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Chairman and Members of the Joint Meeting of Scrutiny Committees

Your contact: William Troop
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Date: 3 February 2021

cc. All other recipients of the Joint Meeting of Scrutiny Committees agenda

Dear Councillor,

JOINT MEETING OF SCRUTINY COMMITTEES - 10 FEBRUARY 2021

Please find attached the following reports which were marked "to follow" on the agenda for the above meeting:

5. Budget 2021/22 and Medium Term Financial Plan 2021-24
(Pages 3 - 74)

Please bring these papers with you to the meeting next Wednesday.

Yours faithfully,

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MEETING : JOINT MEETING OF SCRUTINY COMMITTEES
VENUE : ONLINE MEETING - LIVESTREAMED
DATE : WEDNESDAY 10 FEBRUARY 2021
TIME : 7.00 PM

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East Herts Council Report

Joint Meeting of Scrutiny Committees

Date of meeting: 10 February 2021

Report by: Councillor Geoffrey Williamson, Deputy Leader and Executive Member for Financial Sustainability

Report title: Budget 2021/22 and Medium Term Financial Plan 2021/22 to 2024/25

Ward(s) affected: ALL

Summary

The report sets out proposals on the following:

- the Medium Term Financial Plan 2021/22 – 2024/25
- the 2021/22 – 2025/26 Capital Programme
- the 2021/22 schedule of charges

All decisions and recommendations will be considered within the national context of continued financial uncertainty arising from the pandemic, the lack of a multiple year Comprehensive Spending Review and risks for local government, particularly the impact of Local Council Tax Support on the Council Tax base. Going forward questions remain over the total funding for local government and how this will be shared between authorities including the Fairer Funding review and the review of Business Rates as a tax and its potential replacement.

RECOMMENDATIONS FOR AUDIT AND GOVERNANCE COMMITTEE:

- a)** To scrutinise the Executive's proposed budget and Medium Term Financial Plan and specifically consider the following:
- I. that the East Herts share of the Council Tax for a Band D property in 2021/22 be set at £179.09, an increase of £5, the maximum permitted within the draft Council Tax Referendum principles;
 - II. the updated position on the Budget 2021/22 and the Medium Term Financial Plan including the budget pressures and risks;
 - III. the capital programme set out in Appendix C and the impact on the revenue account of the borrowing costs; and
 - IV. the schedule of charges set out in Appendix D, each with an average increase of 2.5% for 2021/22
- b)** Make any recommendations to Executive for consideration before the production of the recommended budget and Medium Term Financial Plan to be put to Council.

1.0 Proposal(s)

- 1.1** The report sets out proposals for East Herts Council's element of the Council Tax for 2021/22 and a balanced four year Medium term Financial Plan (MTFP) which members of Audit and Governance and Overview and Scrutiny are asked to scrutinise and make any recommendations on the budget for consideration by the Executive prior to putting it to Council.
- 1.2** "On the money – the scrutiny of local government finance" by The Centre for Public Scrutiny, Chartered Institute of Public Finance and Accountancy and the Local Government Information Unit sets out best practice for budget scrutiny exercises. Its central theme is that Members avoid trying to

review everything and remain focused on how resources are allocated and the outcomes achieved for those resources. A detailed line-by-line review of budget papers is therefore best avoided using this best practice approach. As endorsed by Audit and Governance Committee, the Capital Programme table has been phased over 5 years and the link between capital expenditure and its impact on the revenue account should now be explicit. The capital programme is also grouped by Balance Sheet groups so that Members of the Audit and Governance Committee can monitor the programme more easily and see it flow through to the Balance Sheet aiding them to approve the Statement of Accounts each year.

2.0 Background

- 2.1** The council has undergone significant change over recent years, facing pressures linked to the UK economic and wider global downturns and more recently Brexit uncertainty and Covid-19.
- 2.2** The budget is built around the corporate priorities, which are **Sustainability**, **Enabling our communities**, **Economic growth**, and **Digital by design**. This underpins the organisation's direction of travel.
- 2.3** The Executive considered a range of options to reduce net expenditure in November 2020, those accepted have been included in the 2021/22 revenue budget and in the MTFP. The Leadership Team have recommended that the proposals concerning the Emergency Planning Resilience Partnership are now not taken forward and are instead replaced with compensating savings from ending the shared design service with Stevenage Borough Council and no longer producing the print version of the Link magazine. These alternative savings are now included in the current budget and MTFP

- 2.4** Budget efficiencies required over the next four years, in addition to those savings proposals compiled by Leadership Team and accepted by Executive to prepare this budget and MTFP, are an additional £3.250 million by 2023/24 although there is some flexibility using reserves to meet this target in 2024/25 at the latest.
- 2.5** The cumulative total new reduction is in addition to the cumulative savings delivered by this budget and MTFP proposal of £2.983 million by 2023/24. The cumulative required reduction against the 2020/21 budget is £6.233 million which represents a reduction of 40% in day to day running costs.
- 2.6** The savings target includes a number of new pressures which include the anticipated ending of the Alternative Finance Model (AFM)system after a review by the County Council resulting in a pressure of £0.4 million. The AFM currently rewards Districts and Boroughs for recycling rates by distributing recycling credits. Hertfordshire is unusual in being one of the few remaining counties to pass on recycling credits in this way.
- 2.7** As a result of forecasting Business Rates for 2021/22 onwards, the need to increase the provision for bad debts has been forecast as well as a 25% reduction in rates payable for office, retail and leisure businesses as a result of Material Change in Circumstances Appeals being successful. Material Changes in Circumstances covers a temporary environmental change to a business that has a material effect on that business and results in a reduction in rateable value for a period to reflect that change. A simple example would be where access to the road outside a shop is closed for 18 months whilst major highways works are carried out. The reduction would cover the period of works but once completed the rateable value will

be reinstated to the previous level. This has resulted in a forecast Collection Fund deficit of £18.413 million. This deficit is then shared with the government and the County Council with East Herts share being 40% or £7.365 million. A large amount of this deficit is covered by government compensation for irrecoverable losses and then the final figure is recoverable over three years instead of the standard recovery in the next financial year. This is summarised in the table below:

	21/22	22/23	23/24
	£000	£000	£000
EHDC Deficit Share	2,455	2,455	2,455
S.31 Grant	(1,555)	(1,555)	(1,555)
Balance to General Fund	900	900	900

2.8 The grant to compensate for irrecoverable losses is paid as a single payment in January 2022 and will need to be transferred to earmarked reserves to cover the other 2 financial years. In the period 2021/22 to 2023/24, should the appeals and bad debt provisions not be required, they will be reduced and the resulting credit will flow through the sharing system each year and feed into any potential surplus to be shared with the County and government. It is therefore possible that this contribution to the Collection Fund Deficit may be offset by the distribution of a surplus in future years. The government scheme appears to not require any repayment of the irrecoverable loss grant should provisions not be required but, on the flip side, there will be no government grant in future years to offset any emerging losses. Officers have therefore been prudent in estimating losses and potential appeals looking over the medium term and the deficit should **not** be interpreted as resulting from poor collection rates.

2.9 The report contains the following sections and Appendices:

Report Sections	
2.6	Budget Components
2.7	Net cost of services
2.8	Corporate budgets
2.9	Contributions to/from reserves
2.10	External funding
2.11	Council Tax
2.12	2021/22 Revenue budget
2.13	Consultation
2.14	Capital
2.15	2021/22 schedule of fees and charges

Appendices	
A	Consultation
B	Reserves
C	Capital
D	Schedule of charges
E	Medium Term Financial Plan (MTFP)

2.10 **Budget Components**

The council's revenue budget consists of five major building blocks as follows:

2.10.1 Net Cost of Services: these are the direct costs incurred by the council in delivering services, less any specific income generated. Any use of reserves to fund these services is included in the contributions to and from reserves.

2.10.2 Corporate budgets: these are the costs incurred and income received by the council that are not service specific, for example pension fund deficit contributions, interest income and payments.

2.10.3 Contributions to and from reserves: this represents funding within the revenue budget from earmarked reserves which has been allocated to fund specific purposes and funding received that is to be transferred into reserves. The impact of the use of reserves is a reduction on the total income demand on council taxpayers. Reserves are a finite source of funding and their use should represent value for money.

2.10.4 External Funding: these income budgets are general and non-service specific income sources. They include funding from Central Government and Non Domestic Rates income.

2.10.5 Council Tax: this income is also a general and non-service specific source of income.

2.11 Net Cost of Services

2.11.1 The proposed net cost of services for 2021/22 is £16.391million. All budgets, with the exception of salaries, major contracts and business rate costs, have been capped at 2020/21 levels.

