

## POLICY COMMITTEE

**6.30pm on Tuesday 5<sup>th</sup> December 2017**  
**Belle Vue Suite, Belle Vue Square, Broughton Road, Skipton**

**Committee Members: The Chairman (Councillor Foster) and Councillors Barrett, Brockbank, Dawson, Heseltine, Hull, Ireton, Jaquin, Lis, Madeley, Morrell, Mulligan, Myers, Rose and Welch.**

Substitutes : Conservatives – Councillors Graham, Thompson and Whitaker;  
Independents – Councillors Pighills, Solloway and Shuttleworth; Labour – Councillor Mercer

## AGENDA

**Exclusion of the Public:** In accordance with the Council's Access to Information Procedure Rules, Members are recommended to exclude the public from the meeting during consideration of Item 13 (Appendix B) on the grounds that it is likely that if Members of the public were present there would be disclosure to them of exempt information as defined in Paragraph 3 (relates to the financial or business affairs of any person including the Authority holding the information) of those Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

1. **Apologies for absence and substitutes**
2. **Confirmation of Minutes** – 31<sup>st</sup> October 2017 attached.
3. **Public Participation** - In the event that any questions/statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

(Note: Declarations should be in the form of:

a “***disclosable pecuniary interest***” under Appendix A to the Council's Code of Conduct, or “***other interests***” under Appendix B or under Paragraph 15 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate.

A Member of Council who has a disclosable pecuniary interest must leave the room and not take part in the discussion or vote. When declaring interests under Appendix B or Paragraph 15 of the Code, Members must move to the public seating area, not vote, and speak only if members of the public are also allowed to speak at the meeting.)

5. **Select Committee's Review of Commercial Waste** – Report of the Select Committee attached.

6. **Revenue Budget Monitoring Report Quarter 2 2017-18** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To advise Members of the revenue budget position of the Council, based on the quarter 2 review of income and expenditure to the end of September 2017.

7. **Capital Programme Monitoring Report Quarter 2 2017-18** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To inform Members of the Council's capital programme position based on the quarter 2 review of income and expenditure to the end of September 2017.

8. **Performance Monitoring Report Quarter 2 - 2017-18** – Report of the Chief Finance Officer. Attached.

Purpose of Report - To present the Council's Performance Monitoring report for Quarter 2 2017/2018 in accordance with arrangements set out in the Council's Performance Management Framework

9. **Treasury Management Mid-Year Report 2017-18** – Report of the Strategic Manager – Planning and Regeneration. Attached.

Purpose of Report – To update Members on the treasury activity undertaken in the first six months of the year in the context of current and forecast economic climates.

10. **Review of Retained Recycling Bring Sites** – Report of the Director of Services. Attached.

Purpose of Report – To seek approval for the removal of all retained 'bring sites' across the District.

11. **Introducing Overnight Parking Charges for Motorhomes at the Community Centre, Ingleton** – Report of the Director of Services. Attached.

Purpose of Report – To seek approval for two of the larger parking spaces at the Community Centre Car Park in Ingleton to be designated for overnight motorhome parking with charges, whilst retaining these spaces as standard parking spaces in accordance with the Parking Places Order during the day.

12. **Transfer of Land at Main Street/Wilson Street, Sutton in Craven** – Report of the Director of Services. Attached.

Purpose of Report – To seek approval for land at Main Street/Wilson Street, Sutton-in-Craven, to be transferred to Sutton-in-Craven Parish Council as amenity land under a 50 year lease.

#### **Item Considered Exempt from Disclosure**

\$13. **Fees and Charges 2018-2019** – Report of the Chief Finance Officer. Attached. (Appendix B only is considered exempt from disclosure.)

Purpose of Report – To present the fees and charges for the 2018/19 financial year.

14. **Items for Confirmation** – The Committee is asked to indicate whether any of the above items should be referred to Council for confirmation.

15. **Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act 1972.

Agenda Contact Officer: Vicky Davies, Committee Administrator  
Tel: 01756 706486, Email: [committees@cravendc.gov.uk](mailto:committees@cravendc.gov.uk)  
27<sup>th</sup> November 2017

If you would like this agenda or any of the reports listed in a way which is better for you, please telephone 01756 706494.

**Recording at Council Meetings** - Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:

- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and
- (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Agenda Contact Officer (details above) prior to the start of the meeting. Any recording must be conducted openly and not disrupt proceedings.

**Emergency Evacuation Procedure** - In case of an emergency or if the alarm sounds, leave the committee room and exit the building using the nearest available door. The assembly point is in the main square at the front entrance. An officer will take a roll call at that point. Please do not leave without telling the Chairman or the Democratic Services Section's representative.

## **POLICY COMMITTEE**

31<sup>st</sup> October 2017

**Present** – The Chairman (Foster) and Councillors Brockbank, Dawson, Heseltine, Hull, Ireton, Jaquin, Lis, Madeley, Morrell, Mulligan, Myers, Rose and Welch.

**Officers** – Chief Executive, Director of Services, Solicitor to the Council (Monitoring Officer), Strategic Manager – Financial Services (S.151 Officer), Strategic Manager – Planning and Regeneration. Electoral Services Officer and Committee Administrator.

An apology for absence was received from Councillor Barrett.

Also in attendance – Councillor Staveley, Chairman of Select Committee.

Start: 6.30pm

Finish: 8.27pm

The minutes of the Committee's meeting held on 11<sup>th</sup> September 2017 were confirmed and signed by the Chairman.

### **Minutes for Report**

POL.869

### **PUBLIC PARTICIPATION**

Mr Andrew Mears from Skipton BID addressed the Committee regarding car parking within Skipton. He explained that car parking had been a priority for the original Skipton BID and anticipated that the free Sunday car parking on Cavendish Street during January and February 2018 would increase footfall in the town and benefit local businesses. Mr Mears stated that the scheme would be underwritten by Skipton BID but hoped that the scheme would be a success and could be repeated.

POL.870

### **CAVENDISH STREET FREE PARKING INITIATIVE IN PARTNERSHIP WITH SKIPTON BID**

The Director of Services submitted a report seeking approval to vary a Parking Order to allow free parking on Cavendish Street, Skipton between 9am and 6pm on each Sunday in January and February 2018 to support an initiative by the Skipton Business Improvement District (BID) to increase Sunday trading.

A retail intelligence company used by the BID had identified that footfall on Sundays during January and February 2017 was considerably lower than on a Saturday and in the New Year. The BID were undertaking a promotional campaign to increase awareness of what Skipton had to offer and had asked the Council if they would support the initiative by offering free parking on each Sunday in January and February 2018. The BID had agreed to underwrite the loss of income from car parking and the cost of the statutory public notice to a maximum of £3,000.

It was hoped that the joint initiative would attract more local residents to Skipton town centre on what was a traditionally quiet period of the year and for shoppers to make most of the high street.

The Chairman thanked Skipton BID for all their hard work and effort to promote the various activities and shops Skipton had to offer and hoped the initiative would attract an increased footfall.

**Resolved** – (1) That, approval is given to make an alteration to the pay and display parking arrangements on Cavendish Street, Skipton to allow free parking on Cavendish Street, Skipton, between the hours of 09.00 and 18.00 on each Sunday in January and February 2018.

(2) That, delegated authority is given to the Director of Services to give formal notice under Section 35c of the Road Traffic Regulation Act 1984 to vary the Craven District Council (Off Street Parking Places) and (Consolidation) Order 2017.

POL.871      **SELECT SHARED OWNERSHIP WORKING GROUP'S SHARED OWNERSHIP REVIEW REPORT**

Councillor David Staveley, Chairman of the Select Committee presented the Committee's Shared Ownership Working Group's findings on its review which had considered the strategy for the delivery of shared ownership in order to establish an understanding of the process involved and what lessons, if any, could be learned from the experience to date.

Shared ownership was a key component in the Government's plan to tackle the housing shortage and significant levels of investment was available to deliver affordable homes which should bode well for the Council's aspirations to deliver affordable shared ownership homes and provide an income stream in support of its revenue budget.

To date the Council had acquired three Section 106 affordable homes and authority was in place to purchase a further five Section 106 dwellings across the District.

The Policy Committee thanked the Chairman and Members of the Working Group for undertaking the review, and it was

**Resolved** – (1) That, the report is accepted.

POL.872      **COMMUNITY GOVERNANCE REVIEW – PARISH COUNCILS**

The Chief Executive submitted a report setting out the results of a community governance review of electoral arrangements in parish councils with fewer than seven councillors to examine whether the number of councillors should be increased to the NALC recommended minimum of seven councillors.

The review followed a request from Thornton-in-Craven Parish Council to increase their number of councillors from five to seven, in order that it might more effectively carry out its business. Twelve other parish councils had fewer than seven members. The Electoral Commission stressed the importance of having an appropriate number of councillors to take decisions effectively on behalf of the area.

The consultation resulted in only eleven responses covering eight small parish councils and the comments suggested that there was not a general demand for an increase in the size of councils. There also appeared to be a consensus that in some parishes it was difficult to find people interested in standing as councillors which would lead to uncontested elections and increased co-option. Members felt that this was a real problem and wanted to see more being done to revitalise the grass roots of the democratic process and encouraging young people to get involved.

It was proposed that, subject to final consultation, the number of councillors be increased from five to seven in respect of the following parishes:

- Draughton;
- Farnhill;
- Thornton-in-Craven; and
- Threshfield

**Resolved** – That approval is given to proceed, subject to final consultation, with increasing the number of councillors from 5 to 7 in respect of the following councils only: Threshfield,

Farnhill, Draughton and Thornton-in-Craven, with implementation from the next ordinary dates of election.

POL.873      **TRANSFER OF PUBLIC CONVENIENCES AT HALL STREET CAR PARK, CROSS HILLS**

The Director of Services submitted a report seeking approval for the public conveniences at Hall Street car park, Cross Hills to be transferred to Glusburn and Cross Hills Parish Council. The Parish Council currently lease the public conveniences and although the toilets were open, it cost the Parish considerable expense which they would like to reduce by redeveloping the site to better suit their needs.

However, the Parish Council were not prepared to spend money on redeveloping a site that was not theirs and therefore, had requested that the site be donated to them. No other sites in the centre of Cross Hills were suitable for public conveniences and as the Council had no plans to take back liability for the toilets and wanted to ensure the facilities remained open in the longer term, it seemed a suitable solution for both parties.

**Resolved** – (1) That, the freehold for the public conveniences at Hall Street car park, Cross Hills, as shown hatched blue on the site plan attached to the report now submitted, be transferred to Glusburn and Cross Hills Parish Council for £1.00 and that they be retained as public conveniences.

(2) That, the Director of Services is authorised to transfer the public conveniences at Hall Street car park, Cross Hills, to Glusburn and Cross Hills Parish Council.

POL.874      **TRANSPORT FOR THE NORTH – EMERGING STRATEGIC TRANSPORT PLAN**

The Strategic Manager for Planning and Regeneration submitted a report highlighting the issues arising from the work of Transport for the North (TfN) in developing a strategic transport plan and investment programme for the North of England and how it affects Craven.

Seven strategic development corridors had been defined and TfN and Transport Authority partners had agreed to proceed with feasibility work on three corridors during 2017/18 and the Central Pennines East-West corridor had been chosen as one of the three. The corridor broadly extended from Lancashire through to West Yorkshire, North Yorkshire, East Riding and Hull and included links to Liverpool City Region, Atlantic Gateway, Greater Manchester, Leeds North West Quadrant to North Yorkshire's East coast.

As soon as the draft strategic transport had been published, the Council aimed to pursue the following points.:

- Stress the importance of the A65 and the potential of the Leeds/Morecambe and Settle/Carlisle in connection LEP sub-regions;
- Require that the central trans-pennine corridor has a fair assessment of all alternative routes so that the Skipton to Colne line receives a fair comparison with the Calder line;
- That the wide socio-economic case for the Skipton/Colne line is promoted especially for economic uplift in East Lancashire;
- That a comprehensive central trans-pennine road corridor plan is created in order to support the long term phased development of the corridor, similar to the work on the A64 partnership; and
- That there is clarity on how the Leeds City Region NW Quadrant scheme will effectively connect to the Central Lancashire Corridor without Craven becoming a bottle neck.

**Resolved** – (1) That, the contents of the report are noted.

- (2) That, approval is given to write to both North Yorkshire County Council and Transport for the North, in consultation with the Lead Member and Group Leaders, setting out the issues arising from the report now submitted.

POL.875

**BREATHING SPACE LOAN SCHEME**

The Director of Services submitted a report asking for Members' approval to join the Breathing Space Loan Scheme, a homeless prevention scheme for home owners. The scheme operated by Wakefield Metropolitan District Council on behalf of local authorities across Yorkshire and the Humber region to enable loans to be offered to owner occupiers who were in difficulty with their mortgage and/or secured loan due to a change in circumstances. The loan would enable homeowners stay in their own home thereby preventing homelessness.

**Resolved** – (1) That, Craven District Council join the Breathing Space Loan Scheme and enter into an agreement with Wakefield Metropolitan District Council regarding the administration of this scheme.

- (2) That, the discharge of the Council's function of the payment of loans under the Breathing Space Scheme is delegated to the Executive of Wakefield Metropolitan District Council.

- (3) That, the Director of Services and the Solicitor to the Council are authorised to complete the relevant legal documents on behalf of the Council.

**Minutes for Decision**

POL.876

**CONFIRMATION OF THE COUNCIL TAX BASE 2018/2019**

The Chief Finance Officer submitted a report seeking approval of the Council Tax Base for the 2018/19 financial year. The Committee were advised that the formula used to calculate the base had been updated to take account of both the technical changes to council tax discounts and exemptions and the change from council tax benefit to local council tax reduction schemes.

**RECOMMENDED** – (1) That, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012 the amount calculated by Craven District Council as its tax base for the whole of the area for 2018/19 financial year is set at 22,455.

- (2) That, the amount calculated by Craven District Council as the tax base for each of its Parishes for the 2018/19 financial year is that as set out in Appendix A to the report now submitted.

POL.877

**APPLICATION TO THE DEPARTMENT FOR COMMUNITIES AND  
LOCAL GOVERNMENT FOR A NORTH YORKSHIRE 100%  
BUSINESS RATES RETENTION PILOT IN 2018/19**

The Chief Finance Officer submitted a report seeking confirmation for Craven District Council to be part of an application to the Department for Communities and Local Government (DCLG) for a North Yorkshire and East Riding of Yorkshire 100% business rates retention pilot in 2018/19.

The Government was looking from a wide spread of different types of pilot, which would be for one year only, with a particular focus on applications from rural areas as well as two-tier areas.

Pools were required to submit a governance agreement setting out how the pooling arrangements would work in terms of financial distribution and service provision and evidence how business rates income growth would be shared.

The Chief Finance Officer indicated that initial calculations showed that, based on a worst case scenario of Craven in the current rates pool, the Council could be £180k better off with the 100% rates retention pilot. With the best case scenario, the Council could be £140k better off with the 100% rates retention pilot.

**RECOMMENDED** – That, Members agree with the action taken that Craven District Council as a member of the North Yorkshire Business Rates Pool is part of the North Yorkshire and East Riding of Yorkshire submission to the Department of Communities and Local Government to become a 100% Business Rates pilot in 2018/19.

POL.878

**SETTLE TOWN ACTION PLAN**

The Strategic Manager for Planning and Regeneration submitted a report informing Members of proposals to help improve the trading environment in Settle and seek the Council's support to facilitate delivery by approving the balance of the funding set aside in the New Homes Bonus Infrastructure Reserve.

Funding of £400,000 (£100,000 per settlement) had been allocated to support the delivery of a series of projects aimed at stimulating the transformation of retail centres including Settle.

The upgrading of the public conveniences on Whitefriars car park had already been completed due to the town hosting the 2016 Tour of Yorkshire and subsequent discussions to develop the rest of the action plan had identified four key priorities:

- Physical regeneration – to create an attractive recreational experience for visitors and residents based around Castleberg Crag;
- Accessibility – improving traffic flow to and around the town centre and directing pedestrians throughout the town by improvements in signage;
- Market development – developing the weekly market and improving the shopping experience throughout the town centre; and
- On-line marketing and promotion – creating a more proactive and cohesive approach to communicating the qualities of the town and supporting the businesses in the town and locality.

Delivery would be overseen by the Settle Town Team, whose membership included Craven District Council, North Yorkshire County Council, Settle Chamber of Trade and Settle Town Council.

**RECOMMENDED** – (1) That, the proposals as set out in section 4 of the report now submitted to help improve the trading environment of Settle town centre are endorsed.

(2) That, a sum of £96,000 from the Council's New Home Bonus Infrastructure Reserve to support delivery of the proposals and give delegated authority to the Director of Services, in consultation with the Lead Member for Enterprising Craven and Ward Members for Settle and Ribblesbanks to agree how the monies are assigned.

(3) That, subject to 2.2 above, permission is given for the monies to be drawn down from the New Homes Bonus reserve in the form of a supplementary estimate of £25,000 to be included in the Council's budget for this financial year, and that the balance (£71,000) is included in the Council's budget for the financial year 2018/19.

POL.879

### **TEMPORARY ACCOMMODATION PLACEMENT POLICY**

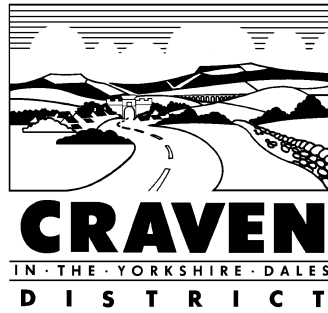
The Director of Services submitted a report requesting that Members' adopt a Temporary Accommodation Placement Policy. Local authorities had a duty to provide temporary accommodation to homeless households accepted as unintentionally homeless and in priority need. Additionally, local authorities should, as far as reasonably practicable place households in its own area or as close as possible to where the applicant was previously living.

The Policy had been developed in accordance with relevant legislation and case law, in particular the Supreme Court had recommended that each local authority should have a publicly available policy for allocating temporary accommodation which clearly explained the factors to be taken into account. The Policy provided guidance to staff ensuring a consistent and transparent approach.

**RECOMMENDED** – (1) That, the Temporary Accommodation Placement Policy is approved.

(2) That, delegated authority is given to the Director of Services, in consultation with the Lead Member for Affordable Housing to make amendments to the Policy to reflect any changes in primary legislation, statutory guidance or case law.

Chairman



## **Commercial Waste Service**

Report of the Select Waste Management Working Group

For Presentation to Policy Committee on  
5<sup>th</sup> December 2017

## CONTENTS

	Page
Chairman's Introduction	3
Background	4
The Review	4
Conclusion and Recommendations	6

## INTRODUCTION

As Chairman of the Select Committee's Waste Management Working Group I am pleased to submit this report which presents the conclusions drawn and recommendations arising from the Working Group's consideration of a proposed change in the Waste Management Service's business model for the collection of commercial waste.

As Policy Committee will be aware this report is one of a series of reports on different aspects of the waste management service, namely

- Collection Point Policy
- Recycling.
- Commercial Waste Service.
- Bulky Waste Service.
- Garden Waste Subscription Service.

In carrying out this piece of work the Working Group was again appreciative of the input provided by Wyn Ashton, Environmental Services and Housing Manager, and Neil Meakins Waste Operations Manager.



Councillor Andrew Solloway,  
Chairman, Select Waste Management Working Group

## 1 Background

In July 2017 the Working Group, as part of its wide ranging review of the Waste Management Service, turned its attention to the Council's commercial waste collection service, inviting the Environmental Services and Housing Manager, and Waste Operations Manager to a meeting to discuss the operation of the service and plans for its future delivery. The Policy Committee's forward plan indicated the likely submission at that time of a report regarding the Commercial Waste Service in October 2017.

## 2 The Review

**Note : In discussing the future direction of the service the Environmental Services and Housing Manager presented confidential briefing papers on future options and business models for the service, that confidential data etc is not repeated in this report, it being envisaged that those papers will form the basis of the report to be submitted to Policy Committee by the Director of Services. One of the papers presented assessed the potential financial benefits to the Authority in moving to a new weight based collection business model, rather than volume, it also summarised and compared the Council's current approach to collection with the operational / business practices employed by the commercial sector.**

Given the original timeframe for submission of a report to Policy Committee seeking agreement on the future direction of the Commercial Waste Service, the Working Group conducted a relatively light touch examination of the issues, this approach was facilitated by the detailed information presented by officers which enabled Members to readily understand the situation facing the service and the need for change.

Over the course of its discussions with the Environmental Services and Housing Manager, and Waste Operations Manager the Working Group heard / were informed that

- a. Under the Environmental Protection Act 1990 the Council as a waste collection authority is required, if requested by the occupier of premises in its area, to arrange for the collection of any commercial waste from those premises. Collection authorities could levy a reasonable charge for the collection and disposal of the waste, and had a duty to recover the charge unless it considered it inappropriate to do so.
- b. The Council's market share of the commercial waste business within Craven was approximately 35%, however that market share was under threat from the commercial sector, for example, having acquired the business of Associated Waste Management Yorwaste had run an aggressive advertising campaign to try and increase its current portfolio of customers. Failure to review the Service's business model and practices therefore risked year on year business shrinkage and could also undermine the Council's aim of increasing revenue streams to support the future delivery of services.
- c. Reflecting on the above situation consideration was being given to the future delivery of the commercial waste collection service and how best to position it to compete within the market. Waste was currently collected by the service on volume ie the size of the container provided, with prices fixed regardless of location or type of waste produced; private sector charges were based on the weight collected.

- d. Larger private sector providers would not collect from some rural locations.
- e. The options available to the Council in considering the future of its commercial waste collection service were to
- i. Sell the service to an external provider : A number of local authorities in the north of England had sold their commercial waste service businesses, however if it is the Council's aim to increase revenue streams for the future delivery of services this option would only be viable should a significant capital receipt be achieved. It was doubtful that this could be achieved because of the size of the business.
  - ii. Retain the existing service model : Given the position outlined at (b) above, although clearly an option, it was not a position which officers would recommend at this time without having first fully explored the potential offered by a redesign of the service.
  - iii. Redesign the service : This would involve adopting a new weight based collection model, as operated by the commercial sector, rather than volume, and reviewing the current approach to pricing, recyclates, routing, confirmation of collection, containers, sales / marketing and business retention.
- a lot of work had already been carried out on the commercial rounds costs, including routing, in order to improve efficiency and in turn reflect that improved efficiency in the cost of the service. With good intelligence on the cost of operating the rounds, the key cost to cover would then be disposal.
  - if moving to a weight based model the intention, unlike commercial competitors, was to continue to collect from rural locations. Where appropriate co-collection with domestic waste could potentially work, and may be an option for some businesses in more remote rural areas. There was no desire to disadvantage rural businesses and the introduction of distinct urban and rural services may represent a way forward.
  - not imposing any net weight limit on containers being collected placed the Council at a significant disadvantage in relation to the recovery of disposal costs compared with the commercial sector. By adopting a weight based approach the service would be able to recover true disposal costs for the weights collected and allow potential customers the opportunity to make a direct price comparison between the Council and the commercial sector. Currently the difference between the actual residual commercial waste collected and deposited at the transfer station, and perceived weight based on the bulk density of bin capacities represented a loss to the Council of approximately £24,000 per annum based on current disposal costs.
  - in comparing existing costs with the market the existing service was believed to be competitive with regard to residual but not so with recyclate collection, this was primarily attributable to commercial providers within the industry having their own / access to cheaper materials recovery facilities.
  - under a new weight based model some smaller businesses may be disadvantaged by the new tariffs, a means of supporting smaller businesses would need to be considered, for example, consideration could be given to some form of initial discount, especially to those businesses in receipt of small business rate relief.

- a marketing campaign for the proposed business model would need to be resourced and an assessment carried out of the level of staff resources needed to maintain business share, grow and promote the new re-modelled service. An option as part of a marketing strategy was to consider using the collection crews, through some form of incentive scheme, in promoting the service.
- the aim was to establish a business model which was as business friendly as possible, recovered the Council's costs and increased income. The aspirational target was a rate of return of 20% on the proposed investment in the service, and a market share of 60%. There was no reason to believe that in retaining the service it would not be possible to develop a competitive service.

f. Subject to Members' approval the intention had been to introduce the new business model with effect from 1st April 2018. However, the introduction of new IT software in Waste Management in the early part of 2018, combined with a need for significant new 'back office' business processes between that new software system and the Council's corporate financial systems, meant it would not be possible to introduce the new model until the start of the 2019/20 financial year. Whilst regrettable the delay would enable proper analysis of weights being collected, and also enable Schedule 2 premises ( those exempt from disposal charges provided they met certain criteria within the Controlled Waste Regulations 2012 ) to be contacted to establish their position in relation to small business rate relief.

### **3 Conclusion and Recommendations**

Retaining the existing service model is clearly an option, and there is scope to change business practices and improve efficiency which, in turn, could be reflected in the cost of the service. The service currently generates an annual surplus in the region of £60,000. Assuming the opinion that disposal of the service would fail to generate a sufficient level of capital receipt to support an increase in revenue streams is correct, retention of the Service would be the most appropriate way forward. However, the Council's current volume based model and fee setting arrangements work against the Service in competing with the private sector and seeking to retain and grow market share.

Given the potential offered by a redesign of the service there appears to be significant merit in consideration being given to the possible adoption of a weight based business model which strives to be business friendly, supported by improved marketing and more flexible pricing arrangements. A significant amount of work will need to be carried out prior to introduction of a weight based model not least establishing a means of delivering that model without disadvantaging rural businesses.

The Working Group is supportive of the proposed move to a business model for the commercial waste service based on weight rather than volume as is currently the case, however in reaching this position the Group would wish to make clear its view that

- a. The revised service and business model needs to be business friendly and it would be extremely concerned if rural businesses were to be disadvantaged by the change. The

Working Group would expect the “rural question” to be resolved before any new model is introduced.

b. When clear data is available demonstrating the potential impact of the proposed model and options for addressing the rural question have been identified the Select Committee / the Working Group would wish to be consulted.

c. Co-collection may be a solution in part to the “rural question” and it would expect this option to be explored along with other options for addressing the issue.

d. To enable the service to compete with the commercial sector, and provided it is underpinned by clear criteria and procedures, there will be a need for flexibility around pricing and the ability to offer customers / potential customers discounts on pricing.

e. Review provisions will need to be in place to enable the service to react to change.

f. Targets for a return on investment in a revised service format should be realistic and achievable.

Arising from its discussion the Working Group also wishes to make known to Policy Committee its view that

- consideration should be given in developing the marketing strategy to the possibility of using the collection crews through some form of incentive scheme to promote and help grow the business.
- bearing in mind problems which can arise with the ability to position and access trade waste containers, particularly within a town centre environment such as Skipton, the Planning Department should include the Waste Management Services as a consultee on applications for new commercial premises or applications for change of use involving commercial premises.

-o-o-O-o-o-

## Policy Committee – 5<sup>th</sup> December 2017

### REVENUE BUDGET MONITORING REPORT - QUARTER 2 2017/2018



Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

#### 1. **Purpose of Report**

- 1.1 To advise members of the Revenue Budget position of the Council, based on the Quarter 2 review of income and expenditure to the end of September 2017.

#### 2. **Recommendations**

- 2.1 Members to note the Revenue Budget position as at 30<sup>th</sup> September 2017.
- 2.2 Members note the £15,700 of the savings achieved this quarter and identified as green in Appendix B and that these savings will be transferred to an earmarked reserve for support to the 2018/19 budget and beyond.
- 2.3 That the Council's Long Term Financial Strategy be amended to take account of the 'Green' savings in 2018/19 and beyond where these are not currently allowed for in the Budget.

#### 3. **Background Information**

- 3.1 On 21<sup>st</sup> February 2017 the Council approved its Net Revenue Budget at £6,962,165 for 2017/18. This was subsequently increased by 2016/17 revenue budget slippage amounting to £159k and capital programme slippage of £633k.
- 3.2 The budget included:
- A contribution of £9k to Parishes to assist them with the impact of the localisation of council tax.
  - A contribution of £98k from previous years Council Tax Collection Fund surpluses.
  - A contribution of £484k to the Business Rates Collection Fund Deficits
  - New Homes Bonus Grant of £817k
  - Net Contributions to/from Earmarked Reserves of £899k
  - A Corporate Contingency of £75k.

#### **4. Quarter 2 Financial Performance – Revenue Budget**

- 4.1 Based on the September Budget Monitoring exercise the Council's performance against budget is a forecasted underspend of £161k for the financial year. However the volatility of the Council's income streams, highlighted in section 4.13 of this report, could mean that any reduction in the estimated income could reduce the surplus to a deficit.
- 4.2 Projected financial performance at the end of Q2 is summarised in Table 1 below and shown in detail at Appendix A.
- 4.3 Service Related Costs:  
For the 2017/18 reporting year, the Council Departments/Services have been categorised under which Council Priority they primarily contribute to rather than the previous Chief Executives, Director of Services, Community & Resources designations. This was deemed a more appropriate format than the historic categories which no longer fit the Council Structure. This was agreed with CLT and the Leadership Group and will allow a more consistent style of reporting with the Annual Statement of Accounts.
- 4.4 Services are currently showing a projected favourable variance of £138k, this includes the £15k identified green on the income and savings plan. Details of the variances are set out in Appendices A2 to A4. The main factors giving rise to the variances are set out below, summarising the Salary costs as a whole and then other variances under each priority heading.
- 4.5 Salaries and Wages – Salaries and Wages form a major expenditure for the Council, accounting for approximately 37% of Budgeted Revenue expenditure. Based on Quarter 2 performance, net forecasted underspend in salary costs equal £261k. To cover this there has been increased agency and contract staff which continue to be used to fill some of the positions. The use of Agency staff is seen as a temporary measure to cover vacancies in the short term, provide additional resilience to services for a short period or for specific projects, and this is not without risk. There are a number of recruitments taking place across services and this figure will be reviewed again in Q3.
- 4.6 Enterprising Craven:  
X A reduction in the anticipated Planning Fee income  
X There has been a decrease in the budgeted income at the Town Hall, based on an over estimation at the start of the year and the disruption expected as part of the building works. This has been partially offset by a reduced employee cost forecast and a lower service charge payable by the Museum.
- 4.7 Resilient Communities:  
✓ Within Revenues and Benefits - £38k increase in grant income (various grants) & savings in employee costs of £70k due to 3 vacant posts (Team Leader, Assessment Officer & investigations Officer). This is partially offset by the Bradford MDC costs. Recruitment currently taking place.  
✓ The Sporting Event's original estimate did not anticipate the level of sponsorship actually achieved for Sporting Events across the District.

- X Employee savings being offset by use of Agency staff. £20k spent on Hiring a Vehicle for the first 6 months of the year TBC
- ✓ Fees and Charges are achieving £40k above target at the start of the year. This is offset by £20k by the member of staff responsible for generation of new contacts. £16k forecasted saving in Vehicle costs
- X The Recycling Disposal Fees were underestimated and this is not being offset by the LA reimbursements, however these are based on prudent estimates as only have actuals for Apr-Jun.

4.8 Financial Sustainability:

- ✓ The Human Resources department has reduced forecasts - £10k from savings to training budget and recruitment and related expenses. £22k from purchase of advice from previous external H&S Officer - H&S advice now procured via alternative provider
- ✓ The Financial Services department is anticipating employee savings in the year through vacancies, revised working patterns and maternity pay.

4.9 Corporate

At the end of the Quarter 2 the Corporate Costs outside the Net Cost of Service are forecasting a favourable variance. The Investment Income is forecasted to achieve an outturn of £95k. There has also been a revision in the expected MRP, creating a favourable variance of £4k.

4.10 Projected financial performance at the end of Q2 is summarised in Table 1 overleaf....

**Table 1: Summary Of Q2 Forecasted Outturn Position As At 30 September 2017**

	Original Budget 2017/18 £	Revised Budget 2017/18 £	Forecast Outturn 2017/18 £	(Under)/ Overspend 2017/18 £	%	Paragraph ref.
<u>Council Priority</u>						
Enterprising Craven	795,365	<b>930,000</b>	<b>1,005,346</b>	<b>75,346</b>	8.10%	4.6
Resilient Communities	1,523,129	<b>1,553,987</b>	<b>1,400,039</b>	<b>(153,948)</b>	9.91%	4.7
Financial Sustainability	3,326,091	<b>3,284,902</b>	<b>3,225,866</b>	<b>(59,036)</b>	1.80%	4.8
<b>Total Service Related Costs per Priority</b>	<b>5,644,585</b>	<b>5,768,889</b>	<b>5,631,251</b>	<b>(137,638)</b>		
<u>Corporate Costs</u>						
Investment Income	<b>(56,820)</b>	<b>(75,850)</b>	<b>(95,000)</b>	<b>(19,150)</b>	25.25%	<b>4.9</b>
Interest Payable	255,710	<b>255,710</b>	<b>255,710</b>	<b>0</b>		
Minimum Revenue Provision	324,190	<b>324,190</b>	<b>319,730</b>	<b>(4,460)</b>	1.38%	4.9
Revenue Funding of Capital Programme	710,500	<b>1,343,113</b>	<b>1,343,113</b>	<b>0</b>		
Support To Parishes	9,000	<b>9,000</b>	<b>9,000</b>	<b>0</b>		
Corporate Contingency	75,000	<b>60,000</b>	<b>60,000</b>	<b>0</b>		
<b>Total Revenue Budget 2017/18</b>	<b>6,962,165</b>	<b>7,685,052</b>	<b>7,523,804</b>	<b>(161,248)</b>	2.10%	
Contr. To / (From) Earmarked Reserves & Grants	<b>(2,313,891)</b>	<b>(3,036,777)</b>	<b>(3,036,777)</b>	<b>0</b>		
To be met from CTax & Business Rates	<b>(4,648,274)</b>	<b>(4,648,274)</b>	<b>(4,648,274)</b>	<b>0</b>		
<b>Forecasted (Surplus)/Deficit at Quarter 2 – 30<sup>th</sup> Sept 17</b>	<b>-</b>	<b>-</b>	<b>(161,248)</b>			

#### 4.11 Income & Savings Plan –

The Council's financial pressures for its budgets will continue. The current estimate, based on a 2% rise in Council Tax, from the 2017/18 Medium Term Financial Plan (MTFP) is that expected savings or estimated additional income of £294k will be required in 2018/19. It predicts savings or income of £542k is required for 2019/20 and £773k for 2020/21. However there is a risk that this could increase. The Long Term Financial Strategy (LTFS) reflects this and forecasts by 2021/22 additional savings of £842k will be required.

#### 4.12 Appendix B details the summary of the current Savings plan information at 30<sup>th</sup> September 2017. The target for 2017/18 is currently £332k. The projects that have been achieved by Q2 are shown in the green savings and total

£80k; this was £65k after Q1. The £15k of Green savings achieved in Q2 are included in the £137k forecasted underspend and will be reflected in a revision to the budget ahead of the Quarter 3 monitoring. Work is on-going to achieve the Amber and Red projects and also to identify projects to balance future years budgets beyond 2018/19. These will be added to the plan as they are confirmed as suitable, affordable and achievable.

4.13 Main Risk Areas

The 2017/18 Revenue Budget Setting report highlighted the main risk areas to the Council as sustaining income levels in the current economic climate, and implementing the savings that have been built into the budget. These risks will continue in to 2018/19 and beyond. Further analysis of the risk areas which are varying is shown below.

4.14 Waste Collection:

The Original Budget for the Domestic Waste Collection was £691k. This has since been revised to £656k after the Q2 monitoring process. The current forecasted outturn is £677k; this is a variance of 3%. This is due to vehicles having to be sourced on a hire basis, until replacements can be arranged. The replacement is due in Q3.

4.15 Recycling – Disposal costs (incl. Garden Waste)

At the start of 2017/18 there was £434k allocated for the payment for processing the recycle commodities collected by the Council. The latest forecast predicts that there will be an outturn of £525k, this is an adverse variance of 21%. The associated Recycling Credit income was originally budgeted at £427k. The latest outturn, based on estimates, is £469k. Although a favourable variance of 10%, this does not compensate for the increase in the disposal costs. The income is based on estimates from the Q1 data, so once Q2 data is received this forecast may change. This will be updated at the Q3 report.

4.16 Planning Application Fees

The Original Budgeted income for planning fees was £419k. The Budget Setting report indicated what the effects of adverse variances may be, up to 10%. The latest forecast for the Planning fees estimates an adverse variance of 16% a drop of £69k against the original set.

4.17 Skipton Town Hall

The original budget for Town Hall income was £257k. The current total forecast is £121k. The Budget Setting report listed this risk as a high impact and unfortunately these income streams are currently forecasting underachievement of the target. The target set at the start of the year was based on full occupancy of the commercial units and a full programme of events in the Concert Hall. However due to the ongoing improvement works, issues regarding the roof repair and a delay in tenanting some of the commercial space, it has meant that this has not been possible.

4.18 Income Streams

Income streams are monitored on a monthly basis. Realisable yet challenging income estimates were included within the 2017/18 budget. At the end of September these were 3.4% below target overall (2.6% below by the end of

August). The income streams which are currently underperforming are Planning Fees, Bereavement Fees and the Leisure Centre Charges. However at this stage of the year, it is forecast that the gap will be closed in the latter Quarters. Income streams were reviewed as part of the 2017/18 budget setting process and budgets adjusted based on the improved performance over the last few years.

- 4.19 Budget monitoring clinics are held with budget holders on a quarterly basis.
- 4.20 Statistics showing performance against income and salary budgets are also circulated to CLT on a monthly basis.
- 4.21 As part of the monitoring of income streams members requested more detailed analysis of Car Parking Income. This information is attached as Appendix C.
- 4.22 Business Rates:  
The Council is continuing its membership of the North Yorkshire Business Rates Pool in 2017/18.
- 4.23 The Council estimated that it would receive £1,450k from Business Rates in 2017/18. This is being monitored throughout the year in line with other budgets and the forecast at Q2 is on budget.
- 4.24 The Business Rates Contingency Reserve has a balance of £1,094k as at 1<sup>st</sup> April 2017. Utilisation of £484k in 2017/18 is budgeted for, leaving a balance of £610k.

## **5. Financial Position**

- 5.1 The Council has a General Fund unallocated balance of £995k at 1 April 2017. It is expected that this balance will remain during 2017/18.
- 5.2 The Council's policy was to maintain the General Fund Balance at a prudent level. This is essential in order to mitigate against the risk of unplanned movements from budgeted net expenditure levels and to cover for day to day cash flow variances. Moreover, a robust level of reserves will help the Council mitigate against the risks of ongoing funding cuts. For 2017/18 this level was agreed as adequate. The current LTFS has assumed balance will be maintained.
- 5.3 The 2017/18 Revenue budget is not without pressures, and had a contingency of £75k. At the end of Q2 £40k had been earmarked/utilised to underwrite additional budget costs within Planning and to also right the over budgeted income expected for the Commercial Rentals at the Town Hall, due to the delays in securing tenancies. £25k has been earmarked to transfer back to the Contingency fund, from the savings in Salaries within Business Support.
- 5.4 The Council had £6,596k in earmarked reserves at 1 April 2017 and estimates contributions of £912k will be made to them during the year.

£1,940k will be utilised in 2017/18 and £704k has been committed for future use. Table 3 shows the details.

**Table 3: Earmarked Reserves**

<b>Reserve</b>	<b>Opening Balance 1 Apr 17 £'000</b>	<b>Budgeted in Year Receipts (1) £'000</b>	<b>Budgeted in Year Utilisation (1) £'000</b>	<b>In Year &amp; Future Year Commitment £'000</b>	<b>Available Balance 31 March 18 Onwards £'000</b>
New Homes	2,010	735	(476)	(422)	1,847
Planning	676	0	(230)	0	446
Enabling Efficiencies	371	20	(35)	(132)	224
Vehicles	661	30	(190)	(89)	412
ICT	739	30	(165)	0	604
Buildings	501	52	(111)	(126)	316
Insurance	60	10	0	0	70
Business Rates Contingency	1,094	0	(484)	0	610
Future Year Budget Support	229	0	(100)	65	194
Contingency & Slippage	149	0	(149)	0	0
Elections Reserve	0	35	0	0	35
Other	106	0	0	0	105
<b>Total Earmarked Reserves</b>	<b>6,596</b>	<b>912</b>	<b>(1,940)</b>	<b>(704)</b>	<b>4,864</b>

(1) Contributions from and to are based on the Budget Set on 21<sup>st</sup> February 2017.

## **6. Summary**

- 6.1 The impact of the economy on the Council's income streams and their volatility is a risk to the Council and will need to be managed closely going forward. This is taken into account when setting the expected targets for income in the following year.
- 6.2 The General Fund Revenue Balance currently stands at £995k. This will assist in mitigating against the risk of unplanned movements from budgeted net expenditure levels, as well as the impact of changes in local government funding.
- 6.3 The Council had £6,596k in earmarked reserves at 1 April 2017. Budgeted and in year Contributions of £912k, less Utilisation in 17/18 or commitment for future years use of £2,644k means an estimated balance at 31<sup>st</sup> March 2018 of £4,864k.

## **7. Implications**

### **7.1 Financial and Value for Money Implications**

All financial implications are contained in the body of the report.

### **7.2 Legal implications**

None as a direct result of this report. The Council set a balanced budget for 2017/18, and going forward it is a further requirement that the budget is balanced.

### **7.3 Contribution to Council Priorities**

The delivery of a balanced and managed budget is critical to the well being of the Authority and contributes to all of the Council's Priorities in some part.

### **7.4 Risk Management**

Failure to achieve a balanced budget in the financial year would have had serious consequences for the Council. The Council needs to develop plans to mitigate against the phased reduction of Revenue Support Grant to nil by 2018/19.

