

To: All Members of the Council

Fiona Cameron, Democratic Services Manager  
& Deputy Monitoring Officer

**Policy and Governance**

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Date: 1 February 2019

Dear Councillor

**COUNCIL MEETING - TUESDAY, 12 FEBRUARY 2019**

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held in the COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS, GODALMING on **TUESDAY, 12 FEBRUARY 2019** at **7.00 pm** and you are hereby summoned to attend this meeting.

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

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**[www.waverley.gov.uk/committees](http://www.waverley.gov.uk/committees)**

## AGENDA

1. MINUTES (Pages 7 - 18)

To confirm the Minutes of the Council meeting held on 11 December 2018 (herewith).

2. APOLOGIES FOR ABSENCE

The Mayor to report apologies for absence.

3. DECLARATIONS OF INTEREST

To receive from Members, declarations of interest in relation to any items included on the agenda for this meeting in accordance with the Waverley Code of Local Government Conduct.

4. MAYOR'S ANNOUNCEMENTS

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

To answer any questions from members of the public, received in accordance with Procedure Rule 10.

The deadline for receipt of questions is 5pm on Tuesday 5 February 2019.

6. QUESTION TIME

To answer any questions received from Members in accordance with Procedure Rule 11.2.

The deadline for receipt of questions is 5pm on Tuesday 5 February 2019.

The following question has been submitted by Cllr Robert Knowles, Haslemere East & Grayswood Ward

- 1) "Santander Bank has announced the closure of Haslemere Branch in April, 2019, following the closure of Barclay, HSBC and Nat West Banks in the town, leaving only one Branch of Lloyds for a town with a catchment area of over 25,000 people.

Godalming and Guildford High Street Branches are also listed for closure. What representations has the portfolio holder for economic development and the Executive made to Santander regarding the removal of a vital service in Haslemere, which also includes the loss of another ATM, whilst noting that the excuse that a Post Office can be used is not like for like and in Haslemere there are no ATMs at Post Offices for out of hours use."

The following questions have been received from Cllr Paul Follows, Godalming Central Ockford:

- 2) “The Leader of the Council is no doubt aware that Ockford Park, a development of 262 houses in my ward of Godalming Central and Ockford was passed by the JPC on 9th January 2019. As this happened pre-CIL, the developer is due to pay only £3.8 million in infrastructure contributions (instead of over £8m that would be due under CIL). A £4m loss to our community.

This has happened despite your personal reassurances that scenarios such as this would not occur - reassurances you made during the initial local plan vote on Feb 20th 2018 and then at Full council sessions on 24th April, 16th October and 11th December 2018 respectively when I asked this question again. As I have said on all these occasions - this was an entirely foreseeable consequence of leaving an 8 month gap between the passing LPP1 and CIL and then allowing a further, consultation period (itself excessive in duration by comparison to other boroughs) for it to come into effect. You have effectively created a window for developers to rush in their applications now to avoid CIL - and they have jumped at the opportunity.

It should also be noted that last site of any real size in the Godalming area, Milford Golf Course - is before the JPC on February 20th. Just days before the introduction of CIL and potentially at a further loss of several million pounds to the community.

*Will the Leader explain:*

- a) what benefit Godalming will see from this local plan when it has almost reached its local plan period (up to 2032) housing numbers without seeing a penny of CIL?
  - b) why you believe it is acceptable that strategic sites be given planning permission despite not yet being subject to the public consultation planned for such sites under LPP2?
  - c) how you expect large, strategic sites to ever provide the infrastructure required to mitigate their impact and benefit the wider community (in the way that local plan envisages) absent of the money to actually deliver such infrastructure?
  - d) Could the Leader explain how her figure of £94million of CIL over the plan period is actually calculated considering the number of strategic and large sites that have already been approved pre-CIL?”
- 3) The Leader is likely aware of the existence of a task and finish group of the Housing O&S Committee considering views and perceptions of stigma felt by council tenants. You may also be aware that this group came into existence because of the comments of one member that “there was no stigma surrounding social housing in Waverley”. A point challenged vociferously by the tenants panel reps and myself.

This group has been chaired positively and effectively by Cllr Townsend and includes Cllrs. Seaborne, Cockburn and myself as members and has

been fantastically managed and supported by Yasmine Makin and Annalisa Howson. However this exceptional piece of work has laid bare the poor participation and engagement levels of many members of this council.

*As a fellow member representing a ward containing a substantial proportion of social housing and considering the origin of this task and finish group and its subject matter,*

a) Would the Leader care to comment on the fact that only 18 members of this council could be bothered to complete the survey?

b) What does the Leader believe this says about her councillors and what they think or understand about council tenants in Waverley?"

## 7. MOTIONS

To receive any motions submitted in accordance with Procedure Rule 12.1.

The deadline for receipt of Motions was 5pm on Thursday 31 January 2019.

### **BUDGET 2018/2019**

To receive the reports of the Executive in respect of the 2019/20 budget, and recommendations *(to follow)*:

#### 8.1 Medium Term Financial Plan 2019/20 - 2021/22 and General Fund Budget 2019/20 (Pages 19 - 68)

This report outlines the latest Medium Term Financial Plan Projection and seeks Councillors' approval for the draft General Fund Budget for 2019/20. The Financial Plan sets out the key areas to target to address the significant budget shortfall in the medium term which is estimated to be £3.8million or 36% of the total net service cost by 2022/23.

This report contains the following Annexes:

- Annexe 1 – Medium Term Financial Plan projection
- Annexe 2 – draft General Fund Budget Summary 2019/20
- Annexe 3 – statement of key variations from 2018/19 budget
- Annexe 4 – draft Fees & Charges for 2019/20
- Annexe 5 – schedule of projected reserves and balances
- Annexe 6 – draft Capital Programme

#### 8.2 Housing Revenue Account Business Plan, Revenue Budget and Capital Programme 2019/20 (Pages 69 - 80)

This report advises Councillors of the latest position regarding the Housing Revenue Account (HRA) for 2019/20 and the updated Business Plan and seeks approval of the 2019/20 budget.

This report contains the following Annexes:

- Annexe 1 – Revised HRA Business Plan - 2019/20 to 2022/23
- Annexe 2 – Housing Fees and Charges
- Annexe 3 – Capital Programme comprising
  - New Affordable Homes Programme
  - Stock Remodelling Programme
- Annexe 4 – Core Capital Programme
- Annexe 5 – HRA Reserves Summary

### 8.3 Council Tax Setting 2019/20

The purpose of this report (*to follow*) is to enable the Council to make the necessary resolutions in relation to the setting of Council Tax for 2019/20.

In setting the Council Tax levels for 2019/20 the Council must include all details of the precepting authorities' requirements. The Council expects to receive the precept requirement of Surrey County Council and the Police and Crime Commissioner for Surrey in the week commencing 4 February 2019.

## 9. MINUTES OF THE EXECUTIVE

To receive the Minutes of the Executive meeting held on 5 February 2019, and to consider the recommendations set out within (*to follow*).

The reports to be considered by the Executive in relation to the Medium Term Financial Plan 2019/20 – 2021/22 and General Fund Budget 2019/20, and the Housing Revenue Account Business Plan, Revenue Budget and Capital Programme 2019/20 are attached at Council agenda item 8.

There are two further reports on the Executive agenda for 5 February 2019 that seek a recommendation from the Executive for a decision by Council:

- Council Tax Empty Homes Discount and Empty Homes Premium (Executive agenda item 8)
- Annual Pay Policy Statement 2019/20 (Executive agenda item 9)

*Members of the Council wishing to speak on any Part II matters of report must give notice to the Democratic Services Team by midday on Tuesday 12 February 2019.*

## 10. MINUTES OF THE LICENSING AND REGULATORY COMMITTEE (Pages 81 - 82)

To receive the Minutes of the meeting of the Licensing and Regulatory Committee held on 14 January 2019 (attached – coloured bright green), and consider the recommendation contained within.

There is one PART I recommendation to Council:

LIC 26/18      Financial Strategy 2019/20-2021/22: Licensing Budget 2019/20

The Committee considered the draft revenue estimates for 2019/20 for the Licensing function, and the proposed Licensing Fees and Charges for 2019/20. The Committee has noted that the proposed increases in fees and charges are

inflationary. It is a statutory requirement to advertise proposed increases in fees and charges, and this consultation is now in progress. The recommendation to Council, below, to approve the proposed Licensing Fees and Charges, which are included in the General Fund Budget at Agenda Item 8 Annexe 4, is subject to consideration of consultation responses by the Licensing and Regulatory Committee.

**The Committee RECOMMENDS to Council that the level of fees and charges for 2019/20 on pages 61-62 of this agenda are approved, noting that various fees will be subject to advertisement prior to implementation.**

*Members of the Council wishing to speak on any Part II matters of report must give notice to the Democratic Services Team by midday on Tuesday 12 February 2019.*

11. MINUTES OF THE STANDARDS COMMITTEE (Pages 83 - 92)

To receive the Minutes of the Meeting of the Standards Committee held on 21 January 2019 (attached, coloured cream), and to consider the recommendation contained within.

There is one PART I recommendation to Council:

STD 17/18 Standards Committee – Terms of Reference

Following the agreement of Council in October 2018 to re-designate the Standards Panel as the Standards Committee, the Committee has reviewed its terms of reference to ensure that these better reflect the function and purpose of the committee.

**The Committee RECOMMENDS to Council that the revised terms of reference of the Standards Committee, attached at Annexe 1, be approved and incorporated in to the Constitution at Article 9.**

*Members of the Council wishing to speak on any Part II matters of report must give notice to the Democratic Services Team by midday on Tuesday 12 February 2019.*

12. EXCLUSION OF PRESS AND PUBLIC

To consider the following motion, to be moved by the Mayor, where appropriate:

That, pursuant to Procedure Rule 20 and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of any matter on this agenda on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s), there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the appropriate paragraph(s) of the revised Part I of Schedule 12A of the Local Government Act 1972 (to be identified at the meeting).

# Agenda Item 1.

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MINUTES of the WAVERLEY  
BOROUGH COUNCIL held in  
the Council Chamber, Council  
Offices, The Burys, Godalming  
on 11 December 2018 at 7.00  
pm

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- \* Cllr Denise Le Gal (Mayor)
- \* Cllr Mary Forsyszewski (Deputy Mayor)

- |                          |                         |
|--------------------------|-------------------------|
| * Cllr Brian Adams       | * Cllr Anna James       |
| * Cllr Mike Band         | * Cllr Carole King      |
| * Cllr David Beaman      | * Cllr Robert Knowles   |
| * Cllr Andrew Bolton     | * Cllr Martin Lear      |
| * Cllr Maurice Byham     | * Cllr Denis Leigh      |
| * Cllr Carole Cockburn   | * Cllr Andy MacLeod     |
| Cllr Kevin Deanus        | Cllr Peter Martin       |
| Cllr Jim Edwards         | * Cllr Tom Martin       |
| * Cllr Patricia Ellis    | * Cllr Kika Mirylees    |
| Cllr David Else          | Cllr Stephen Mulliner   |
| Cllr Jenny Else          | * Cllr Nabeel Nasir     |
| * Cllr Paul Follows      | * Cllr Libby Piper      |
| Cllr John Fraser         | * Cllr Julia Potts      |
| Cllr Pat Frost           | * Cllr Sam Pritchard    |
| Cllr Michael Goodridge   | * Cllr Wyatt Ramsdale   |
| * Cllr Tony Gordon-Smith | * Cllr Stefan Reynolds  |
| Cllr John Gray           | * Cllr David Round      |
| * Cllr Ged Hall          | * Cllr Richard Seaborne |
| * Cllr Jill Hargreaves   | Cllr Jeanette Stennett  |
| * Cllr Val Henry         | Cllr Stewart Stennett   |
| Cllr Christiaan Hesse    | * Cllr Chris Storey     |
| Cllr Stephen Hill        | * Cllr Liz Townsend     |
| Cllr Mike Hodge          | Cllr Bob Upton          |
| * Cllr Nicholas Holder   | * Cllr John Ward        |
| * Cllr David Hunter      | Cllr Ross Welland       |
| * Cllr Jerry Hyman       | * Cllr Liz Wheatley     |
| * Cllr Simon Inchbald    | * Cllr Nick Williams    |
| Cllr Peter Isherwood     |                         |

\*Present

## Apologies

Cllr Kevin Deanus, Cllr Jim Edwards, Cllr David Else, Cllr Jenny Else, Cllr John Fraser, Cllr Pat Frost, Cllr Michael Goodridge, Cllr John Gray, Cllr Christiaan Hesse, Cllr Stephen Hill, Cllr Mike Hodge, Cllr Peter Isherwood, Cllr Peter Martin, Cllr Stephen Mulliner, Cllr Jeanette Stennett, Cllr Stewart Stennett, Cllr Bob Upton and Cllr Ross Welland

Prior to the commencement of the meeting, prayers were led by the  
Reverend David Uffindell

## PRESENTATION BY THE MAYOR

**Prior to the Council meeting, the Mayor presented certificates from the Royal Humane Society to Susan Mooney, James Spring and Robin Amy:**

“In June this year, Susan Mooney, James Spring and Robin Amy were enjoying a day out with their Scouts at Godalming Bowling Club, when they received an urgent call for help from a passing jogger. They immediately rushed over to the location, where they were met with the sight of an unconscious lady on the ground and in desperate need of medical help.

In what must have been a traumatic and challenging situation, they quickly took control and administered CPR. The swift intervention of all four, none of whom are medical professionals, saved a life. It is wonderful to know that we have such brave and outstanding individuals in our community and it gives me great pleasure to present each of them with the well-deserved certificate from the Royal Humane Society.

I would encourage everyone to take some basic life support training – as we saw here it really does make a difference.”

### CNL40/18 MINUTES (Agenda item 1.)

The Minutes of the Meeting of the Council held on 16 October and 31 October 2018 were confirmed and signed.

### CNL41/18 APOLOGIES FOR ABSENCE (Agenda item 2.)

Apologies for absence were received from Cllrs Kevin Deanus, Jim Edwards, David Else, Jenny Else, John Fraser, Pat Frost, Michael Goodridge, John Gray, Christiaan Hesse, Stephen Hill, Mike Hodge, Peter Isherwood, Peter Martin, Stephen Mulliner, Jeannette Stennett, Stewart Stennett, and Bob Upton.

### CNL42/18 DECLARATIONS OF INTEREST (Agenda item 3.)

In relation to Executive Minute EXE 55/18, Cllr Holder declared a non-pecuniary interest as he is a dog owner. Similar declarations were also made by Cllrs Band, Beaman, Cockburn, Forszowski, Hall, Hargreaves, James, Lear, MacLeod, Mirylees, Piper, Reynolds, Round and Townsend.

### CNL43/18 MAYOR'S ANNOUNCEMENTS (Agenda item 4.)

43.1 The Mayor informed Council that she was enjoying the carol concerts and other Christmas events to which she had been invited. In November, she had attended the Remembrance Day Parade and Service in Farnham which had been a very moving event. The Parade had been included over 400 people, and there had been wonderful support from residents. At the end of October, she had attended a community event in Elstead to commemorate the end of WW1, and that too had been an outstanding occasion.

43.2 The Mayor then showed a selection of photographs from the unveiling of the Memorial to the Canadian soldiers who were based at Milford and Witley Commons in 1915, before being shipped to France.



CNL44/18 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 5.)

- 44.1 The following question had been received from Gill Leslie and Lynda MacDermott, of Cranleigh, in accordance with Procedure Rule 10:

*“We are very much aware of the scourge of Modern Slavery today. We are told by Surrey police that all of us in the county live within 3 miles of a modern day slave.*

*Will Waverley Borough Council sign up and implement the Charter against Modern Slavery, as actively promoted by the Co-operative Group, following the example of Surrey County Council and 50 other councils throughout the country?*

*The Charter is itemised below.*

***The Modern Day Slavery Charter***

*Waverley Borough Council will:*

- 1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply’s (CIPS) online course on Ethical Procurement and Supply.*
- 2. Require its contractors to comply fully with to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.*
- 3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.*
- 4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.*
- 5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.*
- 6. Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.*
- 7. Review its contractual spending regularly to identify any potential issues with modern slavery.*
- 8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.*
- 9. Refer for investigation via the National Crime Agency’s national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.*
- 10. Report publicly on the implementation of this policy annually.”*

**44.2 Response by the Mayor:**

“Waverley takes the issue of Modern Slavery very seriously.

It is referred to in our adopted Safeguarding Policy and is discussed with our partners within the confidential Community Safety meetings focused on Serious and Organised Crime. In addition the Modern Slavery Act 2015

formed part of our Health Inequalities report created by our Overview & Scrutiny Panel and adopted by Council earlier this year.

The Council has committed to making a clear statement on this subject which will be on our website in the New Year following discussion with councillors. Modern Slavery and all the safeguarding issues relating to it are a high priority for us. Waverley Borough Council and our partners will continue to work together to eradicate this horrific crime.”

CNL45/18 QUESTION TIME (Agenda item 6.)

- 45.1 The following question had been received from Cllr David Beaman, Farnham Castle Ward:

*“WBC's recently adopted Economic Development Strategy includes in its vision the need to provide high quality business and employment support but this will be frustrated if the Post Office in Farnham is closed and replaced by a facility in W H Smith on The Borough. There is limited space in W H Smith and as a consequence it is unlikely that all the services provided in the current Post Office will continue. In addition The Borough where W H Smith is located has limited pavement space and high levels of air pollution are recorded in the area.*

*Farnham's current Post Office is well used both by local residents and businesses and there is significant opposition to the proposal as evidenced by a petition undertaken on three consecutive Saturday mornings on which there are now just over 1,500 signatures (over 2 signatures being collected every minute). Since postal deliveries will continue from the same building closing the Post Office will not allow any potential redevelopment of the existing site.*

*Will, therefore, WBC oppose the closure of Farnham's Post Office and any transfer of services to W H Smith and an invitation sent to the management of Post Office Counters to appear before a meeting of one of WBC's Overview and Scrutiny Committees to answer questions on these proposals?”*

45.2 **Response by the Mayor:**

“The Leader of Waverley Borough Council, Cllr Julia Potts was dismayed to hear that there was to be a consultation concerning the potential closure and proposed move of the much valued Farnham Post Office. The Post Office is a key footfall driver on West Street and often a vital service for small businesses. Cllr Jim Edwards Portfolio Holder for Economic Development will be writing on behalf of Waverley Borough Council to express concerns at this proposal. The Chamber of Commerce have also said that this would be disastrous, not just for small businesses; they added that they use this daily for all special/recorded mail and the Post Office always seems to have a queue therefore it is hardly underutilised

The Council feels very strongly that it is important to retain an efficient and full post office service in the heart of the community in Farnham, which is one of Surrey's largest settlements. Officers have spoken to the Post Office

network and have been informed that a formal 6 week consultation will be launched in the New Year. Farnham Ward Councillors have been contacted and have already expressed strong views about the proposed move. The matter will be considered in the public domain by the Overview and Scrutiny Committee.

