

CABINET

Meeting to be held on Wednesday 6 February 2013 at 4.30 pm

Council Chamber, Williton

AGENDA

1. **Apologies for Absence**

2. **Minutes**

Minutes of the Meeting of Cabinet held on 9 January 2013 to be approved and signed as a correct record – **SEE ATTACHED.**

3. **Declarations of Interest**

To receive and record declarations of interest in respect of any matters included on the agenda for consideration at this meeting.

4. **Public Participation**

The Leader to advise the Cabinet of any items on which members of the public have requested to speak and advise those members of the public present of the details of the Council's public participation scheme.

For those members of the public wishing to speak at this meeting there are a few points you might like to note.

A three-minute time limit applies to each speaker and you will be asked to speak before Councillors debate the issue. There will be no further opportunity for comment at a later stage. Your comments should be addressed to the Chairman and any ruling made by the Chair is not open to discussion. If a response is needed it will be given either orally at the meeting or a written reply made within five working days of the meeting.

5. **Forward Plan**

To approve the latest Forward Plan published on 18 January 2013 – **SEE ATTACHED.**

6. **Cabinet Action Plan**

To update the Cabinet on the progress of resolutions and recommendations from previous meetings – **SEE ATTACHED.**

7. **SWAP Governance Project Approvals**

To consider Report No. WSC 13/13, to be presented by Councillor K V Kravis, Lead Member for Resources and Central Support – **SEE ATTACHED.**

The purpose of the report is to request the Council to become a member of the South West Audit Partnership Ltd. (SWAP Ltd.) and to dissolve the current South West Audit Partnership Joint Committee (SWAP).

8. Consideration of nomination received under the Community Right to Bid Legislation

To consider Report No. WSC 15/13, to be presented by Councillor D J Westcott, Lead Member for Community and Customer – **SEE ATTACHED**.

The purpose of the report is to review nominations received and the recommendations from CMT under the Localism Act 2011 Part 5 – the Community Right to Bid.

9. Draft Corporate Plan for 2013/14

To consider Report No. WSC 17/13, to be presented by Councillor T Taylor, Leader of Council – **TO FOLLOW**.

The purpose of the report is to introduce the draft West Somerset Council Corporate Plan 2013/14 for recommendation to Council.

10. Fees and Charges

To consider Report No. WSC 16/13, to be presented by Councillor K V Kravis, Lead Member for Resources and Central Support – **SEE ATTACHED**.

The purpose of the report is to propose levels of fees and charges for the period 1 April 2013 to 31 March 2014 (in some cases fee increases will be implemented earlier, this will be stated in the relevant sections of the report).

11. Annual Budget and Council Tax Setting 2013-14

To consider Report No. WSC 14/13, to be presented by Councillor K V Kravis, Lead Member for Resources and Central Support – **SEE ATTACHED**.

The purpose of the report is to provide Members with all the information required for Cabinet to approve the revenue budget and capital programme for 2013/14 for recommendation to Council.

COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS

RISK SCORING MATRIX

Report writers score risks in reports uses the scoring matrix below

Risk Scoring Matrix

Likelihood	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
	4	Likely	Low (4)	Medium (8)	Medium (12)	High (16)	Very High (20)
	3	Possible	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	2	Unlikely	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Catastrophic
Impact							

Likelihood of risk occurring	Indicator	Description (chance of occurrence)
1. Very Unlikely	May occur in exceptional circumstances	< 10%
2. Slight	Is unlikely to, but could occur at some time	10 – 25%
3. Feasible	Fairly likely to occur at same time	25 – 50%
4. Likely	Likely to occur within the next 1-2 years, or occurs occasionally	50 – 75%
5. Very Likely	Regular occurrence (daily / weekly / monthly)	> 75%

- Mitigating actions for high ('High' or above) scoring risks are to be reflected in Service Plans, managed by the Group Manager and implemented by Service Lead Officers;
- Lower scoring risks will either be accepted with no mitigating actions or included in work plans with appropriate mitigating actions that are managed by Service Lead Officers.

CABINET

MINUTES OF THE MEETING HELD ON 9 JANUARY 2013

AT 4.30 PM

IN THE COUNCIL CHAMBER, WILLITON

Present:

Councillor T Taylor Leader

Councillor K V Kravis
Councillor S J Pugsley
Councillor K H TurnerCouncillor C Morgan
Councillor D J Sanders
Councillor D J Westcott**Members in Attendance:**Councillor M J Chilcott
Councillor M O A Dewdney
Councillor P N Grierson
Councillor B Heywood
Councillor R P Lillis
Councillor K M Mills
Councillor D D Ross
Councillor L W SmithCouncillor H J W Davies
Councillor J Freeman
Councillor A P Hadley
Councillor A F Knight
Councillor E May
Councillor P H Murphy
Councillor K J Ross
Councillor M A Smith**Officers in Attendance:**Chief Executive (A Dyer)
Corporate Director (B Lang)
Corporate Manager – Environment, Customer and Community (S Watts)
Section 151 Officer (S Campbell)
Corporate Manager – Housing, Economy and Welfare (I Timms)
Planning Manager (A Goodchild)
Climate Change & Community Liaison Manager (A Lamplough)
Principal Benefits and Fraud Officer (P Lamb)
Meeting Administrator (H Dobson)**Also in Attendance:**

Steve Read, Managing Director, Somerset Waste Partnership

CAB77 Apologies for Absence

No apologies for absence were received.

CAB78 Minutes of the Meeting held on 5 December 2012(Minutes of the Meeting of Cabinet held on 5 December 2012 -
circulated with the Agenda.)**RESOLVED** that the Minutes of the Meeting of Cabinet held on 5
December 2012 be confirmed as a correct record.

CAB79 **Declarations of Interest**

Members present at the meeting declared the following personal interests in their capacity as a Member of a County, Parish or Town Council:

Name	Minute No.	Member of	Action Taken
Councillor C Morgan	All	Stogursey	Spoke and voted
Councillor D Westcott	All	Watchet	Spoke and voted
Councillor K H Turner	All	Brompton Ralph	Spoke and voted
Councillor P N Grierson	All	Minehead	Spoke
Councillor P H Murphy	All	Watchet	Spoke
Councillor K J Ross	All	Dulverton	Spoke
Councillor L W Smith	All	Minehead	Spoke

In addition the following interests/lobbying were declared:

Name	Minute No.	Description of interest	Personal or Prejudicial or Disclosable Pecuniary	Action Taken
Councillor T Taylor	CAB87	Owens a second home in West Somerset.	Disclosable Pecuniary	Left the Chamber

CAB80 **Public Participation**

No member of the public had requested to speak on any item on the agenda.

CAB81 **Forward Plan**

(Copy of latest Forward Plan published 18 December 2012 – circulated with the Agenda.)

The purpose of this item was to approve the latest Forward Plan published 18 December 2012.

RESOLVED that the latest Forward Plan published 18 December 2012 be approved.

CAB82 **Cabinet Action Plan**

(Copy of the Action Plan – circulated with the Agenda.)

RESOLVED that, CAB60 – Discretionary Business Rate Relief Scheme, CAB71 – Review of Financial Regulations and CAB72 – Non-Domestic Rate (Business Rate) Write Off Requests, be deleted as actioned.

CAB83 **Somerset Waste Partnership (SWP) Business Plan 2013-18**

(Report No WSC 5/13, circulated with the Agenda.)

The purpose of the report was to seek approval for the draft Somerset Waste Partnership (SWP) Business Plan 2013-18.

The report was presented by the Lead Member for Environment and advised that the present system worked well. He acknowledged the hard work undertaken to gain a saving in the budget for West Somerset of about £65,000. Further, he thanked everyone who had been involved to help deliver the service, as best as possible, during the recent extreme weather conditions. He proposed the recommendations, which were seconded by Councillor K H Turner.

The Managing Director of Somerset Waste Partnership (SWP) reported that the partnership would be concentrating on minimising waste and encouraging householders to recycle food waste, which would be used to produce energy once the Anaerobic Digestion facility at Walpole was launched in the Spring 2013. There were to be no further changes to the recycling centres opening hours. He appreciated the particular financial issues that West Somerset Council were managing and hoped to continue to be able to assist.

During the course of the debate the main issues included:

- A suggestion that space on the collection vehicles could be used to advertise relevant information or sell advertising space.
- Confirmation that around 50% of what was in the residual waste stream could potentially be recycled, therefore it was still necessary to impress the importance of recycling.
- Support that the partnership continue with the current collections, in particular with the weekly food waste collection.
- Part of the review with Viridor would be to discuss what they could offer regarding all the available new technologies that could help improve recycling rates, reduce landfill and generate an income.
- The recycling of 'other plastics' was constantly under review; the technology and potential for end markets was changing rapidly, which meant that these items could be added in the future.

Councillor Dewdney requested that it be noted that as the Somerset Waste Partnership had developed a progressive service it was unnecessary and wrong to revert back to weekly household collections of all waste.

The Managing Director confirmed that he would provide further clarification on the 'lease repayments – Sort It Plus vehicles' figure, appendix B of the report, attached to the agenda, after the meeting.

The Leader thanked the Managing Director for his attendance at the meeting.

RESOLVED (1) that the SWP draft Business Plan 2013-18 attached as Appendix A to the report, be approved.

RESOLVED (2) that the SWP draft 2013/14 budget attached as Appendix B to the report, be approved.

CAB84 Request for Allocation of Planning Obligations Monies

(Report No. WSC 4/12, circulated with the Agenda.)

The purpose of the report was to make proposals for the allocation of capital monies secured through planning obligations to individual schemes.

The Lead Member for Resources and Central Support presented the report and advised that the proposal for play equipment at Liddymore Estate would provide two separate play areas for the under 5s and under 8s age groups. Watchet Town Council had conducted extensive consultation and would maintain the play areas in the future. With regard to the existing projects she informed that work was still being conducted for SCC to adopt the footpath and to install street lights along side Morrisons in Minehead. The Lead Member proposed the recommendations of the report which were seconded by Councillor C Morgan.

In response to concerns regarding the lighting of the footpath alongside Morrisons, members were advised that officers were working to overcome obstacles and that progress was being made.

Concerns were raised regarding the late payment of s106 monies by developers and it was agreed that the next quarterly planning obligations report presented to Cabinet would include details regarding progress being made in respect of outstanding s106 monies.

RESOLVED that the allocation of £14,536.00 to provide play equipment at Liddymore Estate in Watchet, be approved.

CAB85 Consideration of nominations received under the Community Right to Bid Legislation

The Leader advised members that as Stogursey Parish Council had withdrawn the nominations the report would not be considered.

In response to concerns regarding sufficient information being available regarding the process to follow to nominate an asset to be listed as an Asset of Community Value, the Corporate Director advised that the legislation was new and information was on the council's website which explained how the council was involved and provided a link to background documents and useful information. He confirmed that the information would be included again on the 'Community Matters' newsletter sent to parish and town councils, and that a review of the process to date would be discussed at a future Community PAG.

CAB86 Hinkley Point C – Proposed Section 106 Allocation

(Report No WSC 6/13, circulated with the Agenda.)

The purpose of the report was to seek Cabinet approval to allocate a small contribution towards community safety initiatives and to seek

Cabinet agreement to the financial treatment of index linked payments as they are received from EDF Energy.

The Planning Manager presented the report and advised that the index linked payments would help to ensure that the council should not be financially disadvantaged due to any late payments.

Councillor K H Turner proposed the recommendations, which were duly seconded by Councillor D J Westcott.

RESOLVED (1) that the allocation of £1,875.00 towards community safety initiatives be approved.

RESOLVED (2) that the financial treatment of index linked payments, as set out in 4.8 of the report, attached to the agenda, be approved.

CAB87

Council Tax Technical Reform Amendment to Discounts and Exemptions

(Report No WSC 2/13, circulated with the Agenda.)

The purpose of the report was to advise Council of proposals to reform Council Tax Discounts and Exemptions relating to empty property and 'second homes' to be introduced in 2013, and to enable Council to agree recommendations to increase the council tax base.

The Lead Member for Community and Customer presented the report and informed that the proposed changes would raise £277,000, of which West Somerset Council would retain 9%, equating to £24,930. The Lead Member proposed the recommendations, which were seconded by Councillor S J Pusgley.

During the course of the debate the following main points included:

- Concern that it was not possible to sell a property in three months.
- The proposals would help to ensure that homes were empty for as short a period of time as possible.
- The definition of a second home was suggested as another property that was owned and used sporadically for the owner's usage or holidays. A property that had been 'let' was likely to be considered by the owner as a business and not their home.
- It was noted that probate could not be obtained in three months and that consideration would be given to that circumstance within the report to be presented to Council.
- Some support was proposed for option 4 in the report, attached to the agenda, which provided no discount and a higher income.

RESOLVED (1) that Council be recommended to remove the current discount of 10% awarded in relation to second homes.

RESOLVED (2) that it be recommended to Council that a 100% discount for uninhabitable properties (empty, unfurnished and undergoing major structural repair) be granted from up to twelve months as current class A exemption.

RESOLVED (3) that it be recommended to Council that a 100% discount for vacant dwellings (empty and unfurnished properties) be granted for a reduced period of no more than three months.

RESOLVED (4) that it be recommended to Council that an empty homes premium of 50% is applied after two years (empty and unfurnished properties only).

Note: Councillor C Morgan chaired this item during the meeting whilst the Leader left the chamber.

CAB88

Draft Localised Council Tax Support Scheme

(Report No WSC 3/13, circulated with the Agenda.)

The purpose of the report was to advise Cabinet of the proposed Council Tax Support Scheme for West Somerset; to advise of the feedback from the public consultation relating to the scheme and the recommendations of Scrutiny Committee, and to advise of the Equality Impact assessment carried out using the consultation feedback provided from residents.

The Lead Member for Community and Customer presented the report. He recognised that to limit the entitlement to 85%, as recommended by the Scrutiny Committee, was not currently affordable; it would result in the Council having to find approximately £200,000 of savings in order for the scheme to be cost neutral. Should the entitlement be 70% the Council would be required to find about £47,313 of savings. Therefore, it was with reluctance that the Lead Member proposed the recommendations in the report and proposed a third recommendation, as follows:

“To note that, due to the high percentage of retired residents in West Somerset, the impact of the 10% reduction in funding council tax support falls unfairly on working age people in West Somerset.”

Councillor K Kravis seconded the three recommendations.

During the course of the debate, the following main points were raised:

- It was suggested that should option 4 (appendix A) of the previous item, on the agenda, be approved at Council it could generate £43,830; this along with the proposed funds to be set aside for parish and town councils, in the next item on the agenda, could generate approximately three quarters of the savings that would need to be identified for an 85% entitlement.
- The time allocated to create a scheme and the late announcement of the financial settlement did not allow sufficient time to consider as many options as possible.
- Concern that the scheme would affect the most vulnerable people in West Somerset who would not be able to pay, and that this would impact the Council's collection rate and negatively affect its finances.

RESOLVED (1) that the results of the public consultation for the proposed scheme, and the detailed Equality Impact Assessment attached as Appendix C to the report, be noted.

RESOLVED (2) that it be recommended to Council that a Council Tax support scheme that limits entitlement to 70% liability be adopted.

RESOLVED (3) that it be noted that, due to the high percentage of retired residents in West Somerset, the impact of the 10% reduction in funding council tax support falls unfairly on working age people in West Somerset.

CAB89 Localisation of Council Tax Support – Funding Arrangements

(Report No WSC 1/3, circulated with the Agenda.)

The purpose of the report was to seek approval for the distribution of government grant funding to parish/town councils.

The Lead Member for Resources and Central Support presented the report and advised that due to the changes within the council tax scheme parish and town councils would experience a shortfall in their funding. The Lead Member believed that parish and town councils across the district worked hard for their communities and therefore proposed the recommendations of the report, which were duly seconded by Councillor S J Pugsley.

In response to a question as to whether parish and town councils would receive assistance the following year, 2014/15, the Chief Executive advised that the Department for Communities and Local Government had advised that there would be a grant to help mitigate the shortfall for the following year, but had not specified a sum.

Members noted that parish and town councils were not capped and could set their council tax at whatever level they required. It was suggested that if the council kept the grant it could be used to serve the people of West Somerset in better ways.

In response to concern as to whether Cabinet was the right body to make the decision the Chief Executive advised that the timescales for setting the budget were very tight. Nevertheless it was in the remit of Cabinet to make a recommendation to Council if it so wished. Parish and town councils were advised to set their precept by 31 January 2013 and that the next meeting of Council was 23 January 2013.

Councillor C Morgan recommended that the report be presented to the next meeting of full Council, which was seconded by Councillor K H Turner.

Members noted that parish and town councils would be informed of the decision.

On being put to the vote it was

RESOLVED that Cabinet recommend to Council that £110,262 of the government Council Tax Support grant received of £368,208 is redistributed to Parish and Town Councils in accordance with details listed in Appendix A of the report attached to the agenda.

CAB90 **Report on Financial Settlement for 2013/14 and Latest Medium Term Financial Plan (MTFP)**

(Report No WSC 9/13, circulated with the Agenda.)

The purpose of the report was to update Members on the financial settlement for 2013/14 and its impact on the MTFP.

The Lead Member for Resources and Central Support presented the report in detail and advised that tables 1 and 2 of the report, attached to the agenda were central government's calculations. The council's 'safety net' would be £78,805 and that amount would be earmarked for the future. She confirmed that it was now clear that the Revenue Support Grant 2014/15 figure of £1,211,000.00 did include Council Tax Support Grant. The savings identified were largely savings that would not have a huge impact on the residents of West Somerset. The Council was seeking to be in a position to achieve more savings by working with its neighbouring councils in the future.

The Lead Member proposed the recommendations of the report, and that amendments to the second and third recommendations be made so that they were, 'subject to recommendations to Council'. The recommendations and amendments were seconded by Councillor S J Pugsley.

RESOLVED (1) that the details of the financial settlement for local government, be noted.

RESOLVED (2) that, subject to recommendations to Council, the principle of not freezing the level of council tax in 2013/14, be approved.

RESOLVED (3) that, subject to recommendations to Council, the level of council tax in 2013/14 be increased by 3.7%.

RESOLVED (4) that the draft proposed list of savings initiatives as detailed in table 6 for inclusion in the outturn for 2012/13 and the draft budget for 2013/14, be approved.

RESOLVED (5) that the Medium Term Financial Plan 2013/14 to 2015/16 be noted.

The meeting closed at 7.24 pm

Weekly version of Forward Plan published on 18 January 2013

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
FP/13/2/01 25/09/2012	6 February 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Annual Budget & Council Tax Setting 2013-14 Decision: to provide Members with all the information required for Council to approve the revenue budget and capital programme for 2013/14 for recommendation to Council.		No exempt / confidential information anticipated	Section 151 Officer 01984 635253 01823 355482
FP/13/2/02 25/09/2012	6 February 2013 By Councillor T Taylor – Leader of Council	Title: Draft Corporate Plan for 2013-14 Decision: to introduce the draft West Somerset Council Corporate Plan 2013/14 for recommendation to Council.		No exempt / confidential information anticipated	Adrian Dyer, Chief Executive 01984 635212
FP/13/2/03 02/11/12	6 February 2013 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/13/2/04 25/09/2012	6 February 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Draft Capital Programme 2012-13 and Capital Strategy Decision: to present the draft Capital Programme 2012/13 and draft Capital Strategy for recommendation to Council.		No exempt / confidential information anticipated	Section 151 Officer 01984 635253 01823 355482

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FP/13/2/05 25/09/2012	6 February 2013 By Councillor D J Westcott – Lead Member Community and Customer	Title: Review of Customer Access Decision: to review customer access.		No exempt / confidential information anticipated	Steve Watts, Group Manager Environment, Customer and Community 01984 635261
FP/13/2/06 25/09/2012	6 February 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Budget Strategy Update Decision: to advise members of the progress to date in formulating a new budget strategy to succeed the current strategy.		No exempt / confidential information anticipated	Adrian Dyer, Chief Executive 01984 635212
FP/13/2/07 25/09/2012	6 February 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Implementing Value for Money Strategy Decision: to agree way forward to implement Value for Money Strategy.		No exempt / confidential information anticipated	Adrian Dyer, Chief Executive 01984 635212
FP/13/2/08 07/01/13	6 February 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: SWAP Governance Project Approvals Decision: to approve leaving existing partnership and join new company.		No exempt / confidential information anticipated	Section 151 Officer 01984 635253 01823 355482
FP/13/3/01 25/09/2012	6 March 2013 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2012-13 – Quarter 3 Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200

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		and customer satisfaction.			
FP/13/3/02 23/11/12	6 March 2013 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/13/3/03 15/01/13	6 March 2013 By Councillor D Westcott – Lead Member for Community and Customer	Title: Somerset Major Sports Facilities Strategy and Playing Pitch Assessment Decision: To approve the Somerset Major Sports Facilities Strategy		No exempt / confidential information anticipated	Steve Watts, Group Manager Environment, Customer and Community 01984 635261
FP/13/3/04 25/09/2012	6 March 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Fees and Charges Decision: to propose levels of fees and charges for the period 1 April 2013 to 31 March 2014 (in some cases fee increases will be implemented earlier, this will be stated in the relevant sections of the report).		No exempt / confidential information anticipated	Section 151 Officer 01984 635253 01823 355482
FP/13/4/01 25/09/2012	3 April 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 4 Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position.		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
FP/13/6/01 25/09/2012	5 June 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Cabinet Appointments on Outside Bodies Decision: to appoint representatives to serve on outside bodies for the period to the Annual Meeting in 2014 (except where specific periods are stated).		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/13/7/01 25/09/2012	3 July 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 1 Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position.		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271
FP/13/7/02 25/09/2012	3 July 2013 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2012-13 – Quarter 4 Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/13/7/03 25/09/2012	3 July 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Review of Financial Regulations [FR2] Decision: to offer comment on the Financial Regulations.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200

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FP/13/7/04 25/09/2012	3 July 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Medium Term Financial Plan Update Decision: to present the updated Medium Term Financial Plan.		No exempt / confidential information anticipated	Section 151 Officer 01984 635253 01823 355482
FP/13/10/01 25/09/2012	2 October 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 2 Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position.		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271
FP/13/10/02 25/09/2012	2 October 2013 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2013-14 – Quarter 1 Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/13/12/01 23/11/2012	4 December 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Review of Financial Regulations [FR2] Decision: to offer comment on the Financial Regulations.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/13/12/02 23/11/2012	4 December 2013 By Councillor T Taylor –	Title: Corporate Performance & Budget Monitoring Report 2013-14 – Quarter 2		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200

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FP/14/1/01	Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction. Title: Fees and Charges Decision: to propose levels of fees and charges for the period 1 April 2014 to 31 March 2015 (in some cases fee increases will be implemented earlier, this will be stated in the relevant sections of the report).		No exempt / confidential information anticipated	Section 151 Officer
FP/14/1/02	8 January 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 3 Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position.		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271
FP/14/1/03	8 January 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Draft Capital Programme 2013-14 and Capital Strategy Decision: to present the draft Capital Programme 2013/14 and draft Capital Strategy for recommendation to Council.		No exempt / confidential information anticipated	Section 151 Officer

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
FP/14/2/01	5 February 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Annual Budget & Council Tax Setting 2014-15 Decision: to provide Members with all the information required for Council to approve the revenue budget and capital programme for 2014/15 for recommendation to Council.		No exempt / confidential information anticipated	Section 151 Officer
FP/14/2/02	5 February 2014 By Councillor T Taylor – Leader of Council	Title: Draft Corporate Plan for 2014-15 Decision: to introduce the draft West Somerset Council Corporate Plan 2014/15 for recommendation to Council.		No exempt / confidential information anticipated	Adrian Dyer, Chief Executive 01984 635212

Note (1) – Items in bold type are regular cyclical items.

Note (2) – All Consultation Implications are referred to in individual reports.

The Cabinet comprises the following: Councillors T Taylor, C Morgan, K V Kravis, S J Pugsley, D J Sanders, K H Turner and D J Westcott.

The Scrutiny Committee comprises: Councillors K J Ross, R Lillis, M J Chilcott, M O A Dewdney, G S Dowding, J Freeman, P N Grierson, B Heywood and D D Ross.

