



Uttlesford District Council

Budget Book 2019/20

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Approved by Uttlesford District Council February 2019

Council Tax Requirement – 2019/2020

The Council Tax is made up of charges from Essex County Council, Essex Police, Fire and Crime Commissioner Fire Authority, The Police, Fire and Crime Commissioner for Essex - Policing and Community Safety, Uttlesford District Council and the local Parish Council to provide services for the community.

The full report for the budget and council tax requirement as approved by Full Council on the 21st February 2019 can be seen by following the link below:

www.uttlesford.gov.uk/budget

The increases for each of the main preceptors are shown below:

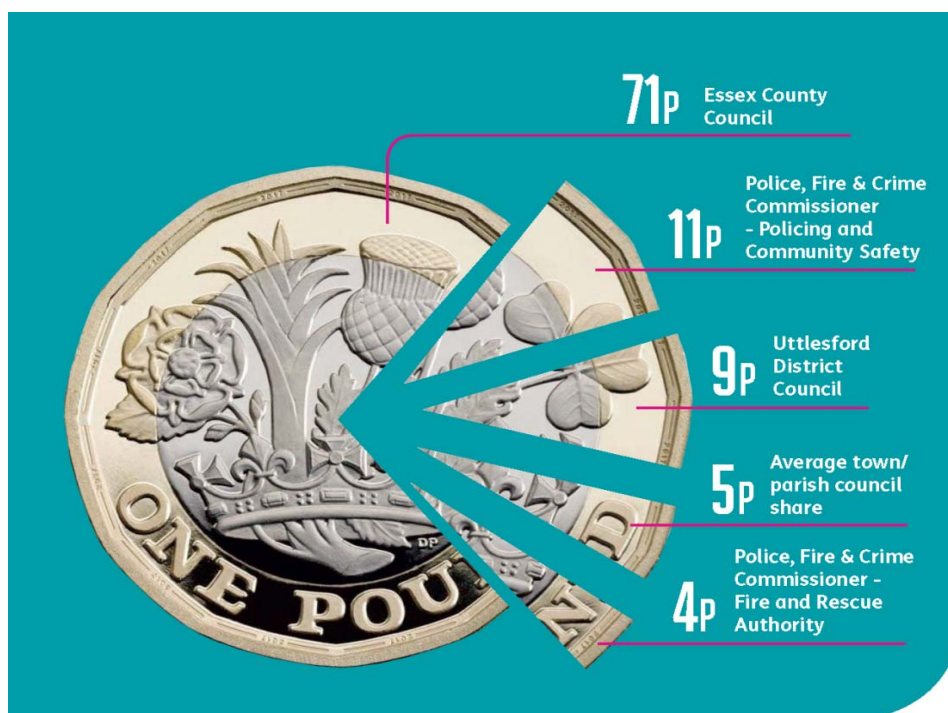
Essex County Council - 3.99% (1% for Adult Social Care and 2.99% for the County General Fund)

Police, Fire and Crime Commissioner for Essex - Policing and Community Safety - 14.16 %

Essex Police, Fire and Crime Commissioner Fire and Rescue Authority - 2.94%

Uttlesford District Council - 2.99%

The chart below represents how much each preceptor receives per £1 of council tax collected.



The table below details the precept amount of Council Tax for each banding, excluding the Parish element.

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
Essex County Council	846.96	988.12	1129.28	1270.44	1552.76	1835.08	2117.40	2540.88
PFCC - Essex Police	128.64	150.08	171.52	192.96	235.84	278.72	321.60	385.92
PFCC - Essex Fire	48.30	56.35	64.40	72.45	88.55	104.65	120.75	144.90
Uttlesford District Council	101.07	117.92	134.76	151.61	185.30	218.99	252.68	303.22
Aggregate amounts excluding Town/Parish Councils	1,124.97	1,312.47	1,499.96	1,687.46	2,062.45	2,437.44	2,812.43	3,374.92

The following table gives the total cost of the Council Tax precept for each parish and band for 2019/20.

Council Tax 2019/20	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Ratio to Band D:	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
	£	£	£	£	£	£	£	£
Arkesden	1,155.89	1,348.54	1,541.19	1,733.84	2,119.14	2,504.43	2,889.73	3,467.68
Ashdon	1,186.80	1,384.61	1,582.40	1,780.21	2,175.81	2,571.41	2,967.01	3,560.42
Aythorpe Roding	1,138.68	1,328.46	1,518.24	1,708.02	2,087.58	2,467.14	2,846.70	3,416.04
Barnston	1,173.59	1,369.19	1,564.79	1,760.39	2,151.59	2,542.78	2,933.98	3,520.78
Berden	1,149.94	1,341.61	1,533.26	1,724.92	2,108.23	2,491.55	2,874.86	3,449.84
Birchanger	1,162.58	1,356.34	1,550.10	1,743.87	2,131.40	2,518.92	2,906.45	3,487.74
Broxted	1,160.40	1,353.81	1,547.20	1,740.61	2,127.41	2,514.21	2,901.01	3,481.22
Chickney	1,124.97	1,312.47	1,499.96	1,687.46	2,062.45	2,437.44	2,812.43	3,374.92
Chrishall	1,208.07	1,409.42	1,610.76	1,812.11	2,214.80	2,617.19	3,020.18	3,624.22
Clavering	1,146.24	1,337.29	1,528.32	1,719.37	2,101.45	2,483.53	2,865.61	3,438.74
Debden	1,156.80	1,349.60	1,542.40	1,735.20	2,120.80	2,506.40	2,892.00	3,470.40
Elmdon & Wenden Lofts	1,152.63	1,344.74	1,536.84	1,728.95	2,113.16	2,497.37	2,881.58	3,457.90
Elsenham	1,163.10	1,356.96	1,550.80	1,744.66	2,132.36	2,520.06	2,907.76	3,489.32
Farnham	1,162.86	1,356.67	1,550.48	1,744.29	2,131.91	2,519.53	2,907.15	3,488.58
Felsted	1,159.71	1,353.00	1,546.28	1,739.57	2,126.14	2,512.71	2,899.28	3,479.14
Flitch Green	1,147.36	1,338.59	1,529.81	1,721.04	2,103.49	2,485.94	2,868.40	3,442.08
Great Canfield	1,147.75	1,339.05	1,530.33	1,721.63	2,104.21	2,486.80	2,869.38	3,443.26
Great Chesterford	1,226.23	1,430.61	1,634.97	1,839.35	2,248.09	2,656.84	3,065.58	3,678.70
Great Dunmow	1,217.00	1,419.83	1,622.66	1,825.50	2,231.17	2,636.83	3,042.50	3,651.00
Great Easton & Tilty	1,158.60	1,351.71	1,544.80	1,737.91	2,124.11	2,510.31	2,896.51	3,475.82
Great Hallingbury	1,150.54	1,342.31	1,534.06	1,725.82	2,109.33	2,492.85	2,876.36	3,451.64
Hadstock	1,166.43	1,360.84	1,555.24	1,749.65	2,138.46	2,527.27	2,916.08	3,499.30
Hatfield Broad Oak	1,182.95	1,380.11	1,577.27	1,774.43	2,168.75	2,563.06	2,957.38	3,548.86
Hatfield Heath	1,157.22	1,350.09	1,542.96	1,735.83	2,121.57	2,507.31	2,893.05	3,471.66
Hempstead	1,154.33	1,346.72	1,539.11	1,731.50	2,116.28	2,501.05	2,885.83	3,463.00
Henham	1,164.62	1,358.73	1,552.83	1,746.94	2,135.15	2,523.36	2,911.56	3,493.88
High Easter	1,146.97	1,338.14	1,529.29	1,720.46	2,102.78	2,485.11	2,867.43	3,440.92
High Roding	1,162.68	1,356.46	1,550.24	1,744.02	2,131.58	2,519.14	2,906.70	3,488.04
Langley	1,185.76	1,383.39	1,581.01	1,778.64	2,173.89	2,569.14	2,964.40	3,557.28
Leaden Roding	1,140.80	1,330.94	1,521.07	1,711.21	2,091.48	2,471.75	2,852.01	3,422.42
Lindsell	1,124.97	1,312.47	1,499.96	1,687.46	2,062.45	2,437.44	2,812.43	3,374.92
Little Bardfield	1,141.22	1,331.42	1,521.62	1,711.83	2,092.24	2,472.64	2,853.05	3,423.66
Little Canfield	1,159.43	1,352.67	1,545.91	1,739.15	2,125.63	2,512.10	2,898.58	3,478.30
Little Chesterford	1,140.21	1,330.25	1,520.28	1,710.32	2,090.39	2,470.46	2,850.53	3,420.64
Little Dunmow	1,172.68	1,368.14	1,563.58	1,759.03	2,149.92	2,540.82	2,931.71	3,518.06
Little Easton	1,197.56	1,397.15	1,596.74	1,796.34	2,195.53	2,594.71	2,993.90	3,592.68
Little Hallingbury	1,160.94	1,354.44	1,547.92	1,741.42	2,128.40	2,515.38	2,902.36	3,482.84
Littlebury	1,175.52	1,371.44	1,567.36	1,763.28	2,155.12	2,546.96	2,938.80	3,526.56
Manuden	1,145.80	1,336.78	1,527.74	1,718.71	2,100.64	2,482.58	2,864.51	3,437.42
Margaret Roding	1,139.31	1,329.20	1,519.08	1,708.97	2,088.74	2,468.51	2,848.28	3,417.94
Newport	1,199.21	1,399.08	1,598.95	1,798.82	2,198.56	2,598.29	2,998.03	3,597.64
Quendon & Rickling	1,151.93	1,343.92	1,535.91	1,727.90	2,111.88	2,495.85	2,879.83	3,455.80
Radwinter	1,160.90	1,354.38	1,547.86	1,741.35	2,128.32	2,515.28	2,902.25	3,482.70
Saffron Walden	1,237.31	1,443.53	1,649.75	1,855.97	2,268.41	2,680.84	3,093.28	3,711.94
Sampfords, The	1,145.35	1,336.25	1,527.13	1,718.03	2,099.81	2,481.60	2,863.38	3,436.06
Sewards End	1,157.87	1,350.85	1,543.83	1,736.81	2,122.77	2,508.72	2,894.68	3,473.62
Stansted	1,185.24	1,382.78	1,580.32	1,777.86	2,172.94	2,568.02	2,963.10	3,555.72
Stebbing	1,172.97	1,368.47	1,563.96	1,759.46	2,150.45	2,541.44	2,932.43	3,518.92
Strethall	1,124.97	1,312.47	1,499.96	1,687.46	2,062.45	2,437.44	2,812.43	3,374.92
Takeley	1,176.86	1,373.00	1,569.14	1,765.29	2,157.58	2,549.86	2,942.15	3,530.58
Thaxted	1,182.06	1,379.07	1,576.08	1,773.09	2,167.11	2,561.13	2,955.15	3,546.18
Ugley	1,143.62	1,334.22	1,524.82	1,715.43	2,096.64	2,477.84	2,859.05	3,430.86
Wendens Ambo	1,154.82	1,347.29	1,539.76	1,732.23	2,117.17	2,502.11	2,887.05	3,464.46
White Roding	1,153.05	1,345.23	1,537.40	1,729.58	2,113.93	2,498.28	2,882.63	3,459.16
Wicken Bonhunt	1,136.68	1,326.14	1,515.58	1,705.03	2,083.92	2,462.82	2,841.71	3,410.06
Widdington	1,157.24	1,350.11	1,542.98	1,735.86	2,121.61	2,507.35	2,893.10	3,471.72
Wimbish	1,144.20	1,334.90	1,525.60	1,716.30	2,097.70	2,479.10	2,860.50	3,432.60

General Fund Summary Information

GENERAL FUND REVENUE BUDGET

SERVICE BUDGET SUMMARY	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Communities & Partnerships	854,303	862,800	842,970	894,730
Environmental Services	3,304,163	3,877,800	3,924,890	3,480,755
Finance & Administration	5,957,437	6,609,460	6,526,830	6,780,970
Housing & Economic Development	1,439,433	1,631,530	1,670,760	1,791,850
SUB-TOTAL (PORTFOLIO SERVICE BUDGETS)	11,555,336	12,981,590	12,965,450	12,948,305
Council Tax - Collection Fund Balance	(193,137)	(13,642)	(13,642)	(67,010)
NNDR - Collection Fund Balance	1,371,735	533,657	533,657	(940,980)
NNDR - UDC Share (net of Tariff)	(2,312,706)	(2,263,456)	(2,263,456)	(2,577,300)
NNDR - Safety Net Reimbursement / Levy	140,663	491,614	491,614	565,720
NNDR - Section 31 Funding	(1,088,068)	(663,441)	(663,441)	(1,211,890)
NNDR - Renewable Energy Schemes	(151,949)	(140,581)	(140,581)	(129,080)
New Homes Bonus - Grant	(3,772,341)	(2,864,000)	(2,864,000)	(2,968,592)
Rural Services Grant	(284,623)	(225,000)	(225,000)	(279,469)
Settlement Funding	(251,532)	0	0	0
SUB-TOTAL (GOVERNMENT FUNDING)	(6,541,958)	(5,144,849)	(5,144,849)	(7,608,601)
Capital Financing Costs	1,717,960	3,571,868	6,892,386	1,892,220
Interest Charge	233,310	456,000	456,000	495,000
Investment Income	(1,725,017)	(2,100,000)	(2,100,000)	(2,118,560)
Pension Fund - Added Years	84,928	85,000	85,000	85,000
Pension Fund - Triennial Payment	976,927	0	0	0
Recharge to HRA	(1,640,853)	(1,674,970)	(1,674,970)	(1,692,960)
HRA Share of Corporate Core	(348,031)	(398,270)	(382,130)	(365,980)
SUB-TOTAL (CORPORATE ITEMS)	(700,776)	(60,372)	3,276,286	(1,705,280)
SUB-TOTAL (NET OPERATING EXPENDITURE)	4,312,602	7,776,369	11,096,887	3,634,424

GENERAL FUND REVENUE BUDGET

SERVICE BUDGET SUMMARY	2017/18 Actual	2018/19 Original Budget	2018/19 Current Budget	2019/20 Original Budget
	£	£	£	£
Business Rates Reserve	466,138	(533,657)	(533,657)	941,000
Licensing Reserve	0	197,500	197,500	23,923
Working Balance	53,570	16,012	16,012	28,000
Medium term Financial Strategy Reserve (MTFS)	0	(450,000)	(450,000)	0
Transformation Reserve	(38,300)	(80,000)	(80,000)	0
EU Exit Reserve	0	0	0	200,000
Funding Reserve	0	0	0	1,059,759
Economic Development Reserve	(105,050)	0	0	0
Elections Reserve	25,000	25,000	25,000	(55,000)
Homelessness Reserve	85,598	0	0	(20,000)
Health and Wellbeing Reserve	19,405	(4,500)	(4,500)	0
Neighbourhood Planning Reserve	(16,681)	0	0	0
Planning Development Reserve	(79,005)	(814,000)	(814,000)	(309,000)
Planning Development Reserve	20,256	0	0	0
Strategic Initiatives Reserve	(4,915)	(500,000)	(500,000)	0
Capital Slippage Reserve	100,130	0	(425,518)	0
Developments Reserve	0	105,423	105,423	0
Pension Reserve	(770,000)	0	0	0
New Home Bonus Ward Members Reserve	(22,079)	0	0	(16,000)
Waste Depot Relocation Project Reserve	895,211	(488,000)	(3,382,513)	0
Waste Management Reserve	0	0	0	170,000
Private Finance Initiative Reserve	93,138	79,740	79,740	0
SUB-TOTAL (MOVEMENT IN EARMARKED RESERVES)	722,415	(2,446,482)	(5,766,513)	2,022,682
COUNCIL TAX REQUIREMENT	5,035,018	5,329,887	5,330,374	5,657,106
FUNDING AVAILABLE				
Council Tax	(5,035,000)	(5,329,887)	(5,329,887)	(5,657,106)
TOTAL FUNDING AVAILABLE	(5,035,000)	(5,329,887)	(5,329,887)	(5,657,106)
OVERALL NET POSITION	0	0	0	0

MEMORANDUM

UDC Taxbase (Band D equivalent) 2019-20	39186
UDC Taxbase (Band D equivalent) adjusted for LCTS discounts 2019-20	37313
Uttlesford District Council-Band D Council Tax 2019-20	£151.61

GENERAL FUND REVENUE BUDGET

SUBJECTIVE ANALYSIS PORTFOLIO SERVICES	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employees	11,178,069	11,845,140	11,825,000	12,338,870
Premises	878,095	764,860	764,860	811,105
Transport	838,572	653,850	653,850	707,520
Supplies & Services	6,983,090	7,397,530	7,401,530	7,520,600
Third Party Payments	230,168	217,750	217,750	194,560
Transfer Payments	15,871,515	16,693,670	16,693,670	14,358,590
Direct Expenditure Total	35,979,508	37,572,800	37,556,660	35,931,245
External Funding	(1,550,761)	(1,585,780)	(1,585,780)	(1,561,940)
Fees & Charges	(5,107,490)	(5,382,310)	(5,382,310)	(5,974,000)
Government Grants	(16,699,010)	(16,855,270)	(16,855,270)	(14,833,560)
Other Income	(1,066,911)	(767,850)	(767,850)	(613,440)
Direct Income Total	(24,424,172)	(24,591,210)	(24,591,210)	(22,982,940)
Net Direct Total	11,555,336	12,981,590	12,965,450	12,948,305

GENERAL FUND RESERVES 2019/20

	Actual Balance 31/3/18	2018/19 (forecast) budgeted transfers (to)/from General Fund	Forecast Transfers between Reserves	Forecast Balance 31/3/19	2019/20 budgeted transfers (to)/from General Fund	Forecast Transfers between Reserves	Forecast Balance 31/3/20
	£	£		£	£		£
<u>RINGFENCED RESERVES</u>							
Business Rates	1,500,948	(134,118)	0	1,366,830	941,000	0	2,307,830
DWP Reserve	71,321	0	0	71,321	0	0	71,321
Licensing Reserve	0	197,500	0	197,500	23,923	0	221,423
Working Balance	1,321,395	(41,462)	0	1,279,933	28,000	0	1,307,933
Subtotal	2,893,664	21,920	0	2,915,584	992,923	0	3,908,507
<u>USABLE RESERVES</u>							
<u>Financial Management Reserves</u>							
MTFS Reserve	1,000,000	(450,000)	0	550,000	0	0	550,000
Transformation Reserve	1,727,700	(80,000)	(550,000)	1,097,700	0	0	1,097,700
EU Exit Reserve	0	0	0	0	200,000	0	200,000
Funding Reserve	0	0	0	0	1,059,759	0	1,059,759
Subtotal	2,727,700	(530,000)	(550,000)	1,647,700	1,259,759	0	2,907,459
<u>Contingency Reserves</u>							
Emergency Response	40,000	0	0	40,000	0	0	40,000
Subtotal	40,000	0	0	40,000	0	0	40,000
<u>Service Reserves</u>							
Economic Development	15,453	0	0	15,453	0	0	15,453
Elections	75,000	25,000	0	100,000	(55,000)	0	45,000
Homelessness	125,598	(8,000)	0	117,598	(20,000)	0	97,598
Health and Wellbeing	45,905	(4,500)	0	41,405	0	0	41,405
Neighbourhood Planning	93,347	0	0	93,347	0	0	93,347
Planning	959,749	(889,000)	550,000	620,749	(309,000)	0	311,749
Housing Strategy	54,256	0	0	54,256	0	0	54,256
Development Control	26,842	0	0	26,842	0	0	26,842
Strategic Initiatives	2,659,805	(500,000)	0	2,159,805	0	0	2,159,805
Capital Slippage	466,130	(298,518)	0	167,612	0	0	167,612
Developments	0	105,420	0	105,420	0	0	105,420
New Homes Bonus Ward Members	16,013	0	0	16,013	(16,000)	0	13
Waste Depot Relocation Project	4,382,724	99,500	0	4,482,224	0	0	4,482,224
Waste Management	201,000	0	0	201,000	170,000	0	371,000
Private Finance Initiative	179,915	0	0	179,915	0	0	179,915
Subtotal	9,301,737	(1,470,098)	550,000	8,381,639	(230,000)	0	8,151,639
Total	14,963,101	(1,978,178)	0	12,984,923	2,022,682	0	15,007,605

