

Public Document Pack



EXECUTIVE 16 NOVEMBER 2023 SUPPLEMENTARY REPORTS PACK

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Agenda Ends

Date Published - 10 November 2023

EXECUTIVE – 16 NOVEMBER 2023

REVIEW OF FEES AND CHARGES 2024/25

Executive Summary

It is the Council's policy to review its discretionary fees and charges at least once a year.

Schedules of proposed charges for 2024/25 are attached at Appendix 1 (Communities), Appendix 2 (Place), Appendix 3 (Corporate Resources) and Appendix 4 (Rhoda McGaw Theatre).

In view of the Council's financial position Service Managers have also been asked to identify any areas where charges could be increased from 1 January 2024. These proposals are attached at Appendix 5 (Communities), Appendix 6 (Place) and Appendix 7 (Corporate Resources). Only the sheets which include proposed changes are attached, and the proposed new charges are highlighted.

Increases are proposed which will move the service towards full cost recovery wherever possible.

Charges for Leisure Services are being investigated as part of the public consultation and will be dealt with by the Leisure Partnership Board separately. The Leisure Partnership Board on 14th November 2023 will however review inflation increases for the current year.

The Car Parking day tariff structure will be considered once the Parking Study is complete in December, and put forward in a future committee report (February 2024) for Member consideration.

Recommendations

The Executive is requested to:

RECOMMEND TO COUNCIL That

- (i) **the discretionary fees and charges for 2024/25, as set out in Appendices 1 – 4 of the report, be approved;**
- (ii) **the proposed increases in discretionary fees and charges from 1st January 2024, as set out in Appendices 5 – 7 of the report, be approved; and**
- (iii) **to move the waste service to a cost neutral position as soon as possible, any of the proposed 2024/25 increases for Bulky Waste and Waste Receptacles set out in Appendix 2 to the report that can be implemented quickly should be introduced at the earliest practical date following approval by Council.**

Reasons for Decision

Reason: The regular review of discretionary charges ensures that the Council maintains its income base and generates additional resources for the provision of services.

The item(s) above will need to be dealt with by way of a recommendation to Council.

Review of Fees and Charges 2024/25

Background Papers: None.

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Date Published: 10 November 2023

1.0 Introduction

- 1.1 In accordance with Council Policy, fees and charges which are at the discretion of the Council are reviewed at least annually.
- 1.2 The fees and charges for 2023/24 were approved by the Council on 1 December 2022 and the forecast income were incorporated in the budget approved by the Council on 23 February 2023.
- 1.3 As was the case when the 2023/24 fees and charges were agreed, service areas have been asked to look at ways of increasing income through increased activity, revised charging or new charging opportunities. This process has been considered alongside the Council’s Fit for the Future efficiency programme and has focussed particularly on those areas where charges are below comparable rates and where the cost of providing the services is not recovered.
- 1.4 Schedules of proposed charges for 2024/25 are attached at Appendix 1 (Communities), Appendix 2 (Place), Appendix 3 (Corporate Resources) and Appendix 4 (Rhoda McGaw Theatre).
- 1.5 In view of the Council’s financial position Service Managers have also been asked to identify any areas where charges could be increased from 1 January 2024 to maximise income without generating an administrative burden which outweighs the potential income benefits.
- 1.6 Schedules of proposed revised charges for 2023/24 are attached at Appendix 5 (Communities), Appendix 6 (Place) and Appendix 7 (Corporate Resources).
- 1.7 The Council’s “Strategy for Applying and Setting Fees and Charges for Services” sets out a broad and transparent approach to setting fees and charges. All charges are reviewed against this strategy and charges will be set in line with the framework outlined.
- 1.8 As part of the most recent Medium Term Financial Strategy published in July 2023 a set of Guiding Principles were adopted. The principles that apply to Fees and Charges are:

No.	Guiding Principles
1	Fees & Charges will be reviewed annually and adjusted for inflation, comparability, and competitiveness.
2	As a compassionate Council, in setting charges, the impact on vulnerable groups will be considered carefully.
11	Given the financial position of the Council and the need to maintain key statutory services the Council will seek to maximise receipts from all funding streams including Council Tax and income over the period of the MTFS.

- 1.9 A commentary on any specific service issues arising from the review follows. The name of the relevant Officer contact has also been provided.

2.0 Communities

Centres for the Community (Steve May)

- 2.1 The future of the Community Centres is subject to current resident consultation and engagement with the recommendations being made in the New Year. If the facilities are retained as is, the proposed fees and charges are recommended to be increased by 10% including halls, training rooms and health and wellbeing spaces if the facilities are retained as is. Hair salons charges will match the fees at Hale End Court and Brockhill.

- 2.2 Work is continuing to lease spaces to community providers delivering services that support the Council's Health and Wellbeing Priorities. Current explorations include a second maternity assessment room at Parkview in Sheerwater, the new café that has now launched at Moorcroft, and wider conversations with the GP and NW Health Alliance to extend their work in Knaphill utilising space at The Vyne. A new café provider is also being sought for St Marys.
- 2.3 Day services for elderly residents is subject to consultation with the existing customers and their families. Once the consultation has concluded, recommendations will be made to introduce charges. See 2.30.
- 2.4 The Lakeview Community Centre in Goldsworth Park is funded through the Housing Revenue Account. It is currently in the process of being leased to a tenant who is already using the facility regularly and will continue to run the Centre for local community benefit. This will support the community in Lakeview whilst increasing income for the Council through the new tenancy agreement.

Careline (James Montgomery-Heffernan)

- 2.5 Careline is the Council's essential community alarm service to vulnerable residents within the Borough. Residents living in our Independent Living Schemes have a Careline alarm and linked smoke detector and pay for this service via their rent account.
- 2.6 Clients living in the community opt to have the service as a means of safety to call for assistance in the event of an emergency. In Woking, there are currently 2 rates of weekly rental charges. Clients are eligible for the lower rate if they are in receipt of means tested benefits. 2023/24 charges are as follows:

Type	Cost Per Week	Number of Clients
Alarm – Full Rate	£5.95	785
Alarm – Lower Rate	£5.04	214
Ownfone	£5.94	3
Total:		1,002

- 2.7 The table below outlines current charges across other district and borough councils in Surrey. These prices are normally increased annually each April.

District and Borough	Weekly Charge 2023/24
Woking	£5.95 (Full Rate) / £5.04 (Lower Rate)
Spelthorne	£4.89 / £5.61 (Digital)
Waverley	£4.55 / £5.77 (Digital)
Surrey Heath	£4.90 / £6.23 (Digital)
Mole Valley	£4.89 / £5.61 (Digital)
Elmbridge	£3.93 / £5.77 (Digital)
Guildford	£4.90 / £5.61 (Digital)
Runnymede	£4.90 / £6.23 (Digital)

Digital Switchover

- 2.8 The national digital switchover is currently taking place and due to conclude in 2025. This means that the old analogue lines will be switched off in favour of a new digital service via a broadband router. This has implications for the Careline community alarm service as current equipment that plugs into a client's traditional telephone line may not be compatible. It is

unclear at this stage if the existing equipment will remain compatible with the new digital infrastructure.

- 2.9 The future is a digital hub run via an in-built SIM card that incurs an annual subscription after the first two years. Costs for equipment and SIM charges will be charged to clients, however consideration will need to be made for the initial upfront capital cost for purchasing new equipment. The cost of a new digital hub is around £255 with an annual SIM card subscription cost of £36 per year after the second year. Costs that are charged to clients cover the cost of the service over a 5-year period. The initial upfront cost needs to be considered to invest in new equipment. A proportion of income generated needs to be factored into future budgets to cover additional costs for annual SIM card charges.
- 2.10 The income received from fees and charges is not sufficient to cover all the cost of the digital switchover required. The Disabled Facilities Grant (external funding from the Government) allows for equipment to be purchased under capital costs and this grant could be used subject to funding and waiting lists if insufficient income is generated from Careline clients. This approach is being considered by most D&Bs.

Rental charges

- 2.11 Woking is the only Council in Surrey to offer a reduced rental charge for clients in receipt of means tested benefits. The Fees and Charges report for 2022/23 agreed a gradual increase in the lower rate of Careline charges to bring everyone up to the one rate over time.
- 2.12 This report recommends that the lower rate be withdrawn, with all clients being moved to the full rate from 1st April 2024.
- 2.13 This will represent an increase for 214 clients who will need to pay £1.21 per week extra compared to someone already paying the full rate who will see an increase of £0.30 per week.
- 2.14 Moving forward the Careline service would offer three different type of service offering a range of products to suit a client’s needs and budgets:

Ownfone – This device is seen as a basic package that can be used to call for assistance should the client face an emergency. The device acts as a mobile phone and therefore does need charging regularly. This device cannot have additional sensors such as a smoke detector attached to it.

Standard Alarm – This is the standard alarm that plugs into the traditional analogue alarm. This device can have additional sensors programmed to it however its future is uncertain due to the digital upgrade.

Digital hub – This is a new product and would become a new charge. The digital hub runs from a SIM card installed within the alarm and allows for remote reprogramming, remote fault reporting and diagnostics. This alarm can also have additional sensors reprogrammed to help residents live independently including smoke detectors.

- 2.15 The table below recommends the charging from January 2024 and April 2024.

Recommended charges from January 2024 and April 2024			
Service Type	January 24	April 24	Total Increase
Ownfone	No change	£6.24 – 0.30p increase	5%
Standard Alarm	No change	£6.84 – 0.89p increase	15%
Digital Hub (New Charge)	£6.54	£7.17 – 0.63p increase	10%

This gives clients an option to retain a certain level of service based on their financial circumstances allowing them to remain independent in their home and reducing costs to other services. Increasing the Ownfone charge anything above 10% makes it more costly than the digital hub. The introduction of the digital hub charge will bring charges in line with other districts and boroughs.

- 2.16 This recommendation produces an income of £356,391 for the Careline service. Once staffing costs and expenditure for new digital equipment are taken into account, it is predicted the Careline service charges will cover the costs of the service. This is based on all clients paying for a standard alarm as it is currently unclear what service clients will opt for but it is likely that the digital hub will become most popular as the standard alarm is likely to be phased out due to compatibility.

New Home Smart Technology Offer (James Montgomery-Heffernan)

- 2.17 This autumn the Health and Wellbeing team will be offering residents the ability to purchase new technology like Ring doorbell, Alexa, smart lightbulbs and switches to help them remain independent at home. The items will be installed by existing staff where residents are unable to purchase themselves and have no family or friends to help. The charge per item will cover the purchase cost plus staff time and a management fee.
- 2.18 Offering Smart Home Technology to residents has the potential to improve independence for vulnerable residents and those with additional mobility needs and compliments Woking’s existing Telecare offer by assisting residents with home security, medication reminders, fall avoidance and promoting general wellbeing.
- 2.19 This offer will allow WBC to better support and safeguard vulnerable residents, while also generating revenue to fund the service. The offer is tenure neutral and all users will be charged irrelevant of their benefit status.
- 2.20 The table below indicates the terms of leasing the equipment and recommended charges. There will be no additional increase in April 2024 for this service.

The below table summarises an example of equipment costs and repayment options to be approved.

		Total Equipment Value			
		£1-£150	£151-£300	£301-£450	£451+
Repayment Period	3 months	£50 or less	£100 or less	£150 or less	£150+
	12 months	£12.50 or less	£25 or less	£37.50 or less	£37.50+
	24 months	N/A	£12.50 or less	£18.75 or less	£18.75+
	36 months	N/A	N/A	£12.50 or less	£12.50+
Example Equipment	3 bulb basic smart lights kit+ Install @£108.00= £9.00 p/m for 12 months	Smart Home Voice Assistant(screen)+ Video Doorbell+ Install @£251.97= £10.49 p/m for 36 months	Smart Home Assistant(screen)+Video Doorbell+ 3 bulb advanced smart lights kit+ Install @£359.96= £10.00 p/m for 36 months		

- 2.21 The above prices include an hourly charge for the handyperson which is currently £48 per hour. After paying for equipment users will own it with no further costs paid to the Council.

Brockhill and Hale End Court Extra Care (James Montgomery-Heffernan)

Guest Flat

- 2.22 Brockhill has a guest room available for relatives and friends of tenants to rent when they visit Brockhill residents. In April 2023 the charge increased from £40 per night to £50 per night. Most visitors stay in the guest flat for one night only in order to visit a relative when they live far away. Due to capital repair issues at Brockhill the flat has not been let this year. It is recommended that the charge should not be increased in April 2024.

Hair Salon

- 2.23 The hair salon can be hired by an external hairdresser to benefit the tenants of Brockhill and Hale End Court extra care schemes, and any day visitors.
- 2.24 In April 2023 the hire charge increased from £45 to £50 per day or £25 to £30 per half day. The actual charges for the haircut, wash, perm etc. are determined by the hairdresser providing the service but it is considerably cheaper than a High Street hairdresser. Due to the room rental increase on the hair salon at Brockhill the resident hairdresser left as it was no longer financially viable for them.
- 2.25 The Hale End Court hairdresser has taken over the Brockhill hair salon but only visits once a fortnight compared to weekly.
- 2.26 The current charges for the salons in the Community Centres (from April 2023) are £22.00 for a half day and £38.00 for a full day. The future of hairdressing at The Vyne and St Marys Community Centre is subject to current consultation and the future of the centres.
- 2.27 It is recommended that from April 2024 the hair saloon charges at Community Centres (if continued) and extra care are aligned and be made consistent.
- 2.28 It is recommended all hair salons in all our venues will charge:
- Whole Day: £50.00 from April 2024
 - 4 hours / Half Day: £30.00 from April 2024

- 2.29 This reflects no increase at extra care schemes as we have already seen a loss in service provided for vulnerable residents where some residents are unable to leave the scheme due to mobility issues.

Private Hire of rooms – Extra Care

- 2.30 In April 2023 a new charge of £15 per hour was introduced for hire rooms at Brockhill and Hale End Court as one offs exclusively for parties, wakes etc. Since this charge was introduced, there has been no bookings. It is therefore proposed to keep the charge at £15 with a review of marketing the usage of the facility.

Day Care

- 2.31 As part of the Council's wider resident consultation and engagement exercise current clients have been asked about the relocation of daycare facilities at The Vyne and St Mary's Community Centre to Brockhill and Hale End Court Extra Care schemes who already offer day care services.
- 2.32 In order to cover the costs of this service which has previously been provided free of charge, so totally subsidised, it is recommended that a charge is introduced of £20 per user per day

from January 2024 which includes the Community Meals cost of a two course lunch and drink reported below.

- 2.33 This is considerably cheaper than day care competitors in Woking whose fees range from £48 - £75 per day but they do cater for higher needs and do include transport.
- 2.34 Day care users will be capped at 15 per scheme per day to ensure users are well supported and to comply with health and safety. A waiting list will be implemented giving preference to those residents waiting to be offered accommodation in the relevant extra care scheme. This means that there is significant reduction in places for day care across the Borough.
- 2.35 The day care charge would not include the cost of transportation which is currently undertaken by Woking Community Transport.

Introduction of Meals Charge linked to the Tenancy

- 2.36 The recommendation to introduce this new charge linked to any new tenants in extra care from January 2024 is in order to recover the costs of the meals service so that the service can be retained.
- 2.37 Currently tenants that move into Brockhill and Hale End Court can choose which days (if any) they use the onsite meals service Monday – Friday (excluding public holidays) which means it is difficult to predict income and cover expenditure and overheads for the Community Meals team.
- 2.38 Other social landlords providing extra care either do not provide any catering or if they do, they apply a weekly charge to the rent account with a proportion of this charge being housing benefit or universal credit eligible, if applicable.
- 2.39 Meals provision at extra care can only be maintained if the income covers the cost of the service. In order to do this, guaranteed income is required and an increase in charges. Alternatively, the lunch provision will cease and tenants would have to rely on Community meals being delivered.
- 2.40 It is recommended to implement a charge for all new residents who move in from January 2024 of £39.60 per week (£7.92 recommended cost for meal Monday to Friday). At the weekend, the tenants would be able to have Community Meals delivered to their home.
- 2.41 A resident in receipt of full Housing Benefit/Universal Credit will receive a contribution of £17.50 from HB towards the weekly meal charge and therefore need to contribute £22.10 only towards the meal cost which is a cost of £4.50 per day. This means for those in receipt of HB/UC they will receive a reduction in meals charges equivalent to £10.90 per week for 5 days service.
- 2.42 Residents who will not be home to receive their meal will be offered a packed lunch service and residents returning from hospital will be supported with additional frozen meals to compensate for the loss of meals.
- 2.43 A consultation exercise was undertaken in August 2023 with residents at both Brockhill and Hale End Court. Return results for each site were 100% for Brockhill and 49% at Hale End Court. Occupancy rates at the time of the consultation were 69% at Brockhill and 98% at Hale End Court.
- 2.44 Residents were asked if they wanted to add a meal charge to their rent account. The results were that 45% at Brockhill and 59% at Hale End Court said that they would like the meals costs to be added to their rent accounts to fund the meals service. Officers would discuss this with individuals and where agreed apply the charges to accounts as outlined above to existing tenants.

2.45 As part of the consultation discussions were had about increasing the cost of the meals service for residents remaining on an ad hoc booking service to cover the cost to deliver this type of service.

2.46 For tenants who wish to have a meal at Extra Care on an ad hoc basis and for day care visitors, it is recommended to increase the cost of the meals service from £6.60 to £9.00 from January 2024. This still offers value for money for a two course meal with refreshments. This increase would help secure the offer of meals provision continuing at Brockhill and Hale End Court, which is a discretionary service that currently makes a loss.

Extra Care Charge

2.47 Currently residents at Brockhill pay £13.57 per week towards the support they receive at extra care and residents at Hale End Court pay £18.27 per week. This charge contributes towards staff cost which includes social and wellbeing activities and community alarms. This charge is not housing benefit or universal credit eligible. It is proposed to increase the charges from 1st April by 10% to £14.93 for Brockhill and £20.10 for Hale End Court.

Introduction of Tenancy Sustainment Charge

2.48 Tenants living at Brockhill and Hale End Court are assisted by a dedicated support team based at both schemes. Currently the tenants do not pay for this support. The recommendation to introduce this new charge is to recover cost of the service.

2.49 The 2022/23 fees and charges report saw the introduction of a tenancy sustainment charge within the Independent Living Service that covers tenants living in our sheltered accommodation. This covered the staffing cost to deliver the service that was previously subsidised with the charge being housing benefit or universal credit eligible. The charge for sheltered accommodation introduced in April 2023 was £15.59 pw for weekly visits.

2.50 It is now recommended to introduce the equivalent charge at Brockhill and Hale End Court which would equate to £22.40 per resident per week from April 2024. This cost can be covered for those in receipt of Housing Benefit.

2.51 The Extra Care Charge and Tenancy Sustainment Charge will cover the full cost of running the service.

2.52 Summary of Charges

2.53 The table below summarises the change in Extra Care as outlined above.

Service Name	Current Charge	Recommendations
Guest Flat	£50	£50 – No change
Salon	Full Day £50 Half Day £30	Full Day £50 – No change Half Day £30 – No change Community centre charges become the same if retained
Private room hire	£15 per hour	£15 per hour – No change

Review of Fees and Charges 2024/25

Day Care – New Charge	No current charge	£20 per day including 2 course meal – New Charge from January 2024
Compulsory Meal Charge – New Charge for new tenants	No current charge	£39.60 per week covering Monday – Friday – New Charge from January 2024
Daily Meal Charge Extra Care Residents - Ad Hoc Bookings	£6.60 per day	£9 – Revised Charge from January 2024
Extra Care Charge	Brockhill – £13.57 per week Hale End Court £18.27 per week	Brockhill – £14.93 per week - Revised Charge Hale End Court £20.10 per week - Revised Charge
Tenancy Sustainment Charge – New Charge	No current charge	£22.40 per week - New Charge

Homelink (Helen Kempzell)

- 2.54 Homelink provides a mandatory service as our Housing Improvement Agency that manages our disabled adaptation Disabled Facilities Grants. Homelink is part of the NW Surrey Home Improvement Agency (HIA) Hub with Spelthorne, Runnymede and Surrey Heath BC's. Woking takes the lead role designed to provide a more consistent approach across the area and to provide efficiencies and savings in service provision.
- 2.55 Homelink and all NW Surrey Councils charge a management fee to carry out major disabled adaptations at 15% of the cost of the disabled adaptation works. Any increase reduces the amount available to spend on the actual disabled adaptations. The amount of funding available for disabled works has already reduced due to the cuts in the Housing Investment Programme, which enabled discretionary disabled adaptations that sit outside the remit of the Disabled Facility Grant legislation.
- 2.56 It is recommended that the 15% management charge should not be increased in either January 2024 or April 2024.

Handyperson Service (Helen Kempzell)

- 2.57 Homelink manages the Handyperson service for the four boroughs. The proposed Handyperson charges will apply across all boroughs. Any income generated will benefit Woking and goes back into the running of the Handyperson service.
- 2.58 The majority of the work carried out by the Handyperson service is preventative and to assist hospital discharge enabling residents to remain safe, secure and independent in their homes for as long as possible. The volume of this work is increasing due to the aging population, the effect of the pandemic and our growing ties with Adult Social Care, Health through the Alliance Integrated Care Partnership.
- 2.59 There is no charge to the residents for this work as it is covered by grants. The Handyperson Service is part funded by the Better Care Fund and the SCC grant for 2023/24 remained the same as the previous year.

DIY Handyperson Service (Helen Kempsell)

- 2.60 As most time available is dedicated to health and safety work, especially to assist hospital discharge, the actual time available for chargeable DIY work is diminishing. But there is still a growing need for such a paid for DIY service where a resident wants a simple job like putting up shelves, curtain poles etc which are often too small a job for private contractors to be interested and they have no family/friends to help. There is also trust in our service which is why our clients are willing to wait for us to complete jobs as these DIY jobs are not our priority.
- 2.61 The proposed increase in DIY Handyperson charges is recommended to increase the ability of the service to remain self-financing, cover the increased cost of fuel and materials and provide resilience in the current uncertain price climate, whilst at the same time ensuring that the service is accessible for older, disabled or vulnerable residents.
- 2.62 The proposed hourly charges for our traditional Homelink customers (elderly, disabled or vulnerable) are for labour, unlike a private contractor we do not charge a separate call out fee. The cost of any materials purchased is also charged to the customer.
- 2.63 The recommended increases are:

	DIY hourly charge including VAT April 23	DIY hourly charge including VAT Jan 24	DIY hourly charge including VAT April 24
Routine DIY	£45	No change	£48
Minor Electrical Work	£60	No change	£64
Minor Plumbing Work	£50	No change	£52
Assisting voluntary organisations	£55	No change	£55

Pop In Service (James Montgomery-Heffernan)

- 2.64 The Independent Living Pop In Service was introduced as an additional service for our most vulnerable, elderly and disabled residents of the Borough based on the resident's individual needs and not where they live. This service is tenure neutral.
- 2.65 The service was aimed to support any resident of the Borough to live independently at home as long as possible in a safe and secure environment. The tenure neutral service being based on the individual needs which may change over time and will be flexible to cover short periods i.e. hospital discharge, illness or bereavement or when family/carers go on holiday. It provides an hour visit by an Independent Support Officer but does not include any personal care, cleaning or gardening.
- 2.66 The charge increased to £25.00 per hour from April 2023. It is recommended that this is not increased further as the charge has already resulted in little take up.

Community Meals Service (Ashley Harden-Boyle)

- 2.67 The Community Meals Service comprises of two elements - Community Meals Delivery Service and Lunch and café provision in The Vyne and extra care schemes (Brockhill and Hale End Court).

Community Meals Delivery Service (Ashley Harden-Boyle)

- 2.68 Community Meals is a discretionary service and receives only £28,709.93 per annum funding from Surrey County Council via a Service Level Agreement. The predicted deficit for the meals delivery service for 2023/24 is expected to be approximately £31,500. The recommendations

in this report are in order to safeguard the service for our most vulnerable residents. Given the Council's financial situation, it is essential the service moves towards a self-funding position for 2024/25. The proposed increase in fees and charges is an essential component in achieving this. The service can only be retained if it covers its costs.