In the meantime, Officers are arranging to meet with representatives from the Post Office and Royal Mail to ensure that they are clear on the strength of feeling that this Borough has on the closure and move of a vital community service which is highly valued and used by residents.“

CNL46/18 MOTIONS (Agenda item 7.)

There had been no Motions received from Members.

CNL47/18 MINUTES OF THE MEETING OF THE EXECUTIVE HELD ON 4 DECEMBER 2018  
(Agenda item 8.)

47.1 It was moved by the Leader of the Council, duly seconded, and

RESOLVED that the Minutes of the Executive held on 4 December 2018 be received and noted.

The Leader reported that there were five items under Part I for consideration by the Council, and she had had no requests to speak in relation to Part II of the Minutes.

**CNL 47.1/18 REDEVELOPMENT OF LAND ADJACENT TO 85 AARONS HILL, GODALMING AND 13 RYLE ROAD, FARNHAM (EXE 52/18)**

- 47.2 The Council had previously obtained Government funding to deliver Starter Homes on these sites in Godalming and Farnham. However, there had been a delay in the publication of Starter Homes regulations, and Homes England had allowed the funding to be used by the Council to deliver affordable rented housing on an alternative site.
- 47.3 It was now proposed that the Council would develop the original sites to provide six affordable homes for rent: four one-bedroom flats at Aarons Hill and two one-bedroom flats at Ryle Road, with one being designed for a wheelchair user. A planning application had been submitted for each site and decisions were awaited. The development of these sites for affordable rented accommodation was an excellent use of the land, and the proposals would provide one-bedroom flats for which there was a high demand on the Council's housing register.
- 47.4 In response to a question from Cllr Follows, Cllr King informed the Council that the Government's Starter Homes proposals had not progressed, so the sites were now being developed to provide affordable rented accommodation. The allocation of development funding from the Affordable Housing Reserve would avoid any delay in moving forward with the developments when planning permission was obtained. In the event that planning permission was not granted, the funds would be re-paid to the Reserve for use in due course on an alternative scheme.

It was moved by the Leader, duly seconded, and

**RESOLVED that the allocation of funding from the New Affordable Housing Reserve, as set out in the Exempt Annexe to the report at Appendix 1, for the development of land adjacent to 85 Aarons Hill, Godalming and 13 Ryle Road, Farnham, be approved.**

**CNL 47.2/18 COMMUNITY CENTRE BUILDING AND LAND - TRANSFER FROM THE HOUSING REVENUE ACCOUNT TO THE GENERAL FUND (EXE 53/18)**

- 47.5 The Community Centre Building in Cranleigh from which Rowley's Centre from the Community operated, was no longer being used for the "housing purposes" for which it was originally acquired under the Housing Act 1985. The transfer of the building and land to the General Fund would ensure compliance with accounting best practice.
- 47.6 The General Fund would receive rental income from the property and take on responsibility for managing and maintaining the property, and a budget of £25,000 would be transferred from the Housing Revenue Account to the General Fund to allow for future liabilities.
- 47.7 Cllr Ellis thanked the Council for its longstanding encouragement and support for Rowley's. The Centre for the Community was very important to residents of Cranleigh and the surrounding villages. Whilst it had faced some challenging times in recent years, with the support of Waverley it now had a positive future and users were enjoying the expanded facilities.

It was moved by the Leader, duly seconded, and

RESOLVED that:

1. **Pursuant to section 122 of the Local Government Act 1972, the land outlined in blue on the Plan at Annexe 1 to the agenda report at Rowland Road, Cranleigh, Surrey be transferred from the Housing Revenue Account to the General Fund;**
2. **The Chief Executive be authorised to execute a memorandum confirming the appropriation; and,**
3. **To cover future liabilities, a one off transfer of £25,000 be made from the Housing Revenue Account to the General Fund at the time of the transfer.**

**CNL 47.3/18 COMMUNITY INFRASTRUCTURE LEVY (CIL) GOVERNANCE ARRANGEMENTS (EXE 54/18)**

- 47.8 The Leader introduced the CIL Governance Arrangements, and proposed an amendment to amend the wording of recommendations 4 and 5 as set out in the agenda papers, to that put forward by the Value for Money and Customer Service Overview & Scrutiny Committee. The intention had been that the Executive would agree the revised wording but this was overlooked at the meeting on 4 December.

47.9 The Leader moved the amendment, which was duly seconded, and Council

RESOLVED that the wording of recommendations 4 and 5 be amended (as shown in bold) to read:

4. Delegated authority to be given to the CIL Advisory Board **to draft** the detailed criteria for the spending of Strategic CIL receipts and any proposals for allocating proportions of the Strategic CIL Fund for specific purposes, **which will then be subject to Council approval following the usual scrutiny process.**

5. **Subject to an agreed threshold to be approved by Council**, delegated authority to be given to the Executive to approve Strategic CIL Fund spending, after consideration of the recommendations from the CIL Advisory Board.

47.10 Cllr Storey informed Council that the collection of CIL from developers was intended to address the impact on local infrastructure of new development. It was estimated that approximately £94m would be collected over the life of the Local Plan, and it was important that the governance arrangements for allocating this to specific infrastructure projects were robust. The governance arrangements had to comply with the CIL Regulations, and it was important that CIL was awarded to projects that were identified on the Infrastructure Delivery Plan.

47.11 It was proposed that the final details of the arrangements were drafted by the CIL Advisory Board, and it was important that this was not party political but aimed to do the best for Waverley as a whole. The process would be transparent, and there would be an online web portal for members of the public to see what CIL had been received, and what it had been spent on.

47.12 Cllr Follows expressed his concern that the actual CIL receipts would fall short of estimates, due to the high number of planning permissions already granted, and planning applications submitted ahead of CIL implementation. He asked the Leader to commit to ensuring all developers paid CIL, and to report on why they hadn't if that happened.

47.13 Cllr Adams welcomed the proposed approach, and bringing the arrangements forward at this time. The Section 123 list and Infrastructure Delivery Plan would provide the framework for spending, but the process would be dynamic and responsive to local needs. Cllr Ramsdale echoed the support for the governance arrangements and development of spending criteria that were fair and transparent. Cllr Hall reminded Council that the viability tests used by developers had been standardised, and this would remove a lot of the debate about whether CIL was affordable.

47.14 In summing up, the Leader emphasised the need to begin the detailed process of developing the governance arrangements. As now agreed, these would come back to Council for final agreement following scrutiny by the Overview & Scrutiny Committee, and would be reviewed regularly in the light of experience once the Council started to receive CIL and allocate it to projects. She would be talking to the Opposition about membership of the CIL Advisory Board, with the view of it being cross-party and cross-borough.

It was moved by the Leader, duly seconded, and

**RESOLVED that:**

1. **The governance arrangements for the allocation and spending of Strategic CIL receipts as set out in the report at Appendix 3 are approved.**
2. **A CIL Advisory Board is established, as set out in paragraph 19 of Appendix 3.**
3. **Strategic CIL receipts are to be held in a Strategic CIL Fund, to be allocated to infrastructure identified in the Infrastructure Delivery Plan, in accordance with the Regulation 123 List.**
4. **Delegated authority is given to the CIL Advisory Board to draft the detailed criteria for the spending of Strategic CIL receipts and any proposals for allocating proportions of the Strategic CIL Fund for specific purposes, which will then be subject to Council approval following the usual scrutiny process.**
5. **Subject to an agreed threshold to be approved by Council, delegated authority is given to the Executive to approve Strategic CIL Fund spending, after consideration of the recommendations from the CIL Advisory Board.**

**CNL 47.4/18 PROPOSED PUBLIC SPACE PROTECTION ORDER NO. 1 - DOG FOULING (EXE 55/18)**

- 47.15 The Leader reported that over 1,600 responses had been received to the public consultation on the proposed Public Space Protection Order on Dog Fouling. There was a clear indication from the responses that residents regarded failing to clear up after a dog had fouled was a problem in Waverly, and that dog owners should clean up after their dog. Whilst the majority of dog-owners acted responsibly, there was overwhelming support for the introduction of fixed penalty notices for the small minority of dog-owners who behaved in an antisocial way. As well as being unpleasant, there were direct health risks of contamination from dog faeces that could be especially harmful for young children. The proposed Order also included a requirement to dispose of dog waste appropriately after it had been cleared up.
- 47.16 A number of councillors, including Cllr Holder, Cllr Follows, Cllr Reynolds and Cllr Lear, expressed some reservations about the proposed Order and suggested different 'lighter touch' approaches that might encourage dog owners to be socially responsible. Councillors were concerned about the Council's ability to enforce the Order, given that dog owners typically walked their dogs early in the morning or later in the evening.
- 47.17 In response, the Leader reiterated the health risks to children, and the public support for the Order. The introduction of Fixed Penalty Notices for dog-fouling would be advertised, but the Council had a flexible enforcement team that had the capacity to operate at appropriate times to target problem areas.

It was moved by the Leader, duly seconded, and

**RESOLVED** that the Public Space Protection Order No.1 (Dog Fouling) be approved.

**CNL 47.5/18 THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) (ENGLAND) REGULATIONS 2018 (EXE 56/18)**

It was moved by the Leader, duly seconded, and

**RESOLVED** that the proposed fee structure for Licensing of Activities Involving Animals be adopted.

**CNL48/18 MINUTES OF THE MEETING OF THE LICENSING AND REGULATORY COMMITTEE HELD ON 12 NOVEMBER 2018** (Agenda item 9.)

48.1 It was moved by the Chairman of the Committee, duly seconded and

**RESOLVED** that the Minutes of the Licensing and Regulatory Committee held on 12 November be received and noted.

The Chairman advised that that there was one recommendation from the Committee in Part I for Council consideration, and he had had no requests to speak in relation to Part II of the Minutes.

**CNL 48.1/18 STATEMENT OF GAMBLING POLICY (GAMBLING ACT 2005) (LIC 17/18)**

48.2 Cllr Inchbald informed Council that Waverley had first adopted a Statement of Gambling Policy in December 2006. The Council was required to carry out a full review of the Gambling Policy every 3 years, including a consultation with statutory consultees and the public.

48.3 The current Policy came into effect on 31 January 2016, and had worked well for the Council as Licensing Authority. The updated Policy incorporated updated Gambling Commission Guidance and minor clarification of abbreviations, and there had been no adverse comments received through the consultation.

It was moved by Cllr Inchbald, duly seconded, and

**RESOLVED** that the revised Statement of Gambling Policy be approved, to come into effect from 31 January 2019.

**CNL49/18 MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 5 NOVEMBER 2018** (Agenda item 10.)

49.1 It was moved by the Vice-Chairman of the Committee, duly seconded and

**RESOLVED** that the Minutes of the Meeting of the Audit Committee held on 5 November 2018 be received and noted.

Cllr Seaborne reported that there were no items for Council consideration in Part I, and he had received no requests to speak in relation to matters in Part II of the Minutes.

- 49.2 Cllr Seaborne advised that Officers had been asked to review the Terms of Reference of the Committee to ensure that there was no overlap with those of the scrutiny committees.

CNL50/18 OVERVIEW AND SCRUTINY ANNUAL REPORT (Agenda item 11.)

- 50.1 On behalf of the Chairmen and Vice-Chairmen of the Overview and Scrutiny committees, Cllr John Ward presented the Overview & Scrutiny Report Annual Report for 2017/18.
- 50.2 This was the first annual report since adopting the new Overview & Scrutiny structure of four committees. Moving to four committees of nine members had been a very positive step forward in engaging the interest of committee members. Some very good work had been achieved, especially in the Task and Finish Groups, and he hoped that this had been helpful to the Executive.
- 50.3 The results of the Member survey indicated that councillors now had a more positive view of the contribution that Overview & Scrutiny was making to the work of the Council than they had 3 years ago. From his own perspective, he used not to be a fan of overview and scrutiny, but since the launch of the new approach he could see the value of a well planned and supported scrutiny function.
- 50.4 Cllr Wheatley echoed Cllr Ward's comments, and drew particular attention to the Community Wellbeing Overview & Scrutiny Committee's report on health inequalities in Waverley which public health colleagues at Surrey County Council had welcomed and endorsed.
- 50.5 Cllr Mike Band added his support to the new scrutiny arrangements at Waverley, and commended the support from officers, especially Yasmine Makin as the dedicated Scrutiny Officer. Without this support, it would have been very difficult for the overview and scrutiny committee to achieve as much as they had done. All the committees had busy forward programmes and early in the new year would be scrutinising the budget, and service plans.
- 50.6 The Mayor welcomed the positive comments about the Overview and Scrutiny committees, and moved that the Annual Report for 2017/18 be formally received and noted.

It was duly seconded, and

**RESOLVED that the Overview and Scrutiny Committee Annual Report for 2017/18 be received and noted.**



The meeting concluded at 8.15 pm

Mayor

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## WAVERLEY BOROUGH COUNCIL

### EXECUTIVE

**5 FEBRUARY 2019**

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**Title:**

**MEDIUM TERM FINANCIAL PLAN 2019/20 – 2021/22  
GENERAL FUND BUDGET 2019/20**

**[Wards Affected: All]  
[Portfolio Holder: Cllr Ged Hall]**

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**Summary and purpose:**

This report outlines the latest Medium Term Financial Plan Projection and seeks Councillors' approval for the draft General Fund Budget for 2019/20. The Financial Plan sets out the key areas to target to address the significant budget shortfall in the medium term which is estimated to be £3.8million or 36% of the total net service cost by 2022/23.

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**How this report relates to the Council's Corporate Priorities:**

The Council could not deliver the Corporate Priorities without a robust Budget-setting process in place and the Capital Programme proposed supports the priorities.

**Equality and Diversity Implications:**

An Equality Impact Assessment is being carried out to ensure there are no adverse equality implications arising from the proposed changes to the budget.

**Financial implications:**

All decisions made with regard to the Budget will impact on Waverley's resources. Full details are included in this report.

**Legal implications:**

It is the annual responsibility of the Full Council to approve the Budget and set the Council Tax (Constitution Part 3:B:6-7, p. 40). There are otherwise no direct legal implications as a result of the recommendations of this report.

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**Introduction**

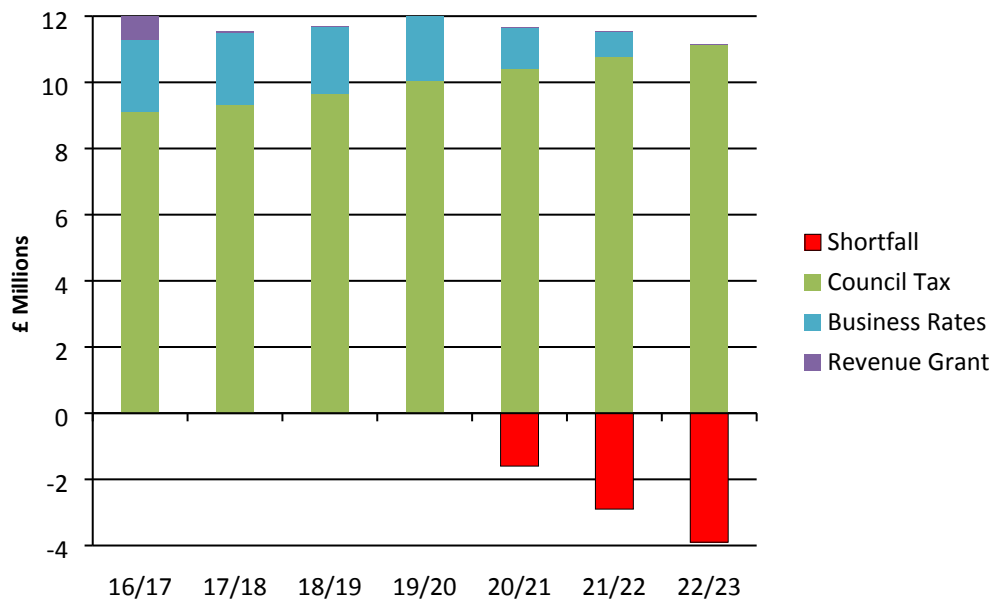
1. This report presents the Council's Medium Term Financial Plan (MTFP) and the latest position on the 2019/20 draft General Fund Budget, including an outline of the financial background, key financial and topical issues, and details of savings and growth proposals.
2. This report contains the following Annexes:
  - Annexe 1 – Medium Term Financial Plan projection
  - Annexe 2 - draft General Fund Budget Summary 2019/20

- Annexe 3 – statement of key variations from 2018/19 budget
- Annexe 4 – draft Fees & Charges for 2019/20
- Annexe 5 – schedule of projected reserves and balances
- Annexe 6 – draft Capital Programme

### **Medium Term Financial Plan**

3. Annexe 1 shows the latest projections of changes to the 2019/20 General Fund revenue budget over the following 3 years and highlights the indicative budget shortfall of £3.8million.
4. These projections reflect the virtual elimination of central government funding, increasing customer demand, prudent council tax and price increases, inflation on contracts, and the pressures of Waverley’s demographic profile (with a higher proportion of older people than elsewhere).

### **Funding the revenue budget**



### **5. Emerging Budget Pressures in medium-term**

- Achieving all savings/income targets in the 2019/20 budget
- Business rates on WBC properties
- Surrey County Council – waste grants/grounds maintenance and other cost-transfers
- Planning Appeals and Judicial Review costs
- Pay inflation and pay benchmarking - addressing hard-to-recruit areas
- Planning and Building Control income must be maintained or increased

### **6. Opportunities**

- Developing ongoing income from property through the appropriate and robust governance of the Investment Advisory Board
- Developing a more commercial culture – cost conscious and better understanding of business property income

- Efficiency programme including customer service review and targeted system thinking reviews
- Apprenticeship levy – maximise credit through training programme
- Procurement – cost savings from better procurement and commissioning
- Developing major projects to generate income from Waverley owned assets including Brightwells, South Street Car Park and Weyhill Car Park
- Developing further partnership working to deliver public services at lower cost

## 7. Risks

- The unknown economic impact of Brexit on inflation and interest rates, mitigated by scenario planning as the transition is implemented
- Income levels from commercial and economy led sources (e.g. Building Control, Planning), mitigated by a new commercialisation programme and evidence of market conditions
- The costs of borrowing to fund capital and property acquisitions, mitigated by adopting a clear and prudent acquisition strategy and robust governance, informed by CIPFA (Chartered Institute of Public Finance and Accountancy) and Government guidance and regulations, and appropriate use of low interest options available to public services
- Failure to ensure risk balanced assessment of adequate financial provision for known and unforeseen pressures in the future resulting in diversion of reserves, mitigated by careful planning during each year's budget setting process
- The level of Government Grant/Business Rates Income beyond 2019/20 under the new financial regime, mitigated by joint lobbying across local authorities
- Failure to ensure adequate levels of balances to meet known and unforeseen pressures in the future, particularly to fund capital investment and asset maintenance, mitigated by regular monitoring and policy of not using one-off resources to fund recurring costs.