2.11.2 Salary inflation of 2% has been included in the net cost of services. Budgets for contracts have been increased by inflation in line with specific contracts. Business rate costs have been frozen in 2021/22 to reflect the government's decision not to increase the multiplier in 2021/22.

2.11.3 A report detailing net cost reduction proposals was taken to Executive on 24th November 2020 where reductions to budgets of £1.1m to be built were agreed by the Executive for inclusion into the proposed budget and MTFP to be put to Council. These have been built into the net cost of service budgets.

2.11.4 The table below shows the net cost of services broken down by service:

Table1: Net Cost of Services

REVENUE BUDGET - MEDIUM TERM FINANCIAL PLAN				
	2021/2022	2022/2023	2023/24	2024/25
	£'000	£'000	£'000	£'000
Chief Executive & PA's	401	377	348	359
Communications, Strategy & Policy	1,366	1,377	1,418	1,459
Human Resources & Org Development	574	587	600	614
Strategic Finance & Property	1,703	1,729	1,790	1,853
Legal & Democratic Services	1,412	1,442	1,474	1,506
Housing and Health	2,611	2,629	2,651	2,721
CERA	238	238	238	238
Planning & Building Control	1,206	1,269	1,333	1,400
Operations	3,994	4,004	4,110	4,491
Shared Revenues & Benefits Service	695	734	774	815
IT Shared service	2,191	2,299	2,408	2,416
Net Cost of Services	16,391	16,686	17,145	17,872

CERA = Capital Expenditure Charged to a Revenue Account

2.12 Corporate budgets

2.12.1 The proposed income and expenditure budgets shown in table 2 cannot be directly attributed to specific services and relate to the authority as a whole.

Table 2: Corporate budgets

	2021/2022	2022/2023	2023/24	2024/25
	£'000	£'000	£'000	£'000
Corporate Budgets				
Fees & Charges Annual Review	(17)	(67)	(117)	(167)
NHB Grants to Town & Parish Councils	-	-	-	-
Minimum Revenue Provision	-	-	290	618
Interest Payable on Loans	-	166	334	334
Investment Income	(750)	(750)	(750)	(750)
Pension Fund Deficit Contribution	734	754	976	976
Savings to be identified	-	(2,389)	(3,250)	(3,250)
Total corporate budgets	(33)	(2,286)	(2,517)	(2,239)

2.12.2 It is forecast that the proposed 2.5% increase to fees and charges will generate an additional £17k, further details can be found in paragraph 2.17.

2.12.3 New awards of the New Homes Bonus (NHB) was due to have ended but this was given a one year reprieve by government. Given the pressures on the overall budget and the need to protect the council's cash flow it is proposed to end the automatic payment of NHB resources to Town and Parish Councils. Instead an amount equivalent to the 25% normally paid over to Town and Parish Councils will be held in reserves for eligible Town and Parish Councils to bid for. The payments will be conditional on the Town and Parish Council: making a bid for capital projects only; that they have spent all New Homes Bonus received to date on capital projects and that the scheme being bid for meets one or more of the council's SEED priorities. Retaining the cash in the council's reserves will provide assistance with cash flow management as the first precept payments to Town and Parish Councils, representing 6 months' Council Tax receipts have to be paid by law by the end of April and are effectively forward funded from the council's cash balances.

2.12.4 The capital programme will be largely funded by external borrowing going forward. Borrowing impacts the revenue account through the requirement to pay interest and also by the requirement to set aside Minimum Revenue Provision (MRP) to meet the repayment of the principal amount of loans. Generally loans are repayable over 30 years so for every £1 million borrowed, the revenue account is charged £33,334 a year as well as the interest at the rate set for the life of the loan by the Public Works Loans Board (PWLB). The new format of the capital programme will enable Members to connect the programme and its financing explicitly to the impact on the revenue budget.

2.12.5 The £2.3 million savings target in 2022/23 represents the new target to be achieved from new savings proposals, the transformation programme and infrastructure investment. This new savings target has arisen as a direct result of anticipated pressures such as the ending of the AFM recycling credit distribution, funding spread over three years of the Collection Fund Deficit, contract increases as a result of new properties being completed which results in step change cost increases particularly for refuse and recycling, an anticipated overall contract price increase in 2023/24 of £1 million on the refuse and recycling contract to introduce weekly food waste collections and the inclusion of interest and MRP payments required as a result of the capital programme.

2.13 Contributions to/from reserves

2.13.1 The budget process invariably includes items that are not annually re-occurring and that require finance from the council's reserves. The proposed reserves contributions are summarised in the table below and include new movements for the irrecoverable losses in the collection fund grant. See Appendix B for more detail.

Table 3: Reserve contributions

	2021/2022	2022/2023	2023/24	2024/25
	£'000	£'000	£'000	£'000
Reserves				
Contributions to Earmarked Reserves	3,369	262	258	274
Contributions from Earmarked Reserves	(769)	(1,975)	(1,985)	(440)
Planned Use of General Fund Balance	-	-	(305)	135
New Homes Bonus Cont to Reserve	299	-	-	-
Total reserves	2,898	(1,713)	(2,032)	(32)

2.13.2 The reserves are an important part of the budget setting process, there are minimum levels of reserves which the section 151 officer sets out in his statutory report on the adequacy of reserves. Authorities are also expected to maintain a level of Earmarked Reserves to fund one-off projects and initiatives. The emphasis for this Medium Term Financial Plan is to protect a healthy minimum reserves position that provides sufficient cover for unforeseen events and provides resources to deliver the transformation programme at the fastest possible speed. Reserves will be subject to a full review as part of the year end closing of accounts. This will include a review of their purpose and whether some consolidation of reserves is possible to provide flexibility to fund the transformation programme and also provide a sufficient buffer in the General Fund Reserve should the phasing of savings delivery not match the target amount. However, it is only prudent to use the balance in a planned way to assist with smoothing delivery of change. The use of the balance simply to avoid making savings decisions will significantly increase the risk that the council does not become financially sustainable in the medium term.

2.13.3 It is anticipated that the New Homes Bonus Grant will cease to exist from 2023/24 and be replaced by a new grant designed to incentivise house building through the planning

system. As it is imprudent to anticipate income when there are no proposals from government to model any potential awards, no income has been assumed other than the New Homes Bonus allocations already announced.

2.14 Sources of External Funding

2.14.1 The 2021/22 Provisional Local Government Finance Settlement was published on 17th December 2020, this provides details of provisional grant allocations and baseline figures within the Business Rate Retention scheme. Full details can be found on the MHCLG website. The table below shows the forecast funding.

Table 4: Funding

	2021/2022	2022/2023	2023/24	2024/25
	£'000	£'000	£'000	£'000
Funding				
Capital Salaries	(150)	(150)	(150)	(150)
NDR	(2,721)	(2,716)	(2,770)	(2,868)
Section 31 Grants	(4,666)	-	-	-
(Surplus)/Deficit on Collection Fund	2,455	2,455	2,455	-
Government Grant	(874)	(227)	(223)	(239)
New Homes Bonus	(2,244)	(571)	-	-
Total Funding	(8,200)	(1,209)	(688)	(3,257)

2.14.2 The Collection Fund is made up of two elements – Council Tax and Business Rates. Each one of these taxes can make a surplus or deficit for the year and those surpluses deficits are shared between East Herts and Principal Preceptors for Council Tax and the County Council and government for business rates. The deficit shown relates Business Rates. The Collection Fund position on Council Tax was a net break even position as the forecast deficit of £0.111 million for the year was absorbed by the brought forward balance. The Business Rates deficit is covered in paragraphs 2.6 and 2.7 above.

2.14.3 Members should be aware that there is a considerable risk that the Business Rates do not yield the funding level assumed in the budget and MTFP. In a worst case scenario the council could lose up to 7.5% of income below its Baseline Funding Amount within the Rates Retention System. Beyond a 7.5% loss the council is protected by the Safety Net arrangements under which that income level is guaranteed by government. So that Members can appreciate the risk the Business Rate income at the Safety Net level is £2.516 million which is £0.347 million less than the current estimates.

2.14.4 The 2021/22 allocations for New Homes Bonus were announced as part of the provisional finance settlement. These will be paid with the legacy amounts for 2018/19 and 2019/20. Members should note that the 2021/22 new award is a single year payment only and there will be no legacy amount payable in the future. A consultation is expected around reform to the New Homes Bonus scheme in due course.