CABINET ACTION PLAN

Date/Minute Number	Action Required	Action Taken
<p>9 JANUARY 2013</p> <p>CAB87 Council Tax Technical Reform Amendment to Discounts and Exemptions</p>	<p>RESOLVED (1) that Council be recommended to remove the current discount of 10% awarded in relation to second homes.</p> <p>RESOLVED (2) that it be recommended to Council that a 100% discount for uninhabitable properties (empty, unfurnished and undergoing major structural repair) be granted from up to twelve months as current class A exemption.</p> <p>RESOLVED (3) that it be recommended to Council that a 100% discount for vacant dwellings (empty and unfurnished properties) be granted for a reduced period of no more than three months.</p> <p>RESOLVED (4) that it be recommended to Council that an empty homes premium of 50% is applied after two years (empty and unfurnished properties only).</p>	<p>At the Council meeting held on 23 January 2013 it was: RESOLVED (1) that the current discount of 10% awarded in relation to second homes is removed. (Properties that are furnished and not anyone's main residence.)</p> <p>RESOLVED (2) that a 100% discount for uninhabitable properties (empty, unfurnished and undergoing major structural repair) is granted for up to twelve months as current class A exemption.</p> <p>RESOLVED (3) that a 100% discount for vacant dwellings (empty and unfurnished properties) is granted for a reduced period of no more than 1 month.</p> <p>RESOLVED (4) that an empty homes premium of 50% is applied after two years (empty and unfurnished properties only).</p>
<p>CAB88 Draft Localised Council Tax Support Scheme</p>	<p>RESOLVED (2) that it be recommended to Council that a Council Tax support scheme that limits entitlement to 70% liability be adopted.</p>	<p>At the Council meeting held on 23 January 2013 it was: RESOLVED (2) that the Cabinet resolution (CAB88 Resolution (2)) that approved a scheme limiting entitlement to 70% liability be replaced by Resolution (3) below.</p> <p>RESOLVED (3) that a council tax support scheme that limits entitlement to 85% liability be adopted. This is dependent on the necessary income being available from council tax technical reform discount changes as detailed in report WSC 2/13.</p>

Date/Minute Number	Action Required	Action Taken
<p>9 JANUARY 2013</p> <p>CAB89 Localisation of Council Tax Support – Funding Arrangements</p> <p>CAB90 Report on Financial Settlement for 2013/14 and Latest Medium Term Financial Plan (MTFP)</p>	<p><u>RESOLVED</u> that Cabinet recommend to Council that £110,262 of the government Council Tax Support grant received of £368,208 is redistributed to Parish and Town Councils in accordance with details listed in Appendix A of the report attached to the agenda.</p> <p><u>RESOLVED (2)</u> that, subject to recommendations to Council, the principle of not freezing the level of council tax in 2013/14, be approved.</p> <p><u>RESOLVED (3)</u> that, subject to recommendations to Council, the level of council tax in 2013/14 be increased by 3.7%.</p>	<p>At the Council meeting held on 23 January 2013 it was: <u>RESOLVED</u> that £110,262 of the government Council Tax Support grant received of £368,208 is redistributed to parish and town councils be agreed, in accordance with details listed in Appendix A to the report (as amended).</p> <p>Will be presented to Council on 20 February 2013</p>

Report Number: WSC 13/13
Presented by: Cllr K V Kravis, Lead Member for Resources and Central Support
Author of the Report: Sharon Campbell, s151 Officer
Contact Details:
Tel. No. Direct Line 01984 635253
Email: scampbell@westsomerset.gov.uk

Report to a Meeting of: Cabinet
To be Held on: 6 February 2013
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted:

SWAP GOVERNANCE ARRANGEMENTS

1. PURPOSE OF REPORT

- 1.1 To request the Council to become a member of the South West Audit Partnership Ltd. (SWAP Ltd.) and to dissolve the current South West Audit Partnership Joint Committee (SWAP).

2. RECOMMENDATIONS

- 2.1 Cabinet recommends to Council that the Council:
- 2.1.1 Approves the formation of a company, limited by guarantee, to replace the existing SWAP Joint Committee
- 2.1.2 Elects to be a Member¹ of the SWAP Ltd from 1st April 2013, on the terms and basis set out in the articles of association, deed and service agreement.
- 2.1.3 Agrees to the dissolving of the SWAP Joint Committee at a date to be determined, but not later than 30th June 2013.
- 2.1.4 Note the separation of responsibilities and the membership profiles of the Members' Board and the Board of Directors.
- 2.1.5 Note that the fees for the provision of internal audit services by SWAP Ltd, for the financial year 2013/14, will not increase on the fees paid to SWAP by the council in 2012/13

3. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall

¹ In the context of a company a "Member" is a local authority. Therefore to avoid confusion, for the purposes of this report, the use of the work "Member" (with a capital M) will refer to a council, whereas a council member will be referred to as "Councillor"

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The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before the mitigation measures have been actioned and after they have.

4. **BACKGROUND INFORMATION**

4.1 The current governance arrangements, introduced on the formation of the partnership in 2005, are based on Section 101 of the Local Government Act, 1972. Under this model each partner is bound by a legal agreement between it, the other partners and the Host which is South Somerset District Council.

The Joint Committee model was designed and intended for relatively small partnerships, where a single or limited service could best be delivered by two or three local authorities combining their resources. Within such limitations the model works well and is relatively simple to direct and manage. In 2005 there were only two partners and, at the time, it was only envisaged that two other councils would join. Since 2005, however, the partnership has gradually expanded to the current twelve members. The increased membership has benefited all partners with greater economies of scale, a wider expertise base and quality and productivity improvements that would not have been possible with a smaller partnership.

The Partnership Board have explored a number of ways in which the current model might be adapted to meet the current and future needs of the partnership. Whilst some progress was made, there remained some fundamental issues that could not be resolved via the current governance model or issues where we were unable to definitively provide a resolution. The principle areas that needed addressing can be summarised as:

- **Partnership Board voting arrangements.** Under the current rules, each partner must be physically present at Board meetings in order for the budget to be set and the accounts to be approved. This involves two meetings a year and if one Councillor fails to turn up then either the budget cannot be approved or the accounts cannot be approved, depending on which meeting it is. With twelve partners the potential for the Board not being quorate is significant. There is no provision for alternate voting arrangements, for example proxy voting, email voting, tele-voting etc.
- **Financial Control.** Whilst the Partnership has overall control of finances, in so far as it decides the annual budget and approves the accounts, the financial operations of the Partnership are conducted under the rules of the Host, South Somerset District Council. This has caused some operational issues for SWAP and I would anticipate further issues arising in the future. It may be possible for the Host to grant total control to the Partnership, which would provide a resolution, but it could rescind that at any time. In fairness to the Host, because under the current governance arrangements the Partnership's accounts are ultimately their responsibility, it is not unreasonable that their rules should apply.
- **Staff Pay, Terms and Conditions.** These remain almost entirely with the Host, particularly with regard to pay, and whilst we may be able to have a number of variations, tailored to SWAP's needs, we cannot be granted complete control in this area. With SWAP costs being 95% salary based, whilst the Partnership Board can set the budget, it can do nothing with regard to pay. SWAP is intrinsically linked with the Host's pay scheme, removing control from the Partnership of the vast majority of the budget.

There are a number of other, operational, issues of a minor nature that can be resolved by moving to a limited company model.

4.2 The Proposed Governance Model

Having considered a range of alternate possible corporate structures, the conclusion of the Partnership Board is that the most appropriate governance model for SWAP is a company limited by guarantee.

To assist the Partnership Board in ensuring that the future company limited by guarantee has a sustainable structure, taking on board all partners views, a workshop for councillors from all SWAP partners was held on 10th October, 2012.

More than sixty people attended the workshop, representing all the partners, plus representatives from Browne Jacobson (SWAP legal advisors) and Local Partnerships (project advisors) who facilitated the event. The main purpose of the workshop was to gain Councillors' views on what sort of governance arrangements should be employed for the new company.

The main areas of discussion were:

- The different roles of the Members' Group and the Board of Directors.
- The decision making functions of the Members' Group and the Board of Directors.
- Who should be appointed to the Board.
- Voting rights and voting options, including quorum levels for both the Members' Group and the Board.
- Roles and responsibilities of SWAP management.
- Frequency of meetings for both the Members' Group and the Board.
- Substitute representation options for both the Members' Group and the Board.
- Conflict resolution.
- The strategic future of the partnership.

4.3 Governance Arrangements

The conclusion of the Councillors' workshop, subsequently endorsed by the Partnership Board, was that the following governance structure should be adopted:

Appointees to the Members' Board will be Councillors representing their respective authorities. Appointees to the Board of Directors can be anyone each individual authority chooses, either officer or Councillor.

4.4 The Members' Board

This is, in effect, the equivalent of the current Partnership Board. Each partner would nominate a Councillor to represent them on this Board. It is the supreme authority of the company and would make all decisions relating to strategy, policy, appointment and dismissal of senior management and the admission of new partners.

4.5 The Board of Directors

The Board oversees the implementation of the strategy and policy, as well as ensuring the operational activities of the partnership are achieving the objectives set by the Members'

Board. The Board will be much more 'hands on', functioning very much like the current Management Board. Most Board members, in order to be effective, will need a good working understanding of internal audit and risk management. Provision has been made in the articles for other directors to be appointed, including some SWAP management.

The Partnership Board endorsed the following membership arrangements for the board of directors:

- Two Councillors who would normally be the Chairman and Vice Chairmen of the Members' Board.
- Twelve officers representing each of the current partners.
- A maximum of three executive officers from SWAP, with at least the Chief Executive being included.

4.6 Respective Roles of the two Boards

Summarised below is an abbreviated list of the responsibilities and powers of the two governing bodies of the new company.

Members' Board	Board of Directors
<ul style="list-style-type: none"> • Admission of new partners • Approval of the Annual Business Plan • Any changes to the approved Annual Business Plan • Setting of the annual budget • Approval of annual accounts • Extending or reducing the scope of operations • Appointment or removal of Directors, in accordance with the Articles and the legal agreement • Setting and approving the form and content of the financial regulations • Appoint or remove the Chief Executive or any member of the management team • Change the name of the Company or its registered office • Change the bankers of the Company or open or close any bank accounts • License, assign or otherwise dispose of intellectual property rights owned by the Company 	<ul style="list-style-type: none"> • Agrees the preliminary budget, for submission to the Member's Board for approval • Approves all changes to the budget, except in relation to any proposals which would lead to an increase in Member contributions • Reviews and approves the annual statement of accounts, prior to submission to the Members' Board • On-going Budget monitoring • Agrees combined audit plan and ensures equity of resource distribution amongst the Members • Agrees any changes to audit plans that impact on the partnership • Approves and reviews annual themed audits to ensure best practice is shared with relevant service heads at each Member • Monitors overall performance against the combined audit plan • Reviews and monitors the risk register to ensure risks are managed in accordance with the requirements of the Members' Board

<ul style="list-style-type: none"> • Approves and reviews the annual risk register 	<p>the Members' Board</p> <ul style="list-style-type: none"> • Approves and monitors terms and conditions of staff
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5. FINANCIAL/RESOURCE IMPLICATIONS

5.1. Annual contributions to SWAP will not increase from 2012/13 and no other charges will fall on the council as a result of the changed governance arrangements.

6. SECTION 151 OFFICER COMMENTS

6.1.1 It is imperative that the council has an efficient and effective Internal Audit service both to ensure our controls are sufficient and to ensure that our external auditors can rely upon the testing that the internal auditors have done.

6.1.2 The size of the Council means that it is not possible to retain an in-house service and belonging to SWAP has been cost effective.

6.1.3 The audit fees in 13/14 will actually fall as a result of a request for fewer audit days

6.1.4 Councillors will need to make appointments to both the Members' Board and the Board of Directors. Currently the s151 officer sits on the management board but I do not feel it is appropriate for the s151 to be a Director of a company supplying the Council.

7. EQUALITY & DIVERSITY IMPLICATIONS

7.1. There are no equality or diversity implications.

8. CRIME AND DISORDER IMPLICATIONS

8.1. There are no crime and disorder implications.

9. CONSULTATION IMPLICATIONS

9.1. There are no consultation implications.

10. ASSET MANAGEMENT IMPLICATIONS

10.1. There are no asset management implications.

11. ENVIRONMENTAL IMPACT IMPLICATIONS

11.1. There are no environment impact implications.

12. LEGAL IMPLICATIONS

12.1. Legal advice has been obtained.

REPORT NUMBER WSC 15/13
 PRESENTED BY COUNCILLOR D WESTCOTT,
 LEAD MEMBER FOR COMMUNITY & CUSTOMER
 DATE 6TH FEBRUARY 2012

Consideration of nominations received to list Assets of Community Value under the Community Right to Bid Legislation

1. PURPOSE OF REPORT

To review a nomination received and the recommendations from CMT under the Localism Act 2011 Part 5 – The Community Right to Bid.

2. RECOMMENDATIONS

- 2.1. It is recommended that Cabinet:
- 2.2. Consider and agree to reject, the nomination {ACV011} for Silk Mill. Holford to be listed as an Asset of Community Value
- 2.3. Accept the nomination [ACV012] for Exmoor House Car Park to be listed as an Asset of Community Value
- 2.4. Accept the nomination [ACV013] for Guildhall Car Park to be listed as an Asset of Community Value
- 2.5. Accept the nomination [ACV014] for Lion Stables Car Park to be listed as an Asset of Community Value
- 2.6. Accept the nomination [ACV015] for Lion Stables Public Toilets to be listed as an Asset of Community Value
- 2.7. Accept the nomination [ACV016] for Watchet Library. Watchet. TA23 0AJ to be listed as an Asset of Community Value

3. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
The key risk is reputational in that the council considered not to have dealt with the matter appropriately	3	3	9
<i>Approved processes in place. CMT considering the nomination and Cabinet determining the nomination. Scrutiny to undertake any internal reviews requested by the land/building owner</i>	1	3	3

The scoring of the risks identified in the above table has been based on the scoring matrix attached to the agenda. Each risk has been assessed and scored both before the mitigation measures have been actioned and after they have.

4. BACKGROUND INFORMATION

The Localism Act 2011 places requirements on the council to maintain a list of land/buildings in its area that it considers land of community value. The Community Right to Bid provides the right to nominate land/buildings as Assets of Community Value.

Nominations are initially be evaluated by the Corporate Management Team (CMT) who make a recommendation for Cabinet to determine. The Chief Executive is excluded from this process to enable this officer to support any review process in accordance with the requirements of the legislation.

This process must be completed within 8 weeks of the nomination being received. CMT considered the nominations that are the subject of this report on 27/10/12

4.1. Under the relevant regulations it is clear that if a land/building is in the local authority's area, is nominated by a 'relevant body', is not an excluded land/building type and meets the definition of community value then the local authority must list it and inform the interested parties.

4.2. A 'relevant body' is defined as a parish council, a voluntary/community body, a neighbourhood forum or a community group with 21+ local members.

4.3. An excluded land/building type is defined as a wholly residential property including associated land and a residential caravan park

4.4. If the asset is accepted for nomination, the owner has the right to request an internal review by the council. If the owners remain in disagreement with the listing following the review, they have a right to appeal to an independent tribunal

If an asset is owned by a local authority is accepted for listing there is no right to request a review.

4.5. Once an asset has been listed nothing further happens until the owner decides to sell the land/building unless an exemption applies. The owner will only be able to dispose of the asset after 6 weeks unless an expression of interest is received from a community group to be treated as a potential bidder.

If the council receives an expression of interest, then the full 6 months moratorium applies, providing the community with time to prepare a bid..

4.6. If a planning application is submitted regarding a land/building that has been listed as an asset of community value, the listing will be a material consideration when the planning authority determines the application.

4.7. The decision to list a building or land as an asset of community value must be based on section 88 of the legislation, *'In the opinion of the authority'- The actual current use of the building or other land that is not ancillary use further the social wellbeing or social interest of the local community and it is realistic to think that there can continue to be use of the building/land which further the social wellbeing or social interest of the local community (whether or not in the same way)*
Or

There is time in the recent past when an actual use of the building or other land that was not ancillary use furthered the social wellbeing or social interest of the local community and it is realistic to think that in the next five years when there could be non-ancillary use of the building or other land that would further (whether or not in the same way) the social wellbeing or social interest of the local community.

Social interests includes (in particular) each of the following –

- (a) cultural interests*
- (b) recreational interests*
- (c) sporting interests*

4.8 Listing Nomination for **Silk Mills Site, Holford Combe, Holford**

A nomination application has been received to list the Silk Mills Site at Holford Combe as an Asset of Community Value.

The nomination was received from a relevant body - Silk Mills Action Group, as a community body of 24 local members,

The Silk Mills site as an area of woodland is not in any of the excluded categories.

The information submitted is not considered to fulfil the definition as an asset of community value and therefore recommended by CMT that Silk Mills Site be rejected for listing.

There is a requirement to provide the reason when rejecting a nomination for listing. If Cabinet is minded to accept the recommendation for rejection, it is suggested that the following reason be given.

The reasons for recommending rejection are that the 'informal use' of the land means that there can be no guarantee of its future use as a community facility

Summary to inform the recommendation/decision

- The current use of the land is woodland with a derelict building on the site
- The community have had 'informal' access to the land for at least the past 60 years
- The 'informal' use has been interpreted as 'ancillary use'
- The nature of 'informal' access is considered un-sustainable in the future given that any future access could be prohibited as it is in private ownership.

See [Appendix A] for supporting information provided by the Community group

In accordance with the procedure, the owners of the property and Holford Parish Council have been notified of the nomination. Under section 91 of the Act, these persons/bodies will also be notified of the decision reached by cabinet.

4.9 Listing Nomination for **Exmoor House Car Park, Dulverton**

A nomination application has been received to list Exmoor House Car Park at Dulverton as an Asset of Community Value.

The nomination was received from a relevant body - Dulverton Town Council.

Exmoor House Car Park as a car park is not in any of the excluded categories.

The information submitted is considered to support the definition as an asset of community value, furthering the social wellbeing or social interest of the local community and it is therefore recommended by CMT that Exmoor House Car Park be listed as such

Summary to inform the recommendation/decision

- Car parks provide a valued community facility
- The car parking provides parking for tourists and shoppers as well as parking for the local churches, town hall, library and ENPA visitor centre.
- As an asset owned by West Somerset Council by implication, it is a community asset
- Advice received from the Locality Asset Transfer Unit:

On Car Parks / Public Conveniences - given that the Act talks about assets which promote social interests (in particular, sporting, recreational and cultural interests), a car park or public convenience could well be said to facilitate access to the same. But as ever this is a matter for you at the local level.

See [Appendix B] for supporting information provided by the town council

In accordance with the procedure, the owners of the property have been notified of the nomination. Under section 91 of the Act, these persons/bodies will also be notified of the decision reached by cabinet.

4.10 Listing Nomination for **Guildhall Car Park. Dulverton**

A nomination application has been received to list Guildhall Car Park at Dulverton as an Asset of Community Value.

The nomination was received from a relevant body - Dulverton Town Council. Guildhall Car Park as a car park is not in any of the excluded categories.

The information submitted is considered to support the definition as an asset of community value, furthering the social wellbeing or social interest of the local community and it is therefore recommended by CMT that Guildhall Car Park be listed as such

Summary to inform the recommendation/decision

All nominations must be considered on a case by case basis, but the same points highlighted regarding Exmoor House Car Park also apply the this nomination

See [Appendix C] for supporting information provided by the town council

In accordance with the procedure, the owners of the property have been notified of the nomination. Under section 91 of the Act, these persons/bodies will also be notified of the decision reached by cabinet.

4.11 Listing Nomination for **Lion Stables Car Park. Dulverton**

A nomination application has been received to list Lion Stables Car Park at Dulverton as an Asset of Community Value.

The nomination was received from a relevant body - Dulverton Town Council. Lion Stables Car Park as a car park is not in any of the excluded categories.

The information submitted is considered to support the definition as an asset of community value, furthering the social wellbeing or social interest of the local community and it is therefore recommended by CMT that Lion Stables Car Park be listed as such

Summary to inform the recommendation/decision

All nominations must be considered on a case by case basis, but the same points highlighted regarding Exmoor House Car Park also apply the this nomination

See [Appendix D] for supporting information provided by the town council

In accordance with the procedure, the owners of the property have been notified of the nomination. Under section 91 of the Act, these persons/bodies will also be notified of the decision reached by cabinet.

4.11 Listing Nomination for **Lion Stables Public Toilets. Dulverton**

A nomination application has been received to list the Lion Stables Public Toilets at Dulverton as an Asset of Community Value.

The nomination was received from a relevant body - Dulverton Town Council. Lion Stables Public Toilets as public toilets is not in any of the excluded categories.

The information submitted is considered to support the definition as an asset of community value, furthering the social wellbeing or social interest of the local community and it is therefore recommended by CMT that the Lion Stables Public Toilets be listed as such

Summary to inform the recommendation/decision

- The public toilets provide visitors to the town the opportunity to stay in Dulverton and enjoy the commercial and social activities available

On Car Parks / Public Conveniences - given that the Act talks about assets which promote social interests (in particular, sporting, recreational and cultural interests), a car park or public convenience could well be said to facilitate access to the same. But as ever this is a matter for you at the local level.

- Public toilets do not specifically fit into the Social Wellbeing, Cultural, Recreational, Sporting definition, it is their value to provide a supporting facility to other community facilities in the vicinity that is considered of value.

See [Appendix E] for supporting information provided by the town council

In accordance with the procedure, the owners of the property have been notified of the nomination. Under section 91 of the Act, these persons/bodies will also be notified of the decision reached by cabinet.

4.12 Listing Nomination for **Watchet Library. Watchet TA23 0AJ**

A nomination application has been received to list Watchet library as an Asset of Community Value.

The nomination was received from a relevant body – Watchet Library Friends, as a community body of 41 local members.

Watchet Library as a library is not in any of the excluded categories.

The information submitted is considered to support the definition as an asset of community value, furthering the social wellbeing or social interest of the local community and it is therefore recommended by CMT that Watchet Library be listed as such.

It is the purpose for which the building is being used that defines it as an asset of community value and the asset extent includes the mosaic. The mosaic in its own right would not be considered a building/land that is an asset of community value in the context of this legislation.

See [Appendix F] for supporting information provided by the town council.

In accordance with the procedure, the owners of the property have been notified of the nomination. Under section 91 of the Act, these persons/bodies will also be notified of the decision reached by cabinet.

5. FINANCIAL/RESOURCE IMPLICATIONS

- 5.1. If the asset is accepted for listing, the council need to register the restriction with the Land Registry, the costs associated with this is estimated at £50 per property.
- 5.2. If the Building/land is put up for sale and the Assets of Community Value moratorium applies, the owner can make a claim to the council for compensation. The council are liable for compensation costs up to £20k in any financial year, this can be from a number of small

claims or a single large claim. Any compensation costs over the £20k will be covered by DCLG.

6. SECTION 151 OFFICER COMMENTS

- 6.1. A sum of £20k to cover potential compensation claims has been included in the draft Medium Term Financial Plan in accordance with the Council's request.

7. EQUALITY & DIVERSITY IMPLICATIONS

- 7.1 The Assets of Community Value policy offers greater opportunities for community involvement in the consideration of community assets, potentially leading to increased community benefit.

8. CRIME AND DISORDER IMPLICATIONS

- 8.1. None in respect of this report

9. CONSULTATION IMPLICATIONS

- 9.1. In accordance with the requirements of the Localism Act 2011- Part 5 and the council's agreed process, the owner of the property being nominated and the local parish council are given notice of the nomination application. The council will also notify the relevant member/s, whose ward the property being nominated is within.
- 9.2. The council will notify the relevant body that submitted the nomination, the owner, parish council and ward member/s of the decision to list the property as an asset of community value. If the nomination is unsuccessful, the council must provide the relevant body that made the nomination with the council's reasons for its decision.
- 9.3. In accordance with the requirements of the Localism Act 2011- Part 5, the council must maintain a list of assets of community value and a list of assets nominated unsuccessfully. These lists will be published on the council's website and made available for free inspection by any person at the council's offices in Williton and Minehead.

10. ASSET MANAGEMENT IMPLICATIONS

- 10.1. None specific to the nominations being considered in this report

11. ENVIRONMENTAL IMPACT IMPLICATIONS

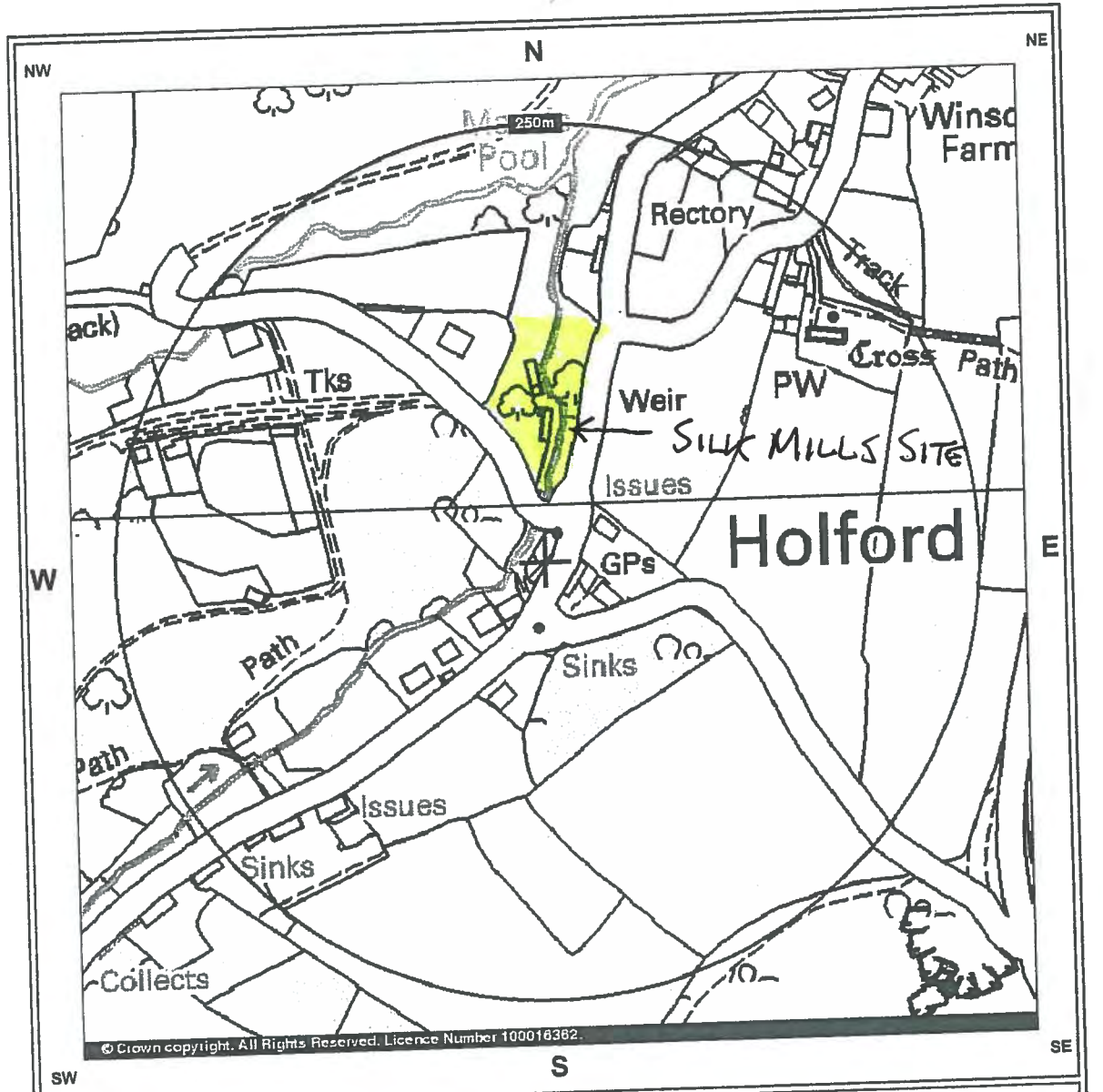
- 11.1. None in respect of this report

12. LEGAL IMPLICATIONS

- 12.1 This report arises from the Council needing to put in place processes to ensure that it fulfils its obligations under the provisions of the Localism Act 2011.