## Budget Strategy

8. Waverley's budget strategy is to address the budget shortfall in the medium term in the following ways:
  - Achieve cost savings from better procurement of major contracts and supplies and services.
  - Deliver increased income from property, including careful new acquisitions and investment in existing assets
  - New and increased income from fees and charges
  - Cost savings from business transformation including increased efficiency, major customer service project, partnerships, systems thinking and invest-to-save projects
  - Use Waverley's successful participation in the Government's business rates pilot to achieve the best funding outcome for this Council and for Surrey
  - Approve a Council tax increase each year up to the maximum allowable by the Government
9. Annexe 1 sets targets for each of these themes over the next three years. Heads of Service will be required to identify specific actions and proposals to achieve these targets. These proposals will be subject to consideration by Overview and Scrutiny

committees and consultations will be undertaken as appropriate throughout the year before being submitted to Council for approval.

## **Budget Setting 2019/20**

### **Budget Review**

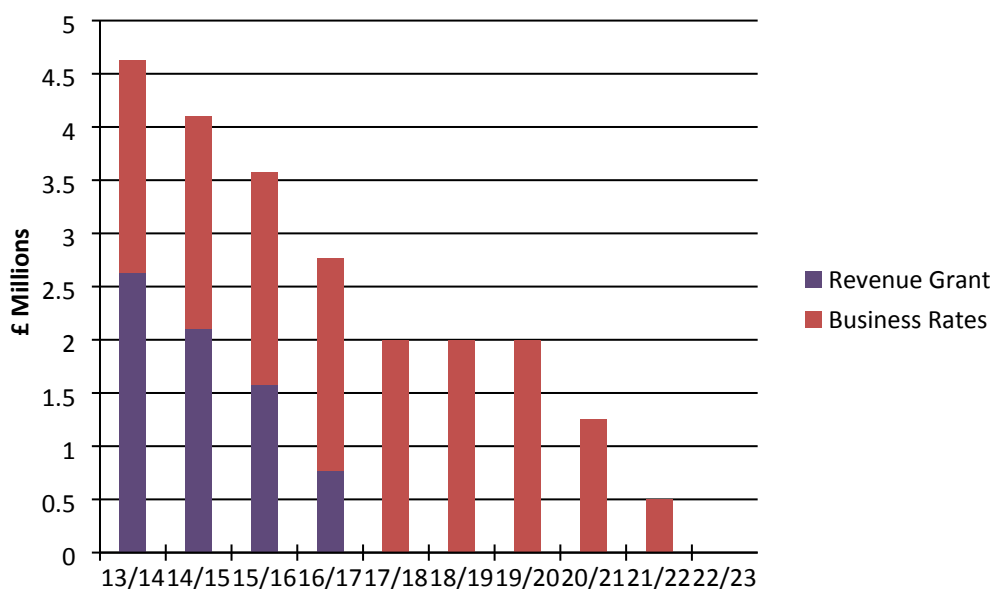
10. At the September 2017 meeting the Value for Money and Customer Services Overview & Scrutiny Committee expressed the view that a radical re-think of how services, front line and support, are delivered was needed to meet the anticipated long term financial challenges facing the Council. Following this, a Budget Strategy Working Group (BSWG) was agreed by the Overview & Scrutiny Co-ordinating Board in September 2017 and established in March 2018.
11. The BSWG has both a strategic and a scrutiny role. Strategically, analysing and understanding Waverley's longer-term General Fund financial position to 2022/23 given expected future deficits caused by reductions in revenue forecasted in the MTFP and consider what realistic actions may be taken in terms of increasing income and reducing costs to close the expected gap.
12. The working group met all Heads of Service and gained a detailed understanding of the range of General Fund services provided, service delivery costs and any associated income streams. All income streams were reviewed in terms of level of inherent risk and potential for future change in either direction.
13. The working group supports the Financial Plan projection that, over the review period to 2022/23 and beyond, significant reductions in service costs will need to be achieved if the Council is to be able to adhere to a balanced budget and still provide quality local public services. This is in the light of the expected loss of retained business rates funding from 2020/21, the potential impact of Surrey County Council's budget position and the likely excess of service cost inflation over permitted Council Tax increases. The latest projection is set out in Annexe 1 which shows a shortfall of £3.8m.
14. Service cost inflation has been projected at 2% CPI equating to £0.5m per year. Before external cost pressures are accounted for, the Council is not able to stand still financially due to the government's restriction on Council Tax increases at 3% equating to £0.290m. As government funding has fallen away, the Council has become increasingly reliant upon Council Tax funding which is a relatively small proportion of the overall cost base. It is therefore vital that the maximum available increase is made each year.

### **Revenue Support Grant**

15. Waverley's Revenue Support Grant from the government is now zero. There has been a dramatic reduction over the last 6-years from £3.8m in 2012/13.
16. The government guaranteed the Council £2m in business rates until 2019/20 as part of the changes in the business rates retention scheme introduced in 2013/14. From 2020/21 they intended to implement a revised business rates scheme based upon the fair funding review. In 2019/2020 the Government intended to apply an annual

'negative grant' or levy of some £800,000 to Waverley. This was a legally effective way to reduce the retained business rates without breaking the guarantee. The Government indicated that this was a necessary step in balancing their national local government funding given the proposed changes to business rate framework. Following the Chancellor's budget in November 2018, the Government announced that it would fund the first year only of negative grant from its own share of Business Rates and this was confirmed in the finance settlement announced in December. This has given Waverley a temporary reprieve and has helped achieve a balanced budget in 2019/20 without the major service impact that was predicted.

**Loss of Revenue Grant and Business Rates**



### New Homes Bonus

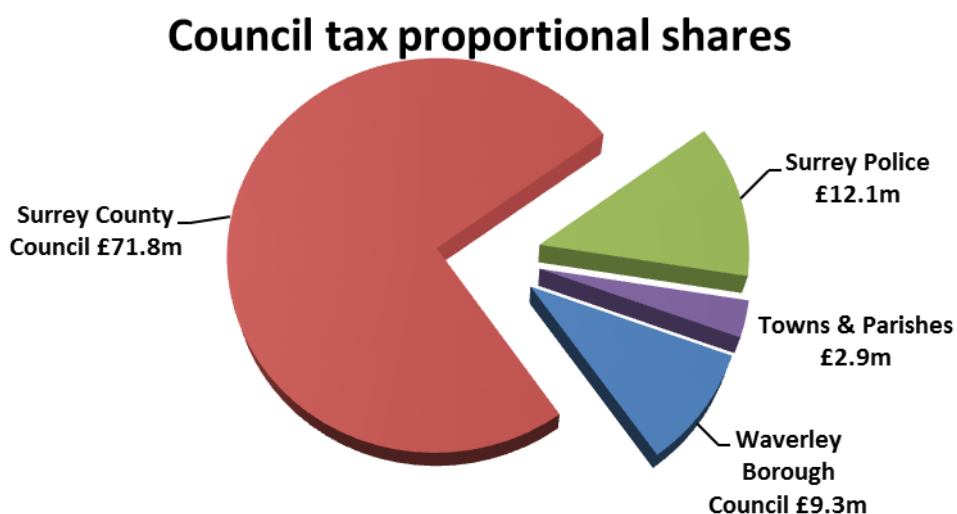
17. Last year it was reported that there was a considerable threat to the future level of payments to be made under the New Homes Bonus (NHB). Government announced its future plans for the NHB alongside the draft finance settlement and the new proposals reduced the 2017/18 forecast figure by £0.650m and reduced the forecast figure for the 3-year period 2017-2020 by £3.5million. This is a significant reduction for Waverley and is the result of the Government curtailing payments made in previous years that were promised for 6 years, and from introducing a 'growth threshold' of 0.4% below which NHB is no longer paid.
18. Waverley's Financial Plan policy is to transfer all NHB received into the Property Investment Fund, which is overseen by the Investment Advisory Board, rather than use it to balance the budget. However, any changes in the NHB has a direct impact on the ability to generate income from investments. In the 2019/20 finance settlement the Government confirmed it is not making changes to the NHB calculation but will continue to reduce the legacy payments previously guaranteed. There is no guarantee that NHB will continue beyond 2019/20 so it cannot be relied on in future funding plans.

## Business Rates Funding

19. Waverley collects £37m of business rates in a year and retains £2m of this to support its General Fund services (5.4%). The Government is developing proposals to change local authority business rate funding and has launched a consultation on changes to take effect from 2020/21. Like many other councils in the South East, Waverley's medium term financial plan assumes that these changes will result in retained business rates funding being removed completely by 2023.

## Council Tax

20. Waverley retains approximately 10% of the council tax collected in the Borough with the balance being split as per the chart below. The Government has recently confirmed that it will continue to allow Waverley to increase its council tax by up to 3% on its Band D charge in 2019/20. In the light of the significant projected budget shortfall in the medium term, it is proposed to have a working assumption of 3% increases for the foreseeable future.



## Fees and Charges

21. Fees and charges have been reviewed as part of the budget process. Some fees and charges are statutory but for those determined by Waverley some inflationary increases are proposed for 2019/20 where appropriate. Many charges have been increased in line with CPI inflation. Details of the proposed changes to fees and charges from 1 April 2019 are included at [Annexe 4](#). Car park charges have been frozen at their current level.
22. In addition to the above increases, it is proposed that Green Waste Charges are increased by £5 to make the total charge £65. This follows some benchmarking of other local green waste services which suggest the market will accommodate an increased charge.
23. Proposed licensing fees & charges are included in Annexe 4, of which some are increased by inflation and some are unchanged. All of these fees are subject to consideration by the licensing regulatory committee of the consultation responses.



## **Inflation**

24. The Council's main contracts are indexed to the Consumer Price Index (CPI). An inflationary amount has been assumed for all General Fund budgets where it is unavoidable with projections being in line with the Government's longer term assumptions. In terms of the staff pay award for 2019/20, which is also applied to Councillors' allowances, taking into account national cost-of-living inflation figures, current market and salary data, and other councils' pay awards in recent years, the Joint Negotiating Committee agreed to recommend a 2.3% cost-of-living pay award. The total cost of £400,000 falls approximately £290,000 on the General Fund budget and £110,000 on the HRA budget. These figures, as well as other inflation commitments, are incorporated within the draft balanced budget. Therefore, in recommending to Council the draft Budget, the Executive would be approving the pay award (Constitution Part 3: 3(o))

## **Revenue Contribution to Capital**

25. The core funding for the General Fund Capital Programme is from Revenue Contributions via the Revenue Reserve Fund. The Budget proposals include a Contribution to Capital from the Revenue Budget of £1.05m and, as explained above, the New Homes Bonus of £1.16m is currently identified to be earmarked in the property investment fund.

## **2019/20 Draft Revenue Budget**

26. The General Fund Summary is shown at Annexe 2. A breakdown of the main changes in the 2019/20 draft budget compared to 2018/19 latest approved budget which total £0.3m is included at Annexe 3. Heads of Service and spending officers have examined operational and staffing budgets in detail and minor changes have been made to detailed budget lines.
27. In February 2018 the Council approved the forward plan showing a projection of £1.5m budget shortfall in 2019/2020. A balanced budget is now presented for consideration largely as a result of the following:
- Government delaying impact of negative grant.
  - Additional interest generated from property and treasury investments.
  - Successful outcome of waste tendering.
  - Containing overall staff budget and other costs within previous year's envelope.
  - An assumed council tax increase of 2.99%.

There are no proposed cuts to services or reductions in funding for community organisations and no car park charge increases included in the draft 2019/20 general fund budget.

## **Local Government Act 2003 – Financial Administration**

28. The Local Government Act 2003 formally introduced a number of specific sections covering:
- a. **Budget calculations: report on robustness of estimates;**

**b. Adequacy of reserves; and**  
**c. Budget monitoring.**

29. The sections were introduced to ensure sound financial management across all local authorities. Waverley's budget has always complied with best financial management practice. Prudent allowance has always been made for risk and uncertainties in budgets. Budgets are monitored by officers and reported to Members on a monthly basis supplemented by monthly exception reports. Waverley's financial management continues to receive favourable comments from its external auditors.

**a. The Robustness of the Estimates**

30. Full account has been taken of potential costs and adequate provision has been made. A prudent assessment of income has been undertaken and only income that has a high level of certainty of being received is included within Waverley's budgets. Waverley's Financial Plan, together with information presented to members at the October briefings and subsequent reports, demonstrates the financial challenges to Waverley in the future.

31. The key Financial Plan issues for the General Fund include:

- Increased risk from changes in business rate income due to downward valuations and loss of businesses in the Borough;
- Major contract renewal in 2019 –grounds maintenance, etc.
- Future of business rate and new homes bonus funding; and
- Rising inflation and low interest rates.

32. In addition to the detailed scrutiny of the Budget by officers, Councillors have taken the opportunity through the Executive and Overview and Scrutiny process to:

- I. Critically examine budget variations
- II. Consider the outcome of the budget challenge process and reviewed the higher value proposals coming forward

33. In view of the level of awareness amongst Members and the action taken to produce Waverley's Budget for 2019/20, the Section 151 Officer is satisfied with the robustness of the estimates presented. The Section 151 Officer is confident that overall the Budget is prudent especially in view of the track record of achievement of substantial budgeted savings over the past years.

**b. Adequacy of Reserves**

34. Waverley maintains a number of reserves, which are detailed in the Financial Plan. Waverley aims to maintain a prudent level of balances to support revenue spending and finance unforeseen events. The major reserves for General Fund purposes are the General Fund Working Balance, the Revenue Reserve Fund and the Property Investment Fund.

35. The General Fund balance supports fluctuations in normal business, e.g. unexpected changes in inflation or interest rates, higher than anticipated expenditure or loss of income, and spending on unforeseen events. The Revenue Reserve is used to

finance capital expenditure and one-off costs and the property fund is to finance property investment/acquisition opportunities. It is essential that adequate balances are available to meet these and unforeseen costs.

36. The General Fund Working Balance and the Revenue Reserve Fund for the four year period is shown on Annexe 5, along with other key balances. It is the view of the Strategic Director/Section 151 Officer that a level of £3.2m on the General Fund Working Balance, which is effectively 10% of the gross General Fund Budget or equivalent to just over one month's service spending, satisfies the adequacy requirements of the Local Government Act 2003.
37. The main risk continues to be whether the reserve will be required to meet the costs of defending the Council in any appeals or Judicial Review proceedings. In the event that these costs exceed the available funding, the Council will need to divert some of the funding from the Property Investment Fund.
38. In the light of the identified future significant pressures, the levels of combined balances as detailed in this report are considered prudent.

### **c. Budget Monitoring**

39. It is the view of Waverley's Section 151 Officer that the arrangements for budget monitoring, referred to above, satisfy the requirements of the Local Government Act 2003. Budget Monitoring in 2018/19 shows that the Council has mostly delivered the savings assumed in the Budget which currently looks to be achieved by year end, with major expenditure items including pay and contract spend being on track. The latest quarter 3 monitoring summary statement will be reported to the O & S committees in February as part of the performance management report. This will also be available for circulation at the 22<sup>nd</sup> January VFM O & S meeting for information.

### **Council Tax Levels**

40. Under the Local Government Finance Act 1992 each billing authority and precepting authority must determine whether its relevant basic amount of council tax for a financial year is excessive. If an authority's relevant basic amount of council tax is excessive a referendum must be held in relation to that amount. For 2019/20, the relevant basic amount of council tax of an authority is excessive if it is more than 2.99% above the 2018/19 amount.
41. It is recommended that, given the significant budget shortfall in 2019/20 and projected for subsequent years, Waverley's council tax is increased by the maximum allowed in 2019/20. This would generate an additional £290,000 income. This increase would add £5.30, 10pence per week, to the annual charge for a Band D property.

### **Council Tax Support Scheme**

42. The Council Tax Support Scheme, which replaced council tax benefit on 1st April 2013, is reviewed annually. A range of assistance was introduced by Waverley to assist claimants and these schemes are actively promoted. A hardship fund was created to support claimants and the qualifying criteria revised to encourage take up.

Discretionary Housing Payments are also available, and Waverley officers are proactively supporting households that are most affected by welfare reforms. Experience shows that the current Council Tax Support Scheme remains successful as evidenced by the gradual reduction in the number of claimants and the consistently low take up of discretionary support. It is, therefore, recommended that the current scheme remains unchanged for 2019/20.

### **General Fund Capital**

43. Each year, the Council reviews its three-year Capital Programme and agrees the budgets to be included within the Budget for the year ahead. The overall parameters for the Capital Programme are set out within the Council's Financial Plan.
44. The proposed 2019/20 Capital Programme amounts to £3million as shown at Annexe 6 to this report. A £2m capital programme was approved for 2018/19 plus slippage from the previous year and, whilst this is not subject to approval as part of this report, it should be noted that the majority of this spend is on track and with the exception of the Frensham scheme, major slippage to 19/20 is not expected.
45. In the light of the level of underspend and rescheduling of General Fund capital schemes in recent years, and following a major review led by Value for Money Overview & Scrutiny Committee, a new and more rigorous bidding and monitoring process for General Fund capital schemes has been implemented. Including:
  - A bidding process throughout the year, including a requirement for delivery milestones and cash flow projections.
  - A rolling reserve list of schemes that are over and above the available funding but can be implemented by agreement of the Director of Finance and The Portfolio Holder for Finance if sufficient funds become available in the year.
  - Terminating or postponing schemes that are not delivering to agreed timescales in the year and reallocating resources to new or reserve schemes.
  - The ability to bid for additional funding for capital spend if a return or cost saving is achieved that meets the Investment Advisory Board criteria.

### **Observations from the Value for Money and Customer Service Overview and Scrutiny Committee**

46. The VfM and Customer Service O&S Committee considered this report at its meeting on 22 January 2019 and made the following observations.
  - The Committee was pleased to note that a balanced budget was presented, and thanked officers and Members for their hard work throughout the year which had helped to address a significant funding gap for 2019/20. However it was heard that, given the projected £3.8m shortfall over the next three years, further reductions in service costs would need to be delivered going forward.
  - The Committee welcomed the proposal to maintain the current level of Community Grant funding for 2019/20 as well as not increasing car parking charges.

- Some Members felt that allocating New Homes Bonus income specifically to the Property Investment Fund was too narrow and suggested that, while it should not be used to balance the revenue budget, other investment opportunities for this money could also be considered.
- There were some further queries in relation to borrowing for investment, however overall the Committee was satisfied that the Council had very clear investment criteria and generally took a cautious approach to property investment, turning down opportunities which were not appropriate.
- In relation to fees and charges, the Committee commented that without knowing the demand for each service, it was difficult to understand the relevant value for each item. The Committee suggested that a table showing the revenue from the individual fees and charges should be included with the Budget papers.
- It was also suggested that further work be done on benchmarking fees and charges with other Local Authorities as well as commercial providers to gain a better understanding of the market value for each service. The Committee proposed that scrutiny of the basis for individual fees and charges should be a workstream for the Value for Money and Customer Service O&S Committee in the next Council year.