2.14.5 Using Central Government's New Homes Bonus calculator, it is anticipated that the only payment expected in 2022/23 will be the final year's legacy payment from 2019/20. As shown in the table above.

2.15 Council Tax:

2.15.1 The Spending Review 2020 published in November 2020, set the council tax referendum limit at 2%. The provisional settlement confirmed that district councils will be allowed to apply the higher of the referendum limit of 2% or £5.

2.15.2 In setting the council's proposed budget, the maximum of £5 has been used in all years of the MTFP, giving a band D equivalent Council Tax of £179.09 for 2021/22.

2.15.3 Members have discretion over a number of Council Tax Discounts and a long term empty property premium that can be used to improve Council Tax yields, for example the premium applied to long term empty properties is 100% for properties empty between 2 and 5 years and can be increased to 200% for properties empty for more than 5 years. This premium is in addition to the 100% Council Tax due on the property and would see long term empty properties paying 300% Council Tax after 5 years. Currently the council only applied the 100% uplift. This is a potentially useful policy tool to assist bringing empty properties back into use. The council also has flexibility to set the empty and unfurnished discount which could be reduced to 4 weeks in common with most local authorities and acts as incentive to landlords to reduce void times and increase the supply of rented accommodation. A review of these discounts would also benefit the County, Police and Town and Parish Councils' elements of the total Council Tax charge for the property concerned.

2.15.4 Members have set the Local Council Tax Support Scheme (LCTSS) for working age claimants (pensioners are covered by the MHCLG national scheme which replicates the awards under the old Council Tax Benefit scheme and means that up to 100% of liability is covered). Members should consider whether the LCTSS could be changed over to a scheme using, for example income bands, and other simplifications that would reduce assessment and administration costs. Members will also need to consider in the coming year, especially in the economic climate when the LCTSS comes up for approval at Council in November, whether to change the relatively generous liability covered within the East Herts LCTSS of 91.5% when the national average for Councils in England is 80% of liability is covered.

2.16 2021/22 Revenue Budget

2.16.1 The council is required to set a balanced budget each year. The Local Government Finance Act 1992 (as amended by the Localism Act 2011) requires the council to estimate revenue expenditure and income for the forthcoming year from all sources, together with government grant and contributions from reserves, in order to determine a basic Council Tax Requirement. The proposed budget for 2021/22 is shown below:

Table 5: 2021/22 Revenue budget

	2021/2022
	£'000
Net Cost of Services	16,391
Total corporate budgets	(33)
Total reserves	2,898
Funding	
Capital Salaries	(150)
Non Domestic Rates	(2,721)
Section 31 Grants	(4,666)
(Surplus)/Deficit on Collection Fund	2,455
Government Grant	(874)
New Homes Bonus	(2,244)
Total Funding	(8,200)
Demand on Collection Fund	11,056

2.17 Consultation

2.17.1 To assist Members with understanding how the public value the services provided by the council, an on-line consultation was undertaken for two weeks closing on 20 December 2020. Details of the questions and the answers are provided in

Appendix A

2.17.2 Some 696 members of the public took part and generally they are positive about the way the council is run and provides value for money. Indeed the very satisfied score for value for money is double the average score seen at other local authorities for this question. Services that came out with very positive scores from residents were waste, parks and open spaces and leisure. Parking and dealing with antisocial behaviour came out as broadly neutral. Residents expressed some dissatisfaction with the Planning Service but from comments this appears to a number of people who did not like development in their local area. Questions on housing and support to businesses were answered very heavily with don't know. This is disappointing given the cash passed on to support businesses during the pandemic and the important work the council does to prevent homelessness and ensuring the building of affordable housing for local people.

2.17.3 No consultation has taken place with the public on the overall budget proposals. Individual savings proposals which have a significant impact will be subject to consultation exercises on their implementation as has happened, for example, for garden waste charging.

2.18 Capital Programme

2.18.1 During 2020/21 a review of the major capital projects' business cases has been completed as well as a review of the phasing and financing of the whole programme over five years. The five year Capital programme from 2021/22 can be found in Appendix C and delivers the substantial capital ambitions of the council with major investments in leisure, culture, and the revitalisation of Bishop's Stortford.

2.18.2 Going forward, the capital programme will need to be financed predominately by borrowing with resulting revenue costs in terms of interest and Minimum Revenue Provision (MRP). MRP is a statutory requirement to ensure that the council sets aside revenue to repay the loan principal and Council will be requested to approve the MRP Policy as part of the Capital Strategy. It is proposed that MRP will be on the asset life method which has several advantages. Firstly, MRP is not payable whilst the asset is under construction which can take two to three years. Once the asset is brought into use the asset life must be set and once set it is fixed and cannot be changed. MRP then becomes payable only in the first full year the asset is in service. Asset lives have to have regard to the statutory guidance and are set by the s.151 officer. We will usually phase loan repayments to utilise the MRP accrued and to create borrowing headroom. Generally the useful asset life will be 30 years for buildings. Whilst this might, on the face of it, seem too short for a building, the various components of the building are likely to need substantial replacement after 30 years (windows, wiring, plumbing, roof, fixtures and fittings and so on.). When undergoing major refurbishment, the building is often stripped back to the core structural elements therefore a useful life of 30 years covering loan debt structured to be paid down over 30 years is a prudent method.

2.18.3 On 25 November 2020 the Government announced changes to borrowing rules to access the Public Works Loans Board (PWLB) lending facility. The PWLB forms part of HM Treasury and provides loans to local authorities at substantially cheaper rates than local authorities could access from the market. The announcement informed local authorities that the government would withhold lending from any local authority that seeks to borrow for investment in “assets primarily for yield”. The prohibition will cover all lending even if there is just a single item that is an investment primarily for yield in a three year capital programme, regardless of how that item is

financed. It will be for the s.151 officer (Head of Strategic Finance and Property) to certify that no investments fall into the primarily for yield category. This change applied from 9am 26 November 2020.

2.18.4 As a result of the announcement further acquisitions by the Financial Sustainability Committee were halted as their target acquisitions were investments primarily for yield. Acquisition of further properties by Millstream has also been paused for 2021/22 onwards. There is some uncertainty as to whether housing is an investment primarily for yield; as these are complex legal areas and the general power of competency cannot be applied in an unfettered way, in this case the Head of Strategic Finance and Property will seek Counsel's advice on this issue. In order to protect the council's access to PWLB borrowing, Millstream has been asked to bring forward a business plan that holds its current position and does not involve new acquisitions or development until Counsel's advice has been received and considered.

2.18.5 The Financial Sustainability Committee has been provisionally allocated a £6 million budget and this is preserved within the capital programme as the Committee wish to explore a number of infrastructure investments which are not currently being provided by the market (and thus would not be counted as investment in assets primarily for yield) but will also provide an income to the council in the medium term. The types of proposals to be considered are commercially confidential and if Members wish to discuss these then it will be necessary to exclude the press and public from the meeting by virtue of Paragraph 3, Part 1, Schedule 12A of the Local Government Act 1972 . *Information relating to the financial or business affairs of any particular person (including the authority holding that information).*

2.18.6 In order to ensure the capital programme at Appendix C remains affordable it has been necessary to make provision for the disposal of all the residential properties at Northgate End (both affordable and market units) with the capital receipt being used to finance the scheme. This is essential to protect the revenue account from further pressure in the medium term.

2.18.7 Members will also note that Revenue Expenditure Funded as Capital Under Statute (REFCUS) is now charged to the revenue account. Borrowing is not a suitable financing method for REFCUS because it results in no asset for the council. In examining the grants in this area it is now proposed that Home Improvement Grants and Historic Building Grants are offered as interest free loans secured against the equity in the property going forward. Where this change has been implemented elsewhere money starts to return to the council after about five years and as they are capital receipts these are then applied to the capital programme providing for revolving funding.

2.18.8 It is also proposed that the home energy improvement grants be rebranded as East Herts Green Deal Loans. The council will provide funding for the installation of ground source or air source heat pumps to replace electric storage heaters, gas or oil fired boilers. This will help homeowners move away from fossil fuel burning heating systems and assist those on low incomes to become carbon neutral. These installations are substantially more expensive than conventional boilers but do result in reductions of around 60% in energy bills. The funding will be in the form of an interest loan secured against the equity in the property. The applicant will have their energy bills examined before and after and asked to pay 50% of the saving to the council to repay the loan.

2.19 Prudential Code implications

2.19.1 The council is required under the Local Government Act 2003 to 'have regard' to the requirements of the CIPFA Prudential Code which requires that certain performance indicators and limits known as Prudential Indicators are calculated.