### **7.5 Equality Impact Assessment**

The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

## **8. Consultations with Others**

None

## **9. Access to Information : Background Documents**

None

## **10. Author of the Report**

James Hordern – Senior Accountant  
Telephone: 01756 706316  
E-mail: JHordern@cravendc.gov.uk

## **11. Appendices**

Appendix A – Revenue Budget - analysis of Expenditure and Forecasted Outturn by Council Priority / Cost Centre Group.  
Appendix B – Income and Savings Plan.  
Appendix C – Car Parking Income Performance

Summary Report

Appendix Reference	Council Priority	Original Budget 2017/18 £	Virements, Slippage & Supplementary Estimates 2017/18 £	Revised Budget 2017/18 £	Forecast Outturn 2017/18 £	(Under)/Over spend 2017/18 (+ve)/-ve £	% Variance	Comments
A2	Enterprising Craven	795,365	134,635	930,000	1,005,346	75,346	8.10%	
A3	Resilient Communities	1,523,129	30,858	1,553,987	1,400,039	(153,948)	9.91%	
A4	Financial Sustainability	3,326,091	(41,190)	3,284,902	3,225,866	(59,036)	1.80%	
<b>Total Service Related Costs</b>		<b>5,644,585</b>	<b>124,304</b>	<b>5,768,889</b>	<b>5,631,251</b>	<b>(137,638)</b>		

**Corporate Costs**

Investment Income	(56,820)	(19,030)	(75,850)	(95,000)	(19,150)	25.25%	Includes the gain derived from the up-front pension deficit payment & net positive impact of the loan to Craven College.
Interest Payable	255,710	0	255,710	255,710	0	0.00%	
Minimum Revenue Provision	324,190	0	324,190	319,730	(4,460)	1.38%	
Revenue Funding of Capital Programme	710,500	632,613	1,343,113	1,343,113	0	0.00%	
Support To Parishes	9,000	0	9,000	9,000	0	0.00%	
Corporate Contingency	75,000	(15,000)	60,000	60,000	0		£20k vired to Development Control, £20k vired to Skipton Town Hall & £25k transferred vired from Business Support
<b>Total Revenue Budget 2017/18</b>	<b>6,962,165</b>	<b>722,887</b>	<b>7,685,052</b>	<b>7,523,804</b>	<b>(161,248)</b>	<b>2.10%</b>	
Transfers to/from reserves, NHB & Grant	(2,313,891)	(722,886)	(3,036,777)	(3,036,777)	0		
<b>Amount to met by C. Tax &amp; Business Rates</b>	<b>(4,648,274)</b>	<b>0</b>	<b>(4,648,274)</b>	<b>(4,648,274)</b>	<b>0</b>		

## Enterprising Craven

Appendix A 2

Description	Original Budget 2017/18	Virements 2017/18 £	Revised Budget 2017/18 £	Forecast Outturn 2017/18 £	(Under)/Overspend 2017/18 (+ve)/-ve £	% Variance	Comments
Hackney Carriages	1,370	(847)	523	(4,814)	(5,336)	1020.89%	
Liquor Licencing	(27,995)	2	(27,993)	(32,535)	(4,542)	16.23%	
Street Signs & GIS	27,265	162	27,427	28,085	658	2.40%	
Historic Buildings	3,000	0	3,000	3,000	0	0.00%	
Building Control - Non Fee Earning	35,820	(14)	35,807	33,666	(2,141)	5.98%	
Building Control - Fee Earning	(67,985)	12,752	(55,232)	(49,674)	5,558	10.06%	
Local Plan	422,350	20	422,370	414,523	(7,847)	1.86%	
Local Land Charges	(80,160)	(14,104)	(94,264)	(94,010)	255	0.27%	
Development Control	80,995	18,428	99,423	177,301	77,879	78.33%	Planning fee forecast reduced by £69k. Elsey Croft preparatory work circa £40k
Planning (Service unit)	10,410	0	10,410	10,410	0	0.00%	
Total Cultural Services incl. Museum & Skipton TH	107,215	64,811	172,026	170,413	(1,613)	0.94%	Net shortfall in income offset by reduced expenditure due to the effects of upcoming works at the Town Hall. This is offset from Savings in Employee related costs and reduced Service Charges in The Museum.
Total Economic Development	283,080	53,426	336,506	348,981	12,475	3.71%	
Total Enterprising Craven	795,365	134,635	930,000	1,005,346	75,346		

## Resilient Communities

Appendix A 3

Description	Original Budget 2017/18	Virements 2017/18	Revised Budget 2017/18	Forecast Outturn 2017/18	(Under)/Overspend 2017/18 (+ve)/-ve	% Variance	Comments
		£	£	£	£		
<b>Craven Crime Reduction + Safer Stronger Communities</b>	27,775	22,155	49,930	26,257	(23,673)	47.41%	
<b>Customer Services</b>	317,850	(26,384)	291,466	278,769	(12,697)	4.36%	Vacant post (Customer Advisor)
<b>Revenues &amp; Benefits Services</b> <i>(Including Cost of Collection)</i>	112,410	26,491	138,900	87,661	(51,239)	36.89%	£38k increase in grant income (various grants) & savings in employee costs of £70k due to 3 vacant posts (Team Leader, Assessment Officer & investigations Officer). This is partially offset by the Bradford MDC costs . Recruitment currently taking place
<b>Partnerships &amp; Communications and Sporting Events</b>	153,990	9,905	163,895	135,920	(27,975)	17.07%	Original estimate did not anticipate the level of sponsorship actually achieved for Sporting Events across the District
<b>Democratic Services</b>	30,840	(21)	30,819	30,911	91	0.30%	
<b>Democratic Representation</b>	253,770	674	254,443	259,092	4,649	1.83%	
<b>Elections</b>	48,490	23	48,513	50,894	2,381	4.91%	
<b>Electoral Registration</b>	62,540	30	62,570	62,983	412	0.66%	
<b>Shared Ownership Scheme</b>	(13,430)	313	(13,117)	(11,567)	1,550	11.82%	
<b>Car Parks</b>	(1,151,465)	(2,983)	(1,154,448)	(1,165,923)	(11,475)	0.99%	
<b>Public Conveniences</b>	46,130	(2,092)	44,038	44,730	692	1.57%	
<b>Amenity Areas/Aireville Park</b>	103,275	(1)	103,274	104,077	803	0.78%	
<b>Private Garage Sites</b>	(31,320)	453	(30,867)	(30,867)	0	0.00%	
<b>Community Services (Credit Unions)</b>	10,000	6,585	16,585	8,850	(7,735)	46.64%	

Description	Original Budget 2017/18	Virements 2017/18	Revised Budget 2017/18	Forecast Outturn 2017/18	(Under)/Overspend 2017/18 (+ve)/-ve	% Variance	Comments
Refuse Collection - Domestic	691,075	(35,319)	655,755	676,530	20,774	3.17%	Staff Vacancy being offset by use of Agency staff. £20k spent on Hiring a Vehicle for the first 6 months of the year. The continued hire of this vehicle is due to the delay in replacement of vehicles.
Refuse Collection - Commercial	(177,385)	(9,604)	(186,989)	(227,661)	(40,672)	21.75%	Fees and Charges are achieving £40k above target at the start of the year. This is offset by £20k by the member of staff responsible for generation of new contacts. £16k forecasted saving in Vehicle costs
Street Cleansing	311,489	(5,620)	305,869	297,970	(7,899)	2.58%	Forecasted saving in vehicle costs
Recycling	292,440	(8,142)	284,297	318,733	34,436	12.11%	Under estimation in the tonnages for Disposal Fees, not being offset by the LA reimbursements - but these are based on prudent estimates as only have actuals for Apr-Jun.
Clean Neighbourhoods	76,325	333	76,658	79,638	2,980	3.89%	
Mechanics Workshop	0	44,186	44,186	40,330	(3,856)	8.73%	
Waste Management Service Unit	220,191	640	220,831	238,963	18,131	8.21%	£14k in Overtime claims.
Garden Waste Scheme	(99,195)	(8,339)	(107,534)	(111,963)	(4,429)	4.12%	
Environmental Health Services	308,590	(823)	307,767	301,750	(6,017)	1.96%	
Flooding	0	0	0	0	0		
Aireview House	43,620	(7)	43,613	20,011	(23,602)	54.12%	HB PDPs all credited to AVH but supported people being housed in private temporary accommodation budgeted for on R343. Also the budget for electricity was retained for use by the development contractor but private supply is being used
Homelessness	244,945	19,918	264,863	248,280	(16,583)	6.26%	Rents collected from previous AVH tenants not included in original budget
Private Sector & Housing Enabling	33,850	0	33,850	33,850	0	0.00%	
Housing Service Unit	22,110	(116)	21,994	19,494	(2,500)	11.37%	
Total Leisure Services	(72,565)	(598)	(73,163)	(75,060)	(1,897)	2.59%	
Total Bereavement Services	(343,215)	(798)	(344,013)	(342,614)	1,399	0.41%	
Total Resilient Communities	1,523,129	30,858	1,553,987	1,400,039	(153,948)		

## Financial Sustainability

Appendix A 4

Description	Original Budget 2017/18	Virements 2017/18 £	Revised Budget 2017/18 £	Forecast Outturn 2017/18 £	(Under)/Over spend 2017/18 (+ve)/-ve £	% Variance	Comments
CLT	434,569	(10,227)	424,342	433,119	8,777	12.61%	Savings of £24.7k from salaries & related, but offset by reduced income from the North Yorkshire LEP, due to partnership work ceasing.
Business Support	193,496	(27,048)	166,447	161,766	(4,682)	12.89%	Salary & related savings due to vacant posts.
Human Resources & Training	175,990	496	176,486	143,748	(32,738)	10.45%	£10k from savings to training budget and recruitment and related expenses. £22k from purchase of advice from previous external H&S Officer - H&S advice now procured via alternative provider
Legal Services	174,031	5,062	179,092	178,973	(119)	13.04%	
Corporate Costs	818,470	(4,080)	814,390	819,128	4,738	7.06%	
Financial Services	512,345	(9,923)	502,422	484,599	(17,823)	6.82%	Vacancies, revised working patterns and maternity pay.
Properties; Misc, Bus, Depots, BVS, SU, Estates	580,860	(214)	580,647	578,264	(2,382)	0.41%	Vacant post (Surveyor)- filled temporarily on part-time basis, showing £12k underspend against a full-time post.
ICT & Transformation	436,330	4,746	441,076	426,269	(14,807)	6.99%	Salary and related due to budgeted assumption of Pension contributions, but some staff opted out.
<b>Total Financial Sustainability</b>	<b>3,326,091</b>	<b>(41,190)</b>	<b>3,284,902</b>	<b>3,225,866</b>	<b>(59,036)</b>		

## Craven District Council Income & Savings Plan

## APPENDIX B

Income & Savings Action Plan 2017/18 - 2020/21 v7 at October 2017

Reporting Spreadsheet

**Key:**

Green

Income / Savings achieved - low risk

Amber

Income / Savings in progress- further work required - medium risk

Income Generation/Cost Savings Ideas			RAG	Realism	Priority					Member Decision Req	Additional Resources	SLT Lead Update /Comments	Lead Member	CLT Lead	SLT Lead
Line No	Serv Ref	Description				2017/18	2018/19	2019/20	2020/21						
29	ReBe	2017 review CTR and local discount schemes	Amber	H	H	20,000	20,000	20,000	20,000	Y	N	Proposals approved at policy	Patrick Mulligan	Nicola Chick	David Carre
30	ReBe	To increase Ctax and NDR bases	Amber	M	H	14,000	28,000	28,000	28,000	N	Y	Impact of additional growth in base as a consequence of proactive reviews SPD, empty properties etc.	Patrick Mulligan	Nicola Chick	David Carre
30	IT	Replacement of Web Hosting and CMS	Amber	H	H	0	2,000	2,000	2,000	N	N	Project underway to replace existing Web Hosting and CMS software which will lead to reduced licencing costs. Estimated project completion mid-2018.	John Dawson	Paul Ellis	Darren Maycock
31	LeSe	Establish Turnstile System past reception	Amber	M	M	2,610	3,480	3,480	3,480	N	N	£1,000 included in 2017/18 budget. Budget will require further adjustment on delivery of the approved capital project.	Patrick Mulligan	Paul Ellis	Ian Halton
32	Fi	CLT Restructure	Amber	H	H	36,000	36,000	36,000	36,000	M	Y	Rstructure of CLT following the Senior Officer Committee Review	Richard Foster	Paul Shevlin	N/A
33	Fi	Treasury Management - Additional Interest Earned	Amber	H	H	5,000	18,300	12,800	7,000	Y	Y	Additional treasury management income re pension fund discount & loan	Patrick Mulligan	Nicola Chick	James Hordern
			Amber												
<b>TOTAL AMBER SAVINGS</b>						<b>77,610</b>	<b>107,780</b>	<b>102,280</b>	<b>96,480</b>						

Income Genereation/Cost Savings Ideas			RAG	Realism	Priority					Member Decision Req	Additional Resources	SLT Lead Update /Comments	Lead Member	CLT Lead	SLT Lead
Line No	Serv Ref	Description				2017/18	2018/19	2019/20	2020/21						
34	EnSe	Revised Collection Xmas Waste Collection	Green			2,500	2,500	2,500	2,500	Y	N	Achieved & Implemented.	Carl Lis	Paul Ellis	Wyn Ashton
35	EnSe	Housing / Env Health & Waste Management Review	Green			6,000	6,000	6,000	6,000			Achieved & Implemented	Carl Lis	Paul Ellis	Wyn Ashton
36	PaSe	Implement pay & display machines and other infrastructure upgrades to create cost effective payment options	Green			2,000	5,000	5,000	5,000	Y	N	4 more new machines installed in 16/17 which include card payment. Looking to carry out some promotions on paying by card.	Patrick Mulligan	Paul Ellis	Ian Halton
37	Fi	Payment in advance of employers back funding pension liability 2017/18 - 2019/20	Green	H	H	19,030	38,430	58,430	19,000	N	N	Additional treasury management income re pension fund discount & loan	Patrick Mulligan	Nicola Chick	James Hordern
38	EnSe	Non Statutory Advice & Revisits to Food Premises	Green	H	M	900	3,600	3,600	3,600	Y	N	Member approval given to both schemes at July Policy Meeting	Carl Lis	Paul Ellis	Wyn Ashton
39	Fi	Mini Finance team restructure following resignations and reallocation of duties	Green	H	M	6,800	9,000	9,000	9,000	N	N	Review of and reallocation of duties of the team following the resignation of the Procurement Risk & Insurance Manager	Patrick Mulligan	Nicola Chick	Claire Hudson
40	Fi	Insurance Contract Tender	Green	H	H	35,000	35,000	35,000	35,000	N	N	Savings on the contract negotiation for next 3 years from April 1st 2017 and rebasing of 2017/18 budget.	Patrick Mulligan	Nicola Chick	Claire Hudson
41	HR	Review of Car Mileage terms and conditions	Green	M	M	8,000	8,000	8,000	8,000	Y	N	Review of Budget to spend at half year to confirm saving forecast	John Dawson	Paul Shevlin	Jacque Hodgson
TOTAL GREEN SAVINGS						80,230	107,530	127,530	88,100						
		TOTAL ALL SAVINGS				157,840	215,310	229,810	184,580						

Total	Amber	77,610	107,780	102,280	96,480
Total	Green	80,230	107,530	127,530	88,100

Target to Balance Following Year Budget from Updated LTFS (Sept 2017) Excluding Green Status

332,000	504,000	699,000	733,000
---------	---------	---------	---------

Key

Business Support (BuSu)	Democratic Services (DeSe)	Parking Services (PaSe)
Revenues & Benefits (ReBe)	Customer Services (CuSe)	Property Services (PrSe)
Human Resources (HR)	Bereavement Services (BeSe)	Planning and Regen (PIRe)
Licensing (Li)	Leisure Services (LeSe)	ICT (IT)
		Environmental Services & Housing (EnSe)
		Finance (Fi)

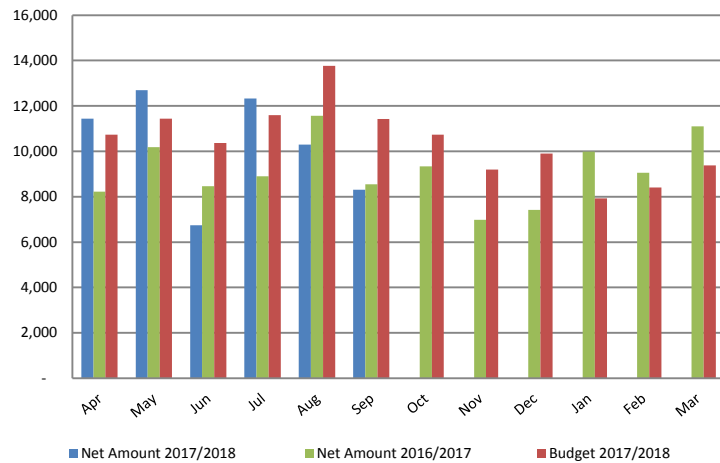
## Parking Fees July - Sept 2017 (2017/18 FYR)

2017/18 Month	Cavendish Street			Waller Hill			Coach Street			High Street			Bunkers Hill		
	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £
April	11,437	8,219	10,739	9,197	10,253	10,433	36,137	33,492	35,798	57,193	54,288	51,340	1,559	1,652	1,636
May	12,696	10,184	11,438	10,020	9,545	11,112	35,910	36,100	38,129	54,083	55,287	54,470	1,341	1,107	1,743
June	6738	8,461	10,365	13,052	11,775	10,069	33,814	34,071	34,519	50,521	51,823	49,356	1,912	1,429	1,579
July	12,326	8,898	11,601	10,610	10,841	11,270	42,178	40,139	38,670	62,240	59,400	55,243	1,643	1,889	1,768
August	10,302	11,563	13,761	11,935	11,992	13,368	50,702	45,587	45,871	60,892	65,841	65,530	1,648	1,664	2,097
September	8,311	8,543	11,426	10,903	11,036	11,100	42,886	37,415	38,087	57,572	53,215	54,410	2,034	1,659	1,741
October															
November															
December															
January															
February															
March															
	61,810	55,868	69,330	65,717	65,442	67,352	241,627	226,804	231,074	342,501	339,854	330,349	10,137	9,400	10,564
Variance	5,942	(7,520)		275	(1,635)		14,832		10,553	2,647		12,152	737	(427)	

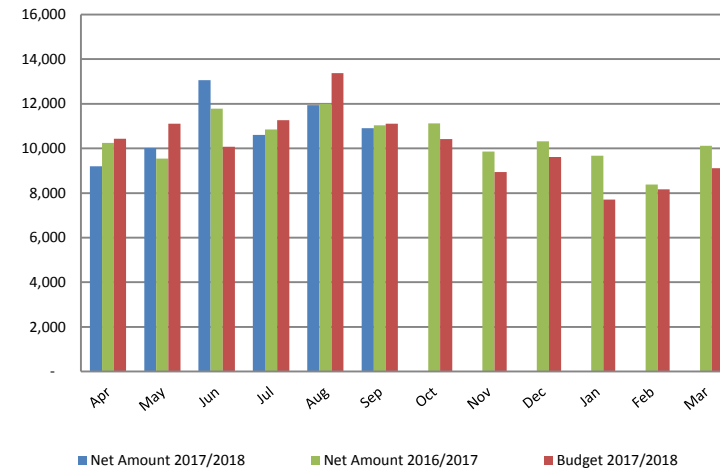
2017/18 Month	Ashfield Road			Whitefriars			Greenfoot			Backgate & Community Centre			Craven Leisure		
	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Amount 2017/2018 £	Amount 2016/2017 £	Budget 2017/2018 £	Gross sales Amount 2017/2018 £	Amount re-credited to Pool Income £	Amount retainable by Car Parks 2017/2018 £
April	5,369	4,976	5,114	5,661	5,875	5,421	2,394	1,671	1,841	2,232	1,590	2,148	-	-	-
May	4,829	4,344	5,447	6,033	5,275	5,774	1,990	1,817	1,961	1,649	1,432	2,288	-	-	-
June	5,958	5,488	4,936	5,362	6,339	5,232	2,837	2,853	1,777	1,781	2,437	2,073	-	-	-
July	5,699	5,669	5,524	6,458	6,135	5,856	2,710	2,352	1,989	2,542	2,637	2,320	1,586	(1,490)	96
August	6,545	6,559	6,553	7,124	8,150	6,946	2,560	3,895	2,359	4,003	2,818	2,752	5,191	(1,627)	3,563
September	5,663	5,544	5,441	6,020	5,683	5,768	4,335	2,393	1,959	1,431	3,126	2,285	4,857	(2,250)	2,607
October														-	-
November														-	-
December														-	-
January														-	-
February														-	-
March														-	-
	34,063	32,580	33,015	36,658	37,457	34,997	16,826	14,981	11,866	13,638	14,040	13,866	11,634	(5,368)	6,266
Variance	1,483		1,048	(799)		1,661	1,845	16	4,960	(402)		(228)	6,266		6,266

### Cavendish Street



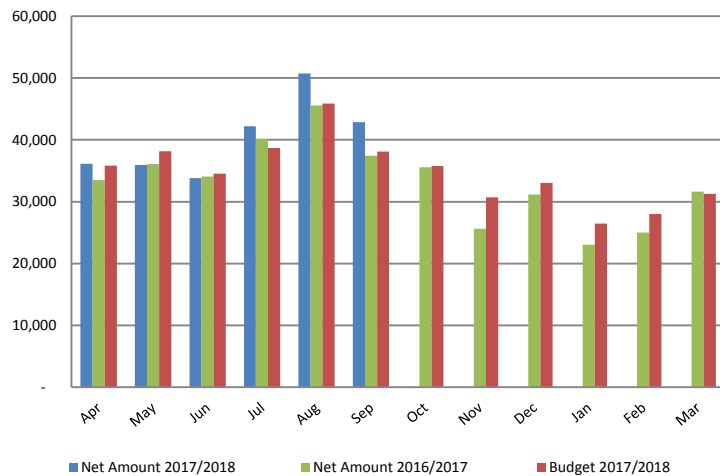
Comments: Income increased by 10.64% (£5,942) over same period last Year and down by 10.85% (£7,520) on budget

### Waller Hill



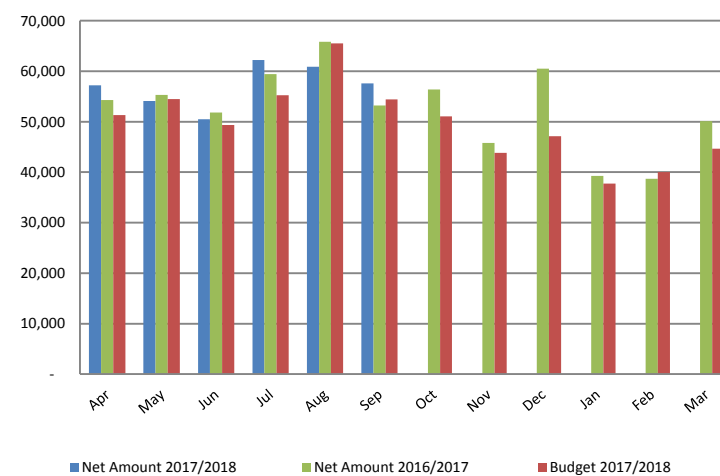
Comments: Income increased by 0.42% (£275) over same period last year and down by 2.42% (£1,635) on budget

### Coach Street

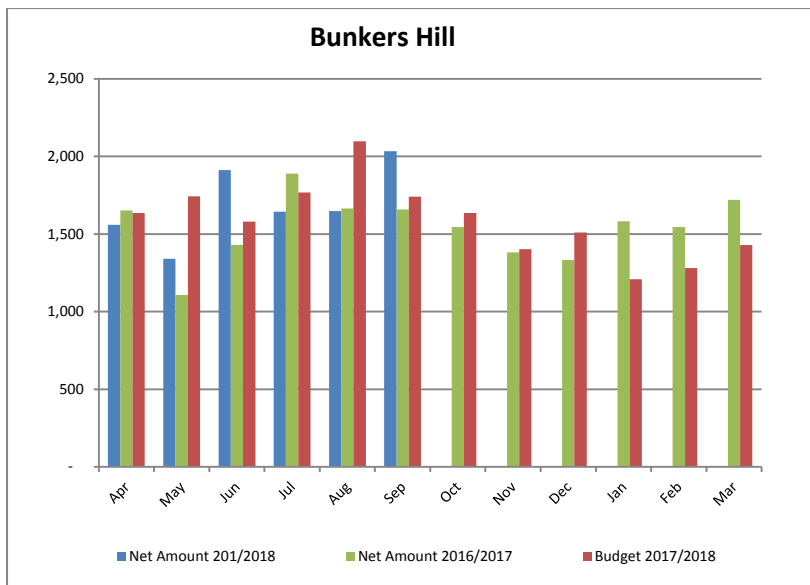


Comments: Income increased 6.54% (£14,832) over same period last year and up by 4.57% (£10,553) on budget

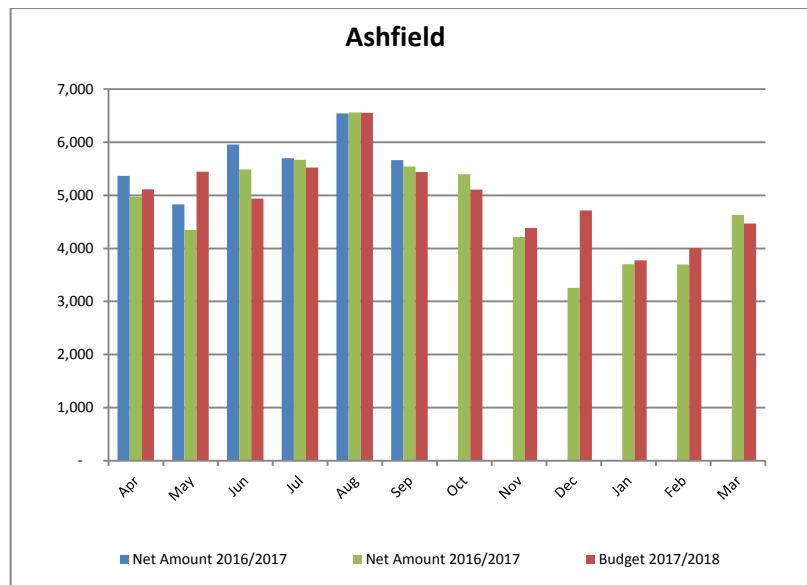
### High Street



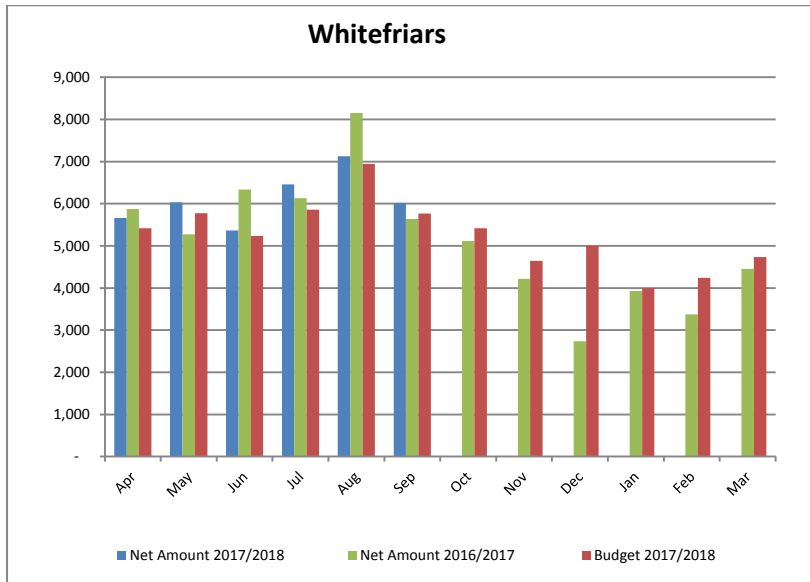
Comments: Income increased by 0.77% (£2,647) over same period last year and up by 3.68% (£12,152) on budget



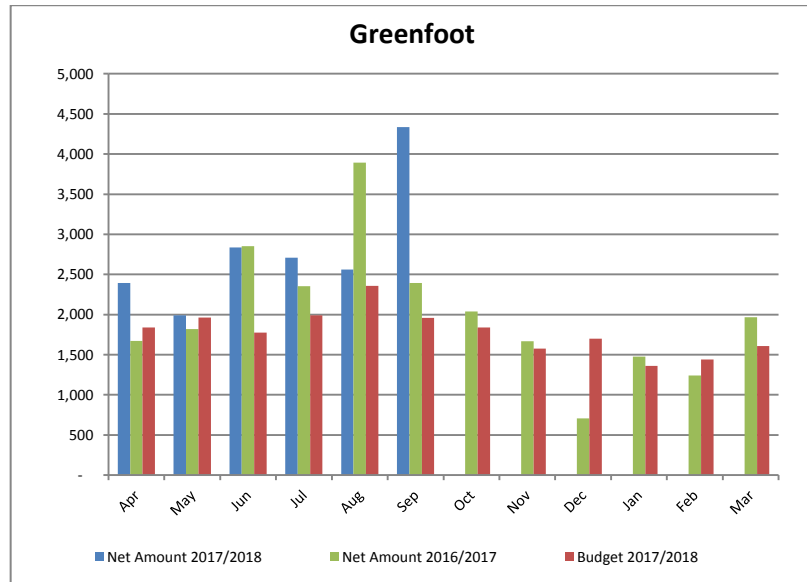
Comments: Income increased by 7.84% (£737) over same period last year and down by 4.04% (£427) on budget



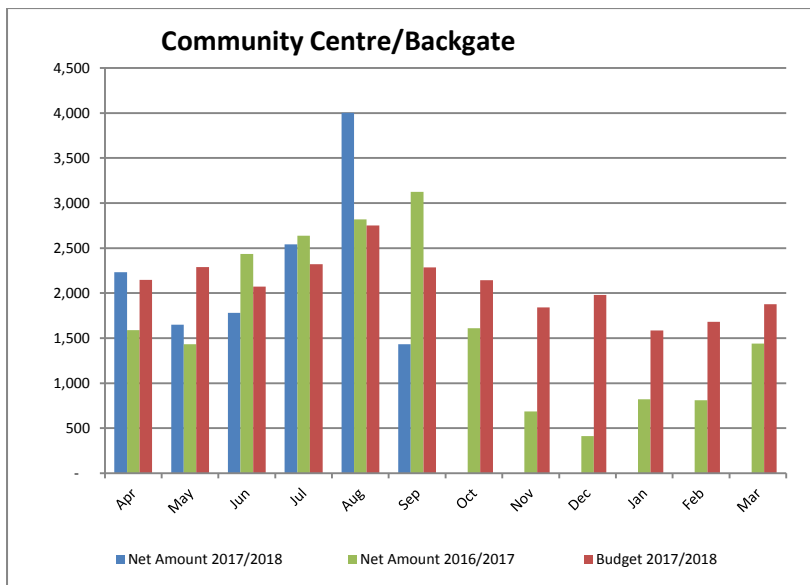
Comments: Income increased by 4.55% (£1,483) over same period last year and up by 3.17% (£1,048) on budget



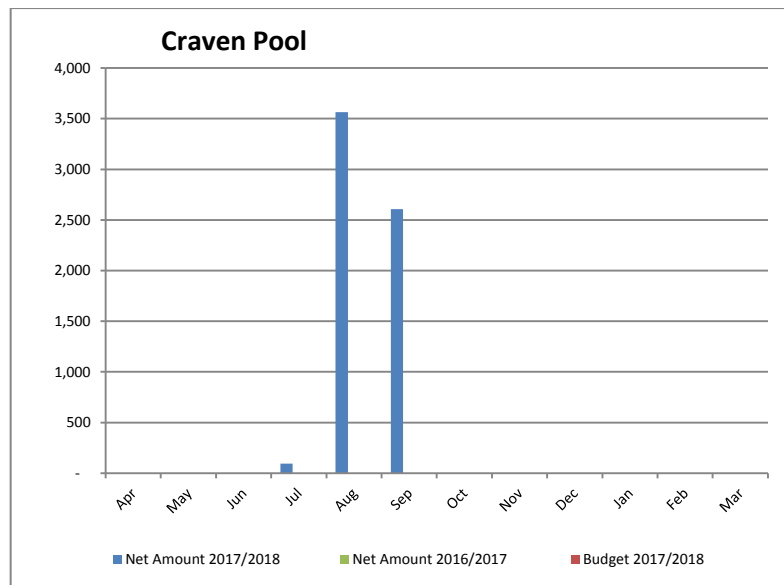
Comments: Income decreased by 2.13% (£799) over same period last year and up by 4.75% (£1,661) on budget



Comments: Income increased by 12.31% (£1,845) over same period last year and up by 41.8% (£4,960) on budget



Comments: Income decreased by 2.86% (£402.) over same period last year and decreased by 1.64% (£228) on budget



Comments: Went live 17<sup>th</sup> July.

## Policy Committee – 5<sup>th</sup> December 2017

### QUARTER 2 CAPITAL PROGRAMME MONITORING REPORT – 2017/2018



Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

#### 1. **Purpose of Report**

- 1.1 To inform Members of the Council's Capital Programme position based on the Quarter 2 review of income and expenditure to the end of September 2017.

#### 2. **Recommendations**

- 2.1 Members note the Capital Budget position of the 2017/18 capital programme as at the 30<sup>th</sup> September 2017.
- 2.2 Members note the 2017/18 Capital Programme and the proposed funding - including the Supplementary Estimates/sources of funding for Overspent Projects.

#### 3. **Background Information**

- 3.1 The Council agreed the 2017/18 Capital Programme of £2,460k on 21<sup>st</sup> February 2017. On 1<sup>st</sup> August 2017 Council endorsed the recommendation from Policy Committee for the Capital Programme to include £2,008k of slippage from the 2016/17 Programme.
- 3.2 Since the Capital Programme was agreed, it was approved that a £400k Loan would be granted to Craven College. The balance, £219k, of the Shared Ownership Scheme is also to be included in the 2017/18 Programme. In addition, supplementary Disabled Facilities Grants of £41k were awarded to the Council and have been added to the programme. £7.5k unspent funds from ceased projects have now been removed from the programme. This gave a revised total Capital programme of £5,121k.

#### 4. **Quarter 2 Financial Performance**

- 4.1 A summary of the Programme is shown in Table 1. The detailed information together with an update on progress of the programme is shown in Appendix A. At

the 30<sup>th</sup> September expenditure on the programme was £1,642k.

**Table 1: Planned Capital Programme Performance**

	Approved Revised Programme 2017/18 £	Expenditure to end of Quarter 2 2017/18 £	Forecasted Outturn 2017/2018 £
Council Properties	1,935,954	627,532	1,838,981
ICT	272,395	135,777	272,395
Loan	400,000	-	400,000
Private Sector Housing & Empty Homes	1,306,097	89,472	1,306,097
Recreation & leisure	123,503	4,860	123,503
Vehicles	1,083,218	784,670	871,670
<b>Total Capital Programme Costs</b>	<b>5,121,167</b>	<b>1,642,311</b>	<b>4,812,646</b>

- 4.2 The forecasted outturn reflects the Loan, which is scheduled to be made in December.
- 4.3 Although no formal request for slippage has been made, it is likely that the Vehicle Lift project, for the repair and maintenance of the Council's fleet, will be postponed until 2018/19. This is due to the works at the Council's depot. As such the forecasted expenditure does not include the £20k allocated to the project.
- 4.4 Funding of overspends reported at Q1 amounting to £53k will need to be met either from savings on other projects within the Capital Programme or from savings within the Revenue budget. Funding for projects above that already requested will have consequences on the ability to fund future programmes. The project for the improvements to the Café and Bar in Skipton Town Hall, is currently forecasting an underspend, this may be available to offset the spending on other areas in the Town Hall improvements.
- 4.5 Due to the continued reliance on capital receipts to fund expenditure over the medium and long term it was agreed that approval to commence 2017/18 projects would be monitored by CLT, as would progress on projects within the programme.
- 4.6 The Vehicle replacement programme is currently forecasting an underutilisation of the allocated funding. This is due to the rationalisation of the rounds and therefore the vehicles required. It is anticipated that the remaining uncommitted balance of £212k will not be required to support this year's Capital Programme. This will be confirmed at Q3.
- 4.7 The IDOX software implementation project is progressing well, however due to an unanticipated delay in data verification; it is likely that the final stages of the project have to slip into the 2018/19. Again this will be confirmed at the Q3 report.

## 5. **Capital Programme Financing**

- 5.1 Resources available to fund the capital programme together with a forecast of future receipts and programme costs are shown in table 2.
- 5.2 As part of the 2017/18 budget setting process it was planned to make contributions to earmarked reserves which are available to support the capital programme and other projects. The Long Term Financial Strategy assumes that these contributions will need to continue.

**Table 2: Capital Resources Available & Utilised to Fund 2017/18 Programme**

	<b>2017/18 Revised Programme £'000</b>	<b>2018/19 Indicative Programme £'000</b>	<b>2019/20 Indicative Programme £'000</b>	<b>2020/21 Indicative Programme £'000</b>
Capital Receipts at Start of Year (CRR)	2,759	1,294	818	714
In Year resources - (Capital Grants/receipts received)	1,466	907	474	474
Use of in Year Capital grants	1,283	907	474	474
Use of Capital Receipts	1,465	476	104	50
Total Use of Capital Resources	2,348	1,383	578	524
Contribution From NHB Reserve	297	-	-	-
Contribution From Enabling Efficiencies Reserve	56	-	-	-
Contribution From Vehicles Reserve	443	111	46	-
Contribution from IT Reserve	273	90	40	-
Contribution from Buildings Reserve	135	49	44	-
Utilisation of Borrowing (MRP Capacity)	861	1,000	-	-
Total Use of Reserves/Borrowing	2,065	1,250	130	-
Forecasted Capital expenditure in year as per Appendix A	4,813	2,633	708	524
Capital Receipts at end of Year (CRR)	1,294	818	714	664

- 5.3 The funding analysis above reflects the utilisation of the resources that were made available for each project, and they have been adjusted to reflect forecasted expenditure. Where these projects required slippage into 2017/18, the funding was slipped to match. The anticipated slippage of the Vehicle Lift project is reflected in the 2018/19 programme.
- 5.4 The Shared Ownership Scheme is included in the table above for its funding allocation. Table 3 presents the project on an individual basis to show the performance over the year. The balance of the project will be carried forward to fund further acquisitions.

**Table 3: Shared Ownership Summary of Activity**

Description	£ '000
Remaining Balance FY2016/17	219
FY2017/18 Agreed Resources	325
Valuation for works carried out at Burnroyd Avenue	(281)
Remaining Balance FY2017/18	263

## **6. Implications**

### **6.1 Financial and Value for Money Implications**

At the start of 2017/18 the Council had available £2,759 of Capital Receipts to fund its capital programme. During the Quarter 2 £1,466k of additional resources were generated or received, including brought forward amounts. All financial implications are contained in the body of the report.

### **6.3 Legal implications – None Relevant**

### **6.4 Contribution to Council Priorities**

Capital investment in appropriate projects contributes directly to most corporate priorities.

### **6.5 Risk Management**

There are risks within the capital programme especially if unforeseen circumstances occur and these need to be managed as part of the project plans for each element of the programme. Slippage of schemes within the programme is a risk in itself as this can potentially leave the Council exposed to services being disrupted in their delivery, claims from third parties, or resources committed to a delayed project which could have been made available for another project.

### **6.6 Equality Impact Assessment**

The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

## **7. Consultations with Others – None**

**8. Access to Information : Background Documents**

None

**9. Author of the Report**

James Hordern – Senior Accountant

Telephone: 01756 706316

E-mail: [JHordern@cravendc.gov.uk](mailto:JHordern@cravendc.gov.uk)

**10. Appendices**

Appendix A – Capital programme detailed analysis

**Capital Programme 2017/18 - onwards**

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2017/18 £	2016/17 Slippage/ B/fwd into 2017/18 £	Supplementary Estimates 2017/18 £	Revised/ Terminated Projects 2017/18	Total Programme 2017/18 £	Expenditure at Q2 2017/18 £	Remaining Budget 2017/18 £	Forecast Outturn 2017/18 £	Q2 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services - Bereavement Services	New walls around the cemeteries.	Ian Halton	6048	10,000	-	-	-	10,000	-	10,000	10,000	Works instructed and programmed to start in late October 2017
Assets & Commercial Services - Bereavement Services	Refurbishment of Garages and Outbuildings, Waltonwrays	Hazel Smith	6044	13,000	-	-	-	13,000	-	13,000	13,000	Options for possible uses of buildings ongoing including assessment of viability following changes to use, i.e. no longer required for storage
Assets & Commercial Services - Bereavement Services	Kildwick Churchyard Wall	Ian Halton	6047	-	19,178	-	-	19,178	24,790	(5,612)	24,790	Project Completed
Assets & Commercial Services - Car Parking	4 Year programme of maintenance of the condition of the Council Car Parks	Ian Halton	6010	15,000	-	-	-	15,000	484	14,516	15,000	Awaiting prices for identified works from contractors
Assets & Commercial Services - Car Parking	Introduction/changes to 3 areas within the Council's car parks	Hazel Smith	6018	-	4,000	-	-	4,000	1,343	2,658	4,850	Project complete with all tariff board, machine software and lining works complete. Total project spend £5096.36
Assets & Commercial Services - Craven Leisure	Install a controller (access gate)	Hazel Smith	6134	11,000	-	-	-	11,000	-	11,000	11,000	Specification uploaded to YorTender with closing date 30th October. Project on track for delivery within current financial year
Assets & Commercial Services - Craven Leisure	Replacement of Building Energy Management System (BEMS)	Hazel Smith	6111	21,500	-	-	-	21,500	-	21,500	21,500	Specification uploaded to YorTender with closing date 30th October. Project on track for delivery within current financial year
Assets & Commercial Services - Craven Leisure	Replacement of moveable floor (floor panels) to "learner pool"	Hazel Smith	6137	45,000	-	-	-	45,000	-	45,000	45,000	Works ordered and programmed for December
Assets & Commercial Services - Property	* Shared Ownership - incl. Burnroyd Avenue	Ian Halton	6026 - Purchases 7666 -Sales	325,000	219,041	-	-	544,041	280,690	263,351	544,041	Practical Completion is imminent, works completed on site so just awaiting submission of all certification/Operations & Maintenance Manual from the contractor to sign off and hand over.
Assets & Commercial Services - Property	Skipton Bus Station Toilets	Ian Halton	6050 C010 PC03	-	44,037	-	-	44,037	55,817	(11,780)	55,817	Project Completed
Assets & Commercial Services - Property	Ashfield Toilet Refurbishment for Settle TIC Scheme	Ian Halton	6050 C010 PC04	-	80,000	-	-	80,000	770	79,230	80,000	Revised drawings current being developed based on the requirements of the planning application that wasn't approved. It is anticipated this will slip to 18/19 as a result, but will confirm at Q3.
Assets & Commercial Services - Property	Skipton Depot Project	Ian Halton	6036	-	240,720	-	-	240,720	-	240,720	240,720	Project expected to slip to 18/19 as a result of the LEP Funding application. Will confirm in Q3.
Assets & Commercial Services - Skipton Town Hall	Skipton Town Hall - Phase I & Phase II	Ian Halton	6017	-	18,789	-	-	18,789	30,537	(11,748)	26,808	Project Completed.
Assets & Commercial Services - Skipton Town Hall	Skipton Town Hall Concert Hall	Ian Halton	6019	-	3,088	-	-	3,088	-	3,088	3,088	Ceased in 2016/17 with exception of slippage request. Funding available to offset other overspends on the programme
Assets & Commercial Services - Skipton Town Hall	Skipton Town Hall & Museum Refurbishment & Alterations - Town Hall Roof	Ian Halton	6021	-	140,101	-	-	140,101	167,867	(27,766)	167,867	Project Completed.
Assets & Commercial Services - Skipton Town Hall	Skipton Town Hall - Phase III works	Ian Halton	6023	100,000	-	-	-	100,000	62,584	37,416	100,000	The funding for this year is to carry out preparatory works and establish final designs for the remaining undeveloped sections to the rear of the building.
Assets & Commercial Services - Skipton Town Hall	Investment in improving the Bar and Café Facilities at Skipton Town Hall.	Ian Halton	6024	181,000	-	-	-	181,000	2,651	178,349	50,000	Practical completion will be achieved in October 2017. Forecasted spend adjusted based on Estimation of invoices to be received. Balance should be available to fund overspends and other projects in the Capital Programme.

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2017/18 £	2016/17 Slippage/ B/fwd into 2017/18 £	Supplementary Estimates 2017/18 £	Revised/ Terminated Projects 2017/18	Total Programme 2017/18 £	Expenditure at Q2 2017/18 £	Remaining Budget 2017/18 £	Forecast Outturn 2017/18 £	Q2 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services - Skipton Town Hall	Skipton Town Hall & Museum Refurbishment & Alterations - Museum HLF Bid Works	Ian Halton	6032	-	481,500	-	-	481,500	-	481,500	481,500	Awaiting outcome of HLF funding bid
Economic Development	Ingleton Village Plan	Sharon Sunter	6138	-	67,503	-	-	67,503	4,860	62,643	67,503	Ingleton Parish Council has agreed the proposed approach to improving the signage within the village centre. An application has been submitted for 50% grant funding for the installation of an initial three heritage/interpretation boards; a decision is expected early December. A specification of required works is being prepared for the refurbishment of the existing pedestrian signs; this should be completed with costs by the end of December, with works scheduled to be carried out during January to March 2018.
Environmental Services & Housing	Statutory Delivery Disabled Facilities Grants (DFG)	Wyn Ashton	6145 6150 6151	433,307	81,433	41,357	-	556,097	41,364	514,733	556,097	Expenditure includes Landlord contributions. Q1 DFG referrals were low at 6, but Q2 referrals have seen a sharp increase to 21. We currently have on the system £159,930 enquiries and £161,539 of approved grants. We currently have not been invoiced by NYCC for £10,000 to support the running of the Home Improvement Agency.
Environmental Services & Housing	Remodelling of Aireview House	Wyn Ashton	6022	750,000	-	-	-	750,000	48,108	701,892	750,000	The remodelling works have commenced but will not be completed until Q4 (estimate February 2018). Forecast outturn is currently predicted to be less than £700k. No prediction of final figure can be given until near date of completion
Financial Management	Agresso Upgrade - Final Stages	Claire Hudson	6246	-	2,500	-	(2,500)	-	-	-	-	Lloyds have indicated that the new online system is still being developed and have advised us to wait until Dec 18. ( Note: The banking contract also expires 31st March 2019). Capital allocation be reallocated to Capital programme and utilise revenue resources if required in 2018/19 from finance services budget to fund any consultancy for bank import file amendment as required pending outcome of bank retender which will be known by December 2018.
Financial Management	Payroll System improvements	Claire Hudson	6200	-	12,000	-	-	12,000	-	12,000	12,000	Review of options/ business case now to be completed November 2017 as awaiting quotations from Midland HR software suppliers with a view to commence self-serve set up and roll out in the last quarter of the 2017/2018 financial year.
ICT & Transformation	Replace the current Web hosting arrangements	Darren Maycock	6235	20,000	-	-	-	20,000	4,550	15,450	20,000	Project in progress, estimated completion Q4 2017/18.
ICT & Transformation	Public Sector Network (PSN) Code of Connection (CoCo)	Darren Maycock	6210	5,000	-	-	(5,000)	-	-	-	-	Budget not required, accommodated within existing budgets.
ICT & Transformation	SAN Replacement 2016-2020	Darren Maycock	6274	80,000	-	-	-	80,000	61,183	18,817	80,000	Remaining Invoices expected Q3.
ICT & Transformation	Computer Replacement Programme	Darren Maycock	6210	20,000	41,000	-	-	61,000	53,117	7,883	61,000	Underway, completion expected Q3.
ICT & Transformation	IDOX Software for multiple Services (Previously Replacement Planning Software project)	Darren Maycock	6266	60,000	29,395	-	-	89,395	8,547	80,848	89,395	Project in progress, estimated completion of phase 2 Q4 2017/18. Note: Phase 3 scheduled for Q2 2018/19
ICT & Transformation	Upgrade VM ware Software	Darren Maycock	6267	-	10,000	-	-	10,000	8,380	1,620	10,000	Project now complete
Waste Management	4 Post Vehicle Lift for Commercial Vehicles (Vehicle Workshop)	Wyn Ashton	6136	20,000	-	-	-	20,000	-	20,000	-	This is unlikely to take place in 2017/18. The Council is looking at options of relocating the Maintenance and Storage of vehicles depot at Engine Shed Lane to another location in Skipton

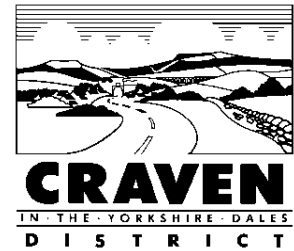
Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2017/18 £	2016/17 Slippage/ B/fwd into 2017/18 £	Supplementary Estimates 2017/18 £	Revised/ Terminated Projects 2017/18	Total Programme 2017/18 £	Expenditure at Q2 2017/18 £	Remaining Budget 2017/18 £	Forecast Outturn 2017/18 £	Q2 Comments - including timeline for procurement and delivery & Justification
Waste Management	Vehicle replacements	Wyn Ashton	6305	350,000	733,218	-	-	1,083,218	784,670	298,548	871,670	All new vehicles have been delivered that were on order. The acquiring of the 7.5 tonnne RCV in Q2 was delayed. This vehcile will be ordered in Q3 for delivery in Q4. Forecast outturn remains unchanged from previous quarter
Subtotal Capital Programme 2017/18				2,459,807	2,227,503	41,357	(7,500)	4,721,167	1,642,311	3,078,857	4,412,646	
Financial Management	Loan To Craven College for Four Years	Nicola Chick	n/a	-	-	400,000	-	400,000	-	400,000	400,000	Loan scheduled to be advanced to the college in December
Total Capital Programme 2017/18				2,459,807	2,227,503	441,357	(7,500)	5,121,167	1,642,311	3,478,857	4,812,646	

\* Further analysis of the Shared ownership Project

Description	£ '000	Account
<b>FY2016 Revised Float</b>	<b>250</b>	
Sale	-	
Purchase of Plot 5 Lords Close, Giggleswick (including legal fees)	(73)	6026
Sale of Plot 5 Lords Close, Giggleswick (including legal fees)	88	7666
Purchase of Plot 2 Lumb Croft Sutton (including legal fees)	(67)	6026
Purchase of Plot 3 Lumb Croft Sutton (including legal fees)	(67)	6026
Sale of Plot 3 Lumb Croft Sutton (including legal fees)	88	7666
<b>Remaining Float FY2016</b>	<b>219</b>	
<b>FY2017 Agreed Float</b>	<b>325</b>	
valuation 1 for work carried out at Burnroyd Avenue	(52)	6026
valuation 2 for work carried out at Burnroyd Avenue	(45)	6026
valuation number 3 for work carried out at Burnroyd Avenue	(58)	6026
valuation of number 4 Burnroyd Avenue	(73)	6026
valuation of number 5 Burnroyd Avenue	(52)	6026
	263	

## Policy Committee – 5th December 2017

# PERFORMANCE MONITORING REPORT – QUARTER 2 2017/2018



Report of - Chief Finance Officer

Lead Member – Councillor P. Mulligan

Ward(s) affected: All

1. **Purpose of Report** - To present the Council's Performance Monitoring Report for Quarter 2 2017/2018 in accordance with arrangements set out in the Council's Performance Management Framework.
2. **Recommendations** - Members are recommended to note and comment on progress and outcomes achieved.
3. **Council Plan Implementation Progress**

### 3.1. Actions

Monitoring against the Council Plan shows that good progress has been made in the implementation of Council Plan actions. 12 have been assessed as on target by those completing the updates. Statuses are determined by comparing progress against previously agreed milestones.