- 2.69 Community meals currently delivers 1,136 meals a week and finished 2022/23 with a decline in numbers of 14.2% vs 2021/22 with a regular 207 clients. The menu offer has been adapted over the past 12 months and will continue to change to offer variety and flexibility to cater for all health needs.
- 2.70 Community Meals now has a varied client base with an increase in clients with complex support needs due to mental health, alcohol, or drug related issues. The Community Meals Service is more than a meal. By regular and often daily contact with our most vulnerable and isolated residents our staff can monitor their client's health and condition of the home and make the necessary referrals to other services and agencies to get involved when needed. Many of our clients have no family or visitors other than the Meals Delivery Officer, who might be the only person they see, therefore reducing isolation and relieving pressures on other services.
- 2.71 Most client's properties are entered by keysafe and lunch is plated up and presented to the client as they have severe mobility issues. The charge for a meal must therefore remain affordable and cost should not be a barrier to our most vulnerable residents. A recent survey of clients showed that 27% of properties have to be entered by keysafe as the client is unable to walk to the front door and carry the food. A further 35% of clients are bed or chair bound and our team have to completely plate up the meal, get a drink and cutlery. This shows the level of vulnerability of our clients. Frozen meals are now being delivered alongside the hot lunch service to ensure client's needs are met and charged the same rate as the hot lunch service. This means we can deliver meals to clients who may have to attend appointments or would prefer to cook the meals themselves later in the day. The service is flexible and adaptable to meet the needs of the client.
- 2.72 The cost in relation to food and resources needed to maintain the service has increased annually. There are still price uncertainties due to how the cost of living, fuel and food prices will impact and potentially cause additional price increases. Apetito is the contracted food supplier and their % price increases over the past two years are shown below:

Apetito Price increase	
Year	Meal increase
2023	8.0%
2022	9.8%
2021	2.3%

- 2.73 The Apetito 8.0% price increase in Dec 2022 (notified every six months) effectively wiped out the price increase agreed by the Council last year and did not enable the deficit to be reduced as much as planned.
- 2.74 The Council's current two course lunch and frozen charge of £5.81 is competitive and is still not the highest across Surrey, with Mole Valley and Waverley offering a service at a higher price. All District and Boroughs use the same supplier for the meals.

2.75 The April 2023/24 charges from some Surrey district and boroughs are:

Council	Lunch		Breakfast	Tea
	Weekday Price	Weekend Price	Price	Price
Epsom and Ewell	£5.60	£5.60	n/a	£3.10
Mole Valley	£6.00	£6.10	£1.60	£3.55
Elmbridge	£5.60	£5.70	£1.60	£3.55
Runnymede	£4.60	£5.20	n/a	£3.00
Surrey Heath	£4.40	£5.35	n/a	£2.80
Guildford	£4.50	£4.50	n/a	n/a
Spelthorne	£4.00	£4.00	n/a	n/a
Tandridge	no service	no service	no service	no service
Woking	£5.81	£5.91	£1.45	£2.90
Reigate and Banstead	no service	no service	no service	no service
Waverley	£7.00	£7.00	n/a	£3.50

2.76 From April 2023, the Council introduced an additional 10p weekend charge for a main lunch meal recognising weekend salary costs are higher. The past two years have been exceptional. The pandemic did initially increase the number of clients, but the number of residents receiving lunches has fallen slightly as shown in the table below. Traditionally there is a seasonal increase in take up in Autumn and Winter.

2.77 Considerable efficiencies have recently taken place, both in processes and staffing, and further changes are planned to further reduce the deficit. The past few years have been challenging for the meals delivery service. Although the pandemic saw a large increase in clients there were associated additional staffing, vehicle, food and fuel costs. Now with the “cost of living crisis” again food costs, fuel and increased staffing costs are making an impact on the viability of the service. There is uncertainty on client numbers going forward, but a marketing campaign and promotional offers are planned for this winter to increase up take.

2.78 In April 2023, the meals delivery van contract ended. A procurement exercise resulted in a more cost-effective model of delivery with more environmentally friendly electric cars delivering via hot boxes. Current evaluations of this new service model have provided a saving of £18,000 per annum.

2.79 It is recommended to increase the costs of all meals by 20% in January 24 with no further increase in April 2024. This will reduce the deficit and start moving towards the Community Meals Service covering its costs and enable the service to be retained. Different models of delivery will continue to be considered with partners if the service cannot cover its costs.

2.80 This will result in potential increased income of £30,000.

The recommended increase would result in the actual charges being:

Meal Type	Current Price	January 24 increase	Increase per meal
2 course lunch	£5.81	£6.98	£1.17
Weekend two course lunch	£5.91	£7.09	£1.18
Tea time offer	£2.90	£3.32	.42p
Breakfast offer	£1.45	£1.58	.13p

Lunch and Café Provision at Community Centres (Ashley Harden-Boyle)

- 2.81 Historically the Community Meals Team provided food in all community centre dining rooms and cafes. This model has changed in order to reduce costs and discussions are ongoing with the voluntary/private sector to transfer the responsibility of all the kitchens and cafes in the Community Centres to them, making further cost savings to the community meals service and expanding the offer for residents. This model has already proved successful, with the transfer of St Marys kitchen and café to Freshstart CIC in September 2022 and Moorcroft to Dramatize from June 2023. Discussions are underway with partners considering taking on The Vyne café and now at St Marys where the current provider has served notice wef 24 December.
- 2.82 Since the pandemic, clients requiring meals at the centres have not returned in the same numbers. This, plus food and fuel costs have made taking on the cafes uncertain for the voluntary sector.
- 2.83 Running the kitchen at The Vyne does not cover its costs. Community Meals can no longer carry this loss as a discretionary service. This was a service considered through the financial Gateway process and Fit for the Future recommendations. It is proposed that the Community Meals service will cease from 1 April 2024 from The Vyne so no increase in fees is required. Currently discussions are being held with private providers to fill the gap in service.

Leisure (Steve May)

- 2.84 Fees and charges for Leisure Services are being reviewed as part of the overall decisions in the budget and options for the Pool in the Park – there will be a further report to members on these options. The Leisure Partnership Board on 14th November 2023 will however review inflation increases for the current year.

3.0 Place

Street naming and numbering (Tracey Haskins)

- 3.1 Street naming and numbering (SNN) is a statutory responsibility managed by Woking Borough Council. The management and administration of addressing in the Borough prevents the duplication of property names and numbers. The Borough Council works with GeoPlace, Royal Mail, Surrey County Council, property owners, property developers and councillors to make sure suitable names and number sequencing are chosen for existing properties, new properties and new streets, in line with local and national policies. These are also entered into the National address database and are circulated to other organisations including the emergency services.
- 3.2 The Council's maintenance of the Local Land and Property Gazetteer (LLPG), which feeds daily into the National LPG, ensures emergency services can find the properties quickly, post is delivered efficiently, delivery companies can provide a reliable service and service provider records are up to date and accurate. As a Participating Authority of the legally binding national Data Co-operation Agreement, the Council must work with relevant others to uphold the highest standards of address and street data accuracy.
- 3.3 Along with other local authorities, the Council exceeds this statutory expected minimum service of providing solely a street/property naming service, by delivering additional discretionary street naming and numbering services, for which charging was introduced in April 2023. These chargeable services include:
- Naming and numbering new properties, including conversions.
 - Making alterations to the name or numbering of new developments after the initial naming and numbering has been undertaken.
 - Notifying relevant third-party organisations of new or changes to official addresses.

- Providing confirmation of new or altered official addresses.
- Resolving challenges to existing official naming/numbering schemes in the LLPG.
- Recording of confirmed information in the LLPG.

3.4 At a time of rising service delivery costs, in the context of a need for discretionary services to be self-funding as far as possible, plus similar increases in fees already being implemented by most other local authorities in the county and nationally, it is appropriate for Woking Borough Council to increase fees for Woking's street naming and numbering services. Experience of charging since April has also highlighted the opportunity to further refine charges to better reflect not only service costs but also a fuller range of the services offered.

3.5 Fees are proposed to be increased from 1 January 2024 and, in some cases will be updated further from 1 April 2024, as set out below. The purposes are to:

- Gather a fair income to cover the costs of providing the addressing service, whilst not making a profit (in accordance with relevant legislation) and recognising service users are obliged to address properties through the relevant local authority for the location, hence this is a non-competitive charging environment.
- Seek greater parity with the fees charged by other local authorities for the same/ equivalent services, as some of Woking's current charges are relatively low in comparison, whilst avoiding negative impacts to infrequent service users such as householders and small-scale developers (e.g. those seeking a single house name change or a small infill or conversion).

3.6 The charges would increase by a minimum of 20% as follows:

Application	Current Charge (from April 2023)	New Charges (from 1 January 2024)	New Charges (from 1 April 2024)
Add/Remove/Change name of an existing or new property	£70	£84 per building	£84 per building
New Developments/ Conversions	£200 app + 1 st plot £30 plots 2-9 £25 plots 10-49 £20 plots 50+	£300 app + 1 st plot, plus £45 each plots 2-9 £40 each plots 10-24 £35 each plots 25-49 £25 each plots 50+	£350 app + 1 st plot, plus £54 each plots 2-9 £48 each plots 10-24 £42 each plots 25-49 £30 each plots 50+
Confirmation of addressing, per building	£35	£42	£50
New Street	£300	£400 from 1 January 2024	£500 from 1 January 2024
Street Name change	£450	£540 + £65 per property in the street	£648 + £78 per property in the street
Amending numbering or naming schedule after SNN confirmation	£20 per plot	£40 per plot	£48 per plot
Copies of plot to postal schedule	£35 per schedule	£42 per schedule	£42 per schedule

Review of Fees and Charges 2024/25

Site visits	£60 first hour £20 each additional half hour	£72 first hour £24 each additional half hour	£72 first hour £24 each additional half hour
Research (historical or address data matching)	£60 first hour £20 each additional half hour	£80 first hour £30 each additional half hour	£80 first hour £30 each additional half hour
Penalty for retrospective engagement where part of a development has been signed off as complete by building control. This is in addition to any other charges.	n/a	£150 (note - relevant planning decision notices include an informative note advising the applicant to apply for SNN).	£180 (note - relevant planning decision notices include an informative note advising the applicant to apply for SNN).

- 3.7 New fees will apply to all new applications received after the relevant increase comes into effect.
- 3.8 Street naming and numbering fees are not VAT liable.
- 3.9 Based on the services provided in 2020 and 2021, an original estimate made last year was that SNN fees would contribute around £20,000 per annum income towards service delivery costs. In light of real time income receipts the current full year estimate is £18,000, recognising that applications numbers received vary with the amount, scale and pace of new developments coming forward.

Greenspaces (Tracey Haskins, Arran Henderson)

- 3.10 Greenspace charges include those for commercial and community open space hire, private hire of recreation grounds for commercial gain, use of multi-use games areas (MUGA) and those of Goldsworth Park Angling Club. These are variously VAT and non-VAT liable.
- 3.11 Where possible charges have been uplifted to assist in covering costs and/or to bring these into line with the benchmarked charges of other local authorities for equivalent hires. At the same time, the charges seek to avoid significant adverse impacts on specific user groups or inadvertently discouraging beneficial health and well-being and positive community activities in our public spaces. The charging approach for open spaces has also been simplified in light of practice elsewhere.
- 3.12 Commercial open space hire charges will increase by 20% from 1 April 2024.
- 3.13 Hire charges for community events have been updated with new definitions and revised charges proposed based on benchmarking of other local authorities. Fees for community and charity open space hires were historically waived. It is proposed to no longer do so from 1 April 2024, meaning this will effectively be a new charge for such users.
- 3.14 Private hires of recreation grounds for commercial gain includes fitness classes, which are often run by individual personal trainers or small businesses. A 10% increase in charges is planned for these from April 2024, in addition to the 10% uplift implemented in April 2023.
- 3.15 Regular hirers will be notified of the new/amended charges at the earliest opportunity following committee decision.

- 3.16 MUGAs are freely accessible to all for casual use, however they also can be reserved for a fee, for example as a club or commercial hire. A 20% uplift in such hire rates will apply from 1 April 2024. Charges will apply to all future MUGA hires.
- 3.17 Goldsworth Park Angling Club sets out proposals for its own fees each year, ahead of the issue of new fishing licenses in April; this fee income goes to the Club. The Club has advised that there will be no change to existing charges in 2024/25. The attached schedule therefore shows these charges unchanged in both the current and next financial years.

Garden Waste Collection Subscription Charges (Mark Tabner)

- 3.18 The garden waste subscription fee had remained static for a number of years at £45 for the first bin and £30 for each additional bin with concessionary rates at 50%. This was changed on 1 April 2023 to £50 per bin for all bins (removing the concessionary rate). Our Joint Waste Collection Contract partners current full charges per bin are; Surrey Heath £55, Elmbridge £60 and Mole Valley £62 (Mole Valley charge an additional one-off £40 per bin for its loan). It is proposed that Woking increase its annual subscription charge to align more closely with its Joint Waste partners and charge £70 per bin for all bins from 1 April 2024.

Bulky Waste Collection Charges (special collections) (Mark Tabner)

- 3.19 Currently the rate is charged at £35 for the first item and £15 for each additional item with 50% concessionary rates. It is proposed to charge £42 for the first item and £25 for each additional item with concessionary rates remaining at 50%. We are required to offer this service and the costs are aimed to cover the operational costs.

Waste Receptacles (Mark Tabner)

- 3.20 It is proposed that charges apply for the provision of all waste receptacles (both sizes of two wheeled bins: 140 & 240 litre, both sizes of four wheeled bins: 660 & 1,100 litre and for indoor seven litre and outdoor 23 litre food waste caddies). The charges are set to cover the cost of the wheeled bin, administration and delivery charge.

ITEM	Proposed
	Charge
	2024/25
	(inc.VAT) £
PRESCRIBED HOUSEHOLD WASTE	
Set of indoor and outdoor caddies – non concessionary	25.00
Set of indoor and outdoor caddies - concessionary	12.50
Indoor silver food waste caddy	20.00
New Development – per additional silver food waste caddy	4.00
New Development - food 2 wheeled bin	60.00
New Development - WEEE cage	215.00
New Development - textile cage	115.00
2 Wheeled Bin (140 or 240 litre, refuse or recycling – non concessionary charge	60.00
2 Wheeled Bin (140 or 240 litre, refuse or recycling – concessionary charge	30.00
4 wheeled bin (660 or 1,100 litre, refuse/recycling)	420.00

3.21 The items to highlight from the list above are;

- The £60 charge for a two wheeled bin is for both sizes of 140 litre and 240 litre and for both refuse and recycling bins. Concessionary rates will be provided at 50%.
- The previous charge of £30 for a used two wheeled residual bin will be removed. All bins suitable for use will be charged at the £60 rate.
- Charges will be introduced for a set of food caddies, £25 for the delivery (includes a 7 litre indoor and a 23 litre outdoor caddy).
- The price for 4 wheeled bins (660 litre and 1,100 litre) increases from the current £300 per bin to £420 on 1 April 2024 (low volumes). This increase is mainly due to manufacturing cost increases. Customers can purchase from elsewhere / directly with manufacturers, but purchasing through the Council remains competitive and helps to keep control of bin standards and numbers.

Car Park Season Ticket Charges (Mark Tabner)

3.22 The majority of permit fees are related to the CO₂ rating of a vehicle. Last years charging review approved the implementation of an updated CO₂ model over three years to 2025/26.

3.23 Officers have commissioned a Parking Study which is due to be completed by December. This study will provide the Council with specialist advice on our assets and tariff structures. It is therefore proposed that the 2024/25 pricing for remaining permits be subject to the outcome of that study.

Car Park Charges (Mark Tabner)

3.24 It is proposed that the Council's day tariff structure is considered once the Parking Study is complete. The study is due to be completed by December. Proposals / recommendations in the Parking Study can be put forward in a future committee report (February 2024) for Member consideration. Any changes to the tariff structure will then need to go through the statutory 21 day traffic regulation order period. This timeline should still enable changes to be implemented by 1 April 2024.

Environmental Health, Housing Standards & Licensing (including Taxi Licensing) (Emma Bourne)

3.25 All fees and charges in these service areas have been reviewed, and where possible, charges have been increased to assist in covering costs in providing that service and/or to bring these into line with the benchmarked charges of other local authorities within Surrey.

Building Control Fees (David Edwards)

3.26 Building Control operates in a financially competitive environment, the fees are allowed to change and charges are covered by The Building (Local Authority Charges) Regulations 2010, which require us to balance income against expenditure.

3.27 To meet this legislation and the pressure on WBC, The fees were raised by 10% in April 2023 and it is proposed to raise them by a further 10% in April 2024.

3.28 However, it should be noted that Building Control's day to day finances are very much effected by major projects and the economic environment. Due to the rise in interest rates and other inflationary pressures, Woking along with other Surrey boroughs are facing a static market in 2023/24.

Planning Fees (Thomas James)

- 3.29 Fees for planning applications are set by central government so there is no scope for a local planning authority to change them.
- 3.30 Fees for pre-applications discussions are discretionary and are therefore set locally by each planning authority. The Development Management team review the pre-application charges annually and bench mark against other Surrey authorities. The bench marking exercising undertaken this time shows our fees are towards the top end of the range charged by Surrey authorities and therefore, currently, there is little scope to increase them further.

4.0 Corporate Resources

Land Charges (David Ripley)

- 4.1 The national Local Land Charges (LCC) Programme will make Her Majesty's Land Register (HMLR) the sole registering authority and official search provider for LLC in accordance with the provisions of the Infrastructure Act 2015. Woking Borough Council is currently going through the migration process to transfer the data from the current LLC registry to the national digital registry and the scheduled completion date is before the start of 2024/25. LLC searches & fee setting will therefore not be carried out by the Woking Borough Council from that date. These will be carried out via the national LLC portal on the GOV.UK website, apart from some non-Surrey CC Con29 questions. Surrey CC increase their fees each year, these will be updated once notification is received.
- 4.2 The current LLC search fees have been carried forward un-changed as these will not be set by Woking Borough Council once the migration is complete. However charges retained have been increased and are reflected in the new 2024/25 fees and charges.

CCTV (David Loveless)

- 4.3 Charges for the investigation and supply of CCTV data mostly to insurance companies will increase by 20% effective 1 January 2024 and a further 5% effective 1 April 2023. The activity levels are minimal, and this has been reflected in the revised schedules.

Town Centre Management - Licensing (David Loveless)

- 4.4 Permits, Licences and Temporary Traffic Regulation Orders and Local Highway Service are operated by the Council on behalf of Surrey County Council therefore Surrey County Council set the licence charges. Income is minimal.

Property Services (David Loveless)

- 4.5 For new or renewal of Garden and Grazing Licences and Vehicular Access charges will be increased by 20% with immediate effect. Income is minimal.

5.0 Implications

Finance and Risk

5.1 The changes in fees and charges considered in this report are summarised in the following tables.

5.2 Estimated additional income in 2023/24 generated by January 1st proposed increases:

	£
Communities	46,062
Place	79,292
Corporate Resources	543
TOTAL	125,897

5.3 Estimate income in 2024/25 from price changes:

	ORIGINAL BUDGET 2023/24*	PRICE CHANGE*
	£	£
Communities	1,407,391	949,335
Place	1,804,783	447,185
Corporate Resources	276,241	40,278
TOTAL	3,488,415	1,436,798

**Above figures exclude all Car Parks income until a full review has been carried out (Paras 3.23; 3.24)*

Equalities and Human Resources

5.4 This review forms part of the annual work plan of staff in the Council’s service areas. No specific training and development issues have arisen as a result of the review.

Legal

5.5 Local authorities have a variety of powers to charge for specific statutory services set out in statute. The Local Government Act 2003 also provides a power to trade and a power to charge for discretionary service. The Localism Act 2011 provides local authorities with a general power of competence that confers on them the power to charge for services.

6.0 Engagement and Consultation

6.1 Fees and charges for Leisure Services are being investigated as part of the public consultation and will be dealt with by the Leisure Partnership Board separately.

6.2 The Goldsworth Park Angling Club has been consulted on the proposed charges for Fishing. No changes are proposed to the current fees.

6.3 Consultation has taken place with Ambassadors Theatre Group in respect of the proposed charges for the Rhoda McGaw Theatre.

REPORT ENDS

COMMUNITIES DIRECTORATE FEES AND CHARGES
SUMMARY OF ESTIMATED INCOME 2024/25

	BUDGET 2023/24 £	PRICE CHANGE 2024/25 £	OTHER CHANGES 2024/25 £	BUDGET 2024/25 £
<u>Health & Wellbeing and Cultural Development</u>				
Leisure Centres (Woking / Sportsbox / Eastwood)				
Hoe Valley Leisure Centre - Outdoor				
Pool In The Park				
Leisure Centre & Pool In The Park Memberships				
Holiday Activity Camps				
		Part of Leisure Management Contract		
<u>Community Support</u>				
The Vyne	27,106	29,460	-19,741	36,825
St Marys	31,583	30,804	-23,882	38,505
Moorcroft	33,720	37,490	-24,348	46,862
Parkview	16,666	13,807	19,631	50,104
Tubs	1,760	6,280	-190	7,850
WITS	62,168	0	-62,168	0
Outdoor Sports	11,637	0	-11,637	0
<u>Independent Living</u>				
Home Support Services	4,507	0	-4,507	0
Homelink	148,000	0	-8,000	140,000
Careline	330,958	350,101	-314,746	366,313
Community Meals	441,037	273,043	-315,563	398,517
Brockhill & Hale End Court	4,732	2,904	-3,073	4,563
<u>Housing</u>				
Garage Rents	360,192	262,497	-294,567	328,122
<u>Council Housing Services</u>				
Lakeview Social Centre (HRA)	13,540	0	-13,540	0
References For Lenders (HRA)	135	0	-135	0
COMMUNITIES DIRECTORATE - TOTAL FEES AND CHARGES	1,487,741	1,006,386	-1,076,466	1,417,661

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	THE VYNE					
38.00	Salon Daily Rate (per practitioner)	0	60.00	0.00	60.00	0
21.00	Half Day (per practitioner)	135	40.00	0.00	40.00	5,400
23.00	Rose Room Standard hourly charge	550	27.50	0.00	27.50	15,125
21.00	Orchard Room Standard hourly charge	400	22.00	0.00	22.00	8,800
0.00	Well Being Centre Leased at annual rate		0.00	0.00	0.00	0
11.00	Lloyd Room Standard hourly charge	500	15.00	0.00	15.00	7,500

The Vyne total income 2024/25

36,825

The Vyne total income 2023/24

27,106

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	ST. MARY'S					
	<u>Salon</u>					
38.00	Daily Rate (per practitioner)	0	60.00	0.00	60.00	0
22.00	Half Day (per practitioner)	90	40.00	0.00	40.00	3,600
	<u>Health Rooms</u>					
38.00	Daily Rate (per practitioner)	94	60.00	0.00	60.00	5,640
22.00	Half Day (per practitioner)	0	0.00	0.00	0.00	0
	<u>Inkwell Room</u>					
19.00	Standard hourly charge	405	25.00	0.00	25.00	10,125
	<u>Main Hall Only</u>					
23.00	Standard hourly charge	0	27.50	0.00	27.50	0
	<u>Graduate Lounge</u>					
23.00	Standard hourly charge	696	27.50	0.00	27.50	19,140
	<i>Non profit making organisations are offered a discretionary 20% discount on the standard rates above Commercial organisations are charged 50% on top of these standard rates</i>					

St Mary's total income 2024/25

38,505

St Mary's total income 2023/24

31,583

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	MOORCROFT					
	<u>Salon</u>					
0.00	Daily Rate (per practitioner)	0	0.00	0.00	0.00	0
0.00	Half Day (per practitioner)	0	0.00	0.00	0.00	0
0.00	Additional Hour (per practitioner)	0	0.00	0.00	0.00	0
	<u>Health Rooms</u>					
38.00	Daily Rate (per practitioner)	436	60.00	0.00	60.00	26,160
22.00	Half Day (per practitioner)	0	40.00	0.00	40.00	0
	<u>Main Hall</u>					
23.00	Standard hourly charge	580	27.50	0.00	27.50	15,950
	<u>Lounges (1&2)</u>					
16.00	Standard hourly charge	216	22.00	0.00	22.00	4,752
	<u>Leased Offices</u>					
0.00	Annual charge	0	0.00	0.00	0.00	0
	<i>Non-profit making organisations are offered a discretionary 20% discount on the standard rates above Commercial organisations are charged 50% on top of these standard rates</i>					
	<u>Moorcroft Suite</u>					
	Free rent to deliver Youth Hub project	0	0.00	0.00	0.00	0