REPORT TO A MEETING OF CABINET TO BE HELD ON 5TH DECEMBER 2012

CONTACT OFFICER: BRUCE LANG
TEL. NO.DIRECT LINE: 01984 635200
EMAIL: BDLANG@WESTSOMERSET.GOV.UK



Map Legend



Site location



250m Search Band



Water Feature



Building Outline



Search Details

Search address Glenside
 Holford
 BRIDGWATER
 Somerset
 TA5 1RY

Grid Reference 315488E 140967N

Date of Report 24/1/2007



Section 3 - SUPPORTING INFORMATION FOR THE NOMINATION

3. What are the reasons for nomination this land/building for consideration as an asset of community value?

Please provide as much information as possible, including how the asset furthers the social well-being or social interests (including cultural, recreational, sporting interests) of the community.

This site is of enormous historical, scientific, cultural and archaeological interest. It is also a well known beauty spot within this pretty Quantock Village. The local inhabitants and many visitors love it as it is today and the vast majority of parishioners want to see it made safe and preserved in its present state and not developed in any way. The site is within an ANOB area. It also has an SSSI restriction on it and it is on the boundary of the parish conservation area.

The visible 18th – 19th century remains of the Holford Silk Factory survive as rare, unmodified structures representing the textile industry in West Somerset. Holford was involved with the textile industry from the 16th to the mid 19th century.

The Factory site comprises the remains of four buildings, three tail races, an overshot headwall, two bridges and a weir. The immediate surrounding landscape beyond the factory includes an infrastructure of a header pond, leat, dye pits and a dye house.

The Warren Survey of 1992 suggests that there are significant buried structures on the site. The English Heritage Survey of 2003 states that the visible remains represent the rural textile industry in its latest stages and as such are an important survival.

The site represents a rare and important aspect of 18th – 19th century social and economic life in Holford and the surrounding area.

The secluded setting of this site is of particular importance to the population of the village. The Factory ruins in the Glen embody a distinctive spirit of history and a place which is valued by both locals and visitors.

Our Action Group is appalled by the LACS's decision to sell the land off for possible redevelopment involving new buildings. We have asked the League to allow the village take it over as a parish amenity but their preference was to put it up for sale on the open market.

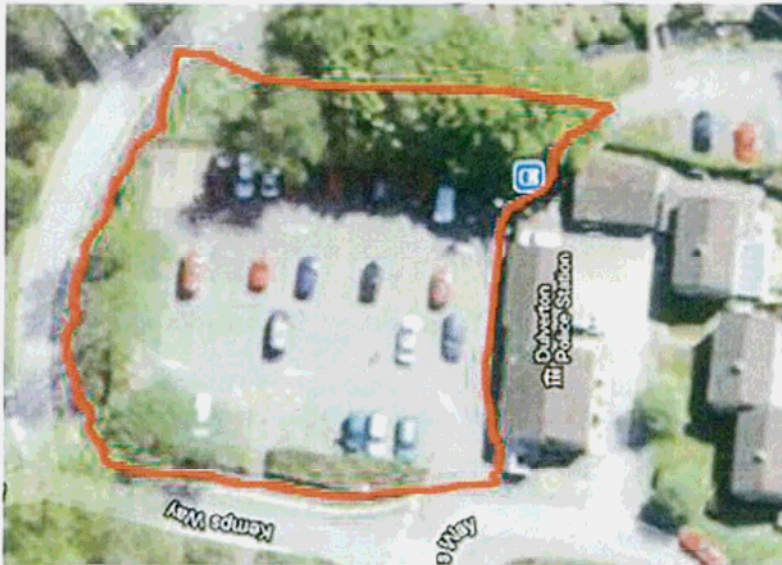
We would like it to be an asset to the community and Somerset. We would also like to take ownership of the site and we would hope to set up a committee or a charity to preserve it in its present state with the ruins and bridge and stream banks made safe. It would still be a beauty spot and perhaps it could be opened to the public at certain times with guides to interpret and explain the industrial history of the site and also the natural changes which have taken place since work was abandoned in the area.

2c. What do you consider to be the boundary of the property? Give as much detail as possible and if possible, include a plan.

Please see below the location plan for identification purposes.

Exmoor House Car Park
Dulverton, Somerset
TA22 9HL

-Outlined in Red
- includes the grass bank



Section 3 - SUPPORTING INFORMATION FOR THE NOMINATION

3. What are the reasons for nomination this land/building for consideration as an asset of community value?

Please provide as much information as possible, including how the asset furthers the social well-being or social interests (including cultural, recreational, sporting interests) of the community.

To provide parking for visitors to Dulverton and Exmoor, which is hugely important to the local economy, social enterprise and tourism from all around the UK and world.

The social side is self explanatory, as the car park not only caters for tourists but serves the local community by providing places to park when shopping within the town.

Benefits accrue for the local churches in service attendances, funeral and wedding scenarios when car parks are essential; the community and trading activities of Dulverton Town Hall, its plays and films; The Heritage Centre, library. and Exmoor National Park visitor centre; sporting events held at the Dulverton Sport Field and centre (winning a Gold Award from the Playing Fields' Association 2012); the snooker club; the dance events; the gym; tennis; squash; football; cricket.

2c. What do you consider to be the boundary of the property? Give as much detail as possible and if possible, include a plan.

Please see below the location plan for identification purposes.

[Guildhall Car Park](#)
[Dulverton, Somerset](#)
[TA22 9EZ](#)

-Outlined in Red
 -includes the grass bank



Section 3 - SUPPORTING INFORMATION FOR THE NOMINATION

3. What are the reasons for nomination this land/building for consideration as an asset of community value?

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2c. What do you consider to be the boundary of the property? Give as much detail as possible and if possible, include a plan.

Please see below the location plan for identification purposes.

Lion Stables Car Park, Dulverton, Somerset

TA22 9DJ



- Outlined in Red

Section 3 - SUPPORTING INFORMATION FOR THE NOMINATION

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2c. What do you consider to be the boundary of the property? Give as much detail as possible and if possible, include a plan.

Please see below the location plan for identification purposes.

Public Toilets (TA22 9EW)



- Outlined in Red

Section 3 - SUPPORTING INFORMATION FOR THE NOMINATION

3. What are the reasons for nomination this land/building for consideration as an asset of community value?

Please provide as much information as possible, including how the asset furthers the social well-being or social interests (including cultural, recreational, sporting interests) of the community.

The reason is to ensure that the facilities continue to provide a service to the local population and countless visitors.

Principally for locals who need adequate provision to enable them to use the many services in the town thereby maintaining the economic activity that has allowed Dulverton to be a rural centre.

Many visitors reflect the higher age profile and toilets are an essential offer for their relief and the opportunity to stay in Dulverton and enjoy the commercial and social activities so readily available and thereby helping to maintain the vibrancy of the town.

Section 3 - SUPPORTING INFORMATION FOR THE NOMINATION

3. What are the reasons for nomination this land/building for consideration as an asset of community value?

Please provide as much information as possible, including how the asset furthers the social well-being or social interests (including cultural, recreational, sporting interests) of the community.

The library building was built as a lifeboat station operated by the RNLI - clearly a community building! Watchet Urban District Council purchased the building from the RNLI upon closure of the lifeboat station in 1945. Leonard Laity Stoate, owner of Stoate's flour mill in Watchet, paid for the purchase of the building from WUDC, refurbished it as a library and returned the building to the WUDC to be held in trust for the citizens of Watchet. The land and the building were leased to Somerset County Council in 1951 on a 99 year lease on the condition that it remained as a library. The ownership of the land and the duties of lessor passed to West Somerset District Council in 1974.

The library has served the social and educational needs of Watchet citizens and continues to be a valued community resource. It serves as a contact point in the community in the absence of a Watchet community centre, as a venue for live story telling promoting interest in books, providing a destination for the Little Vikings Centre pre school club and there is demand for further community use when closed as a library to foster synergies with other community groups and voluntary activity.

The land to the east now contains a pebble mosaic depicting the legend of St Decuman in Watchet. It shows his arrival from Wales on a raft with his cow and how he carried his head after it was struck off by the natives. The church on the hill, as described in a poem by Samuel Taylor Coleridge, is dedicated to St Decuman. The mosaic is an important community resource helping to tell the Watchet story.

Part of this land has been chosen by the Watchet Remembrance Project for a new war memorial and plans are advancing to install this in 2014 to coincide with the 100th anniversary of the outbreak of the first world war. The design was arrived at by a competition at Knights Templar school in Watchet and the successful design is by a current pupil. This will be a further enhancement of this land as a community facility.

REPORT NUMBER WSC 17/13
 PRESENTED BY COUNCILLOR TIM TAYLOR, LEADER OF COUNCIL
 DATE 6 FEBRUARY 2013

CORPORATE PLAN 2013-16

1. PURPOSE OF REPORT

- 1.1. The purpose of the report is for Cabinet to consider recommending Council to approve the Corporate Plan for 2013-16.

2. RECOMMENDATIONS

- 2.1. That Cabinet recommend Council to approve the West Somerset Council Corporate Plan 2013-16, included at Appendix A, with or without modification.

3. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
The Council fails to deliver or meet its own priorities and objectives	Possible (3)	Major (4)	Medium (12)
<i>The mitigation is an agreed and fully resourced Corporate Plan</i>	Unlikely (2)	Major (4)	Medium (8)
Services and or major projects/initiatives are not delivered	Possible (3)	Major (4)	Medium (12)
<i>To mitigate this risk the Corporate Plan is supported by action plans in the Service Plans that are linked to the Medium Term Financial Plan</i>	Unlikely (2)	Major (4)	Medium (8)

The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before the mitigation measures have been actioned and after they have.

4. BACKGROUND INFORMATION

4.1. Introduction

Corporate Plan - The purpose of a Corporate Plan is to bring focus and resources to the main priorities of the Council. It details the objectives and key tasks that the Council wants to achieve in order to deliver its vision. At the meeting of the Council held on 16 April 2012 a four year plan (2012-16) was approved with the intention that the priorities and objectives would remain constant for the four years with key tasks being liable to year on year change.

To deliver its primary purpose the Corporate Plan does need to be kept refreshed and up to date and hence the annual review. This review does need to reflect changing circumstances where they are significant. During the last 12 months it has become increasingly clear that Council's long term viability is uncertain and hence the draft plan,

attached at Appendix A, has been significantly amended to reflect the reality of the position the Council is in.

The most fundamental change to the plan is for the Corporate Priorities to be reduced from six to two; these being;
Local Democracy: securing local democracy and accountability in West Somerset, based in West Somerset, elected by the people of West Somerset and responsible to the people of West Somerset; and
New Nuclear Development at Hinkley Point: maximising opportunities for West Somerset communities and businesses to benefit from the development whilst protecting local communities in the environment.

It is considered that, during these highly challenging and changing times, by focusing on just two priorities the Council will give itself the best chance of retaining local democracy within West Somerset and providing affordable local services for its residents.

Key measures to track progress by 31 March 2014 have been identified and are included in the plan and will be reported quarterly as part of the Council's performance management framework. The Plan also includes the Council's vision, core values and will have a financial summary for 2013/14 when the budget process is completed.

- 4.1.2 **Service Plans** – To support the implementation of the Corporate Plan four service plans are being prepared to ensure the delivery of the objectives and associated key tasks to deliver the Corporate Priorities.

Service Plans are encouraged to be living documents that are subject to constant change in order reflect changing circumstances.

For 2013/14 the service plans will need to reflect the clear focus on two corporate priorities. It can be noted that elements of the previous six priorities, particularly housing, economy, environment and communities are incorporated in the New Nuclear Development at Hinkley Point priority, whilst resources and leadership corporate priorities will be integral to the Council delivering the Local Democracy priority.

4.2 Performance Management

The monitoring of the delivery of the Corporate Plan will be achieved through the quarterly performance monitoring reports presented to Scrutiny and Cabinet.

5. FINANCIAL/RESOURCE IMPLICATIONS

- 5.1. The objectives under the local democracy corporate priority will be absolutely crucial to the Council delivering its Medium Term Financial Plan and maintaining its financial viability.
- 5.2. Budget monitoring will occur as part of the corporate performance monitoring and is reported regularly to Members.

6. SECTION 151 OFFICER COMMENTS

- 6.1. Regular and robust monitoring through the performance management framework will be essential to ensure the Corporate Plan is being delivered. The increased focus on securing a sustainable (and affordable) future for the authority is to be welcomed.

7. EQUALITY & DIVERSITY IMPLICATIONS

- 7.1. The Council commitment to equalities and diversity is reflected in the Council's Core Values of the Corporate Plan.

8. CRIME AND DISORDER IMPLICATIONS

8.1. There are no direct implications.

9. CONSULTATION IMPLICATIONS

9.1. The various discussions internally and externally regarding options for the Council's future has influenced the preparation of the draft plan.

10. ASSET MANAGEMENT IMPLICATIONS

10.1. Implications on the Council's assets would form part of the service plan actions.

11. ENVIRONMENTAL IMPACT IMPLICATIONS

11.1. There is specific reference to protecting environment under the New Nuclear Development at Hinkley Point priority.

12. LEGAL IMPLICATIONS

12.1. There are no direct implications.

REPORT TO A MEETING OF CABINET TO BE HELD ON 6 FEBRUARY, 2013

CONTACT OFFICER:	BRUCE LANG
TEL. NO.DIRECT LINE:	01984 635200
EMAIL:	BDLANG@WESTSOMERSET.GOV.UK



West Somerset Council



Corporate Plan 2013-16



Front Cover photographs by:

Maxine Garner [Minehead]

Jane Lillis [Watchet]

Fred Owen [Exmoor Ponies]

Craig Palmer [Train]

Foreword

New text required here



Tim Taylor
Leader of the Council

A handwritten signature in black ink that reads "Tim Taylor".



Adrian Dyer
Chief Executive

A handwritten signature in black ink that reads "AD".

Management

The Council's Corporate Management Team is made up of the Chief Executive, a Corporate Director and the two Corporate Managers listed below. Corporate Management Team are responsible for working with the Council's Leader and Cabinet to develop, implement and review the corporate plan

Chief Officers

Adrian Dyer – Chief Executive

Bruce Lang – Corporate Director

Group Service Responsibility

Service Group	Corporate Manager	Chief Officer
Housing, Welfare & Economy	Ian Timms (IT)	Bruce Lang
Environment, Customer & Community	Steve Watts (SW)	Bruce Lang
Corporate Services	Bruce Lang	
Corporate Management	Adrian Dyer	

Area Panels

Area Panels are open public meetings that provide an opportunity for the community to have their say on what matters most to them in their area. As well as officers and elected members, representatives from the parishes, Somerset County Council, the Police and other public sector agencies will attend to hear issues and answer questions. The aim of the panel is to strengthen the links between the council and local communities. Each area panel meets 4 times a year.

Panel Area	Chief Officer
Minehead	Adrian Dyer
Watchet, Williton and Quantocks	Adrian Dyer
Dunster	Bruce Lang
Exmoor	Bruce Lang

Political Leadership

The Leader of the Council is accountable for the delivery of the corporate plan. The leader appoints a Cabinet of members who's role in relation to the corporate plan, is to provide guidance on the setting of the priorities and promote those council's priorities and objectives. Each member of the cabinet also has a particular responsibility for a designed portfolio and these are listed below

Portfolios

Lead Member

 Corporate Support & Performance <i>Actively championing West Somerset</i> Also, services including: Performance Management, Diversity & Equalities, Press & Media and Corporate Management	Councillor Tim Taylor [Leader of the Council]
 Resources & Central Support <i>Achieving financial sustainability</i> Also, services including: Asset Management, Human Resources, ICT and Finance	Councillor Kate Kravis
 Housing, Environmental Health & Licensing <i>Improving the quality and availability of housing</i> Also, services including: Housing, Pest Control, Food Safety and Licensing	Councillor Keith Turner
 Regeneration & Economic Growth <i>A thriving and increasingly varied local economy where people will have the skill to work and prosper</i> Also, services including: Economic Regeneration, Tourism, Car Parking and Public Convenience	Councillor David Sanders
 Community and The Customer <i>Championing strong local communities</i> Also, services including: Community Safety, Arts & Culture, Land Charges, Benefits, Council Tax, Business Rate, Website and Customer Services.	Councillor Dave Westcott
 Environment <i>Safeguarding the natural and built environment</i> Also, services including: Street Cleansing, Waste & Recycling, Park & Open Spaces, Planning Applications, Coastal Management and Climate Change	Councillor Chris Morgan
 Executive Support & Democracy <i>Supporting the democratic process</i> Also, services including: Electoral Services and Member Services	Councillor Steven Pugsley

The Council's Core Values

We will be supportive of one another; work as a team of teams and be flexible. We will show an ability to cope with change together with a commitment to ongoing learning and development.

Of others we will value people as individuals and the mix of personal, people, professional and technical skills they bring.

Our core values are that of:

Integrity – be honest, do what is right and stick to it

Fairness – treat everyone equally, respecting his or her individual needs and abilities

Respect – always show respect for everyone

Trust – show trust in our staff and Members

‘West Somerset recognises the importance of fair treatment and we are committed to ensuring everyone has access to our services and is treated equally and fairly.

The Council's aim is to seek to ensure that our policies, services and decision-making are as responsive and inclusive as they can be, and to promote equality of opportunity for all those living, working and visiting the district.

Purpose of the Corporate Plan

This Corporate Plan has been developed for our staff, councillors, residents and partners. It has three main aims, to clarify:

- ▶ The Council's overall vision, priorities for the district, portfolio aims and objectives and how we will deliver them
- ▶ What we stand for by way of principles and values
- ▶ The standards which we wish to be judged on

This Plan will inform our work programme and resource allocation, providing clarity and assurance on what we aim to achieve.

This Plan has been written to cover the period 2013-16

VISION

To enable people to live, work and prosper in West Somerset

By:

- Championing and enabling the people, local organisations and communities of West Somerset
- Working with partners, both inside and outside West Somerset

The plan sets out the overall vision for West Somerset and the two priorities that the council are focussing on for 2013-16. These two priorities are

- **Local Democracy:**
Securing local democracy and accountability in West Somerset, based in West Somerset, elected by the people of West Somerset and responsible to the people of West Somerset
- **New Nuclear Development at Hinkley Point:**
Maximising opportunities for West Somerset communities and businesses to benefit from the development whilst protecting local communities and the environment.

Under each priority there are a set of objectives and the key tasks that will be undertaken to deliver that objective.

We monitor and report our performance throughout the year to see whether we are on track to deliver the corporate plan. We also use the measures of progress to check that the key tasks are *delivering our priorities*

Priorities, Objectives and Key Tasks

The following provide details of the priorities, objectives and associated key tasks that contribute to the delivery of the Corporate Priorities and the strategic vision

Corporate Priority

Local Democracy:

Securing local democracy and accountability in West Somerset, based in West Somerset, elected by the people of West Somerset and responsible to the people of West Somerset

We will have achieved this priority of Local democracy if a financially sustainable and accountable model of local democracy remains at West Somerset by March 2016

Objective 1:

- Local democracy and accountability remains within West Somerset by establishing a resilient operating model that is financially sustainable

Key Task 1.1

Research and evaluate alternative options for the future structure of the council where local democracy and accountabilities remain within the district.

Key Task: 1.2

Working with Taunton Deane Borough Council to draft a business case for the commissioning or sharing of services, management and staff

Key Task: 1.3

Implement any actions agreed as a result of any decisions taken in regard to collaboration or commissioning for the provision of services

Key Task: 1.3

Ensure that savings and income increases identified for the Medium Term Financial Plan for 2013/14 are achieved.

We will use the following measures of progress during the period 1st April 2013 to 31st March 2014 to track our progress on delivering our Local democracy priority:

- Level of general reserves is at least £575,000
- The annual accounts 2012/13 are given an unqualified opinion
- The percentage West Somerset residents who are satisfied with council services is maintained at the 2012/13 level of 78%
- Overall satisfaction with the council by residents is maintained at the 2012//13 level of 78%

Objective 2:

- Maximise the funding opportunities from Central Government.

Key Task: 2.1

Enable and support new housing schemes to increase housing availability within West Somerset

Key Task: 2.2

Understand the impact that business rate retention has on the Medium Term Financial Plan, monitor regularly and report this impact to members.

We will use the following measures of progress during the period 1st April 2013 to 31st March 2014 to track our progress on delivering our Local democracy priority:

- New Homes Bonus for 2014/15 is in excess of the accumulated total of £444k (based on 2012/13 figures)
- Business Rate Retention from economic growth is at least £205,729 in excess of the baseline funding level of £1,050,735

Corporate Priority

New Nuclear Development at Hinkley Point

Maximising opportunities for West Somerset communities and businesses to benefit from the development whilst protecting local communities and the environment.

We will have achieved this priority of 'New Nuclear Development at Hinkley Point' if by March 2016 we have demonstrated that local communities and businesses have benefited from the economic opportunities arising from the development.

Maximising opportunities for **communities**:

Objective 3:

- Communities in West Somerset can access and understand the process for accessing funding opportunities provided for by the development at Hinkley Point and are supported in delivering funded projects and initiatives

Key Task: 3.1

Develop a process for communities and organisations to access and bid for funding, maximising the potential investment in West Somerset from Hinkley Point related funding by May 2013

Key Task: 3.2

Improve the community's understanding of the funding available from WSC and Somerset Community Foundation through production of a communications strategy by July 2013

Key Task: 3.3

To support the community during the bidding process, maximising the number of successful bids and potential investment in West Somerset.

Key Task: 3.4

By July 2013 develop a programme of investment within West Somerset for the leisure funding provided directly to the council from the development at Hinkley Point

Going forwards, we will use the following measures of progress during the period 1st April 2013 to 31st March 2014 to track our progress on delivering our Hinkley Point priority:

- 10 projects in West Somerset will have an approved funding bid by March 2014
- At least 2 Council promoted projects will have received the necessary funding approvals by March 2014

Maximising opportunities for **businesses** and the working age community

Objective 4:

- The economic opportunities that arise from the development and associated activities are maximised

Key Task: 4.1

Work with key partners and EDF Energy to support businesses and the local working age community to gain economic benefits from the development in terms of contracts awarded to local suppliers and increased employment opportunities.

Key Task 4.2

Work with key partners and EDF Energy to provide suitable access to skills, training and employment opportunities to benefit local residents and ensure that local businesses have the access to the skilled workforce that they require.

Key Task 4.3

Work with tourism partners to mitigate the negative effects of the development and take advantage of any opportunities created.

Going forwards, we will use the following measures of progress during the period 1st April 2013 to 31st March 2014 to track our progress on delivering our Hinkley Point priority:

- 20 young people will have undertaken apprenticeship programmes by March 2014.
- 10 long-term unemployed have accessed employment/training opportunities by March 2014
- 10 West Somerset Residents have gained jobs on the Hinkley Point 'C' project by March 2014
- 1 % of West Somerset businesses gained contracts on the Hinkley Point 'C' project by March 2014

Protecting local communities

Objective 5:

- The availability of housing supply within West Somerset is increased to mitigate the extra demands linked to Hinkley Point workers

Key Task 5.1

Using the Hinkley Point Housing Fund to provide 100 additional bed spaces in the West Somerset area by 31st Mar 2014

Key Task 5.2

Facilitate the delivery of 80 affordable homes within the West Somerset area by 31st Mar 2014

Key Task 5.3

To work with landlords and owners of empty properties to return 55 back into use across West Somerset with priority on the eastern area parishes.

Key Task 5.4

To work with landlords and owners to bring 400 properties up to the Decent Homes Standard making them available for use across the West Somerset area.

Going forwards, we will use the following measures of progress during the period 1st April 2013 to 31st March 2014 to track our progress on delivering our Hinkley Point priority:

- Deliver 100 Additional bed spaces towards our 2016 target of 300
- Deliver 80 affordable house towards our 2016 target of 140
- Return 55 empty properties to use towards our 2016 target of 240
- Make 400 properties decent towards our 2016 target of 1100

Objective 6:

- The development at Hinkley Point is carried out in accordance with the approved plans and ensuring that the council actively monitors the development and responds to any complaints received in a timely and sound manner

Key Task: 6.1

By May 2013 to establish and maintain thereafter a programme of site visits to Hinkley Point and associated development sites to ensure that the development is carried out in accordance with the approved plans

Key Task: 6.2

To monitor and publicise Noise and Air Quality Data on the Councils website to enable communities affected to access data and, following the agreed complaints procedure, to respond appropriately to issues which arise from development activity.

Key Task: 6.3

By March 2015, working with partners to implement a range of community safety initiatives raising awareness of the development project, its potential impacts and preventative measures.