The Status Codes used against action updates are as follows:

- Grey – not yet started – not yet required
- Red – all due elements of project are behind schedule / or not started
- Amber – some due elements of project are behind schedule
- Green – on target as per project plan milestones

### Council Plan Action Statuses Analysis

Priority	Not started – not yet required	Red	Amber	Green
Enterprising Craven				8
Resilient Communities			1	3
Financial Sustainability			2	1
<b>Total</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>3 (20%)</b>	<b>12 (80%)</b>

Status	Action	Details available at -
<b>Council Plan Action showing amber status</b>	CP 17/20/11 - Reduce waste to landfill and increase re-use and recycling	Annex B - RESILIENT COMMUNITIES - creating sustainable communities across Craven
<b>Council Plan Action showing amber status</b>	CP 17/20/14 - Improve the Council's commercial acumen and generate additional income	Annex C - FINANCIAL SUSTAINABILITY - ensuring a self-sustainable Council
<b>Council Plan Action showing amber status</b>	CP 17/20/15 - Maximise the Council's assets for the long term sustainability of the Council and the District	Annex C - FINANCIAL SUSTAINABILITY - ensuring a self-sustainable Council

### 3.2. Indicators

Total number of quarterly/half-yearly Council Plan Indicators	9
Number for which data available - Where the outturn shown is to be confirmed or provisional this is noted in the Annual Target 17/18 column, along with other relevant notes	9
Number with targets	6
Number failing to achieve target (Shown below)	5

Priority	Indicator(s)	Comments
ENTERPRISING CRAVEN	EH 10.Q - Housing Services - Number of affordable homes delivered	It is anticipated that the sites that have been slow to start will now progress in the remainder of the year. The situation is being closely monitored.
	RE 15.Q - Economic Development - Number of businesses assisted to improve their performance	A number of workshops are planned for the third quarter and the annual target should be achieved.
RESILIENT COMMUNITIES	EW 10.Q - Waste Management - Residual household waste per household in Kgs.	This is an estimated cumulative value made up of the quarter one validated outturn and an estimate for July to September, and is likely to decrease when finalised. However, there is a trend of increasing residual waste across the Yorkshire and Humber Region attributed to 'green fatigue' and increases in household expenditure. A campaign will be devised and promoted to encourage more recycling.
	EW 11.Q - Waste Management - Percentage of household waste sent for reuse, recycling and composting	This is an estimated cumulative value made up of the quarter one validated outturn and an estimate for July to September, and is likely to increase when finalised. The introduction of full co-mingling has resulted in an increase in collection weights together with a noticeable increase in recycle rejects. A campaign will be devised and promoted to encourage responsible recycling.
FINANCIAL SUSTAINABILITY	FM 14.Q - Financial Management -	Estimated additional value required to balance budget in 2018/19 £330k for year. Target

	Additional savings and income generated	deliverable by end 2017/18 set at £300k - £158k projects identified to achieve in 17/18 with £142k to identify. At end of Q2 £80k of savings achieved. There are issues in relation to timing of delivery of savings and the plan is being reviewed. The challenge for 2017/18 is to deliver £300k+ with the balance delivered in 2018/19 & work towards delivery of the total budget gap in 2020/21 of circa £733k
--	---	--

A summary showing all Council Plan Indicators is available at Annex D.

### 3.3. Operational Indicators – Benefits and Planning

Data is available for all of the six benefits and planning indicators as detailed in Annex E. Please note that the planning performance quarter two outturns are currently estimated as finalised data is as yet unavailable following the recent change of software.

Five of the six are achieving target, with RP 11 (NI 157b).Q - Planning & Building Control - Minor applications determined within 8 weeks or extended timescale agreed with the applicant only slightly below.

## 4. Implications

4.1 **Financial and Value for Money (vfm) Implications – None** arising directly from this report.

4.2 **Legal Implications – None** arising directly from this report.

4.3 **Contribution to Council Priorities –** The report summarises performance and achievements against the action and performance indicators relating to council's priorities as contained within the Council Plan.

4.4 **Risk Management –** Risks associated with the Council Plan and achievement of priorities are identified and included in the Council Risk Register as appropriate.

### 4.5 Equality Impact Assessment

An Equality Impact Assessment is not required as the report does not include policy matters for decision with potential impact on equality groups.

### 4.6 Consultations with Others

- CLT
- Service Managers

### 4.7 Access to Information: Background Documents

- Performance Information contained within TEN the Council's Performance Management System

- Council Plan

#### 4.8 **Author of the Report**

Rebecca Steel, Performance Management Officer

Tel: 01756 706215

[rsteel@cravendc.gov.uk](mailto:rsteel@cravendc.gov.uk)

#### **Appendices**

Annex A – Council Priority Enterprising Craven

Annex B – Council Priority Resilient Communities

Annex C – Council Priority Financial Sustainability

Annex D – Council Plan Indicators

Annex E – Additional Information - Benefits and Planning Indicators

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

**Annex A – Council Priority ENTERPRISING CRAVEN - facilitating economic growth across Craven**

Action	Key Milestones	Status		Responsible Officer	Progress	Updated by	Date
<b>Enable the provision of 290 homes per year across Craven to meet the needs of our current and future communities</b>							
CP 17/20/01 - Allocate a suitable supply of land for all types of residential development and increase the supply of affordable housing	<ul style="list-style-type: none"> <li>- Publication of the Local Plan</li> <li>- Implementation of Shared Ownership Schemes to create a minimum of 45 shared ownership homes by April 2019</li> <li>- Use of policies to enable the provision of 60 affordable homes per year</li> </ul>	Green		Planning & Regeneration	<p>The Draft Local Plan was published in June 2017. Consultation is due to end on 31st July. Changes resulting from the consultation and further evidence will be submitted to the spatial planning committee by the end of November.</p> <p>We are actively working with parish councils to explore opportunities for community led housing schemes within the District including Horton in Ribblesdale.</p>	DS	26/07/17
<b>Stimulate business growth</b>							
CP 17/20/02 - Enable the development of 8 hectares of new employment land by 2020	<ul style="list-style-type: none"> <li>- Development of the South Skipton Employment Zone</li> <li>- Creation of new employment sites in Bentham, Ingleton and Settle</li> <li>- Development of employment space at Threshfield Quarry and Skipton Rock Quarry</li> <li>- Undertaking activity to raise the profile of the Craven District as an attractive location for businesses</li> </ul>	Green		Planning & Regeneration	<p>Work on developing the Local Growth Deal scheme (Skipton Employment and Housing Growth) is continuing. The YNYER LEP has agreed that the scope of the scheme can be expanded to include a request for a contribution towards the likely abnormal costs of developing the Engine Lane Depot for business space.</p>	SS	19/10/17
CP 17/20/03 - Improve the quality and capacity of the transport infrastructure serving the District	<ul style="list-style-type: none"> <li>- Development of Skipton Railway Station</li> <li>- Creation of a Railway Station at Cross Hills</li> <li>- Lobbying for the re-instatement of the rail</li> </ul>	Green		Planning & Regeneration	<p>A scheme to improve a stretch of the A59 (from Broughton to Skipton) was submitted to the YNYER LEP for inclusion in the pipeline of projects for Growth Deal 4 funding. An announcement on transport priorities is expected in January 2018.</p>	DS	26/07/17

	connection between Skipton and Bolton Abbey - Lobbying for improvements to the main roads within the District - A56, A59, A65, A6068 and A629				Crosshills Station – The recent feasibility study has determined that this is not currently financially viable although it recommends signal improvements to reduce delays at Kildwick level crossing  Transport for the North is about to launch its consultation on the central Pennines routes.		
CP 17/20/04 - Ensure new and existing businesses have access to, and are able to benefit from, business support services	- Support for the delivery of the Ad-Venture Enterprise Growth Programme - Continuing with the role of SME Growth Manager in collaboration with Leeds City Region Local Enterprise Partnership - Delivery of the Digital Enterprise Business Support Programme in collaboration with partners - Support for the delivery of the Yorkshire Dales LEADER Programme	Green		Planning & Regeneration	The SME Growth Manager, providing one-to-one advice for established businesses, has supported 5 new businesses from a range of sectors. A further 4 businesses have received on-going assistance to help them submit applications for grants from the Leeds City Region and the Yorkshire Dales LEADER programme to support their expansion plans.  The second round of the Digital Growth Vouchers was launched in September, so far 3 applications for vouchers have been submitted from businesses in Craven. These are currently being appraised for consideration by the Appraisal Committee.  Three businesses are receiving support through the LCR Resource Energy Fund. They are currently in the process of having an energy assessment carried out, with recommendations of how the business could become more energy efficient. There is then the option for the business to apply for grant assistance to implement the recommendations contained in the assessment.	SS	20/10/17
CP 17/20/05 - Ensure all businesses and residents in Craven have access to a high quality broadband connection by 2020	- Support for delivery of Broadband Delivery UK funded activity through the Superfast North Yorkshire programme - Working with businesses and communities to support delivery of alternative broadband technologies including wireless and fibre to the home network - Investigation and delivery of municipal Wi-	Green		Planning & Regeneration	The Superfast North Yorkshire project has enabled a further 72 premises in Wharfedale to benefit from superfast broadband. Procurement of a third phase of the programme is underway, with an announcement of the preferred contractor expected in early 2018. Delivery of the third phase will continue until at least 2020.  The Hyperfast Ingleton B4RN project now has access to live fibre cabinets in the Community Centre Car Park and Mealbank Quarry. Hyperfast Ingleton is laying ducting within the village and the first premises have been connected to the B4RN network. The Chapel-le-Dale project has laid ducting from Ingleton to Chapel-le-Dale with premises around the Hill Inn and along the base of Whernside now live. The coverage	SS	19/10/17

	Fi networks in market towns				<p>of B4RN is continuing to expand in to Clapham, Lawkland, Austwick, Eldroth and Feizor with further interest to extend the network to Horton-in-Ribblesdale and Stainforth being planned.</p> <p>A second round of Digital Growth Vouchers was launched with £700,000 available for grants across the Leeds City Region. The scheme has been promoted to eligible businesses in Craven.</p>		
<b>Improve the economic vitality of Craven's market towns and villages</b>							
CP 17/20/06 - Enhance the quality of the trading environment within the District's core retail centres	<ul style="list-style-type: none"> <li>- Development and delivery of actions plans for Bentham, Cross Hills, Ingleton and Settle</li> <li>- Working with partners to support delivery of the Skipton (BID) Business Improvement District</li> <li>- Implementation of the Car Parking Strategy</li> </ul>	Green		Planning & Regeneration	<p>Cross Hills - the contract to undertake the work to refurbish Hall Street car park has been awarded. The works are scheduled to commence 13th November and should take four weeks to complete.</p> <p>Ingleton - delivery of the Action Plan is continuing; an application for a grant contribution towards the costs of installing an initial set of three heritage panels featuring the history of the Viaduct and former Railway Station has been submitted. The Parish Council has agreed for the existing pedestrian signs in the village centre to be refurbished. Planning permission has been granted for the development of a Splash Zone adjoining the Outdoor Swimming Pool - the first phase of the masterplan for Riverside Park.</p> <p>Settle - outline briefs have been prepared for the first three projects. These are ready to progress to delivery upon confirmation of funding being made available by the Council - subject of a report to Policy Committee on 31st October.</p>	SS	19/10/17
CP 17/20/07 - Improve access to and enjoyment of Craven's great heritage and culture	<ul style="list-style-type: none"> <li>- Development of Skipton Town Hall into a vibrant cultural community venue</li> <li>- Delivery of the Access Development Plan for the Leeds &amp; Liverpool Canal</li> </ul>	Green		Planning & Regeneration	<p>Work with the Canal and River Trust has continued to prepare the full (stage two) EAFRD application for funding to improve the towpath between Gargrave and Kildwick. The Council has agreed to make a contribution of up to £200,000 towards the implementation the project. The full application was submitted in October 2017 with a decision due in early 2018. If the bid is successful the work will be delivered during 2018/19.</p> <p>The Council has agreed to lead on the development of a scheme to improve the 'Skipton Canal Waterfront' in the town</p>	DS	26/07/17

					centre - the stretch from Gawflat Bridge to Belmont Bridge and along the Springs Branch. Landscape architects have been commissioned to prepare costed designs; drafts have now been made available.		
CP 17/20/08 - Collaborate with tourism partners to grow the value of visitor spend	- Supporting the Destination Dales partnership	Green		Planning & Regeneration	<p>The Ingleton Village Team is looking at options to capitalize on the village's connection with Sir Arthur Conan Doyle to attract a new visitor market. The options will be assessed, with the aim of completing a project delivery plan in the new year</p> <p>The Settle Town Team has identified the development of Castleberg Crag to create an attractive and accessible outdoor recreation experience as a priority. A specification to commission a landscape architect to prepare costed estimates is being prepared, in readiness for circulation in November.</p>	SS	20/10/17

Updaters:- David Smurthwaite (DS), Sharon Sunter (SS)

## INDICATORS

Reference	Name	Outturn	Annual Target	Quarter 1		Quarter 2	
		16/17	17/18	Target	Actual	Target	Actual
EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	70	80 in line with Council Plan	20	0	40	7
RE 11.Q	Economic Development - Percentage change in the number of unemployed when compared with the position 12 Months previously - Craven (Q)	57.7%	Context Indicator - no target set		75.5%		75.0%
RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	96	100	25	14	50	28
RE 16.Q	Economic Development - The number of new business formations (Q)	355	Context Indicator - no target set		81		169
RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	219	In line with Local Plan once approved		67		92
Collected annually:-	RE 17 - Economic Development - The area of land made ready for the construction of employment space in hectares RE 18 - Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation						

**Annex B – Council Priority RESILIENT COMMUNITIES - creating sustainable communities across Craven**

Action	Key Milestones	Status		Responsible Officer	Progress	Updated by	Date
Enable active communities and improve quality of life							
CP 17/20/09 - Reduce health and wellbeing inequalities	<ul style="list-style-type: none"> <li>- Establishing a Health and Well Being Leaders Forum</li> <li>- Identifying and implementing a range of projects to reduce health inequalities</li> <li>- Working with partners to re-settle and support Syrian refugees located to the District under the Government's resettlement scheme</li> <li>- Improving and remodelling existing homelessness hostel provision</li> <li>- Working with partners to provide improved support and intervention services for rough sleepers and those at risk of sleeping rough</li> </ul>	Green		Environmental Services & Housing Partnerships & Communications	<p>The procurement process has been completed and the contract awarded for the remodelling of the homeless hostel, works . Contractors are now on site but works are not expected to be completed until the end of January 2018.</p> <p>The Council has now met in full its obligation under the 'Syrian Vulnerable Person' refugee resettlement programme and will by early autumn also have met its obligations under the 'Vulnerable Children's Resettlement Scheme'</p> <p>Dementia Friendly Craven Steering Group established and Project Worker appointed. Dementia Friendly Craven launched in May at start of Alzheimer's Awareness Week. DFC group established in Bentham working with Councillor Brockbank.</p>	WA/SH	23/10/17
CP 17/20/10 - Enable community groups across the District to achieve their ambitions	<ul style="list-style-type: none"> <li>- Reviewing and delivering the Member ward grant programme launched in 2016</li> <li>- Providing support to a range of community groups across the District and facilitating community projects</li> <li>- Maximising the use of Planning Gain to provide funding for community projects</li> </ul>	Green		Partnerships & Communications	<p>Fundraising Campaign launched for new play area in conjunction with FOAP and zip wire now open. Waiting on outcome of Yorventure bid in Jan 2018. Funding also to come from Tesco Bags for Change scheme and donations from community groups e.g. Skipton Ukelele group. Report on review of Ward Member Grants taken to Policy Committee in June and agreement given to run scheme again with budget of £1k for each ward member. New scheme launched at beginning of August and monitoring applications.</p> <p>Dementia Friendly Craven launched in May 2017. Supported Armed Forces Day 25th June 2017 and helped British Legion and other partners to commemorate the day.</p>	SH	20/10/17

## Create greener communities

CP 17/20/11 - Reduce waste to landfill and increase re-use and recycling	- Promoting and increasing take up of the Council's commercial recycling scheme - Reviewing household waste and recycling service delivery to achieve household recycling targets and maximise income from recycled waste - Exploring the option of a joint waste authority with North Yorkshire Partners	Amber		Environmental Services & Housing	Work has commenced on the review of the Council's Commercial Waste Service. As part of the review information/options will be brought to Select Committee's Working Group on Waste Management in July for Members to consider and comment. A report will be presented to Policy Committee in December on future options for the service  Work continues with NYCC and its third party contractor to finalise the necessary specification of the recycled waste that will enable NYCC to procure a suitable disposal/reprocessing facility for the Council's recycled waste	WA	23/10/17
CP 17/20/12 - Make Craven's public spaces cleaner, safer and greener	- Adopting and working with relevant agencies to implement the powers contained in the Anti-social Behaviour, Crime and Policing Act 2014 to better protect communities from anti-social behaviour	Green		Environmental Services & Housing	The actions contained within the Cleaner Neighbourhoods Action Plan are proving successful. Our yearly target of issuing 30 Fixed Penalty Notices has already been exceeded with current total of 41.  A 'fly tipping' prosecution offence will be heard in the Magistrates Court in early October.	WA	23/10/17

Updaters:- Sharon Hudson (SH), Wyn Ashton (WA)

## INDICATORS

Reference	Name	Outturn 16/17	Annual Target 17/18	Quarter 1			Quarter 2		
				Target	Actual		Target	Actual	
EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	453	448 Kgs. Q2 provisional.	112	129		224	255	
EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - new definition (Q)	42.62%	43.05%. Q2 provisional.	43.05%	40.95%		43.05%	40.18%	

**Annex C – Council Priority Financial Sustainability - ensuring a self-sustainable Council**

Action	Key Milestones	Status		Responsible Officer	Progress	Updated by	Date
<b>Eliminate the reliance on Government Revenue Support Grant by 2020</b>							
CP 17/20/13 - Ensure expenditure is prioritised, regularly reviewed and reflects resident's priorities	- Reviewing and implementing the Council's Long Term Financial Strategy 2017/2021 - Undertaking a budget consultation with residents and stakeholders	Green		Financial Services	The LTFS for 2018/19 was presented to Policy Committee on 12 September and approved by members.  Consultation to inform the budget for 2018/19 commenced on 14 August 2017 and ran until 24 September 2017. The results are currently being analysed.	NC	20/10/17
CP 17/20/14 - Improve the Council's commercial acumen and generate additional income	- Implementing the Council's Income and Savings Plan - Exploring and exploiting opportunities to the Council presented through devolution	Amber		Financial Services	The long term financial strategy presented to members in September has update the budget requirements including the forecast for the additional income / savings that the council will need to achieve in order to address the budget gap.  Good progress has been made and the current forecast gap for 2018/19 has reduced from the previous forecast by approximately £200k	NC	20/10/17
CP 17/20/15 - Maximise the Council's assets for the long term sustainability of the Council and the District	- Implementing the Council's Acquisition and Regeneration Investment Strategy to provide a framework for the acquisition of property assets to improve the well-being of the District - Implementing key projects in the Council's Asset Management Plan	Amber		Assets & Commercial Services	Wildwood opened for business on Saturday 7th October 2017 so all tenancy conditions are now fully in operation. Redevelopment works at Aireview Hostel commenced on 23rd August 2017. Refurbishment works within the commercial unit at Skipton Town Hall are currently in progress. Several sites are being recommended for transfer at Policy Committee on 31st October 2017.	IH	17/10/17
Updaters:- Ian Halton (IH), Nicola Chick (NC)							

## INDICATORS

Reference	Name	Outturn 16/17	Annual Target 17/18	Quarter 1		Quarter 2		
				Target	Actual	Target	Actual	
FM 10.Q	Whole Council - Forecasted net expenditure against budget (Q)	4,847,721	£5,362,440 / Q1 £5,804,070 / Q2 £5,753,889	5,804,070	5,507,538	5,753,889	5,621,254	
FM 14.Q	Financial Management - Additional savings and income generated (Q)	135,000	£300,000	75,000	60,000	150,000	80,000	

## Annex D – Council Plan Indicators

Reference	Name	Outturn	Annual Target	Quarter 1		Quarter 2	
		16/17	17/18	Target	Actual	Target	Actual
EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	70	80 in line with Council Plan	20	0	40	7
RE 11.Q	Economic Development - Percentage change in the number of unemployed when compared with the position 12 Months previously - Craven (Q)	57.7%	Context Indicator - no target set		75.5%		75.0%
RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	96	100	25	14	50	28
RE 16.Q	Economic Development - The number of new business formations (Q)	355	Context Indicator - no target set		81		169
RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	219	In line with Local Plan once approved		67		92
Collected annually:-	RE 17 - Economic Development - The area of land made ready for the construction of employment space in hectares RE 18 - Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation						
EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	453	448 kgs.. Q2 provisional.	112	129	224	255
EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - new definition (Q)	42.62%	43.05%. Q2 provisional.	43.05%	40.95%	43.05%	40.18%
FM 10.Q	Whole Council - Forecasted net expenditure against budget (Q)	4,847,721	£5,362,440 / Q1 £5,804,070 / Q2 £5,753,889	5,804,070	5,507,538	5,753,889	5,621,254
FM 14.Q	Financial Management - Additional savings and income generated (Q)	135,000	£300,000	75,000	60,000	150,000	80,000

**Annex E – Additional Information - Benefits and Planning Indicators**

Full Name	Annual Target 2017/18	Polarity	Quarter 1			Quarter 2		
			Target	Actual		Target	Actual	
FR 10.Q - Revenues & Benefits - Housing Benefit & Council Tax Reduction - The number of claims in payment (Q)	Context Indicator - no target set	Not applicable	Not applicable	2,938			2,932	
FR 11.Q - Revenues & Benefits - Housing Benefit & Council Tax Reduction - The average number of days to process changes in circumstances (Q)	7 days	Low	7.0	4.6	<div></div>	7.0	5.4	<div></div>
FR 12.Q - Revenues & Benefits - Housing Benefit & Council Tax Reduction - Time taken to process new claims (Q)	22 days	Low	22.0	19.0	<div></div>	22.0	19.5	<div></div>
RP 10 (NI 157a).Q - Planning & Building Control - Major applications determined within statutory timescales or extended timescale agreed with the applicant (Q)	60%. Q1/Q2 provisional	High	60.00%	85.71%	<div></div>	60.00%	77.77%	<div></div>
RP 11 (NI 157b).Q - Planning & Building Control - Minor applications determined within 8 weeks or extended timescale agreed with the applicant (Q)	65%. Q1/Q2 provisional	High	65.00%	78.33%	<div></div>	65.00%	64.95%	<div></div>
RP 12 (NI 157c).Q - Planning & Building Control - Other applications determined within 8 weeks or extended timescale agreed with the applicant (Q)	80%. Q1/Q2 provisional.	High	80.00%	94.00%	<div></div>	80.00%	84.69%	<div></div>

## Policy Committee –5 December 2017

### Treasury Management Mid-year Review Report 2017/18



Report of the Chief Finance Officer (s151 Officer)

Lead Member – Finance: Councillor Mulligan

Ward(s) affected: All

#### 1. **Purpose of Report**

To update Members on the treasury activity undertaken in the first six months of the year in the context of current and forecast economic climates.

#### 2. **Recommendations**

Members are recommended to Note the Treasury Management Mid-year Review Report for 2017/18.

#### 3. **Background**

The Council operates a balanced budget which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations is to ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before considering optimizing investment return.

The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning, to ensure the Council can meet its capital spending operations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

Accordingly, treasury management is defined as:

“The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

#### 4. **Introduction**

- 4.1 The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2011) was adopted by this Council

on 27<sup>th</sup> March 2012. In this context it is the management of the Council's cash flows, its banking and its capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks. This Council complies with the Code requirements.

- 4.2 The Council's Treasury Management Strategy Statement (TMSS), was approved by Council on 14<sup>th</sup> February 2017. The council is also required to produce a Mid-Year Report and an Annual Report.
- 4.3 This mid-year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:
- An economic update for the first part of the 2017/18 financial year;
  - A forecast of future interest rates;
  - A review of the Treasury Management Strategy Statement;
  - A review of the Council's investment portfolio for 2017/18 and counterparty criteria;
  - A review of the Council's borrowing strategy for 2017/18;
  - A review of any debt rescheduling undertaken during 2017/18;
  - A review of compliance with Treasury and Prudential Limits for 2017/18.
  - A summary of the Council's prudential indicators is at Appendix A.

## **5. The Economy**

- 5.1 After the UK economy surprised on the upside with strong growth in 2016, growth in 2017 has been disappointingly weak; quarter 1 came in at only +0.3% (+1.7% y/y) and quarter 2 was +0.3% (+1.5% y/y) which meant that growth in the first half of 2017 was the slowest for the first half of any year since 2012. The main reason for this has been the sharp increase in inflation, caused by the devaluation of sterling after the referendum, feeding increases in the cost of imports into the economy. This has caused, in turn, a reduction in consumer disposable income and spending power and so the services sector of the economy, accounting for around 75% of GDP, has seen weak growth as consumers cut back on their expenditure. However, more recently there have been encouraging statistics from the manufacturing sector which is seeing strong growth, particularly as a result of increased demand for exports. It has helped that growth in the EU, still our main trading partner, has improved significantly over the last year (see 5.4 below). However, this sector only accounts for around 11% of GDP so expansion in this sector will have a much more muted effect on the average total GDP growth figure for the UK economy as a whole.
- 5.2 The Monetary Policy Committee (MPC) meeting of 14 September 2017 surprised markets and forecasters by suddenly switching to a much more aggressive tone in terms of its words around warning that Bank Rate will need to rise. The Bank of England Inflation Reports during 2017 have clearly flagged up that they expected CPI inflation to peak at just under 3% in 2017, before falling back to near its target rate of 2% in two years' time. Inflation actually came in at 2.9% in August, (this data was released on 12 September), and so the Bank revised its forecast for the peak to over 3% at the 14 September meeting of the MPC. This marginal revision can hardly justify why the MPC became so aggressive with its wording; rather, the focus was on an emerging

view that with unemployment falling to only 4.3%, the lowest level since 1975, and improvements in productivity being so weak, that the amount of spare capacity in the economy was significantly diminishing towards a point at which they now needed to take action. In addition, the MPC took a more tolerant view of low wage inflation as this now looks like a common factor in nearly all western economies as a result of increasing globalisation. This effectively means that the UK labour faces competition from overseas labour e.g. in outsourcing work to third world countries, and this therefore depresses the negotiating power of UK labour. However, the Bank was also concerned that the withdrawal of the UK from the EU would effectively lead to a decrease in such globalisation pressures in the UK, and so would be inflationary over the next few years.

- 5.3 Consequently, when the MPC met again on 2 November 2017, the mood was rather more dovish and members voted 7-2 to remove the post-EU Referendum emergency monetary stimulus implemented in August 2016 by reversing the cut in Bank Rate restoring it to 0.5%.  
The MPC also gave forward guidance that they expected to increase bank rate only twice more in the next three years to reach 1% by 2020 in line with previous statements that bank rate would only go up very gradually and to a limited extent.

- 5.4 Economic growth in the EU has been lack lustre for several years after the financial crisis, despite the European Central Bank (ECB) eventually cutting its main rate to -0.4% and embarking on a massive programme of QE. However, growth picked up in 2016 and now looks to have gathered ongoing substantial strength and momentum thanks to this stimulus. GDP growth was 0.5% in quarter 1 (2.0% y/y) and 0.6% in quarter 2 (2.3% y/y). However, despite providing massive monetary stimulus, the ECB is still struggling to get inflation up to its 2% target and in August inflation was 1.5%. It is therefore unlikely to start on an upswing in rates until possibly 2019.

- 5.5 Growth in the American economy has been volatile in 2015 and 2016. 2017 is following that path again with quarter 1 coming in at only 1.2% but quarter 2 rebounding to 3.1%, resulting in an overall annualised figure of 2.1% for the first half year. Unemployment in the US has also fallen to the lowest level for many years, reaching 4.4%, while wage inflation pressures, and inflationary pressures in general, have been building. The Fed has started on a gradual upswing in rates with three increases since December 2016; and there could be one more rate rise in 2017 which would then lift the central rate to 1.25 – 1.50%. There could then be another four more increases in 2018. At its June meeting, the Fed strongly hinted that it would soon begin to unwind its \$4.5 trillion balance sheet holdings of bonds and mortgage backed securities by reducing its reinvestment of maturing holdings.

- 5.6 In the Far East, Chinese economic growth has been weakening over successive years. Despite repeated rounds of central bank stimulus, medium term risks are increasing. Major progress still needs to be made to eliminate excess industrial capacity and the stock of unsold property, and to address the level of non-performing loans in the banking and credit systems.  
Japan is struggling to stimulate consistent significant growth and to get inflation up to its target of 2%, despite huge monetary and fiscal stimulus. Japan is still bogged down in anaemic growth and making little progress on fundamental reform of the economy.

## 6. Interest Rate Forecast

- 6.1 On 6<sup>th</sup> November 2017 Capita Asset Services, the Council's treasury advisers, was acquired by Link Group and the new brand name is Link Asset Services.

Link Group is listed on the Australian Stock Exchange with a market capitalisation of almost AUD \$4billion and ranked in the S&P/ASX 100. Link is a market-leading provider of technology-enabled solutions in the financial and corporate markets, has a reputation for innovation, and a strong and loyal client base.

- 6.2 Following the November increase in Bank Rate, Link Asset Services undertook a review of the interest rate forecast (published in October by Capita), and included in it the further potential increases in the rate as indicated by the MPC.

The revised forecast is as shown in the following table:

Bank Rate															
	NOW	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Link Asset Services	0.50%	0.50%	0.50%	0.50%	0.50%	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%	1.25%
Capital Economics	0.50%	0.50%	0.50%	0.75%	1.00%	1.25%	1.25%	1.50%	1.50%	1.75%	-	-	-	-	-
5yr PWLB Rate															
	NOW	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Link Asset Services	1.57%	1.50%	1.60%	1.60%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.10%	2.10%	2.20%	2.30%	2.30%
Capital Economics	1.57%	1.70%	1.90%	2.30%	2.60%	2.90%	2.90%	2.90%	2.90%	2.90%	-	-	-	-	-
10yr PWLB Rate															
	NOW	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Link Asset Services	2.13%	2.10%	2.20%	2.30%	2.40%	2.40%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%	3.00%
Capital Economics	2.13%	2.30%	2.60%	2.80%	3.10%	3.30%	3.30%	3.30%	3.30%	3.30%	-	-	-	-	-
25yr PWLB Rate															
	NOW	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Link Asset Services	2.74%	2.80%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.40%	3.50%	3.50%	3.60%	3.60%
Capital Economics	2.74%	2.95%	3.15%	3.45%	3.65%	3.90%	3.90%	3.90%	3.90%	3.90%	-	-	-	-	-
50yr PWLB Rate															
	NOW	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Link Asset Services	2.46%	2.50%	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.20%	3.30%	3.30%	3.40%	3.40%
Capital Economics	2.46%	2.80%	3.10%	3.30%	3.60%	3.80%	3.80%	3.80%	3.80%	3.80%	-	-	-	-	-

## 7. The Council's Capital Position

- 7.1 The mid-year Capital Outturn Report, also before this committee, advises that the original approved capital programme with a cost of £2.460m has been increased by on-going projects brought forward from 2016/17 and supplementary estimates totalling £2.661m giving a revised total of £5.121m.
- 7.2 It is forecast that the capital outturn will be £4.812m, an increase of £2.352m requiring funding.
- 7.3 While some of the additional expenditure is supported by external capital grants and capital receipts, the use of reserves is forecast to increase from £0.572m to £2.065m reducing the cash balances by £1.493m.

## **8. Annual Investment Strategy**

The Annual Investment Strategy for 2017/18 was approved by the Council on 14<sup>th</sup> February 2017 as part of the TMSS. There are no policy changes to the TMSS; the details in this report update the position in the light of the updated economic position and budgetary changes already approved.

## **9. Investment Portfolio**

9.1 The Council's TMSS sets out the Council's investment priorities as being:

- 1) Security of Capital,
- 2) Liquidity; and
- 3) Yield.

The Council aims to achieve optimum return, and in the current climate it is considered appropriate to keep investments short term to cover cash flow needs, but also seek out value in periods up to 12 months with appropriately credit-rated institutions.

9.2 The Council held £18.5m of investments as at 30 September 2017 (£16.5m at 31 March 2017 and £11.7m at 30 September 2016).

The current account balance at 30 September was £0.591m (£1.175 at 31 March 2017 and £0.272 at 30 September 2016) . A full list is included at Appendix B.

9.3 Returns on investments in the first half year have been greater than anticipated due to higher available principal, and securing rates of interest higher than anticipated.

The table below shows the detail:

	Average Principal (£)	Average Rate of Return (%)	Interest (£)
Forecast for twelve months	11,800,000	0.4815	56,820
Achieved in six months	5,500,000	0.6849	37,670

Additionally, the Council's investment income has been boosted by a discount of £19,030 on the annual pensions' contribution as a result of making a payment in advance. This equates to a rate of return of 3.16% on the outlay. The total of investment income received from all sources is therefore £56,700 at 30 September.

The revised forecast outturn for the year is in the region of £95,000, 67% over budget.

9.4 It is anticipated that investments held at 31 March 2017 will total £14m, but with Bank Rate forecast to rise slowly over the next three years, yields are not expected to show any significant upturn.

## **10. Investment Counterparty Criteria**

10.1 The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function for 2017/18.

10.2 The Council's Treasury officers will continue to monitor credit reports and review the counterparty selection and lending limits criteria.

## **11. Borrowing**

- 11.1 The Council's capital financing requirement (CFR) for 2017/18 is £5.981m after utilising £0.324m of funds set aside as the Minimum Revenue Provision.
- 11.2 The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions. The use of the MRP is a prudent and economic approach in the current climate.
- 11.3 The following table shows the Council's current borrowing:

<b>Lender</b>	<b>Date of Borrowing</b>	<b>Date of Maturity</b>	<b>Value £</b>	<b>Interest Rate</b>	<b>Interest Paid £</b>
PWLB	01/12/2005	01/02/2031	700,000	4.25%	14,875
PWLB	17/09/2007	01/08/2057	2,000,000	4.55%	45,500
PWLB	17/09/2007	01/08/2057	2,288,110	4.55%	52,055
PWLB	04/11/2013	04/05/2021	500,000	2.89%	7,225
PWLB	04/11/2013	04/05/2023	500,000	3.28%	8,200

- 11.4 It is anticipated that no further borrowing will be undertaken during this financial year.

## **12. Debt Rescheduling**

Debt rescheduling opportunities have been very limited in the current economic climate given the consequent restructure of interest rates, and following the increase in the margin added to gilt yields which has impacted PWLB borrowing rates since October 2010. No debt rescheduling has therefore been undertaken to date in the current financial year.

## **13. Other**

- 13.1 Revised CIPFA Codes – The Chartered Institute of Public Finance and Accountancy (CIPFA) is currently conducting an exercise to consult local authorities on revising the Treasury Management Code of Practice and Cross-sectoral Guidance Notes, and the Prudential Code, and is aiming to issue revised codes during November.
- A particular focus is how to deal with local authority investments which are not treasury type investments – e.g. property purchased with the intention of generating more income than can be achieved by treasury investments. One recommendation is that local authorities should produce a new report to Members to give a high-level summary of the overall capital strategy and to enable Members to see how the cash resources have been apportioned between treasury and non-treasury investments.
- Officers are monitoring developments and will report to Members on the likely impact on this authority once the new codes have been agreed and issued.

- 13.2 MIFID II – The EU has now set a deadline of 3<sup>rd</sup> January 2018 for the introduction of regulations under MIFID II.  
These regulations will govern the relationship that financial institutions conducting lending and borrowing transactions will have with local authorities from that date. This will have little effect on this authority apart from having to fill-in forms sent by each institution dealing with this authority and for each type of investment instrument we use apart from cash deposits with banks and building societies. The administrative process in this regard is underway and will be completed before expiry of the deadline.
14. **Implications**
- 14.1 **Financial and Value for Money Implications**  
There are no financial implications associated with this report.
- 14.2 **Legal implications**  
There are no legal implications attached to this report.
- 14.3 **Contribution to Council Priorities**  
The Treasury Management function does not contribute directly to the Council's Corporate Priorities albeit the delivery of the Treasury Management Strategy supports the Council's budget strategy which in turn is a fundamental element of the Council's service and financial planning approach to achievement of the Council Plan.
- 14.4 **Risk Management**  
There are no direct risk management implications arising from this report. Regular review provides assurance that treasury management activities are being managed in line with the Treasury Management Strategy.
- 14.5 **Equality Impact Assessment**  
The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.
15. **Consultations with Others**  
None
16. **Access to Information : Background Documents**  
Working papers held in Financial Services.
17. **Author of the Report**  
Mary Kennedy, Finance Officer  
Tel: 01756 706282  
Email: mkennedy@cravendc.gov.uk
18. **Appendices**  
Appendix A: Treasury Indicators at 30 September  
Appendix B: Investments at 30 September

**APPENDIX A**

<b>Treasury Indicators</b>	<b>2017/18 Budget</b>	<b>2017/18 Mid-Year Actual</b>
Authorised Limit for External Debt	£12.75m	£12.75m
Operational Boundary for External Debt	£10.5m	£10.5m
Capital Financing Requirement	£5.981m	£5.981m
Gross External Debt	£5.988m	£5.988m
Investments	£11.8m	£18.5m
Net Investments	£5.812m	£12.512m
Maturity Structure of Fixed Rate Borrowing		
Under 12 Months	10%	0
12 Months to 2 Years	15%	0
2 Years to 5 Years	15%	8.4%
5 Years to 10 Years	20%	8.3%
10 Years to 25 Years	40%	11.7%
Over 25 Years	90%	71.6%
Upper limit of fixed interest rates based on net debt	100%	100%
Upper limit of variable interest rates based on net debt	30%	30%
Upper limit for principal sums invested over 364 days	£7.5m	£4.0m

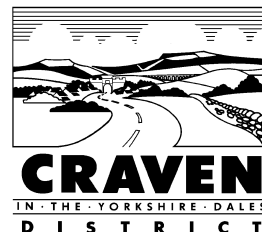
**APPENDIX B****Investments at 30 September 2017**

Counterparty	Date of Investment	Date of Maturity	Value £	Interest Rate	Interest Accountable in 2017/18 £
<b>Fixed term:</b>					
Newcastle BS	03/10/2016	02/10/2017	500,000	0.75%	1,890
Progressive BS	03/10/2016	02/10/2017	1,000,000	0.75%	3,780
Lloyds Bank	01/12/2016	01/12/2017	1,500,000	1.00%	10,030
Thurrock Borough Council	19/09/2017	19/12/2017	2,000,000	0.23%	1,150
Leeds BS	03/01/2017	02/01/2018	1,000,000	0.58%	4,390
Bank of Scotland	16/01/2017	13/02/2017	1,000,000	0.90%	7,150
Lloyds Bank	16/01/2017	16/01/2018	500,000	0.90%	3,570
Newcastle BS	13/02/2017	12/02/2018	500,000	0.75%	3,250
Nottingham BS	13/02/2017	12/02/2018	500,000	0.76%	3,300
Skipton BS	30/06/2017	29/12/2017	1,000,000	0.51%	2,540
Nottingham BS	03/07/2017	02/07/2018	500,000	0.75%	2,790
Principality BS	03/07/2017	02/07/2018	1,000,000	0.75%	5,590
National Counties BS	06/09/2017	06/03/2018	1,000,000	0.60%	2,970
Monmouthshire BS	01/08/2017	01/08/2018	1,000,000	0.75%	4,970
West Bromwich BS	29/09/2017	29/03/2018	1,000,000	0.59%	2,930
<b>Money Market Funds:</b>					
CCLA (Public Sector Deposit Fund)	n/a	n/a	500,000	0.18%	620
Insight	n/a	n/a	1,000,000	0.19%	1,330
Legal & General	n/a	n/a	1,000,000	0.19%	1,520
Standard Life Sterling Liquidity Fund	n/a	n/a	1,000,000	0.26%	2,460
Standard Life Short Duration Managed Fund*	n/a	n/a	1,000,000	n/a	4,000
<b>Total Investments at 30 September</b>			<b>18,500,000</b>		
<b>Call Accounts:</b>					
Lloyds Bank Current Account	n/a	n/a	591,000	0.40%	1,820

\* Provides growth/(loss) in value not interest

## Policy Committee – 5th December 2017

### REVIEW OF RETAINED RECYCLING BRING-SITES



Report of the Director of Services

Lead Member – Greener Craven: Councillor Lis

Ward(s) affected: ALL

1. **Purposes of Report** – To seek approval for the removal of all retained ‘bring sites’ across the District.
2. **Recommendation** – Members are recommended to approve:
  - 2.1 The removal of the retained recycling ‘bring sites’ identified at Appendix A from the 20<sup>th</sup> January 2018 other than the bring site at Embsay subject to paragraph 2.2 below.
  - 2.2 That if a request is made by Embsay Parish Council for the retention of the existing bring site then the request be granted subject to this Council reclaiming the cost of container hire and collection.
  - 2.3 The implementation of the communications plan set out in Section 5 of the report

### 3 Background

- 3.3 Members will be aware that at Policy Committee on the 13<sup>th</sup> September they approved the removal of all ‘bring sites’ across the district other than in the following localities - Crosshills/Glusburn, Embsay, Ingleton, Settle and Skipton. The reason for their removal was twofold –
  - Abuse by the commercial sector that by right should be paying for their own collection and disposal of recyclable commodities.
  - Since the extension of kerbside collection of glass, plastic, cans, paper and card to all properties in Craven in February 2010, all of our residents now have an opportunity to have direct access to a doorstep recycling service.
- 3.4 A review of the retained ‘bring sites’ has now taken place to establish whether they continued to be abused
- 3.5 The outcome of the review is that with the exception of one of the retained sites at Embsay there continues to be an issue with collection frequencies having to be increased to accommodate increased waste as a result of abuse. It is now the norm that the normal once weekly collections are now two/three collections per week.

