

**Committee:** Budget Planning Committee  
**Date:** Tuesday 7 October 2014  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

### Membership

|   |  |
|---|--|
| <b>Councillor Nicholas Mawer (Chairman)</b> | <b>Councillor Douglas Webb (Vice-Chairman)</b> |
| <b>Councillor Ken Atack</b>                 | <b>Councillor Carmen Griffiths</b>             |
| <b>Councillor Timothy Hallchurch MBE</b>    | <b>Councillor Mike Kerford-Byrnes</b>          |
| <b>Councillor Melanie Magee</b>             | <b>Councillor Alastair Milne Home</b>          |
| <b>Councillor Nigel Randall</b>             | <b>Councillor Barry Richards</b>               |
| <b>Councillor Barry Wood</b>                | <b>Councillor Sean Woodcock</b>                |

## AGENDA

1. **Apologies for Absence and Notification of Substitute Members**

2. **Declarations of Interest**

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3. **Urgent Business**

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

4. **Minutes** (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting held on 9 September 2014.

**5. Chairman's Announcements**

To receive communications from the Chairman.

**6. Budget Strategy 2015 to 2016 and Beyond (Pages 5 - 16)**

Report of Director of Resources

**Purpose of report**

To inform the Budget Planning Committee of the service and financial planning process for 2015-16, the 2015-16 budget strategy and the budget guidelines for service managers to enable the production of the 2015-16 budget. This report is being presented to Executive on 6 October.

The report includes an update on: the most recent Medium Term Revenue Plan (MTRP); the Council Tax Reduction Scheme for 2015-16; and the Council's approach to Business Rates pooling for 2015-16.

**Recommendations**

Budget Planning Committee is recommended to note the contents of the report and to note the recommendations made to Executive on 6 October

**7. Capital Programme - Use of Contingency (Pages 17 - 20)**

Report of Director of Resources

**Purpose of report**

To propose a means of operating a capital contingency within the council's current capital programme.

**Recommendations**

The meeting is recommended to note and consider the contents of this report.

**8. Business Support Unit**

Verbal update from the Director of Resources

**9. Work Programme 2014 - 15 (Pages 21 - 22)**

To review and note the Committee Work Programme.

**10. Fees and Charges Review 2015-16 (Pages 23 - 38)**

Report of Director of Resources

**\*\*Please note that Appendix v to the report is exempt\*\***

## **Purpose of the Report**

The report summarises the proposed fees and charges to be built into the 2015-16 revenue budget for council products and services.

## **Recommendations**

The meeting is recommended to:

- 1.1 Consider the contents of this report.

## **11. Exclusion of Press and Public**

The following item contains exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

- 1 – Information relating to any individual
- 2 – Information which is likely to reveal the identity of an individual
- 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following item has been marked as exempt, it is for the meeting to decide whether or not to consider it in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

“That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraphs 1, 2 and 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

## **12. Fees and Charges Review 2015-16 - Exempt Appendix (Pages 39 - 40)**

**Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.**

## **Information about this Meeting**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or 01327 322043 prior to the start of the meeting.

### **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

### **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### **Evacuation Procedure**

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

### **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

### **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.

### **Queries Regarding this Agenda**

Please contact Emma Faulkner, Democratic and Elections  
[emma.faulkner@cherwellandsouthnorthants.gov.uk](mailto:emma.faulkner@cherwellandsouthnorthants.gov.uk), 01327 322043

**Sue Smith**  
**Chief Executive**

Published on Monday 29 September 2014

# Agenda Item 4

## Cherwell District Council

### Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 9 September 2014 at 6.30 pm

- Present: Councillor Nicholas Mawer (Chairman)  
Councillor Douglas Webb (Vice-Chairman)  
Councillor Ken Atack  
Councillor Timothy Hallchurch MBE  
Councillor Mike Kerford-Byrnes  
Councillor Melanie Magee  
Councillor Alastair Milne Home  
Councillor Nigel Randall  
Councillor Barry Richards
- Substitute Members: Councillor Matt Johnstone (In place of Councillor Sean Woodcock)  
Councillor Nicholas Turner (In place of Councillor Barry Wood)
- Apologies for absence: Councillor Carmen Griffiths  
Councillor Barry Wood  
Councillor Sean Woodcock
- Officers: Martin Henry, Director of Resources / Section 151 Officer  
Balvinder Heran, Joint Head of ICT Business Services  
Nicola Jackson, Corporate Finance Manager  
Jenny Barker, Major Developments Team Leader  
Emma Faulkner, Democratic and Elections Officer

#### 22 **Declarations of Interest**

There were no declarations of interest.

#### 23 **Urgent Business**

There were no items of urgent business.

#### 24 **Minutes**

The Minutes of the meeting of the Committee held on 29 July 2014 were confirmed as a correct record and signed by the Chairman.

#### 25 **Chairman's Announcements**

There were no Chairman's announcements.

26 **Section 106 Obligations**

The Committee received a report from the Head of Development Management which gave details of the Section 106 process for planning applications.

In response to questions from the Committee, the Team Leader Development Control and Major Developments explained that if management of an asset such as a village hall or green space had not passed to the relevant town or parish Council, or a management company during the time specified in the section 106 agreement then financial responsibility would fall to the District Council. The Director of Resources added that it would be achieved by a growth bid coming forward, and he wasn't aware of any such bids having been made.

**Resolved**

- (1) That the report be noted

27 **Joint ICT Business Service - Progress with Capital Programmes and Summary of Future Bids**

The Committee received a report which detailed progress on capital programmes and future bids within the joint ICT Business Service.

The Committee agreed that the detailed descriptions provided in section 5 of the report helped provide a clearer understanding of the IT replacement process, and commented that the anticipated savings associated with video conferencing were good to see.

**Resolved**

- (1) That the report be noted, and appropriate recommendations be made to Executive as part of the 2015/16 budget setting process.

28 **Quarter 1 Financial Performance**

The Committee considered the report of the Director of Resources, which summarised financial performance for the first quarter of the 2014-2015 financial year.

In response to questions from the Committee regarding car park income, the Corporate Finance Manager agreed to circulate more detailed information after the meeting.

The Committee commented that it was helpful to see the history of the slipped capital bids, and agreed that questions needed to be asked of relevant Heads of Service where slippage had occurred over several years.

**Resolved**

- (1) That the projected revenue and capital position at June 2014 be noted
- (2) That the contents and progress against the Corporate Procurement Action Plan be noted
- (3) That relevant Heads of Service be invited to the October/November meetings of the Committee to discuss capital budget slippage

29 **Work Programme 2014-15**

The Committee considered the draft Work Programme for 2014/15.

**Resolved**

- (1) That the work plan be noted

30 **Exclusion of Press and Public**

**Resolved**

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

31 **Medium Term Financial Strategy**

The Director of Resources circulated an updated spread sheet showing Medium Term Revenue Plan Assumptions for the period 2015-16 to 2019-20.

**Resolved**

- (1) That the update be noted

The meeting ended at 8.35 pm

Chairman:

Date:

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## Cherwell District Council

### Budget Planning Committee

7 October 2014

|  |
|--|
| <b>Budget Strategy 2015 to 2016 and Beyond</b> |
|--|

### Report of Director of Resources

This report is public

#### **Purpose of report**

To inform the Budget Planning Committee of the service and financial planning process for 2015-16, the 2015-16 budget strategy and the budget guidelines for service managers to enable the production of the 2015-16 budget. This report is being presented to Executive on 6 October.

The report includes an update on: the most recent Medium Term Revenue Plan (MTRP); the Council Tax Reduction Scheme for 2015-16; and the Council's approach to Business Rates pooling for 2015-16.

#### **1.0 Recommendations**

Budget Planning Committee is recommended to note the contents of the report and to note the recommendations made to Executive on 6 October as follows:

- 1.1 Note the updated MTRP for the Council's revenue budget for 2015-16 to 2019-20.
- 1.2 Endorse the overall 2015-16 budget strategy and service and financial planning process set out in the report.
- 1.3 Consider and agree the proposed budget guidelines and timetable for 2015-16 (Appendices 1 and 2).
- 1.4 Agree to consult on the retention of the current Council Tax Reduction Scheme (CTRS) for 2015-16 and delegate authority to the Director of Resources in consultation with the lead member for Financial Management to make the final decision on the scheme.
- 1.5 Delegate authority to the Director of Resources in consultation with the lead member for Financial Management to make the final decision on Business Rates pooling for 2015-16.

## **2.0 Introduction**

- 2.1 The service and financial planning process is underpinned by a robust evidence base that is used to inform decision making. This evidence base includes a social and demographic profile of the district based on the 2011 Census, local ward profiles and a corporate consultation programme.
- 2.2 The consultation programme is comprised of an annual customer satisfaction survey and a budget survey to understand priorities for service expenditure. The survey is statistically representative and produces robust information regarding residents' budget priorities and satisfaction with the different services the Council provides. The information, refreshed annually, provides a sense of trend and captures new issues that need to be taken into account when service and financial planning.
- 2.3 The results of the public consultation are used to develop a prioritisation framework which, alongside the corporate strategy, medium term revenue plan and the corporate plan, provides the context for budget setting and service planning.
- 2.4 The Council needs to set guidelines and a timetable for the preparation of draft estimates for 2015-16. These guidelines should support the objectives contained in the Council's Business Plan, Service Plans and enable an update to the Medium Term Financial Strategy.
- 2.5 In the context of the current challenging economic climate, the council (alongside local residents and businesses) is experiencing the effects of the economic downturn. We have made a public promise to reduce expenditure by £0.5m in 2014-15 and as such it is important we continue to plan for a period of prudent budgeting.
- 2.6 The attached guidelines in Appendix 1 proposed for the coming year provide a framework to deliver a balanced budget for 2015-16.
- 2.7 The budget timetable is attached at Appendix 2.
- 2.8 Updates to this report will be brought before Executive and Council between December 2014 and February 2015.

## **3.0 Report Details**

### **2015-16 Budget Strategy, Budget Guidelines and Timetable**

- 3.1 The Council needs to set guidelines and a timetable for the preparation of draft estimates for 2015-16. These guidelines should support the objectives contained in the Business Plan, Service Plans and the Medium Term Financial Strategy.
- 3.2 The attached guidelines in Appendix 1, proposed for the coming year, provide a framework to identify areas of potential cost reductions across the organisation informed by public consultation, previous investment and strategic priorities.
- 3.3 The associated budget timetable is detailed in Appendix 2.

3.4 Council will be asked to agree the 2015-16 budget and corporate plan (and the service plans that underpin delivery) at their meeting in February 2015.

### **Medium Term Financial Strategy**

3.5 We update our medium financial strategy and model scenarios with the Executive members and Joint Management Team to test our planning rigorously. All known cost pressures are built into the model and assumptions are made for unknown pressures. This modelling leads directly to a target for cost reduction around 18 months ahead of the savings being required. The target to be achieved during 2014-15 is £0.5m – our public promise.