Going forwards, we will use the following measures of progress during the period 1st April 2013 to 31st March 2014 to track our progress on delivering our Hinkley Point priority:

- Arranging at least 6 planned and unplanned site visits to the development site and associated development sites by March 2014
- Publishing monthly noise and air quality data on the Councils website
- Responding fully to all complaints made regarding the development within 10 working days

Protecting local environment

Objective 7:

- The effects on the environment by working with partners to positively respond to opportunities to enhance the environment in the affected communities using secured funding within Section 106 agreements are mitigated

Key Task: 7.1

By July 2013 develop a programme of investment within West Somerset for the ecology funding provided directly to the council from the development at Hinkley Point

Key Task: 7.2

To actively work with Somerset County Council to ensure that they develop a clear programme of investment within West Somerset for the contributions where the County Council is the initial recipient from the development at Hinkley Point.

Going forwards, we will use the following measures of progress during the period 1st April 2013 to 31st March 2014 to track our progress on delivering our Hinkley Point priority:

At least 2 Council promoted projects will have received the necessary funding approvals by March 2014

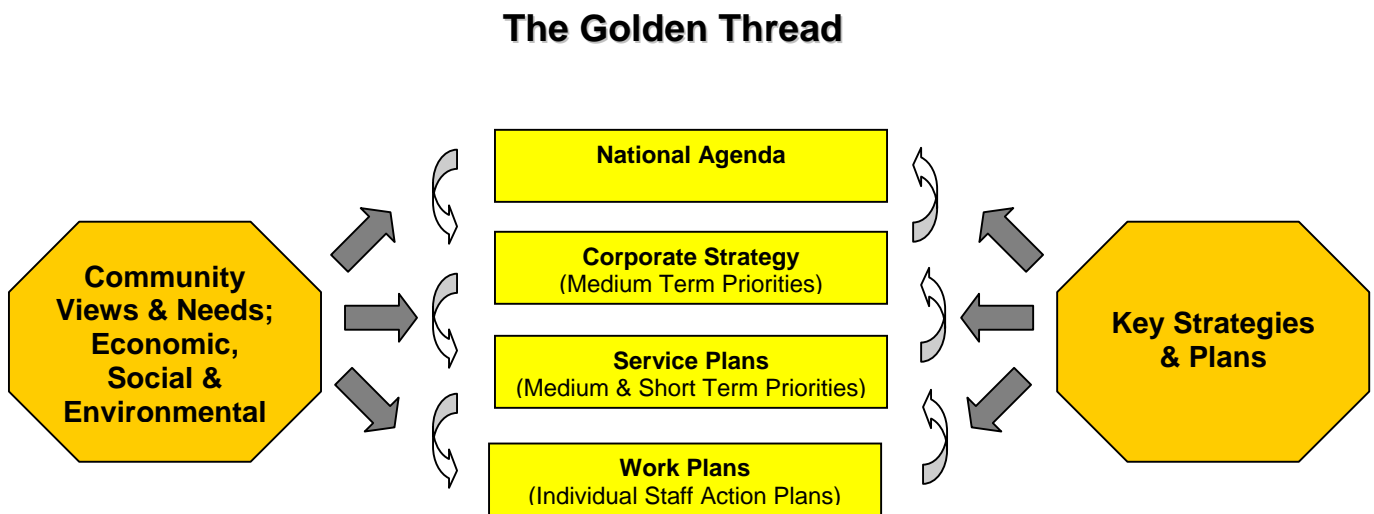
How we deliver the Corporate Plan

The Corporate Plan sets out our priorities and for each priority a number of specific and measurable objectives for the council to deliver.

Corporate priorities are refreshed annually (starting in early summer), in order to respond to local, regional or national changes. This refresh is undertaken by the council using a range of methods and information, including:

- Feedback from the previous years' plan and the associated performance information.
- Customer feedback, for example through customer surveys, feedback from elected Members or customer complaints
- Statistical information about the demography of the District
- Budgetary information, including the Medium Term Financial Plan.

The Corporate Plan then informs service planning, the medium term financial plan, budget setting and service delivery (through staff work programmes and personal development reviews). This link from community consultation through to staff delivery is often referred to as the 'Golden Thread' as illustrated below:



How we manage our performance

Performance management matters to everyone at West Somerset Council. It is the tool to ensure that we are serving our communities and residents well. Cabinet & councillors use it to check that policy decisions are being carried out and that local people are being well served.

Managers use performance management to ensure that the services, teams and individuals are performing to agreed service levels and that services respond to what is important to local people

Performance Management helps us to:

- Prioritise our work
- Keep track of and meet our corporate objectives
- Provide value for money
- Motivate & manage our staff
- Improve the outcomes for our residents

A framework for managing and monitoring performance is vital to demonstrate efficient and effective use of resources and a corporate calendar incorporating all the elements of the Performance Management Framework has been adopted and is being implemented.

We monitor the progress of the Corporate Plan and service plans on a quarterly basis to ensure that we remain focused and stay on track to deliver what we set out to. We also assess our performance by consulting with our partners and customers, benchmarking against other similar local authorities and learning from good practice.

We take an integrated approach to performance that allows decisions to be made based on data that are accurate and complete. At the end of each quarter, Service Leads and Group Managers report on their performance indicators against targets, progress towards achieving key tasks and variances in financial spend.

Performance monitoring and review is a key process to recognise good performance and understand the ingredients that have achieved success. It will help to identify good practice and enable us to apply the learning to other areas where appropriate and gives recognition to those that deliver good performance

Finance

The corporate plan is supported by our Medium term Financial Plan and the Council's Annual capital programme.

The purpose of the Medium Term Financial plan is to give an indication of the financial health of the Council over the next three fiscal years. It covers the General Fund (revenue and revenue implications of the capital programme) and makes recommendations on the use of resources and the levels at which balances should be maintained. It also seeks to highlight the key service and financial pressures, which will impact upon the budgets over that time period.

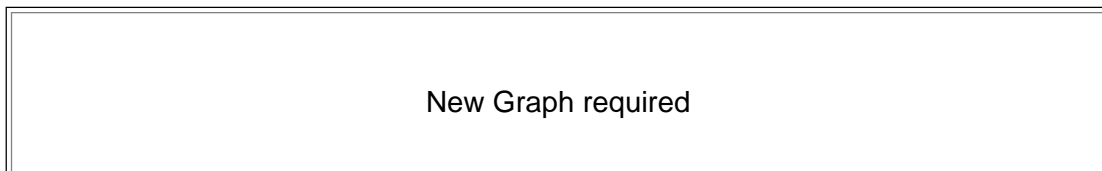
In order to ensure that resources are in place when required to meet the council's aspirations, investment in major new capital projects and decisions to increase or reduce ongoing revenue expenditure should only be agreed having considered the risks of doing so.

West Somerset Council			
Portfolio Budget Book 2012/13			
	PORTFOLIO	Original Estimate	Forward Estimate
		2011/12	2012/13
		£	£
Expenditure			
Financed By			

2013/14 - EXPECTED EXPENDITURE

The Council plan to spend a total of £4.939m in 2012/13 on providing services to the local community.

The spend is used to deliver the corporate priorities as listed below:



SUMMARY OF SERVICES INCLUDED IN THE PORTFOLIOS:

- CORPORATE SUPPORT & PERFORMANCE SERVICES:
 Performance Management, Diversity & Equalities, Press & Media and Corporate Management

- RESOURCES AND CENTRAL SUPPORT SERVICES:
 Asset Management, Human Resources , ICT and Finance

- HOUSING, ENVIRONMENTAL HEALTH AND LICENSING SERVICES:
 Housing, Pest Control, Food Safety and Licensing

- REGENERATION AND ECONOMIC GROWTH SERVICES:
 Economic Regeneration, Tourism, Car Parking and Public Convenience

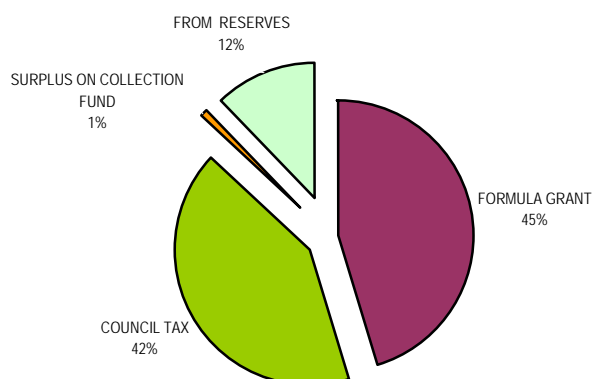
- COMMUNITY AND CUSTOMER SERVICES
 Community Safety, Arts & Culture, Land Charges, Benefit, Council Tax, Business Rate, Website and Customer Services

- ENVIRONMENT SERVICES:
 Street Cleansing, Waste & Recycling, Park & Open Spaces, Planning Applications, Coastal Management and Climate Change

- EXECUTIVE SUPPORT & DEMOCRACY SERVICES
 Electoral Services and Member Services

2013/14 – INCOME

The council receive funding from Central Government via the Revenue support grant and the area based grant. Other income is raised from Council Tax.



Managing Risk

Risk management is the planned and systematic approach to the identification, evaluation and control of risk. Its objectives are to secure the assets of the organisation and to ensure the continued financial and organisational well-being.

The council's Service Planning process requires weaknesses, opportunities and threats to be identified and used to create and refresh service-based risk registers within each Group of services.

Corporate Management Team maintains the Corporate Risk Register in its own service plan and considers high-scoring risks from Group Plans. Additional risks may be identified

- - During team meetings
 - In internal audit reports and associated action plans,
 - Through the drafting of committee reports
 - External reviews including peer reviews
- or
- Through the internal service review process

Risks are also identified in committee reports to help inform the debate. Relevant risks within those committee report summaries (at the front of each report) will be added to service or corporate risk registers as Group Managers or CMT deem appropriate.

The Council's aim is to seek to ensure that our policies and services are as responsive and inclusive as they can be, and to promote equality of opportunity for all those living, working and visiting the district.

If you require further information please contact:

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REPORT NUMBER WSC 16/13
 PRESENTED BY CLLR K KRAVIS, LEAD MEMBER FOR RESOURCES & CENTRAL SUPPORT
 DATE 6 FEBRUARY 2013

FEES AND CHARGES 2013/14

1. PURPOSE OF REPORT

- 1.1. To propose levels of fees and charges for the period 1 April 2013 to 31 March 2014 (in some cases fee increases will be implemented earlier, this will be stated in the relevant sections of the report).

2. RECOMMENDATIONS

- 2.1. Cabinet are asked to approve the levels of fees and charges.

3. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
Fees as set are open to challenge as the basis of charge is not defined <i>Fees are set in accordance with the Council approved policy</i>	2 Possible	3 Major	6 High
The council fails to deliver the Medium-Term Financial Plan <i>Fees are set in accordance with the Council approved policy</i>	2 Possible	3 Major	6 High

The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before the mitigation measures have been actioned and after they have.

4. BACKGROUND INFORMATION

Council (24th July 2010) approved a Fees and Charges Policy, which governs the setting of all fees and charges by the council for a 3 year period. Fee-setting requires a framework (as identified in the policy) to ensure that reasonable information is taken into consideration when agreeing the level of charges, concessions and acceptability of charges to service users.

Attached at **Appendix A** is a summary of the sources of fee income generated by the council. In accordance with the policy, this summary shows the considerations applied to each type of fee, notably if it is –

- a statutory fee that the council cannot control
- a discretionary fee that is levied to influence behaviour or recover service costs, or
- a reasonable charge designed to help discharge a council's responsibility.

Appendix A also considers other aspects of the fees policy –

- concessions for some service users
- ability to generate surpluses to fund service maintenance or growth, and
- the need to consult with service users over price amendments.

Attached at **Appendix B** is a summary of all fees, current levels and proposed increases.

The following is a summary of the proposals for fee **changes** in 2012/13. **Other fees are not being amended in this report but may be amended later (subject to approval).**

Charging Area	2012/13 Arrangements	2013/14 Proposals
Building Control Fees	Various shown in App.B	5% increase
Green waste bins	£42.50 per annum	£45.00 per annum
Car Parking	Various shown in App.B	Summerland Avenue remove the current 1 hour and 2 hour charges and replace with a £1 charge for up to 2 hours
Moorings	Various shown in App. B	Various as shown in App B
Environmental Health – Written response to queries and documentation/response relating to accidents	Set fee of £68.50 for written response and £102 for documentation/response relating to accidents	First 10 minutes free and then an hourly charge

4.1 NOTES ON PARTICULAR FEES

Harbour Moorings

Annual permanent mooring fees at Minehead Harbour are proposed to be increased by 10% and the daily fees to be reduced from £3.30 to £1.80. All other charges will remain the same.

Car Park Fees

No increases are proposed for car park fees but the one and two hour charges at Minehead Summerland Avenue are to be replaced by one fee of £1 for up to two hours.

The new two hour temporary permit is £25 plus Vat so currently £30 gross.

Under the present lease agreement with Dulverton Town Council, their proposed parking charges are also included for approval.

Green Waste and Bulky Waste Charges

The Waste Partnership Board has proposed that green waste charges be increased from £42.50 to £45.00 per year

Building Control fees

It is proposed that these increase by 5%

Planning Fees

Planning fees are covered by statute. The planning service is currently investigating the possibility of offering pre-planning advice and a proposal concerning this will be presented to Cabinet at a later date.

5. FINANCIAL/RESOURCE IMPLICATIONS

- 5.1. Fees and charges that the council generates contribute to the overall costs of running the organisation, and help to maintain low tax rises.

6. SECTION 151 OFFICER COMMENTS

- 6.1. The fees are set according to the policy approved by Council in July 2010. That policy is designed to last a number of years to assist officers and members in approving future fee changes. The framework identified by the policy ensures that decisions are made in the light of all information available, to ensure that councillors can be satisfied and stand by their decisions.

7. EQUALITY & DIVERSITY IMPLICATIONS

- 7.1. None in respect of this report.

8. CRIME AND DISORDER IMPLICATIONS

- 8.1. None in respect of this report.

9. CONSULTATION IMPLICATIONS

- 9.1. Work with Minehead harbour users is ongoing with the intention of making services cost neutral by April 2015.

10. ASSET MANAGEMENT IMPLICATIONS

- 10.1. None in respect of this report.

11. ENVIRONMENTAL IMPACT IMPLICATIONS

- 11.1. None in respect of this report.

12. LEGAL IMPLICATIONS

- 12.1. Building Control fees and Water Sampling charges are set in accordance with relevant guidance.

REPORT TO THE MEETING OF THE CABINET TO BE HELD ON 6 FEBRUARY 2013

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The Council is committed to moving towards a sustainable medium-term financial plan, whilst not making services unaffordable to households on limited incomes. In order to ensure fees and charges are being used effectively, the council will ensure its overall charging policy links with its corporate aims and objectives.

This document sets out an overall policy framework to support and guide a practical approach to fees and charges that is consistent with the council's corporate plan.

Use of powers to charge

It is vital that the council looks at all opportunities for reducing costs and increasing income. The Medium Term Financial Plan shows that based on current estimates, savings are required in the medium term.

Councils do not always make the most effective use of their charging powers. In its 2008 study 'Positively Charged', the Audit Commission identified that: -

- Only one in five councils believed they were using charging to its full potential
- Powers introduced in 2003 to charge for discretionary have remained largely unused by councils
- Nearly half of all councils have no agreed policy to guide their decisions on the use of charges
- Decisions on levels of charging are most often driven by corporate income targets, historic charges and by levels in neighbouring councils rather than knowledge of the likely impact on use of services

They recommended that: -

- Councils need to understand better the likely impact of charges on users, and on patterns of service use, and
- they need to communicate better about the purpose of charging, and be accountable for their charging decisions

Ability to Charge

Charges do more than just raise income. They have a role to play in the achievement of council objectives; controlling access; funding investment; responding to competition; and influencing public behaviour.

Charges should be reviewed annually as part of the setting of the revenue budget, but considered in the context of this strategy.

The basis of the powers that councils have to raise income from charging for services is historic, varied and complex. Broadly they fall into three headings;

Statutory Fees

This includes services such as planning fees, liquor and entertainment licences, where the maximum permissible fee is prescribed in legislation. In many cases there is scope to provide discretionary services over and above

the statutory service with the introduction of a supplementary charge, for example: -

- pre-application planning advice
- pre-application building control advice

Reasonable charges

Services that the council has a duty to provide and can make a 'reasonable' charge (for example commercial waste collection and disposal)

Discretionary Fees

Powers conferred by the Local Government Act 2003 allow best value authorities (i.e. Counties, Districts, Town and Parish Councils) to charge for discretionary services. There is a duty to ensure that, taking one year with another, the charges do not exceed the costs of provision.

The budgeted fees to be raised in 2010/11 are shown in **Appendix 1**.

Proposed framework for charging

The policy framework would apply to any service that the council has a power and discretion to provide to the community, or has a statutory duty to provide, and has discretion to set a charge.

Key principles of the framework

Recovery of cost

- Where possible, the cost of providing a discretionary service should be fully recovered through charges except where the council makes a positive decision to the contrary.
- The council could aim to maximise the potential to generate income, for example, through differential charging to tap into the value placed on the service by different users.
- Where a service is 'demand-led' and/or competes with others based on quality and cost the charge should be determined by the maximum that users are prepared to pay and take account of competitor pricing.

Concessions for certain service users

- Decisions to exempt a particular service from the full cost recovery requirement may be taken by the Council -
 - To support a particular group or group of users in support of achieving its corporate objectives
 - Where it would be impractical (e.g. public access to parks)
 - Where charging would not be cost effective
- Concessionary charges may be available in the following circumstances:
 - To users on low incomes. This will normally be defined as those in receipt of housing or council tax benefit, pension credit or working tax credit
 - Where a business case is made to support a short-term reduction in charges aimed at increasing take-up and the overall income yield for the service in the long-term.

- Where a service is subsidised as a result of a positive decision by the council, the level of subsidy will be made explicit and the decision will be subject to regular review.

Information relevant to charging

- In order to support the decision-making process behind the level of fees and charges and any service concessions, better information is needed. **Appendix 2** contains suggested areas of consideration that could help to make better decisions about the level of charges that should be set.

New charges

- As part of the process of setting new or reviewing existing charges, targets will be established, both qualitative and quantitative.
- Where considered appropriate, after consultation with the Equality Officer, an Equality Impact Assessment should be carried out in order to consider the likelihood of any disproportionate adverse impact on vulnerable groups
- When introducing new charges or making changes to existing charges, the council will have regard to the views of users and other stakeholders. There is a checklist to complete for new charges in **Appendix 3**.

Contribution to corporate priorities

- There may be circumstances where income generation is not the key driver for the way in which prices are set, for example, where the council wishes to manage demand, deter or incentivise certain behaviour, such as encouraging recycling or reducing car use. In this context, the principles of pricing should apply and in particular that any charged activities, enforcement etc. must at least recover cost.

Annual review of charges

- There will be an annual review of fees and charges by officers and elected members as part of the budget setting process. For each service, charging information will be set out in a format that demonstrates that the income stream has been developed in accordance with the principles and approach in this document. There is a checklist to complete in **Appendix 3**.

Definition of total cost

- The council defines total cost as all costs attributable to the service, including allocated overheads and costs of administration and collection.

Sources of information for this policy

- Oxford City Council Fees and Charges Strategy
- Shepway District Council Fees and Charges Strategy
- “Positively charged” – Audit Commission January 2008
- “Is there something I should know?” – Audit Commission July 2009

Appendix 1 - Sources of Fees

Income from fees and charges is a vital resource for local authorities. West Somerset Council's 2010/11 Budget includes the following income from fees and charges: -

Income Source	(Income)	Net service (surplus) / cost
Statutory Fees		
Development Control	(£170,000)	£91,274
Licensing	(£102,800)	(£47,910)
Environmental Health	(£17,450)	£153,810
Reasonable Charges		
Council Tax court costs	(£40,000)	£205,937
NDR court costs	(£4,500)	(£16,990)
Credit Card Charges	(£1,500)	NIL
Public Conveniences	(£42,800)	£195,706
Harbours	(£8,500)	£46,252
Open Spaces	(£15,750)	£380,305
Discretionary Fees		
Building Control	(£124,000)	£139,452
Land Charges	(£79,000)	(£20,686)
Estates & West Somerset House	(£29,270)	(£16,700)
Enterprise Centre	(£90,000)	(£78,200)
Visitors' centre	(£35,600)	£43,846
Economic Development	(£31,500)	£29,554
Parking	(£633,675)	(£339,355)
Sub-total	(£1,426,345)	£766,295
Reasonable Charges		
Waste & Recycling	(£25,000)	£1,030,174
Grand Total	(£1,451,345)	£1,796,469

In comparison, for 2010/11 budgeted Council Tax revenue is £1.951m and Government Grant is £3.300m.

Appendix 2 - Information that will help to set charges

Clarity on the objectives		
Why is this an issue?	<ul style="list-style-type: none"> • A problem within the service area that charging could influence? • A corporate target that charging could help achieve? • A desire to increase take-up or discourage use? • A need to generate income in order to maintain service levels within the service or elsewhere? 	
What are we hoping to achieve?	<ul style="list-style-type: none"> • Reduction in problems in certain service areas? • Generate economic growth? • Encourage access to services by under-represented groups? • Meet costs and raise money for related objectives? 	
What are the constraints	<ul style="list-style-type: none"> • Wider council strategic issues • Service plans • Agreed charging policy framework 	
The impact of different charging options		
Factors to consider	The data that will help	The analysis that is needed
Who is using the service and when?	Data on service use, as applicable: <ul style="list-style-type: none"> • By location • By time of day • By day of the week • Seasonal information 	<ul style="list-style-type: none"> • Use compared to target • Analysis of customers by age, gender, race, disability, socio-economic group, reasons for service use
The impact of changes to service on service use and other objectives	<ul style="list-style-type: none"> • Historical data on the impact on service use when the council made changes to other local charging levels • Impact and evaluation data from similar councils who have implemented changes 	<ul style="list-style-type: none"> • Forecasts of the likely impact of the charging options on user type and location • Analysis of the impact of changed car park charges in previous years • Forecasts of impact of changes on wider objectives

Understanding costs and income		
Factors to consider	The data that will help	The analysis that is needed
What are your current costs and income?	<ul style="list-style-type: none"> Total costs and total income generated Income data from similar councils 	<ul style="list-style-type: none"> Analysis of income data to show cost and income by location / type / service level Analysis of cost and income over time, and by location
The impact of changed charges on income	<ul style="list-style-type: none"> Income data from similar councils who have made changes to charging levels 	<ul style="list-style-type: none"> Forecast of the likely impact of the options on income, using forecasts for changes in car park use
Does the level of income generation / subsidy reflect local priorities?	<ul style="list-style-type: none"> The current level of subsidies Comparison of subsidies with similar councils, with similar community profiles 	<ul style="list-style-type: none"> Analysis of whether income is making desired contribution to the overall income of the council Analysis of whether any subsidies can be linked to other council priorities (for example reduced charges to promote economic growth)
Will further cost pressures be faced in the future?	<ul style="list-style-type: none"> Data on the efficiencies that the council has planned to make 	<ul style="list-style-type: none"> Forecast of potential future cost pressures, including changes in service, the impact of regeneration Analysis of impact of future pressures on income
What do the public think?		
Factors to consider	The data that will help	The analysis that is needed
How acceptable are the proposals to the public?	<ul style="list-style-type: none"> A breakdown of public views by customer group, geographical area and type of service user Historical data on how the public reacted to other changes to charging made in previous years 	<ul style="list-style-type: none"> Analysis of complaints, enquiries from focus groups to understand the concerns locally Analysis of what happened after previous changes to charging levels
What impact will the proposals have on the public?	<ul style="list-style-type: none"> Comparisons of satisfaction levels in similar councils, with similar community profiles, who made similar changes to charging levels 	<ul style="list-style-type: none"> Analysis and forecast of the impact that each option may have on public satisfaction levels. Analysis of the views and the potential impact on other, for example local retailers

Appendix 3 – Charging Checklist
Revisions to fees and charges or introduction of new fees – toolkit

Background Information	
1.	Charge to be considered:
2.	Is this a new charge or an amendment to existing?
3.	Is the charge set by Statute?
4.	Is the level of charge set by Statute?
5.	Is the level of charge based on full cost recovery?
6.	Present level of charges: <div style="display: flex; justify-content: space-around;"> <div style="text-align: left;"> <p>Service Level A</p> <p>Service Level D</p> <p>Service Level G</p> </div> <div style="text-align: left;"> <p>Service Level B</p> <p>Service Level E</p> <p>Service Level H</p> </div> <div style="text-align: left;"> <p>Service Level C</p> <p>Service Level F</p> <p>Service Level I</p> </div> </div>
The impact of different options	
7.	Who is using the service and when? (breakdown by customer group)
8.	What impact will changed charges have on service use?
9.	Is there evidence that there will be a disproportionate impact on some customer groups? If yes a full equality impact assessment will need to be carried out
10.	What are the projected impacts on other council objectives?
Costs and Income	
11.	What are the current levels of income generated?
12.	What impact will changed charges have on income?
13.	Does the level of income generation reflect local priorities?
14.	Will further cost pressures be faced by the public?
Understanding public opinion	
15.	What consultation and involvement has been carried out?
16.	How acceptable are the proposals to the public?
17.	What impact will the options have on the public?