Moorcroft total income 2024/25

46,862

Moorcroft total income 2023/24

33,720

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	PARKVIEW					
16.00	<u>Function Room</u> Standard hourly charge	96	24.00	0.00	24.00	2,304
14.00	<u>The Studio</u> Standard hourly charge	105	17.50	0.00	17.50	1,838
0.00	<u>Family Centre</u> Annual charge	0	0.00	0.00	0.00	18,000
25.00	<u>Hall</u> Standard hourly charge	477	27.50	0.00	27.50	13,118
0.00	<u>Salon</u> Annual charge	0	0.00	0.00	0.00	1,644
0.00	<u>Well Being 1</u> Annual charge	0	0.00	0.00	0.00	6,600
0.00	<u>Well Being 2</u> Annual charge	0	0.00	0.00	0.00	6,600

Parkview total income 2024/25
Parkview total income 2023/24

50,104
16,666

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	TUBS					
16.00	Assisted Bathing service at St Mary's	250	19.00	0.00	19.00	4,750
12.00	Non Assisted Bathing service at St Mary's	200	15.50	0.00	15.50	3,100

TUBS total income 2024/25

7,850

TUBS total income 2023/24

1,760

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	HOMELINK					
15%	Building Works Fee Works costing more than £1,500 Works costing between £200 and £1,499 Works costing less than £200	Takeup of the service and the type of work required varies from year to year	15% of finished cost of works, excluding V.A.T.			} 134,000
45.00	Handyperson Labour Fee (material costs also charged) Hourly charge of £37.50 plus VAT for routine DIY type works		40.00	8.00	48.00	
60.00	Hourly charge of £50.00 plus VAT for electrical works		53.33	10.67	64.00	
50.00	Hourly charge of £41.67 plus VAT for skilled plumbing type works		43.33	8.67	52.00	
55.00	Hourly charge of £45.83 plus VAT for assisting voluntary organisations or corporate work		45.83	9.17	55.00	

Homelink total income 2024/25

140,000

Homelink total income 2023/24

148,000

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	CARELINE					
5.95	Weekly charge for full paying service users	802	6.84	0.00	6.84	285,255
5.04	Weekly charge for service users on income support or benefits	0	0.00	0.00	0.00	0
1.65	Additional roaming SIM card for residents with no landline (per	0	0.00	0.00	0.00	0
5.94	OwnFone Mobile Alarm	20	6.24	0.00	6.24	6,490
new	Digital Hub	200	7.17	0.00	7.17	74,568

Careline total income 2024/25

366,313

Careline total income 2023/24

330,958

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£-p)	V.A.T (£-p)	TOTAL CHARGE (£-p)	
	COMMUNITY MEALS					
	Meals on Wheels					
5.91	Lunch hot or frozen Sat/Sunday	11,540	7.09	0.00	7.09	81,819
5.81	Lunch hot or frozen Monday to Friday	30,208	6.98	0.00	6.98	210,852
2.90	Tea	13,320	3.32	0.00	3.32	44,222
1.45	Breakfast	2,792	1.58	0.00	1.58	4,411
	Centre Meals					
7.92	Day Visitor meal	1,376	9.00	0.00	9.00	12,384
6.60	Extra Care tenant or Day centre via WCT provided as part of package of care - Non VAT)	5,640	7.92	0.00	7.92	44,669
6.60	Transported Centre Meals to external organisations eg lunch club	20	7.99	0.00	7.99	160

Community Meals total income 2024/25

398,517

Community Meals total income 2023/24

452,052

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	BROCKHILL AND HALE END COURT					
	Salon/Health Room					
50.00	Daily Rate	0	55.00	0.00	55.00	0
30.00	Half Day	100	36.00	0.00	36.00	3,600
15.00	Additional Hour	2	15.00	0.00	15.00	30
	Hourly rates - Conservatory/Dining room					
0.00	Full day					
0.00	Half Day					
15.00	One off - hour per hour	5	20.00	0.00	20.00	100
	Daily rates					
50.00	Guest room in Brockhill	20	41.67	8.33	50.00	833

Brockhill total income 2024/25

4,563

Brockhill total income 2023/24

4,732

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£) (x 53 weeks)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	GARAGE RENTS					
	Garage Rents					
13.63	Let to WBC tenants	197	14.46	0.00	14.46	150,977
13.63	Let in Sheerwater (WBC tenants)	23	13.63	0.00	13.63	16,615
17.75	Let Privately	142	18.83	3.77	22.60	141,715
17.75	Let in Sheerwater (private tenants)	20	17.75	3.55	21.30	18,815
13.63	Void	212	14.46	0.00	14.46	162,473
13.63	Sheerwater voids	65	13.63	0.00	13.63	46,955
0.00	Internally Let WBC garages	30	0.00	0.00	0.00	0
		689				

Garages rent total income 2024/25

328,122

Garages rent total income 2023/24

360,192

SUMMARY OF ESTIMATED INCOME 2024/25

	BUDGET 2023/24 £	PRICE CHANGE 2024/25 £	OTHER CHANGES 2024/25 £	REVISED BUDGET 2024/25 £
Place Making				
Supplementary Planning Fees	82,284	2,217	(0)	84,500
Green Infrastructure (includes Street Naming & Numbering)	20,000	0	(2,000)	18,000
Building Control Fees (previously considered separately)	456,085	26,296	(92,616)	389,764
Environment Quality				
Environmental Services				
Trade Waste	0	0	0	0
Household Waste	889,050	340,075	(38,795)	1,190,330
Special Refuse	33,063	13,875	9,187	56,125
Food Waste	2,270	(95)	8,450	10,625
WEEE	3,225	0	(2,150)	1,075
Textiles	1,725	0	(1,150)	575
Wheeled Bins	47,450	14,561	(6,176)	55,835
Prescribed Household Waste Schedule 2	0	0	0	0
Cesspool Emptying	0	0	0	0
Parks and Open Spaces	7,160	660	1,150	8,970
Outdoor Sports	0	0	0	0
Multi-Use Games Areas (MUGAs)	0	0	0	0
	983,943	369,076	(29,484)	1,323,535
Licensing				
Personal Services	1,530	242	0	1,772
Motor Salvage	0	0	0	0
Animals	15,626	1,804	(6,880)	10,550
Housing Standards	23,504	10,526	(2,560)	31,470
Taxis And Private Hire	184,305	28,145	65,010	277,460
Sex Establishment	0	0	0	0
Gambling Act	0	0	870	870
	224,965	40,717	56,440	322,122
Pest Control	25,752	7,580	(162)	33,170
Dog Control/Animal Welfare	4,275	930	0	5,205
Food Safety & Communicable Diseases	2,700	300	0	3,000
Environmental Health Administration	3,150	70	351	3,571
Private Water Supplies	0	0	0	0
Scrap Metal	914	0	(914)	0
Mobile Homes	716	0	(372)	344
PLACE DIRECTORATE - FEES AND CHARGES COVERED IN THIS REPORT	1,804,783	447,185	(68,757)	2,183,211
Sustaining the Local Economy				
Car Parks (To be reported to a future meeting after full study is completed)				
Parking Fees	5,745,893	0	(993,659)	4,752,234
Season Tickets	1,372,949	54,583	(416,330)	1,011,202
	7,118,842	54,583	(1,409,989)	5,763,436
PLACE DIRECTORATE - TOTAL FEES AND CHARGES	8,923,625	501,768	(1,478,746)	7,946,647

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	SUPPLEMENTARY PLANNING FEES					
<p>Requests for up to 20 copies (A3 or A4 pages) of environmental information - no charge</p> <p>Requests for 21 copies or over to be charged at a rate of 10p per A4 sheet, with a charge of 20p per A3 sheet</p> <p>Multiple requests for documents will be charged at a rate of 10p per A4 sheet, with a charge of 20p per A3 sheet where the total number of sheets exceeds 20 copies</p> <p>(the exception to this are the LDD - see below)</p>	<p>Decision Notices</p> <p>Plans A1 / A3 / A4</p> <p>Letters of Representation</p> <p>TPO's (except exceptionally long TPO nos. 132, 423 & 426)</p> <p>TPO's 132, 423 & 426</p> <p>General Documents and Copying</p> <p>Section 106 (Copies) per side</p> <p>Specific Research</p> <p>Monitoring of legal agreements and planning benefits</p> <p>The Heritage of Woking (Historic Conservation Compendium 2001)</p> <p>Supplementary Planning Guidance (per publication)</p>	Minimal	<p>Requests for up to 20 copies (A3 or A4 pages) of environmental information - no charge</p> <p>Requests for 21 copies or over to be charged at a rate of 10p per A4 sheet, with a charge of 20p per A3 sheet</p> <p>Multiple requests for documents will be charged at a rate of 10p per A4 sheet, with a charge of 20p per A3 sheet where the total number of sheets exceeds 20 copies</p> <p>(the exception to this are the LDD - see below)</p>	Minimal		

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	SUPPLEMENTARY PLANNING FEES					
	Pre-application advice fees					
	Residential - written enquiry					
	various 20+ dwellings		----- advice provided by meeting only -----			-
2,500.00	10-19 dwellings	2	2,083.33	416.67	2,500.00	4,167
1,500.00	6-9 dwellings	10	1,250.00	250.00	1,500.00	12,500
1,000.00	2-5 dwellings (new charge - previously 1-5 dwellings)	20	833.33	166.67	1,000.00	16,667
300.00	Replacement dwelling or 1 new dwelling	20	333.33	66.67	400.00	6,667
140.00	Householder	60	125.00	25.00	150.00	7,500
	Residential - meeting					
5,000.00	20+ dwellings (bespoke fee, assume £5,000 average)	2	4,166.67	833.33	5,000.00	8,333
3,000.00	10-19 dwellings	2	2,500.00	500.00	3,000.00	5,000
2,000.00	6-9 dwellings (new charge previously 3-9 dwellings)	6	1,666.67	333.33	2,000.00	10,000
Advice provided	Replacement dwelling and 1-5 dwellings- new charge previously 1-2 dwellings)		Advice provided in writing only - see above			-
	Non-residential - written enquiry					
	various 2,000+ sq m		----- advice provided by meeting only -----			-
2,500.00	1,000 - 2,000 sq m	2	2,083.33	416.67	2,500.00	4,167
1,500.00	600 - 999sq.m (new charge previously 200-999 sq m)	1	1,250.00	250.00	1,500.00	1,250
1,000.00	50 - 599 sq.m (new charge previously 50-200 sq m)	1	833.33	166.67	1,000.00	833
140.00	up to 50 sq m	6	125.00	25.00	150.00	750
	Non-residential - meeting					
5,000.00	2,000+ sq m (bespoke fee, assume £5,000 average)	0	4,166.67	833.33	5,000.00	0
3,000.00	1,000 - 2,000 sq m	2	2,500.00	500.00	3,000.00	5,000
2,000.00	600 - 999 sq.m (new charge previously 200-999 sq m)	1	1,666.67	333.33	2,000.00	1,667
Advice provided	0 - 599 sq.m (new charge previously 50-200 sq m)		Advice provided in writing only - see above			-
	Tree Strategy and Tree Management Policies					
20.00	Tree strategy document		0.00	0.00		
25.00	Tree management policies document		0.00	0.00		

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	SUPPLEMENTARY PLANNING FEES					
500.00	High hedges complaint fee	} Minimal				} Minimal
	Non concessionary charge		0.00	0.00		
250.00	Concessionary charge		0.00	0.00		
	Local Development Documents					
35.00	Development Management DPD		0.00	0.00		
35.00	Core Strategy		0.00	0.00		
25.00	Core Strategy Proposals Map		0.00	0.00		
7.50	Social and Communities Facilities Audit		0.00	0.00		
7.50	5 Year Housing Land Supply Position Statement		0.00	0.00		
40.00	Standard charge for all other evidence based documents <i>(Where documents are cheaper to print, or only a part of a document is requested, a lower charge may be applied)</i>		0.00	0.00		
20.00	Green Belt Boundary Review report		0.00	0.00		
95.00	Site Allocation DPD		0.00	0.00		
95.00	Draft Town Centre Masterplan SPD *NEW*	0.00	0.00			

Supplementary Planning Fees total income 2024/25
Supplementary Planning Fees total income 2023/24
Supplementary Planning Fees increase in total income

84,500
82,284
2.7%

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	GREEN INFRASTRUCTURE					
25.00	Climate Change Strategy Climate change strategy document	} Minimal	25.00	0.00	25.00	} Minimal
10.00	Climate change summary document		10.00	0.00	10.00	
5.00	Single Use Plastics policy		5.00	0.00	5.00	
20.00	Biodiversity and Green Infrastructure Strategy and Supporting Information - Natural Woking Natural Woking strategy document		20.00	0.00	20.00	
30.00	Natural Woking supporting information		30.00	0.00	30.00	
20.00	Street Naming and Numbering Policy Street Naming and Numbering Policy		20.00	0.00	20.00	
	Street Naming and Numbering Fees <u>New buildings (including conversions):</u>	18,000			18,000	
200.00	Flat rate + first plot		350.00	0.00	350.00	
30.00	Plots 2-9 (e.g. £350 + £54 per further plot)		54.00	0.00	54.00	
25.00	Plots 10-24 (e.g. £350 + £432 (plots 2-9) + £48 per further plot)		48.00	0.00	48.00	
25.00	Plots 25-49 (e.g. £350 + £432 (plots 2-9) + £720 (plots 10-24) + £42 per further plot)		42.00	0.00	42.00	
20.00	Plots 50+ (e.g. £350 + £432 (plots 2-9) + £720 (plots 10-24) + £1050 (plots 25-49) + £30 per further plot)		30.00	0.00	30.00	

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	GREEN INFRASTRUCTURE					
300.00	New street (fee per new street)		500.00	0.00	500.00	
70.00	Building name change/addition/removal for a new or existing property/building (applies to all such requests)		84.00	0.00	84.00	
450.00	Street name change (applies to all such requests)		648.00	0.00	648.00	
	plus cost per property/plot in the street		78.00	0.00	78.00	
20.00	Amendments/changes to builds after SNN confirmation (fee per plot, applies to all such requests)		48.00	0.00	48.00	
35.00	Confirmation of addressing letter (fee charged per letter per application, except where already included in the above-mentioned fees)		50.00	0.00	50.00	
35.00	Copies of plot to postal schedule (per schedule)		42.00	0.00	42.00	
	Research – for example, historical or address data matching:					
60.00	Flat rate + first hour		80.00	0.00	80.00	
20.00	Additional half hour (e.g. £80 + £30)		30.00	0.00	30.00	
	Site visits:					
60.00	Flat rate + first hour		72.00	0.00	72.00	
20.00	Additional half hour (e.g. £72 + 24)		24.00	0.00	24.00	

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	GREEN INFRASTRUCTURE					
0.00	Penalty for retrospective engagement where part or all of a development has been signed off as complete by building control. This is in addition to any other charges.		180.00	0.00	180.00	
	Other documents					
	Size A4 1 to 20 pages		0.10	0.00	0.10	
0.10	Size A4 21+ pages (per page)		0.10	0.00	0.10	
	Size A3 1 to 20 pages		0.20	0.00	0.20	
0.20	Size A3 21+ pages (per page)		0.20	0.00	0.20	

Green Infrastructure total income 2024/25

18,000

Green Infrastructure total income 2023/24

20,000

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
Combined plan and inspection charge (average)	BUILDING CONTROL FEES					
364.14	All other non Domestic Building Notice	1	333.80	66.76	400.56	333.80
679.18	All other non Domestic Full Plans	6	622.58	124.52	747.10	3,735.48
535.52	Building Notices	46	490.89	98.18	589.07	22,580.94
1,700.75	Domestic & New Dwellings Full Plans	7	1,559.02	311.80	1,870.82	10,913.14
509.79	Domestic Alteration Full Plans	3	467.31	93.46	560.77	1,401.93
348.70	Domestic Alterations - BN - Telephone	37	319.64	63.93	383.57	11,826.68
346.16	Domestic Alterations Building Notice	38	317.31	63.46	380.77	12,057.78
332.30	Domestic Alterations Regularisation	3	304.60	60.92	365.52	913.80
636.83	Domestic Extensions - BN - Telephone	54	583.76	116.75	700.51	31,523.04
702.28	Domestic Extensions Building Notice	84	643.75	128.75	772.50	54,075.00
733.41	Domestic Extensions Full Plans	49	672.29	134.46	806.75	32,942.21
790.67	Full Plans	50	724.78	144.96	869.74	36,239.00
1,065.17	Multiple Domestic - BN - Telephone	9	976.40	195.28	1,171.68	8,787.60
1,083.21	Multiple Domestic Building Notice	15	992.94	198.59	1,191.53	14,894.10
1,144.36	Multiple Full Plans	20	1,049.00	209.80	1,258.80	20,980.00
1,450.86	New Dwellings - BN - Telephone	2	1,329.95	265.99	1,595.94	2,659.90
671.05	Other (Non-Domestic) Full Plans	5	615.13	123.03	738.16	3,075.65
2,349.16	Partnership Rec from external borough	9	2,153.39	430.68	2,584.07	19,380.51
343.42	Regularisation	3	314.80	62.96	377.76	944.40
110,000.00	Individually quoted major projects		100,833.33	20,166.67	121,000.00	100,833.33

Building Control Fees total income 2024/25

389,764

Building Control Fees total income 2023/24

456,085

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	ENVIRONMENTAL SERVICES					
n/a	TRADE WASTE		ANY INCOME IS RECEIVED DIRECTLY BY THE CONTRACTOR			
n/a	Eurobin (Emptied once a week for 52 weeks) per annum					
n/a	Trade Refuse Sacks - each					
n/a	Trade Refuse Sacks - 25 collected					
	PRESCRIBED HOUSEHOLD WASTE					
50.00	Garden Refuse Subscription - 1 bin/sack - charge per bin	17,000	70.00	0.00	70.00	1,190,000
30.00	Cancelled subscription renewed within 6 months (extra on top of subscription charge)	1	30.00	0.00	30.00	30
45.00	Replacement of wheeled bin container (damaged/lost/stolen/swap size)	5	60.00	0.00	60.00	300
0.00	Provide replacement reusable sacks (per sack)	5	0.00	0.00	0.00	0
35.00	Special Collection - 1st Item - non-concessionary charge	750	42.00	0.00	42.00	31,500
17.50	Special Collection - 1st Item - concessionary charge	250	21.00	0.00	21.00	5,250
15.00	Special Collection - additional Items - non-concessionary charge	650	25.00	0.00	25.00	16,250
7.50	Special Collection - additional Items - concessionary charge	250	12.50	0.00	12.50	3,125

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	ENVIRONMENTAL SERVICES					
	PRESCRIBED HOUSEHOLD WASTE (cont.)					
20.00	Set of indoor and outdoor caddies - non concessionary	20	25.00	0.00	25.00	500
NEW	Set of indoor and outdoor caddies - concessionary	10	12.50	0.00	12.50	125
17.00	Indoor silver food waste caddy	10	20.00	0.00	20.00	200
2.00	New Development - per additional silver food waste caddy	200	4.00	0.00	4.00	800
65.00	New Development - food 2 wheeled bin	150	60.00	0.00	60.00	9,000
215.00	New Development - WEEE cage	5	215.00	0.00	215.00	1,075
115.00	New Development - textile cage	5	115.00	0.00	115.00	575
NEW	2 wheeled bin (140 or 240 litre / refuse/recycling) - non concessionary	600	60.00	0.00	60.00	36,000
NEW	2 wheeled bin (140 or 240 litre / refuse/recycling) - concessionary	100	30.00	0.00	30.00	3,000
NEW	4 wheeled bin (660 or 1,100 litre, refuse/recycling)	40	420.00	0.00	420.00	16,800
10.00	Empty contaminated recycling/food 2 wheeled bin (collection only)	1	15.00	0.00	15.00	15
14.00	Empty contaminated recycling 4 wheeled bin (collection only)	1	20.00	0.00	20.00	20

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	ENVIRONMENTAL SERVICES					
	PRESCRIBED HOUSEHOLD WASTE (schedule 2)					
10.00	Empty residual 2 wheeled bin (schedule 2 collection only)	0	15.00	0.00	15.00	0
12.50	Empty residual 2 wheeled bin (schedule 2 property collection & disposal)	0	20.00	0.00	20.00	0
14.00	Empty residual 4 wheeled bin (schedule 2 collection only)	0	25.00	0.00	25.00	0
21.00	Empty residual 4 wheeled bin (schedule 2 property collection & disposal)	0	35.00	0.00	35.00	0
5.00	Empty recycling/food 2 wheeled bin (schedule 2 property)	0	10.00	0.00	10.00	0
8.00	Empty recycling 4 wheeled bin (schedule 2 property)	0	20.00	0.00	20.00	0
	CESSPOOL EMPTYING					
n/a	Cesspool Emptying - max 4,500 litres weak					
n/a	Cesspool Emptying - max 6,750 litres weak					
n/a	Cesspool Emptying - max 9,000 litres weak					
n/a	Cesspool Emptying - max 4,500 litres strong					
n/a	Cesspool Emptying - max 6,750 litres strong					
n/a	Cesspool Emptying - max 9,000 litres strong					
			ANY INCOME IS RECEIVED DIRECTLY BY THE CONTRACTOR			

Environmental Services total income 2024/25

1,314,565

Environmental Services total income 2023/24

976,783

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	PARKS AND OPEN SPACES					
Structural change	PARKS & OPEN SPACES (per Day)		Activity excluded from Leisure Contract - WBC to set charge			
350 (above 3 acre)	Level 1: Commercial	0	420.00	0.00	420.00	0
200 (under 3 acre)						
300 (above 3 acre)	Level 2: Commercial Sport & Leisure	1	360.00	0.00	360.00	360
175 (under 3 acre)						
225 (above 3 acre)	Level 3: Large Community (over 500 people)	5	150.00	0.00	150.00	750
125 (under 3 acre)						
125 (above 3 acre)	Level 4: Small Community (up to 500 people)	8	75.00	0.00	75.00	600
50 (under 3 acre)						
	Hourly charge based on appropriate rate / 8 hrs					
	PRIVATE HIRE OF RECREATION GROUND / SPACES FOR COMMERICAL GAIN		Activity excluded from Leisure Contract - WBC to set charge			
33.00	Per month - based on 1 session per week	12	30.25	6.05	36.30	363
66.00	Per month - based on 2 sessions per week	24	60.50	12.10	72.60	1,452
99.00	Per month - based on 3 or more sessions per week	60	90.75	18.15	108.90	5,445

Activity Income excluded from Leisure Contract:

Parks and Open Spaces total income 2024/25

8,970

Parks and Open Spaces total income 2023/24

7,160

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	<p align="center">OUTDOOR SPORTS</p> <p>Unless otherwise indicated, the charges detailed below are deemed to be 'Core Charges' which the Council has reserved to set itself annually, with all income generated being returned to the Council via the Management Fee arrangements.</p>					
	<u>Goldsworth Park Lake</u>					
52.00	Season Ticket - Adult	n/a	52.00	0.00	52.00	Income retained by the Angling Club
26.00	Season Ticket - Adult - OAP / Disabled	n/a	26.00	0.00	26.00	
26.00	Season Ticket - Junior (12-18yrs)	n/a	26.00	0.00	26.00	
13.00	Season Ticket - Junior (12-18yrs Disabled)	n/a	13.00	0.00	13.00	
0.00	Season Ticket - Junior (Under 12yrs)	n/a	0.00	0.00	0.00	
48.00	Night Permit	n/a	48.00	0.00	48.00	
	<i>Season Ticket - Half price from 1st Oct to 31 Mar (excludes Night Permits)</i>					

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	OUTDOOR SPORTS					
	Unless otherwise indicated, the charges detailed below are deemed to be 'Core Charges' which the Council has reserved to set itself annually, with all income generated being returned to the Council via the Management Fee arrangements.					
	<u>Goldsworth Park Lake (cont.)</u>					
8.00	Day Ticket - Adult	n/a	8.00	0.00	8.00	Income retained by the Angling Club
4.00	Day Ticket - Adult Concession (OAP/Disabled)	n/a	4.00	0.00	4.00	
4.00	Day Ticket - Junior (12 to 18yrs)	n/a	4.00	0.00	4.00	
2.00	Day Ticket - Junior (12 to 18yrs Disabled)	n/a	2.00	0.00	2.00	
0.00	Day Ticket - Junior (Under 12yrs)	n/a	0.00	0.00	0.00	
	<i>Half price tickets for evening visitors will be available from 1st April to 30th September, from 6pm till dusk.</i>					
	<u>Brookwood Ponds</u>					
4.00	Day Ticket - Adult	n/a	4.00	0.00	4.00	
2.00	Day Ticket - Adult / (OAP/Disabled)	n/a	2.00	0.00	2.00	
2.00	Day Ticket - Junior (12 to 18 years)	n/a	2.00	0.00	2.00	
2.00	Day Ticket - Junior (12 to 18 years Disabled)	n/a	2.00	0.00	2.00	
0.00	Day Ticket - Junior under 12	n/a	0.00	0.00	0.00	

Activity Income excluded from Leisure Contract:

Outdoor Sports total income 2024/25

0

Outdoor Sports total income 2023/24

0

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	MULTI-USE GAMES AREAS (MUGA's) Charges per hour					
			Activity excluded from Leisure Contract - WBC to set charge			
15.00	Adults, juniors : with lights	minimal	18.00	0.00	18.00	minimal
10.00	Adults, juniors : without lights	minimal	12.00	0.00	12.00	minimal

Charges are set for organised group use, but no income forecast as facilities are usually "casually" hired.