3.6 There are a number of medium term pressures facing the Council, which will require increasing efficiencies or a change in the Council’s budget strategy to deliver a balanced budget. The restrictions on increases in council tax are expected to remain. It is therefore expected that future budgets will remain under significant pressure with a growing emphasis on prioritisation, efficiency, innovation and collaboration in service delivery. The Council may therefore face difficult decisions in later years in order to sustain a balanced budget over the medium term. One of the most significant pressures facing the council over the medium term is the further reductions to the government’s Revenue Support Grant. It is anticipated that this will severely diminish over the medium term and the Council must respond to this likely reduction.

3.7 As part of the development of the MTFs and budget, analysis is undertaken of the key financial assumptions on which the budget will be based. The key areas covered included:

- Economic factors, such as inflation
- Treasury Management, including interest rates
- Demographic pressures on spending
- Asset Management, including a review of the Council’s portfolio
- Other spending pressures opportunities (revenue and capital).

3.8 The latest medium term revenue projections are summarised below.

|                     | £m      | £m      | £m      | £m      | £m      |
|---------------------|---------|---------|---------|---------|---------|
| Cumulative forecast | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 |
| Savings requirement | 1.6     | 3.4     | 4.8     | 5.1     | 5.5     |

NB The position is cumulative and assumes no actions are taken to address each in year deficit.

3.9 The financial forecasting process is dynamic and changes on a regular basis given emerging priorities, changes in demand for services, changes in external factors and therefore these figures are subject to further change prior to finalisation of the budget for 2015-16 but give an indication of the challenges currently being faced by the Council.

3.10 There are emerging potential pressures on the recycling income budget. In addition, the council is looking at an Asset Management Plan to be able to maximise the return on its assets.

## **Council Tax Reduction Scheme**

- 3.11 In 2013-14 the decision was taken across Oxfordshire to replicate the previous Council tax benefit scheme through the new Council Tax Reduction Scheme (CTRS).
- 3.12 For Cherwell, the impact was broadly cost neutral in 2013-14 and 2014-15 as the number of discounts offered was reduced in order to mitigate the costs of remaining with the default scheme. It was agreed that for 2015-16 the position would be reviewed and authorities would determine their approach to take in Year 3.
- 3.13 The latest estimates show that the current scheme for 2015-16 would also be cost neutral after taking account of discounts.
- 3.14 Any change to the scheme would have implementation costs and could lead to a reduction in Council Tax collection rates. It is therefore proposed to consult both customers and major preceptors on the retention of the current scheme.

## **Business Rates Pooling**

- 3.15 In 2013-14, Cherwell, West Oxfordshire and Oxfordshire County Council entered into a business rate pool for 2014-15. This was because the financial benefits of the arrangement outweighed the risks associated with them if all authorities in Oxfordshire participated.
- 3.16 Cherwell and West Oxfordshire are growth authorities so the amount of levy paid to the government is minimised resulting in a greater share kept locally than would otherwise be the case.
- 3.17 It also means that if there was a significant reduction in businesses across the District, then the safety net (which provides financial assistance in declining areas) would not be provided as early as would otherwise be the case.
- 3.18 The existing governance arrangements require pooled authorities to give one month's notice if they wish to withdraw from the pool.
- 3.19 It is recommended that in principle we show support for continuing within the pool and carry out more detailed work to confirm the financial benefits of doing so.

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 It is recommended that:
- the contents of this report are noted

## **5.0 Consultation**

Cllr Ken Atack – Lead member  
for Financial Management

Cllr Atack is content with the report and  
supportive of the recommendations contained  
within it.

## **6.0 Alternative Options and Reasons for Rejection**

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To disagree with the recommendations set out above. This is rejected as it will unnecessarily delay the formulation of the detailed budget for 2015-16.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 These are contained in the body of the report. There are no direct costs or other direct financial implications arising from this report.

Comments checked by: Nicola Jackson, Corporate Finance Manager  
01295 221731 [nicola.jackson@cherwellandsouthnorthants.gov.uk](mailto:nicola.jackson@cherwellandsouthnorthants.gov.uk)

### **Legal Implications**

- 7.2 A local authority must budget so as to give a reasonable degree of certainty as to the maintenance of its services. In particular, local authorities are required by section 31A of the Local Government Finance Act 1992 to calculate as part of their overall budget what amounts are appropriate for contingencies and reserves. The Council must ensure sufficient flexibility to avoid going into deficit at any point during the financial year. The Chief Financial Officer is required to report on the robustness of the proposed financial reserves.

The Council Tax Reduction Scheme was the subject of legal advice before it was introduced for 2013-14.

Any NNDR pooling arrangement would be the subject of a formal legal agreement and relevant advice would be given or externally procured in order to ensure the protection of the Council's financial interests.

Comments checked by: Kevin Lane, Head of Law and Governance  
0300 0030107 [kevin.lane@cherwellsouthnorthants.gov.uk](mailto:kevin.lane@cherwellsouthnorthants.gov.uk)

### **Risk management**

- 7.3 The Council is required to set both revenue and capital budgets. Failure to adopt a budget strategy and MTFS increases the risks of the Council being unable to balance its budget, deliver service priorities and its savings targets over the medium term. Failure to integrate the preparation of these budgets with service priorities and planning will compromise the Council's ability to deliver on its strategic objectives.

Comments checked by: Louise Tustian, Acting Corporate Performance Manager  
01295 221786 [louise.tustian@cherwellandsouthnorthants.gov.uk](mailto:louise.tustian@cherwellandsouthnorthants.gov.uk)

## Equality and Diversity

- 7.4 Impact assessments will be carried out in advance of formulation of budget proposals.

Comments checked by: Louise Tustian, Acting Corporate Performance Manager  
01295 221786 louise.tustian@cherwellandsouthnorthants.gov.uk

## 8.0 Decision Information

### Key Decision

**Financial Threshold Met:** Yes

**Community Impact Threshold Met:** Yes

### Wards Affected

All

### Links to Corporate Plan and Policy Framework

All

### Lead Councillor

Councillor Ken Atack – Lead Member for Financial Management

## Document Information

| Appendix No         | Title  |
|---------------------|--|
| 1                   | Proposed Budget Guidelines 2015-16           |
| 2                   | Budget Timetable 2015-16                     |
| Background Papers   |  |
|                     |  |
| Report Author       | Paul Sutton, Head of Finance and Procurement |
| Contact Information | 01295 221634                                 |

## GUIDELINES FOR THE PREPARATION OF THE 2015/16 BUDGET

### Principles

- Protect Frontline Services
- Focus attention on corporate and service priorities and improving performance
- Maximise joint working potential
- Maximise procurement opportunities and contract negotiations

These budget guidelines have been developed within a consistent corporate framework to ensure:

- implementation of agreed savings and efficiency proposals
- resources are allocated to Council priorities
- inappropriate competition between services for resource allocations is minimised
- there is a transparent method for charging a fair cost between internal Council services.

The guidelines are designed to positively encourage managers and elected members to do the following:

- bring forward ideas and options to make more effective use of existing resources, clearly identifying how the ideas may develop over a 3-year period, including any requirements for pump priming money.
- link the budget setting process to Service Plans and the requirement for the identification of options, which will produce efficiency savings.
- focus attention on corporate and service priorities and improving performance.

### Budget Deliverables

1. Prepare and submit draft revenue estimates for 2015/16 and the next 4 years (5 year forecast) which fully reflect the service priority and consultation event findings and match the current duration of the MTFS.
2. Prepare and submit a draft 5 year capital programme. All schemes to carry a full project appraisal including strategic objective, priority, value for money assessment, and details of any revenue impacts. All capital project appraisals will be validated by the Budget Planning Committee. All schemes previously approved to start in 2014/15 and onwards will be carried through for consideration.
3. The 2014/15 projected outturn at September 2014, adjusted to take account of the full year effect of savings identified in setting the 2015/16 budget, and one off items will be assumed to be the “**base budget**”.

## Budget Timetable

The revenue and capital budget is agreed by full Council before 11 March each year. The 2015/16 budget will be considered at Council in February 2015.

## Revenue Budget Guidelines

### Income

In building income budgets it is essential that a realistic assessment of income achievement is undertaken. Budget holders should use their knowledge of past trends and current market conditions in assessing income levels for the future and the scope for increases in fees and charges.

It is important to look at not only financial information but also non-financial information such as activity data on customer usage and trends to help build realistic income estimates.

Variations to the existing approved budget for income must be clearly identified and explained.

Variations in fees and charges need to be considered taking into account the Council's priorities and objective to ensure that proposals are consistent with these priorities and objectives.

### Growth

- It is the aspiration that the net impact of all growth items should be **ZERO**.
- Growth arising from changes in legislation / regulation or service planning will **ONLY** be allowed if it is fully funded by transferring resources within the same service or from within the same Directorate. Any such transfer either within the same service or the same Directorate can only come from demonstrably lower priority services. A growth proforma should be completed detailing full requirements.

**Financial assumptions** - should be used in estimating changes in expenditure and income over the medium term.

- Provide for general inflation in 2014/15 on all expenditure (excl payroll) and fees and charges as per forecasts in our MTFS model and will be used in the budget module as below:

| Year    | CPI % |
|---------|-------|
| 2015/16 | 2.7%  |
| 2016/17 | 2.7%  |
| 2017/18 | 2.7%  |
| 2018/19 | 2.7%  |
| 2019/20 | 2.7%  |

Current CPI at September 2014 is 1.5%



- Payroll – payroll inflation is included at the following levels:

| Year    | %    |
|---------|------|
| 2015/16 | 2.0% |
| 2016/17 | 2.0% |
| 2017/18 | 2.0% |
| 2018/19 | 2.0% |
| 2019/20 | 2.0% |

- Council Tax should be forecasted with 0% increases and held at 2010/11 levels.

| Year    | CPI % |
|---------|-------|
| 2015/16 | 0%    |
| 2016/17 | 0%    |
| 2017/18 | 0%    |
| 2018/19 | 0%    |
| 2019/20 | 0%    |

- Interest rates should be forecasted as below:

| Year    | Average Interest Rate |
|---------|-----------------------|
| 2015/16 | 0.75%                 |
| 2016/17 | 0.75%                 |
| 2017/18 | 0.75%                 |
| 2018/19 | 0.75%                 |
| 2019/20 | 0.75%                 |

***All financial indices above are subject to further review in the budget process and may be subject to change.***

### **Savings**

Each Directorate is required to work up a full range of budget savings options at 10%, 15% and 20%. These options will be presented as potential Budget savings. A standard template is provided (requesting information on lead-in times, one off costs and impact on priorities, services and policies).

Directorates are encouraged to be “free thinking” in drawing up options which:

- identify opportunities for new efficiency savings.
- identify areas with reducing levels of income and identify opportunities for reducing corresponding expenditure.
- challenge current methods of service delivery and identify alternative ways of providing services.
- challenge existing policies and service levels so a complete range of service reductions are identified.
- have considered every issue relating to the potential saving (including lead-in times, one-off costs and impact on services and policies).

- have considered the statutory requirement to provide the service and at what minimum level, or whether the service is discretionary.
- Explicitly consider if there is scope for efficiencies via closer working with other local authorities particularly in light of our own, South Northants and Stratford closer working.