Communities & Partnerships Portfolio

COMMUNITIES & PARTNERSHIPS PORTFOLIO

SUMMARY BY SERVICE	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Community Information	47,763	50,770	51,100	47,340
Day Centres	47,681	79,530	79,940	73,300
Emergency Planning	42,574	48,060	48,430	25,630
Grants & Contributions	333,030	335,150	335,150	357,990
Leisure & Performance	129,759	146,490	123,750	82,910
Saffron Walden Museum	178,420	204,540	206,340	214,580
New Homes Bonus	84,123	78,000	78,000	78,000
Private Finance Initiative	(42,998)	(79,740)	(79,740)	14,980
Communities Partnership	41,725	0	0	0
Renovation Grants	(7,774)	0	0	0
PORTFOLIO TOTAL	854,303	862,800	842,970	894,730

SUMMARY BY SUBJECTIVE	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employees	454,796	491,620	471,790	388,690
Premises	63,412	69,550	69,550	65,980
Supplies & Services	1,035,332	1,064,250	1,064,250	1,145,420
Third Party Payments	10,503	9,850	9,850	7,660
Direct Expenditure Total	1,564,043	1,635,270	1,615,440	1,607,750
Fees & Charges	(231,790)	(305,390)	(305,390)	(249,240)
Government Grants	(449,954)	(449,950)	(449,950)	(449,950)
Other Income	(27,995)	(17,130)	(17,130)	(13,830)
Direct Income Total	(709,740)	(772,470)	(772,470)	(713,020)
PORTFOLIO TOTAL	854,303	862,800	842,970	894,730

COMMUNITIES & PARTNERSHIPS PORTFOLIO

COMMUNITY INFORMATION

Assistant Director Corporate Services

Residents can access council services at the customer service desk in the Dunmow library. The community information centre in Thaxted offers advice about services along with local and tourism information.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	1.19	1.19	1.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	32,023	33,890	34,220	30,470
Premises Costs	24,698	25,680	25,680	25,790
Supplies & Services	1,542	1,700	1,700	1,580
Direct Expenditure	58,263	61,270	61,600	57,840
Other Income	(10,500)	(10,500)	(10,500)	(10,500)
Direct Income	(10,500)	(10,500)	(10,500)	(10,500)
Net Direct Total	47,763	50,770	51,100	47,340
Internal Recharges - Expenditure	13,357	8,260	8,260	15,210
Internal Recharges - Income	(61,120)	(59,030)	(59,030)	(62,550)
Net Recharges	(47,763)	(50,770)	(50,770)	(47,340)
Net Service Cost (GCI)	0	0	330	0

DAY CENTRES

Assistant Director Corporate Services

The Saffron Walden, Takeley and Thaxted day centres are directly managed by UDC. Great Dunmow and Stansted day centres are supported by the Council but the day to day running is under the control of independent management committees.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	0.50	1.84	1.74

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	14,465	43,180	43,590	57,890
Premises Costs	20,889	24,000	24,000	22,060
Supplies & Services	12,328	12,350	12,350	27,050
Direct Expenditure	47,681	79,530	79,940	107,000
Fees & Charges	0	0	0	(33,700)
Direct Income	0	0	0	(33,700)
Net Direct Total	47,681	79,530	79,940	73,300
Internal Recharges - Expenditure	75,130	89,980	89,980	119,080
Net Recharges	75,130	89,980	89,980	119,080
Capital Charges	(31,881)	47,910	47,910	49,400
Net Service Cost (GDY)	90,929	217,420	217,830	241,780

COMMUNITIES & PARTNERSHIPS PORTFOLIO

EMERGENCY PLANNING

Assistant Director Housing, Health and Communities

The costs of providing integrated emergency planning under the Civil Contingencies Act 2004 are recorded here. The service is supplied by Essex County Council and involves preparing the Council to deal with emergencies, giving advice to other organisations and engaging with Town and Parish Councils on a range of issues and initiatives

Employees	2017/18	2018/19	2019/20
- Full time equivalent	1.00	1.00	0.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	38,584	41,260	41,630	1,400
Supplies & Services - Consultants	3,802	6,500	6,500	20,000
- Other	0	0	0	3,500
Third Party Payments	214	300	300	730
Direct Expenditure	42,599	48,060	48,430	25,630
Other	(25)	0	0	0
Direct Income	(25)	0	0	0
Net Direct Total	42,574	48,060	48,430	25,630
Internal Recharges - Expenditure	19,013	21,420	21,420	12,760
Net Recharges	19,013	21,420	21,420	12,760
Net Service Cost (GEP)	61,588	69,480	69,850	38,390

GRANTS AND CONTRIBUTIONS

Assistant Director Corporate Services

This consists of a grant funding scheme to voluntary organisations together with support for youth initiatives and leisure and cultural groups.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Supplies & Services - Voluntary Organisations	300,000	300,000	300,000	300,000
- Leisure & Cultural	10,603	12,250	12,250	32,250
- Voluntary Sector (incl Youth)	53,055	50,000	50,000	50,000
- Other	9,860	9,860	9,860	10,500
Direct Expenditure	373,518	372,110	372,110	392,750
Fees & Charges - Pig Market Charity	(40,489)	(36,960)	(36,960)	(34,760)
Direct Income	(40,489)	(36,960)	(36,960)	(34,760)
Net Direct Total	333,030	335,150	335,150	357,990
Internal Recharges - Expenditure	37,937	41,940	41,940	38,640
Net Recharges	37,937	41,940	41,940	38,640
Capital Charges	101,590	0	0	0
Net Service Cost (GGC)	472,557	377,090	377,090	396,630

COMMUNITIES & PARTNERSHIPS PORTFOLIO

LEISURE AND PERFORMANCE

Assistant Director Corporate Services

This service is responsible for performance, the leisure PFI contract and voluntary sector grants administration.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	3.40	3.62	2.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	149,746	165,390	142,650	82,090
Supplies & Services	1,887	2,100	2,100	820
Direct Expenditure	151,633	167,490	144,750	82,910
Fees & Charges	(21,000)	(21,000)	(21,000)	0
Other Income	(874)	0	0	0
Net Direct Total	129,759	146,490	123,750	82,910
Internal Recharges - Expenditure	82,353	97,810	97,810	85,830
Internal Recharges - Income	(164,960)	(157,650)	(157,650)	(129,530)
Net Recharges	(82,607)	(59,840)	(59,840)	(43,700)
Capital Charges	9,049	9,050	9,050	8,750
Net Service Cost (GLO)	56,201	95,700	72,960	47,960

SAFFRON WALDEN MUSEUM

Assistant Director Corporate Services

Saffron Walden Museum opened in 1835 and is one of the oldest purpose built museums in the country. It stands beside the ruins of the 12th century Walden Castle. The building and exhibits are owned by Saffron Walden Museum Society and the District Council runs the service in partnership with the society.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	5.41	5.41	5.70

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	182,778	207,900	209,700	216,840
Premises Costs	17,826	19,870	19,870	18,130
Supplies & Services	11,721	11,350	11,350	11,610
Third Party Payments	10,289	9,550	9,550	6,930
Direct Expenditure	222,613	248,670	250,470	253,510
Fees & Charges	(35,371)	(37,500)	(37,500)	(35,600)
Other Income	(8,822)	(6,630)	(6,630)	(3,330)
Direct Income	(44,193)	(44,130)	(44,130)	(38,930)
Net Direct Total	178,420	204,540	206,340	214,580
Internal Recharges - Expenditure	107,896	109,580	109,580	120,290
Net Recharges	107,896	109,580	109,580	120,290
Capital Charges	473,865	25,310	25,310	24,460
Net Service Cost (GMM)	760,181	339,430	341,230	359,330

COMMUNITIES & PARTNERSHIPS PORTFOLIO

NEW HOMES BONUS FUNDED GRANTS

Assistant Director Corporate Services

Each ward member has a grant allocation of £2,000 to use to benefit the local community.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Supplies & Services - Grants	84,123	78,000	78,000	78,000
Direct Expenditure	84,123	78,000	78,000	78,000
Net Direct Total	84,123	78,000	78,000	78,000
Net Service Cost (GNH)	84,123	78,000	78,000	78,000

PRIVATE FINANCE INITIATIVE

Assistant Director Corporate Services

The Council's Private Finance Initiative (PFI) Scheme to provide and manage two new leisure centres in Dunmow and Stansted Mountfitchet and refurbish and manage the Lord Butler Fitness and Leisure Centre in Saffron Walden became operational in August 2003. The contract will run for 32 years ending in 2035.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Supplies & Services - Unitary Charge	541,887	580,140	580,140	610,110
Direct Expenditure	541,887	580,140	580,140	610,110
Fees & Charges	(134,931)	(209,930)	(209,930)	(145,180)
Government Grants	(449,954)	(449,950)	(449,950)	(449,950)
Direct Income	(584,885)	(659,880)	(659,880)	(595,130)
Net Direct Total	(42,998)	(79,740)	(79,740)	14,980
Internal Recharges - Expenditure	2,220	1,800	1,800	2,540
Net Recharges	2,220	1,800	1,800	2,540
Capital Charges	295,424	820,200	820,200	865,380
Net Service Cost (GPF)	254,646	742,260	742,260	882,900

COMMUNITIES & PARTNERSHIPS PORTFOLIO

COMMUNITIES PARTNERSHIP

Assistant Director Housing, Health and Communities

This budget comprises of work undertaken on the Local Strategic Partnership. From 2018/19 this budget sits under Community Safety within the Environmental Services Portfolio.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	1.00	0.00	0.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	37,202	0	0	0
Supplies & Services	4,523	0	0	0
Direct Expenditure	41,725	0	0	0
Net Direct Total	41,725	0	0	0
Internal Recharges - Expenditure	34,650	0	0	0
Net Recharges	34,650	0	0	0
Net Service Cost (GPT)	76,376	0	0	0

RENOVATION GRANTS

Assistant Director Housing, Health and Communities

The Council administers the house renovation and disabled facilities grant system on behalf of the Government and Essex County Council.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Other Income	(7,774)	0	0	0
Net Direct Total	(7,774)	0	0	0
Below the Line - Capital Grants	(254,555)	0	0	0
Internal Recharges - Expenditure	0	11,200	11,200	0
Net Recharges	(254,555)	11,200	11,200	0
Capital Charges	345,305	0	0	0
Net Service Cost (GRG)	82,975	11,200	11,200	0

Environmental Services Portfolio

ENVIRONMENTAL SERVICES PORTFOLIO

SUMMARY BY SERVICE	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Animal Warden	36,119	34,630	34,590	16,100
Grounds Maintenance	263,471	314,340	316,710	333,460
Car Parking	(689,478)	(623,790)	(623,790)	(661,225)
Development Control	(27,093)	(206,480)	(199,850)	(241,480)
Depots	44,598	46,970	46,970	50,850
Street Cleansing	321,020	384,010	386,860	402,750
Housing Strategy	61,010	47,160	47,520	54,180
Highways	(3,208)	(950)	(430)	3,600
Local Amenities	6,102	8,350	8,350	(12,330)
Licensing	(132,497)	(272,400)	(271,060)	(374,700)
Vehicle Management	587,816	460,960	462,550	477,430
Public Health	611,387	700,260	708,010	669,310
Planning Management	403,770	344,440	347,870	384,880
Planning Policy	845,220	1,372,200	1,374,760	1,333,570
Planning Specialists	175,265	196,720	198,430	150,570
Waste Management	382,821	509,160	521,220	363,170
Community Safety	159,429	269,090	270,370	286,330
Street Services Management & Admin	258,414	293,130	295,810	244,290
PORTFOLIO TOTAL	3,304,163	3,877,800	3,924,890	3,480,755

SUMMARY BY SUBJECTIVE	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employees	5,285,213	5,444,900	5,487,990	5,671,520
Premises	211,852	233,790	233,790	257,335
Transport	672,244	478,160	478,160	531,470
Supplies & Services	2,185,576	2,824,980	2,828,980	2,817,580
Third Party Payments	96,513	131,400	131,400	136,400
Direct Expenditure Total	8,451,399	9,113,230	9,160,320	9,414,305
External Funding	(1,245,844)	(1,255,590)	(1,255,590)	(1,309,350)
Fees & Charges	(3,734,680)	(3,873,340)	(3,873,340)	(4,529,510)
Government Grants	(50,859)	0	0	0
Other Income	(115,853)	(106,500)	(106,500)	(94,690)
Direct Income Total	(5,147,236)	(5,235,430)	(5,235,430)	(5,933,550)
PORTFOLIO TOTAL	3,304,163	3,877,800	3,924,890	3,480,755

ENVIRONMENTAL SERVICES PORTFOLIO

ANIMAL WARDEN

Assistant Director Housing, Health and Communities

This service deals with animal welfare issues and the licensing of animal establishments, stray dogs, dog barking complaints, dog fouling and associated byelaw enforcement.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	1.00	1.00	1.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	28,770	30,170	30,480	12,590
Transport Costs	707	730	730	730
Supplies & Services	10,197	7,730	7,380	11,430
Direct Expenditure	39,674	38,630	38,590	24,750
Fees & Charges	(3,555)	(4,000)	(4,000)	(8,650)
Direct Income	(3,555)	(4,000)	(4,000)	(8,650)
Net Direct Total	36,119	34,630	34,590	16,100
Internal Recharges - Expenditure	29,585	29,190	29,190	41,240
Internal Recharges - Income	(439)	(6,380)	(6,380)	(4,140)
Net Recharges	29,146	22,810	22,810	37,100
Capital Charges	1,254	1,570	1,570	1,240
Net Service Cost (GAW)	66,519	59,010	58,970	54,440

GROUNDS MAINTENANCE

Assistant Director Environmental Services

This service includes the maintenance of all council owned open land and trees, sheltered housing grounds and council buildings, and the welfare gardens service.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	10.00	10.00	10.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	219,989	262,000	264,370	282,570
Premises Costs	12,403	10,000	10,000	10,000
Transport Costs	10,709	14,870	14,870	16,620
Supplies & Services	20,369	27,470	27,470	24,270
Direct Expenditure	263,471	314,340	316,710	333,460
Net Direct Total	263,471	314,340	316,710	333,460
Internal Recharges - Expenditure	128,673	113,960	113,960	125,150
Internal Recharges - Income	(408,426)	(447,630)	(447,630)	(473,350)
Net Recharges	(279,753)	(333,670)	(333,670)	(348,200)
Capital Charges	16,282	19,330	19,330	14,740
Net Service Cost (GCL)	0	0	2,370	0

ENVIRONMENTAL SERVICES PORTFOLIO

CAR PARKING

Assistant Director Planning and Building Control

Car Parks are sited around the District at Saffron Walden, Great Dunmow and Stansted. The Council is a member of the North Essex Parking Partnership which was formed in April 2011. Operation and enforcement are carried out by the partnership's lead authority Colchester Borough Council.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Premises Costs				
- Rates	137,527	158,350	158,350	162,685
- Other Utilities	16,776	19,380	19,380	18,700
- Rent	0	0	0	16,000
Supplies & Services				
- Management Fees	154,000	157,000	157,000	158,000
- Other	15,204	3,000	3,000	3,000
Direct Expenditure	323,506	337,730	337,730	358,385
Fees & Charges	(1,012,984)	(961,520)	(961,520)	(1,019,610)
Direct Income	(1,012,984)	(961,520)	(961,520)	(1,019,610)
Net Direct Total	(689,478)	(623,790)	(623,790)	(661,225)
Internal Recharges - Expenditure	100,988	98,810	98,810	100,988
Net Recharges	100,988	98,810	98,810	100,988
Capital Charges	50,037	60,320	60,320	50,037
Net Service Cost (GCP)	(538,453)	(464,660)	(464,660)	(510,200)

DEVELOPMENT CONTROL

Assistant Director Planning and Building Control

The budget comprises the costs and income associated with giving advice before planning applications are submitted, the consideration and determination of all applications ensuring implementation of permissions in accordance with approved plans and dealing with appeals against the Council's refusal of any application.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	14.00	16.50	15.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	704,798	712,420	719,050	709,420
Supplies & Services				
- Consultants	90,887	5,000	5,000	70,000
- Other Professional Fees	56,304	231,000	231,000	224,000
- Advertising	43,201	40,000	40,000	40,000
- Appeals	143,597	20,000	20,000	40,000
- Other	17,099	15,100	15,100	15,100
Direct Expenditure	1,055,886	1,023,520	1,030,150	1,098,520
Fees & Charges	(1,082,979)	(1,230,000)	(1,230,000)	(1,340,000)
Direct Income	(1,082,979)	(1,230,000)	(1,230,000)	(1,340,000)
Net Direct Total	(27,093)	(206,480)	(199,850)	(241,480)
Internal Recharges - Expenditure	1,023,938	1,158,060	1,158,060	1,028,760
Internal Recharges - Income	(24,472)	(25,770)	(25,770)	(24,900)
Net Recharges	999,466	1,132,290	1,132,290	1,003,860
Net Service Cost (GDC)	972,373	925,810	932,440	762,380

ENVIRONMENTAL SERVICES PORTFOLIO

DEPOTS

Assistant Director Environmental Services

Depots are sited at New Street Dunmow and Shire Hill Saffron Walden and are for the parking of the council's street services vehicles.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Premises Costs	40,977	39,760	39,760	43,640
Supplies & Services	8,009	11,710	11,710	11,710
Direct Expenditure	48,986	51,470	51,470	55,350
Fees & Charges	(4,388)	(4,500)	(4,500)	(4,500)
Direct Income	(4,388)	(4,500)	(4,500)	(4,500)
Net Direct Total	44,598	46,970	46,970	50,850
Internal Recharges - Expenditure	48,610	57,680	57,680	39,900
Internal Recharges - Income	(143,350)	(133,030)	(133,030)	(116,030)
Net Recharges	(94,739)	(75,350)	(75,350)	(76,130)
Capital Charges	50,142	28,380	28,380	25,280
Net Service Cost (GDP)	0	0	0	0