MUGA total income 2024/25	0
MUGA total income 2023/24	0

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	LICENSING					
	PERSONAL SERVICES					
160.00	Skin Piercing Registration - operator	4	193.00	0.00	193.00	772
40.00	Tattoo Artist - Guest	4	50.00	0.00	50.00	200
325.00	Skin Piercing Registration - premises	2	350.00	0.00	350.00	700
20.00	Replacement Certificate	4	25.00	0.00	25.00	100
	MOTOR SALVAGE OPERATORS - remove now scrap metal					
135.00	Initial Registration Fee (valid for 3 years)		0.00	0.00		n/a
135.00	Renewal Fee (valid for 3 years)		0.00	0.00		n/a
	ANIMAL LICENSING					
351.00	Dangerous Wild Animals *	0	420.00	0.00	420.00	0
319.00	Dog Breeder (new application) *	0	385.00	0.00	385.00	0
297.00	Dog breeder (renewal)	0	358.00	0.00	358.00	0
175.00	Dog Breeder (enforcement) *	0	210.00	0.00	210.00	0
319.00	Selling Animals as Pets Licence (new application) *	0	385.00	0.00	385.00	0
297.00	Selling Animals as Pets Licence (renewal)	5	358.00	0.00	358.00	1,790
175.00	Selling Animals as Pets Licence (enforcement) *	5	210.00	0.00	210.00	1,050
319.00	Animal Boarding Establishment (new application)	0	385.00	0.00	385.00	0
297.00	Animal Boarding Establishment (renewal)	2	358.00	0.00	358.00	716
175.00	Animal Boarding Establishment (enforcement)	2	210.00	0.00	210.00	420
254.00	Home Boarding for Dogs (new application)	0	306.00	0.00	306.00	0
232.00	Home Boarding for Dogs (renewal)	13	280.00	0.00	280.00	3,640
132.00	Home Boarding for Dogs (enforcement)	13	160.00	0.00	160.00	2,080
	* additional vet fees to be recovered where applicable					

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	LICENSING					
	ANIMAL LICENSING (cont.)					
362.00	Hiring Out Horses (new application - up to 10 horses) *	0	438.00	0.00	438.00	0
341.00	Hiring Out Horses (renewal - up to 10 horses) *	0	412.00	0.00	412.00	0
20.00	Each additional horse over a maximum of 10 = £18 per horse	0	22.00	0.00	22.00	0
197.00	Hiring Out Horses (enforcement) *	0	238.00	0.00	238.00	0
103.00	Hiring of Horses Annual Inspection	1	124.00	0.00	124.00	124
254.00	Day Care for Dogs (new application)	0	385.00	0.00	385.00	0
232.00	Day Care for Dogs (renewal)	0	358.00	0.00	358.00	0
132.00	Day Care for Dogs (enforcement)	0	210.00	0.00	210.00	0
319.00	Keeping / Training Animals for Exhibition (new application) *	0	385.00	0.00	385.00	0
297.00	Keeping / Training Animals for Exhibition (renewal)	1	358.00	0.00	358.00	358
175.00	Keeping / Training Animals for Exhibition (enforcement) *	1	210.00	0.00	210.00	210
135.25	Each additional licensable activity after greatest applicable tier is	1	162.00	0.00	162.00	162
159.00	Animal Licence Re-Rating Request *	0	191.00	0.00	191.00	0
223.00	Hiring of Horses Re-Rating Request *	0	270.00	0.00	270.00	0
159.00	Animal Advisory Visit	0	191.00	0.00	191.00	0
55.00	Licence Transfer / Variation	0	65.00	0.00	65.00	0
20.00	Copy of Licence or Licence Conditions	0	22.00	0.00	22.00	0
	* additional vet fees to be recovered where applicable					

Licensing total income 2024/25

12,322

Licensing total income 2023/24

17,156

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)	WHEN WAS THE CHARGE LAST INCREASED?
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)		
	HOUSING STANDARDS						
531.30	531.30 ENFORCEMENT Service of Housing Act Enforcement Notice (landlords / owners / occupiers)	10.00	642.00	0.00	642.00	6,420	01.04.24
-	- Administration charge where the Council completes works in default of legal notices or takes emergency remedial action		20% of cost of works			0	2021
-	- Interest payable on debts resulting from the completion of works in default of legal notices		Bank of England base rate plus 2%			0	2021
-	- Late Payment Costs (where works are carried out in default of legal notices)		20% of charge			0	2021
	HOUSES IN MULTIPLE OCCUPATION LICENSING						
727.65	727.65 Licence application (valid for 3 years)	2.00	880.00	0.00	880.00	1,760	01.04.24
231.00	231.00 Licence application (Accredited landlord)	2.00	800.00	0.00	800.00	1,600	01.04.24
531.00	531.00 Licence renewal	17.00	642.00	0.00	642.00	10,914	01.04.24
231.00	231.00 Licence renewal (Accredited landlord)	17.00	578.00	0.00	578.00	9,826	01.04.24
231.00	231.00 Application from a non for profit organisation or charity	0.00	578.00	0.00	578.00	0	01.04.24
	SELECTIVE LICENSING - To be removed - no longer do						
200.00	200.00 Application for Licence - Stage One	0.00	-	-	-	-	n/a
100.00	100.00 Application for Licence - Stage One (Accredited Landlord)	0.00	-	-	-	-	n/a
100.00	100.00 Application for Licence - Stage One (Non profit/Charity)	0.00	-	-	-	-	n/a
360.00	360.00 Final Licence - Stage Two	0.00	-	-	-	-	
100.00	100.00 Final Licence - Stage Two (Accredited Landlord)	0.00	-	-	-	-	
100.00	100.00 Final Licence - Stage Two (Non profit/Charity)	0.00	-	-	-	-	n/a
420.00	420.00 Licence renewal	0.00	-	-	-	-	n/a
200.00	200.00 Licence renewal (Accredited landlord)	0.00	-	-	-	-	n/a
	MEES ENFORCEMENT - To be removed - not used						
2000.00	2000.00 NEW Penalty Notice for failure to comply with Compliance Notice under the Energy Efficiency (Private Rented Property) Regulations		-	-	-	-	n/a

CHARGE 2023/24 (inc.VAT) (£ - P)		ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)	WHEN WAS THE CHARGE LAST INCREASED?
				NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)		
		HOUSING STANDARDS						
		OTHER FEES						
34.65	34.65	Request for replacement copies of documents including letters, notices and licences	2.00	42.00	0.00	42.00	84	01.04.24
138.60	138.60	Request for a pre-application inspection under the HHSRS and/or inspection for a new HMO	3.00	167.00	0.00	167.00	501	01.04.24
55.00	55.00	Change of property owner, freeholder, mortgage or leaseholder details	2.00	67.00	0.00	67.00	134	01.04.24
55.00	55.00	Change in number of households/occupiers/room information	2.00	67.00	0.00	67.00	134	01.04.24
55.00	55.00	To be removed - HMO or Selective Licence investigation. Not reported to the Council but found through officers investigations	0.00	0.00	0.00	0.00	0	
55.00	55.00	NEW No access for arranged visit (provided at least 24 hours notice was given to the landlord / agent by the council)	1.00	97.00	0.00	97.00	97	01.04.24

Housing Standards total income 2024/25

31,470

Housing Standards total income 2023/24

23,504

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	TAXIS AND PRIVATE HIRE VEHICLES					
	TAXIS/HACKNEY CARRIAGES					
225.00	Vehicle Licences	169	250.00	0.00	250.00	42,250
305.00	Drivers Licence - Valid for 3 years	103	340.00	0.00	340.00	35,020
	PRIVATE HIRE					
330.00	Operator's Licence	62	370.00	0.00	370.00	22,940
225.00	Vehicle Licences	503	250.00	0.00	250.00	125,750
305.00	Drivers Licence - Valid for 3 years	144	340.00	0.00	340.00	48,960
	TRANSFER TO VEHICLE ALEADY LICENSED BY WBC					
80.00	Change/transfer to vehicle already licensed with WBC	1	90.00	0.00	90.00	90
	GENERAL					
65.00	New Licence Application Charge (not renewals) (This is in addition to the cost of CRB, medical and driving licence checks)	30	72.00	0.00	72.00	2,160
50.00	Replacement Plate	3	50.00	0.00	50.00	150
35.00	Replacement Badge / Upgrade from Private Hire	2	35.00	0.00	35.00	70
35.00	Additional Knowledge Test Fees	2	35.00	0.00	35.00	70

Taxis and Private Hire Licences total income 2024/25 (excluding Vehicles)

109,460

Estimated income from Vehicles 2024/25

168,000

277,460

Taxis and Private Hire Licences total income 2023/24

81,030

Estimated income from Vehicles 2023/24

103,275

184,305

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	LICENSING					
	SEX ESTABLISHMENTS					
13,430.00	Licence application	0	13,430.00	0.00	13,430.00	0
13,430.00	Annual renewal of licence	0	13,430.00	0.00	13,430.00	0
-	GAMBLING ESTABLISHMENTS (inc machine permits)		FEES SHOWN ON SEPARATE SCHEDULE			870
	LOADING CONTROL AREA CONSENT					
210.00	Consent				0.00	0

Licensing total income 2024/25
Licensing total income 2023/24

870
0

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	PEST CONTROL					
99.00	Disinfestation (domestic)*	25	126.00	17.00	143.00	3,150
70.00	Wasps nest destruction (domestic)*	} 90	66.67	13.33	80.00	6,000
35.00	Wasps - additional nest as same address (at same time)*		33.33	6.67	40.00	0
65.00	Mice*	75	70.83	14.17	85.00	5,312
65.00	Rats*	250	70.83	14.17	85.00	17,708
100.00	Squirrels (inside premises - domestic)	10	100.00	20.00	120.00	1,000
100.00	Squirrels (proofing advice visit only - domestic)	0	100.00	20.00	120.00	0
	* Half price treatments are provided for those on means tested benefits. All fees for rats and mice include 2 visits - additional visits charged at £35					

Pest Control total income 2024/25

33,170

Pest Control total income 2023/24

25,752

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	DOG CONTROL/ANIMAL WELFARE					
	STRAY DOGS - KENNELING					
75.00	Collection Fee - dog returned to owner before kennel	24	90.00	0.00	90.00	2,160
140.00	Delivery to kennel and £25 statutory fine (including first night)	15	168.00	0.00	168.00	2,520
25.00	Each additional night	15	35.00	0.00	35.00	525

Dog Control and Animal Welfare total income 2024/25

5,205

Dog Control and Animal Welfare total income 2023/24

4,275

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	FOOD SAFETY & COMMUNICABLE DISEASES					
65.00	Food Export Licence	0	70.00	0.00	70.00	0
225.00	Food Hygiene Re-visit Inspection Fee	12	250.00	0.00	250.00	3,000

Food Safety & Communicable Diseases total income 2024/25

3,000

Food Safety & Communicable Diseases total income 2023/24

2,700

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	ENVIRONMENTAL HEALTH ADMINISTRATION					
15.00	Copy of Food Register Entry	0	25.00	0.00	25.00	0
30.00	Copy of Authorisation of Specified Industrial Processes	0	35.00	0.00	35.00	0
15.00	Certified copy of entry in register of motor salvage operators - remove as no longer applicable	0	0.00	0.00	0.00	0
79.70	Environmental Health Search (per hour)	0	66.67	13.33	80.00	0
126.00	Contaminated Land Search (per hour)	5	119.17	23.83	143.00	596
350.00	Assisted Funeral Arrangement Fee (charge will only apply where funds are available within the estate)	6	350.00	0.00	350.00	2,100
175.00	Environmental Information Regulations (EIR) Search fee	5	175.00	0.00	175.00	875

Environmental Health total income 2024/25
Environmental Health total income 2023/24

3,571
3,150

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	PRIVATE WATER SUPPLIES					
850.00	Risk assessment (each assessment)	0	708.33	141.67	850.00	0
150.00	Sampling (each visit)	0	125.00	25.00	150.00	0
150.00	Investigation (each investigation)	0	125.00	25.00	150.00	0
150.00	Granting an authorisation (each authorisation)	0	125.00	25.00	150.00	0
	Analysing a sample –					
25.00	Taken under regulation 10	0	20.83	4.17	25.00	0
100.00	Taken during check monitoring	0	83.33	16.67	100.00	0
500.00	Taken during audit monitoring	0	416.67	83.33	500.00	0
	Private Water Supplies total income 2024/25					0
	Private Water Supplies total income 2023/24					0

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	SCRAP METAL					
556.00	Scrap Metal Licences Site Licence	0	556.00	0.00	556.00	0
358.00	Collector licence	0	358.00	0.00	358.00	0

Scrap metal total income 2024/25
Scrap metal total income 2023/24

0
914

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	MOBILE HOMES					
	Fit and Proper Person Application					
371.55	Fit and Prpoer Person application fee	0	428.00	0.00	428.00	
126.25	Fit and Proper Person annual fee (where applicable)	0	158.00	0.00	158.00	
353.20	Issue of first licence for Mobile Home Sites	0	455.00	0.00	455.00	
	Carry out full site inspection. Make note of any breaches of site licence conditions/ works required:					
31.00	1 - 5 pitches 45 (O)	0	31.00	0.00	31.00	
41.00	6 - 24 pitches 60 (O)	0	41.00	0.00	41.00	
61.00	25 - 100 pitches 90 (O)	0	90.00	0.00	90.00	
	Carry out revisit to check on completion of works:					
10.00	1 - 5 pitches 15(O)	0	10.00		10.00	
21.00	6 - 24 pitches 30(O)	0	21.00		21.00	
41.00	25 - 100 pitches 60(O)	0	56.00		56.00	
	Total Cost:					
394.20	1 - 5 pitches 45 (O)	Minimal	500.00	0.00	500.00	Minimal
415.20	6 - 24 pitches 60 (O)	Minimal	522.00	0.00	522.00	Minimal
455.20	25 - 100 pitches 90 (O)	Minimal	600.00	0.00	600.00	Minimal
237.90	Application to vary a site licence	0	295.00	0.00	295.00	

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	MOBILE HOMES					
31.00	Carry out full site inspection and make note of any works required: 1 - 5 pitches 45 (O)	0	38.00	0.00	38.00	
41.00	6 - 24 pitches 60 (O)	0	56.00	0.00	56.00	
61.00	25 - 100 pitches 90 (O)	0	79.00	0.00	79.00	
	Total Cost:					
268.70	1 - 5 pitches 45 (O)	Minimal	332.00	0.00	332.00	Minimal
278.70	6 - 24 pitches 60 (O)	Minimal	350.00	0.00	350.00	Minimal
298.70	25 - 100 pitches 90 (O)	Minimal	374.00	0.00	374.00	Minimal
133.60	Application to Transfer Licence	0	167.00	0.00	167.00	
	Annual Fee					
	Number of Pitches					
108.00	1 - 5 pitches	0	108.00	0.00	108.00	
172.00	6 - 24 pitches	0	172.00	0.00	172.00	
344.00	25 - 100 pitches	1	344.00	0.00	344.00	344

Mobile homes total income 2024/25

344

Mobile homes total income 2023/24

716

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	CAR PARK SEASON TICKETS Discounts are available for vehicles with low CO2 emissions, and surcharges will be applied to vehicles with high CO2 emissions					
	Vic Way/ Vic Place / Heathside					
1,320	Band A Co2 Annual	75	1,375	275	1,650	103,125
1,584	Band A Co2 Quarterly	10	1,650	330	1,980	16,500
1,728	Band A Co2 Monthly	10	1,856	371	2,228	18,563
1,760	Band B Co2 Annual	55	1,650	330	1,980	90,750
2,112	Band B Co2 Quarterly	10	1,980	396	2,376	19,800
2,304	Band B Co2 Monthly	25	2,228	446	2,673	55,688
2,200	Band C Co2 Annual	65	1,833	367	2,200	119,166
2,640	Band C Co2 Quarterly	5	2,200	440	2,640	11,000
2,880	Band C Co2 Monthly	20	2,475	495	2,970	49,500
2,420	Band D Co2 Annual	14	2,108	422	2,530	29,517
2,904	Band D Co2 Quarterly	2	2,530	506	3,036	5,060
3,168	Band D Co2 Monthly	2	2,846	569	3,416	5,693
2,530	Band E Co2 Annual	5	2,200	440	2,640	11,000
3,036	Band E Co2 Quarterly	2	2,640	528	3,168	5,280
3,312	Band E Co2 Monthly	2	2,970	594	3,564	5,940
2,640	Band F Co2 Annual	10	2,292	458	2,750	22,917
3,168	Band F Co2 Quarterly	1	2,750	550	3,300	2,750
3,456	Band F Co2 Monthly	1	3,094	619	3,713	3,094
2,750	Band G Co2 Annual	5	2,383	477	2,860	11,917
3,300	Band G Co2 Quarterly	1	2,860	572	3,432	2,860
3,600	Band G Co2 Monthly	1	3,218	644	3,861	3,218
	Off Peak Area 1 Residents Permit	50				-
	24 Hour Area 1 Residents Permit Annual	338				-
1,200	24 Hour Area 1 Residents Permit Pay Monthly	112				-
260	Concessionary resident car park permit (phasing out)	30				-
	WOKING PARK					
	Band A Co2 Annual	4	-	-		-
	Band A Co2 Quarterly	2	-	-		-
	Band A Co2 Monthly	1	-	-		-

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	CAR PARK SEASON TICKETS Discounts are available for vehicles with low CO2 emissions, and surcharges will be applied to vehicles with high CO2 emissions					
	Band B Co2 Annual	3	-	-	-	-
	Band B Co2 Quarterly	5	-	-	-	-
	Band B Co2 Monthly	6	-	-	-	-
	Band C Co2 Annual	2	-	-	-	-
	Band C Co2 Quarterly	2	-	-	-	-
	Band C Co2 Monthly	3	-	-	-	-
	Band D Co2 Annual	1	-	-	-	-
	Band D Co2 Quarterly	1	-	-	-	-
	Band D Co2 Monthly	1	-	-	-	-
	Band E Co2 Annual		-	-	-	-
	Band E Co2 Quarterly	1	-	-	-	-
	Band E Co2 Monthly		-	-	-	-
	Band F Co2 Annual		-	-	-	-
	Band F Co2 Quarterly		-	-	-	-
	Band F Co2 Monthly		-	-	-	-
	Band G Co2 Annual		-	-	-	-
	Band G Co2 Quarterly		-	-	-	-
	Band G Co2 Monthly		-	-	-	-

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	CAR PARK SEASON TICKETS Discounts are available for vehicles with low CO2 emissions, and surcharges will be applied to vehicles with high CO2 emissions					
	WOODLANDS AVENUE					
	Band A Co2 Annual					-
	Band A Co2 Quarterly					-
	Band B Co2 Annual	4				-
	Band B Co2 Quarterly	3				-
	Band C Co2 Annual					-
	Band C Co2 Quarterly					-
	Band D Co2 Annual	1				-
	Band D Co2 Quarterly					-
	Band E Co2 Annual	1				-
	Band E Co2 Quarterly					-
	Band F Co2 Annual					-
	Band F Co2 Quarterly					-
	Band G Co2 Annual	1				-
	Band G Co2 Quarterly					-
	PUBLIC SERVICE CAR PARK					
780	Public Service Car Park	174			tbc	-
	WBC Staff Permit					
780	Staff permit	185	650	130	780	120,250
	BLUE BADGES					
15	Renewal Fee	388			tbc	-
	BUSINESS PERMITS	234				297,616.67

Season Ticket total income 2024/25

1,011,202

Season Ticket total income 2023/24

1,372,949

CORPORATE RESOURCES DIRECTORATE FEES AND CHARGES
SUMMARY OF ESTIMATED INCOME 2024/25

	BUDGET 2023/24 £	PRICE CHANGE 2024/25 £	OTHER CHANGES 2024/25 £	BUDGET 2024/25 £
<u>Customer Support Services</u>				
Local Land Charges	263,689	38,167	0	301,856
Property Services	900	285	525	1,710
C.C.T.V.	1,690	29	(1,053)	665
Town Centre Management Agreement	9,462	1,798	(9,184)	2,076
Water Course Consent	500	0	0	500
CORPORATE RESOURCES - TOTAL FEES AND CHARGES	276,241	40,278	(9,712)	306,807

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	LOCAL LAND CHARGES					
21.63	LLC1 */***	1,225	21.63	0.00	21.63	26,497
198.00	Con 29 Part 1 */**	1,225	195.00	39.00	234.00	238,875
54.60	SCC Fee *	1,000	45.50	9.10	54.60	45,500
0.00	Con 29 Part 1 - Question 3.7 (5 sub questions)	0	0.00	0.00	0.00	0
0.00	Con 29 Part 1 - Question 3.9 (14 sub questions)	0	0.00	0.00	0.00	0
4.00	Con 29 Part 1 - Any single sub question	1,270	4.17	0.83	5.00	5,296
1.15	LLC1 Additional parcel fee ***	110	1.15	0.00	1.15	127
84.00	Con 29 Additional parcel fee	25	80.00	16.00	96.00	2,000
23.00	Con 29 Part 2 (printed question)	500	19.17	3.83	23.00	9,585
30.00	Con 29 Part 3 (own question)	20	30.00	6.00	36.00	600

*The cost for a standard search fee is calculated as follows:

LLC1	n/a
Con 29 Part 1	£234.00
Fee Payable to Surrey County Council	£54.60
	<u>£288.60</u>

** Some Con 29 Part 1 searches are submitted as requests under the Environmental Information Regulations 2004 i.e. under the "Freedom of Information" regime. The fee for dealing with these requests (calculated in accordance with the statutory provisions) is £175.00

***It is hoped that LLC questions will migrate to the national digital Land Register by April 2024 and will no longer be a WBC charge. However the migration of the the data is not complete as at the date of this report and therefore these have not been removed for 2024/25

Local Land Charges total income 2024/25
Local Land Charges total income 2023/24

301,856
263,689

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	PROPERTY SERVICES					
100.00	GARDEN LICENCE - New or Renewals* 50-100m ²	3	120.00	0.00	120.00	360
125.00	101-200m ²	1	150.00	0.00	150.00	150
150.00	201-300m ²	3	180.00	0.00	180.00	540
POA	>300m ² (Price on application)			POA		
250.00	*a one-off legal fee applies upon completion	minimal	300.00	0.00	300.00	minimal
-	GRAZING LICENCE - New or Renewals		<i>to be determined an individual basis</i>			
50.00	VEHICULAR ACCESS* £50/year	11	60.00	0.00	60.00	660
250.00	*a one-off legal fee applies upon completion	minimal	300.00	0.00	300.00	minimal