2.19.2 The Prudential Indicators must be approved by Council before the beginning of each financial year. Their purpose is to help the council ensure that its capital investment plans are affordable, prudent and sustainable.

2.19.3 In the opinion of the Head of Strategic Finance and Property the capital programme being proposed in this budget report is affordable, prudent and sustainable. However, it should be noted that the Minimum Revenue Provision Policy, is subject= to validation with the Council's external auditor. The policy contains a proposed treatment of historic set aside capital receipts which can only be utilised for repaying borrowing. The Policy utilises receipts to repay borrowing but there is a risk that if the external auditor does not agree with the treatment of the historic set aside receipts that the council will need to revisit the capital programme and its financing

2.20 2021/22 Revenue schedule of fees and charges

2.20.1 Fees and charges have been increased by an average 2.5%, the estimated impact of this increase is additional income of £17k in 2021/22. Detailed Fees and Charges are shown in Appendix D.

2.20.2 The table below shows the impact of the changes proposed in the schedule of charges to the 2021/22 budget.

Table 6: Fees and charges

Service	2020/21 budget	Impact of proposed average 2.5% charges increase	2021/22 budget
	£	£	£
Env. Heath Promotions	2,100	50	2,150
Env. Health Licences	24,950	550	25,550
Taxi Licensing	290,750	7,200	297,950
Dev & Building Control	132,450	3,300	135,750
Legal fees	33,100	800	33,900
Markets	19,030	500	19,530
Bed & Breakfast	16,100	400	16,500
Residents Parking	141,750	3,500	145,250
Parking – season tickets	33,350	800	34,150
	693,580	17,150	710,730

2.20.3 A report aligning the Waste shared service pricing structure was approved at Full Council on 16th December 2020. This report included proposals for a common pricing structure for residual commercial and chargeable household waste, to introduce charges for recyclable commercial and recyclable chargeable household waste in line with existing shared waste service charging and to agree to a new pricing structure for chargeable household bulky waste collections. The report forecasts a net positive budget impact of £103k, this has been included in the net cost of services.

2.21 Transformation Programme

2.21.1 The Transformation Programme will be delivered alongside savings plans. Savings from the programme will be calculated and agreed for delivery as the Programme evolves. The aims of the programme are:

- Ensuring our staff teams are resourced appropriately, allowing us to focus on our corporate plan priorities.
- Accelerating a number of operational projects to improve efficiency such as bringing together administrative and business support functions.
- Recognising the need to drive and realise a more commercial approach to how the council operates.
- Ensuring flexibility and collaboration – working across council services and with partners to share expertise, capacity and space.
- Consulting with our residents to understand what services they find most useful and why
- Undertaking an agile working review to:
 - transform existing working practices to ones that are more effective and efficient and ensure that previous investment in technology is being fully utilised to support agile working, starting with the finance system
 - create a culture which acknowledges that it is about the work you do not where you do it
 - maximise customer self-service and digital engagement
 - identify and then deliver new ways of working smarter through IT and technology solutions that will underpin how we collaborate and communicate; and
 - review our future office and space needs and ensure that we have the right space of the right size in the right place.

2.21.2 The operational review will allow proposed changes to the

way services are delivered to be properly evaluated, costed and delivered over the next three years ensuring that, combined with the income generation proposals, the council's resources are focussed on delivering the new Corporate Plan. Without this review and a transformation programme to deliver these significant changes there is a highly probable risk that in future Members will have to make significant reductions in services so as to operate within a funded budget or risk intervention from central government.

3.0 Reason(s)

3.1 The council is required to set a balanced budget in advance of the beginning of each financial year in accordance with the provision of the Local Government Finance Act 1992.

4.0 Options

4.1 The budget process included consultation and discussion around alternative savings options. This paper presents the recommended options.

5.0 Risks

5.1 The council's Medium Term Financial Plan is a complex model subject to many factors and the forecasts are, by necessity, subject to continuous review and refinement to reflect the latest information as it emerges.

5.2 The budget report considers emerging risks to the funding the council receives and issues are set out in the appropriate parts of the report.

5.3 Section 25 of the Local Government Act 2003 requires the Statutory s151 Officer (Head of Strategic Finance and Property) to give advice to Council on the level of reserves held and the

robustness of the budgets of the budgets at the time Council makes its decision on the budget proposals

- 5.4** COVID-19 – the budget has been produced on the basis that substantial progress will have been made on the roll out of the vaccine nationally and that Government funding will cover quarter 1 lost income. From July 2021 the budget assumes a steady return to levels of activity prior to the pandemic. However, we foresee that activity may be different as people work from home two to three days a week with different travel patterns and different demands on services, for example. commuter parking versus shoppers parking. The council continues to monitor service patterns and will be well placed to respond to these changes.

6.0 Implications/Consultations

- 6.1** Consultation with residents on the satisfaction with services and their perception of the value for money provided by the council has been undertaken and the results have improved the budget proposals put forward. Specific consultation exercises will take place on implementing significant service changes such as the design of the charged for garden waste service.

Community Safety

The budget underpins delivery of the council's policies and priorities in relation to community safety, for example, a previous proposal to withdraw from the Hertfordshire Emergency Planning Resilience Partnership has been put on hold for the time being.

Data Protection

The costs of monitoring and complying with Data Protection regulations are included in the base budget. There are no resources set aside to meet any possible fines and these would have to be

funded from reserves.

Equalities

The council has a number of statutory duties under the Equality Act 2010. These includes the requirements on the council to have due regard to the need to eliminate discrimination and harassment, to advance equality of opportunity, to foster good relations and to remove or minimise disadvantages suffered by persons who share protected characteristics.

In setting the budget, decisions on some matters may be particularly relevant to the discharge of this duty and an equalities impact assessment will be undertaken at the implementation phase to assess and ensure compliance with this duty.

Environmental Sustainability

The budget underpins policies and priorities in relation to the environmental and sustainability areas e.g. it provides staffing and capital investment resources.

Financial

All financial implications are included in the report.

Health and Safety

The council's budget provides resources to discharge its health and safety duties in relation to staff as employer and to the public as service users.

Human Resources

The budget will provide a provision for a pay award of up to 1.5% but the actual award is subject to national NJC negotiations. This provision is set in the light of forward inflation estimates consensus contained in the Bank of England Monetary Policy Report November 2020. Progression up the incremental scale has been included in the base budget salary costings.

Human Rights

No

Legal

The Council is required to set a balanced budget each year. The Local Government Finance Act 1992 (as amended by the Localism Act 2011) requires the Council to estimate revenue expenditure and income for the forthcoming year from all sources, together with government grant and contributions from reserves, in order to determine a basic Council Tax Requirement.

Section 25 of the Local Government Act 2003 requires the Chief Finance Officer to report on the robustness of the estimates and adequacy of reserves to the Council when it is considering the budget.

Section 114 of the Local Government Finance Act 1988 requires the Chief Finance Officer to report to the full Council if there is or is likely to be unlawful expenditure or an unbalanced budget. This would include situations where reserves have become seriously depleted and it is forecast that the authority will not have the resources to meet its expenditure in a particular financial year. The issuing of a Section 114 report requires the Full Council to meet within 21 days to consider the report and during that period the Council is prohibited from entering into new agreements involving the incurring of expenditure.

Specific Wards

No

7.0 Background papers, appendices and other relevant material

Appendices	
A	Consultation
B	Reserves
C	Capital
D	Schedule of charges
E	Medium Term Financial Plan (MTFP)

Contact Member Councillor Geoffrey Williamson, Deputy Leader and Executive Member for Financial Sustainability
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What do residents think of East Herts Council services?

1. Introduction

1. Overall, how satisfied or dissatisfied are you with the way East Herts Council runs things?

								Response Percent	Response Total	
1	Very satisfied							9.68%	67	
2	Satisfied							45.09%	312	
3	Neutral							27.46%	190	
4	Dissatisfied							12.86%	89	
5	Very dissatisfied							4.34%	30	
6	Don't know							0.58%	4	
Statistics	Minimum	1	Mean	2.59	Std. Deviation	1.01	Satisfaction Rate	31.76	answered	692
	Maximum	6	Variance	1.02	Std. Error	0.04			skipped	4

2. Did you know that for every £1 of council tax collected, East Herts only gets to keep 10p of it? Around the same amount is kept by the police and the majority (around 75p in every £1) goes to the County Council.

