



Budget Book



2018/19

Uttlesford District Council

2018/19 Budget Book

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Council Tax Requirement – 2018/19

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

The full report for the budget and council tax requirement as approved by Full Council on the 22nd February 2018 can be seen by following the link below:

www.uttlesford.gov.uk/budget2018-19

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

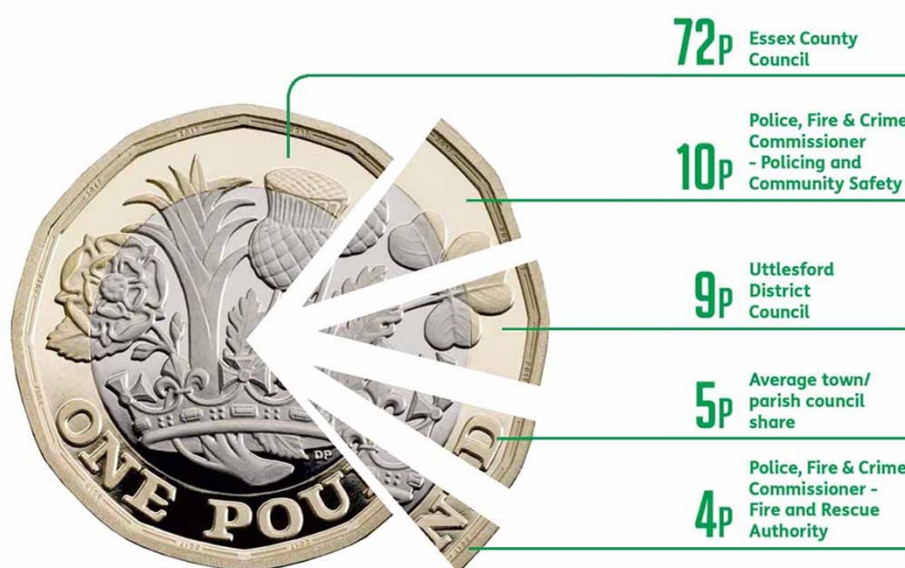
Essex County Council - 4.99% (2% for Adult Social Care and 2.99% for the County General Fund)

Police, Fire and Crime Commissioner for Essex - Policing and Community Safety - 7.62%

Essex Police, Fire and Crime Commissioner Fire and Rescue Authority - 1.95%

Uttlesford District Council - 2.99%

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



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

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
Essex County Council	814.50	950.25	1,086.00	1,221.75	1,493.25	1,764.75	2,036.25	2,443.50
PFCC - Essex Police	112.68	131.46	150.24	169.02	206.58	244.14	281.70	338.04
PFCC - Essex Fire	46.92	54.74	62.56	70.38	86.02	101.66	117.30	140.76
Uttlesford District Council	98.14	114.50	130.85	147.21	179.92	212.64	245.35	294.42
Aggregate amounts excluding Town/Parish Councils	1,072.24	1,250.95	1,429.65	1,608.36	1,965.77	2,323.19	2,680.60	3,216.72

The following table gives the total cost of the Council Tax precept for each parish and band for 2018/19.

Council Tax 2018/19	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Ratio to Band D:	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
	£	£	£	£	£	£	£	£
Arkesden	1,102.49	1,286.25	1,469.99	1,653.74	2,021.23	2,388.74	2,756.23	3,307.48
Ashdon	1,111.87	1,297.18	1,482.49	1,667.80	2,038.42	2,409.05	2,779.67	3,335.60
Aythorpe Roding	1,085.36	1,266.26	1,447.14	1,628.04	1,989.82	2,351.62	2,713.40	3,256.08
Barnston	1,120.38	1,307.11	1,493.84	1,680.57	2,054.03	2,427.49	2,800.95	3,361.14
Berden	1,095.62	1,278.23	1,460.82	1,643.43	2,008.63	2,373.85	2,739.05	3,286.86
Birchanger	1,109.91	1,294.90	1,479.88	1,664.87	2,034.84	2,404.82	2,774.78	3,329.74
Broxted	1,108.32	1,293.04	1,477.76	1,662.48	2,031.92	2,401.36	2,770.80	3,324.96
Chickney	1,072.24	1,250.95	1,429.65	1,608.36	1,965.77	2,323.19	2,680.60	3,216.72
Chrishall	1,152.53	1,344.63	1,536.71	1,728.80	2,112.97	2,497.16	2,881.33	3,457.60
Clavering	1,090.06	1,271.74	1,453.41	1,635.09	1,998.44	2,361.80	2,725.15	3,270.18
Debden	1,103.19	1,287.06	1,470.92	1,654.79	2,022.52	2,390.26	2,757.98	3,309.58
Elmdon & Wendens Lofts	1,100.10	1,283.45	1,466.80	1,650.15	2,016.85	2,383.55	2,750.25	3,300.30
Elsenham	1,109.40	1,294.30	1,479.20	1,664.10	2,033.90	2,403.70	2,773.50	3,328.20
Farnham	1,101.78	1,285.41	1,469.04	1,652.67	2,019.93	2,387.19	2,754.45	3,305.34
Felsted	1,108.23	1,292.93	1,477.63	1,662.34	2,031.75	2,401.16	2,770.57	3,324.68
Flitch Green	1,092.95	1,275.11	1,457.26	1,639.42	2,003.73	2,368.05	2,732.37	3,278.84
Great Canfield	1,087.89	1,269.20	1,450.51	1,631.83	1,994.46	2,357.09	2,719.72	3,263.66
Great Chesterford	1,155.76	1,348.39	1,541.01	1,733.64	2,118.89	2,504.15	2,889.40	3,467.28
Great Dunmow	1,161.93	1,355.58	1,549.23	1,742.89	2,130.20	2,517.51	2,904.82	3,485.78
Great Easton & Tilty	1,106.42	1,290.83	1,475.22	1,659.63	2,028.43	2,397.25	2,766.05	3,319.26
Great Hallingbury	1,095.37	1,277.93	1,460.49	1,643.05	2,008.17	2,373.30	2,738.42	3,286.10
Hadstock	1,113.25	1,298.80	1,484.33	1,669.88	2,040.96	2,412.05	2,783.13	3,339.76
Hatfield Broad Oak	1,134.76	1,323.89	1,513.01	1,702.14	2,080.39	2,458.65	2,836.90	3,404.28
Hatfield Heath	1,104.85	1,289.00	1,473.13	1,657.28	2,025.56	2,393.85	2,762.13	3,314.56
Hempstead	1,099.99	1,283.32	1,466.65	1,649.98	2,016.64	2,383.31	2,749.97	3,299.96
Henham	1,112.81	1,298.28	1,483.74	1,669.21	2,040.14	2,411.08	2,782.02	3,338.42
High Easter	1,092.33	1,274.39	1,456.44	1,638.50	2,002.61	2,366.73	2,730.83	3,277.00
High Roding	1,104.89	1,289.04	1,473.18	1,657.33	2,025.62	2,393.92	2,762.22	3,314.66
Langley	1,125.35	1,312.92	1,500.47	1,688.03	2,063.14	2,438.27	2,813.38	3,376.06
Leaden Roding	1,087.65	1,268.93	1,450.20	1,631.48	1,994.03	2,356.59	2,719.13	3,262.96
Lindsell	1,072.24	1,250.95	1,429.65	1,608.36	1,965.77	2,323.19	2,680.60	3,216.72
Little Bardfield	1,087.83	1,269.14	1,450.44	1,631.75	1,994.36	2,356.98	2,719.58	3,263.50
Little Canfield	1,099.25	1,282.46	1,465.66	1,648.87	2,015.28	2,381.70	2,748.12	3,297.74
Little Chesterford	1,083.65	1,264.26	1,444.86	1,625.47	1,986.68	2,347.90	2,709.12	3,250.94
Little Dunmow	1,120.57	1,307.34	1,494.09	1,680.86	2,054.38	2,427.91	2,801.43	3,361.72
Little Easton	1,126.59	1,314.36	1,502.12	1,689.89	2,065.42	2,440.96	2,816.48	3,379.78
Little Hallingbury	1,108.11	1,292.80	1,477.48	1,662.17	2,031.54	2,400.92	2,770.28	3,324.34
Littlebury	1,118.18	1,304.55	1,490.90	1,677.27	2,049.99	2,422.73	2,795.45	3,354.54
Manuden	1,091.08	1,272.93	1,454.77	1,636.62	2,000.31	2,364.01	2,727.70	3,273.24
Margaret Roding	1,087.65	1,268.92	1,450.19	1,631.47	1,994.02	2,356.57	2,719.12	3,262.94
Newport	1,132.28	1,321.00	1,509.70	1,698.42	2,075.84	2,453.28	2,830.70	3,396.84
Quendon & Rickling	1,100.23	1,283.60	1,466.97	1,650.34	2,017.08	2,383.83	2,750.57	3,300.68
Radwinter	1,106.83	1,291.31	1,475.77	1,660.25	2,029.19	2,398.14	2,767.08	3,320.50
Saffron Walden	1,182.92	1,380.08	1,577.22	1,774.38	2,168.68	2,563.00	2,957.30	3,548.76
Sampfords, The	1,097.79	1,280.75	1,463.71	1,646.68	2,012.61	2,378.54	2,744.47	3,293.36
Sewards End	1,105.03	1,289.21	1,473.37	1,657.55	2,025.89	2,394.24	2,762.58	3,315.10
Stansted	1,127.13	1,314.98	1,502.83	1,690.69	2,066.40	2,442.11	2,817.82	3,381.38
Stebbing	1,121.06	1,307.91	1,494.74	1,681.59	2,055.27	2,428.97	2,802.65	3,363.18
Strethall	1,072.24	1,250.95	1,429.65	1,608.36	1,965.77	2,323.19	2,680.60	3,216.72
Takeley	1,124.13	1,311.48	1,498.83	1,686.19	2,060.90	2,435.61	2,810.32	3,372.38
Thaxted	1,128.36	1,316.42	1,504.48	1,692.54	2,068.66	2,444.78	2,820.90	3,385.08
Ugley	1,090.61	1,272.39	1,454.15	1,635.92	1,999.45	2,363.00	2,726.53	3,271.84
Wendens Ambo	1,103.11	1,286.96	1,470.81	1,654.66	2,022.36	2,390.07	2,757.77	3,309.32
White Roding	1,099.69	1,282.97	1,466.25	1,649.53	2,016.09	2,382.66	2,749.22	3,299.06
Wicken Bonhunt	1,083.84	1,264.48	1,445.12	1,625.76	1,987.04	2,348.32	2,709.60	3,251.52
Widdington	1,104.94	1,289.10	1,473.25	1,657.41	2,025.72	2,394.04	2,762.35	3,314.82
Wimbish	1,091.47	1,273.38	1,455.29	1,637.20	2,001.02	2,364.85	2,728.67	3,274.40

Summary Information

GENERAL FUND REVENUE BUDGET

SERVICE BUDGET SUMMARY	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Communities & Partnerships	778,927	1,011,620	1,554,880	862,800
Environmental Services	2,491,701	3,110,785	3,110,785	3,877,800
Finance & Administration	5,163,523	5,719,750	5,829,290	6,609,460
Housing & Economic Development	1,352,891	1,605,935	1,562,675	1,631,530
SUB-TOTAL (PORTFOLIO SERVICE BUDGETS)	9,787,041	11,448,090	12,057,630	12,981,590
Council Tax - Collection Fund Balance	(152,422)	(193,137)	(193,137)	(13,642)
NNDR - Collection Fund Balance	(230,634)	1,008,922	1,008,922	533,657
NNDR - UDC Share (net of Tariff)	(2,406,927)	(2,238,254)	(2,238,254)	(2,263,456)
NNDR - Safety Net Reimbursement / Levy	0	529,093	529,093	491,614
NNDR - Section 31 Funding	(516,980)	(722,000)	(722,000)	(663,441)
NNDR - Renewable Energy Schemes	(332,186)	(136,484)	(136,484)	(140,581)
NNDR - Transfer to/(from) Ringfenced Reserve	534,810	0	0	0
New Homes Bonus - Grant	(4,283,233)	(3,772,410)	(3,772,291)	(2,864,000)
Rural Services Grant	(338,324)	(284,623)	(284,623)	(225,000)
Settlement Funding	(684,176)	(255,000)	(255,000)	0
SUB-TOTAL (GOVERNMENT FUNDING)	(8,410,071)	(6,063,893)	(6,063,774)	(5,144,849)
Capital Financing Costs	3,056,180	1,861,180	5,227,180	3,571,868
Interest Charge	0	0	0	456,000
Investment Income	(143,488)	(65,000)	(65,000)	(2,100,000)
Apprenticeship Levy	0	51,000	0	0
Efficiencies & Income Opportunities	0	(200,000)	(200,000)	0
Pension Fund - Added Years	102,973	92,440	92,440	85,000
Pension Fund - Triennial Payment	0	770,035	770,035	0
Recharge to HRA	(1,594,427)	(1,506,850)	(1,506,850)	(1,674,970)
HRA Share of Corporate Core	(333,673)	(293,390)	(293,390)	(398,270)
SUB-TOTAL (CORPORATE ITEMS)	1,087,566	709,415	4,024,415	(60,372)
SUB-TOTAL (NET OPERATING EXPENDITURE)	2,464,536	6,093,612	10,018,271	7,776,369

GENERAL FUND REVENUE BUDGET

SERVICE BUDGET SUMMARY	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Business Rates	0	0	0	(533,657)
DWP Reserve	(65,130)	0	0	0
Licensing Reserve	(16,800)	0	0	197,500
Working Balance	22,310	(13,100)	(13,100)	16,012
Medium term Financial Strategy Reserve	0	0	0	(450,000)
Transformation Reserve	(194,000)	(100,000)	(100,000)	(80,000)
Emergency Response Reserve	0	0	0	0
Economic Development Reserve	(73,884)	0	0	0
Elections Reserve	25,000	25,000	25,000	25,000
Homelessness Reserve	0	(40,000)	(40,000)	0
Health and Wellbeing	26,500	0	0	(4,500)
Neighbourhood Planning Reserve	(29,147)	(15,000)	(15,000)	0
Planning Development Reserve	(434,363)	(260,000)	(260,000)	(814,000)
Housing Strategy	0	0	0	0
Development Control	0	0	0	0
Strategic Initiatives Reserve	2,987,355	114,144	(444,550)	(500,000)
Capital Slippage	0	0	(366,000)	0
Garden Communities	0	0	0	0
Developments	0	0	0	105,423
Pension Reserve	0	(770,035)	(770,000)	0
NHB Ward Members	(788)	0	0	0
Voluntary Sector Grants	(40,782)	0	0	0
Waste Depot Relocation Project	0	0	(3,000,000)	(488,000)
Waste Reserve	70,000	0	0	0
Private Finance Initiative	86,777	0	0	79,740
SUB-TOTAL (MOVEMENT IN EARMARKED RESERVES)	2,363,049	(1,058,991)	(4,983,650)	(2,446,482)
COUNCIL TAX REQUIREMENT	4,827,584	5,034,621	5,034,621	5,329,887
FUNDING AVAILABLE				
Council Tax	(4,827,584)	(5,034,621)	(5,034,621)	(5,329,887)
TOTAL FUNDING AVAILABLE	(4,827,584)	(5,034,621)	(5,034,621)	(5,329,887)
OVERALL NET POSITION	0	0	0	0

MEMORANDUM

UDC Taxbase (Band D equivalent) 2018-19	38159
UDC Taxbase (Band D equivalent) adjusted for LCTS discounts 2018-19	36211
Uttlesford District Council-Band D Council Tax 2018-19	£147.21

GENERAL FUND REVENUE BUDGET

SUBJECTIVE ANALYSIS PORTFOLIO SERVICES	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employees	10,325,499	10,855,080	10,863,620	11,845,140
Premises	850,330	712,940	712,940	764,860
Transport	558,952	605,370	605,370	653,850
Supplies & Services	6,146,462	6,083,770	6,648,770	7,397,530
Third Party Payments	230,572	230,780	215,780	217,750
Transfer Payments	16,498,633	17,033,270	17,084,270	16,693,670
Direct Expenditure Total	34,610,448	35,521,210	36,130,750	37,572,800
External Funding	(1,783,172)	(1,618,730)	(1,618,730)	(1,585,780)
Fees & Charges	(5,022,104)	(4,572,360)	(4,572,360)	(5,398,350)
Government Grants	(17,320,183)	(17,250,150)	(17,250,150)	(16,855,270)
Other Income	(697,948)	(631,880)	(631,880)	(751,810)
Direct Income Total	(24,823,407)	(24,073,120)	(24,073,120)	(24,591,210)
Net Direct Total	9,787,041	11,448,090	12,057,630	12,981,590