Property Services total income 2024/25

1,710

Property Services total income 2023/24

900

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	CCTV					
105.60	INVESTIGATION AND SUPPLY OF CCTV DATA first hour includes disc costs and delivery	5	110.88	22.18	133.06	665
105.60	per additional hour or part thereof	minimal	110.88	22.18	133.06	minimal

CCTV data total income 2024/25
CCTV data total income 2023/24

665
1,690

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	TOWN CENTRE MANAGEMENT-LICENSING (Transfers back to SCC to administer from August 2024)					
	PERMITS AND LICENCES		<i>Charges set by Surrey County Council</i>			
73.00	Place building materials on the highway (Valid for 28 days)	1	124.00	0.00	124.00	124
73.00	Place building materials on the highway (Extension)	1	124.00	0.00	124.00	124
104.00	Place scaffolding/hoarding on the highway (Valid for 28 days)	3	184.00	0.00	184.00	552
104.00	Place scaffolding/hoarding on the highway (Extension)	5	184.00	0.00	184.00	920
145.00	Place a crane on the highway (No limit)	2	259.00	0.00	259.00	518
70.00	Skips placed on the highway (Valid for 28 days)	2	124.00	0.00	124.00	248
95.00	Skips placed on the highway (Extension)	1	124.00	0.00	124.00	124
181.00	Application to create a vehicle crossover / dropped kerb for a crossover (includes site suitability assessment)	0	340.00	0.00	340.00	0
342.00	Planting on the highway	1	83.00	0.00	83.00	83
	TEMPORARY TRAFFIC REGULATION ORDERS (TTRO)					
725.00 to 734.00	Traffic Regulations (Temporary notice (Emergency) section 14 (3) and 5, Day notice section 14(2))	1	966.79	0.00	966.79	967
734.00	Traffic Regulations (Temporary traffic order, section 14(1))	1	1,084.00	0.00	1,084.00	1,084
	LOCAL HIGHWAY SERVICE					
719.00	Traffic Regulations (Recovery of administrative costs)		<i>On request</i>			
347.00	Damage to Council Property (administrative costs)		<i>On request</i>			
75.00	Initial assessment of suitability for a crossover (included within above)					
120.00	Bus stop suspensions (Per day, max charge £240)		<i>Function undertaken by SCC</i>			
	Pavement Café annual fee - Setting out private furniture on the highway:		<i>Function transferred to WBC - Statutory charge</i>			
0.00	Temporary pavement licence (for 3 months)	6	100.00	0.00	100.00	600
0.00	- Under 3sqm (application must be submitted.)	5	0.00	0.00	0.00	0

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	TOWN CENTRE MANAGEMENT-LICENSING (Transfers back to SCC to administer from August 2024)					
104.00	- 3sqm - 10sqm	6	104.00	0.00	104.00	624
52.00	- Additional sqm	5	52.00	0.00	52.00	260

Licensing total income 2024/25 (April to July)

2,076

Licensing total income 2023/24

9,462

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2024/25	CHARGE 2024/25			ESTIMATED INCOME 2024/25 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	LICENSING (WATER COURSE CONSENT)					
50.00	WATER COURSE CONSENT Application	10	50.00	0.00	50.00	500

Licensing total income 2024/25
Licensing total income 2023/24

500
500

Rhoda McGaw Theatre - Hire Charges

1 September 2022 - 31 August 2023 (Proposed 2% increase)		Accredited User		Negotiated Rate		Commercial Rate
		ex vat	inc vat	ex vat	inc vat	ex vat
Week Hire (Sun-Sat)	9am - 11pm	1,028.50	1,234.20	1,538.50	1,846.20	2,458.20
Day Hire	9am - 11pm	408.00	489.60	612.00	734.40	979.20
Hourly Hire	Between 9am - 11pm	40.80	48.96	61.20	73.44	244.80
Outside normal hours (per hr subject to agreement)	Between 11pm - 9am	81.60	97.92	122.40	146.88	489.60

1 September 2023 - 31 August 2024 (Proposed 20% increase for Accredited and Negotiated and 25% increase for commercial)		Accredited User		Negotiated Rate		Commercial Rate
		ex vat	inc vat	ex vat	inc vat	ex vat
Week Hire (Sun-Sat)	9am - 11pm	1,234.20	1,481.04	1,846.20	2,215.44	3,072.75
Day Hire	9am - 11pm	489.60	587.52	734.40	881.28	1,224.00
Hourly Hire	Between 9am - 11pm	48.96	58.75	73.44	88.13	306.00
Outside normal hours (per hr subject to agreement)	Between 11pm - 9am	97.92	117.50	146.88	176.26	612.00

1 September 2024 - 31 August 2025 (Proposed 20% increase for Accredited and 20% Negotiated and 25% increase for commercial)		Accredited User		Negotiated Rate		Commercial Rate
		ex vat	inc vat	ex vat	inc vat	ex vat
Week Hire (Sun-Sat)	9am - 11pm	1,481.04	1,777.25	2,215.44	2,658.53	3,687.30
Day Hire	9am - 11pm	587.52	705.02	881.28	1,057.54	1,468.80
Hourly Hire	Between 9am - 11pm	58.75	70.50	88.13	105.75	367.20
Outside normal hours (per hr subject to agreement)	Between 11pm - 9am	117.50	141.00	176.26	211.51	734.40

Arts Development - WBC Steve May, Rose Blackley, ATG JJ Almond

1.1 - The Substantive increases for 2024 to 2025 are still significantly below what ATG need to charge for the largest pool of users (Accredited Rate users are those affiliated to the Woking Drama Association) to even consider getting close to break even. These increases will be very challenging for the community groups, but with the reduction in funding from WBC to Rhoda operations, such an increase is needed to keep the venue operational. Work with ATG will continue to look for flexible ways of covering the deficit.

1.2 - Under the existing partnership agreement with the Ambassadors Theatre Group (ATG) it currently manages and operates the Rhoda McGaw Theatre on the Council's behalf, with all the operating costs met by it and respective income generated from the hires of the Theatre remaining with ATG. The current agreement does, however, provide for the Council to retain the control over setting the hire rates for the Rhoda McGaw Theatre in consultation with ATG and Woking Drama Association.

1.3 - Due to bookings for the theatre being taken up to two years in advance, the hire rates up to and including 31 August 2025 are attached.

COMMUNITIES DIRECTORATE FEES AND CHARGES
SUMMARY OF ESTIMATED INCOME 2023/24 - REVISED

	BUDGET 2023/24 £	INCREASES JANUARY 2024 £	OTHER CHANGES 2023/24 £	REVISED BUDGET 2023/24 £
<u>Health & Wellbeing and Cultural Development</u>				
Leisure Centres (Woking / Sportsbox / Eastwood)				
Hoe Valley Leisure Centre - Outdoor				
Pool In The Park				
Leisure Centre & Pool In The Park Memberships				
Holiday Activity Camps				
		Part of Leisure Management Contract		
<u>Community Support</u>				
The Vyne	* 27,106	1,860	2,279	31,245
St Marys	* 31,583	2,313	(2,328)	31,568
Moorcroft	* 33,720	3,375	(356)	36,739
Parkview	* 16,666	582	(1,735)	15,513
Tubs	* 1,760	363	4,640	6,763
WITS	62,168	0	9,325	71,493
Outdoor Sports	* 11,637	0	(2,224)	9,413
<u>Independent Living</u>				
Home Support Sevices	4,507	0	(4,507)	0
Homelink	148,000	0	(6,000)	142,000
Careline	* 330,958	14,915	20,440	366,313
Community Meals	* 441,037	15,969	(106,397)	350,609
Brockhill & Hale End Court	* 4,732	156	(1,148)	3,740
<u>Housing</u>				
Garage Rents	360,192	6,530	(38,600)	328,122
<u>Council Housing Services</u>				
Lakeview Social Centre (HRA)	13,540	0	(13,540)	0
References For Lenders (HRA)	135	0	(135)	0
COMMUNITIES DIRECTORATE - TOTAL FEES AND CHARGES	1,487,741	46,062	(140,286)	1,393,517

* Only the schedules where 1st April 2024 increases are proposed are attached.
The proposed changes are highlighted on the attached schedules for ease of reference.

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24 (£) *
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	THE VYNE					*include pre- Jan & post- Jan income
	<u>Salon</u>					
38.00	Daily Rate (per practitioner)	0	60.00	0.00	60.00	0
21.00	Half Day (per practitioner)	135	40.00	0.00	40.00	3,476
	<u>Rose Room</u>					
23.00	Standard hourly charge	550	27.50	0.00	27.50	13,269
	<u>Orchard Room</u>					
21.00	Standard hourly charge	400	22.00	0.00	22.00	8,500
	<u>Well Being Centre</u>					
0.00	Leased at annual rate	0	0.00	0.00	0.00	0
	<u>Lloyd Room & Jasmine Room</u>					
11.00	Standard hourly charge	500	15.00	0.00	15.00	6,000

The Vyne total income 2023/24 (Revised)

31,245

The Vyne total income 2023/24

27,106

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	ST. MARY'S					
	<u>Salon (new small room)</u>					
38.00	Daily Rate (per practitioner)	0	60.00	0.00	60.00	0
22.00	Half Day (per practitioner)	90	40.00	0.00	40.00	2,385
	<u>Health Rooms (Chiropody & Eye clinic)</u>					
38.00	Daily Rate (per practitioner)	94	60.00	0.00	60.00	4,089
22.00	Half Day (per practitioner)		0.00	0.00	0.00	0
	<u>Inkwell Room</u>					
19.00	Standard hourly charge	405	25.00	0.00	25.00	8,303
	<u>Main Hall Only</u>					
23.00	Standard hourly charge	0	27.50	0.00	27.50	0
	<u>Graduate Lounge</u>					
23.00	Standard hourly charge	696	27.50	0.00	27.50	16,791

St Mary's total income 2023/24 (Revised)

31,568

St Mary's total income 2023/24

31,583

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	MOORCROFT					
	<u>Health Rooms (Chiropody & Maternity)</u>					
38.00	Daily Rate (per practitioner)	436	60.00	0.00	60.00	18,966
22.00	Half Day (per practitioner)	0	40.00	0.00	40.00	0
	<u>Main Hall</u>					
23.00	Standard hourly charge	580	27.50	0.00	27.50	13,993
	<u>Lounges (1&2)</u>					
16.00	Standard hourly charge	216	22.00	0.00	22.00	3,780
	<u>Moorcroft Suite</u>					
	Remove- included with Relate lease		0.00			0

Moorcroft total income 2023/24 (Revised)

36,739

Moorcroft total income 2023/24

33,720

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	PARKVIEW					
16.00	<u>Function Room</u> Standard hourly charge	96	24.00	0.00	24.00	1,728
14.00	<u>The Studio</u> Standard hourly charge	105	17.50	0.00	17.50	1,562
0.00	<u>Family Centre</u> Annual charge		0.00	0.00	0.00	0
25.00	<u>Hall</u> Standard hourly charge	477	27.50	0.00	27.50	12,223
0.00	<u>Salon</u> Annual charge		0.00	0.00	0.00	0
0.00	<u>Well Being 1 (Maternity)</u> Annual charge		0.00	0.00	0.00	0
0.00	<u>Well Being 2</u> Annual charge		0.00	0.00	0.00	0

Parkview total income 2023/24 (Revised)
Parkview total income 2023/24

15,513
16,666

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	TUBS					
16.00	Assisted Bathing service at St Mary's	250	19.00	0.00	19.00	4,188
12.00	Non Assisted Bathing service at St Mary's	200	15.50	0.00	15.50	2,575

TUBS total income 2023/24 (Revised)

6,763

TUBS total income 2023/24

1,760

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	CARELINE Tenure neutral service applicable for New Vision Homes tenants and private residents					
5.95	Weekly charge for full paying service users	802	6.84	0.00	5.95	285,255
5.04	Weekly charge for service users on income support or benefits	0	0.00	0.00	5.04	0
1.65	Additional roaming SIM card for residents with no landline (per	0	0.00	0.00	1.65	0
5.94	OwnFone Mobile Alarm	20	6.24	0.00	5.94	6,490
new	Digital Hub	200	7.17	0.00	6.54	74,568

Careline total income 2023/24 (Revised)

366,313

Careline total income 2023/24

330,958

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24 (£)
			NET CHARGE (£-p)	V.A.T (£-p)	TOTAL CHARGE (£-p)	
	COMMUNITY MEALS					
	Meals on Wheels					
5.91	Lunch hot or frozen Sat/Sunday	11,540	7.09	0.00	7.09	71,606
5.81	Lunch hot or frozen Monday to Friday	30,208	6.98	0.00	6.98	184,344
2.90	Tea	13,320	3.32	0.00	3.32	40,027
1.45	Breakfast	2,792	1.58	0.00	1.58	4,139
	Centre Meals					
7.92	Day Visitor meal	1,376	9.00	0.00	9.00	11,269
6.60	Extra Care tenant or Day centre via WCT provided as part of package of care - Non VAT)	5,640	7.92	0.00	7.92	39,085
6.60	Transported Centre Meals to external organisations eg lunch	20	7.99	0.00	7.99	139

Community Meals total income 2023/24 (Revised)

350,609

Community Meals total income 2023/24

441,037

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	BROCKHILL AND HALE END COURT					
	Salon/Health Room					
50.00	Daily Rate	0	55.00	0.00	55.00	0
30.00	Half Day	100	36.00	0.00	36.00	3,150
15.00	Additional Hour	2	15.00	0.00	15.00	30
	Hourly rates - Conservatory/Dining room					
0.00	Full day		0.00	0.00	0.00	0
0.00	Half Day		0.00	0.00	0.00	0
15.00	One off hour per hour	5	20.00	0.00	15.00	81
	Daily rates					
50.00	Guest room in Brockhill	10	41.67	8.33	50.00	479

Brockhill total income 2023/24 (Revised)

3,740

Brockhill total income 2023/24

4,732

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	Garage Rents	NO. OF GARAGES				
	Garage Rents					
13.63	Let to WBC tenants	197	14.46	0.00	14.46	150,977
13.63		23	13.63	0.00	13.63	16,615
17.75	Let Privately	142	18.83	3.77	22.60	141,715
17.75		20	17.75	3.55	21.30	18,815
13.63	Void	212	14.46	0.00	14.46	162,473
13.63		65	13.63	0.00	13.63	46,955
0.00	Internally Let WBC garages	30	0.00	0.00	0.00	0
		689				

Garages rent total income 2023/24 (Revised)

328,122

Garages rent total income 2023/24

360,192

PLACE DIRECTORATE FEES AND CHARGES
SUMMARY OF ESTIMATED INCOME 2023/24 - REVISED

	BUDGET 2023/24 £	INCREASES JANUARY 2024 £	OTHER CHANGES 2023/24 £	REVISED BUDGET 2023/24 £
<u>Place Making</u>				
Supplementary Planning Fees	82,284	0	133	82,417
Green Infrastructure (includes Street Naming & Numbering)	20,000	0	(2,000)	18,000
Building Control Fees (previously considered separately)	456,085	0	(101,450)	354,635
<u>Environment Quality</u>				
Environmental Services	0	0	0	0
Trade Waste	0	0	0	0
Household Waste	889,050	70,407	(18,612)	940,845
Special Refuse	33,063	0	11,250	44,313
Food Waste	2,270	0	8,958	11,228
WEEE	3,225	0	(1,075)	2,150
Textiles	1,725	0	(575)	1,150
Wheeled Bins	47,450	0	(8,260)	39,190
Prescribed Household Waste Schedule 2	0	0	0	0
Cesspool Emptying	0	0	0	0
Parks and Open Spaces	7,160	0	(560)	6,600
Outdoor Sports	0	0	0	0
Multi-Use Games Areas (MUGAs)	0	0	0	0
	983,943	70,407	(8,875)	1,045,475
<u>Licensing</u>				
Personal Services	1,530	39	0	1,569
Motor Salvage	0	0	0	0
Animals	15,626	322	(2,410)	13,538
Housing Standards	23,504	1,167	(6,344)	18,326
Taxis And Private Hire	184,305	6,485	44,915	235,705
Sex Establishment	0	0	0	0
Gambling Act	0	0	870	870
	224,965	8,012	37,031	270,008
Pest Control	25,752	680	2,975	29,406
Dog Control/Animal Welfare	4,275	109	(165)	4,219
Food Safety & Communicable Diseases	2,700	75	0	2,775
Environmental Health Administration	3,150	10	133	3,293
Private Water Supplies	0	0	0	0
Scrap Metal	914	0	(556)	358
Mobile Homes	716	0	(372)	344
<u>Sustaining the Local Economy</u>				
Car Parks				
Parking Fees	5,745,893	0	(993,659)	4,752,234
Season Tickets	1,372,949	0	(267,577)	1,105,372
	7,118,842	0	(1,261,236)	5,857,606
PLACE DIRECTORATE - TOTAL FEES AND CHARGES	8,923,625	79,292	(1,334,382)	7,668,535

* Only the schedules where 1st April 2024 increases are proposed are attached.
The proposed changes are highlighted on the attached schedules for ease of reference.

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	GREEN INFRASTRUCTURE					
25.00	Climate Change Strategy Climate change strategy document	} Minimal	25.00	0.00	25.00	} Minimal
10.00	Climate change summary document		10.00	0.00	10.00	
5.00	Single Use Plastics policy		5.00	0.00	5.00	
	Biodiversity and Green Infrastructure Strategy and Supporting Information - Natural Woking					
20.00	Natural Woking strategy document		20.00	0.00	20.00	
30.00	Natural Woking supporting information		30.00	0.00	30.00	
20.00	Street Naming and Numbering Policy Street Naming and Numbering Policy		20.00	0.00	20.00	
	Street Naming and Numbering Fees	18,000				
	<u>New buildings</u> (including conversions):					
200.00	Flat rate + first plot		300.00	0.00	300.00	
30.00	Plots 2-9 (e.g. £300 + £45 per further plot)		45.00	0.00	45.00	
25.00	Plots 10-24 (e.g. £300 + £360 (plots 2-9) + £40 per further plot)		40.00	0.00	40.00	
25.00	Plots 25-49 (e.g. £300 + £360 (plots 2-9) + £600 (plots 10-24) + £35 per further plot)		35.00	0.00	35.00	
20.00	Plots 50+ (e.g. £300 + £360 (plots 2-9) + £600 (plots 10-24) + £875 (plots 25-49) + £25 per further plot)		25.00	0.00	25.00	
300.00	New street (fee per new street)		400.00	0.00	400.00	

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	GREEN INFRASTRUCTURE					
70.00	Building name change/addition/removal for a new or existing property/building (applies to all such requests)		84.00	0.00	84.00	
450.00	Street name change (applies to all such requests)		540.00	0.00	540.00	
	plus cost per property/plot in the street		65.00	0.00	65.00	
20.00	Amendments/changes to builds after SNN confirmation (fee per plot, applies to all such requests)		40.00	0.00	40.00	
35.00	Confirmation of addressing letter (fee charged per letter per application, except where already included in the above-mentioned fees)		42.00	0.00	42.00	
35.00	Copies of plot to postal schedule (per schedule)		42.00	0.00	42.00	
	Research – for example, historical or address data matching:					
60.00	Flat rate + first hour		80.00	0.00	80.00	
20.00	Additional half hour (e.g. £80 + £30)		30.00	0.00	30.00	
	Site visits					
60.00	Flat rate + first hour		72.00	0.00	72.00	
20.00	Additional half hour (e.g. £72 + 24)		24.00	0.00	24.00	
0.00	Penalty for retrospective engagement where part or all of a development has been signed off as complete by building control. This is in addition to any other charges.		150.00	0.00	150.00	

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24 (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	GREEN INFRASTRUCTURE					
	Other documents					
0.10	Size A4 1 to 20 pages		0.10	0.00	0.10	
	Size A4 21+ pages (per page)		0.10	0.00	0.10	
	Size A3 1 to 20 pages		0.20	0.00	0.20	
0.20	Size A3 21+ pages (per page)		0.20	0.00	0.20	

Green Infrastructure total income 2023/24 (Revised)

18,000

Green Infrastructure total income 2023/24

20,000

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	ENVIRONMENTAL SERVICES					*include pre-Jan & post-Jan income
n/a	TRADE WASTE		ANY INCOME IS RECEIVED DIRECTLY BY THE CONTRACTOR			
n/a	Eurobin (Emptied once a week for 52 weeks) per annum					
n/a	Trade Refuse Sacks - each					
n/a	Trade Refuse Sacks - 25 collected					
	PRESCRIBED HOUSEHOLD WASTE					
50.00	Garden Refuse Subscription - 1 bin/sack - charge per bin	17,500	65.00	0.00	65.00	940,625
30.00	Cancelled subscription renewed within 6 months (extra on top of subscription charge)	1	30.00	0.00	30.00	30
45.00	Replacement of wheeled bin container (damaged/lost/stolen/swap size)	4	55.00	0.00	55.00	190
0.00	Provide replacement reusable sacks (per sack)	10	0.00	0.00	0.00	0
35.00	Special Collection - 1st Item - non-concessionary charge	750	40.00	0.00	40.00	27,188
17.50	Special Collection - 1st Item - concessionary charge	250	20.00	0.00	20.00	4,531
15.00	Special Collection - additional Items - non-concessionary charge	650	20.00	0.00	20.00	10,563
7.50	Special Collection - additional Items - concessionary charge	250	10.00	0.00	10.00	2,031

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	ENVIRONMENTAL SERVICES					*include pre-Jan & post-Jan income
	PRESCRIBED HOUSEHOLD WASTE (cont.)					
20.00	New Development - Provision set of indoor and outdoor caddies	20	25.00	0.00	25.00	425
17.00	New Development - indoor silver food waste caddy (inc. delivery)	10	20.00	0.00	20.00	178
2.00	New Development - additional silver food waste caddies	200	4.00	0.00	4.00	500
65.00	New Development - food 2 wheeled bin (inc. delivery)	150	75.00	0.00	75.00	10,125
215.00	New Development - WEEE cage (inc. delivery)	10	215.00	0.00	215.00	2,150
115.00	New Development - textile cage (Inc. delivery)	10	115.00	0.00	115.00	1,150
45.00	Replacement recycling 2 wheeled bin (resident misuse)	4	55.00	0.00	55.00	190
45.00	Replacement/swap/additional residual 2 Wheeled Bin - New - non-concessionary charge	600	55.00	0.00	55.00	28,500
22.50	Replacement/swap/additional residual 2 Wheeled Bin - New - concessionary charge	100	27.50	0.00	27.50	2,375
300.00	Replacement/swap residual 660 litre Wheeled Bin - New / Used	10	400.00	0.00	400.00	3,250
300.00	Recycling 660 litre Wheeled Bin for new development - New / Used	5	400.00	0.00	400.00	1,625
300.00	Replacement residual 1,100 litre Wheeled Bin - New / Used	5	400.00	0.00	400.00	1,625
300.00	Recycling 1,100 litre wheeled bin for new development - New / Used	5	400.00	0.00	400.00	1,625
						0
10.00	Empty contaminated recycling/food 2 wheeled bin (collection only)	1	15.00	0.00	15.00	11
14.00	Empty contaminated recycling 4 wheeled bin (collection only)	1	25.00	0.00	25.00	17