STREET CLEANSING

Assistant Director Environmental Services

This service provides street sweeping, litter collection including emptying bins within the District.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	10.00	12.00	12.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	250,547	314,090	316,940	334,860
Premises Costs	4,022	4,100	4,100	4,100
Transport Costs - Diesel	30,765	40,600	40,600	38,710
- Other	2,853	3,180	3,180	3,180
Supplies & Services - Disposal Charges	51,434	48,000	48,000	49,440
- Other	25,265	18,770	18,770	18,840
Third Party Payments	10,201	10,400	10,400	10,400
Direct Expenditure	375,086	439,140	441,990	459,530
Fees & Charges	(480)	(480)	(480)	(480)
External Funding	(53,586)	(54,650)	(54,650)	(56,300)
Direct Income	(54,066)	(55,130)	(55,130)	(56,780)
Net Direct Total	321,020	384,010	386,860	402,750
Internal Recharges - Expenditure	205,764	189,800	189,800	192,410
Internal Recharges - Income	(23,307)	(33,390)	(33,390)	(34,240)
Net Recharges	182,457	156,410	156,410	158,170
Capital Charges	50,544	36,600	36,600	50,470
Net Service Cost (GHC)	554,021	577,020	579,870	611,390

ENVIRONMENTAL SERVICES PORTFOLIO

HOUSING STRATEGY

Assistant Director Planning and Building Control

The budget comprises the cost of developing, monitoring and evaluating the Council's Housing Strategy and advice and support for the delivery of affordable and exception needs housing.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	1.00	1.00	1.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	41,711	41,060	41,420	42,580
Supplies & Services - Consultants	23,894	0	0	0
- Other	5,778	6,100	6,100	6,600
Third Party Payments	5,000	0	0	5,000
Direct Expenditure	76,383	47,160	47,520	54,180
Government Grants	(15,374)	0	0	0
Direct Income	(15,374)	0	0	0
Net Direct Total	61,010	47,160	47,520	54,180
Internal Recharges - Expenditure	17,721	34,240	34,240	43,840
Net Recharges	17,721	34,240	34,240	43,840
Net Service Cost (GHT)	78,731	81,400	81,760	98,020

HIGHWAYS

Assistant Director Environmental Services

This service carries out works on behalf of Essex County Council Highways and is funded by Essex County Council.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	2.00	2.00	2.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	52,668	54,780	55,300	58,960
Transport Costs	2,485	3,210	3,210	3,580
Supplies & Services	6,638	6,060	6,060	6,060
Direct Expenditure	61,792	64,050	64,570	68,600
External Funding	(65,000)	(65,000)	(65,000)	(65,000)
Direct Income	(65,000)	(65,000)	(65,000)	(65,000)
Net Direct Total	(3,208)	(950)	(430)	3,600
Internal Recharges - Expenditure	22,202	17,010	17,010	26,180
Net Recharges	22,202	17,010	17,010	26,180
Capital Charges	17,703	18,380	18,380	17,800
Net Service Cost (GHW)	36,697	34,440	34,960	47,580

ENVIRONMENTAL SERVICES PORTFOLIO

LOCAL AMENITIES

Assistant Director ICT and Facilities

The District Council supports some maintenance work at the Thaxted Guildhall and also makes a contribution to the Guildhall through an annual grant to the Thaxted Parish Council. This service also includes the costs of maintaining open spaces and from 2019/20 also includes some rental income previously included in the 'Leisure and Performance' service within the 'Community and Partnerships' portfolio.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Premises Costs	147	2,200	2,200	2,210
Supplies & Services	6,150	6,150	6,150	6,460
Direct Expenditure	6,297	8,350	8,350	8,670
Fees & Charges	(195)	0	0	(21,000)
Direct Income	(195)	0	0	(21,000)
Net Direct Total	6,102	8,350	8,350	(12,330)
Internal Recharges - Expenditure	214,799	213,390	213,390	240,940
Net Recharges	214,799	213,390	213,390	240,940
Capital Charges	466,641	26,320	26,320	71,010
Net Service Cost (GLA)	687,542	248,060	248,060	299,620

LICENSING

Assistant Director Housing, Health and Communities

The major licensing functions carried out by the District Council include Alcohol, Gaming and Private Hire/Hackney Carriage driver, vehicles and operators. A new fee structure was introduced in relation to driver, operator and vehicle licences from 1 October 2015. From this date, fee income is set to cover a 5 year period for operators, 3 year period for drivers and 1 year period for vehicles.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	4.76	4.76	9.82

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	134,852	149,400	150,740	286,240
Supplies & Services - DBS Checks	12,194	12,000	12,000	14,280
- Other	41,169	29,640	29,640	37,300
Direct Expenditure	188,215	191,040	192,380	337,820
Fees & Charges - Alcohol	(78,902)	(77,000)	(77,000)	(79,000)
- Taxi Trade	(213,134)	(356,600)	(356,600)	(600,600)
- Other	(16,571)	(17,840)	(17,840)	(18,640)
Other Income	(12,106)	(12,000)	(12,000)	(14,280)
Direct Income	(320,713)	(463,440)	(463,440)	(712,520)
Net Direct Total	(132,497)	(272,400)	(271,060)	(374,700)
Internal Recharges - Expenditure	219,722	221,920	221,920	170,230
Internal Recharges - Income	0	0	0	(9,430)
Net Recharges	219,722	221,920	221,920	160,800
Net Service Cost (GLE)	87,225	(50,480)	(49,140)	(213,900)

ENVIRONMENTAL SERVICES PORTFOLIO

VEHICLE MANAGEMENT

Assistant Director Environmental Services

All costs of maintaining the Council's vehicle fleet are held here.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	3.00	5.00	5.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Restated Budget £	2019/20 Original Budget £
Employee Expenses	131,182	193,740	195,330	199,820
Transport Costs	152,870	5,820	5,820	7,460
Supplies & Services - Materials	286,912	250,000	250,000	258,750
- Other	16,852	11,400	11,400	11,400
Direct Expenditure	587,816	460,960	462,550	477,430
Net Direct Total	587,816	460,960	462,550	477,430
Internal Recharges - Expenditure	80,964	79,780	79,780	79,520
Internal Recharges - Income	(669,630)	(543,450)	(543,450)	(559,190)
Net Recharges	(588,667)	(463,670)	(463,670)	(479,670)
Capital Charges	851	2,710	2,710	2,240
Net Service Cost (GMA)	0	0	1,590	0

PUBLIC HEALTH

Assistant Director Housing, Health and Communities

The costs of providing an Environmental Health Service are included in this service account. The staff employed are involved with the enforcement, regulation and provision of advice in respect of food safety, imported food controls, health and safety, housing, pollution control, licensing and statutory nuisances.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	17.93	19.00	17.33

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	760,680	833,390	836,790	798,570
Supplies & Services - Border Inspection	61,798	60,950	60,950	65,350
- Food Inspection	41,976	10,480	10,480	5,190
- Other Public Health	48,078	43,970	48,320	67,910
Direct Expenditure	912,531	948,790	956,540	937,020
Fees & Charges - Border Inspection	(166,305)	(172,350)	(172,350)	(163,600)
- Food Inspection	(84,222)	(21,720)	(21,720)	(42,190)
- Other Public Health	(23,224)	(17,460)	(17,460)	(36,010)
Other Income	(27,393)	(37,000)	(37,000)	(25,910)
Direct Income	(301,144)	(248,530)	(248,530)	(267,710)
Net Direct Total	611,387	700,260	708,010	669,310
Internal Recharges - Expenditure	991,860	1,109,270	1,109,270	1,224,770
Internal Recharges - Income	(886,111)	(1,022,120)	(1,022,120)	(1,092,340)
Net Recharges	105,748	87,150	87,150	132,430
Capital Charges	926	920	920	3,090
Net Service Cost (GPH)	718,061	788,330	796,080	804,830

ENVIRONMENTAL SERVICES PORTFOLIO

PLANNING MANAGEMENT

Assistant Director Planning and Building Control

This budget comprises the management and administrative support for services that fall within the Planning and Building Control section of the Council. These costs are fully recharged to these individual services. From 2018/19 the post of Assistant Director Planning sits under Corporate Management within the Finance and Administration Portfolio.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	12.61	11.61	12.61

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	435,897	363,890	367,320	414,520
Supplies & Services	12,233	10,650	10,650	10,560
Direct Expenditure	448,130	374,540	377,970	425,080
Fees & Charges	(44,360)	(30,100)	(30,100)	(40,200)
Direct Income	(44,360)	(30,100)	(30,100)	(40,200)
Net Direct Total	403,770	344,440	347,870	384,880
Internal Recharges - Expenditure	234,051	225,480	225,480	239,890
Internal Recharges - Income	(637,821)	(569,920)	(569,920)	(624,770)
Net Recharges	(403,770)	(344,440)	(344,440)	(384,880)
Net Service Cost (GPM)	0	0	3,430	0

PLANNING POLICY

Assistant Director Planning and Building Control

The budget comprises principally the cost of preparing, reviewing and monitoring planning policies in the Local Plan.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	4.00	5.00	5.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	570,072	384,950	387,510	401,030
Supplies & Services	273,699	802,000	802,000	509,240
- Consultants		150,000	150,000	208,000
- Examination Costs	0	20,000	20,000	200,000
- Legal Fees	2,832	4,250	4,250	9,300
- Other	28,102	11,000	11,000	6,000
Third Party Payments	6,000			
Direct Expenditure	880,705	1,372,200	1,374,760	1,333,570
Government Grants	(35,485)	0	0	0
Direct Income	(35,485)	0	0	0
Net Direct Total	845,220	1,372,200	1,374,760	1,333,570
Internal Recharges - Expenditure	142,211	131,720	131,720	209,520
Internal Recharges - Income	(58,730)	(76,010)	(76,010)	(82,860)
Net Recharges	83,481	55,710	55,710	126,660
Net Service Cost (GPP)	928,702	1,427,910	1,430,470	1,460,230

ENVIRONMENTAL SERVICES PORTFOLIO

PLANNING SPECIALISTS

Assistant Director Planning and Building Control

The budget comprises specialist staff dealing with historic buildings, design and landscaping matters.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	4.00	4.00	3.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	187,074	186,090	187,800	139,750
Supplies & Services	4,190	10,630	10,630	10,820
Direct Expenditure	191,265	196,720	198,430	150,570
Other	(16,000)	0	0	0
Direct Income	(16,000)	0	0	0
Net Direct Total	175,265	196,720	198,430	150,570
Internal Recharges - Expenditure	67,645	97,660	97,660	81,940
Internal Recharges - Income	(242,910)	(294,380)	(294,380)	(232,510)
Net Recharges	(175,265)	(196,720)	(196,720)	(150,570)
Net Service Cost (GPS)	0	0	1,710	0

ENVIRONMENTAL SERVICES PORTFOLIO

WASTE MANAGEMENT

Assistant Director Environmental Services

The cost and income derived from waste collection and recycling are shown here and include, household, garden, bulky, clinical, hazardous and trade. A new transfer station became operational at Dunmow from December 2015.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	50.00	50.00	50.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	1,446,845	1,488,750	1,500,810	1,598,870
Transport Costs				
- Diesel	326,685	370,890	370,890	421,600
- Contract hire	124,215	17,000	17,000	17,000
- Licence	20,706	20,860	20,860	21,590
- Other	250	1,000	1,000	1,000
Supplies & Services				
- Materials	22,000	25,000	25,000	(145,000)
- Consultants	23,160	25,000	25,000	25,000
- Processing Fees	271,469	310,000	310,000	380,000
- Other Professional Fees	0	30,000	30,000	30,000
- Disposal Charges	267,552	337,500	337,500	363,170
- Other	59,496	41,370	41,370	35,520
Direct Expenditure	2,562,377	2,667,370	2,679,430	2,748,750
External Funding				
- ECC	(1,127,258)	(1,135,940)	(1,135,940)	(1,188,050)
Fees & Charges				
- Trade Waste	(662,435)	(624,150)	(624,150)	(721,360)
- Green Waste	(291,510)	(305,000)	(305,000)	(344,500)
- Green Waste Parish	(49,434)	(50,620)	(50,620)	(50,620)
- Sales	0	0	0	(38,550)
Other Income	(48,919)	(42,500)	(42,500)	(42,500)
Direct Income	(2,179,556)	(2,158,210)	(2,158,210)	(2,385,580)
Net Direct Total	382,821	509,160	521,220	363,170
Internal Recharges - Expenditure	1,251,078	1,243,180	1,243,180	1,200,000
Internal Recharges - Income	(3,316)	(4,540)	(4,540)	(4,660)
Net Recharges	1,247,762	1,238,640	1,238,640	1,195,340
Capital Charges	552,435	633,990	633,990	603,180
Net Service Cost (GRY)	2,183,018	2,381,790	2,393,850	2,161,690

ENVIRONMENTAL SERVICES PORTFOLIO

COMMUNITY SAFETY

Assistant Director Housing, Health and Communities

The Council is a member of the district wide Community Safety Partnership. The estimates include a contribution towards the work of Essex Police in the provision of police community support officers.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	1.62	3.12	3.62

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	64,412	139,720	141,000	149,730
Supplies & Services - Grants	31,140	30,000	30,000	33,600
- Other	0	4,370	4,370	0
Third Party Payment - PCSO	75,312	110,000	110,000	115,000
Direct Expenditure	170,864	284,090	285,370	298,330
Other Income	(11,435)	(15,000)	(15,000)	(12,000)
Direct Income	(11,435)	(15,000)	(15,000)	(12,000)
Net Direct Total	159,429	269,090	270,370	286,330
Internal Recharges - Expenditure	46,772	35,500	35,500	84,890
Internal Recharges - Income	0	(44,950)	(44,950)	0
Net Recharges	46,772	(9,450)	(9,450)	84,890
Capital Charges	40,500	0	0	0
Net Service Cost (GSA)	246,701	259,640	260,920	371,220

STREET SERVICES

Assistant Director Environmental Services

Management and administration costs in relation to street services functions are held in this budget head and are recharged in full to the other divisions of the service.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	7.50	7.00	6.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	255,718	290,450	293,130	242,010
Supplies & Services	2,697	2,680	2,680	2,280
Direct Expenditure	258,414	293,130	295,810	244,290
Net Direct Total	258,414	293,130	295,810	244,290
Internal Recharges - Expenditure	235,461	256,780	256,780	216,530
Internal Recharges - Income	(493,876)	(549,910)	(549,910)	(460,820)
Net Recharges	(258,414)	(293,130)	(293,130)	(244,290)
Net Service Cost (GWM)	0	0	2,680	0

Finance & Administration Portfolio

FINANCE & ADMINISTRATION PORTFOLIO

SUMMARY BY SERVICE	2017/18 Actual £	2018/19 Original Budget £	2018/19 Restated Budget £	2019/20 Original Budget £
Benefit Administration	220,544	302,600	306,910	301,200
Corporate Management	696,876	1,318,610	1,208,610	1,291,400
Conveniences	21,000	20,000	20,000	20,000
Central Services	401,438	440,700	442,960	444,100
Corporate Team	647,421	642,630	643,480	681,760
Conducting Elections	16,582	810	810	101,020
Electoral Registration	58,380	58,330	58,520	54,750
Financial Services	1,124,516	1,075,150	1,077,450	1,111,270
Housing Benefits	58,304	237,720	237,720	72,090
Human Resources	308,209	295,320	296,460	280,440
Internal Audit	134,178	131,490	134,880	138,900
Information Technology	1,279,873	1,380,930	1,384,430	1,402,180
Land Charges	(106,765)	(88,060)	(87,490)	(88,150)
Legal Services	287,333	121,870	122,700	178,840
Local Tax Collection	(107,201)	(90,000)	(90,000)	(90,000)
Non Domestic Rates	(144,976)	(146,000)	(146,000)	(144,000)
Office Cleaning	186,016	182,800	184,410	207,950
Office Services	487,136	353,590	354,320	376,640
Revenues Administration	507,308	562,810	568,500	581,720
Local Council Tax Support	(118,733)	(191,840)	(191,840)	(141,140)
PORTFOLIO TOTAL	5,957,437	6,609,460	6,526,830	6,780,970

SUMMARY BY SUBJECTIVE	2017/18 Actual £	2018/19 Original Budget £	2018/19 Restated Budget £	2019/20 Original Budget £
Employees	3,902,044	4,267,190	4,184,560	4,373,390
Premises	586,819	439,240	439,240	468,290
Transport	166,328	175,690	175,690	176,050
Supplies & Services	3,100,173	2,694,110	2,694,110	2,861,520
Third Party Payments	76,735	36,000	36,000	10,000
Transfer Payments	15,870,434	16,692,820	16,692,820	14,357,740
Direct Expenditure Total	23,702,534	24,305,050	24,222,420	22,246,990
External Funding	(304,917)	(330,190)	(330,190)	(252,590)
Fees & Charges	(403,164)	(390,980)	(390,980)	(397,390)
Government Grants	(16,190,095)	(16,405,320)	(16,405,320)	(14,381,240)
Other Income	(846,920)	(569,100)	(569,100)	(434,800)
Direct Income Total	(17,745,096)	(17,695,590)	(17,695,590)	(15,466,020)
PORTFOLIO TOTAL	5,957,437	6,609,460	6,526,830	6,780,970

FINANCE & ADMINISTRATION PORTFOLIO

BENEFITS ADMINISTRATION

Assistant Director Resources

This budget is the cost of the administration of claims for Housing Benefit and Local Council Tax Support for residents within the District.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	12.59	13.41	12.01

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	445,698	471,270	475,580	471,550
Supplies & Services - Seminars	13,796	9,700	9,700	8,000
- Software	11,534	0	0	0
- Other	11,782	9,190	9,190	9,210
Direct Expenditure	482,810	490,160	494,470	488,760
Government Grants	(262,266)	(187,560)	(187,560)	(187,560)
Direct Income	(262,266)	(187,560)	(187,560)	(187,560)
Net Direct Total	220,544	302,600	306,910	301,200
Internal Recharges - Expenditure	318,596	407,830	407,830	460,240
Internal Recharges - Income	(539,140)	(710,430)	(710,430)	(761,440)
Net Recharges	(220,544)	(302,600)	(302,600)	(301,200)
Net Service Cost (GBA)	0	0	4,310	0

FINANCE & ADMINISTRATION PORTFOLIO

CORPORATE MANAGEMENT

Assistant Director Resources

As part of proper governance arrangements, council's senior staff provide vital work in helping run services effectively. Corporate Management team costs include Audit and other corporate related expenditure. From 2018/19 Assistant Directors sit within this service.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	7.19	13.29	13.27

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	516,859	1,199,910	1,089,910	1,156,550
Supplies & Services				
- Audit Fees	80,242	72,730	72,730	60,000
- Consultants	43,963	76,750	76,750	5,000
- Other	80,672	19,220	19,220	119,850
Direct Expenditure	721,736	1,368,610	1,258,610	1,341,400
Government Grants	(3,000)	0	0	0
Other Income	(21,860)	(50,000)	(50,000)	(50,000)
Direct Income	(24,860)	(50,000)	(50,000)	(50,000)
Net Direct Total	696,876	1,318,610	1,208,610	1,291,400
Internal Recharges - Expenditure	976,127	1,153,880	1,153,880	1,193,040
Internal Recharges - Income	(855,186)	(1,342,540)	(1,342,540)	(1,390,880)
Net Recharges	120,940	(188,660)	(188,660)	(197,840)
Capital charges	300,000	0	0	0
Net Service Cost (GCM)	1,117,816	1,129,950	1,019,950	1,093,560