								Response Percent	Response Total	
1	Yes							32.07%	220	
2	No							67.93%	466	
Statistics	Minimum	1	Mean	1.68	Std. Deviation	0.47	Satisfaction Rate	67.93	answered	686
	Maximum	2	Variance	0.22	Std. Error	0.02			skipped	10

3. To what extent are you satisfied or unsatisfied that East Herts Council provides value for money?

								Response Percent	Response Total	
1	Very satisfied							9.24%	64	
2	Satisfied							35.93%	249	
3	Neutral							35.06%	243	
4	Dissatisfied							12.70%	88	
5	Very dissatisfied							5.77%	40	
6	Don't know							2.02%	14	
Statistics	Minimum	1	Mean	2.76	Std. Deviation	1.1			answered	693
	Maximum	6	Variance	1.2	Std. Error	0.04			skipped	3

2. How satisfied are you with the following services run by the district?

4. Recycling and waste collection? We collect black bins, blue lidded bins, brown bins and paper boxes from outside your homes. Please note the household waste centres are not run by East Herts Council.

						Response Percent	Response Total	
1	Very satisfied					44.73%	310	
2	Satisfied					40.69%	282	
3	Neutral					6.06%	42	
4	Dissatisfied					6.78%	47	
5	Very dissatisfied					1.88%	13	
6	Don't know					0.29%	2	
Statistics	Minimum	1	Mean	1.82	Std. Deviation	0.98	answered	693
	Maximum	6	Variance	0.96	Std. Error	0.04	skipped	3

5. Parks and open spaces? East Herts Council owns and manages around 120 open spaces including "village greens", formal gardens, woodland and naturalised areas. We own and manage 45 main parks and 56 equipped play areas.

						Response Percent	Response Total	
1	Very satisfied					20.12%	139	
2	Satisfied					50.94%	352	
3	Neutral					17.37%	120	
4	Dissatisfied					7.67%	53	
5	Very dissatisfied					1.74%	12	
6	Don't know					2.60%	18	
Statistics	Minimum	1	Mean	2.28	Std. Deviation	1.08	answered	691
	Maximum	6	Variance	1.17	Std. Error	0.04	skipped	5

6. Leisure services? East Herts Council funds or partially funds facilities including Hartham Leisure Centre in Hertford, Grange Paddocks Leisure Centre in Bishop's Stortford, Fanshawe swimming pool and gym in Ware, Leventhorpe pool and gym in Sawbridgeworth and Ward Feeman swimming pool in Buntingford.

						Response Percent	Response Total	
1	Very satisfied					6.66%	46	
2	Satisfied					29.67%	205	
3	Neutral					34.01%	235	
4	Dissatisfied					11.14%	77	
5	Very dissatisfied					3.33%	23	
6	Don't know					16.21%	112	
Statistics	Minimum	1	Mean	3.23	Std. Deviation	1.48	answered	691
	Maximum	6	Variance	2.19	Std. Error	0.06	skipped	5

7. Housing advice and support for homeless people?

								Response Percent	Response Total	
1	Very satisfied							2.76%	19	
2	Satisfied							7.70%	53	
3	Neutral							28.20%	194	
4	Dissatisfied							6.54%	45	
5	Very dissatisfied							2.47%	17	
6	Don't know							52.33%	360	
Statistics	Minimum	1	Mean	4.55	Std. Deviation	1.63	Satisfaction Rate	71.05	answered	688
	Maximum	6	Variance	2.65	Std. Error	0.06			skipped	8

8. Planning services? This includes dealing with planning applications and planning enforcement.

								Response Percent	Response Total	
1	Very satisfied							3.47%	24	
2	Satisfied							14.60%	101	
3	Neutral							26.01%	180	
4	Dissatisfied							20.66%	143	
5	Very dissatisfied							15.46%	107	
6	Don't know							19.80%	137	
Statistics	Minimum	1	Mean	3.89	Std. Deviation	1.45	Satisfaction Rate	57.89	answered	692
	Maximum	6	Variance	2.09	Std. Error	0.05			skipped	4

9. Parking services? This includes resident's permits zones, running town centre car parks and parking enforcement.

								Response Percent	Response Total	
1	Very satisfied							5.92%	41	
2	Satisfied							26.16%	181	
3	Neutral							25.29%	175	
4	Dissatisfied							25.29%	175	
5	Very dissatisfied							12.86%	89	
6	Don't know							4.48%	31	
Statistics	Minimum	1	Mean	3.26	Std. Deviation	1.26	Satisfaction Rate	45.29	answered	692
	Maximum	6	Variance	1.6	Std. Error	0.05			skipped	4

10. Support for businesses? This includes giving out grants to eligible businesses as well as providing advice and guidance for operating safely under Covid-19 restrictions.

								Response Percent	Response Total	
1	Very satisfied							5.07%	35	
2	Satisfied							13.62%	94	
3	Neutral							29.13%	201	
4	Dissatisfied							4.20%	29	
5	Very dissatisfied							3.48%	24	
6	Don't know							44.49%	307	
Statistics	Minimum	1	Mean	4.21	Std. Deviation	1.75	Satisfaction Rate	64.17	answered	690
	Maximum	6	Variance	3.06	Std. Error	0.07			skipped	6

11. Dealing with anti-social behaviour and nuisance?

								Response Percent	Response Total	
1	Very satisfied							2.17%	15	
2	Satisfied							19.57%	135	
3	Neutral							31.30%	216	
4	Dissatisfied							19.57%	135	
5	Very dissatisfied							9.13%	63	
6	Don't know							18.26%	126	
Statistics	Minimum	1	Mean	3.69	Std. Deviation	1.42	Satisfaction Rate	53.74	answered	690
	Maximum	6	Variance	2.02	Std. Error	0.05			skipped	6

12. Please provide any other information here regarding your thoughts on our services.

		Response Percent	Response Total
1	Open-Ended Question	100.00%	219
		answered	219
		skipped	477

3. Last part!

13. You do not need to provide an email address to take part in this survey however this is needed if you want to be considered for the £50 voucher to spend in a local business. If you wish to be considered please provide your email address:

		Response Percent	Response Total
1	Open-Ended Question	100.00%	440
		answered	440

13. You do not need to provide an email address to take part in this survey however this is needed if you want to be considered for the £50 voucher to spend in a local business. If you wish to be considered please provide your email address:

	Response Percent	Response Total
	skipped	256

14. For the purposes of current data protection laws the information (email address) you supply the Council as part of this survey will be used for the purposes outlined above and retained as per our published corporate data protection privacy policy which can be found on the East Herts District Council Data Protection page: <https://www.eastherts.gov.uk/information-requests/data-protection> Please confirm you have read the above privacy notice

	Response Percent	Response Total
1 I confirm I have read the notice	100.00%	660
Statistics	answered	660
Minimum 1 Mean 1 Std. Deviation 0 Satisfaction Rate 0	skipped	36
Maximum 1 Variance 0 Std. Error 0		

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PROJECTED BALANCES ON RESERVES

	2020/21 Est Balance 31 Mar '21 £000	2021/22 Balance 31 Mar '22 £000	2022/23 Balance 31 Mar '23 £000	2023/24 Balance 31 Mar '24 £000	2024/25 Balance 31 Mar '25 £000
General Fund	3,854	3,854	3,854	3,854	3,854
General Reserve	676	580	580	580	580
Other Earmarked Reserves					
Interest Equalisation Reserve	1,685	1,685	1,685	1,685	1,685
Insurance Fund	935	943	943	943	943
Emergency Planning Reserve	36	36	36	36	36
LDF - Public Exam / Green Belt Review	62	62	62	62	62
Housing Condition Survey	104	104	104	104	104
Provision for future whole Council elections	35	70	105	140	175
Sinking Fund - Leisure utilities / pension	228	228	228	228	228
Performance reward grant	10	10	10	10	10
Waste recycling income volatility reserve	103	103	103	103	103
Footbridge over the River Stort	150	150	150	150	150
DCLG Preventing Repossessions	18	18	18	18	18
New Homes Bonus Priority Spend	3,666	3,296	3,118	2,932	2,737
Collection Fund Reserve	2,554	5,364	3,809	2,254	2,254
DEFRA Flood Support for Local Businesses Grant Reserve	4	4	4	4	4
Neighbourhood Planning Grant	64	64	64	64	64
IER grant	106	106	106	106	106
MTFP Transition Funding Reserve	673	673	673	673	673
Flexible Homelessness Grant	354	461	570	683	623
Preventing Homelessness New Burdens	31	31	31	31	31
Rough Sleeping Initiative Grant	0	16	32	38	54
Healthy Lifestyle Promotions	33	33	33	33	33
Land Charges New Burdens	30	30	30	30	30
HB Subsidy Volatility	0	0	0	0	0
Total Earmarked Reserves	10,881	13,487	11,914	10,327	10,123
Total Reserves	15,411	17,921	16,348	14,761	14,557