47. The Committee endorsed recommendations 1 – 2 and 4 – 5 as set out in the report. In relation to recommendation 3, the Committee recommended that a schedule be added to the fees and charges document in future, showing the volume of demand for each service. It was also recommended that a comprehensive review of fees and charges be undertaken over the coming year to ensure that these appropriately reflected the market.

### **Recommendation**

It is recommended that the Executive, after considering comments from the Value for Money Overview & Scrutiny Committee, makes the following recommendations to Council, to:

1. agree a 2.99% increase in Waverley's element of Council Tax for 2019/2020;
2. agree to make no change to the Council's existing Council Tax Support Scheme;
3. approve the proposed Fees and Charges as shown at Annexe 4;
4. approve the General Fund Budget for 2019/20 incorporating the pay award; and
5. approve the 2019/20 General Fund Capital Programme as shown at Annexe 6.

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### **Background Papers**

Provisional Local Government Finance Settlement 2019/20; Financial Plan 2017/18 – 2020/21; Revenue Budget 2018/19.

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## GENERAL FUND MEDIUM TERM FINANCIAL PLAN

	2020/2021	2021/2022	2022/2023	Total over 3-years
<b>Main Projected Budget changes</b>	Change from 2019/2020 Base	Change from 2020/2021 Base	Change from 2021/2022 Base	Change from 2019/2020 Base
	£000	£000	£000	£000
Inflation - including pay	500	500	500	<b>1,500</b>
Waste funding SCC reduction	290			<b>290</b>
Housing benefit admin grant	20	20	30	<b>70</b>
Retained Business Rate Funding (assumed will be tapered out)	750	750	500	<b>2,000</b>
<b>Budget Shortfall</b>	<b>1,560</b>	<b>1,270</b>	<b>1,030</b>	<b>3,860</b>

<b>Addressing the Budget Shortfall</b>				
Proposed Council tax increase of 2.99%	-300	-300	-300	<b>-900</b>
Council tax property growth	-50	-50	-50	<b>-150</b>
Procurement saving target	-60	-100	-50	<b>-210</b>
Property income target (net of costs/financing/provision)	-300	-300	-300	<b>-900</b>
New/increased income - target	-850	-520	-330	<b>-1,700</b>
Efficiency/customer service/invest to save - target saving				
	<b>-1,560</b>	<b>-1,270</b>	<b>-1,030</b>	<b>-3,860</b>

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## General Fund Revenue Account

2018-19 Budget

2019-20 Draft  
Budget

### Draft Budget Summary

	£	£
Community	3,796,780	<b>3,623,280</b>
Customer and Corporate Services	(720,540)	<b>(812,640)</b>
Environmental Services	1,371,920	<b>1,494,520</b>
Finance	1,352,260	<b>1,267,930</b>
General Fund Housing	993,590	<b>1,063,170</b>
Planning	2,044,690	<b>1,958,670</b>
Policy and Governance	2,833,070	<b>2,818,690</b>
Staff Vacancy Target Saving	(250,000)	<b>(280,000)</b>
	<u>11,421,770</u>	<u><b>11,133,620</b></u>
Inflation Provision		<b>470,000</b>
Depreciation (reversal of charges included above)	(1,142,980)	<b>(1,012,880)</b>
<b>Net Service Cost</b>	<b>10,278,790</b>	<b>10,590,740</b>
<b>Movement in Reserves - Contribution (from)/to:</b>		
Revenue Contribution to Capital Programme	1,000,000	<b>1,051,060</b>
New Homes Bonus to Invest to Save reserve	1,230,640	<b>1,164,280</b>
Local Plan - contribution to reserve	80,000	<b>80,000</b>
Borough Election reserve	20,000	<b>30,000</b>
Insurance reserve	5,000	<b>5,000</b>
Business Rates Equalisation reserve	290,200	<b>290,200</b>
<b>Waverley Spending Requirement</b>	<b>12,904,630</b>	<b>13,211,280</b>
<b>Financed by :-</b>		
Council Tax	9,673,980	<b>9,758,000</b>
Proposed Council Tax increase - 2.99%		<b>289,000</b>
Retained Business Rates Funding	2,000,000	<b>2,000,000</b>
New Homes Bonus	1,230,640	<b>1,164,280</b>
<b>Total</b>	<b>12,904,620</b>	<b>13,211,280</b>

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## Statement of main variations from 2018/19 General Fund Budget

	<b>2019/20</b>
	Variance from 2018/19 Base <b>£000</b>
<b>Community</b>	
Handover of Godalming Museum to Town Council - tapered cost reduction	-24
The Edge rental income	-38
Broadwater Golf Lease - Approved Executive 4/12/18	17
Careline Income due to increase in volume	-20
Economic Development - additional budget to deliver strategy	18
<b>Customer &amp; Corporate</b>	
Property Management including feasibility and due diligence costs	80
Wey Centre costs	10
Central Office Maintenance and repairs	30
Property Income target	-200
<b>Environment</b>	
New Waste Contract Saving (part year)	-41
Green Waste Income - proposed charge increase	-75
Recycling Credit Reductions - Surrey County Council	184
Hand car washing in car parks - pilot	22
<b>Finance</b>	
Benefit grant reductions from Government	42
Provision for benefit debts - partly due to Universal Credit	150
Net interest income on treasury investments	-283
Credit and Debit card transaction costs	30
<b>Planning</b>	
Realignment of Building Control Income to business plan	39
<b>Policy &amp; Governance</b>	
Members Training	8
Members Allowances	12
Election government grant reduced	6
Overall staff cost to General Fund	-130
Staff vacancy target increase	-30
Inflation provision for contracts and staff pay	470
Other small budget variations	35
<b>Total</b>	<b>£312</b>

Does not include staff recharge changes between services.

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**Fees and Charges**  
**2019/2020**

## Policy & Governance

### Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
<b>Register of Electors</b>					
<b>These are Statutory Charges</b>					
Electronic Data	Per 1,000 names or part thereof on each register	OO	20.00	<b>20.00</b>	0.0%
		OO	1.50	<b>1.50</b>	0.0% (A flat rate fee is charged plus a charge per 1,000 names on each register.)
Paper Data	Per 1,000 names or part thereof on each register	OO	10.00	<b>10.00</b>	0.0%
		OO	5.00	<b>5.00</b>	0.0%

Vat Indicator:

- OS = Standard
- OE = Exempt
- OZ = Zero Rated
- OO = Outside Scope

**Policy & Governance**  
**Schedule of Fees and Charges for 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge £	<b>Proposed Charge</b> £	% Increase
<b>Democratic Representation</b>					
<u>Annual Charges for supply of Committee Agendas</u>					
Meetings of Full Council	Per Copy	OZ	45.00	<b>45.00</b>	0.0%
Area Planning Committees (All)	Per Copy	OZ	104.00	<b>105.00</b>	1.0%
Individual Area Planning Committee	Per Copy	OZ	35.00	<b>35.00</b>	0.0%
Executive	Per Copy	OZ	69.00	<b>70.00</b>	1.4%
Others	Per Copy	OZ	35.00	<b>35.00</b>	0.0%
<u>Other Charges</u>					
Photocopying (A4/A3) (Print Room Only)	Per Copy	OS	0.20	<b>0.20</b>	0.0%
Copies of Committee Documents (including webcasts on DVD)	Per Copy	OS	9.00	<b>10.00</b>	11.1%

**Policy & Governance**  
**Schedule of Fees and Charges for 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
<b>Land Charges</b>					
LLC1 Official Search	Per Search	OO	43.00	<b>43.00</b>	0.0%
LLC1 additional parcel of land	Per Parcel	OO	5.00	<b>5.00</b>	0.0%
Con29 (inc SCC)	Per Search	OS	245.00	<b>245.00</b>	0.0%
Full Land Charges Search (inc. SCC)	Per Search	OS	288.00	<b>288.00</b>	0.0%
<b>Printed Part II</b>					
- Enquiries Con29O listed	per Enquiry	OS	18.00	<b>18.00</b>	0.0%
- Each additional enquiry with Con 29	per Enquiry	OS	27.60	<b>27.60</b>	0.0%
- Each Additional Enquiry	per Enquiry	OO	23.00	<b>23.00</b>	0.0%
Search single part of Register	per Enquiry	OO	4.00	<b>4.00</b>	0.0%
Con 29	per Question	OS	3.00	<b>3.00</b>	0.0%
Search and Photocopying Legal Agreements, Searches etc.	Minimum Charge based upon 15-minute unit	OS	10.00	<b>15.00</b>	50.0%
Search and Photocopying A1 Plans/ Dyeline Copies	Per Copy	OS	10.00	<b>15.00</b>	50.0%

Vat Indicator: OS = Standard  
 OE = Exempt  
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## Policy & Governance

### Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	<b>Proposed Charge</b> £	% Increase
<b>Legal Expenses</b>					
Freedom of Information/ Environmental Information Regulations	Per Enquiry	OO	By Arrangemen	By Arrangement	
Proof of Life Certificates		OO	38.00	<b>38.00</b>	0.0%
Vat Indicator:	OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope				

**Policy and Governance**  
**Schedule of Fees and Charges for 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge £	<b>Proposed Charge £</b>	% Increase
<b>Corporate Management</b>					
Sale of Annual Financial Report	Per Copy	OZ	10.00	<b>11.00</b>	10%
Sale of Annual Budget	Per Copy	OZ	10.00	<b>11.00</b>	10%

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**Planning Service**  
**Schedule of Fees and Charges for 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge	Charge £	% Increase
<b>Development Control</b>					
Planning Application Fees	Various	OO	Various	Various	
Statutory Fees set by government - increase of 20% from January 2018					
Supply of Weekly Lists of Planning Applications	Per Annum	OZ	200.00	<b>220.00</b>	10.0%
<u>Search and Photocopying</u>					
Copies of documents (general)	First page £1.00 20p/sheet thereafter	OS	1.00	<b>1.00</b> <b>45p/sheet thereafter</b>	0.0%
Decision notices and other standard documents		OO	10.00	<b>20.00</b>	100.0%
A0				<b>26.00</b>	
A1 Plans / Dyeline Copies	Per Copy	OS	20.00	<b>22.00</b>	10.0%
A2				<b>15.00</b>	
A3				<b>11.00</b>	
A4				<b>8.00</b>	
High Hedges	Per Property (Minimum Charge)	OO	500.00	<b>500.00</b>	0.0%
<b>Pre-Application Charges</b> <i>(charges shown inclusive of VAT)</i>					
Planning Surgeries					
-Householder		OS	60.00	<b>62.00</b>	3.3%
-Householder		OS	95.00	<b>98.00</b>	3.2%
-One dwelling & other development		OS	200.00	<b>205.00</b>	2.5%
-2-5 dwellings		OS	500.00	<b>512.00</b>	2.4%
-6-10 dwellings		OS	900.00	<b>922.00</b>	2.4%
-10-25 dwellings		OS	2,500.00	<b>2,560.00</b>	2.4%
-26+ dwellings		OS	5,000.00	<b>5,120.00</b>	2.4%
100-500 dwellings		OS	7,500.00	<b>7,680.00</b>	2.4%
500+ dwellings		OS	10,000.00	<b>10,240.00</b>	2.4%
Commercial Floor space					
≤150m2		OS	200.00	<b>205.00</b>	2.5%
- 150m2 - 500m2		OS	500.00	<b>512.00</b>	2.4%
- 501m2 - 1,000m2		OS	2,500.00	<b>2,560.00</b>	2.4%
- 1,000+ m2		OS	3,500.00	<b>3,584.00</b>	2.4%
Other developmen Change of Use non-commercial, equine, commercial		OS	200.00	<b>205.00</b>	2.5%
Amended pre-application				<b>50% original charge</b>	
Development Control Consultative Forum		OS	5,000.00	<b>5,000.00</b>	0.0%
Research Fee		OS	100.00	<b>110.00</b>	10.0%
Validation Checks		OS	50.00	<b>55.00</b>	10.0%
Listed Building & Conservation Area Advice		OS	200.00	<b>250.00</b>	25.0%
Tree Advice		OS	40.00	<b>50.00</b>	25.0%
Charging for meetings as part of application		OS		<b>100.00</b>	

**Planning Service**  
**Schedule of Fees and Charges for 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge	Charge £	% Increase
<b>Other Planning Services</b>					
Waverley Borough Local Plan					
- Waverley residents & organisations	Per Copy	OZ	40.00	<b>0.00</b>	-100.0%
- Non-Waverley residents & organisations	Per Copy	OZ	60.00	<b>0.00</b>	-100.0%
Local Plan - Maps					
- Waverley residents & organisations	Per Copy	OZ	25.00	<b>0.00</b>	-100.0%
- Non-Waverley residents & organisations	Per Copy	OZ	40.00	<b>0.00</b>	-100.0%
2002 Local Plan document (no maps)	Per Copy	OZ		<b>20.00</b>	
Local Plan Part 1 (February 2018) (including maps)	Per Copy	OZ		<b>50.00</b>	
(Maps only)	Per Copy	OZ		<b>28.00</b>	
Self Build and Custom Housebuilding Register					
- Entry to the Register	Per application	OS	25.00	<b>30.00</b>	20.0%
- Fee to remain on Register (applies from 31st October 2018)	Per Annum	OS	10.00	<b>15.00</b>	50.0%
<b>House Name Changes, Street Naming and Numbering</b>					
<u>Property name additions/amendments</u>					
Rename a road			300.00	<b>308.00</b>	2.7%
Rename a property			100.00	<b>103.00</b>	3.0%
<u>Numbering of new properties</u>					
Plots					
First plot of any new development		OO	200.00	<b>205.00</b>	2.5%
Additional plots 2 to 20		OO	40.00	<b>41.00</b>	2.5%
Additional plots 21 and above		OO	30.00	<b>31.00</b>	3.3%
Vat Indicator: OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope					

**Planning Service**  
**Schedule of Fees and Charges for 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge	Charge £	% Increase
<b>Building Control</b>					
Building Control Fees	Various	OS	Locally determined fees in accordance with LGA Building Regulations Scheme		
<u>Search and Photocopying</u>					
Enquiries (Building Control)	Minimum Charge	OS	40.00	<b>41.00</b>	2.5%
Copy Building Control certificate		OO	10.00	<b>11.00</b>	10.0%

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**Customer and Corporate Services**  
**Schedule of Fees and Charges 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase
<b>Property and Development Services</b>					
<b>Surveyor's Fees</b>					
Request from owners/occupiers to purchase additional land	Per Request	OS	500.00	<b>520.00</b>	4.0%
Request from owners/occupiers for the grant of a permanent easement	Per Request	OS	500.00	<b>520.00</b>	4.0%
Request for access/drainage rights	Per Request	OS	500.00	<b>520.00</b>	4.0%
Request for assignment of leases (where lease allows)	Per Request				
Residential Premises		OS	250.00	<b>260.00</b>	4.0%
Commercial Tenancies		OS	600.00	<b>620.00</b>	3.3%
Request for landlord's consent for change of use/sub-letting/alterations etc. (where lease allows)	Per Request				
Residential Premises		OS	250.00	<b>260.00</b>	4.0%
Commercial Tenancies		OS	600.00	<b>620.00</b>	3.3%
Grant of licence to use land or accessway	Per Request	OS	250.00	<b>260.00</b>	4.0%
Request for a tenant's reference	Per Request	OS	150.00	<b>155.00</b>	3.3%
Discharge of a covenant	Per Request	OS	450.00	<b>465.00</b>	3.3%
Request for Wayleave	Per Request	OS	300.00	<b>310.00</b>	3.3%
Grant/renewal of lease (where appropriate)	Per Request				
Commercial		OS	500.00	<b>520.00</b>	4.0%
Sports Clubs/Community Groups etc		OS	250.00	<b>260.00</b>	4.0%

Vat Indicator: OS = Standard  
OE = Exempt  
OZ = Zero Rated  
OO = Outside Scope

**Finance**  
**Schedule of Fees and Charges for 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge £	<b>Proposed Charge</b> £	% Increase
<b>Cost of Collection</b>					
<b>Summons Costs</b>					
Council Tax	Per Summons				
on issue of summons		OO	105.00	<b>105.00</b>	0.0%
on granting of liability order (further charge)		OO	3.00	<b>3.00</b>	0.0%
Business Rates	Per Summons				
on issue of summons		OO	130.00	<b>130.00</b>	0.0%
on granting of liability order (further charge)		OO	3.00	<b>3.00</b>	0.0%
Vat Indicator:	OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope				

**Community Services**  
**Schedule of Fees and Charges for 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes	
<b>Event and Filming Administration Fees</b>							
<b>Administration Fees</b>							
All events and filming request will be subject to an administration charge to cover the costs of event admin, checking of documentation and any site visits required							
Local Community / Charity / School Event	Per Event	OS	51.00	<b>53.00</b>	3.9%		
Commercial Event / Filming Admin Fee	Per Event	OS	102.00	<b>105.00</b>	2.9%		
Town & parish Council fee per annum for organising events on WBC land to cover admin required	Per Annum	OS	102.00	<b>105.00</b>	2.9%		
<b>Events</b>							
Fairs - Operational day	Day	OE	612.00	<b>627.00</b>	2.5%	} plus 500 refundable deposit	
Fairs - Setting up / down	Day	OE	158.00	<b>300.00</b>	89.9%		
Small Fetes / Village Shows	Day	OE	102.00	<b>105.00</b>	2.9%	} plus 200 refundable deposit	
Large Fetes / Village Shows	Day	OE	153.00	<b>157.00</b>	2.6%		
Car Boot Sales	Day	OE	204.00	<b>209.00</b>	2.5%	} plus 500 refundable deposit	
Caravan Rallies - Per Unit	Night	OS	8.00	<b>9.00</b>	12.5%		
Tilford Camp Site - Per Head	Night	OS	5.00	<b>6.00</b>	20.0%		
<b>Grazing Rights</b>							
By Negotiat <b>By Negotiation</b>							
Frensham Common	Parking	Car /Day	OS	4.00	<b>4.00</b>	0.0%	}
		Coach / Day	OS	16.00	<b>16.00</b>	0.0%	
		Motor Homes / Day	OS	8.00	<b>8.00</b>	0.0%	
		Horse box / Day	OS	12.00	<b>12.00</b>	0.0%	
Balloon launches		per launch	OE	77.00	<b>80.00</b>	3.9%	} Exclusive right per site
		Annual fee	OE	1,020.00	<b>1,045.00</b>	2.5%	
Allotments	5 rod plot	per plot	OE	61.00	<b>63.00</b>	3.3%	
	10 rod plot	per plot	OE	122.00	<b>125.00</b>	2.5%	
Forest Schools	Session	OE	36.00	<b>40.00</b>	11.1%		
Professional Dog Walking		Session	OE	15.00	<b>16.00</b>	6.7%	} 1 person with 4 dogs on WBC sites
		Annual licence	OE	153.00	<b>157.00</b>	2.6%	
Bonfires	Event	OE	104.00	<b>107.00</b>	2.9%	} plus 500 refundable deposit	
Ice Cream Vans		6 months	OE	1,581.00	<b>1,619.00</b>	2.4%	} plus 500 refundable deposit
		one off's	OE	51.00	<b>53.00</b>	3.9%	
Mobile Catering	per month	OE	520.00	<b>550.00</b>	5.8%	} plus 500 refundable deposit	
Bouncy Castle (use of land)	Session	OE	53.00	<b>55.00</b>	3.8%		
Blessings (eg Frensham Pond)	Event	OS	51.00	<b>53.00</b>	3.9%		
Wedding Events on Open Spaces		OS	153.00	<b>200.00</b>	30.7%	} plus 200 refundable deposit	
Farnham Castle use of Farnham park for extra parking for castle events		OS	1,020.00	<b>1,045.00</b>	2.5%	annual fee	
Officer call outs for site visits / meetings / utility meetings	Hour	OE	112.00	<b>115.00</b>	2.7%		
<b>Still Photography</b>							
Advertising	Per Day (or part thereof)	OS	By Negotiat	<b>By Negotiation</b>		}	
Books or Magazines		OS	By Negotiat	<b>By Negotiation</b>		}	