GENERAL FUND RESERVES 2018/19

	Actual Balance 31/3/17	2017/18 (forecasted) budgeted transfers (to)/from General Fund	Forecast Transfers between Reserves	Forecast Balance 31/3/18	2018/19 budgeted transfers (to)/from General Fund	Forecast Transfers between Reserves	Forecast Balance 31/3/19
	£	£		£	£		£
<u>RINGFENCED RESERVES</u>							
Business Rates	1,034,810	0	0	1,034,810	(533,657)	0	501,153
DWP Reserve	71,321	0	0	71,321	0	0	71,321
Licensing	0	77,500		77,500	197,500	0	275,000
Working Balance	1,267,825	118,865		1,386,691	16,012	0	1,402,702
Subtotal	2,373,956	196,365	0	2,570,322	(320,145)	0	2,250,177
<u>USABLE RESERVES</u>							
<u>Financial Management Reserves</u>							
MTFS Reserve	1,000,000	0	0	1,000,000	(450,000)	0	550,000
Transformation Reserve	766,000	(118,000)	1,000,000	1,648,000	(80,000)	(550,000)	1,018,000
Subtotal	1,766,000	(118,000)	1,000,000	2,648,000	(530,000)	(550,000)	1,568,000
<u>Contingency Reserves</u>							
Emergency Response	40,000	0	0	40,000	0	0	40,000
Subtotal	40,000	0	0	40,000	0	0	40,000
<u>Service Reserves</u>							
Economic Development	120,503	(63,000)	0	57,503	0	0	57,503
Elections	50,000	25,000	0	75,000	25,000	0	100,000
Homelessness	40,000	24,000	0	64,000	0	0	64,000
Health and Wellbeing	26,500	(22,000)	0	4,500	(4,500)	0	0
Neighbourhood Planning	110,028	(15,000)	0	95,028	0	0	95,028
Planning	347,754	(635,000)	691,000	403,754	(814,000)	550,000	139,754
Housing Strategy	34,000	0	0	34,000	0	0	34,000
Development Control	26,842	0	0	26,842	0	0	26,842
Strategic Initiatives	7,491,720	(746,000)	(4,827,000)	1,918,720	(500,000)	0	1,418,720
Capital Slippage	0	(274,000)	366,000	92,000	0	0	92,000
Garden Communities	0	0	0	0	0	0	0
Developments	0	0	0	0	105,420	0	105,420
Pension Reserve	0	(770,000)	770,000	0	0	0	0
NHB Ward Members	38,092	0	0	38,092	0	0	38,092
Waste Depot Relocation Project	1,488,000	(3,000,000)	2,000,000	488,000	(488,000)	0	0
Waste Management	201,000	0	0	201,000	0	0	201,000
Private Finance Initiative	86,777	96,000	0	182,777	79,740	0	262,517
Subtotal	10,061,217	(5,380,000)	(1,000,000)	3,681,217	(1,596,340)	550,000	2,634,877
Total	14,241,174	(5,301,635)	0	8,939,539	(2,446,485)	0	6,493,054

Communities & Partnerships Portfolio

COMMUNITIES & PARTNERSHIPS PORTFOLIO

SUMMARY BY SERVICE	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Community Information	47,687	48,650	48,650	50,770
Day Centres	21,543	46,160	46,160	79,530
Emergency Planning	45,476	46,830	46,830	48,060
Grants & Contributions	385,712	376,320	876,320	335,150
Leisure & Performance	73,090	163,390	163,390	146,490
Saffron Walden Museum	163,098	202,130	202,130	204,540
New Homes Bonus	98,960	78,000	78,000	78,000
Private Finance Initiative	(56,638)	50,140	50,140	(79,740)
Communities Partnership	0	0	43,260	0
Renovation Grants	0	0	0	0
PORTFOLIO TOTAL	778,927	1,011,620	1,554,880	862,800

SUMMARY BY SUBJECTIVE	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employees	333,394	467,970	506,230	491,620
Premises	64,484	64,560	64,560	69,550
Supplies & Services	1,101,121	1,160,570	1,665,570	1,064,250
Third Party Payments	18,643	9,850	9,850	9,850
Direct Expenditure Total	1,517,641	1,702,950	2,246,210	1,635,270
Fees & Charges	(218,228)	(192,000)	(192,000)	(268,430)
Government Grants	(449,954)	(449,950)	(449,950)	(449,950)
Other Income	(70,533)	(49,380)	(49,380)	(54,090)
Direct Income Total	(738,715)	(691,330)	(691,330)	(772,470)
PORTFOLIO TOTAL	778,927	1,011,620	1,554,880	862,800

COMMUNITIES & PARTNERSHIPS PORTFOLIO

COMMUNITY INFORMATION

Assistant Director Corporate Services

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	1.19	1.19	1.19

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	30,796	32,170	32,170	33,890
Premises Costs	25,800	25,280	25,280	25,680
Supplies & Services	1,592	1,700	1,700	1,700
Direct Expenditure	58,187	59,150	59,150	61,270
Other Income	(10,500)	(10,500)	(10,500)	(10,500)
Direct Income	(10,500)	(10,500)	(10,500)	(10,500)
Net Direct Total	47,687	48,650	48,650	50,770
Internal Recharges - Expenditure	4,787	5,360	5,360	8,260
Internal Recharges - Income	(52,474)	(54,010)	(54,010)	(59,030)
Net Recharges	(47,687)	(48,650)	(48,650)	(50,770)
Net Service Cost (GCI)	0	0	0	0

DAY CENTRES

Assistant Director Corporate Services

All five of the Day Centres at Saffron Walden, Takeley, Thaxted, Great Dunmow and Stansted are supported by the council.

Employees	2016/17	2017/18	2018/19
- Full time equivalent	0.50	0.50	1.84

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	12,809	14,160	14,160	43,180
Premises Costs	18,321	19,650	19,650	24,000
Supplies & Services	11,813	12,350	12,350	12,350
Direct Expenditure	42,943	46,160	46,160	79,530
Fees & Charges	(21,400)	0	0	0
Direct Income	(21,400)	0	0	0
Net Direct Total	21,543	46,160	46,160	79,530
Internal Recharges - Expenditure	52,452	45,430	45,430	89,980
Net Recharges	52,452	45,430	45,430	89,980
Capital Charges	9,137	45,500	45,500	47,910
Net Service Cost (GDY)	83,131	137,090	137,090	217,420

COMMUNITIES & PARTNERSHIPS PORTFOLIO

EMERGENCY PLANNING

Assistant Director Housing & Environmental Services

The costs of providing integrated emergency planning under the Civil Contingencies Act 2004 are recorded here. The Emergency Planning Officer is responsible for preparing the Council to deal with emergencies, giving advice to other organisations and engaging with Town and Parish Councils on a range of issues and initiatives.

Employees	2016/17	2017/18	2018/19
- Full time equivalent	1.00	1.00	1.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	37,571	40,130	40,130	41,260
Supplies & Services	7,904	6,400	6,400	6,500
Third Party Payments	0	300	300	300
Direct Expenditure	45,476	46,830	46,830	48,060
Net Direct Total	45,476	46,830	46,830	48,060
Internal Recharges - Expenditure	41,312	30,160	30,160	21,420
Net Recharges	41,312	30,160	30,160	21,420
Net Service Cost (GEP)	86,788	76,990	76,990	69,480

GRANTS AND CONTRIBUTIONS

Assistant Director Corporate Services

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

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Supplies & Services				
- Voluntary Organisations	285,927	300,000	300,000	300,000
- Carver Barracks	0	0	500,000	0
- Leisure & Cultural	9,748	12,250	12,250	12,250
- Voluntary Sector (incl Youth)	47,566	91,310	91,310	50,000
- Other	85,860	10,560	10,560	9,860
Direct Expenditure	429,100	414,120	914,120	372,110
Other Income				
- Pig Market Charity	(43,388)	(37,800)	(37,800)	(36,960)
Direct Income	(43,388)	(37,800)	(37,800)	(36,960)
Net Direct Total	385,712	376,320	876,320	335,150
Internal Recharges - Expenditure	22,596	31,920	31,920	41,940
Net Recharges	22,596	31,920	31,920	41,940
Capital Charges	89,412	0	0	0
Net Service Cost (GGC)	497,719	408,240	908,240	377,090

COMMUNITIES & PARTNERSHIPS PORTFOLIO

LEISURE AND PERFORMANCE

Assistant Director Corporate Services

The management within this service is responsible for scrutiny, performance, the leisure PFI contract, voluntary sector grants administration and day centres.

Employees	2016/17	2017/18	2018/19
-Full time equivalent	2.00	4.24	3.62

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	92,622	182,280	182,280	165,390
Supplies & Services	15,893	2,110	2,110	2,100
Direct Expenditure	108,515	184,390	184,390	167,490
Fees & Charges	(35,426)	(21,000)	(21,000)	(21,000)
Net Direct Total	73,090	163,390	163,390	146,490
Internal Recharges - Expenditure	78,328	101,500	101,500	97,810
Internal Recharges - Income	(87,705)	(215,330)	(215,330)	(157,650)
Net Recharges	(9,377)	(113,830)	(113,830)	(59,840)
Capital Charges	(27,285)	8,800	8,800	9,050
Net Service Cost (GLO)	36,427	58,360	58,360	95,700

SAFFRON WALDEN MUSEUM

Assistant Director Corporate Services

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

Employees	2016/17	2017/18	2018/19
-Full time equivalent	4.73	5.41	5.41

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	159,596	199,230	199,230	207,900
Premises Costs	20,363	19,630	19,630	19,870
Supplies & Services	11,026	11,750	11,750	11,350
Third Party Payments	18,643	9,550	9,550	9,550
Direct Expenditure	209,628	240,160	240,160	248,670
Fees & Charges	(29,885)	(36,950)	(36,950)	(37,500)
Other Income	(16,645)	(1,080)	(1,080)	(6,630)
Direct Income	(46,530)	(38,030)	(38,030)	(44,130)
Net Direct Total	163,098	202,130	202,130	204,540
Internal Recharges - Expenditure	109,545	93,990	93,990	109,580
Net Recharges	109,545	93,990	93,990	109,580
Capital Charges	23,161	25,400	25,400	25,310
Net Service Cost (GMM)	295,804	321,520	321,520	339,430

COMMUNITIES & PARTNERSHIPS PORTFOLIO

NEW HOMES BONUS FUNDED GRANTS

Assistant Director Corporate Services

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

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Supplies & Services - Grants	98,960	78,000	78,000	78,000
Direct Expenditure	98,960	78,000	78,000	78,000
Net Direct Total	98,960	78,000	78,000	78,000
Net Service Cost (GNH)	98,960	78,000	78,000	78,000

PRIVATE FINANCE INITIATIVE

Assistant Director Corporate Services

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

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Supplies & Services - Unitary Charge	524,833	634,140	634,140	580,140
Direct Expenditure	524,833	634,140	634,140	580,140
Fees & Charges	(131,517)	(134,050)	(134,050)	(209,930)
Government Grants	(449,954)	(449,950)	(449,950)	(449,950)
Direct Income	(581,471)	(584,000)	(584,000)	(659,880)
Net Direct Total	(56,638)	50,140	50,140	(79,740)
Internal Recharges - Expenditure	0	0	0	1,800
Net Recharges	0	0	0	1,800
Capital Charges	199,157	796,200	796,200	820,200
Net Service Cost (GPF)	142,519	846,340	846,340	742,260

COMMUNITIES & PARTNERSHIPS PORTFOLIO

COMMUNITIES PARTNERSHIP

Assistant Director Housing and Environmental Services

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

Employees	2016/17	2017/18	2017/18	2018/19
-Full time equivalent	-	-	1.0	-

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	0	0	38,260	0
Supplies & Services	0	0	5,000	0
Direct Expenditure	0	0	43,260	0
Net Direct Total	0	0	43,260	0
Net Service Cost (GPT)	0	0	43,260	0

RENOVATION GRANTS

Assistant Director Housing and Environmental Services

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

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Other Income	0	0	0	0
Net Direct Total	0	0	0	0
Below the Line - Capital Grants	(735,868)	0	0	0
Internal Recharges - Expenditure	0	7,000	7,000	11,200
Net Recharges	(735,868)	7,000	7,000	11,200
Capital Charges	946,515	0	0	0
Net Service Cost (GRG)	210,647	7,000	7,000	11,200

Environmental Services Portfolio

ENVIRONMENTAL SERVICES PORTFOLIO

SUMMARY BY SERVICE	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Animal Warden	31,663	31,550	31,550	34,630
Grounds Maintenance	255,212	288,900	288,900	314,340
Car Parking	(642,585)	(592,210)	(592,210)	(623,790)
Development Control	(351,902)	(230,540)	(230,540)	(206,480)
Depots 55,012		57,990	57,990	46,970
Environmental Management & Admin	43,603	0	0	0
Street Cleansing	295,766	301,890	301,890	384,010
Housing Strategy	45,381	112,400	47,160	47,160
Highways (11,151)		(3,280)	(3,280)	(950)
Local Amenities	22,910	8,310	8,310	8,350
Licensing (207,752)		(55,010)	(55,010)	(272,400)
Vehicle Management	372,695	380,380	380,380	460,960
Public Health	565,149	682,405	682,405	700,260
Planning Management	401,924	421,400	421,400	344,440
Planning Policy	789,135	570,710	635,950	1,372,200
Planning Specialists	164,206	197,590	197,590	196,720
Waste Management	238,515	486,560	486,560	509,160
Community Safety	153,049	154,250	154,250	269,090
Street Services Management & Admin	270,873	297,490	297,490	293,130
PORTFOLIO TOTAL	2,491,701	3,110,785	3,110,785	3,877,800

SUMMARY BY SUBJECTIVE	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employees	4,822,280	5,078,205	5,078,205	5,444,900
Premises	221,937	203,420	203,420	233,790
Transport	405,151	443,170	443,170	478,160
Supplies & Services	2,024,859	1,823,650	1,823,650	2,824,980
Third Party Payments	88,806	91,600	91,600	131,400
Direct Expenditure Total	7,563,032	7,640,045	7,640,045	9,113,230
External Funding	(1,312,537)	(1,303,400)	(1,303,400)	(1,255,590)
Fees & Charges	(3,616,910)	(3,160,360)	(3,160,360)	(3,873,340)
Government Grants	(82,054)	0	0	0
Other Income	(59,831)	(65,500)	(65,500)	(106,500)
Direct Income Total	(5,071,331)	(4,529,260)	(4,529,260)	(5,235,430)
PORTFOLIO TOTAL	2,491,701	3,110,785	3,110,785	3,877,800

ENVIRONMENTAL SERVICES PORTFOLIO

ANIMAL WARDEN

Assistant Director Housing and Environmental Services

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	1.00	1.00	1.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	27,981	27,790	27,790	30,170
Transport Costs	716	730	730	730
Supplies & Services	7,078	5,630	5,630	7,730
Direct Expenditure	35,775	34,150	34,150	38,630
Fees & Charges	(4,112)	(2,600)	(2,600)	(4,000)
Direct Income	(4,112)	(2,600)	(2,600)	(4,000)
Net Direct Total	31,663	31,550	31,550	34,630
Internal Recharges - Expenditure	33,629	27,890	27,890	29,190
Internal Recharges - Income	(5,938)	(4,070)	(4,070)	(6,380)
Net Recharges	27,691	23,820	23,820	22,810
Capital Charges	1,240	1,200	1,200	1,570
Net Service Cost (GAW)	60,594	56,570	56,570	59,010

GROUNDS MAINTENANCE

Street Services Operations Manager

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	8.00	10.00	10.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	196,970	248,520	248,520	262,000
Premises Costs	25,970	8,000	8,000	10,000
Transport Costs	10,447	13,120	13,120	14,870
Supplies & Services	21,826	19,260	19,260	27,470
Direct Expenditure	255,212	288,900	288,900	314,340
Net Direct Total	255,212	288,900	288,900	314,340
Internal Recharges - Expenditure	85,056	85,080	85,080	113,960
Internal Recharges - Income	(360,148)	(401,680)	(401,680)	(447,630)
Net Recharges	(275,092)	(316,600)	(316,600)	(333,670)
Capital Charges	19,880	27,700	27,700	19,330
Net Service Cost (GCL)	0	0	0	0

ENVIRONMENTAL SERVICES PORTFOLIO

CAR PARKING

Assistant Director Planning and Building Control

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

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Premises Costs - Rates	121,028	135,110	135,110	158,350
- Other Utilities	13,752	13,860	13,860	19,380
Supplies & Services - Management Fees	154,000	154,000	154,000	157,000
- Other	5,156	6,960	6,960	3,000
Direct Expenditure	293,937	309,930	309,930	337,730
Fees & Charges	(936,522)	(902,140)	(902,140)	(961,520)
Direct Income	(936,522)	(902,140)	(902,140)	(961,520)
Net Direct Total	(642,585)	(592,210)	(592,210)	(623,790)
Internal Recharges - Expenditure	74,581	66,550	66,550	98,810
Net Recharges	74,581	66,550	66,550	98,810
Capital Charges	29,547	34,900	34,900	60,320
Net Service Cost (GCP)	(538,457)	(490,760)	(490,760)	(464,660)

DEVELOPMENT CONTROL

Assistant Director Planning and Building Control

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	12.00	14.00	16.50

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	568,965	610,960	610,960	712,420
Supplies & Services - Consultants	35,229	10,000	10,000	5,000
- Other Professional Fees	32,614	49,000	49,000	231,000
- Advertising	36,925	40,000	40,000	40,000
- Appeals	33,061	20,000	20,000	20,000
- Other	15,516	14,500	14,500	15,100
Direct Expenditure	722,310	744,460	744,460	1,023,520
Fees & Charges	(1,074,212)	(975,000)	(975,000)	(1,230,000)
Direct Income	(1,074,212)	(975,000)	(975,000)	(1,230,000)
Net Direct Total	(351,902)	(230,540)	(230,540)	(206,480)
Internal Recharges - Expenditure	1,116,987	1,069,850	1,069,850	1,158,060
Internal Recharges - Income	(45,724)	(41,130)	(41,130)	(25,770)
Net Recharges	1,071,263	1,028,720	1,028,720	1,132,290
Net Service Cost (GDC)	719,361	798,180	798,180	925,810

ENVIRONMENTAL SERVICES PORTFOLIO

DEPOTS

Street Services Operations Manager

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

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Premises Costs	39,929	40,190	40,190	39,760
Supplies & Services	19,740	22,300	22,300	11,710
Direct Expenditure	59,669	62,490	62,490	51,470
Fees & Charges	(4,657)	(4,500)	(4,500)	(4,500)
Direct Income	(4,657)	(4,500)	(4,500)	(4,500)
Net Direct Total	55,012	57,990	57,990	46,970
Internal Recharges - Expenditure	88,388	41,940	41,940	57,680
Internal Recharges - Income	(149,501)	(133,330)	(133,330)	(133,030)
Net Recharges	(61,113)	(91,390)	(91,390)	(75,350)
Capital Charges	6,101	33,400	33,400	28,380
Net Service Cost (GDP)	0	0	0	0

ENVIRONMENTAL MANAGEMENT AND ADMINISTRATION

Assistant Director Housing and Environmental Services

Further to a management restructure, the costs in relation to this service have been merged into other services.