CONVENIENCES

Assistant Director ICT & Facilities

Hill Street Public conveniences passed to Saffron Walden Town Council in August 2015. The estimates include provision of an annual grant payable for 5 years to the Town Council in support of this.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Premises Costs	1,000	0	0	0
Supplies & Services	20,000	20,000	20,000	20,000
Direct Expenditure	21,000	20,000	20,000	20,000
Net Direct Total	21,000	20,000	20,000	20,000
Internal Recharges - Expenditure	737	1,950	1,950	740
Net Recharges	737	1,950	1,950	740
Net Service Cost (GCO)	21,737	21,950	21,950	20,740

FINANCE & ADMINISTRATION PORTFOLIO

CENTRAL SERVICES

Assistant Director ICT & Facilities

This includes mailroom and printing services including photocopying, scanning and desktop publishing.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	7.47	8.47	8.47

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	207,040	239,730	241,990	253,930
Transport Costs	887	950	950	0
Supplies & Services	113,101	101,730	101,730	112,200
- Postage				
- Equipment Rental	45,453	63,320	63,320	49,590
- Photocopier Costs	20,076	18,600	18,600	18,600
- Other	30,668	25,020	25,020	23,950
Direct Expenditure	417,226	449,350	451,610	458,270
Fees & Charges	(15,788)	(8,650)	(8,650)	(14,170)
Direct Income	(15,788)	(8,650)	(8,650)	(14,170)
Net Direct Total	401,438	440,700	442,960	444,100
Internal Recharges - Expenditure	131,064	133,840	133,840	164,080
Internal Recharges - Income	(529,431)	(580,980)	(580,980)	(614,380)
Net Recharges	(398,367)	(447,140)	(447,140)	(450,300)
Capital Charges	(3,072)	6,440	6,440	6,200
Net Service Cost (GCS)	0	0	2,260	0

CORPORATE TEAM

Assistant Director ICT & Facilities

Corporate team undertake organisational transformation both in terms of processes and people with the aim of achieving efficiency savings whilst improving the quality of service provided. The 2017/18 budget includes one off consulting costs relating to the setup of the Council's new commercial company, Aspire. From 2018/19 the post of Assistant Director ICT and Facilities sits under Corporate Management.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	1.81	1.81	1.70

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	128,020	89,980	90,830	79,110
Supplies & Services	773,830	552,500	552,500	602,500
- Consultancy				
- Other	5,624	150	150	150
Direct Expenditure	907,473	642,630	643,480	681,760
Other Income	(260,052)	0	0	0
Direct Income	(260,052)	0	0	0
Net Direct Total	647,421	642,630	643,480	681,760
Internal Recharges - Expenditure	39,218	30,530	30,530	35,340
Internal Recharges - Income	(135,548)	(98,140)	(98,140)	(48,270)
Net Recharges	(96,329)	(67,610)	(67,610)	(12,930)
Net Service Cost (GCT)	551,092	575,020	575,870	668,830

FINANCE & ADMINISTRATION PORTFOLIO

CONDUCTING ELECTIONS

Committee & Electoral Services Manager

This service represents costs associated with conducting elections and referendums.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	186,439	0	0	0
Premises Costs	62,759	810	810	1,020
Supplies & Services				
- Postage	68,671	0	0	0
- Printing/Stationery	45,767	0	0	0
- Equipment	4,666	0	0	0
- Other	898	40,000	40,000	100,000
Direct Expenditure	369,200	40,810	40,810	101,020
Other Income	(143,632)	0	0	0
Government Grants	(208,986)	(40,000)	(40,000)	0
Direct Income	(352,618)	(40,000)	(40,000)	0
Net Direct Total	16,582	810	810	101,020
Internal Recharges - Expenditure	104,603	28,922	28,922	135,432
Net Recharges	104,603	28,922	28,922	135,432
Capital Charges	4,382	0	0	0
Net Service Cost (GEL)	125,567	29,732	29,732	236,452

ELECTORAL REGISTRATION

Committee & Electoral Services Manager

The Council prepares the annual Register of Electors which is produced for all wards in the District, as well as maintaining all absent voting applications.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	0.40	0.40	0.28

Description	2017/18 Actual £	2018/19 Original £	2018/19 Restated £	2019/20 Original £
Employee Expenses	35,812	29,000	29,190	20,000
Supplies & Services				
- Postage	19,475	20,000	20,000	20,000
- Other	19,587	10,830	10,830	16,250
Direct Expenditure	74,874	59,830	60,020	56,250
Fees & Charges	(2,123)	(1,500)	(1,500)	(1,500)
Government Grants	(14,372)	0	0	0
Direct Income	(16,495)	(1,500)	(1,500)	(1,500)
Net Direct Total	58,380	58,330	58,520	54,750
Internal Recharges - Expenditure	154,291	218,518	218,518	269,888
Net Recharges	154,291	218,518	218,518	269,888
Net Service Cost (GER)	212,670	276,848	277,038	324,638

FINANCE & ADMINISTRATION PORTFOLIO

FINANCIAL SERVICES

Assistant Director Resources

Legislation requires the Council to put in place appropriate arrangements to ensure the Council's financial position is sound. The finance team running costs are recognised here along with procurement, bank charges and insurance premium costs.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	12.16	10.84	10.84

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	544,854	486,500	491,000	503,530
Premises Costs	131,769	136,240	136,240	141,400
Transport Costs	163,074	171,670	171,670	172,030
Supplies & Services	174,919	171,260	171,260	182,380
- Insurance	76,437	64,470	64,470	84,820
- Treasury Management	28,266	27,610	25,410	26,610
- Other				
Third Party Payments	18,000	18,000	18,000	10,000
Direct Expenditure	1,137,319	1,075,750	1,078,050	1,120,770
Other	(12,803)	(600)	(600)	(9,500)
Direct Income	(12,803)	(600)	(600)	(9,500)
Net Direct Total	1,124,516	1,075,150	1,077,450	1,111,270
Internal Recharges - Expenditure	248,386	276,660	276,660	264,160
Internal Recharges - Income	(1,372,902)	(1,351,810)	(1,351,810)	(1,375,430)
Net Recharges	(1,124,516)	(1,075,150)	(1,075,150)	(1,111,270)
Net Service Cost (GFS)	0	0	2,300	0

HOUSING BENEFITS

Assistant Director Resources

The budget shows the amount of Housing Benefit paid to claimants and the subsidised funding received from Central Government.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Supplies & Services	194,062	150,000	150,000	150,000
Transfer Payments	15,770,207	16,626,480	16,626,480	14,293,970
Direct Expenditure	15,964,269	16,776,480	16,776,480	14,443,970
Government Grants	(15,519,735)	(16,038,760)	(16,038,760)	(14,021,880)
Other Income	(386,230)	(500,000)	(500,000)	(350,000)
Direct Income	(15,905,965)	(16,538,760)	(16,538,760)	(14,371,880)
Net Direct Total	58,304	237,720	237,720	72,090
Internal Recharges - Expenditure	389,647	355,220	355,220	437,820
Net Recharges	389,647	355,220	355,220	437,820
Net Service Cost (GHB)	447,951	592,940	592,940	509,910

FINANCE & ADMINISTRATION PORTFOLIO

HUMAN RESOURCES

Assistant Director Corporate Services

The council's HR administration and payroll function is supported by Essex County Council's HR partnership. The budget for the maintenance of the HR system has been transferred to the 'Information Technology' service for 2019/20

Employees	2017/18	2018/19	2019/20
- Full time equivalent	3.00	3.00	3.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	186,447	169,390	170,530	173,370
Supplies & Services				
- Consultancy ECC Partnership	58,969	59,850	59,850	61,050
- Consultancy for new employee HR sys.	17,690	0	0	0
- Consultancy other	5,751	0	0	0
- Other	10,484	14,740	14,740	11,650
Third Party Payments				
- Maintenance of the HR system	29,740	18,000	18,000	0
Transfer Payments				
- Apprenticeship Levy	128	34,340	34,340	35,370
Direct Expenditure	309,209	296,320	297,460	281,440
Other Income	(1,000)	(1,000)	(1,000)	(1,000)
Direct Income	(1,000)	(1,000)	(1,000)	(1,000)
Net Direct Total	308,209	295,320	296,460	280,440
Internal Recharges - Expenditure	168,676	158,100	158,100	169,820
Internal Recharges - Income	(476,885)	(453,420)	(453,420)	(450,260)
Net Recharges	(308,209)	(295,320)	(295,320)	(280,440)
Net Service Cost (GHR)	0	0	1,140	0

INTERNAL AUDIT

Assistant Director Governance & Legal

This service provides continual internal audit of all Council services and forms part of the corporate governance framework. The service is responsible for promoting the Council's counter fraud and corruption policies and investigation of corporate fraud.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	2.68	2.78	2.68

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	128,578	129,100	130,290	134,450
Supplies & Services	5,600	2,390	4,590	4,450
Direct Expenditure	134,178	131,490	134,880	138,900
Net Direct Total	134,178	131,490	134,880	138,900
Internal Recharges - Expenditure	34,777	39,870	39,870	36,690
Internal Recharges - Income	(168,955)	(171,360)	(171,360)	(175,590)
Net Recharges	(134,178)	(131,490)	(131,490)	(138,900)
Net Service Cost (GIA)	0	0	3,390	0

FINANCE & ADMINISTRATION PORTFOLIO

INFORMATION TECHNOLOGY

Assistant Director ICT & Facilities

This service provides ICT support for computer systems, telephones and mobile phones.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	7.26	8.47	8.47

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	378,646	383,080	386,580	414,190
Supplies & Services				
- Equipment	44,357	41,000	41,000	41,820
- Support Systems	725,212	844,970	844,970	841,400
- Telephones	45,523	52,960	52,960	46,920
- Consultancy	16,460	26,390	26,390	26,390
- Communications	30,971	21,080	21,080	18,130
- Other	10,294	12,450	12,450	14,330
Third Party Payments	28,995	0	0	0
Direct Expenditure	1,280,457	1,381,930	1,385,430	1,403,180
Other Income	(584)	(1,000)	(1,000)	(1,000)
Direct Income	(584)	(1,000)	(1,000)	(1,000)
Net Direct Total	1,279,873	1,380,930	1,384,430	1,402,180
Internal Recharges - Expenditure	121,024	128,710	128,710	126,300
Internal Recharges - Income	(1,549,569)	(1,675,400)	(1,675,400)	(1,781,330)
Net Recharges	(1,428,545)	(1,546,690)	(1,546,690)	(1,655,030)
Capital Charges	148,672	165,760	165,760	252,850
Net Service Cost (GIC)	0	0	3,500	0

FINANCE & ADMINISTRATION PORTFOLIO

LAND CHARGES

Assistant Director Governance & Legal

This service includes the costs of maintaining the register of local land charges and dealing with requests for property searches and other enquiries together with income received for charges made.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	1.61	1.61	1.59

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	58,653	60,770	61,340	59,680
Supplies & Services - Fees	29,160	30,000	30,000	31,000
- Other	725	1,170	1,170	1,170
Direct Expenditure	88,537	91,940	92,510	91,850
Fees & Charges	(185,503)	(180,000)	(180,000)	(180,000)
Government Grants	(9,800)	0	0	0
Direct Income	(195,303)	(180,000)	(180,000)	(180,000)
Net Direct Total	(106,765)	(88,060)	(87,490)	(88,150)
Internal Recharges - Expenditure	76,828	67,830	67,830	63,700
Internal Recharges - Income	29,938	20,230	20,230	24,450
Net Recharges	106,765	88,060	88,060	88,150
Net Service Cost (GLC)	0	0	570	0

LEGAL SERVICES

Assistant Director Governance & Legal

Legal services provides legal support to the council in dealing with all legal matters including contracts, conveyancing and court cases (both civil and criminal). In addition, solicitors give advice to Full Council, the Cabinet and the Licensing and Environmental Health, Planning and Standards Committees.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	2.60	2.60	3.60

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	244,817	117,920	118,750	160,130
Supplies & Services - Publications	8,651	10,000	10,000	10,000
- Fees	61,134	25,000	25,000	35,000
- Other	1,257	3,950	3,950	3,710
Direct Expenditure	315,860	156,870	157,700	208,840
Fees & Charges - Costs	(28,527)	(35,000)	(35,000)	(30,000)
Direct Income	(28,527)	(35,000)	(35,000)	(30,000)
Net Direct Total	287,333	121,870	122,700	178,840
Internal Recharges - Expenditure	71,977	107,100	107,100	110,840
Internal Recharges - Income	(359,310)	(228,970)	(228,970)	(289,680)
Net Recharges	(287,333)	(121,870)	(121,870)	(178,840)
Net Service Cost (GLG)	0	0	830	0

FINANCE & ADMINISTRATION PORTFOLIO

LOCAL TAXATION

Assistant Director Resources

This is the cost of the administration and collection of Council Tax for the Council and all preceptors.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Fees & Charges	(107,201)	(90,000)	(90,000)	(90,000)
Direct Income	(107,201)	(90,000)	(90,000)	(90,000)
Net Direct Total	(107,201)	(90,000)	(90,000)	(90,000)
Internal Recharges - Expenditure	527,077	682,850	682,850	664,100
Net Recharges	527,077	682,850	682,850	664,100
Net Service Cost (GLT)	419,876	592,850	592,850	574,100

NON DOMESTIC RATES

Assistant Director Resources

This is the cost of the administration and collection of Non Domestic Rates from local businesses.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Fees & Charges	(6,210)	(7,000)	(7,000)	(6,000)
Government Grants	(138,766)	(139,000)	(139,000)	(138,000)
Direct Income	(144,976)	(146,000)	(146,000)	(144,000)
Net Direct Total	(144,976)	(146,000)	(146,000)	(144,000)
Internal Recharges - Expenditure	160,006	203,830	203,830	250,870
Net Recharges	160,006	203,830	203,830	250,870
Net Service Cost (GNR)	15,030	57,830	57,830	106,870

FINANCE & ADMINISTRATION PORTFOLIO

OFFICE CLEANING

Assistant Director ICT & Facilities

This service was brought in-house in October 2013. It provides a cleaning service for all Council owned buildings.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	7.95	7.82	7.98

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	169,961	173,870	175,480	192,470
Premises Costs	7,037	4,000	4,000	8,160
Transport Costs	2,367	3,070	3,070	4,020
Supplies & Services	22,009	16,860	16,860	18,600
Direct Expenditure	201,375	197,800	199,410	223,250
Other Income	(15,359)	(15,000)	(15,000)	(15,300)
Direct Income	(15,359)	(15,000)	(15,000)	(15,300)
Net Direct Total	186,016	182,800	184,410	207,950
Internal Recharges - Expenditure	74,532	68,060	68,060	68,840
Internal Recharges - Income	(263,528)	(253,840)	(253,840)	(279,770)
Net Recharges	(188,996)	(185,780)	(185,780)	(210,930)
Capital Charges	2,980	2,980	2,980	2,980
Net Service Cost (GOC)	0	0	1,610	0

OFFICE SERVICES

Assistant Director ICT & Facilities

The costs of the Saffron Walden offices are shown here together with stewarding costs. The centralised repairs budget for all general fund properties is held here. The civic suite is available for commercial hire.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	2.85	3.01	3.01

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	94,052	98,440	99,170	104,050
Premises Costs	175,002	69,000	69,000	90,000
- Centralised Repairs				
- Utilities	60,841	80,320	80,320	77,980
- Rates	132,923	137,920	137,920	139,680
- Other	15,488	10,950	10,950	10,050
Supplies & Services	52,950	12,790	12,790	17,600
Direct Expenditure	531,256	409,420	410,150	439,360
Fees & Charges	(44,120)	(55,830)	(55,830)	(62,720)
- Rents				
Direct Income	(44,120)	(55,830)	(55,830)	(62,720)
Net Direct Total	487,136	353,590	354,320	376,640
Internal Recharges - Expenditure	218,235	211,630	211,630	314,070
Internal Recharges - Income	(645,155)	(732,720)	(732,720)	(856,330)
Net Recharges	(426,921)	(521,090)	(521,090)	(542,260)
Capital Charges	(60,216)	167,500	167,500	165,620
Net Service Cost (GOF)	0	0	730	0

FINANCE & ADMINISTRATION PORTFOLIO

REVENUES ADMINISTRATION

Assistant Director Resources

The Revenues team administer all processes relating to the collection of Council Tax, Non Domestic Rates and Housing Rents, including the fraud and compliance functions.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	17.19	16.49	16.49

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	576,169	618,230	623,920	650,380
Supplies & Services - Legal Fees	26,361	24,000	24,000	27,000
- Other	43,125	41,430	41,430	42,190
Direct Expenditure	645,655	683,660	689,350	719,570
Fees & Charges	(13,694)	(13,000)	(13,000)	(13,000)
External Funding	(107,884)	(107,850)	(107,850)	(107,850)
Government Grants	(12,000)	0	0	(12,000)
Other Income	(4,770)	0	0	(5,000)
Direct Income	(138,348)	(120,850)	(120,850)	(137,850)
Net Direct Total	507,308	562,810	568,500	581,720
Internal Recharges - Expenditure	652,114	694,360	694,360	673,890
Internal Recharges - Income	(1,159,422)	(1,257,170)	(1,257,170)	(1,255,610)
Net Recharges	(507,308)	(562,810)	(562,810)	(581,720)
Net Service Cost (GRA)	0	0	5,690	0

LOCAL COUNCIL TAX SUPPORT

Assistant Director Resources

The Council provides an exceptional hardship grant for Council Tax payers facing short term financial hardship. This is partly offset by income received from an Essex wide sharing agreement.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Transfer Payments	100,100	32,000	32,000	28,400
Direct Expenditure	100,100	32,000	32,000	28,400
External Funding	(197,033)	(222,340)	(222,340)	(144,740)
Government Grants	(21,170)	0	0	(21,800)
Other Income	(630)	(1,500)	(1,500)	(3,000)
Direct Income	(218,833)	(223,840)	(223,840)	(169,540)
Net Direct Total	(118,733)	(191,840)	(191,840)	(141,140)
Internal Recharges - Expenditure	222,395	355,210	355,210	304,590
Net Recharges	222,395	355,210	355,210	304,590
Net Service Cost (GTB)	103,661	163,370	163,370	163,450

Housing & Economic Development Portfolio

HOUSING & ECONOMIC DEVELOPMENT PORTFOLIO

SUMMARY BY SERVICE	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Building Control	(113,821)	(112,290)	(108,920)	(125,710)
Committee Administration	197,864	240,560	267,060	345,800
Customer Services Centre	390,746	404,590	408,320	451,230
Democratic Representation	327,808	326,680	326,680	361,260
Economic Development	271,477	268,280	269,190	264,850
Energy Efficiency	33,289	35,150	35,150	34,350
Health Improvement	123,105	143,080	144,390	155,070
Homelessness	97,150	177,270	179,050	234,180
Lifeline	(160,738)	(158,120)	(158,120)	(158,620)
Communications	272,554	306,330	307,960	229,440
PORTFOLIO TOTAL	1,439,433	1,631,530	1,670,760	1,791,850