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EAST HERTS DISTRICT COUNCIL CAPITAL PROGRAMME 2021/22 TO 2025/26

APPROVED SCHEMES	Major Schemes expenditure to 31 /03/20 £000	2020/21 Forecast Outturn £000	2021/22 Original Budget £000	2022/23 Original Budget £000	2023/24 Original Budget £000	2024/25 Original Budget £000	2025/26 Original Budget £000	Scheme Total £000
Land and Buildings								
Investment in operational assets		211	250	250	250	250	250	1,461
Buntingford Depot		208	-	-	-	-	-	208
Grange Paddocks Leisure Centre	2,100	13,009	9,558	-	-	-	-	24,667
Hartham Leisure Centre - Extension	931	900	9,290	-	-	-	-	11,121
Hartham Leisure Centre - Boiler Replacement		23	-	-	-	-	-	23
Ward Freman - Gym		0	881	-	-	-	-	881
Ward Freman - Pool Circulation Pipework		24	-	-	-	-	-	24
Car Park Resurfacing		10	555	-	-	-	-	565
Rose Court - Resurfacing		15	-	-	-	-	-	15
Northgate End Regeneration (MSCP, domestic and non-domestic units)		12,425	2,810	-	-	-	-	15,235
Old River Lane Regeneration and Arts Centre	3,275	250	10,000	10,000	6,475	-	-	30,000
Land on London Road, Bishops Stortford		351	-	-	-	-	-	351
New Hostel		1,838	-	-	-	-	-	1,838
Hertford Theatre	684	1,006	9,700	8,700	-	-	-	20,090
Total Land and Buildings	6,990	30,270	43,044	18,950	6,725	250	250	106,479
Vehicles and Equipment								
LED Lighting Upgrades		195	110	-	-	-	-	305
Heat Detection Unit at Buntingford Depot		305	-	-	-	-	-	305
ICT Rolling programme		804	811	450	450	450	450	3,415
Total Vehicles and Equipment		1,304	921	450	450	450	450	4,025

APPROVED SCHEMES	Major Schemes expenditure to 31 /03/20 £000	2020/21 Forecast Outturn £000	2021/22 Original Budget £000	2022/23 Original Budget £000	2023/24 Original Budget £000	2024/25 Original Budget £000	2025/26 Original Budget £000	Scheme Total £000
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Community Assets								
<i>Open Space Improvements:</i>								
The Wash, Hertford		0	-	50	-	-	-	50
Folly View, Hertford		0	15	-	-	-	-	15
Cannons Mill Lane, Bishops Stortford		0	-	30	-	-	-	30
Trinity Close - Open Space Project		127	-	-	-	-	-	127
Replacement play equipment across the district		23	50	50	50	50	50	273
Play Area and other projects, Hartham Common		375	-	-	-	-	-	375
Castle Park - HLF - Delivery Phase		200	1,500	120	-	-	-	1,820
Total Community Assets		725	1,565	250	50	50	50	2,690

Loans to Wholly Owned Companies								
Millstream Property Investments Limited		2,185	-	-	-	-	-	2,185
Total Loans to Wholly Owned Companies		2,185	-	-	-	-	-	2,185

Revenue Expenditure Funded as Capital Under Statute (REFCUS)								
Home Improvement Loans		20	20	20	20	20	20	120
Affordable Housing		33	-	-	-	-	-	33
Community Capital Grants		155	80	80	80	80	80	555
Green Deal Loans		20	20	20	20	20	20	120
Rivers and Watercourse Maintenance		82	48	48	48	48	48	322
Land Management Asset Register & Associated Works		50	50	50	50	50	50	300
Historic Building Loans		20	20	20	20	20	20	120
Total REFCUS		380	238	238	238	238	238	1,570
TOTAL CAPITAL EXPENDITURE	6,990	34,864	45,768	19,888	7,463	988	988	116,949

FUNDED BY:

Borrowing (Internal)		(23,431)	(34,963)	-	(155)	-	-	(58,549)
Borrowing (External)		(3,300)	-	(18,530)	-	-	-	(21,830)
Capital Receipts		-	(7,190)	(1,000)	(7,070)	(988)	(988)	(17,236)
Capital Grants Applied		(7,895)	(3,377)	(120)	-	-	-	(11,392)
Capital Expenditure Charged to a Revenue Account		(238)	(238)	(238)	(238)	-	-	(952)
TOTAL CAPITAL PROGRAMME FUNDING	(6,990)	(34,864)	(45,768)	(19,888)	(7,463)	(988)	(988)	(116,949)

APPROVED BUT NOT YET COMMITTED			2021/22 Original Budget £000	2022/23 Original Budget £000	2023/24 Original Budget £000	2024/25 Original Budget £000	2025/26 Original Budget £000	2025/26 Original Budget £000
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Schemes approved not yet committed								
Castle Weir Micro Hydro Scheme			192	-	-	-	-	-
Home Improvement and Green Deal Loans			100	100	100	100	100	100
Transformation Programme			1,000	2,000	2,000			
Investment in Millstream Property Investments Limited			5,500	-	-	-	-	-
Financial Sustainability Committee			6,000	-	-	-	-	-
Capital Contingency - Major Projects			2,500	-	-	-	-	-
TOTAL APPROVED BUT NOT YET COMMITTED			15,292	2,100	2,100	100	100	100

Funded by:

Borrowing			(14,000)	-	-	-	-	-
Capital Receipts			-	-	-	-	-	-
Capital Grants Applied			-	-	-	-	-	-
Use of Earmarked Reserves			(1,000)	(2,000)	(2,000)			
Capital Expenditure Charged to a Revenue Account			(292)	(100)	(100)	(100)	(100)	(100)
TOTAL APPROVED BUT NOT YET COMMITTED			(15,292)	(2,100)	(2,100)	(100)	(100)	(100)

NOTE:

Schemes Approved but not yet Committed are those schemes where past experience has indicated there are traditionally underspends or there are specific issues with a scheme proceeding that is outside the control of the Council. Approval by Council provides protection for the budgeted scheme for the year(s) indicated. Schemes are Committed by the Head of Strategic Finance in consultation with the Executive Member for Financial Sustainability. Virements are forbidden from these budgets without the authority of Council to prevent these budgets being committed to cover overspends or for immediate transfer to new schemes that do not have Council approval.

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Housing and Health

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

Environmental Health Licences

Animal licences - Grant or renewal cost of one licensable activity	Cost Recovery	Every 1 to 3 years	346.45	355.10	OS
Animal licences - Grant or renewal cost per additional licensable activity	Cost Recovery	Every 1 to 3 years	220.38	225.90	OS
Animal licences - Additional annual inspection fee for the hiring of horses, where a renewal inspection is not due (invoiced annually after each inspection)	Cost Recovery	Every 1 to 3 years	191.68	196.50	OS
Animal licences - Minor variation of a current licence (no site visit)	Cost Recovery	per variation	31.47	32.30	OS
Animal licences - Variation of a current licence (involving site visit)	Cost Recovery	per variation	191.68	196.50	OS
Animal licences - Re-evaluation of a licenced premises star rating	Cost Recovery	per inspection	191.68	196.50	OS
Animal licences - Re-evaluation of a licenced premises star rating per additional licensable activity	Cost Recovery	per inspection	191.68	196.50	OS
Animal licences - Additional charge for businesses found to be operating without a valid licence	Cost Recovery	per premises	47.15	48.30	OS
Zoos - New Licence (excl. vet fees)	Cost Recovery	per 4 year registration	2,214.00	2,269.35	OS
Zoos - Year 3 renewal licence inspection (excl. vet fees)	Cost Recovery	per inspection	1,711.80	1,754.60	OS
Zoos - Year 6 renewal licence inspection (excl. vet fees)	Cost Recovery	per 6 years	1,711.80	1,754.60	OS
Zoos - Transfer of Licence	Cost Recovery	per transfer	869.20	890.90	OS
Dangerous Wild Animals (excl. vet fees)	Cost Recovery	per 2 years	271.60	278.40	OS
Registration for Skin Piercing (Static/Home Business)	Cost Recovery	per business	217.30	222.70	OS
Registration for Skin Piercing (Person)	Cost Recovery	per person or premises	136.30	139.70	OS
Registration for Peripatetic Skin Piercing	Cost Recovery	per business	217.30	222.70	OS
Update to an existing Skin Piercing registration	Cost Recovery	per update	136.30	139.70	OS
Street Trading: Occasional Registered Charity (up to one month)	Cost Recovery	per month	64.00	65.60	OS
Street Trading: Occasional (up to one month)	Cost Recovery	per month	125.80	129.00	OS
Street Trading: Peripatatic (e.g. ice cream van)	Cost Recovery	per annum	362.80	371.90	OS
Street Trading: Static (e.g. burger van)	Cost Recovery	per annum	368.50	377.70	OS
Additional Licence fee for second reminder letter	Cost Recovery	per letter	25.60	26.20	OS
Additional Licence fee for chasing applications after the expiry of current licence	Cost Recovery	per licence	55.20	56.60	OS
Replacement of any environmental health licence, FHRS sticker or registration certificate	Cost Recovery	per licence	20.50	21.00	OS