## AGENDA ITEM 10

- 3.6 Embsay bring site would appear not to be an issue because of the work of the Parish Council monitoring the use of the site, however the writer has been informed that some businesses continue to use the site to dispose of their waste.
- 3.7 Weekly monitoring and examination of bring site waste would suggest that the recycle waste remains to be that from the commercial sector and residents using the sites to dispose of residual waste and Waste Electrical and Electronic Equipment (WEEE) which should be disposed at Household Waste Recycling Centres (HWRCs). Such waste adds to the contamination levels which have an adverse impact on what we can recover as recycling credits. Attached are a number of images showing how the sites are being abused - **Appendix A**
- 3.8 When the Council implemented its recycle co-mingling scheme information was sent to all residents explaining what could be placed and could not be placed in the recycling bin. Further information was also given on how residents could dispose of other recyclable items such as electrical waste and other larger items of household waste at HWRCs. The aforementioned information was also placed on the Council's website.
- 3.9 It is now proposed to remove all 'bring sites' from the district by the 20<sup>th</sup> January 2018 with the exception of Embsay where it is suggested that officers have discussions with the Parish Council to ascertain whether they wished to retain that site subject to them paying for the the hire and collection of containers, the Council would continue to pay disposal costs as recycle disposal can be offset against recycling credits.
- 3.10 Those residents who do not use our current recycle collection service will be encouraged and assisted to do so in the future.
- 3.11 There are no legal obligations for the Council to provide 'bring sites'

### **4 Communication**

- 4.3 Should members approve the recommendations the Waste Management Team will work with the Communications and Marketing Team to publicise the changes.
- 4.4 Leading up to the reduction of service, notices will be placed at all bring sites notifying residents of the removal date and alternative bring sites. We will provide details on how residents can request recycling containers if they do not currently have any or require a smaller container because of storage issues or require additional containers.
- 4.5 The removal of sites will begin from the 20<sup>th</sup> January 2018 onwards; this will allow for the placement of notices on the sites for a number of weeks, allow residents make alternative arrangements for disposal of their recycle waste and request and receive containers before the closure of sites.
- 4.6 All bring sites removed will be left clean and tidy and any screening will be removed by the Council as soon as possible. We will monitor the closed sites to deal with any fly tipping problems that may arise.

# AGENDA ITEM 10

- 4.7 In addition to placing signs at the relevant redundant sites, the Parish/Town Council will be informed of the Council's decision along with any relevant landowner.
- 4.8 The Council's website will be updated to provide information on the change of service following the Council's decision. Residents will be further notified via a statement in the local press.

## 5 Implications

### 5.3 Financial and Value for Money (vfm) Implications –

The estimated financial positive of £4,034 from the removal of the “bring sites” would be transferred to the Council's current Income and Savings Plan.

#### Current 5 'Bring Site' Operation'

5 Bring sites	Rate/tonne (£)	Tonnage	(£)
Bring Sites Tonnage at retained sites (assumed 10%)		136	
Tonnage diverted to kerb side collection (assume 40%)		534	
Tonnage diverted to commercial contracts (assume 60%)		816	
Recycling credit at retained bring sites	50.01		(6801)
Recycling credit increase at kerbside	50.01		(26,705)
Disposal cost increase at kerbside & bring	60.05		43,584.
Collection cost increase at kerbside			13,266.00
<b>Revised Cost of Current Bring Site Service</b>			<b>23,344</b>

#### Removal of Bring Sites

	Rate/tonne (£)	Tonnage	(£)
Tonnage diverted to kerb site collection (assume 40%)		602	
Tonnage diverted to commercial contracts (assume 60%)		884	
Recycling credit increase at kerbside	50.01		(30,106)
Disposal cost increase at kerbside	60.05		36,150.01
Collection cost increase at kerbside			13,266.00
<b>Revised Cost of Current Bring Site Service</b>			<b>19,310</b>

There is also possible income generation should Traders avail themselves of the Council's Commercial Waste collection services.

## 6. Legal Implications – these are set out in the body of the report.

## 7. Consultation with others

## AGENDA ITEM 10

7.1 Director of Services, Chief Finance Officer (s151 Officer), Solicitor to the Council and Monitoring Officer

### 8. **Appendices**

Appendix A – Existing Bring Site Locations

Appendix B – Bring site photos

9. **Author of the Report** – Wyn Ashton, Environmental Services & Housing Manager, 01756 706338 [washton@cravendec.gov.uk](mailto:washton@cravendec.gov.uk)

## AGENDA ITEM 10

**Bentham Bring Site**



**Embsay Bring Site**



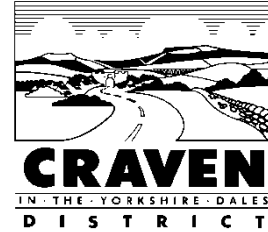
**Glusburn Bring Site**



**Settle Bring Site**



## Policy Committee – 5 December 2017



### Introducing Overnight Parking Charges for Motorhomes at the Community Centre Car Park in Ingleton

Report of Director of Services

Ward(s) affected: Ingleton & Clapham

Lead Member: Cllr P Mulligan (Finance)

#### **1 Purpose of the Report**

- 1.1 To seek approval for two of the larger parking spaces at the Community Centre Car Park in Ingleton to be designated for overnight motorhome parking with charges, whilst retaining these spaces as standard parking spaces in accordance with the Parking Places Order during the day.

#### **2 Recommendations**

Members are recommended to:-

- 2.1 Approve the re-designation of two of the larger parking spaces at the Community Centre Car Park in Ingleton as dual use bays, reserved for motorhome overnight stays and standard vehicle bays during the day.
- 2.2 Approve the introduction of a £5.00 overnight parking tariff for the designated motorhome parking space at the Community Centre Car Park in Ingleton.
- 2.3 Give delegated authority to the Director of Services to give formal notice under section 35c of the Road Traffic Regulation Act 1984 to vary the Craven District Council (Off Street Parking Places) and (Consolidation) Order 2017.
- 2.4 Give delegated authority to the Director of Services in consultation with the Leader, Deputy Leader, Lead Member for Financial Sustainability and Ward Members representing the Wards where the Council has pay and display car parks to make any variations to the Craven District Council (Off Street Parking Places) and (Consolidation) Order 2017 that may arise.

# AGENDA ITEM 11

## 3 Background

- 3.1 The Council previously introduced designated parking spaces and levy charges for overnight stays for motorhomes at Coach Street Car Park in Skipton and Greenfoot Car Park in Settle back in December 2015. Since the introduction of this scheme in July 2017 a total of 66 tickets and income of £330.00 has been taken within Coach Street Car Park in Skipton. The current P&D machine in Greenfoot Car Park is not able to differentiate between tickets so we cannot confirm the income but estimate it to be less than £100.00.
- 3.2 During the day, should motorhome users wish to park in Council car parks drivers are advised to park across two bays and purchase two tickets.
- 3.3 A survey was previously undertaken and recently reviewed by the Parking Services Manager and concluded that there are parking spaces that are suitable for Motorhome's at the Community Centre Car Park in Ingleton. The section of the car park to be utilised is shown on the Site Plan within the Appendix that is hatched blue and labelled "Car Park 5".
- 3.4 Some new signage would be required to identify the parking space to users of the Community Centre Car Park as well as software changes to the pay and display machine.

## 4 Proposal

- 4.1 Members are recommended to approve the introduction of an overnight stay parking option for motorhomes within the Community Centre Car Park in Ingleton and to set the nightly charge at £5.00.
- 4.2 It is proposed that a limit of three consecutive night's stay, be set as the maximum stay. Should motorhomes wish to park during the day (between 9am and 6pm) the standard daily tariff would apply.
- 4.3 The proposal includes the setting of a maximum length of motorhome vehicle and it is recommended that this be 10 metres; caravans would not be permitted under the terms and conditions of use (PPO).

## 5 Financial Implications

### 5.1 Expenditure

<b><i>Set up costs:</i></b>	<b>£</b>
Signage	£100
Road markings	£200
Tariff software	£360
<b>Sub total</b>	<b>£660</b>
<b><i>Running costs:</i></b>	
Additional enforcement*	£240
Ad-hoc machine maintenance	£10

# AGENDA ITEM 11

<b>Sub total</b>	<b>£250</b>
<b>Total cost</b>	<b>£910</b>

\*Based on 2 enforcement staff (pairs working required for staff safety) once every other month that does leave schemes open to higher abuse but higher levels of enforcement deployed would increase costs on a pro rata basis.

The funding of the above expenditure will be absorbed within the current budget and offset by the income below.

## 5.2 Income

Annual income*	£600
Payback period in years	1.52
Net annual income after payback period	£350

\*Based on 2 parking bays being used 3 nights per week, 20 weeks per annum @ £5.00 per night per vehicle and subject to level of enforcement deployed.

## 6 Legal Implications

- 6.1 Should Members approve the recommendations as set out in this report the Craven District Council (Off-Street Parking Places) and (Consolidation) Order 2015 would need to be varied to implement the changes being recommended. North Yorkshire County Council's consent to the proposed variation will also be required.

## 7 Contributions to Corporate Priorities

- 7.1 The corporate priority of Financial Resilience is supported through the management of the Council's assets; and maximising the opportunities to support the Council's discretionary services and the wider economy of Craven.

## 8 Risk Management

- 8.1 No additional risks over and above those that already exist are envisaged.

## 9 Consultations with Others

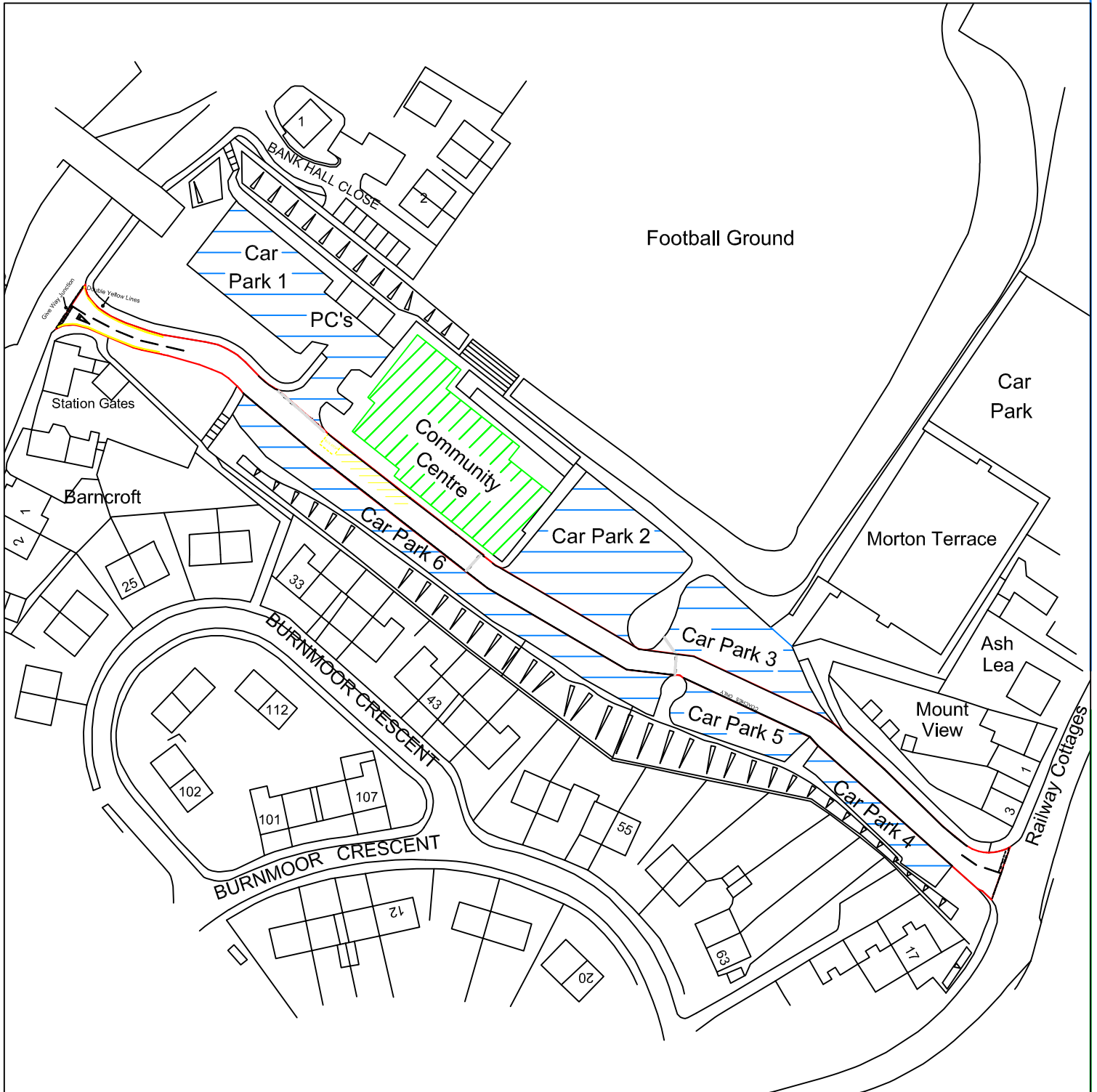
- 9.1 Consultation has been taken with both the local ward members, Councillors Ireton and Lis, and both are in support.

## 10 Author of the Report

Ian Halton, Assets & Commercial Services Manager,  
[ihalton@cravencdc.gov.uk](mailto:ihalton@cravencdc.gov.uk),  
01756 706329

## 11 Appendix

- 11.1 Appendix A – Site Plan



SITE ADDRESS:  
Access Road  
Ingelton Car Park  
Skipton

PROJECT:  
Resurfacing Works

DRAWING TITLE:  
Site Location Plan

SCALE:  
1:1250

DRAWING NUMBER:

REVISION:  
-

PAPER SIZE:  
A4

DRAWN  
BY:

CHECKED  
BY:

DATE:  
Oct 10

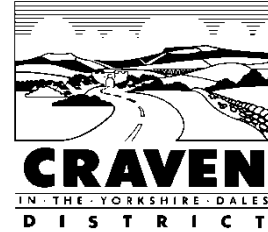
Notes:

Area to be  
Refurbished

Community  
Centre

Additional  
Carparking

## Policy Committee – 5 December 2017



## Transfer of Land at Main Street/Wilson Street, Sutton in Craven

Report of Director of Services

Ward(s) affected: Sutton-in-Craven

Lead Member: Cllr P Mulligan (Finance)

### 1 Purpose of the Report

- 1.1 To seek approval for land at Main Street/Wilson Street, Sutton-in-Craven, to be transferred to Sutton-in-Craven Parish Council as amenity land under a 50 year lease.

### 2 Recommendations

Members are recommended to:-

- 2.1 Authorise the Director of Services to transfer the land at Main Street/Wilson Street, Sutton-in-Craven as amenity land under a 50-year lease to Sutton-in-Craven Parish Council.

### 3 Report

- 3.1 The land at Main Street/Wilson Street, Sutton-in-Craven, previously known as Tetley Row, is now known by local people as the “Village Green” and as such is a pleasant and well used area of amenity land that is very important to this part of the village and has been for many years’. The site is 0.089 hectares.
- 3.2 In its current state this piece of land is unfortunately a drain on the Council’s limited resources due to the annual maintenance and operational running costs that are estimated at £565.00 per annum. The latest Asset Management Plan acknowledges that in circumstances like this, alternative approaches to management need to be identified to ensure the longevity of the asset and gain best value through their use and maintenance. The opportunity to lease this land to the Parish Council provides a structured process to ensure value for money for the Council but also better serves the needs of the local community.
- 3.3 It was interest from a third party to purchase part of this land that stimulated thoughts within the Council regarding its future use. Four options were considered; a straight

# AGENDA ITEM 12

forward disposal via private sale, using it for housing development as part of the Council's shared ownership housing programme, transferring it to someone else i.e. the Parish Council, or doing nothing.

- 3.4 Consultation with both the local ward members confirmed that there would be strong local opposition to either a private sale or Council development and that the most appropriate solution is a transfer of the land to the Parish Council. They felt very strongly that this piece of land, albeit small, is attractive amenity land that is hugely important because it adds value and character to the gateway to Sutton-In-Craven. It is also the only outdoor village amenity space within an area of mill type terraced housing at the east end of the village. They also emphasised that the Parish Council has a strong track record of successfully defending against unwanted development on land that is considered locally to be of great value to the appearance of the village. Therefore they would strongly oppose any form of development by either private developer or the Council itself.
- 3.5 The “do-nothing” option is a non-starter because of the liability and financial drain on the Council's limited resources. As such the Council gains no value for money from the site.
- 3.6 The consultation also emphasised that the “village green” atmosphere is very important and should therefore be maintained. On this basis a lease to the Parish Council, including a restriction on use to recreational purposes for the benefit of those living in the locality is considered the most appropriate and sensible solution.
- 3.7 It is also acknowledged that circumstances may change in the future so it is for this reason that the Council is recommending a 50 year lease including a break clause within the lease that is exercisable by either party but only by giving twelve months notices and not exercisable within the first ten years of the 50 year term. This protects this valuable asset and ensures that it may be available for development by future generations.
- 3.8 The District Valuation Service has recently assessed the market value of the land to be optional as follows:-
- Small section of garden land - £10-15k sale value
  - Development value of the remainder of the site, if the small section was sold - £70,400
  - Development value of the whole site without sale of small section - £80,000

## **4 Financial Implications**

- 4.1 The Council currently pays to maintain the land via the grass cutting and maintenance of trees and boundaries. There is also a small insurance premium so the annual saving to the Council is estimated at £565.00 per annum.
- 4.2 The proposed rent is £1.00 per annum.

# AGENDA ITEM 12

- 4.3 The Parish Council will be required to contribute towards the District Council's legal costs and disbursements in preparing and completing the lease.
- 4.4 Transferring the land by way of a lease to the Parish Council will take away the maintenance liability from the Council.

## **5 Legal Implications**

- 5.1 This land was acquired by the Council for amenity purposes and therefore as it is used for public recreation notice of an intended disposal (which term includes the grant of a lease for more than 7 years) has to be published in accordance with the requirements of section 123 Local Government Act 1972 and any objections considered.
- 5.2 The Council can dispose of land at an under value under the General Disposal Consent 2003 (issued by the Secretary of State) in order to secure the promotion or improvement of the economic, social or environmental wellbeing of its area subject to the condition that the under value does not exceed £2,000,000.

## **6 Contributions to Corporate Priorities**

- 6.1 The proposals in this report support the Council priorities of "Financial Resilience" and "Enterprising Craven".

## **7 Risk Management**

- 7.1 The risks to the Council will be reduced.

## **8 Consultations with Others**

- 8.1 Consultation has been taken with both the local ward members, Councillors Morrell and Place, and both support the transfer.

## **9 Author of the Report**

Ian Halton, Assets & Commercial Services Manager,  
[ihalton@cravendc.gov.uk](mailto:ihalton@cravendc.gov.uk),  
01756 706329

## **10 Appendix**

- 10.1 Appendix A – Site Plan

## Appendix A

### Site Plan of Land at Wilson Street and Main Street, Sutton-in-Craven



Plan title: Land at Wilson Street and Main Street, Sutton in Craven

Copyright (c) 2003 Ordnance Survey

Date: 14/31/2017 OM sequence no:

Scale: n/a

**Note: The area to be transferred to the Parish Council is shown hatched within the plan**

**NOT FOR PUBLICATION:** Appendix B to this report is considered exempt by virtue of Category 3 (financial or business affairs of any particular person (including the Authority holding that information) of those Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

## AGENDA ITEM \$13



### **Policy Committee – 5<sup>th</sup> December 2017**

#### **Fees and Charges 2018/19 Report**

Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

#### **1. Purpose of Report**

- 1.1 To Present the Fees & Charges for the 2018/19 financial year.

#### **2. Recommendations**

- 2.1 That Members Approve the discretionary fees & charges that are subject to Policy Committee approval.
- 2.2 Note the discretionary fees & charges that are subject to Delegated Authority approval.

#### **3. Fees & Charges for Approval**

- 3.1 The Council's Fees and Charges Policy 2015 provides that discretionary fees and charges for a number of core areas will be presented to Policy Committee for approval, with the remainder being approved under delegated authority by the Council's Corporate Leadership Team in consultation with the relevant Lead Member.
- 3.2 The Council's Licensing Committee will continue to be responsible for approving fees and charges in relation to Licensing & Hackney Carriages.
- 3.3 In line with the Policy, the following fees and charges for 2018/19 are presented for Member Approval, see Appendix A for detailed schedules.

Fee / Charge	Charging Policy	Proposal
Car Parking	Fair Charging / Cost Recovery	<ul style="list-style-type: none"> <li>No proposed increase, due to the 17/18 increase only being implemented in July 2017.</li> <li>The Short stay and Medium stay permits have increased as per the approved Fees and Charges proposal in the 2017/18 Fees and Charges report.</li> <li>See Appendix A1 for detailed schedule.</li> </ul>
Garden Waste Collection Service	Fair Charging / Cost Recovery	<ul style="list-style-type: none"> <li>It is proposed that the fee will increase to £32.50</li> <li>This is an increase of £3.00.</li> <li>This equates to £1.55 per collection, it is currently £1.41.</li> <li>See Appendix A2 sensitivity analysis of increases.</li> </ul>
Burial and Cremation fees – subject to Member Approval	Fair charging / Commercial	<ul style="list-style-type: none"> <li>Varying increases proposed most within a range of 2.8% to 5.7%.</li> <li>Notable increases include; <ul style="list-style-type: none"> <li>~ Introduced charge of £200 for “Cremation - 5yrs to less than 16 years – Non-Resident”. This is to cover medical referee, mercury abatement fees &amp; service time. In line with other councils.</li> <li>~ 16.7% increase for “Chapel usage / additional service time” to £150.00. This is in line with other Councils.</li> <li>~ 9.6% increase for the “Scatter of cremated remains from other crematoria”. Proposed at £115.00.</li> <li>~ A 50% increase in “Waltonwrays - Consent to place kerbs on half grave or full grave” proposed at £290.00 and £440.00 respectively.</li> </ul> </li> <li>A correction to the 17/18 schedule is required for the below charges. The fees for Residents were included at the Non-Resident price and Non-Residents at the Resident price. <ul style="list-style-type: none"> <li>~ 51.7% increase for “Ingleton - Purchase of burial rights - half grave – Non-Resident”. It is corrected and proposed to charge £1080.00.</li> <li>~ 94.1% reduction for “Ingleton - Purchase of burial rights - half grave – resident. Charge corrected and proposed to £540.00.</li> </ul> </li> <li>A notable reduction of 21.8% to the “No Service Cremation Only, times 8:40 and 8:50” from £548.00 to £450.00. This is in an effort to become more competitive.</li> <li>There are also a significant number of newly proposed fees for 2018/19. The majority are within the Burial Charges across Waltonwrays and Ingleton.</li> <li>There have also been some newly proposed charges within the Cremation fees. A proposed £18.50 for “Cremation - Child 1 month up until 5 years – Non-Resident”. This is merely to cover medical referee fee and is in line with other Councils.</li> <li>See Appendix A3 for detailed schedule of all the Fees and Charges subject to Member Approval.</li> </ul>
Burial and Cremation fees – new for 2018/19	Fair charging / Commercial	<ul style="list-style-type: none"> <li>These are the newly proposed fees that will in future be approved by delegated authority.</li> <li>These include the use of the AV equipment during services and consist of Photo slide shows and/or Video tributes.</li> <li>Other proposals are for the saleable items at the crematorium and Burial charges.</li> <li>See Appendix A4 for detailed schedule. A comprehensive list of all the Bereavement Services Fees and Charges can be found in Appendix C.</li> </ul>

Craven Leisure – Change and addition of Membership types	Fair Charging / Cost Recovery	<ul style="list-style-type: none"> <li>▪ New charges for 2018/19 and so requires Member Approval.</li> <li>▪ Proposed; ~ Joint (couples), ~ Family (Children 18+) ~ Family (Children ≤17) ~ Junior Member (11-15) CV Kit only</li> <li>▪ See Appendix A5 for detailed schedule.</li> </ul>
Environmental Health – Animal Establishment Licensing	Fair Charging	<ul style="list-style-type: none"> <li>▪ There is a new 'Animal Dog Day Boarding Establishment - Annual Licence' proposed for 2018/19 that requires Member Approval.</li> <li>▪ A Fee of £110.00 is proposed, in line with the Animal Home Boarding Est - Annual Licence already charged.</li> <li>▪ See Appendix A6 for detailed schedule.</li> </ul>
Trade Waste Collection Charges	Commercial <i>With a recognition of local competitors and the need to remain competitive.</i>	<ul style="list-style-type: none"> <li>▪ For the 2018/19 financial year, it has been determined that the Fees and Charges Proposed shall be exempt from publication.</li> <li>▪ From 2018/19 flexibility can be applied by officers to negotiate prices with potential commercial waste customers with an agreed framework, enabling the council to be more competitive with private sector competitors.</li> <li>▪ See exempt Appendix B for the detailed schedule and supporting evidence.</li> </ul>

3.4 For information a full list of all fees and Charges for 2018/19 is presented to Policy Committee in Appendix C. This will also be presented as part of the 2018/19 Budget Setting report in February 2018.

#### **4. Implications**

##### **4.1 Financial and Value for Money Implications**

Impacts of the proposed increases or decreases to the fees and charges will be included in the relevant Budgets, where appropriate, as part of the Budget Setting Process.

##### **4.2 Legal implications**

There is a variety of legislation enabling the Council to apply charges for the services covered by this report. Legislative powers in relation to charging for discretionary services are primarily contained within the Local Government Act 2003.

##### **4.3 Contribution to Council Priorities**

Income generation is essential to a cost-effective Council. It also contributes to all of the Council's Priorities, notably Financial Sustainability.

##### **4.4 Risk Management**

There is a significant risk to the 2018/19 Revenue Budget if the proposed fees are not approved. In that event, further savings will have to be identified to balance the budget.

There is also a risk of the non-achievement of fees once set, which could lead to a shortfall in the relevant departments budget. Care is needed not to set unachievable rates of fees and charges and make the target realistic.

Credit Risk could also be a factor, although provision is made for some bad debts

it is important that any increase in Fees & Charges will not increase the chance of the debtors being unable to pay.

#### 4.5 **Equality Impact Assessment**

The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

#### 5. **Consultations with Others**

- Lead Members
- Corporate Leadership Team
- Service Managers

#### 6. **Access to Information : Background Documents**

Fees and Charges Policy (*Approved; Policy Committee – 3<sup>rd</sup> November 2015*)

#### 7. **Author of the Report**

James Hordern, Senior Accountant,  
Telephone: 01756 706316  
E-mail: [jhordern@cravendc.gov.uk](mailto:jhordern@cravendc.gov.uk)

#### 8. **Appendices**

Appendix A – Proposed Fees & Charges 2018/19 – Subject to Member Approval  
Appendix B – **NOT FOR PUBLICATION**: Commercial Waste Fees & Charges 2018/19  
Appendix C – Proposed Fees & Charges 2018/19 – Full Schedule  
Appendix D – English Planning App Fees (2015)

CAR PARKING 2018/2019 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR LIS										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2017/18 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 17/18	Sunday % increase 17/18		CHARGE 2018/19 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 18/19	Sunday % increase 18/19	
Car Parking Fees										
Aireville Pool/Park Car Park - Skipton - Car & Motor Cycle (Charges apply Monday to Sunday 9am - 7pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	0.50	0.50	Standard	N/a	N/a	0.50	0.50	Standard	N/a	N/a
1 to 2 hours	1.10	1.10	Standard	N/a	N/a	1.10	1.10	Standard	N/a	N/a
2 to 3 hours	2.10	2.10	Standard	N/a	N/a	2.10	2.10	Standard	N/a	N/a
3 to 4 hours	3.10	3.10	Standard	N/a	N/a	3.10	3.10	Standard	N/a	N/a
Over 4 Hours	4.50	4.50	Standard	N/a	N/a	4.50	4.50	Standard	N/a	N/a
Skipton - Town Hall Car Park - (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 30 minutes (max. stay)	0.20	0.20	Standard	0%	0%	0.20	0.20	Standard	0%	0%
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	10%	10%	2.20	2.20	Standard	0%	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	n/a	n/a	10.00	10.00	Standard	0%	0%
Skipton - High Street Car Park - Coach Parking (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
1 to 2 hours	5.00	5.00	Standard	6%	6%	5.00	5.00	Standard	0%	0%
3 to 4 hours	9.00	9.00	Standard	5%	5%	9.00	9.00	Standard	0%	0%
Up to 9 hours	15.00	15.00	Standard	N/a	N/a	15.00	15.00	Standard	0%	0%
Skipton - Bunkers Hill - Car and Motor Cycle Max Stay 4 hours Mon to Sat. (Charges apply Monday to										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Over 4 Hours (Sun only)	N/a	4.50	Standard	N/a	0%	N/a	4.50	Standard	N/a	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	10%	10%	2.20	2.20	Standard	0%	0%
Skipton - Waller Hill - Car & Motor Cycle Max Stay 2 hours. (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	10%	10%	2.20	2.20	Standard	0%	0%
Skipton - Coach Street - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 30 minutes (max. stay)	0.20	0.20	Standard	n/a	n/a	0.20	0.20	Standard	0%	0%
0 to 1 hour	1.20	1.20	Standard	9%	9%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	10%	10%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	13%	13%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	15%	15%	4.50	4.50	Standard	0%	0%
Up to 9 Hours	5.50	5.50	Standard	N/a	N/a	5.50	5.50	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	£2.20	£2.20	Standard	10%	10%	£2.20	£2.20	Standard	0%	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	n/a	n/a	10.00	10.00	Standard	0%	0%
Motorhome overnight (6pm to 9am)	£5.00	£5.00	Standard	n/a	n/a	£5.00	£5.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	£15.00	£15.00	Standard	15%	15%	£15.00	£15.00	Standard	0%	0%

CAR PARKING 2018/2019 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR LIS										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2017/18 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 17/18	Sunday % increase 17/18	CHARGE 2018/19 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 18/19	Sunday % increase 18/19		
Skipton - Cavendish Street - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun			Mon - Sat	Sun				
0 to 1 hour	1.20	1.20	Standard	9%	9%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	10%	10%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	13%	13%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	15%	15%	4.50	4.50	Standard	0%	0%
Up to 9 Hours	5.50	5.50	Standard	N/a	N/a	5.50	5.50	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	10%	10%	2.20	2.20	Standard	0%	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	n/a	n/a	10.00	10.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	15%	15%	15.00	15.00	Standard	0%	0%
Settle - Whitefriars and Ashfield - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm) (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun			Mon - Sat	Sun				
0 to 1 hour	1.10	1.10	Standard	10%	10%	1.10	1.10	Standard	0%	0%
1 to 2 hours	2.00	2.00	Standard	5%	5%	2.00	2.00	Standard	0%	0%
2 to 3 hours	2.60	2.60	Standard	4%	4%	2.60	2.60	Standard	0%	0%
3 to 4 hours	3.20	3.20	Standard	3%	3%	3.20	3.20	Standard	0%	0%
Over 4 hours	3.90	3.90	Standard	3%	3%	3.90	3.90	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	10%	10%	2.20	2.20	Standard	0%	0%
HGV Overnight (6pm - 8am) (Whitefriars ONLY)	10.00	10.00	Standard	n/a	n/a	10.00	10.00	Standard	0%	0%
Weekly Ticket- Ashfield Only (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	15%	15%	15.00	15.00	Standard	0%	0%
Settle - Whitefriars only - Coach Parking (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun	Standard		Mon - Sat	Sun	Standard			
0 to 1 hour	Fees suspended		Standard	n/a	n/a	Fees suspended		Standard	n/a	n/a
1 to 2 hours										
2 to 3 hours										
3 to 4 hours										
Over 4 Hours										
Settle - Greenfoot - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun			Mon - Sat	Sun				
0 to 1 hour	0.90	0.90	Standard	13%	13%	0.90	0.90	Standard	0%	0%
1 to 2 hours	1.70	1.70	Standard	6%	6%	1.70	1.70	Standard	0%	0%
2 to 3 hours	2.30	2.30	Standard	5%	5%	2.30	2.30	Standard	0%	0%
3 to 4 hours	2.30	2.30	Standard	15%	15%	2.30	2.30	Standard	0%	0%
Over 4 hours	2.30	2.30	Standard	5%	5%	2.30	2.30	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	10%	10%	2.20	2.20	Standard	0%	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	n/a	n/a	10.00	10.00	Standard	0%	0%
Motorhome overnight (6pm - 9am)	5.00	5.00	Standard	n/a	n/a	5.00	5.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	15%	15%	15.00	15.00	Standard	0%	0%
Ingleton - Community Centre/Backgate - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun			Mon - Sat	Sun				
0 to 30 minutes (max. stay)	0.20	0.20	Standard	0%	0%	0.20	0.20	Standard	0%	0%
0 to 1.5 hour(s)	1.00	1.00	Standard	11%	11%	1.00	1.00	Standard	0%	0%
1 to 2 hours	1.80	1.80	Standard	6%	6%	1.80	1.80	Standard	0%	0%
2 to 3 hours	2.40	2.40	Standard	4%	4%	2.40	2.40	Standard	0%	0%
3 to 4 hours	2.90	2.90	Standard	4%	4%	2.90	2.90	Standard	0%	0%
Over 4 hours	3.90	3.90	Standard	8%	8%	3.90	3.90	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	10%	10%	2.20	2.20	Standard	0%	0%
HGV Overnight (6pm to 8am) (Backgate only)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	15%	15%	15.00	15.00	Standard	0%	0%

CAR PARKING 2018/2019 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR LIS										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2017/18 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 17/18	Sunday % increase 17/18	CHARGE 2018/19 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 18/19	Sunday % increase 18/19		
Ingleton - Community Centre/Backgate - Coach Parking (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun			Mon - Sat	Sun				
0 to 1 hour	Fees suspended	Standard	n/a	n/a	Fees suspended	Standard	n/a	n/a		
1 to 2 hours										
2 to 3 hours										
3 to 4 hours										
Over 4 Hours										
Parking Permits										
Short Stay (12 months)	57.50	N/a	Standard	21%	N/a	65.00	N/a	Standard	13%	N/a
Medium Stay (12 month)	105.00	N/a	Standard	11%	N/a	112.00	N/a	Standard	7%	N/a
Long Stay (12 month) (not High St, Waller or Bunkers Hill Skipton) (2 hr stay permitted on High St Nov – Mar) (available to resident, non-residents and businesses)	320.00	N/a	Standard	2%	N/a	320.00	N/a	Standard	0%	N/a
Long Stay (12 month) - Settle Ashfield (available to resident, non-residents and businesses)	150.00	N/a	Standard	n/a	N/a	150.00	N/a	Standard	0%	N/a
Long Stay (12 month) - Settle Greenfoot (available to resident, non-residents and businesses)	100.00	N/a	Standard	n/a	N/a	100.00	N/a	Standard	0%	N/a
Skipton Business - Coach Street	320.00	N/a	Standard	2%	N/a	320.00	N/a	Standard	0%	N/a
Ingleton Business	150.00	N/a	Standard	0%	N/a	150.00	N/a	Standard	0%	N/a
CDC Staff - Cavendish/Coach	150.00	N/a	Standard	0%	N/a	150.00	N/a	Standard	0%	N/a
CDC Staff - Craven Pool	100.00	N/a	Standard	0%	N/a	100.00	N/a	Standard	0%	N/a
NYCC Staff	150.00	N/a	Standard	0%	N/a	150.00	N/a	Standard	0%	N/a
Admin Charge- Replacement Permits	15.00	N/a	Standard	50%	N/a	15.00	N/a	Standard	0%	N/a

<b>Blue Badge Holders</b>		
Blue Badge holders are entitled for an additional hour for every hour paid for and an extra 30 minutes in pop and shop spaces.		
<b>Support for Local Events</b>		
The Council has for a number of years supported a number of local events by allowing events to take place on its pay and display car parks, use of car parks as coach drop off/pick up points and/or allowing free parking in support of the events.		
A licence for the use of the car park area by the event organiser will be required at a cost per licence of £35.83 (proposed fee for 2017/18)		
The following events are supported by the Council by the suspension of car parking fees and charges as started in the table below.		
<b>SUSPENSION OF PARKING CHARGES</b>		
<b>Event</b>	<b>Area Covered By Suspension</b>	<b>Dates</b>
Skipton Waterways Festival	Section of Coach Street car park adjacent to Canal Basin	May day bank holiday weekend from 6.00pm Thu to 8.00am Mon
Skipton Puppet Festival	Section of Coach Street car park adjacent to Canal Basin	Event held every two years at the end Sept/early Oct.
Skipton, Christmas Markets	Top section of Coach Street car park adjacent to Gargrave Road, for coach drop off/pick up	Every 1st, 2nd and 3rd Sun in Dec 6.00pm Sat to 8.00am Mon
Aire Valley Transport Group event	Top section of Coach Street car park adjacent to Gargrave Road, for coach drop off / pick up	Event held early October 8.00am Sun to 5.00pm Mon
Settle, Christmas lights switch on	Parking charges suspended on Low Greenfoot car park.	Last Sat in Nov. Noon Sat to 8.00am Sun
1940's weekend	Community Centre car park, Ingleton. Pop and shop area adj to PC's and section on opposite side of Community Centre	1st weekend in July 4pm Fri to 4pm Sun
Ingleton Gala	Sections of Community Centre car park, if adverse weather conditions	Middle Saturday in July 8.00am Sat to 6.00pm Sat
Folk Weekend, Ingleton	Use of coach bays in Community Centre car park	Last weekend in September 1pm on Friday to 6pm on Sunday
<b>Observation and Grace Periods</b>		
The observation and grace period is 5 minutes from the vehicle first being observed that is not displaying a pay and display ticket and 10 minutes after the paid for parking period has ended.		

2018/2019 - FEES AND CHARGES								
WASTE MANAGEMENT SERVICES								
DISCRETIONARY CHARGES								
LEAD MEMBER: COUNCILLOR LIS								
		V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t )	CHARGE 2017/18 £ (inc v.a.t where applicable)	% increase 17/18	CHARGE 2018/19 £ (ex. v.a.t )	CHARGE 2018/19 £ (inc v.a.t where applicable)	% increase 18/19
Garden Waste								
Garden Waste Collection - Annual Licence	Member Approval	Outside scope	29.50	29.50	13%	32.50	32.50	10%

**Sensitivity Analysis**  
**Of a change in the GWS Licence Fee**  
**2017/18 to 2018/19**

No. of Licences Issued in 17/18	Amount £	Sub Total £
9248	29.50	272,816.00
* Figure based on income		

Fee Approved for 2018/19	£	17/18 sales	£
	32.50	9248	300,560

% Drop offs for £32.50 Approved price				
% drop	Reduction in Licences	Revised No of Licences	Approved Fee £	Amended Expected Income
0	0	9,248	32.50	300,560
1	92	9,156	32.50	297,554
2	185	9,063	32.50	294,549
3	277	8,971	32.50	291,543
4	370	8,878	32.50	288,538
5	462	8,786	32.50	285,532
10	925	8,323	32.50	270,504

Further Sensitivity Analysis for differing prices / drop off:

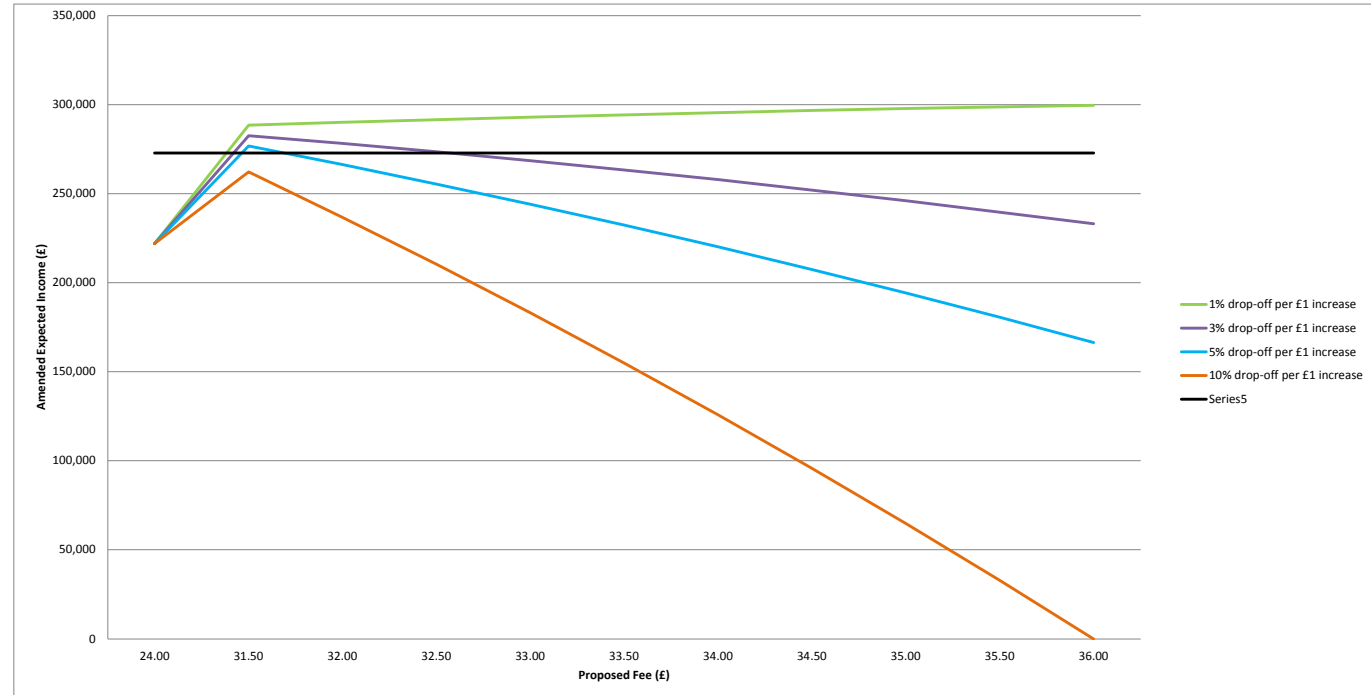
1% drop-off per £1 increase					
% drop	Reduction in Licences	Revised No of Licences	Proposed Fee £	Amended Expected Income	% Margin of Safety
1	92	9,156	31.50	288,399	0.67
2	185	9,063	32.00	290,017	1.28
3	277	8,971	32.50	291,543	1.84
4	370	8,878	33.00	292,977	2.35
5	462	8,786	33.50	294,318	2.81
6	555	8,693	34.00	295,566	3.23
7	647	8,601	34.50	296,722	3.61
8	740	8,508	35.00	297,786	3.94
9	832	8,416	35.50	298,757	4.24
10	925	8,323	36.00	299,635	4.49

3% drop-off per £1 increase					
% drop	Reduction in Licences	Revised No of Licences	Proposed Fee £	Amended Expected Income	% Margin of Safety
3	277	8,971	31.50	282,573	-1.33
6	555	8,693	32.00	278,180	-2.72
9	832	8,416	32.50	273,510	-4.16
12	1,110	8,138	33.00	268,562	-5.65
15	1,387	7,861	33.50	263,337	-7.19
18	1,665	7,583	34.00	257,834	-8.77
21	1,942	7,306	34.50	252,054	-10.39
24	2,220	7,028	35.00	245,997	-12.06
27	2,497	6,751	35.50	239,662	-13.76
30	2,774	6,474	36.00	233,050	-15.51

5% drop-off per £1 increase				
% drop	Reduction in Licences	Revised No of Licences	Proposed Fee £	Amended Expected Income
5	462	8,786	31.50	276,746
10	925	8,323	32.00	266,342
15	1,387	7,861	32.50	255,476
20	1,850	7,398	33.00	244,147
25	2,312	6,936	33.50	232,356
30	2,774	6,474	34.00	220,102
35	3,237	6,011	34.50	207,386
40	3,699	5,549	35.00	194,208
45	4,162	5,086	35.50	180,567
50	4,624	4,624	36.00	166,464

10% drop-off per £1 increase				
% drop	Reduction in Licences	Revised No of Licences	Proposed Fee £	Amended Expected Income
10	925	8,323	31.50	262,181
20	1,850	7,398	32.00	236,749
30	2,774	6,474	32.50	210,392
40	3,699	5,549	33.00	183,110
50	4,624	4,624	33.50	154,904
60	5,549	3,699	34.00	125,773
70	6,474	2,774	34.50	95,717
80	7,398	1,850	35.00	64,736
90	8,323	925	35.50	32,830
100	9,248	0	36.00	0

To Achieve 17/18	Proposed Fee £	Number of Licences needed	% of 17/18 Licences needed
272,816	29.50	9,248	100
272,816	30.00	9,094	98
272,816	30.50	8,945	97
272,816	31.00	8,801	95
272,816	31.50	8,661	94
272,816	32.00	8,526	92
272,816	32.50	8,394	91
272,816	33.00	8,267	89
272,816	33.50	8,144	88
272,816	34.00	8,024	87
272,816	34.50	7,908	86



## 2018/2019 - FEES AND CHARGES

N.B. This is a schedule of all the Fees and Charges subject to Member Approval.