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	ENVIRONMENTAL SERVICES					*include pre-Jan & post-Jan income
	PRESCRIBED HOUSEHOLD WASTE (schedule 2)					
10.00	Empty residual 2 wheeled bin (schedule 2 collection only)	0	15.00	0.00	15.00	0
12.50	Empty residual 2 wheeled bin (schedule 2 property collection & disposal)	0	20.00	0.00	20.00	0
14.00	Empty residual 4 wheeled bin (schedule 2 collection only)	0	25.00	0.00	25.00	0
21.00	Empty residual 4 wheeled bin (schedule 2 property collection & disposal)	0	35.00	0.00	35.00	0
5.00	Empty recycling/food 2 wheeled bin (schedule 2 property)	0	10.00	0.00	10.00	0
8.00	Empty recycling 4 wheeled bin (schedule 2 property)	0	20.00	0.00	20.00	0
	CESSPOOL EMPTYING					
n/a	Cesspool Emptying - max 4,500 litres weak					
n/a	Cesspool Emptying - max 6,750 litres weak					
n/a	Cesspool Emptying - max 9,000 litres weak					
n/a	Cesspool Emptying - max 4,500 litres strong					
n/a	Cesspool Emptying - max 6,750 litres strong					
n/a	Cesspool Emptying - max 9,000 litres strong					
			ANY INCOME IS RECEIVED DIRECTLY BY THE CONTRACTOR			

Environmental Services total yield 2023/24 (Revised)

1,038,903

Environmental Services total yield 2023/24

976,783

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	LICENSING					*include pre- Jan & post- Jan income
	PERSONAL SERVICES					
160.00	Skin Piercing Registration - operator	4	176.00	0.00	176.00	656
40.00	Tattoo Artist - Guest	4	45.00	0.00	45.00	165
325.00	Skin Piercing Registration - premises	2	350.00	0.00	350.00	663
20.00	Replacement Certificate	4	25.00	0.00	25.00	85
	MOTOR SALVAGE OPERATORS - remove now scrap metal					
135.00	Initial Registration Fee (valid for 3 years)	0	0.00	0.00	0.00	n/a
135.00	Renewal Fee (valid for 3 years)	0	0.00	0.00	0.00	n/a
	ANIMAL LICENSING					
351.00	Dangerous Wild Animals *	0	386.00	0.00	386.00	0
319.00	Dog Breeder (new application) *	0	350.00	0.00	350.00	0
297.00	Dog breeder (renewal)	0	326.00	0.00	326.00	0
175.00	Dog Breeder (enforcement) *	0	192.00	0.00	192.00	0
319.00	Selling Animals as Pets Licence (new application) *	0	350.00	0.00	350.00	0
297.00	Selling Animals as Pets Licence (renewal)	10	326.00	0.00	326.00	3,043
175.00	Selling Animals as Pets Licence (enforcement) *	10	192.00	0.00	192.00	1,793
319.00	Animal Boarding Establishment (new application)	0	350.00	0.00	350.00	0
297.00	Animal Boarding Establishment (renewal)	18	326.00	0.00	326.00	5,477
175.00	Animal Boarding Establishment (enforcement)	18	192.00	0.00	192.00	3,227
254.00	Home Boarding for Dogs (new application)	0	279.00	0.00	279.00	0
232.00	Home Boarding for Dogs (renewal)	0	255.00	0.00	255.00	0
132.00	Home Boarding for Dogs (enforcement)	0	145.00	0.00	145.00	0
	* additional vet fees to be recovered where applicable					

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	LICENSING					*include pre-Jan & post-Jan income
	ANIMAL LICENSING (cont.)					
362.00	Hiring Out Horses (new application - up to 10 horses) *	0	398.00	0.00	398.00	0
341.00	Hiring Out Horses (renewal - up to 10 horses) *	0	375.00	0.00	375.00	0
20.00	Each additional horse over a maximum of 10 = £18 per horse	0	22.00	0.00	22.00	0
197.00	Hiring Out Horses (enforcement) *	0	216.00	0.00	216.00	0
103.00	Hiring of Horses Annual Inspection	0	113.00	0.00	113.00	0
254.00	Day Care for Dogs (new application)	0	350.00	0.00	350.00	0
232.00	Day Care for Dogs (renewal)	0	326.00	0.00	326.00	0
132.00	Day Care for Dogs (enforcement)	0	192.00	0.00	192.00	0
319.00	Keeping / Training Animals for Exhibition (new application) *	0	350.00	0.00	350.00	0
297.00	Keeping / Training Animals for Exhibition (renewal)	0	326.00	0.00	326.00	0
175.00	Keeping / Training Animals for Exhibition (enforcement) *	0	192.00	0.00	192.00	0
135.25	Each additional licensable activity after greatest applicable tier is	0	148.00	0.00	148.00	0
159.00	Animal Licence Re-Rating Request *	0	174.00	0.00	174.00	0
223.00	Hiring of Horses Re-Rating Request *	0	245.00	0.00	245.00	0
159.00	Animal Advisory Visit	0	174.00	0.00	174.00	0
55.00	Licence Transfer / Variation	0	60.00	0.00	60.00	0
20.00	Copy of Licence or Licence Conditions	0	22.00	0.00	22.00	0
	* additional vet fees to be recovered where applicable					

Licensing total income 2023/24 (Revised)

15,107

Licensing total income 2023/24

17,156

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	HOUSING STANDARDS					*include pre-Jan & post-Jan income
531.30	ENFORCEMENT Service of Housing Act Enforcement Notice (landlords / owners / occupiers) Administration charge where the Council completes works in default of legal notices or takes emergency remedial action Interest payable on debts resulting from the completion of works in default of legal notices Late Payment Costs (where works are carried out in default of legal notices)	10.00	584.00	0.00	584.00	5,445
-			20% of cost of works			0
-			Bank of England base rate plus 2%			0
-			20% of charge			0
727.65	HOUSES IN MULTIPLE OCCUPATION LICENSING Licence application (valid for 3 years)	2.00	800.00	0.00	800.00	1,491
231.00	Licence application (Accredited landlord)	2.00	600.00	0.00	600.00	647
531.00	Licence renewal	12.00	584.00	0.00	584.00	6,531
231.00	Licence renewal (Accredited landlord)	12.00	438.00	0.00	438.00	3,393
231.00	Application from a non for profit organisation or charity	0.00	438.00	0.00	438.00	0
2,000.00	MEES ENFORCEMENT - To be removed - not used NEW Penalty Notice for failure to comply with Compliance Notice under the Energy Efficiency (Private Rented Property) Regulations		0.00	0.00	0.00	0

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	HOUSING STANDARDS					*include pre-Jan & post-Jan income
	OTHER FEES					
34.65	Request for replacement copies of documents including letters, notices and licences	2.00	38.00	0.00	38.00	71
138.60	Request for a pre-application inspection under the HHSRS and/or inspection for a new HMO	2.00	152.00	0.00	152.00	284
55.00	Change of property owner, freeholder, mortgage or leaseholder details	2.00	60.50	0.00	60.50	113
55.00	Change in number of households/occupiers/room information	4.00	60.50	0.00	60.50	226
55.00	To be removed - HMO or Selective Licence investigation. Not reported to the Council but found through officers investigations		0.00	0.00	0.00	0
55.00	NEW No access for arranged visit (provided at least 24 hours notice was given to the landlord / agent by the council)	2.00	88.00	0.00	88.00	127

Housing Standards total income 2023/24 (Revised)

18,326

Housing Standards total income 2023/24

23,504

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	TAXIS AND PRIVATE HIRE VEHICLES					*include pre-Jan & post-Jan income
	TAXIS/HACKNEY CARRIAGES					
225.00	Vehicle Licences	146	250.00	0.00	250.00	33,763
305.00	Drivers Licence - Valid for 3 years	132	340.00	0.00	340.00	41,415
	PRIVATE HIRE					
330.00	Operator's Licence	68	370.00	0.00	370.00	23,120
225.00	Vehicle Licences	418	250.00	0.00	250.00	96,663
305.00	Drivers Licence - Valid for 3 years	124	340.00	0.00	340.00	38,905
	TRANSFER TO VEHICLE ALEADY LICENSED BY WBC					
80.00	Change/transfer to vehicle already licensed with WBC	2	90.00	0.00	90.00	165
	GENERAL					
65.00	New Licence Application Charge (not renewals) (This is in addition to the cost of CRB, medical and driving licence checks)	20	72.00	0.00	72.00	1,335
50.00	Replacement Plate	4	50.00	0.00	50.00	200
35.00	Replacement Badge / Upgrade from Private Hire	2	35.00	0.00	35.00	70
35.00	Additional Knowledge Test Fees	2	35.00	0.00	35.00	70

Taxis and Private Hire Licences total income 2023/24 (Revised) (excluding Vehicles)	105,280
Estimated income from Vehicles 2023/24 (Revised)	130,425
	<u>235,705</u>
Taxis and Private Hire Licences total income 2023/24	81,030
Estimated income from Vehicles 2023/24	103,275
	<u>184,305</u>

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	PEST CONTROL					*include pre-Jan & post-Jan income
99.00	Disinfestation (domestic)*	24	104.00	26.00	130.00	2,406
70.00	Wasps nest destruction (domestic)*	80	56.00	14.00	70.00	5,320
35.00	Wasps - additional nest as same address (at same time)*		29.17	5.83	35.00	0
65.00	Mice*	74	60.00	15.00	75.00	4,718
65.00	Rats*	250	60.00	15.00	75.00	15,938
100.00	Squirrels (inside premises - domestic)	10	110.00	18.33	110.00	1,025
100.00	Squirrels (proofing advice visit only - domestic)	0	110.00	18.33	110.00	0
	* Half price treatments are provided for those on means tested benefits. All fees for rats and mice include 2 visits - additional visits charged at £35					

Pest Control total income 2023/24 (Revised)

29,406

Pest Control total income 2023/24

25,752

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	DOG CONTROL/ANIMAL WELFARE					*include pre-Jan & post-Jan income
	STRAY DOGS - KENNELING					
75.00	Collection Fee - dog returned to owner before kennel	24	82.00	0.00	82.00	1,842
140.00	Delivery to kennel and £25 statutory fine (including first day)	14	154.00	0.00	154.00	2,009
25.00	Each additional day	14	30.00	0.00	30.00	368

Dog Control and Animal Welfare total income 2023/24 (Revised)

4,219

Dog Control and Animal Welfare total income 2023/24

4,275

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	FOOD SAFETY & COMMUNICABLE DISEASES					*include pre- Jan & post- Jan income
65.00	Food Export Licence	0	70.00	0.00	70.00	0
225.00	Food Hygiene Re-visit Inspection Fee	12	250.00	0.00	250.00	2,775

Food Safety & Communicable Diseases total income 2023/24 (Revised)

2,775

Food Safety & Communicable Diseases total income 2023/24

2,700

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	ENVIRONMENTAL HEALTH ADMINISTRATION					*include pre-Jan & post-Jan income
15.00	Copy of Food Register Entry	0	20.00	0.00	20.00	0
30.00	Copy of Authorisation of Specified Industrial Processes	0	35.00	0.00	35.00	0
15.00	Certified copy of entry in register of motor salvage operators - remove as no longer applicable	0	0.00	0.00	0.00	0
79.70	Environmental Health Search (per hour)	0	66.67	13.33	80.00	0
126.00	Contaminated Land Search (per hour)	4	115.00	23.00	138.00	493
350.00	Assisted Funeral Arrangement Fee (charge will only apply where funds are available within the estate)	6	350.00	0.00	350.00	2,100
175.00	Environmental Information Regulations (EIR) Search fee	4	175.00	0.00	175.00	700

Environmental Health total income 2023/24 (Revised)

3,293

Environmental Health total income 2023/24

3,150

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	MOBILE HOMES					*include pre-Jan & post-Jan income
	Fit and Proper Person Application					
371.55	Fit and Proper Person application fee	0	389.00	0.00	389.00	0
126.25	Fit and Proper Person annual fee (where applicable)	0	144.00	0.00	144.00	0
353.20	Issue of first licence for Mobile Home Sites	0	414.00	0.00	414.00	0
	Carry out full site inspection. Make note of any breaches of site licence conditions/ works required:					
31.00	1 - 5 pitches 45 (O)	0	31.00	0.00	31.00	0
41.00	6 - 24 pitches 60 (O)	0	41.00	0.00	41.00	0
61.00	25 - 100 pitches 90 (O)	0	81.00	0.00	81.00	0
	Carry out revisit to check on completion of works:					
10.00	1 - 5 pitches 15(O)	0	10.00	0.00	10.00	0
21.00	6 - 24 pitches 30(O)	0	21.00	0.00	21.00	0
41.00	25 - 100 pitches 60(O)	0	51.00	0.00	51.00	0
	Total Cost:					
394.20	1 - 5 pitches 45 (O)	Minimal	455.00	0.00	455.00	Minimal
415.20	6 - 24 pitches 60 (O)	Minimal	475.00	0.00	475.00	Minimal
455.20	25 - 100 pitches 90 (O)	Minimal	546.00	0.00	546.00	Minimal
237.90	Application to vary a site licence	0	268.00	0.00	268.00	0

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	MOBILE HOMES					*include pre-Jan & post-Jan income
31.00	Carry out full site inspection and make note of any works required: 1 - 5 pitches 45 (O)	0	34.00	0.00	34.00	0
41.00	6 - 24 pitches 60 (O)	0	51.00	0.00	51.00	0
61.00	25 - 100 pitches 90 (O)	0	72.00	0.00	72.00	0
	Total Cost:					
268.70	1 - 5 pitches 45 (O)	Minimal	302.00	0.00	302.00	Minimal
278.70	6 - 24 pitches 60 (O)	Minimal	319.00	0.00	319.00	Minimal
298.70	25 - 100 pitches 90 (O)	Minimal	340.00	0.00	340.00	Minimal
133.60	Application to Transfer Licence	0	152.00	0.00	152.00	0
	Annual Fee					
108.00	1 - 5 pitches	0	108.00	0.00	108.00	0
172.00	6 - 24 pitches	0	172.00	0.00	172.00	0
344.00	25 - 100 pitches	1	344.00	0.00	344.00	344

Mobile homes total income 2023/24 (Revised)
Mobile homes total income 2023/24

344
716

CORPORATE RESOURCES DIRECTORATE FEES AND CHARGES
SUMMARY OF ESTIMATED INCOME 2023/24 - REVISED

	BUDGET 2023/24 £	INCREASES JANUARY 2024 £	OTHER CHANGES 2023/24 £	REVISED BUDGET 2023/24 £
<u>Customer Support Services</u>				
Local Land Charges	263,689	0	0	263,689
Property Services	* 900	71	525	1,496
C.C.T.V.	* 1,690	23	(1,184)	528
Town Centre Management Agreement	* 9,462	450	(5,757)	4,154
Water Course Consent	500	0	0	500
CORPORATE RESOURCES - TOTAL FEES AND CHARGES	276,241	543	(6,416)	270,368

* Only the schedules where 1st April 2024 increases are proposed are attached.
The proposed changes are highlighted on the attached schedules for ease of reference.

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	PROPERTY SERVICES					*include pre-Jan & post-Jan income
	GARDEN LICENCE - New or Renewals*					
100.00	50-100m ²	3	120.00	0.00	120.00	315
125.00	101-200m ²	1	150.00	0.00	150.00	131
150.00	201-300m ²	3	180.00	0.00	180.00	473
POA	>300m ² (Price on application)		POA			
250.00	*a one-off legal fee applies upon completion	minimal	300.00	0.00	300.00	minimal
	GRAZING LICENCE - New or Renewals		<i>to be determined an individual basis</i>			
	VEHICULAR ACCESS*					
50.00	£50/year	11	60.00	0.00	60.00	578
250.00	*a one-off legal fee applies upon completion	minimal	300.00	0.00	300.00	minimal

Property Services total income 2023/24 (Revised)

1,496

Property Services total income 2023/24

900

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 2023/24	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	*include pre-Jan & post-Jan income
	CCTV					
105.60	INVESTIGATION AND SUPPLY OF CCTV DATA first hour includes disc costs and delivery	5	105.60	21.12	126.72	528
105.60	per additional hour or part thereof	minimal	105.60	21.12	126.72	minimal

CCTV data total income 2023/24 (Revised)
CCTV data total income 2023/24

528
1,690

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 20234	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	TOWN CENTRE MANAGEMENT-LICENSING					*include pre-Jan & post-Jan income
	PERMITS AND LICENCES		<i>Charges set by Surrey County Council</i>			
73.00	Place building materials on the highway (Valid for 28 days)	1	124.00	0.00	124.00	86
73.00	Place building materials on the highway (Extension)	1	124.00	0.00	124.00	86
104.00	Place scaffolding/hoarding on the highway (Valid for 28 days)	3	184.00	0.00	184.00	372
104.00	Place scaffolding/hoarding on the highway (Extension)	5	184.00	0.00	184.00	620
145.00	Place a crane on the highway (No limit)	2	259.00	0.00	259.00	347
70.00	Skips placed on the highway (Valid for 28 days)	2	124.00	0.00	124.00	167
95.00	Skips placed on the highway (Extension)	1	124.00	0.00	124.00	102
181.00	Application to create a vehicle crossover / dropped kerb for a crossover (includes site suitability assessment)	0	340.00	0.00	340.00	0
342.00	Planting on the highway	1	83.00	0.00	83.00	277
	TEMPORARY TRAFFIC REGULATION ORDERS (TTRO)					
725.00 to 734.00	Traffic Regulations (Temporary notice (Emergency) section 14 (3) and 5, Day notice section 14(2))	1	966.79	0.00	966.79	242
734.00	Traffic Regulations (Temporary traffic order, section 14(1))	1	1,084.00	0.00	1,084.00	822
	LOCAL HIGHWAY SERVICE					
719.00	Traffic Regulations (Recovery of administrative costs)		<i>On request</i>			
347.00	Damage to Council Property (administrative costs)		<i>On request</i>			
75.00	Initial assessment of suitability for a crossover (included within above)					
120.00	Bus stop suspensions (Per day, max charge £240)		<i>Function undertaken by SCC</i>			
	Pavement Café annual fee - Setting out private furniture on the highway:		<i>Function transferred to WBC - Statutory charge</i>			
0.00	Temporary pavement licence (for 3 months)	6	100.00	0.00	100.00	150
0.00	- Under 3sqm (application must be submitted.)	5	0.00	0.00	0.00	0
104.00	- 3sqm - 10sqm	6	104.00	0.00	104.00	624

CHARGE 2023/24 (inc.VAT) (£ - P)	ITEM	FORECAST ACTIVITY LEVEL 20234	REVISED CHARGE 2023/24			ESTIMATED INCOME 2023/24* (£)
			NET CHARGE (£ - p)	V.A.T. (£ - p)	TOTAL CHARGE (£ - p)	
	TOWN CENTRE MANAGEMENT-LICENSING					*include pre-Jan & post-Jan income
52.00	- Additional sqm	5	52.00	0.00	52.00	260

Licensing total income 2023/24 (Revised)

4,154

Licensing total income 2023/24

9,462

EXECUTIVE – 16 NOVEMBER 2023

UPDATE ON GENERAL FUND AND HOUSING REVENUE ACCOUNT BUDGETS 2024-25

Executive Summary

This report sets out an interim update on the General Fund and Housing Revenue Budgets pending a more detailed report to a special Executive in December and prior to the final report to Council in February 2024.

It also sets out a timetable and process for wider Member involvement via the Finance Working Group and Overview and Scrutiny Committee and public consultation.

Recommendations

The Executive is requested to:

RESOLVE That

the information in the report be noted and the timetable and process for the budget be agreed.

Reasons for Decision

Reason: To provide information on the current budget position and timetable for further work.

The Executive has the authority to determine the recommendation(s) set out above.

Background Papers:	None.
Reporting Person:	Eugene Walker, Interim Finance Director & Section 151 Officer Email: eugene.walker@woking.gov.uk, Extn: 3070
Contact Person:	Eugene Walker, Interim Finance Director & Section 151 Officer Email: eugene.walker@woking.gov.uk, Extn: 3070
Portfolio Holder:	Councillor Dale Roberts Email: clrdaledale.roberts@woking.gov.uk
Date Published:	10 November 2023

Update on General Fund and Housing Revenue Account Budgets 2024-25

1.0 Introduction

- 1.1 This report provides a brief update on the report to Executive and Overview and Scrutiny Committee in September on the Medium Term Financial Strategy (MTFS). It sets out the proposed timetable and process leading up the final report to Full Council in February 2024 on the MTFS and the setting on the 2024/25 budget.
- 1.2 A more detailed update will now be provided to a special Executive on 14th December, following public consultation on the savings proposed in the September report and also work on further options to balance the budget against the agreed £12m target.

2.0 The General Fund Budget Gap 2024/25

- 2.1 In June 2023, the then Section 151 Officer issued WBC with a Section 114 Notice. The notice was required because the Council's expenditure was likely to exceed the financial resources available, and therefore it could no longer balance its budget for the remainder of the financial year and subsequent years. The Council faces an extremely serious financial shortfall because of its historic investment strategy that has resulted in unaffordable borrowing, inadequate steps to repay that borrowing and high values of irrecoverable loans. The notice stated that against available core funding of £15m in the 2023/24 financial year, WBC faced a deficit of £1.2bn.
- 2.2 Clearly, the size and scale of the historic debt prevents a legal budget being set for 2024/25. So, since June, work with Commissioners has focussed on separating as far as possible how this historic debt is dealt with from the challenge of setting a "business as usual" budget for Woking's services to its residents.
- 2.3 The September MTFS report Budget identified savings of £8.5m against the previously agreed £12m savings target for this service budget. This £12m target would have balanced the "business as usual" budget gap identified in June 2023. However, following a detailed review, the September MTFS identified additional costs that increased the scale of the financial challenge in both the current year 2023/24 and also next year 2024/25. The increase in costs identified for 2024/25 increased the budget gap to £19.3m which, with the £8.5m savings, leaves a budget shortfall of £10.8m.
- 2.4 The additional costs identified relate to pressures arising from Woking's historic investments, not services i.e. the commercial estate, car parking and capital financing costs. As it will be difficult to find additional savings above £12m given the size of Woking BC's revenue budget in one year, the financial planning process for 2024/25 will continue to be to:
 - a) Focus on delivering the maximum possible savings against service budgets, as per the previously agreed £12m target for the service budget. This will demonstrate the Council's commitment to meeting as much of the deficit as possible.
 - b) Review the options for savings above the £12m from asset management and the wider debt reduction options being worked on i.e. to target the historic arrangements that are the source of the pressures. This approach is part of the Commercial Strategy being developed within the Council's Improvement and Recovery Plan (IRP).

Work since September and up to December is focussed on these two strands.

- 2.5 The first strand is comprised of both testing the existing £8.5m savings and identifying additional options and a review of the cost pressures (demand and inflation). This includes working with the Member Finance Working Group on key areas of concern for Members in the budget, such as reviewing key savings proposals like Pool in the Park in more depth and testing options. The Group will also review business cases for the Council's wholly owned companies and debt management arrangements, feeding their work back into the Overview and Scrutiny Committee and all Member Briefings.

Update on General Fund and Housing Revenue Account Budgets 2024-25

- 2.6 Work on a debt reduction plan linked to an asset disposal strategy has commenced and will develop proposals that provide a basis for Commissioners to discuss options with Government. These options will seek to separate the costs of debt from the £12m target being used to set the 2024/25 budget.

3.0 Prior Year Costs and Impact on Budget Setting

- 3.1 Additional challenges arise from the overspends in current year budget 2023/24 of £7.6m (plus £8m of reserves used to set the budget) and also the previous year's 2022/23 outturn £8m above budget, as reported elsewhere on this agenda.
- 3.2 These reports identify a need to adjust recharges between the Housing Revenue Account (HRA) and General Fund budget, to the benefit of the HRA. The impact of these recharges further back than 2022/23 and for 2024/25 is subject to further work to be updated in December.
- 3.3 The cumulative impact of these costs is likely to still be at least £20m at the point when Full Council sets the final budget in February and will be an issue in setting a legal budget. The deliverability of a legal budget will be reviewed once discussions have been held with Commissioners and Government. The focus for now remains on identifying savings towards the £12m target, which is 80% of the Council's net budget of £15m (but 25% of its gross budget of £48m), which is a significant challenge.

4.0 Reserves

- 4.1 In previous years the Council has sometimes used significant contributions from Reserves to support service delivery. As a result of the Financial Review undertaken to inform the Section 114 Notice, the Council has no reserves because the General Fund should have been showing a negative balance since at least 2017/18. Accordingly, the Council cannot use such reserves as a funding source in forming the 2024/25 Budget.