Training Courses



Housing and Health

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Foundation Level Food Safety Training	Cost Recovery	per person	41.00	42.00	OS
Foundation Level Food Safety Training (Online Course)	Cost Recovery	per person, per course	15.00	15.40	OS
Foundation Level Food Safety Training (up to 10 places at customer's premises)	Cost Recovery	per course	369.00	378.20	OS
Cancellation Fee (less than 10 working days before course)	Cost Recovery	per person, per course	100% of fee paid	100% of fee paid	OS

Food Hygiene and Safety

Food register	Cost Recovery	per single entry	14.00	14.40	OS
Food register	Cost Recovery	per category	30.00	30.80	OS
Food register	Cost Recovery	per full copy	87.00	89.10	OS
Issue of certificate following surrender of food (excl. disposal costs)	Cost Recovery	per hour or part	55.00	56.58	OS
Food export health certificate	Cost Recovery	per hour or part	55.00	56.58	OS
Replacement Food Hygiene Rating certificate	Cost Recovery	per certificate	20.50	21.00	OS
Letter confirming food premises registration	Cost Recovery	per letter	20.50	21.00	OS
Food Hygiene Rating Scheme Rescoring Visit	Cost Recovery	per visit	163.00	167.10	OS
Safer Food, Better Business Coaching Visit	Cost Recovery	per visit	163.00	167.10	S
Cancellation Fee for SFBB Coaching Visit (less than 10 working days before course)	Cost Recovery	per visit	100% of fee paid	100% of fee paid	S

Miscellaneous Fees & Charges

Contaminated Land/ additional land charge enquiry (simple land search)	Cost Recovery	per enquiry	68.50	70.20	OS
Contaminated Land/ additional land charge enquiry (detailed land search)	Cost Recovery	per enquiry	170.00	174.25	OS
Statement of fact for civil cases	Cost Recovery	per hour or part	55.17	56.58	S
Attendance at Exhumations	Cost Recovery	per hour or part	55.17	56.58	OS
Costs associated with public health burials	Cost Recovery	per hour or part	n/a	56.58	OS

Private Water Supplies

Risk Assessment (smaller supplies - Regulation 10)	Cost Recovery	per hour or part	55.17	56.58	OS
Risk Assessment (larger supplies - Regulation 9)	Cost Recovery	per hour or part	55.17	56.58	OS
Risk Assessment (Desktop)	Cost Recovery	per hour or part	55.17	56.58	OS
Sampling Visit (excl. analysis costs)	Cost Recovery	per hour or part	55.17	56.58	OS
Investigation (excl. analysis costs)	Cost Recovery	per hour or part	55.17	56.58	OS



Housing and Health

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Granting of Authorisation	Cost Recovery	per authorisation	100.00	102.50	OS
Granting of Authorisation	Cost Recovery	per hour or part	55.17	56.58	OS
Analysis Costs (Regulation 10)	Cost Recovery	per set of samples	full cost charged by laboratory	full cost charged by laboratory	OS
Analysis Costs (Check Monitoring)	Cost Recovery	per set of samples	full cost charged by laboratory	full cost charged by laboratory	OS
Analysis Costs (Audit Monitoring)	Cost Recovery	per set of samples	full cost charged by laboratory	full cost charged by laboratory	OS

Private Sector Housing

Standards inspection for immigration	Cost Recovery	per inspection	165.50	169.66	S
Housing Notices (excluding cost of additional reports such as electrical, EICR etc)	Cost Recovery	fixed charge	380.60	390.10	OS
Fixed penalty for failure to belong to an approved redress scheme		fixed charge	5,000.00	5,000.00	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant without LA intervention)	Cost Recovery	per licence	910.00	932.75	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant with LA intervention)	Cost Recovery	per licence	1,235.00	1,265.90	OS
Additional bedrooms	Cost Recovery	each	16.60	17.00	OS
Variation of licence	Cost Recovery	per variation	137.90	141.40	OS
Renewal of HMO Licence	Cost Recovery	per licence	755.60	774.50	OS
Confirmation of empty home status for VAT reduction	Cost Recovery	per letter	85.00	87.10	OS
HMO Confirmation Letters for licensable HMOs after application has been received	Cost Recovery	per letter	20.00	20.50	OS
Housing Advice Visit	Cost Recovery	per hour or part	159.00	56.58	S

Miscellaneous Engineering Fees

Sewer Records/Plans		per item	30.00	30.80	OS
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OTHER LICENCES

Sex Establishments		per annum	2,884.40	2,956.50	OS
Sex Establishments		per renewal	2,553.80	2,617.70	OS
Sex Establishments		transfer	82.75	84.80	OS
Hypnotism Act 1952 - Occasional licensed premises			154.50	158.40	OS
Hypnotism Act 1952 - Occasional unlicensed premises			595.50	610.40	OS
Scrap Metal Site Licence		per licence granted	271.42	278.20	OS



Housing and Health

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Scrap Metal Site Licence		per licence renewed	201.90	207.00	OS
Scrap Metal Site Licence - Variation, Name Change, Change of Site		per change	48.00	49.20	OS
Scrap Metal Collectors Licence		per licence granted	245.50	251.60	OS
Scrap Metal Collectors Licence		per licence renewed	175.70	180.10	OS
Scrap Metal Collectors Licence - Variation, Name Change		per change	48.00	49.20	OS

TAXI LICENSING

Private Hire vehicle (new) - 1 year		per new licence	286.00	293.00	OS
Private Hire vehicle (renewal) - 1 year		per renewal	280.00	287.00	OS
Vehicle - either Hackney Carriage or Private Hire (new) only - 1 year HC		per new licence	390.00	400.00	OS
Vehicle - either Hackney Carriage or Private Hire (renewal) HC only - 1 year		per renewal	310.00	318.00	OS
Dual Driver or Private Hire Driver (new) - 3 year PH			384.00	393.50	OS
Dual Driver or Private Hire Driver (renewal) - 3 year PH			277.00	284.00	OS
Dual Driver or Private Hire Driver (new) - 1 year			335.00	343.00	OS
Dual Driver or Private Hire Driver (renewal) - 1 year			228.00	233.70	OS
Private Hire Operator - 5 year (new)			295.00	302.00	OS
Private Hire Operator - 5 year (renewal)			289.00	296.00	OS
Private Hire Operator - 1 year (new)			263.00	269.50	OS
Private Hire Operator - 1 year (renewal)			263.00	269.50	OS
Each additional vehicle above 6			-	-	OS
Change of vehicle (new vehicle on old plate number)			54.00	55.00	OS
Change of vehicle (courtesy car)			83.00	85.00	OS
Vehicle Inspection (5 year check)			32.00	33.00	OS
Private Hire Driver converted to Dual Driver			50.00	51.00	OS
Private Hire Driver converted to Hackney Carriage			99.00	101.00	OS
Change of vehicle proprietor			37.00	38.00	OS
Change of DVLA details (registration number etc.)			56.00	57.00	OS
Change of Drivers address			11.00	11.00	OS