Appendix A (2)

Service	Proposed Strategy	Recover Full Cost	Concessions for service users	Generate Surplus (where allowed)	Maintain existing Service provision	Fund service improvement or new services	Manage demand	Need to consult with users	Influence individuals behaviour
Statutory Fees									
Development Control – 4324	Statutory Charges	No – fee level will not permit this	No – standard charging	No – but review service costs in light of fee levels	Yes	No	No	No	No
Licensing – 4338	Statutory Charges	Yes (achieved)	No – standard charging	Yes	Yes	No	Yes	No	Yes
Environmental Health – Environmental Protection Act Fees – 4345	Statutory Charges	Yes (water sampling – achieved)	No – standard charging	No – but review service costs in light of fee levels	Yes	No	No	No	Yes
Dog, Pest and Litter Fixed Penalty Notices - 4345	Statutory Charges	No – fee level will not permit this	No – standard charging	No – but review service costs in light of fee levels	Yes	No	No	No	Yes
Reasonable Charges									
Green and Bulky Waste Collections – 4332	Reasonable charge compared to neighbouring districts	Yes	No – standard charging	No – but review service costs in light of fee levels	Yes	No	Yes	No – charges set across County	Yes
Court Costs – Council Tax 4353	Reasonable charge compared to neighbouring districts	Yes	No – standard charging	No – cost recovery	Yes	No	Yes	No	Yes
Court Costs – Business Rates 4355	Reasonable charge compared to neighbouring districts	Yes	No – standard charging	No – cost recovery	Yes	No	Yes	No	Yes
Credit Card Charges - 4359	Reasonable charge compared to neighbouring districts	No	No – standard charging	No	Yes	No	Yes	No	Yes
Public Conveniences - 4330	Reasonable charge compared to neighbouring districts and commercial rates	No	No – standard charging	Yes if possible	Yes – consider devolution to parish and towns	No	No	No	No
Harbour mooring fees & pleasure boat dues – 4328	Reasonable charge compared to neighbouring districts and commercial rates	Yes (not currently achieved)	No – standard charging	Yes if possible	Yes	Yes – depending on fee levels	Yes	No	No
Hire of open spaces - 4331	Reasonable charge compared to neighbouring	No	Yes – consider discounts for community	Yes if possible	Yes – consider devolution to parish	Yes – depending on fee levels	Yes	Possibly	Yes

	districts and commercial rates		groups		and towns				
Street cleansing contributions - 4333	Reasonable charge compared to neighbouring districts	No	No	No	Yes – consider devolution to parish and towns	No	No	No	No
Discretionary Fees									
Building Control fees – 4325	Reasonable charge compared to neighbouring districts	Yes (not currently achieved)	No – standard charging	No	Yes	Yes – surpluses to be ring-fenced within service for improvements	Yes	No	Yes
Local Land Charges - 4304	Reasonable charge compared to neighbouring districts	Yes (achieved)	No – standard charging	Yes	Yes	Yes	Yes	No	Yes
Commercial property rents – Roughmoor Depot 4313	Reasonable charge compared to neighbouring districts and commercial rates	No	No	Yes if possible	Yes	Yes – depending on fee levels	Yes	No	Yes
Commercial property rents – 4314	Reasonable charge compared to neighbouring districts and commercial rates	No	No	Yes if possible	Yes	Yes – depending on fee levels	Yes	No	Yes
Commercial property rents – Roughmoor Centre 4315	Reasonable charge compared to neighbouring districts and commercial rates	Yes (achieved)	No	Yes if possible	Yes	Yes – depending on fee levels	Yes	No	Yes
Commercial property rents – West Somerset House 4317	Reasonable charge compared to neighbouring districts and commercial rates	No	No	Yes if possible	Yes	Yes – depending on fee levels	Yes	No	Yes
Visitors' centre sales – 4321	Sales of cards and publications	No	No	Yes if possible	Yes – consider devolution to parish and towns	Yes	Yes	No	Yes
Economic development rents - 4322	Reasonable charge compared to neighbouring districts and commercial rates	No	No	Yes if possible	Yes	Yes – depending on fee levels	Yes	No	Yes
Car Parking – off street - 4326	Charge what the market will bear	Yes (achieved)	No – standard charging, although residents can purchase permits	Yes	Yes	Yes	Yes	Possibly	Yes

DRIVERS		
LICENCE	CURRENT	PROPOSED
3 year	£170.00	£170.00
1 year	£ 80.00	£ 80.00
Replacement Badge	£ 15.00	£ 15.00
VEHICLES		
LICENCE	CURRENT	PROPOSED
1 year	£168.50	£168.50
Change of Vehicle	£50.00	£50.00
Transfer of Interest (Vehicle & plate)	£40.00	£40.00
Temporary Plate (£25 deposit)	No charge	No charge
Plate for Trailer	£15.00	£15.00
Replacement Plate	£15.00	£15.00
PRIVATE HIRE OPERATOR		
LICENCE	CURRENT	PROPOSED
3 year	£150.00	£150.00
1 year	£70.00	£70.00

West Somerset Council PWS Charges – CHANGED PROPOSED

Activity	Max Charge	WSC Charge	Notes
Risk Assessment	£500	Hourly rate x time plus mileage Typically £117 No change	Based on time to carry out the risk assessment and sampling combined. It includes time to report, including advice, maintenance of records and time for the preparation of plans & drawings. Time for a simple risk assessment and sampling combined is min. 3.2 hours plus mileage costs (charge £117). Cost for analysis is additional (see below)
Sampling	£100	Hourly rate x time plus mileage. Typically £54 No change	Based on time taken to carry out the sampling visit. It includes time on site, preparation and reporting time & advice and maintenance of data. For a simple compliance visit time is 1.4 hour plus mileage (charge £54). This charge also applies to any requests for sampling. Cost for analysis is additional (see below)
Investigation	£100	Hourly rate x time plus mileage	Local authority investigation under regulation 15 in the event of a contravention, however if improvements can be secured without the need for an investigation no charge made
Authorisation	£100	Hourly rate x time	Following an application preferably in writing seeking an authorisation (under regulation 17). Costs are related to drafting legal notices and consulting with health authority and other relevant persons (where relevant)
Analysis (currently using Somerset Scientific Services)			
Under Reg. 10	£25	£25	Where supply provides <10m ³ per day or, 50 people and is used for domestic purposes. Cost shown is for Conductivity, Enterococci, E.coli, pH and turbidity. Additional parameters added depending on risk.
Check Monitoring	£100	£43	Check monitoring is carried out to ensure that water complies with minimum standards according to Schedule 2. Cost shown is for Coliforms, E.coli, Colony Counts, pH, Conductivity, Turbidity, Ammonium, Colour, Taste & Odour and any residual disinfectants. Other parameters (at cost) added depending on site visit and meeting any relevant conditions in Schedule 2
Audit Monitoring	£500	Typical price is an additional £16 (arsenic & enterococci)	This includes any additional parameters (based on risk) in addition to check monitoring (above) listed in Schedule 1. Parameters can be excluded depending on risk.

**Acupuncture/Tattooing/Electrolysis/Skin Piercing/Semi-Permanent Skin-Colouring –
NO CHANGES PROPOSED**

Registration	Current	Proposed
Initial application for premises & 1 person	£76.00	£76.00
To register for additional treatment(s) at premises already registered or on initial application	£76.00	£76.00
To register person at premises already registered (each treatment)	£76.00	£76.00

Land Search Fees – NO CHANGES PROPOSED

LOCAL LAND CHARGES	Current	Proposed
POSTAL / OVER THE COUNTER		
Whole Search	£99.00	£99.00
LLC1	£22.00	£22.00
LLC1 (Additional parcel of land)	£1.00	£1.00
CON 29R	£90.00	£90.00
Additional parcel of land	£10.00	£10.00
CON290 Printed Questions	£7.50	£7.50
Additional Enquiries	£10.00	£10.00
Enquiry on closed search	£20.00	£20.00
Speed Search	£175.00	£175.00
Personal Search	No Charge	No Charge
NLIS SEARCHES		
Whole Search	£95.00	£95.00
LLC1	£22.00	£22.00
CON 29R	£85.00	£85.00
Additional parcel of land	£10.00	£10.00
CON290 Printed Questions	£7.50	£7.50
Additional Enquiries	£10.00	£10.00
Enquiry on closed search	£20.00	£20.00
Speed Search	£170.00	£170.00

Animal Welfare – NO CHANGES PROPOSED

ANIMAL WELFARE	Current	Proposed
Pet Shop	£113.50	No changes proposed
Animal Boarding	£113.50	
Dog Breeding	£113.50	
Dangerous Wild Animals	£173.00	
Riding Establishments		
Up to 10 horses	£106.00	
11 - 25 horses	£132.00	
26 + horses	£165.00	
Zoos (Grant and Renewal)	£408.00	
Zoos - Transfer	£141.50	

Street Trading - NO CHANGES PROPOSED

STREET TRADING CONSENTS	Current	Proposed
A' Roads - Annual	£884.00	No changes proposed
A' Roads - 6 months	£458.00	
A' Roads - 3 months (minimum)	£230.00	
Other Areas - Annual 0800 - 2000 hours	£455.00	
Other Areas - Annual 0800 - 2330 hours	£911.00	
Other Areas - 6 months 0800 - 2000 hours	£247.50	
Other Areas - 6 months 0800 - 2330 hours	£495.00	
Other Areas - 3 months (minimum) 0800 - 2000 hours	£124.00	
Other Areas - 3 months (minimum) 08:00 - 2330 hours	£247.50	

(N.B. Separate consents must be obtained for Minehead or Dunster Areas)

DAILY RATES FOR ONE-OFF EVENTS (ALL AREAS) - Stalls 0900 - 2000	Current	Proposed
Up to 5m2 (50% reduction for charitable organisations)	£16.50	No changes proposed
Up to 7.5m2 (50% reduction for charitable organisations)	£22.50	
Replacement/Additional Assistant Badge Fee	£10.00	

Environmental Health - NO CHANGES PROPOSED

FOOD PREMISES - SPECIAL VISIT	Current	Proposed
First 30 minutes	£24.00	No changes proposed
Each additional 15 minutes or part thereof	£10.00	
GENERAL CHARGES		
Written response to enquiries (solicitors, radon, contaminated land etc)	£68.50	First 10 minutes free then hourly charge @ £32 per hour
Copy approvals/certificates/licences /documents/lists (where not set by statute)	£16.00	No changes proposed
H & S - documentation/response relating to accidents	£102.00	First 10 minutes free then hourly charge @ £32 per hour

Private Sector Housing - NO CHANGES PROPOSED

HOUSING INSPECTIONS		
Housing Inspections for Immigration Purposes	£63.00	No changes proposed

Gambling Licenses – NO CHANGES PROPOSED

Gambling Premises Licence - Bingo	Current	Proposed
New	£3,049.00	No changes proposed
Transfer	£1,045.50	
Variation	£1,537.50	
Re-Instatement	£1,045.50	
Annual Fee	£871.50	
Provisional Statement	£3,049.00	
New, with Provisional Statement	£523.00	

Gambling Premises Licence - Betting (Not on Course)	Current	Proposed
New	£2,614.00	No changes proposed
Transfer	£1,045.50	
Variation	£1,307.00	
Re-Instatement	£1,045.50	
Annual Fee	£523.00	
Provisional Statement	£2,614.00	
New, with Provisional Statement	£523.00	

Gambling Premises Licence - Track Betting (On Course)	Current	Proposed
New	£2,178.00	No changes proposed
Transfer	£840.00	
Variation	£1,127.50	
Re-Instatement	£820.00	
Annual Fee	£871.00	
Provisional Statement	£2,178.00	
New, With Provisional Statement	£410.00	

Gambling Premises Licence - Adult Gaming Centre (AGC)	Current	Proposed
New	£1,742.50	No changes proposed
Transfer	£1,045.50	
Variation	£871.00	
Re-Instatement	£1,045.50	
Annual Fee	£871.00	
Provisional Statement	£1,742.50	
New, With Provisional Statement	£523.00	

Gambling Premises Licence - Family Entertainment Centre (FEC)	Current	Proposed
New	£1,742.50	No changes proposed
Transfer	£820.00	
Variation	£871.00	
Re-Instatement	£820.00	
Annual Fee	£666.50	
Provisional Statement	£1,742.50	
New, With Provisional Statement	£410.00	

Temporary Use Notice (TUN)	£435.50	No changes proposed
Occasional Use Notice (OUN)	No Fee	

Additional Fees - Set by Statute	Current	Proposed
Copy Licence	£25.00	No changes proposed
Change of Circumstances	£50.00	
Copy TUNs Permit	£25.00	

Harbour Moorings and Pleasure Boats – CHANGES PROPOSED

Mooring Fees at Watchet Harbour (per metre or part of metre - incl VAT)	Current	Proposed
Annual (Permanent Moorings only)	N/A	No changes proposed
Weekly	N/A	
Daily	N/A	

Slipway Fees at Watchet Harbour	Current	Proposed
Annual	£71.75	£71.75
Weekly	£25.58	* £25.50
Daily	£11.50	£11.50

*Rounding to nearest 50p

Mooring Fees at Minehead Harbour (per metre or part of metre - incl VAT)	Current	Proposed
Annual (Permanent Moorings only)	£31.35	£34.50
Weekly	£7.43	£7.50
Daily	£3.30	£1.80

10% incr. for annual, weekly rounded to nearest 50p and reduction for daily

Slipway Fees at Minehead Harbour	Current	Proposed
Annual	£71.75	£71.75
Weekly	£25.58	* £25.50
Daily	£11.50	£11.50

*Rounding to nearest 50p

Visit by Pleasure Steamers at Minehead and Watchet Harbours	Current	Proposed
Per visiting day - maximum of two visits (including VAT)	£101.00 per trip	£101.00 per trip (no change)

Transfer between moorings and/or new vessel and where a Sailing Club Mooring is transferred to WSC mooring, and the annual fee has already been paid to the Sailing Club	£39.05	£39.05
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No change

Car Park Fees - NO CHANGES PROPOSED

Car Park Charges	Current				Proposed			
	up to 1hr	1 to 2 hrs	2 to 4 hrs	4 + hrs	up to 1 hr	1 to 2 hrs	2 to 4 hrs	4 + hrs
Dunster Park St	£0.80	£1.50	£2.50	£4.70	No Changes Proposed			
Dunster Dunster Steep	£1.50	£1.50	£2.50	£4.70				
Williton Williton	£0.80	£1.50	£2.50	£4.70				
Porlock Porlock	£0.80	£1.50	£2.50	£4.70				
Porlock Parson St	£0.80	£1.50						
Porlock Doverhay	£0.80	£1.50						

Kilve	Kilve	£1.50	£1.50	£2.50	£2.50
Watchet	Swain	£0.80	£1.50	£2.50	£4.70
Watchet	Market St	£0.80	£1.50	£2.50	£4.70
Watchet	Anchor St	£0.80	£1.50	£2.50	£4.70
Watchet	Harbour Road	£0.80	£1.50	£2.50	£4.70
Minehead	Warren	£1.50	£2.60	£4.20	£5.70
Minehead	Quay W	£1.50	£2.60	£4.20	£5.70
Minehead	North Rd	£1.40	£2.00	£2.80	£4.70
Minehead	Sea Front	£1.50	£2.60	£4.20	£5.70
Minehead	Station Alexandra	£1.50	£2.60	£4.20	£5.70
Minehead	Road	£0.80	£1.50	£2.50	£4.70
Minehead	Clanville	£1.60	£1.60	£4.20	£4.20
Minehead	Summerland	£0.70	£1.20	Remove current charges for 1 and 2 hours and replace with a charge of £1.00 for up to 2 hours	

	Current				Proposed			
	1 Hr	2 Hrs	4 Hrs	10 Hrs	1 Hr	2 Hrs	4 Hrs	10 Hrs
Dulverton								
All Car Parks	£0.70	£1.20	£2.20	£4.50	No changes proposed			
Excess Charges	£50.00 (£30.00 if paid within 7 days)				No changes proposed			

Car Park Permits		Current Charges	Proposed Charges
Business District	12 Month	£285.00	No Changes Proposed
Business District	6 Month	£160.00	
District	12 Month	£210.00	
District	6 Month	£120.00	
Named Permits	12 Month	£110.00	
Named Permits	6 Month	£70.00	
Weekly visitor's permit	7 days	£25.00	
1-hour residents' permit	6 Month	£25.00	New permit
2 hour temporary	12 months	£30.00	
Car Park Permits		Current Charge	Proposed Charges
Dulverton	Weekly	£15.00	£20.00
	12 Month	£75.00	No Changes Proposed
	6 Month	£40.00	
	Exchange	£3.00	

**Court Summons and Liability Orders for Council Tax and Business Rates
- CHANGES PROPOSED**

	Current Charges		Proposed Charges	
	Summons	Liability Order	Summons	Liability Order
Council Tax	£61.00	£14.00	£61.00	£14.00
Business Rates	£61.00	£14.00	£61.00	£14.00

Elections

Election Costs	Recharged to parishes on equitable basis
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Somerset Waste Partnership charges – CHANGES PROPOSED

		Current	Proposed
Green Waste		£42.50	£45.00
Bulky Waste	Up to 3 items	£38.15	£38.15
	Per item	£8.35	£8.35
	Maximum items	5	5

Building Control Charges – INCREASE ALL BY 5%

Table A – New Dwellings		
No.	Current Charge (excl VAT)	Proposed Charge (excl VAT)
1	£638.30	£670.22
2	£936.17	£982.98
3	£1,191.49	£1,251.06
4	£1,361.70	£1,429.79
5	£1,531.91	£1,608.51
6	£1,702.13	£1,787.24
7	£1,829.79	£1,921.28
8	£1,957.45	£2,055.32
9	£2,085.11	£2,189.37
10	£2,212.77	£2,323.41
11	£2,340.43	£2,457.45
12	£2,468.09	£2,591.49
13	£2,595.74	£2,725.53
14	£2,723.40	£2,859.57
15	£2,851.06	£2,993.61
16	£2,978.72	£3,127.66
17	£3,106.38	£3,261.70
18	£3,234.04	£3,395.74
19	£3,361.70	£3,529.79

Notes for Table A

1. For 20 or more dwellings or if the floor area of any dwelling exceeds 300m² the charge is individually determined
2. The Building Notice Charge is the sum of the plan charge and inspection charge + 25%
3. The Regularisation charge is the sum of the plan charge and inspection charge + 50%. Regularisation charges are not subject to VAT.

Schedule B – Domestic Works		
Type of Work	Current Charge (Excluding Vat)	Proposed Charge (Excluding Vat)
Single storey Extension <10m ² (*)	£297.87	£312.76
Single storey Extension 10m ² - 40m ² (*)	£408.51	£428.94
Single storey Extension 40m ² - 80m ² (*)	£442.55	£464.68
Multi storey Extension <40m ² (*)	£468.09	£491.49
Multi storey Extension 40m ² - 120m ² (*)	£544.68	£571.91
Multi storey Extension 120m ² - 200m ² (*)	£578.72	£607.66
Loft Conversion >40m ² (*)	£382.98	£402.13
Loft Conversion 40m ² - 100m ² (*)	£408.51	£428.94
Garage/carport <100m ²	£255.32	£268.09
Garage conversion	£234.04	£245.74
Partial glazing (up to 6 windows)	£63.83	£67.02
Total glazing (up to 20 windows)	£127.66	£134.04
Electrical installation	£153.19	£160.85
Renovation of thermal elements, such as wall, floor or roof for work up to £20,000	£153.19	£160.85

(*) The Building Notice Charge is the sum of the plan charge and inspection charge + 10%

Notes for Table B:

1. Where part of an extension is single storey and part is two-storey the charge for a two-storey extension will be applied.
2. Where a first floor extension is constructed over an existing single storey structure the charge applied is that for a single storey extension of the same floor area.
3. The Regularisation charge is the sum of the plan charge and inspection charge + 50%. Regularisation charges are not subject to VAT.
4. For domestic work up to £75,000 (but not covered in Table B) refer to Table C

Table C – Domestic work not fall within the above categories		
Estimated Cost £	Current Charge (excluding VAT)	Proposed Charge (excluding VAT)
Up to 2,000	£127.66	£134.04
2,001 – 5,000	£170.21	£178.72
5,001 – 10,000 (*)	£255.32	£268.09
10,001 – 15,000 (*)	£319.15	£335.11
15,001 – 20,000 (*)	£382.98	£402.13
20,001 – 25,000 (*)	£446.81	£469.15
25,001 – 30,000 (*)	£489.36	£513.83
30,001 – 35,000 (*)	£531.91	£558.51
35,001 – 40,000 (*)	£574.47	£603.19
40,001 – 45,000 (*)	£617.02	£647.87
45,001 – 50,000 (*)	£659.57	£692.55
50,001 – 55,000 (*)	£702.13	£737.24
55,001 – 60,000 (*)	£744.68	£781.91
60,001 – 65,000 (*)	£787.23	£826.59
65,001 – 70,000 (*)	£808.51	£848.94
70,001 – 75,000 (*)	£829.79	£871.28

(*) The Building Notice Charge is the sum of the plan charge and inspection charge + 10%

Notes for Table C:

1. Charges are individually determined for the larger and /or more complex schemes where the estimated cost exceeds £75,000

2. The Regularisation charge is the sum of the plan charge and inspection charge + 50%. Regularisation charges are not subject to VAT.

Table D – Other Works		
Estimated Cost £	Current Charge (Excluding VAT)	Proposed Charge (Excluding VAT)
Up to 2,000	£127.66	£134.04
2,001 – 5,000	£212.77	£223.41
5,001 – 10,000	£234.04	£245.74
10,001 – 15,000	£297.87	£312.76
15,001 – 20,000	£382.98	£402.13
20,001 – 25,000	£446.81	£469.15
25,001 – 30,000	£510.64	£536.17
30,001 – 35,000	£553.19	£580.85
35,001 – 40,000	£595.74	£625.53

40,001 – 45,000	£638.30	£670.22
45,001 – 50,000	£680.85	£714.89
50,001 – 55,000	£723.40	£759.57
55,001 – 60,000	£765.96	£804.26
60,001 – 65,000	£808.51	£848.94
65,001 – 70,000	£851.06	£893.61
70,001 – 75,000	£893.62	£938.30

Notes for Table D

1. Charges are individually determined for the larger and /or more complex schemes where the estimated cost exceeds £75,000

2. The Regularisation charge is the sum of the plan charge and inspection charge + 50%. Regularisation charges are not subject to VAT.

3. Building Notice applications are not appropriate for non-domestic work.

Report Number: WSC 14/13
 Presented by: Cllr Kate Kravis, Lead Member for Finance & Resources
 Author of the Report: Adrian Dyer, Chief Executive
 Contact Details:

Tel. No. Direct Line 01984 635212
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Report to a Meeting of: Cabinet
 To be Held on: 6th February 2013

Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: 2nd October 2012

ANNUAL BUDGET & COUNCIL TAX SETTING 2013/14

1. PURPOSE OF REPORT

- 1.1. The purpose of this report is to provide Members with all information required for Cabinet to approve the revenue budget and capital programme for 2013/14 for recommendation to Council.

2. RECOMMENDATIONS

- 2.1. That Cabinet consider the Equalities Impact Assessment (**Appendix 'D'**) in accordance with guidance contained in paragraph 7 of this report and the assessment itself.
- 2.2. That Cabinet acknowledge the potential impact on the budget report presented to Council of the work currently being undertaken to reassess the appropriateness of individual budgets following quarter three budget monitoring

Subject to recommendation 2.2 above Cabinet recommends to Council the following in respect of the 2013/14 budget: –

- 2.3. That in response to the Equalities Impact Assessment referred to in recommendation 2.1 above public toilet facilities for both males and females remain available in Blenheim Gardens during the period April to October each year. The reduction in efficiency savings being £1,550
- 2.4. That Council Tax in 2013/14 is increased by 3.7%
- 2.5. The revenue budget for 2013/14 as presented in **Appendix B**,
- 2.6. The draft schedule of savings as shown in **Appendix B, Table 12**.
- 2.7. The capital programme as presented in **Appendix C, Table 13**
- 2.8. The revised Medium-Term Financial Plan in **Appendix B, Table 9**

3. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
The obvious key risk is that the Council suddenly becomes financially unsustainable resulting in it being unable to deliver services.	Likely (4)	Catastrophic (5)	Very High (20)

<i>The mitigation is that a budget is approved that reflects a Medium Term Financial Plan that demonstrates sustainability</i>	Rare (1)	Catastrophic (5)	Low (5)
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The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before the mitigation measures have been actioned and after they have.

4. BACKGROUND INFORMATION

- 4.1 All necessary background information has been provided in the Budget setting paper 2012/13 (**Appendix A**) plus further **Appendices B – D**, provided with this report
- 4.2 Trying to construct a reliably accurate MTFP and associated budget for 2013/14 has been particularly difficult this year, the prime reason being uncertainty surrounding levels of government funding that could be expected. This uncertainty was compounded by the fact that the government were, from 1st April 2013 radically changing the way local government was to be financed with the introduction of a scheme which allows Councils to retain a proportion of its business rate income as core funding. The scheme also allows Councils to retain a proportion of additional business rate income generated as a result of economic growth. Further financial ambiguity was created with the Localisation of Council Tax Support (benefit) and Technical Reforms to Council Tax.
- 4.3 Timing has also been a crucial issue in that the Government's Autumn Statement was not published until 5th December 2012 leading to the announcement of details of the local government financial settlement being delayed until 19th December 2012. This left three working days prior to the Christmas break to understand the implications of the settlement and draft a report containing an updated MTFP for presentation to a meeting of Cabinet on 9th January 2013, the agenda for which had to be despatched prior to Christmas.
- 4.4 The Financial Settlement for West Somerset plus further predicted significant future reductions in Government Rate Support Grant Funding means that the Council needs to make considerable savings over the next few years. In response Council agreed the following approach at its meeting held on 12th December 2012.

