referee Fee	25.00	25.00	10.00	27.50	EX
<b>11.003</b>	ADULT CREMATION - Direct Cremation	450.00	400.00	0.00	400.00	EX
<b>11.004</b>	ADULT CREMATION <b>SUNRISE 15 minutes service</b>	660.00	660.00	0.00	660.00	EX
<b>11.005</b>	Cremate Body Parts	45.00	45.00	10.00	49.50	EX
<b>11.006</b>	USE of ORGAN (no longer included in cremation fee)	25.00	25.00	10.00	27.50	EX
	BOOK of REMEMBRANCE					
<b>11.007</b>	2 Line Entry	65.00	65.00	10.00	71.50	STD
<b>11.008</b>	3 Line Entry	86.00	86.00	10.00	94.60	STD
<b>11.009</b>	4 Line Entry	106.00	106.00	10.00	116.60	STD
<b>11.010</b>	5 Line Entry	125.00	125.00	10.00	137.50	STD
<b>11.011</b>	6 Line Entry	146.00	146.00	10.00	160.60	STD
<b>11.012</b>	7 Line Entry	166.00	166.00	10.00	182.60	STD
<b>11.013</b>	8 Line Entry	187.00	187.00	10.00	205.70	STD
<b>11.014</b>	Crest, Badge or Floral Emblem - with 5 Line Entry	218.00	218.00	10.00	239.80	STD
<b>11.015</b>	Crest, Badge or Floral Emblem with 8 Line Entry	279.00	279.00	10.00	306.90	STD
<b>11.016</b>	Full Heraldic Device with 8 Line Entry	311.00	311.00	10.00	342.10	STD
	REMEMBRANCE CARDS with COPY of INSCRIPTION (inclusive of VAT) (Only in conjunction with an Entry in the Book of Remembrance)					
<b>11.017</b>	2 Line Entry	51.00	51.00	10.00	56.10	STD
<b>11.018</b>	3 Line Entry	71.00	71.00	10.00	78.10	STD
<b>11.019</b>	4 Line Entry	92.00	92.00	10.00	101.20	STD
<b>11.020</b>	5 Line Entry	112.00	112.00	10.00	123.20	STD
<b>11.021</b>	6 Line Entry	132.00	132.00	10.00	145.20	STD
<b>11.022</b>	7 Line Entry	153.00	153.00	10.00	168.30	STD
<b>11.023</b>	8 Line Entry	172.00	172.00	10.00	189.20	STD
<b>11.024</b>	Crest, Badge or Floral Emblem with 5 Line Entry	165.00	165.00	10.00	181.50	STD
<b>11.025</b>	Crest, Badge or Floral Emblem with 8 Line Entry	226.00	226.00	10.00	248.60	STD
<b>11.026</b>	Full Heraldic Device with 8 Line Entry	258.00	258.00	10.00	283.80	STD
	MINIATURE BOOK of REMEMBRANCE with COPY of INSCRIPTION (inclusive of VAT) (Only in conjunction with an Entry in the Book of Remembrance) Note: Each Additional inscription in the miniature book will be as remembrance card prices					
<b>11.027</b>	2 Line Entry	65.00	65.00	10.00	71.50	STD
<b>11.028</b>	3 Line Entry	86.00	86.00	10.00	94.60	STD

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
11.029	4 Line Entry	106.00	106.00	10.00	116.60	STD
11.030	5 Line Entry	125.00	125.00	10.00	137.50	STD
11.031	6 Line Entry	146.00	146.00	10.00	160.60	STD
11.032	7 Line Entry	166.00	166.00	10.00	182.60	STD
11.033	8 Line Entry	187.00	187.00	10.00	205.70	STD
11.034	Crest, Badge or Floral Emblem - with 5 Line Entry	218.00	218.00	10.00	239.80	STD
11.035	Crest, Badge or Floral Emblem with 8 Line Entry	279.00	279.00	10.00	306.90	STD
11.036	Full Heraldic Device with 8 Line Entry	311.00	311.00	10.00	342.10	STD
	<b>BRONZE MEMORIAL KERB, SEAT and TREE PLAQUES</b>					
11.037	Kerb Plaque (153mm x 102mm) (6" x 4") for 10 years	296.00	296.00	10.00	325.60	EX
11.038	Kerb Plaque (153mm x 102mm) (6" x 4") for 20 years					EX
11.039	Kerb Plaque (153mm x 102mm) (6" x 4") for 30 years					EX
11.040	Kerb Plaque (153mm x 102mm) (6" x 4") for 40 years					EX
11.041	Memorial Tree Plaque (178mm x 128mm) (7" x 5")	421.00	421.00	10.00	463.10	EX
11.042	Memorial Tree Plaque (230mm x 153mm) (9" x 6")	649.00	649.00	10.00	713.90	EX
11.043	Memorial Seat Plaque 9" x 2.5" or 12" x 2.5"					EX
11.044	Replacement Seat Plaque - like for like					EX
11.045	Replacement Seat Plaque - different to original					EX
11.046	Reservation of Kerb Plaque Space in the Gardens of Remembrance - not refundable. (not liable to VAT)	88.00	88.00	10.00	96.80	EX
11.047	Renovate plaques for kerb, tree, bench or Recordia Wall	84.00	84.00	10.00	92.40	STD
11.048	Replacement tree plaque - different to original	204.00	204.00	10.00	224.40	EX
	<b>LEATHER PANEL - in Cloisters</b>					
11.049	Blue leather panel with 10 year lease	296.00	296.00	10.00	325.60	EX
11.050	Renewal of lease Blue leather panel - @ £15 per year minimum 5 years	85.00	85.00	10.00	93.50	EX
	<b>GRANITE SEAT PLAQUE</b>					
11.051	Granite Seat Plaque (Single Inscription) 10 years					EX
11.052	Granite Seat Plaque (Single Inscription) 20 years					EX
	<b>RECORDIA WALL MEMORIAL PLAQUE in the GARDENS of REMEMBRANCE at CHARLTON KINGS CEMETERY</b>					
11.053	Wall Plaque (153mm x 102mm) (6" x 4")	500.00	500.00	10.00	550.00	EX
11.054	Reservation of Plaque Space (not liable to VAT)	88.00	88.00	10.00	96.80	EX
	<b>BABY REMEMBRANCE GARDEN MEMORIAL PLAQUES</b>					
11.055	6" x 3" 10 years	213.00	213.00	10.00	234.30	EX
11.056	7.25" x 3" 10 years	259.00	259.00	10.00	284.90	EX
11.057	8.5" x 3" 10 years	304.00	304.00	10.00	334.40	EX
11.058	9.75" x 3" 10 years	350.00	350.00	10.00	385.00	EX
11.059	11" x 3" 10 years	394.00	394.00	10.00	433.40	EX
	<b>BABY REMEMBRANCE GARDEN MEMORIAL PLAQUES RENEWAL</b>					
11.060	6" x 3" additional 10 years lease	139.00	139.00	10.00	152.90	EX
11.061	7.25" x 3" additional 10 years lease	139.00	139.00	10.00	152.90	EX
11.062	8.5" x 3" additional 10 years lease	139.00	139.00	10.00	152.90	EX
11.063	9.75" x 3" additional 10 years lease	139.00	139.00	10.00	152.90	EX
11.064	11" x 3" additional 10 years lease	139.00	139.00	10.00	152.90	EX
	<b>VASE BLOCK</b>					
11.065	Vase Block (Single Inscription) 10 years	524.00	524.00	10.00	576.40	EX
11.066	Reservation of Vase Block with 10 years lease	524.00	524.00	10.00	576.40	EX
11.067	Additional 10 years lease	209.00	209.00	10.00	229.90	EX
11.068	Repaint lettering	68.00	68.00	10.00	74.80	STD
	<b>TREE BLOCK</b>					



Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
11.069	Tree Block 25 years lease	1,152.00	1,152.00	10.00	1,267.20	EX
11.070	Additional 25 year lease	470.00	470.00	10.00	517.00	EX
	BELOW GROUND SANCTUM VAULT					
11.071	Below ground vault - large enough to accept two sets of cremated remains (20 years lease)	1,705.00	1,705.00	10.00	1,875.50	EX
11.072	Reservation with 20 years lease	1,705.00	1,705.00	10.00	1,875.50	EX
11.073	Additional 10 year lease	314.00	314.00	10.00	345.40	EX
	ABOVE GROUND NICHE					
11.074	Above ground niche - two sets of ashes 20 year lease inc first casket, first inscription and flower holder	1,506.00	1,506.00	10.00	1,656.60	EX
11.075	Reservation with 20 years lease	1,506.00	1,506.00	10.00	1,656.60	EX
11.076	Additional 10 year lease	314.00	314.00	10.00	345.40	EX
11.077	Photograph/Design additional charge	107.00	107.00	10.00	117.70	EX
	ADDITIONAL FEE FOR NICHE/VAULT/BLOCKS					
	Inscription ~ either second OR first if purchased in reserve on Vase Block/Boulder Block/Niche/Vault					EX
	LEAF BLOCK					
11.078	Immediate use to include 20 years lease	1,406.00	1,406.00	10.00	1,546.60	EX
11.079	Reservation to include 20 years lease	1,406.00	1,406.00	10.00	1,546.60	EX
11.080	Renewal of lease for additional 10 years	376.00	376.00	10.00	413.60	EX
11.081	LEAF BLOCK - ABOVE GROUND NICHE					
11.082	Immediate use small niche for one set of ashes 20 years lease					EX
11.083	Reservation small niche for one set of ashes 20 years lease					EX
11.084	Renewal of lease for additional 10 years small leaf block niche					EX
11.085	Immediate use large niche for two sets of ashes 20 years lease	1,607.00	1,607.00	10.00	1,767.70	EX
11.086	Reservation large niche for two sets of ashes 20 years lease	1,607.00	1,607.00	10.00	1,767.70	EX
11.087	Renewal of lease for additional 10 years large leaf block niche	376.00	376.00	10.00	413.60	EX
11.088	Dandelion ashes urn	73.00	73.00	10.00	80.30	EX
11.089	Inscription of Leaf Block tablet	325.00	325.00	10.00	357.50	EX
11.090	Second inscription but with new Leaf Block tablet	422.00	422.00	10.00	464.20	EX
	POND MARKERS ~ no longer available to purchase - only add to existing purchased memorial					
11.091	Renewal of lease for additional 20 years - Pond Marker above ground niche	376.00	376.00	10.00	413.60	EX
11.092	Large memorial tablet including inscription	426.00	426.00	10.00	468.60	EX
	MEMORIAL BENCH					
11.093	Provision of a council sanctioned hardwood 5 foot bench inc plaque, hard standing, fixing for lease period of 20 years	1,152.00	1,152.00	10.00	1,267.20	EX
11.094	Provision of a council sanctioned hardwood 6 foot bench inc plaque, hard standing, fixing for lease period of 20 years	1,270.00	1,270.00	10.00	1,397.00	EX
11.095	Renovation of memorial bench to include removal, cleaning, retreating and replace	188.00	188.00	10.00	206.80	STD
11.096	Remove and resite existing bench - hardstanding and labour	117.00	117.00	10.00	128.70	STD
11.097	Removal and Resiting of Kerb Plaque in Gardens of Remembrance (excluding renovation)	57.00	57.00	10.00	62.70	STD
11.098	Replacement Kerb Plaque (153mm x 102mm) (6" x 4") (inclusive of VAT)	129.00	129.00	10.00	141.90	EX
11.099	Replacement Kerb Plaque (153mm x 102mm) (6" x 4") (inclusive of VAT) different to original but no change to lease	129.00	129.00	10.00	141.90	EX
11.100	Replacement Tree (like for like)	N/A	N/A			EX
11.101	Replacement tree plaque - different to original					EX
11.102	Renewal of rights on Kerb Plaques per year, MINIMUM 5 years					EX
	FEEs for SCATTERING/INTERRING CREMATION ASHES SCATTER in GARDENS of REMEMBRANCE or ON A GRAVE					
11.103	Cremated at Cheltenham - no appointment	37.00	37.00	10.00	40.70	STD
11.104	Cremated at Cheltenham - by appointment	73.00	73.00	10.00	80.30	STD
11.105	Cremated Elsewhere - with or without appointment	94.00	94.00	10.00	103.40	STD