Employees	2016/17	2017/18	2018/19
- Full time equivalent	1.00	-	-

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	43,603	0	0	0
Supplies & Services	0	0	0	0
Direct Expenditure	43,603	0	0	0
Net Direct Total	43,603	0	0	0
Internal Recharges - Expenditure	24,958	0	0	0
Internal Recharges - Income	(68,561)	0	0	0
Net Recharges	(43,603)	0	0	0
Net Service Cost (GEM)	0	0	0	0

ENVIRONMENTAL SERVICES PORTFOLIO

STREET CLEANSING

Street Services Operations Manager

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	10.00	10.00	12.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	224,396	247,210	247,210	314,090
Premises Costs	4,022	4,100	4,100	4,100
Transport Costs				
- Diesel	26,987	27,150	27,150	40,600
- Other	14,667	2,780	2,780	3,180
Supplies & Services				
- Disposal Charges	56,985	51,000	51,000	48,000
- Other	16,826	18,930	18,930	18,770
Third Party Payments	4,630	5,600	5,600	10,400
Direct Expenditure	348,514	356,770	356,770	439,140
Fees & Charges	(480)	(480)	(480)	(480)
External Funding	(52,268)	(54,400)	(54,400)	(54,650)
Direct Income	(52,748)	(54,880)	(54,880)	(55,130)
Net Direct Total	295,766	301,890	301,890	384,010
Internal Recharges - Expenditure	204,223	243,100	243,100	189,800
Internal Recharges - Income	(23,560)	(32,840)	(32,840)	(33,390)
Net Recharges	180,663	210,260	210,260	156,410
Capital Charges	48,382	61,700	61,700	36,600
Net Service Cost (GHC)	524,811	573,850	573,850	577,020

HOUSING STRATEGY

Assistant Director Planning and Building Control

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	1.69	1.81	1.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	83,230	93,800	41,060	41,060
Supplies & Services	6,225	7,600	6,100	6,100
Third Party Payments	11,000	11,000	0	0
Direct Expenditure	100,455	112,400	47,160	47,160
Government Grants	(55,074)	0	0	0
Direct Income	(55,074)	0	0	0
Net Direct Total	45,381	112,400	47,160	47,160
Internal Recharges - Expenditure	25,469	15,420	15,420	34,240
Internal Recharges - Income	(22,376)	(23,560)	(23,560)	0
Net Recharges	3,093	(8,140)	(8,140)	34,240
Net Service Cost (GHT)	48,474	104,260	39,020	81,400

ENVIRONMENTAL SERVICES PORTFOLIO

HIGHWAYS

Street Services Operations Manager

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

Employees	2016/17	2017/18	2018/19
-Full time equivalent	2.00	2.00	2.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	47,291	52,040	52,040	54,780
Transport Costs	2,867	2,250	2,250	3,210
Supplies & Services	3,690	7,430	7,430	6,060
Direct Expenditure	53,849	61,720	61,720	64,050
External Funding	(65,000)	(65,000)	(65,000)	(65,000)
Direct Income	(65,000)	(65,000)	(65,000)	(65,000)
Net Direct Total	(11,151)	(3,280)	(3,280)	(950)
Internal Recharges - Expenditure	13,720	14,420	14,420	17,010
Net Recharges	13,720	14,420	14,420	17,010
Capital Charges	17,800	17,800	17,800	18,380
Net Service Cost (GHW)	20,368	28,940	28,940	34,440

LOCAL AMENITIES

Assistant Director ICT and Facilities

The District Council supports some maintenance work at the Thaxted Guildhall and also makes a contribution to the Guildhall through an annual grant to the Thaxted Parish Council. This service also includes the costs of maintaining open spaces.

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Premises Costs	17,236	2,160	2,160	2,200
Supplies & Services	22,932	6,150	6,150	6,150
Direct Expenditure	40,168	8,310	8,310	8,350
External Funding	(11,315)	0	0	0
Fees & Charges	(5,942)	0	0	0
Direct Income	(17,257)	0	0	0
Net Direct Total	22,910	8,310	8,310	8,350
Internal Recharges - Expenditure	189,845	187,900	187,900	213,390
Net Recharges	189,845	187,900	187,900	213,390
Capital Charges	770,535	83,300	83,300	26,320
Net Service Cost (GLA)	983,290	279,510	279,510	248,060

ENVIRONMENTAL SERVICES PORTFOLIO

LICENSING

Assistant Director Housing & Environmental Services

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	4.30	4.76	4.76

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	117,023	131,540	131,540	149,400
Supplies & Services - DBS Checks	16,314	20,000	20,000	12,000
- Other	21,312	18,150	18,150	29,640
Direct Expenditure	154,649	169,690	169,690	191,040
Fees & Charges - Alcohol	(75,403)	(78,000)	(78,000)	(77,000)
- Taxi Trade	(247,364)	(108,700)	(108,700)	(356,600)
- Other	(23,059)	(18,000)	(18,000)	(17,840)
Other Income	(16,575)	(20,000)	(20,000)	(12,000)
Direct Income	(362,401)	(224,700)	(224,700)	(463,440)
Net Direct Total	(207,752)	(55,010)	(55,010)	(272,400)
Internal Recharges - Expenditure	248,042	195,020	195,020	221,920
Net Recharges	248,042	195,020	195,020	221,920
Net Service Cost (GLE)	40,290	140,010	140,010	(50,480)

VEHICLE MANAGEMENT

Street Services Operations Manager

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	3.00	3.00	4.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Restated £	2018/19 Original £
Employee Expenses	124,287	141,630	141,630	193,740
Transport Costs	5,107	5,900	5,900	5,820
Supplies & Services - Materials	242,750	230,000	230,000	250,000
- Other	551	2,850	2,850	11,400
Direct Expenditure	372,695	380,380	380,380	460,960
Net Direct Total	372,695	380,380	380,380	460,960
Internal Recharges - Expenditure	50,565	74,050	74,050	79,780
Internal Recharges - Income	(425,500)	(456,630)	(456,630)	(543,450)
Net Recharges	(374,935)	(382,580)	(382,580)	(463,670)
Capital Charges	2,240	2,200	2,200	2,710
Net Service Cost (GMA)	0	0	0	0

ENVIRONMENTAL SERVICES PORTFOLIO

PUBLIC HEALTH

Assistant Director Housing and Environmental Services

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	16.82	17.94	19.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	693,699	743,805	743,805	833,390
Supplies & Services				
- Border Inspection	51,304	54,550	54,550	60,950
- Food Inspection	53,718	500	500	10,480
- Other Public Health	46,789	39,840	39,840	43,970
Direct Expenditure	845,510	838,695	838,695	948,790
Fees & Charges				
- Border Inspection	(145,228)	(120,000)	(120,000)	(172,350)
- Food Inspection	(109,700)	(19,870)	(19,870)	(21,720)
- Other Public Health	(18,112)	(16,420)	(16,420)	(17,460)
Government Grants	(835)	0	0	0
Other Income	(6,487)	0	0	(37,000)
Direct Income	(280,361)	(156,290)	(156,290)	(248,530)
Net Direct Total	565,149	682,405	682,405	700,260
Internal Recharges - Expenditure	1,457,860	301,950	301,950	1,109,270
Internal Recharges - Income	(1,395,124)	(246,950)	(246,950)	(1,022,120)
Net Recharges	62,736	55,000	55,000	87,150
Capital Charges	4,442	4,400	4,400	920
Net Service Cost (GPH)	632,326	741,805	741,805	788,330

ENVIRONMENTAL SERVICES PORTFOLIO

PLANNING MANAGEMENT

Assistant Director Planning and Building Control

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	12.61	12.61	11.61

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	440,703	431,650	431,650	363,890
Supplies & Services	20,365	14,850	14,850	10,650
Direct Expenditure	461,067	446,500	446,500	374,540
Fees & Charges	(59,143)	(25,100)	(25,100)	(30,100)
Direct Income	(59,143)	(25,100)	(25,100)	(30,100)
Net Direct Total	401,924	421,400	421,400	344,440
Internal Recharges - Expenditure	210,661	237,760	237,760	225,480
Internal Recharges - Income	(612,586)	(659,160)	(659,160)	(569,920)
Net Recharges	(401,924)	(421,400)	(421,400)	(344,440)
Net Service Cost (GPM)	0	0	0	0

PLANNING POLICY

Assistant Director Planning and Building Control

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	3.82	4.00	5.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	421,511	393,280	446,020	384,950
Supplies & Services	362,487	175,000	175,000	802,000
- Consultants				
- Examination Costs	0	0	0	150,000
- Legal Fees	0	0	0	20,000
- Other	43,282	2,430	3,930	4,250
Third Party Payments	0	0	11,000	11,000
Direct Expenditure	827,280	570,710	635,950	1,372,200
Fees & Charges	(12,000)	0	0	0
Government Grants	(26,145)	0	0	0
Direct Income	(38,145)	0	0	0
Net Direct Total	789,135	570,710	635,950	1,372,200
Internal Recharges - Expenditure	145,527	116,250	116,250	131,720
Internal Recharges - Income	(26,536)	(32,320)	(32,320)	(76,010)
Net Recharges	118,991	83,930	83,930	55,710
Net Service Cost (GPP)	908,126	654,640	719,880	1,427,910

ENVIRONMENTAL SERVICES PORTFOLIO

PLANNING SPECIALISTS

Assistant Director Planning and Building Control

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	4.00	4.00	4.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	162,671	177,160	177,160	186,090
Supplies & Services	1,535	20,430	20,430	10,630
Direct Expenditure	164,206	197,590	197,590	196,720
Net Direct Total	164,206	197,590	197,590	196,720
Internal Recharges - Expenditure	74,341	78,060	78,060	97,660
Internal Recharges - Income	(238,547)	(275,650)	(275,650)	(294,380)
Net Recharges	(164,206)	(197,590)	(197,590)	(196,720)
Net Service Cost (GPS)	0	0	0	0

ENVIRONMENTAL SERVICES PORTFOLIO

WASTE MANAGEMENT

Street Services Operations Manager

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	46.00	50.00	50.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	1,346,802	1,418,570	1,418,570	1,488,750
Transport Costs				
- Diesel	303,108	351,850	351,850	370,890
- Contract hire	23,296	17,000	17,000	17,000
- Licence	17,955	21,390	21,390	20,860
- Other	0	1,000	1,000	1,000
Supplies & Services				
- Materials	18,729	25,000	25,000	25,000
- Consultants	13,000	25,000	25,000	25,000
- Processing Fees	269,250	370,000	370,000	310,000
- Other Professional Fees	0	0	0	30,000
- Disposal Charges	310,160	321,000	321,000	337,500
- Other	51,159	39,800	39,800	41,370
Direct Expenditure	2,353,458	2,590,610	2,590,610	2,667,370
External Funding				
- ECC	(1,177,199)	(1,184,000)	(1,184,000)	(1,135,940)
Fees & Charges				
- Trade Waste	(604,757)	(593,050)	(593,050)	(624,150)
- Green Waste	(245,663)	(245,000)	(245,000)	(305,000)
- Green Waste Parish	(50,556)	(51,500)	(51,500)	(50,620)
Other Income	(36,768)	(30,500)	(30,500)	(42,500)
Direct Income	(2,114,944)	(2,104,050)	(2,104,050)	(2,158,210)
Net Direct Total	238,515	486,560	486,560	509,160
Internal Recharges - Expenditure	1,154,652	1,136,740	1,136,740	1,243,180
Internal Recharges - Income	(3,456)	(2,780)	(2,780)	(4,540)
Net Recharges	1,151,196	1,133,960	1,133,960	1,238,640
Capital Charges	469,708	642,700	642,700	633,990
Net Service Cost (GRY)	1,859,419	2,263,220	2,263,220	2,381,790

ENVIRONMENTAL SERVICES PORTFOLIO

COMMUNITY SAFETY

Assistant Director Housing and Environmental Services

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	1.62	1.62	3.12

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	55,764	65,380	65,380	139,720
Supplies & Services - Grants	14,374	27,400	27,400	30,000
- Other	16,489	1,470	1,470	4,370
Third Party Payment - PCSO	73,176	75,000	75,000	110,000
Direct Expenditure	159,803	169,250	169,250	284,090
Other Income	0	(15,000)	(15,000)	(15,000)
External Funding	(6,754)	0	0	0
Direct Income	(6,754)	(15,000)	(15,000)	(15,000)
Net Direct Total	153,049	154,250	154,250	269,090
Internal Recharges - Expenditure	54,857	49,380	49,380	35,500
Internal Recharges - Income	0	0	0	(44,950)
Net Recharges	54,857	49,380	49,380	(9,450)
Capital Charges	0	0	0	0
Net Service Cost (GSA)	207,905	203,630	203,630	259,640

STREET SERVICES

Street Services Operations Manager

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	7.50	7.50	7.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	267,385	294,870	294,870	290,450
Supplies & Services	3,488	2,620	2,620	2,680
Direct Expenditure	270,873	297,490	297,490	293,130
Net Direct Total	270,873	297,490	297,490	293,130
Internal Recharges - Expenditure	227,790	198,700	198,700	256,780
Internal Recharges - Income	(498,663)	(496,190)	(496,190)	(549,910)
Net Recharges	(270,873)	(297,490)	(297,490)	(293,130)
Net Service Cost (GWM)	0	0	0	0

Finance and Administration Portfolio

FINANCE & ADMINISTRATION PORTFOLIO

SUMMARY BY SERVICE	2016/17 Actual £	2017/18 Original £	2017/18 Restated £	2018/19 Original £
Enforcement 71,637		0	0	0
Benefit Administration	155,537	234,200	234,200	302,600
Business Improvement	47,027	0	0	0
Corporate Management	673,411	760,800	819,340	1,318,610
Conveniences 21,000		20,000	20,000	20,000
Central Services	381,900	396,460	396,460	440,700
Corporate Team	256,781	615,200	615,200	642,630
Conducting Elections	(31,638)	810	810	810
Electoral Registration	44,800	59,230	59,230	58,330
Financial Services	1,075,646	1,136,410	1,136,410	1,075,150
Housing Benefits	103,722	246,910	246,910	237,720
Human Resources	305,739	245,750	296,750	295,320
Internal Audit	113,298	129,020	129,020	131,490
Information Technology	1,151,022	1,233,410	1,233,410	1,380,930
Land Charges	(110,330)	(72,990)	(72,990)	(88,060)
Legal Services	220,570	97,200	97,200	121,870
Local Tax Collection	(61,154)	(110,000)	(110,000)	(90,000)
Non Domestic Rates	(146,034)	(145,000)	(145,000)	(146,000)
Office Cleaning	146,676	180,810	180,810	182,800
Office Services	471,516	281,720	281,720	353,590
Revenues Administration	490,705	527,290	527,290	562,810
Local Council Tax Support	(218,307)	(117,480)	(117,480)	(191,840)
PORTFOLIO TOTAL	5,163,523	5,719,750	5,829,290	6,609,460

SUMMARY BY SUBJECTIVE	2016/17 Actual £	2017/18 Original £	2017/18 Restated £	2018/19 Original £
Employees	3,682,620	3,621,635	3,630,175	4,267,190
Premises	547,047	417,850	417,850	439,240
Transport	153,801	162,200	162,200	175,690
Supplies & Services	2,355,990	2,516,155	2,581,155	2,694,110
Third Party Payments	67,283	68,000	53,000	36,000
Transfer Payments	16,497,745	17,032,420	17,083,420	16,692,820
Direct Expenditure Total	23,304,486	23,818,260	23,927,800	24,305,050
External Funding	(470,635)	(315,330)	(315,330)	(330,190)
Fees & Charges	(377,576)	(465,980)	(465,980)	(390,980)
Government Grants	(16,773,072)	(16,800,200)	(16,800,200)	(16,405,320)
Other Income	(519,680)	(517,000)	(517,000)	(569,100)
Direct Income Total	(18,140,963)	(18,098,510)	(18,098,510)	(17,695,590)
PORTFOLIO TOTAL	5,163,523	5,719,750	5,829,290	6,609,460

FINANCE & ADMINISTRATION PORTFOLIO

ENFORCEMENT

Interim Head of Legal Services

Further to a management restructure, the costs in relation to this service have been merged into other services.