SUMMARY BY SUBJECTIVE	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employees	1,536,015	1,641,430	1,680,660	1,905,270
Premises	16,012	22,280	22,280	19,500
Supplies & Services	662,009	814,190	814,190	696,080
Third Party Payments	46,417	40,500	40,500	40,500
Transfer Payments	1,080	850	850	850
Direct Expenditure Total	2,261,533	2,519,250	2,558,480	2,662,200
Fees & Charges	(737,856)	(812,600)	(812,600)	(797,860)
Government Grants	(8,103)	0	0	(2,370)
Other Income	(76,141)	(75,120)	(75,120)	(70,120)
Direct Income Total	(822,100)	(887,720)	(887,720)	(870,350)
PORTFOLIO TOTAL	1,439,433	1,631,530	1,670,760	1,791,850

HOUSING & ECONOMIC DEVELOPMENT PORTFOLIO

BUILDING CONTROL

Assistant Director Planning & Building Control

The budget comprises the cost of advising the public, monitoring developments, determining and issuing building regulation approval notices to ensure compliance with statutory regulations.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	7.00	8.00	9.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	298,833	394,420	397,790	419,660
Premises Costs	6,430	3,000	3,000	4,000
Supplies & Services	9,191	11,790	11,790	12,130
Direct Expenditure	314,454	409,210	412,580	435,790
Fees & Charges	(428,275)	(521,500)	(521,500)	(561,500)
Direct Income	(428,275)	(521,500)	(521,500)	(561,500)
Net Direct Total	(113,821)	(112,290)	(108,920)	(125,710)
Internal Recharges - Expenditure	238,557	258,740	258,740	260,140
Internal Recharges - Income	(78,811)	(64,390)	(64,390)	(53,880)
Net Recharges	159,746	194,350	194,350	206,260
Net Service Cost (GBS)	45,925	82,060	85,430	80,550

COMMITTEE ADMINISTRATION

Committee & Electoral Services Manager

The costs of administering the Committee and Council meetings of the Authority are included here. The costs are recharged in full to Committee and Electoral Services.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	6.00	6.00	7.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	194,412	237,660	264,160	343,130
Supplies & Services	3,452	2,900	2,900	2,670
Direct Expenditure	197,864	240,560	267,060	345,800
Net Direct Total	197,864	240,560	267,060	345,800
Internal Recharges - Expenditure	96,445	87,310	87,310	129,060
Internal Recharges - Income	(294,310)	(327,870)	(327,870)	(474,860)
Net Recharges	(197,864)	(240,560)	(240,560)	(345,800)
Net Service Cost (GCA)	0	0	26,500	0

HOUSING & ECONOMIC DEVELOPMENT PORTFOLIO

CUSTOMER SERVICES CENTRE

Assistant Director Corporate Services

The Customer Service Centre is sited at the Council Offices in Saffron Walden and is the first point of contact for all council services

Employees	2017/18	2018/19	2019/20
- Full time equivalent	12.19	12.46	12.69

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	376,147	396,400	400,130	444,120
Premises Costs	3,367	3,550	3,550	2,040
Supplies & Services	5,344	6,640	6,640	6,670
Third Party Payments	7,468	0	0	0
Direct Expenditure	392,326	406,590	410,320	452,830
Fees & Charges	(1,580)	(2,000)	(2,000)	(1,600)
Direct Income	(1,580)	(2,000)	(2,000)	(1,600)
Net Direct Total	390,746	404,590	408,320	451,230
Internal Recharges - Expenditure	263,357	289,750	289,750	283,600
Internal Recharges - Income	(654,103)	(694,340)	(694,340)	(736,690)
Net Recharges	(390,746)	(404,590)	(404,590)	(453,090)
Capital Charges	0	0	0	1,860
Net Service Cost (GCE)	0	0	3,730	0

DEMOCRATIC REPRESENTATION

Committee & Electoral Services Manager

The cost of Members' allowances and expenses, hospitality and accommodation reserved for Members; including costs in support of the democratic process including officer time.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	4,405	5,140	5,140	25,140
Supplies & Services - Members Allowances	275,207	275,430	275,430	283,860
- Members Expenses	12,357	12,360	12,360	12,360
- Subscriptions	18,460	20,000	20,000	20,000
- Other	17,378	13,750	13,750	20,050
Direct Expenditure	327,808	326,680	326,680	361,410
Fees & Charges	0	0	0	(150)
Direct Income	0	0	0	(150)
Net Direct Total	327,808	326,680	326,680	361,260
Internal Recharges - Expenditure	524,559	594,250	594,250	558,600
Net Recharges	524,559	594,250	594,250	558,600
Capital Charges	4,583	4,580	4,580	4,580
Net Service Cost (GDR)	856,950	925,510	925,510	924,440

HOUSING & ECONOMIC DEVELOPMENT PORTFOLIO

ECONOMIC DEVELOPMENT

Assistant Director Planning & Building Control

The budget comprises the cost of supporting and promoting Economic Development within the District and the preparation and implementation of the District's Economic Development Strategy.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	3.00	2.29	2.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	100,783	98,280	99,190	94,850
Supplies & Services - Consultants	43,083	132,500	132,500	170,000
- Grants	114,603	27,000	27,000	0
- Other	21,392	10,500	10,500	0
Direct Expenditure	279,861	268,280	269,190	264,850
Other Income	(8,384)	0	0	0
Direct Income	(8,384)	0	0	0
Net Direct Total	271,477	268,280	269,190	264,850
Internal Recharges - Expenditure	48,069	34,200	34,200	53,510
Internal Recharges - Income	(20,943)	(15,780)	(15,780)	(5,100)
Net Recharges	27,126	18,420	18,420	48,410
Net Service Cost (GED)	298,603	286,700	287,610	313,260

ENERGY EFFICIENCY

Assistant Director Planning & Building Control

The budget comprises the cost of support and advice for energy efficient measures within the District.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Premises Costs	0	5,000	5,000	5,000
Supplies & Services	11,416	6,150	6,150	6,350
Third Party Payments	22,451	24,000	24,000	24,000
Direct Expenditure	33,866	35,150	35,150	35,350
Fees & Charges	(578)	0	0	(1,000)
Direct Income	(578)	0	0	(1,000)
Net Direct Total	33,289	35,150	35,150	34,350
Internal Recharges - Expenditure	7,486	7,630	7,630	9,570
Internal Recharges - Income	(23,893)	(25,130)	(25,130)	(28,600)
Net Recharges	(16,407)	(17,500)	(17,500)	(19,030)
Capital Charges	0	0	0	1,500
Net Service Cost (GEE)	16,882	17,650	17,650	16,820

HOUSING & ECONOMIC DEVELOPMENT PORTFOLIO

HEALTH IMPROVEMENT

Assistant Director Housing, Health and Communities

This budget has moved from the Communities and Partnerships Portfolio and includes development of preventative community based initiatives, interventions and programmes to reduce inequalities and improve health and wellbeing across the district.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	3.97	3.97	3.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	138,120	141,800	143,110	152,920
Supplies & Services - Fees	4,710	0	0	0
- Other	3,333	1,280	1,280	2,150
- Grant	8,553	43,000	43,000	38,000
Direct Expenditure	154,716	186,080	187,390	193,070
Fees & Charges	(1,625)	0	0	0
Other Income	(29,986)	(43,000)	(43,000)	(38,000)
Direct Income	(31,611)	(43,000)	(43,000)	(38,000)
Net Direct Total	123,105	143,080	144,390	155,070
Internal Recharges - Expenditure	67,325	33,930	33,930	62,640
Internal Recharges - Income	(64,504)	0	0	(70,200)
Net Recharges	2,821	33,930	33,930	(7,560)
Net Service Cost (GHI)	125,926	177,010	178,320	147,510

HOUSING & ECONOMIC DEVELOPMENT PORTFOLIO

HOMELESSNESS

Assistant Director Housing, Health and Communities

Provision of a full and comprehensive housing advice and housing options service; management of emergency accommodation for homeless residents; management of a rent deposit service.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	5.82	5.31	6.27

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	182,901	194,520	196,300	244,270
Premises Costs	6,214	10,730	10,730	8,460
Supplies & Services - Accommodation	39,283	100,000	100,000	50,000
- Other	11,779	11,770	11,770	11,710
Third Party Payments	16,498	16,500	16,500	16,500
Transfer Payments	1,080	850	850	850
Direct Expenditure	257,756	334,370	336,150	331,790
Fees & Charges	(157,440)	(147,100)	(147,100)	(87,610)
Other Income	(3,166)	(10,000)	(10,000)	(10,000)
Direct Income	(160,606)	(157,100)	(157,100)	(97,610)
Net Direct Total	97,150	177,270	179,050	234,180
Internal Recharges - Expenditure	94,356	59,620	59,620	95,490
Internal Recharges - Income	(55,770)	(58,690)	(58,690)	(60,970)
Net Recharges	38,586	930	930	34,520
Capital Charges	24,795	24,790	24,790	28,550
Net Service Cost (GHM)	160,531	202,990	204,770	297,250

LIFELINE

Assistant Director Housing, Health and Communities

Provision of an alarm call support service offered to residents who feel vulnerable in their home.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Supplies & Services	12,225	6,000	6,000	9,500
Direct Expenditure	12,225	6,000	6,000	9,500
Fees & Charges	(148,358)	(142,000)	(142,000)	(146,000)
Other Income - ECC (Lifeline)	(24,605)	(22,120)	(22,120)	(22,120)
Direct Income	(172,963)	(164,120)	(164,120)	(168,120)
Net Direct Total	(160,738)	(158,120)	(158,120)	(158,620)
Internal Recharges - Expenditure	202,530	236,500	236,500	205,800
Net Recharges	202,530	236,500	236,500	205,800
Net Service Cost (GLL)	41,792	78,380	78,380	47,180

HOUSING & ECONOMIC DEVELOPMENT PORTFOLIO

COMMUNICATIONS

Assistant Director Corporate Services

Public relations, marketing and website costs are contained within this budget. Prior to 2018/19 this service included the cost of the Assistant Director Corporate Services. From 2018/19 the costs of this post were moved to the 'Corporate Management' service in the 'Finance & Administration' portfolio.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	4.66	4.00	4.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	240,414	173,210	174,840	181,180
Supplies & Services - Publications	33,166	33,140	33,140	30,670
- Consultants	8,100	87,500	87,500	8,280
- Other	8,977	12,480	12,480	11,680
Direct Expenditure	290,657	306,330	307,960	231,810
Government Grants	(8,103)	0	0	(2,370)
Other Income	(10,000)	0	0	0
Direct Income	(18,103)	0	0	(2,370)
Net Direct Total	272,554	306,330	307,960	229,440
Internal Recharges - Expenditure	84,758	92,520	92,520	99,880
Internal Recharges - Income	(357,311)	(398,850)	(398,850)	(329,320)
Net Recharges	(272,554)	(306,330)	(306,330)	(229,440)
Net Service Cost (GPR)	0	0	1,630	0

Housing Revenue Account

HOUSING REVENUE ACCOUNT

BUDGET SUMMARY	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
<u>Housing Revenue Account Income</u>				
Dwelling Rents	(14,223,283)	(14,333,170)	(14,333,170)	(14,147,190)
Garage Rents	(194,188)	(213,730)	(213,730)	(224,190)
Land Rents	(3,174)	(3,400)	(3,400)	(3,400)
Charges for Services & Facilities	(879,516)	(851,350)	(851,350)	(976,760)
Other Income - internal fees	(510,567)	(600,000)	(600,000)	(530,000)
TOTAL INCOME	(15,810,729)	(16,001,650)	(16,001,650)	(15,881,540)
<u>Housing Finance & Business Management</u>				
Business & Performance Management	109,537	0	0	0
Rents, Rates & Other Property Charges	73,779	74,540	74,540	74,690
	183,315	74,540	74,540	74,690
<u>Housing Maintenance & Repairs Service</u>				
Common Service Flats	165,597	201,180	201,180	204,320
Estate Maintenance	88,147	147,790	148,200	152,210
Housing Repairs	3,141,422	2,979,070	2,986,740	3,090,630
Housing Sewerage	52,279	54,290	54,510	57,760
Newport Depot	23,245	18,570	18,570	24,110
Property Services	279,346	316,000	318,170	318,380
	3,750,036	3,716,900	3,727,370	3,847,410
<u>Housing Management & Homelessness</u>				
Housing Services	408,383	412,910	416,020	469,590
Sheltered Housing Services	593,792	583,400	585,960	629,290
	1,002,175	996,310	1,001,980	1,098,880
TOTAL SERVICE EXPENDITURE	4,935,526	4,787,750	4,803,890	5,020,980

HOUSING REVENUE ACCOUNT

BUDGET SUMMARY	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
<u>Other Costs</u>				
Depreciation - Dwellings (transfer to MRR)	3,538,785	3,567,170	3,568,000	3,887,640
Impairment - Non-Dwellings	(21,689)	0	0	0
Depreciation - Non-Dwellings (transfer to MRR)	0	202,000	202,000	91,100
Bad Debt Provision	(47,921)	100,000	100,000	100,000
Recharge from General Fund	1,640,853	1,674,970	1,674,970	1,692,960
HRA Share of Corporate Core	348,031	398,270	398,130	365,980
Interest re HRA Loan	2,618,812	2,615,000	2,615,000	2,604,000
Repayment of HRA loan	2,000,000	2,000,000	2,000,000	2,000,000
Investment Income	(33,609)	(15,000)	(15,000)	(41,910)
Pension Costs - Added Years	217,488	19,070	19,070	19,070
RTB Admin Allowance	(14,448)	(10,400)	(10,400)	(10,400)
TOTAL NON-SERVICE EXPENDITURE	10,246,302	10,551,080	10,551,770	10,708,440
TOTAL EXPENDITURE	15,181,828	15,338,830	15,355,660	15,729,420
OPERATING (SURPLUS)/DEFICIT	(628,902)	(662,820)	(645,990)	(152,120)
Funding from Capital Receipts for loan servicing	(2,000,000)	(413,000)	(413,000)	(2,000,000)
<u>Funding of Capital Programme from HRA</u>				
Funding of Capital items from Revenue	4,415,557	1,047,100	5,778,600	2,691,600
	4,415,557	1,047,100	5,778,600	2,691,600
<u>Use of Reserves</u>				
Transfer to(+)/from(-) the Capital Projects Reserve	(368,783)	120,720	(849,000)	(153,000)
Transfer to(+)/from(-) the Potential Projects Reserve	(1,125,266)	0	0	(355,000)
Transfer to(+)/from(-) the Sheltered Housing Reserve	(318,133)	0	0	0
Transfer to(+)/from(-) reserves for HRA Slippage	0	0	(3,778,510)	0
Transfer to(+)/from(-) reserves for HRA Working Balance	25,527	(92,000)	(92,490)	(31,041)
	(1,786,655)	28,720	(4,720,000)	(539,041)
(SURPLUS)/DEFICIT	0	0 0		0

HOUSING REVENUE ACCOUNT

SUMMARY BY SUBJECTIVE	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	1,921,349	1,864,130	1,880,270	2,131,710
Premises Costs	2,435,472	2,338,150	2,338,150	2,307,500
Transport Costs	25,039	31,230	31,230	31,230
Supplies & Services	340,578	340,040	340,040	336,340
Interest/Costs re HRA Loan	2,618,812	2,615,000	2,615,000	2,604,000
Use of Reserves/Funding	628,902	662,820	645,600	152,559
Other Third Party Payments	150,255	150,200	150,200	150,200
Transfer Payments	62,831	64,000	64,000	64,000
General Fund recharges	1,988,884	2,073,240	2,073,100	2,058,940
Other Costs	5,672,215	5,877,840	5,878,670	6,087,410
Expenditure Total	15,844,339	16,016,650	16,016,260	15,923,889
Housing Rents	(14,420,646)	(14,550,300)	(14,550,300)	(14,374,780)
Other Income	(1,390,084)	(1,451,350)	(1,451,350)	(1,506,760)
Investment Income	(33,609)	(15,000)	(15,000)	(41,910)
Income Total	(15,844,338)	(16,016,650)	(16,016,650)	(15,923,450)
HRA TOTAL	0	0	0	0

HOUSING REVENUE ACCOUNT

All Services:- Assistant Director Housing, Health and Communities

ESTATE MAINTENANCE

Maintenance and repairs of estate roads, paths and open space are included in this cost centre.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	1.00	1.00	1.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	45,384	46,330	46,740	50,010
Premises Costs - Planned Repairs	42,702	101,400	101,400	102,140
Supplies & Services	60	60	60	60
Direct Expenditure	88,147	147,790	148,200	152,210
Net Direct Total	88,147	147,790	148,200	152,210
Internal Recharges - Expenditure	196,793	207,950	207,950	231,530
Net Recharges	196,793	207,950	207,950	231,530
Capital Charges	0	0	0	1,730
Net Service Cost (HHE)	284,940	355,740	356,150	385,470

HOUSING REVENUE ACCOUNT

COMMON SERVICE FLATS

Maintenance and running costs for Council owned flats together with the associated service charge income from leaseholders and tenants are included in this cost centre.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Premises Costs - Utilities	165,597	200,680	200,680	203,820
Supplies & Services	0	500	500	500
Direct Expenditure	165,597	201,180	201,180	204,320
Income - Service Charges	(186,048)	(222,840)	(222,840)	(190,360)
Direct Income	(186,048)	(222,840)	(222,840)	(190,360)
Net Direct Total	(20,451)	(21,660)	(21,660)	13,960
Internal Recharges - Expenditure	154,064	152,490	152,490	154,800
Net Recharges	154,064	152,490	152,490	154,800
Net Service Cost (HHF)	133,613	130,830	130,830	168,760

RATES & PROPERTY

This service includes the rental income from Council owned dwellings, garages and land leases.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Premises Costs	10,947	10,540	10,540	10,690
Transfer Payments - Council Tax charge on void property	62,831	64,000	64,000	64,000
Direct Expenditure	73,779	74,540	74,540	74,690
Income - Dwelling Rent	(14,223,283)	(14,333,170)	(14,333,170)	(14,147,190)
- Garage Rent	(194,188)	(213,730)	(213,730)	(224,190)
- Land Rent	(3,174)	(3,400)	(3,400)	(3,400)
- Other Charges	(5,461)	(7,500)	(7,500)	(4,840)
Direct Income	(14,426,106)	(14,557,800)	(14,557,800)	(14,379,620)
Net Direct Total	(14,352,327)	(14,483,260)	(14,483,260)	(14,304,930)
Internal Recharges - Expenditure	414,904	387,750	387,750	345,490
Net Recharges	414,904	387,750	387,750	345,490
Capital Charges	547,776	3,667,430	3,667,430	3,877,690
Net Service Cost (HHP)	(13,389,648)	(10,428,080)	(10,428,080)	(10,081,750)

HOUSING REVENUE ACCOUNT

HOUSING SERVICES

Management and administration of landlord services, housing allocations, anti-social behaviour, tenancy support and tenant participation are included here.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	8.61	8.62	8.62

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	340,170	351,090	354,200	409,200
Premises Costs	138	0	0	0
Supplies & Services - Fees	27,012	25,000	25,000	25,000
- Tenant Participation	7,375	9,000	9,000	9,000
- Other	33,688	27,820	27,820	26,390
Direct Expenditure	408,383	412,910	416,020	469,590
Income - Other Charges	(1,511)	0	0	0
Direct Income	(1,511)	0	0	0
Net Direct Total	406,872	412,910	416,020	469,590
Internal Recharges - Expenditure	469,192	538,580	538,580	500,150
Internal Recharges - Income	(48,621)	(59,250)	(59,250)	(64,400)
Net Recharges	420,571	479,330	479,330	435,750
Capital Charges	40,144	18,400	18,400	18,540
Net Service Cost (HHS)	867,587	910,640	913,750	923,880

NEWPORT DEPOT

Office space and stores for the housing property services and repairs teams are provided for at the Newport Depot.