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
11.106	Double Scattering if both sets cremated elsewhere - with or without appointment	131.00	131.00	10.00	144.10	STD
	<b>MISCELLANEOUS CHARGES</b>					
11.107	Retention of Cremated Remains in temporary deposit pending final disposal -per month after the first month	38.00	38.00	10.00	41.80	EX
11.108	Loan of Bronze Scattering Casket where final disposal is elsewhere	N/A	N/A		NA	EX
11.109	Additional Cremation Certificate	24.00	24.00	10.00	26.40	STD
11.110	Search Fee	17.00	17.00	10.00	18.70	STD
11.111	Polytainer	32.00	32.00	10.00	35.20	STD
11.112	Urn	42.00	42.00	10.00	46.20	STD
11.113	Casket	63.00	63.00	10.00	69.30	STD
11.114	Transfer of Grave Ownership (Note: There is no Chapel at Charlton Kings Cemetery - Committal Services only)	50.00	50.00	10.00	55.00	STD
<b>12</b>	<b>Electoral Registration</b>					
	SALE OF PUBLICATIONS					
12.001	Register of Electors - hardcopy	Varies	Varies		Varies	NB
12.002	Data for Register of Electors - hardcopy Plus cost of actual postage if applicable (can be emailed) Cost set down in legislation. Labels i.e. names & house addresses for parties Rare occurrence & cost set down in legislation.	Varies	Varies		Varies	NB
12.003	Street Index	20.00	20.00	0.00	20.00	NB
12.004	Data for Street Index Plus cost of actual postage if applicable (can be emailed)	23.00	23.00	0.00	23.00	NB
12.005	Marked copies of Polling Station Registers - (cost set down in legislation)	Varies	Varies		Varies	NB
<b>13</b>	<b>Food Safety Fees (inclusive of VAT)</b>					
13.001	Primary Authority Partnerships - set up costs	£75 per hour or part thereof	£75 per hour or part thereof	10.1	£83 per hour or part thereof	STD
13.002	Copies of any reports, preparation of statements etc (non commercial)	£75 per hour or part thereof	£75 per hour or part thereof	10.1	£83 per hour or part thereof	STD
13.003	Advice and consultancy - primary authority related	£75 per hour or part thereof	£75 per hour or part thereof	10.1	£83 per hour or part thereof	STD
13.004	Food Hygiene Rating Scheme requested revisits	£170	£170		185.00	
13.005	Gain and Retain a Rating of 5	£75 per hour or part thereof	£75 per hour or part thereof	10.1	£83 per hour or part thereof	STD
13.006	Food safety/hygiene advice and consultancy (excluding Primary Authority Partnerships)	£75 per hour or part thereof	£75 per hour or part thereof	10.1	£83 per hour or part thereof	STD
13.007	Health Certificates and attestations			10.1	£83/hr	
<b>14</b>	<b>Health &amp; Safety Fees (inclusive of VAT)</b>					
14.001	Tattoo Hygiene Rating Scheme					
	Inspection and rating of premises	115.00	115.00	10.10	127.00	STD
	Annual inspection of premises	115.00	115.00	10.10	127.00	STD
	Re-rating of premises upon request from business				127.00	STD
14.002	Copies of any reports, preparation of statements etc	£75 per hour or part thereof	£75 per hour or part thereof	10.1	£83 per hour or part thereof	STD
14.003	Health and Safety advice and consultancy (including beauty registrations but EXCLUDING animal licensing)	£75 per hour or part thereof	£75 per hour or part thereof	10.1	£83 per hour or part thereof	STD
	<b>Beauty Registration Pre-Application Fees</b>					
14.004	Soft/advisory visit	£75 per hour or part thereof	£75 per hour or part thereof	10.10	£83 per hour or part thereof	STD

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
14.005	Typed report following soft/advisory visit		£75 per hour or part thereof	£75 per hour or part thereof	10.10	£83 per hour or part thereof	STD
14.006	Telephone advice (15 minutes)		£75 per hour or part thereof	£75 per hour or part thereof	10.10	£83 per hour or part thereof	STD
14.007	Document template toolkit (when available)		N/A	N/A		N/A	STD
<b>16</b>	<b>Licence Fees</b>						
	<b>Beauty Registration Fees: Acupuncture, tattooing, electrolysis and skin piercing</b>						
16.001	Personal licence		111.00	111.00	10.10	122.00	NB
16.002	Premises licence		111.00	111.00	10.10	122.00	NB
16.003	Replacement or reissued certificate		17.00	17.00	10.10	19.00	NB
16.004	Variation of registration including certificate		52.00	52.00	10.10	57.00	NB
	<b>Animal boarding establishments Kennel/cattery/homeboarding/Day care</b>						
	License application and issue			265.00	10.10	292.00	
	Franchises and arrangers					POA	
	<b>Dangerous wild animals (excluding veterinary fees)</b>						
16.005	New Application		204.00	204.00	10.10	224.00	NB
16.006	Renewal		151.00	151.00	10.10	166.00	NB
	<b>Dog Breeding (excluding veterinary fees)</b>						
16.007	New Application			300.00	10.10	330.00	NB
16.008	Replacement or reissued certificate (animal licensing)					19.00	NB
16.009	Variation of licence including certificate					POA	NB
	<b>GAMBLING ACT 2005 - Bingo Club</b>						
16.010	New application	min	2,939.00	2,939.00	0.00	2,939.00	NB
16.011	Annual fee	min	842.00	842.00	0.00	842.00	NB
16.012	Application to vary	min	1,472.00	1,472.00	0.00	1,472.00	NB
16.013	Application to transfer	min	1,008.00	1,008.00	0.00	1,008.00	NB
16.014	Application for reinstatement	min	1,008.00	1,008.00	0.00	1,008.00	NB
16.015	Application for provisional statement	min	2,939.00	2,939.00	0.00	2,939.00	NB
16.016	Licence application (provisional statement holders)	min	1,008.00	1,008.00	0.00	1,008.00	NB
16.017	Copy licence	min	25.00	25.00	0.00	25.00	NB
16.018	Notification of change	min	40.00	40.00	0.00	40.00	NB
	<b>GAMBLING ACT 2005 - Betting Premises Exc. Track</b>						
16.019	New application	min	2,522.00	2,522.00	0.00	2,522.00	NB
16.020	Annual fee	min	504.00	504.00	0.00	504.00	NB
16.021	Application to vary	min	1,259.00	1,259.00	0.00	1,259.00	NB
16.022	Application to transfer	min	1,008.00	1,008.00	0.00	1,008.00	NB
16.023	Application for reinstatement	min	1,008.00	1,008.00	0.00	1,008.00	NB
16.024	Application for provisional statement	min	2,522.00	2,522.00	0.00	2,522.00	NB
16.025	Licence application (provisional statement holders)	min	1,008.00	1,008.00	0.00	1,008.00	NB
16.026	Copy licence	min	25.00	25.00	0.00	25.00	NB
16.027	Notification of change	min	40.00	40.00	0.00	40.00	NB
	<b>GAMBLING ACT 2005 - Track</b>						
16.028	New application	min	2,099.00	2,099.00	0.00	2,099.00	NB
16.029	Annual fee	min	842.00	842.00	0.00	842.00	NB
16.030	Application to vary	min	1,049.00	1,049.00	0.00	1,049.00	NB
16.031	Application to transfer	min	801.00	801.00	0.00	801.00	NB
16.032	Application for reinstatement	min	801.00	801.00	0.00	801.00	NB
16.033	Application for provisional statement	min	2,099.00	2,099.00	0.00	2,099.00	NB
16.034	Licence application (provisional statement holders)	min	801.00	801.00	0.00	801.00	NB
16.035	Copy licence	min	25.00	25.00	0.00	25.00	NB

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
16.036	Notification of change	min	40.00	40.00	0.00	40.00	NB
16.037	Temporary Use Notice	min	500.00	500.00	0.00	500.00	NB
16.038	Temporary Use Notice - copy	min	25.00	25.00	0.00	25.00	NB
<b>GAMBLING ACT 2005 - Family Entertainment Centre</b>							
16.039	New application	min	1,681.00	1,681.00	0.00	1,681.00	NB
16.040	Annual fee	min	632.00	632.00	0.00	632.00	NB
16.041	Application to vary	min	842.00	842.00	0.00	842.00	NB
16.042	Application to transfer	min	801.00	801.00	0.00	801.00	NB
16.043	Application for reinstatement	min	801.00	801.00	0.00	801.00	NB
16.044	Application for provisional statement	min	1,681.00	1,681.00	0.00	1,681.00	NB
16.045	Licence application (provisional statement holders)	min	801.00	801.00	0.00	801.00	NB
16.046	Copy licence	min	25.00	25.00	0.00	25.00	NB
16.047	Notification of change	min	40.00	40.00	0.00	40.00	NB
<b>GAMBLING ACT 2005 - Adult Gaming Centre</b>							
16.048	New application	min	1,681.00	1,681.00	0.00	1,681.00	NB
16.049	Annual fee	min	842.00	842.00	0.00	842.00	NB
16.050	Application to vary	min	842.00	842.00	0.00	842.00	NB
16.051	Application to transfer	min	1,008.00	1,008.00	0.00	1,008.00	NB
16.052	Application for reinstatement	min	1,008.00	1,008.00	0.00	1,008.00	NB
16.053	Application for provisional statement	min	1,681.00	1,681.00	0.00	1,681.00	NB
16.054	Licence application (provisional statement holders)	min	1,008.00	1,008.00	0.00	1,008.00	NB
16.055	Copy licence	min	25.00	25.00	0.00	25.00	NB
16.056	Notification of change	min	40.00	40.00	0.00	40.00	NB
<b>GAMBLING ACT 2005 - Large Casino</b>							
16.057	New application	min	8,398.00	8,398.00	0.00	8,398.00	NB
16.058	Annual fee	min	8,398.00	8,398.00	0.00	8,398.00	NB
16.059	Application to vary	min	4,200.00	4,200.00	0.00	4,200.00	NB
16.060	Application to transfer	min	1,806.00	1,806.00	0.00	1,806.00	NB
16.061	Application for reinstatement	min	1,806.00	1,806.00	0.00	1,806.00	NB
16.062	Application for provisional statement	min	8,398.00	8,398.00	0.00	8,398.00	NB
16.063	Licence application (provisional statement holders)	min	4,200.00	4,200.00	0.00	4,200.00	NB
16.064	Copy licence	min	25.00	25.00	0.00	25.00	NB
16.065	Notification of change	min	40.00	40.00	0.00	40.00	NB
<b>GAMBLING ACT 2005 - Small Casino</b>							
16.066	New application	min	3,150.00	3,150.00	0.00	3,150.00	NB
16.067	Annual fee	min	5,250.00	5,250.00	0.00	5,250.00	NB
16.068	Application to vary	min	3,675.00	3,675.00	0.00	3,675.00	NB
16.069	Application to transfer	min	1,050.00	1,050.00	0.00	1,050.00	NB
16.070	Application for reinstatement	min	1,050.00	1,050.00	0.00	1,050.00	NB
16.071	Application for provisional statement	min	5,250.00	5,250.00	0.00	5,250.00	NB
16.072	Licence application (provisional statement holders)	min	3,675.00	3,675.00	0.00	3,675.00	NB
16.073	Copy licence	min	25.00	25.00	0.00	25.00	NB
16.074	Notification of change	min	40.00	40.00	0.00	40.00	NB
<b>GAMBLING ACT 2005 - Permits (fee fixed by statute)</b>							
16.075	FEC gaming machine Application fee		300.00	300.00	0.00	300.00	NB
16.076	Renewal fee		300.00	300.00	0.00	300.00	NB
16.077	Transitional application fee		100.00	100.00	0.00	100.00	NB
16.078	Prize Gaming Application fee		300.00	300.00	0.00	300.00	NB
16.079	Renewal fee		100.00	100.00	0.00	100.00	NB
16.080	Transitional application fee		100.00	100.00	0.00	100.00	NB
16.081	FEC permits change of name		25.00	25.00	0.00	25.00	NB
16.082	copy of permit		15.00	15.00	0.00	15.00	NB