5.0 Council Tax

- 5.1 The Government council tax cap for lower tier councils (including Woking BC) in 2023/24 was 3%. The level of council tax cap for 2024/25 that will be applied is currently unknown but the Council is working on the assumption that it will again be 3% and this is the percentage used throughout the Medium-Term Financial Plan (MTFP) contained in the MTFS. Council tax increases above that level are subject to public consultation, but could also be part of the Government's position via its intervention. In other Council's subject to intervention, tax increases above the cap have been implemented as part of dealing with budget gaps.

6.0 Process and Timetable

- 6.1 Attached at Appendix 1 is a detailed timetable for the budget process that will inform the work of both Officers and Members. The Finance Working Group, Overview and Scrutiny Committee and all Member Briefings are a key part of the process alongside public consultation to ensure that decision making is based on sound principles in the challenging circumstances we face.

7.0 Housing Revenue Account Budget 2024/25

- 7.1 A significant focus to date has been on identifying the correct level of recharges between the General Fund and HRA, back dated where needed. This adjustment will assist in setting a legal budget for 2024/25 for the HRA. Further work is also being undertaken in the context of the Government's rent setting guidance. The capital programme and revenue budget will also be developed to ensure that appropriate resources are in place to meet regulatory standards.

Update on General Fund and Housing Revenue Account Budgets 2024-25

- 7.2 The increase anticipated for Council dwellings rents in 2024/25 is 7.7%. This is based on September 2023 CPI of 6.7% plus 1%, in line with Government rent guidance. This is expected to generate additional dwelling rents income of £1.6million. Also, in 2024/25 there are fifty-three rent weeks, the extra one week will generate additional rent in the region of £347,000.
- 7.3 The decision not to continue with the Sheerwater redevelopment and retain circa 100 HRA homes will generate extra income of around £650,000 to the HRA.
- 7.4 Housing and Finance will be updating the 30 years HRA Business Plan as part of the budget setting process. This will involve a review of the current year assumptions on income and expenditure, the development of MTFs budgets using the latest CPI inflation rate, stock condition survey data and latest contractual agreements. This will also involve the development of growth and savings assumptions for updating revenue and capital expenditure budgets for the 30 years business plan. The exercise will involve completing scenario planning and stress testing of all options considered.

8.0 Investment Programme and Future Commercial Strategy

- 8.1 The Council has previously funded a number of capital investment programmes (such as Sheerwater and Victoria Square) through the setting up of group companies, financed through loans provided by the Council - drawn from the Public Works Loan Board. This practice has now been deemed both unsustainable and not compliant with financial regulations and a new Company Governance process has been put in place that is reported on elsewhere on this agenda.
- 8.2 The rest of the Council's capital programme will be developed in line with the principles set out in the July 2023 report and reported as part of the budget process. The following *Capital Planning Principles* were adopted by Council in July 2023 to form the Capital Programme which will be presented to Council in February. Proposals that do not fall within these 'Capital Principles' will not be included within the Draft Capital Programme.
- Items of programming that relate to essential health and safety works and deliver compliance to the regulations within in the Council's property estate.
 - Essential investment in Information & Communications Technology to ensure that the Council has fit for purpose and secure tools and infrastructure to support operations generally where there is a suitable business case to support such investment.
 - Items where - following support from Government and from Commissioners - specific resources are provided to the Council by Government to complete or partially complete certain specified schemes that were already in delivery by the various companies owned by the Council when the Section 114 Notice was issued (this is the basis of the business cases reported elsewhere on this agenda).
 - Any schemes that can be shown to be wholly funded from external resources without implying additional cost burdens for the Council.
 - Where proposals are estimated to return a measurable revenue saving; for example, leasing of the Council's commercial property portfolio which may require modest upfront capital investment and which then return a beneficial income stream to the revenue budget.

In addition, the programme will include schemes which can be sustainably funded via the Housing Revenue Account.

9.0 Public Consultation

- 9.1 Delivering the proposed savings in the budget will impact the delivery of public services in Woking. Where services cannot be self-funded or delivered by other organisations, there is a significant likelihood they will be reduced or closed. Public and/or service user/stakeholder consultation has been carried out to understand the implications of potential reductions and, where possible, seek to mitigate against complete closures for the most valued services. As explained above the Finance Working Group (reporting to Overview and Scrutiny Committee) will also review business cases and options for the savings in detail.
- 9.2 The Council has commenced formal public consultation on the proposals, lasting a period of six weeks. The findings of these consultations will be submitted to Executive and Council in February 2024, alongside final budget recommendations.

10.0 Implications

Finance and Risk

- 10.1 There are no direct financial implications of this report.

Equalities and Human Resources

- 10.2 There are no direct implications in this report, but the budget process as outlined will consider implications of options fully.

Legal

- 10.3 There are no direct implications in this report, but the budget process as outlined will consider implications of options fully.

11.0 Engagement and Consultation

- 11.1 As set out above there is a full public consultation exercise as part of the budget process.

REPORT ENDS

Forward plan

IRP
Vision

MTFS update
2024/25 Budget

Meeting	Date of mtg	Papers published	Decision/ topic
Finance Working Group	14 th Nov		Fees and charges report (due at Exec November); Treasury Management mid year report (due at Exec November)
All Members	15 th Nov		Briefing on the IRP progress report
Executive	16 th Nov	9 th Nov	Business cases for Victoria Square and Thamesway investment & impact on Woking BC and MTFS
O&S	20 th Nov	10 th Nov	Scrutinise IRP progress report; Performance monitoring; treasury mgt mid year review
Finance Working Group	28 th Nov		Debt reduction plan/ disposals
Council meeting	30 th Nov	22 nd Nov	Approve next 3-month Progress report to Commissioners
All Members	7 th Dec		Vision Workshop
All members	11 th Dec	--	Briefing all members on MTFS update
Extraordinary O&S	11 th Dec	1st Dec	Update on savings proposals and MTFS update
Finance Working Group	14 th Dec		Debt reduction plan/ disposals
Extraordinary Executive	14 th Dec	6 th Dec	MTFS Update; HRA
Finance Working Group	4 th Jan		TBC
All members	11 th Jan	--	Briefing all members on proposed 24/25 budget
O&S	22 nd Jan	12 th Jan	Scrutinise the 24/25 Budget (will include vision narrative, benchmarking comparison, business cases for the major service changes)
Executive	1 st Feb	24 th Jan	Agree the 24/25 budget
Council	8 th Feb	31 st Jan	Agree the 24/25 budget

Shaping the *future* of our borough

EXECUTIVE – 16 NOVEMBER 2023

GENERAL FUND AND HRA OUTTURN REPORT 2022-23

Executive Summary

This report identifies and analyses the outturn position, financial year 2022/23, for the General Fund (GF) and the Housing Revenue Account (HRA).

Recommendations

The Executive is requested to:

RESOLVE That

the reported outturn position be noted.

Reasons for Decision

Reason: To analyse the outturn position for the General Fund and Housing Revenue Account for financial year 2022/23.

The Executive has the authority to determine the recommendation(s) set out above.

Background Papers:	Medium Term Financial Strategy (MTFS), General Fund, Service Plans, Budgets and Prudential Indicators 2022-23
Reporting Person:	Eugene Walker, Interim Finance Director & Section 151 Officer Email : eugene.walker@woking.gov.uk, Extn: 3070
Contact Person:	Ken Trotter, Interim Technical Financial Accountant Email: ken.trotter@woking.gov.uk
Portfolio Holder:	Councillor Dale Roberts Email: clrdaledale.roberts@woking.gov.uk
Date Published:	10 November 2023

1.0 Introduction

- 1.1 This Outturn report completes the financial monitoring cycle for 2022/23 and details performance against budget.
- 1.2 Appendix 1 - Annual Financial Monitoring - contains budget and provisional outturn information including main variances for all General Fund (GF) service areas.
- 1.3 Appendix 2 - Housing Revenue Account - contains budget and provisional outturn information including main variances for the HRA.
- 1.4 All variances are being examined for ongoing cost implications to ensure they do not impact on the Medium Term Financial Strategy (MTFS). Compensating savings are being sought as part of the work where there are unavoidable cost implications.
- 1.5 The provisional outturn forms the basis of the Annual Statement of Accounts which are currently being prepared under the Code of Practice on Local Authority Accounting in the United Kingdom 2022/23 and International Financial Reporting Standards (IFRS).

2.0 General Fund Revenue

- 2.1 The unaudited draft overspend to budget is £9.123m for services, partially offset by an underspend on Investment projects and transformation funded from Revenue of £0.065m.

Table 1 - Draft outturn

2021/22	2022/23	Original Estimate	Out Turn	Variance
£'000		£'000	£'000	£'000
9,916	Communities	10,188	11,457	1,269
(1,621)	Place	(12,711)	(5,055)	7,656
6,100	Resources	6,819	7,017	198
14,395	Net Cost of Services	4,296	13,419	9,123
4,264	Investment Projects	1,494	1,179	(315)
0	Transformation	(250)	0	250
18,659	Total Cost to General Fund	5,540	14,598	9,058

- 2.2 The original estimate was approved by Council on 10 February 2022 with the £5.5m cost to the general fund to be met from existing reserves.
- 2.3 The GF net cost of services variance to budget mainly reflects ongoing pressures on commercial estate and car parking income together with a reduction of £0.7m for central services costs charged to the HRA. Further information is available in Appendix 1 - Annual Financial Monitoring.
- 2.4 Amendments to this report may be necessary and further information is given in paragraph 4 - Implications (Finance and Risk) - of the report.

3.0 Housing Revenue Account

Table 2 – Draft outturn

2021/22	2022/23	Original Estimate	Out Turn	Variance
£'000		£'000	£'000	£'000
(17,938)	Total Income	(19,324)	(18,727)	597
13,511	Operating Costs	14,635	14,444	(191)
(4,427)	Contribution from operations	(4,689)	(4,283)	406
5,247	Net interest (incl. premiums)	5,494	5,487	(7)
820	Net (Surplus) / Deficit	805	1,204	399

3.1 The original estimate was approved by Council on 10 February 2022 with the deficit to be met from existing reserves.

3.2 The net deficit of £1.204m reflects an under recovery of energy from service charges offset by a reduction in Central Services charges of £700k

4.0 Implications

Finance and Risk

4.1 This report is financial in nature with implications and risks identified in the body of the report.

4.2 General reserves are held for risk mitigation and potential management of unforeseen circumstances particularly in times of economic volatility. When the 2022/23 budget was presented the level of reserves was assessed as being sufficient to deal with the identified in year pressures. However current detailed work in progress may impact on this view which will need further analysis for the going concern principle that underpins the statement of accounts.

4.3 At an Extraordinary Meeting of the Council on 20 June 2023 a report under Section 114 (3) of the Local Government Finance Act 1988 was presented by the interim Section 151 Officer and was endorsed by Council. Key issues identified in the report are currently being examined and amendments to the GF outturn for 2022/23 may be necessary, particularly in respect of Key issues in paragraphs 4 and 5 of the 114 notice report.

4.4 Other financial work in progress that may change the final outturn position includes capital transfers to revenue, and Interest payable and receivable.

4.5 The 2022/23 Budget identified changes to the Housing Revenue Account (HRA) in respect Sheerwater regeneration and the completion of the outsourced New Vision Homes (NVH) contract.

4.6 Sheerwater regeneration financial impact includes a planned demolition of HRA properties. As these properties become vacant, they are withdrawn from service awaiting demolition. A report to the Executive on 5 October 2023 identified that the regeneration project would be brought to a close and it is estimated that this will return 106 units to the Housing stock in the HRA. Gross annual rental income is forecast to increase by approx. £650,000 from 2024/25 potentially easing medium to long term pressure in the HRA budget.

4.7 The NVH external contract terminated in March 2022 and a revised structure was implemented to introduce an in-house service supplemented with external contractors for maintenance and repairs. Savings were not declared on this project in the budget as a prudent approach balancing Council staff savings with potential increases in contractor fees was proposed. The

outturn includes savings in staff in line with the Green Book for December 2022 and some additional cost in repairs and maintenance. The full impact of the change to an in-house service is currently being compiled as part of the central services project highlighted in paragraph 2.3. In addition, due to a technical oversight £371,976 of anticipated charges for work completed in 2021/22 not invoiced was duplicated and is shown as an underspend to Budget in the outturn for 2022/23.

- 4.8 Further work has also been carried out in 2023/24 to examine potential sustainability issues in the HRA. This includes an analysis of central service costs and the apportionment between the GF and other areas including the HRA. Initial findings indicate that structural changes in the Council have not been reflected in the allocation system used to recharge central services and additional work will be needed to update the methods and allocation keys as part of the 2024/25 Budget. Impact on the GF is currently estimated at £700,000 for 2022/23 reflecting reduced recharges to the HRA with a final position to be determined when the work is complete. As well as looking forwards the work is also examining historical records from 2018 onwards to determine if recharges require amendment. GF service adjustments for 2024/25 Budget will need to reflect potentially revised recharges in any savings calculations going forwards.
- 4.9 A revised reserves position will be presented when financial implications of items in paragraphs 4.3; 4.4; and 4.8 above have been determined.

Equalities and Human Resources

- 4.10 There are no equalities or human resource implications arising from this report.

Legal

- 4.11 There are no legal implications arising from this report.

5.0 Engagement and Consultation

- 5.1 None.

REPORT ENDS

Annual Financial Monitoring

Table 3 General Fund Service analysis

2021/22 Actual £ 000		2022/23		
		Estimate £ 000	Outturn £ 000	Variance £ 000
	Communities			
3,146	Community Support	3,206	3,952	746
3,629	Health and Well Being and Cultural Development	3,753	4,246	493
2,429	Housing	2,646	2,488	(158)
712	Independent Living	583	771	188
9,916		10,188	11,457	1,269
	Place			
1,801	Sustaining the Local Economy	(4,457)	(1,875)	2,582
8,529	Environmental Quality	8,998	8,900	(98)
(11,951)	Place Making	(17,252)	(12,080)	5,172
(1,621)		(12,711)	(5,055)	7,656
	Resources			
3,732	Democratic Services	5,152	3,961	(1,191)
313	Corporate Services	278	954	676
2,055	Customer Support Services	1,389	2,102	713
6,100		6,819	7,017	198
14,395	Net Cost of Services	4,296	13,419	9,123
4,264	Investment Programme Revenue Projects	1,494	1,179	(315)
0	Transformation	(250)	0	250
18,659	Total Cost to General Fund	5,540	14,598	9,058

Variances to budget are broadly in line with estimated position contained in the December 2022 - Performance and Financial monitoring information (December Green Book) presented to the Executive on 23 March 2023, with the following exceptions:

Sustaining the Local Economy

1. Additional Overspend of £411k mainly loss of car parking income £231k and additional costs in car park operations £130,000.

Place making

2. Additional Overspend of £2,625k mainly associated with lower income from estate management. Some tenants in Dukes House have vacated during the year and the ongoing impact of this rent loss is being examined as part of the follow up actions from the MTFs report.
3. Planning staff shortages resulted in a temporary staff premium of £101,000.

Corporate Services

4. Following a review of charges, a £700k reduction has been applied to HRA recharges for services. Work is continuing, to identify any past or future budget implications.

Customer Support Services

5. Overspend of £713k mainly due to additional demand for Housing benefit and expenditure outside of the subsidy system.

Housing Revenue Account

Table 4 HRA Service analysis

2021/22 Actual £ 000		2022/23		
		Estimate £ 000	Outturn £ 000	Variance £ 000
(16,497)	Rent	(17,439)	(17,360)	79
(1,441)	Service Charges	(1,885)	(1,367)	518
(17,938)	Net Income	(19,324)	(18,727)	597
7,520	Supervision & Management	8,023	7,561	(462)
2,255	Repairs & Maintenance	2,620	2,517	(103)
3,700	Contribution to Major Repairs Reserve (Depn)	3,956	4,295	339
36	Debt Management	36	71	35
13,511	Operating Costs	14,635	14,444	(191)
(4,427)	Contribution from operations	(4,689)	(4,283)	406
5,247	Net Interest	5,494	5,487	(7)
820	(Surplus) / Deficit	805	1,204	399

- Rent Income was £79k under budget due to additional void properties.
- Service charges were also affected by void properties with lost income of £89k. Heating Charges for 2022/23 were set in late 2021 prior to the extent of energy price increases being known. Lost income reflects an under recovery, in that challenging period, of £429k.
- Supervision & Management charges were £462k lower than budget primarily due to lower staffing costs and vacancies, £430k and lower legal and other expenses, £74k together with the reversal of the NVH over accrual from 2021/22, £179k. Offset by higher energy costs £117k; decant / removal costs, £54k; and higher contribution to the provision for bad and doubtful debts, £50k reflecting an increase in arrears during the year.
- Repairs and Maintenance cost underspend was mainly due to the reversal of the NVH over accrual from 2021/22 £168k and lower Statutory maintenance charged to revenue of £62k. Offset by higher council tax charges on void properties, £77k and additional responsive repairs, £50k.
- Contribution to the Major repairs reserve equals the amount of the Depreciation charge in year. These charges are based on assets at the end of the preceding year. In 2022/23 the cost of the Hale end court facility was omitted from the budget which has an annual charge of £339k. This charge and will need to be reflected in current and future budgets.
- Debt management increase in costs reflects additional brokerage costs for loans taken out in year on behalf of the HRA.

EXECUTIVE – 16 NOVEMBER 2023

FINANCIAL MONITORING REPORT BUDGET MONITORING AND FORECAST 2023-24 - QUARTER 2

Executive Summary

This report sets out the material financial issues identified since the 2023/24 budget was set, based on the income and expenditure as at end of September 2023 (Quarter 2) and reflects the views of budget managers within the Council's Directorates.

Recommendations

The Executive is requested to:

RESOLVE That

- (i) the Council's forecast General Fund outturn position for 2023/24 be noted; and
- (ii) it be noted that the Corporate Leadership Team will continue to identify mitigations to enable the net expenditure for 2023/24 to be contained within budget approved by Council on 23 February 2023.

Reasons for Decision

Reason: Controlling the outturn within budget is essential to maintain financial control.

The Executive has the authority to determine the recommendation(s) set out above.

Background Papers: None.

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Financial Monitoring Report - Budget Monitoring and Forecast 2023-24 - Quarter 2

Date Published: 10 November 2023

Financial Monitoring Report - Budget Monitoring and Forecast 2023-24 - Quarter 2

1.0 Introduction

- 1.1. The 2023/24 Revenue Budgets and Medium-Term Financial Strategy for Woking Borough Council's General Fund and Housing Revenue Account were approved by Council at its meeting on 23rd February 2023.
- 1.2. On 7 June 2023 the Section 151 Officer issued a Section 114 Notice to the Council which estimated a General Fund deficit ('the Deficit') of £1.2 billion by 31 March 2024. This means that on estimates made at that time the Council required £1.2 billion of financial support to enable the General Fund to be balanced as required by law at that date.
- 1.3. An updated Medium Term Financial Strategy (MTFS), covering 2024/25 to 2027/28, was prepared in June 2023, and has been updated on a regular basis since then.
- 1.4. The purpose of this report is to set out the forecast outturn position for 2023/24 for the Council's General Fund and Housing Revenue Account (HRA). Future reports will be further developed to incorporate the Capital Programme and to update on progress in delivering the savings programme.
- 1.5. This monitoring report sets out the material financial issues identified since the 2023/24 budget was set, based on the income and expenditure as at end of September 2023 (Period 6) and reflects the views of budget managers within the Council's Directorates.
- 1.6. As part of the ongoing monitoring process, work will continue to examine income and expenditure and activity data against the available budgets to support the position presented and help in shaping the Medium-Term Financial Plan.

2.0 Executive Summary

- 2.1 This report provides commentary on the Council's forecast revenue outturn position for 2023/24, which, for the General Fund, is indicating a projected overspend of £7.5m based on the information available as at Period 6 (September 2023).
- 2.2 The Housing Revenue Account forecast is presented in Table 6. It shows a forecast increase in the HRA deficit for the year, from a budgeted £1,336,000 deficit to a forecast £2,306,000 deficit, a worsening in the deficit (overspend) of £970,000.
- 2.3 In April 2023 the Section 151 officer suspended debt service charges into the profit and loss accounts of the Council's Group Companies: this was because the revenue charges were being financed by loans for capital purposes which is not permitted under the relevant regulations. For the time being, those charges will need of necessity to remain on the Council's revenue ledger; the alternative is to pass these charges to the companies, and it is likely that the companies would not remain financially viable if this action were to be taken. Notwithstanding this, in the absence of support from outside the Council, these charges will need to be invoiced to the companies by the end of financial year 2023/24 in order to prepare the Council's accounts.
- 2.4 The Council will continue to assess and refine the forecasts on a regular basis using the latest information available. The forecast presented in the report is based on the best available data and information acquired in discussions with budget managers.
- 2.5 Moving forward, the Corporate Leadership Team (CLT) will continue to engage with their respective management teams to identify available mitigations to suppress the service overspends. A line-by-line review of all service budgets continues to be undertaken by all budget holders to identify any savings to mitigate the overspend. The results of this will feed into the future monitoring reports.

Financial Monitoring Report - Budget Monitoring and Forecast 2023-24 - Quarter 2

3.0 Monitoring Frequency

3.1 Budget monitoring will be reported to Executive on a quarterly basis.

4.0 General Fund Forecast Outturn

4.1 The September 2023 outturn forecast is summarised in Table A below and further shown by Directorate at Table 1. Tables A and 1 show a projected overspend of £7.5m for the year, compared with £6.2m projected overspend reported for June (Q1). This represents an increase in the projected overspend of £1.3m.

4.2 To put this projected overspend into context against the Council's approved budgets estimates for 2023/24. the monitoring is showing overspends of:

- £4.130m against net Service Budgets of £8.872m. This represents a variance of 47%.
- £3.400m against net Corporate items Budgets of £15.603m. This represents a variance of 23%.
- £7,530m combined variance against a net budget of £24.475m. This represents a combined variance of 31%.

4.3 This forecast variance (overspend) analysis is on a budget for 2023/24 that had planned to utilise £8.346m from reserves in order to provide a balanced budget. The forecast variance of £7.530 in this report is in addition to the planned utilization of £8.346m from reserves.

4.4 To put the Q2 2023/24 financial monitoring position in context, the amount the Council had budgeted to be met from local taxation and government grant is £16.128m. The 2023/24 in-year projected variance when added to the one off use of reserves is equal to a budget shortfall for 2024/25 budget planning purposes of circa £16m i.e. almost 100% more than the funds available from grants and local taxation to fund these services.

4.5 This shows the extent of the financial challenges for the Council and the impact of the current financial monitoring position.

4.6 Within the detailed variance monitoring at Tables 2, 3 and 4, the following extract analysis provides a high level overview of the key strategic variances:

Table A

Summarised Service Variances

Reduced Car Park Income	£1.853m	
Investment property assets trading performance	<u>£1.125m</u>	<u>£2.978m</u> (1)
Leisure operating costs and income shortfall	£0.254m	
Women's Support Centre	£0.250m	
Temporary accommodation budgets	£0.225m	
Other service variances	£1.013m	
Savings mitigations (savings)	<u>(£1.150m)</u>	<u>£0.582m</u> (2)
Corporate resources management and finance staffing	<u>£0.570m</u>	<u>£0.570m</u> (3)
Total Service Variances	£4.140m	£4.140m
Corporate Items	£3.400m	(4)
Total	£7.540m	

Financial Monitoring Report - Budget Monitoring and Forecast 2023-24 - Quarter 2

As can be seen from the above analysis:

Note (1) £2.978m of the £4.140m service variance (72%) are due to car parking and investment property reduced income forecasts. These budgets are exceptional in the General Fund due to the size of these budgets when compared to the remainder of the General Fund budget of the Council.

The Council budget has a dependency of c£30m income from the trading of car parks and the Investment Property estate and does not have the resilience or flexibility in the remaining Council budgets to be able to deal with this magnitude of variance in the generated income from these investments.

Due to the Council's financial position, it does not have any "reserves" to enable it to manage any volatility in the economic performance of these assets and smooth variances over a medium-term trading period and therefore in-year variances are required to be managed within the overall Council general fund budgets.