**Community Services**  
**Schedule of Fees and Charges for 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes
<b>Filming</b>						
Feature film or Advertising film	Per Day	OS	By Negotiat	<b>By Negotiation</b>		}
Set up and clear up days	(or part thereof)	OS	By Negotiat	<b>By Negotiation</b>		}
Television Drama or Comedy		OS	By Negotiat	<b>By Negotiation</b>		}
Small scale filming		OS	51.00	<b>By Negotiation</b>		}
Individual Educational/Student requests		OS	Free	<b>Free</b>		}
University of creative arts - student filming requests	Annual fee	OS	1,000.00	<b>1,024.00</b>	2.4%	}
<b>Music</b>						
Recording or video	Per Day (or part thereof)	OS	By Negotiat	<b>By Negotiation</b>		}
<b>Recreational Open Space</b>						
<b>Football</b>						
<b>With Pavilion</b>						
Full size pitch over 18's, 11v11	Match	OS	84.00	<b>90.00</b>	7.1%	}
Full size pitch U13 - U18's, 11v11	Match	OS	84.00	<b>55.00</b>	-34.5%	}
Junior pitch U11-U12's, 9v9	Match	OS	44.00	<b>41.00</b>	0.0%	}
Colleges/Businesses Seniors	Match	OS	96.00	<b>99.00</b>	3.1%	}
<b>Without Pavilion</b>						
Full size pitch over 18's, 11v11	Match	OS	71.00	<b>80.00</b>	12.7%	}
Full size pitch U13 - U18's, 11v11	Match	OS	71.00	<b>47.50</b>	-33.1%	}
Junior pitch U11-U12's, 9v9	Match	OS	38.00	<b>35.00</b>	-7.9%	}
Mini pitch U7-U10, 5v5 ad 7v7	Match	OS	35.00	<b>32.00</b>	-8.6%	}
Colleges/Businesses Seniors	Match	OS	84.00	<b>87.00</b>	3.6%	}
<b>Rugby</b>						
Seniors	Match	OS	84.00	<b>90.00</b>	7.1%	}
Mini Rugby	Match	OS	42.00	<b>45.00</b>	7.1%	}
Junior (u18)	Match	OS	51.00	<b>53.00</b>	3.9%	}
Colleges/Businesses Seniors	Match	OS	96.00	<b>99.00</b>	3.1%	}
<b>Training</b>						
Football - no pitch use	Session	OS	25.00	<b>26.00</b>	4.0%	}
Rugby - no pitch use	Session	OS	27.00	<b>28.00</b>	3.7%	}
Football - pitch use	Session	OS	70.00	<b>72.00</b>	2.9%	}
Rugby - pitch use	Session	OS	82.00	<b>84.00</b>	2.4%	}
<b>Cricket - with pavilion</b>						
Seniors	Match	OS	95.00	<b>100.00</b>	5.3%	}
Seniors (artificial wicket)	Match	OS	81.00	<b>81.00</b>	0.0%	}
Colts	Match	OS	40.00	<b>41.00</b>	2.5%	}
Colts (artificial wicket)	Match	OS	35.00	<b>36.00</b>	2.9%	}
Colleges/Businesses Seniors	Match	OS	102.00	<b>105.00</b>	2.9%	}
<b>Cricket - without pavilion</b>						
Seniors	Match	OS	79.00	<b>85.00</b>	7.6%	}
Seniors (artificial wicket)	Match	OS	65.00	<b>70.00</b>	7.7%	}
Colts	Match	OS	36.00	<b>37.00</b>	2.8%	}
Colts (artificial wicket)	Match	OS	31.00	<b>32.00</b>	3.2%	}
Colleges/Businesses Seniors	Match	OS	92.00	<b>95.00</b>	3.3%	}
Broadwater Changing rooms	Match	OS	18.00	<b>19.00</b>	5.6%	eg FCC cricket matches
Note: VAT is not chargeable on certain block/seasonal bookings of sports facilities.						
<b>Tennis</b>						
Seniors Per Court	Hour	OS	8.00	<b>9.00</b>	12.5%	}
Juniors Per Court (Up to 6pm Monday to Friday)	Hour	OS	6.00	<b>7.00</b>	16.7%	}
Colleges/Businesses Seniors	Hour	OS	10.00	<b>10.00</b>	0.0%	}

**Community Services**  
**Schedule of Fees and Charges for 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes
<b>Bowls Club</b>						
Per Green	Year	OE	7,000.00	<b>7,800.00</b>	11.4%	
<b>Athletics</b>						
Athletics at Woolmer Hill Sports Ground, Haslemere	Year	OE	722.00	<b>780.00</b>	8.0%	Artificial track provided and maintained by Athletics Club
<b>Outdoor Keep Fit Groups</b>						
One off use	Session	OS	11.00	<b>15.00</b>	36.4%	
Once a week, 1-2-1 tuition	Annual Charge	OS	52.00	<b>78.00</b>	50.0%	
Multiple sessions each week, 1-2-1 tuition	Annual Charge	OS	104.00	<b>156.00</b>	50.0%	
Once a week, group tuition	Annual Charge	OS	104.00	<b>156.00</b>	50.0%	
Multiple sessions each week, group tuition	Annual Charge	OS	208.00	<b>312.00</b>	50.0%	
Outdoor Fitness Camp Note:						
Reinstatement fees may be charges if damaged is caused by training on the sports pitches.	Per Incident		Dependent on amount of litter/damage	<b>Dependent on amount of litter/damage</b>		
Littering/Vandalism Charge						
Should sports clubs/trainers etc litter or damage our facilities, they may be liable for costs associated with rectifying issues	Per Incident		Dependent on amount of litter/damage	<b>Dependent on amount of litter/damage</b>		

**Community Services**  
**Schedule of Fees and Charges for 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	Explanatory Notes
<b>Sunvale Cemetery, Haslemere</b>						
<b>Interment Fees - Earth Grave</b>						
First Burial in Grave Space - 8ft	)	OO	832.00	<b>860.00</b>	3.4%	
Subsequent Burials	)	OO	728.00	<b>760.00</b>	4.4%	
Child - 0-16 years	) per Grave	OO	No Charge	<b>No Charge</b>		
Ashes	)	OO	364.00	<b>380.00</b>	4.4%	
Ashes - Child 0-16 years	)	OO	No Charge	<b>No Charge</b>		
Non-Residents of the Parish	)	OO		Fees + 100%		
<b>Exclusive Right of Burial</b>						
<b>Purchase of Grave Space</b>						
Earth Grave	)	OO	1,530.00	<b>1,580.00</b>	3.3%	
Earth Grave - child 0-16 years	)	OO	520.00	<b>540.00</b>	3.8%	
Cremation Section	)	OO	520.00	<b>540.00</b>	3.8%	
Non-Residents of the Parish	)	OO		Fees + 100%		
Transfer of exclusive grant of right of burial	)	OO	61.00	<b>63.00</b>	3.3%	
<b>Memorial Rights</b>						
(Grave Space must be purchased)						
Head Stone (maximum height 5')	)	OO	153.00	<b>157.00</b>	2.6%	
Kerb Stone (maximum 7'x 3'6")	)	OO	208.00	<b>213.00</b>	2.4%	
cross or other monument not over 2' high x 1'6"	)					
Added Inscription after first	)	OO	104.00	<b>107.00</b>	2.9%	
Non-Residents of the Parish	)	OO		Fees + 100%		
<b>Administration</b>						
Discretionary Fee	)	OO	61.00	<b>63.00</b>	3.3%	To be charged where excessive time spent and no other fee charged.

Vat Indicator: OS = Standard  
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**Community Services**  
**Schedule of Fees and Charges 2019/2020**

		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
<b>Borough Hall, Godalming</b>						
<b>Casual Use</b>						
<b>Main Hall</b>						
Monday - Friday	8am - 6pm	Per Hour	OE	45.00	<b>39.00</b>	-13.3%
Monday - Thursday	6pm - Midnight	Per Hour	OE	54.00	<b>45.00</b>	-16.7%
Friday - Sunday	6pm - 11pm	Per Hour	OE	51.00	<b>55.00</b>	7.8%
<b>Childrens Parties</b>						
Saturday and Sunday	9am - 5:30pm	Per Hour	OE	40.00	<b>36.00</b>	-10.0%
<b>Court Room</b>						
Monday - Friday	8am - 6pm	Per Hour	OE	36.00	<b>29.00</b>	-19.4%
Monday - Thursday	6pm - Midnight	Per Hour	OE	45.00	<b>35.00</b>	-22.2%
Friday - Sunday	6pm - 11pm	Per Hour	OE	51.00	<b>40.00</b>	-21.6%
<b>Borough Hall Complex</b>						
Friday - Sunday	6pm - 11pm	Per Hour	OE	61.00	<b>59.00</b>	-3.3%
<b>Extra Staff Member</b> (Tiered seating, bar staff, support)						
	9am - 6pm	Per Hour	OE	15.00	<b>15.00</b>	0.0%
	6pm - midnight	Per Hour	OE	17.00	<b>15.00</b>	-11.8%
	Midnight - 2am	Per Hour	OE	24.00	<b>25.00</b>	4.2%
<b>Other</b>						
Kitchen		Daily Charge		69.00	<b>69.00</b>	0.0%
Tiered seating		Daily Charge		105.00	<b>75.00</b>	-28.6%
Linen Laundry		Per Cloth			<b>8.00</b>	
Water Urn		Daily Charge			<b>10.00</b>	
Stage PA System		Daily Charge			<b>20.00</b>	
Corkage		Per Bottle			<b>4.00</b>	
Charitable and Non profit making organisations/ Waverley BC staff				20% discount applied		

**Community Services**  
**Schedule of Fees and Charges 2019/2020**

		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
<b>Regular Use</b>						
<b>Main Hall</b>						
Monday - Friday	8am - 6pm	Per Hour	OE	15.00	<b>18.00</b>	20.0%
Monday - Thursday	6pm - Midnight	Per Hour	OE	25.00	<b>25.00</b>	0.0%
Friday - Sunday	6pm - 11pm	Per Hour	OE		<b>35.00</b>	
<b>Court Room/Bar</b>						
Monday - Friday	8am - 6pm	Per Hour	OE	12.00	<b>13.00</b>	8.3%
Monday - Thursday	6pm - Midnight	Per Hour	OE	17.00	<b>18.00</b>	5.9%
Friday - Sunday	6pm - 11pm	Per Hour	OE		<b>25.00</b>	

The court room, when used as a bar for social functions, will be closed at 11pm and cleared by 11.30pm.

The above schedule excludes the Cinema which is shown below.

Nursery School: to be agreed.

Cancellation of a Casual Booking will incur a loss of the deposit paid. Cancellation of a booking within 28 days of the booked date will incur total cost of the booking to be levied.

A cash deposit of £1,000 will be secured on any public function and an insurance indemnity of £2,000,000 required. An insurance indemnity certificate of £1,000,000 is required on all bookings.

A negotiation of rates chargeable can be made in circumstances beneficial to the Council and the client especially on regular use.

Bar facilities from 7pm - 11pm are part of the bookings for our clients if required.

Clients are not allowed to operate their own bar unless special permission and conditions apply

The premises must be cleared by the client and their guests by midnight.

Catering for large social functions will not be allowed to be carried out by the client unless special permission and conditions apply.

The Borough Hall complex is a non-smoking area.

Regular Hirers will be charged for all pre-confirmed dates within the financial year, any cancellations by the Hirer will not be refunded.

In the event of adverse weather, the Borough Hall Management reserves the right to cancel bookings at short notice Regular Bookings cancelled by Management will be refunded at the end of the financial year

**Cinema**

Adult		OS	7.50	<b>7.50</b>	0.0%
Senior		OS	6.50	<b>6.50</b>	0.0%
Child		OS	3.50	<b>3.50</b>	0.0%
Student		OS	6.50	<b>6.50</b>	0.0%
Group (10 or more)		OS	6.00	<b>6.00</b>	0.0%

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**Community Services**  
**Schedule of Fees and Charges 2019/2020**

		Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
<b>Memorial Hall</b>						
<b>Casual Use</b>						
<b>Main Hall - Miles Rafe Room</b>						
Monday - Friday	8am - 6pm	Per Hour	OE		25.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		40.00	
All day hire	weekend only	Per Day	OE		1,000.00	
Exclusive Use	weekend only	Per Hour			90.00	
<b>Wallace Room</b>						
Monday - Friday	8am - 6pm	Per Hour	OE		15.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		20.00	
<b>Ayres Room</b>						
Monday - Friday	8am - 6pm	Per Hour	OE		15.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		20.00	
<b>Combined Wallace &amp; Ayres Rooms</b>						
Monday - Friday	8am - 6pm	Per Hour	OE		20.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		30.00	
<b>Hawkins Room</b>						
Monday - Friday	8am - 6pm	Per Hour	OE		15.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		20.00	
<b>Mansey</b>						
Monday - Friday	8am - 6pm	Per Hour	OE		15.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		20.00	
<b>Regular Use</b>						
<b>Main Hall - Miles Rafe Room</b>						
Monday - Friday	8am - 6pm	Per Hour	OE		20.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		40.00	
All day hire	weekend only	Per Day	OE		1,000.00	
Exclusive Use	weekend only	Per Hour			90.00	
<b>Wallace Room</b>						
Monday - Friday	8am - 6pm	Per Hour	OE		10.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		15.00	
<b>Ayres Room</b>						
Monday - Friday	8am - 6pm	Per Hour	OE		10.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		15.00	
<b>Combined Wallace &amp; Ayres Rooms</b>						
Monday - Friday	8am - 6pm	Per Hour	OE		15.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		20.00	
<b>Hawkins Room</b>						
Monday - Friday	8am - 6pm	Per Hour	OE		10.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		15.00	
<b>Mansey</b>						
Monday - Friday	8am - 6pm	Per Hour	OE		10.00	
Friday - Sunday	6pm - 11pm	Per Hour	OE		15.00	
<b>Performing Rights Tariff</b>			OE		3% of hire charge	not required if hirer can sufficient provide their own PRS certificate

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**Community Services**  
**Schedule of Fees and Charges for 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase	
<b>Careline</b>						
- Careline Customers: (£4.40 plus vat)	Per Week	OS	5.43	<b>5.43</b>	0.0%	} Additional fee of £2 per additional invoice generated for new customers not paying by Direct Debit
- Housing Associations	Contracts and pricing individually agreed					

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**Environment Services**  
**Schedule of Fees and Charges 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase	
<b>Special Refuse Collection</b>						
<b>Standard Charge</b>						
1 Item	Per Visit	OO	44.00	<b>44.00</b>	0.0%	Standard charges are designed to achieve overall full recovery of the cost of the service to the Council.
2 Items	Per Visit	OO	52.00	<b>52.00</b>	0.0%	
3 Items	Per Visit	OO	60.00	<b>60.00</b>	0.0%	
4 Items	Per Visit	OO	68.00	<b>68.00</b>	0.0%	
5 Items	Per Visit	OO	76.00	<b>76.00</b>	0.0%	
6 - 9 Items	Per Visit	OO	94.00	<b>94.00</b>	0.0%	
<b>Reduced Charge</b>						
1 Item	Per Visit	OO	22.00	<b>22.00</b>	0.0%	Reduced charges are based on 50% of the standard charge and apply to persons in receipt of benefit, ie Supplementary Benefit Income Support Housing Benefit Council Tax Support Family Tax Credit
2 Items	Per Visit	OO	26.00	<b>26.00</b>	0.0%	
3 Items	Per Visit	OO	30.00	<b>30.00</b>	0.0%	
4 Items	Per Visit	OO	34.00	<b>34.00</b>	0.0%	
5 Items	Per Visit	OO	38.00	<b>38.00</b>	0.0%	
6 - 9 Items	Per Visit	OO	47.00	<b>47.00</b>	0.0%	
<b>Cancellation Fee</b>		OO	10.00	<b>10.00</b>	0.0%	
<b>Waste Recycling</b>						
<b>Green Waste Collection</b>						
Standard Charge:						
	1 bin	per Annum	OO	60.00	<b>65.00</b>	8.3%
	Purchase of bin	per Item	OO	20.00	<b>20.00</b>	0.0%
Vat Indicator:	OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope					



**Environment Services**  
**Schedule of Fees and Charges 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase	
<b>Environmental Health</b>						
<b>Food</b>						
Surrender Certificates for Unfit Food		OS	175.00	<b>180.00</b>	2.9%	Food certificates, if only issued by LAs and if required to issue them by statute, are outside the scope of VAT. Food certificates are provided on request to assist with private legal cases, usually in relation to accident investigations.
Export Certificates for Food		OS	175.00	<b>180.00</b>	2.9%	
Statement of Fact		OS	175.00	<b>180.00</b>	2.9%	
Re-visits for Food Hygiene Rating				<b>200.00</b>		
Food Hygiene Training Course				<b>75.00</b>		
<b>Private Water Supply</b>						
Risk Assessments	Per Request	OS	165.00	<b>169.00</b>	2.4%	
	+ Per Hour		56.70	<b>59.00</b>	4.1%	
Sampling	Per Request	OS	60.00	<b>62.00</b>	3.3%	
			51.70	<b>53.00</b>	2.5%	
Investigations	Per Hour	OS	60.00	<b>62.00</b>	3.3%	
Authorisations	Per Request	OS	100.00	<b>103.00</b>	3.0%	
	+ Per Hour		51.70	<b>53.00</b>	2.5%	
Analysis	Per Request	OS	21.00	<b>22.00</b>	4.8%	
			<b>+ laboratory fees</b>			