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code		
16.083	Prize gaming permits change of name	25.00	25.00	0.00	25.00	NB		
16.084	copy of permit	15.00	15.00	0.00	15.00	NB		
16.085	Notification of intention to make (up to 2) gaming machines available	50.00	50.00	0.00	50.00	NB		
<b>Licensed premises gaming machine permits (more than 2 gaming machines)</b>								
16.086	Application existing operator	100.00	100.00	0.00	100.00	NB		
16.087	Application new operator	150.00	150.00	0.00	150.00	NB		
16.088	Variation of permit	100.00	100.00	0.00	100.00	NB		
16.089	Transfer of permit	25.00	25.00	0.00	25.00	NB		
16.090	Change of name on permit	25.00	25.00	0.00	25.00	NB		
16.091	Copy of permit	15.00	15.00	0.00	15.00	NB		
16.092	Annual fee	£50 payable with 30 days of issue then annually on anniversary of issue	£50 payable with 30 days of issue then annually on anniversary of issue	0.00	£50 payable with 30 days of issue then annually on anniversary of issue	NB		
<b>GAMBLING ACT 2005 - Club gaming and club machine permits (fee fixed by statute)</b>								
16.093	Application existing operator	100.00	100.00	0.00	100.00	NB		
16.094	Application holder of club premises cert	100.00	100.00	0.00	100.00	NB		
16.095	Application new applicant	200.00	200.00	0.00	200.00	NB		
16.096	Renewal (every 10 years)	£200 (£100 for club premises certificate holder)	£200 (£100 for club premises certificate holder)	0.00	£200 (£100 for club premises certificate holder)	NB		
16.097	Variation of permit	100.00	100.00	0.00	100.00	NB		
16.098	Copy of permit	15.00	15.00	0.00	15.00	NB		
16.099	Annual fee	£50 payable with 30 days of issue then annually on anniversary of issue	£50 payable with 30 days of issue then annually on anniversary of issue	0.00	£50 payable with 30 days of issue then annually on anniversary of issue	NB		
<b>Hackney carriage and private hire</b>								
16.100	Vehicle licences initial - Electronic	232.00	232.00	0.00	232.00	NB		
16.101	Vehicle licences renewal - Electronic	232.00	232.00	0.00	232.00	NB		
16.102	Vehicle transfer or change	100.00	100.00	0.00	100.00	NB		
<b>Driver licences</b>								
16.103	Private hire - 3 year Initial Application - Electronic	230.63	230.63	10.00	253.69	NB		
16.104	Hackney carriage - 3 year Initial application - Electronic	230.63	230.63	10.00	253.69	NB		
16.105	Private hire - Three yearly Renewal - Electronic	230.63	230.63	10.00	253.69	NB		
<b>Private hire operators licences (5 year licence)</b>								
16.106	Licence (Micro)		Up to 3 cars	1,350.95	1,350.95	5.00	1,418.50	NB
16.107	Licence (Small)		4 - 10 cars	1,626.68	1,626.68	5.00	1,708.01	NB
16.108	Licence (Medium)		11 - 30 cars	4,356.25	4,356.25	5.00	4,574.06	NB
16.109	Licence (Large)		31 + cars	6,078.25	6,078.25	5.00	6,382.16	NB
<b>Miscellaneous</b>								
16.110	Plate brackets	12.00	12.00	10.00	13.20	STD		
16.111	Replacement drivers badge	12.00	12.00	10.00	13.20	NB		
16.112	Replacement window badge	12.00	12.00	10.00	13.20	NB		
16.113	Window pouch	5.00	5.00	10.00	5.50	STD		
16.114	Replacement licence	15.00	15.00	10.00	16.50	NB		
16.115	Replacement licence (change of circumstances) - per licence	15.00	15.00	10.00	16.50	NB		
16.116	Copy of DVLA driving licence	N/A	N/A	0.00	N/A	NB		
16.117	Loan of temporary top light	£45 per week	£45 per week	0.00	£45 per week	NB		
16.118	Copy of insurance document	N/A	N/A	0.00	N/A	NB		
16.119	Copy of log book	N/A	N/A	0.00	N/A	NB		
16.120	English Proficiency Test	45.00	45.00	10.00	49.50	NB		
16.121	Hackney carriage and Private Hire local knowledge test	N/A	N/A	0.00	N/A	NB		
16.122	Independent safeguarding Authority CRB check (from July 2010)	75.50	75.50	10.00	83.05	NB		

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
16.123	Enhanced CRB check (fee not refundable)	60.00	60.00	10.00	66.00	NB
16.124	Plate exemption Application	50.00	50.00	10.00	55.00	NB
16.125	Plate Clips (for 4 clips)	2.50	2.50	10.00	2.75	STD
16.126	Application to Approve External Advertising	50.00	50.00	10.00	55.00	NB
16.127	Advance Booking Only Sticker (each)	1.50	1.50	10.00	1.65	NB
16.128	Change from PHD to HCD - Administration Fee	40.00	40.00	10.00	44.00	NB
	<b>Knowledge Test Fees</b>					
16.129	Attendance – full day's training	78.93	78.93	10.00	86.82	NB
16.130	Resitting written assessment	35.88	35.88	10.00	39.46	NB
16.131	Upgrade from private hire to hackney carriage	41.00	41.00	10.00	45.10	NB
16.132	Replacement vehicle plates					
16.133	- hackney carriage	20.00	20.00	10.00	22.00	NB
16.134	- private hire	20.00	20.00	10.00	22.00	NB
16.135	GAMBLING ACT 2005 - Lotteries (fee fixed by statute)					
16.136	Initial registration	40.00	40.00	10.00	44.00	NB
16.137	Renewal	20.00	20.00	10.00	22.00	NB
	<b>Expedited/late renewal fee</b>					
16.138	Driver's licences (Late renewal applications only)	40.00	40.00	10.00	44.00	NB
16.139	Vehicle licences	40.00	40.00	10.00	44.00	NB
16.140	Operator's licences	40.00	40.00	10.00	44.00	NB
16.141	Objects on the highway	75.00	75.00	10.00	82.50	NB
16.142	Consent to distribute free printed material	40.00	40.00	10.00	44.00	NB
	<b>Distributing free printed and promotional material</b>					
16.143	5 points	56.38	56.38	10.00	62.01	NB
16.144	6 -10 points	188.60	188.60	10.00	207.46	NB
16.145	11-15 points	268.55	268.55	10.00	295.41	NB
16.146	16+ points	376.18	376.18	10.00	413.79	NB
	<b>Advertising structures</b>					
16.147	Administration fee not refundable for unsuccessful applicants	118.66	118.66	10.00	130.52	NB
	<b>Information structures</b>					
16.148	Administration fee (not refundable for unsuccessful applicants)– charity/not for profit	56.38	56.38	10.00	62.01	NB
16.149	Administration fee (not refundable for unsuccessful applicants)– commercial	153.75	153.75	10.00	169.13	NB
16.150	Charity/not for profit- £/sqm obstructed (in addition to administration fee)	10.25	10.25	10.00	11.28	NB
16.151	Commercial - £/sqm obstructed (in addition to administration fee)	30.75	30.75	10.00	33.83	NB
16.152	Advertising structures (new and renewal)	107.63	107.63	10.00	118.39	NB
	<b>Miscellaneous goods and other items</b>					
16.151	Tables and chairs					
16.152	Administration fee not refundable for unsuccessful applicants	107.63	107.63	0.00	107.63	NB
16.153	Up to 8 chairs	273.68	273.68	0.00	273.68	NB
16.154	9 to 16 chairs	547.35	547.35	0.00	547.35	NB
16.155	17 to 24 chairs	1,183.88	1,183.88	0.00	1,183.88	NB
16.156	25 chairs and over	1,733.28	1,733.28	0.00	1,733.28	NB
	<b>Promotional structures/activities - Horse race events</b>					
16.157	Administration fee (not refundable for unsuccessful applicants)					NB
16.158	Day rate					NB
	<b>Zoos</b>					
16.159	New	1,900.00	1,900.00		POA	NB
16.160	Renewal	2,700.00	2,700.00		POA	NB
16.161	New s14(2) dispensation	1,200.00	1,200.00		POA	

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
16.162	Renewal s14(2) dispensation		1,600.00	1,600.00		POA	NB
16.176	Transfer Replacement of Licence (Zoo)		300.00	300.00		POA	NB
16.177	Variation of licence including certificate (Zoo)		200.00	200.00		POA	
16.178	<b>Animal Activities Licensing Pre-application Advice</b>						NB
16.179	Advisory visit		75.00	75.00	10.10	83/hr	NB
16.180	Typed report (following advisory visit)		75.00	75.00	10.10	83/hr	NB
	Check & send service (validation checks & submitting your pre-app to consultees for comment etc)		150.00	150.00	10.10	165.00	
16.181	<b>The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018</b>						NB
16.182	Total fee include application and issue fee - does not include any required veterinary fees, supplementary fees etc under Regulation 13						NB
16.183		Total application fee	£375.00	£375.00	10.1	412.00	NB
16.184	<b>Selling animals as pets</b>	Renewal with NO change to documented system					
16.185		As an additional activity	£165.00	£165.00		170.00	NB
							NB
16.186		Total application fee	£300.00	£300.00	10.1	330.00	
16.187	<b>Hiring out Horses</b>	Renewal with NO change to documented system					NB
16.188		As an additional activity	£165.00	£165.00	10.1	182.00	NB
16.189		Total application fee	£235.00	£235.00	0.00	235.00	NB
16.190	<b>Exhibition of animals based in Local Authority Area</b>	Renewal with NO change to documented system					NB
		As an additional activity	£125.00	£125.00	10.1	138.00	
	<b>The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 - Other Fees</b>						
16.191	Star Re-Rating		£105.00	£105.00	10.00	115.00	NB
16.192	Star Re-Rating - Arrangers head office		£80.00	£80.00	10.00	88.00	NB
16.193	Star Re-Rating - Arranger Host		£100.00	£100.00	10.00	110.00	NB
16.194	Variation Fee (no visit required)		£65.00	£65.00		POA	NB
16.195	Variation Fee (excluding Animal Boarding and Animal Exhibiting) - visit required		£80.00	£80.00		POA	NB
16.196	Variation Fee for Animal Boarding and Animal Exhibiting (visit required)		£70.00	£70.00		POA	
16.197	Hard copy of licence		£20.00	£20.00	10.00	22.00	
16.198							
16.199	<b>Premises licenses</b>						
16.200	New application & variation	Band A	100.00	100.00	0.00	100.00	NB
16.201		Band B	190.00	190.00	0.00	190.00	NB
16.202		Band C	315.00	315.00	0.00	315.00	NB
16.203		Band D	450.00	450.00	0.00	450.00	NB
16.204		Band E	635.00	635.00	0.00	635.00	NB
16.205	The Government has used the non-domestic rateable value (NDRV) as the means of allocating premises to fee bands. NDRV is considered the fairest method of allocating fee bands because it:						
16.206							
16.207	Application for minor variation of licence (fixed by statute)		89.00	89.00	0.00	89.00	NB
16.208							
16.209	Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises.	Band D x2	900.00	900.00	0.00	900.00	NB
16.210		Band E x3	1,905.00	1,905.00	0.00	1,905.00	NB
16.211							
16.212	Annual charge *	Band A	70.00	70.00	0.00	70.00	NB
16.213		Band B	180.00	180.00	0.00	180.00	NB
16.214		Band C	295.00	295.00	0.00	295.00	NB

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
16.215		Band D	320.00	320.00	0.00	320.00	NB
16.216		Band E	350.00	350.00	0.00	350.00	NB
16.217	Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises.	Band D x2	640.00	640.00	0.00	640.00	NB
16.218		Band E x3	1,050.00	1,050.00	0.00	1,050.00	NB
16.219							
16.220	Club premises certificates						
16.221	New application and variation	Band A	100.00	100.00	0.00	100.00	NB
16.222		Band B	190.00	190.00	0.00	190.00	NB
16.223		Band C	315.00	315.00	0.00	315.00	NB
16.224		Band D	450.00	450.00	0.00	450.00	NB
16.225		Band E	635.00	635.00	0.00	635.00	NB
16.226							
16.227	Annual Charge	Band A	70.00	70.00	0.00	70.00	NB
16.228		Band B	180.00	180.00	0.00	180.00	NB
16.229		Band C	295.00	295.00	0.00	295.00	NB
16.230		Band D	320.00	320.00	0.00	320.00	NB
16.231		Band E	350.00	350.00	0.00	350.00	NB
16.232	*There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5,000+), unless certain conditions apply. Please read Regulation 4(4) and 4(5) of The Licensing Act 2003 (Fees) Regulations 2005						
16.233							
16.234	Additional Premises Licence fee						
16.235	Number in attendance at any one time	5,000 to 9,999	1,000.00	1,000.00	0.00	1,000.00	NB
16.236		10,000 to 14,999	2,000.00	2,000.00	0.00	2,000.00	NB
16.237		15,000 to 19,999	4,000.00	4,000.00	0.00	4,000.00	NB
16.238		20,000 to 29,999	8,000.00	8,000.00	0.00	8,000.00	NB
16.239		30,000 to 39,999	16,000.00	16,000.00	0.00	16,000.00	NB
16.240		40,000 to 49,999	24,000.00	24,000.00	0.00	24,000.00	NB
16.241		50,000 to 59,999	32,000.00	32,000.00	0.00	32,000.00	NB
16.242		60,000 to 69,999	40,000.00	40,000.00	0.00	40,000.00	NB
16.243		70,000 to 79,999	48,000.00	48,000.00	0.00	48,000.00	NB
16.244		80,000 to 89,999	56,000.00	56,000.00	0.00	56,000.00	NB
16.245		90,000 and over	64,000.00	64,000.00	0.00	64,000.00	NB
16.246							
16.247	<b>Additional annual fee payable, if applicable</b>						
16.248	Number in attendance at any one time	5,000 to 9,999	500.00	500.00	0.00	500.00	NB
16.249		10,000 to 14,999	1,000.00	1,000.00	0.00	1,000.00	NB
16.250		15,000 to 19,999	2,000.00	2,000.00	0.00	2,000.00	NB
16.251		20,000 to 29,999	4,000.00	4,000.00	0.00	4,000.00	NB
16.252		30,000 to 39,999	8,000.00	8,000.00	0.00	8,000.00	NB
16.253		40,000 to 49,999	12,000.00	12,000.00	0.00	12,000.00	NB
16.254		50,000 to 59,999	16,000.00	16,000.00	0.00	16,000.00	NB
16.255		60,000 to 69,999	20,000.00	20,000.00	0.00	20,000.00	NB
16.256		70,000 to 79,999	24,000.00	24,000.00	0.00	24,000.00	NB
16.257		80,000 to 89,999	28,000.00	28,000.00	0.00	28,000.00	NB
16.258		90,000 and over	32,000.00	32,000.00	0.00	32,000.00	NB
16.259							
16.260	<b>Licensing Pre-application Advice</b>						
16.261	New premises licence	C&S (Check & send)	40.00	40.00	10.00	44.00	STD
16.262		PAC (Pre-application consultation)	70.00	70.00	10.00	77.00	STD
16.263		Full (Full service) - Small	70.00	70.00	10.00	77.00	STD
16.264		Large/medium	130.00	130.00	10.00	143.00	STD
16.265							
16.266	Full variation of a premises licence	C&S (Check & send)	40.00	40.00	10.00	44.00	STD
16.267		PAC (Pre-application consultation)	70.00	70.00	10.00	77.00	STD
16.268		Full (Full service) - Small	70.00	70.00	10.00	77.00	STD



Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
16.269		130.00	130.00	10.00	143.00	STD
16.270						
16.271	Minor variation of a premises licence	PAC (Pre-application consultation) 40.00	40.00	10.00	44.00	STD
16.272		Full (Full service) - Small 70.00	70.00	10.00	77.00	STD
16.273		Large/medium 130.00	130.00	10.00	143.00	STD
16.274						
16.275	Street trading consent	PAC (Pre-application consultation) 40.00	40.00	10.00	44.00	STD
16.276		Full (Full service) - charity/not for profit 70.00	70.00	10.00	77.00	STD
16.277		Full (Full service) - commercial rate 130.00	130.00	10.00	143.00	STD
16.278						
16.279	Permission to place objects on the highway	PAC (Pre-application consultation) 40.00	40.00	10.00	44.00	STD
16.280		Full (Full service) - charity/not for profit 70.00	70.00	10.00	77.00	STD
16.281		Full (Full service) - commercial rate 130.00	130.00	10.00	143.00	STD
16.282						
16.283	Application for a club premises certificate	C&S (Check & send) 40.00	40.00	10.00	44.00	STD
16.284		PAC (Pre-application consultation) 70.00	70.00	10.00	77.00	STD
16.285		Full (Full service) 70.00	70.00	10.00	77.00	STD
16.286						
16.287	Application for the grant or renewal of a personal licence	37.00	37.00	0.00	37.00	NB
16.288	Temporary event notice	21.00	21.00	0.00	21.00	NB
16.289	Theft, loss, etc. of premises licence or summary	11.00	11.00	0.00	11.00	NB
16.290	Application for a provisional statement where premises being built etc.	315.00	315.00	0.00	315.00	NB
16.291	Notification of change of name or address	11.00	11.00	0.00	11.00	NB
16.292	Application to vary licence to specify individual as premises supervisor	23.00	23.00	0.00	23.00	NB
16.293	Application for transfer of premises licence	23.00	23.00	0.00	23.00	NB
16.294	Interim authority notice following death etc. of licence holder	23.00	23.00	0.00	23.00	NB
16.295	Theft, loss etc. of certificate or summary	10.00	10.00	0.00	10.00	NB
16.296	Notification of change of name or alteration of rules of club	10.50	10.50	0.00	10.50	NB
16.297	Change of relevant registered address of club	10.50	10.50	0.00	10.50	NB
16.298	Theft, loss etc. of temporary event notice	10.50	10.50	0.00	10.50	NB
16.299	Theft, loss etc. of personal licence	10.50	10.50	0.00	10.50	NB
16.300	Duty to notify change of name or address	10.50	10.50	0.00	10.50	NB
16.301	Right of freeholder recto be notified of licensing matters	21.00	21.00	0.00	21.00	NB
16.302	Temporary Use Notice (Gambling Act) - Fee (*see note below)	500.00	500.00	0.00	500.00	NB
16.303	Copy of Notice	25.00	25.00	0.00	25.00	NB
16.304						
16.305	<b>Sex establishments</b>					
16.306	Deposit (not refundable) *NEW	1,158.00	1,158.00	0.00	1,158.00	NB
16.307	Initial Application (remainder)	1,158.00	1,158.00	0.00	1,158.00	NB
16.308	Subsequent Fee	593.48	593.48	0.00	593.48	NB
16.309	Transfer or variation	593.48	593.48	0.00	593.48	NB
16.310						
16.311	<b>Sexual Entertainment Licence</b>					
16.312	Deposit (not refundable) *NEW	1,300.00	1,300.00	0.00	1,300.00	NB
16.313	Initial Application (remainder)	1,300.00	1,300.00	0.00	1,300.00	NB
16.314	Subsequent Fee	1,614.38	1,614.38	0.00	1,614.38	NB
16.315	Transfer or variation	871.25	871.25	0.00	871.25	NB
16.316						
16.317	<b>Street trading consents - annual</b>					
16.318	Administration fee for unsuccessful applicants	107.63	107.63	0.00	107.63	NB

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
16.319							
16.320	<b>Ice cream vehicles</b>						
16.321	- annual		1,296.63	1,296.63	0.00	1,296.63	NB
16.322	- seasonal	Apr - Sep	862.03	862.03	0.00	862.03	NB
16.323							
16.324	<b>Hot food units - Town Centre only (Core Commercial Area)</b>						
16.325	Consent	Full Year	5,223.40	5,223.40	0.00	5,223.40	NB
16.326		Half Year	2,630.15	2,630.15	0.00	2,630.15	NB
16.327		Three Months	1,333.53	1,333.53	0.00	1,333.53	NB
16.328							
16.329	<b>Hot food units - Outside Town Centre</b>						
16.330	Consent	Full Year	3,429.65	3,429.65	0.00	3,429.65	NB
16.331		Half Year	1,734.30	1,734.30	0.00	1,734.30	NB
16.332		Three Months	885.60	885.60	0.00	885.60	NB
16.333							
16.334	<b>Mobile and static Units</b>						
16.335	Mobile Unit - Drinks only		4,561.25	4,561.25	0.00	4,561.25	NB
16.336							
16.337	<b>Flower stalls - prime sites</b>						
16.338	(to include Promenade and High Street between Pittville Street and Bath Road)						
16.339	Consent	Full Year	4,174.83	4,174.83	0.00	4,174.83	NB
16.340		Half Year	2,106.38	2,106.38	0.00	2,106.38	NB
16.341		Three Months	1,072.15	1,072.15	0.00	1,072.15	NB
16.342							
16.343	<b>Flower stalls - secondary sites</b>						
16.344	Consent	Full Year	3,347.65	3,347.65	0.00	3,347.65	NB
16.345		Half Year	1,693.30	1,693.30	0.00	1,693.30	NB
16.346		Three Months	865.10	865.10	0.00	865.10	NB
16.347							
16.348	<b>Other stalls or units - prime sites</b>						
16.349	(to include Promenade and High Street between Boots Corner and Bath Road, including sites up to 20 metres away from Promenade and High Street)						
16.350	Consent	Full Year	4,290.65	4,290.65	0.00	4,290.65	NB
16.351		Half Year	2,164.80	2,164.80	0.00	2,164.80	NB
16.352		Three Months	1,100.85	1,100.85	0.00	1,100.85	NB
16.353		Monthly	366.95	366.95	0.00	366.95	NB
16.354		Day rate	25.63	25.63	0.00	25.63	NB
16.355							
16.356	<b>Other stalls or units - secondary sites</b>						
16.357	Consent	Full Year	3,440.93	3,440.93	0.00	3,440.93	NB
16.358		Half Year	12,502.95	12,502.95	0.00	12,502.95	NB
16.359		Three Months	887.65	887.65	0.00	887.65	NB
16.360		Monthly	296.23	296.23	0.00	296.23	NB
16.361		Day rate	15.38	15.38	0.00	15.38	NB
16.362							
16.363	<b>Markets</b>						
16.364	Suffolk Street Traders and Montpellier Profile Group		269.58	269.58	10.00	296.53	NB
16.365	Continental Market		380.28	380.28	10.00	418.30	NB
16.366	Other markets (stall/day in addition to admin fee)		20.50	20.50	10.00	22.55	NB
16.367							
16.368	<b>Scrap Metal Dealers Act 2013 (new fees from September 2013)</b>						
16.369	<b>Site Licence</b>						
16.370	Grant, renewal and variation to change of site manager		425.38	425.38	0.00	425.38	NB
16.371	Variation other than a change of site manager		91.23	91.23	0.00	91.23	NB
16.372	Copy of a licence		12.30	12.30	0.00	12.30	NB
16.373	Scrap metal dealers (Late renewal applications only)		35.88	35.88	0.00	35.88	NB
16.374	<b>Collector's Licence</b>						
16.375	Grant and renewal of a collector's scrap metal dealer licence		387.45	387.45	0.00	387.45	NB

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
16.376	Variation	91.23	91.23	0.00	91.23	NB
16.377	Copy of a licence	12.30	12.30	0.00	12.30	NB
16.378						
16.379						
16.380	<b>Lifeline (inclusive of VAT)</b>					
16.381	<i>*Majority will be exempt due to long term health condition - a few will not be therefore charged at 20%</i>					
16.382	Weekly Rental of Lifeline alarm unit	4.02	4.02		4.02	EX/STD*
16.407A	Annual rental of Lifeline Alarm Unit				174.31	
16.407B	Installation of a SUPRA C500 Keysafe (To supply and install a Keysafe)				72.00	
16.407C	Set up Charge				20.00	
16.407D	Supply only Supra C500 Keysafe				65.00	
16.407E	Annual Rental of Lifeline Alarm and Vibby				210.31	
16.407F	Annual rental of Lifeline Alarm Unit - SIM only				222.36	
16.407G	Sim only set up charge				48.00	
16.383						
16.384						
16.385	<b>Miscellaneous Properties</b>					
16.386	<b>Property Rents</b>					
16.387	Granting L/L Consent (assignments and subletting)*	350.00	350.00		385.00	
16.388	Granting L/L Consent (Building Alterations)*	350.00	350.00		385.00	
16.389						
16.390	Schedule of Dilapidations	* Charges:- Surveyors charge £36 per hour plus mileage, administration and any other departmental cost or specialist advice.	* Charges:- Surveyors charge £36 per hour plus mileage, administration and any other departmental cost or specialist advice.	10.00	* Charges:- Surveyors charge £39.60 per hour plus mileage, administration and any other departmental cost or specialist advice. no longer available	STD
16.391	Condition Surveys					
16.392	Valuations	£200 minimum charge plus any additional charges depending upon the complexity and time expended.	£200 minimum charge plus any additional charges depending upon the complexity and time expended.		no longer available	STD
16.393	Third Party asset valuations and survey works					
16.394	Thursday Market - Henrietta Street	75 p per square metre occupied	75 p per square metre occupied		no longer available	EX
16.395	Granting residential leasehold extensions				385.00	STD
16.396	Granting wayleaves or easements				450.00	STD
16.397	Development Agreements – To be agreed				TBA	STD
21	<b>Neighbourhood Regeneration</b>					
21.001	06/07 Statutory License (Housing Act 2004)	Charge per property	£650 (+ civil penalties for unlicensed HMOs)		£650 (+ civil penalties for unlicensed HMOs)	Recover actual costs incurred EX
21.002	06/07 Formal Notices - Housing Standards Officer - Charged on a cost recovery basis, based on time recording and hourly rates of officers.		Recover actual costs incurred		Recover actual costs incurred	Recover actual costs incurred EX
21.003	Mobile Home License charges (Mobile Home Act 2013)	Charge per site	Recover actual costs incurred		Recover actual costs incurred	Recover actual costs incurred EX
22	<b>Outdoor Recreation (inclusive of VAT)</b>					
22.001	Adult Football with changing rooms	54.00	54.00	10.01	59.50	STD
22.002	Pitch only	28.00	28.00	10.01	30.80	STD
22.003	Junior football with changing rooms	29.25	29.25	10.01	32.20	STD
22.004	Junior football pitch only	26.15	26.15	10.01	29.00	STD
22.005	Rugby with changing rooms	54.00	54.00	10.01	59.50	STD
22.006	Adult Cricket Weekends	57.00	57.00	10.01	63.00	STD
22.007	Playgroups per session	14.00	14.00	10.01	15.40	STD
22.008	Playgroup Swindon Village	11.40	11.40	10.01	12.50	STD
22.009	Tennis per hour per court	7.35	7.35	10.01	8.00	STD
22.010	Tennis half hour “ “	3.70	3.70	10.01	4.00	STD