Employees	2016/17	2017/18	2018/19
- Full time equivalent	2.00	-	-

Description	2016/17 Actual £	2017/18 Original £	2017/18 Restated £	2018/19 Original £
Employee Expenses	73,052	0	0	0
Supplies & Services	2,325	0	0	0
Direct Expenditure	75,377	0	0	0
Fees & Charges	(3,740)		0	0
Direct Income	(3,740)	0	0	0
Net Direct Total	71,637	0	0	0
Internal Recharges - Expenditure	39,812	0	0	0
Internal Recharges - Income	(111,449)	0	0	0
Net Recharges	(71,637)	0	0	0
Net Service Cost (GAF)	0	0	0	0

BENEFITS ADMINISTRATION

Assistant Director Resources

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	12.19	12.59	13.41

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	396,338	434,540	434,540	471,270
Supplies & Services				
- Seminars	10,230	10,000	10,000	9,700
- Software	22,708	0	0	0
- Other	5,587	7,350	7,350	9,190
Direct Expenditure	434,862	451,890	451,890	490,160
Government Grants	(279,325)	(217,690)	(217,690)	(187,560)
Direct Income	(279,325)	(217,690)	(217,690)	(187,560)
Net Direct Total	155,537	234,200	234,200	302,600
Internal Recharges - Expenditure	380,601	413,190	413,190	407,830
Internal Recharges - Income	(536,138)	(647,390)	(647,390)	(710,430)
Net Recharges	(155,537)	(234,200)	(234,200)	(302,600)
Net Service Cost (GBA)	0	0	0	0

FINANCE & ADMINISTRATION PORTFOLIO

BUSINESS IMPROVEMENT

Assistant Director Corporate Services

Further to a management restructure, the costs in relation to this service have been merged into other services.

Employees	2016/17	2017/18	2018/19
- Full time equivalent	1.26	-	-

Description	2016/17 Actual £	2017/18 Original £	2017/18 Restated £	2018/19 Original £
Employee Expenses	46,976	0	0	0
Supplies & Services	52	0	0	0
Direct Expenditure	47,027	0	0	0
Net Direct Total	47,027	0	0	0
Internal Recharges - Expenditure	59,103	0	0	0
Internal Recharges - Income	(106,130)	0	0	0
Net Recharges	(47,027)	0	0	0
Net Service Cost (GBP)	0	0	0	0

CORPORATE MANAGEMENT

Assistant Director Resources

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	7.19	7.19	13.27

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	509,013	568,370	576,910	1,199,910
Supplies & Services				
- Audit Fees	98,425	72,730	72,730	72,730
- Consultants	553	105,000	105,000	76,750
- Other	77,420	14,700	64,700	19,220
Direct Expenditure	685,411	760,800	819,340	1,368,610
Government Grants	(12,000)	0	0	0
Other Income	0	0	0	(50,000)
Direct Income	(12,000)	0	0	(50,000)
Net Direct Total	673,411	760,800	819,340	1,318,610
Internal Recharges - Expenditure	994,350	1,000,050	1,000,050	1,153,880
Internal Recharges - Income	(726,431)	(766,840)	(766,840)	(1,342,540)
Net Recharges	267,919	233,210	233,210	(188,660)
Net Service Cost (GCM)	941,330	994,010	1,052,550	1,129,950

FINANCE & ADMINISTRATION PORTFOLIO

CONVENIENCES

Assistant Director ICT and Facilities

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

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Premises Costs	1,000	0	0	0
Supplies & Services	20,000	20,000	20,000	20,000
Direct Expenditure	21,000	20,000	20,000	20,000
Net Direct Total	21,000	20,000	20,000	20,000
Internal Recharges - Expenditure	379	550	550	1,950
Net Recharges	379	550	550	1,950
Net Service Cost (GCO)	21,379	20,550	20,550	21,950

CENTRAL SERVICES

Assistant Director ICT and Facilities

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	7.51	7.51	8.47

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	200,568	206,890	206,890	239,730
Transport Costs	867	920	920	950
Supplies & Services				
- Postage	123,392	115,000	115,000	101,730
- Equipment Rental	29,518	39,780	39,780	63,320
- Photocopier Costs	17,673	22,600	22,600	18,600
- Other	18,547	24,430	24,430	25,020
Direct Expenditure	390,565	409,620	409,620	449,350
Fees & Charges	(8,665)	(13,160)	(13,160)	(8,650)
Direct Income	(8,665)	(13,160)	(13,160)	(8,650)
Net Direct Total	381,900	396,460	396,460	440,700
Internal Recharges - Expenditure	131,206	116,280	116,280	133,840
Internal Recharges - Income	(522,962)	(528,740)	(528,740)	(580,980)
Net Recharges	(391,757)	(412,460)	(412,460)	(447,140)
Capital Charges	9,857	16,000	16,000	6,440
Net Service Cost (GCS)	0	0	0	0

FINANCE & ADMINISTRATION PORTFOLIO

CORPORATE TEAM

Assistant Director ICT and Facilities

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	1.81	2.81	1.81

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	102,987	162,120	162,120	89,980
Supplies & Services - Consultancy	153,226	450,000	450,000	552,500
- Other	568	3,080	3,080	150
Direct Expenditure	256,781	615,200	615,200	642,630
Net Direct Total	256,781	615,200	615,200	642,630
Internal Recharges - Expenditure	33,587	16,760	16,760	30,530
Internal Recharges - Income	(124,093)	(181,960)	(181,960)	(98,140)
Net Recharges	(90,507)	(165,200)	(165,200)	(67,610)
Net Service Cost (GCT)	166,274	450,000	450,000	575,020

CONDUCTING ELECTIONS

Committee and Electoral Services Manager

This service represents costs associated with conducting elections and referendums.

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	131,493	0	0	0
Premises Costs	50,157	810	810	810
Supplies & Services - Postage	51,600	0	0	0
- Printing/Stationery	37,825	0	0	0
- Equipment	5,303	0	0	0
- Other	3,029	100,000	100,000	40,000
Direct Expenditure	279,407	100,810	100,810	40,810
Government Grants	(311,045)	(100,000)	(100,000)	(40,000)
Direct Income	(311,045)	(100,000)	(100,000)	(40,000)
Net Direct Total	(31,638)	810	810	810
Internal Recharges - Expenditure	36,046	62,540	62,540	28,922
Net Recharges	36,046	62,540	62,540	28,922
Capital Charges	4,390	4,400	4,400	0
Net Service Cost (GEL)	8,798	67,750	67,750	29,732

FINANCE & ADMINISTRATION PORTFOLIO

ELECTORAL REGISTRATION

Committee and Electoral Services Manager

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	0.40	0.40	0.40

Description	2016/17 Actual £	2017/18 Original £	2017/18 Restated £	2018/19 Original £
Employee Expenses	18,970	29,900	29,900	29,000
Supplies & Services - Postage	31,635	20,000	20,000	20,000
- Other	12,855	10,830	10,830	10,830
Direct Expenditure	63,461	60,730	60,730	59,830
Fees & Charges	(1,356)	(1,500)	(1,500)	(1,500)
Government Grants	(17,304)	0	0	0
Direct Income	(18,660)	(1,500)	(1,500)	(1,500)
Net Direct Total	44,800	59,230	59,230	58,330
Internal Recharges - Expenditure	184,632	208,210	208,210	218,518
Net Recharges	184,632	208,210	208,210	218,518
Net Service Cost (GER)	229,432	267,440	267,440	276,848

FINANCE & ADMINISTRATION PORTFOLIO

FINANCIAL SERVICES

Assistant Director Resources

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	10.78	12.16	10.84

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	523,376	573,545	573,545	486,500
Premises Costs	133,270	135,050	135,050	136,240
Transport Costs	150,443	157,010	157,010	171,670
Supplies & Services				
- Insurance	159,500	173,360	173,360	171,260
- Treasury Management	55,793	51,150	51,150	64,470
- Other	42,636	34,795	34,795	27,610
Third Party Payments	18,000	18,000	18,000	18,000
Direct Expenditure	1,083,018	1,142,910	1,142,910	1,075,750
Fees & Charges	(6,872)	(6,500)	(6,500)	0
Government Grants	(500)	0	0	0
Other	0	0	0	(600)
Direct Income	(7,372)	(6,500)	(6,500)	(600)
Net Direct Total	1,075,646	1,136,410	1,136,410	1,075,150
Internal Recharges - Expenditure	265,754	241,710	241,710	276,660
Internal Recharges - Income	(1,341,400)	(1,378,120)	(1,378,120)	(1,351,810)
Net Recharges	(1,075,646)	(1,136,410)	(1,136,410)	(1,075,150)
Net Service Cost (GFS)	0	0	0	0

HOUSING BENEFITS

Assistant Director Resources

The budget shows the amount of Housing Benefit claimed and this is subsidised by funding received from Central Government.

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Supplies & Services	253,332	150,000	150,000	150,000
Transfer Payments	16,333,559	16,942,420	16,942,420	16,626,480
Direct Expenditure	16,586,891	17,092,420	17,092,420	16,776,480
Government Grants	(15,992,922)	(16,345,510)	(16,345,510)	(16,038,760)
Other Income	(490,247)	(500,000)	(500,000)	(500,000)
Direct Income	(16,483,169)	(16,845,510)	(16,845,510)	(16,538,760)
Net Direct Total	103,722	246,910	246,910	237,720
Internal Recharges - Expenditure	268,069	323,700	323,700	355,220
Net Recharges	268,069	323,700	323,700	355,220
Net Service Cost (GHB)	371,791	570,610	570,610	592,940

FINANCE & ADMINISTRATION PORTFOLIO

HUMAN RESOURCES

Assistant Director Corporate Services

The council's HR administration and payroll function is supported by Essex County Council's HR partnership.

Employees	2016/17	2017/18	2018/19
- Full time equivalent	3.00	3.00	3.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	168,975	160,100	160,100	169,390
Supplies & Services				
- Consultancy ECC Partnership	57,363	58,300	58,300	59,850
- Consultancy for new employee HR sys.	53,180	0	0	0
- Consultancy other	12,058	0	0	0
- Other	10,520	10,350	10,350	14,740
Third Party Payments				
- Maintenance of the HR system	14,563	18,000	18,000	18,000
Transfer Payments				
- Apprenticeship Levy	0	0	51,000	34,340
Direct Expenditure	316,659	246,750	297,750	296,320
Government Grants	(477)	0	0	0
Other Income	(10,443)	(1,000)	(1,000)	(1,000)
Direct Income	(10,920)	(1,000)	(1,000)	(1,000)
Net Direct Total	305,739	245,750	296,750	295,320
Internal Recharges - Expenditure	162,924	152,230	152,230	158,100
Internal Recharges - Income	(468,663)	(397,980)	(397,980)	(453,420)
Net Recharges	(305,739)	(245,750)	(245,750)	(295,320)
Net Service Cost (GHR)	0	0	51,000	0

INTERNAL AUDIT

Director of Finance and Corporate Services

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	2.68	2.68	2.78

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	111,155	124,200	124,200	129,100
Supplies & Services	2,143	4,820	4,820	2,390
Direct Expenditure	113,298	129,020	129,020	131,490
Net Direct Total	113,298	129,020	129,020	131,490
Internal Recharges - Expenditure	43,351	37,920	37,920	39,870
Internal Recharges - Income	(156,649)	(166,940)	(166,940)	(171,360)
Net Recharges	(113,298)	(129,020)	(129,020)	(131,490)
Net Service Cost (GIA)	0	0	0	0

FINANCE & ADMINISTRATION PORTFOLIO

INFORMATION TECHNOLOGY

Assistant Director ICT and Facilities

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	8.22	8.47	8.47

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	349,003	364,580	364,580	383,080
Supplies & Services				
- Equipment	47,449	25,000	25,000	41,000
- Support Systems	636,989	722,130	722,130	844,970
- Telephones	52,717	62,400	62,400	52,960
- Consultancy	0	0	15,000	26,390
- Communications	21,327	16,000	16,000	21,080
- Other	9,262	12,300	12,300	12,450
Third Party Payments	34,720	32,000	17,000	0
Direct Expenditure	1,151,467	1,234,410	1,234,410	1,381,930
Other Income	(445)	(1,000)	(1,000)	(1,000)
Direct Income	(445)	(1,000)	(1,000)	(1,000)
Net Direct Total	1,151,022	1,233,410	1,233,410	1,380,930
Internal Recharges - Expenditure	160,626	140,610	140,610	128,710
Internal Recharges - Income	(1,459,876)	(1,554,820)	(1,554,820)	(1,675,400)
Net Recharges	(1,299,249)	(1,414,210)	(1,414,210)	(1,546,690)
Capital Charges	148,228	180,800	180,800	165,760
Net Service Cost (GIC)	0	0	0	0

LAND CHARGES

Assistant Director Governance and Legal

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	1.61	1.61	1.61

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	53,272	55,840	55,840	60,770
Supplies & Services				
- Fees	45,656	30,000	30,000	30,000
- Other	976	1,170	1,170	1,170
Direct Expenditure	99,904	87,010	87,010	91,940
Fees & Charges	(205,674)	(160,000)	(160,000)	(180,000)
Government Grants	(4,561)	0	0	0
Direct Income	(210,235)	(160,000)	(160,000)	(180,000)
Net Direct Total	(110,330)	(72,990)	(72,990)	(88,060)
Internal Recharges - Expenditure	81,040	94,150	94,150	67,830
Internal Recharges - Income	29,290	(6,590)	(6,590)	20,230
Net Recharges	110,330	87,560	87,560	88,060
Net Service Cost (GLC)	0	14,570	14,570	0

FINANCE & ADMINISTRATION PORTFOLIO

LEGAL SERVICES

Assistant Director Governance and Legal

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	2.22	2.61	1.78

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	219,984	107,250	107,250	117,920
Supplies & Services - Publications	7,768	11,000	11,000	10,000
- Fees	35,845	25,000	25,000	25,000
- Other	4,526	3,950	3,950	3,950
Direct Expenditure	268,124	147,200	147,200	156,870
Fees & Charges - Costs	(47,554)	(50,000)	(50,000)	(35,000)
- Other	0	0	0	0
Direct Income	(47,554)	(50,000)	(50,000)	(35,000)
Net Direct Total	220,570	97,200	97,200	121,870
Internal Recharges - Expenditure	86,280	108,910	108,910	107,100
Internal Recharges - Income	(306,850)	(206,110)	(206,110)	(228,970)
Net Recharges	(220,570)	(97,200)	(97,200)	(121,870)
Net Service Cost (GLG)	0	0	0	0

LOCAL TAXATION

Assistant Director Resources

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

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Fees & Charges	(61,154)	(110,000)	(110,000)	(90,000)
Direct Income	(61,154)	(110,000)	(110,000)	(90,000)
Net Direct Total	(61,154)	(110,000)	(110,000)	(90,000)
Internal Recharges - Expenditure	574,457	563,520	563,520	682,850
Net Recharges	574,457	563,520	563,520	682,850
Net Service Cost (GLT)	513,303	453,520	453,520	592,850

FINANCE & ADMINISTRATION PORTFOLIO

NON DOMESTIC RATES

Assistant Director Resources

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

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Fees & Charges	(6,820)	(8,000)	(8,000)	(7,000)
Government Grants	(139,214)	(137,000)	(137,000)	(139,000)
Direct Income	(146,034)	(145,000)	(145,000)	(146,000)
Net Direct Total	(146,034)	(145,000)	(145,000)	(146,000)
Internal Recharges - Expenditure	115,587	236,720	236,720	203,830
Net Recharges	115,587	236,720	236,720	203,830
Net Service Cost (GNR)	(30,447)	91,720	91,720	57,830

OFFICE CLEANING

Assistant Director ICT and Facilities

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	7.12	7.82	7.82

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	138,829	168,240	168,240	173,870
Premises Costs	2,745	7,000	7,000	4,000
Transport Costs	2,492	4,270	4,270	3,070
Supplies & Services	17,096	16,300	16,300	16,860
Direct Expenditure	161,161	195,810	195,810	197,800
Other Income	(14,485)	(15,000)	(15,000)	(15,000)
Direct Income	(14,485)	(15,000)	(15,000)	(15,000)
Net Direct Total	146,676	180,810	180,810	182,800
Internal Recharges - Expenditure	58,720	68,130	68,130	68,060
Internal Recharges - Income	(208,376)	(251,940)	(251,940)	(253,840)
Net Recharges	(149,656)	(183,810)	(183,810)	(185,780)
Capital Charges	2,980	3,000	3,000	2,980
Net Service Cost (GOC)	0	0	0	0

FINANCE & ADMINISTRATION PORTFOLIO

OFFICE SERVICES

Assistant Director ICT and Facilities

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	3.00	2.00	3.01

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	102,401	94,250	94,250	98,440
Premises Costs				
- Centralised Repairs	164,399	69,680	69,680	69,000
- Utilities	54,730	59,210	59,210	80,320
- Rates	131,705	133,200	133,200	137,920
- Other	9,040	12,900	12,900	10,950
Supplies & Services	21,346	11,300	11,300	12,790
Direct Expenditure	483,622	380,540	380,540	409,420
Fees & Charges				
- Rents	(4,363)	(76,000)	(76,000)	(55,830)
- Other	(7,744)	(22,820)	(22,820)	0
Direct Income	(12,107)	(98,820)	(98,820)	(55,830)
Net Direct Total	471,516	281,720	281,720	353,590
Internal Recharges - Expenditure	259,045	207,950	207,950	211,630
Internal Recharges - Income	(1,141,594)	(679,170)	(679,170)	(732,720)
Net Recharges	(882,548)	(471,220)	(471,220)	(521,090)
Capital Charges	411,033	189,500	189,500	167,500
Net Service Cost (GOF)	0	0	0	0