### **Capital programme Guidelines**

- Capital resources are reducing over the life of the MTFs. The development of 5-year rolling capital programme and resources should be drawn up within the context of the following objectives:
  1. The generation of additional reserves and balances, with appropriate contingencies.
  2. Opportunities to invest to save.
  3. Maintaining Council assets and the Council's infrastructure to agreed standards.
- A capital project appraisal is required for each bid and this will be validated by the Budget Planning Committee who will make recommendations for schemes to be included in the 2015/16 capital programme. All schemes previously approved to start in 2015/16 and onwards will be carried through for consideration.

### **Procurement**

When setting both the 2015/16 budget and future years, regard should be given to the Corporate Procurement Strategy and the Council's Contract Procedure rules. In particular, budgets and projections should be based on Corporate and agreed framework contracts. Further advice and guidance can be obtained from the Council's Procurement Team.

### **Risk**

The budget process is fundamental to the Council's financial management regime and Members need to be assured that all pertinent issues are properly considered when making key decisions on the Council's future finances.

In drawing up revenue budget proposals, risk assessments should be undertaken to test the robustness of proposals and to identify key factors which may impact on the proposals put forward. Where appropriate action plans should be put in place to manage/mitigate the risks identified – this may include a risk provision within the budget which can be calculated by your service accountant.

With a £14m Revenue Budget covering all the Council's services and activities, the potential for an issue to be missed or not considered properly will always be there. The budget process is designed to minimise this risk and throughout the process there are frequent meetings with Joint Management Team and Executive to review.

## 2015-16 Budget Setting and Business Planning Timetable

| <b>Date</b> | <b>CDC</b>  |
|-------------|---|
|             | <b>July 2014</b>  |
| 30/07/14    | Budget Consultation Public Focus Group - CDC  |
| 31/07/14    | Budget Consultation Public Focus Group - Bicester                                   |
|             | <b>September 2014</b>   |
| 08/09/14    | Executive/JMT Away day  |
|             | <b>October 2014</b>   |
|             | <b>Officer Budget Workshops date to be confirmed</b>                                |
| 06/10/14    | Executive - Budget Strategy and Guidelines<br>Annual Satisfaction Survey Report     |
| 07/10/14    | Budget Planning Committee   |
| 21/10/14    | Informal Executive - Business Plan Update   |
|             | <b>November 2014</b>  |
| 04/11/14    | Budget Planning Committee - Capital   |
| 11/11/14    | Budget Planning Committee (Proposed Informal) - IT<br>Capital                       |
| 18/11/14    | Informal Executive - Business Plan year two detail                                  |
| 18/11/14    | Budget Planning Committee – Capital & Growth  |
| 25/11/14    | Overview and Scrutiny - Business Strategy Priorities                                |
|             | <b>December 2014</b>  |
| 01/12/14    | Executive - Budget and Draft Business Plan  |
| 02/12/14    | Budget Consultation goes live<br>Budget Planning Committee – Draft 1 Revenue Budget |
|             | <b>January 2015</b>   |
| 05/01/15    | Executive – Council Tax Base  |
| 13/01/15    | Overview & Scrutiny - Service Plan activity   |
| 16/01/15    | Budget Consultation Ends  |
| 20/01/15    | Budget Planning Committee – Draft Budget & Review<br>of Reserves                    |
|             | <b>February 2015</b>  |
| 02/02/15    | Executive – Final Budget Proposals, Council Tax,<br>Business Plan and Pledges       |
| 23/02/15    | Council - Final Budget, Business Strategy, Plan and<br>Council Tax                  |
| 28/02/15    | Council Tax Leaflet   |

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## Cherwell District Council

### Budget Planning Committee

7 October 2014

#### Capital Programme – Use of Contingency

#### Report of the Director of Resources

This report is public

#### Purpose of report

To propose a means of operating a capital contingency within the council's current capital programme.

#### 1.0 Recommendations

The meeting is recommended to note and consider the contents of this report.

#### 2.0 Report

- 2.1 At its meeting of 29 July 2014, the Budget Planning Committee discussed the monitoring of the council's capital programme. During that discussion, it appeared that certain items within the capital programme represented a contingency and the committee felt it would be more appropriate that, if there were to be a capital contingency, this should be a central one. The committee requested a proposal as to how any such contingency should operate if it were agreed to proceed with one.
- 2.2 The backbone of a strong capital programme is accurate preparation and planning of each scheme which will reflect the likely costs and include any contingency within the scheme if this is felt to be appropriate. It is important that when considering the use of any contingency that it is not seen as a "bail out" of schemes which have not had a rigorous assessment prior to them being approved.
- 2.3 The role of any contingency, therefore, needs to be properly considered. If it is not viewed as a "bail out" funding, then it could legitimately be seen as a sum of money to support unforeseen *capital* expenditure which is needed as a matter of urgency. Some examples of this type of spend might be urgent repairs to an asset or urgent health and safety works.
- 2.4 However, it should not be seen as a replacement for any major capital programmes or to act as a backup. It is suggested that there are certain criteria which are applied to any form of contingency. These are set out below:
- That the funding is applied for genuine unplanned urgency work
  - That it meets the corporate priorities of the council
  - That by nature it will be smaller one off pieces of work rather than a medium to large project

- That it is not to be applied simply to offset a cost overrun which will be managed as part of the overall capital programme management

2.5 The nature of the contingency suggests it should not be a large amount (possibly £100,000) as to avoid the tying up of capital resources within the programme which could be used for further investment in the district.

2.6 The process for applying for this funding should be relatively straight forward and it is suggested that this should be subject to the approval by the Director of Resources in conjunction with the Lead Member for Financial Management and the respective lead member and Head of Service. The monitoring of the scheme can be via the existing capital programme monitoring which reports to the Budget Planning Committee and to Executive.

### **3.0 Conclusion and Reasons for Recommendations**

3.1 The committee is asked to consider this report and whether they wish to establish a capital contingency.

### **4.0 Consultation**

Councillor Ken Atack, Lead  
Member for Financial  
Management

Cllr Atack is content with the report and  
supportive of the recommendations contained  
within it.

### **5.0 Alternative Options and Reasons for Rejection**

5.1 Not to establish a central contingency. This is the current practice and is an acceptable alternative to the process outlined in the paper.

### **6.0 Implications**

#### **Financial and Resource Implications**

6.1 The creation of a capital contingency would be met from exiting capital resources.

Comments checked by: Nicola Jackson, Corporate Finance Manager  
01295 221731 [nicola.jackson@cherwellandsouthnorthants.gov.uk](mailto:nicola.jackson@cherwellandsouthnorthants.gov.uk)

#### **Legal Implications**

6.2 There are no legal implications in this report. .

Comments checked by:  
Kevin Lane, Head of Law and Governance, 0300 0030107  
[kevin.lane@cherwellandsouthnorthants.gov.uk](mailto:kevin.lane@cherwellandsouthnorthants.gov.uk)

#### **Lead Councillor**

Councillor Ken Atack, Lead Member for Financial Management

## Document Information

| <b>Appendix No</b>         | <b>Title</b>   |
|----------------------------|--|
| n/a                        | None   |
| <b>Background Papers</b>   |  |
| None                       |  |
| <b>Report Author</b>       | Martin Henry, Director of Resources                                |
| <b>Contact Information</b> | Tel. 0300 0030102<br>martin.henry@cherwellandsouthnorthants.gov.uk |

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# Agenda Item 9

| Date   | DRAFT - Budget Planning Committee - Agenda items                            |
|--------|---|
|        |   |
| 7 Oct  | 2015/16 Budget Strategy (including MTRP update)                             |
|        | Use of Capital Contingency  |
|        | Business Support Unit - verbal update                                       |
|        | 2015/16 Fees and Charges  |
|        |   |
| 4 Nov  | 2014/15 Revenue and Capital Budget Monitoring - Quarter 2                   |
|        | 2015/16 Capital Bids  |
|        | 2015/16 Budget Building Blocks  |
|        | Medium Term Financial Strategy  |
|        | Review of Reserves  |
|        | Evaluation of revenue budget proposals                                      |
|        | Review of Procurement Strategy progress                                     |
|        |   |
| 11 Nov | 2015/16 Capital bids (ADDITIONAL INFORMAL MEETING)                          |
|        |   |
| 18 Nov | Medium Term Financial Strategy  |
|        | Discounts and Exemptions Review   |
|        | 2015/16 Revenue and Capital Budget  |
|        |   |
| 20 Jan | Medium Term Financial Strategy  |
|        | 2014/15 Revenue and Capital Budget Monitoring - Quarter 3                   |
|        | LG Finance Settlement   |
|        | 2015/16 Revenue and Capital Budget  |
|        |   |
| 10 Mar | Medium Term Financial Strategy  |
|        | NEW KEY PROJECTS OR RECOMMENDATIONS FROM OTHER COMMITTEES ADDED AS AND WHEN |

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## Cherwell District Council

### Budget Planning Committee

7 October 2014

|  |
|--|
| <b>Fees and Charges Review 2015-16</b> |
|--|

#### Report of the Interim Head of Finance and Procurement

This report and Appendices 1(i) (ii) (iii) (iv) are public  
The Appendix 1(v) to this report is exempt from publication by virtue of paragraphs 1, 2  
and 3 of Schedule 12A of Local Government Act 1972

#### Purpose of the Report

The report summarises the proposed fees and charges to be built into the 2015-16 revenue budget for council products and services.

#### 1. Recommendations

The meeting is recommended to:

- 1.1 Consider the contents of this report.

#### 2. Introduction

- 2.1. Fees and charges form an important element in the annual budgeting setting process. This report provides Budget Planning Committee with information on the proposed fees and charges for 2015-16.

#### 3. Report Details

- 3.1. The budget setting process for 2015-16 includes several different work streams to identify savings to balance the budget. These include efficiency targets and building blocks. Within each of these work streams will be savings that can be attributed to an increase in income from fees and charges, whereas other savings will be due reduced costs or increases in grants or third party income.
- 3.2. Details of the proposed 2015-16 charges for Council services are included in the tables in Appendix 1. The tables have been enhanced in line with recommendations made by Committee at its meeting in March 2014.

- 3.3. Appendix 1(i) provides a schedule of Licensing fees and charges which have remained unchanged from 2014-15. Licensing fees and charges are not legally permitted to exceed the cost of provision. A review of Licensing income versus expenditure over the last three years is scheduled to take place in December to ensure this balance is maintained.
- 3.4. Appendix 1(iii) provides a schedule of fees and charges at the various sports centres. The charges at Spiceball, Bicester and Ploughley, Kidlington and Woodgreen centres are all set according to their respective management contracts. These state that inflation will be applied in line with RPI as at December 31 which, for the purpose of this report, has been estimated at 2.4%.

## **4. Conclusion and Reasons for Recommendations**

- 4.1. This report is for members' information.

## **5. Consultation**

- 5.1. This report has been prepared following consultation with Heads of Service who have submitted their proposed changes to fees and charges.

## **6. Alternative Options and Reasons for Rejection**

- 6.1. The following alternative options have been identified and rejected for the reasons as set out below.
- 6.2. As this is a report for information and consideration no alternative options have been considered.