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**Environment Services**  
**Schedule of Fees and Charges 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge £	Charge £	% Increase	
<b>Animal Control</b>						
Stray Dogs	Per Occasion	OO	25.00	<b>25.00</b>	0.0%	Statutory fee plus kennelling and vet's costs extra
<u>Rats and Mice</u>						
Domestic #	Per Treatment	OS	70.00	<b>75.00</b>	7.1%	Rodent treatments are for a single domestic property, including immediate gardens and grounds, occupied by one family. Additional charges may be made if: the property is occupied by more than one family, or if further visits are required, or if outbuildings, stables or land where domestic pets or livestock are present.
Domestic - Call out		OS	35.00	<b>40.00</b>	14.3%	
Reduced Charge *		OS	35.00	<b>40.00</b>	14.3%	
Reduced Charge Call out *		OS	17.50	<b>20.00</b>	14.3%	
Commercial	Per Hour	OS	70.00	<b>75.00</b>	7.1%	
Commercial - Call out		OS	35.00	<b>40.00</b>	14.3%	
<u>Wasps</u>						
Domestic	Per Visit	OS	62.00	<b>65.00</b>	4.8%	Additional nests at the same time, +50% for each nest
Domestic - Call out		OS	30.00	<b>35.00</b>	16.7%	
Reduced Charge *	Per Visit	OS	30.00	<b>35.00</b>	16.7%	
Reduced Charge Call out *		OS	15.00	<b>20.00</b>	33.3%	
Commercial	Per Hour	OS	62.00	<b>65.00</b>	4.8%	
Commercial - Call out		OS	30.00	<b>35.00</b>	16.7%	
<u>Casual Treatments / Other Insects</u>						
(Including Fleas)						
Fleas	Per Visit	OS	75.00	<b>80.00</b>	6.7%	Charges are for up to a standard 3 bedroom house.
Reduced charge*	Per Visit	OS	37.50	<b>40.00</b>	6.7%	
Bed Bugs	Per Visit	OS	75.00	<b>80.00</b>	6.7%	Additional rooms are charged at £17.50 each.
Reduced charge*	Per Visit	OS	37.50	<b>40.00</b>	6.7%	
Cockroaches	Per Visit	OS	75.00	<b>80.00</b>	6.7%	
Reduced charge*	Per Visit	OS	37.50	<b>40.00</b>	6.7%	
Cluster Flies	Per Visit	OS	104.00	<b>110.00</b>	5.8%	
Reduced charge*	Per Visit	OS	54.00	<b>60.00</b>	11.1%	
Carpet Moths	Per Visit	OS	104.00	<b>110.00</b>	5.8%	
Reduced charge*	Per Visit	OS	54.00	<b>60.00</b>	11.1%	
Advice visits or callout charge for missed appointments	Per Visit	OS	35.00	<b>40.00</b>	14.3%	
Pharaoh's Ants	Per Visit	OS	Price subject to survey	<b>Price subject to survey</b>		
<u>Squirrels</u>						
Squirrels		OS	118.00	<b>0.00</b>	-100.0%	no longer offer

The reduced charge will apply to those who can demonstrate to be in receipt of Income Support, Housing Benefit, Council Tax Relief (other than sole occupancy relief) or Disability Working Allowance or Disability Living Allowance.

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**Environment**  
**Schedule of Fees and Charges for 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase
			£	£	
<b>Licences</b>					
<b>Animal Welfare</b>					
Boarding for Cats and Dogs - Kennels					
Part A (Application and Renewal Fee)				384.00	
Part B (Grant Fee)				<u>300.00</u>	
<b>Total Fee</b>				<b>684.00</b>	
Boarding for Dogs - Home Boarding					
Part A				334.00	
Part B				<u>300.00</u>	
<b>Total Fee</b>				<b>634.00</b>	
Boarding for Dogs - Day Care					
Part A				384.00	
Part B				<u>300.00</u>	
<b>Total Fee</b>				<b>684.00</b>	
Breeding Dogs(excl vet fee)					
Part A				334.00	
Part B				<u>300.00</u>	
<b>Total Fee</b>				<b>634.00</b>	
Hiring Horses (excl vet fee)					
1 - 8 horses					
Part A				384.00	
Part B				<u>325.00</u>	
<b>Total Fee</b>				<b>709.00</b>	
9 - 15 horses					
Part A				459.00	
Part B				<u>325.00</u>	
<b>Total Fee</b>				<b>784.00</b>	
Over 15 horses					
Part A				534.00	
Part B				<u>325.00</u>	
<b>Total Fee</b>				<b>859.00</b>	
Selling Animals as Pets					
Part A				334.00	
Part B				<u>300.00</u>	
<b>Total Fee</b>				<b>634.00</b>	
Exhibition of Animals					
Part A				334.00	
Part B				<u>300.00</u>	
<b>Total Fee</b>				<b>634.00</b>	
For each additional activity (to the main activity) the fee is half the standard application and grant fee.					
Each additional inspection/visit				150.00	
Each advisory visit				150.00	
Variation to the licence (inclusive of one visit)				200.00	
Re-evaluation of rating (inclusive of one visit)				200.00	
Variations to reduce licensable activities/numbers of animals				75.00	
Transfer due to death of licensee				75.00	

**Environment**  
**Schedule of Fees and Charges for 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Riding Establishments - 1 to 8 Horses	Annual	OO	310.00		-100.0%
Riding Establishments - 9 to 15 Horses	Annual	OO	460.00		-100.0%
Riding Establishments - Over 15 Horses	Annual	OO	620.00		-100.0%
Animal Boarding Establishments					
a) Non-home Boarding	Annual	OO	280.00		-100.0%
b) Home Boarding	Annual	OO	200.00		-100.0%
Dangerous Wild Animals	2-yearly	OO	210.00		-100.0%
Zoos	4-yearly	OO	1,100.00		-100.0%
Pet Shops	Annual	OO	220.00		-100.0%
<b>Other</b>					
Cosmetic Piercing, Electrolysis, Acupuncture	per premise	OO	200.00	<b>200.00</b>	0.0%
Cosmetic Piercing, Electrolysis, Acupuncture	per person combined fee for premises and personal licence	OO	200.00	<b>200.00</b>	0.0%
Cosmetic Piercing, Electrolysis, Acupuncture	per premises and personal licence	OO	290.00	<b>290.00</b>	0.0%
Tattooing	per premise	OO	220.00	<b>220.00</b>	0.0%
Tattooing	per person combined fee for premises and personal licence	OO	220.00	<b>220.00</b>	0.0%
Tattooing	per premises and personal licence	OO	310.00	<b>310.00</b>	0.0%
Semi-permanent skin colouring	per premises	OO	220.00	<b>220.00</b>	0.0%
Semi-permanent skin colouring	per person combined fee for premises and personal licence	OO	220.00	<b>220.00</b>	0.0%
Semi-permanent skin colouring	per premises and personal licence	OO	310.00	<b>310.00</b>	0.0%
Street Trading					
a) Sole Trader	Annual	OO	290.00	<b>290.00</b>	0.0%
b) Schedule 2 event - up to 50 traders	Annual	OO	300.00	<b>300.00</b>	0.0%
c) Schedule 2 event - 51 or more traders	Annual	OO	230.00	<b>230.00</b>	0.0%
d) Schedule 2 event - up to 50 traders	Single Event	OO	140.00	<b>140.00</b>	0.0%
e) Schedule 2 event - 51 or more traders	Single Event	OO	150.00	<b>150.00</b>	0.0%

**Environment**  
**Schedule of Fees and Charges for 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase
			£	£	
Scrap Metal Dealers Licence					
a) Site - new application		OO	470.00	<b>470.00</b>	0.0%
b) Site - renewal		OO	270.00	<b>270.00</b>	0.0%
c) Site to collectors - variation		OO	410.00	<b>410.00</b>	0.0%
d) Collectors - new application		OO	430.00	<b>430.00</b>	0.0%
e) Collectors - renewal		OO	230.00	<b>230.00</b>	0.0%
f) Collectors to Site - variation		OO	470.00	<b>470.00</b>	0.0%

**Please Note:**

**All of these fees are subject to consideration by the licensing regulatory committee of consultation responses.**

*Hackney Carriage - Vehicles (not adapted) \**

- less than 5 years old	Annual	OO	284.00	<b>291.00</b>	2.5%
- 5 years old and over - first 6 months		OO	284.00	<b>291.00</b>	2.5%
- 5 years old and over - second 6 months		OO	82.00	<b>84.00</b>	2.4%

*Hackney Carriage - Vehicles (adapted) \**

- under 5 years old	Annual	OO	102.00	<b>105.00</b>	2.9%
- 5 years old and over - first 6 months		OO	102.00	<b>105.00</b>	2.9%
- 5 years old and over - second 6 months		OO	82.00	<b>84.00</b>	2.4%

*Missed Appointments (Vehicle Test)*

Per Test OO 70.00 **72.00** 2.9%

*Re-testing of vehicles following failure*

Per Test OS 70.00 **72.00** 2.9%

*Private Hire - Operators - renewal (5 vehicles and less)*

5 years OO 125.00 **128.00** 2.4%

*Private Hire - Operators - renewal (more than 5 vehicles)*

5 years OO 171.00 **176.00** 2.9%

*Private Hire - New Operators (5 vehicles and less)*

5 years OO 146.00 **150.00** 2.7%

*Private Hire - New Operators (more than 5 vehicles)*

5 years OO 192.00 **197.00** 2.6%

*Private Hire - New Operators (5 vehicles and less)*

5 years OO 215.00 **221.00** 2.8%

*Private Hire -New Operators (more than 5 vehicles)*

5 years OO 261.00 **268.00** 2.7%

*Private Hire - Vehicles (not adapted) \**

Annual

- under 5 years old	Annual	OO	284.00	<b>291.00</b>	2.5%
- 5 years and over - first 6 months		OO	281.00	<b>288.00</b>	2.5%
- 5 years and over - second 6 months		OO	82.00	<b>84.00</b>	2.4%

*Private Hire - Vehicles (adapted) \**

Annual

- under 5 years old	Annual	OO	102.00	<b>105.00</b>	2.9%
- 5 years and over - first 6 months		OO	102.00	<b>105.00</b>	2.9%
- 5 years and over - second 6 months		OO	82.00	<b>84.00</b>	2.4%

*Hackney carriage / private hire - New driver*

3 years OO 262.00 **269.00** 2.7%

*Hackney carriage / private hire licence renewal*

3 years OO 170.00 **175.00** 2.9%

*Hackney carriage / private hire - New driver*

1 year OO 108.00 **111.00** 2.8%

*Hackney carriage / private hire licence renewal*

1 year OO 69.00 **71.00** 2.9%

**Environment**  
**Schedule of Fees and Charges for 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase
			£	£	
<i>Private Hire only - New driver</i>	3 years	OO	262.00	<b>269.00</b>	2.7%
<i>Private Hire only licence renewal</i>	3 years	OO	170.00	<b>175.00</b>	2.9%
<i>Private Hire only- New driver</i>	1 year	OO	108.00	<b>111.00</b>	2.8%
<i>Private Hire only licence renewal</i>	1 year	OO	69.00	<b>71.00</b>	2.9%
<i>Knowledge test</i>	Per Test	OO	70.00	<b>72.00</b>	2.9%
<i>Resit / non-attendance fee for Knowledge test</i>	Per Test	OO	70.00	<b>72.00</b>	2.9%
<i>Surrender and replacement of Hackney Carriage / Private Hire Licence</i>		OO	82.00	<b>84.00</b>	2.4%
<i>Hackney Carriage and Private Hire</i>					
- Replacement plate bracket		OS	10.00	<b>10.30</b>	3.0%
- New/Replacement plate & window disc		OS	20.00	<b>20.50</b>	2.5%
- Replacement driver's badge		OO	10.00	<b>10.30</b>	3.0%
- Change of address		OS	10.00	<b>10.30</b>	3.0%
Transfer of P/H to H/C (new badge, knowledge test and admin)		OO	90.00	<b>92.20</b>	2.4%
<i>Gambling Act 2005</i>	Various		<i>Please see website for individual fees</i>		
- Including lotteries, permits, premises, etc					
<b>Licensing Act 2003</b>					
- Personal	New	OO	37.00	<b>37.00</b>	0.0%
- Premises	Initial/Variation	OO	<i>Various depending on rateable value</i>		
- Premises: Sex Establishment	from -according to RV	OO	4,690.00	<b>4,690.00</b>	0.0%
- Premises	Annual Fee	OO	<i>Various depending on rateable value</i>		
- Premises	DPS Variations, etc	OO	23.00	<b>23.00</b>	0.0%
- Temporary Event Notice	Per Event	OO	21.00	<b>21.00</b>	0.0%
Data Barring Service (previously CRB)	Per Applicant	OO	50.00	<b>60.00</b>	20.0%
<i>Vat Indicator: OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope</i>					

**Please Note:**  
All of these fees are subject to consideration by the licensing regulatory committee of consultation responses.

**Housing Services**  
**Schedule of Fees and Charges for 2019/2020**

	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase
			£	£	
<b>General Fund Housing</b>					
<b>Houses in Multiple Occupation (HMO)</b>					
Five yearly - per property (new application)		OO	575.00	<b>590.00</b>	2.6%
Five yearly - per property (renewal)		OO	505.00	<b>520.00</b>	3.0%
<b>Caravan Site Licence Fees</b>					
Site Licence Applications		OO			
No. of pitches	1 - 5		469.00	<b>479.00</b>	2.1%
	6 - 24		492.00	<b>503.00</b>	2.2%
	25 - 99		538.00	<b>552.00</b>	2.6%
Site Licence Variations		OO			
No. of pitches	1 - 5		303.00	<b>313.00</b>	3.3%
	6 - 24		315.00	<b>325.00</b>	3.2%
	25 - 99		338.00	<b>350.00</b>	3.6%
Licence Transfer	All		140.00	<b>150.00</b>	7.1%
Annual Fee	1 - 5		55.00	<b>55.00</b>	0.0%
	6 - 24		110.00	<b>110.00</b>	0.0%
	25 - 99		220.00	<b>220.00</b>	0.0%
<b>Property Inspections</b>					
Property Inspections for Immigration/ Foreign Office/Visa Application purposes		OS	160.00	<b>160.00</b>	0.0%
Officer time for works in default (Subject to Statutory maximum charge of £300 )	Per Hour	OO	60.00	<b>60.00</b>	0.0%
Officer time for Housing Act enforcement (Subject to Statutory maximum charge of £300 )	Per Hour	OO	60.00	<b>60.00</b>	0.0%
Vat Indicator:	OS = Standard OE = Exempt OZ = Zero Rated OO = Outside Scope				

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## Schedule of Reserves and Balances - Actual and Projected

General Fund	31/3/2018	2018/19		2019/20			2020/21			2021/22			
	Balance £'000	In £'000	Out £'000	Balance £'000	In £'000	Out £'000	Balance £'000	In £'000	Out £'000	Balance £'000	In £'000	Out £'000	Balance £'000
<b>Revenue</b>													
<b>General Fund Working Balance</b>	3,314		(114)	3,200			3,200			3,200			3,200
	3,314	0	(114)	3,200	0	0	3,200	0	0	3,200	0	0	3,200
<b>Capital</b>													
<b>Non-Earmarked Capital Reserves</b>													
Revenue Reserve Fund	600	1,000	(1,600)	0	1,000	(1,000)	0	1,050	(1,050)	0	1,000	(1,000)	0
General Fund Capital Receipts	4,288	960	(2,220)	3,028	1,100	(2,330)	1,798	500	(1,300)	998	500		1,498
Investment Advisory Board	0	1,230		1,230	1,164	?	2,394	500	?	2,894	500	?	3,394
	4,888	3,190	(3,820)	4,258	3,264	(3,330)	4,192	2,050	(2,350)	3,892	2,000	(1,000)	4,892
<b>Earmarked Reserves</b>													
Asset Development Reserve	920			920		(920)	0			0			0
Potential SANG site acquisitions	1,000			1,000		(1,000)	0			0			0
Renewals Fund (to replace vehicles and equipment)	45		(28)	17			17		(17)	0			0
	1,965	0	(28)	1,937	0	(1,920)	17	0	(17)	0	0	0	0
<b>General Fund Total</b>	<b>10,167</b>	<b>3,190</b>	<b>(3,962)</b>	<b>9,395</b>	<b>3,264</b>	<b>(5,250)</b>	<b>7,409</b>	<b>2,050</b>	<b>(2,367)</b>	<b>7,092</b>	<b>2,000</b>	<b>(1,000)</b>	<b>8,092</b>

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Ref no.	General Fund Draft Capital Programme	Indicative Funding of 2019/20 Programme						Indicative Future Programmes			
		Proposed Capital Programme 2019/20	Revenue Reserve Fund	Revenue Budget	S106	Capital Receipts	Borrowing	External funding	2020/21	2021/22	2022/23
<b>Communities</b>											
<b>Arts</b>											
1	Court Room Bar Upgrade	£6,000	£4,000		£2,000						
<b>Leisure</b>											
2	Client Rolling Programme - Cranleigh, Farnham, Godalming and The Edge leisure centres	£40,000		£40,000					£581,500	£310,200	£227,000
<b>Parks and Countryside</b>											
3	Broadwater Park	£74,000	£64,000		£10,000				£220,000		
4	Control and Management of Oak Processionary Moth and Ash Dieback	£59,000	£59,000						£59,000	£59,000	
5	Farnham Park Wastewater Treatment Station	£104,000			£104,000						
6	HLS/Capital Works	£180,000	£95,960					£84,040	£180,000	£180,000	£180,000
7	Pavilions	£30,000	£30,000						£30,000	£30,000	
8	Playground Asset Repairs Replacement	£82,000	£64,620		£17,380				£82,000	£82,000	£82,000
9	Pro Active Woodland Management Works	£15,000	£15,000						£15,000	£15,000	
10	Ranger Vehicle Replacement	£0							£30,000		
11	Replacement Heating System for Farnham Park Lodge	£10,000	£10,000						£20,000		
12	Recreation Ground & Countryside Site Security	£40,000	£40,000								
<b>Customer and Corporate Services</b>											
<b>Engineers</b>											
13	Bus Shelter Replacement Programme	£24,000	£24,000						£24,000	£24,000	£24,000
14	Central Office maintenance programme	£130,000		£130,000					£130,000	£130,000	£130,000
15	Farnham Park Interpretation Centre	£15,000	£15,000								
16	Rowleys Day Centre	£15,000	£15,000								
17	Wey Centre	£50,000	£50,000								
<b>IT</b>											
18	Civica Generic Interface	£24,000	£24,000								
19	Infrastructure Upgrades	£28,000	£28,000						£28,000	£28,000	£28,000
20	Legislative change	£10,000						£10,000	£10,000	£10,000	£10,000
21	Mobile Working	£14,000	£14,000						£14,000	£14,000	£14,000
22	QGIS mapinfo replacement	£9,000	£9,000								
23	Customer Services Project	£150,000	£150,000						£100,000		
<b>Finance</b>											
<b>Accountancy</b>											
24	Automation of Direct Debit Collection	£20,000	£20,000								
25	Corporate Income Management System Upgrade	£20,000	£20,000								
26	Essential Agresso Upgrade - including HMRC legislation & GDPR updates	£30,000	£30,000								
<b>Housing</b>											
<b>Strategic Housing and Delivery</b>											
27	Disabled Facilities Grants (DFGs)	£620,000						£620,000	£620,000	£620,000	£620,000
28	Warm Homes Project (Safe and Warm Grants)	£80,000						£80,000	£80,000	£80,000	£80,000
<b>Environment</b>											
<b>Environmental Services</b>											
29	Air Quality Modelling	£5,000	£5,000								
30	Farnham Air Quality Analyser relocation	£10,000	£10,000								
31	Waste and Recycling container replacement	£90,000	£37,000		£5,000			£48,000	£90,000	£90,000	£90,000
<b>Parking</b>											
32	Car Park 10 year rolling programme	£165,500	£165,500						£236,000	£275,000	£246,500
33	South Street Car Park Refurbishment / rebuild - Farnham	£605,000						£605,000			
34	Village Way car park resurfacing - Cranleigh	£250,000						£250,000			
35	Weyhill Fairground Car Park Resurfacing - Haslemere	£40,000						£40,000			
<b>Sub Total</b>		<b>£3,044,500</b>	<b>£999,080</b>	<b>£170,000</b>	<b>£138,380</b>	<b>£290,000</b>	<b>£605,000</b>	<b>£842,040</b>	<b>£2,549,500</b>	<b>£1,947,200</b>	<b>£1,731,500</b>
Recharges		£51,980	£51,980						£52,000	£52,000	£52,000
<b>Grand Total</b>		<b>£3,096,480</b>	<b>£1,051,060</b>	<b>£170,000</b>	<b>£138,380</b>	<b>£290,000</b>	<b>£605,000</b>	<b>£842,040</b>	<b>£2,601,500</b>	<b>£1,999,200</b>	<b>£1,783,500</b>

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**WAVERLEY BOROUGH COUNCIL**

**EXECUTIVE**

**5 FEBRUARY 2019**

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**Title:**

**HOUSING REVENUE ACCOUNT BUSINESS PLAN, REVENUE BUDGET AND  
CAPITAL PROGRAMME 2019/20**

**[Portfolio Holders: Cllrs Carole King and Ged Hall]  
[Wards Affected: All]**

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**Summary and purpose:**

This report advises Councillors of the latest position regarding the Housing Revenue Account (HRA) for 2019/20 and the updated Business Plan and seeks approval of the 2019/20 budget.