“RESOLVED (2) that, subject to due diligence being carried out, the practicalities of the Council becoming either a Commissioning Authority as described in paragraphs 4.19 – 4.24 of the report or a Collaborative Authority sharing management and services as described in paragraph 4.18 (bi) of the report are investigated and including working with the other Councils to investigate and examine the Department of Communities and Local Government Report on Mutual and co-operative approaches to delivering local services.

RESOLVED (4) that work is commenced on the drafting of necessary protocols that would apply during the process of the Council establishing itself as a Commissioning or Collaborating Authority. That special regard is given to the protocol covering future staffing arrangements.

RESOLVED (5) that members approve the Council and Taunton Deane Borough Council working together to draft a business case for the commissioning or sharing of services, management and staff.

RESOLVED (6) that the protocols and associated business case referred to in recommendations 2.4 and 2.5 above are completed as soon as is practicable for due diligence to be undertaken for presentation to a future meeting of Council for consideration.”

- 4.5 In these times and circumstances, It is very important that the council has clear priorities to ensure that it is able to focus its limited resource on the things that are important for West Somerset. The draft Corporate Plan 2013-16 identifies just two priorities as described below: -

Local Democracy:

Securing local democracy and accountability in West Somerset.

New Nuclear Development at Hinkley Point:

Maximising opportunities for West Somerset communities and businesses to benefit from the development whilst protecting local communities and the environment.

5. FINANCIAL/RESOURCE IMPLICATIONS

- 5.1 These are contained within the appendices to this report.

6. SECTION 151 OFFICER COMMENTS

- 6.1 The council's forecast financial position at the end of 2012/13 shows minimum risk-assessed balances of at least £500,000 in place, with earmarked reserves financing a number of one-off projects that feature outside of the ongoing revenue budget.

- 6.2.1 The changes in the funding of Local Authority services has made the budget setting process much more challenging this year, with changes to the Council Tax Support Scheme, Council Tax Reform and the retention of Business Rates.

- 6.3 Whilst the council is able to set a budget for 2013/14, using savings already identified, the long term financial forecast shows significant savings are still required to set a balanced budget for 15/16 and from then onwards.

- 6.4 It is a requirement of the Local Government Act 2003 that the Section 151 Officer advises on the adequacy of reserves and the robustness of the budget.

- 6.4.1 *Adequacy of Reserves* - An assessment of reserves was made for the 2012/13 budget, the major change since then has been in the way that Local Government is funded and to be prudent a further £75,000 of reserve is recommended to cover the increased risk around Council Tax Support and Reform income, and to reflect the increased risks due to the general reduction in government grant. General Fund and Earmarked Revenue Reserves at 31 March 2013 are forecast to be above minimum risk-assessed levels and I recommend that the current and future Councils maintain them at no less than £575,000.

- 6.4.2 *Robustness of the Budget* - It is the assessment of the Section 151 Officer that the budget as presented does provide a robust budget based on all the information available at the time of writing.

7. EQUALITY & DIVERSITY IMPLICATIONS

- 7.1 **Members need to demonstrate that they have consciously thought about the three aims of the Public Sector Equality Duty as part of the decision making process.**

The three aims the authority **must** have due regard for:

- Eliminate discrimination, harassment, victimisation
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

8. CRIME AND DISORDER IMPLICATIONS

8.1 There are no specific implications from the recommendations in the report.

9. CONSULTATION IMPLICATIONS

9.1 As has been stated in paragraph 7 above there has been the necessary relevant consultation concerning those proposed savings initiatives that were judged to require a Equalities Impact Assessment.

9.2 The Scrutiny Committee received a report in January 2013 to highlight the overall budget position and given the opportunity to scrutinise the financial planning process. The relevant draft minutes of the meeting, including concerns that they wish Cabinet to consider are listed below.

During the debate the following points were made:

Specific comments relating to the reports:-

- i. Certain elements of table 1 including references to rate support grant and contribution from/to reserves to be made clearer, and
- ii. The drafting of a business case to be included in any reference to the proposed working with Taunton Deane Borough Council

Comments relating to the proposed list of savings: -

- i. Consideration be given to making more savings than those currently listed,
- ii. Questioning whether the proposed increase in car park charges will actually deliver the anticipated increase in income,
- iii. That the possibility of deriving extra income for the provision of pre-application of planning advice be progressed as soon as possible,
- iv. That the various options for providing face to face contact in Minehead be continued to be explored in the shorter term.

Comments regarding the process by which Scrutiny is currently asked to view the budget process:

- i. That in future consideration be given to giving greater detail of the proposed budget possibly at Cost Centre level.

Other comments:

- i. The committee be provided with a report on action being taken by the Building Control service to generate increased income.
- ii. That the committee be provided with details of income generated from excess car parking notices issued during 2012/13 to date,
- iii. That it be noted that the committee were very aware of the difficult pressures currently facing staff at the council in terms of the available capacity to meet demands placed upon them.

RESOLVED (1) that Committee note the financial funding process as set out in the report;

RESOLVED (2) that Cabinet are advised of the points raised by the Committee as set out above.

10. ASSET MANAGEMENT IMPLICATIONS

10.1 Maintenance of the council's estate has been included in the capital programme, as informed by the Asset Management Group and Asset Management Plan.

11. ENVIRONMENTAL IMPACT IMPLICATIONS

11.1 There are none directly in respect of this report.

12. LEGAL IMPLICATIONS

12.1 It is a legal requirement that the council sets a balanced budget, i.e. one that does not result in a deficit using available sources of revenue (including reserves). Further legal requirements relating to the setting of Council Tax and the new Business Rate Retention scheme are listed in **Appendix 'A'**.

Appendix A

West Somerset Council Budget Setting Papers 2013/14

This paper brings together the background information for the Tax Set for the General Fund for the financial year commencing 1 April 2013.

The Council
COUNCIL TAX 2013/14
SECTION 151 OFFICER.
To be submitted 20th February 2013

1. Legal Requirement

The District Council is required to set the Council Tax for the financial year starting 1 April 2013 by no later than 11th March each year (3 weeks before the new financial year). West Somerset is the billing authority for the district area and must, therefore, set and collect the Tax on behalf of Somerset County Council, Avon and Somerset Police Authority and Devon and Somerset Fire and Rescue. As well as its own expenditure on the provision of services, it must also take account of local precepts issued by the parishes and towns in the District.

Once the Council Tax has been set the process of billing taxpayers can begin. The tax set meeting is arranged for 20th February 2013, by which time all the precepts should have been received. Any precepts not received will be assumed at 2012/13 figures. Parish precepts will be advised to Council on 20th February 2013.

A new government policy on Business Rate Retention is being introduced on 1st April 2013. In brief this places a number of new legal requirements on billing authorities that includes the calculation and notification to the Secretary of State by 31st January of the following: -

- The authority's estimate of the amount specified by paragraph 1 of Schedule 1 to the Draft Non Domestic Rating (Rates Retention) Regulations 2013.
- The amount of its central share of its non-domestic rating income for the relevant year
- The amount of each relevant precepting authority's share of non-domestic rating income for the relevant year
- The authority's estimate of the amounts (if any) specified by paragraphs 2 and 3 of Schedule 2 to the Draft Regulations
- The amount of each relevant precepting authority's share of the estimate of any amount to be deducted from the central share payment in accordance with regulation 4(1) of the draft Regulations
- The authority's estimate of the amount specified by regulation 7(1) (payments with respect to county matters) for the relevant year
- The authority's estimates of the amount of its actual and deemed rating for the year in accordance with the draft Non-domestic Rating (Transitional Protection Payments) Regulations 2013

For the purpose of this scheme the Council's relevant precepting authorities are Somerset County Council and the Devon and Somerset Fire and rescue Authority.

2. Business Rate Retention Scheme

As described above all local authorities are required to submit what is called a NNDR1 (National Non Domestic Rates) form by 31st January each year. A summary of the detailed current draft NNDR1 form is shown below at **table 1**

Summary of Draft NNDR1 Form 2013/14 – Table 1

Gross Yield		£14,543,929
Less Deductions:		
Refunds	£2,000,000	
Write-Off's	£100,000	
Mandatory Relief	£1,657,276	
Discretionary Relief	£202,159	
Other Deductions	£137,259	£4,096,694
Net Yield		£10,447,235
Amounts Retained		
Government (Central) Share (50%)	£5,223,618	
WSC Share (40%)	£4,178,894	
SCC Share (18% of 50%)	£940,251	
Devon & Somerset Fire & Rescue Share (2% of 50%)	£104,472	£10,447,235
WSC Retained		£4,178,894
Less: Tariff to Government (fixed amount)		£2,922,430
Sub Total		£1,256,464
Less: WSC Baseline Funding (fixed amount)		£1,050,735
Gross Retention		£205,729
Less: Maximum 50% Levy Payment to Government		£102,865
NET AMOUNT RETAINED BY WSC		£102,864

To assist with understanding the wider impacts on the Councils finances Scrutiny Committee have recently initiated a special review with the aim of reporting their findings to Cabinet

3. Comparison between MTFP as previously reported and the current budget

The Cabinet received an updated Medium Term Financial Plan (MTFP) for 2013-2016 on 9th January 2013. This forecast that with savings of £289,735 there would be a budget deficit in 2013/14 of £19,407. The report also identified that further savings of £527,718 would be required by March 2016 to enable the Council to set a balanced budget in 2015/16. The MTFP is constantly being updated to include new information, including recognition of refinements from the financial settlement, budget monitoring, and refinement of estimates. An extract of the current MTFP is shown at **table 2**, whilst a summary of previously unreported changes are shown in **table 4** below.

Following Scrutiny's comments on the layout of the MTFP, the contributions to and from General Fund Reserves are shown on separate lines.

Medium Term Financial Plan (extract) and Budget – Table2

	MTFP (Cabinet 9 th January 2013)		Budget	
	2012/13	2013/14	2012/13	2013/14
EXPENDITURE				
Net Expenditure	5,169,506	5,082,696	5,172,156	5,089,046
MTFP Assumptions	-	210,977	-	246,883
Savings Target	-86,810	-289,735	-83,110	-305,441
TOTAL Net Expenditure	5,082,696	5,003,938	5,089,046	5,030,488
INCOME				
Council Tax	1,965,006	1,785,167	1,965,006	1,772,613
Formula Grant	2,242,000		2,242,000	
Revenue Support Grant	125,000	1,579,405	125,000	1,579,405
C Tax Support Admin. Grant	279,000	272,850	279,000	272,850
New Homes Bonus	#151,000	383,956	##214,000	383,956
Business Rate Retention		1,050,735		1,256,464
Business Rate Retention Levy	-	-	-	-102,865
C Tax Support – Grant to Parishes		-110,262		-110,262
C Tax Support – New Burdens Funding		32,680		32,680
Collection Fund	33,280	-10,000	33,280	
TOTAL Income	4,795,286	4,984,531	4,858,286	5,084,841
(Surplus) / Deficit	287,410	19,407	230,760	(54,353)
Contribution to Earmarked Reserves		-78,805		-181,670
Contribution from Earmarked Reserves	411,400	-	411,400	-
Revenue Reserve Balance B/Fwd.	934,877	1,058,867	960,654	1,115,517
Revenue Reserve Balance C/Fwd.	1,058,867	960,654	1,115,517	988,199

Actual figure received £239,000 (£88,000 used to fund services)

Actual figure received £239,000 (£25,000 used to fund services)

The MTFP sets the context for the budget in 2013-14 and beyond. Historically, members have agreed to direct funding toward council priorities and to set a minimum risk assessed level of revenue reserves at £500,000.

However, as from 1st April 2013 there is, under the new Business Rate Retention Scheme, the potential for the amount the Council retains to drop to a minimum £971,930, this compares to an estimated £1,153,599 (£1,256,464 minus £102,865) in the 2013/14 budget. To mitigate this increased risk the minimum level of revenue reserves has been increased to £575,000. In addition because it is anticipated that a large refund of business rates will be made in 2013/14 a sum of £181,670 (£1,153,599 minus £971,930) is being transferred from revenue reserves to a specific earmarked reserve. There are also a risk that the cost of Council Tax Support, which is demand led, increasing

4. The General Fund 2012/13

The proposed budget for 2013/14 is based on levels of funding including, Rate Support Grant (including an element of formula grant), Various Other Grants, New Homes Bonus, Council Tax, Baseline Funding through Business Rate Retention (including an element of Formula Grant) and Business Rate Retention in excess of its baseline funding.

Of these funding streams the Council has no ability to influence the level of Revenue Support Grant, Various Other Grants and its Baseline Funding through Business

Rate Retention. Of the others it has a limited ability to increase Council Tax because of government policies and limited ability to generate significant amounts of New Homes Bonus because of planning policies that cover the majority of the district. That only leaves the ability to generate Business Rate Retention by encouraging economic growth that generates increased business rate income. But like other funding streams the ability to do this is limited. The exception to this is the proposed future new nuclear development at Hinkley Point. The balance in the equation is the net cost of its services, with contributions from revenue and / or earmarked reserves available as one-off revenue income. This is shown in **table 3** below.

West Somerset Council Budget 2013/14 - Table 3	
Revenue Budget 2013/14	£
Net Expenditure	5,335,929
Less: Savings identified	(305,441)
Cost of services	5,030,488
FINANCED BY	
Council Tax	1,772,613
Revenue Support Grant	1,579,405
C Tax Support Admin. Grant	272,850
New Homes Bonus	383,956
Business Rate Retention	1,256,464
Business Rate Retention Levy	-102,865
C Tax Support – Grant to Parishes	-110,262
C Tax Support – New Burdens Funding	32,680
Collection Fund	-
Income	5,084,841
DEFICIT / (SURPLUS) IN YEAR	(54,353)
General Fund Balance	
Year End General Fund 2012/13	1,115,517
Use of balances 2013/14 (Surplus)	(54,353)
Transfer to Earmarked Reserves	-181,670
Year End General Fund 2013/14	988,199

5. Changes since the budget was presented to Scrutiny in January 2013

Budgets have been further refined following recent and more detailed budget monitoring and a greater understanding of the finer details of the government's financial settlement. A reconciliation of the proposed current budget for 2013/14 and that presented to Cabinet on 9th January 2013 in an MTFP is shown in **table 4** below. Changes that relate to the current year and other years have been included in the MTFP but not itemised.

Changes to budget since Cabinet 9th January 2013 - Table 4

Description of Change	£
Net Expenditure Reported to Cabinet 9th January 2013	5,003,938
Waste – Cost of collecting waste from Village Halls (£2,650 12/13 & £2,650 13/14) <i>[Increased Expenditure]</i>	5,300
Adjustment to net cost of salaries <i>[Increased Expenditure]</i>	17,256
Business Rates – Collection Grant included in Business Rate Retention Scheme <i>[Reduction in base budget income]</i>	72,000
Business Rates – Cost of Discretionary Relief included in Business Rate Retention Scheme <i>[Reduction in Expenditure]</i>	-56,000

Reduction in LGA Subscription [<i>Reduction in Expenditure</i>]	-598
Increase in additional costs associated with not replacing the Car Parking Managers Post (£3,700 12/13 & £2,644 13/14) [<i>Increased Expenditure</i>]	6,344
The expected additional income from increasing planning fees has been reduced from £25,000 to £16,500 [<i>Reduction in Income</i>]	8,500
The proposed increase in car parking fees has been deleted [<i>Reduction in Income</i>]	7,748
Introduction of charging for pre planning application advice [<i>Increased Income</i>]	-20,000
Section 106 Agreements administration fees from developers [<i>Increased Income</i>]	-10,000
Rent of Office Space in West Somerset House [<i>Increased Income</i>]	-4,000
Total (table 1)	5,030,488
Income Reported to Cabinet 9th January 2013	4,984,531
Share of growth from Business Rate Retention [<i>Increased Income</i>]	205,729
Recalculation of Council Tax [<i>Reduction in Income</i>]	-12,554
Deletion of Estimated Deficit on Collection Fund [<i>Reduction in Income</i>]	10,000
Levy on growth from Business Rate Retention [<i>Reduction in Income</i>]	-£102,865
Total (table 1)	£5,084,841

NOTE -

6. The District Council's Budget-Setting Process – Principles

The figures in the budget are calculated based on the following assumptions

- Council Tax is increased by 3.7%
- A 1% pay award to staff
- Pension Deficit Recovery will increase by £40,000
- The total amount of business rate refunds and write-offs does not exceed £2,100,000
- A contingency sum of £20,000 to fund compensation payments in relation to the 'Assets of Community Value Scheme'
- A Minimum Revenue Provision of £20,000 is required
- The repayment of an outstanding loan in February 2014.

7. The Council Tax charge for 2013/14

The tax base is calculated by taking the number of chargeable dwellings in the District converted to the equivalent number of band D properties. This figure is then typically reduced to reflect potential losses in collection. However, the calculation for 2013/14 is more complicated in that account has to be taken of a reduction to reflect the Local Council Tax Support Scheme, a increase to reflect Technical Council Tax Reforms and finally a further reduction to take account of anticipated increases in lost collection as a result of the new Council Tax Support Scheme.

Details of the calculation for 2013/14 are shown in **table 5** below

Council Tax Base Calculation – Table 5

	Tax Base
Gross Tax Base	14,853.90
Reduction for Council Tax Support	-2,053.35
Increase for Council Tax Reforms	276.39
	<u>13,076.94</u>
Losses in Collection	-215.14
Net Total	<u><u>12,861.80</u></u>

The Council Tax charge for the year is simply the District's precept requirement divided by the Tax Base.

$$\frac{\text{Council Tax Requirement 2013/14}}{\text{Tax Base (number of Band Ds)}} = \frac{\underline{\underline{£1,772,613}}}{12,861.80} = \underline{\underline{£137.82}} \text{ per band D Equivalent}$$

The Council will continue to receive a government grant equal to a 2.5% increase in council tax in 2013/14 for freezing its Council Tax in 2011/12. In addition, a one-off grant equal to a further 2.5% is available to authorities that freeze their council tax in 2012/13. For 2013/14 the government are again encouraging local authorities to freeze their council tax by offering a two year grant equivalent to a 1% increase.

As far as 'capping' increases in council tax the government have set a general 2% threshold, any increase exceeding this limit would trigger the requirement for a referendum to be held. However, those District Councils whose average (Band D) level of council tax charge is in the lower quartile nationally may increase their charge by up to £5.00 per annum. It has been confirmed that West Somerset Council's level of Council Tax is in the lower quartile and it is therefore possible to increase the charge of £132.90 by a maximum 3.76%. Consequently, it is proposed that the level of Council Tax is increased by 3.7% or £4.92 per annum (just under 9.5p per week)

8 Grant Settlement

Spending Power

Government grant is not the only way that councils receive their money. A local council has income from various sources; from business rates through the new retention system, fees and charges and from the local council tax. The Government has looked at these funding sources in the round in assessing the relevant spending power of each council. It has taken account of council income from council tax, start-up funding assessment and grants. It considers, therefore, that it is fairest and most accurate to look at a council's overall 'spending power' rather than simply their grant levels.

Accordingly, the main headline figures used in the initial financial settlement announcement was that there was a national reduction in spending power of 1.7% in 2013/14 with many councils gaining and none suffering a reduction in excess of 8.8%. West Somerset Council's Spending Power has actually increased in 2013/14 by 0.9%.

West Somerset Council's Spending Power – Table 6

	2012/13	2013/14
Council Tax	£1,965,000	£1,965,000
Start Up Funding Assessment	£2,704,000	##£2.630,000
Community Right to Challenge Grant	£9,000	£9,000
Community Right to Bid Grant	£5,000	£8,000
Council Tax Freeze Grant 12/13	£49,000	
Council Tax Freeze Grant 13/14		##£20,000
New Homes Bonus	£238,000	£383,000
TOTAL	£4,970,000	£5,015,000

Sum includes £110,262 government Council Tax Support grant which is being passported to Parish and Town Councils. A corresponding figure is not in the 12/13 figure and if for comparison purposes it is deducted from the 13/14 figure the respective total Spending Power totals are - £4,970,000 in 12/13 and £4,904,738 in 13/14 (1.3% Reduction)

The government have assumed in their assessment of Spending Power that the Council will not be increasing their Council Tax charge, but will be taking the 'Freeze Grant' equivalent to £20,000 for each of the next two years.

Start-Up Funding

This is an assessment by government of what the councils need to spend in certain areas and then disaggregated between Revenue Support Grant and Business Rate Retention Baseline Funding. These two figures when added together amount to the total of government funding being made available.

West Somerset Council's Start-Up Funding – Table 7

	2013/14
Revenue Support Grant	
Formula Funding	£1,298,838
Council Tax Freeze Grant 2011/12	£29,432
Council Tax Support Funding	£221,110
Homelessness Prevention Grant	£30,025
Total (see table 1)	£1,579,405
Business Rates Baseline Funding	
Formula Funding	
	£864,082
Council Tax Freeze Grant 2011/12	£19,581
Council Tax Support Funding	£147,098
Homelessness Prevention Grant	£19,975
Total (see table 1)	£1,050,735
OVERALL TOTAL	£2,630,140

9 New Homes Bonus

The New Homes Bonus (NHB) commenced in April 2011, is intended to reward local authorities by granting them an amount of money for each new Band D equivalent property that is entered onto the valuation list. There is an additional grant for empty properties brought back into use and for new affordable homes.

The concept of this grant is that it will be an accumulative award for six years, in the seventh year the first year's award will be replaced by that in the seventh and so on. Having regard to the Councils financial situation the New Homes Bonus has been used to generally finance the Councils net expenditure rather than being ring-fenced for a specific purpose. Details of the grants awarded in the first three years are shown in **table 8**.

Summary of New Homes Bonus to date – Table 8

Income	2011/12	2012/13	2013/14
Year one (2011/12)	91,342	91,342	91,342
Year two (2012/13)		143,293	143,293
Year three (2013/14)			149,321
Sub total	91,342	234,635	383,956
Year one (2011/12) affordable homes bonus payment	Nil	3,920	Not Known
Total payable	91,342	238,555	383,956

10 The Medium Term Financial Plan 1st April 2013 to 31st March 2016

The Government has announced the provisional levels of grant funding that the Council can expect to receive in 2014/15. The most worrying aspect concerns the amount of Revenue Support Grant the Council can expect to receive which has been

cut by 23.3%, from £1,579,405 to £1,211,000. Furthermore it is anticipated that this trend will continue into 2015/16 and as such it has been estimated that there will be a further 18.9% reduction.

On the other hand whereas Business Rate refunds and write-offs are expected to total £2,100,000 next year it is anticipated that they will revert in future years to normal levels of around £600,000. This would result in the amount of Business rates being retained by the Council increasing by £300,000. **It must be nevertheless stressed that the reality is that we have no confirmation from any source of the potential amount of any refund to EDF concerning the Business Rates payable in respect of Hinkley Point.**

Other key assumptions in future years include: -

- o Council Tax Increases 2014/15 & 2015/16 of £3.6% and 3.5% respectively
- o Pay awards of 2.5% in 2014/15 and 2015/16
- o Continuing increasing pension deficit payments of £40,000 pa
- o Minimum Revenue Provision of £100,000 in 2014/15
- o Reductions in Revenue Support Grant of £368,405 in 2014/15 and an additional £228,879 in 2015/16
- o Zero Economic Growth
- o New Homes Bonus rising from £383,956 in 2013/14 to £647,956 in 2015/16
- o Continuing levels of government grant regarding the local Council Tax Support Scheme
- o Efficiency savings of £674,891 in addition to those in the approved 2012/13 budget

A copy of the current MTFP is shown in **table 9** below.

Medium Term Financial Plan (MTFP) – Table 9

	2012/13	2013/14	2014/15	2015/16
EXPENDITURE				
Net Expenditure	5,172,156	5,335,929	5,264,838	5,394,189
Savings Target	-83,110	-305,441	-54,529	-252,528
TOTAL Net Expenditure	5,089,046	5,030,448	5,210,309	5,141,661
INCOME				
Council Tax	1,965,006	1,785,167	1,836,427	1,900,702
Formula Grant	2,242,000			
Revenue Support Grant	125,000	1,579,405	1,211,000	982,121
C Tax Support Admin. Grant	279,000	272,850	272,000	272,000
New Homes Bonus	#214,000	383,956	444,956	647,956
Business Rate Retention		1,256,464	1,856,464	1,856,464
Business Rate Retention – Levy		-102,865	-402,865	-402,865
C Tax Support – Grant to Parishes		-110,262	-112,467	-114,717
C Tax Support – New Burdens Funding		32,680	59,659	-
Collection Fund	33,280			
TOTAL Income	4,858,286	5,084,841	5,165,174	5,141,661
(Surplus) / Deficit	230,760	(54,353)	45,136	-
Contribution to Earmarked Reserves		181,670	100,000	100,000
Contribution from Earmarked Reserves	411,400			
Revenue Reserve Balance B/Fwd.	960,654	1,115,517	990,753	848,623
Revenue Reserve Balance C/Fwd.	1,115,517	988,199	843,063	743,063

Actual figure received £239,000 (£25,000 used to fund services)

Appendix B

Revenue Budget 2012/13

1. Council Spending - Budget Book

The budget is presented in Service Plan format, to provide information on the resources allocated to each of the Corporate Priorities. A copy is attached here at **table 10** below -

Revenue Budget 2013/14 -Table 10

Outturn 2011/12	Budget Book 2013/14 Expenditure	Budget 2012/13	Budget 2013/14
£1,069,630	Corporate Director	£1,687,268	£1,561,106
£655,090	Group Manager - Housing & Community	£709,709	£917,037
£1,884,779	Group Manager - Environment & Services	£2,542,626	£2,552,345
£1,022,161	Group Manager - Finance and Central Support		
£4,631,660	Total	£4,939,603	£5,030,488
	Income		
£2,014,513	Council Tax	£2,063,144	£1,772,613
	Revenue Support Grant and Other Grants		£1,579,405
£2,530,154	Formula Grant / Revenue Support Grant	£2,236,296	
	C Tax / Housing Benefit Admin Grant		£272,850
	New Homes Bonus		£383,956
£69,510	Transition Grant		
	Retention of Business Rates		£1,153,599
	C Tax Support Grant to Parish/Town Councils		-£110,262
	New Burdens Funding		£32,680
£20,560	Collection Fund (Surplus) / Deficit	£33,280	
	Contribution from Reserves	£606,883	
£4,634,737	Total	£4,939,603	£5,084,841
(£3,077)			(£54,353)

A more detailed analysis of the revenue budget by service area is included at **Addendum 1** to this Appendix.