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Premises Costs	23,152	18,370	18,370	23,910
Supplies & Services	93	200	200	200
Direct Expenditure	23,245	18,570	18,570	24,110
Net Direct Total	23,245	18,570	18,570	24,110
Internal Recharges - Expenditure	9,825	10,990	10,990	11,250
Internal Recharges - Income	(41,549)	(31,000)	(31,000)	(43,580)
Net Recharges	(31,724)	(20,010)	(20,010)	(32,330)
Capital Charges	8,479	8,470	8,470	8,220
Net Service Cost (HNE)	0	7,030	7,030	0

HOUSING REVENUE ACCOUNT

PROPERTY SERVICES

This is the planned maintenance service for Council owned housing stock to ensure it complies with relevant regulatory requirements (decent homes, health and safety, disabled access etc).

Employees	2017/18	2018/19	2019/20
- Full time equivalent	5.00	5.00	5.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	250,243	252,220	254,390	265,600
Supplies & Services				
- Consultants	1,500	36,000	36,000	36,000
- Fees	16,895	15,000	15,000	4,000
- Business Plan	4,687	3,000	3,000	3,000
- Other	6,021	9,780	9,780	9,780
Direct Expenditure	279,346	316,000	318,170	318,380
Income				
- Other Charges	(283)	0	0	0
Direct Income	(283)	0	0	0
Net Direct Total	279,063	316,000	318,170	318,380
Internal Recharges - Expenditure	115,051	158,070	158,070	99,510
Internal Recharges - Income	(315,217)	(282,130)	(282,130)	(278,760)
Net Recharges	(200,167)	(124,060)	(124,060)	(179,250)
Net Service Cost (HPS)	78,896	191,940	194,110	139,130

HOUSING REVENUE ACCOUNT

HOUSING REPAIRS

This is the responsive repairs service for Council owned housing stock; administration of Right to Buy and service charges.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	29.35	28.35	26.85

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	869,851	887,830	895,500	1,049,750
Premises Costs				
- Materials	139,020	165,000	165,000	165,000
- Ad-hoc Repairs	1,182,935	893,400	893,400	602,500
- Planned Repairs	782,135	880,500	880,500	1,120,390
- Cleaning	15,873	13,000	13,000	13,000
Transport Costs				
- Fuel	20,081	25,490	25,490	25,490
- Other	3,295	3,400	3,400	3,400
Supplies & Services				
- Electrical Tests	68,901	72,000	72,000	72,000
- Support Costs	13,739	10,000	10,000	10,000
- Equipment	27,848	15,000	15,000	15,000
- Other	17,745	13,450	13,450	14,100
Direct Expenditure	3,141,422	2,979,070	2,986,740	3,090,630
Income				
- Internal Fees	(503,989)	(600,000)	(600,000)	(530,000)
- Internal Fees (reimbursement)	(6,578)	0	0	0
- Other Charges	(57,791)	(15,000)	(15,000)	(15,000)
Direct Income	(568,358)	(615,000)	(615,000)	(545,000)
Net Direct Total	2,573,064	2,364,070	2,371,740	2,545,630
Internal Recharges - Expenditure	790,496	665,000	665,000	724,400
Internal Recharges - Income	(28,470)	(21,070)	(21,070)	(21,070)
Net Recharges	762,026	643,930	643,930	703,330
Capital Charges	23,692	26,190	26,190	24,690
Net Service Cost (HRE)	3,358,782	3,034,190	3,041,860	3,273,650

HOUSING REVENUE ACCOUNT

ASSISTANT DIRECTOR HOUSING, HEALTH AND COMMUNITIES

The cost of corporate management of Housing and Health were held here including the cost associated with a housing graduate trainee. Further to a management restructure, the costs in relation to this service have been merged into other services.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	2.00	0.00	0.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	108,924	0	0	0
Supplies & Services	613	0	0	0
Direct Expenditure	109,537	0	0	0
Net Direct Total	109,537	0	0	0
Internal Recharges - Expenditure	18,174	0	0	0
Internal Recharges - Income	(127,711)	0	0	0
Net Recharges	(109,537)	0	0	0
Net Service Cost (HRM)	0	0	0	0

SHELTERED HOUSING

This service provides support for the elderly within the council's sheltered schemes.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	9.16	10.35	9.60

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	283,452	303,400	305,960	331,210
- Lift Maintenance	24,827	22,000	22,000	22,000
- Communal Room Costs	36,972	19,300	19,300	31,300
Supplies & Services	47,081	48,900	48,900	48,900
- Equipment Rental	47,081	48,900	48,900	48,900
- Equipment	21,129	20,000	20,000	23,000
- White Goods	15,145	10,000	10,000	5,000
- Other	14,931	9,600	9,600	17,680
Third Party Payments	150,255	150,200	150,200	150,200
- Care and Support Service	150,255	150,200	150,200	150,200
Direct Expenditure	593,792	583,400	585,960	629,290
Income	(574,610)	(553,100)	(553,100)	(703,810)
Direct Income	(574,610)	(553,100)	(553,100)	(703,810)
Net Direct Total	19,181	30,300	32,860	(74,520)
Internal Recharges - Expenditure	199,533	144,100	144,100	211,240
Internal Recharges - Income	(188,249)	(207,650)	(207,650)	(195,350)
Net Recharges	11,284	(63,550)	(63,550)	15,890
Capital Charges	57,130	46,680	46,680	46,680
Net Service Cost (HSH)	87,595	13,430	15,990	(11,950)

HOUSING REVENUE ACCOUNT

HOUSING SEWERAGE

Maintenance of sewage disposal plants owned by the Council with associated income from tenants and private owners is shown here.

Employees	2017/18	2018/19	2019/20
- Full time equivalent	1.00	1.00	1.00

Description	2017/18 Actual £	2018/19 Original Budget £	2018/19 Current Budget £	2019/20 Original Budget £
Employee Expenses	23,326	23,260	23,480	25,940
Premises Costs	11,172	13,960	13,960	12,750
Transport Costs	1,663	2,340	2,340	2,340
Supplies & Services	16,117	14,730	14,730	16,730
Direct Expenditure	52,279	54,290	54,510	57,760
Income	(53,813)	(52,910)	(52,910)	(62,750)
Direct Income	(53,813)	(52,910)	(52,910)	(62,750)
Net Direct Total	(1,534)	1,380	1,600	(4,990)
Internal Recharges - Expenditure	22,640	11,140	11,140	17,750
Net Recharges	22,640	11,140	11,140	17,750
Capital Charges	154	2,000	2,000	1,190
Net Service Cost (HSW)	21,260	14,520	14,740	13,950

HRA RESERVES 2019/20

	Actual Balance 31/3/18	2018/19 (restated) budgeted transfers (to)/from HRA	Transfer between reserves	Forecast Balance 31/3/19	2019/20 budgeted transfers (to)/from HRA	Forecast Balance 31/3/20
	£	£		£	£	£

<u>RINGFENCED RESERVES</u>						
Working Balance	524,000	6,000	0	530,000	(31,041)	498,959
Subtotal	524,000	6,000	0	530,000	(31,041)	498,959
<u>USABLE RESERVES</u>						
<u>Revenue Reserves</u>						
Revenue Projects Reserve	60,000	0	0	60,000	0	60,000
Transformation Reserve	180,000	0	0	180,000	0	180,000
Subtotal	240,000	0	0	240,000	0	240,000
<u>Capital Reserves</u>						
Capital Projects Reserve	0	228,000	0	228,000	(153,000)	75,000
Potential Projects Reserve	849,000	(494,000)	0	355,000	(355,000)	0
Sheltered Housing Reserve	0	0	0	0	0	0
Capital Slippage Reserve	3,764,000	(3,451,000)	0	313,000	0	313,000
Subtotal	4,613,000	(3,717,000)	0	896,000	(508,000)	388,000
Total	5,377,000	(3,711,000)	0	1,666,000	(539,041)	1,126,959

Capital Programme

CAPITAL PROGRAMME - SUMMARY

CAPITAL PROGRAMME 2018/19 to 2023/24	2018/19 Current	2018/19 Forecast Spend P6	2019/20 Original including slippage from 2018/19	2020/21 Original	2021/22 Original	2022/23 Original	2023/24 Original
	£	£	£	£	£	£	£
<u>General Fund Capital Schemes</u>							
Communities and Partnerships	155,000	155,000	110,000	110,000	110,000	110,000	110,000
Environmental Services	2,740,000	1,924,680	1,219,320	1,010,100	231,070	836,680	110,000
Finance & Administration	5,564,000	1,181,000	4,968,850	235,000	235,000	235,000	235,000
Housing and Economic Development	1,280,000	770,000	355,000	340,000	440,000	340,000	340,000
Sub Total	9,739,000	4,030,680	6,653,170	1,695,100	1,016,070	1,521,680	795,000
<u>Housing Revenue Account Capital Schemes</u>							
HRA Capital	10,352,000	9,949,000	9,082,000	6,545,000	6,790,000	5,945,000	5,945,000
Sub Total	10,352,000	9,949,000	9,082,000	6,545,000	6,790,000	5,945,000	5,945,000
TOTAL CAPITAL PROGRAMME	20,091,000	13,979,680	15,735,170	8,240,100	7,806,070	7,466,680	6,740,000

CAPITAL PROGRAMME - GENERAL FUND SCHEMES

COMMUNITIES AND PARTNERSHIPS

CAPITAL PROGRAMME 2018/19 to 2023/24	2018/19 Current	2018/19 Forecast Spend P6	2019/20 Original including slippage from 2018/19	2020/21 Original	2021/22 Original	2022/23 Original	2023/24 Original
	£	£	£	£	£	£	£
<u>Approved Schemes and Rolling Programmes</u>							
S/W Castle - Motte & Bailey	30,000	30,000	0	0	0	0	0
Community Project Grants	125,000	125,000	110,000	110,000	110,000	110,000	110,000
Sub Total	155,000	155,000	110,000	110,000	110,000	110,000	110,000
PORTFOLIO TOTAL	155,000	155,000	110,000	110,000	110,000	110,000	110,000

CAPITAL PROGRAMME - GENERAL FUND SCHEMES

ENVIRONMENTAL SERVICES

CAPITAL PROGRAMME 2018/19 to 2023/24	2018/19 Current	2018/19 Forecast Spend P6	2019/20 Original including slippage from 2018/19	2020/21 Original	2021/22 Original	2022/23 Original	2023/24 Original
	£	£	£	£	£	£	£
<u>Approved Schemes and Rolling Programmes</u>							
Vehicle Replacement Programme	2,396,000	1,682,680	987,320	880,100	121,070	726,680	0
Household Wheelie Bins	70,000	70,000	70,000	70,000	70,000	70,000	70,000
Kitchen Caddies and Slave Bins	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Garden Waste Bins	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Trade Waste Bins	10,000	10,000	30,000	30,000	10,000	10,000	10,000
Lower Street Car Park Extension	102,000	0	102,000	0	0	0	0
Car Parking Machine Replacement	92,000	92,000	0	0	0	0	0
Electric Car Charges	15,000	15,000	0	0	0	0	0
White Street Car Park	25,000	25,000	0	0	0	0	0
Sub Total	2,740,000	1,924,680	1,219,320	1,010,100	231,070	836,680	110,000
PORTFOLIO TOTAL	2,740,000	1,924,680	1,219,320	1,010,100	231,070	836,680	110,000

CAPITAL PROGRAMME - GENERAL FUND SCHEMES

FINANCE AND ADMINISTRATION

CAPITAL PROGRAMME	2018/19	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
2018/19 to 2023/24	Current	Forecast	Original	Original	Original	Original	Original
		Spend P6	including				
			slippage				
			from 2018/19				
	£	£	£	£	£	£	£
Approved Schemes and Rolling Programmes							
ICT							
Members IT Equipment	0	0	30,000	0	0	0	0
Minor Items IT	25,000	10,000	20,000	20,000	20,000	20,000	20,000
PSN CoCo	30,000	30,000	30,000	30,000	30,000	30,000	30,000
PCI Compliance	38,000	38,000	20,000	20,000	20,000	20,000	20,000
Core switches - Replacement	40,000	40,000	0	0	0	0	0
Replacement Electoral System	60,000	60,000	0	0	0	0	0
Hot Desking/Mobile working	90,000	105,000	90,000	0	0	0	0
Asset Management System	30,000	30,000	0	0	0	0	0
Cyber Security	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Grounds Maintenance & Vehicle Systems	100,000	100,000	0	0	0	0	0
Iclipse to Information at Work	50,000	50,000	0	0	0	0	0
Idox Additional Modules	32,000	32,000	0	0	0	0	0
Licensing - Lalpac to Idox Uniform	30,000	30,000	0	0	0	0	0
ArcGIS Upgrade	21,000	21,000	0	0	0	0	0
Mobile / Web Payments	0	0	40,000	0	0	0	0
Network Monitoring & Threat Protection	0	0	30,000	0	0	0	0
Sub Total	566,000	566,000	280,000	90,000	90,000	90,000	90,000
Council Asset Works							
Council Offices Improvements (General)	54,000	54,000	172,950	120,000	120,000	120,000	120,000
Single Depot	4,633,000	250,000	4,383,000	0	0	0	0
London Road Electrical	78,000	78,000	15,000	0	0	0	0
London Road Heating	36,000	36,000	0	0	0	0	0
Museum Buildings	48,000	48,000	44,750	0	0	0	0
Guildhall Buildings Works	40,000	40,000	0	0	0	0	0
Day Centre Cyclical Improvements	56,000	56,000	46,150	25,000	25,000	25,000	25,000
Sub Total	4,945,000	562,000	4,661,850	145,000	145,000	145,000	145,000
Other							
Election Equipment	10,000	10,000	0	0	0	0	0
Cash Deposit Machine	13,000	13,000	0	0	0	0	0
Stansted Conveniences - Grant	30,000	30,000	0	0	0	0	0
Postal Software	0	0	27,000	0	0	0	0
Sub Total	53,000	53,000	27,000	0	0	0	0
PORTFOLIO TOTAL	5,564,000	1,181,000	4,968,850	235,000	235,000	235,000	235,000

CAPITAL PROGRAMME - GENERAL FUND SCHEMES

HOUSING AND ECONOMIC DEVELOPMENT

CAPITAL PROGRAMME 2018/19 to 2023/24	2018/19 Current	2018/19 Forecast Spend P6	2019/20 Original including slippage from 2018/19	2020/21 Original	2021/22 Original	2022/23 Original	2023/24 Original
	£	£	£	£	£	£	£
<u>Approved Schemes and Rolling Programmes</u>							
Disabled Facilities Grants	260,000	260,000	260,000	260,000	260,000	260,000	260,000
Empty Dwellings	50,000	0	10,000	10,000	10,000	10,000	10,000
Private Sector Renewal Grants	70,000	10,000	70,000	70,000	70,000	70,000	70,000
Compulsory Purchase Order	300,000	0	0	0	0	0	0
Superfast Broadband	600,000	500,000	0	0	100,000	0	0
Air Quality Monitoring	0	0	15,000	0	0	0	0
Sub Total	1,280,000	770,000	355,000	340,000	440,000	340,000	340,000
PORTFOLIO TOTAL	1,280,000	770,000	355,000	340,000	440,000	340,000	340,000

CAPITAL PROGRAMME - HOUSING REVENUE ACCOUNT

CAPITAL PROGRAMME 2018/19 to 2023/24	2018/19 Current	2018/19 Forecast Spend P6	2019/20 Original including slippage from 2018/19	2020/21 Original	2021/22 Original	2022/23 Original	2023/24 Original
	£	£	£	£	£	£	£
<u>Annual Programme of Works</u>							
Annual maintaining of the housing stock	3,445,000	3,415,000	3,445,000	3,445,000	3,445,000	3,445,000	3,445,000
Sub Total	3,445,000	3,415,000	3,445,000	3,445,000	3,445,000	3,445,000	3,445,000
<u>Other</u>							
UPVC Fascia's and Guttering	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Cash Incentive Scheme Grant	50,000	50,000	50,000	50,000	50,000	50,000	50,000
HRA IT - Contingency	20,000	0	20,000	0	0	0	0
Light Vans Replacement Programme	183,000	0	183,000	0	0	0	0
Sub Total	353,000	150,000	353,000	150,000	150,000	150,000	150,000
<u>HRA Business Plan</u>							
<u>New Builds</u>							
Unidentified Required Builds	0	0	2,000,000	2,750,000	3,195,000	2,350,000	2,350,000
Developer Sites / Market Properties	0	525,000	425,000	0	0	0	0
Sheds Lane	225,000	238,000	15,000	0	0	0	0
Newton Grove	575,000	634,000	134,000	0	0	0	0
Frambury Lane	771,000	728,000	168,000	0	0	0	0
The Moors (RTB)	787,000	36,000	1,216,000	100,000	0	0	0
The Moors (non-RTB)	0	0	1,216,000	100,000	0	0	0
<u>Sheltered Redevelopments</u>							
Reynolds Court	2,298,000	2,165,000	110,000	0	0	0	0
Hatherley Court	962,000	962,000	0	0	0	0	0
Walden Place	803,000	803,000	0	0	0	0	0
<u>Other Schemes</u>							
Market Properties (non-RTB)	0	160,000	0	0	0	0	0
Resurfacing Trunk Roads	133,000	133,000	0	0	0	0	0
Sub Total	6,554,000	6,384,000	5,284,000	2,950,000	3,195,000	2,350,000	2,350,000
PORTFOLIO TOTAL	10,352,000	9,949,000	9,082,000	6,545,000	6,790,000	5,945,000	5,945,000

CAPITAL PROGRAMME - SOURCES OF FINANCING

CAPITAL PROGRAMME 2018/19 to 2023/24	2018/19 Current	2018/19 Forecast Spend P6	2019/20 Original including slippage from 2018/19	2020/21 Original	2021/22 Original	2022/23 Original	2023/24 Original
	£	£	£	£	£	£	£
General Fund							
Disabled Facilities Grant	192,400	192,400	192,400	192,400	192,400	192,400	192,400
PLACE Scheme funding	300,000	0	0	0	0	0	0
General Fund Capital Receipts	165,000	71,000	0	0	0	0	0
Third Party Contributions	30,600	30,600	0	0	0	0	0
Revenue Funding							
Communities and Partnerships	125,000	125,000	110,000	110,000	110,000	110,000	110,000
Environmental Services	809,400	741,000	232,000	130,000	110,000	110,000	110,000
Finance & Administration	5,042,000	615,000	4,688,850	145,000	145,000	145,000	145,000
Housing and Economic Development	656,600	507,000	162,600	147,600	247,600	147,600	147,600
Internal Borrowing	2,418,000	1,748,680	1,267,320	970,100	211,070	816,680	90,000
Sub Total	9,739,000	4,030,680	6,653,170	1,695,100	1,016,070	1,521,680	795,000
Housing Revenue Account							
Business Plan Schemes							
Funded from reserves	4,633,000	3,670,200	773,510	0	0	0	0
Major Repairs Contribution	0	0	464,490	533,740	533,740	533,740	533,740
HRA Revenue Funding - RCCO	1,214,000	979,000	2,058,600	1,561,260	1,702,760	1,111,260	1,111,260
HCA Grant Funding	0	144,500	300,000	0	0	0	0
S106 Contribution	0	942,000	0	0	0	0	0
Capital Receipts - RTB	707,000	648,300	1,187,400	855,000	958,500	705,000	705,000
Capital Receipts - Other	0	0	500,000	0	0	0	0
Sub Total - Business Plan Schemes	6,554,000	6,384,000	5,284,000	2,950,000	3,195,000	2,350,000	2,350,000
Other Schemes							
Funded from reserves	0	0	203,000	0	0	0	0
Major Repairs Contribution	3,445,000	3,415,000	3,545,000	3,445,000	3,445,000	3,445,000	3,445,000
HRA Revenue Funding - RCCO	353,000	150,000	50,000	150,000	150,000	150,000	150,000
Sub Total - Other Schemes	3,798,000	3,565,000	3,798,000	3,595,000	3,595,000	3,595,000	3,595,000
Sub Total - Housing Revenue Account	10,352,000	9,949,000	9,082,000	6,545,000	6,790,000	5,945,000	5,945,000
TOTAL SOURCES OF FINANCING	20,091,000	13,979,680	15,735,170	8,240,100	7,806,070	7,466,680	6,740,000

Uttlesford District Council

2019/20 Fees & Charges

The Council's general policy is to allow a 25% discount for customers in receipt of UDC administered Housing Benefit and Local Council Tax Support. Certain exemptions to the policy and additional discounts apply in some cases. Building Regulations Charges and Car Parking charges are not covered by the policy.