LEAD MEMBER: COUNCILLOR LIS

### BEREAVEMENT SERVICES

	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 2017/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19
<b>Cremation Fees</b>								
Cremation Fees - Held Over	member approval	Exempt	672.00	672.00	5.0%	692.00	692.00	2.9%
Cremation Fees - Same Day	member approval	Exempt	689.00	689.00	5.0%	720.00	720.00	4.3%
No Service Cremation Only, times 8:40 and 8:50	member approval	Exempt	548.00	548.00	5.2%	450.00	450.00	-21.8%
Early morning cremation service - 9.10 am - held over only	member approval	Exempt	New in 18/19	New in 18/19	N/a	600.00	600.00	N/a
Cremation - 5 yrs to under 16 years - NON Resident	member approval	Exempt	0.00	0.00	N/a	200.00	200.00	100.0%
Cremation - Baby upto 1 month - NON Resident	member approval	Exempt	New in 18/19	New in 18/19	N/a	Free of Charge	Free of Charge	N/a
Cremation - Child 1 month up until 5 years - NON Resident	member approval	Exempt	New in 18/19	New in 18/19	N/a	18.50	18.50	N/a
Cremation - Baby to under 16 years old - Resident	member approval	Exempt	New in 18/19	New in 18/19	N/a	Free of Charge	Free of Charge	N/a
Late Afternoon Service 3 p.m	member approval	Exempt	78.00	78.00	5.4%	78.00	78.00	0.0%
Chapel usage / additional service time	member approval	Exempt	125.00	125.00	5.0%	150.00	150.00	16.7%
Cremation of adult organs	member approval	Exempt	55.00	55.00	5.8%	55.00	55.00	0.0%
Cremation Fees - Saturday - held over	member approval	Exempt	1334.00	1334.00	5.0%	1374.00	1374.00	2.9%
Cremation Fees - Saturday - same day	member approval	Exempt	1700.00	1700.00	5.0%	1802.00	1802.00	5.7%
Bearing Fee	member approval	Standard	15.00	18.00	5.9%	15.00	18.00	0.0%
Over running funeral service	member approval	Exempt	125.00	125.00	5.0%	125.00	125.00	0.0%
<b>Cremation Charges</b>								
Scatter of cremated remains from another crematoria	member approval	Exempt	104.00	104.00	3.0%	115.00	115.00	9.6%
Scatter of Cremated Remains from own Crematorium - family present	member approval	Exempt	New in 18/19	New in 18/19	N/a	100.00	100.00	N/a
Scatter of cremated remains from own crematorium - NO family present	member approval	Exempt	0.00	0.00	N/a	0.00	0.00	N/a
Scatter of Cremated Remains from own or another crematorium for weekends and evenings	member approval	Exempt	207.00	207.00	2.5%	207.00	207.00	0.0%
<b>Sales - Crematorium</b>								
<b>Sales - Waltonwrays Cemetery</b>								
Moorland Above Ground Vault 30 years lease period	member approval	Exempt	650.00	650.00	-25.3%	650.00	650.00	0.0%
Moorland Inscription including Consent	member approval	Exempt	130.00	130.00	N/a	130.00	130.00	0.0%
Moorland Placement of one set Cremated remains in vault	member approval	Exempt	90.00	90.00	N/a	90.00	90.00	0.0%

BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 2017/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19
<b>Burial Charges - Waltonwrays Cemetery</b>								
Waltonwrays - Interment of cremated remains - Weekend	member approval	Exempt	368.00	368.00	2.2%	368.00	368.00	0.0%
Waltonwrays - Interment of cremated remains	member approval	Exempt	188.00	188.00	4.4%	188.00	188.00	0.0%
Waltonwrays - Interment Fee (5ft)	member approval	Exempt	770.00	770.00	2.1%	793.00	793.00	2.9%
Waltonwrays - Interment Fee (7ft)	member approval	Exempt	770.00	770.00	2.1%	793.00	793.00	2.9%
Waltonwrays - Interment Fee (9ft)	member approval	Exempt	1092.00	1092.00	2.1%	1124.00	1124.00	2.8%
Waltonwrays - Interment Fee for a casket exceeing 29"	Member approval	Exempt	New in 18/19	New in 18/19	N/a	1200.00	1200.00	N/a
Waltonwrays - Interment Fee (5ft) NR	member approval	Exempt	1154.00	1154.00	2.0%	1188.00	1188.00	2.9%
Waltonwrays - Interment Fee (7ft) NR	member approval	Exempt	1154.00	1154.00	2.0%	1188.00	1188.00	2.9%
Waltonwrays - Interment Fee (9ft) NR	member approval	Exempt	1638.00	1638.00	2.1%	1687.00	1687.00	2.9%
Waltonwrays - Interment Fee for a casket exceeing 29" NR	Member approval	Exempt	New in 18/19	New in 18/19	N/a	1800.00	1800.00	N/a
Waltonwrays - Interment Fee (5ft Earth Vault)	member approval	Exempt	1154.00	1154.00	2.0%	Not Available	Not Available	#VALUE!
Waltonwrays - Interment Fee (7ft Earth Vault)	member approval	Exempt	1154.00	1154.00	2.0%	Not Available	Not Available	#VALUE!
Waltonwrays - Interment Fee (9ft Earth Vault)	member approval	Exempt	1730.00	1730.00	2.0%	Not Available	Not Available	#VALUE!
Waltonwrays - Interment Fee (5ft Earth Vault) NR	member approval	Exempt	1730.00	1730.00	2.0%	Not Available	Not Available	#VALUE!
Waltonwrays - Interment Fee (7ft Earth Vault) NR	member approval	Exempt	1730.00	1730.00	2.0%	Not Available	Not Available	#VALUE!
Waltonwrays - Interment Fee (9ft Earth Vault) NR	member approval	Exempt	2457.00	2457.00	2.0%	Not Available	Not Available	#VALUE!
Waltonwrays - Weekend Interment Fee (5ft)	member approval	Exempt	1538.00	1538.00	2.1%	1586.00	1586.00	3.0%
Waltonwrays - Weekend Interment Fee (7ft)	member approval	Exempt	1538.00	1538.00	2.1%	1586.00	1586.00	3.0%
Waltonwrays - Weekend Interment Fee (9ft)	member approval	Exempt	2183.00	2183.00	2.0%	2248.00	2248.00	2.9%
Waltonwrays - Weekend Interment Fee for a casket exceeding 29"	Member approval	Exempt	New in 18/19	New in 18/19	N/a	2400.00	2400.00	N/a
Waltonwrays - Weekend Interment Fee (5ft NR)	member approval	Exempt	2307.00	2307.00	2.0%	2376.00	2376.00	2.9%
Waltonwrays - Weekend Interment Fee (7ft NR)	member approval	Exempt	2307.00	2307.00	2.0%	2376.00	2376.00	2.9%
Waltonwrays - Weekend Interment Fee (9ft NR)	member approval	Exempt	3274.00	3274.00	2.0%	3374.00	3374.00	3.0%
Waltonwrays - Weekend Interment Fee for a casket exceeding 29" NR	member approval	Exempt	New in 18/19	New in 18/19	N/a	3600.00	3600.00	N/a
Waltonwrays - Purchase of burial rights - full grave - resident	member approval	Exempt	1044.00	1044.00	5.0%	1075.00	1075.00	2.9%
Waltonwrays - Purchase of burial rights - full grave - non resident	member approval	Exempt	2087.00	2087.00	5.0%	2150.00	2150.00	2.9%
Waltonwrays - Purchase of burial rights - half grave - resident	member approval	Exempt	522.00	522.00	5.0%	540.00	540.00	3.3%
Waltonwrays - Purchase of burial rights - half grave - non resident	member approval	Exempt	1048.00	1048.00	5.0%	1080.00	1080.00	3.0%
Waltonwrays - Purchase of Burial Rights for a grave for the internment of a casket exceeding 29" wide	member approval	Exempt	New in 18/19	New in 18/19	N/a	2150.00	2150.00	N/a
Waltonwrays - Purchase of Burial Rights for a grave for the internment of a casket exceeding 29" wide - non resident	member approval	Exempt	New in 18/19	New in 18/19	N/a	4300.00	4300.00	N/a
Waltonwrays - Purchase of Burial Rights for a Vault/Brick/Wooden Grave	member approval	Exempt	New in 18/19	New in 18/19	N/a	1612.00	1612.00	N/a

BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 2017/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19
Waltonwrays - Purchase of Burial Rights for a Vault / Bricked/Wooden Grave - non-resident	Member approval	Exempt	New in 18/19	New in 18/19	N/a	3225.00	3225.00	N/a
Waltonwrays - Purchase of cremation remains plot	member approval	Exempt	414.00	414.00	15.0%	414.00	414.00	0.0%
Waltonwrays - Transfer of burial rights (up to 2 hrs)	member approval	Exempt	94.00	94.00	2.2%	94.00	94.00	0.0%
Waltonwrays - Transfer of burial rights (per extra hr)	member approval	Exempt	47.00	47.00	2.2%	47.00	47.00	0.0%
Waltonwrays - Transfer of burial rights to a non resident within 2 years of purchasing grave	member approval	Exempt	New in 18/19	New in 18/19	N/a	2150.00	2150.00	N/a
Single constructed vault Section V	member approval	Standard	1077.50	1293.00	2.1%	POA	POA	N/a
Waltonwrays- Open and inspection of constructed vault	member approval	Exempt	659.00	659.00	2.0%	678.00	678.00	2.8%
Waltonwrays- Open and inspection of constructed vault NR	member approval	Exempt	1318.00	1318.00	2.0%	1357.00	1357.00	2.9%
Waltonwrays - Additional inscription on headstone	member approval	Exempt	109.00	109.00	2.8%	109.00	109.00	0.0%
Waltonwrays - Consent to place headstone (including 1st inscription)	member approval	Exempt	221.00	221.00	2.3%	221.00	221.00	0.0%
Waltonwrays - consent to place headstone (including 1st inscription) on a Vault / Bricked / Wooden Grave	Member approval	Exempt	New in 18/19	New in 18/19	N/a	331.00	331.00	N/a
Waltonwrays - consent to place headstone (including 1st inscription) on a double grave	member approval	Exempt	New in 18/19	New in 18/19	N/a	442.00	442.00	N/a
Waltonwrays - Consent to place kerbs on half grave	member approval	Exempt	145.00	145.00	2.1%	290.00	290.00	50.0%
Waltonwrays - Consent to place kerbs on full grave	member approval	Exempt	220.00	220.00	2.3%	440.00	440.00	50.0%
Consent to place inscription on stone plaque or granite desktop	member approval	Exempt	101.00	101.00	2.0%	101.00	101.00	0.0%
Consent to place vase with inscription	member approval	Exempt	101.00	101.00	2.0%	101.00	101.00	0.0%
<b>Burial Charges - Ingleton Cemetery</b>								
Ingleton - Interment of cremated remains - Weekend	member approval	Exempt	368.00	368.00	2.2%	368.00	368.00	0.0%
Ingleton - Interment of cremated remains	member approval	Exempt	188.00	188.00	4.4%	188.00	188.00	0.0%
Ingleton - Interment Fee (5ft)	member approval	Exempt	770.00	770.00	2.1%	793.00	793.00	2.9%
Ingleton - Interment Fee (7ft)	member approval	Exempt	770.00	770.00	2.1%	793.00	793.00	2.9%
Ingleton - Interment Fee (9ft)	member approval	Exempt	1092.00	1092.00	2.1%	1124.00	1124.00	2.8%
Ingleton - Interment Fee for a casket exceeding 29"	Member approval	Exempt	New in 18/19	New in 18/19	N/a	1200.00	1200.00	N/a
Ingleton - Interment Fee (5ft) NR	member approval	Exempt	1154.00	1154.00	2.0%	1188.00	1188.00	2.9%
Ingleton - Interment Fee (7ft) NR	member approval	Exempt	1154.00	1154.00	2.0%	1188.00	1188.00	2.9%
Ingleton - Interment Fee (9ft) NR	member approval	Exempt	1638.00	1638.00	2.1%	1687.00	1687.00	2.9%
Ingleton - Interment Fee for a casket exceeding 29" NR	member approval	Exempt	New in 18/19	New in 18/19	N/a	3225.00	3225.00	N/a
Ingleton - Interment Fee (5ft Earth Vault)	member approval	Exempt	1154.00	1154.00	2.0%	Not Available	Not Available	#VALUE!
Ingleton - Interment Fee (7ft Earth Vault)	member approval	Exempt	1154.00	1154.00	2.0%	Not Available	Not Available	#VALUE!
Ingleton - Interment Fee (9ft Earth Vault)	member approval	Exempt	1730.00	1730.00	2.0%	Not Available	Not Available	#VALUE!
Ingleton - Interment Fee (5ft Earth Vault) NR	member approval	Exempt	1730.00	1730.00	2.0%	Not Available	Not Available	#VALUE!
Ingleton - Interment Fee (7ft Earth Vault) NR	member approval	Exempt	1730.00	1730.00	2.0%	Not Available	Not Available	#VALUE!
Ingleton - Interment Fee (9ft Earth Vault) NR	member approval	Exempt	2457.00	2457.00	2.0%	Not Available	Not Available	#VALUE!
Ingleton - Weekend Interment Fee (5ft)	member approval	Exempt	1539.00	1539.00	2.1%	1586.00	1586.00	3.0%
Ingleton - Weekend Interment Fee (7ft)	member approval	Exempt	1539.00	1539.00	2.1%	1586.00	1586.00	3.0%
Ingleton - Weekend Interment Fee (9ft)	member approval	Exempt	2183.00	2183.00	2.0%	2248.00	2248.00	2.9%
Ingleton - Weekend Interment Fee for a casket exceeding 29"	member approval	Exempt	New in 18/19	New in 18/19	N/a	2400.00	2400.00	N/a
Ingleton - Weekend Interment Fee (5ft NR)	member approval	Exempt	2307.00	2307.00	2.0%	2376.00	2376.00	2.9%
Ingleton - Weekend Interment Fee (7ft NR)	member approval	Exempt	2307.00	2307.00	2.0%	2376.00	2376.00	2.9%

BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 2017/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19
Ingleton - Weekend Interment Fee (9ft NR)	member approval	Exempt	3274.00	3274.00	2.0%	3374.00	3374.00	3.0%
Ingleton - Weekend Interment Fee for a casket exceeding 29" NR	member approval	Exempt	New in 18/19	New in 18/19	N/a	3600.00	3600.00	N/a
Ingleton - Open and inspection of constructed vault	member approval	Exempt	659.00	659.00	2.0%	678.00	678.00	2.8%
Ingleton - Open and inspection of constructed vault NR	member approval	Exempt	1318.00	1318.00	2.0%	1357.00	1357.00	2.9%
Ingleton - Purchase of burial rights - full grave - resident	member approval	Exempt	1044.00	1044.00	5.0%	1075.00	1075.00	2.9%
Ingleton - Purchase of burial rights - full grave - non resident	member approval	Exempt	2087.00	2087.00	5.0%	2150.00	2150.00	2.9%
Ingleton - Purchase of Burial Rights for a grave for the interment of a casket exceeding 29" wide	member approval	Exempt	New in 18/19	New in 18/19	N/a	2150.00	2150.00	N/a
Ingleton - Purchase of Burial Rights for a grave for the interment of a casket exceeding 29" wide - non resident	member approval	Exempt	New in 18/19	New in 18/19	N/a	4300.00	4300.00	N/a
Ingleton - Purchase of Burial Rights for a Vault/Bricked/Wooden Grave	member approval	Exempt	New in 18/19	New in 18/19	N/a	1612.00	1612.00	N/a
Ingleton - Purchase of Burial Rights for a Vault / Bricked/Wooden Grave - non-resident	member approval	Exempt	New in 18/19	New in 18/19	N/a	3225.00	3225.00	N/a
Ingleton - Purchase of burial rights - half grave - resident	member approval	Exempt	1048.00	1048.00	5.0%	540.00	540.00	-94.1%
Ingleton - Purchase of burial rights - half grave - non resident	member approval	Exempt	522.00	522.00	5.0%	1080.00	1080.00	51.7%
Ingleton - Transfer of burial rights (up to 2 hrs)	member approval	Exempt	94.00	94.00	2.2%	94.00	94.00	0.0%
Ingleton - Transfer of burial rights (per extra hr)	member approval	Exempt	47.00	47.00	2.2%	47.00	47.00	0.0%
Ingleton - Transfer of burial rights to a non resident within 2 years of grave being purchased	member approval	Exempt	New in 18/19	New in 18/19	N/a	2150.00	2150.00	N/a
<b>Sales - Ingleton Cemetery</b>								
Moorland Above Ground Vault 30 years lease period	member approval	Exempt	650.00	650.00	-25.3%	650.00	650.00	0.0%
Moorland Inscription including Consent	member approval	Exempt	130.00	130.00	N/a	130.00	130.00	0.0%
Moorland Placement of one set Cremated remains in vault	member approval	Exempt	90.00	90.00	N/a	90.00	90.00	0.0%

Waltonways Only Weekends Evenings and Bank Holiday charges not covered in charges will be 100% Extra or P.O.A  
Evening is classed as any time after 16:30

## 2018/2019 - FEES AND CHARGES

N.B. This is a schedule of all the Fees and Charges subject to Delegated Authority but require Member Approval as they are being newly introduced.

LEAD MEMBER: COUNCILLOR LIS

### BEREAVEMENT SERVICES

	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 2017/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19
<b>Cremation Fees</b>								
Single Photo	delegated authority	Standard	New in 18/19	New in 18/19	N/a	10.00	12.00	N/a
Simple Slideshow - max 25 photos	delegated authority	Standard	New in 18/19	New in 18/19	N/a	37.50	45.00	N/a
Additional Photos - upto 25	delegated authority	Standard	New in 18/19	New in 18/19	N/a	16.67	20.00	N/a
Professional Photo Tribute - max 25 photos set to music	delegated authority	Standard	New in 18/19	New in 18/19	N/a	58.33	70.00	N/a
Family supplied video checking	delegated authority	Standard	New in 18/19	New in 18/19	N/a	15.00	18.00	N/a
Duplicate Cremation Certificate	delegated authority	Exempt	New in 18/19	New in 18/19	N/a	15.00	15.00	N/a
<b>Sales - Crematorium</b>								
Reserve Next entry - full inscription fee due at time of inscription	delegated authority	Standard	New in 18/19	New in 18/19	N/a	20.83	25.00	N/a
Reserve Plaque - full fee due at time of inscription	delegated authority	Exempt	New in 18/19	New in 18/19	N/a	25.00	25.00	N/a
Reserve Plaque - full fee due at time of inscription	delegated authority	Exempt	New in 18/19	New in 18/19	N/a	25.00	25.00	N/a
<b>Burial Charges - Ingleton Cemetery</b>								
Ingleton - consent to place headstone (including 1st inscription) on a Vault / Bricked / Wooden Grave	delegated authority	Exempt	New in 18/19	New in 18/19	N/a	331.00	331.00	N/a
Ingleton - consent to place headstone (including 1st inscription) on a double grave	delegated authority	Exempt	New in 18/19	New in 18/19	N/a	442.00	442.00	N/a
<b>Sales - Ingleton Cemetery</b>								

Waltonwrays Only Weekends Evenings and Bank Holiday charges not covered in charges will be 100% Extra or P.O.A  
Evening is classed as any time after 16:30

2018/2019 - FEES AND CHARGES								
CRAVEN LEISURE								
ALL DISCRETIONARY CHARGES								
LEAD MEMBER: COUNCILLOR LIS								
	Cost Centre Description	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
Memberships (Monthly Rate)								
Joint Membership (couples) - 10% discount applies to both parties	Craven Leisure	Standard	New in 18/19	New in 18/19	N/a	26.25	31.50	n/a
Family Membership (All 18+) - 10% discount applies to 2 x adults and each person joining on the member the membership	Craven Leisure	Standard	New in 18/19	New in 18/19	N/a	78.75	94.50	n/a
Family Membership (children under 18) - 10% discount applies to each adult and subsequent child either 18 or over/under	Craven Leisure	Standard	New in 18/19	New in 18/19	N/a	64.50	77.40	na
Junior Member (11-15) CV Kit only	Craven Leisure	Standard	New in 18/19	New in 18/19	N/a	13.33	16.00	N/a

2018/2019 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% increase 18/19
Animal Dog Day Boarding Establishment - Annual Licence	Outside Scope	New in 2018/19	New in 2018/19	N/a	110.00	110.00	N/a

Appendix B is exempt from publication by virtue of Category 3 (financial or business affairs of any particular person (including the Council) of the Council's Access to Information Procedure Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).



# Craven District Council

## Fees & Charges

2018/19

CAR PARKING 2018/2019 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR LIS										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2017/18 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 17/18	Sunday % increase 17/18		CHARGE 2018/19 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 18/19	Sunday % increase 18/19	
Car Parking Fees										
Aireville Pool/Park Car Park - Skipton - Car & Motor Cycle (Charges apply Monday to Sunday 9am - 7pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	0.50	0.50	Standard	N/a	N/a	0.50	0.50	Standard	N/a	N/a
1 to 2 hours	1.10	1.10	Standard	N/a	N/a	1.10	1.10	Standard	N/a	N/a
2 to 3 hours	2.10	2.10	Standard	N/a	N/a	2.10	2.10	Standard	N/a	N/a
3 to 4 hours	3.10	3.10	Standard	N/a	N/a	3.10	3.10	Standard	N/a	N/a
Over 4 Hours	4.50	4.50	Standard	N/a	N/a	4.50	4.50	Standard	N/a	N/a
Skipton - Town Hall Car Park - (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 30 minutes (max. stay)	0.20	0.20	Standard	0%	0%	0.20	0.20	Standard	0%	0%
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	10%	10%	2.20	2.20	Standard	0%	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	n/a	n/a	10.00	10.00	Standard	0%	0%
Skipton - High Street Car Park - Coach Parking (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
1 to 2 hours	5.00	5.00	Standard	6%	6%	5.00	5.00	Standard	0%	0%
3 to 4 hours	9.00	9.00	Standard	5%	5%	9.00	9.00	Standard	0%	0%
Up to 9 hours	15.00	15.00	Standard	N/a	N/a	15.00	15.00	Standard	0%	0%
Skipton - Bunkers Hill - Car and Motor Cycle Max Stay 4 hours Mon to Sat. (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Over 4 Hours (Sun only)	N/a	4.50	Standard	N/a	0%	N/a	4.50	Standard	N/a	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	10%	10%	2.20	2.20	Standard	0%	0%
Skipton - Waller Hill - Car & Motor Cycle Max Stay 2 hours. (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	10%	10%	2.20	2.20	Standard	0%	0%
Skipton - Coach Street - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 30 minutes (max. stay)	0.20	0.20	Standard	n/a	n/a	0.20	0.20	Standard	0%	0%
0 to 1 hour	1.20	1.20	Standard	9%	9%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	10%	10%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	13%	13%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	15%	15%	4.50	4.50	Standard	0%	0%
Up to 9 Hours	5.50	5.50	Standard	N/a	N/a	5.50	5.50	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	£2.20	£2.20	Standard	10%	10%	£2.20	£2.20	Standard	0%	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	n/a	n/a	10.00	10.00	Standard	0%	0%
Motorhome overnight (6pm to 9am)	£5.00	£5.00	Standard	n/a	n/a	£5.00	£5.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	£15.00	£15.00	Standard	15%	15%	£15.00	£15.00	Standard	0%	0%

CAR PARKING 2018/2019 FEES AND CHARGES											
DISCRETIONARY CHARGES											
LEAD MEMBER: COUNCILLOR LIS											
All subject to Member Approval											
CAR PARKING											
	CHARGE 2017/18 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 17/18	Sunday % increase 17/18		CHARGE 2018/19 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 18/19	Sunday % increase 18/19		
Skipton - Cavendish Street - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)											
	Mon - Sat	Sun				Mon - Sat	Sun				
0 to 1 hour	1.20	1.20	Standard	9%	9%	1.20	1.20	Standard	0%	0%	
1 to 2 hours	2.30	2.30	Standard	10%	10%	2.30	2.30	Standard	0%	0%	
2 to 3 hours	3.50	3.50	Standard	13%	13%	3.50	3.50	Standard	0%	0%	
3 to 4 hours	4.50	4.50	Standard	15%	15%	4.50	4.50	Standard	0%	0%	
Up to 9 Hours	5.50	5.50	Standard	N/a	N/a	5.50	5.50	Standard	0%	0%	
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	10%	10%	2.20	2.20	Standard	0%	0%	
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	n/a	n/a	10.00	10.00	Standard	0%	0%	
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	15%	15%	15.00	15.00	Standard	0%	0%	
Settle - Whitefriars and Ashfield - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm) (Charges apply Monday to Sunday 9am to 6pm)											
	Mon - Sat	Sun				Mon - Sat	Sun				
0 to 1 hour	1.10	1.10	Standard	10%	10%	1.10	1.10	Standard	0%	0%	
1 to 2 hours	2.00	2.00	Standard	5%	5%	2.00	2.00	Standard	0%	0%	
2 to 3 hours	2.60	2.60	Standard	4%	4%	2.60	2.60	Standard	0%	0%	
3 to 4 hours	3.20	3.20	Standard	3%	3%	3.20	3.20	Standard	0%	0%	
Over 4 hours	3.90	3.90	Standard	3%	3%	3.90	3.90	Standard	0%	0%	
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	10%	10%	2.20	2.20	Standard	0%	0%	
HGV Overnight (6pm - 8am) (Whitefriars ONLY)	10.00	10.00	Standard	n/a	n/a	10.00	10.00	Standard	0%	0%	
Weekly Ticket- Ashfield Only (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	15%	15%	15.00	15.00	Standard	0%	0%	
Settle - Whitefriars only - Coach Parking (Charges apply Monday to Sunday 9am to 6pm)											
	Mon - Sat	Sun	Standard			Mon - Sat	Sun	Standard			
0 to 1 hour	Fees suspended		Standard	n/a	n/a	Fees suspended		Standard	n/a	n/a	
1 to 2 hours											
2 to 3 hours											
3 to 4 hours											
Over 4 Hours											
Settle - Greenfoot - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)											
	Mon - Sat	Sun				Mon - Sat	Sun				
0 to 1 hour	0.90	0.90	Standard	13%	13%	0.90	0.90	Standard	0%	0%	
1 to 2 hours	1.70	1.70	Standard	6%	6%	1.70	1.70	Standard	0%	0%	
2 to 3 hours	2.30	2.30	Standard	5%	5%	2.30	2.30	Standard	0%	0%	
3 to 4 hours	2.30	2.30	Standard	15%	15%	2.30	2.30	Standard	0%	0%	
Over 4 hours	2.30	2.30	Standard	5%	5%	2.30	2.30	Standard	0%	0%	
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	10%	10%	2.20	2.20	Standard	0%	0%	
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	n/a	n/a	10.00	10.00	Standard	0%	0%	
Motorhome overnight (6pm - 9am)	5.00	5.00	Standard	n/a	n/a	5.00	5.00	Standard	0%	0%	
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	15%	15%	15.00	15.00	Standard	0%	0%	
Ingleton - Community Centre/Backgate - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)											
	Mon - Sat	Sun				Mon - Sat	Sun				
0 to 30 minutes (max. stay)	0.20	0.20	Standard	0%	0%	0.20	0.20	Standard	0%	0%	
0 to 1.5 hour(s)	1.00	1.00	Standard	11%	11%	1.00	1.00	Standard	0%	0%	
1 to 2 hours	1.80	1.80	Standard	6%	6%	1.80	1.80	Standard	0%	0%	
2 to 3 hours	2.40	2.40	Standard	4%	4%	2.40	2.40	Standard	0%	0%	
3 to 4 hours	2.90	2.90	Standard	4%	4%	2.90	2.90	Standard	0%	0%	
Over 4 hours	3.90	3.90	Standard	8%	8%	3.90	3.90	Standard	0%	0%	
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	10%	10%	2.20	2.20	Standard	0%	0%	
HGV Overnight (6pm to 8am) (Backgate only)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%	
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	15%	15%	15.00	15.00	Standard	0%	0%	

CAR PARKING 2018/2019 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR LIS										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2017/18 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 17/18	Sunday % increase 17/18		CHARGE 2018/19 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 18/19	Sunday % increase 18/19	
Ingleton - Community Centre/Backgate - Coach Parking (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	Fees suspended		Standard	n/a	n/a	Fees suspended		Standard	n/a	n/a
1 to 2 hours										
2 to 3 hours										
3 to 4 hours										
Over 4 Hours										
Parking Permits										
Short Stay (12 months)	57.50	N/a	Standard	21%	N/a	57.50	N/a	Standard	0%	N/a
Medium Stay (12 month)	105.00	N/a	Standard	11%	N/a	105.00	N/a	Standard	0%	N/a
Long Stay (12 month) (not High St, Waller or Bunkers Hill Skipton) (2 hr stay permitted on High St Nov – Mar) (available to resident, non-residents and businesses)	320.00	N/a	Standard	2%	N/a	320.00	N/a	Standard	0%	N/a
Long Stay (12 month) - Settle Ashfield (available to resident, non-residents and businesses)	150.00	N/a	Standard	n/a	N/a	150.00	N/a	Standard	0%	N/a
Long Stay (12 month) - Settle Greenfoot (available to resident, non-residents and businesses)	100.00	N/a	Standard	n/a	N/a	100.00	N/a	Standard	0%	N/a
Skipton Business - Coach Street	320.00	N/a	Standard	2%	N/a	320.00	N/a	Standard	0%	N/a
Ingleton Business	150.00	N/a	Standard	0%	N/a	150.00	N/a	Standard	0%	N/a
CDC Staff - Cavendish/Coach	150.00	N/a	Standard	0%	N/a	150.00	N/a	Standard	0%	N/a
CDC Staff - Craven Pool	100.00	N/a	Standard	0%	N/a	100.00	N/a	Standard	0%	N/a
NYCC Staff	150.00	N/a	Standard	0%	N/a	150.00	N/a	Standard	0%	N/a
Admin Charge- Replacement Permits	15.00	N/a	Standard	50%	N/a	15.00	N/a	Standard	0%	N/a

Blue Badge Holders		
Blue Badge holders are entitled for an additional hour for every hour paid for and an extra 30 minutes in pop and shop spaces.		
Support for Local Events		
<p>The Council has for a number of years supported a number of local events by allowing events to take place on its pay and display car parks, use of car parks as coach drop off/pick up points and/or allowing free parking in support of the events.</p> <p>A licence for the use of the car park area by the event organiser will be required at a cost per licence of £35.83 (proposed fee for 2017/18)</p> <p>The following events are supported by the Council by the suspension of car parking fees and charges as started in the table below.</p>		
SUSPENSION OF PARKING CHARGES		
Event	Area Covered By Suspension	Dates
Skipton Waterways Festival	Section of Coach Street car park adjacent to Canal Basin	May day bank holiday weekend from 6.00pm Thu to 8.00am Mon
Skipton Puppet Festival	Section of Coach Street car park adjacent to Canal Basin	Event held every two years at the end Sept/early Oct.
Skipton, Christmas Markets	Top section of Coach Street car park adjacent to Gargrave Road, for coach drop off/pick up	Every 1st, 2nd and 3rd Sun in Dec 6.00pm Sat to 8.00am Mon
Aire Valley Transport Group event	Top section of Coach Street car park adjacent to Gargrave Road, for coach drop off / pick up	Event held early October 8.00am Sun to 5.00pm Mon
Settle, Christmas lights switch on	Parking charges suspended on Low Greenfoot car park.	Last Sat in Nov. Noon Sat to 8.00am Sun
1940's weekend	Community Centre car park, Ingleton. Pop and shop area adj to PC's and section on opposite side of Community Centre	1st weekend in July 4pm Fri to 4pm Sun
Ingleton Gala	Sections of Community Centre car park, if adverse weather conditions	Middle Saturday in July 8.00am Sat to 6.00pm Sat
Folk Weekend, Ingleton	Use of coach bays in Community Centre car park	Last weekend in September 1pm on Friday to 6pm on Sunday
Observation and Grace Periods		
The observation and grace period is 5 minutes from the vehicle first being observed that is not displaying a pay and display ticket and 10 minutes after the paid for parking period has ended.		

## 2018/2019 - FEES AND CHARGES

N.B. This is a schedule of all the Fees and Charges both Delegated Authority and Member Approval.

LEAD MEMBER: COUNCILLOR LIS

### BEREAVEMENT SERVICES

	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 2017/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19
<b>Cremation Fees</b>								
Cremation Fees - Held Over	member approval	Exempt	672.00	672.00	5.0%	692.00	692.00	2.9%
Cremation Fees - Same Day	member approval	Exempt	689.00	689.00	5.0%	720.00	720.00	4.3%
No Service Cremation Only, times 8:40 and 8:50	member approval	Exempt	548.00	548.00	5.2%	450.00	450.00	-21.8%
Early morning cremation service - 9.10 am - held over only	member approval	Exempt	New in 18/19	New in 18/19	N/a	600.00	600.00	N/a
Cremation - 5 yrs to under 16 years - NON Resident	member approval	Exempt	0.00	0.00	N/a	200.00	200.00	100.0%
Cremation - Baby upto 1 month - NON Resident	member approval	Exempt	New in 18/19	New in 18/19	N/a	Free of Charge	Free of Charge	N/a
Cremation - Child 1 month up until 5 years - NON Resident	member approval	Exempt	New in 18/19	New in 18/19	N/a	18.50	18.50	N/a
Cremation - Baby to under 16 years old - Resident	member approval	Exempt	New in 18/19	New in 18/19	N/a	Free of Charge	Free of Charge	N/a
Late Afternoon Service 3 p.m	member approval	Exempt	78.00	78.00	5.4%	78.00	78.00	0.0%
Chapel usage / additional service time	member approval	Exempt	125.00	125.00	5.0%	150.00	150.00	16.7%
Cremation of adult organs	member approval	Exempt	55.00	55.00	5.8%	55.00	55.00	0.0%
Cremation Fees - Saturday - held over	member approval	Exempt	1334.00	1334.00	5.0%	1374.00	1374.00	2.9%
Cremation Fees - Saturday - same day	member approval	Exempt	1700.00	1700.00	5.0%	1802.00	1802.00	5.7%
Bearing Fee	member approval	Standard	15.00	18.00	5.9%	15.00	18.00	0.0%
Web Cam of Service	delegated authority	Standard	45.00	54.00	5.9%	30.00	30.00	-50.0%
Web Cam 31 Days viewing access	delegated authority	Standard	21.67	26.00	8.3%	54.00	54.00	59.9%
DVD of service	delegated authority	Standard	48.33	58.00	5.5%	48.33	58.00	0.0%
Single Photo	delegated authority	Standard	New in 18/19	New in 18/19	N/a	10.00	12.00	N/a
Simple Slideshow - max 25 photos	delegated authority	Standard	New in 18/19	New in 18/19	N/a	37.50	45.00	N/a
Additional Photos - upto 25	delegated authority	Standard	New in 18/19	New in 18/19	N/a	16.67	20.00	N/a
Professional Photo Tribute - max 25 photos set to music	delegated authority	Standard	New in 18/19	New in 18/19	N/a	58.33	70.00	N/a
Family supplied video checking	delegated authority	Standard	New in 18/19	New in 18/19	N/a	15.00	18.00	N/a
Storage of cremated remains per week	delegated authority	Exempt	20.00	20.00	5.3%	20.00	20.00	0.0%
Over running funeral service	member approval	Exempt	125.00	125.00	5.0%	125.00	125.00	0.0%
Late cremation forms	delegated authority	Exempt	32.00	32.00	6.7%	32.00	32.00	0.0%
Duplicate Cremation Certificate	delegated authority	Exempt	New in 18/19	New in 18/19	N/a	15.00	15.00	N/a
<b>Cremation Charges</b>								
Scatter of cremated remains from another crematoria	member approval	Exempt	104.00	104.00	3.0%	115.00	115.00	9.6%
Scatter of Cremated Remains from own Crematorium - family present	member approval	Exempt	New in 18/19	New in 18/19	N/a	100.00	100.00	N/a
Scatter of cremated remains from own crematorium - NO family present	member approval	Exempt	0.00	0.00	N/a	0.00	0.00	N/a
Scatter of Cremated Remains from own or another crematorium for weekends and evenings	member approval	Exempt	207.00	207.00	2.5%	207.00	207.00	0.0%

BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 2017/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19
<b>Sales - Crematorium</b>								
Book of Remembrance - 2 line entry	delegated authority	Standard	34.17	41.00	-39.7%	45.83	55.00	25.5%
Book of Remembrance - 5 line entry	delegated authority	Standard	55.00	66.00	-29.0%	66.67	80.00	17.5%
Book of Remembrance - 8 line entry	delegated authority	Standard	68.33	82.00	-29.9%	83.33	100.00	18.0%
Book of Remembrance - 5 line entry with floral emblem	delegated authority	Standard	97.50	117.00	-29.9%	109.17	131.00	10.7%
Book of Remembrance - 8 line entry with floral emblem	delegated authority	Standard	105.00	126.00	-30.0%	120.00	144.00	12.5%
Book of Remembrance - 5 line entry with badge shield crest	delegated authority	Standard	125.00	150.00	-29.6%	136.67	164.00	8.5%
Book of Remembrance - 8 line entry with badge shield crest	delegated authority	Standard	127.50	153.00	-29.8%	142.50	171.00	10.5%
Book of Remembrance - 5 line entry with illuminated capital	delegated authority	Standard	122.50	147.00	-29.7%	134.17	161.00	8.7%
Book of Remembrance - 8 line entry with illuminated capital	delegated authority	Standard	130.83	157.00	-29.9%	145.83	175.00	10.3%
Book of Remembrance - 8 line entry with full coat of arms	delegated authority	Standard	155.00	186.00	-29.8%	170.00	204.00	8.8%
Memorial Card (plus cost of inscription)	delegated authority	Standard	9.17	11.00	-38.9%	9.17	11.00	0.0%
Deluxe Booklet (plus cost of inscription)	delegated authority	Standard	18.33	22.00	-37.2%	18.33	22.00	0.0%
Card/Booklet - 2 line entry	delegated authority	Standard	16.67	20.00	-16.7%	16.67	20.00	0.0%
Card/Booklet - 5 line entry	delegated authority	Standard	28.33	34.00	-19.0%	28.33	34.00	0.0%
Card/Booklet - 8 line entry	delegated authority	Standard	40.00	48.00	-20.0%	40.00	48.00	0.0%
Card/Booklet - 5 line entry with floral emblem	delegated authority	Standard	87.50	105.00	-19.8%	87.50	105.00	0.0%
Card/Booklet - 8 line entry with floral emblem	delegated authority	Standard	100.00	120.00	-19.5%	100.00	120.00	0.0%
Card/Booklet - 5 line entry with badge shield crest	delegated authority	Standard	98.33	118.00	-19.7%	98.33	118.00	0.0%
Card/Booklet - 8 line entry with badge shield crest	delegated authority	Standard	110.00	132.00	-20.0%	110.00	132.00	0.0%
Card/Booklet - 5 line entry with illuminated capital	delegated authority	Standard	112.50	135.00	-19.6%	112.50	135.00	0.0%
Card/Booklet - 8 line entry with illuminated capital	delegated authority	Standard	124.17	149.00	-19.5%	124.17	149.00	0.0%
Card/Booklet - 8 line entry with full coat of arms	delegated authority	Standard	128.33	154.00	-19.8%	128.33	154.00	0.0%
Reserve Next entry - full inscription fee due at time of inscription	delegated authority	Standard	New in 18/19	New in 18/19	N/a	20.83	25.00	N/a
Family history search (per 15 minutes)	delegated authority	Exempt	16.00	16.00	6.7%	16.00	16.00	0.0%
Tree of Life	delegated authority	Exempt	158.00	158.00	2.6%	158.00	158.00	0.0%
Reserve Plaque - full fee due at time of inscription	delegated authority	Exempt	New in 18/19	New in 18/19	N/a	25.00	25.00	N/a
Walton Gallery	delegated authority	Exempt	105.00	105.00	2.9%	105.00	105.00	0.0%
Reserve Plaque - full fee due at time of inscription	delegated authority	Exempt	New in 18/19	New in 18/19	N/a	25.00	25.00	N/a
Four Seasons stone vase and bronze plaque	delegated authority	Exempt	525.00	525.00	2.1%	525.00	525.00	0.0%
Four Season replacement / additional plaque	delegated authority	Exempt	102.00	102.00	2.0%	102.00	102.00	0.0%
Four Season re-new lease period exsisting plaque	delegated authority	Exempt	408.00	408.00	2.0%	408.00	408.00	0.0%
Bronze plaque on a spike for Garden of Rest 6"x4"	delegated authority	Standard	140.00	168.00	2.4%	140.00	168.00	0.0%
Replacement plaque exsisting lease period 6"x4"	delegated authority	Standard	85.00	102.00	2.0%	85.00	102.00	0.0%
Re-new lease period exsisting plaque 6"x4"	delegated authority	Standard	95.83	115.00	2.7%	95.83	115.00	0.0%
Bronze plaque on a spike for Garden of Rest 6"x6"	delegated authority	Standard	202.50	243.00	2.1%	202.50	243.00	0.0%
Replacement plaque exsisting lease period 6"x6"	delegated authority	Standard	117.50	141.00	2.2%	117.50	141.00	0.0%
Re-new lease period exsisting plaque 6"x6"	delegated authority	Standard	85.00	102.00	2.0%	85.00	102.00	0.0%
Commemorative bench with bronze plaque	delegated authority	Standard	900.00	1080.00	0.1%	900.00	1080.00	0.0%
Additional bronze plaque on a Commemorative bench	delegated authority	Standard	72.50	87.00	2.4%	72.50	87.00	0.0%
Stone paving flag	delegated authority	Exempt	408.00	408.00	2.0%	408.00	408.00	0.0%
Eller (bio cremation casket)	delegated authority	Standard	3.33	4.00	0.1%	3.33	4.00	0.0%
Polytainer	delegated authority	Standard	3.33	4.00	0.1%	3.33	4.00	0.0%
Carleton cremation casket in solid oak with plate	delegated authority	Standard	45.83	55.00	3.8%	45.83	55.00	0.0%
Transit cost of cremated remains UK Mainland only	delegated authority	Standard	POA	POA	N/a	POA	POA	N/a

BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 2017/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19
<b>Sales - Waltonwrays Cemetery</b>								
Airedale Memorial (Lease of Memorial)	delegated authority	Exempt	368.00	368.00	2.2%	368.00	368.00	0.0%
Airedale Memorial (Inscription)	delegated authority	Standard	87.50	105.00	2.9%	87.50	105.00	0.0%
Waltonwrays - Wharfedale stone vase with bronze plaque for grave	delegated authority	Exempt	563.00	563.00	2.2%	563.00	563.00	0.0%
Additional stone vase with bronze plaque	delegated authority	Exempt	433.00	433.00	2.1%	No Longer Avail	No Longer Avail	N/a
Purchase of stone plaque 15" x 15"	delegated authority	Standard	76.67	92.00	2.2%	76.67	92.00	0.0%
Purchase of stone plaque 15" x 20"	delegated authority	Standard	80.83	97.00	2.1%	80.83	97.00	0.0%
Lettering of memorial	delegated authority	Standard	2.50	3.00	-40.0%	2.50	3.00	0.0%
Cleaning Stone Plaque or Vase	delegated authority	Standard	39.17	47.00	2.2%	39.17	47.00	0.0%
Purchase of stone vase with flower insert	delegated authority	Standard	74.17	89.00	2.3%	74.17	89.00	0.0%
Preparing of grave for planting	delegated authority	Standard	52.50	63.00	0.0%	52.50	63.00	0.0%
Summer and winter flowering plants	delegated authority	Standard	105.00	126.00	0.8%	105.00	126.00	0.0%
Waltonwrays - Memorial Shoe	delegated authority	Standard	77.50	93.00	2.2%	77.50	93.00	0.0%
Vase Insert	delegated authority	Standard	5.00	6.00	0.0%	5.00	6.00	0.0%
Moorland Above Ground Vault 30 years lease period	member approval	Exempt	650.00	650.00	-25.3%	650.00	650.00	0.0%
Moorland Inscription including Consent	member approval	Exempt	130.00	130.00	N/a	130.00	130.00	0.0%
Moorland Placement of one set Cremated remains in vault	member approval	Exempt	90.00	90.00	N/a	90.00	90.00	0.0%
Exhumation of cremated remains	delegated authority	Exempt	215.00	215.00	2.4%	POA	POA	N/a
Exhumation of (Full Burial)	delegated authority	Exempt	POA	POA	N/a	POA	POA	N/a

BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 2017/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19
<b>Burial Charges - Waltonwrays Cemetery</b>								
Waltonwrays - Interment of cremated remains - Weekend	member approval	Exempt	368.00	368.00	2.2%	368.00	368.00	0.0%
Waltonwrays - Interment of cremated remains	member approval	Exempt	188.00	188.00	4.4%	188.00	188.00	0.0%
Waltonwrays - Interment Fee (5ft)	member approval	Exempt	770.00	770.00	2.1%	793.00	793.00	2.9%
Waltonwrays - Interment Fee (7ft)	member approval	Exempt	770.00	770.00	2.1%	793.00	793.00	2.9%
Waltonwrays - Interment Fee (9ft)	member approval	Exempt	1092.00	1092.00	2.1%	1124.00	1124.00	2.8%
Waltonwrays - Interment Fee for a casket exceeing 29"	Member approval	Exempt	New in 18/19	New in 18/19	N/a	1200.00	1200.00	N/a
Waltonwrays - Interment Fee (5ft) NR	member approval	Exempt	1154.00	1154.00	2.0%	1188.00	1188.00	2.9%
Waltonwrays - Interment Fee (7ft) NR	member approval	Exempt	1154.00	1154.00	2.0%	1188.00	1188.00	2.9%
Waltonwrays - Interment Fee (9ft) NR	member approval	Exempt	1638.00	1638.00	2.1%	1687.00	1687.00	2.9%
Waltonwrays - Interment Fee for a casket exceeing 29" NR	Member approval	Exempt	New in 18/19	New in 18/19	N/a	1800.00	1800.00	N/a
Waltonwrays - Interment Fee (5ft Earth Vault)	member approval	Exempt	1154.00	1154.00	2.0%	Not Available	Not Available	#VALUE!
Waltonwrays - Interment Fee (7ft Earth Vault)	member approval	Exempt	1154.00	1154.00	2.0%	Not Available	Not Available	#VALUE!
Waltonwrays - Interment Fee (9ft Earth Vault)	member approval	Exempt	1730.00	1730.00	2.0%	Not Available	Not Available	#VALUE!
Waltonwrays - Interment Fee (5ft Earth Vault) NR	member approval	Exempt	1730.00	1730.00	2.0%	Not Available	Not Available	#VALUE!
Waltonwrays - Interment Fee (7ft Earth Vault) NR	member approval	Exempt	1730.00	1730.00	2.0%	Not Available	Not Available	#VALUE!
Waltonwrays - Interment Fee (9ft Earth Vault) NR	member approval	Exempt	2457.00	2457.00	2.0%	Not Available	Not Available	#VALUE!
Waltonwrays - Weekend Interment Fee (5ft)	member approval	Exempt	1538.00	1538.00	2.1%	1586.00	1586.00	3.0%
Waltonwrays - Weekend Interment Fee (7ft)	member approval	Exempt	1538.00	1538.00	2.1%	1586.00	1586.00	3.0%
Waltonwrays - Weekend Interment Fee (9ft)	member approval	Exempt	2183.00	2183.00	2.0%	2248.00	2248.00	2.9%
Waltonwrays - Weekend Interment Fee for a casket exceeding 29"	Member approval	Exempt	New in 18/19	New in 18/19	N/a	2400.00	2400.00	N/a
Waltonwrays - Weekend Interment Fee (5ft NR)	member approval	Exempt	2307.00	2307.00	2.0%	2376.00	2376.00	2.9%
Waltonwrays - Weekend Interment Fee (7ft NR)	member approval	Exempt	2307.00	2307.00	2.0%	2376.00	2376.00	2.9%
Waltonwrays - Weekend Interment Fee (9ft NR)	member approval	Exempt	3274.00	3274.00	2.0%	3374.00	3374.00	3.0%
Waltonwrays - Weekend Interment Fee for a casket exceeding 29" NR	member approval	Exempt	New in 18/19	New in 18/19	N/a	3600.00	3600.00	N/a
Waltonwrays - Purchase of burial rights - full grave - resident	member approval	Exempt	1044.00	1044.00	5.0%	1075.00	1075.00	2.9%
Waltonwrays - Purchase of burial rights - full grave - non resident	member approval	Exempt	2087.00	2087.00	5.0%	2150.00	2150.00	2.9%
Waltonwrays - Purchase of burial rights - half grave - resident	member approval	Exempt	522.00	522.00	5.0%	540.00	540.00	3.3%
Waltonwrays - Purchase of burial rights - half grave - non resident	member approval	Exempt	1048.00	1048.00	5.0%	1080.00	1080.00	3.0%
Waltonwrays - Purchase of Burial Rights for a grave for the internment of a casket exceeding 29" wide	member approval	Exempt	New in 18/19	New in 18/19	N/a	2150.00	2150.00	N/a
Waltonwrays - Purchase of Burial Rights for a grave for the internment of a casket exceeding 29" wide - non resident	member approval	Exempt	New in 18/19	New in 18/19	N/a	4300.00	4300.00	N/a
Waltonwrays - Purchase of Burial Rights for a Vault/Bricked/Wooden Grave	member approval	Exempt	New in 18/19	New in 18/19	N/a	1612.00	1612.00	N/a

BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 2017/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19
Waltonwrays - Purchase of Burial Rights for a Vault / Bricked/Wooden Grave - non-resident	Member approval	Exempt	New in 18/19	New in 18/19	N/a	3225.00	3225.00	N/a
Waltonwrays - Purchase of cremation remains plot	member approval	Exempt	414.00	414.00	15.0%	414.00	414.00	0.0%
Waltonwrays - Transfer of burial rights (up to 2 hrs)	member approval	Exempt	94.00	94.00	2.2%	94.00	94.00	0.0%
Waltonwrays - Transfer of burial rights (per extra hr)	member approval	Exempt	47.00	47.00	2.2%	47.00	47.00	0.0%
Waltonwrays - Transfer of burial rights to a non resident within 2 years of purchasing grave	member approval	Exempt	New in 18/19	New in 18/19	N/a	2150.00	2150.00	N/a
Single constructed vault Section V	member approval	Standard	1077.50	1293.00	2.1%	POA	POA	N/a
Waltonwrays- Open and inspection of constructed vault	member approval	Exempt	659.00	659.00	2.0%	678.00	678.00	2.8%
Waltonwrays- Open and inspection of constructed vault NR	member approval	Exempt	1318.00	1318.00	2.0%	1357.00	1357.00	2.9%
Waltonwrays - Additional inscription on headstone	member approval	Exempt	109.00	109.00	2.8%	109.00	109.00	0.0%
Waltonwrays - Consent to place headstone (including 1st inscription)	member approval	Exempt	221.00	221.00	2.3%	221.00	221.00	0.0%
Waltonwrays - consent to place headstone (including 1st inscription) on a Vault / Bricked / Wooden Grave	Member approval	Exempt	New in 18/19	New in 18/19	N/a	331.00	331.00	N/a
Waltonwrays - consent to place headstone (including 1st inscription) on a double grave	member approval	Exempt	New in 18/19	New in 18/19	N/a	442.00	442.00	N/a
Waltonwrays - Consent to place kerbs on half grave	member approval	Exempt	145.00	145.00	2.1%	290.00	290.00	50.0%
Waltonwrays - Consent to place kerbs on full grave	member approval	Exempt	220.00	220.00	2.3%	440.00	440.00	50.0%
Cleaning of stone plaque or vase	member approval	Exempt	98.00	98.00	2.1%	98.00		0.0%
Consent to place inscription on stone plaque or granite desktop	member approval	Exempt	101.00	101.00	2.0%	101.00	101.00	0.0%
Consent to place vase with inscription	member approval	Exempt	101.00	101.00	2.0%	101.00	101.00	0.0%

BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 2017/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19
<b>Burial Charges - Ingleton Cemetery</b>								
Ingleton - Interment of cremated remains - Weekend	member approval	Exempt	368.00	368.00	2.2%	368.00	368.00	0.0%
Ingleton - Interment of cremated remains	member approval	Exempt	188.00	188.00	4.4%	188.00	188.00	0.0%
Ingleton - Interment Fee (5ft)	member approval	Exempt	770.00	770.00	2.1%	793.00	793.00	2.9%
Ingleton - Interment Fee (7ft)	member approval	Exempt	770.00	770.00	2.1%	793.00	793.00	2.9%
Ingleton - Interment Fee (9ft)	member approval	Exempt	1092.00	1092.00	2.1%	1124.00	1124.00	2.8%
Ingleton - Interment Fee for a casket exceeding 29"	Member approval	Exempt	New in 18/19	New in 18/19	N/a	1200.00	1200.00	N/a
Ingleton - Interment Fee (5ft) NR	member approval	Exempt	1154.00	1154.00	2.0%	1188.00	1188.00	2.9%
Ingleton - Interment Fee (7ft) NR	member approval	Exempt	1154.00	1154.00	2.0%	1188.00	1188.00	2.9%
Ingleton - Interment Fee (9ft) NR	member approval	Exempt	1638.00	1638.00	2.1%	1687.00	1687.00	2.9%
Ingleton - Interment Fee for a casket exceeding 29" NR	member approval	Exempt	New in 18/19	New in 18/19	N/a	3225.00	3225.00	N/a
Ingleton - Interment Fee (5ft Earth Vault)	member approval	Exempt	1154.00	1154.00	2.0%	Not Available	Not Available	#VALUE!
Ingleton - Interment Fee (7ft Earth Vault)	member approval	Exempt	1154.00	1154.00	2.0%	Not Available	Not Available	#VALUE!
Ingleton - Interment Fee (9ft Earth Vault)	member approval	Exempt	1730.00	1730.00	2.0%	Not Available	Not Available	#VALUE!
Ingleton - Interment Fee (5ft Earth Vault) NR	member approval	Exempt	1730.00	1730.00	2.0%	Not Available	Not Available	#VALUE!
Ingleton - Interment Fee (7ft Earth Vault) NR	member approval	Exempt	1730.00	1730.00	2.0%	Not Available	Not Available	#VALUE!
Ingleton - Interment Fee (9ft Earth Vault) NR	member approval	Exempt	2457.00	2457.00	2.0%	Not Available	Not Available	#VALUE!
Ingleton - Weekend Interment Fee (5ft)	member approval	Exempt	1539.00	1539.00	2.1%	1586.00	1586.00	3.0%
Ingleton - Weekend Interment Fee (7ft)	member approval	Exempt	1539.00	1539.00	2.1%	1586.00	1586.00	3.0%
Ingleton - Weekend Interment Fee (9ft)	member approval	Exempt	2183.00	2183.00	2.0%	2248.00	2248.00	2.9%
Ingleton - Weekend Interment Fee for a casket exceeding 29"	member approval	Exempt	New in 18/19	New in 18/19	N/a	2400.00	2400.00	N/a
Ingleton - Weekend Interment Fee (5ft NR)	member approval	Exempt	2307.00	2307.00	2.0%	2376.00	2376.00	2.9%
Ingleton - Weekend Interment Fee (7ft NR)	member approval	Exempt	2307.00	2307.00	2.0%	2376.00	2376.00	2.9%
Ingleton - Weekend Interment Fee (9ft NR)	member approval	Exempt	3274.00	3274.00	2.0%	3374.00	3374.00	3.0%
Ingleton - Weekend Interment Fee for a casket exceeding 29" NR	member approval	Exempt	New in 18/19	New in 18/19	N/a	3600.00	3600.00	N/a
Ingleton - Open and inspection of constructed vault	member approval	Exempt	659.00	659.00	2.0%	678.00	678.00	2.8%
Ingleton - Open and inspection of constructed vault NR	member approval	Exempt	1318.00	1318.00	2.0%	1357.00	1357.00	2.9%
Ingleton - Purchase of burial rights - full grave - resident	member approval	Exempt	1044.00	1044.00	5.0%	1075.00	1075.00	2.9%
Ingleton - Purchase of burial rights - full grave - non resident	member approval	Exempt	2087.00	2087.00	5.0%	2150.00	2150.00	2.9%
Ingleton - Purchase of Burial Rights for a grave for the internment of a casket exceeding 29" wide	member approval	Exempt	New in 18/19	New in 18/19	N/a	2150.00	2150.00	N/a
Ingleton - Purchase of Burial Rights for a grave for the internment of a casket exceeding 29" wide - non resident	member approval	Exempt	New in 18/19	New in 18/19	N/a	4300.00	4300.00	N/a
Ingleton - Purchase of Burial Rights for a Vault/Bricked/Wooden Grave	member approval	Exempt	New in 18/19	New in 18/19	N/a	1612.00	1612.00	N/a
Ingleton - Purchase of Burial Rights for a Vault / Bricked/Wooden Grave - non-resident	member approval	Exempt	New in 18/19	New in 18/19	N/a	3225.00	3225.00	N/a
Ingleton - Purchase of burial rights - half grave - resident	member approval	Exempt	1048.00	1048.00	5.0%	540.00	540.00	-94.1%
Ingleton - Purchase of burial rights - half grave - non resident	member approval	Exempt	522.00	522.00	5.0%	1080.00	1080.00	51.7%
Ingleton - Transfer of burial rights (up to 2 hrs)	member approval	Exempt	94.00	94.00	2.2%	94.00	94.00	0.0%
Ingleton - Transfer of burial rights (per extra hr)	member approval	Exempt	47.00	47.00	2.2%	47.00	47.00	0.0%
Ingleton - Transfer of burial rights to a non resident within 2 years of grave being purchased	member approval	Exempt	New in 18/19	New in 18/19	N/a	2150.00	2150.00	N/a
Ingleton - Consent to place additional inscription on headstone	delegated authority	Exempt	109.00	109.00	2.8%	109.00	109.00	0.0%
Ingleton - Consent to place headstone (including 1st inscrip)	delegated authority	Exempt	221.00	221.00	2.3%	221.00	221.00	0.0%
Ingleton - consent to place headstone (including 1st inscription) on a Vault / Bricked / Wooden Grave	delegated authority	Exempt	New in 18/19	New in 18/19	N/a	331.00	331.00	N/a
Ingleton - consent to place headstone (including 1st inscription) on a double grave	delegated authority	Exempt	New in 18/19	New in 18/19	N/a	442.00	442.00	N/a
Ingleton - Consent to place headstone (above 1 meter)	delegated authority	Exempt	POA	POA	N/a	POA	POA	N/a
Ingleton - Consent to place kerbs on half grave	delegated authority	Exempt	145.00	145.00	2.1%	290.00	290.00	50.0%
Ingleton - Consent to place kerbs on full grave	delegated authority	Exempt	220.00	220.00	2.3%	440.00	440.00	50.0%

BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 2017/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 2018/19
<b>Sales - Ingleton Cemetery</b>								
Moorland Above Ground Vault 30 years lease period	member approval	Exempt	650.00	650.00	-25.3%	650.00	650.00	0.0%
Moorland Inscription including Consent	member approval	Exempt	130.00	130.00	N/a	130.00	130.00	0.0%
Moorland Placement of one set Cremated remains in vault	member approval	Exempt	90.00	90.00	N/a	90.00	90.00	0.0%
Exhumation of Cremated Remains	delegated authority	Exempt	90.00	90.00	-57.1%	POA	POA	N/a
Exhumation (Full Burial)	delegated authority	Exempt	215.00	215.00	N/a	POA	POA	N/a

Waltonways Only Weekends Evenings and Bank Holiday charges not covered in charges will be 100% Extra or P.O.A  
Evening is classed as any time after 16:30

2018/2019 - FEES AND CHARGES							
<b>ELECTORAL SERVICES</b>							
<b>DISCRETIONARY CHARGES</b>							
<b>LEAD MEMBER: COUNCILLOR DAWSON</b>							
	<b>V.A.T Status</b>	<b>CHARGE 2017/18 £ (ex. v.a.t)</b>	<b>CHARGE 2017/18 £ (inc. v.a.t where applicable)</b>	<b>% Increase 17/18</b>	<b>CHARGE 2018/19 £ (ex. v.a.t)</b>	<b>CHARGE 2018/19 £ (inc. v.a.t where applicable)</b>	<b>% Increase 18/19</b>
<b>Register of Electors - Certificates and Testations</b>							
Letter/Certificate of Residence (charge applies per person, per property , per year of registration , per request - two copies)	Exempt & Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Testation of Overseas Pensions	Exempt & Outside Scope	15.00	15.00	0%	15.00	15.00	0%

<b>ELECTORAL SERVICES</b>							
<b>STATUTORY CHARGES</b>							
<b>LEAD MEMBER: COUNCILLOR DAWSON</b>							
	<b>V.A.T Status</b>	<b>CHARGE 2017/18 £ (ex. v.a.t)</b>	<b>CHARGE 2017/18 £ (inc. v.a.t where applicable)</b>	<b>% Increase 17/18</b>	<b>CHARGE 2018/19 £ (ex. v.a.t)</b>	<b>CHARGE 2018/19 £ (inc. v.a.t where applicable)</b>	<b>% Increase 18/19</b>
<b>Sale of Register of Electors</b>							
Sale of data copy of Register of Electors - (Statutory Fee)	Exempt & Outside Scope	20.00	20.00	0%	20.00	20.00	0%
Sale of data copy of Register of Electors - additional charge per 1,000 names or part thereof (Statutory Fee)	Exempt & Outside Scope	1.50	1.50	0%	1.50	1.50	0%
Sale of printed copy of Register of Electors - (Statutory Fee)	Exempt & Outside Scope	10.00	10.00	0%	10.00	10.00	0%
Sale of printed copy of Register of Electors - additional charge per 1,000 names or part thereof (Statutory Fee)	Exempt & Outside Scope	5.00	5.00	0%	5.00	5.00	0%

2018/2019 - FEES AND CHARGES							
LEGAL SERVICES							
DISCRETIONARY CHARGES							
Charges are indicative charges for each type of work undertaken. All work will be charged on an hourly rate basis at £85 or £95 per hour depending on the fee earner undertaking the work.							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
*V.A.T. exempt status applies if part of service delivery, otherwise standard rate applies							
Conveyancing - Freehold Land/Property Transactions (including easements)							
up to £5,000	Exempt	421.00	421.00	5%	421.00	421.00	0%
£5,001 - £10,000	Exempt	447.00	447.00	5%	447.00	447.00	0%
£10,001 - £25,000	Exempt	552.00	552.00	5%	552.00	552.00	0%
£25,001 - £40,000	Exempt	663.00	663.00	5%	663.00	663.00	0%
Over £40,000	Exempt	663.00	663.00	5%	663.00	663.00	0%
Auction Sales: Informal/Formal Tender	Exempt	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Non Commercial Licence Agreements	Exempt	305.00	305.00	5%	305.00	305.00	0%
Commerical Leasers/Tenancy Agreements/Licences							
Rent up to £1,000	Exempt	421.00	421.00	5%	421.00	421.00	0%
Rent up to £5,000	Exempt	720.00	720.00	5%	720.00	720.00	0%
Rent over £5,000	Exempt	720.00 + 2.5% on excess over £5,000 without limit	720.00 + 2.5% on excess over £5,000 without limit	5%	720.00 + 2.5% on excess over £5,000 without limit	720.00 + 2.5% on excess over £5,000 without limit	0%
Commercial Supplemental Lease/Renewals	Exempt	363.00	363.00	5%	363.00	363.00	0%
Licence to Assign/Underlet/Surrender of Lease (also includes Licence for Change of Use/Alterations)	Exempt	363.00	363.00	5%	363.00	363.00	0%
Registration of Assignment (Commercial) (unless fee otherwise stated in Lease)	Exempt	63.00	63.00	5%	63.00	63.00	0%
Rent Review (subject to terms of Lease)	Exempt	147.00	147.00	5%	147.00	147.00	0%
Section 106 Agreements							
Basic	Exempt	605.00	605.00	5%	750.00	750.00	24%
Complex	Exempt	894.00	894.00	5%	1250.00	1250.00	40%
Release / Variations	Exempt	605.00	605.00	5%	750.00	750.00	24%
Costs over the minimum rate to be charged at an hourly rate plus expenses and disbursements.							
Road Closures							
Legal costs	Exempt	85.00	85.00	5%	89.00	89.00	5%
Disbursements		At cost	At cost	N/a	At cost	At cost	N/a
Advertising Charge		At cost	At cost	N/a	At cost	At cost	N/a
Discretion to waive charge in relation to charitable events (proof of registration required)							

2018/2019 - FEES AND CHARGES							
Craven Museum and Gallery and Tourist Information Centres							
ALL DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MYERS							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
Craven Museum and Gallery							
Gallery Commission Sales	Standard	25% commission including V.A.T	25% commission including V.A.T	0%	25% commission including V.A.T	25% commission including V.A.T	0%
Education Visit - Per child from within Craven	Exempt	2.00	2.00	0%	2.00	2.00	0%
Education Visit - Per child from outside Craven	Exempt	3.00	3.00	0%	3.00	3.00	0%
Hire of gallery for meetings - per hour	Exempt	16.00	16.00	0%	16.00	16.00	0%
Gallery Tours and Talks	Standard	Subject to event	Subject to event	0%	Subject to event	Subject to event	0%
Special Events and Workshops	Standard	Subject to event	Subject to event	0%	Subject to event	Subject to event	0%
Museum Shop/Skipton Tourist Information Centre							
Shop Sales - Gift and Souvenirs	Standard - S1/Exempt - 0 Dependin g on sale	Average 50% mark up on the purchase cost to the Council	Average 50% mark up on the purchase cost to the Council	0%	Average 50% mark up on the purchase cost to the Council	Average 50% mark up on the purchase cost to the Council	0%
Shop Sales - Books and Maps	Zero Rated	Average 35% mark up on the purchase cost to the Council	Average 35% mark up on the purchase cost to the Council	0%	Average 35% mark up on the purchase cost to the Council	Average 35% mark up on the purchase cost to the Council	0%
TIC 40" Screen Promotions - 4 week	Standard	75.00	90.00	0%	75.00	90.00	0%
TIC 40" Screen Promotions - 4 week promotion - Voluntary and Community Groups (30% discount)	Standard	52.50	63.00	0%	52.50	63.00	0%
Photograph Printing (per copy)	Standard	3.75	4.50	0%	3.75	4.50	0%
Commission for event ticket sales	Standard	5- 10% subject to event	5- 10% subject to event	0%	5- 10% subject to event	5- 10% subject to event	0%
Settle Tourist Information Centre							
Shop Sales - Gift and Souvenirs	Standard or Exempt - Dependin g on sale	Average 50% mark up on the purchase cost to the Council	Average 50% mark up on the purchase cost to the Council	0%	Average 50% mark up on the purchase cost to the Council	Average 50% mark up on the purchase cost to the Council	0%
Shop Sales - Books and Maps	Zero Rated	Average 35% mark up on the purchase cost to the Council	Average 35% mark up on the purchase cost to the Council	0%	Average 35% mark up on the purchase cost to the Council	Average 35% mark up on the purchase cost to the Council	0%

2018/2019- FEES AND CHARGES							
SKIPTON TOWN HALL HIRE							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MYERS							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t )	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t )	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
<b>Hire Charges - Hourly Rates</b>							
<b>Monday – Wednesday 8am – 5pm: Rate per hour</b>							
Main Hall	Standard	25.00	30.00	0%	25.00	30.00	0%
Annex, The Hub, Gallery or Backstage Room	Standard	16.00	19.20	0%	16.00	19.20	0%
Main Hall & Annex	Standard	35.00	42.00	0%	35.00	42.00	0%
Kitchen	Standard	16.00	19.20	0%	16.00	19.20	0%
Annex & Kitchen	Standard	25.00	30.00	0%	25.00	30.00	0%
Council Chamber	Standard	Subject to recharge from STC	TBC	N/a	POA	POA	N/a
Setts (Commerical Promotion)	Standard	55.00	66.00	0%	55.00	66.00	0%
Stand in Foyer	Standard	15.00	18.00	0%	15.00	18.00	0%
<b>Monday – Wednesday 5pm - midnight: Rate per hour</b>							
Main Hall	Standard	35.00	42.00	0%	35.00	42.00	0%
Annex, The Hub, Gallery or Backstage Room	Standard	16.00	19.20	0%	16.00	19.20	0%
Main Hall & Annex	Standard	45.00	54.00	0%	45.00	54.00	0%
Kitchen	Standard	16.00	19.20	0%	16.00	19.20	0%
Annex & Kitchen	Standard	25.00	30.00	0%	25.00	30.00	0%
Council Chamber	Standard	TBC	TBC	N/a	POA	POA	N/a
Setts (Commercial Promotion)	Standard	Not available	Not available	N/a	55.00	66.00	N/a
Stand In Foyer	Standard	Not available	Not available	N/a	15.00	18.00	N/a
<b>Thursday - Saturday 8am - midnight : Rate per Hour</b>							
Main Hall	Standard	35.00	42.00	0%	35.00	42.00	0%
Annex, The Hub, Gallery or Backstage Room	Standard	16.00	19.20	0%	16.00	19.20	0%
Main Hall & Annex	Standard	45.00	54.00	0%	45.00	54.00	0%
Kitchen	Standard	16.00	19.20	0%	16.00	19.20	0%
Annex & Kitchen	Standard	25.00	30.00	0%	25.00	30.00	0%
Council Chamber	Standard	TBC	TBC	N/a	POA	POA	N/a
Setts (Commercial Promotion)	Standard	55.00	66.00	0%	55.00	66.00	0%
Stand In Foyer	Standard	15.00	18.00	0%	15.00	18.00	0%
<b>Sunday or Bank Holiday: Rate per Hour</b>							
Main Hall	Standard	45.00	54.00	0%	45.00	54.00	0%
Annex, The Hub, Gallery or Backstage Room	Standard	36.00	43.20	0%	36.00	43.20	0%
Main Hall & Annex	Standard	65.00	78.00	0%	65.00	78.00	0%
Kitchen	Standard	16.00	19.20	0%	36.00	43.20	125%
Annex & Kitchen	Standard	45.00	54.00	0%	45.00	54.00	0%
Council Chamber	Standard	TBC	TBC	N/a	POA	POA	N/a
Setts (Commercial Promotion)	Standard	55.00	66.00	0%	55.00	66.00	0%
Stand In Foyer	Standard	15.00	18.00	0%	15.00	18.00	0%

2018/2019- FEES AND CHARGES							
SKIPTON TOWN HALL HIRE							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MYERS							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t )	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t )	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
<b>Hire Charges - Full Day Rates</b>							
<b>Monday - Wednesday: 8am - 5pm (Whole Time Hire)</b>							
Main Hall , Annexe and Kitchen	Standard	450.00	540.00	0%	450.00	540.00	0%
<b>Thursday - Saturday: 8am - 5pm (Whole Time Hire)</b>							
Main Hall , Annexe and Kitchen	Standard	550.00	660.00	0%	550.00	660.00	0%
<b>Sunday: 8am - 5pm (Whole Time Hire)</b>							
Main Hall , Annexe and Kitchen	Standard	600.00	720.00	0%	600.00	720.00	0%
<b>Monday - Wednesday: 8am - Midnight (Whole Time Hire)</b>							
Main Hall , Annexe and Kitchen	Standard	600.00	720.00	0%	600.00	720.00	0%
<b>Thursday - Saturday: 8am - Midnight (Whole Time Hire)</b>							
Main Hall , Annexe and Kitchen	Standard	800.00	960.00	0%	800.00	960.00	0%
<b>Sunday: 8am - Midnight (Whole Time Hire)</b>							
Main Hall , Annexe and Kitchen	Standard	1000.00	1200.00	0%	1000.00	1200.00	0%

2018/2019- FEES AND CHARGES							
SKIPTON TOWN HALL HIRE							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MYERS							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t )	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t )	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
Concessionary Hire Charges (Not-for-profit, voluntary and charitable organisations) - Hourly Rates							
A 30% reduction on core hire rates applies							
Monday – Wednesday 8am – 5pm: Rate per hour							
Main Hall	Standard	17.50	21.00	0%	17.50	21.00	0%
Annex, The Hub, Gallery or Backstage Room	Standard	11.20	13.44	0%	11.20	13.44	0%
Main Hall & Annex	Standard	24.50	29.40	0%	24.50	29.40	0%
Kitchen	Standard	11.20	13.44	0%	11.20	13.44	0%
Annex & Kitchen	Standard	17.50	21.00	0%	17.50	21.00	0%
Council Chamber	Standard	TBC	TBC	N/a	POA	POA	N/a
Setts (Charity and Community Groups)	Standard	25.00	30.00	0%	FOC (at the discretion of the management)	FOC (at the discretion of the management)	-100%
Stand in Foyer	Standard	15.00	18.00	0%	15.00	18.00	0%
Monday – Wednesday 5pm - midnight: Rate per hour							
Main Hall	Standard	24.50	29.40	0%	24.50	29.40	0%
Annex, The Hub, Gallery or Backstage Room	Standard	11.20	13.44	0%	11.20	13.44	0%
Main Hall & Annex	Standard	31.50	37.80	0%	31.50	37.80	0%
Kitchen	Standard	11.20	13.44	0%	11.20	13.44	0%
Annex & Kitchen	Standard	17.50	21.00	0%	17.50	21.00	0%
Council Chamber	Standard	TBC	TBC	N/a	POA	POA	N/a
Setts (Charity and Community Groups)	Standard	Not available	Not available	N/a	FOC (at the discretion of the management)	FOC (at the discretion of the management)	-100%
Stand in Foyer	Standard	Not available	Not available	N/a	15.00	18.00	N/a
Thursday - Saturday: Rate per Hour							
Main Hall	Standard	24.50	29.40	0%	24.50	29.40	0%
Annex, The Hub, Gallery or Backstage Room	Standard	11.20	13.44	0%	11.20	13.44	0%
Main Hall & Annex	Standard	31.50	37.80	0%	31.50	37.80	0%
Kitchen	Standard	11.20	13.44	0%	11.20	13.44	0%
Annex & Kitchen	Standard	17.50	21.00	0%	17.50	21.00	0%
Council Chamber	Standard	TBC	TBC	N/a	POA	POA	N/a
Setts (Charity and Community Groups)	Standard	25.00	30.00	0%	FOC (at the discretion of the management)	FOC (at the discretion of the management)	-100%
Stand In Foyer	Standard	15.00	18.00	0%	15.00	18.00	0%

2018/2019- FEES AND CHARGES							
SKIPTON TOWN HALL HIRE							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MYERS							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t )	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t )	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
<b>Sunday or Bank Holiday: Rate per Hour</b>							
Main Hall	Standard	31.50	37.80	0%	31.50	37.80	0%
Annex, The Hub, Gallery or Backstage Room	Standard	25.20	30.24	0%	25.20	30.24	0%
Main Hall & Annex	Standard	45.50	54.60	0%	45.50	54.60	0%
Kitchen	Standard	11.20	13.44	0%	25.20	30.24	125%
Annex & Kitchen	Standard	31.50	37.80	0%	31.50	37.80	0%
Council Chamber	Standard	TBC	TBC	N/a	POA	POA	N/a
Setts (Charity and Community Groups)	Standard	25.00	30.00	0%	FOC (at the discretion of the management)	FOC (at the discretion of the management)	-100%
Stand In Foyer	Standard	15.00	18.00	0%	15.00	18.00	0%

2018/2019- FEES AND CHARGES							
SKIPTON TOWN HALL HIRE							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MYERS							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t )	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t )	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
Concessionary Hire Charges (Not-for-profit, voluntary and charitable organisations) - Full Day Rates							
Monday - Wednesday: 8am - 5pm (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	315.00	378.00	0%	315.00	378.00	0%
Thursday - Saturday: 8am - 5pm (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	385.00	462.00	0%	378.00	453.60	-2%
Sunday: 8am - 5pm (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	420.00	504.00	0%	420.00	504.00	0%
Monday - Wednesday: 8am - Midnight (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	420.00	504.00	0%	420.00	504.00	0%
Thursday - Saturday: 8am - Midnight (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	560.00	672.00	0%	560.00	672.00	0%
Sunday: 8am - Midnight (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	700.00	840.00	0%	700.00	840.00	0%
Sundry Items							
Provision of flip chart, paper and pens*	Standard	10.00	12.00	0%	10.00	12.00	0%
Refreshments and Catering							
Tea, Coffee and Water - per head -- per serving	Standard	2.00	2.40	0%	2.00	2.40	0%

2018/2019 - FEES AND CHARGES							
INFORMATION SERVICES							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2017/18 £ (exc. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2017/18 £ (exc. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18
<b>Street Naming and Numbering</b>							
Development - New dwelling Note - Additional charge of £75 each additional unit applies	Outside Scope	120.00	120.00	45%	120.00	120.00	0%
Change of Residential or Commercial Property Name	Outside Scope	90.00	90.00	8%	90.00	90.00	0%
Conversions Note - Additional charge of £75 per unit on street applies	Outside Scope	120.00	120.00	45%	120.00	120.00	0%
ReNaming/ReNumbering Streets Note - Additional charge of £60 per unit on street applies	Outside Scope	330.00	330.00	11%	330.00	330.00	0%
Development - New Street	Outside Scope	90.00	90.00	-70%	90.00	90.00	0%
Minor Amendments	Outside Scope	45.00	45.00	61%	45.00	45.00	0%

2018/2019 - FEES AND CHARGES							
INFORMATION SERVICES							
STATUTORY CHARGE							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where	% Increase 18/19
Data Protection							
Data Protection Act - Subject Access Request (statutory)	Outside Scope	10.00	10.00	0%	10.00	10.00	0%

2018/2019 - FEES AND CHARGES						
REVENUES AND BENEFITS SERVICE						
<b>STATUTORY/DISCRETIONARY</b> (Summons Costs and Housing Benefit Overpayment Costs are Discretionary)						
<b>LEAD MEMBER: COUNCILLOR MULLIGAN</b>						
	<b>CHARGE</b> <b>2017/18</b> <b>£</b> <b>(ex. v.a.t)</b>	<b>CHARGE</b> <b>2017/18</b> <b>£</b> <b>(inc. v.a.t</b> <b>where</b>	<b>%</b> <b>Increase</b> <b>17/18</b>	<b>CHARGE</b> <b>2018/19</b> <b>£</b> <b>(ex. v.a.t)</b>	<b>CHARGE</b> <b>2018/19</b> <b>£</b> <b>(inc. v.a.t</b> <b>where</b>	<b>%</b> <b>Increase</b> <b>18/19</b>
<b>Revenues and Benefits Enforcement Costs</b>						
Liability Order Summons Costs	65.00	65.00	0%	65.00	65.00	0%
Council Tax/ Business Rates - Collection Fee - Compliance Stage	75.00	75.00	0%	75.00	75.00	0%
Council Tax/ Business Rates - Collection Fee - Enforcement Stage	235.00 +7.5% of debt over £1500	235.00 +7.5% of debt over £1500	0%	235.00 +7.5% of debt over £1500	235.00 +7.5% of debt over £1500	0%
<b>Housing Benefit Overpayments</b>						
Housing Benefit Overpayments - Admin Penalty (Civil Penalty)	10.00	10.00	0%	10.00	10.00	0%

2018/2019 - FEES AND CHARGES							
CRAVEN LEISURE							
ALL DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
<b>Activity Prices</b>							
Adult Swim	Standard	3.75	4.50	2.2%	3.88	4.65	3.2%
Junior Swim (under 18 years)	Standard	2.21	2.65	1.8%	2.25	2.70	1.8%
Concession Swim (60+)	Standard	2.33	2.80	3.6%	2.42	2.90	3.6%
Family Swim	Standard	11.04	13.25	1.9%	11.42	13.70	3.3%
Sauna/Steam and Swim	Standard	5.08	6.10	1.6%	5.21	6.25	2.5%
Sauna/Steam and Swim (Concession)	Standard	3.88	4.66	2.4%	4.00	4.80	3.0%
11 Swim Card Adult	Standard	37.50	45.00	2.3%	38.75	46.50	3.2%
11 Swim Card Junior (under 18 years)	Standard	22.08	26.50	1.9%	22.71	27.25	2.8%
10 Swim Card Concession (60+)	Standard	23.33	28.00	3.7%	23.96	28.75	2.6%
Child Swimming Lesson	Exempt	4.65	4.65	2.2%	£4.80/£4.65 DD	£4.80/£4.65 DD	n/a
Adult Swimming Lesson	Standard	5.00	6.00	1.6%	5.17	6.20	3.2%
Inflatable Junior	Standard	3.08	3.70	2.7%	3.17	3.80	2.7%
Inflatable Adult	Standard	3.83	4.60	2.1%	3.88	4.65	1.2%
Family Fun Swim (Inflatable)	Standard	11.92	14.30	2.1%	13.25	15.90	10.0%
Aqua Babes	Standard	3.75	4.50	2.2%	3.88	4.65	3.2%
Aqua Tots	Standard	3.75	4.50	2.2%	3.88	4.65	3.2%
Exercise to Music Classes	Standard	4.42	5.30	2.1%	4.42	5.30	-0.1%
Aquarobics	Standard	4.42	5.30	2.1%	4.42	5.30	-0.1%
1:1 Swimming (30 mins)	Standard	15.92	19.10	1.9%	15.83	19.00	-0.5%
1:1 swimming (60 mins or 2:1 for 30 mins)	Standard	23.75	28.50	1.8%	24.38	29.25	2.6%
10 x hydro card	Standard	44.17	53.00	1.9%	45.42	54.50	2.7%
Shower Only	Standard	2.21	2.65	1.8%	2.29	2.75	3.6%
<b>Fitness Suite and Studio</b>							
Fitness Induction	Standard	8.33	9.99	-42.9%	8.33	10.00	0.1%
Fitness Induction (Under 18)	Standard	4.17	5.00	-42.8%	5.00	6.00	16.6%
Fitness Induction (Concession)	Standard	5.83	7.00	-30.0%	6.67	8.00	12.6%
Pay and Workout	Standard	5.25	6.30	1.5%	5.42	6.50	3.1%
Pay and Workout (under 18 year)	Standard	3.92	4.70	0.0%	4.00	4.80	2.0%
Pay and Workout (Concession)	Standard	4.08	4.90	-2.2%	4.17	5.00	2.1%
Personal Training (60 mins)	Standard	25.50	30.60	2.0%	20.83	25.00	-22.4%
Studio Classes	Standard	4.42	5.30	2.1%	4.54	5.45	2.7%
Dance Studio (per hr) *	Standard	21.46	25.75	2.0%	22.08	26.50	2.8%
*some block bookings of the dance studio exempt from V.A.T							

	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
<b>Memberships (Monthly Rate)</b>							
Freedom (Month to month)	Standard	38.75	46.50	0.0%	38.75	46.50	0.0%
Joint Membership (couples) - 10% discount applies to both parties	Standard	New in 18/19	New in 18/19	N/a	26.25	31.50	n/a
Family Membership (All 18+) - 10% discount applies to 2 x adults and each person joining on the member the membership	Standard	New in 18/19	New in 18/19	N/a	78.75	94.50	n/a
Family Membership (children under 18) - 10% discount applies to each adult and subsequent child either 18 or over/under	Standard	New in 18/19	New in 18/19	N/a	64.50	77.40	na
Loyalty	Standard	29.17	35.00	0.0%	29.17	35.00	0.0%
Swim Member	Standard	20.00	24.00	0.0%	20.83	25.00	4.0%
Access Gym Membership (Min 3 months)	Standard	21.88	26.26	0.0%	22.08	26.50	0.9%
Access Swim Membership (Min 3 months)	Standard	15.00	18.00	0.0%	15.63	18.75	4.0%
Junior Member (11-15) CV Kit only	Standard	New in 18/19	New in 18/19	N/a	13.33	16.00	N/a
Junior Member (16-18)	Standard	16.67	20.00	0.0%	16.67	20.00	0.0%
Replacement Smart Cards	Standard	3.33	4.00	0.0%	3.33	4.00	0.1%
Joining Fee*	Standard	15.00	18.00	0.0%	15.00	18.00	0.0%
*Joining Fee - compulsory with Freedom, but discretionary with all other memberships (not conc memberships)							
<b>Pool Hire</b>							
Per Hour Main Pool	Standard	64.58	77.50	2.0%	66.33	79.60	2.6%
Per Hour Main Pool (Clubs) *	Exempt	52.50	52.50	1.9%	54.00	54.00	2.8%
Per Lane Per Hour *	Exempt	9.40	9.40	4.4%	9.65	9.65	2.6%
Small Pool Hire (per hr)	Standard	24.17	29.00	1.8%	25.00	30.00	3.3%
* Block booking v.a.t exemption applies							
<b>Pool Parties</b>							
Small Pool Party - with inflatable lobster + food (per hr)	Standard	71.67	86.00	0.0%	63.33	76.00	-13.2%
Large Pool Party - with inflatable hire (max. 74 children)	Standard	166.67	200.00	2.6%	166.67	200.00	0.0%
<b>School Swimming</b>							
Teacher per half hour	Exempt	9.00	9.00	1.7%	9.25	9.25	2.7%
Child per half hour	Exempt	0.75	0.75	0.0%	0.80	0.80	6.3%
<b>Multi Use Games Area (MUGA)</b>							
Adult	Standard	18.96	22.75	0.0%	18.96	22.75	0.0%
Child	Standard	10.83	13.00	0.0%	10.83	13.00	0.0%
Tennis	Standard	5.58	6.70	0.0%	5.58	6.70	0.1%
<b>Pitch and Putt</b>							
Adult	Standard	3.92	4.70	2.3%	3.83	4.60	-2.3%
Child and Concession	Standard	2.88	3.46	0.2%	2.88	3.45	-0.2%
Adult season	Standard	32.50	39.00	0.0%	32.50	39.00	0.0%
Child and Concession season	Standard	24.17	29.00	0.0%	24.17	29.00	0.0%
Club Deposit (refundable subject to conditions)	Standard	4.17	5.00	0.0%	4.17	5.00	-0.1%
Family	Standard	11.33	13.60	0.0%	11.33	13.60	0.0%

	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
<b>Sales of Goods</b>							
Sale of Swim Suits, Goggles, and Other Items	Standard - S1/ Zero Rated	Various based on RRP	Various based on RRP	N/a		Various based on RRP	N/a
Swim Certificates	Standard	2.75	3.30	1.5%	2.92	3.50	5.7%
<b>Café and Vending Machine Sales</b>							
Cafe Sales	Standard	Various	Various	n/a		Various	n/a
Vending Products	Standard	Various	Various	n/a		Various	n/a
<b>GP Referral Scheme</b>							
GP Referral - monthly fee	Exempt	17.50	17.50	1.7%	18.00	18.00	2.8%

2018/2019 - FEES AND CHARGES							
ASSET AND FACILITIES MANAGEMENT							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MULLIGAN							
	V.A.T Status	CHARGE 2017/18 £ (exc. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (exc. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
<b>Business Tenancies , Leases and Licences</b>							
Licence to assign/sublet/change Use/Alter Premises	Exempt	132.20	132.20	6%	140.16	168.19	6%
Agreement to occupy land and property on short-term temporary basis by licence, exchange of correspondence, where rental is market rate	Exempt	35.83	35.83	19%	37.98	45.58	6%
<b>Easements</b>							
Easement (Residential or Commercial)	Exempt	121.56 to 306.02	121.56 to 306.03		128.88 to 324.44	128.88 to 324.45	6%
<b>Additional Items</b>							
Preparation of Plans	Standard	40.00	48.00	33%	42.41	50.89	6%
Provision of additional sets of keys to tenants	Standard	32.64	39.17	31%	34.60	41.52	6%
<b>Allotments</b>							
Allotment plots - Granville Street	Exempt	Range from £30.17 to £60.34 depending on plot	Range from £30.17 to £60.34 depending on plot	47%	Range from £31.99 to £63.97 depending on plot	Range from £31.99 to £63.97 depending on plot	RPI + 3%
Allotment plots - Aireville	Exempt	Range from £30.17 to £60.34 depending on plot	Range from £30.17 to £60.34 depending on plot	47%	Range from £31.99 to £63.97 depending on plot	Range from £31.99 to £63.97 depending on plot	RPI + 3%
<b>Garages</b>							
Garage Sites - Excluding South Parade	Standard	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI + 3%	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI + 3%
Garage Sites - South Parade	Standard	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI + 3%	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI + 3%
East Castle Street Plots	Standard	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI
Garage Plots excluding East Castle Street	Standard	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI
<b>Public Conveniences</b>							
Skipton High Street Toilets	Outside Scope	£0.20	£0.20	0%	£0.20	£0.20	0%
<b>Rental of Council Land and Property</b>							
Fees for Parking Bay Rental	Standard /Exempt	Subject to contract	Subject to contract	N/A	Subject to contract	Subject to contract	N/A
Rental of Council Land/Property	Exempt	By negotiation for each individual site	By negotiation for each individual site	N/A	By negotiation for each individual site	By negotiation for each individual site	N/A
<b>Sale of Council Land</b>							
Charges for sales of land and property	Exempt	By negotiation but minimum charge of £200	By negotiation but minimum charge of £200	100% for minimum charge	By negotiation but minimum charge of £200	By negotiation but minimum charge of £200	100% for minimum charge
<b>Miscellaneous Charges</b>							
Roundabout Sponsorship	Standard	By negotiation	By negotiation	N/A	By negotiation	By negotiation	N/A
Skipton Bus Station departure charge to bus operators (per departure)	Standard	0.37	0.44	5%	0.39	0.47	6%
Administration charge to Parishes for administering street lighting accounts	Standard - S	50.00 net	Most transferred if not all to Parishes		50.00 net	Most transferred if not all to Parishes	