2. Predicted Revenue Outturn position at 31st March 2013

Budget monitoring to the end of the second quarter of 2012/13 (i.e. 30th September) has identified a forecast underspend of £99,097. This will increase the amount available in the General Fund at 31st March 2013 but none will have an on-going impact on the base budget. A summary of the variances is shown in **table 10** below.

A similar monitoring exercise is currently being undertaken on the figures from the end of the third quarter i.e. 31st December). At the same time the opportunity is being taken to undertake a comprehensive review of the appropriateness of individual budgets in relation to previous actual spending patterns and the likely outturn this year. Members of Cabinet should note that the results of these exercises will almost certainly result in changes to the MTFP and next year's budget when reported to Council on 20th February 2013.

Quarter 2 Performance Report Variances - Table 11

Variance £	Adjustment in 2012/13 Budget
24,100	Planning – Increase in Income
10,400	Planning Policy - Non employment of Programme Officer
28,300	Housing Benefits - Increased Income - Overpayments
36,297	Net Underspend from numerous various budgets
99,097	

3. Savings identified in the 2012/13 Budget

The Cabinet and members of the council's Corporate Management Team have been working together during the autumn of 2011 to agree a savings package that will deliver a balanced budget in 2012/13 and maintain reserves at minimum levels. Member seminars have also been held to ensure awareness of the issues facing the council and the need for savings. The package of savings measures as presented to both Cabinet and Scrutiny in January '13, including those not included in the base budget for the current year, are shown in **table 12** below: -

Savings proposals for the 2012/13 Budget - Table 12

	2012/13	2013/14	Total
External Audit Fees	£48,000		£48,000
Car Parking – staff costs (Car Parking Managers post deleted)	£11,626	£8,304	£19,930
Licensing - staff costs (reduction in hours)	£6,525	£6,525	£13,050
Finance - staff costs (vacant post deleted)	£4,609		£4,609
Revenues - staff costs (vacant post deleted)	£11,262		£11,262
Revenues - staff costs (vacant post deleted)	£10,850		£10,850
Benefits - staff costs (vacant post deleted)	£18,313		£18,313
Housing - staff costs (vacant post deleted)	£6,525		£6,525
Benefits - staff costs (existing staff, reduction in hours)	£1,224	£6,220	£7,444
Finance - staff costs reduction (Group Managers post replaced part-time)	£22,676	£11,198	£33,874
Health & Safety - cease annual subscription to technical indexes		£6,000	£6,000
Executive Support staff costs reduction (PR & Media Post deleted)		£41,125	£41,125
Planning Policy - External specialist support not required 13/14		£28,000	£28,000
Finance - reduction in cost of financial management system		£40,000	£40,000
HR - reduction in cost of private health care scheme		£1,500	£1,500
HR – reduction in staff training		£5,000	£5,000
Planning - government approved increase in fees		£16,500	£16,500
Internal Audit – Reduction in the number of audits		£10,000	£10,000
Veolia Contract - savings identified other than permanent closure of public toilets		£22,000	£22,000
Open Spaces - MTC to contribution towards cost of planting		£3,000	£3,000
Reduction in LGA Subscription		£598	£598
Veolia Contract - closure of 5 public toilets		£36,000	£36,000
Benefits - reduce external processing capacity		£6,000	£6,000
Building Control – 5% Increase fees and charges		£3,100	£3,100
Licensing – 5% Increase fees and charges		£2,671	£2,671
Housing (Homelessness) - reduction in prevention budget		£6,000	£6,000
Environmental Health - cease rodent & pest service		£11,700	£11,700
West Somerset House – Rent of Space (D & SF&R)		£4,000	£4,000
Planning - Pre Planning Application Advice fees		£20,000	£20,000
Planning - Section 106 Administration fees		£10,000	£10,000
TOTAL	£145,310	£289,735	£435,035

As has been previously reported it is estimated that £58,500 of the £159,457 savings included in the current years base budget will not be achieved meaning that the net effect on the base budget for 2013/14 will be £376,545

ADDENDUM 1

Corporate Director

<u>2011-12 Outturn</u>		<u>2012-2013 Budget</u>	<u>2013-2014 Budget</u>
£74,506 Corporate Director		£74,595	£75,423
£73,367	Employee Costs	£73,325	£74,153
£768	Transport Related Expenditure	£1,000	£1,000
£370	Supplies & Services	£270	£270
£136,673 Executive Support Team		£136,694	£96,668
£135,946	Employee Costs	£136,294	£96,268
£726	Transport Related Expenditure	£400	£400
£30,833 Member Services		£45,362	£45,843
£30,833	Employee Costs	£45,312	£45,793
£0	Transport Related Expenditure	£50	£50
£0	Supplies & Services	£0	£0
£61,257 Elections		£50,595	£50,883
£26,268	Employee Costs	£26,365	£26,653
£50	Transport Related Expenditure	£90	£90
£49,792	Supplies & Services	£24,140	£24,140
-£14,853	Income	£0	£0
<b style="color: red;">-£32,560 Land Charges		<b style="color: red;">-£23,261	<b style="color: red;">-£22,991
£24,840	Employee Costs	£24,989	£25,259
£29	Transport Related Expenditure	£40	£40
£115	Supplies & Services	£110	£110
£19,244	Third Party Payments	£16,100	£16,100
-£76,787	Income	-£64,500	-£64,500
£437,941 CDC		£440,352	£409,483
£236,657	Employee Costs	£233,216	£236,945
£10,532	Transport Related Expenditure	£10,000	£10,000
£179,222	Supplies & Services	£185,836	£151,238
£11,531	Third Party Payments	£11,300	£11,300
£41,904 Postages		£40,000	£40,000
£41,904	Supplies & Services	£40,000	£40,000
£95,006 Communications Team		£73,586	£74,319
£87,054	Employee Costs	£65,451	£66,184
£39	Transport Related Expenditure	£100	£100
£7,913	Supplies & Services	£8,035	£8,035
£124,561 Legal		£130,452	£130,768
£28,357	Employee Costs	£28,552	£28,868
£91	Transport Related Expenditure	£100	£100
£20,062	Supplies & Services	£11,050	£11,050
£86,018	Third Party Payments	£90,750	£90,750
-£9,967	Income	£0	£0
£68,011 Human Resources		£185,772	£220,129
£61,912	Employee Costs	£57,792	£52,149
£97	Transport Related Expenditure	£150	£150
£6,001	Supplies & Services	£127,830	£167,830

2011-12 Outturn**2012-2013 Budget****2013-2014 Budget**

£31,496 GM Corporate Services		£0	£0
£31,019	Employee Costs	£0	£0
£477	Transport Related Expenditure	£0	£0
£0	Supplies & Services	£0	£0
£370,891 Finance		£324,279	£283,467
£278,204	Employee Costs	£267,589	£266,777
£310	Transport related expenditure	£480	£480
£80,472	Supplies & Services	£60,710	£20,710
£11,905	Income	-£4,500	-£4,500
£68,490 Internal Audit		£68,300	£58,300
£68,490	Third Party Payments	£68,300	£58,300
£36,795 Investment & Interest		£27,750	£32,750
£52,850	Supplies & Services	£62,750	£67,750
-£16,055	Income	-£35,000	-£35,000
£62,384 Insurance		£65,000	£65,000
£63,924	Supplies & Services	£65,000	£65,000
-£1,540	Insurance recharged	£0	£0
£50,750 GM Finance & IT		£47,792	£1,064
£49,587	Employee Costs	£47,472	£744
£1,162	Transport related expenditure	£320	£320
£0	Supplies & Services	£0	£0
£1,658,938	Total	£1,687,269	£1,561,106

Group Manager - Housing & Community

2011-2012 Outturn			2012-2013 Budget			2013-2014 Budget
-£57,640	Licensing		-£53,424			-£69,420
£32,584	Employee Costs		£32,676			£19,351
£175	Transport Related Expenditure		£300			£300
£4,447	Supplies & Services		£5,800			£5,800
-£94,845	Income		-£92,200			-£94,871
£11,136 Housing Bed & Breakfast			£5,000		£5,000	
£21,835	Supplies & Services		£25,000			£25,000
-£10,700	Income		-£20,000			-£20,000
£66,399 Housing Temporary Accommodation			£56,450		£56,450	
£139,275	Premises Related Expenditure		£176,300			£176,300
£1,638	Supplies & Services		£150			£150
-£74,514	Income		-£120,000			-£120,000
-£13,191 Housing Homelessness Admin			-£9,000		£35,000	
£36,809	Supplies & Services		£41,000			£35,000
-£50,000	Income		-£50,000			£0
£0 Housing Enabling			£0		£0	
£17,958 Housing Private Sector Renewal			£54,516		£56,706	
£0	Employee Costs		£37,516			£39,706
£17,958	Third Party Payments		£17,000			£17,000
	Income					£0
£122,567 Planning Policy			£118,149		£91,235	
£81,436	Employee Costs		£81,699			£82,785
£624	Transport Related Expenditure		£1,450			£1,450
£52,507	Supplies & Services		£35,000			£7,000
-£12,000	Income		£0			£0
£166,536 Housing Staff			£164,913		£173,791	
£164,430	Employee Costs		£163,813			£172,691
£1,765	Transport Related Expenditure		£1,000			£1,000
£341	Supplies & Services		£100			£100
	Income					£0
£68,931 Food Safety			£72,269		£74,774	
£63,203	Employee Costs		£67,269			£69,774
£2,227	Transport Related Expenditure		£1,500			£1,500
£3,501	Supplies & Services		£3,500			£3,500
	Income					£0
£22,360 Environmental Health			£25,900		£14,200	
£11,002	Supplies & Services		£11,900			£11,900
£33,085	Third Party Payments		£29,200			£17,500
-£21,726	Income		-£15,200			-£15,200
£109,792 Environmental Health Staff			£73,193		£73,917	
£105,540	Employee Costs		£69,093			£69,817
£3,680	Transport Related Expenditure		£3,500			£3,500
£572	Supplies & Services		£600			£600

2011-2012 Outturn		2012-2013 Budget		2013-2014 Budget	
£40,636 Economic Development		£49,710		£5,936	
£50,189	Employee Costs	£94,205		£50,431	
£2,413	Premises Related Expenditure	£0		£0	
£727	Transport Related Expenditure	£1,090		£1,090	
£3,000	Third Party Payments	£3,000		£3,000	
£3,413	Supplies & Services	£150		£150	
-£19,106	Income	-£48,735		-£48,735	
£43,792 Tourism		£33,526		£33,892	
£32,591	Employee Costs	£32,676		£33,042	
£1,051	Transport Related Expenditure	£850		£850	
£10,150	Supplies & Services	£0		£0	
£0	Income	£0		£0	
£55,812 GM Housing & Community		£57,223		£57,863	
£55,219	Employee Costs	£55,123		£55,763	
£417	Transport Related Expenditure	£350		£350	
£177	Supplies & Services	£1,750		£1,750	
	Income			£0	
-£23,150 CT Benefits		-£10,000		-£10,000	
£3,173,152	Transfer Payments	£2,750,000		£2,750,000	
-£3,196,302	Income	-£2,760,000		-£2,760,000	
-£239,423 HB Admin		-£190,905		£82,095	
£88,326	Supplies & Services	£88,095		£82,095	
-£327,749	Income	-£279,000		£0	
-£94,395 HB Rent Allowance		-£40,000		-£40,000	
£68,015	Supplies & Services	£0		£0	
£13,005,325	Transfer Payments	£13,500,000		£13,500,000	
-£13,167,736	Income	-£13,540,000		-£13,540,000	
£2,410 HB Non HRA Rent Rebate		£20,000		£20,000	
£69,703	Transfer Payments	£230,000		£230,000	
-£67,293	Income	-£210,000		-£210,000	
£149,938 Benefits Staff		£153,793		£113,027	
£149,101	Employee Costs	£187,260		£146,494	
£837	Transport related expenditure	£1,000		£1,000	
£0	Income	-£34,467		-£34,467	
-£42,728 CT Collection		-£37,300		-£37,300	
£15,628	Supplies & Services	£20,250		£20,250	
-£58,356	Income	-£57,550		-£57,550	
£56,984 NDR Relief		£56,000		£0	
£56,984	Supplies & Services	£56,000		£0	
£0	Income	£0		£0	
-£80,177 NDR Collection		-£78,450		-£6,450	
£1,051	Supplies & Services	£0		£0	
-£81,228	Income	-£78,450		-£6,450	
£166,489 Revenues Staff		£188,146		£186,320	
£166,181	Employee Costs	£187,356		£185,530	
£308	Transport Related Expenditure	£790		£790	
£551,038	Total	£709,709		£917,037	

Group Manager - Environment & Services

2011-12 Outturn		2012-2013 Budget	2013-2014 Budget
-£24,120	Roughmoor Depot	-£17,310	-£17,310
£15,269	Premises Related Expenditure	£21,790	£21,790
£2,097	Supplies & Services	£2,500	£2,500
-£41,485	Income	-£41,600	-£41,600
-£75,823	Estates - Assets	-£41,902	£8,098
£0	Employee Costs	£50	£50
£14,288	Premises Related Expenditure	£30,684	£60,684
£0	Transport Related Expenditure	£80	£80
£3,256	Supplies & Services	£12,756	£32,756
-£93,367	Income	-£85,472	-£85,472
-£49,470	Roughmoor Enterprise Centre	-£70,700	-£70,700
£16,604	Premises Related Expenditure	£19,300	£19,300
	Third Party Payments		£0
-£66,074	Income	-£90,000	-£90,000
£60,117	Estates	£66,441	£67,288
£60,117	Employee Costs	£66,441	£67,288
£64,251	West Somerset House	£91,995	£87,995
£61,730	Premises Related Expenditure	£83,120	£83,120
£27,954	Supplies & Services	£33,875	£33,875
-£25,433	Income	-£25,000	-£29,000
£28,537	Contact Centre	£30,300	£30,300
£31,864	Premises Related Expenditure	£29,708	£29,708
£272	Supplies & Services	£592	£592
-£3,599	Income	£0	£0
£190,439	Public Conveniences	£159,801	£101,863
£4,990	Employee Costs	£4,978	£5,040
£97,508	Premises Related Expenditure	£98,123	£98,123
£119,074	Third Party Payments	£99,500	£99,500
-£31,133	Income	-£42,800	-£100,800
-£429,588	Parking - Off Street	-£388,125	-£373,125
£56,354	Premises Related Expenditure	£61,800	£61,800
£4,008	Transport Related Expenditure	£5,700	£5,700
£42,256	Third Party Payments	£42,300	£42,300
£0	Supplies & Services	£3,000	£3,000
-£532,205	Income	-£485,925	-£485,925
£0	Approved Savings	-£15,000	£0
-£150	Public Transport	£0	£0
-£150	Income	£0	£0
£25,268	VIIC	£1,865	£1,865
£27,509	Employee Costs	£2,340	£2,340
£6,772	Premises Related Expenditure	£10,830	£10,830
£18,275	Supplies & Services	£24,295	£24,295
-£27,288	Income	-£35,600	-£35,600
£98,399	Parking Staff	£102,097	£82,915
£97,545	Employee Costs	£100,747	£81,565
£854	Transport Related Expenditure	£860	£860
£0	Supplies & Services	£490	£490
£34,182	Building Control	£33,540	£28,571
£170,800	Employee Costs	£148,970	£108,316
£6,212	Transport Related Expenditure	£4,870	£4,870
£6,553	Supplies & Services	£3,700	£42,485
-£149,384	Income	-£124,000	-£127,100

2011-12 Outturn

2012-2013 Budget

2013-2014 Budget

£13,633 Coast Protection		£19,700	£19,700
£10,659	Supplies & Services	£17,550	£17,550
£2,624	Third Party Payments	£2,500	£2,500
£350	Income	-£350	-£350
£126,427 Development Control		£80,043	£37,623
£266,687	Employee Costs	£245,145	£249,225
£4,216	Transport Related Expenditure	£2,770	£2,770
£15,655	Supplies & Services	£10,660	£10,660
£2,333	Third Party Payments	£0	£0
-£162,463	Income	-£178,532	-£225,032
£2,109 Flood Defence		£10,500	£10,500
£3,474	Supplies & Services	£10,500	£10,500
-£1,365	Income	£0	£0
£253,096 Open Spaces		£210,653	£224,110
£147,182	Employee Costs	£148,146	£149,603
£43,139	Premises Related Expenditure	£10,200	£10,200
£16,968	Transport Related Expenditure	£19,200	£19,200
£58,267	Supplies & Services	£56,657	£56,657
-£12,460	Income	-£23,550	-£11,550
£445,614 Street Cleansing		£433,185	£433,185
£5,669	Employees Cost	£185	£185
£14,792	Supplies & Services	£20,740	£20,740
£432,635	Third Party Payments	£418,260	£418,260
-£7,482	Income	-£6,000	-£6,000
£891,031 Waste		£1,016,080	£1,011,380
£1,103,600	Third Party Payments	£1,081,080	£1,076,380
-£212,569	Income	-£65,000	-£65,000
£14,594 Community Development		£15,754	£62,964
£14,594	Employee Costs	£14,644	£61,854
£0	Transport Related Expenditure	£1,000	£1,000
£0	Supplies & Services	£110	£110
	Income		£0
£88,343 Community Links		£65,247	£65,247
£98,670	Supplies & Services	£65,247	£65,247
-£10,327	Income	£0	£0
£56,678 Community Safety		£39,663	£40,231
£65,913	Employee Costs	£53,449	£54,017
£840	Transport Related Expenditure	£450	£450
£4,374	Supplies & Services	£2,500	£2,500
-£14,450	Income	-£16,736	-£16,736
£55,516 GM Environment & Services		£55,563	£56,203
£55,041	Employee Costs	£55,223	£55,863
£353	Transport Related Expenditure	£340	£340
£123	Supplies & Services	£0	£0
£19,479 Harbour		£0	£0
£4,226	Employee Costs	£0	£0
£11,169	Premises Related Expenditure	£0	£0
£16,231	Supplies & Services	£0	£0
-£12,147	Income	£0	£0

2011-12 Outturn

2012-2013 Budget

2013-2014 Budget

2011-12 Outturn		2012-2013 Budget	2013-2014 Budget
£0 Watchet Harbour		£12,242	£12,242
£0	Premises Related Expenditure	£4,700	£4,700
£0	Supplies & Services	£9,000	£9,000
£0	Income	-£1,458	-£1,458
£0 Minehead Harbour		£3,808	£3,808
£0	Premises Related Expenditure	£6,350	£6,350
£0	Supplies & Services	£11,200	£11,200
£0	Income	-£13,742	-£13,742
£0 Brunel Way Depot		£38,060	£38,060
£0	Premises Related Expenditure	£40,560	£40,560
£0	Income	-£2,500	-£2,500
£0 Barnsclose Units		-£7,360	-£7,360
£0	Premises Related Expenditure	£3,640	£3,640
£0	Income	-£11,000	-£11,000
£0 Farmers Market		-£1,200	-£1,200
£0	Employee Costs	£7,000	£7,000
£0	Supplies & Services	£1,800	£1,800
£0	Income	-£10,000	-£10,000
£264,361 IT		£298,347	£312,153
£93,097	Employee Costs	£91,702	£105,508
£153	Transport related expenditure	£460	£460
£172,610	Supplies & Services	£206,185	£206,185
-£1,499	Income	£0	£0
£72,327 Central Telephones		£79,000	£79,000
£72,334	Supplies & Services	£79,000	£79,000
-£7	Income	£0	£0
£57,529 Design and Print		£67,500	£67,500
£5,494	Employee Costs	£0	£0
£52,322	Supplies & Services	£67,500	£67,500
-£287	Income	£0	£0
£138,904 Customer Services		£137,839	£139,239
£138,841	Employee Costs	£137,519	£138,919
£63	Transport Related Expenditure	£320	£320
£2,421,684	Total	£2,542,626	£2,552,345

1. Capital Strategy

The Council approved its Capital Strategy 2012-15 as part of the budget report presented to Cabinet and Council in February 2012. The substance of this strategy will not have changed in 2013 albeit that the Council's Corporate Priorities will have.

The Council's approach to funding its capital programme is:

- Through the disposal of land and buildings
- By maximising third party contributions from grant funding or private sector investment
- Use of borrowing, as a last resort, in accordance with the Prudential Code and with full regard of the impact on the revenue budget

The Council will not assume the use of any ongoing revenue funding to support the capital programme during 2013-16, other than one-off use of earmarked reserves that have been historically set aside from revenue sources. .

2. Capital Receipts

West Somerset has taken out very limited borrowing and been able to take advantage of the capital receipt to maintain an ongoing capital programme to deliver a range of projects.

However, the Council now has very limited capital receipts from that original balance. The Council will continue to seek to maximise the receipts achievable. This will mean disposal of some land and assets in order to re-invest sums receivable to achieve our aspirations. Land assets already identified for disposal include – two sites at Seaward Way, Minehead; former Aquasplash site, Minehead; Townsend Farm, Carhampton; a site in Simonsbath and the East Wharf, Watchet.

3. Use of Receipts

The Council is reliant on the achievement of additional capital receipts for investment in new and emerging capital projects and will seek to maximise receipts for this purpose. More importantly the ability to repay a outstanding loan of £3.5m that is due to mature in February 2014 will be dependent upon future capital receipts from the disposal of assets.

4. Borrowing

Where borrowing is required, as a last resort, the Council has agreed that this will be done through the most financially economical method of balancing its investment and borrowing portfolio to finance balance sheet debt liability previously financed from internal resources. This is mainly dependent upon prevailing PWLB rates.

The Council will only undertake new borrowing for capital purposes where appropriate, but only when full regard has been taken of the revenue implications of so doing. Revenue budgeting for new borrowing will take account of both the principle and interest payments required in order to minimise the need to refinance loans when they expire.

5. Approach to Borrowing

As outlined above the Council is committed to minimising the amount of new loans taken out to fund its capital programme in the light of the clear need to minimise the impact on the revenue budget. It will only consider new borrowing for material capital

projects with a clear long-term benefit and where the business case can be established. Borrowing as a method of funding capital projects will whenever possible be resisted.

6. Direct Revenue Funding

There is no capacity within the revenue budget to fund capital schemes on an ongoing basis from revenue resources in 2013/14. The capital programme and financing strategy will be developed in this knowledge.

As part of its housing and regeneration programmes the Council will also consider the gifting or allocation of either land or property as its contribution to the wider outcomes.

7. Approval of Capital Schemes

Initially all schemes are submitted by a Group Manager to the Corporate Management Team (CMT), consisting of all Group Managers, the Director and Chief Executive, for their review. At each stage any scheme must be submitted on the Council's approved capital submission document (Project Appraisal Report – PAR), which allows for each to be assessed against a range of criteria.

In deciding whether to approve a scheme CMT will give full regard to the Council's Corporate Plan, Service Plans and the Medium Term Financial Plan. Each bid must clearly define the outcomes sought from the proposed project.

8. Bids for Capital Resource in 2012/13 to 2014/15

A summary of the proposed approved capital bids for resources in 2013/14 are shown in **table 13**. Unlike previous capital programmes which covered a period of three years it is felt to be prudent, because of the Council's weak financial position, to plan no further than one year ahead.

Capital Programme 2013/14 – Table 13

	2013-2014	Financed By
Housing		
Clanville Housing (Assumes Purchase and Selling)	£0	Future Capital Receipt
Sale of Land - Seaward Way	£50,000	Future Capital Receipt
Sale of Land – Former Aquasplash site	£50,000	Future Capital Receipt
Sale of Land - Field Study Centre, Simonsbath	£5,000	Future Capital Receipt
Sale of Land - Townsend Farm, Carhampton	£5,000	Future Capital Receipt
Disabled Facilities Grants	£96,000	Capital Grant
Decent Homes	£84,000	Capital Grant
	£290,000	
IT Projects		
Annual Hardware Replacement Program	£65,000	Useable Capital Receipt
Card Bureau Service	£10,000	Useable Capital Receipt
Backup Solution	£18,000	Useable Capital Receipt
2003 Domain Upgrade	£7,000	Useable Capital Receipt
MS Exchange Upgrade	£5,700	Useable Capital Receipt
Finance System	£50,000	Useable Capital Receipt
Microsoft Licence	£13,636	Useable Capital Receipt
	£169,336	
Environmental Services		
Watchet East Wharf Warehouse - Renovation	£27,000	Useable Capital Receipt
Watchet East Wharf Warehouse – Railings	£3,000	Useable Capital Receipt
Roughmoor Enterprise Centre, Williton – CCTV	£6,500	Useable Capital Receipt
Cliffs above Quay Street, Minehead	£7,000	Useable Capital Receipt
Dulverton Mill Leat	£6,500	Useable Capital Receipt
Watchet Harbour, West Pier - Impounding Wall	£17,000	Useable Capital Receipt
Watchet Harbour, West Pier – Ladders	£5,000	Useable Capital Receipt
Watchet Harbour, West Pier - Replacement Fendering	£3,000	Useable Capital Receipt
The Esplanade, Watchet - Replacement Lanterns	£2,000	Useable Capital Receipt
Wheddon Cross Car Park - Contribution – Resurfacing	£2,000	Useable Capital Receipt
Car Parks PCN Enforcement Hand Held Computer	£2,500	Useable Capital Receipt
Beach Rake	£8,000	Useable Capital Receipt
Public Conveniences	£50,000	Useable Capital Receipt
Coast Protection	£5,000	Useable Capital Receipt
	£144,500	
Grand Total	£603,836	

In terms of unapplied capital receipts the anticipated balances are shown in **table 14** below: -

Unapplied Capital Receipts, Forecast balances - Table 14

	2013/14
Unapplied Capital Receipts	£
Opening balance at 1 April 2012 (per accounts)	(1,511,400)
Expected transactions during 2012/13 & 2013/14	(5,572,221)
Forecast balance at 31 March 2014	(7,083,621)
Less Capital Receipts Applied in 2012/13	187,700
Less estimated use in 2013/14 (table 13 above)	423,836
Loan Maturity February 2014	3,500,000
Forecast balance at 31 March 2014	(2,972,785)

9. Minimum Revenue Provision

The revenue impact of the Capital Programme takes place in two of forms: -

1. Loss of interest on internally borrowed sums
2. Minimum revenue provision (set-aside for non-financed capital expenditure)

10. Earmarked Reserves

A summary of the 'earmarked' reserves and the forecast position at the year-end is shown in **tables 15** below.