FINANCE & ADMINISTRATION PORTFOLIO

REVENUES ADMINISTRATION

Assistant Director Resources

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	17.19	17.19	16.49

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	536,228	571,810	571,810	618,230
Supplies & Services - Legal Fees	41,985	12,000	12,000	24,000
- Other	44,052	69,330	69,330	41,430
Direct Expenditure	622,266	653,140	653,140	683,660
Fees & Charges	(23,635)	(18,000)	(18,000)	(13,000)
External Funding	(107,804)	(107,850)	(107,850)	(107,850)
Government Grants	(122)	0	0	0
Direct Income	(131,561)	(125,850)	(125,850)	(120,850)
Net Direct Total	490,705	527,290	527,290	562,810
Internal Recharges - Expenditure	641,698	595,590	595,590	694,360
Internal Recharges - Income	(1,132,404)	(1,122,880)	(1,122,880)	(1,257,170)
Net Recharges	(490,705)	(527,290)	(527,290)	(562,810)
Net Service Cost (GRA)	0	0	0	0

LOCAL COUNCIL TAX SUPPORT

Assistant Director Resources

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

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Transfer Payments	164,186	90,000	90,000	32,000
Direct Expenditure	164,186	90,000	90,000	32,000
External Funding	(362,831)	(207,480)	(207,480)	(222,340)
Government Grants	(15,602)	0	0	0
Other Income	(4,060)	0	0	(1,500)
Direct Income	(382,493)	(207,480)	(207,480)	(223,840)
Net Direct Total	(218,307)	(117,480)	(117,480)	(191,840)
Internal Recharges - Expenditure	268,069	323,690	323,690	355,210
Net Recharges	268,069	323,690	323,690	355,210
Net Service Cost (GTB)	49,762	206,210	206,210	163,370

Housing and Economic Development Portfolio

HOUSING & ECONOMIC DEVELOPMENT PORTFOLIO

SUMMARY BY SERVICE	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Building Control	(126,618)	(106,570)	(106,570)	(112,290)
Committee Administration	205,340	238,430	195,170	240,560
Customer Services Centre	366,740	419,490	419,490	404,590
Democratic Representation	316,033	323,500	323,500	326,680
Economic Development	189,272	180,875	180,875	268,280
Energy Efficiency	33,909	44,280	44,280	35,150
Housing Grants	10,000	2,500	2,500	0
Health Improvement	105,196	126,340	126,340	143,080
Homelessness 175,050		212,360	212,360	177,270
Lifeline (186,240)		(139,000)	(139,000)	(158,120)
Communications 264,209		303,730	303,730	306,330
PORTFOLIO TOTAL	1,352,891	1,605,935	1,562,675	1,631,530

SUMMARY BY SUBJECTIVE	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employees	1,487,205	1,687,270	1,649,010	1,641,430
Premises	16,862	27,110	27,110	22,280
Supplies & Services	664,493	583,395	578,395	814,190
Third Party Payments	55,840	61,330	61,330	40,500
Transfer Payments	888	850	850	850
Direct Expenditure Total	2,225,288	2,359,955	2,316,695	2,519,250
Fees & Charges	(809,390)	(754,020)	(754,020)	(865,600)
Government Grants	(15,103)	0	0	0
Other Income	(47,905)	0	0	(22,120)
Direct Income Total	(872,398)	(754,020)	(754,020)	(887,720)
PORTFOLIO TOTAL	1,352,891	1,605,935	1,562,675	1,631,530

HOUSING & ECONOMIC DEVELOPMENT PORTFOLIO

BUILDING CONTROL

Assistant Director Planning and Building Control

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	7.00	7.00	8.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	325,232	335,930	335,930	394,420
Premises Costs	5,081	3,000	3,000	3,000
Supplies & Services	14,775	11,000	11,000	11,790
Direct Expenditure	345,088	349,930	349,930	409,210
Fees & Charges	(471,706)	(456,500)	(456,500)	(521,500)
Direct Income	(471,706)	(456,500)	(456,500)	(521,500)
Net Direct Total	(126,618)	(106,570)	(106,570)	(112,290)
Internal Recharges - Expenditure	201,105	236,630	236,630	258,740
Internal Recharges - Income	(64,997)	(52,270)	(52,270)	(64,390)
Net Recharges	136,108	184,360	184,360	194,350
Net Service Cost (GBS)	9,491	77,790	77,790	82,060

COMMITTEE ADMINISTRATION

Committee & Electoral Services Manager

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	5.70	6.00	6.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	199,127	230,960	192,700	237,660
Supplies & Services	13,031	7,470	2,470	2,900
Direct Expenditure	212,158	238,430	195,170	240,560
Other Income	(6,819)	0	0	0
Direct Income	(6,819)	0	0	0
Net Direct Total	205,340	238,430	195,170	240,560
Internal Recharges - Expenditure	71,833	114,360	114,360	87,310
Internal Recharges - Income	(277,173)	(352,790)	(352,790)	(327,870)
Net Recharges	(205,340)	(238,430)	(238,430)	(240,560)
Net Service Cost (GCA)	0 0		(43,260)	0

HOUSING & ECONOMIC DEVELOPMENT PORTFOLIO

CUSTOMER SERVICES CENTRE

Assistant Director Corporate Services

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	11.83	12.65	12.46

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	346,058	389,950	389,950	396,400
Premises Costs	4,477	5,500	5,500	3,550
Supplies & Services	4,180	8,040	8,040	6,640
Third Party Payments	14,051	18,000	18,000	0
Direct Expenditure	368,767	421,490	421,490	406,590
Fees & Charges	(2,027)	(2,000)	(2,000)	(2,000)
Direct Income	(2,027)	(2,000)	(2,000)	(2,000)
Net Direct Total	366,740	419,490	419,490	404,590
Internal Recharges - Expenditure	273,109	248,750	248,750	289,750
Internal Recharges - Income	(639,850)	(668,240)	(668,240)	(694,340)
Net Recharges	(366,740)	(419,490)	(419,490)	(404,590)
Net Service Cost (GCE)	0	0	0	0

DEMOCRATIC REPRESENTATION

Committee & Electoral Services Manager

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

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	5,418	6,550	6,550	5,140
Supplies & Services - Members Allowances	264,622	272,700	272,700	275,430
- Members Expenses	11,602	12,000	12,000	12,360
- Subscriptions	17,013	20,000	20,000	20,000
- Other	17,378	12,250	12,250	13,750
Direct Expenditure	316,033	323,500	323,500	326,680
Net Direct Total	316,033	323,500	323,500	326,680
Internal Recharges - Expenditure	556,577	602,340	602,340	594,250
Net Recharges	556,577	602,340	602,340	594,250
Capital Charges	4,583	4,500	4,500	4,580
Net Service Cost (GDR)	877,193	930,340	930,340	925,510

HOUSING & ECONOMIC DEVELOPMENT PORTFOLIO

ECONOMIC DEVELOPMENT

Assistant Director Planning & Building Control

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	2.00	3.00	2.29

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	82,783	120,870	120,870	98,280
Supplies & Services - Consultants	18,168	22,500	22,500	132,500
- Grants	81,439	27,000	27,000	27,000
- Other	13,882	10,505	10,505	10,500
Direct Expenditure	196,272	180,875	180,875	268,280
Government Grants	(7,000)	0	0	0
Direct Income	(7,000)	0	0	0
Net Direct Total	189,272	180,875	180,875	268,280
Internal Recharges - Expenditure	15,675	14,430	14,430	34,200
Internal Recharges - Income	(4,045)	0	0	(15,780)
Net Recharges	11,630	14,430	14,430	18,420
Net Service Cost (GED)	200,903	195,305	195,305	286,700

ENERGY EFFICIENCY

Assistant Director Planning & Building Control

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

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Premises Costs	2,429	10,000	10,000	5,000
Supplies & Services	17,111	10,280	10,280	6,150
Third Party Payments	23,534	24,000	24,000	24,000
Direct Expenditure	43,074	44,280	44,280	35,150
Fees & Charges	(447)	0	0	0
Other Income	(8,718)	0	0	0
Direct Income	(9,165)	0	0	0
Net Direct Total	33,909	44,280	44,280	35,150
Internal Recharges - Expenditure	2,421	2,670	2,670	7,630
Internal Recharges - Income	(26,424)	(30,500)	(30,500)	(25,130)
Net Recharges	(24,003)	(27,830)	(27,830)	(17,500)
Net Service Cost (GEE)	9,906	16,450	16,450	17,650

HOUSING & ECONOMIC DEVELOPMENT PORTFOLIO

HOUSING GRANTS

Assistant Director Housing and Environmental Services

Up to the end of the financial year 2016/17, the Council paid an annual fee to Papworth Home Improvement Agency (HIA) to deliver the Disabled Facilities Grant to applicants in the district. From 2017/18 onwards this function was delivered 'inhouse' by UDC. The 2017/18 budget was set on the assumption that this function would be taken 'inhouse' at the end of June 2017.

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Supplies & Services	10,000	2,500	2,500	0
Direct Expenditure	10,000	2,500	2,500	0
Net Direct Total	10,000	2,500	2,500	0
Internal Recharges - Expenditure	13,096	0	0	0
Net Recharges	13,096	0	0	0
Net Service Cost (GHG)	23,096	2,500	2,500	0

HEALTH IMPROVEMENT

Assistant Director Housing and Environmental Services

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	3.97	3.97	3.97

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	111,806	138,950	138,950	141,800
Supplies & Services - Fees	34,680	0	0	0
- Other	618	680	680	1,280
- Grant	1,544	300	300	43,000
Third Party Payments	1,757	2,830	2,830	0
Direct Expenditure	150,404	142,760	142,760	186,080
Fees & Charges	(36,431)	(16,420)	(16,420)	(43,000)
Other Income	(8,778)	0	0	0
Direct Income	(45,209)	(16,420)	(16,420)	(43,000)
Net Direct Total	105,196	126,340	126,340	143,080
Internal Recharges - Expenditure	23,318	33,540	33,540	33,930
Net Recharges	23,318	33,540	33,540	33,930
Net Service Cost (GHI)	128,513	159,880	159,880	177,010

HOUSING & ECONOMIC DEVELOPMENT PORTFOLIO

HOMELESSNESS

Assistant Director Housing and Environmental Services

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	5.82	5.82	5.31

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	191,172	211,230	211,230	194,520
Premises Costs	4,875	8,610	8,610	10,730
Supplies & Services - Accommodation	87,642	100,000	100,000	100,000
- Other	5,177	12,270	12,270	11,770
Third Party Payments	16,498	16,500	16,500	16,500
Transfer Payments	888	850	850	850
Direct Expenditure	306,253	349,460	349,460	334,370
Fees & Charges	(120,943)	(137,100)	(137,100)	(157,100)
Other Income	(10,259)	0	0	0
Direct Income	(131,202)	(137,100)	(137,100)	(157,100)
Net Direct Total	175,050	212,360	212,360	177,270
Internal Recharges - Expenditure	54,991	39,730	39,730	59,620
Internal Recharges - Income	(66,440)	(67,830)	(67,830)	(58,690)
Net Recharges	(11,449)	(28,100)	(28,100)	930
Capital Charges	(46,556)	0	0	24,790
Net Service Cost (GHM)	117,045	184,260	184,260	202,990

LIFELINE

Assistant Director Housing and Environmental Services

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

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Supplies & Services	4,928	3,000	3,000	6,000
Direct Expenditure	4,928	3,000	3,000	6,000
Fees & Charges	(177,837)	(142,000)	(142,000)	(142,000)
Other Income - ECC (Lifeline)	(13,331)	0	0	(22,120)
Direct Income	(191,168)	(142,000)	(142,000)	(164,120)
Net Direct Total	(186,240)	(139,000)	(139,000)	(158,120)
Internal Recharges - Expenditure	229,748	273,340	273,340	236,500
Net Recharges	229,748	273,340	273,340	236,500
Net Service Cost (GLL)	43,507	134,340	134,340	78,380

HOUSING & ECONOMIC DEVELOPMENT PORTFOLIO

COMMUNICATIONS

Assistant Director Corporate Services

Public relations, marketing and website costs are contained within this budget.

Employees	2016/17	2017/18	2018/19
- Full time equivalent	4.95	5.11	4.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	225,608	252,830	252,830	173,210
Supplies & Services - Publications	30,644	30,000	30,000	33,140
- Consultants	4,500	7,500	7,500	87,500
- Other	11,559	13,400	13,400	12,480
Direct Expenditure	272,312	303,730	303,730	306,330
Government Grants	(8,103)	0	0	0
Direct Income	(8,103)	0	0	0
Net Direct Total	264,209	303,730	303,730	306,330
Internal Recharges - Expenditure	99,795	80,630	80,630	92,520
Internal Recharges - Income	(364,004)	(384,360)	(384,360)	(398,850)
Net Recharges	(264,209)	(303,730)	(303,730)	(306,330)
Net Service Cost (GPR)	0	0	0	0

Housing Revenue Account

HOUSING REVENUE ACCOUNT

BUDGET SUMMARY	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
<u>Housing Revenue Account Income</u>				
Dwelling Rents	(14,314,910)	(14,160,300)	(14,160,300)	(14,333,170)
Garage Rents	(196,050)	(205,700)	(205,700)	(213,730)
Land Rents	(5,664)	(3,400)	(3,400)	(3,400)
Charges for Services & Facilities	(872,121)	(853,000)	(853,000)	(851,350)
Other Income - internal fees	(576,389)	(690,500)	(690,500)	(600,000)
TOTAL INCOME	(15,965,134)	(15,912,900)	(15,912,900)	(16,001,650)
<u>Housing Finance & Business Management</u>				
Business & Performance Management	94,065	122,290	122,290	0
Rents, Rates & Other Property Charges	51,500	74,750	74,750	74,540
	145,565	197,040	197,040	74,540
<u>Housing Maintenance & Repairs Service</u>				
Common Service Flats	176,882	189,220	189,220	201,180
Estate Maintenance	108,206	147,020	147,020	147,790
Housing Repairs	2,910,040	3,013,110	3,013,110	2,979,070
Housing Sewerage	58,780	52,690	52,690	54,290
Newport Depot	39,087	16,840	16,840	18,570
Property Services	299,739	301,870	301,870	316,000
	3,592,734	3,720,750	3,720,750	3,716,900
<u>Housing Management & Homelessness</u>				
Housing Services	382,993	398,610	398,610	412,910
Sheltered Housing Services	736,188	625,350	625,350	583,400
	1,119,182	1,023,960	1,023,960	996,310
TOTAL SERVICE EXPENDITURE	4,857,481	4,941,750	4,941,750	4,787,750

HOUSING REVENUE ACCOUNT

BUDGET SUMMARY	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
<u>Other Costs</u>				
Transfer to MRR - Depreciation	3,418,620	3,563,700	3,563,700	3,769,170
Impairment - Non-Dwellings	(161,391)	0	0	0
Bad Debt Provision	(130,752)	178,000	178,000	100,000
Recharge from General Fund	1,594,427	1,506,850	1,506,850	1,674,970
HRA Share of Corporate Core	333,673	293,390	293,390	398,270
Interest re HRA Loan	2,627,423	2,625,000	2,625,000	2,615,000
Repayment of HRA loan	0	2,000,000	2,000,000	2,000,000
Investment Income	(60,383)	(15,000)	(15,000)	(15,000)
Pension Costs - Added Years	17,298	19,070	19,070	19,070
Pension Deficit - Triennial payment	0	157,766	157,766	0
RTB Admin Allowance	(22,100)	0	0	(10,400)
TOTAL NON-SERVICE EXPENDITURE	7,616,815	10,328,776	10,328,776	10,551,080
TOTAL EXPENDITURE	12,474,296	15,270,526	15,270,526	15,338,830
OPERATING (SURPLUS)/DEFICIT	(3,490,838)	(642,374)	(642,374)	(662,820)
Funding from Capital Receipts for Loan servicing	0	(2,000,000)	(2,000,000)	(413,000)
<u>Funding of Capital Programme from HRA</u>				
Funding of Action Plan Capital Items	3,183,900	0	0	0
Funding of Capital items from Revenue	0	2,449,080	9,067,000	1,047,100
	3,183,900	2,449,080	9,067,000	1,047,100
<u>Use of Reserves</u>				
Transfer to(+)/from(-) the Change Management Reserve	0	0	0	0
Transfer to(+)/from(-) the Capital Projects Reserve	272,092	510,294	(4,674,000)	120,720
Transfer to(+)/from(-) the Potential Projects Reserve	0	0	(1,433,000)	0
Transfer to(+)/from(-) the Sheltered Housing Reserve	0	(317,000)	(317,626)	0
Transfer to(+)/from(-) the Transformation Reserve	0	0	0	0
Transfer to(+)/from(-) reserves for HRA Working Balance	34,846	0	0	(92,000)
	306,938	193,294	(6,424,626)	28,720
(SURPLUS)/DEFICIT	0	0	0	0

HOUSING REVENUE ACCOUNT

SUMMARY BY SUBJECTIVE	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	1,792,476	1,985,190	1,985,190	1,864,130
Premises Costs	2,384,871	2,367,420	2,367,420	2,338,150
Transport Costs	28,300	29,940	29,940	31,230
Supplies & Services	459,695	324,100	324,100	340,040
Interest/Costs re HRA Loan	2,627,423	2,625,000	2,625,000	2,615,000
Use of Reserves/Funding	3,490,838	642,374	642,374	662,820
Other Third Party Payments	150,205	171,100	171,100	150,200
Transfer Payments	41,933	64,000	64,000	64,000
General Fund recharges	1,928,100	1,800,240	1,800,240	2,073,240
Other Costs	3,121,675	5,918,536	5,918,536	5,877,840
Expenditure Total	16,025,517	15,927,900	15,927,900	16,016,650
Housing Rents	(14,516,624)	(14,369,400)	(14,369,400)	(14,550,300)
Other Income	(1,448,511)	(1,543,500)	(1,543,500)	(1,451,350)
Investment Income	(60,383)	(15,000)	(15,000)	(15,000)
Income Total	(16,025,517)	(15,927,900)	(15,927,900)	(16,016,650)
HRA TOTAL	0	0	0	0