Note (2) There are £1.730m of in year forecast service variances (overspends). Service managers have identified and taken actions to find savings of £1.150m that mitigate these forecasted overspends, resulting in a net forecasted variance of £0.582m.

Whilst service managers will continue to seek opportunities to identify further savings opportunities to mitigate overspends, it is not possible to identify the level of further savings that would materially contribute to mitigating the forecasted overspends identified in Note (1). This circumstance is a factor of the disproportionate size of investment into car park and investment property assets when considered alongside the size of the general fund for the Council.

Note (3) Represents the additional resources that have had to be invested in the finance and corporate management functions resulting from the Council's investigations into prior years financial practices (Section 114) and financial recovery actions that cannot be charged to the Fit for the Future Change programme. Whilst it is recognised these additional resources are increasing the in-year projected overspend, they do represent unavoidable costs and are essential in order for the Council to be able to report on and manage its financial performance.

Note (4) The corporate items are largely financing and treasury management in year variances and primarily relate to investment and regeneration activity. When considered alongside the variances at Note (1), relating to investment assets, they account for £6.378m of the £7.540m (85%) of the overall budget variance.

Table 1

	NET BUDGET £'000	FORECAST OUTTURN £'000	Q2 OVER SPEND £'000	Q1 OVER SPEND £'000
Place	(3,888)	(2,456)	1,432	1,798
Communities	2,261	3,158	897	364
Corporate Resources	10,499	12,310	1,811	591
TOTAL SERVICE BUDGETS	8,872	13,012	4,140	2,753
Corporate Items [not updated this month]	15,603	19,003	3,400	3,400
NET BUDGET	24,475	32,015	7,540	6,153

4.7 The key variations are set out in paragraphs 5 to 7 below, with an indication of any mitigating actions which are proposed or already underway.

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- 4.8 The previous quarter's figures are now included against each of the key variations in paragraphs 5 to 7 below to indicate 'direction of travel'. Any major items that are new this month are marked as such.
- 4.9 Leisure and Property Services were included under Place for the Q1 report. Leisure is now part of Communities, and Property Services is within Corporate Resources. The Net Budget in the table below has been adjusted to reflect these movements.

5.0 Place Directorate

- 5.1 The key variations within the Place Directorate are set out in Table 2.

Table 2

Place Directorate	Q1 Over / (Under) Spend £	Q2 Over / (Under) Spend £	Impact on deficit - change from Q1 to Q2 £
Development Management			
Fee income looks likely to be close to target for the year. If the current proposals for a national fee increase are implemented in the next couple of months then this position should be improved, depending on start date. However, the expected increase in expenditure relates to the costs involved in defending the Council's decision, at public inquiry, to refuse the planning application at Technology House. This results in an overall overspend of £17,000.	100,000	16,799	(83,201)
Building Control			
There is now a significant shortfall emerging due to the effects of the interest rates on the construction market and mitigating actions are being reviewed to reduce overheads in staffing.	96,085	176,085	80,000
Parking Services			
There are overspends on business rates of £701,000 mainly due to under-provision of budgets for Red and Green Car Parks and over-provision of savings from appeals on business rates. Electricity costs for Red Car Park had not been budgeted for resulting in an estimated overspend of £148,000. Also, water at Victoria and Red Car Parks are over budget by £13,000. Estimated additional works on repairs, maintenance and facilities management at car parks result in a overspend of £45,000. Newly signed cleaning contract enables a saving of £34,000 in Red and Green car parks which can partly offset the overspends.	1,367,000	1,853,000	486,000

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<p>The forecast outturn for car park incomes including parking fees and season tickets are less than the estimated income target by £1.27m. Two separate service faults during August and September affected cash and card payments which resulted in a loss of income. Despite this impact, the total income for April to September is around £380,000 more than for the same period last year. The Parking strategy is due by the end of November. We anticipate introducing a new tariff structure early in 2024 which could see an increase in income for the final two months. Estimated increases of £290,000 from PCN Penalty Charge Notice income partly offset the overspends.</p>			
Environmental Health and Housing Standards			
<p>An estimated reduction in the number of inspections for animal welfare licences will reduce income of £13,000. The removal of internal contributions from Parks and Countryside for patrols and dog control reduce income by £48,000. The additional costs for security out of hours handling covered partly by recharge result in an overspend of £3,000, However, there are savings of £15,000 from less estimated expenditure on equipment and marketing, and additional income from penalty charges on HMO licenses. A recharge of £24,000 from the Homes For Ukraine income to fund the time spent completing essential housing checks enhances further savings. In addition, the recharges from Primary Authority work and Licence inspection enable savings of £15,000 to partly cover the overspends.</p>	23,000	10,000	(13,000)
Licensing			
<p>There are overspends of £8,000 in Employee costs. The projected income is reduced by £21,000 mainly due to less fees from Private Car Hire and Taxi Licences and removal of recharge from CRB fees.</p>	8,000	29,000	21,000
HIF project			
<p>There are overspends of £16,000 in Employee costs. We are seeking to recover these costs from Homes England. Progress will be reported in a future Budget Monitoring Report.</p>	20,291	16,000	(4,291)
Total Projected Overspends			
	1,614,376	2,100,884	486,508
Planning Strategy			
<p>A Planning Policy post is vacant, and there are currently no plans to recruit. A temporary member of staff has been used to cover the Planning Policy Manager's post. From October this post will be filled on a permanent basis. CIL administrative costs will be charged to CIL receipts at year end in line with legislation.</p>	(94,000)	(71,303)	22,697

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Economic Development			
Underspend of £103,055 is mainly due to cancellation of Celebrate Woking activities of £100,000, Overspend of £23,620 on staff not budgeted for and £26,675 underspend on Business liaison project.	(92,605)	(103,055)	(10,450)
Waste and Recycling			
There are overall savings of £145,000 from Waste and Recycling due to estimated reducing variable costs in waste collection, increase of recycling credit and higher level of payments for bin replacement as the bin stock ages. The estimated slightly lower take up of garden waste subscriptions offsets part of the savings.	(145,237)	(145,000)	237
Green Infrastructure			
A vacant post in Green Infrastructure contributes savings of £11,000. Additional savings of £66,000 are expected from reducing non-essential activities for tree, vegetation, and footpath improvement, holding off on works in repair and maintenance in play and sports equipment, and reducing ground maintenance in allotments, parks and countryside sites. Expenditure for works for Biodiversity Net Gain can be offset by grants and increased fees income from ice-cream licences thereby releasing savings of £22,000. Estimated reduction in service payment to consultants on climate change and other green infrastructure issues provide an underspend of £10,000. An underspend on dog control for Parks and Countryside saves £48,000 which has been internally recharged to Environmental Health. Termination of partner contribution for Basingstoke Canal generates savings of £53,000 which contributes to our gateway savings target. However, there is a reduction in budgeted income of £8,000 on rent received for the mast in Sheerwater which was decommissioned in 2022 linked to the regeneration scheme and a projected overspend of £16,000 on the corporate car club and car hire budget, which is the subject of a gateway savings proposal.	(50,000)	(186,000)	(136,000)
Neighbourhood Services			
A vacant post contributes a saving of £25,000. Underspends on Street Furniture, grounds maintenance and maintenance of other land where WBC has an interest result in savings of £31,000. There is an estimated increase in income of £13,000 from Roundabout sponsorship. Removed budget for business rate which is not required enables saving of £5,000.	*NEW*	(74,000)	(74,000)

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Fees and Charges			
Proposed increases in various Fees and Charges from 1st January 2024 should generate additional income.	*NEW*	(79,292)	(79,292)
Other Minor Variations	25,300	(10,565)	(36,865)
Total Mitigations	(356,542)	(669,215)	(321,673)
Total Projected Variance on Place Directorate Services ([overspend])	1,257,834	1,431,669	173,835

6.0 Communities Directorate

6.1 The key variations within the Communities Directorate are set out in Table 3.

Table 3

Communities Directorate	Q1 Over / (Under) Spend £	Q2 Over / (Under) Spend £	Impact on deficit - change from Q1 to Q2 £
Leisure (was under Place in Q1)			
Freedom Leisure are unlikely to make the full leisure management fee payment in this year. This is linked to both recovery from the covid lockdowns seeing lower numbers of attendees although most areas have now recovered (Sept 2023) and the huge increases in the cost of goods. With significant price increases from January this should put the contract in a much better position for next year.	125,546	125,546	0
Energy costs, which are the responsibility of the Council under the Leisure Management Contract, are likely to be over this year. Closure of certain areas of the building is driving this cost down.	56,906	128,000	71,094
Women's Support Centre			
The Women's Support Centre transferred under TUPE regulations to Catalyst on 31.05.23. A one-off transitional subsidy was agreed for 2023/24 which has meant the FFF saving of £250k has not been achieved.	258,356	258,464	108
Centres For The Communities - Kitchens			
Kitchens at Moorcroft and St Mary's have been rented out so we will not see the budgeted income. This is partially offset by the savings in staff costs.	*NEW*	85,832	85,832

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Housing Strategy			
There are savings in staff costs (Housing Strategy & Projects Officer) as part of the FFF-2 savings to the value of £12,246. However, this is reduced because there are no recharges to projects as anticipated at the time of budget setting.	(12,000)	7,105	19,105
Housing Advances			
There is an overspend on Housing Advances. This is because there is a payment to LAMAC (mortgage services) for which there is no budget.	*NEW*	10,742	10,742
Housing Options/Needs/Enabling			
There is an overspend of £111,865 on the Housing Options staffing budget and £13,177 on the Housing Services Staffing budget, and savings of £36,090 in the Lets Rent/PSL team.	265,281	91,056	(174,225)
There is an overspend of £184,135 in Housing Options due to an overspend in Bed & Breakfast expenditure, though there is an improvement in income collection and Government rent subsidy, being an over-recovery against budgets of £113,666 and £123,895 respectively. The fit for future savings not achievable is £47,750. In FFF round 1, an amount of £15,750 for 2022-23 and an amount of £32,000 for 2023-24 was budgeted. This was subject to pursuing the Thamesway Lets Rent Model, so that we could reduce the number of nights in Bed & Breakfast. However, since the model did not materialise, these savings are not achievable.	-	231,885	231,885
There is an anticipated overspend of £224,603 in temporary accommodation budgets. Though there has been a savings in expenditure of £38,010, this overspend is due to the under-recovery of income £122,186 and an error in budget setting of Government subsidy rent rebates £140,427.	109,719	224,603	114,884
The Private Sector Leasing Scheme is showing an overspend of £5,087 due to under-recovery of income. The position of the PSLs' have improved from £79,016 overspend in 2022-23 to an anticipated overspend of £47,930 in the current year.	-	5,087	5,087
Other Minor Variations	(17,000)	191,458	208,458
Total Projected Overspends	786,808	1,359,777	572,969
The Junction/Richardson Centre			
These premises are used by the Women's Support Centre and all costs are now with Catalyst.	(30,150)	(30,150)	0
Youth Development			
Youth Development ended in 2022 and we are no longer paying this grant.	(44,000)	(44,000)	0

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Social Prescribing			
Two vacancies that are being recruited to. Fully funded posts.	(18,541)	(12,652)	5,889
Community Alarms			
New NHS funding received.	(20,000)	(20,000)	0
Home Independent Support			
There are six vacancies in this area, approval has been given to recruit to four of the posts and the saving is the net impact.	(111,960)	Included elsewhere	111,960
Brockhill			
Two staff left and posts will not be recruited to resulting in a saving.	(15,533)	Included elsewhere	15,533
Homelessness Directorate Funding			
The Homelessness Directorate is showing an surplus of £214,097. This is because an unbudgeted Homelessness grant income of £229,912 was received in Aug 2023 that will help meet additional costs.	*NEW*	(214,097)	(214,097)
Let's Rent Scheme and Other Housing Service Expenses			
The Let's Rent scheme is showing savings of £85,135 due to a reduction in specific initiatives (for example, tenant training and targeted incentive schemes) compared to previous years.	*NEW*	(85,135)	(85,135)
A £19,611 savings from Welfare Reform and Homelessness is achieved as part of the fit for future savings, value £18,000 (Withdrawal from Sharer's scheme). There is an overspend of £6,942 on CRB mental health grants and £2,104 in Other Housing Services expenses.	*NEW*	(10,565)	(10,565)
Fees and Charges			
Proposed increases in various Fees and Charges from 1st January 2024 should generate additional income.	*NEW*	(46,062)	(46,062)
Total Mitigations	(240,184)	(462,661)	(222,477)
Total Projected Variance on Communities Directorate Services [overspend]	546,624	897,116	350,492

7.0 Corporate Resources Directorate

7.1 The key variations within the Corporate Resources Directorate are set out in Table 4.

Table 4

Corporate Resources Directorate	Q1 Over / (Under) Spend	Q2 Over / (Under) Spend	Impact on deficit - change from Q1 to Q2
Property Services (was included under Place in Q1)			
The Commercial rent budget was increased by £400,000 to include new leases which are now unlikely to complete this financial year and the Fit for Future anticipated savings of £132,000 have not been met. In addition, it is anticipated rent concessions of £250,000 are likely to secure lease renewals as assumed in the rent forecast reported via the MTFs.	357,000	1,124,250	767,250
Surrey County Council vacated the Civic Offices on 21 st April 2023 resulting in a shortfall of income of rents at the Civic Offices of £114,250.			
It has been possible to mitigate these costs following a review of the Civic Offices operational costs in year, also reported as part of the Gateway savings (£115,000).			
A dilapidation settlement of £176,000 has been received in respect of Midas House. These monies will need to be expended to make the floor lettable. Feedback from letting agents is that these works need to be completed to stand any chance of attracting tenants. Furthermore, we will need to seek legal advice as to whether dilapidation money which is paid by a tenant for a landlord to reinstate the premises can be used for alternative works from what it was received for.			
For information, the estimated rental value for this space is £475,000 and the loss in business rates £168,448, Service Charge £156,165 and insurance total £330,203.			
Until legal advice is received the forecast for monitoring purposes is that these monies will be expended.			

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<p>There is an underspend of £1,000,000 against the budget for Business Rates due rate revaluations, back dated rate valuation changes, and the timing difference between the budget being set and the current reporting period. Rate mitigation has been achieved by using an agency who specialise in placing charities in short term lettings specifically to reduce the business rate liability to the council. Revaluations and rate mitigation efforts will continue throughout the year and the variation will be updated monthly to reflect these changes as they happen.</p> <p>These savings are partly offset by rate mitigation agency fees revaluation fees of £150,000.</p> <p>Due to the shortfall in rents, there is an increase in voids service costs of £750,000 mostly attributed the larger offices and shopping centre (Midas House, Dukes Court, Wolsey Place and Export House).</p> <p>Only essential repairs and maintenance are being carried out resulting in an underspend against budget of £200,000. Landlord incentives can be agreed to secure a lease and costs to date have totalled £89,000.</p> <p>During 2023/24 £144,000 of compensation payments are due to tenants to remove their security of tenure and enable maximum market value.</p> <p>Due to the bad state of garages, repairs have become expensive. In addition, the number of void garages is increasing due to the poor condition and the lack of capacity within the housing team to deal with reviewing the void garages and getting any relet has resulted in a forecast overspend of £80,000.</p> <p>There is an overspend against budget at Provision House of £95,000, of which £11,000 is due to void space, £24,000 due to under recovery of service charge from a charity letting and the balance is due to out-of-date budgets £60,000.</p> <p>Due to the removal of the Town Centre Management Agreement (TCMA) reserve, there will be an overspend of £250,000 due to works which had already commenced such as the Chertsey Road works.</p> <p>Due to inflation a higher contribution has been received from Surrey Heath Borough Council of £9,000 towards CCTV. In addition, transmission maintenance is anticipated to be £6,000 lower than budget.</p>			
Election Services			
Additional costs due to introduction of voter ID	115,000	65,000	(50,000)
Marketing and Communications			
Small overspend from pay inflation, offset by minor underspends on services	11,000	4,618	(6,382)

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Financial Services			
The overspend relates to the costs of interim staff, partly mitigated by Internal Audit savings.	153,000	144,568	(8,432)
Corporate Management			
The overspend relates to the costs of the Commissioners and the Interim Section 151 Officer partly offset by vacancies.	259,000	301,000	42,000
Human Resources			
Overspend on Temporary staff, £104k on Graduate Programme and £3k on Subscriptions that are not budgeted for.	139,000	113,945	(25,055)
Democratic Services			
Overspend on staff costs/salaries	23,000	23,000	0
Other Minor Variations	58,000	201,554	143,554
Total Projected Overspends	1,115,000	1,977,934	862,934
Legal Services			
Head of Legal vacancy, partially offset by Pay Award.	(142,000)	(121,878)	20,122
Underspend due to reduction in external printing.			
Election Services			
Saving arising from scaling back Civic and Mayoral events and services.	(25,000)	(25,000)	0
Underspend due to Electoral Services Officer vacancy.	*NEW*	(20,000)	(20,000)
Total Mitigations	(167,000)	(166,878)	122
Total Projected Variance on Corporate Services Directorate Services ([overspend])	948,000	1,811,056	863,056

8.0 Corporate Items

- 8.1 Corporate items include amongst other things the minimum revenue provision (MRP) and interest payable/receivable relating to treasury management activities. The Section 114 report highlighted that the Council as a result of prior year incorrect accounting treatment has no balances and in fact they are negative. The council has moved from a budgeted position of receiving interest from short term investments on cash balances to paying interest on short term PWLB borrowing. This has resulted in a forecast adverse variation compared to the budget of £3.4m. The capital financing and interest budgets are subject to further detailed work and will be updated again in quarter 3.
- 8.2 The interest received from Council owned companies (Victoria Square and Thamesway) is budgeted at £42.1m per annum. Council companies do make positive earnings before interest payments, taxation, depreciation and amortization (EBITDA) but they do not make sufficient earnings to meet their interest payment liabilities. Interest payments have been suspended so far this year as part of the work with Commissioners and Government, which clearly has a large potential effect on the Council's finances. The reason for the suspension is that the companies would be unable to fund the payments now that the Council's revolving loan arrangements with them have ended as part of the s114 notice in June. The costs arising from

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this are being rolled up as part of a wider asset disposal strategy and debt reduction plan that allows the Victoria Square scheme and phases of the Sheerwater scheme to be completed in order to maximise asset values and avoid additional costs. The final treatment of the suspended costs will be part of the overall solution to the crystallisation of the £1.2billion deficit that the s114 notice flagged.

9.0 Recovery Improvement Programme – Funded by the flexible use of Capital Receipts

- 9.1 Table 5 gives a summary of the current estimated costs of the Recovery Improvement Programme which totals £3.4m. The Council has an approval from DLUHC for the flexible use of £3.2m of capital receipts (which are contractually committed to be received by the Council before the end of the financial year) to fund the programme, which the current estimates exceed. A funding solution will need to be developed in order to deal with the additional costs. These include identifying potential future capital receipts which may be available to finance the costs.

Table 5

Theme	Estimate 2023/24
	£
Commercial	1,363,000
Financial Recovery	700,000
Organisation & Service Redesign	1,125,000
Overall	174,500
Total	3,362,500

10.0 Housing Revenue Account (HRA)

- 10.1 A Housing Revenue Account forecast is incorporated in Table 6 below.
- 10.2 It shows a forecast increase in the HRA deficit for the year, from a £1.336m deficit budgeted in February to a forecast £2.306m deficit at the end of September, a worsening in the deficit (overspend) of £0.970m since the budgets were set.
- 10.3 Work is almost complete reviewing the charges being made to the HRA for staffing, support services and other costs to ensure that they are fair and reasonable for last year, this year and moving forward. The work to date is highlighting an overcharge to the HRA for staffing and support services which will need rectifying in 2023/24.
- 10.4 For 2023/24 there is a forecast overspend on the HRA of £2.306m, which is greater than the £1.515m reserves position at the beginning of the year, and consequently would result in the account being overdrawn by £0.771m at 31st March 2024. This position is expected to be addressed through the review of recharges which will both improve the reserves position and reduce the in- year forecasted overspend.

Table 6

Housing Revenue Account	2023/24 Original Budget £'000	2023/24 Annual Projection September £'000	Forecast Variance (Surplus)/ Deficit £'000	Comments
EXPENDITURE				
Supervision & Management				
Estate Management	5,730	5,804	74	This is because of decant and removal costs of (£113k) and overspend of (£13k) on Lakeview Cost Centre. This is reduced by other various underspends within the area. The underspends are Legal (£30k), Hale End Cleaning & Grounds Maintenance budgets, (£13k).
Rent Accounting/Collection	363	377	14	
Home Support Service	774	796	23	Overspend on payment to other local authorities and council tax payments.
Tenant Participation	63	57	(6)	Underspend on external printing.
Democratic Process	1,742	1,742	0	
Repairs Administration	885	981	96	The overspend is mainly due to non-achievement of the estimated Income from Management Income (previously Schedule 6) (£25k), and the cost of temporary staff (£71k).
Transfer to Hardship Fund	10	0	(10)	It is anticipated that the hardship budget will not be spent in 2023/24.
Supervision & Management - Total	9,566	9,756	190	
Depreciation	3,956	4,295	339	This is because of the inclusion of Hale End properties. Forecast based on 2022/23 outturn.

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Table 6 (cont.)

Housing Revenue Account	2023/24 Original Budget	2023/24 Annual Projection September	Forecast Variance (Surplus)/ Deficit	Comments
Repairs & Maintenance				
Day to Day Repairs	2,788	4,248	1,460	The projected overspend for the year has increased by £96k from previous month forecast of £1364m. This is due to the movement of costs that have previously been in capital budgets. These are the costs for Brockhill Waking Watch (£347,496) and the Sheerwater Security Costs (£101,713). The impact of these costs has been mitigated by a reduction in the projected overspend on communal gas (£16,806), this is due to the tendered costs being finalised and accurately projected. Further mitigation is achieved by a reduction in projected void costs. The redesign of the void specification has started to show results, with average void property costs reducing from £4,142 to £1,942 in 3 months. The overall reduction in estimated void costs is £109,110. The final mitigation action is to renegotiate elements of the Mountjoy repairs contract. This will provide significant overhead savings to reflect a smaller, service driven provision (savings estimated at £240,000). Whilst there is still an overspend, officers are managing the contracts tightly to bring the figure down.
HRA Statutory	434	398	(36)	Repairs based on contract price. Underspend projected against the budget.
	3,222	4,647	1,425	
Debt Management Expenses	36	71	35	Forecast based on 2022/23 outturn position.
Capital Financing Charges	5,541	5,487	(54)	
TOTAL EXPENDITURE	22,321	24,256	1,934	
INCOME				
Dwelling Rents	(19,341)	(20,468)	(1,127)	Additional income from the rent uplift of 7%. Sheerwater voids are included in the dwelling rents forecast.

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Less Voids	185	1,941	1,755	Increase in voids and the empty properties in the Sheerwater regeneration scheme reflected in the forecast. Please refer to comment above on Sheerwater voids.
Less Write offs	57	57	0	
Dwelling Rents - Total	(19,098)	(18,470)	628	
Service Charges & Other Income	(1,885)	(2,890)	(1,005)	Additional income anticipated from the increase in heating and electricity costs. The budget is understated and may need to be reviewed as part of setting the 2024/25 budgets.
Dwelling Rents / Service Charges - Total	(20,984)	(21,360)	(376)	
Interest on Reserves	(1)	(1)	0	
Other Receipts (Sheerwater)	-	(589)	(589)	Sheerwater reimbursements originally accrued in 2022/23 were cancelled. Income is now expected in 2023/24.
TOTAL INCOME	(20,985)	(21,950)	(965)	
HRA (SURPLUS) / DEFICIT	1,336	2,306	970	
HRA Opening Reserves		(1,515)		
Estimated HRA Closing Reserves		771		

11.0 Corporate Strategy

11.1 Budget monitoring is an essential function to ensure that the Council maintains financial control of its budget.

12.0 Implications

Finance and Risk

12.1 The financial or risk implications are outlined in the body of the report.

Equalities and Human Resources

12.2 There are no equalities or human resource implications arising from this report.

Legal

12.3 There are no legal implications arising from this report.

13.0 Engagement and Consultation

13.1 None.

REPORT ENDS