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
22.011	Tennis OAP/Jnr. “ “	4.30	4.30	10.01	5.00	STD
22.012	Fishing Adult all day	7.70	7.70	10.01	8.50	STD
22.013	Fishing OAP/Jnr all day	4.60	4.60	10.01	5.00	STD
22.014	Golf Adult	6.40	6.40	10.01	7.00	STD
22.015	Golf OAP/Jnr	4.50	4.50	10.01	5.00	STD
22.016	Equipment Hire - Irons	2.55	2.55	10.01	2.80	STD
22.017	Golf Balls (each)	1.10	1.10	10.01	1.20	STD
22.018	Fishing Permits	8.40	8.40	10.01	9.50	STD
22.019	Boating - Rowing 1 hr	12.00	12.00	0.00	12.00	STD
22.020	Rowing half an hour	8.00	8.00	0.00	8.00	STD
22.021	Juniors under 10, half an hour	4.60	4.60	0.00	4.60	STD
<b>Event Daily Charges for Parks, Gardens &amp; Playing fields</b>						
<b>Montpellier Gardens:-</b>						
22.022	Commercial	1063.00 - 797.00	1063.00 - 797.00		1,170.00 - 880.00	EX
22.023	Registered Charity	280.00	280.00	10.10	310.00	EX
22.024	Community	53.00	53.00	10.10	60.00	EX
<b>Sandford Park</b>						
22.025	Commercial	1063.00 - 797.00	1063.00 - 797.00		1,170.00 - 880.00	EX
22.026	Registered Charity	280.00	280.00	10.10	310.00	EX
22.027	Community	53.00	53.00	10.10	60.00	EX
<b>Pittville park</b>						
22.028	Commercial	1063.00 - 797.00	1063.00 - 797.00		1,170.00 - 880.00	EX
22.029	Registered Charity	280.00	280.00	10.10	310.00	EX
22.030	Community	53.00	53.00	10.10	60.00	EX
<b>Imperial Gardens - Whole Gardens</b>						
22.031	Commercial	1063.00 - 797.00	1063.00 - 797.00		1,170.00 - 880.00	EX
22.032	Registered Charity	280.00	280.00	10.10	310.00	EX
22.033	Community	53.00	53.00	10.10	60.00	EX
<b>Fitness Classes</b>						
22.034	4-9 participants	4.30	4.30	10.10	4.75	EX
22.035	10-15 participants	8.35	8.35	10.10	9.20	EX
22.036	16+ participants	16.70	16.70	10.10	18.40	EX
22.037	Tethered hot air baloon	800.00	800.00	10.10	880.80	EX
		0.00	0.00		0.00	
22.038	Professional Dog Walkers Annual Licence	320.00	320.00	10.10	352.32	EX
23	<b>Pest Control Fees (inclusive of VAT)</b> <i>Charges may vary depending on how many rooms need to be treated</i> <b>Standard Prices</b>					
23.001	Ants	£85 for first visit Subsequent Visits £35	£85 for first visit Subsequent Visits £35	0.00	£85 for first visit Subsequent Visits £35	STD
23.002	Bedbugs	£375 Per visit may require more than 1 Visit	£375 Per visit may require more than 1 Visit	0.00	£375 Per visit may require more than 1 Visit	STD
23.003	Beetles	£45 Survey (Quotation will follow survey)	£45 Survey (Quotation will follow survey)	0.00	£45 Survey (Quotation will follow survey)	STD
23.004	Booklice	£45 Survey (Quotation will follow survey)	£45 Survey (Quotation will follow survey)	0.00	£45 Survey (Quotation will follow survey)	STD
23.005	Carpet beetles and moths	£150 for 1 Visit and £85 for subsequent visits	£150 for 1 Visit and £85 for subsequent visits	0.00	£150 for 1 Visit and £85 for subsequent visits	STD
23.006	Cockroaches (includes 2 visits)	£190 for 1 Visit and £85 for subsequent visits	£190 for 1 Visit and £85 for subsequent visits	0.00	£190 for 1 Visit and £85 for subsequent visits	STD

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
23.007	Flies (house and cluster) per treatment	£95 for first visit subsequent £45 per subsequent visits	£95 for first visit subsequent £45 per subsequent visits	0.00	£95 for first visit subsequent £45 per subsequent visits	STD
23.008	Fleas 1 - 3 rooms	(£95 for first visit and £50 for subsequent visits) 3 bed house	(£95 for first visit and £50 for subsequent visits) 3 bed house	0.00	(£95 for first visit and £50 for subsequent visits) 3 bed house	STD
23.009	Fleas 4 rooms + (minimum charge)	£125 for first visit for 4-6 bedrooms and £50 for subsequent visits	£125 for first visit for 4-6 bedrooms and £50 for subsequent visits	0.00	£125 for first visit for 4-6 bedrooms and £50 for subsequent visits	STD
23.010	Mice (Up to 3 visits) Non refundable deposit £29	(£165 for 3 visits, subsequent visits £35) for up to 3 bedrooms £190 for 3 visits, for 4-6 bedrooms Quote for over 6 bedrooms	(£165 for 3 visits, subsequent visits £35) for up to 3 bedrooms £190 for 3 visits, for 4-6 bedrooms Quote for over 6 bedrooms	0.00	(£165 for 3 visits, subsequent visits £35) for up to 3 bedrooms £190 for 3 visits, for 4-6 bedrooms Quote for over 6 bedrooms	STD
23.011	Rats (Up to 3 visits) Non refundable deposit £25	(£165 for 3 visits, subsequent visits £35) for up to 3 bedrooms £190 for 3 visits, for 4-6 bedrooms Quote for over 6 bedrooms	(£165 for 3 visits, subsequent visits £35) for up to 3 bedrooms £190 for 3 visits, for 4-6 bedrooms Quote for over 6 bedrooms	0.00	(£165 for 3 visits, subsequent visits £35) for up to 3 bedrooms £190 for 3 visits, for 4-6 bedrooms Quote for over 6 bedrooms	STD
23.012	Squirrels (Maximum of 5 visits) £25 per subsequent visit. Non refundable deposit of £25.	£245 for max 5 visits traps to be checked daily	£245 for max 5 visits traps to be checked daily	0.00	£245 for max 5 visits traps to be checked daily	STD
23.013	Wasps (per nest) £15 per additional nest	£65 First Nest £25 for subsequent nests	£65 First Nest £25 for subsequent nests	0.00	£65 First Nest £25 for subsequent nests	STD
23.014	Woodlice (minimum charge)	Survey and quote	Survey and quote	0.00	Survey and quote	STD
23.015	Survey/Advice Fee - Standard	45.00	45.00	0.00	45.00	STD
23.016	Prices for people on Income Support	Case by case basis	Case by case basis		Case by case basis	
<b>Commercial or business customer (pest control contract with the council)</b>						
<b>Regular size business</b>						
23.017	Pests Covered Rats, Mice, Ant, Wasps, Fleas, Flies, other pest such as Cockroaches, Moths and Bed Bugs may require a more intensive treatment method which may incur additional costs.	£ 70 per visit based 12 visits a year. Callouts outside normal contract visits will be charged at: £105 per visit	£ 70 per visit based 12 visits a year. Callouts outside normal contract visits will be charged at: £105 per visit	0.00	£ 70 per visit based 12 visits a year. Callouts outside normal contract visits will be charged at: £105 per visit	STD
<b>Large size business</b>						
23.018	Pests Covered Rats, Mice, Ant, Wasps, Fleas, Flies, other pest such as Cockroaches, Moths and Bed Bugs may require a more intensive treatment method which may need additional visits.	£140 per visit based on 12 visits a year. Callouts outside . Normal contract visits will be charged at £210 per visit.	£140 per visit based on 12 visits a year. Callouts outside . Normal contract visits will be charged at £210 per visit.	0.00	£140 per visit based on 12 visits a year. Callouts outside . Normal contract visits will be charged at £210 per visit.	STD
<b>Commercial or business customer (no pest control contract with the council)</b>						
23.019	Ants	£65 survey and quote for works	£65 survey and quote for works	0.00	£65 survey and quote for works	STD
23.020	Cockroaches	£65 survey and quote for works	£65 survey and quote for works	0.00	£65 survey and quote for works	STD
23.021	Bedbugs	£65 survey and quote for works	£65 survey and quote for works	0.00	£65 survey and quote for works	STD
23.022	Flies (house and cluster)	£65 survey and quote for works	£65 survey and quote for works	0.00	£65 survey and quote for works	STD
23.023	Fleas	£65 survey and quote for works	£65 survey and quote for works	0.00	£65 survey and quote for works	STD
23.024	Mice (up to 3 visits)	£250 for 3 visits and £65 for subsequent Visits	£250 for 3 visits and £65 for subsequent Visits	0.00	£250 for 3 visits and £65 for subsequent Visits	STD
23.025	Rats (up to 3 visits)	£250 for 3 visits and £65 for subsequent Visits	£250 for 3 visits and £65 for subsequent Visits	0.00	£250 for 3 visits and £65 for subsequent Visits	STD
23.026	Wasps (per nest) £20 per additional nest	£75 First Nest £35 for subsequent nests	£75 First Nest £35 for subsequent nests	0.00	£75 First Nest £35 for subsequent nests	STD

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
23.027	Survey/Advice Fee - Standard		Included above	Included above	0.00	Included above	STD
23.028	Survey/Advice Fee - Income Support		Included above	Included above	0.00	Included above	STD
<b>24</b>	<b>Planning Fees</b>						
	The Town and Country Planning Act 1990						
24.001	The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2005 require that fees shall be paid in respect of planning and advertisement applications.		Set nationally	Set nationally			EX
24.002	Telephone appointments	Planning or conservation telephone appointment (no written response)	NA	50.00	0.00	50.00	NB
	<b>Householder</b>						
		Fees for householder pre-application advice					
24.003	Formal pre-application submission	Letter only	NA	75.00	0.00	75.00	NB
24.004		Meeting and letter	NA	100.00	0.00	100.00	NB
24.005		Site visit and letter	NA	135.00	0.00	135.00	NB
24.006		Follow-up meeting	NA	50.00	0.00	50.00	NB
	<b>Residential development</b>						
		Fees for residential development pre-application advice					
24.007	1-2 dwellings	Letter only	NA	250.00	0.00	250.00	NB
24.008		Meeting and letter	NA	350.00	0.00	350.00	NB
24.009		Site visit and letter	NA	400.00	0.00	400.00	NB
24.010		Follow-up meeting	NA	100.00	0.00	100.00	NB
24.011		Follow-up letter	NA	125.00	0.00	125.00	NB
24.012	3-9 dwellings	Letter only	NA	600.00	0.00	600.00	NB
24.013		Meeting and letter	NA	700.00	0.00	700.00	NB
24.014		Site visit and letter	NA	800.00	0.00	800.00	NB
24.015		Follow-up meeting	NA	125.00	0.00	125.00	NB
24.016		Follow-up letter	NA	150.00	0.00	150.00	NB
24.017	10 to 49 dwellings	Letter only	NA	1,000.00	0.00	1,000.00	NB
24.018		Meeting and letter	NA	1,250.00	0.00	1,250.00	NB
24.019		Site visit and letter	NA	1,500.00	0.00	1,500.00	NB
24.020		Follow-up meeting	NA	250.00	0.00	250.00	NB
24.021		Follow-up letter	NA	300.00	0.00	300.00	NB
24.022	50 to 199 dwellings	Letter only	NA	3,000.00	0.00	3,000.00	NB
24.023		Meeting and letter	NA	3,350.00	0.00	3,350.00	NB
24.024		Site visit and letter	NA	3,500.00	0.00	3,500.00	NB
24.025		Follow-up meeting	NA	350.00	0.00	350.00	NB
24.026		Follow-up letter	NA	500.00	0.00	500.00	NB
24.027	200 to 350 dwellings	Letter only	NA	4,000.00	0.00	4,000.00	NB
24.028		Meeting and letter	NA	4,400.00	0.00	4,400.00	NB
24.029		Site visit and letter	NA	4,750.00	0.00	4,750.00	NB
24.030		Follow-up meeting	NA	450.00	0.00	450.00	NB
24.031		Follow-up letter	NA	750.00	0.00	750.00	NB
24.032	General principle advice for 10 to 49 dwellings or up to 5000 sq metres floor space; meeting only (up to 60 minutes) with no written response		NA	500.00	0.00	500.00	NB
24.033	General principle advice for 50 or more dwellings or over 5000 sq metres floor space; meeting only (up to 90 minutes) with no written response		NA	1,000.00	0.00	1,000.00	NB

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
	<b>Non-residential or commercial development</b>	Fees for non-residential or commercial development pre-application advice					
24.034	Up to 500 sq metres	Letter only	NA	250.00	0.00	250.00	NB
24.035		Meeting and letter	NA	350.00	0.00	350.00	NB
24.036		Site visit and letter	NA	400.00	0.00	400.00	NB
24.037		Follow-up meeting	NA	100.00	0.00	100.00	NB
24.038		Follow-up letter	NA	125.00	0.00	125.00	NB
24.039	501 to 999 sq metres	Letter only	NA	400.00	0.00	400.00	NB
24.040		Meeting and letter	NA	500.00	0.00	500.00	NB
24.041		Site visit and letter	NA	600.00	0.00	600.00	NB
24.042		Follow-up meeting	NA	100.00	0.00	100.00	NB
24.043		Follow-up letter	NA	125.00	0.00	125.00	NB
24.044	1,000 to 4,999 sq metres	Letter only	NA	1,000.00	0.00	1,000.00	NB
24.045		Meeting and letter	NA	1,250.00	0.00	1,250.00	NB
24.046		Site visit and letter	NA	1,500.00	0.00	1,500.00	NB
24.047		Follow-up meeting	NA	250.00	0.00	250.00	NB
24.048		Follow-up letter	NA	300.00	0.00	300.00	NB
24.049	5,000 to 9,999 sq metres	Letter only	NA	2,000.00	0.00	2,000.00	NB
24.050		Meeting and letter	NA	2,350.00	0.00	2,350.00	NB
24.051		Site visit and letter	NA	2,500.00	0.00	2,500.00	NB
24.052		Follow-up meeting	NA	350.00	0.00	350.00	NB
24.053		Follow-up letter	NA	500.00	0.00	500.00	NB
24.054	10,000 to 19,999 sq metres	Letter only	NA	3,000.00	0.00	3,000.00	NB
24.055		Meeting and letter	NA	3,500.00	0.00	3,500.00	NB
24.056		Site visit and letter	NA	4,000.00	0.00	4,000.00	NB
24.057		Follow-up meeting	NA	450.00	0.00	450.00	NB
24.058		Follow-up letter	NA	750.00	0.00	750.00	NB
	<b>Other fees</b>	Fees for other pre-application advice					
24.059	Listed building (solely LBC) - householder	Letter only	NA	75.00	0.00	75.00	NB
24.060		Meeting and letter	NA	100.00	0.00	100.00	NB
24.061		Site visit and letter	NA	135.00	0.00	135.00	NB
24.062		Follow-up meeting	NA	50.00	0.00	50.00	NB
24.063		Follow-up letter	NA	NA		NA	
24.064	Listed building (solely LBC) - non-householder	Letter only	NA	150.00	0.00	150.00	NB
24.065		Meeting and letter	NA	200.00	0.00	200.00	NB
24.066		Site visit and letter	NA	250.00	0.00	250.00	NB
24.067		Follow-up meeting	NA	100.00	0.00	100.00	NB
24.068		Follow-up letter	NA	NA		NA	
24.069	Change of use	Letter only	NA	200.00	0.00	200.00	NB
24.070		Meeting and letter	NA	250.00	0.00	250.00	NB
24.071		Site visit and letter	NA	300.00	0.00	300.00	NB
24.072		Follow-up meeting	NA	100.00	0.00	100.00	NB
24.073		Follow-up letter	NA	125.00	0.00	125.00	NB
24.074	Advertisements	Letter only	NA	75.00	0.00	75.00	NB
24.075		Meeting and letter	NA	NA		NA	
24.076		Site visit and letter	NA	NA		NA	
24.077		Follow-up meeting	NA	NA		NA	