HOUSING REVENUE ACCOUNT

All Services:- Assistant Director Housing & Environmental Services

ESTATE MAINTENANCE

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	1.00	1.00	1.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	43,668	45,560	45,560	46,330
Premises Costs - Planned Repairs	64,478	101,400	101,400	101,400
Supplies & Services	60	60	60	60
Direct Expenditure	108,206	147,020	147,020	147,790
Income	(11,313)	0	0	0
Direct Income	(11,313)	0	0	0
Net Direct Total	96,894	147,020	147,020	147,790
Internal Recharges - Expenditure	167,786	202,130	202,130	207,950
Net Recharges	167,786	202,130	202,130	207,950
Net Service Cost (HHE)	264,679	349,150	349,150	355,740

HOUSING REVENUE ACCOUNT

COMMON SERVICE FLATS

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

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Premises Costs - Utilities	176,882	188,720	188,720	200,680
Supplies & Services	0	500	500	500
Direct Expenditure	176,882	189,220	189,220	201,180
Income - Service Charges	(178,931)	(226,670)	(226,670)	(222,840)
Direct Income	(178,931)	(226,670)	(226,670)	(222,840)
Net Direct Total	(2,048)	(37,450)	(37,450)	(21,660)
Internal Recharges - Expenditure	131,967	172,080	172,080	152,490
Net Recharges	131,967	172,080	172,080	152,490
Net Service Cost (HHF)	129,919	134,630	134,630	130,830

RATES & PROPERTY

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

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Premises Costs	9,567	10,750	10,750	10,540
Transfer Payments - Council Tax charge on void property	41,933	64,000	64,000	64,000
Direct Expenditure	51,500	74,750	74,750	74,540
Income - Dwelling Rent	(14,314,910)	(14,160,300)	(14,160,300)	(14,333,170)
- Garage Rent	(196,050)	(205,700)	(205,700)	(213,730)
- Land Rent	(5,664)	(3,400)	(3,400)	(3,400)
- Other Charges	(7,124)	(7,500)	(7,500)	(7,500)
Direct Income	(14,523,747)	(14,376,900)	(14,376,900)	(14,557,800)
Net Direct Total	(14,472,247)	(14,302,150)	(14,302,150)	(14,483,260)
Internal Recharges - Expenditure	382,804	348,070	348,070	387,750
Net Recharges	382,804	348,070	348,070	387,750
Capital Charges	(2,180,415)	3,422,800	3,422,800	3,667,430
Net Service Cost (HHP)	(16,269,858)	(10,531,280)	(10,531,280)	(10,428,080)

HOUSING REVENUE ACCOUNT

HOUSING SERVICES

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	7.01	8.61	8.62

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	329,713	341,810	341,810	351,090
Premises Costs	2,966	4,000	4,000	0
Supplies & Services - Fees	19,254	25,000	25,000	25,000
- Tenant Participation	6,390	9,000	9,000	9,000
- Other	24,670	18,800	18,800	27,820
Direct Expenditure	382,993	398,610	398,610	412,910
Income - Other Charges	(6,846)	0	0	0
Direct Income	(6,846)	0	0	0
Net Direct Total	376,147	398,610	398,610	412,910
Internal Recharges - Expenditure	605,842	532,810	532,810	538,580
Internal Recharges - Income	(80,484)	(81,910)	(81,910)	(59,250)
Net Recharges	525,358	450,900	450,900	479,330
Capital Charges	53,120	60,400	60,400	18,400
Net Service Cost (HHS)	954,625	909,910	909,910	910,640

NEWPORT DEPOT

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

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Premises Costs	39,087	16,640	16,640	18,370
Supplies & Services	0	200	200	200
Direct Expenditure	39,087	16,840	16,840	18,570
Net Direct Total	39,087	16,840	16,840	18,570
Internal Recharges - Expenditure	5,635	3,020	3,020	10,990
Internal Recharges - Income	0	(27,330)	(27,330)	(31,000)
Net Recharges	5,635	(24,310)	(24,310)	(20,010)
Capital Charges	8,239	8,200	8,200	8,470
Net Service Cost (HNE)	52,961	730	730	7,030

HOUSING REVENUE ACCOUNT

PROPERTY SERVICES

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	6.76	5.00	5.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	249,675	247,460	247,460	252,220
Supplies & Services - Consultants	36,788	36,000	36,000	36,000
- Fees	6,313	6,630	6,630	15,000
- Business Plan	465	3,000	3,000	3,000
- Other	6,498	8,780	8,780	9,780
Direct Expenditure	299,739	301,870	301,870	316,000
Income - Other Charges	(451)	0	0	0
Direct Income	(451)	0	0	0
Net Direct Total	299,288	301,870	301,870	316,000
Internal Recharges - Expenditure	169,029	199,880	199,880	158,070
Internal Recharges - Income	(149,134)	(284,150)	(284,150)	(282,130)
Net Recharges	19,895	(84,270)	(84,270)	(124,060)
Capital Charges	0	0	0	0
Net Service Cost (HPS)	319,183	217,600	217,600	191,940

HOUSING REVENUE ACCOUNT

HOUSING REPAIRS

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	26.41	29.35	28.35

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	777,334	899,570	899,570	887,830
Premises Costs				
- Materials	156,435	180,000	180,000	165,000
- Ad-hoc Repairs	1,052,162	893,400	893,400	893,400
- Planned Repairs	777,086	886,500	886,500	880,500
- Cleaning	14,485	13,000	13,000	13,000
Transport Costs				
- Fuel	23,034	25,190	25,190	25,490
- Other	3,190	3,000	3,000	3,400
Supplies & Services				
- Electrical Tests	71,482	72,000	72,000	72,000
- Support Costs	10,436	10,000	10,000	10,000
- Equipment	12,504	15,000	15,000	15,000
- Other	11,893	15,450	15,450	13,450
Direct Expenditure	2,910,040	3,013,110	3,013,110	2,979,070
Income				
- Internal Fees	(553,239)	(690,500)	(690,500)	(600,000)
- Internal Fees (reimbursement)	(23,151)	0	0	0
- Other Charges	(13,492)	(15,000)	(15,000)	(15,000)
Direct Income	(589,882)	(705,500)	(705,500)	(615,000)
Net Direct Total	2,320,158	2,307,610	2,307,610	2,364,070
Internal Recharges - Expenditure	592,319	643,460	643,460	665,000
Internal Recharges - Income	(176,842)	(28,470)	(28,470)	(21,070)
Net Recharges	415,477	614,990	614,990	643,930
Capital Charges	24,690	25,000	25,000	26,190
Net Service Cost (HRE)	2,760,325	2,947,600	2,947,600	3,034,190

HOUSING REVENUE ACCOUNT

ASSISTANT DIRECTOR HOUSING

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	1.00	2.00	-

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	93,555	121,990	121,990	0
Supplies & Services	510	300	300	0
Direct Expenditure	94,065	122,290	122,290	0
Net Direct Total	94,065	122,290	122,290	0
Internal Recharges - Expenditure	9,248	8,050	8,050	0
Internal Recharges - Income	(99,424)	(106,000)	(106,000)	0
Net Recharges	(90,176)	(97,950)	(97,950)	0
Net Service Cost (HRM)	3,889	24,340	24,340	0

SHELTERED HOUSING

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	9.41	9.16	10.35

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	276,175	305,950	305,950	303,400
Premises Costs				
- Support Costs	15,148	18,000	18,000	0
- Lift Maintenance	23,482	22,000	22,000	22,000
- Communal Room Costs	39,249	19,800	19,800	19,300
Supplies & Services				
- Equipment Rental	51,030	48,900	48,900	48,900
- Equipment	21,777	20,000	20,000	20,000
- White Goods	12,780	10,000	10,000	10,000
- Other	146,343	9,600	9,600	9,600
Third Party Payments				
- Care and Support Service	150,205	171,100	171,100	150,200
Direct Expenditure	736,188	625,350	625,350	583,400
Income	(602,701)	(548,830)	(548,830)	(553,100)
Direct Income	(602,701)	(548,830)	(548,830)	(553,100)
Net Direct Total	133,487	76,520	76,520	30,300
Internal Recharges - Expenditure	213,989	166,090	166,090	144,100
Internal Recharges - Income	(194,691)	(254,320)	(254,320)	(207,650)
Net Recharges	19,298	(88,230)	(88,230)	(63,550)
Capital Charges	53,160	46,100	46,100	46,680
Net Service Cost (HSH)	205,945	34,390	34,390	13,430

HOUSING REVENUE ACCOUNT

HOUSING SEWERAGE

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

Employees	2016/17	2017/18	2018/19
- Full time equivalent	1.00	1.00	1.00

Description	2016/17 Actual £	2017/18 Original £	2017/18 Current £	2018/19 Original £
Employee Expenses	22,356	22,850	22,850	23,260
Premises Costs	13,844	13,210	13,210	13,960
Transport Costs	2,077	1,750	1,750	2,340
Supplies & Services	20,504	14,880	14,880	14,730
Direct Expenditure	58,780	52,690	52,690	54,290
Income	(51,263)	(55,000)	(55,000)	(52,910)
Direct Income	(51,263)	(55,000)	(55,000)	(52,910)
Net Direct Total	7,517	(2,310)	(2,310)	1,380
Internal Recharges - Expenditure	16,127	13,440	13,440	11,140
Net Recharges	16,127	13,440	13,440	11,140
Capital Charges	1,190	1,200	1,200	2,000
Net Service Cost (HSW)	24,834	12,330	12,330	14,520

HRA RESERVES 2018/19

	Actual Balance 31/3/17	2017/18 (restated) budgeted transfers (to)/from HRA	Transfer between reserves	Forecast Balance 31/3/18	2018/19 budgeted transfers (to)/from HRA	Forecast Balance 31/3/19
	£	£		£	£	£

<u>RINGFENCED RESERVES</u>						
Working Balance	498,080	48,149	0	546,229	(92,000)	454,229
Subtotal	498,080	48,149	0	546,229	(92,000)	454,229
<u>USABLE RESERVES</u>						
<u>Revenue Reserves</u>						
Revenue Projects Reserve	60,000	0	0	60,000	0	60,000
Transformation Reserve	179,592	0	0	179,592	0	179,592
Subtotal	239,592	0	0	239,592	0	239,592
<u>Capital Reserves</u>						
Capital Projects Reserve	3,808,960	(4,673,960)	865,000	0	120,000	120,000
Potential Projects Reserve	2,297,999	(1,432,999)	(865,000)	0	0	0
Sheltered Housing Reserve	318,133	(318,133)	0	0	0	0
Subtotal	6,425,093	(6,425,093)	0	0	120,000	120,000
Total	7,162,764	(6,376,944)	0	785,820	28,000	813,820

Capital Programme

CAPITAL PROGRAMME - SUMMARY

CAPITAL PROGRAMME 2017/18 to 2022/23	2017/18 Current	2017/18 Forecast Spend P6	2018/19 Original including slippage from 2017/18	2019/20 Original	2020/21 Original	2021/22 Original	2022/23 Original
	£	£	£	£	£	£	£
General Fund Capital Schemes							
Communities and Partnerships	178,000	233,000	110,000	110,000	110,000	110,000	110,000
Environmental Services	2,237,000	2,125,000	875,180	877,320	990,090	155,070	724,680
Finance & Administration	3,520,000	3,532,000	2,450,580	300,000	245,000	245,000	195,000
Housing and Economic Development	825,000	740,000	1,180,000	640,000	640,000	640,000	640,000
Sub Total	6,760,000	6,630,000	4,615,760	1,927,320	1,985,090	1,150,070	1,669,680
Housing Revenue Account Capital Schemes							
HRA Capital	13,385,000	10,101,000	8,790,000	7,226,000	5,685,000	5,685,000	5,685,000
Sub Total	13,385,000	10,101,000	8,790,000	7,226,000	5,685,000	5,685,000	5,685,000
TOTAL CAPITAL PROGRAMME	20,145,000	16,731,000	13,405,760	9,153,320	7,670,090	6,835,070	7,354,680

CAPITAL PROGRAMME - GENERAL FUND SCHEMES
COMMUNITIES AND PARTNERSHIPS

CAPITAL PROGRAMME 2017/18 to 2022/23	2017/18 Current	2017/18 Forecast Spend P6	2018/19 Original including slippage from 2017/18	2019/20 Original	2020/21 Original	2021/22 Original	2022/23 Original
	£	£	£	£	£	£	£
Approved Schemes and Rolling Programmes							
S/W Castle - Motte & Bailey	0	50,000	0	0	0	0	0
Community Project Grants	148,000	148,000	110,000	110,000	110,000	110,000	110,000
CCTV Thaxted	30,000	35,000	0	0	0	0	0
Sub Total	178,000	233,000	110,000	110,000	110,000	110,000	110,000
PORTFOLIO TOTAL	178,000	233,000	110,000	110,000	110,000	110,000	110,000

CAPITAL PROGRAMME - GENERAL FUND SCHEMES
ENVIRONMENTAL SERVICES

CAPITAL PROGRAMME 2017/18 to 2022/23	2017/18 Current	2017/18 Forecast Spend P6	2018/19 Original including slippage from 2017/18	2019/20 Original	2020/21 Original	2021/22 Original	2022/23 Original
	£	£	£	£	£	£	£
Approved Schemes and Rolling Programmes							
Vehicle Replacement Programme	1,933,000	1,913,000	603,180	767,320	880,090	45,070	614,680
Additional Street Cleansing Vehicles	0	0	30,000	0	0	0	0
Household Wheelie Bins	70,000	70,000	70,000	70,000	70,000	70,000	70,000
Kitchen Caddies and Slave Bins	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Garden Waste Bins	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Trade Waste Bins	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Lower Street Car Park Extension	102,000	102,000	0	0	0	0	0
Car Parking Machine Replacement	92,000	0	92,000	0	0	0	0
New Schemes							
Electric Car Charges	0	0	15,000	0	0	0	0
White Street Car Park	0	0	25,000	0	0	0	0
Sub Total	2,237,000	2,125,000	875,180	877,320	990,090	155,070	724,680
PORTFOLIO TOTAL	2,237,000	2,125,000	875,180	877,320	990,090	155,070	724,680

CAPITAL PROGRAMME - GENERAL FUND SCHEMES
FINANCE AND ADMINISTRATION

CAPITAL PROGRAMME 2017/18 to 2022/23	2017/18 Current	2017/18 Forecast Spend P6	2018/19 Original including slippage from 2017/18	2019/20 Original	2020/21 Original	2021/22 Original	2022/23 Original
	£	£	£	£	£	£	£
Approved Schemes and Rolling Programmes							
ICT							
Members IT Equipment	0	0	0	18,000	0	0	0
Minor Items IT	20,000	20,000	20,000	20,000	20,000	20,000	20,000
PSN CoCo	50,000	62,000	30,000	30,000	30,000	30,000	30,000
PCI Compliance - Cash Receipting	29,000	29,000	0	0	0	0	0
PCI Compliance - Direct Debit	18,000	18,000	0	0	0	0	0
Committee Management System	20,000	20,000	0	0	0	0	0
Laptops and Tablets	13,000	13,000	0	0	0	0	0
Unidentified IT projects	0	0	0	32,000	50,000	50,000	0
Core switches - Replacement	40,000	40,000	40,000	0	0	0	0
Replacement Electoral System	30,000	30,000	30,000	0	0	0	0
Hot Desking/Mobile working	45,000	45,000	45,000	45,000	0	0	0
Sub Total	265,000	277,000	165,000	145,000	100,000	100,000	50,000
New Schemes							
Asset Management System	0	0	30,000	0	0	0	0
Cyber Security	0	0	20,000	20,000	20,000	20,000	20,000
Grounds Maintenance & Vehicle Systems	0	0	100,000	0	0	0	0
Iclipse to Information at Work	0	0	50,000	0	0	0	0
Idox Additional Modules	0	0	32,080	0	0	0	0
Licensing - Lalpac to Idox Uniform	0	0	30,000	0	0	0	0
PCI	0	0	20,000	20,000	20,000	20,000	20,000
ArcGIS Upgrade	0	0	21,000	0	0	0	0
Sub Total	0	0	303,080	40,000	40,000	40,000	40,000
Council Asset Works							
Council Offices Improvements (General)	0	0	0	80,000	80,000	80,000	80,000
London Road Building Works	58,000	58,000	53,850	0	0	0	0
London Road Electrical	54,000	54,000	35,400	0	0	0	0
London Road Heating	36,000	36,000	0	0	0	0	0
Museum Buildings	20,000	20,000	10,750	0	0	0	0
Guildhall Buildings Works	0	0	40,000	0	0	0	0
Castle Building Works	0	0	30,000	0	0	0	0
Stansted Conveniences - Grant	30,000	30,000	0	0	0	0	0
Dunmow Depot	3,000,000	3,000,000	1,737,500	0	0	0	0
Cash Deposit Machine	13,000	13,000	0	0	0	0	0
Day Centre Cyclical Improvements	44,000	44,000	35,000	35,000	25,000	25,000	25,000
Sub Total	3,255,000	3,255,000	1,942,500	115,000	105,000	105,000	105,000
New Schemes							
Museum Lift Replacement	0	0	30,000	0	0	0	0
Election Equipment	0	0	10,000	0	0	0	0
Sub Total	0	0	40,000	0	0	0	0
PORTFOLIO TOTAL	3,520,000	3,532,000	2,450,580	300,000	245,000	245,000	195,000