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**How this report relates to the Council's Corporate Priorities:**

This report relates to the Council's 'People' priority as the Housing Revenue Account manages and maintains the existing housing stock to ensure homes are pleasant and safe and delivers affordable housing to local residents.

**Equality and Diversity Implications:**

Providing more and better affordable housing for residents of the Borough in housing need, particularly the more vulnerable in our society.

**Financial Implications:**

Resource implications are contained throughout the report.

**Legal Implications:**

There are no direct legal implications as a result of this report. The Council must set a balanced HRA budget and adhere to the statutory limits placed on rent increases.

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**Introduction**

1. This report outlines the draft budgets to be included within the annual review and update of the HRA 30 year Business Plan and the Budget for the year ahead, including the three-year Capital Programmes. The Business Plan is underpinned by the Council's Medium Term Financial Plan and provides the resources to fund the 30-year maintenance forecast and deliver proposals for building new affordable homes and investment in stock remodelling.

2. This report contains the following Annexes:

Annexe 1 – Revised HRA Business Plan - 2019/20 to 2022/23

Annexe 2 – Housing Fees and Charges

Annexe 3 – Capital Programme comprising

- New Affordable Homes Programme
- Stock Remodelling Programme

Annexe 4 – Core Capital Programme

Annexe 5 – HRA Reserves Summary

### **Business Plan**

3. The latest projection for the Business Plan for the four years commencing with 2019/20, is attached at Annexe 1. There has been rigorous scrutiny of HRA budgets throughout 2018 by officers and the Housing and Finance portfolio holders.
4. The Government implemented major changes to HRA finances in 2016 which will lose the HRA significant resources over the 30-year life of the Business Plan compared to the previously projected and approved position. The most significant change is imposed rent reductions of 1% per year for 4 years from 2016/17. These have been incorporated into the Business Plan at Annexe 1.

### **Rents**

5. Prior to 2016/17 the Council followed a rent setting policy that supported Waverley's Business Plan objectives with broad adherence to the Government's social rent policy. This increase was modelled into the business plan but, in 2016/17, the Government imposed a 1% per year rent reduction for the next four years. Therefore, Waverley's annual rent level in 2019/20 must be set at 1% below its 18/19 level. It is the Government's intention that rents will go up from 2020/21, although this is not yet confirmed. A rent increase has been built into the Business Plan from 2020/21.
6. The dwelling rent income budget reflects a 53-week rent year in 2019/20. Officers have taken care to ensure that the annual rent does not increase as a result of the 53-week rent year, and is reduced by the 1% required by the Welfare Reform Act.
7. It was agreed at the Housing Overview and Scrutiny Committee on the 27 November 2018 that garage rents would be fixed for at least one year in order to meet maximum occupancy. The increased budgeted income for 2019/20 therefore reflects increased lettings rather than a rent increase.

### **Fees and Charges**

8. A proposed schedule of charges for various services to leaseholders and shared owners is given in Annexe 2. Whilst the income from fees and charges is already included in the Business Plan, Councillors are required to approve these annually.

### **Draft 2019/20 Capital Programme**

9. The 30-year Business Plan includes a programme to develop new affordable housing and remodel some of the existing stock. The draft Capital Programme containing the

proposals for the new build programme and stock remodelling programme for 2019/20 and the following two years is shown at Annexe 3.

10. The programme contains schemes that are a continuation of existing projects and those put up for formal approval by the Council. Any other potential schemes identified during 2019/20 will be put forward for approval during the year as appropriate. The main schemes where formal approval is requested at this stage are:
  - Ockford Ridge Site B – pre-development budget for 2019/20
  - Ockford Ridge Site C – pre-development budget for 2019/20
  - Buy Backs – for the next three years
  - S106 affordable housing units – for the next three years
11. Proposed spend on core capital works to the existing dwelling stock in 2019/20 is shown at Annexe 4. This is a one year programme of work as a comprehensive review of the Asset Management Plan and spend requirements will be undertaken by the Housing Strategic Asset Manager during 2019/20 to inform the programme for 2020/21 onwards.

### **Financing**

12. Waverley's HRA Business Plan incorporates the transfer to HRA Revenue Reserves to support capital expenditure. The HRA Capital Funding is shown at Annexe 5. It includes the continuation of existing projects and those put up for approval, as detailed in paragraph 10, against the resources available in the next three years. Matching capital proposals to resources available shows that latest capital expenditure plans are affordable in the medium term. Should all proposals prove viable financing will need to be reassessed against remaining resources.
13. In 2012 Waverley had to take out £189m of borrowing to transfer the HRA to the new 'self financing' basis. The HRA began making repayments of external debt principal in 2017/18. This is now scheduled to continue each year throughout the life of the Business Plan. In October 2018 the Government removed the borrowing cap for the HRA which limited the total borrowing that a HRA-Council could have. The Council has agreed not to borrow any more until rent increases are allowed again and also, there is no need to borrow additional sums in the medium term as sufficient resources exist to meet projected capital needs. This position will be reviewed later in 2019 when the new build capital programme is developed further.

### **Local Government Act 2003 – Financial Administration**

14. The Local Government Act 2003 formally introduced a number of specific sections covering:
  - a. Budget calculations: report on robustness of estimates;
  - b. Adequacy of reserves; and
  - c. Budget monitoring

**a) Robustness of Estimates**
15. Full account has been taken of potential costs and, therefore, adequate provision has been made. A prudent assessment of income has been undertaken and only

income that has a high level of certainty of being received is included within the Business Plan.

16. The Council's Medium Term Financial Plan, together with information presented during the year to Executive and Overview and Scrutiny Committees demonstrate the financial challenges to Waverley Borough Council and Landlord Service in the future.
17. In view of the level of awareness amongst Members and the action taken to produce the Business Plan for 2019/20, the Section 151 Officer is satisfied with the robustness of the estimates presented.

**b) Adequacy of reserves**

18. Adequate reserves are necessary to meet significant cost that could not reasonably have been foreseen in the preparation of the budget. The level of the HRA working balance has been maintained above the minimum amount set of £2m. Annexe 5 shows the schedule of HRA balances and reserves. The Capital Programme shows the plans for investment of balances in existing and new build properties.

**c) Budget Monitoring**

19. It is the view of the Section 151 Officer that the arrangements for budget monitoring, referred to above, satisfy the requirements of the Local Government Act 2003. Budget Monitoring in 2018/19 shows that the HRA is staying within budget on capital and revenue overall.

**Value for Money and Customer Service Overview and Scrutiny Committee**

20. The Value For Money and Customer Service O&S Committee considered this report at its meeting on 22 January 2019 and made the following comments:
  - The Committee was pleased to see a robust HRA Business Plan presented and felt that the Council had done very well to deal with the changes made by Government, including the 1% rent reduction.
  - Members noted the proposal to freeze garage rents, and welcomed the proposed investment to bring void garages back into use, therefore generating income.
  - The Committee noted that the growth figure set out in the Business Plan was a combination of several factors including rent increases and new build properties, and asked that these be split out to enable Members to more easily see the benefits of investment in housing stock.
  - A query was made in relation to spending on kitchens and bathrooms. Officers clarified that routine investment in features such as kitchens, bathrooms and windows was built into the business model.
21. The Committee endorsed the recommendations as set out in the report subject to the request that a more detailed breakdown of dwelling income be provided.



## **Recommendation**

That the Executive, having considered the comments from the Value for Money Overview and Scrutiny Committee, recommends to Council that:

1. the annual rent level of Council dwellings be reduced by 1% from the 2018/19 level with effect from April 2019 in compliance with the Welfare Reform and Work Act;
2. the revised HRA Business Plan for 2019/20 to 2022/23 as set out at Annexe 1 be approved;
3. the fees and charges be agreed as set out in Annexe 2;
4. the 2019/20 Housing Revenue Account Capital Programmes as shown at Annexe 3 and 4 be approved; and
5. the financing of the capital programmes be approved in line with the resources shown in Annexe 5.

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## **Background Papers**

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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## HRA Business Plan

	2019/2020	2020/2021	2021/2022	2022/2023
	£	£	£	£
<b>Income</b>				
Net Dwelling Rent	(28,490,000)	(28,980,000)	(30,051,000)	(31,037,000)
Net Garage/Other Rent	(500,000)	(500,000)	(500,000)	(500,000)
Services Charges	(400,500)	(407,400)	(414,500)	(421,800)
Costs Recovered	(314,000)	(321,900)	(329,900)	(338,100)
Other Income	(331,900)	(186,900)	(186,900)	(186,900)
Interest Receipts	(210,950)	(150,000)	(100,000)	(50,000)
<b>Total Income</b>	<b>(30,247,350)</b>	<b>(30,546,200)</b>	<b>(31,582,300)</b>	<b>(32,533,800)</b>
<b>Expenditure</b>				
Housing Management	1,429,400	1,439,500	1,475,500	1,512,400
Housing Management - Staffing and Recharges	4,423,200	4,423,200	4,423,200	4,423,200
Housing Management - Non Distributed Costs	626,240	626,240	626,240	626,240
<b>Total Housing Management</b>	<b>6,478,840</b>	<b>6,488,940</b>	<b>6,524,940</b>	<b>6,561,840</b>
Housing Maintenance	5,532,300	5,670,600	5,812,400	5,957,700
Other Costs	646,100	646,100	646,100	646,100
Debt Interest	5,672,100	5,587,200	5,484,500	5,327,800
Principal Repayment	4,223,000	4,303,000	4,984,000	7,998,000
Contingency (Unexpected costs etc)	250,000	250,000	250,000	250,000
<b>Total Expenditure</b>	<b>22,802,340</b>	<b>22,945,840</b>	<b>23,701,940</b>	<b>26,741,440</b>
<b>Net Expenditure</b>	<b>(7,445,010)</b>	<b>(7,600,360)</b>	<b>(7,880,360)</b>	<b>(5,792,360)</b>
<b>Contribution to Reserves</b>				
New Build	4,000,000	3,000,000	3,000,000	3,000,000
Core Capital	3,608,000	4,673,000	4,673,000	4,673,000
	162,990	72,640	(207,360)	1,880,640
<b>HRA working balance</b>				
Opening	(5,256,422)	(5,093,432)	(5,020,792)	(5,228,152)
Movement in year	162,990	72,640	(207,360)	1,880,640
<b>Closing (minimum £2m)</b>	<b>(5,093,432)</b>	<b>(5,020,792)</b>	<b>(5,228,152)</b>	<b>(3,347,512)</b>

## Housing Services

### Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
<b>Housing Revenue Account</b>					
<b>Supervision and Management Special</b>					
Guest Rooms - E P Units - Single	Per Night	OS	17.00	<b>17.50</b>	2.9%
Guest Rooms - E P Units - Double	Per Night	OS	22.00	<b>22.50</b>	2.3%
Community Rooms - Residents	Session	OE	20.00	<b>20.50</b>	2.5%
Community Rooms - Non Resident	Session	OE	35.00	<b>36.00</b>	2.9%
<b>Leaseholder Charges</b>					
<b>The following charges replace the flat rate charge currently in place</b>					
Annual practical notes and information to leaseholder. Check of leaseholder account to ensure there are no problems and ground rent invoicing with supporting documentation.	Annual	OO	27.00	<b>28.00</b>	3.7%
Annual practical notes and information to shared owners. Check of account to ensure there are no problems, check to see if ground rent payable	Annual	OO	24.50	<b>25.00</b>	2.0%
Annual practical notes and information to shared owners. Check of account to ensure there are no problems, check to see if ground rent payable	Annual	OO	27.00	<b>28.00</b>	3.7%
Service charge invoicing and supporting documentation non-shared ownership.	Quarterly	OO	3.50	<b>3.75</b>	7.1%
Service charge invoicing and supporting documentation non-shared ownership.	Annual	OO	12.00	<b>12.50</b>	4.2%
Service charge invoicing and supporting documentation shared ownership.		OO	27.00	<b>28.00</b>	3.7%
Consent to alter		OS	57.00	<b>58.00</b>	1.8%
Retrospective/ Complex consent to alter		OS	77.00	<b>80.00</b>	3.9%
Consent to underlet		OS	32.00	<b>33.00</b>	3.1%
Consent to keep pets		OS	32.00	<b>33.00</b>	3.1%

## Housing Services

### Schedule of Fees and Charges for 2019/2020

	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
Letter to lenders and other third parties		OS	27.00	<b>28.00</b>	3.7%
Reminder in relation to arrears with full printout of account		OE	27.00	<b>28.00</b>	3.7%
Section 20 management		OE	37.00	<b>38.00</b>	2.7%
Obtaining Land Registry document as requested by leaseholder		OS	12.00	<b>12.25</b>	2.1% Plus Land Registry cost
Provision of duplicate invoices		OS	3.00	<b>3.25</b>	8.3%
Contacting or responding to you in relation to a problem with your flat. Non-complex replies by email will be free		OS	6.00	<b>6.50</b>	8.3%
Written contact and liaison with you in relation to statutory requirements, such as fire and asbestos risk assessments		OE	3.00	<b>3.25</b>	8.3%
Leasehold enquiry responses		OS	240.00	<b>245.00</b>	2.1%
Leasehold (with sinking fund) enquiry responses		OS	250.00	<b>255.00</b>	2.0%
Preliminary telephone advice for non-complex issues relating to your leasehold property			<b>Free</b>	<b>Free</b>	
Changing leaseholder records, leaseholder responsible for advising changes in writing			<b>Free</b>	<b>Free</b>	

## Housing Revenue Account Business Plan - Capital Programme

Cost Code	Project	2019/20 Estimate	2020/21 Estimate	2021/2022 Estimate	Notes
<b>New Affordable Homes Projects</b>					
	Development Staff Costs	427,000	427,000	427,000	
K5412	Pre-development budget	90,000	90,000	90,000	
<b>Approved Development Schemes</b>					
K5407	Ockford Ridge - utility and contingency	1,200,000	1,200,000	1,200,000	Contingency budget mainly for issues uncovered with utilities during site investigation and works.
K5425	Ockford Ridge - Site A	6,144,000	2,048,000		Main work on the development of Site A commencing in 2019/20.
K5426	Ockford Ridge - Site B	100,000	1,500,000	1,500,000	Indicative figures for 2020/21 and 2021/22 have been provided at this stage.
K5427	Ockford Ridge - Site C	70,000	1,489,980	3,732,000	Indicative figures for 2020/21 and 2021/22 have been provided at this stage.
	Ryle Road, Farnham	204,500	204,500	5,000	Report to Executive in 6 November 18 seeking redevelopment budget
	Aarons Hill, Godalming	305,500	305,500	8,000	
<b>Land and Asset Purchase</b>					
K5000	Buy Backs	1,500,000	1,500,000	1,500,000	
	S106 affordable housing units (based on opportunities offered to date)	3,500,000	4,000,000	4,000,000	
<b>Total New Affordable Homes Projects</b>		<b>13,541,000</b>	<b>12,764,980</b>	<b>12,462,000</b>	
<b>New Affordable Homes Funding</b>					
	HRA funding	13,541,000	12,764,980	12,462,000	
	External funding				
<b>Total Funding</b>		<b>13,541,000</b>	<b>12,764,980</b>	<b>12,462,000</b>	

<b>Stock Remodelling</b>					
<b>Approved Development Schemes</b>					
K5019	Ockford Ridge Refurbishment - Future phases	4,332,570			
K5011	Community Rooms, Borough Wide	50,000	586,477		
<b>Total Stock Remodelling</b>		<b>4,382,570</b>	<b>586,477</b>	<b>0</b>	
<b>Stock Remodelling Funding</b>					
	HRA funding	4,382,570	586,477	0	
	External Funding	0	0		
<b>Total Funding</b>		<b>4,382,570</b>	<b>586,477</b>	<b>0</b>	

<b>Core Capital Programme</b>		<b>2019/20 Budget</b>
		<b>£</b>
1	External Repairs and Decoration	250,000
2	Aids and Adaptations	250,000
3	Roofs	150,000
4	Structural Works	90,000
5	Repairs to electrics following electrical checks	350,000
6	Fire Protection Measures	60,000
7	Window and Doors Repairs and Replacements	50,000
8	Boilers and Heating	250,000
9	Insulation	10,000
10	Kitchens and Bathrooms	800,000
11	Communal Lighting/Electrics/Door Entry	20,000
12	Asbestos Removal and Legionella Risk Reduction	250,000
13	Estate Improvements	150,000
14	Garage Upgrade and Reprovision	50,000
15	Tree Management (Both Void and Tenanted)	35,000
16	Communal Flooring	50,000
17	Elderly Living Improvements and Energy Saving	50,000
18	Feasibility Studies and Professional Fees	50,000
19	Gutters	20,000
20		2,935,000
21	Staffing	673,000
22	<b>Total Core Capital</b>	<b>£3,608,000</b>