For the current concessions policy, please visit the Uttlesford District Council website:

[Pricing and Concessions Policy \[14kb\]](#)

Building surveying other charges	2018/19 charge £	2019/20 charge £	Does the charge include VAT?	Note
Provision of Energy Performance Certificates	Depends on size of property	Depends on size of property	Yes	
Copying charges	10p a sheet + £25 per hour officer time if job exceeds 1 hour	10p a sheet + £25 per hour officer time if job exceeds 1 hour	Yes	Statutory limitations

Street Naming and Numbering	2018/19 charge £	2019/20 charge £	Does the charge include VAT?	Note
<u>Charge per dwelling/unit</u>				
Add a name to a numbered property	N/A	35.00	No	
Name change/renumber	75.00	75.00	No	
New dwelling/unit	110.00	110.00	No	
2-5 dwellings/units	75.00	75.00	No	
6 - 25 dwellings/units	55.00	55.00	No	
26 - 75 dwellings/units	45.00	45.00	No	
76 plus dwellings/units	35.00	35.00	No	
New Street Name	200.00	200.00	No	
Name of block or block of flats of industrial estate	175.00	175.00	No	
Confirmation of plot or postal address for utility company (charged to utility companies only)	35.00	35.00	No	

STANDARD CHARGES
SCHEDULE 1- NEW DWELLINGS
Dwelling houses and Flats

Code	<u>New Build Houses or Bungalows Not Exceeding 250m²</u>		Plan Charge	Inspection Charge*	Building Notice*	Regularisation Charge*
HO1	1 Plot	Fee	£310.00	£460.00	£820.00	£1,025.00
		VAT	£62.00	£92.00	£164.00	
		Total	£372.00	£552.00	£984.00	
HO2	2 Plots	Fee	£395.00	£705.00	£1,150.00	£1,437.50
		VAT	£79.00	£141.00	£230.00	
		Total	£474.00	£846.00	£1,380.00	
HO3	3 Plots	Fee	£465.00	£960.00	£1,525.00	£1,906.25
		VAT	£93.00	£192.00	£305.00	
		Total	£558.00	£1,152.00	£1,830.00	
HO4	4 Plots	Fee	£520.00	£1,085.00	£1,705.00	£2,131.25
		VAT	£104.00	£217.00	£341.00	
		Total	£624.00	£1,302.00	£2,046.00	
HO5	5 Plots	Fee	£580.00	£1,215.00	£1,895.00	£2,368.75
		VAT	£116.00	£243.00	£379.00	
		Total	£696.00	£1,458.00	£2,274.00	
<u>New Build Flats Not Exceeding 250m² and Not More Than 3 Storeys</u>						
FL1	1 Plot	Fee	£310.00	£460.00	£820.00	£1,025.00
		VAT	£62.00	£92.00	£164.00	
		Total	£372.00	£552.00	£984.00	
FL2	2 Plots	Fee	£395.00	£705.00	£1,150.00	£1,437.50
		VAT	£79.00	£141.00	£230.00	
		Total	£474.00	£846.00	£1,380.00	
FL3	3 Plots	Fee	£465.00	£960.00	£1,525.00	£1,906.25
		VAT	£93.00	£192.00	£305.00	
		Total	£558.00	£1,152.00	£1,830.00	
FL4	4 Plots	Fee	£520.00	£1,085.00	£1,705.00	£2,131.25
		VAT	£104.00	£217.00	£341.00	
		Total	£624.00	£1,302.00	£2,046.00	
FL5	5 Plots	Fee	£580.00	£1,215.00	£1,895.00	£2,368.75
		VAT	£116.00	£243.00	£379.00	
		Total	£696.00	£1,458.00	£2,274.00	
<u>Conversion to</u>						
COH	Single dwelling house (Where total floor area does not exceed 150m ²)	Fee	£265.00	£385.00	£650.00	£812.50
		VAT	£53.00	£77.00	£130.00	
		Total	£318.00	£462.00	£780.00	
COF	Single Flat (Where total floor area does not exceed 150m ²)	Fee	£265.00	£385.00	£650.00	£812.50
		VAT	£53.00	£77.00	£130.00	
		Total	£318.00	£462.00	£780.00	
Notifiable Electrical work (in addition to the above, where applicable.)						
DNE	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Fee	£250.00	This charge relates to a first fix pre-plaster inspection of the wiring and final testing on completion. Re-visits/testing will be subject to further charges. For regularisation applications a full appraisal and testing will be carried out		
		VAT	£50.00			
		Total	£300.00			

Where Standard Charges are not applicable please contact Building Control on 01799 510539

Please note that the charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equal to the discount (see DNE below)

STANDARD CHARGES
SCHEDULE 2 WORK TO A SINGLE DWELLING
 Limited to work not more than 3 storeys above ground level

Full Plans

Code	Extension and New Build		Plan Charge	Inspection Charge*	Building Notice Charge*	Regularisation Charge*
DX1	Separate single storey extension with floor area not exceeding 40m ²	Fee	£155.00	£325.00	£495.00	£618.75
		VAT	£31.00	£65.00	£99.00	
		Total	£186.00	£390.00	£594.00	
DX2	Separate single storey extension with floor area exceeding 40m ² but not exceeding 100m ²	Fee	£170.00	£400.00	£600.00	£750.00
		VAT	£34.00	£80.00	£120.00	
		Total	£204.00	£480.00	£720.00	
DX3	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m ²	Fee	£160.00	£360.00	£545.00	£681.25
		VAT	£32.00	£72.00	£109.00	
		Total	£192.00	£432.00	£654.00	
DX4	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m ² but not exceeding 100m ²	Fee	£240.00	£455.00	£725.00	£906.25
		VAT	£48.00	£91.00	£145.00	
		Total	£288.00	£546.00	£870.00	
DG0	A building or extension comprising solely of a garage, carport or store not exceeding 100m ²	Fee	£110.00	£240.00	£345.00	£431.25
		VAT	£22.00	£48.00	£69.00	
		Total	£132.00	£288.00	£414.00	
DNH	Detached non-habitable domestic building with total floor area not exceeding 50m ²	Fee	£110.00	£240.00	£345.00	£431.25
		VAT	£22.00	£48.00	£69.00	
		Total	£132.00	£288.00	£414.00	
<u>Conversions</u>						
DLC	First and second floor loft conversions	Fee	£170.00	£385.00	£615.00	£768.75
		VAT	£34.00	£77.00	£123.00	
		Total	£204.00	£462.00	£738.00	
DOC	Other work (e.g. garage conversions)	Fee	£85.00	£205.00	£290.00	£362.50
		VAT	£17.00	£41.00	£58.00	
		Total	£102.00	£246.00	£348.00	
<u>Alterations (inc underpinning)</u>						
DTH	Renovation of a thermal element	Fee	£60.00	£110.00	£165.00	£206.25
		VAT	£12.00	£22.00	£33.00	
		Total	£72.00	£132.00	£198.00	
DRW	Replacement windows, rooflights, roof windows or external glazed doors	Fee	£60.00	£110.00	£165.00	£206.25
		VAT	£12.00	£22.00	£33.00	
		Total	£72.00	£132.00	£198.00	
DA1	Cost of work not exceeding £5000 (inc Renewable Energy Systems)	Fee	£60.00	£110.00	£165.00	£206.25
		VAT	£12.00	£22.00	£33.00	
		Total	£72.00	£132.00	£198.00	
DA2	Cost of work exceeding £5000 but not exceeding £25000	Fee	£125.00	£240.00	£365.00	£456.25
		VAT	£25.00	£48.00	£73.00	
		Total	£150.00	£288.00	£438.00	
DA3	Cost of work exceeding £25000 but not exceeding £100000	Fee	£180.00	£415.00	£650.00	£812.50
		VAT	£36.00	£83.00	£130.00	
		Total	£216.00	£498.00	£780.00	
DA4	Cost of work exceeding £100000 but not exceeding £250000	Fee	£275.00	£635.00	£940.00	£1,175.00
		VAT	£55.00	£127.00	£188.00	
		Total	£330.00	£762.00	£1,128.00	
Notifiable Electrical work in addition to the above, where applicable.						
DNE	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Fee	£250.00	This charge relates to a first fix pre-plaster inspection of the wiring and final testing on completion. Re-visits/testing will be subject to further charges. For regularisation applications a full appraisal and testing will be carried out		
		VAT	£50.00			
		Total	£300.00			

Where Standard Charges are not applicable please contact Building Control on 01799 510539

STANDARD CHARGES
SCHEDULE 3- ALL OTHER NON-DOMESTIC WORK
 Limited to work not more than 3 storeys above ground level

Code	Extensions and New Build		Plan Charge £	Inspection Charge £	Regularisation Charge £
NX1	Single storey with floor area not exceeding 40m ²	Fee	£165.00	£350.00	£643.75
		VAT	£33.00	£70.00	
		Total	£198.00	£420.00	
NX2	Single storey with floor area exceeding 40m ² but not exceeding 100m ²	Fee	£185.00	£425.00	£762.50
		VAT	£37.00	£85.00	
		Total	£222.00	£510.00	
NX3	With some part 2 or 3 storey in height and a total floor area not exceeding 40m ²	Fee	£280.00	£535.00	£1,018.75
		VAT	£56.00	£107.00	
		Total	£336.00	£642.00	
NX4	With some part 2 or 3 storey in height and a total floor area exceeding 40m ² but not exceeding 100m ²	Fee	£310.00	£695.00	£1,256.25
		VAT	£62.00	£139.00	
		Total	£372.00	£834.00	
<u>Alterations</u>					
NO1	Cost of work not exceeding £5000	Fee	£65.00	£145.00	£262.50
		VAT	£13.00	£29.00	
		Total	£78.00	£174.00	
NO2	Replacement windows, rooflights, roof windows or external glazed doors (not exceeding 20 units)	Fee	£65.00	£145.00	£262.50
		VAT	£13.00	£29.00	
		Total	£78.00	£174.00	
NO3	Renewable energy systems (not covered by an appropriate Competent Persons scheme)	Fee	£65.00	£145.00	£262.50
		VAT	£13.00	£29.00	
		Total	£78.00	£174.00	
NO4	Installation of new shop front	Fee	£65.00	£145.00	£262.50
		VAT	£13.00	£29.00	
		Total	£78.00	£174.00	
NO5	Cost of work exceeding £5000 but not exceeding £25000	Fee	£140.00	£270.00	£512.50
		VAT	£28.00	£54.00	
		Total	£168.00	£324.00	
NO6	Replacement windows, rooflights, roof windows or external glazed doors (exceeding 20 units)	Fee	£140.00	£270.00	£512.50
		VAT	£28.00	£54.00	
		Total	£168.00	£324.00	
NO7	Renovation of thermal elements	Fee	£140.00	£270.00	£512.50
		VAT	£28.00	£54.00	
		Total	£168.00	£324.00	
NO8	Installation of Raised Storage Platform within an existing building	Fee	£140.00	£270.00	£512.50
		VAT	£28.00	£54.00	
		Total	£168.00	£324.00	
NO9	Cost of works exceeding £25000 but not exceeding £100000	Fee	£200.00	£480.00	£850.00
		VAT	£40.00	£96.00	
		Total	£240.00	£576.00	
N10	Fit out of building up to 100m ²	Fee	£170.00	£425.00	£743.75
		VAT	£34.00	£85.00	
		Total	£204.00	£510.00	
N11	Cost of works exceeding £100000 but not exceeding £250000	Fee	£280.00	£665.00	£1,181.25
		VAT	£56.00	£133.00	
		Total	£336.00	£798.00	

Where Standard Charges are not applicable please contact Building Control on 01799 510539

Car Parking	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
<u>Saffron Walden</u>			
<i>Faircroft</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
3 Hours	2.00	2.00	Yes
<i>Common</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
3 Hours	2.00	2.00	Yes
<i>Rose & Crown</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
<i>Swan Meadow</i>			
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
6 Hours	2.50	2.50	Yes
9 Hours	3.50	3.50	Yes
Season Tickets (6 months)	175.00	175.00	Yes
Season Tickets (per annum)	300.00	300.00	Yes
<u>Coaches</u>			
5 Hours	3.00	3.00	Yes
9 Hours	6.00	6.00	Yes

Car Parking	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
<u>Great Dunmow</u>			
<i>WhiteStreet</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
5 Hours	2.40	2.40	Yes
9 Hours	3.50	3.50	Yes
Season Ticket (6 months)	175.00	175.00	Yes
Season Ticket (per annum)	300.00	300.00	Yes
<i>New Street/Chequers & Angel Lane</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
<i>Chequers</i>			
Season Ticket (6 months)	175.00	175.00	Yes
Season Ticket (per annum)	300.00	300.00	Yes
<u>Stansted Mountfitchet</u>			
<i>Lower Street</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
2 Hour	1.00	1.00	Yes
3 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
6 Hours	2.40	2.40	Yes
9 Hours	4.70	4.70	Yes
Coaches	6.00	6.00	Yes
Season Ticket - Commuter employed locally (6 months)	130.00	130.00	Yes
Season Ticket - Commuter employed locally (per annum)	250.00	250.00	Yes
Season Ticket - Commuter employed elsewhere (6 months)	320.00	320.00	Yes
Season Ticket - Commuter employed elsewhere (per annum)	620.00	620.00	Yes
<i>Crafton Street</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
9 Hours	3.00	3.00	Yes
Season Ticket - Commuter employed locally (6 months)	130.00	130.00	Yes
Season Ticket - Commuter employed locally (per annum)	250.00	250.00	Yes
Season Ticket - Commuter employed elsewhere (6 months)	220.00	220.00	Yes
Season Ticket - Commuter employed elsewhere (per annum)	420.00	420.00	Yes

Environmental Health	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
Food and Water Safety			
Food Safety course - level 2 certificate	80.00	80.00	No
Health Certificate for Export	90.00	90.00	No
Food disposal if required		at cost	Yes
Copy of Food Register - Whole - (hourly charge or part thereof)	70.00	N/A	No
Copy of Food Register - Single premises	25.00	N/A	No
Voluntary Surrender Certificate	80.00	90.00	No
Water Samples (Airport)	25.00	25.00	Yes
Private water supply sample collection fee (plus laboratory charges)	43.00	N/A*	Yes
Private water supply carrying out of Risk Assessment - per hour	54.00	N/A*	No
Investigation (each visit)	54.00	N/A*	No
* New Charging Structure for 2019/20			
Private water supply sampling and analysis under Regulation 10 (small supplies) - per visit (plus laboratory fee)	N/A*	46.00	Yes
Group A parameter sampling and analysis (large supplies) - per visit (plus laboratory	N/A*	46.00	Yes
Group B parameter sampling and analysis (large supplies) - per visit (plus laboratory	N/A*	92.00	Yes
Investigation (per hour)	N/A*	58.00	No
Risk Assessment (per hour)	N/A*	58.00	No
Analysis under reg 10	25.00	26.00	No
EIR information	111.00	113.00	No
Contaminated land	111.00	113.00	No
Officer charges for works in default - per hour	54.00	55.00	No
Chemical Water Samples on request	Charged at Cost	Charged at Cost	Yes

Imported Food Inspection Charges			
POAO per CVED (Products of animal origin) (per consignment)	180.00	180.00	No
POAO per additional CVED on same AWB	50.00	50.00	No
POAO per CVED Out of Hours additional fee (Products of animal origin)	75.00	75.00	No
Organic product certificate office hours	70.00	70.00	No
Organic product certificate out of office hours	250.00	250.00	No
High Risk NAO per CED (Non animal origin)	55.00	55.00	No
High Risk NAO sampling fee + laboratory charges	65.00	65.00	No
High Risk NAO per CED Out of Hours	65.00	65.00	No
High Risk NAO Out of Hours sampling fee + laboratory charges	95.00	95.00	No
High Risk destruction charge + disposal costs	60.00	60.00	No
IUU Catch Certificate EEA	25.00	25.00	No
IUU Catch Certificate non EEA	50.00	50.00	No
CED rejection fee	75.00	75.00	No
Consignment abandon fee	60.00	60.00	No
ID check - Weekdays	50.00	50.00	No
ID check - Weekends	85.00	85.00	No
Organics check - Weekdays	40.00	40.00	No
Organics check - Weekends	60.00	60.00	No
Melamine check	75.00	75.00	No
Destruction Supervision	55.00	55.00	No

Environmental Health	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
Animals			
Micro chipping - Pets - Microchip event	18.00	18.00	Yes
Stray dog - administrative costs (plus kennel and vet fees if applicable)	50.00	51.00	No
Stray dog - statutory fee	25.00	25.00	No

Other charges			
<u>HMO (Homes of Multiple Occupancy) Licensing Fees</u>			
HMO licence fee for up to 5 bedrooms *	717.00	N/A	No
HMO licence fee for up to 5 bedrooms * part 1 fee	N/A	510.00	No
HMO licence fee for up to 5 bedrooms * part 2 fee	N/A	571.00	No
HMO licence fee for 5 letting rooms or more - charge per additional room	27.50	30.00	No
HMO licence fee for up to 5 bedrooms - Renewal charge	N/A	571.00	No
HMO licence fee - Incomplete Application	N/A	30.00	No
Reminder letter on failure to apply for a licence	N/A	30.00	No
Variation of licence (i.e. change in address or new appointed manager)	N/A	9.00	No
Missed appointment	N/A	128.00	No
Any other correspondence such as sending out a final reminder letter	N/A	30.00	No
<p>* The total cost of licensing an HMO in 2019/20 with Uttlesford District Council is £1,081.00 and is payable in 2 parts. Part 1 fees are to be paid at the time of application to cover the costs of processing the application and inspecting the property. Part 2 fees are levied upon completion of the application process to cover the costs of running and enforcing the scheme. Applicants will need to ensure that Part 2 fees have been paid to the Council prior to the licence being issued.</p> <p>For 2019/20 a discount of 5% will be applied for valid applications that are received without a request from the Council. This will also apply to valid renewal applications received within the time specified by the Council.</p> <p>The licensing period is for 5 years from the date the application was made</p> <p>HMO Licensing fee charges will be subject to annual review from the 1st April each year</p>			
Housing Immigration Inspection	165.00	168.00	No
Housing improvement notice - fixed price	241.00	246.00	No
Suspended improvement notice - fixed price	241.00	246.00	No
Prohibition order - fixed price	241.00	246.00	No
Suspended prohibition order - fixed price	241.00	246.00	No
Emergency prohibition order - fixed price	241.00	246.00	No
Emergency remedial action notice - fixed price	241.00	246.00	No