CAPITAL PROGRAMME - GENERAL FUND SCHEMES

HOUSING AND ECONOMIC DEVELOPMENT

CAPITAL PROGRAMME 2017/18 to 2022/23	2017/18 Current	2017/18 Forecast Spend P6	2018/19 Original including slippage from 2017/18	2019/20 Original	2020/21 Original	2021/22 Original	2022/23 Original
	£	£	£	£	£	£	£
Approved Schemes and Rolling Programmes							
Disabled Facilities Grants	260,000	260,000	260,000	260,000	260,000	260,000	260,000
Empty Dwellings	50,000	10,000	50,000	10,000	10,000	10,000	10,000
Private Sector Renewal Grants	115,000	70,000	70,000	70,000	70,000	70,000	70,000
Compulsory Purchase Order	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Superfast Broadband	100,000	100,000	500,000	0	0	0	0
Sub Total	825,000	740,000	1,180,000	640,000	640,000	640,000	640,000
PORTFOLIO TOTAL	825,000	740,000	1,180,000	640,000	640,000	640,000	640,000

CAPITAL PROGRAMME - HOUSING REVENUE ACCOUNT

CAPITAL PROGRAMME 2017/18 to 2022/23	2017/18 Current	2017/18 Forecast Spend P6	2018/19 Original including slippage from 2017/18	2019/20 Original	2020/21 Original	2021/22 Original	2022/23 Original
	£	£	£	£	£	£	£
Annual Programme of Works							
Annual maintaining of the housing stock	3,255,000	3,255,000	3,345,000	3,295,000	3,435,000	3,435,000	3,435,000
Sub Total	3,255,000	3,255,000	3,345,000	3,295,000	3,435,000	3,435,000	3,435,000
Other							
UPVC Fascia's and Guttering	147,000	147,000	100,000	100,000	100,000	100,000	100,000
Cash Incentive Scheme Grant	55,000	55,000	50,000	50,000	50,000	50,000	50,000
Light Vans Replacement Programme	87,000	87,000	96,000	0	0	0	0
Sub Total	289,000	289,000	246,000	150,000	150,000	150,000	150,000
New Scheme							
Sewerage Plant	0	0	100,000	100,000	100,000	100,000	100,000
Sub Total	0	0	100,000	100,000	100,000	100,000	100,000
HRA Business Plan							
New Builds							
Unidentified Sites	1,366,000	34,000	0	3,681,000	2,000,000	2,000,000	2,000,000
Catons Lane	104,000	23,000	0	0	0	0	0
Sheds Lane	577,000	280,000	320,000	0	0	0	0
Radwinter Road (CHP)	0	1,022,000	0	0	0	0	0
Newton Grove	0	310,000	315,000	0	0	0	0
Frambury Lane	0	0	771,000	0	0	0	0
The Moors	0	0	787,000	0	0	0	0
Sheltered Redevelopments							
Reynolds Court	5,021,000	3,550,000	1,471,000	0	0	0	0
Hatherley Court	1,660,000	975,000	685,000	0	0	0	0
Walden Place	810,000	60,000	750,000	0	0	0	0
Other Schemes							
Energy Efficiency Improvement Schemes	59,000	59,000	0	0	0	0	0
Resurfacing Trunk Roads	150,000	150,000	0	0	0	0	0
ICT							
Housing Mobile devices IT	65,000	65,000	0	0	0	0	0
Housing Contractors portal & SAM	29,000	29,000	0	0	0	0	0
Sub Total	9,841,000	6,557,000	5,099,000	3,681,000	2,000,000	2,000,000	2,000,000
PORTFOLIO TOTAL	13,385,000	10,101,000	8,790,000	7,226,000	5,685,000	5,685,000	5,685,000

CAPITAL PROGRAMME - SOURCES OF FINANCING

CAPITAL PROGRAMME 2017/18 to 2022/23	2017/18 Current	2017/18 Forecast Spend P6	2018/19 Original including slippage from 2017/18	2019/20 Original	2020/21 Original	2021/22 Original	2022/23 Original
	£	£	£	£	£	£	£
General Fund							
Disabled Facilities Grant	(166,000)	(166,000)	(166,000)	(166,000)	(166,000)	(166,000)	(166,000)
PLACE Scheme funding	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)
General Fund Capital Receipts	0	(34,000)	(1,031,000)	0	0	0	0
Third Party Contributions	0	0	(600)	0	0	0	0
Revenue Funding							
Communities and Partnerships	(178,000)	(233,000)	(110,000)	(110,000)	(110,000)	(110,000)	(110,000)
Environmental Services	(304,000)	(178,000)	(741,400)	(110,000)	(110,000)	(110,000)	(110,000)
Finance & Administration	(3,255,000)	(3,255,000)	(1,082,500)	(115,000)	(105,000)	(105,000)	(105,000)
Housing and Economic Development	(359,000)	(274,000)	(583,000)	(174,000)	(174,000)	(174,000)	(174,000)
Internal Borrowing	(2,198,000)	(2,190,000)	(601,260)	(952,320)	(1,020,090)	(185,070)	(704,680)
Sub Total	(6,760,000)	(6,630,000)	(4,615,760)	(1,927,320)	(1,985,090)	(1,150,070)	(1,669,680)
Housing Revenue Account							
Business Plan Schemes							
Funded from reserves	(8,283,000)	(5,152,000)	(3,089,600)	0	0	0	0
HRA Revenue Funding - RCCO	(642,000)	(678,300)	(1,047,100)	(1,246,000)	(1,198,000)	(1,198,000)	(1,198,000)
HCA Grant Funding	(226,000)	(226,000)	0	0	0	0	0
Capital Receipts - RTB	(614,100)	(500,700)	(682,200)	(1,104,300)	(600,000)	(600,000)	(600,000)
Capital Receipts - Other	0	0	(400,000)	(150,000)	(150,000)	(150,000)	(150,000)
Sub Total - Business Plan Schemes	(9,765,100)	(6,557,000)	(5,218,900)	(2,500,300)	(1,948,000)	(1,948,000)	(1,948,000)
Other Schemes							
Major Repairs Contribution	(3,255,000)	(3,255,000)	(3,445,000)	(3,395,000)	(3,535,000)	(3,535,000)	(3,535,000)
Other Major Repairs Contribution	(222,900)	(147,000)	(126,100)	(202,000)	(202,000)	(202,000)	(202,000)
Revenue Funding	(142,000)	(142,000)	0	0	0	0	0
Borrowing requirement	0	0	0	(1,128,700)	0	0	0
Sub Total - Other Schemes	(3,619,900)	(3,544,000)	(3,571,100)	(4,725,700)	(3,737,000)	(3,737,000)	(3,737,000)
Sub Total - Housing Revenue Account	(13,385,000)	(10,101,000)	(8,790,000)	(7,226,000)	(5,685,000)	(5,685,000)	(5,685,000)
TOTAL SOURCES OF FINANCING	(20,145,000)	(16,731,000)	(13,405,760)	(9,153,320)	(7,670,090)	(6,835,070)	(7,354,680)

Uttlesford District Council

2018/19 Fees & Charges

With effect from 1 April 2011, the Council's general policy is to allow a 25% discount for customers in receipt of UDC administered Housing Benefit and Local Council Tax Support. Certain exemptions to the policy and additional discounts apply in some cases. Building Regulations Charges and Car Parking charges are not covered by the policy.

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

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

Building surveying other charges				
	2017/18 charge £	2018/19 charge £	Does the charge include VAT?	Note
Provision of Energy Performance Certificates	Depends on size of property	Depends on size of property	Yes	
Copying charges	10p a sheet + £25 per hour officer time if job exceeds 1 hour	10p a sheet + £25 per hour officer time if job exceeds 1 hour	Yes	Statutory limitations

Street Naming and Numbering				
	2017/18 charge £	2018/19 charge £	Does the charge include VAT?	Note
<u>Charge per dwelling/unit</u>				
Name change/renumber	75.00	75.00	No	
New dwelling/unit	110.00	110.00	No	
2-5 dwellings/units	75.00	75.00	No	
6 - 25 dwellings/units	55.00	55.00	No	
26 - 75 dwellings/units	45.00	45.00	No	
76 plus dwellings/units	35.00	35.00	No	
New Street Name	200.00	200.00	No	
Name of block or block of flats of industrial estate	175.00	175.00	No	
Confirmation of plot or postal address for utility company (charged to utility companies only)	35.00	35.00	No	

**STANDARD CHARGES
SCHEDULE 1- NEW DWELLINGS
Dwelling houses and Flats**

<u>Code</u>	<u>New Build Houses or Bungalows Not Exceeding 250m²</u>		<u>Plan Charge</u>	<u>Inspection Charge*</u>	<u>Building Notice*</u>	<u>Regularisation Charge*</u>
HO1	1 Plot	Fee	£260.00	£385.00	£695.00	£868.75
		VAT	£52.00	£77.00	£139.00	
		Total	£312.00	£462.00	£834.00	
HO2	2 Plots	Fee	£330.00	£590.00	£970.00	£1,212.50
		VAT	£66.00	£118.00	£194.00	
		Total	£396.00	£708.00	£1,164.00	
HO3	3 Plots	Fee	£395.00	£785.00	£1,260.00	£1,575.00
		VAT	£79.00	£157.00	£252.00	
		Total	£474.00	£942.00	£1,512.00	
HO4	4 Plots	Fee	£465.00	£960.00	£1,525.00	£1,906.25
		VAT	£93.00	£192.00	£305.00	
		Total	£558.00	£1,152.00	£1,830.00	
HO5	5 Plots	Fee	£520.00	£1,085.00	£1,700.00	£2,125.00
		VAT	£104.00	£217.00	£340.00	
		Total	£624.00	£1,302.00	£2,040.00	
<u>New Build Flats Not Exceeding 250m² and Not More Than 3 Storeys</u>						
FL1	1 Plot	Fee	£260.00	£385.00	£695.00	£868.75
		VAT	£52.00	£77.00	£139.00	
		Total	£312.00	£462.00	£834.00	
FL2	2 Plots	Fee	£330.00	£590.00	£970.00	£1,212.50
		VAT	£66.00	£118.00	£194.00	
		Total	£396.00	£708.00	£1,164.00	
FL3	3 Plots	Fee	£395.00	£785.00	£1,260.00	£1,575.00
		VAT	£79.00	£157.00	£252.00	
		Total	£474.00	£942.00	£1,512.00	
FL4	4 Plots	Fee	£465.00	£960.00	£1,525.00	£1,906.25
		VAT	£93.00	£192.00	£305.00	
		Total	£558.00	£1,152.00	£1,830.00	
FL5	5 Plots	Fee	£520.00	£1,085.00	£1,700.00	£2,125.00
		VAT	£104.00	£217.00	£340.00	
		Total	£624.00	£1,302.00	£2,040.00	
<u>Conversion to</u>						
COH	Single dwelling house (Where total floor area does not exceed 150m ²)	Fee	£220.00	£320.00	£590.00	£737.50
		VAT	£44.00	£64.00	£118.00	
		Total	£264.00	£384.00	£708.00	
COF	Single Flat (Where total floor area does not exceed 150m ²)	Fee	£220.00	£320.00	£590.00	£737.50
		VAT	£44.00	£64.00	£118.00	
		Total	£264.00	£384.00	£708.00	
Notifiable Electrical work (in addition to the above, where applicable.)						
DNE	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Fee	£220.00	This charge relates to a first fix pre-plaster inspection of the wiring and final testing on completion. Re-visits/testing will be subject to further charges. For regularisation applications a full appraisal and testing will be carried out		
		VAT	£44.00			
		Total	£264.00			

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

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

STANDARD CHARGES
SCHEDULE 2 WORK TO A SINGLE DWELLING

Limited to work not more than 3 storeys above ground level

Code	Extension and New Build	Full Plans				
		Plan Charge	Inspection Charge*	Building Notice Charge*	Regularisation Charge*	
DX1	Separate single storey extension with floor area not exceeding 40m ²	Fee	£140.00	£295.00	£455.00	£568.75
		VAT	£28.00	£59.00	£91.00	
		Total	£168.00	£354.00	£546.00	
DX2	Separate single storey extension with floor area exceeding 40m ² but not exceeding 100m ²	Fee	£155.00	£365.00	£545.00	£681.25
		VAT	£31.00	£73.00	£109.00	
		Total	£186.00	£438.00	£654.00	
DX3	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m ²	Fee	£145.00	£325.00	£495.00	£618.75
		VAT	£29.00	£65.00	£99.00	
		Total	£174.00	£390.00	£594.00	
DX4	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m ² but not exceeding 100m ²	Fee	£200.00	£380.00	£615.00	£768.75
		VAT	£40.00	£76.00	£123.00	
		Total	£240.00	£456.00	£738.00	
DG0	A building or extension comprising solely of a garage, carport or store not exceeding 100m ²	Fee	£100.00	£220.00	£315.00	£393.75
		VAT	£20.00	£44.00	£63.00	
		Total	£120.00	£264.00	£378.00	
DNH	Detached non-habitable domestic building with total floor area not exceeding 50m ²	Fee	£100.00	£220.00	£315.00	£393.75
		VAT	£20.00	£44.00	£63.00	
		Total	£120.00	£264.00	£378.00	
Conversions						
DLC	First and second floor loft conversions	Fee	£155.00	£350.00	£560.00	£700.00
		VAT	£31.00	£70.00	£112.00	
		Total	£186.00	£420.00	£672.00	
DOC	Other work (e.g. garage conversions)	Fee	£60.00	£130.00	£190.00	£237.50
		VAT	£12.00	£26.00	£38.00	
		Total	£72.00	£156.00	£228.00	
Alterations (inc underpinning)						
DTH	Renovation of a thermal element	Fee	£40.00	£80.00	£115.00	£143.75
		VAT	£8.00	£16.00	£23.00	
		Total	£48.00	£96.00	£138.00	
DRW	Replacement windows, rooflights, roof windows or external glazed doors	Fee	£40.00	£80.00	£115.00	£143.75
		VAT	£8.00	£16.00	£23.00	
		Total	£48.00	£96.00	£138.00	
DA1	Cost of work not exceeding £5000 (inc Renewable Energy Systems)	Fee	£60.00	£110.00	£165.00	£206.25
		VAT	£12.00	£22.00	£33.00	
		Total	£72.00	£132.00	£198.00	
DA2	Cost of work exceeding £5000 but not exceeding £25000	Fee	£115.00	£220.00	£330.00	£412.50
		VAT	£23.00	£44.00	£66.00	
		Total	£138.00	£264.00	£396.00	
DA3	Cost of work exceeding £25000 but not exceeding £100000	Fee	£165.00	£375.00	£590.00	£737.50
		VAT	£33.00	£75.00	£118.00	
		Total	£198.00	£450.00	£708.00	
DA4	Cost of work exceeding £100000 but not exceeding £250000	Fee	£230.00	£530.00	£785.00	£981.25
		VAT	£46.00	£106.00	£157.00	
		Total	£276.00	£636.00	£942.00	
Notifiable Electrical work in addition to the above, where applicable.						
DNE	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Fee	£220.00	This charge relates to a first fix pre-plaster inspection of the wiring and final testing on completion. Re-visits/testing will be subject to further charges. For regularisation applications a full appraisal and testing will be carried out		
		VAT	£44.00			
		Total	£264.00			

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

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

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

Code	Extensions and New Build		Plan Charge £	Inspection Charge £	Regularisation Charge £
NX1	Single storey with floor area not exceeding 40m ²	Fee	£135.00	£320.00	£568.75
		VAT	£27.00	£64.00	
		Total	£162.00	£384.00	
NX2	Single storey with floor area exceeding 40m ² but not exceeding 100m ²	Fee	£155.00	£385.00	£675.00
		VAT	£31.00	£77.00	
		Total	£186.00	£462.00	
NX3	With some part 2 or 3 storey in height and a total floor area not exceeding 40m ²	Fee	£220.00	£445.00	£831.25
		VAT	£44.00	£89.00	
		Total	£264.00	£534.00	
NX4	With some part 2 or 3 storey in height and a total floor area exceeding 40m ² but not exceeding 100m ²	Fee	£260.00	£580.00	£1,050.00
		VAT	£52.00	£116.00	
		Total	£312.00	£696.00	
Alterations					
NO1	Cost of work not exceeding £5000	Fee	£60.00	£130.00	£237.50
		VAT	£12.00	£26.00	
		Total	£72.00	£156.00	
NO2	Replacement windows, rooflights, roof windows or external glazed doors (not exceeding 20 units)	Fee	£60.00	£130.00	£237.50
		VAT	£12.00	£26.00	
		Total	£72.00	£156.00	
NO3	Renewable energy systems (not covered by an appropriate Competent Persons scheme)	Fee	£60.00	£130.00	£237.50
		VAT	£12.00	£26.00	
		Total	£72.00	£156.00	
NO4	Installation of new shop front	Fee	£60.00	£130.00	£237.50
		VAT	£12.00	£26.00	
		Total	£72.00	£156.00	
NO5	Cost of work exceeding £5000 but not exceeding £25000	Fee	£125.00	£245.00	£462.50
		VAT	£25.00	£49.00	
		Total	£150.00	£294.00	
NO6	Replacement windows, rooflights, roof windows or external glazed doors (exceeding 20 units)	Fee	£125.00	£245.00	£462.50
		VAT	£25.00	£49.00	
		Total	£150.00	£294.00	
NO7	Renovation of thermal elements	Fee	£125.00	£245.00	£462.50
		VAT	£25.00	£49.00	
		Total	£150.00	£294.00	
NO8	Installation of Raised Storage Platform within an existing building	Fee	£125.00	£245.00	£462.50
		VAT	£25.00	£49.00	
		Total	£150.00	£294.00	
NO9	Cost of works exceeding £25000 but not exceeding £100000	Fee	£165.00	£400.00	£706.25
		VAT	£33.00	£80.00	
		Total	£198.00	£480.00	
N10	Fit out of building up to 100m ²	Fee	£155.00	£385.00	£675.00
		VAT	£31.00	£77.00	
		Total	£186.00	£462.00	
N11	Cost of works exceeding £100000 but not exceeding £250000	Fee	£230.00	£555.00	£981.25
		VAT	£46.00	£111.00	
		Total	£276.00	£666.00	