## **7. Implications**

### **Financial and Resource Implications**

- 7.1. These are contained in the body of the report. There are no direct costs or other direct financial implications arising from this report.

Comments checked by: Nicola Jackson, Corporate Finance Manager  
01295 221731 [nicola.jackson@cherwellandsouthnorthants.gov.uk](mailto:nicola.jackson@cherwellandsouthnorthants.gov.uk)

### **Legal Implications**

- 7.2. Presentation of this report is in line with the CIPFA Code of Practice. Most fees and charges are either statutorily set or are based on recovering the cost to the Council of providing the service.

Comments checked by: Kevin Lane, Head of Law and Governance  
0300 0030107 [kevin.lane@cherwellandsouthnorthants.gov.uk](mailto:kevin.lane@cherwellandsouthnorthants.gov.uk)

### **Risk Management**

- 7.3. There are many risks associated with charging for services, for example:

- Charging for services may present a barrier to service use for some people
- Charging may produce negative views/press as it may not be seen as equitable, for example if different areas pay different amounts for the same service, or it may be seen as double taxation
- Charging for a service on a cost recover basis may not be competitive and could affect local businesses

The current economic situation may mean that there is less demand for the services for which we currently charge. The price elasticity of demand is difficult to predict for our services at any time but this is particularly true in a quickly changing economy. The risks are tolerable.

Comments checked by: Louise Tustian, Acting Corporate Performance Manager  
01295 221786 [louise.tustian@cherwellandsouthnorthants.gov.uk](mailto:louise.tustian@cherwellandsouthnorthants.gov.uk)

### **Equality and Diversity**

- 7.4. No impact – although fees and charges may present a barrier to services for people on low incomes, this is unlikely to be a significant problem for the types of service that the Council currently charges for (listed in Appendix 1).

Comments checked by: Louise Tustian, Acting Corporate Performance Manager  
01295 221786 [louise.tustian@cherwellandsouthnorthants.gov.uk](mailto:louise.tustian@cherwellandsouthnorthants.gov.uk)

## **8. Decision Information**

**Key Decision:** Not applicable

**Wards Affected** All

**Links to Corporate Plan and Policy Framework** All

### **Lead Councillor**

Councillor Ken Attack – Lead Member for Financial Management

### **Document Information**

| <b>Appendix No</b>         | <b>Title</b>   |
|----------------------------|--|
| Appendix 1                 | Schedule of Fees and Charges 2015-16:  |
| (i)                        | Licensing  |
| (ii)                       | Environmental Services   |
| (iii)                      | Leisure Services   |
| (iv)                       | Elections  |
| (v) - EXEMPT               | Corporate Properties   |
| <b>Background Papers</b>   |  |
|                            |  |
| <b>Report Author</b>       | Paul Sutton, Interim Head of Finance and Procurement<br>Joanne Kaye, Interim Strategic Finance Accountant  |
| <b>Contact Information</b> | <a href="mailto:paul.sutton@cherwellandsouthnorthants.gov.uk">paul.sutton@cherwellandsouthnorthants.gov.uk</a> 0300 003 0106<br><a href="mailto:Joanne.kaye@cherwellandsouthnorthants.gov.uk">Joanne.kaye@cherwellandsouthnorthants.gov.uk</a> 01295 221 545 |

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## Public Protection, Environmental Health and Licensing

| Fees and Charges   | Fees 14-15<br>(exclu VAT) | Proposed<br>Fee 15-16<br>(exclu VAT) | Actual<br>Increase | % Increase | Set by<br>Statute?<br>Y/N | Notes  |
|--|---------------------------|--------------------------------------|--------------------|------------|---------------------------|--|
| <b>Public Protection and Environmental Health</b>  |                           |                                      |                    |            |                           |  |
| (i) Animal Boarding Establishment Licence  | £118.00                   | £118.00                              | £0.00              | 0.0%       |                           |  |
| (ii) Pet Shop Licence  | £113.00                   | £113.00                              | £0.00              | 0.0%       |                           |  |
| (iii) Riding Establishment Licence   | £119.00                   | £119.00                              | £0.00              | 0.0%       |                           | + Vets Fees  |
| (iv) Dog Breeding Establishment Licence  | £97.00                    | £97.00                               | £0.00              | 0.0%       |                           |  |
| (v) Skin Piercing (a) Registration Fee   | £83.00                    | £83.00                               | £0.00              | 0.0%       |                           |  |
| (v) Skin Piercing (b) Registration of Premises   | £148.00                   | £148.00                              | £0.00              | 0.0%       |                           |  |
| (vi) Dangerous Wild Animals Licence  | £184.00                   | £184.00                              | £0.00              | 0.0%       |                           | plus Vets Fees (Subsequent visits and investigations recharged at actual cost plus 10% administration charge)  |
| Variation of scrap metal dealers license type Collector - Dealer                         | £200.00                   | £200.00                              | £0.00              | 0.0%       | N                         |  |
| Variation of scrap metal dealers license - Admin, change of name or replacement          | -                         | £100.00                              |                    |            | N                         |  |
| Scrap metal dealers site   | £455.00                   | £455.00                              | £0.00              | 0.0%       | N                         |  |
| Scrap metal collectors license   | £270.00                   | £270.00                              | £0.00              | 0.0%       | N                         |  |
| Investigation of high hedges complaint   | £400.00                   | £400.00                              | £0.00              | 0.0%       | N                         |  |
| Food Export/Hygiene Certificates   | £33.00                    | £33.00                               | £0.00              | 0.0%       |                           |  |
| Food Surrender Certificates  | £116.00                   | £116.00                              | £0.00              | 0.0%       |                           |  |
| Copies of Food Premises Register (a) Single Entry  | £3.50                     | £3.50                                | £0.00              | 0.0%       |                           |  |
| Copies of Food Premises Register (b) Full Register                                       | £300.00                   | £300.00                              | £0.00              | 0.0%       |                           |  |
| Factual Statements for Civil Proceedings   | £145.00                   | £145.00                              | £0.00              | 0.0%       |                           |  |
| Reports provided under the Environmental Information Regulations                         | £145.00                   | £145.00                              | £0.00              | 0.0%       |                           |  |
| <b>Water Sampling Fees:</b>  |                           |                                      |                    |            |                           |  |
| Lab Fees   |                           | £80.00                               |                    |            |                           |  |
| Regulation 10  |                           | £105.00                              |                    |            |                           |  |
| Pools  |                           | £30.00                               |                    |            |                           |  |
| Courier and Admin charges  |                           | £30.00                               |                    |            |                           |  |
| Large/Commercial use supplies (each assessment at £52/hour)                              | £500.00                   | £500.00                              | £0.00              | 0.0%       | Y                         | dependant upon parameters, can charge up to the statutory maximum  |
| <b>Service</b>   |                           |                                      |                    |            |                           |  |
| Risk assessment (each assessment at £52/hour)  | £500.00                   | £500.00                              | £0.00              | 0.0%       | Y                         | dependant upon parameters, can charge up to the statutory maximum  |
| Sampling (each visit)  | £100.00                   | £100.00                              | £0.00              | 0.0%       | Y                         |  |
| Investigation  | £100.00                   | £100.00                              | £0.00              | 0.0%       | Y                         |  |
| Granting an authorisation  | £100.00                   | £100.00                              | £0.00              | 0.0%       | Y                         |  |
| <b>Analysing a sample</b>  |                           |                                      |                    |            |                           |  |
| Taken under regulation 10  | £25.00                    | £25.00                               | £0.00              | 0.0%       | Y                         |  |
| Taken during Check monitoring  | £100.00                   | £100.00                              | £0.00              | 0.0%       | Y                         | dependant upon parameters, can charge up to the statutory maximum  |
| Taken during Audit monitoring  | £500.00                   | £500.00                              | £0.00              | 0.0%       | Y                         | dependant upon parameters, can charge up to the statutory maximum  |
| <b>Licensing</b>   |                           |                                      |                    |            |                           |  |
| <b>Street Trading consent charges are as follows:-</b>                                   |                           |                                      |                    |            |                           |  |
| 12 month period  | £3,120.00                 | £3,120.00                            | £0.00              | 0.0%       | N                         |  |
| 6 month period   | £2,185.00                 | £2,185.00                            | £0.00              | 0.0%       | N                         |  |
| 3 month period   | £1,405.00                 | £1,405.00                            | £0.00              | 0.0%       | N                         |  |
| 1 month period   | £940.00                   | £940.00                              | £0.00              | 0.0%       | N                         |  |
| Sites No 1 to 3 in Banbury – £115 per day or minimum fee as above (whichever is lowest). | £115.00                   | £115.00                              | £0.00              | 0.0%       | N                         | Note – last increase was 09/10 and traders experienced a 32.8% increase  |
| <b>Table and Chairs consent charges are as follows:-</b>                                 |                           |                                      |                    |            |                           |  |
| 12 month period  | £15.20                    | £15.20                               | £0.00              | 0.0%       | N                         | Per chair, up to a maximum charge of £141 per year   |
| <b>Market consent charges are as follows:-</b>   |                           |                                      |                    |            |                           |  |
| Price per ft frontage Fridays  | £1.03                     | £1.03                                | £0.00              | 0.0%       | N                         |  |
| Price per ft frontage Saturdays  | £1.03                     | £1.03                                | £0.00              | 0.0%       | N                         | Note – previous decision to level out Friday and Saturday charging has yet to be implemented pending Kidlington market review and associated changes (due to potential increase in area used).   |
| Gambling Act 2005 – Maximum Charges are set by legislation.                              | Various                   | Various                              | £0.00              | 0.0%       | N                         | Note – Fees have been set taking into account all possible maximum costs that could be associated with any application. Therefore it is likely that RPI would be our only option for increase unless there are any specific increases above RPI to costs. Any increase in fees must be forwarded to Gambling Commission and Department for Culture Media & Sports for review and scrutiny so any increases must be defensible. |