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
24.078	Follow-up letter	NA	NA		NA	
	<b>Specialist comments</b>					
	Where specialist comments are needed, the following fees will be added to the relevant category of development fee:					
24.079	Heritage and conservation for householder	NA	50.00	0.00	50.00	NB
24.080	for all other developments	NA	150.00	0.00	150.00	NB
24.081	Drainage	NA	50.00	0.00	50.00	NB
24.082	<b>Notes</b>					
	Development of over 350 dwellings, or more than 20,000 sq metres of commercial development will need a Planning Performance Agreement, please contact us to discuss					
	<b>Exemption from fees</b>					
24.083	No fees will be payable when: the enquiry is made by a local authority or county council and relates to a statutory function					
24.084	the enquiry is made by a parish council					
24.085	the proposal relates to development of an existing dwelling where the works are for the benefit of a disabled occupier					
24.086	<b>Reduction in fees for charities</b>					
	A 50 per cent reduction in fees will be given for local charities or local community groups					
25	<b>Pollution Control Fees</b>					
	<b>Application Fee</b>					
25.001	Standard process (includes solvent emission activities)	1,650.00	1,650.00	0.00	1,650.00	NB
25.002	Additional fee for operating with a permit	1,188.00	1,188.00	0.00	1,188.00	NB
25.003	PVRI, SWOBs and Dry Cleaners	155.00	155.00	0.00	155.00	NB
25.004	PVR I & II combined	257.00	257.00	0.00	257.00	NB
25.005	VRs and other Reduced Fee Activities	362.00	362.00	0.00	362.00	NB
25.006	Reduced fee activities: Additional fee for operating without a permit	71.00	71.00	0.00	71.00	NB
25.007	Mobile plant - not using simplified permits	1,650.00	1,650.00	0.00	1,650.00	NB
	Mobile plant for the third to seventh applications	985.00	985.00	0.00	985.00	NB
25.008	Mobile plant for the eighth and subsequent applications	498.00	498.00	0.00	498.00	NB
	<b>Annual Subsistence Charge</b>					
25.009	Standard process Low*	772.00	772.00	0.00	772.00	NB
25.010	Standard process Medium*	1,161.00	1,161.00	0.00	1,161.00	NB
25.011	Standard process High*	1,747.00	1,747.00	0.00	1,747.00	NB
25.012	PVRI, SWOBs and Dry Cleaner Low	79.00	79.00	0.00	79.00	NB
25.013	PVRI, SWOBs and Dry Cleaner Medium	158.00	158.00	0.00	158.00	NB
25.014	PVRI, SWOBs and Dry Cleaner High	237.00	237.00	0.00	237.00	NB
25.015	PVR I & II combined Low	113.00	113.00	0.00	113.00	NB
25.016	PVR I & II combined Medium	226.00	226.00	0.00	226.00	NB
25.017	PVR I & II combined High	341.00	341.00	0.00	341.00	NB
25.018	VRs and other Reduced Fees Low	228.00	228.00	0.00	228.00	NB



Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
25.019	VRs and other Reduced Fees Medium	365.00	365.00	0.00	365.00	NB
25.020	VRs and other Reduced Fees High	548.00	548.00	0.00	548.00	NB
25.021	Moile plant, for first and second permits Low - not using simplified permits	626.00	626.00	0.00	626.00	NB
25.022	Moile plant, for first and second permits Medium - not using simplified permits	1,034.00	1,034.00	0.00	1,034.00	NB
25.023	Moile plant, for first and second permits High - not using simplified permits	1,551.00	1,551.00	0.00	1,551.00	NB
25.024	for the third to sevent permits Low	385.00	385.00	0.00	385.00	NB
25.025	for the third to sevent permits Medium	617.00	617.00	0.00	617.00	NB
25.026	for the third to sevent permits High	924.00	924.00	0.00	924.00	NB
25.027	eighth and subsequent permits Low	198.00	198.00	0.00	198.00	NB
25.028	eighth and subsequent permits Medium	314.00	314.00	0.00	314.00	NB
25.029	eighth and subsequent permits High	473.00	473.00	0.00	473.00	NB
25.030	Late payment fee	52.00	52.00	0.00	52.00	NB
	<i>* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation</i>					
	<i>Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the amounts</i>					
	<b>Transfer and Surrender</b>					
25.031	Standard process transfer	169.00	169.00	0.00	169.00	NB
25.032	Standard process partial transfer	497.00	497.00	0.00	497.00	NB
25.033	New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	75.00	75.00	0.00	75.00	NB
25.034	Surrender: all Part B activities	0.00	0.00	0.00	0.00	NB
25.035	Reduced fee activities: transfer	0.00	0.00	0.00	0.00	NB
25.036	Reduced fee activities: partial transfer	47.00	47.00	0.00	47.00	NB
	<b>Temporary transfer for mobiles</b>					
25.037	First transfer	53.00	53.00	0.00	53.00	NB
25.038	Repeat following enforcement or warning	53.00	53.00	0.00	53.00	NB
	<b>Substantial change</b>					
25.039	Standard process	1,050.00	1,050.00	0.00	1,050.00	NB
25.040	Standard process where the substantial change results in a new PPC activity	1,650.00	1,650.00	0.00	1,650.00	NB
25.041	Reduced fee activities	102.00	102.00	0.00	102.00	NB
25.042	Public Health Funerals	£70 per hour or part thereof officer time plus undertaker and cemetary costs etc	£70 per hour or part thereof officer time plus undertaker and cemetary costs etc		£83 per hour or part thereof officer time plus undertaker and cemetary costs etc	EX
25.043	Environmental protection/pollution control advice and consultancy	£70 per hour of business advice/consultancy (flat rate - includes documentation etc)	£70 per hour of business advice/consultancy (flat rate - includes documentation etc)		£83 per hour of business advice/consultancy (flat rate - includes documentation etc)	STD
25.044	Antisocial behaviour advice and consultancy	£70 per hour of business advice/consultancy (flat rate - includes documentation etc)	£70 per hour of business advice/consultancy (flat rate - includes documentation etc)		£83 per hour of business advice/consultancy (flat rate - includes documentation etc)	STD
	<b>Private water supplies:</b>					
25.045	Sampling and laboratory analysis	up to £260 for analysis of full set of samples plus courier fee @ £30 all plus VAT	up to £260 for analysis of full set of samples plus courier fee @ £35 all plus VAT	10.10	up to £286 for analysis of full set of samples plus courier fee @ £35 all plus VAT	STD
25.05	PLUS officer time for risk assessment, site visit etc - average of 5 hours	5 hours @ £42.02 p/h, £210.10 approx on average	5 hours @ £75 p/h, £375 approx on average	10.10	5 hours @ £83 p/h, £415 approx on average	STD

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
<b>26</b>	<b>Seat Sponsorship</b>					
<b>26.001</b>	Charge = actual cost of seat and installation	Recharge Actual Costs plus £200	Recharge Actual Costs plus £200		Recharge Actual Costs plus £200	STD
<b>27</b>	<b>Street Care (excluding VAT)</b>					
<b>27.001</b>	Fixed penalty notices under the Antisocial Behaviour, Crime & Policing Act 2014. Examples include Public Spaces Protection Orders and Community Protection Notices.	£100 reduced to £80 for early payment	£100 reduced to £80 for early payment		£100 reduced to £80 for early payment	NB
<b>28</b>	<b>Streetscene Enforcement</b>					
	<b>Abandoned Vehicle</b>					
<b>28.001</b>	Inspection of Abandoned Vehicle and arranging for removal on private land	65.00	65.00	0.00	65.00	STD
	<b>Fixed Penalty Notices served in Environmental Protection &amp; Streetscene Enforcement</b>					
<b>28.002</b>	Abandoning a vehicle	200.00	200.00	0.00	200.00	NB
<b>28.003</b>	- if paid within a reduced time	N/A	N/A			NB
<b>28.004</b>	Depositing Litter	150.00	150.00	0.00	150.00	NB
<b>28.005</b>	- if paid within a reduced time	90.00	90.00	0.00	90.00	NB
<b>28.006</b>	Depositing Litter from a vehicle (civil penalty)	150.00	150.00	0.00	150.00	NB
<b>28.007</b>	- if paid within a reduced time	90.00	90.00	0.00	90.00	NB
<b>28.008</b>	Graffiti (on property)	150.00	150.00	0.00	150.00	NB
<b>28.009</b>	- if paid within a reduced time	90.00	90.00	0.00	90.00	NB
<b>28.010</b>	Graffiti (highway signs)	150.00	150.00	0.00	150.00	NB
<b>28.011</b>	- if paid within a reduced time	90.00	90.00	0.00	90.00	NB
<b>28.012</b>	Graffiti (on highways)	150.00	150.00	0.00	150.00	NB
<b>28.013</b>	- if paid within a reduced time	90.00	90.00	0.00	90.00	NB
<b>28.014</b>	Failure to comply with household waste provisions	80.00	80.00	0.00	80.00	NB
<b>28.015</b>	- if paid within a reduced time	50.00	50.00	0.00	50.00	NB
<b>28.016</b>	Failure to comply with commercial or industrial waste provisions	110.00	110.00	0.00	110.00	NB
<b>28.017</b>	- if paid within a reduced time	75.00	75.00	0.00	75.00	NB
<b>28.018</b>	Failure to keep/provide documents relating to controlled waste	300.00	300.00	0.00	300.00	NB
<b>28.019</b>	- if paid within a reduced time	N/A	N/A			NB
<b>28.020</b>	Failure to produce waste transfer notes	300.00	300.00	0.00	300.00	NB
<b>28.021</b>	- if paid within a reduced time	N/A	N/A			NB
<b>28.022</b>	Parking vehicles exposed for sale on the road	100.00	100.00	0.00	100.00	NB
<b>28.023</b>	- if paid within a reduced time	75.00	75.00	0.00	75.00	NB
<b>28.024</b>	Repairing of vehicles on the road by a business	100.00	100.00	0.00	100.00	NB
<b>28.025</b>	- if paid within a reduced time	75.00	75.00	0.00	75.00	NB
<b>28.026</b>	Unauthorised deposit of controlled waste	400.00	400.00	0.00	400.00	NB
<b>28.027</b>	if paid within reduced time	250.00	250.00	0.00	250.00	NB

Reference

Description

22/23  
Charges £

22/23 - from 01/10/22  
Revised Charges £

% Uplift

23/24 - from  
Revised Charges £

VAT Code

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## Budget Consultation 2023/24 questions from members of the public