Land Charges	2018/19 charge £	2019/20 charge £	Does the charge include VAT 2018/19
Note: Since March 2017 VAT has been payable on all charged searches aside from LLC1 enquiries.			
LLC1 Residential/Commercial	22.00	22.00	No
LLC1 Residential/Commercial extra parcels of land	4.50	4.50	No
CON29 - Residential	89.00	89.00	Yes
CON29 - Residential extra parcels of land	12.60	12.60	Yes
CON29 - Commercial	112.00	112.00	Yes
CON29 - Commercial extra parcels of land	12.60	12.60	Yes
LLC1 & CON29 - Residential	111.00	111.00	Yes
LLC1 & CON29 - Commercial	134.00	134.00	Yes
CON290*	18.00	18.00	Yes
* The following CON290 questions are free of charge: 6,7,10,11,12,13 & 14			
The current schedule of land charges can also be found at the Uttlesford District Council website:			
https://www.uttlesford.gov.uk/article/4913/Local-Land-Charges-and-Searches-fees			

Lifeline (Council Tenants and Private Residents)	2018/19 charge £	2019/20 charge £	Does the charge include VAT 2018/19
Lifeline units - Level 1 - Weekly charge - including evening and weekend emergency response visits	5.34	5.34	Yes*
Lifeline units - Level 2 - Extra Sensors (up to a maximum of 4, customers requiring more than 4 extra sensors will be charged at the rate of 50p per extra sensor)	6.61	6.54	Yes*
*a zero rating for VAT will apply if the customer can provide evidence that they have a disability			

Day Centres	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
<u>Thaxted</u>			
Meal	5.00	5.00	Yes
Hall hire per hour	8.00	8.00	Yes
Kitchen Hire per hire	10.00	10.00	Yes
Kitchen and hall hire together - per hire and the charge per hour	15.00 8.00	15.00 8.00	Yes Yes
<u>Takeley</u>			
Hall hire per hour	7.50	7.50	Yes
Kitchen Hire per hour	10.00	10.00	Yes
Kitchen and hall hire together - per hire and the charge per hour	10.00 7.50	10.00 7.50	Yes Yes

Democratic Services	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
Road closure order	N/A	36.00	Yes

Museum	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
<u>Museum Admission Charges</u>			
Admission Charge adult (over 18)	2.50	2.50	Yes
Admission Charge discount adult	1.25	1.25	Yes
Admission Charge children	0.00	0.00	N/A
Season Ticket adult	8.00	8.00	Yes
Season Ticket discount	4.00	4.00	Yes
<u>Museum Learning Services</u>			
Taught session for schools per pupil	3.00	3.00	Yes
Taught session for schools min group charge	48.00	48.00	Yes
Taught session in schools half-day (from September 2017)	120.00	120.00	Yes
Taught session schools whole day (from September 2017)	210.00	210.00	Yes
School and Reminiscence Loan Boxes per half term	18.00	18.00	Yes
School Loan, Reminiscence and Reference Boxes for max. of 1 week	12.00	12.00	Yes
Charge for craft activities per child	1.50	1.50	Yes
<u>Reproduction Charges</u>			
<u>Fee for providing images of collections for commercial publications</u>			
Printed image (books etc) on cover, East of England region	96.00	96.00	Yes
Printed image (books etc) inside, East of England region	45.00	45.00	Yes
Printed image (books etc) on cover, UK and international	126.00	126.00	Yes
Printed image (books etc) inside, UK and International	64.80	64.80	Yes
Website image, corporate / commercial use	72.00	72.00	Yes
Television, East of England region	60.00	60.00	Yes
Television, UK	78.00	78.00	Yes
Television, International	120.00	120.00	Yes
Supply of new image (in-house photography)	5.00	5.00	Yes
<u>Hire of premises (corporate and private)</u>			
Museum - Hire for first hour	75.00	75.00	No
Museum - Hire per hour after first hour	50.00	50.00	No
<u>Museum Evening Group Visits with talk or activity</u>			
Evening talk/ activity and viewing of galleries	78.00	78.00	Yes
<u>Museum Shirehill Store Group Visits and Workshops</u>			
Weekday daytime min charge (1 hr session + set-up/clear-up)	24.00	24.00	Yes
Weekday daytime charge per additional hour	18.00	18.00	Yes
Evening visit (per hour for 2017-18)	78.00	78.00	Yes
Saturday half-day	90.00	90.00	Yes
Saturday whole day	174.00	174.00	Yes
<u>Museum Staff lectures and talks at other venues</u>			
Talks for local groups, in Uttlesford or 20-mile radius of Saffron Walden	72.00	72.00	Yes
Talks for local groups, outside Uttlesford or 20 mile radius of Saffron Walden	84.00	84.00	Yes

Housing	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
<u>Garage Rents</u>			
Private (per week)	12.34	12.74	Yes
Tenants (per week)	10.28	10.62	No
<u>Sheltered Housing Scheme</u>			
Intensive Housing Management (IHM) (per week)	12.73	13.83	Yes
Housing Related Support (HRS) (per week)	4.61	4.67	Yes
<u>Allotments</u>			
Allotment per Rod (annually)	3.00	3.00	No
<u>Garden Welfare Services for Tenants</u>			
Regular Grass and Hedge Service (weekly charge)	3.60	3.60	Yes
Small one off Clearance	24.00	24.00	Yes
Large one off Clearance	54.00	54.00	Yes
<u>Guest Rooms - Sheltered Accomodation</u>			
Guest Room (per night)	18.00	18.00	Yes

Licensing	2018/19 charge £	2019/20 charge £	Does the charge include include VAT?
<u>Taxi Licensing</u>			
Drivers (licence valid for 3 years)			
- New Application	173.00	216.00	No
- Renewal	160.00	215.00	No
Drivers (licence valid for 2 years)			
- New Application	127.00	199.00	No
- Renewal	114.00	198.00	No
Drivers (licence valid for 1 years)			
- New Application	91.00	182.00	No
- Renewal	77.00	181.00	No
Operators (licence valid for 5 years)			
- New Application	427.00	477.00	No
- Renewal	420.00	476.00	No
Vehicles (licence valid for 1 year)			
- New Application	58.00	108.00	No
- Renewal	47.00	96.00	No
Vehicle Licence Transfer Fee	40.00	100.00	No
CRB checks	Charged at cost	Charged at cost	No
<u>Caravan Site Licence Fees</u>			
<u>New Applications</u>			
1-5 pitches	405.00	405.00	No
6-10 pitches	405.00	405.00	No
11-20 pitches	486.00	486.00	No
21-50 pitches	569.00	569.00	No
51-100 pitches	747.00	747.00	No
>100 pitches	810.00	810.00	No
<u>Other Licences</u>			
Skin piercing premises & 1 person	180.00	180.00	No
Skin piercing additional person	10.00	10.00	No
Skin piercing additional Treatment (at same time)	N/A	35.00	No
Additional ear piercing operator added at a later date	40.00	40.00	No
Additional operator added at a later date (other)	60.00	60.00	No
Additional treatment added at a later date	70.00	70.00	No
<u>Scrap Metal</u>			
Grant of a site or collectors licence	367.00	367.00	No
- each additional site after first site	192.00	192.00	No
Renewal of a site or collectors licence	322.00	322.00	No
- each additional site after first site	192.00	192.00	No
Variation of a site or collectors licence	130.00	130.00	No
- each additional site being added to the licence	322.00	322.00	No
<u>Alcohol Licensing Act 2003</u>			
For the current schedule of statutory fees, please visit the Uttlesford District Council website:			
https://www.uttlesford.gov.uk/article/5519/Licensing-Act-2003-personal-licence			
https://www.uttlesford.gov.uk/article/5518/Licensing-Act-2003-premises-licence			
<u>Gambling Act 2005</u>			
For the current schedule of fees, please visit the Uttlesford District Council website:			
https://www.uttlesford.gov.uk/media/2834/Gambling-Act-2005-Fees/pdf/Gambling_Act_2005_Fees.pdf			

Licensing	2018/19	2019/20 charge		Re-inspection	Variation	Does the charge include VAT?
	charge	Part A* fee	Part B* fee			
	£	£	£	£	£	
Licences						
Animal boarding establishment (cattery, kennel, dog day care)*	174.00	271.00	176.00	129.00	20.00	No
Riding Establishments *	245.00	334.00	188.00	181.00	20.00	No
Home boarding *	141.00	185.00	192.00	129.00	20.00	No
Dog breeding establishment *	141.00	250.00	176.00	129.00	20.00	No
Pet shop *	141.00	271.00	179.00	129.00	20.00	No
Dangerous wild animals *	276.00	Quote on application (based on a 2 year licence)				No
Zoo licence (5 years) *	717.00	Quote on application (based on a 5 year licence)				No
Keeping or Training Animals for Exhibition *	N/A	Quote on application (based on a 5 year licence)				No
* Part A fees need to be paid on application. Part B fees are paid on issuing report & confirmation of the licence and rating.						
The issuing of the license will occur following payment of Part B fees.						
For licenses where there is more than one activity, the fee will be based on the applicant's main business activity as judged by the inspecting officer.						
Additional charges will be applied for secondary activities as outlined below.						
Additional Costs						
Cattery, Kennel, Dog Day Care	N/A	61.00				No
Riding Establishments	N/A	123.00				No
Home Boarders	N/A	61.00				No
Breeders	N/A	61.00				No
Pet Shop	N/A	61.00				No
Keeping or Training Animals for Exhibition	N/A	Quote on application				No
Vets fees to be recharged to the operator + Administration costs of £7.50 for Horse Riding Establishments and new breeders only						

Planning Applications

For the current schedule of planning application fees, please visit the Uttlesford District Council website:

<http://www.uttlesford.gov.uk/article/4864/Planning-Application-Fees>

Other Planning fees and charges	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
Documents provided under Local Government Access to Information Act 1985	10p a sheet plus £25 per	10p a sheet plus £25 per	Yes
Documents - TPO, BPN, LB	hour if job	hour if job	
Planning & Building Regulation Decision Notices	exceeds 1 hour	exceeds 1 hour	
Uttlesford Local Plan Adopted 2005	25.00	25.00	Yes
Emerging Local Plan	N/A	75.00	Yes
Confirmation regarding Agricultural Ties	24.00	42.00	Yes
An administrative pre application submission check for householder applications	N/A	35.00	No

Planning Pre-application advice	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
<u>Householder</u>			
Written Advice	60.00	N/A*	Yes
Meeting 1/2 hr and written advice	150.00	N/A*	Yes
Listed Building written advice	175.00	N/A*	Yes
Listed Building meeting 1 hr and written advice	300.00	N/A*	Yes
<u>Non-Residential inc. change of use</u>			
less than 1000 sq. m. written	150.00	N/A*	Yes
less than 1000 sq. m. meeting	300.00	N/A*	Yes
1000-1999 sq.m. written	300.00	N/A*	Yes
1000-1999 sq.m. meeting	750.00	N/A*	Yes
2000 - 4999 sq. m. meeting	1250.00	N/A*	Yes
Over 5000 sq. m.	POA	N/A*	Yes
<u>Residential</u>			
1 dwelling	250.00	N/A*	Yes
1 Listed dwelling	400.00	N/A*	Yes
2-9 dwellings	500.00	N/A*	Yes
10-30 dwellings	1000.00	N/A*	Yes
31-100 dwellings	1650.00	N/A*	Yes
101-300 dwellings	2400.00	N/A*	Yes
Planning Performance Agreements (PPAS)	N/A	N/A*	Yes
* New Charging Structure for 2019/20 see next table			

Planning Pre-application advice	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
* New Charging Structure for 2019/20			
Householder - Written Advice only	N/A*	100.00	Yes
- Meeting 1 hr and written advice	N/A*	150.00	Yes
- Follow up advice	N/A*	75.00	Yes
Householder/Heritage/ Listed building Consent			
- Meeting 1 hr and written advice	N/A*	300.00	Yes
- Follow up advice	N/A*	150.00	Yes
MINOR development			
- Written Advice only	N/A*	150.00	Yes
- Meeting 1 hr and written advice	N/A*	350.00	Yes
- Follow up advice	N/A*	150.00	Yes
MINOR development and Heritage advice			
- Written Advice only	N/A*	250.00	Yes
- Meeting 1 hr and written advice	N/A*	450.00	Yes
- Follow up advice	N/A*	200.00	Yes
Strategic MAJOR (Residential development of 100+ and commercial developments of 5,000+ square metres of floor space or on sites over 3 hectares)			
- Meeting 1 hr and written advice	N/A*	2400.00	Yes
- Follow up advice	N/A*	865.00	Yes
Strategic MAJOR (Residential development of 100+ and commercial developments of 5,000+ square metres of floor space or on sites over 3 hectares) including Heritage Advice			
- Meeting 1 hr and written advice	N/A*	2700.00	Yes
- Follow up advice	N/A*	1015.00	Yes
Large Scale MAJOR (Residential development of 50-99 dwellings and commercial developments of 2,000-4,999 square metres of floor space or on sites of 2-3 hectares)			
- Written Advice only	N/A*	860.00	Yes
- Meeting 1 hr and written advice	N/A*	1360.00	Yes
- Follow up advice	N/A*	680.00	Yes
Large Scale MAJOR (Residential development of 50-99 dwellings and commercial developments of 2,000-4,999 square metres of floor space or on sites of 2-3 hectares) including Heritage Advice			
- Written Advice only	N/A*	1010.00	Yes
- Meeting 1 hr and written advice	N/A*	1660.00	Yes
- Follow up advice	N/A*	830.00	Yes
Small Scale MAJOR (Residential development of 10 - 49 dwellings and commercial developments of 1,000-1,999 square metres of floor space or on sites of 1 - 2 hectares)			
- Written Advice only	N/A*	540.00	Yes
- Meeting 1 hr and written advice	N/A*	990.00	Yes
- Follow up advice	N/A*	495.00	Yes
Small Scale MAJOR (Residential development of 10 - 49 dwellings and commercial developments of 1,000-1,999 square metres of floor space or on sites of 1 - 2 hectares) and Heritage Advice			
- Written Advice only	N/A*	690.00	Yes
- Meeting 1 hr and written advice	N/A*	1290.00	Yes
- Follow up advice	N/A*	645.00	Yes
Planning Performance Agreements (PPAs)	POA	POA	
High Hedge Complaints	265.00	500.00	Yes

Saffron Walden Offices	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
<u>Room charges - non wedding - minimum 2 hour charge applies</u>			
Room hire - Flitch (Chairman's room) (per hour)	30.00	35.00	Yes
Room hire - Flitch (Chairman's room) (per hour) Charity Rate	24.00	30.00	Yes
Room hire - Cutlers (Committee room) (per hour)	60.00	65.00	Yes
Room hire - Cutlers (Committee room) (per hour) Charity Rate	24.00	40.00	Yes
Room hire - Gibson (Council Chamber) (per hour)	78.00	85.00	Yes
Room hire - Gibson (Council Chamber) (per hour) Charity Rate	48.00	55.00	Yes
Refreshments - per 10 people	13.20	18.00	Yes
Tenants (Flitch Room) (per hour)	24.00	25.00	Yes
Tenants (Cutlers Room) (per hour)	24.00	30.00	Yes
Tenants (Gibson Room) (per hour)	48.00	50.00	Yes
<u>Room charges - wedding</u>			
Flitch (Chairman's Room) Mon-Thur	74.00	108.00	Yes
Flitch (Chairman's Room) Friday	114.00	156.00	Yes
Chairman's Room Saturday a.m.	149.00	N/A	Yes
Chairman's Room Saturday p.m.	175.00	N/A	Yes
Chairman's Room Sunday/B.Holiday	250.00	N/A	Yes
Committee Room Mon-Thur	100.00	N/A	Yes
Committee Room Friday	140.00	N/A	Yes
Committee Room Saturday a.m.	175.00	N/A	Yes
Committee Room Saturday p.m.	200.00	N/A	Yes
Committee Room Sunday/B.Holiday	275.00	N/A	Yes
Council Chamber Mon-Thur	150.00	N/A	Yes
Council Chamber Friday	190.00	N/A	Yes
Council Chamber Saturday a.m.	225.00	N/A	Yes
Council Chamber Saturday p.m.	250.00	N/A	Yes
Council Chamber Sunday/B.Holiday	300.00	N/A	Yes
Chamber + Chairman's Mon-Thur	175.00	N/A	Yes
Chamber + Chairman's Friday	265.00	N/A	Yes
Chamber + Chairman's Saturday a.m.	325.00	N/A	Yes
Chamber + Chairman's Saturday p.m.	375.00	N/A	Yes
Chamber + Chairman's Sunday/B.Holiday	500.00	N/A	Yes
Chamber + Committee Mon-Thur	200.00	N/A	Yes
Chamber + Committee Friday	280.00	N/A	Yes
Chamber + Committee Saturday a.m.	350.00	N/A	Yes
Chamber + Committee Saturday p.m.	400.00	N/A	Yes
Chamber + Committee Sunday/B.Holiday	550.00	N/A	Yes

Print Room	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
Printing services for town & parish councils, voluntary organisations, clubs & societies. Hourly charge. Materials charged on top. * Addition of VAT varies depending on what is being printed.	41.50	41.50	No*

Refuse Collection & Recycling	2018/19 charge £	2019/20 charge £	Does the charge include VAT?
Kerbside Garden Collection	40.00	N/A*	No
<u>Bulky Waste Collection Service</u>			
Minimum charge for 2 items	17.50	17.50	No
Each additional item	8.75	8.75	No
Waste Electrical Equipment Collection Services (1 item)	17.50	17.50	No
Each additional item	N/A	8.75	No
<u>Garden Waste Collection Service</u>			
240 litre wheeled bin (online payment or DD)	40.00	35.00	No
240 litre wheeled bin (Cheque or telephone payment)	N/A	45.00	No
Bin delivery charge	20.00	22.00	No
Waste container supply and delivery (new developments)			
Full set of containers, Green lidded bin, Grey lidded bin, Food Caddy	N/A	50.00	No
Town/Parish Council Garden Waste weekend collection (per hour)	66.00	68.00	No
<u>Trade Waste Collection and Disposal Charges</u>			
Trade sacks (3 cubic feet)	2.07	3.00	No
Bins 180 litres	3.22	6.00	No
Bins 240 litres	5.71	8.00	No
Bins 660 litres	13.22	13.22	No
Eurobins 1100 litres	20.39	20.39	No
6 cu yd	124.56	N/A	No
8 cu yd	146.70	154.04	No
Light Containers - 12 cubic yard	146.70	154.04	No
Heavy Containers - 12 cubic yard	229.90	241.40	No

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