# 2018/2019 - FEES AND CHARGES

## BUILDING CONTROL SERVICES

### DISCRETIONARY CHARGES

LEAD MEMBER:

COUNCILLOR FOSTER

	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	V.A.T £	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2017/18 £ (ex. v.a.t)	V.A.T £	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	V.A.T £	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19	CHARGE 2018/19 £ (ex. v.a.t)	V.A.T £	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
--	--------------	------------------------------------	---------	--	------------------	------------------------------------	---------	--	------------------	------------------------------------	---------	--	------------------	------------------------------------	---------	--	------------------

### SCHEDULE 1

Charges for New Residential Buildings (including Flats & Maisonettes) - Applicable where the total internal floor area does not exceed 300m2 and the building has no more than three storeys

Number of Dwellings			Plan Fee				Inspection Fee				Plan Fee				Inspection Fee			
From	To																	
1	1	Standard	226.12	45.22	271.34	0%	567.00	113.40	680.40	0%	228.38	45.68	274.06	5%	572.67	114.53	687.21	1%
2	2	Standard	283.51	56.70	340.21	0%	917.67	183.53	1101.20	0%	286.34	57.27	343.61	5%	926.84	185.37	1112.21	1%
3	3	Standard	374.03	74.81	448.84	0%	1165.47	233.09	1398.56	0%	377.77	75.55	453.33	5%	1177.12	235.42	1412.55	1%
4	4	Standard	463.30	92.66	555.96	0%	1347.38	269.48	1616.86	0%	467.93	93.59	561.52	5%	1360.85	272.17	1633.03	1%
5	5	Standard	557.65	111.53	669.18	0%	1490.62	298.12	1788.74	0%	563.23	112.65	675.87	5%	1505.52	301.10	1806.63	1%
6	6	Standard	657.12	131.42	788.54	0%	1675.52	335.10	2010.62	0%	663.69	132.74	796.42	5%	1692.27	338.45	2030.73	1%
7	7	Standard	684.74	136.95	821.69	0%	1789.85	357.97	2147.82	0%	691.59	138.32	829.90	5%	1807.75	361.55	2169.30	1%
8	8	Standard	712.37	142.47	854.85	0%	2086.53	417.31	2503.83	0%	719.50	143.90	863.40	5%	2107.39	421.48	2528.87	1%
9	9	Standard	739.57	147.91	887.49	0%	2384.05	476.81	2860.87	0%	746.97	149.39	896.36	5%	2407.90	481.58	2889.47	1%
10	10	Standard	745.95	149.19	895.13	0%	2709.21	541.84	3251.06	0%	753.41	150.68	904.09	5%	2736.31	547.26	3283.57	1%
11	11	Standard	754.03	150.81	904.83	0%	2967.64	593.53	3561.17	0%	761.57	152.31	913.88	5%	2997.32	599.46	3596.78	1%
12	12	Standard	760.82	152.16	912.99	0%	3223.94	644.79	3868.73	0%	768.43	153.69	922.12	5%	3256.18	651.24	3907.42	1%
13	13	Standard	768.05	153.61	921.67	0%	3484.07	696.81	4180.88	0%	775.74	155.15	930.88	5%	3518.91	703.78	4222.69	1%
14	14	Standard	774.00	154.80	928.80	0%	3696.59	739.32	4435.91	0%	781.74	156.35	938.09	5%	3733.56	746.71	4480.27	1%
15	15	Standard	782.07	156.41	938.49	0%	3953.74	790.75	4744.48	0%	789.89	157.98	947.87	5%	3993.27	798.65	4791.93	1%
16	16	Standard	789.73	157.95	947.67	0%	4210.47	842.09	5052.56	0%	797.63	159.53	957.15	5%	4252.57	850.51	5103.09	1%
17	17	Standard	796.53	159.31	955.83	0%	4467.19	893.44	5360.63	0%	804.49	160.90	965.39	5%	4511.86	902.37	5414.23	1%
18	18	Standard	803.33	160.67	964.00	0%	4723.06	944.61	5667.68	0%	811.37	162.27	973.64	5%	4770.29	954.06	5724.35	1%
19	19	Standard	810.56	162.11	972.67	0%	4922.41	984.48	5906.89	0%	818.66	163.73	982.39	5%	4971.63	994.33	5965.96	1%
20	20	Standard	817.78	163.56	981.33	0%	5175.31	1035.06	6210.37	0%	825.95	165.19	991.15	5%	5227.06	1045.41	6272.48	1%
21	21	Standard	824.58	164.92	989.50	0%	5292.62	1058.52	6351.15	0%	832.83	166.57	999.40	5%	5345.55	1069.11	6414.66	1%
22	22	Standard	832.65	166.53	999.18	0%	5472.84	1094.57	6567.40	0%	840.98	168.20	1009.18	5%	5527.56	1105.51	6633.08	1%
23	23	Standard	839.89	167.98	1007.86	0%	5651.35	1130.27	6781.62	0%	848.28	169.66	1017.94	5%	5707.87	1141.57	6849.44	1%
24	24	Standard	846.68	169.34	1016.02	0%	5831.14	1166.23	6997.37	0%	855.15	171.03	1026.18	5%	5889.46	1177.89	7067.35	1%
25	25	Standard	853.90	170.78	1024.69	0%	6011.79	1202.36	7214.15	0%	862.44	172.49	1034.93	5%	6071.91	1214.38	7286.29	1%
26	26	Standard	861.14	172.23	1033.36	0%	6190.73	1238.15	7428.88	0%	869.75	173.95	1043.70	5%	6252.64	1250.53	7503.17	1%
27	27	Standard	867.93	173.59	1041.52	0%	6370.52	1274.10	7644.63	0%	876.61	175.32	1051.94	5%	6434.23	1286.85	7721.08	1%
28	28	Standard	875.17	175.03	1050.20	0%	6549.47	1309.89	7859.36	0%	883.92	176.78	1060.70	5%	6614.96	1322.99	7937.95	1%
29	29	Standard	883.23	176.65	1059.88	0%	6729.26	1345.85	8075.11	0%	892.07	178.41	1070.48	5%	6796.55	1359.31	8155.86	1%
30	30	Standard	890.04	178.01	1068.05	0%	6829.15	1365.83	8194.97	0%	898.94	179.79	1078.73	5%	6897.44	1379.49	8276.92	1%
31	10,000	Standard	897.26	179.45	1076.72	0%	6925.63	1385.13	8310.76	0%	906.24	181.25	1087.48	5%	6994.89	1398.98	8393.86	1%
Additional Charge for each dwelling over 31		Standard	7.22	1.44	8.67	0%	126.66	25.33	152.00	0%	7.29	1.46	8.75	5%	127.93	25.59	153.52	1%

### Explanatory Note

Measurement of Floor Area - New Dwellings is taken as internal floor areas. Each floor is added where there

2018/2019 - FEES AND CHARGES																						
BUILDING CONTROL SERVICES																						
DISCRETIONARY CHARGES																						
LEAD MEMBER:																						
COUNCILLOR FOSTER																						
	CHARGE 2017/18 £ (ex. v.a.t)	V.A.T £	CHARGE 2017/18 £ (inc. v.a.t if applicable)	CHARGE 2017/18 £ (ex. v.a.t)	V.A.T £	CHARGE 2017/18 £ (inc. v.a.t if applicable)	CHARGE 2017/18 £ (ex. v.a.t)	V.A.T £	CHARGE 2017/18 £ (inc. v.a.t if applicable)	% Increase	CHARGE 2018/19 £ (ex. v.a.t)	V.A.T £	CHARGE 2018/19 £ (inc. v.a.t if applicable)	CHARGE 2018/19 £ (ex. v.a.t)	V.A.T £	CHARGE 2018/19 £ (inc. v.a.t if applicable)	CHARGE 2018/19 £ (ex. v.a.t)	V.A.T £	CHARGE 2018/19 £ (inc. v.a.t if applicable)	% Increase		
SCHEDULE 2																						
Charges for Extensions to Dwellings, Loft Conversions, Replacement Windows & Doors & Garages																						
	FULL PLANS SUBMISSION					BUILDING NOTICE						FULL PLANS SUBMISSION					BUILDING NOTICE					
	First Fee		Inspections Fee			Building Notice Charge			First Fee			Inspections Fee			Building Notice Charge							
Garages and Carports																						
1. Erection or extension of a detached or attached building or an extension to a dwelling which consists of a garage, carport, or both, having a floor area not exceeding 40m2 in total and is intended to be used in common with an existing building & the conversion of an attached garage into a habitable room.	204.87	40.97	245.84	n/a	n/a	n/a	204.87	40.97	245.84		206.92	41.38	248.30	n/a	n/a	n/a	206.92	41.38	248.30	1%		
2. Where the garage extension exceeds a floor area of 40m2 but does not exceed 60m2.	296.68	59.34	356.02	n/a	n/a	n/a	296.68	59.34	356.02		299.65	59.93	359.58	n/a	n/a	n/a	299.65	59.93	359.58	1%		
Extension(s) to dwellings (not shown in items 1, 2, 6 & 7)																						
3. Internal floor area not exceeding 10m2	164.06	32.81	196.87	164.06	32.81	196.87	328.12	65.62	393.74		165.70	33.14	198.84	165.70	33.14	198.84	331.40	66.28	397.68	1%		
4. Internal floor area over 10m2 but not exceeding 40m2	164.06	32.81	196.87	297.68	59.54	357.22	461.74	92.35	554.09		165.70	33.14	198.84	300.66	60.13	360.79	466.36	93.27	559.63	1%		
5. Internal floor area over 40m2 but not exceeding 60m2	164.06	32.81	196.87	434.82	86.96	521.78	598.88	119.78	718.66		165.70	33.14	198.84	439.17	87.83	527.00	604.87	120.97	725.84	1%		
Formation of room in roof space, including means of access thereto. For galleries please refer to Schedule 3																						
6. Loft Conversion & Dormers floor area <=10m2	164.06	32.81	196.87	164.06	32.81	196.87	328.12	65.62	393.74		165.70	33.14	198.84	165.70	33.14	198.84	331.40	66.28	397.68	1%		
7. Loft Conversion & Dormers floor area >10m2 & <=40m2	164.06	32.81	196.87	296.68	59.34	356.02	460.74	92.15	552.89		165.70	33.14	198.84	299.65	59.93	359.58	465.35	93.07	558.42	1%		
Where the total or the aggregation of the floor areas of all the extensions exceeds 60m2, the fee will be individually determined																						
8. Replacement windows/doors/roof windows in a building where the total estimated cost of works does not exceed £10,000	67.34	13.47	80.81	n/a	n/a	n/a	67.34	13.47	80.81		68.01	13.60	81.62	n/a	n/a	n/a	68.01	13.60	81.62	1%		
Where the estimated cost exceeds £10,000, our fee will be individually determined																						
9. Work to improve the thermal performance of a thermal element.	75.80	15.16	90.96	n/a	n/a	n/a	75.80	15.16	90.96		76.56	15.31	91.87	n/a	n/a	n/a	76.56	15.31	91.87	1%		
10. Controlled domestic electrical work.	185.16	37.03	222.19	n/a	n/a	n/a	185.16	37.03	222.19		187.01	37.40	224.41	n/a	n/a	n/a	187.01	37.40	224.41	1%		
Measurement of Floor Area is taken as internal floor areas. Each floor is added where there is more than one storey including garages and basements, where work comprises more than one domestic extension, the total floor areas may be added together to determine the charge																						
WHEN IT IS INTENDED TO CARRY OUT ADDITIONAL ALTERATIONS TO A DWELLING AT THE SAME TIME AS ANY OF THE WORKS IN SCHEDULE 2, THEN THE CHARGE FOR THIS ADDITIONAL WORKS SHALL BE DISCOUNTED BY 50%, SUBJECT TO A MAXIMUM ESTIMATED COST OF £9,000 (excluding paragraphs 8, 9 & 10).																						
Additional Charges																						
To resolve case and issue completion certificate where work has been completed or occupied for 12 to 24 months and subsequent request made for a certificate	n/a	n/a	n/a	n/a	n/a	n/a	42.08	8.42	50.50		n/a	n/a	n/a	n/a	n/a	n/a	42.50	8.50	51.00	1%		
To resolve case and issue completion certificate where work has been completed or occupied for more than 24 months and subsequent request made for a certificate	n/a	n/a	n/a	n/a	n/a	n/a	84.17	16.83	101.00		n/a	n/a	n/a	n/a	n/a	n/a	85.01	17.00	102.01	1%		
Copies of completion certificates, notices, approvals, letters etc	n/a	n/a	n/a	n/a	n/a	n/a	25.25	5.05	30.30		n/a	n/a	n/a	n/a	n/a	n/a	25.50	5.10	30.60	1%		

## 2018/2019 - FEES AND CHARGES

### BUILDING CONTROL SERVICES

#### DISCRETIONARY CHARGES

LEAD MEMBER:  
COUNCILLOR  
FOSTER

	CHARGE 2017/18 £ (ex. v.a.t)	V.A.T £	CHARGE 2017/18 £ (inc. v.a.t if applicable)	CHARGE 2017/18 £ (ex. v.a.t)	V.A.T £	CHARGE 2017/18 £ (inc. v.a.t if applicable)	CHARGE 2017/18 £ (ex. v.a.t)	V.A.T £	CHARGE 2017/18 £ (inc. v.a.t if applicable)	% Increase	CHARGE 2018/19 £ (ex. v.a.t)	V.A.T £	CHARGE 2018/19 £ (inc. v.a.t if applicable)	CHARGE 2018/19 £ (ex. v.a.t)	V.A.T £	CHARGE 2018/19 £ (inc. v.a.t if applicable)	CHARGE 2018/19 £ (ex. v.a.t)	V.A.T £	CHARGE 2018/19 £ (inc. v.a.t if applicable)	% Increase
--	---------------------------------------	------------	---	---------------------------------------	------------	---	---------------------------------------	------------	---	---------------	---------------------------------------	------------	---	---------------------------------------	------------	---	---------------------------------------	------------	---	---------------

#### SCHEDULE 3

#### Charges for All Other Building Work not in Schedule 1 or 2

	FULL PLANS SUBMISSION						BUILDING NOTICE				FULL PLANS SUBMISSION						BUILDING NOTICE			
Estimated Cost of Works	Plan Fee			Inspection Fee			Building Notice Charge				Plan Fee			Inspection Fee			Building Notice Charge			
0 – 1000	21.25	4.25	25.50	65.88	79.06	144.94	87.13	17.43	104.56		21.46	4.29	25.76	66.54	79.85	146.39	88.00	17.60	105.60	1%
1,001 - 2,000	48.03	9.61	57.64	129.63	155.56	285.19	177.66	35.53	213.19		48.51	9.70	58.21	130.93	157.11	288.04	179.44	35.89	215.32	1%
2,001 - 5,000	70.13	14.03	84.16	185.32	222.38	407.70	255.45	51.09	306.54		70.83	14.17	85.00	187.17	224.61	411.78	258.00	51.60	309.61	1%
5,001 - 7,000	70.13	14.03	84.16	206.57	247.88	454.45	276.70	55.34	332.04		70.83	14.17	85.00	208.64	250.36	459.00	279.47	55.89	335.36	1%
7,001 - 9,000	70.13	14.03	84.16	217.20	260.64	477.84	287.33	57.47	344.80		70.83	14.17	85.00	219.37	263.25	482.62	290.20	58.04	348.24	1%
9,001 - 20,000	To £x excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT			To £x (excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT			To £x (excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT				To £x excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT			To £x (excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT			To £x (excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT			
20,001 -100,000	To £x (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT			To £x (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT			To £x (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT				To £x (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT			To £x (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT			To £x (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT			

\*\* For works costing over 100,000 the fee will be individually determined - please contact Building Control for an estimate.

\*\* Estimated cost means an estimate accepted by the Local Authority and should only include the cost of those items of work which are subject to control under the building regulations. DIY or self build costs are not acceptable therefore the estimate should be based on a reasonable cost that would be charged by a person in business to carry out the works as shown or described in the application, excluding VAT and any professional fees paid to an architect, engineer or surveyor, etc., and also excluding land acquisition costs.

\*\* For works costing over 100,000 the fee will be individually determined - please contact Building Control for an estimate.

\*\* Estimated cost means an estimate accepted by the Local Authority and should only include the cost of those items of work which are subject to control under the building regulations. DIY or self build costs are not acceptable therefore the estimate should be based on a reasonable cost that would be charged by a person in business to carry out the works as shown or described in the application, excluding VAT and any professional fees paid to an architect, engineer or surveyor, etc., and also excluding land acquisition costs.

#### EXPLANATORY NOTES

##### 1. Regularisation Certificate

Should you need to apply for a regularisation certificate, in respect of unauthorised building work, commenced on or after 11 November 1985, you will pay a regularisation fee to cover the costs of assessing your application and all inspections. The charge is equivalent to the Building Notice net. fee plus 22.5%. These charges are not subject to VAT. E.g. for calculating regularisation fees – take the base fee excluding VAT x this by 22.5% this will give you the total fee payable.

##### 2. Exemptions/Reduction in Charges

• Works to provide access and/or facilities for disabled people to existing dwellings and building to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within any of the descriptions of persons whom Section 29(1) of the National Assistance Act 1948 applied, as that Section was extended by virtue of Section 8(2) of the Mental Health Act 1959, but not taking into account amendments made to Section 29(1) by paragraph 11 of schedule 13 to the Children Act 1989.

• Where the plans have been either approved or rejected no initial fee is payable on resubmission for substantially the same work.

#### EXPLANATORY NOTES

##### 1. Regularisation Certificate

Should you need to apply for a regularisation certificate, in respect of unauthorised building work, commenced on or after 11 November 1985, you will pay a regularisation fee to cover the costs of assessing your application and all inspections. The charge is equivalent to the Building Notice net. fee plus 22.5%. These charges are not subject to VAT. E.g. for calculating regularisation fees – take the base fee excluding VAT x this by 22.5% this will give you the total fee payable.

##### 2. Exemptions/Reduction in Charges

• Works to provide access and/or facilities for disabled people to existing dwellings and building to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within any of the descriptions of persons whom Section 29(1) of the National Assistance Act 1948 applied, as that Section was extended by virtue of Section 8(2) of the Mental Health Act 1959, but not taking into account amendments made to Section 29(1) by paragraph 11 of schedule 13 to the Children Act 1989.

• Where the plans have been either approved or rejected no initial fee is payable on resubmission for substantially the same work.

2018/2019 - FEES AND CHARGES							
DEVELOPMENT CONTROL							
DISCRETIONARY CHARGES - NOTE STATUTORY PLANNING APPLICATION CHARGES NOT INCLUDED IN THIS LIST - SEE SEPARATE SCHEDULE							
LEAD MEMBER: COUNCILLOR FOSTER							
	V.A.T Status	CHARGE 2017/18 £ (exc. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t if applicable)	% Increase 17/18	CHARGE 2018/19 £ (exc. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t if applicable)	% Increase 18/19
Pre Planning Application Advice Charges.Threshold Charge for 1 meeting plus written advice							
Category 1 - Written Advice Only	Standard	250.00	300.00	0%	262.50	315.00	5%
Category 1 - Follow up Request	Standard	125.00	150.00	0%	131.50	157.80	5%
Category 2 - Written Advice Only	Standard	500.00	600.00	0%	525.00	630.00	5%
Category 2 - Follow up Request	Standard	250.00	300.00	0%	262.50	315.00	5%
Category 3 - Written Advice Only	Standard	1000.00	1200.00	0%	1050.00	1260.00	5%
Category 3 - Follow up Request	Standard	500.00	600.00	0%	525.00	630.00	5%
Preparation of Planning Performance	Standard	1000.00	1200.00	0%	1050.00	1260.00	5%
Preparation of Planning Performance	Standard	500.00	600.00	0%	525.00	630.00	5%
A charge of 50% of the original fee will be required for any follow up meetings							
The charges exclude specialist advice such as highways, arboricultural matters, contaminated							
Advice and Enquiries							
Tree Applications - Pre-application meeting with tree officer - 30 min on site meeting inclusive of mileage	Standard	50.00	60.00	0%	52.50	63.00	5%
Permitted development enquiries	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Other							
Copy of Environmental Statement on a CD to accompany a planning application	Standard	8.33	10.00	0%	8.33	10.00	0%

2018/2019 - FEES AND CHARGES							
FINANCIAL SERVICES							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MULLIGAN							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
<b>Credit Card Charges</b>							
Fee for paying the Council using a credit card	Outside Scope	1.80%	1.80%	0%	0.00%	0.00%	-100%
<b>Sundry Debtor Recovery Cost</b>							
Sundry Debtor Admin Penalty (applied at legal debt recovery stage)	Standard	50.00	60.00	0%	50.00	60.00	0%
Summons Costs in respect of Sundry Debtors	Exempt	Cost to Council recharged to customer	Cost to Council recharged to customer	N/A	Cost to Council recharged to customer	Cost to Council recharged to customer	N/A
Court Costs	Exempt	Cost to Council recharged to customer	Cost to Council recharged to customer	N/A	Cost to Council recharged to customer	Cost to Council recharged to customer	N/A

2018/2019 - FEES AND CHARGES							
BELLE VUE SQUARE MEETING ROOM HIRE							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t )	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t )	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
Room Hire Charges							
Meeting Room Hire - Belle Vue Suite - Full Day 8 hrs ( 9am to 5pm)	Exempt & Outside Scope	210.00	210.00	0%	210.00	210.00	0%
Meeting Room Hire - Belle Vue Suite - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	Exempt & Outside Scope	125.00	125.00	0%	125.00	125.00	0%
Meeting Room Hire - Belle Vue Suite - Hourly Rate	Exempt & Outside Scope	40.00	40.00	0%	40.00	40.00	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Full Day 8 hrs ( 9am to 5pm)	Exempt & Outside Scope	105.00	105.00	0%	105.00	105.00	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	Exempt & Outside Scope	65.00	65.00	0%	65.00	65.00	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Hourly Rate	Exempt & Outside Scope	20.00	20.00	0%	20.00	20.00	0%
Meeting Room Hire - Staincliffe Suite - Full Day 8 hrs ( 9am to 5pm)	Exempt & Outside Scope	160.00	160.00	0%	160.00	160.00	0%
Meeting Room Hire - Staincliffe Suite - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	Exempt & Outside Scope	85.00	85.00	0%	85.00	85.00	0%
Meeting Room Hire - Staincliffe Suite - Hourly Rate	Exempt & Outside Scope	30.00	30.00	0%	30.00	30.00	0%
Meeting Room Hire - Alexandra Room - Full Day 8 hrs ( 9am to 5pm)	Exempt & Outside Scope	80.00	80.00	0%	80.00	80.00	0%
Meeting Room Hire - Alexandra Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	Exempt & Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Meeting Room Hire - Alexandra Room - Hourly Rate	Exempt & Outside Scope	20.00	20.00	0%	20.00	20.00	0%
Meeting Room Hire - Dewhirst Room - Full Day 8 hrs ( 9am to 5pm)	Exempt & Outside Scope	55.00	55.00	0%	55.00	55.00	0%
Meeting Room Hire - Dewhirst Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	Exempt & Outside Scope	35.00	35.00	0%	35.00	35.00	0%
Meeting Room Hire - Dewhirst Room - Hourly Rate	Exempt & Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Meeting Room Hire - Victoria Room - Full Day 8 hrs ( 9am to 5pm)	Exempt & Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Meeting Room Hire - Victoria Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	Exempt & Outside Scope	30.00	30.00	0%	30.00	30.00	0%
Meeting Room Hire - Victoria Room - Hourly Rate	Exempt & Outside Scope	10.00	10.00	0%	10.00	10.00	0%

2018/2019 - FEES AND CHARGES							
BELLE VUE SQUARE MEETING ROOM HIRE							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t )	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t )	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
Room Hire Charges - Not for Profit, Voluntary or Charitable Organisation Charges - (30% concession on main prices)							
Meeting Room Hire - Belle Vue Suite - Full Day 8 hrs ( 9am to 5pm)	Exempt & Outside Scope	147.00	147.00	0%	147.00	147.00	0%
Meeting Room Hire - Belle Vue Suite - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	Exempt & Outside Scope	87.50	87.50	0%	87.50	87.50	0%
Meeting Room Hire - Belle Vue Suite - Hourly Rate	Exempt & Outside Scope	28.00	28.00	0%	28.00	28.00	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Full Day 8 hrs ( 9am to 5pm)	Exempt & Outside Scope	73.50	73.50	0%	73.50	73.50	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	Exempt & Outside Scope	45.50	45.50	0%	45.50	45.50	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Hourly Rate	Exempt & Outside Scope	14.00	14.00	0%	14.00	14.00	0%
Meeting Room Hire - Staincliffe Suite - Full Day 8 hrs ( 9am to 5pm)	Exempt & Outside Scope	112.00	112.00	0%	112.00	112.00	0%
Meeting Room Hire - Staincliffe Suite - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	Exempt & Outside Scope	59.50	59.50	0%	59.50	59.50	0%
Meeting Room Hire - Staincliffe Suite - Hourly Rate	Exempt & Outside Scope	21.00	21.00	0%	21.00	21.00	0%
Meeting Room Hire - Alexandra Room - Full Day 8 hrs ( 9am to 5pm)	Exempt & Outside Scope	56.00	56.00	0%	56.00	56.00	0%
Meeting Room Hire - Alexandra Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	Exempt & Outside Scope	35.00	35.00	0%	35.00	35.00	0%
Meeting Room Hire - Alexandra Room - Hourly Rate	Exempt & Outside Scope	14.00	14.00	0%	14.00	14.00	0%
Meeting Room Hire - Dewhurst Room - Full Day 8 hrs ( 9am to 5pm)	Exempt & Outside Scope	38.50	38.50	0%	38.50	38.50	0%
Meeting Room Hire - Dewhurst Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	Exempt & Outside Scope	24.50	24.50	0%	24.50	24.50	0%
Meeting Room Hire - Dewhurst Room - Hourly Rate	Exempt & Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Meeting Room Hire - Victoria Room - Full Day 8 hrs ( 9am to 5pm)	Exempt & Outside Scope	35.00	35.00	0%	35.00	35.00	0%
Meeting Room Hire - Victoria Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	Exempt & Outside Scope	21.00	21.00	0%	21.00	21.00	0%
Meeting Room Hire - Victoria Room - Hourly Rate	Exempt & Outside Scope	7.00	7.00	0%	7.00	7.00	0%

2018/2019 - FEES AND CHARGES							
BELLE VUE SQUARE MEETING ROOM HIRE							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t )	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t )	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
Sundry Items							
Note: if applied as ancilliary charges to room							
Hire of TV screen*	Standard	30.00	36.00	0%	30.00	36.00	0%
Hire of additional TV screen*	Standard	15.00	18.00	0%	15.00	18.00	0%
Hire of wireless table top microphone system* (subject to availability)	Standard	50.00	60.00	0%	50.00	60.00	0%
Hire of projector and overhead screen system*- (Staincliffe Room only)	Standard	30.00	36.00	0%	30.00	36.00	0%
Provision of flip chart, paper and pens*	Standard	12.00	14.40	0%	12.00	14.40	0%
Refreshments and Catering							
Tea, Coffee and Water - per head -- per serving	Standard	2.00	2.40	0%	2.00	2.40	0%
Catering Arrangement and Clean Up Fee - per hour	Standard	15.00	18.00	0%	15.00	18.00	0%
Buffets on request - at cost**	Standard	at cost	at cost	N/a	at cost	at cost	N/a

\*\*Note catering offer/prices dependent on supplier. Any increases in prices from suppliers will be applied as necessary

2018/2019 - FEES AND CHARGES							
TAXI LICENSING FEES							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
<b>Hackney</b>							
Hackney Carriage Drivers Licence (Inc. Badge / ID Card) - 1 Year	Outside Scope	109.58	109.58	0%	109.58	109.58	0%
Hackney Carriage Drivers Licence (Inc. Badge / ID Card) - 3 Years	Outside Scope	173.83	173.83	0%	173.83	173.83	0%
Hackney Carriage Vehicle Licence (Inc. Plate)	Outside Scope	303.21	303.21	0%	303.21	303.21	0%
Hackney Carriage Vehicle 6 Month Licence (Inc. Plate)	Outside Scope	180.00	180.00	0%	180.00	180.00	0%
<b>Private Hire</b>							
Private Hire Drivers Licence (Inc. Badge / ID Card) - 1 Year	Outside Scope	88.06	88.06	0%	88.06	88.06	0%
Private Hire Drivers Licence (Inc. Badge / ID Card) - 3 Years	Outside Scope	151.31	151.31	0%	151.31	151.31	0%
Private Hire Vehicle Licence (Inc. Plate)	Outside Scope	270.94	270.94	0%	270.94	270.94	0%
Private Hire Vehicle 6 Month Licence (Inc. Plate)	Outside Scope	163.00	163.00	0%	163.00	163.00	0%
Private Hire Operator's Licence	Outside Scope	193.63	193.63	0%	193.63	193.63	0%
<b>Combined HCD &amp; PHD (Combined Drivers Licence)</b>							
Combined Drivers Licence (Inc. Badge & ID Card) (Initial & Renewal) - 1 Year	Outside Scope	149.58	149.58	0%	149.58	149.58	0%
Combined Drivers Licence (Inc. Badge & ID Card) (Initial & Renewal) - 3 Years	Outside Scope	212.83	212.83	0%	212.83	212.83	0%
<b>New Driver</b>							
Disclosure and Barring Service Disclosure	Outside Scope	53.00	53.00	0%	53.00	53.00	0%
Knowledge Test	Outside Scope	14.07	14.07	0%	14.07	14.07	0%
Hackney Carriage Drivers Licence (Inc. Badge/ID Card) - 1 Year	Outside Scope	109.58	109.58	0%	109.58	109.58	0%
Hackney Carriage Drivers Licence (Inc. Badge/ID Card) - 3 Years	Outside Scope	173.00	173.00	0%	173.00	173.00	0%
<b>Change Of Vehicle</b>							
Retaining same plate to a new vehicle (Inc. Plate)	Outside Scope	120.35	120.35	0%	120.35	120.35	0%
<b>Transfer of Vehicle &amp; Licence to New Operator/Driver</b>							
Fee payable by the new driver/operator	Outside Scope	20.00	20.00	0%	20.00	20.00	0%
<b>Other Fees</b>							
Disclosure and Barring Service Disclosure	Outside Scope	53.00	53.00	0%	53.00	53.00	0%
Knowledge Test	Outside Scope	14.07	14.07	0%	14.07	14.07	0%
Badge & ID Card	Outside Scope	2.00	2.00	0%	2.00	2.00	0%
Pouch Only	Outside Scope	1.50	1.50	0%	1.50	1.50	0%
Plate	Outside Scope	7.00	7.00	0%	7.00	7.00	0%
Brackets	Outside Scope	8.80	8.80	0%	8.80	8.80	0%
Door Stickers – each	Outside Scope	7.00	7.00	0%	7.00	7.00	0%
Admin Fee for change of registration number etc	Outside Scope	20.00	20.00	0%	20.00	20.00	0%
Admin Fee for removal of suspension	Outside Scope	10.00	10.00	0%	10.00	10.00	0%
Vehicle Test (included in vehicle licence fees)	Outside Scope	48.00	48.00	0%	48.00	48.00	0%

2018/2019 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with the Licensing Act 203 (Fees) Regulations 2006							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
Alcohol Premises Licences							
Premises Licences - New Application and Variation							
Band A - Rateable Value £0 to 4300	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Band B - Rateable Value £4,301 to £33,000	Outside Scope	190.00	190.00	0%	190.00	190.00	0%
Band C - Rateable Value £33,001 to £87,000	Outside Scope	315.00	315.00	0%	315.00	315.00	0%
Band D - Rateable Value £87,001 to £125,000	Outside Scope	450.00	450.00	0%	450.00	450.00	0%
Band E - Rateable Value £125,001 plus	Outside Scope	635.00	635.00	0%	635.00	635.00	0%
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band D x2	Outside Scope	900.00	900.00	0%	900.00	900.00	0%
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band E x3	Outside Scope	1905.00	1905.00	0%	1905.00	1905.00	0%
Premises Licences - Annual Charge*							
Band A - Rateable Value £0 to 4300	Outside Scope	70.00	70.00	0%	70.00	70.00	0%
Band B - Rateable Value £4,301 to £33,000	Outside Scope	180.00	180.00	0%	180.00	180.00	0%
Band C - Rateable Value £33,001 to £87,000	Outside Scope	295.00	295.00	0%	295.00	295.00	0%
Band D - Rateable Value £87,001 to £125,000	Outside Scope	320.00	320.00	0%	320.00	320.00	0%
Band E - Rateable Value £125,001 plus	Outside Scope	350.00	350.00	0%	350.00	350.00	0%
Annual Charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band D x2	Outside Scope	640.00	640.00	0%	640.00	640.00	0%
Annual Charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band E x3	Outside Scope	1050.00	1050.00	0%	1050.00	1050.00	0%
Club Premises Certificate - New Application and Variation							
Band A - Rateable Value £0 to 4300	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Band B - Rateable Value £4,301 to £33,000	Outside Scope	190.00	190.00	0%	190.00	190.00	0%
Band C - Rateable Value £33,001 to £87,000	Outside Scope	315.00	315.00	0%	315.00	315.00	0%
Band D - Rateable Value £87,001 to £125,000	Outside Scope	450.00	450.00	0%	450.00	450.00	0%
Band E - Rateable Value £125,001 plus	Outside Scope	635.00	635.00	0%	635.00	635.00	0%
Club Premises Certificates - Annual Charge							
Band A - Rateable Value £0 to 4300	Outside Scope	70.00	70.00	0%	70.00	70.00	0%
Band B - Rateable Value £4,301 to £33,000	Outside Scope	180.00	180.00	0%	180.00	180.00	0%
Band C - Rateable Value £33,001 to £87,000	Outside Scope	295.00	295.00	0%	295.00	295.00	0%
Band D - Rateable Value £87,001 to £125,000	Outside Scope	320.00	320.00	0%	320.00	320.00	0%
Band E - Rateable Value £125,001 plus	Outside Scope	350.00	350.00	0%	350.00	350.00	0%
*There are additional fees for premises licence applications and the annual fee for exceptionally large events (5000+) unless certain conditions apply as set							

2018/2019 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with the Licensing Act 203 (Fees) Regulations 2006							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
<b>Additional Fees</b>							
<b>Additional Premises licence fee</b>							
Number in attendance at one time 5000 to 9999	Outside Scope	1,000	1000.00	0%	1,000	1000.00	0%
Number in attendance at one time 10000 to 14999	Outside Scope	2,000	2000.00	0%	2,000	2000.00	0%
Number in attendance at one time 15000 to 19999	Outside Scope	4,000	4000.00	0%	4,000	4000.00	0%
Number in attendance at one time 20000 to 29999	Outside Scope	8,000	8000.00	0%	8,000	8000.00	0%
Number in attendance at one time 30000 to 39999	Outside Scope	16,000	16000.00	0%	16,000	16000.00	0%
Number in attendance at one time 40000 to 49999	Outside Scope	24,000	24000.00	0%	24,000	24000.00	0%
Number in attendance at one time 50000 to 59999	Outside Scope	32,000	32000.00	0%	32,000	32000.00	0%
Number in attendance at one time 60000 to 69999	Outside Scope	40,000	40000.00	0%	40,000	40000.00	0%
Number in attendance at one time 70000 to 79999	Outside Scope	48,000	48000.00	0%	48,000	48000.00	0%
Number in attendance at one time 80000 to 89999	Outside Scope	56,000	56000.00	0%	56,000	56000.00	0%
Number in attendance at one time 90000 and over	Outside Scope	64,000	64000.00	0%	64,000	64000.00	0%
<b>Additional annual fee payable if applicable</b>							
Number in attendance at one time 5000 to 9999	Outside Scope	500	500.00	0%	500	500.00	0%
Number in attendance at one time 10000 to 14999	Outside Scope	1,000	1000.00	0%	1,000	1000.00	0%
Number in attendance at one time 15000 to 19999	Outside Scope	2,000	2000.00	0%	2,000	2000.00	0%
Number in attendance at one time 20000 to 29999	Outside Scope	4,000	4000.00	0%	4,000	4000.00	0%
Number in attendance at one time 30000 to 39999	Outside Scope	8,000	8000.00	0%	8,000	8000.00	0%
Number in attendance at one time 40000 to 49999	Outside Scope	12,000	12000.00	0%	12,000	12000.00	0%
Number in attendance at one time 50000 to 59999	Outside Scope	16,000	16000.00	0%	16,000	16000.00	0%
Number in attendance at one time 60000 to 69999	Outside Scope	20,000	20000.00	0%	20,000	20000.00	0%
Number in attendance at one time 70000 to 79999	Outside Scope	24,000	24000.00	0%	24,000	24000.00	0%
Number in attendance at one time 80000 to 89999	Outside Scope	28,000	28000.00	0%	28,000	28000.00	0%
Number in attendance at one time 90000 and over	Outside Scope	32,000	32000.00	0%	32,000	32000.00	0%

2018/2019 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with the Licensing Act 203 (Fees) Regulations 2006							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
<b>Other Fees</b>							
Application for a grant or renewal of personal licence	Outside Scope	37.00	37.00	0%	37.00	37.00	0%
Temporary event notice	Outside Scope	21.00	21.00	0%	21.00	21.00	0%
Theft, loss, etc. of premises licence or summary	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Application for a provisional statement where premises being built, etc.	Outside Scope	315.00	315.00	0%	315.00	315.00	0%
Notification of change of name or address	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Application to vary licence to specify individual as premises supervisor	Outside Scope	23.00	23.00	0%	23.00	23.00	0%
Application for transfer of premises licence	Outside Scope	23.00	23.00	0%	23.00	23.00	0%
Interim authority notice following death etc. of licence holder	Outside Scope	23.00	23.00	0%	23.00	23.00	0%
Theft, loss etc. of certificate or summary	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Notification of change of name or alteration of rules of club	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Change of relevant registered address of club	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Theft, loss etc. of temporary event notice	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Theft, loss etc. of personal licence	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Duty to notify change of name or address	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Right of freeholder etc. to be notified of licensing matters	Outside Scope	21.00	21.00	0%	21.00	21.00	0%

2018/2019 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with Gambling Act 2005 (Fees Regulation SI 2007 /479) These fees are maximums and the local authority has set its fees on the basis of cost-recovery							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
Gambling Premises Licences							
Charges in accordance with Gambling Act 2005 (Fees							
Traditional Fast Track Application							
Existing Casino	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
New Small Casino	Outside Scope	N/A	N/A	N/A	N/A	N/A	N/A
New Large Casino	Outside Scope	N/A	N/A	N/A	N/A	N/A	N/A
Regional Casino	Outside Scope	N/A	N/A	N/A	N/A	N/A	N/A
Bingo Club	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Betting Premises (excluding tracks)	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Tracks	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Family Entertainment Centres	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Adult Gaming Centre	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Traditional Non-Fast Track Application							
Existing Casino	Outside Scope	2,000.00	0.00	0%	2,000.00	0.00	0%
New Small Casino	Outside Scope	N/A	0.00	N/A	N/A	0.00	0.00
New Large Casino	Outside Scope	N/A	0.00	N/A	N/A	0.00	0.00
Regional Casino	Outside Scope	N/A	0.00	N/A	N/A	0.00	0.00
Bingo Club	Outside Scope	1,750.00	0.00	0%	1,750.00	0.00	0%
Betting Premises (excluding tracks)	Outside Scope	1,500.00	0.00	0%	1,500.00	0.00	0%
Tracks	Outside Scope	1,250.00	0.00	0%	1,250.00	0.00	0%
Family Entertainment Centres	Outside Scope	1,000.00	0.00	0%	1,000.00	0.00	0%
Adult Gaming Centre	Outside Scope	1,000.00	0.00	0%	1,000.00	0.00	0%
New Application							
Existing Casino	Outside Scope	N/A	N/A	N/A	N/A	N/A	N/A
New Small Casino	Outside Scope	8,000.00	8000.00	0%	8,000.00	8000.00	0%
New Large Casino	Outside Scope	10,000.00	10000.00	0%	10,000.00	10000.00	0%
Regional Casino	Outside Scope	15,000.00	15000.00	0%	15,000.00	15000.00	0%
Bingo Club	Outside Scope	3,500.00	3500.00	0%	3,500.00	3500.00	0%
Betting Premises (excluding tracks)	Outside Scope	3,000.00	3000.00	0%	3,000.00	3000.00	0%
Tracks	Outside Scope	2,500.00	2500.00	0%	2,500.00	2500.00	0%
Family Entertainment Centres	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
Adult Gaming Centre	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
Annual Fee							
Existing Casino	Outside Scope	3,000.00	3000.00	0%	3,000.00	3000.00	0%
New Small Casino	Outside Scope	5,000.00	5000.00	0%	5,000.00	5000.00	0%
New Large Casino	Outside Scope	10,000.00	10000.00	0%	10,000.00	10000.00	0%
Regional Casino	Outside Scope	15,000.00	15000.00	0%	15,000.00	15000.00	0%
Bingo Club	Outside Scope	1,000.00	1000.00	0%	1,000.00	1000.00	0%
Betting Premises (excluding tracks)	Outside Scope	600.00	600.00	0%	600.00	600.00	0%
Tracks	Outside Scope	1,000.00	1000.00	0%	1,000.00	1000.00	0%
Family Entertainment Centres	Outside Scope	750.00	750.00	0%	750.00	750.00	0%
Adult Gaming Centre	Outside Scope	1,000.00	1000.00	0%	1,000.00	1000.00	0%
Application to Vary							
Existing Casino	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
New Small Casino	Outside Scope	4,000.00	4000.00	0%	4,000.00	4000.00	0%
New Large Casino	Outside Scope	5,000.00	5000.00	0%	5,000.00	5000.00	0%
Regional Casino	Outside Scope	7,500.00	7500.00	0%	7,500.00	7500.00	0%
Bingo Club	Outside Scope	1,750.00	1750.00	0%	1,750.00	1750.00	0%
Betting Premises (excluding tracks)	Outside Scope	1,500.00	1500.00	0%	1,500.00	1500.00	0%
Tracks	Outside Scope	1,250.00	1250.00	0%	1,250.00	1250.00	0%
Family Entertainment Centres	Outside Scope	1,000.00	1000.00	0%	1,000.00	1000.00	0%
Adult Gaming Centre	Outside Scope	1,000.00	1000.00	0%	1,000.00	1000.00	0%

2018/2019 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with Gambling Act 2005 (Fees Regulation SI 2007 /479) These fees are maximums and the local authority has set its fees on the basis of cost-recovery							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
<b>Application to Transfer</b>							
Existing Casino	Outside Scope	1,350.00	1350.00	0%	1,350.00	1350.00	0%
New Small Casino	Outside Scope	1,800.00	1800.00	0%	1,800.00	1800.00	0%
New Large Casino	Outside Scope	2,150.00	2150.00	0%	2,150.00	2150.00	0%
Regional Casino	Outside Scope	6,500.00	6500.00	0%	6,500.00	6500.00	0%
Bingo Club	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Betting Premises (excluding tracks)	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Tracks	Outside Scope	950.00	950.00	0%	950.00	950.00	0%
Family Entertainment Centres	Outside Scope	950.00	950.00	0%	950.00	950.00	0%
Adult Gaming Centre	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
<b>Application for Re-Instatement</b>							
Existing Casino	Outside Scope	N/A	N/A	N/A	N/A	N/A	N/A
New Small Casino	Outside Scope	8,000.00	8000.00	0%	8,000.00	8000.00	0%
New Large Casino	Outside Scope	10,000.00	10000.00	0%	10,000.00	10000.00	0%
Regional Casino	Outside Scope	15,000.00	15000.00	0%	15,000.00	15000.00	0%
Bingo Club	Outside Scope	3,500.00	3500.00	0%	3,500.00	3500.00	0%
Betting Premises (excluding tracks)	Outside Scope	3,000.00	3000.00	0%	3,000.00	3000.00	0%
Tracks	Outside Scope	2,500.00	2500.00	0%	2,500.00	2500.00	0%
Family Entertainment Centres	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
Adult Gaming Centre	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
<b>Licence Application (provisional Statement holders)</b>							
Existing Casino	Outside Scope	N/A	N/A	N/A	N/A	N/A	N/A
New Small Casino	Outside Scope	3,000.00	3000.00	0%	3,000.00	3000.00	0%
New Large Casino	Outside Scope	5,000.00	5000.00	0%	5,000.00	5000.00	0%
Regional Casino	Outside Scope	8,000.00	8000.00	0%	8,000.00	8000.00	0%
Bingo Club	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Betting Premises (excluding tracks)	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Tracks	Outside Scope	950.00	950.00	0%	950.00	950.00	0%
Family Entertainment Centres	Outside Scope	950.00	950.00	0%	950.00	950.00	0%
Adult Gaming Centre	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
<b>Copy Licence</b>							
Existing Casino	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
New Small Casino	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
New Large Casino	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Regional Casino	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Bingo Club	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Betting Premises (excluding tracks)	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Tracks	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Family Entertainment Centres	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Adult Gaming Centre	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
<b>Notification of Change</b>							
Existing Casino	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
New Small Casino	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
New Large Casino	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Regional Casino	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Bingo Club	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Betting Premises (excluding tracks)	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Tracks	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Family Entertainment Centres	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Adult Gaming Centre	Outside Scope	50.00	50.00	0%	50.00	50.00	0%