| Fees and Charges  | Fees 14-15<br>(exclu VAT) | Proposed<br>Fee 15-16<br>(exclu VAT) | Actual<br>Increase | % Increase | Set by<br>Statute?<br>Y/N | Notes  |
|---|---------------------------|--------------------------------------|--------------------|------------|---------------------------|--|
| <b><u>Private Hire and Hackney Carriage DRIVER Fees and Charges</u></b> |                           |                                      |                    |            |                           |  |
| Grant of licence  | £185.00                   | £185.00                              | £0.00              | 0.0%       | N                         | 3 years includes CRB, Medical checks, 2 attempts at knowledge test, a training course and DVLA check                   |
| Grant of short term licence   | £60.00                    | £60.00                               | £0.00              | 0.0%       | N                         | 3 months – should the applicant extend to a 3 year licence £40.00 of this fee will be credited against the new licence |
| Renewal of existing licence   | £170.00                   | £170.00                              | £0.00              | 0.0%       | N                         | 3 years - includes CRB, DVLA check and Medical check   |
| DBS (was CRB) check and DVLA check                                      | £41.00                    | £49.00                               | £8.00              | 16.3%      | N                         | If has to be undertaken at any time other than grant or renewal of licence; represents the cost to the council         |
| Medical approval  | £20.00                    | £20.00                               | £0.00              | 0.0%       | N                         | If has to be undertaken at any time other than grant or renewal of licence   |
| Knowledge Test  | £25.00                    | £25.00                               | £0.00              | 0.0%       | N                         | If has to be undertaken at any time other than grant or renewal of licence   |
| Re take of Knowledge test   | £25.00                    | £25.00                               | £0.00              | 0.0%       | N                         | For each attempt at knowledge test following 2 attempts allowed in respect of initial Grant of licence fee             |
| Disability Awareness Training   | £65.00                    | £65.00                               | £0.00              | 0.0%       | N                         | If a booked training session is not attended and no notice is given  |
| Cost of badge/ replacement badge  | £25.00                    | £25.00                               | £0.00              | 0.0%       | N                         | All occasions  |
| <b><u>Hackney Carriage VEHICLE Fees and Charges</u></b>                 |                           |                                      |                    |            |                           |  |
| Grant of licence  | £350.00                   | £350.00                              | £0.00              | 0.0%       | N                         | Includes inspection, plate and bracket   |
| Renewal of existing licence (vehicles less than 7 years old )           | £225.00                   | £225.00                              | £0.00              | 0.0%       | N                         | Includes inspection and plate  |
| Replacement licence plate   | £15.00                    | £15.00                               | £0.00              | 0.0%       | N                         |  |
| Replacement bracket   | £15.00                    | £15.00                               | £0.00              | 0.0%       | N                         |  |
| Re inspection/missed appointment fee                                    | £25.00                    | £25.00                               | £0.00              | 0.0%       | N                         | Payable when HC inspector has to re inspect a failed vehicle or where there has been a failure to attend appointment   |
| Change of vehicle only  | £110.00                   | £110.00                              | £0.00              | 0.0%       | N                         | Includes inspection and plate  |
| Transfer of licensee only   | £55.00                    | £55.00                               | £0.00              | 0.0%       | N                         |  |
| Change of vehicle and licensee  | £135.00                   | £135.00                              | £0.00              | 0.0%       | N                         | Includes inspection and plate  |
|   |                           | £0.00                                |                    |            | N                         |  |
|   |                           | £0.00                                |                    |            | N                         |  |
| <b><u>Private Hire VEHICLE Fees and Charges</u></b>                     |                           |                                      |                    |            |                           |  |
| Grant of new licence  | £240.00                   | £240.00                              | £0.00              | 0.0%       | N                         | Includes inspection, plate and bracket   |
| Renewal of licence  | £210.00                   | £210.00                              | £0.00              | 0.0%       | N                         | Includes inspection and plate  |
| Renewal of licence for vehicle 7 years old or over                      | £245.00                   | £245.00                              | £0.00              | 0.0%       | N                         | Includes inspection, plate and bracket   |
| Plate or bracket replacement  | £15.00                    | £15.00                               | £0.00              | 0.0%       | N                         |  |
| Re inspection/missed appointment fee                                    | £25.00                    | £25.00                               | £0.00              | 0.0%       | N                         | Payable when HC inspector has to re inspect a failed vehicle or where there has been a failure to attend appointment   |
| Change of vehicle only  | £100.00                   | £100.00                              | £0.00              | 0.0%       | N                         | Includes inspection + plate  |
| Transfer of licensee only   | £55.00                    | £55.00                               | £0.00              | 0.0%       | N                         |  |
| Change of vehicle and licensee  | £125.00                   | £125.00                              | £0.00              | 0.0%       | N                         | Includes inspection + plate  |
| <b><u>Private Hire OPERATOR Fees and Charges</u></b>                    |                           |                                      |                    |            |                           |  |
| Operator – first application  | £120.00                   | £120.00                              | £0.00              | 0.0%       | N                         |  |
| Operator – renewal fee and for one vehicle only                         | £85.00                    | £85.00                               | £0.00              | 0.0%       | N                         |  |
| For each additional vehicle   | £20.00                    | £20.00                               | £0.00              | 0.0%       | N                         |  |
| Missed appointment fee  | £25.00                    | £25.00                               | £0.00              | 0.0%       | N                         |  |
| <b><u>General Fees and Charges</u></b>                                  |                           |                                      |                    |            |                           |  |
| Bus departure charges   | £0.561                    | £0.56                                | £0.000             | 0.0%       | N                         |  |
| Copy of any other documents   | £0.10                     | £0.10                                | £0.00              | 0.0%       | N                         | per side plus £15 admin charge   |
| Copy of current licence   | £10.50                    | £10.50                               | £0.00              | 0.0%       | N                         |  |
| Missed appointments & missed knowledge tests.                           | £25.00                    | £25.00                               | £0.00              | 0.0%       | N                         |  |



## Environmental Services

|  | Fees 14-15<br>(exclu VAT) | Proposed Fee<br>15-16 (exclu<br>VAT) | Actual<br>Increase | % Increase | Set by<br>Statute?<br>Y/N | Notes                |
|--|---------------------------|--------------------------------------|--------------------|------------|---------------------------|----------------------|
| <b>Fees and Charges</b>  |                           |                                      |                    |            |                           |                      |
| Removal of Abandoned Vehicle   | £27.00                    | £27.00                               | £0.00              | 0.0%       | N                         |                      |
| New : Special Collections - Clearout (Garden waste or waste package)   | £16.00                    | £48.00                               | £32.00             | 66.7%      | N                         |                      |
| New : Special Collections - Any (3 Items Collected)  | £48.00                    | £16.00                               | £-32.00            | -200.0%    | N                         |                      |
| Blue & Brown Wheeled Bins - Purchased over the phone   | £18.00                    | £18.00                               | £0.00              | 0.0%       | N                         |                      |
| Blue & Brown Wheeled Bins - Purchased online & Collected From the Depot  | £15.00                    | £15.00                               | £0.00              | 0.0%       | N                         |                      |
| Bundles of 25 Trade Waste Sacks & 25 Envelopes of Labels   | £45.00                    | £47.50                               | £2.50              | 5.3%       | N                         |                      |
| Bundles of 25 Trade Recycling Sacks & Reel of Recycling Tape   | £29.50                    | £29.50                               | £0.00              | 0.0%       | N                         |                      |
| <b>Commercial Refuse Collection (Weekly collection - 52 weeks)</b>   |                           |                                      |                    |            |                           |                      |
| 240L Wheeled Bin   | £309.40                   | £325.75                              | £16.35             | 5.0%       | N                         |                      |
| 360L Wheeled Bin   | £413.40                   | £435.00                              | £21.60             | 5.0%       | N                         |                      |
| 660L Wheeled Bin   | £621.40                   | £654.00                              | £32.60             | 5.0%       | N                         |                      |
| 1100L Wheeled Bin  | £881.40                   | £928.00                              | £46.60             | 5.0%       | N                         |                      |
| <b>Commercial Recycling Collections (Weekly collection - 52 weeks)</b>   |                           |                                      |                    |            |                           |                      |
| 240L Wheeled Bin   | £153.40                   | £153.40                              | £0.00              | 0.0%       | N                         |                      |
| 360L Wheeled Bin   | £205.40                   | £205.40                              | £0.00              | 0.0%       | N                         |                      |
| 660L Wheeled Bin   | £309.40                   | £309.40                              | £0.00              | 0.0%       | N                         |                      |
| 1100L Wheeled Bin  | £465.40                   | £465.40                              | £0.00              | 0.0%       | N                         |                      |
| <b>Schedule II Collections</b>   |                           |                                      |                    |            |                           |                      |
| 240L Wheeled Bin Package   | £104.00                   | £104.00                              | £0.00              | 0.0%       | N                         |                      |
| 360L Wheeled Bin Package   | £156.00                   | £156.00                              | £0.00              | 0.0%       | N                         |                      |
| 660L Wheeled Bin Package   | £260.00                   | £260.00                              | £0.00              | 0.0%       | N                         |                      |
| 1100L Wheeled Bin Package  | £364.00                   | £364.00                              | £0.00              | 0.0%       | N                         |                      |
| <b>Trade Glass Collection (set of 3 bells)</b>   |                           |                                      |                    |            |                           |                      |
|  | £60.00                    | £60.00                               | £0.00              | 0.0%       | N                         |                      |
| Bundles of 25 Biodegradable Garden Waste Sacks   | £10.00                    | £10.00                               | £0.00              | 0.0%       | N                         |                      |
| Roll of 40 Compostable Liners  | £2.50                     | £2.50                                | £0.00              | 0.0%       | N                         |                      |
| <b>Environmental Protection</b>  |                           |                                      |                    |            |                           |                      |
| Rats & Mice, <b>Per consultation - 3 visits</b> (free of charge to residents who are 60 years of age and over) | £25.00                    | £26.00                               | £1.00              | 3.8%       | N                         |                      |
| Fleas, bedbugs, cockroaches ants, carpet beetles, and other household insects                                  | £45.00                    | £47.00                               | £2.00              | 4.3%       | N                         |                      |
| Wasps Nests  | £37.50                    | £39.00                               | £1.50              | 3.8%       | N                         |                      |
| Fine for stray dogs during office hours  | £60.00                    | £60.00                               | £0.00              | 0.0%       | Y                         |                      |
| Fine for stray dogs outside office hours   | £115.00                   | £115.00                              | £0.00              | 0.0%       | Y                         |                      |
| Process Registration and annual subscription (various)   | various                   | various                              |                    |            | Y                         |                      |
| Copies of Authorised Processes Register  |                           |                                      |                    |            |                           |                      |
| * Single Entry   | £7.50                     | £0.00                                | £-7.50             |            | N                         | now available online |
| * Full Register  | £278.00                   | £0.00                                | £-278.00           |            | N                         | now available online |
| Contaminated Land reports  | £76.00                    | £76.00                               | £0.00              | 0.0%       | N                         |                      |
| Dog bin emptying charge  | £1.35                     | £1.40                                | £0.05              | 3.6%       | N                         |                      |