<b>Received 4 January 2023</b>	
<b>1</b>	Unlike any normal person, I looked at your draft Housing Revenue Account budget for 23/24 over the New Year weekend. It is a masterpiece of vision and courage, taking us to the limits of what we (CBC and CBH) can do in the present dreadful economic climate. Great to see that despite the constraints we are pressing on with major investment in health and safety, major investment in achieving net zero carbon, and investment in community services including the St Peters and Moors hub. Quite a challenge to make it all work, but that is what CBC and CBH are there for!
<b>1</b>	<b>Response from Cabinet Member</b> Thank you very much for your response on the consultation. We are encouraged by your comments on the Housing revenue Account budget.
<b>Received 4 January 2023</b>	
<b>2</b>	To avoid a Council Tax rise because of money shortage one of the simple ways to solve this is to replace speed cameras, on the main roads, Tewkesbury road, Gloucester Road, etc. and above all traffic lights.  Why? when you had one camera on Boots corner for a period of 6 months an approx. of £1.5 million in fines was collected.  Finally if the top people who run the Council stopped their pay rise they would still be earning more than the Prime Minister who runs the UK on about £150,000.
<b>2</b>	<b>Response from Cabinet Member</b> Thank you for your response on the budget consultation. In Cheltenham, the Highways Authority sits with the County Council. This means all repairs, maintenance and monitoring of our highways is the responsibility of Gloucestershire County Council. Cheltenham Borough Council is not able to install and enforce speed cameras on the roads and we are therefore unable to issue and collect income from penalty notices.  Our draft Statement of Accounts 2021/22 is published on our website below.  <a href="https://www.cheltenham.gov.uk/downloads/file/9729/draft_statement_of_accounts_2021-22">https://www.cheltenham.gov.uk/downloads/file/9729/draft_statement_of_accounts_2021-22</a>  On page 44 you will see the Chief Executive salary for the year was £124,780 which is much less than our Prime Minister! The pay award for staff employed by Cheltenham Borough Council is negotiated nationally by the National Joint Council in consultation with trade unions. As an individual Council we have a minimal influence over the national pay award ourselves.
<b>Received 10 January 2023</b>	
<b>3</b>	As somebody that owns and lives in Property Band D i am shocked and appalled that you only want to increase council tax for Band D.  As someone with a wife and 3 children not only am i faced with cost pressures everywhere. To have this discriminatory proposal is very unjust.  Why cannot all property Bands be increased? Or why is it not proportional for everyone in all banded properties? Why is Housing Benefit not slashed for people in Council Houses who might not work? I am constantly paying more each year and they contribute nothing.  It is very unfair and everyone should contribute not just people in property D.
<b>3</b>	<b>Response from Cabinet Member</b>

	<p>Many thanks for your response on the budget consultation. I would like to apologise that the application of the increase in Council Tax was not explained more clearly in the papers. The Council Tax proposal is that all property Bands will be subject to a 2.99% increase on the District Council precept element of their charge. The recommendations in the report and the example in the net budget requirement Appendix 2 takes Band D as an example as this is the middle band and represents an average for budgeting Council Tax requirement.</p> <p>The application of the increase is set out by Central Government in a policy which focuses on funding more Local Authority services using local tax generation. Unfortunately we are not in a position to apply the increase proportionally across the bands.</p>
<b>Received 28 January 2023</b>	
<b>4</b>	<p>Appendix 3 of the budget papers titled 'Budget Savings and Income Generation' is a key document, but unfortunately provides very little detail. We note that the Council is budgeting for £1.3m of both savings and additional income. Inevitably this will mean cuts in services, but no details have been published. Brief descriptions of where the £1.3m will be found are contained in the document.</p> <p>We are disappointed that the information on exactly what is being proposed is extremely sparse – six items with little more than half a dozen words on each. Two items in particular could encompass almost anything:</p> <ul style="list-style-type: none"> <li>• 're-alignment of resourcing with Corporate Priorities' – saving £125,000</li> <li>• 'Review of budget allocations against new Corporate Plan' – saving £300,000</li> </ul> <p>In response to our attempt to find out more about these and other items we were told that savings are 'subject to officer and Member working groups' and 'further details will be published in due course'. To be frank this is not good enough. On the key issues in the budget about how savings will be imposed and cuts made – potentially matters of great concern to the public - we are being asked to 'wait and see'. We think it is wrong to approve a budget where so much of the details of potential cuts and savings are not yet known. We therefore propose that the budget should not be approved until the details of the savings outlined in Appendix 3 of the budget papers have been finalised and a further consultation with the public undertaken.</p>
<b>4</b>	<p><b>Response from Cabinet Member</b></p> <p>In preparing the draft budget proposals we endeavour to be as transparent as possible with the information provided. Of the £1.3m savings target, there are three proposals which total £300k which are extensions of those implemented in 2022/23. There is also a proposal to reduce the base budget required to fund secondary pension contributions by £575k which is based on advice by the pension fund actuary. This leaves the two proposals which relate to the re-alignment of budget and resourcing with the new Corporate Plan.</p> <p>The new Corporate Plan is subject to approval and is being presented to Council at the same Council meeting as these final budget proposals on 20 February 2023. Once approved, we will be in a position to move forward with developing more detail of these proposals. Any changes to the budget will be subject to relevant Officer, Cabinet or Full Council decisions which will be published on the Council's forward plan. Further consultation periods may also apply in line with the constitution. No service will be impacted without clear and transparent assessment of risk and without the appropriate governance arrangements being undertaken.</p>
<b>Received 28 January 2023</b>	
<b>5</b>	<p>In the context of inflation running at over 10% we accept that the Council must increase Council Tax by the maximum allowed without calling a local referendum. The government website disingenuously claims that this is not a cap. However, since the law requiring a local referendum on any proposal to raise Council Tax above the government-set limit was introduced by the Tory/LibDem Coalition Government in 2011, there has only ever been one such referendum (in Bedfordshire), and it cost £600,000. In response to our question, the Council has estimated that such a referendum in Cheltenham would cost £200,000 - £250,000. We would not support calling a referendum in Cheltenham, and reluctantly accept that the Council can go no further in raising income from Council Tax.</p>
<b>5</b>	<p><b>Response from Cabinet Member</b></p> <p>Thank you for your support on this issue and for taking the time to understand the complexities around this funding mechanism for District Councils. Increasing Council Tax is not a decision</p>

	we take lightly however Government funding increases are hugely outstripped by inflationary cost pressures and there are few options but to rely on local tax generation to help bridge the gap.
<b>Received 28 January 2023</b>	
<b>6</b>	We note that the Appendix 3 document budgets for an additional £100,000 of 'commercial income generation'. We support the principle that the Council should seek additional income to mitigate savings and cuts in services. However, little information is provided to judge how realistic it is for this target to be achieved.
<b>6</b>	<b>Response from Cabinet Member</b> In the budget for 2022/23, there was an additional commercial income generation target of £50,000. Initiatives have been implemented in year to deliver this and a number of other initiatives have been identified to take forward into 2023/24. The background work undertaken in 2022/23 has provided assurance that £100,000 is challenging but achievable.
<b>Received 28 January 2023</b>	
<b>7</b>	<p>We note that the Council's aim is 'maximising income streams'. We also note that the Council states that 'a significant proportion of the Council's funding comes from fees and charges'. We accept that the Council has to charge fees and make charges for a range of services. Given that inflation is running at over 10%, it seems reasonable that increases in fees and charges should broadly reflect this. However, the Council's proposals for fees and charges in 2023/24, involving more than 1,000 separate items in Appendix 7 of the budget papers, show:</p> <ul style="list-style-type: none"> <li>• some fees will increase by 10% (or 10.1%);</li> <li>• many fees will not increase at all;</li> <li>• allotment fees will increase 4.2%</li> </ul> <p>The Council explains that some fees will not increase due to 'market forces'. This seems hardly credible. Many of the fees being held at current prices are where the Council is the sole licensing authority, and there is no 'market' for licensing fees. Or is it that the Council wishes to stimulate the market for those activities for which it proposes a zero fee increase, and depress the market for those with the full fee increase?</p> <p>Whilst we accept that there may need to be some variation in the increase in fees and charges, the current proposals appear to be based on entirely wrong priorities. Why should, for example, Suffolk Street Traders have to pay 10% more for their licences while owners of gambling establishments pay no increased fee? Why should Acupuncturists pay more for their licences while Sexual Entertainment businesses pay no more? Why should people wanting to bury their deceased relatives at the cemetery pay more while those who abandon their vehicles do not? Why should Playgroups have to pay more while scrap metal dealers do not? We propose that there should be a presumption that all fees and charges should be increased by 10%, except where a case is made for a lower increase (or none at all) that would benefit specific groups in the community. In all cases where an increase of less than 10% is proposed, the reason should be given.</p>
<b>7</b>	<p><b>Response from Cabinet Member</b></p> <p>Many thanks for your observation on the fees and charges proposal for 2023/24.</p> <p>As you note, the Council publishes over 1000 separate items in the fees and charges schedule. The proposed increases are determined by service managers who have the knowledge and experience of the local market and have delegated authority for their income budgets and determining appropriate inflationary increases each year.</p> <p>At the time that the draft budget proposal was published, the licencing service were undertaking a full review of their fees and charges following changes to management in the team. You will note that inflationary increases have been applied in the appendix in this final budget proposal.</p>
<b>Received 28 January 2023</b>	
<b>8</b>	Although the budget does not make this clear, the Council provides services that it is required to by law ('statutory services'), and other services which, at various times in the past, have been judged to be beneficial to the citizens of Cheltenham ('discretionary services'). We have asked if an estimate can be made of the relative costs of providing these two types of service, but the response from the Council was that it would be 'difficult'. We understand the difficulties involved, but we note that it was not deemed 'impossible'! We note the statement in the

	<p>Council's consultation document the 'it continues to be difficult to deliver current levels of services when government support does not cover all additional costs we expect to incur'. We further note that the Council will not receive government funding for any discretionary services, so the costs fall entirely on local Council Tax payers. We propose that more work is done on the costs of statutory and discretionary services and that the Council ensures that the citizens of Cheltenham are made better aware of the costs of those services provided by the Council which are statutory and those which are over and above what it is legally obliged to provide.</p>
8	<p>Many thanks for your comments on statutory and discretionary services. Whilst it is correct that the request made to officers was difficult to deliver within the statutory consultation timeframe, this relates more to determining how such services would be costed. All services currently provided by the Council share a set of support services; from finance and ICT to senior management oversight. It was therefore challenging to deliver separate costings for statutory and discretionary services that were robust and reconciled to our overall budget. As part of the review of resources available to deliver the new Corporate Plan, further work is indeed planned to be undertaken to understand the cost of individual services.</p>
<b>Received 28 January 2023</b>	
9	<p>The Council is proud of its 'No Child Left Behind' scheme. However, it appears to us that this scheme is to make up deficiencies in Children's Services, which are the responsibility of the County Council, and for which it receives government funding. Children's Services in Gloucestershire have over several years been judged as inadequate by the Inspectorate. Furthermore, the Council's own evaluation suggested that the scheme was having difficulty in reaching the most vulnerable children. It should not be down to the Borough Council to make up deficiencies in services that are the responsibility of the County Council. We propose that the Council should seek additional funding from the County Council for the 'No Child Left Behind' scheme and publicise the fact that this service is making up a shortfall in County Council provision.</p>
9	<p><b>Response from Cabinet Member</b>  Firstly, thank you very much for acknowledging the work the Council do with our 'No Child Left Behind' scheme. It is an initiative we are very proud of and has made a real difference to some of our most vulnerable children.  Like yourselves, we always wish to do more and actively lobby the County Council to demonstrate how effective our interventions have been and to request funding to deliver more local support. Additional funding was passported to the Council as part of the response to COVID-19 but there is no long-term certainty over its continuation.</p>
<b>Received 28 January 2023</b>	
10	<p>Swindon Road recycling centre. There are press reports that the Council will reduce the opening hours of this centre with the aim of saving £35,000 in a full year (although this is not mentioned in the budget papers). Councillors have been quoted publicly as saying that the recycling provision is not a statutory requirement, and that the Council receives no government funding for it. This is another example of where the statutory responsibility for providing this service lies with the County Council. We propose that the Council should seek additional funding from the County Council for the costs of the Swindon Road recycling centre and publicise the fact that this is making up a shortfall in County Council provision.</p>
10	<p><b>Response from Cabinet Member</b>  The proposal to review the Household Waste Recycling Centre was included in the budget consultation for 2022/23 and the decision to amend the opening hours was taken in late 2022. It is correct that the household waste recycling centre is not a statutory service but one the Council chose to provide for our residents. It also provides an opportunity to encourage recycling of waste and generates income from the sale of recyclables, which is re-invested in our services. As this is a discretionary service we are not in a position to seek funding from the County Council for the Swindon Road site.</p>
<b>Received 28 January 2023</b>	
11	<p>We note that the Council's priorities have been to develop prestige projects in the 'public realm' within the Town Centre, the High Street and the Minster, and we note that 87% of residents are satisfied with the town centre as a place to visit. We believe that the Council should now shift its focus on investing in the 'public realm' in other parts of the town, particularly those of high deprivation. There are a number of parts of the town that are independently assessed as deprived, as measured by the Index of Multiple Deprivation (IMD): areas such as St Paul's, St Mark's, St Peter's, Hesters Way, Oakley, All Saints. We propose the Council should consult residents in the more deprived areas of the town to ascertain what</p>