2018/2019 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with Gambling Act 2005 (Fees Regulation SI 2007 /479) These fees are maximums and the local authority has set its fees on the basis of cost-recovery							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
PERMITS							
Application Fee							
FEC Gaming Machine	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Prize Gaming	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Alcohol Licences Premises - Notification of	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Alcohol Licences Premises - More than 2	Outside Scope	150.00	150.00	0%	150.00	150.00	0%
Club Gaming Permits	Outside Scope	200.00	200.00	0%	200.00	200.00	0%
Club Gaming Machine Permit	Outside Scope	200.00	200.00	0%	200.00	200.00	0%
Club Fast-track for Gaming Permit or	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Small Society Lottery Registration	Outside Scope	40.00	40.00	0%	40.00	40.00	0%
Annual Fee							
Alcohol Licences Premises - More than 2	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Club Gaming Permits	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Club Gaming Machine Permit	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Club Fast-track for Gaming Permit or	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Small Society Lottery Registration	Outside Scope	20.00	20.00	0%	20.00	20.00	0%
Renewal Fee							
FEC Gaming Machine	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Prize Gaming	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Club Gaming Permits	Outside Scope	200.00	200.00	0%	200.00	200.00	0%
Club Gaming Machine Permit	Outside Scope	200.00	200.00	0%	200.00	200.00	0%
Club Fast-track for Gaming Permit or Gaming Machine Permit	Outside Scope	200.00	200.00	0%	200.00	200.00	0%
Transational Application Fee							
FEC Gaming Machine	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Prize Gaming	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Alcohol Licences Premises - More than 2 machines	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Club Gaming Permits	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Club Gaming Machine Permit	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
PERMITS - MISCELLANEOUS FEES							
Change of Name							
FEC Gaming Machine	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Prize Gaming	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Alcohol Licences Premises - More than 2	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Copy of Permit							
FEC Gaming Machine	Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Prize Gaming	Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Alcohol Licences Premises - More than 2 machines	Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Club Gaming Permits	Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Club Gaming Machine Permit	Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Transfer							
Alcohol Licences Premises - More than 2 machines	Outside Scope	25.00	25.00	0%	25.00	25.00	0%

2018/2019 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% increase 18/19
<b>Dog Warden Service/Stray Dogs</b>							
Sale of Dog Waste Bags to Retail Outlets - Per Box of 3000	Standard	20.83	25.00	4.1%	20.83	25.00	0.0%
Costs of kennelling	Standard	Cost to Council recharged	Cost to Council recharged	n/a	Cost to Council recharged	Cost to Council recharged	n/a
Penalty Charge	Outside Scope	25.00	25.00	0.0%	25.00	25.00	0.0%
<b>Environmental Protection</b>							
Environmental Search	Outside Scope	100.00	100.00	0.0%	100.00	100.00	0.0%
<b>Littering Fines/Penalties</b>							
Litter Fixed Penalty	Outside Scope	80.00	80.00	6.7%	80.00	80.00	0.0%
Dog Fouling Fixed Penalty	Outside Scope	80.00	80.00	60.0%	80.00	80.00	0.0%
<b>Cleaner Neighbourhoods</b>							
Abandoned Vehicles Collection	Outside Scope	200.00	200.00	N/a	200.00	200.00	0.0%
Smoking in a smoke free place	Outside Scope	50.00	50.00	N/a	50.00	50.00	0.0%
Failure to display required no smoking signs	Outside Scope	200.00	200.00	N/a	200.00	200.00	0.0%
Fly tipping	Outside Scope	400.00	400.00	N/a	400.00	400.00	0.0%
Failure to produce a waste transfer note	Outside Scope	300.00	300.00	N/a	300.00	300.00	0.0%
Domestic waste receptacle offences	Outside Scope	80.00	80.00	N/a	80.00	80.00	0.0%
Industrial and commercial waste receptacle offences	Outside Scope	110.00	110.00	N/a	110.00	110.00	0.0%
Graffiti	Outside Scope	80.00	80.00	N/a	80.00	80.00	0.0%
Fly Posting - Unauthorised distribution of free literature on designated land	Outside Scope	80.00	80.00	N/a	80.00	80.00	0.0%
<b>Animal Establishment Licensing</b>							
Performing Animals Registration	Outside Scope	50.00	50.00	N/a	50.00	50.00	0.0%
Animal Boarding Est* - Annual Licence	Outside Scope	118.00	118.00	18.0%	130.00	130.00	10.2%
Animal Home Boarding - Annual Licence	Outside Scope	75.00	75.00	50.0%	110.00	110.00	46.7%
Animal Dog Day Boarding Establishment - Annual Licence	Outside Scope	New in 2018/19	New in 2018/19	N/a	110.00	110.00	N/a
Dog Breeding* - Annual Licence	Outside Scope	118.00	118.00	18.0%	120.00	120.00	1.7%
Pet Shops* - Annual Licence	Outside Scope	118.00	118.00	18.0%	120.00	120.00	1.7%
Dangerous Wild Animals* - Annual Licence	Outside Scope	200.00	200.00	17.6%	200.00	200.00	0.0%
Zoo Licence* - Initial - 4 year Licence	Outside Scope	500.00	500.00	0.0%	500.00	500.00	0.0%
Zoo Licence* Renewal - 6 year Licence	Outside Scope	750.00	750.00	0.0%	750.00	750.00	0.0%
Riding Establishment - 1-10 horses* (Annual)	Outside Scope	200.00	200.00	25.0%	200.00	200.00	0.0%
Riding Establishment - 11 - 20 horses* (Annual)	Outside Scope	260.00	260.00	30.0%	260.00	260.00	0.0%
Riding Establishment - 21 and over horses* (Annual)	Outside Scope	290.00	290.00	26.1%	290.00	290.00	0.0%
* Vets Fees are payable where applicable in addition to the licensing fee							
Vet Fees	Standard	Cost to Council recharged	Cost to Council recharged	n/a	Cost to Council recharged	Cost to Council recharged	n/a
* Vets Fees are payable where applicable in addition to the licensing fee							

2018/2019 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% increase 18/19
<b>Food Safety</b>							
Food Export Certificates	Outside Scope	80.00	80.00	0.0%	80.00	80.00	0.0%
Issue of Certificate of Inventory of Condemmed Food	Outside Scope	105.00	105.00	0.0%	105.00	105.00	0.0%
Voluntary surrender	Outside Scope	105.00	105.00	N/a	105.00	105.00	0.0%
Food Hygiene Rating Scheme - Revisit Fee	Standard	175.00	210.00	N/a	180.00	216.00	2.9%
Charge for copy of whole food register	Outside Scope	150.00	150.00	N/a	150.00	150.00	0.0%
Food reg per A4 sheet	Outside Scope	10.00	10.00	N/a	10.00	10.00	0.0%
Advisory FH Visits/Pre-food hygiene rating visits	Standard	60.00 Per hour	72.00 Per hour	N/a	60.00 Per hour	72.00 Per hour	0.0%
<b>Health Licensing</b>							
Cosmetic piercing, Acupuncture, Electrolysis Tattooing, Semi - Permanent Colouring ( <b>premises</b> )	Outside Scope	125.00	125.00	1.6%	125.00	125.00	0.0%
Cosmetic Piercing, Acupuncturist, Electrolysis, Tattooist, Semi- Permanent Colouring ( <b>personal</b> )	Outside Scope	70.00	70.00	16.7%	80.00	80.00	14.3%
Variation Fee	Outside Scope	50.00	50.00	N/a	50.00	50.00	0.0%
<b>Other</b>							
Health & Safety investigation factual statement (rate per hour)	Outside Scope	60.00	60.00	3.4%	60.00	60.00	0.0%
Houses in Multiple Occupation Licences - Notices and Orders made under Housing Act 2004 (as amended)	Outside Scope	390.00	390.00	21.9%	450.00	450.00	15.4%
Service of statutory notices	Outside Scope	330.00	330.00	N/a	350.00	350.00	6.1%
Alterations to HMO licences	Outside Scope	50.00	50.00	N/a	50.00	50.00	0.0%
Copy of HMO register - full/individual	Outside Scope	25.00	25.00	N/a	25.00	25.00	0.0%
<b>Scrap Metal Licences</b>							
Scrap Metal Site Licences (3 years)	Outside Scope	350.00	350.00	16.7%	350.00	350.00	0.0%
Scrap Metal Collectors Licence (3 years)	Outside Scope	200.00	200.00	66.7%	200.00	200.00	0.0%
Variation fee	Outside Scope	50.00	50.00	N/a	50.00	50.00	0.0%

2018/2019 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% increase 18/19
<b>Park Homes/ Caravan sites</b>							
New Application: 1-5 pitches	Outside Scope	171.54	171.54	N/a	171.54	171.54	0.0%
New Application: 6-24 pitches	Outside Scope	457.44	457.44	N/a	457.44	457.44	0.0%
New Application: 25-99 pitches	Outside Scope	514.62	514.62	N/a	514.62	514.62	0.0%
New Application: 100-199 pitches	Outside Scope	628.98	628.98	N/a	628.98	628.98	0.0%
New Application: 200+ pitches	Outside Scope	654.57	654.57	N/a	654.57	654.57	0.0%
Annual Fee: 1-5 pitches	Outside Scope	0.00	0.00	N/a	0.00	0.00	0.0%
Annual Fee: 6-24 pitches	Outside Scope	285.90	285.90	N/a	285.90	285.90	0.0%
Annual Fee: 25-99 pitches	Outside Scope	343.08	343.08	N/a	343.08	343.08	0.0%
Annual Fee: 100-199 pitches	Outside Scope	457.44	457.44	N/a	457.44	457.44	0.0%
Annual Fee: 200+ pitches	Outside Scope	486.03	486.03	N/a	486.03	486.03	0.0%
Annual Fee: Depositing Site Rules	Outside Scope	50.00	50.00	N/a	50.00	50.00	0.0%
Annual Fee: Variation/Transfer	Outside Scope	250.00	250.00	N/a	250.00	250.00	0.0%

2018/2019 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% increase 18/19
<b>Private Water Sampling</b>							
Risk Assessment - Commercial Premises	Outside Scope	120.00	120.00	12.0%	120.00	120.00	0.0%
Risk Assessment - Domestic Premises	Outside Scope	110.00	110.00	10.0%	110.00	110.00	0.0%
Sampling Visit	Outside Scope	75.00	75.00	16.3%	75.00	75.00	0.0%
Investigation	Outside Scope	100.00	100.00	n/a	100.00	100.00	0.0%
Granting and authorisation	Outside Scope	100.00	100.00	0.0%	100.00	100.00	0.0%
Bathing Water/Health & Safety Sampling	Outside Scope	100.00	100.00	n/a	100.00	100.00	0.0%
<b>Analysis of Samples</b>							
Taken under regulation 10 for small supplies and single dwellings	Outside Scope	100% of actual laboratory costs up to £25.00 maximum	100% of actual laboratory costs up to £25.00 maximum	n/a	100% of actual laboratory costs up to £25.00 maximum	100% of actual laboratory costs up to £25.00 maximum	n/a
Taken during check monitoring	Outside Scope	80.00	80.00	n/a	80.00	80.00	0.0%
Taken during audit monitoring	Outside Scope	28.00	28.00	n/a	28.00	28.00	0.0%
Bathing Water/Health & Safety analysis	Outside Scope	35.00	35.00	6.1%	35.00	35.00	0.0%

2018/2019 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% increase 18/19
Environmental Protection - Local Air Pollution and Prevention Control (LAPPC) CHARGES subject to change pending notification from DEFRA							
Charges apply where relevant and are subject to change pending notification from DEFRA							
<b>Application Fee</b>							
Standard process	Outside Scope	1,579.00	1,579.00	0.0%	1,650.00	1,650.00	4.5%
Additional fee for operating without a permit	Outside Scope	1,137.00	1,137.00	0.0%	1,188.00	1,188.00	4.5%
PVRI, SWOBs and Dry Cleaners	Outside Scope	148.00	148.00	0.0%	155.00	155.00	4.7%
PVR I & II combined	Outside Scope	246.00	246.00	0.0%	257.00	257.00	4.5%
Vehicle refinishers (VRs) and other Reduced Fee Activities	Outside Scope	346.00	346.00	0.0%	362.00	362.00	4.6%
Reduced fee activities: Additional fee for operating without a permit	Outside Scope	68.00	68.00	0.0%	71.00	71.00	4.4%
Mobile screening and crushing plant - not using simplified permit	Outside Scope	1,579.00	1,579.00	0.0%	1,650.00	1,650.00	4.5%
for the third to seventh applications	Outside Scope	943.00	943.00	0.0%	985.00	985.00	4.5%
for the eighth and subsequent applications	Outside Scope	477.00	477.00	0.0%	498.00	498.00	4.4%
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amount .							
<b>Annual Subsistence Charge</b>							
Standard process Low	Outside Scope	739.00 (+99.00)	739.00 (+99.00)	0.0%	772.00 (+104.00)	772.00 (+104.00)	4.0%
Standard process Medium	Outside Scope	1111.00(+14 9.00)	1111.00(+149.00)	0.0%	1161.00(+15 0.00)	1161.00(+156. 00)	5.0%
Standard process High	Outside Scope	1672.00+(19 8.00)	1672.00+(198.00)	0.0%	1747.00+(20 7.00)	1747.00+(207. 00)	4.0%
PVRI, SWOBs and Dry Cleaners Low/Med/High	Outside Scope	76.00/ 151.00/ 227.00	76.00/ 151.00/ 227.00	0.0%	79.00/ 158.00/ 237.00	79.00/ 158.00/ 237.00	4.0%
PVR I & II combined Medium component	Outside Scope	108.00/216.0 0/326.00	108.00/216.00/326. 00	0.0%	113.00/226. 00/341.00	113.00/226.00/ 341.00	5.0%
Vehicle refinishers (VRs) and other Reduced Fees Low/Med/High	Outside Scope	218.00/349.0 0/524.00	218.00/349.00/524. 00	0.0%	228.00/365. 00/548.00	228.00/365.00/ 548.00	5.0%
Mobile screening and crushing plant, for first and second permits Low/Med/High	Outside Scope	618.00/989.0 0/1484.00	618.00/989.00/148 4.00	0.0%	626.00/1034 .00/1551.00	626.00/1034.0 0/1551.00	1.0%
for the third to seventh permits Low/Med/High	Outside Scope	368.00/590.0 0/884.00	368.00/590.00/884. 00	0.0%	385.00/617. 00/924.00	385.00/617.00/ 924.00	5.0%
eighth and subsequent permits Low/Med/High	Outside Scope	189.00/302.0 0/453.00	189.00/302.00/453. 00	0.0%	198.00/316. 00/473.00	198.00/316.00/ 473.00	5.0%
Late Payment Fee	Outside Scope	50.00	50.00	0.0%	52.00	52.00	4.0%
* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation							
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts.							

2018/2019 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% increase 18/19
<b>Transfer and Surrender</b>							
Standard process transfer	Outside Scope	162.00	162.00	0.0%	169.00	169.00	4.3%
Standard process partial transfer	Outside Scope	476.00	476.00	0.0%	497.00	497.00	4.4%
New operator at low risk reduced fee activity	Outside Scope	75.00	75.00	0.0%	78.00	78.00	4.0%
Surrender: all Part B activities	Outside Scope	0.00	-	#DIV/0!	0.00	-	#DIV/0!
Reduced fee activities: transfer	Outside Scope	0.00	-	#DIV/0!	0.00	-	#DIV/0!
Reduced fee activities: partial transfer	Outside Scope	45.00	45.00	0.0%	47.00	47.00	4.4%
<b>Temporary transfer for mobiles</b>							
First transfer	Outside Scope	51.00	51.00	0.0%	53.00	53.00	3.9%
Repeat following enforcement or warning	Outside Scope	51.00	51.00	0.0%	53.00	53.00	3.9%
<b>Substantial Change</b>							
Standard process	Outside Scope	1,005.00	1,005.00	0.0%	1,050.00	1,050.00	4.5%
Standard process where the substantial change results in a new PPC activity	Outside Scope	1,579.00	1,579.00	0.0%	1,650.00	1,650.00	4.5%
Reduced fee activities	Outside Scope	98.00	98.00	0.0%	102.00	102.00	4.1%
<b>LAPPC mobile plant charges (not using</b>							
<b>1 or 2 Permits</b>							
Application Fee	Outside Scope	1,579.00	1,579.00	0.0%	1,650.00	1,650.00	4.5%
Subsistence Fee - Low/Medium/High	Outside Scope	618.00/989.0 0/14 84.00	618.00/989.00/14 84.00	0.0%	646.00/1034 .00/1506.00	646.00/1034.0	0.0%
<b>3 to 7 Permits</b>							
Application Fee	Outside Scope	943.00	943.00	0.0%	985.00	985.00	4.5%
Subsistence Fee - Low/Medium/High	Outside Scope	368.00/590.0 0/884.00	368.00/590.00/884. 00	0.0%	385.00/617. 00/924.00	385.00/617.00/ 924.00	0.0%
<b>8 and Over Permits</b>							
Application Fee	Outside Scope	477.00	477.00	0.0%	498.00	498.00	4.4%
Subsistence Fee - Low/Medium/High	Outside Scope	189.00/302.0 0/453.00	189.00/302.00/453. 00	0.0%	198.00/316. 00/473.00	198.00/316.00/ 473.00	0.0%

2018/2019 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% increase 18/19
Environmental Protection - LA- IPPC							
NB – every subsistence charge in the table below includes the additional £99 charge to cover LA extra costs in dealing with reporting							
Application Fee	Outside Scope	3,218.00	3,218.00	0.0%	3,363.00	3,363.00	4.5%
Additional fee for operating without a permit	Outside Scope	1,137.00	1,137.00	0.0%	1,188.00	1,188.00	4.5%
Annual Subsistence LOW	Outside Scope	1,384.00	1,384.00	0.0%	1,343.00	1,343.00	-3.0%
Annual Subsistence MEDIUM	Outside Scope	1,541.00	1,541.00	0.0%	1,507.00	1,507.00	-2.2%
Annual Subsistence HIGH	Outside Scope	2,233.00	2,233.00	0.0%	2,230.00	2,230.00	-0.1%
Late Payment Fee	Outside Scope	50.00	50.00	0.0%	52.00	52.00	4.0%
Substantial Variation	Outside Scope	1,309.00	1,309.00	0.0%	3,363.00	3,363.00	156.9%
Transfer	Outside Scope	225.00	225.00	0.0%	235.00	235.00	4.4%
Partial Transfer	Outside Scope	668.00	668.00	0.0%	698.00	698.00	4.5%
Surrender	Outside Scope	668.00	668.00	0.0%	698.00	698.00	4.5%
In accordance with the legislation as specified by DEFRA, the Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the Council will be increased by £36.							

2018/2019 - FEES AND CHARGES							
PREMISES LICENSING							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
Sexual Establishment							
Grant/ Annual Fee	Outside Scope	2,000.00	2000.00	0.0%	2,000.00	2000.00	0.0%
Variation to license	Outside Scope	1,000.00	1000.00	0.0%	1,000.00	1000.00	0.0%
Transfer of license	Outside Scope	260.00	260.00	0.0%	260.00	260.00	0.0%
Name Change	Outside Scope	260.00	260.00	0.0%	260.00	260.00	0.0%
Sex Shop	Outside Scope	153.00	153.00	0.0%	153.00	153.00	0.0%

2018/2019 - FEES AND CHARGES							
COMMUNICATIONS, PARTNERSHIPS AND ENGAGEMENT & SPORTING EVENTS							
All DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR BROCKBANK							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t )	CHARGE 2017/18 £ (inc. v.a.t where applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t )	CHARGE 2018/19 £ (inc. v.a.t where applicable)	% Increase 18/19
<b>Inflatable Start and Finish Banner</b>							
Hire of Inflatable Start and Finish Banner - Day Rate Self Collection and Return - maxium 3 day hire	Standard	100.00	120.00	0%	104.00	124.80	4%
Hire of Inflatable Start and Finish Banner - additional day	Standard	100.00	120.00	0%	104.00	124.80	4%
Hire of Inflatable Start and Finish Banner - Day Rate including delivery and collection up to 20 miles radius	Standard	200.00	240.00	0%	207.00	248.40	4%
Delivery Surcharge over 20 mile radius - rate per mile	Standard	1.00	1.20	0%	1.00	1.20	0%
<b>Timing System Hire - Single Day events up to 500 participants</b>							
Timing System Hire, set up, delivery and collection up to 20 miles radius	Standard	500.00	600.00	0%	520.00	624.00	4%
Timing chip per entrant	Standard	0.25	0.30	0%	0.25	0.30	0%
Delivery Surcharge for over 20 mile radius - rate per mile	Standard	1.00	1.20	0%	1.00	1.20	0%
<b>Timing System Hire - Single Day Events over 500 participants</b>							
Timing System Hire, set up, delivery and collection up to 20 miles radius and timing chip - fee per entrant	Standard	1.25	1.50	0%	1.25	1.50	0%
Delivery Surcharge for over 20 mile radius - rate per mile	Standard	1.00	1.20	0%	1.00	1.20	0%
<b>Bikeability Courses</b>							
Level 1 Bikeability Course - 3 hrs (per head)	Exempt-0	25.00	25.00	0%	25.00	25.00	0%
Level 2 Bikeability Course - 4 hrs (per head)	Exempt-0	45.00	45.00	0%	45.00	45.00	0%
Level 3 Bikeability Course - 2 hrs (per head)	Exempt-0	40.00	40.00	0%	40.00	40.00	0%
<b>Skipton Triathlon</b>							
Early-bird/special offer race entry fee (individual) BT Member	Standard	30.83	37.00	N/A	31.67	38.00	3%
Standard entry fee (individual) BT Member	Standard	35.00	42.00	N/A	35.83	43.00	2%
Early-bird/special offer race entry fee (individual) Non -BT Member	Standard	33.33	40.00	N/A	34.17	41.00	2%
Standard entry fee (individual) Non -BT Member	Standard	37.50	45.00	N/A	38.33	46.00	2%
Early-bird/special offer race entry fee (team)	Standard	50.00	60.00	N/A	50.00	60.00	0%
Standard entry fee (team)	Standard	58.33	70.00	N/A	58.33	70.00	0%

2018/2019 - FEES AND CHARGES							
STRATEGIC HOUSING							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR FOSTER							
LHA rate charged may increase /or decrease if allowable Local Housing Association Rent Rate is amended - these are set by the Valuation Office Agency							
	V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t)	CHARGE 2017/18 £ (inc. v.a.t if applicable)	% Increase 17/18	CHARGE 2018/19 £ (ex. v.a.t)	CHARGE 2018/19 £ (inc. v.a.t if applicable)	% Increase 18/19
Aireview House Rents							
Unit 1, Unit 1, Unit 2 ,Unit 3,Unit 4,Unit 5,Unit 6,Unit 7,Unit 8,Unit 9							
Concierge	Exempt & Outside Scope	4.55	4.55	0%	4.55	4.55	0%
Service Charges	Exempt & Outside Scope	26.68	26.68	0%	27.40	27.40	3%
LHA Rate recharged to HB (Used 15/16 rates pending notification on 16/17 rates)	Exempt & Outside Scope	80.55	80.55	0%	80.55	80.55	0%
Total Charge to Housing Benefits	Exempt & Outside Scope	111.78	111.78	0%	112.50	112.50	1%
Client Service Charge	Exempt & Outside Scope	24.50	24.50	0%	24.50	24.50	0%
Total Charge	Exempt & Outside Scope	136.28	136.28	0%	137.00	137.00	1%
Unit 9 (2 bed unit) - per week (Formerly unit 5)							
Concierge	Exempt & Outside Scope	4.55	4.55	0%	4.55	4.55	0%
Service Charges	Exempt & Outside Scope	33.87	33.87	0%	33.14	33.14	-2%
LHA Rate recharged to HB (Used 15/16 rates pending notification on 16/17 rates)	Exempt & Outside Scope	97.81	97.81	0%	97.81	97.81	0%
Total Charge to Housing Benefits	Exempt & Outside Scope	136.23	136.23	0%	135.50	135.50	-1%
Client Service Charge	Exempt & Outside Scope	24.50	24.50	0%	24.50	24.50	0%
Total Charge	Exempt & Outside Scope	160.73	160.73	0%	160.00	160.00	0%

2018/2019 - FEES AND CHARGES										
LOCAL LAND CHARGES										
All DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR FOSTER										
		V.A.T Status	CHARGE 2017/18 £ (inc. v.a.t if applicable)			% Increase 17/18	CHARGE 2018/19 £ (inc. v.a.t if applicable)			% Increase 18/19
			Postal	Electronic (In House)	Electronic (via a third party)		Postal	Electronic (In House)	Electronic (via a third party)	
Form LLC1 Only ( <b>Residential</b> )		Outside Scope	29.00	29.00	23.50	0%	29.00	29.00	23.50	0%
Form LLC1 Only ( <b>Non Residential</b> )		Outside Scope	43.50	43.50	35.67	N/a	43.50	43.50	35.67	N/a
Form CON29R ( <b>Residential</b> ) individual questions can be asked, for the prices see below		Standard	107.85	107.85	N/A	-15%	107.85	107.85	N/A	0%
Form CON29R ( <b>Non-Residential</b> ) individual questions can be asked, for the prices see below		Standard	172.15	172.15	N/A	N/a	172.15	172.15	N/A	N/a
Form CON29R Only ( <b>Residential</b> )		Standard	136.85	136.85	112.22	40%	136.85	136.85	112.22	0%
Form CON29R Only ( <b>Non-Residential</b> )		Standard	215.65	215.65	176.83	N/a	215.65	215.65	176.83	N/a
Con 290 (optional enquiries) Questions 1 - 22 (each)		Standard	21.00	21.00	21.00	0%	21.00	21.00	21.00	0%
Additional Enquiries(Each)		Outside Scope	21.00	21.00	21.00	0%	21.00	21.00	21.00	0%
Each extra parcel of land (CON29)		Standard	15.00	15.00	15.00	0%	15.00	15.00	15.00	0%
Extra parcel of land (LLC1) (each)		Outside Scope	15.00	15.00	15.00	100%	15.00	15.00	15.00	0%
Search in any part of the register		Outside Scope	5.50	5.50	5.50	0%	5.50	5.50	5.50	0%
'REFRESH' service. This will apply to a resubmission of a previous full Local Authority search (i.e. LLC1 and Con29R) providing any subsequent search meets the relevant criteria		Outside Scope - LLC1 & Standard - Con29R	95.00	95.00	95.00	0%	95.00	95.00	95.00	0%
Con290 enquiries on refresh searches are charged at the full price		Standard	21.00	21.00	N/a	0%	21.00	21.00	N/a	0%
Non-standard planning history search 1974 to date ( <b>Residential</b> ).		Outside Scope	17.50	17.50	N/a	N/a	17.50	17.50	N/a	N/a
Non-standard planning history search 1974 to date ( <b>Non-Residential</b> ).		Outside Scope	35.00	35.00	N/a	N/a	35.00	35.00	N/a	N/a
1.1 Decisions and Pending Applications Which of the following relating to the property have been granted, issued or refused or (where applicable) are the subject of pending applications or agreements? <b>Bold Price is for Non-Residential.</b>	(a) to (i) This information is publicly available. (a) to (i) Information also available by tailored report if required. Information available from 1/4/1974 to date. For information prior to this there will be an additional charge.	Outside Scope			(a) £3.50 / <b>£7.00</b> (b) £3.50 / <b>£7.00</b> (c) £3.50 / <b>£7.00</b> (d) £3.50 / <b>£7.00</b> (e) £3.50 / <b>£7.00</b> (f) £0.75 / <b>£1.25</b> (g) £0.75 / <b>£1.25</b> (h) £0.75 / <b>£1.25</b> (i) £0.75 / <b>£1.25</b>				(a) £3.50 / <b>£7.00</b> (b) £3.50 / <b>£7.00</b> (c) £3.50 / <b>£7.00</b> (d) £3.50 / <b>£7.00</b> (e) £3.50 / <b>£7.00</b> (f) £0.75 / <b>£1.25</b> (g) £0.75 / <b>£1.25</b> (h) £0.75 / <b>£1.25</b> (i) £0.75 / <b>£1.25</b>	
	(j) – (l) Full Building Control information is not currently available on public register. In the meantime information is available by tailored report only.	Outside Scope			(j) £4.00 / <b>£8.00</b> (k) £4.00 / <b>£8.00</b> (l) £4.00 / <b>£8.00</b>				(j) £4.00 / <b>£8.00</b> (k) £4.00 / <b>£8.00</b> (l) £4.00 / <b>£8.00</b>	
1.2 Planning Designations and Proposals What designations of land use for the property or the area, and what specific proposals for the property, are contained in any existing or proposed development plan? <b>Bold Price is for Non-Residential.</b>	This information is publically available. Information also available by tailored report if required.	Outside Scope			£2.00 / <b>£4.00</b>				£2.00 / <b>£4.00</b>	
3.3. Drainage Matters 3.3(a-b) <b>Bold Price is for Non-Residential.</b>	Information also available by tailored report if required.				£4.00 / <b>£8.00</b>				£4.00 / <b>£8.00</b>	
3.5. Nearby Railway Schemes Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tramway, light railway or monorail? <b>Bold Price is for Non-Residential.</b>	Information is also available by tailored report if required.	Outside Scope			£2.00 / <b>£4.00</b>	0%			£2.00 / <b>£4.00</b>	0%

2018/2019 - FEES AND CHARGES										
LOCAL LAND CHARGES										
All DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR FOSTER										
		V.A.T Status	CHARGE 2017/18 £ (inc. v.a.t if applicable)			% Increase 17/18	CHARGE 2018/19 £ (inc. v.a.t if applicable)			% Increase 18/19
			Postal	Electronic (In House)	Electronic (via a third party)		Postal	Electronic (In House)	Electronic (via a third party)	
3.7. Outstanding Notices Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this schedule:- <b>Bold Price is for Non-Residential.</b> (a) building works (b) environment (c) health and safety (d) housing (e) highways (f) public health		Outside Scope			(a) £0.80 / <b>£1.60</b> (b, c, d, f) - Contact Craven Districts Environmental Health Office (e.g) Contact North Yorkshire County Council who are the Highway Authority for the Craven District.				(a) £0.80 / <b>£1.60</b> (b, c, d, f) - Contact Craven Districts Environmental Health Office (e.g) Contact North Yorkshire County Council who are the Highway Authority for the Craven District.	
3.8. Contraventions of Building Regulations Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in Building Regulations? <b>Bold Price is for Non-Residential.</b>	Information is also available by tailored report if required.	Outside Scope			£0.80 / <b>£1.60</b>				£0.80 / <b>£1.60</b>	
3.9. Notices, Orders, Directions and Proceedings under Planning Acts Do any of the following subsist in relation to the property, or has any local authority decided to issue, serve, make or commence any of the following:- (a) enforcement notice (b) stop notice (c) listed building enforcement notice (d) breach of condition notice (e) planning contravention notice (f) other notice relating to breach of planning control (g) listed building repairs notice (h) in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation (i) building preservation notice (j) direction restricting permitted development (k) order revoking or modifying a planning permission (l) order requiring discontinuance of use or removal of building works (m) tree preservation order (n) proceedings to enforce a planning agreement or planning contribution? <b>Bold Price is for Non-Residential.</b>	(a) to (e) This information is publicly available. (a) to (e) This information is also available by tailored report if required. (f) to (l) This information is available by tailored report only. (m) This information is publicly available. (m) This information is also available by tailored report if required. (n) This information is available by tailored report only.	Outside Scope			(a) £1.00 / <b>£2.00</b> (b) £1.00 / <b>£2.00</b> (c) £1.00 / <b>£2.00</b> (d) £1.00 / <b>£2.00</b> (e) £1.00 / <b>£2.00</b> (f) £1.00 / <b>£2.00</b> (g) £1.00 / <b>£2.00</b> (h) £1.00 / <b>£2.00</b> (i) £1.00 / <b>£2.00</b> (j) £1.00 / <b>£2.00</b> (k) £1.00 / <b>£2.00</b> (l) £1.00 / <b>£2.00</b> (m) £1.50 / <b>£3.00</b> (n) £1.50 / <b>£3.00</b>			(a) £1.00 / <b>£2.00</b> (b) £1.00 / <b>£2.00</b> (c) £1.00 / <b>£2.00</b> (d) £1.00 / <b>£2.00</b> (e) £1.00 / <b>£2.00</b> (f) £1.00 / <b>£2.00</b> (g) £1.00 / <b>£2.00</b> (h) £1.00 / <b>£2.00</b> (i) £1.00 / <b>£2.00</b> (j) £1.00 / <b>£2.00</b> (k) £1.00 / <b>£2.00</b> (l) £1.00 / <b>£2.00</b> (m) £1.50 / <b>£3.00</b> (n) £1.50 / <b>£3.00</b>		
3.10. Community infrastructure levy (CIL) <b>Bold Price is for Non-Residential.</b>	This information is available by tailored report only.				£0.50 / <b>£1.00</b>				£0.50 / <b>£1.00</b>	
3.11. Conservation Areas Do the following apply in relation to the property:- (a) the making of the area a Conservation Area before 31 August 1974; or (b) an unimplemented resolution to designate the area a Conservation Area? <b>Bold Price is for Non-Residential.</b>	(a) and (b) This information is publicly available. <b>FOC</b> (a) and (b) This information is also available by tailored report.	Outside Scope			£1.60 / <b>£3.20</b>				£1.60 / <b>£3.20</b>	
3.13. Contaminated Land Do any of the following apply (including any relating to land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm of pollution of controlled waters might be caused on the property). <b>Bold Price is for Non-Residential.</b>	This information is available by consulting the Contaminated Land Register. <b>FOC</b> This information is also available by tailored report.	Outside Scope			£1.60 / <b>£3.20</b>				£1.60 / <b>£3.20</b>	
3.15. Assets of Community Value <b>Bold Price is for Non-Residential.</b>	This information is also available by tailored report	Outside Scope			£4.00 / <b>£8.00</b>				£4.00 / <b>£8.00</b>	

2018/2019 - FEES AND CHARGES								
<b>WASTE MANAGEMENT SERVICES</b>								
<b>DISCRETIONARY CHARGES</b>								
<b>LEAD MEMBER: COUNCILLOR LIS</b>								
		V.A.T Status	CHARGE 2017/18 £ (ex. v.a.t )	CHARGE 2017/18 £ (inc v.a.t where applicable)	% increase 17/18	CHARGE 2018/19 £ (ex. v.a.t )	CHARGE 2018/19 £ (inc v.a.t where applicable)	% increase 18/19
<b>Bulky Waste</b>								
Bulky Waste Collection: up to and including 3 items	Delegated Authority	Exempt	28.00	28.00	12%	28.00	28.00	0%
Bulky Waste Collection: additional items (charge per item)*	Delegated Authority	Exempt	8.00	8.00	14%	8.00	8.00	0%
<b>Domestic Litter Bins</b>								
Green 140L Wheeled Bin - Initial Issue/Replacement	Delegated Authority	Outside Scope	52.00	52.00	4%	52.00	52.00	0%
Green 240L Wheeled Bin - Initial Issue/Replacement	Delegated Authority	Outside Scope	40.00	40.00	4%	40.00	40.00	0%
Green 360L Wheeled Bin - Initial Issue/Replacement	Delegated Authority	Outside Scope	46.00	46.00	3%	46.00	46.00	0%
Blue/Brown (recycling ) 140L Wheeled Bin - Initial Issue/Replacement	Delegated Authority	Outside Scope	0.00	No Charge	N/a	0.00	No Charge	N/a
Blue/Brown (recycling ) 240L Wheeled Bin - Initial Issue/Replacement	Delegated Authority	Outside Scope	40.00	No Charge	N/a	40.00	No Charge	N/a
Litter Picking Equipment	Delegated Authority	Standard Rated	22.61	27.13	20%	22.61	27.13	0%
<b>Garden Waste</b>								
Garden Waste Collection - Annual Licence	Member Approval	Outside scope	29.50	29.50	13%	32.50	32.50	10%
<b>Refuse Collection Private Work - Charges per hour</b>								
Vehicle & Driver	Delegated Authority	Standard Rated	110.00	132.00	20%	110.00	132.00	0%
Vehicle & Driver + 1 operative	Delegated Authority	Standard Rated	180.00	216.00	41%	180.00	216.00	0%
Vehicle & Driver + 2 operatives	Delegated Authority	Standard Rated	250.00	300.00	58%	250.00	300.00	0%
Disposal Charges per disposal	Delegated Authority	Standard Rated	Determined by NYCC	Determined by NYCC	n/a	Determined by NYCC	Determined by NYCC	n/a
<b>On Street Litter Bins</b>								
Supply and Installation of Litter Bin	Delegated Authority	Outside Scope	At Cost + £28 fitting fee	At Cost + £28 fitting fee	12%	At Cost + £30 fitting fee	At Cost + £30 fitting fee	7%
<b>MOT Testing</b>								
MOT Private Test	Delegated Authority	Outside Scope	40.00	40.00	0%	40.00	40.00	0%

Craven District Council  
1 Belle Vue Square  
Broughton Road  
Skipton  
North Yorkshire  
BD23 1FJ

Tel: 01756 700600

Email: [contactus@cravendc.gov.uk](mailto:contactus@cravendc.gov.uk)

Web: [www.cravendc.gov.uk](http://www.cravendc.gov.uk)



If you would like this information in a way which is better for you, please telephone 01756 706494.



INVESTOR IN PEOPLE



# A Guide to the Fees for Planning Applications in England

**These fees apply from 15 April 2015 onwards.**

This document is based upon '[The Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012](#)'

The fee should be paid at the time the application is submitted. If you are unsure of the fee applicable, please [contact your Local Planning Authority](#).

<b>All Outline Applications</b>		
£385 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£385 per 0.1 hectare
£9,527 + £115 for each 0.1 in excess of 2.5 hectares to a maximum of £125,000	More than 2.5 hectares	£9,527 + £115 per 0.1 hectare

<b>Householder Applications</b>		
Alterations/extensions to a <b>single dwelling</b> , including works within boundary	Single dwelling	£172

<b>Full Applications</b> (and First Submissions of Reserved Matters)		
Alterations/extensions to <b>two or more dwellings</b> , including works within boundaries	Two or more dwellings (or two or more flats)	£339
<b>New dwellings</b> (up to and including 50)	New dwellings (not more than 50)	£385 per dwelling
<b>New dwellings</b> (for <i>more</i> than 50) £19,049 + £115 per additional dwelling in excess of 50 up to a maximum fee of £250,000	New dwellings (more than 50)	£19,049 + £115 per additional dwelling

Continued on next page...

<b>Full Applications</b> (and First Submissions of Reserved Matters) continued...		
<b>Erection of buildings</b> (not dwellings, agricultural, glasshouses, plant nor machinery):		
Gross floor space to be created by the development	No increase in gross floor space or no more than 40 sq m	£195
Gross floor space to be created by the development	More than 40 sq m but no more than 75 sq m	£385
Gross floor space to be created by the development	More than 75 sq m but no more than 3,750 sq m	£385 for each 75sq m or part thereof
Gross floor space to be created by the development	More than 3,750 sq m	£19,049 + £115 for each additional 75 sq m in excess of 3750 sq m to a maximum of £250,000
<b>The erection of buildings</b> (on land used for agriculture for agricultural purposes)		
Gross floor space to be created by the development	Not more than 465 sq m	£80
Gross floor space to be created by the development	More than 465 sq m but not more than 540 sq m	£385
Gross floor space to be created by the development	More than 540 sq m but not more than 4,215 sq m	£385 for first 540 sq m + £385 for each 75 sq m (or part thereof) in excess of 540 sq m
Gross floor space to be created by the development	More than 4,215 sq m	£19,049 + £115 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to a maximum of £250,000

Continued on next page...

<b>Full Applications</b> (and First Submissions of Reserved Matters) continued...		
<b>Erection of glasshouses</b> (on land used for the purposes of agriculture)		
Gross floor space to be created by the development	Not more than 465 sq m	£80
Gross floor space to be created by the development	More than 465 sq m	£2,150
<b>Erection/alterations/replacement of plant and machinery</b>		
Site area	Not more than 5 hectares	£385 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£19,049 + additional £115 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £250,000

<b>Applications other than Building Works</b>		
<b>Car parks, service roads or other accesses</b>	For existing uses	£195
<b>Waste</b> (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)		
Site area	Not more than 15 hectares	£195 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£29,112 + £115 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £65,000
<b>Operations connected with exploratory drilling for oil or natural gas</b>		
Site area	Not more than 7.5 hectares	£423 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£31,725 + additional £126 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £250,000

Continued on next page...

<b>Operations (other than exploratory drilling) for the winning and working of oil or natural gas</b>		
Site area	Not more than 15 hectares	£214 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£32,100 + additional £126 for each 0.1 in excess of 15 hectare up to a maximum of £65,000
<b>Other operations (winning and working of minerals) excluding oil and natural gas</b>		
Site area	Not more than 15 hectares	£195 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£29,112 + additional £115 for each 0.1 in excess of 15 hectare up to a maximum of £65,000
<b>Other operations (not coming within any of the above categories)</b>		
Site area	Any site area	£195 for each 0.1 hectare (or part thereof) up to a maximum of £1,690

<b>Lawful Development Certificate</b>	
Existing use or operation	Same as Full
Existing use or operation - lawful not to comply with any condition or limitation	£195
Proposed use or operation	Half the normal planning fee.

Continued on next page...

<b>Prior Approval</b>	
Agricultural and Forestry buildings & operations or demolition of buildings	£80
Telecommunications Code Systems Operators	£385
Proposed Change of Use to State Funded School or Registered Nursery	£80
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	£80
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	£80
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	£80
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	£80
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	£172
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are <u>no</u> Associated Building Operations	£80
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	£172
Notification for Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3)	£80
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	£80
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations	£172

Continued on next page...

<b>Prior Approval</b> continued...	
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3)	£80
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3), and Associated Building Operations	£172
Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)	£80

<b>Reserved Matters</b>	
Application for approval of reserved matters following outline approval	Full fee due or if full fee already paid then £385 due

<b>Approval/Variation/discharge of condition</b>	
Application for removal or variation of a condition following grant of planning permission	£195
Request for confirmation that one or more planning conditions have been complied with	£28 per request for Householder otherwise £97 per request

<b>Change of Use</b> of a building to use as one or more separate dwellinghouses, or other cases		
Number of dwellings	Not more than 50 dwellings	£385 for each
Number of dwellings	More than 50 dwellings	£19,049 + £115 for each in excess of 50 up to a maximum of £250,000
<b>Other Changes of Use</b> of a building or land		£385

Continued on next page...

<b>Advertising</b>	
Relating to the business on the premises	£110
Advance signs which are not situated on or visible from the site, directing the public to a business	£110
Other advertisements	£385

<b>Application for a New Planning Permission to replace an Extant Planning Permission</b>	
Applications in respect of major developments	£575
Applications in respect of householder developments	£57
Applications in respect of other developments	£195

<b>Application for a Non-material Amendment Following a Grant of Planning Permission</b>	
Applications in respect of householder developments	£28
Applications in respect of other developments	£195

Continued on next page...

<b>CONCESSIONS</b>
<b>EXEMPTIONS FROM PAYMENT</b>
For alterations, extensions, etc. to a dwelling house for the benefit of a registered disabled person
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted
Listed Building Consent
Planning permission for relevant demolition in a Conservation Area
Works to Trees covered by a Tree Preservation Order or in a Conservation Area
Hedgerow Removal
If the proposal is the first revision of an application for development of the same character or description on the same site by the same applicant within 12 months of making the earlier application if withdrawn or the date of decision if granted or refused (including signs only if withdrawn or refused) and NOT a duplicate application made by the same applicant within 28 days
If the proposal relates to works that require planning permission only by virtue of an Article 4 Direction of the Town & Country Planning (General Permitted Development) Order 1995. I.e. where the application is required only because of a direction or planning condition removing permitted development rights.
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation
If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question
If the application is for alternative proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class E of the Town and Country Planning (General Permitted Development) Order 1995
If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area
If the application is for a Certificate of Lawfulness of Proposed Works to a listed building
Prior Approval for a Proposed Larger Home Extension

Continued on next page...

<b>CONCESSIONS</b> continued...
<b>EXEMPTIONS FROM PAYMENTS</b> continued...
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop
Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use
Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt

<b>CONCESSIONS</b>
<b>REDUCTIONS TO PAYMENTS</b>
If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £385
If the application is being made on behalf of a parish or community council then the fee is 50%
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £385
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others
Where an application crosses one or more local or district planning authorities then the fee is 150% and goes to the authority that contains the larger part of the application site or a sum of the fees if it is less than 150%

## ENDS