Earmarked Reserves - Table 15

Description	Balance at 1st April 2012	Grant received in year	Applied in year	Balance at 1st April 2013
New Home Bonus <i>[Used to support General Fund Balance]</i>	72,664	238,555	-238,555	72,664
Economic Regeneration - Remains of Foot & Mouth Fund <i>[Used to fund capital]</i>	27,500		-27,500	
Housing Benefit – Additional government grant <i>[to combat economic downturn]</i>	13,224			13,224
Area Based Grant – Balance of Working Neighbourhood Fund <i>[On-going projects previously approved, employment costs and to fund capital]</i>	219,011		-132,948	86,063
W.S.C. Sustainability <i>[Invest to save initiatives]</i>	44,753			44,753
Community Safety <i>[Grant to cost service]</i>	8,832		-8,832	
Land Charge <i>[Grant towards cost of retrospective refunds]</i>	34,356		-1,004	33,352
Tourism Reserve <i>[Used to fund Brochure]</i>	9,750		-9,750	
Hinkley Point Planning Performance Agreement <i>[Used to support General Fund Balance]</i>	411,381		-411,381	
Seaside Town Reserve <i>[Employment costs and Regal lift]</i>	199,237		-77,300	121,937
LIFT Reserve - Balance of external improvement grant. <i>[Used to fund internal improvement initiatives]</i>	35,693		-16,154	19,539
Mary Portas – Town Team Fund		10,,000		10,,000
Lorry Park Reserve <i>[Used to fund capital]</i>	46,000		-46,000	
LSP Share of monies reclaimed <i>[Used to fund Olympic Torch / Tour of Britain]</i>	13,335		-5,000	8,335
Hinkley Point Development Consent Order <i>[Used to scrutinise the planning process]</i>	71,277		-71,277	
Tourism Marketing <i>[Used to fund brochure]</i>	11,840		-11,840	
Mortgage Rescue Programme – Government Grant <i>[NOT ring fenced used on various housing related initiatives]</i>	60,000		-25,000	35,000
TOTAL	1,278,853	248,555	-1,082,541	444,867

West Somerset Council

Equality Impact Analysis Record Form 2013

When reviewing, planning or providing services West Somerset Council needs to assess the impacts on people.

Public bodies must demonstrate that they have given due regard to the General Equality Duties in relation to setting policy and making decisions, as set out in Section 149 of the Equality Act 2010.

Members need to demonstrate that they have consciously thought about the three aims of the Public Sector Equality Duty as part of the decision making process.

The three aims the authority **must** have due regard for:

- Eliminate discrimination, harassment, victimisation
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Name of policy/ practice/ service or function	Annual Budget 2013/14 & MTFP – Savings Options
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Section 1 Why are you completing the Impact Assessment (please \checkmark as appropriate)

Proposed new policy or service	Change to policy or service	Budget/Financial Decision	
		\checkmark	

1.1. Information about the new policy or change to the policy (explain the proposal and reason for the change)

As part of the financial planning process a number of budgetary savings have been identified and incorporated into the MTFP. WSC have set a savings target in 2013-14 of £289,735 to address the forecast gap in funding. In developing the savings target a number of informal member seminars have been held between June and November 2012, which have focused on the Councils weak financial standing and the options for savings. The savings options identified will be made through a combination of efficiency savings, service reductions and income generation.

The individual proposals which have been identified as having a possible impact on either service users or staff are:

- Permanent closure of 5 toilets – this was the subject of a separate EIA
- Reduction of Housing Prevention Budget
- Reduction in Benefits Processing Budget
- Cessation of Rodent & Pest Control Subsidy

- Deletion of 5 unfilled vacancies on the establishment
- Reduction in HR training for staff
- Increase in Fees & Charges

Section 2: Evidence used in the assessment

To inform the decision of the permanent closure of 5 toilets in the district, a full public consultation was undertaken during September/October 2012. Key points from the consultation are attached.

Section 3: What are the community impacts of your proposal?

Closure of 5 public toilets – This is identified as an area with potentially the biggest impact, hence the decision to undertake a public consultation in 2012. The reduction in available facilities will affect all groups of people but in particular the consultation confirmed that particularly the elderly, disabled, children and those with certain medical conditions would be most affected. There was a strong message coming out from the consultation that respondents held Blenheim Gardens as a valued facility because of its location in a public park. Respondents cited the social, cultural and economic (tourism) implications associated with closing Blenheim Gardens toilets and also the impact to those with disabilities, young children and elderly people all of whom are most likely to need such a facility close to hand.

Reduction of Housing prevention budget – The proposal is to make a reduction of £6000 from £29,000 to £23,000. This is a pot of money for one off housing option emergencies. The judgement has been made that there will be no impact on service users as there are already processes in place to take account of such events.

Reduction in Benefits processing budget – The proposal is to make a reduction of £6000. This budget covers the cost of external benefit claim processing. The processing work will be absorbed in-house and therefore a judgement has been made that there will be no impact on service users. Benefit processing times will be monitored carefully so that early detection of any drop in performance can be identified.

Cessation of Rodent & Pest Contract Subsidy – This is a non statutory service. The service is currently subsidised by the Council and is delivered through a private contractor. There is a further discount for those on Income Support, Attendance Allowance, Disability Living Allowance & Pension Credit. There may be an impact for low income families.

Deletion of 5 unfilled vacancies – Unfilled posts in Finance, Revenues & Benefits and Housing are proposed to be deleted. The work has been absorbed and therefore it is judged that there will be no impact on service users. As the posts are currently unfilled there will be no job losses from this proposal.

Reduction in HR training budget – The proposal is to make a reduction of £5000 in the budget. This reduction reflects the overall reduction in the number of employees in the organisation and therefore it is judged that the impact will be minimal.

Increase in Fees & Charges – A 5% Increase in fees are proposed across Car parks, Licensing

and Building Control. Although, affecting all residents there will be a greater impact for those on lower incomes.

3.1. Equality Impact Assessment

With reference to the analysis above, for each of the ‘protected characteristics’ in the table below please record your conclusions with evidence around equality impact in relation to the savings proposal/service change. Record negative and positive impacts.

Protected Group	Findings
Age (includes all age groups)	<p><u>In reference to toilet closures:</u> Older People (60+) – Are more likely to suffer from incontinence problems and other health related issues that require them to use the toilet more frequently. Lack of toilet facilities will result in older people staying at home. Children – Young children are less likely to be able to wait to use the toilet and mothers with babies may need baby changing facilities.</p> <p>No impact identified for other savings proposals</p>
Disability (includes mental health)	<p><u>In reference to toilet closures:</u> Some of the toilet locations identified for closure include disabled access. (Market Street, Watchet, Central, Porlock, Blenheim Gardens, Minehead). Those with mobility problems may find it harder to get to alternative facilities. People with illnesses such as Colitis, Crohn’s Disease, IBD, Prostate Cancer could be disadvantaged as these illnesses require frequent trips to the toilet. Lack of toilet facilities prevent disabled people from taking part in everyday activities and going out.</p> <p>No impact identified for other savings proposals</p>
Gender (Sex)	No impact identified (all savings proposals)
Gender reassignment	No impact identified (all savings proposals)
Marriage and civil partnership	No impact identified (all savings proposals)
Pregnancy and maternity	<p><u>In reference to toilet closures:</u> Pregnant women are more likely to need the toilet more frequently and will be disadvantaged if there are a lack of facilities.</p> <p>No impact identified for other savings proposals.</p>
Race (includes Gypsy and	No impact identified (all savings proposals)

Travellers, ethnic origins, colour and nationality)	
Religion and belief including non-belief	No impact identified (all savings proposals)
Sexual orientation (includes heterosexual, gay, bisexual)	No impact identified (all savings proposals)

Other Groups (non statutory)

Socio-economic (low income individuals & families)	In relation to the increases in fees and charges and the cessation of the subsidised pest control service there may be an impact on low income families.
Rural Isolation (West Somerset is a rural district with poor transport networks which can affect the way we deliver services)	No impact identified (all savings proposals)
Other (Are there other groups other than those already considered e.g. carers, military)	<u>In reference to toilet closures:</u> Carers who look after older people and young people may be disadvantaged. No impact identified for other savings proposals

3.2: What is the cumulative equality impact of your proposal?

You may have identified an impact on the lives of a group as a result of your individual savings proposal. However, taken together with other savings changes the cumulative impact of these decisions may be considerable and the combined impact may not be apparent where decisions are taken in isolation.

It has been identified that there could be an impact on low income families with some of the budget proposals. Low income families are less resilient to the affect of increase in the cost of services and reduction of services within the general context of austere times and the general rise in cost of living.

Section 4: ACTION PLAN

This table must be completed where all negative impacts have been identified, and the steps that could be taken to mitigate this impact or to promote improved equality of opportunity or good relations.

Identified Issue/Negative Impact	Action needed to mitigate impact	Who is responsible	By When	Expected outcomes from carrying out action
Reduced toilet facilities in selected locations across the district	Continue to discuss with Parish Councils, Town Councils and other stakeholders the transfer of facilities where possible Improve signage to alternative facilities within the same village/town.	Steve Watts	On-going	Closure of facilities are kept to a minimum
		Steve Watts	31 st March 2013	Public are aware the location of alternative sites

Section 5. Monitoring and review/ mainstreaming into service plans

Please indicate whether any of your actions have been added to service or work plans and your arrangements for monitoring and reviewing progress/ future impact?

Actions will be entered into relevant officers workplans.

Section 6: Publishing the completed assessment

How will the assessment, consultation & outcomes be published and communicated.

Assessment will be published on Council website

Section 7: Sign Off

Completed by:	S Rawle
Date:	29/1/2013
Reviewed by:	
Date:	

Decision-making processes

Where linked to decision on proposals to change, reduce or withdraw service/ financial decisions/ large-scale staffing restructures

Attached to report (title): Budget 2013/14

Date of report: 6th February, 2013

Author of report: Adrian Dyer

Audience for report e.g. Cabinet

Outcome from report being considered

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Summary of Public Toilets Consultation

In response to continuing reductions in funding from Central Government the Council is reviewing its provision of public conveniences across the district.

At the meeting of Full Council on the 19th September it was agreed in principal to close public conveniences in 5 identified locations. This would be subject to a wider public consultation to fully understand the impact of closures on communities.

The Council currently operates 17 public toilets in 10 locations across West Somerset.

Under the Public Health Act 1984, WSC is under no statutory obligation to provide public conveniences.

In considering the future of public toilets at the locations identified, it is important that service users are given the opportunity to express their views on the service.

In order to find out the public's views on potential toilet closures a consultation exercise has been run from the 10th September 2012 to the 31st October 2012. Views were specifically sought on the potential closure of toilets located at the Carousal, Minehead (not disabled); Blenheim Gardens, Minehead (ladies, gents and disabled); Blenheim Gardens, Minehead (ladies, gents and disabled), Church Street, Dunster, Central Car Park, Porlock and Market Street, Watchet (not disabled).

The online survey was open from 10th September, 2012 to 31st October, 2012. The survey was open to all members of the public through the WSC website. Paper surveys were also made available at Council offices in Williton and Minehead and notices concerning the consultation were placed in all 5 locations.

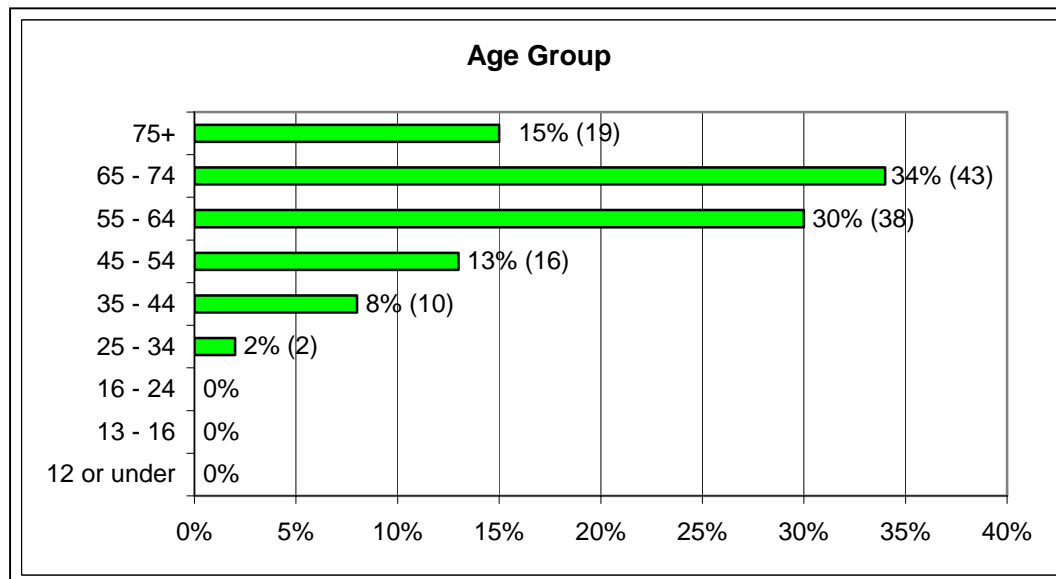
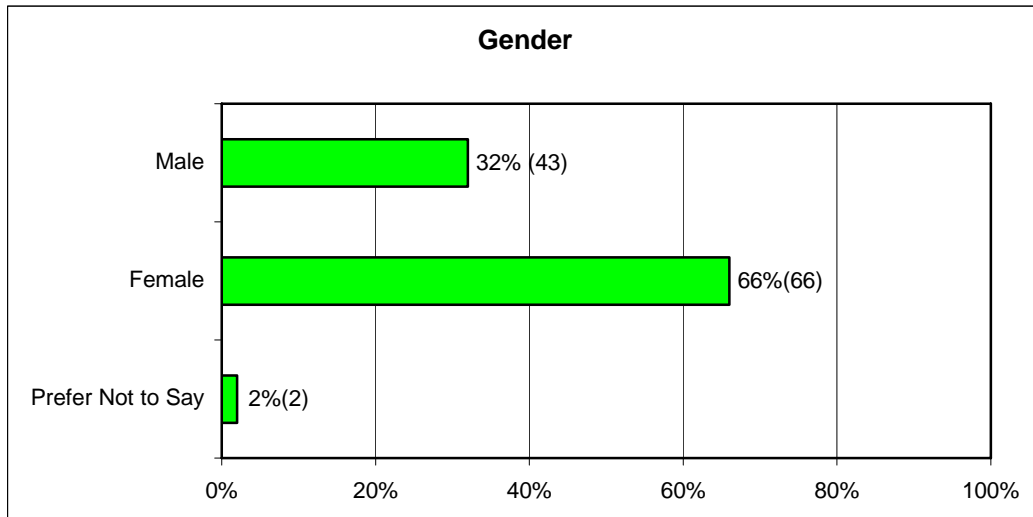
The total number of respondents was 132.

We asked people whether they agreed or disagreed with the proposal to close the toilets in the specified locations. 95% of respondents were in disagreement with the proposal. Respondents were also given the opportunity to provide comments about the proposal and asked to give any alternative suggestions for the closure of toilets.

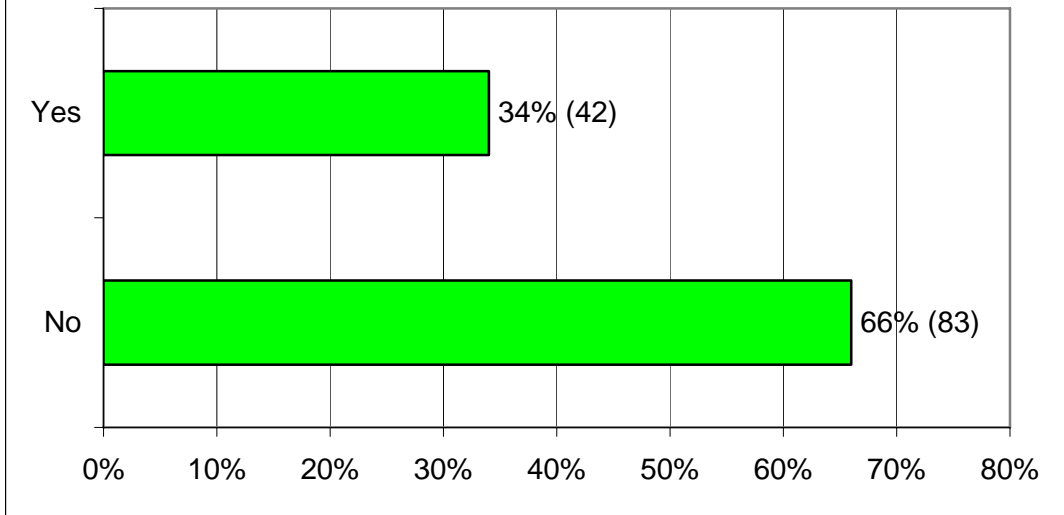
The proposal to close the toilets in Blenheim Gardens drew the most comments from consultees and there was strong opposition to this as an option. Given the popular use of the Gardens for leisure, relaxation and culture events during the summer months, it was seen essential that these toilets should remain open.

Profile of Respondents

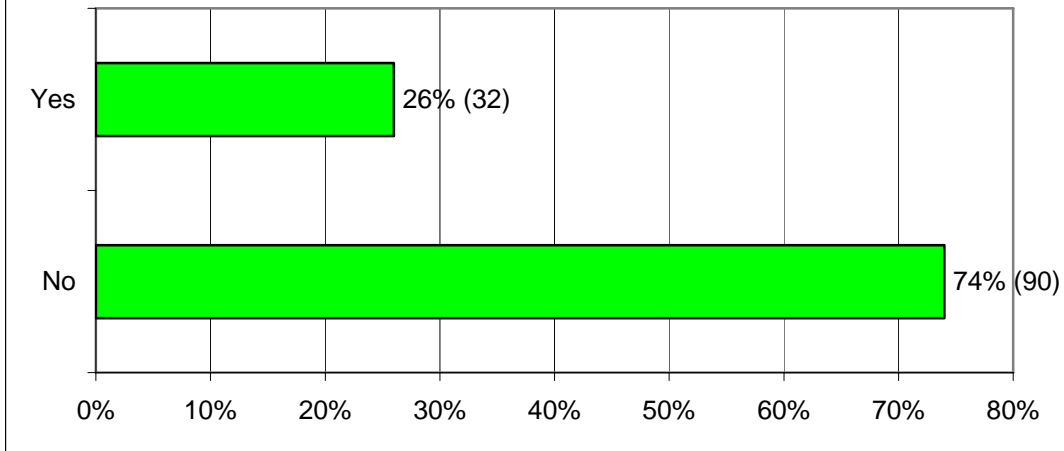
Not all respondents provided profile information, but for the respondents who did give details, a summary is as follows:



Do you consider that your day-to-day activities are limited because of a health problem or disability



Do you have caring responsibilities for anyone in your family, such as children or an elderly relative?



Summary of Key Points from Consultation

Comments on closure of specified sites

Blenheim Gardens

- Blenheim Gardens particularly valued because of number of people using the gardens in the summer. Especially, elderly and families with children who would find Summerland Rd too far to walk.
- Blenheim Gardens host band concerts and festivals so good toilet facilities need to be available
- The tearooms in Blenheim Gardens make a need for toilet availability
- People with certain medical conditions may need to use toilets urgently
- Minehead wants to encourage visitors & Blenheim Gardens is the 'jewel in the crown'. Lots of people use the gardens and tearooms
- Needs to be upgraded and refurbished
- Everyone expects to find toilets in a public park
- People often spend a long time enjoying the gardens and do not want to leave and enter the town to access a toilet especially if this may entail crossing a busy main road with young children
- Closing Blenheim will result in people going behind bushes
- When spending time in the park I have nearly always had to take my children up to the toilets as when they need the toilet they NEED to go NOW
- I think the toilets in Blenheim Gardens are a particularly important facility given that people, including families with young children, often spend several hours in the park
- It is a wonderful park especially in the summer when they have weekly bands where families and OAP can spend a lovely day in the gardens
- I am certain the gardens themselves would be soiled by people who could not wait to find a toilet.
- My family use the toilets in Blenheim Gardens every time we visit Minehead
- Toilets are vitally important here – café, concerts, old folk sit in the gardens all day
- I frequently use the Blenheim Gardens loos as they are far more pleasant than those in the Co-Op car park
- Would become a very unpleasant place to visit if the toilets were closed, how many people would be going in the bushes making a mess
- A young child demanding the toilet under your new proposals would have to cross a main road (which is dangerous) and visit toilets at least 200 yards away from the park
- Reluctantly agree that, in order to save money, some toilet closures must take place. Those that I would support:- Blenheim Gardens, Church St Dunster. Both of these are underused due to poor signage

Carousel

- These appear to be in constant use and to remove them would be a serious 'inconvenience' to the very visitors on whom Minehead relies for its very existence
- Unfortunately some of the toilets we do have are rather grim e.g by the Carousel and need a make over.
- The Carousel toilets on the front are used by many visitors when the coach companies drop people off at the Strand
- Carousel seems to be widely used. I have been several times and find queues waiting.
- Carousel should be passed to private ownership, the offer is there.
- Short sighted and unhelpful for those trying to promote tourism

Market Street, Watchet

- People comment that they are not happy paying and many complain they are claustrophobic and unpleasant
- My suggestion is to demolish Market St but totally refurbish those in Harbour Rd using some of the £500k EDH tourism donation
- With the high number of visitors to Watchet it is necessary to have two sets of loos, Market Street included

Church Street, Dunster

- Church St toilets are greatly used during the tourist season, especially for people spending more than a couple of hours around the village
- A vital facility for our village. By retaining their presence, you are providing for many visitors in the locality of the church, the Tithe Barn, The Village Gardens, Memorial Gardens, The High Street, West Street, The Allotments, The Cemetery, Gallox Bridge and the Packhorse Play Area
- Those that I would support (for closure) : Blenheim Gardens, Church St. Both of these are under used due to poor signage.

Porlock

- Central Car Park is a long stay car park – need facilities when arrive. If you are disabled/elderly the Doverhay ones are too far away and involve crossing a busy and dangerous road and the pavements are discontinuous en route

General

- West Somerset is a visitor destination so toilets should be kept open to encourage tourism
- Visitor numbers will drop
- Tourist coastal resorts need public toilets
- Large population of elderly who have pressing, short notice needs for readily accessible toilets
- Summerland Avenue are in a dreadful condition and being an elderly local person I feel ashamed to visit it and know that visitors to the area need also use it, or them
- Signage is poor, visitors unable to find them
- For workmen who are required to use public toilets, free ones should be available
- What about expectant mums
- You can't expect pubs and restaurants to provide this facility if one hasn't been their customer
- I agree that toilets can be closed where there is more than one in the village
- I will worry that the bushes and flower beds will become polluted
- I think there is a definite need to consider the hygiene implications should the toilets be closed

Comments with reference to Disabled/Elderly

- Inadequate provision of toilets for disabled people in Minehead. Toilets at Quay West and Summerland are unfit for purpose. Cubicles too small and unable to close the door. Soap dispenser out of reach
- It will be a long walk for older people whose mobility might be impaired or whose bladder control might not be what it once was
- A significant number of older men suffer from prostate problems
- In an area with a preponderance of elderly people many on medication which necessitate frequent loo visits, they will stay at home because of the lack of facilities
- I have Colitis, which means that sometimes I need the toilet at very short notice
- I would change my shopping habits to somewhere where there are not fewer (toilets)
- I like many men over 60 years have a prostate problem and am usually desperate to get to the toilet

Comments with reference to young children/families

- As a parent I know they wouldn't be able to wait until we go out of the park to find the next public convenience
- If closed this will lead to children going behind the bushes
- Important facilities for families and young children
- The families with young children and the elderly are particularly likely to need a toilet
- Small children often use the gardens with their families and toilets need to be available for relatively speedy use if 'accidents' are to be avoided

Comments on alternatives to closure

- Increase Council Tax
- Work with traders/businesses to look at alternative solutions to closure
- Community toilet schemes
- Reduce in size to unisex facilities
- Sponsorship (e.g. Butlins)
- Charging policy for all toilets
- Work in partnership with local business/community groups/parish councils/churches
- Use of advertising space to raise income
- Reduce facilities where more than one in a village
- Incorporate facilities in other community buildings (Old Hospital)