	investments in the public realm would bring to these parts of the town the benefits that have accrued to the Town Centre in recent years.
<b>11</b>	<p><b>Response from Cabinet Member</b></p> <p>The Council's revised Corporate Plan for 2023-27 includes a priority to ensure residents, communities and businesses benefit from Cheltenham's future growth and prosperity. One of the goals under this priority is to identify and drive opportunities in all aspects of economic development across Cheltenham at every level, using economic evidence and data to inform our priorities and outcomes.</p> <p>A number of projects are currently underway that support this, particularly in St Peter's and the Moors and we look forward to more activity over the next four years which will support economic and public realm investment across the town.</p>
<b>Received 28 January 2023</b>	
<b>12</b>	<p>Treasury Management We note that the Council is committed 'in the longer term' to divesting from oil and gas investment. We consider this to be far too cautious. We propose that the Council sets a target date for completing its divestment from oil and gas, which should be no later than the end of the 2023/24 financial year.</p>
<b>12</b>	<p><b>Response from Cabinet Member</b></p> <p>Thank you for your representation on the 2023/24 budget consultation. As you may be aware, the performance of our investments and the issue of divestment from oil and gas is discussed quarterly as part of the Council's cross party Treasury Management Panel.</p> <p>As a Council, we are committed to divestment and this needs to be balanced with the importance of robust financial management. Presently, immediate divestment would have an immediate capital cost to the Council of £520,000 which would have to be cut from elsewhere to manage the other commitments in the budget.</p> <p>The Council will continue to review the financial risks of divestment against the new Corporate Priorities throughout 2023/24. The proportion of our overall investment in oil and gas has reduced from 11% to 8.75% in 2022/23 and we will continue to reduce our reliance on the fund and consider more green investment in our portfolio until we are able to safely divest the remaining investment.</p>
<b>Received 31 January 2023</b>	
<b>13</b>	<p>The budget proposals do not contain enough detail. There is talk about efficiencies being made given the high levels of inflation. The services that will suffer most from real term budget cuts in 23/24 should be detailed within the consultation papers.</p>
<b>13</b>	<p><b>Response from Cabinet Member</b></p> <p>In preparing the draft budget proposals we endeavour to be as transparent as possible with the information provided. Of the £1.3m savings target, there are three proposals which total £300k which are extensions of those implemented in 2022/23. There is also a proposal to reduce the base budget required to fund secondary pension contributions by £575k which is based on advice by the pension fund actuary. This leaves the two proposals which relate to the re-alignment of budget and resourcing with the new Corporate Plan.</p> <p>The new Corporate Plan is subject to approval and is being presented to Council at the same Council meeting as these final budget proposals on 20 February 2023. Once approved, we will be in a position to move forward with developing more detail of these proposals. Any changes to the budget will be subject to relevant Officer, Cabinet or Full Council decisions which will be published on the Council's forward plan. Further consultation periods may also apply in line with the constitution. No service will be impacted without clear and transparent assessment of risk and without the appropriate governance arrangements being undertaken.</p>
<b>Received 31 January 2023</b>	
<b>14</b>	<p>The report should include how spending, much of which is targeted in the town centre, benefits residents in the most deprived areas, many of whom cannot afford to travel into town and/or spend money in the restaurants and bars or take part in festivals, use the parks, go ice skating or on big wheels.</p>
<b>14</b>	<p><b>Response from Cabinet Member</b></p> <p>The Council's revised Corporate Plan for 2023-27 includes a priority to ensure residents, communities and businesses benefit from Cheltenham's future growth and prosperity. One of the goals under this priority is to identify and drive opportunities in all aspects of economic development across Cheltenham at every level, using economic evidence and data to inform our priorities and outcomes.</p> <p>A number of projects are currently underway that support this, particularly in St Peter's and the Moors and we look forward to more activity over the next four years which will support</p>

	economic and public realm investment across the town. The spend in these areas will be reported regularly as part of the monitoring of the delivery of the Corporate Plan.
<b>Received 31 January 2023</b>	
<b>15</b>	Regarding the carbon zero by 2030 ambition, we ask the Council sets aside money to commission a feasibility study into a workplace parking levy in Cheltenham. Nottingham City council have raised over £90m over 10 years from their parking levy and are now offering to conduct feasibility studies for other councils for £24,999 as a one off cost. Even if Cheltenham could raise a quarter of the revenue that Nottingham has, this would bring a huge cash windfall to the council to support their efforts to meet net zero targets. This could be financed in many ways, including the deletion of two cabinet posts.
<b>15</b>	<b>Response from Cabinet Member</b> A Workplace Parking Levy functions by allowing revenues to be invested in transport schemes, offsetting the impact on businesses. This could only be introduced and implemented by the highways and transport authority, Gloucestershire County Council.
<b>Received 31 January 2023</b>	
<b>16</b>	We want the council to accelerate its ambitions to divest from investments in oil and gas during 23/24. Many green investment funds are now performing as well. We see no reason for the Council to delay moving away from fossil fuels.
<b>16</b>	<b>Response from Cabinet Member</b> Thank you for your representation on the 2023/24 budget consultation. As you may be aware, the performance of our investments and the issue of divestment from oil and gas is discussed quarterly as part of the Council's cross party Treasury Management Panel. As a Council, we are committed to divestment and this needs to be balanced with the importance of robust financial management. Presently, immediate divestment would have an immediate capital cost to the Council of £520,000 which would have to be cut from elsewhere to manage the other commitments in the budget. The Council will continue to review the financial risks of divestment against the new Corporate Priorities throughout 2023/24. The proportion of our overall investment in oil and gas has reduced from 11% to 8.75% in 2022/23 and we will continue to reduce our reliance on the fund and consider more green investment in our portfolio until we are able to safely divest the remaining investment.
<b>Received 31 January 2023</b>	
<b>17</b>	Reduction in the Household Recycling Centre's opening hours risks an increase in fly-tipping, an increase in the burning of polluting waste in gardens, a decrease in recycling, and a long queue of idling vehicles at the weekends. It makes no sense to reduce hours to those of the GCC facilities unless there is a plan to close the HRC altogether. If a reduced service is to remain, opening hours should include some early morning and evening hours and any days when the HRC is closed should be different to the GCC sites, giving residents flexibility and making recycling and lawful waste disposal as accessible as possible.
<b>17</b>	<b>Response from Cabinet Member</b> The proposal to review the Household Waste Recycling Centre was included in the budget consultation for 2022/23 and the decision to amend the opening hours was taken in late 2022. The changes to opening hours were introduced in February 2023 and the usage and feedback will be reviewed regularly by the Lead Member.
<b>Received 31 January 2023</b>	
<b>18</b>	Retain current cemetery fees (during a Cost of Living Crisis the financial burden on a family due to bereavement should not be increased) and increase Gambling and Planning fees and car parking charges. Any surplus should go towards exploring options for green burial sites.
<b>18</b>	<b>Response from Cabinet Member</b> Many thanks for your observation on the fees and charges proposal for 2023/24.  The proposed increases to fees and charges are determined by service managers who have the knowledge and experience of the local market and have delegated authority for determining appropriate inflationary increases each year.  At the time that the draft budget proposal was published, the licencing service were undertaking a full review of their fees and charges following changes to management in the team. You will note that inflationary increases have been applied in the appendix in this final budget proposal.

	Likewise, we are also planning to go out to consult on a separate proposal for new pricing structures for car parking charges.
<b>Received 31 January 2023</b>	
19	Cease provision of a Mayor's car. The position of mayor comes with an allowance of £7712 to cover expenses incurred in the carrying out of civic duties. (The mayor also receives the basic allowance of £6174 and a chair of Council allowance of £500.) The savings should fund extending the work of No Child Left Behind.
19	<b>Response from Cabinet Member</b> The funding of the Mayor's car has been discussed at length in the Council Chamber in 2022/23. There are multiple rationales for providing a car for the Mayor – amongst them being to safeguard the Mayoral Chain which is of high value. We are proud of the work done by the No Child Left behind initiative and in the Corporate Plan for 2023-27 we have re-affirmed our commitment to it.
<b>Received 31 January 2023</b>	
20	The Minster Exchange is millions over budget and yet more town centre property has been purchased. The Golden Valley represents a massive commitment and is a long way from seeing a return on investment. With borrowing at nearly £153 million and uncertainty around interest rates, the Council should not commit to further large investment projects until the current ones are seeing returns.
20	<b>Response from Cabinet Member</b> Thank you for your representation on this area of the budget. The investment decisions we have made to date are predicated on generating returns either through capital receipts or through revenue which provides a contribution to the general fund. This then provides funding for the delivery of our services. In the examples provided the revenue returns to the Council are forecast to more than cover the cost of borrowing to invest, in spite of the rise in interest rates. This assessment is made for every new project which is considered by the Council.
<b>Received 31 January 2023</b>	
21	We could not see any specific capital spending plans for the leisure centre - we understand it is at the end of its 50-year build life and is needing some substantial investment to maintain its operational integrity. All of the property planned maintenance costs are rated "high priority", indicating a lack of proper management of these assets? CBC should not be waiting until buildings are at risk of becoming dangerous before investing in their maintenance and should not be purchasing new ones when those in current portfolio are hitting "high priority" before maintenance work is budgeted for.
21	<b>Response from Cabinet Member</b> The strategy for the use of the council's capital resources is led by our corporate priorities. At the moment you are quite correct that the capital programme doesn't include specific projects relating to the leisure centre but there is a revenue base budget of £1.064 million which covers planned and reactive maintenance and the running costs of the buildings covered by the Council. During the 2023/24 financial year, other projects and schemes may come to light which require investment by the Council. These proposals will be considered by the Cabinet and approval will be requested through the relevant channels in line with the Council's Budget and Policy Framework Rules.  In relation to the planned maintenance programme, there have been a number of large maintenance projects undertaken in 2022/23 which will be split over multiple years which is why they have included in 2023/24 as high priority. Likewise, our programme is based on the knowledge of our building surveyors and the results of conditional surveys and other specialist reports. The priority of remedial works is based on this intelligence to ensure our buildings remain in good condition and are compliant with health and safety requirements. The management and maintenance of our £500 million asset portfolio is regularly reviewed by Asset Management Working Group.
<b>Received 31 January 2023</b>	
22	We welcome the re-introduction of spending on new affordable housing after nothing was spent during this current year but the budget and forecasts do not keep up with inflation so in actual fact housing will suffer a significant real term decrease for the next 3 years. Where will these cuts will fall?
22	<b>Response from Cabinet Member</b>

<p>As a Council, we continue to be committed to the delivery of Affordable Homes in Cheltenham and this is re-affirmed as one of our Corporate Priorities for 2023-27. There are a number of options available to deliver this goal – acquiring new stock, building our own properties or enabling others to deliver greater proportions of affordable homes through their own housing developments. It is correct to say that at the moment, building costs are much higher than previously and the strategies we use to deliver the outcomes we want for the town we need to reflect this. The HRA Business Plan and the Council’s Housing Investment Plan are both due to be published this year and will in part set out how we propose to do this.</p>
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# Final Budget Proposal 2023/24



<b>ENVIRONMENTAL</b>	<b>Scores</b>	<b>Action</b>	<b>Justification</b>
GHGs	2	No action required	There is a proposal in the budget to reduce energy consumption in line with our carbon net zero corporate priority. The 2023/24 proposal concerns CBC owned buildings but technology, knowledge and skills may be shared more widely in future years.
Air quality	4	No action required	There are no new specific proposals on air quality, other than the existing base budget and grant funding we have been allocated from Government which is planned to be spent on initiatives in 2023/24.
Sustainable Transport	4	No action required	There are budget proposals for EV charging hubs and a reserve allocated for sustainable transport initiatives. These will have an impact in future financial years and may be rolled out more widely across the town.
Biodiversity	2	No action required	There are no specific budget proposals relating to biodiversity.
Land use change	0	No action required.	There are capital projects and wider initiatives that the budget supports which will have a positive impact on land use. These are long term improvements but only focus on land and buildings we own at this stage.
Soil and waterway health	0	No action required.	There are no specific budget proposals relating to soil and waterway health.
Climate Change Adaptation	4	No action required	There are a number of proposals in the budget which focus on reducing energy usage and introducing new building management systems and upgraded infrastructure which are more sustainable and will provide more resilience to our assets.

Energy Use	8	No action required	There is a huge drive to reduce our energy consumption through implementation of a new building management system and through behavioural change. This is a long term plan and material and knowledge will be shared with organisations outside of the Council.
Waste	#VALUE!	#VALUE!	The budget proposal continues our investment in Ubico - including recycling, reuse, bulking and re-sale of waste collected.
Sustainable Materials	8	No action required	Key capital projects in the capital programme will, where possible, use sustainable materials.

<b>SOCIAL</b>	<b>Scores</b>	<b>Action</b>	<b>Justification</b>
Food	0	No action required.	The budget continues to invest in the Council's allotments and community grants will continue to be available to ensure vulnerable residents continue to have access to food.
Health	0	No action required.	The budget supports the continued development of both a culture strategy and a sports strategy for the town. The green spaces in the town will continue to be maintained and a number of capital projects are included to improve play spaces, community grounds and reducing traffic to the town centre.
Housing	0	No action required.	The general fund budget includes provision to support CBH in acquiring and building new affordable homes, including the Homes for Ukraine scheme. This is also provided through the £180m housing investment plan.
Education	0	No action required.	We are continuing to invest in apprenticeships at the Council.
Community	0	No action required.	In line with the asset management strategy we are reviewing our portfolio to prioritise investment, including buildings in the community that are Council owned.

Culture	0	No action required.	Continued support of the Cheltenham Trust, the launch of the culture strategy and continued investment in the Wilson and other community buildings.
Accessibility	0	No action required.	Resources in the budget to implement accessibility to Council resources.
Local Economy and Jobs	0	No action required.	Investment in the high street and economic development/inward investment is a key focus of the budget to support the towns economy.
Safety	0	No action required.	Investment in the Minster Quarter and work at Town Centre East will reduce the ASB in these area.
Democratic Voice	0	No action required.	Meetings held with key stakeholders and views/feedback provided through consultation - see relevant appendix which summarises the results.
Equity	0	No action required.	See Equality Impact Assessment.