## Leisure Centres

NORTH OXFORDSHIRE ACADEMY ATP BANBURY

| Details of Charge                          | Fee 2014-15<br>(exclu VAT) | Proposed Fee<br>15-16 (exclu<br>VAT) | Actual<br>Increase | % Increase | Set by<br>Statute?<br>Y/N | Notes |
|--|----------------------------|--------------------------------------|--------------------|------------|---------------------------|-------|
| <b>60 Minutes Hire</b>                     |                            |                                      |                    |            |                           |       |
| Senior Match                               | £68.40                     | £70.30                               | £1.90              | 2.7%       | N                         |       |
| Junior Match                               | £34.15                     | £35.10                               | £0.95              | 2.7%       | N                         |       |
| Senior Match Block Booking*                | £57.00                     | £58.60                               | £1.60              | 2.7%       | N                         |       |
| Junior Match Block Booking*                | £28.45                     | £29.25                               | £0.80              | 2.7%       | N                         |       |
| Senior Training Whole Pitch                | £49.45                     | £50.80                               | £1.35              | 2.7%       | N                         |       |
| Senior Training Half Pitch                 | £30.70                     | £31.55                               | £0.85              | 2.7%       | N                         |       |
| Senior Training Whole Pitch Block Booking* | £41.20                     | £42.35                               | £1.15              | 2.7%       | N                         |       |
| Senior Training Half Pitch Block Booking*  | £25.60                     | £26.30                               | £0.70              | 2.7%       | N                         |       |
| Junior Training Whole Pitch                | £26.50                     | £27.25                               | £0.75              | 2.8%       | N                         |       |
| Junior Training Half Pitch                 | £15.40                     | £15.85                               | £0.45              | 2.8%       | N                         |       |
| Junior Training Whole Pitch Block Booking* | £22.10                     | £22.70                               | £0.60              | 2.6%       | N                         |       |
| Junior Training Half Pitch Block Booking*  | £12.85                     | £13.20                               | £0.35              | 2.7%       | N                         |       |
| <b>90 Minutes Hire</b>                     |                            |                                      |                    |            |                           |       |
| Senior Match                               | £102.60                    | £105.40                              | £2.80              | 2.7%       | N                         |       |
| Junior Match                               | £51.30                     | £52.70                               | £1.40              | 2.7%       | N                         |       |
| Senior Match Block Booking*                | £85.50                     | £87.85                               | £2.35              | 2.7%       | N                         |       |
| Junior Match Block Booking*                | £42.75                     | £43.95                               | £1.20              | 2.7%       | N                         |       |
| Senior Training Whole Pitch                | £74.15                     | £76.20                               | £2.05              | 2.7%       | N                         |       |
| Senior Training Half Pitch                 | £45.70                     | £47.00                               | £1.30              | 2.8%       | N                         |       |
| Senior Training Whole Pitch Block Booking* | £61.80                     | £63.50                               | £1.70              | 2.7%       | N                         |       |
| Senior Training Half Pitch Block Booking*  | £38.10                     | £39.15                               | £1.05              | 2.7%       | N                         |       |
| Junior Training Whole Pitch                | £39.60                     | £40.70                               | £1.10              | 2.7%       | N                         |       |
| Junior Training Half Pitch                 | £22.90                     | £23.55                               | £0.65              | 2.8%       | N                         |       |
| Junior Training Whole Pitch Block Booking* | £33.00                     | £33.90                               | £0.90              | 2.7%       | N                         |       |
| Junior Training Half Pitch Block Booking*  | £19.10                     | £19.65                               | £0.55              | 2.8%       | N                         |       |

NORTH OXFORDSHIRE ACADEMY ATP FOR KEYHOLDERS

| Details of Charge           | Fee 2014-15<br>Exclu VAT | Proposed Fee<br>15-16 | Actual<br>Increase | % Increase | Set by<br>Statute?<br>Y/N | Notes |
|-----------------------------|--------------------------|-----------------------|--------------------|------------|---------------------------|-------|
| <b>60 Minutes Hire</b>      |                          |                       |                    |            |                           |       |
| Senior Match                | £56.65                   | £58.20                | £1.55              | 2.7%       | N                         |       |
| Junior Match                | £21.50                   | £22.10                | £0.60              | 2.7%       | N                         |       |
| Senior Match Block Booking* | £47.20                   | £48.50                | £1.30              | 2.7%       | N                         |       |
| Junior Match Block Booking* | £17.90                   | £18.40                | £0.50              | 2.7%       | N                         |       |
| <b>90 Minutes Hire</b>      |                          |                       |                    |            |                           |       |
| Senior Match                | £82.25                   | £84.50                | £2.25              | 2.7%       | N                         |       |
| Junior Match                | £31.25                   | £32.10                | £0.85              | 2.6%       | N                         |       |
| Senior Match Block Booking* | £68.55                   | £70.45                | £1.90              | 2.7%       | N                         |       |
| Junior Match Block Booking* | £26.05                   | £26.75                | £0.70              | 2.6%       | N                         |       |

NORTH OXFORDSHIRE ATHLETICS TRACK BANBURY

| Details of Charge                                  | Fee 2014-15<br>Exclu VAT | Proposed Fee<br>15-16 | Actual<br>Increase | % Increase | Set by<br>Statute?<br>Y/N | Notes |
|--|--------------------------|-----------------------|--------------------|------------|---------------------------|-------|
| <b>Fixtures</b>                                    |                          |                       |                    |            |                           |       |
| Non Cherwell Based Clubs                           | £53.65                   | £55.15                | £1.50              | 2.7%       | N                         |       |
| Non Cherwell Based Clubs – Block Booking*          | £44.70                   | £45.95                | £1.25              | 2.7%       | N                         |       |
| Cherwell Clubs – Seniors                           | £41.00                   | £42.15                | £1.15              | 2.7%       | N                         |       |
| Cherwell Clubs – Seniors Block Booking*            | £34.15                   | £35.10                | £0.95              | 2.7%       | N                         |       |
| Cherwell Clubs – Juniors                           | £32.40                   | £33.30                | £0.90              | 2.7%       | N                         |       |
| Cherwell Clubs – Juniors Block Booking*            | £27.00                   | £27.75                | £0.75              | 2.7%       | N                         |       |
| <b>Casual Hirers (Mondays and Wednesdays Only)</b> |                          |                       |                    |            |                           |       |
| Seniors  | £2.45                    | £2.50                 | £0.05              | 2.0%       | N                         |       |
| Seniors Block Booking*                             | £2.05                    | £2.10                 | £0.05              | 2.4%       | N                         |       |
| Juniors  | £1.30                    | £1.35                 | £0.05              | 3.7%       | N                         |       |
| Juniors Block Booking*                             | £1.10                    | £1.15                 | £0.05              | 4.3%       | N                         |       |
| <b>Training Rate</b>                               |                          |                       |                    |            |                           |       |
| Seniors  | £42.60                   | £43.80                | £1.20              | 2.7%       | N                         |       |
| Seniors Block Booking*                             | £35.50                   | £36.50                | £1.00              | 2.7%       | N                         |       |
| Juniors  | £21.95                   | £22.55                | £0.60              | 2.7%       | N                         |       |
| Juniors Block Booking*                             | £18.30                   | £18.80                | £0.50              | 2.7%       | N                         |       |
| <b>Pavilion/Changing/Club Room Hire</b>            |                          |                       |                    |            |                           |       |
| Pavilion/Changing/Club Room Hire                   | £17.20                   | £17.70                | £0.50              | 2.8%       | N                         |       |
| Pavilion/Changing/Club Room Hire – Block Booking*  | £14.35                   | £14.75                | £0.40              | 2.7%       | N                         |       |

Public Liability Insurance re-charge charged at 10% of total hire fee.

\* Block bookings of 10 sessions or more are exempt from VAT



**Woodgreen Leisure Centre**

| <b>Details of Charge</b>                   | <b>Fee 2014-15<br/>Exclu VAT</b> | <b>Proposed Fee<br/>15-16</b> | <b>Actual<br/>Increase</b> | <b>% Increase</b> | <b>Set by<br/>Statute?<br/>Y/N</b> | <b>Notes</b>  |
|--|----------------------------------|-------------------------------|----------------------------|-------------------|------------------------------------|---|
| <b><u>Bowling*</u></b>                     |                                  |                               |                            |                   |                                    |   |
| Member Rink peak (2 hours)                 | £2.58                            | £2.64                         | £0.06                      | 2.3%              | N                                  |   |
| Public Play                                | £2.25                            | £2.30                         | £0.05                      | 2.2%              | N                                  |   |
| Link Play (per hour)                       | £1.17                            | £1.20                         | £0.03                      | 2.5%              | N                                  |   |
| Learners (2 hours)                         | £2.88                            | £2.95                         | £0.07                      | 2.4%              | N                                  |   |
| Disabled (per hour)                        | £1.17                            | £1.20                         | £0.03                      | 2.5%              | N                                  |   |
| Membership Adult                           | £37.08                           | £37.97                        | £0.89                      | 2.3%              | N                                  |   |
| Membership Junior                          | £21.83                           | £22.35                        | £0.52                      | 2.3%              | N                                  |   |
| Junior Member peak (2 hours)               | £1.33                            | £1.36                         | £0.03                      | 2.2%              | N                                  |   |
| Junior Non Member peak (2 hours)           | £2.79                            | £2.86                         | £0.07                      | 2.4%              | N                                  |   |
| <b><u>Bowls area Hire</u></b>              |                                  |                               |                            |                   |                                    |   |
| Hire (e.g. wedding)                        | £1,291.67                        | £1,322.67                     | £31.00                     | 2.3%              | N                                  |   |
| <b><u>Activities</u></b>                   |                                  |                               |                            |                   |                                    |   |
| Nifty Fifties (10 for 8)                   | £17.88                           | £18.31                        | £0.43                      | 2.3%              | N                                  |   |
| Nifty Fifties                              | £2.25                            | £2.30                         | £0.05                      | 2.2%              | N                                  |   |
| Nifty Fifties (Link)                       | £1.13                            | £1.16                         | £0.03                      | 2.6%              | N                                  |   |
| LBT  | £3.83                            | £3.92                         | £0.09                      | 2.3%              | N                                  |   |
| LBT (10 for 8)                             | £30.92                           | £31.66                        | £0.74                      | 2.3%              | N                                  |   |
| <b><u>Room Hire</u></b>                    |                                  |                               |                            |                   |                                    |   |
| Hall Hire – With Bar                       | £51.67                           | £52.91                        | £1.24                      | 2.3%              | N                                  |   |
| Hall Hire – Without Bar*                   | £24.25                           | £24.83                        | £0.58                      | 2.3%              | N                                  |   |
| Meeting Room*                              | £16.75                           | £17.15                        | £0.40                      | 2.3%              | N                                  |   |
| <b><u>Badminton/Table Tennis</u></b>       |                                  |                               |                            |                   |                                    |   |
| Badminton                                  | £7.17                            | £7.34                         | £0.17                      | 2.3%              | N                                  |   |
| Table Tennis                               | £7.17                            | £7.34                         | £0.17                      | 2.3%              | N                                  |   |
| <b><u>Spectator – Dryside only</u></b>     |                                  |                               |                            |                   |                                    |   |
| Adult                                      | £0.88                            | £0.90                         | £0.02                      | 2.2%              | N                                  |   |
| Junior                                     | £0.67                            | £0.69                         | £0.02                      | 2.9%              | N                                  |   |
| Senior Citizen                             | £0.67                            | £0.69                         | £0.02                      | 2.9%              | N                                  |   |
| <b><u>Swimming</u></b>                     |                                  |                               |                            |                   |                                    |   |
| Adult                                      | £3.25                            | £3.33                         | £0.08                      | 2.4%              | N                                  |   |
| Junior                                     | £2.08                            | £2.13                         | £0.05                      | 2.3%              | N                                  |   |
| Senior Citizen                             | £2.08                            | £2.13                         | £0.05                      | 2.3%              | N                                  |   |
| Early Bird                                 | £3.25                            | £3.33                         | £0.08                      | 2.4%              | N                                  |   |
| Adult Lunchtime                            | £3.25                            | £3.33                         | £0.08                      | 2.4%              | N                                  |   |
| Junior/Senior Lunchtime                    | £2.08                            | £2.13                         | £0.05                      | 2.3%              | N                                  |   |
| Family Ticket (2 adults, up to 3 children) | £10.13                           | £10.37                        | £0.24                      | 2.3%              | N                                  |   |
| <b><u>Pool Hire (per hour)</u></b>         |                                  |                               |                            |                   |                                    |   |
| Main Pool                                  | £100.42                          | £102.83                       | £2.41                      | 2.3%              | N                                  |   |
| Club Hire                                  |                                  |                               |                            |                   |                                    | To be agreed on application based on club numbers and life guarding costs |
| Aquazone                                   | £34.38                           | £35.21                        | £0.83                      | 2.4%              | N                                  |   |
| Gala                                       | £125.67                          | £128.69                       | £3.02                      | 2.3%              | N                                  |   |
| Party Hire                                 | £125.67                          | £128.69                       | £3.02                      | 2.3%              | N                                  |   |