## Schedule of Reserves and Balances - Actual and Projected

Housing Revenue Account	31.3.2018	2018/19			2019/20			2020/21			2021/22		
	Balance £'000	In £'000	Out £'000	Balance £'000	In £'000	Out £'000	Balance £'000	In £'000	Out £'000	Balance £'000	In £'000	Out £'000	Balance £'000
<b>Working Balance</b>	5,256	0	0	5,256		(163)	5,093		(72)	5,021		207	5,228
<b>Contingency Reserve</b>	1,000	1,224		2,224	250		2,474	250		2,724	250		2,974
<b>Earmarked Capital Reserves</b>													
Revenue Reserve (MRR) - to meet depreciation charge and loan repayments	874	6,442	(7,316)	0	7,831	(7,831)	0	8,976	(8,976)	0	9,657	(9,657)	0
Capital Receipts Unapplied	19,053	2,000	(1,914)	19,140	2,000	(6,770)	14,370	2,000	(6,382)	9,988	2,000	(6,231)	5,757
New Affordable Housing Reserve *	11,364	3,000	(1,914)	12,451	4,000	(6,771)	9,680	3,000	(6,383)	6,297	3,000	(6,231)	3,066
Stock Remodelling Reserve	6,845		(1,631)	5,214		(4,383)	831		(586)	245			245
	38,136	11,442	(12,774)	36,804	13,831	(25,755)	24,880	13,976	(22,327)	16,529	14,657	(22,119)	9,067
<b>Housing Revenue Account Total</b>	<b>43,392</b>	<b>11,442</b>	<b>(12,774)</b>	<b>42,060</b>	<b>13,831</b>	<b>(25,918)</b>	<b>29,973</b>	<b>13,976</b>	<b>(22,399)</b>	<b>21,550</b>	<b>14,657</b>	<b>(21,912)</b>	<b>14,295</b>



WAVERLEY BOROUGH COUNCIL

MINUTES OF THE LICENSING AND REGULATORY COMMITTEE - 14 JANUARY 2019

SUBMITTED TO THE COUNCIL MEETING – 12 FEBRUARY 2019

(To be read in conjunction with the Agenda for the Meeting)

**Present**

Cllr Bob Upton (Vice Chairman)  
Cllr Patricia Ellis  
Cllr Michael Goodridge

Cllr Peter Isherwood  
Cllr Robert Knowles  
Cllr Libby Piper

**Apologies**

Cllr Simon Inchbald, Cllr Maurice Byham, Cllr John Fraser, Cllr Tony Gordon-Smith, Cllr Anna James and Cllr Carole King

LIC20/18 MINUTES (Agenda item 1.)

The minutes of the meeting held on 12 November 2018 were confirmed and signed.

LIC21/18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (Agenda item 2.)

There were apologies for absence received from Councillors Simon Inchbald (Chairman) , Maurice Byham, John Fraser, Tony Gordon-Smith, Anna James and Carole King.

LIC22/18 DECLARATIONS OF INTEREST (Agenda item 3.)

There were no declarations of interest.

LIC23/18 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4.)

There were no questions received.

LIC24/18 QUESTIONS FROM MEMBERS (Agenda item 5.)

There were no questions received.

LIC25/18 ACTION AUTHORISED (Agenda item 6.)

There was nothing to report.

**LICENSING ACT 2003 ITEMS**

**PART I - RECOMMENDATIONS TO THE COUNCIL**

LIC26/18 FINANCIAL STRATEGY 2019/2020 - 2021/2022 LICENSING BUDGET 2019/20  
(Agenda item 7.)

LIC27/18 The Committee received a report detailing the draft revenue estimates and fees and charges for 2019/20 as part of the overall budget process. The report updated the Committee on the latest position regarding the draft General Fund Budget for 2018/19. Members were reminded that the fees and charges were reviewed annually as part of the budget process. Some of the fees and charges were statutory but for those determined by Waverley, a comprehensive exercise would be undertaken to analyse the fees and ensure that they equated to the costs of the service provided.

The Committee noted that any proposed increase to certain fees must be advertised and any representations received in response to this would be received and considered by the Committee at its meeting on 25 February and then reported back to Council.

The Committee was advised that the proposed increases noted in the report were for inflation only. Members considered the proposed fees and charges and were in agreement with the proposals. A number of questions were asked about the discrepancies in the figures and were assured that on the three that were questioned, this was because the accountancy codes had been revised for transparency and in future reports would be more aligned. The fees would be advertised and, subject to consideration of any representations received, Members approved the figures as noted in the report.

RESOLVED that

1. The draft Revenue Estimates for 2019/20 as shown at Annexe 1 to the report be agreed; and
2. The level of fees and charges for 2019/20 in accordance with the schedule at Annexe 3 of the report for recommendation to the Council, noting that various fees will be subject to advertisement prior to implementation be approved.

## **PART II - MATTERS OF REPORT**

There were none.

**The meeting commenced at 10.00 am and concluded at 10.10 am**

**Chairman**

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE STANDARDS COMMITTEE - 21 JANUARY 2019

SUBMITTED TO THE COUNCIL MEETING – 12 FEBRUARY 2019

(To be read in conjunction with the Agenda for the Meeting)

**Present**

Cllr Michael Goodridge (Chairman)  
Cllr Mike Band  
Cllr Carole Cockburn  
Cllr Kevin Deanus  
Cllr David Else

Cllr John Gray  
Cllr David Hunter  
Cllr Robert Knowles  
Cllr John Ward

STD 12/18MINUTES (Agenda item 1.)

The Minutes of the meeting held on 11 June 2018 were confirmed as a correct record of the meeting.

STD 13/18APOLOGIES FOR ABSENCE (Agenda item 2.)

There were no apologies for absence.

The Town & Parish representative, Mrs Joan Holroyd was not required for this meeting.

STD 14/18DISCLOSURES OF INTERESTS (Agenda item 3.)

There were no disclosures of interests.

STD 15/18QUESTIONS BY MEMBERS OF THE PUBLIC (Agenda item 4.)

There were no questions from members of the public.

STD 16/18QUESTIONS FROM MEMBERS (Agenda item 5.)

There were no questions from Members.

**PART I - RECOMMENDATIONS TO THE COUNCIL**

Background Papers

Unless specified under an individual item, there are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to the reports in Part I of these minutes.

STD 17/18 STANDARDS COMMITTEE - TERMS OF REFERENCE (Agenda item 9.) (Pages 7 - 10)

The Committee reviewed its revised terms of reference, which had been updated to reflect better the function and purpose of the committee.

The Committee agreed that going forward, it should have a vice-chairman, and officers would need to flag this up to Group Leaders as part of the process for nominating committee memberships following the May elections.

The Committee felt that its role in keeping the Constitution under review should have a higher priority in the in the list of the Committee's functions.

**The Committee RESOLVED to RECOMMEND to Council that the revised terms of reference of the Standards Committee, as attached, be approved and incorporated into the Constitution at Article 9.**

**PART II - MATTERS OF REPORT**

The background papers relating to the following items are as set out in the reports included in the original agenda papers.

STD 18/18 MONITORING OFFICER'S REPORT (Agenda item 6.)

The Committee received a report from the Monitoring Officer, Robin Taylor, summarising complaints about councillors received between January 2018 and January 2019, and updating the Committee on other matters relating to the Council's ethical framework.

Since January 2018, the Monitoring Officer had received nine complaints: two related to Town and Parish Councillors, and seven related to Borough councillors. Of the two complaints about Town and Parish Councillors, one had been withdrawn by the complainant and the other was being informally investigated by the Monitoring Officer. Of the seven complaints about Waverley Councillors, two had been withdrawn by the complainants, four had been informally investigated by the Monitoring Officer and resolved informally, and one was a live complaint currently being informally investigated by the Monitoring Officer.

Common features of the complaints received were: allegations of failing to treat others with respect, disclosure of interests and participation in decision-making, and the content of electronic communications.

The Monitoring Officer had also provided advice to elected councillors, members of staff, Town and Parish clerks and councillors, and residents, where no complaint has been made.

A meeting of the Standards Panel would take place on 1 February 2019 to consider the external investigator's report into two complaints against a Waverley councillor submitted in April 2017.

Following the elections in May for Waverley Borough Council, training would be provided for new Waverley councillors on Standards and the Code of Conduct, Member-Officer relationships, and Operating Safely as a councillor. Similar training would be offered to new Town and Parish councillors.

Following the Town and Parish Council elections, arrangements would also be made to appoint two representatives from the town and parish councils to the Standards Committee, who would be invited to attend when matters affecting town and parish councils were being considered.

The Monitoring Officer also updated the Committee on action taken to raise awareness with staff of the need to register any gifts or hospitality offered to them or received that exceeded £25 in value. Arrangements had been reviewed following a routine internal audit, and the on-line form for submitting registrations had been made more visible on the staff intranet. Most of the gifts registered were less than £25 in value – typically biscuits or chocolates that were shared among colleagues, or donated to the Mayor's Christmas tombola.

The Committee was pleased to learn that most complaints had been resolved informally, and thanked the Monitoring Officer for his report, which they noted.

#### STD 19/18 STANDARDS ARRANGEMENTS - APPOINTMENT OF INDEPENDENT PERSONS (Agenda item 7.)

Fiona Cameron, Deputy Monitoring Officer, reminded the Committee that under the Localism Act 2011, the standards arrangements adopted by the Council were required to include the provision of at least one Independent Person. Waverley had appointed three Independent Persons, whose term of office ended in May 2019.

Waverley had worked in partnership with Guildford, Mole Valley and Spelthorne borough councils in 2012 to recruit Independent Persons for an initial period to 2015, and then to extend the appointments to May 2019. Following discussion between Surrey Democratic Services Managers and Monitoring Officers, there was agreement in principle to once again undertake a joint recruitment exercise on behalf of seven Surrey boroughs and districts: Guildford, Epsom & Ewell, Mole Valley, Reigate & Banstead, Spelthorne, Surrey Heath and Waverley.

The intention was to appoint at least three Independent Persons for a four-year term commencing May 2019 and ending May 2023, with any of those appointed being available to act for any of the councils. The positions would be advertised on the websites of each of the participating councils at the end of January for a three-week period. The Joint Appointments Panel, comprising 3 of the Monitoring Officers of the participating councils, would meet at the end of February to shortlist, and interviews would be held in March, if necessary. Serving Independent Persons would be eligible for re-appointment. The aim was for each participating council to make formal appointments in time for May 2018.

The Committee was pleased to see that Waverley was once again working jointly with other Surrey councils to recruit to these very specialised positions, but felt that it would be advisable to appoint four or five Independent Persons, if possible. The

Committee also noted that the Independent Person Protocol would need to be updated to change the name of the Standards Panel to Standards Committee.

The Committee RESOLVED to:

1. agree the joint arrangements for advertising, shortlisting and interviewing candidates for the appointment of Independent Persons from May 2019; and
2. note that recommendations for appointments would be brought to the May meeting of Council for approval.

#### STD 20/18 MEMBERS' CODE OF CONDUCT (Agenda item 8.)

The Monitoring Officer introduced the report that set out proposed amendments to the Waverley Members' Code of Conduct. The proposed amendments were largely to provide additional clarification on the core principles of the Code, and to address some procedural matters on which the Code was currently silent in relation to recording sensitive information on the Register of Interests, removal of entries from the Register, and dispensations.

The Committee reviewed the proposed amendments and agreed in principle to the amendments, but asked for further revisions to the wording on:

- new paragraph 1 (7) - to be split into two paragraphs, to separate out the two elements of the statement.
- new paragraph 5 (6) – the wording in relation to dealing with including sensitive information on the Register of Interests to be simplified and made clearer.
- new paragraph 7 – to be made clearer that the intention of this paragraph is to give a standing dispensation to Members to participate in certain business of the Council from which they might otherwise be excluded through having a Disclosable Pecuniary Interest, as set out in Paragraph 5 (1).

The Committee asked that these revisions to the Code of Conduct be brought back to the next meeting of the Standards Committee for further consideration, before making a recommendation to Council.

#### STD 21/18 REVIEW OF SCHEME OF DELEGATION (Agenda item 10.)

The Borough Solicitor introduced the report setting out a number of proposed changes to the Scheme of Delegation to Officers. The Scheme had been comprehensively reviewed and revised in 2017 and the proposed revisions were based on experience of using the Scheme over the past 12 months.

The Committee noted that under the General Principles, the amendments would enable any Strategic Director to exercise the powers granted to the Chief Executive under the Scheme, either at the request of the Chief Executive or at the discretion of the Strategic Director in the absence of the Chief Executive. The Committee agreed that this was a practical approach to enable the efficient running of the Council.

With regard to the proposed delegation to the Section 151 Officer to approve adoption of new or revised fees and charges (new 8A), after consultation with the Portfolio Holder for Finance, the Committee asked that the wording was clear that

this delegation was constrained by the Budget and Policy Framework, including the Financial Regulations.

With regard to the delegation to the Head of Customer and Corporate Services in relation to the administration of the Council's estate and property portfolio at (17), the Committee noted that this had not been updated to reflect the role of the Investment Advisory Board in making recommendations to the Executive on the acquisition of interests in land or property.

With regard to paragraph (77) of the Scheme, the Borough Solicitor clarified that under the new Data Protection Act 2018, there was no longer an automatic charge for a Subject Access Request so there was no longer a need to be able to waive this in cases of hardship. The delegation was now proposed to allow a fee to be charged in respect of any manifestly unfounded or excessive Subject Access Request.

The Committee agreed that the wording of paragraphs (8A) and (17) be amended and the revised Scheme of Delegation brought back to the Committee for final consideration before making a recommendation to Council.

#### STD 22/18 ELECTED MEMBER ACCESS TO INFORMATION (Agenda item 11.)

Robin Taylor introduced the draft guidance note clarifying Waverley Elected Members' rights to access information, which had been developed following discussions with Members following a situation where a Town Council was seeking access to a Waverley document via a twin-hatted Member of both Waverley and the Town Council.

The Standards Committee was asked to consider if this was needed, and if so what status it would have in relation to the Access to Information Procedure Rules.

The Committee Members felt that the flow-chart was helpful, but had some concerns about who made the decisions – who decided if a Member needed the information to perform their duties as a councillor? The Committee Members also recognised that there was a difference between 'need' and 'desire', and that Members did not have a roving remit to see every piece of information held by the council. But, some Members felt that there was a lack of clarity about how they could request access to information.

The Borough Solicitor confirmed that all Waverley Members were able to access 'pink papers' that are exempt under any of the seven categories set out in the 1972 Local Government Act.

On balance, the Committee felt that it would be helpful to have the additional guidance, and that it should be clear that the Monitoring Officer is the Proper Officer for Access to Information. The Committee asked that this be referred to in the Access to Information Procedure Rules, and provided to Members as supplementary guidance.

**The meeting commenced at 5.00 pm and concluded at 6.20 pm**

**Chairman**



## Article 9 – The Standards ~~Committee Panel~~

### 9.1 Standards ~~Committee Panel~~

The Council will determine the composition of and the role and function of the Standards ~~Committee Panel~~. The Standards Committee falls within the requirements of the Local Government and Housing Act 1989 for membership to be proportionate to the political composition of the Council.

### 9.2 Composition

- (a) **Membership.** The Standards ~~Panel Committee~~ will be composed of:
- i. nine councillors [other than the ~~L~~leader, and with a maximum of one member from the Executive]
  - ii. two members of a Town or Parish Council in the Council's area who cannot also be a District Councillor, to be appointed until the next full Town and Parish Council elections.
- (b) **Town and Parish members.** At least one Town or Parish member must be present when matters relating to Town or Parish Councils or their members are being considered, except where they have an interest. Town and Parish members will not attend meetings which are considering the Council's constitution. ~~;~~ ~~and~~
- (c) **Chairing the ~~Panel Committee~~.** A member of the Executive may not chair the ~~Committee Panel~~.

### 9.3 Role and Function

The Standards ~~Committee Panel~~ will have the following roles and functions:

- A. To review and propose revisions to the Constitution as set out in [Article 15](#).
- B. Ethical framework
  - (a) To promote and maintain high standards of conduct by councillors and co-opted members.
  - (b) To assist the councillors and co-opted members to observe the Members' Code of Conduct.
  - (c) To advise the Council on the adoption or revision of the Members' Code of Conduct.
  - (d) To monitor the operation of the Members' Code of Conduct.
  - (e) To advise on training for councillors and Independent Persons on matters relating to the Members' Code of Conduct.

- (f) Where the Monitoring Officer decides a hearing is necessary, to establish a Panel to hear and determine -complaints received concerning the conduct of Waverley Borough members. ~~and determination as appropriate.~~
- (g) To exercise functions (a) to (f) above in relation to the town and parish councils in Waverley Borough and the members of those town and parish councils.
- (h) In the event of a dispute arising from a breach of the Council's Local Protocols, the Standards Committee ~~Panel~~ should use the same processes as breaches of the Code.
- (i) ~~Appointment of a Panel: the Monitoring Officer in consultation with the Chairman of the Standards Panel will appoint Panels of no less than 3 members for the process of hearing and determination of complaints received regarding member conduct that may have breached the Waverley Code of Conduct or that of the relevant Town or Parish Council. The Panels will have the power to determine complaints where these have been referred by the Monitoring Officer; and~~
- (i) To agree arrangements for the selection and interviewing of candidates for appointment as Independent Person(s) (including such joint arrangements with other councils as may be deemed by the Monitoring Officer to be appropriate) and to make recommendations to full Council on these appointments.
- (j) To agree allowances and expenses for the Independent Person(s).
- (k) To implement, monitor and review the operation of the Independent Person(s) Protocol.
- (l) To implement, monitor and review the operation of the code of conduct for staff.
- (m) To implement, monitor and review the operation of the Monitoring Officer Protocol.
- (n) To implement, monitor and review the operation of the Protocol on Member/Officer Relations.
- (o) To consider any other matter referred by the Monitoring Officer.

#### **9.4 Appointment of a Panel**

The Monitoring Officer in consultation with the Chairman of the Standards Committee will appoint a Panel of no less than 3 members of the Committee for the purpose of hearing and determining complaints received regarding member conduct that may have breached the Waverley Code of Conduct or that of the relevant Town or Parish Council.

A Panel established to hear a complaint against a Town or Parish Councillor must include at least one of the appointed Town and Parish Council members.

The Panel will have the power to determine complaints where these have been referred to it by by the Monitoring Officer.

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