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

Car Parking	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
<u>Saffron Walden</u>			
<i>Faircroft</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
3 Hours	2.00	2.00	Yes
<i>Common</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
3 Hours	2.00	2.00	Yes
<i>Rose & Crown</i>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
<i>Swan Meadow</i>			
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
6 Hours	2.50	2.50	Yes
9 Hours	3.50	3.50	Yes
Season Tickets (6 months)	175.00	175.00	Yes
Season Tickets (per annum)	300.00	300.00	Yes
<u>Coaches</u>			
5 Hours	3.00	3.00	Yes
9 Hours	6.00	6.00	Yes

Car Parking	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
<u>Great Dunmow</u>			
<i>White Street</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
5 Hours	2.40	2.40	Yes
9 Hours	3.50	3.50	Yes
Season Ticket (6 months)	175.00	175.00	Yes
Season Ticket (per annum)	300.00	300.00	Yes
<i>New Street/Chequers & Angel Lane</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
<i>Chequers</i>			
Season Ticket (6 months)	175.00	175.00	Yes
Season Ticket (per annum)	300.00	300.00	Yes
<u>Stansted Mountfitchet</u>			
<i>Lower Street</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
2 Hour	1.00	1.00	Yes
3 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
6 Hours	2.40	2.40	Yes
9 Hours	4.70	4.70	Yes
Coaches	6.00	6.00	Yes
Season Ticket - Commuter employed locally (6 months)	130.00	130.00	Yes
Season Ticket - Commuter employed locally (per annum)	250.00	250.00	Yes
Season Ticket - Commuter employed elsewhere (6 months)	220.00	320.00	Yes
Season Ticket - Commuter employed elsewhere (per annum)	420.00	620.00	Yes
<i>Crafton Street</i>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
9 Hours	3.00	3.00	Yes
Season Ticket - Commuter employed locally (6 months)	130.00	130.00	Yes
Season Ticket - Commuter employed locally (per annum)	250.00	250.00	Yes
Season Ticket - Commuter employed elsewhere (6 months)	220.00	220.00	Yes
Season Ticket - Commuter employed elsewhere (per annum)	420.00	420.00	Yes

Environmental Health	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
<u>Food and Water Safety</u>			
Food Safety course - level 2 certificate	80.00	80.00	No
Health Certificate for Export	85.00	90.00	No
Voluntary Surrender Certificate	75.00	80.00	No
Water Samples (Airport)	25.00	25.00	Yes
Private water supply sample collection fee (plus laboratory charges)	25.00	43.00	Yes
Private water supply carrying out of Risk Assessment - per hour	54.00	54.00	No
Investigation (each visit)	54.00	54.00	No
Analysis under reg 10	25.00	25.00	No
EIR information	108.00	111.00	No
Contaminated land	108.00	111.00	No
Officer charges for works in default - per hour	54.00	54.00	No
Chemical Water Samples on request	Charged at Cost	Charged at Cost	Yes

<u>Imported Food Inspection Charges</u>			
POAO per CVED (Products of animal origin) (per consignment)	175.00	180.00	No
POAO per additional CVED on same AWB	50.00	50.00	No
POAO per CVED Out of Hours additional fee (Products of animal origin)	75.00	75.00	No
High Risk NAO per CED (Non animal origin)	55.00	55.00	No
High Risk NAO sampling fee + laboratory charges	60.00	65.00	No
High Risk NAO per CED Out of Hours	65.00	65.00	No
High Risk NAO Out of Hours sampling fee + laboratory charges	95.00	95.00	No
High Risk destruction charge + disposal costs	60.00	60.00	No
IUU Catch Certificate EEA	25.00	25.00	No
IUU Catch Certificate non EEA	50.00	50.00	No
CED rejection fee	50.00	75.00	No
Consignment abandon fee	60.00	60.00	No
<u>New Charge</u>			
ID check - Weekdays	N/A	50.00	No
ID check - Weekends	N/A	85.00	No
Organics check - Weekdays	N/A	40.00	No
Organics check - Weekends	N/A	60.00	No
Melamine check	N/A	75.00	No
Destruction Supervision	N/A	55.00	No

Environmental Health	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
<u>Animals</u>			
Micro chipping - Pets - Microchip event	16.50	18.00	Yes
Stray dog - administrative costs (plus kennel and vet fees if applicable)	25.00	50.00	No
Stray dog - statutory fee	25.00	25.00	No
<u>Other charges</u>			
Licensing of Houses of Multiple Occupancy (HMO) std fee for up to 5 bedrooms	697.00	717.00	No
5 letting rooms or more - charge per additional room	26.50	27.50	No
Housing Immigration Inspection	160.00	165.00	No
Copy of Food Register - Whole - (hourly charge or part thereof)	70.00	70.00	No
Copy of Food Register - Single premises	25.00	25.00	No
Housing improvement notice - fixed price	233.75	241.00	No
Suspended improvement notice - fixed price	233.75	241.00	No
Prohibition order - fixed price	233.75	241.00	No
Suspended prohibition order - fixed price	233.75	241.00	No
Emergency prohibition order - fixed price	233.75	241.00	No
Emergency remedial action notice - fixed price	233.75	241.00	No

Land Charges

For the current schedule of land charges, please visit the Uttlesford District Council website:

<http://www.uttlesford.gov.uk/article/1910/Local-Land-Charges-and-Searches>

Lifeline (Council Tenants and Private Residents)	2017/18 charge £	2018/19 charge £	2018/19 Does the charge include VAT
Lifeline units - Level 1 - Weekly charge - including evening and weekend emergency response visits	5.14	5.34	Yes*
Lifeline units - Level 2 - Extra Sensors (up to a maximum of 4, customers requiring more than 4 extra sensors will be charged at the rate of 50p per extra sensor)	6.36	6.61	Yes*

**a zero rating for VAT will apply if the customer can provide evidence that they have a disability*

Museum	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
<u>Museum Admission Charges</u>			
Admission Charge adult (over 18)	2.50	2.50	Yes
Admission Charge discount adult	1.25	1.25	Yes
Admission Charge children	0.00	0.00	N/A
Season Ticket adult	8.00	8.00	Yes
Season Ticket discount	4.00	4.00	Yes
<u>Museum Learning Services</u>			
Taught session for schools per pupil	3.00	3.00	Yes
Taught session for schools min group charge	48.00	48.00	Yes
Taught session in schools half-day (from September 2017)	120.00	120.00	Yes
Taught session schools whole day (from September 2017)	210.00	210.00	Yes
School and Reminiscence Loan Boxes per half term	12.00	18.00	Yes
School Loan, Reminiscence and Reference Boxes for max. of 1 week	N/A	12.00	Yes
Charge for craft activities per child	N/A	1.50	Yes
<u>Reproduction Charges</u>			
<u>Fee for providing images of collections for commercial publications</u>			
* New Charging Structure			
One country / language	108.00	N/A*	Yes
Two or more countries	134.40	N/A*	Yes
Regional publication	54.00	N/A*	Yes
Local publication	14.40	N/A*	Yes
Still image for regional TV	134.40	N/A*	Yes
Still image for national TV	270.00	N/A*	Yes
Film and video, regional TV	96.00	N/A*	Yes
Film and video, national TV	192.00	N/A*	Yes
Facility fee for use as "set"	162.00	N/A*	Yes
Printed image (books etc) on cover, East of England region	N/A*	96.00	Yes
Printed image (books etc) inside, East of England region	N/A*	45.00	Yes
Printed image (books etc) on cover, UK and international	N/A*	126.00	Yes
Printed image (books etc) inside, UK and International	N/A*	64.80	Yes
Website image, corporate / commercial use	N/A*	72.00	Yes
Television, East of England region	N/A*	60.00	Yes
Television, UK	N/A*	78.00	Yes
Television, International	N/A*	120.00	Yes
Supply of new image (in-house photography)	N/A*	5.00	Yes
<u>Hire of premises (corporate and private)</u>			
Museum - Hire for first hour	75.00	75.00	No
Museum - Hire per hour after first hour	50.00	50.00	No
<u>Museum Evening Group Visits with talk or activity</u>			
Evening talk/ activity and viewing of galleries	50.00	N/A	No
Evening talk/ activity and viewing of galleries (VAT has to be charged from 01/04/2018)	N/A	78.00	Yes

Museum	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
<u>Museum Shirehill Store Group Visits and Workshops</u>			
Weekday daytime min charge (1 hr session + set-up/clear-up)	18.00	24.00	Yes
Weekday daytime charge per additional hour	12.00	18.00	Yes
Evening visit (per hour for 2017-18)	24.00	78.00	Yes
Saturday half-day	90.00	90.00	Yes
Saturday whole day	174.00	174.00	Yes
<u>Museum Staff lectures and talks at other venues</u>			
Talks for local groups, in Uttlesford or 20-mile radius of Saffron Walden	50.00	N/A	No
Talks for local groups, outside Uttlesford or 20 mile radius of Saffron Walden	60.00	N/A	No
Talks for local groups, in Uttlesford or 20-mile radius of Saffron Walden (VAT has to be charged from 01/04/2018)	N/A	72.00	Yes
Talks for local groups, outside Uttlesford or 20 mile radius of Saffron Walden (VAT has to be charged from 01/04/2018)	N/A	84.00	Yes

Licensing	2017/18 charge £	2018/19 charge £	2018/19 include VAT?
<u>Taxi Licensing</u>			
Drivers (licence valid for 3 years)			
- New Application	140.00	173.00	No
- Renewal	129.00	160.00	No
Operators (licence valid for 5 years)			
- New Application	350.00	427.00	No
- Renewal	346.00	420.00	No
Vehicles (licence valid for 1 year)			
- New Application	50.00	58.00	No
- Renewal	42.00	47.00	No
Vehicle Licence Transfer Fee	23.00	40.00	No
CRB checks	Charged at cost	Charged at cost	No
<u>Caravan Site Licence Fees</u>			
<u>New Applications</u>			
1-5 pitches	405.00	405.00	No
6-10 pitches	405.00	405.00	No
11-20 pitches	486.00	486.00	No
21-50 pitches	569.00	569.00	No
51-100 pitches	747.00	747.00	No
>100 pitches	810.00	810.00	No
<u>Licences</u>			
Animal boarding establishment	169.00	174.00	No
Home boarding	137.00	141.00	No
Dog breeding establishment	137.00	141.00	No
Riding establishment	238.00	245.00	No
Pet shop	137.00	141.00	No
Dangerous wild animals	268.00	276.00	No
Zoo licence (5 years)	690.00	717.00	No
Skin piercing premises & 1 person	180.00	180.00	No
Skin piercing additional person	10.00	10.00	No
Additional ear piercing operator added at a later date	40.00	40.00	No
Additional operator added at a later date (other)	N/A	60.00	No
Additional treatment added at a later date	70.00	70.00	No
<u>Scrap Metal</u>			
Grant of a site or collectors licence	367.00	367.00	No
- each additional site after first site	192.00	192.00	No
Renewal of a site or collectors licence	322.00	322.00	No
- each additional site after first site	192.00	192.00	No
Variation of a site or collectors licence	130.00	130.00	No
- each additional site being added to the licence	322.00	322.00	No
<u>Alcohol Licensing Act 2003</u>			
For the current schedule of statutory fees, please visit the Uttlesford District Council website:			
http://www.uttlesford.gov.uk/article/2295/Licensing-Act-2003---Personal			
http://www.uttlesford.gov.uk/article/2023/Licensing-Act-2003---Premises			
<u>Gambling Act 2005</u>			
For the current schedule of fees, please visit the Uttlesford District Council website:			
http://www.uttlesford.gov.uk/article/2292/Gambling-Act-2005			

Planning Applications

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

<http://www.uttlesford.gov.uk/article/2160/Planning-Application-Fees>

Planning Pre-application advice	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
Householder			
Written Advice	60.00	60.00	Yes
Meeting 1/2 hr and written advice	150.00	150.00	Yes
Listed Building written advice	175.00	175.00	Yes
Listed Building meeting 1 hr and written advice	300.00	300.00	Yes
Non-Residential inc. change of use			
less than 1000 sq. m. written	150.00	150.00	Yes
less than 1000 sq. m. meeting	300.00	300.00	Yes
1000-1999 sq.m. written	300.00	300.00	Yes
1000-1999 sq.m. meeting	750.00	750.00	Yes
2000 - 4999 sq. m. meeting	1250.00	1250.00	Yes
Over 5000 sq. m.	POA	POA	Yes
Residential			
1 dwelling	250.00	250.00	Yes
1 Listed dwelling	400.00	400.00	Yes
2-9 dwellings	500.00	500.00	Yes
10-30 dwellings	1000.00	1000.00	Yes
31-100 dwellings	1650.00	1650.00	Yes
101-300 dwellings	2400.00	2400.00	Yes
Planning Performance Agreements (PPAS)	N/A	POA	Yes

Other Planning fees and charges	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
Documents provided under Local Government Access to Information Act 1985	10p a sheet plus £25 per	10p a sheet plus £25 per	Yes
Documents - TPO, BPN, LB	hour if job	hour if job	
Planning & Building Regulation Decision Notices	exceeds 1 hour	exceeds 1 hour	
Uttlesford Local Plan Adopted 2005	25.00	25.00	Yes
Confirmation regarding Agricultural Ties	24.00	24.00	Yes

Saffron Walden Offices	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
<u>Room charges - non wedding - minimum 2 hour charge applies</u>			
Room hire - Flitch (Chairman's room) (per hour)	30.00	30.00	Yes
Room hire - Flitch (Chairman's room) (per hour) Charity Rate	24.00	24.00	Yes
Room hire - Cutlers (Committee room) (per hour)	60.00	60.00	Yes
Room hire - Cutlers (Committee room) (per hour) Charity Rate	24.00	24.00	Yes
Room hire - Gibson (Council Chamber) (per hour)	78.00	78.00	Yes
Room hire - Gibson (Council Chamber) (per hour) Charity Rate	48.00	48.00	Yes
Refreshments - per 10 people	13.20	13.20	Yes
<u>Room charges - wedding</u>			
Chairman's Room Mon-Thur	74.00	74.00	Yes
Chairman's Room Friday	114.00	114.00	Yes
Chairman's Room Saturday a.m.	149.00	149.00	Yes
Chairman's Room Saturday p.m.	175.00	175.00	Yes
Chairman's Room Sunday/B.Holiday	250.00	250.00	Yes
Committee Room Mon-Thur	100.00	100.00	Yes
Committee Room Friday	140.00	140.00	Yes
Committee Room Saturday a.m.	175.00	175.00	Yes
Committee Room Saturday p.m.	200.00	200.00	Yes
Committee Room Sunday/B.Holiday	275.00	275.00	Yes
Council Chamber Mon-Thur	150.00	150.00	Yes
Council Chamber Friday	190.00	190.00	Yes
Council Chamber Saturday a.m.	225.00	225.00	Yes
Council Chamber Saturday p.m.	250.00	250.00	Yes
Council Chamber Sunday/B.Holiday	300.00	300.00	Yes
Chamber + Chairman's Mon-Thur	175.00	175.00	Yes
Chamber + Chairman's Friday	265.00	265.00	Yes
Chamber + Chairman's Saturday a.m.	325.00	325.00	Yes
Chamber + Chairman's Saturday p.m.	375.00	375.00	Yes
Chamber + Chairman's Sunday/B.Holiday	500.00	500.00	Yes
Chamber + Committee Mon-Thur	200.00	200.00	Yes
Chamber + Committee Friday	280.00	280.00	Yes
Chamber + Committee Saturday a.m.	350.00	350.00	Yes
Chamber + Committee Saturday p.m.	400.00	400.00	Yes
Chamber + Committee Sunday/B.Holiday	550.00	550.00	Yes

Print Room	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
Printing services for town & parish councils, voluntary organisations, clubs & societies. Hourly charge. Materials charged on top. * Addition of VAT varies depending on what is being printed.	40.00	41.50	No*

Refuse Collection & Recycling	2017/18 charge £	2018/19 charge £	Does the charge include VAT?
Bulky waste	17.00	17.50	No
Kerbside Garden Collection	40.00	40.00	No
Town/Parish Council Garden Waste weekend collection (per hour)	66.00	66.00	No
<u>Trade Waste</u>			
Trade sacks (3 cubic feet)	1.96	2.07	No
Bins 180 litres	N/A	3.22	No
Bins 240 litres	5.38	5.71	No
Bins 660 litres	12.47	13.22	No
Eurobins 1100 litres	19.23	20.39	No
6 cu yd	117.51	124.56	No
8 cu yd	138.40	146.70	No
Light Containers - 12 cubic yard	138.40	146.70	No
Heavy Containers - 12 cubic yard	216.88	229.90	No