\*Club bookings of 10 sessions or more are subject to VAT Exemption.

|                                       |        |        |       |      |   |  |
|---------------------------------------|--------|--------|-------|------|---|--|
| <b><u>Expressions Gym</u></b>         |        |        |       |      |   |  |
| Gym membership monthly direct debit   | £17.50 | £17.92 | £0.42 | 2.3% | N |  |
| Corporate Gym membership direct debit | £15.83 | £16.21 | £0.38 | 2.3% | N |  |
| Casual Gym membership                 | £4.29  | £4.39  | £0.10 | 2.3% | N |  |
| Gym Induction (casual)                | £14.58 | £14.93 | £0.35 | 2.3% | N |  |

COOPER SCHOOL, BICESTER

| Details of Charge                            | Fee 2014-15<br>Exclu VAT       | Proposed Fee<br>15-16 | Actual<br>Increase | % Increase | Set by<br>Statute?<br>Y/N | Notes |
|--|--------------------------------|-----------------------|--------------------|------------|---------------------------|-------|
| <b><u>Sports Hall Hire – 55 Minutes</u></b>  |                                |                       |                    |            |                           |       |
| Senior                                       | £38.50                         | £39.42                | £0.92              | 2.3%       | N                         |       |
| Junior                                       | £22.95                         | £23.50                | £0.55              | 2.3%       | N                         |       |
| Senior Block Booking*                        | £32.08                         | £32.85                | £0.77              | 2.3%       | N                         |       |
| Junior Block Booking*                        | £19.13                         | £19.59                | £0.46              | 2.3%       | N                         |       |
| <b><u>Badminton Court</u></b>                |                                |                       |                    |            |                           |       |
| Senior                                       | £8.40                          | £8.60                 | £0.20              | 2.3%       | N                         |       |
| Junior                                       | £4.15                          | £4.25                 | £0.10              | 2.4%       | N                         |       |
| Senior Block Booking*                        | £7.00                          | £7.17                 | £0.17              | 2.4%       | N                         |       |
| Junior Block Booking*                        | £3.46                          | £3.54                 | £0.08              | 2.3%       | N                         |       |
| <b><u>ATP – 60 Minutes</u></b>               |                                |                       |                    |            |                           |       |
| Senior Whole Pitch                           | £44.80                         | £45.88                | £1.08              | 2.4%       | N                         |       |
| Senior Half Pitch                            | £29.45                         | £30.16                | £0.71              | 2.4%       | N                         |       |
| Senior Quarter Pitch                         | £24.60                         | £25.19                | £0.59              | 2.3%       | N                         |       |
| Senior Whole Pitch Block Booking*            | £37.33                         | £38.23                | £0.90              | 2.4%       | N                         |       |
| Senior Half Pitch Block Booking*             | £24.54                         | £25.13                | £0.59              | 2.3%       | N                         |       |
| Senior Quarter Pitch Block Booking*          | £20.50                         | £20.99                | £0.49              | 2.3%       | N                         |       |
| Junior Whole Pitch                           | £37.70                         | £38.60                | £0.90              | 2.3%       | N                         |       |
| Junior Half Pitch                            | £23.45                         | £24.01                | £0.56              | 2.3%       | N                         |       |
| Junior Quarter Pitch                         | £16.45                         | £16.84                | £0.39              | 2.3%       | N                         |       |
| Junior Whole Pitch Block Booking*            | £31.42                         | £32.17                | £0.75              | 2.3%       | N                         |       |
| Junior Half Pitch Block Booking*             | £19.54                         | £20.01                | £0.47              | 2.3%       | N                         |       |
| Junior Quarter Pitch Block Booking*          | £13.71                         | £14.04                | £0.33              | 2.4%       | N                         |       |
| <b><u>Hockey Club – Whole Pitch</u></b>      |                                |                       |                    |            |                           |       |
| Senior Match – 90 Minutes                    | £78.95                         | £80.84                | £1.89              | 2.3%       | N                         |       |
| Senior Training – 60 Minutes                 | £45.00                         | £46.08                | £1.08              | 2.3%       | N                         |       |
| Senior Match – 90 Minutes Block Booking*     | £65.79                         | £67.37                | £1.58              | 2.3%       | N                         |       |
| Senior Training – 60 Minutes Block Booking*  | £37.50                         | £38.40                | £0.90              | 2.3%       | N                         |       |
| Junior Match – 90 Minutes                    | £41.10                         | £42.09                | £0.99              | 2.4%       | N                         |       |
| Junior Training – 60 Minutes                 | £26.55                         | £27.19                | £0.64              | 2.4%       | N                         |       |
| Junior Match – 90 Minutes Block Booking*     | £34.25                         | £35.07                | £0.82              | 2.3%       | N                         |       |
| Junior Training – 60 Minutes Block Booking*  | £22.13                         | £22.66                | £0.53              | 2.3%       | N                         |       |
| <b><u>Performance Hall</u></b>               |                                |                       |                    |            |                           |       |
| Hire charge (per hour)                       | £23.83                         | £24.40                | £0.57              | 2.3%       | N                         |       |
| Hire charge with tiered seating              | £47.71                         | £48.86                | £1.15              | 2.4%       | N                         |       |
| Events hire including seating/lighting/stage | To be agreed<br>on application |                       |                    |            |                           |       |

Public Liability Insurance re-charge charged at 10% of total hire fee.

Block bookings of 10 sessions or more are exempt from VAT

**SPICEBALL LEISURE CENTRE**

| <b>Details of Charge</b>                  | <b>Fee 2014-15<br/>Exclu VAT</b> | <b>Contracted<br/>Fee 15-16</b> | <b>Actual<br/>Increase</b> | <b>% Increase</b> | <b>Set by<br/>Statute?<br/>Y/N</b> | <b>Notes</b> |
|---|----------------------------------|---------------------------------|----------------------------|-------------------|------------------------------------|--------------|
| <b><u>Spectator</u></b>                   |                                  |                                 |                            |                   |                                    |              |
| Adult                                     | £1.25                            | £1.28                           | £0.03                      | 2.4%              | Contract                           |              |
| Junior                                    | £0.83                            | £0.85                           | £0.02                      | 2.4%              | Contract                           |              |
| Senior Citizen                            | £0.83                            | £0.85                           | £0.02                      | 2.4%              | Contract                           |              |
| <b><u>Swimming</u></b>                    |                                  |                                 |                            |                   |                                    |              |
| Adult                                     | £3.13                            | £3.21                           | £0.08                      | 2.4%              | Contract                           |              |
| Junior                                    | £2.04                            | £2.09                           | £0.05                      | 2.4%              | Contract                           |              |
| Senior Citizen                            | £2.04                            | £2.09                           | £0.05                      | 2.4%              | Contract                           |              |
| Early Bird                                | £3.13                            | £3.21                           | £0.08                      | 2.4%              | Contract                           |              |
| Adult Lunchtime                           | £3.13                            | £3.21                           | £0.08                      | 2.4%              | Contract                           |              |
| Junior Lunchtime                          | £2.04                            | £2.09                           | £0.05                      | 2.4%              | Contract                           |              |
| Senior Lunchtime                          | £2.04                            | £2.09                           | £0.05                      | 2.4%              | Contract                           |              |
| <b><u>Sports Hall (per hour)</u></b>      |                                  |                                 |                            |                   |                                    |              |
| Badminton Court Peak                      | £9.17                            | £9.40                           | £0.23                      | 2.4%              | Contract                           |              |
| Badminton Court Off Peak                  | £7.33                            | £7.51                           | £0.18                      | 2.4%              | Contract                           |              |
| Half Hall Peak                            | £40.42                           | £41.40                          | £0.98                      | 2.4%              | Contract                           |              |
| Half Hall Off Peak                        | £32.92                           | £33.72                          | £0.80                      | 2.4%              | Contract                           |              |
| <b><u>Squash Courts (per 40 mins)</u></b> |                                  |                                 |                            |                   |                                    |              |
| Peak                                      | £6.92                            | £7.09                           | £0.17                      | 2.4%              | Contract                           |              |
| Off Peak                                  | £5.96                            | £6.11                           | £0.15                      | 2.4%              | Contract                           |              |
| <b><u>Table Tennis (per hour)</u></b>     |                                  |                                 |                            |                   |                                    |              |
| Adult                                     | £5.25                            | £5.38                           | £0.13                      | 2.4%              | Contract                           |              |
| Junior                                    | £2.63                            | £2.70                           | £0.06                      | 2.4%              | Contract                           |              |
| <b><u>Fitness Suite (55 mins)</u></b>     |                                  |                                 |                            |                   |                                    |              |
| Casual Peak                               | £7.50                            | £7.69                           | £0.19                      | 2.4%              | Contract                           |              |
| Casual Off Peak                           | £6.33                            | £6.49                           | £0.16                      | 2.4%              | Contract                           |              |
| Induction                                 | £14.58                           | £14.94                          | £0.36                      | 2.4%              | Contract                           |              |
| Sauna/Steam                               | £6.00                            | £6.15                           | £0.15                      | 2.4%              | Contract                           |              |
| <b><u>Main Pool</u></b>                   |                                  |                                 |                            |                   |                                    |              |
| Main Pool                                 | £70.83                           | £72.54                          | £1.71                      | 2.4%              | Contract                           |              |
| Trainer Pool                              | £50.83                           | £52.06                          | £1.23                      | 2.4%              | Contract                           |              |
| Gala Main Pool                            | £93.75                           | £96.01                          | £2.26                      | 2.4%              | Contract                           |              |
| Gala Trainer Pool                         | £70.83                           | £72.54                          | £1.71                      | 2.4%              | Contract                           |              |
| <b><u>GP Referral Scheme</u></b>          |                                  |                                 |                            |                   |                                    |              |
| GP Referral 1                             | £3.00                            | £3.08                           | £0.07                      | 2.4%              | Contract                           |              |

**KIDLINGTON AND GOSFORD LEISURE CENTRE**

| <b>Details of Charge</b>                  | <b>Fee 2014-15<br/>Exclu VAT</b> | <b>Contracted<br/>Fee 15-16</b> | <b>Actual<br/>Increase</b> | <b>% Increase</b> | <b>Set by<br/>Statute?<br/>Y/N</b> | <b>Notes</b> |
|---|----------------------------------|---------------------------------|----------------------------|-------------------|------------------------------------|--------------|
| <b><u>Spectator</u></b>                   |                                  |                                 |                            |                   |                                    |              |
| Adult                                     | £1.25                            | £1.28                           | £0.03                      | 2.4%              | Contract                           |              |
| Junior                                    | £0.83                            | £0.85                           | £0.02                      | 2.4%              | Contract                           |              |
| Senior Citizen                            | £0.83                            | £0.85                           | £0.02                      | 2.4%              | Contract                           |              |
| <b><u>Swimming</u></b>                    |                                  |                                 |                            |                   |                                    |              |
| Adult                                     | £3.13                            | £3.21                           | £0.08                      | 2.4%              | Contract                           |              |
| Junior                                    | £2.04                            | £2.09                           | £0.05                      | 2.4%              | Contract                           |              |
| Senior Citizen                            | £2.04                            | £2.09                           | £0.05                      | 2.4%              | Contract                           |              |
| <b><u>Sports Hall (per 55 mins)</u></b>   |                                  |                                 |                            |                   |                                    |              |
| Badminton Court Casual Peak               | £9.17                            | £9.40                           | £0.23                      | 2.4%              | Contract                           |              |
| Badminton Court Casual Off Peak           | £7.33                            | £7.51                           | £0.18                      | 2.4%              | Contract                           |              |
| Main Hall Casual Peak                     | £40.42                           | £41.40                          | £0.98                      | 2.4%              | Contract                           |              |
| Main Hall Casual Off Peak                 | £32.92                           | £33.72                          | £0.80                      | 2.4%              | Contract                           |              |
| <b><u>Squash Courts (per 40 mins)</u></b> |                                  |                                 |                            |                   |                                    |              |
| Casual Peak                               | £6.92                            | £7.09                           | £0.17                      | 2.4%              | Contract                           |              |
| Casual Off Peak                           | £5.96                            | £6.11                           | £0.15                      | 2.4%              | Contract                           |              |
| <b><u>Table tennis (per Hour)</u></b>     |                                  |                                 |                            |                   |                                    |              |
| Adult                                     | £5.25                            | £5.38                           | £0.13                      | 2.4%              | Contract                           |              |
| Junior                                    | £2.63                            | £2.70                           | £0.06                      | 2.4%              | Contract                           |              |
| <b><u>Fitness Suite (per 55 mins)</u></b> |                                  |                                 |                            |                   |                                    |              |
| Peak                                      | £7.50                            | £7.69                           | £0.19                      | 2.4%              | Contract                           |              |
| Off Peak                                  | £6.33                            | £6.49                           | £0.16                      | 2.4%              | Contract                           |              |
| Induction                                 | £14.58                           | £14.94                          | £0.36                      | 2.4%              | Contract                           |              |
| Sauna/Steam                               | £6.00                            | £6.15                           | £0.15                      | 2.4%              | Contract                           |              |
| <b><u>Astroturf</u></b>                   |                                  |                                 |                            |                   |                                    |              |
| Whole Casual                              | £52.08                           | £53.34                          | £1.26                      | 2.4%              | Contract                           |              |
| 2/3rds Casual                             | £40.83                           | £41.82                          | £0.99                      | 2.4%              | Contract                           |              |
| 1/3rd Casual                              | £26.25                           | £26.89                          | £0.63                      | 2.4%              | Contract                           |              |
| Tennis                                    | £5.63                            | £5.77                           | £0.14                      | 2.4%              | Contract                           |              |
| <b><u>GP Referral Scheme</u></b>          |                                  |                                 |                            |                   |                                    |              |
| GP Referral 1                             | £3.00                            | £3.08                           | £0.07                      | 2.4%              | Contract                           |              |
| <b><u>KGSC Annual Swim Pass</u></b>       |                                  |                                 |                            |                   |                                    |              |
| Parish Card                               | £37.50                           | £38.41                          | £0.91                      | 2.4%              | Contract                           |              |

- Block bookings of 10 sessions or more are exempt from VAT

**BICESTER LEISURE CENTRE**

| <b>Details of Charge</b>                   | <b>Fee 2014-15<br/>Exclu VAT</b> | <b>Contracted<br/>Fee 15-16</b> | <b>Actual<br/>Increase</b> | <b>% Increase</b> | <b>Set by<br/>Statute?<br/>Y/N</b> | <b>Notes</b> |
|--|----------------------------------|---------------------------------|----------------------------|-------------------|------------------------------------|--------------|
| <b><u>Spectator</u></b>                    |                                  |                                 |                            |                   |                                    |              |
| Adult                                      | £1.25                            | £1.28                           | £0.03                      | 2.4%              | Contract                           |              |
| Junior                                     | £0.83                            | £0.85                           | £0.02                      | 2.4%              | Contract                           |              |
| Senior Citizen                             | £0.83                            | £0.85                           | £0.02                      | 2.4%              | Contract                           |              |
| <b><u>Swimming</u></b>                     |                                  |                                 |                            |                   |                                    |              |
| Adult                                      | £3.13                            | £3.21                           | £0.08                      | 2.4%              | Contract                           |              |
| Junior 3-18yrs                             | £2.04                            | £2.09                           | £0.05                      | 2.4%              | Contract                           |              |
| Senior Citizen                             | £2.04                            | £2.09                           | £0.05                      | 2.4%              | Contract                           |              |
| Early Birds                                | £3.13                            | £3.21                           | £0.08                      | 2.4%              | Contract                           |              |
| <b><u>Sports Hall (per 55 mins)</u></b>    |                                  |                                 |                            |                   |                                    |              |
| Badminton Court Casual Peak                | £9.17                            | £9.40                           | £0.23                      | 2.4%              | Contract                           |              |
| Badminton Court Casual Off Peak            | £7.33                            | £7.51                           | £0.18                      | 2.4%              | Contract                           |              |
| Badminton Block Booking* Peak              | £10.08                           | £10.33                          | £0.25                      | 2.4%              | Contract                           |              |
| Badminton Block Booking* Off Peak          | £8.08                            | £8.28                           | £0.20                      | 2.4%              | Contract                           |              |
| Main Hall Casual Peak                      | £40.42                           | £41.40                          | £0.98                      | 2.4%              | Contract                           |              |
| Main Hall Casual Off Peak                  | £32.92                           | £33.72                          | £0.80                      | 2.4%              | Contract                           |              |
| Main Hall Block Booking* Peak              | £44.46                           | £45.53                          | £1.07                      | 2.4%              | Contract                           |              |
| Main Hall Block Booking* Off Peak          | £36.21                           | £37.09                          | £0.88                      | 2.4%              | Contract                           |              |
| <b><u>Activity Hall</u></b>                |                                  |                                 |                            |                   |                                    |              |
| Activity Hall Block Booking*               | £35.00                           | £35.85                          | £0.85                      | 2.4%              | Contract                           |              |
| <b><u>Squash Courts (per 40 mins)</u></b>  |                                  |                                 |                            |                   |                                    |              |
| Casual Peak                                | £6.92                            | £7.09                           | £0.17                      | 2.4%              | Contract                           |              |
| Casual Off Peak                            | £5.96                            | £6.11                           | £0.15                      | 2.4%              | Contract                           |              |
| Block Booking* Peak                        | £7.63                            | £7.82                           | £0.19                      | 2.4%              | Contract                           |              |
| Block Booking* Off Peak                    | £6.67                            | £6.84                           | £0.17                      | 2.4%              | Contract                           |              |
| <b><u>Table Tennis (per hour)</u></b>      |                                  |                                 |                            |                   |                                    |              |
| Adult                                      | £5.25                            | £5.38                           | £0.13                      | 2.4%              | Contract                           |              |
| Junior                                     | £2.63                            | £2.70                           | £0.06                      | 2.4%              | Contract                           |              |
| <b><u>Fitness Suite (55 mins)</u></b>      |                                  |                                 |                            |                   |                                    |              |
| Induction                                  | £14.58                           | £14.93                          | £0.35                      | 2.4%              | Contract                           |              |
| Peak                                       | £7.50                            | £7.69                           | £0.19                      | 2.4%              | Contract                           |              |
| Off Peak                                   | £6.33                            | £6.49                           | £0.16                      | 2.4%              | Contract                           |              |
| Sauna/Steam                                | £6.00                            | £6.15                           | £0.15                      | 2.4%              | Contract                           |              |
| <b><u>Main Pool</u></b>                    |                                  |                                 |                            |                   |                                    |              |
| Main Pool Block Booking*                   | £70.83                           | £72.54                          | £1.71                      | 2.4%              | Contract                           |              |
| <b><u>Astroturf</u></b>                    |                                  |                                 |                            |                   |                                    |              |
| Football (Adult)                           | £32.08                           | £32.86                          | £0.78                      | 2.4%              | Contract                           |              |
| Football (Junior up to 7:15pm)             | £23.75                           | £24.33                          | £0.57                      | 2.4%              | Contract                           |              |
| Football (Adult) Block Booking*            | £35.29                           | £36.14                          | £0.85                      | 2.4%              | Contract                           |              |
| Football (Jnr up to 7:15pm) Block Booking* | £26.13                           | £26.76                          | £0.63                      | 2.4%              | Contract                           |              |
| <b><u>GP Referral Scheme</u></b>           |                                  |                                 |                            |                   |                                    |              |
| GP Referral 1                              | £3.00                            | £3.08                           | £0.07                      | 2.4%              | Contract                           |              |

\* Block bookings of 10 sessions or more are exempt from VAT



## Elections

|   | Fee 2014-15<br>(exclu VAT) | Proposed Fee<br>2015-16<br>(exclu VAT) | Actual<br>Increase | % Increase | Set by<br>Statute?<br>Y/N | Notes                                   |
|---|----------------------------|--|--------------------|------------|---------------------------|---|
| Confirmation of Entry on Register                     | £5.00                      | £10.00                                 | £5.00              | 50.0%      | N                         | per elector                             |
| <b>Sale of Electoral Register (statutory charges)</b> |                            |  |                    |            |                           |   |
| <b>Full Register</b>                                  |                            |  |                    |            |                           |   |
| Data  | £20.00                     | £20.00                                 | 0                  | 0.0%       | Y                         | plus £1.50 per thousand or part thereof |
| Paper   | £10.00                     | £10.00                                 | 0                  | 0.0%       | Y                         | plus £5 per thousand or part thereof    |
| <b>Edited Register</b>                                |                            |  |                    |            |                           |   |
| Data  | £20.00                     | £20.00                                 | 0                  | 0.0%       | Y                         | plus £1.50 per thousand or part thereof |
| Paper   | £10.00                     | £10.00                                 | 0                  | 0.0%       | Y                         | plus £5 per thousand or part thereof    |
| <b>Sale of Marked Registers (statutory)</b>           |                            |  |                    |            |                           |   |
| Data  | £10.00                     | £10.00                                 | 0                  | 0.0%       | Y                         | plus £1 per thousand or part thereof    |
| Printed   | £10.00                     | £10.00                                 | 0                  | 0.0%       | Y                         | plus £2 per thousand or part thereof    |

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By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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