Housing and Health

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Knowledge test and training day (all new applicants)			98.00	98.00	OS
Resit of both routes and rules & regulations tests			52.00	52.00	OS
Resit of routes test only			34.00	34.00	OS
Update training for existing drivers			59.00	59.00	OS
Enhanced DBS Online			62.00	62.00	OS
Basic Disclosure Online			43.00	43.00	OS
Roof light (complete)		per light	74.00	74.00	S
Roof light (top cover or base plate)(new cost for top cover only)		per light	37.00	37.00	S
Roof Light (base)			28.00	28.00	S
Replacement badges			24.00	25.00	S
Replacement plate (or additional for a trailer)			40.00	41.00	S
Roof light bulbs			3.00	3.00	S
Magnets (sold as a pair)			6.00	6.00	S
Executive Disc (private hire vehicles only)			11.00	11.00	S
Refund per full calendar month of unexpired drivers licence PH (new)			1.60	2.00	OS
Refund per full calendar month of unexpired drivers licence PH (renewal)			1.30	1.00	OS
Refund per full calendar month of unexpired drivers licence HC (new)			1.60	2.00	OS
Refund per full calendar month of unexpired drivers licence HC (renewal)			1.30	1.00	OS
Refund per full calendar month of unexpired vehicle licence PH (new)			3.70	4.00	OS
Refund per full calendar month of unexpired vehicle licence PH (renewal)			3.70	4.00	OS
Refund per full calendar month of unexpired vehicle licence HC (new)			3.70	4.00	OS
Refund per full calendar month of unexpired vehicle licence HC (renewal)			3.70	4.00	OS
Refund per full calendar year of unexpired operators licence (new)			10.40	11.00	OS
Refund per full calendar year of unexpired operators licence (renewal)			10.40	11.00	OS

PREMISES LICENCES

Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band A - rateable value £0-£4,300	Statutory Fee	per band A premises	100.00	100.00	OS
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Housing and Health

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band B - rateable value £4,301-33,000	Statutory Fee	per band B premises	190.00	190.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band C - rateable value £33,001-£87,000	Statutory Fee	per band C premises	315.00	315.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises	450.00	450.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises	635.00	635.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band A - rateable value £0-£4,300	Statutory Fee	per band A premises per annum	70.00	70.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band B - rateable value £4,301-33,000	Statutory Fee	per band B premises per annum	180.00	180.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band C - rateable value £33,001-£87,000	Statutory Fee	per band C premises per annum	295.00	295.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises per annum	320.00	320.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises per annum	350.00	350.00	OS
PERSONAL LICENCE		per licence	39.83	40.83	OS

OTHER FEES AND CHARGES

Supply of copies of information contained in register		per black & white A4 sheet	0.11	0.11	S
Supply of copies of information contained in register		per black & white A3 sheet	0.22	0.23	S
Supply of copies of information contained in register		per black & white A0 sheet	1.22	1.25	S
Supply of copies of information contained in register		per colour A4 sheet	0.22	0.23	S
Supply of copies of information contained in register		per colour A3 sheet	0.55	0.56	S
Supply of copies of information contained in register		per colour A0 sheet	1.87	1.91	S
Application for copy of licence or summary on theft, loss etc. of premises licence or summary	Statutory Fee	per application	10.50	10.50	OS
Notification of change of name or address (holder of premises licence)	Statutory Fee	per change	10.50	10.50	OS
Application to vary or to specify individual as premises supervisor	Statutory Fee	per application	23.00	23.00	OS
Application to transfer premises licence	Statutory Fee	per application	23.00	23.00	OS



Housing and Health

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Interim authority notice	Statutory Fee	per notice	23.00	23.00	OS
Application for making of a provisional statement	Statutory Fee	per statement	315.00	315.00	OS
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	Statutory Fee	per copy	10.50	10.50	OS
Notification of change of name or alteration of club rules	Statutory Fee	per change	10.50	10.50	OS
Change of relevant registration address of club	Statutory Fee	per change	10.50	10.50	OS
Temporary event notice	Statutory Fee	per notice	21.00	21.00	OS
Application of copy of notice on theft, loss etc. of temporary event notice	Statutory Fee	per copy	10.50	10.50	OS
Application of copy of licence on theft, loss etc. of personal licence	Statutory Fee	per copy	10.50	10.50	OS
Notification of change of name or address (personal licence)	Statutory Fee	per change	10.50	10.50	OS
Notice of interest in any premises	Statutory Fee	per notice	21.00	21.00	OS

Gambling Act 2005

Bingo Premises		per licence	2,953.70	3,027.50	OS
Bingo Premises		per variation	1,477.13	1,514.00	OS
Bingo Premises		per transfer	1,012.70	1,038.00	OS
Bingo Premises		Annual Fee	843.92	865.00	OS
Adult Gaming Centre Premises		per licence	1,707.20	1,749.90	OS
Adult Gaming Centre Premises		per variation	843.92	865.00	OS
Adult Gaming Centre Premises		per transfer	992.20	1,017.00	OS
Adult Gaming Centre Premises		Annual Fee	843.92	865.00	OS
Betting Premises (Track)		per licence	2,110.34	2,163.10	OS
Betting Premises (Track)		per variation	1,055.73	1,082.10	OS
Betting Premises (Track)		per transfer	802.00	822.00	OS
Betting Premises (Track)		Annual Fee	843.92	865.00	OS
Betting Premises (Other)		per licence	2,537.26	2,600.70	OS
Betting Premises (Other)		per variation	1,266.43	1,298.10	OS
Betting Premises (Other)		per transfer	1,012.70	1,038.00	OS
Betting Premises (Other)		Annual Fee	330.95	339.20	OS



Housing and Health

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Family Entertainment Centre Premises		per licence	1,687.83	1,730.00	OS
Family Entertainment Centre Premises		per variation	843.92	865.00	OS
Family Entertainment Centre Premises		per transfer	802.00	822.00	OS
Family Entertainment Centre Premises		Annual Fee	633.21	649.00	OS
Temporary Use Notices		per notice	551.58	565.40	OS
Temporary Use Notices		per copy	27.58	28.20	OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per permit	50.00	51.20	OS
Club Gaming Machine Permit 5 years (Up to 3 machines)	Statutory Fee	per permit	100.00	102.50	OS
Club Gaming Machine Permit	Statutory Fee	Annual Fee	50.00	51.20	OS
Small Lotteries		per setup	40.00	41.00	OS
Small Lotteries	Statutory Fee	per renewal	20.00	20.50	OS

CCTV Cameras

Ware Town Council		per annum	11,693.50	11,986.00	OS
Hertford Town Council		per annum	23,530.30	24,119.00	OS
Bishop's Stortford Town Council		per annum	24,048.80	24,650.00	OS

HOSTELS

Hillcrest Hostel Single Room (excl. service charges)		per week	195.00	195.00	Z
Hillcrest Hostel Double Room (excl. service charges)		per week	220.00	220.00	Z
Hillcrest Hostel Family Room (excl. service charges)		per week	230.00	230.00	Z
Bed & Breakfast - Single person		per week	107.75	107.75	Z
Bed & Breakfast - Single person		per day	15.40	15.40	Z
Bed & Breakfast - Single person and one child		per week	142.80	142.80	Z
Bed & Breakfast - Single person and one child		per day	20.40	20.40	Z
Bed & Breakfast - Single person and two children		per week	155.20	155.20	Z
Bed & Breakfast - Single person and two children		per day	22.20	22.20	Z
Bed & Breakfast - Couple		per week	142.80	142.80	Z
Bed & Breakfast - Couple		per day	20.40	20.40	Z



Housing and Health

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Bed & Breakfast - Couple and one child		per week	167.60	167.60	Z
Bed & Breakfast - Couple and one child		per day	23.90	23.90	Z
Bed & Breakfast - Couple and two children		per week	176.70	176.70	Z
Bed & Breakfast - Couple and two children		per day	25.90	25.90	Z
Bed & Breakfast - Additional children up to 16		per week	14.70	14.70	Z
Bed & Breakfast - Additional children up to 16		per day	2.10	2.10	Z



Hertford Theatre

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

HERTFORD THEATRE

HIRE CHARGES

WEEKDAYS Auditorium am (9am to 1pm)			277.00	284.00	E
WEEKDAYS Auditorium am per hour			69.00	71.00	E
WEEKDAYS Auditorium pm (1pm to 6pm)			425.00	436.00	E
WEEKDAYS Auditorium pm per hour			85.00	87.00	E
WEEKDAYS Auditorium Evening (6pm to midnight)			573.00	587.00	E
WEEKDAYS Auditorium Evening per hour			96.00	98.00	E
WEEKDAYS Auditorium 9am-6pm (discounted rate)			597.00	612.00	E
WEEKDAYS Auditorium 1pm-midnight (discounted rate)			841.00	862.00	E
WEEKDAYS Auditorium 9am-midnight (discounted rate)			1,066.00	1,093.00	E
WEEKDAYS Studio am (9am to 1pm)			105.00	108.00	E
WEEKDAYS Studio am per hour			26.25	27.00	E
WEEKDAYS Studio pm (1pm to 6pm)			131.25	134.50	E
WEEKDAYS Studio pm per hour			26.25	27.00	E
WEEKDAYS Studio Evening (6pm to midnight)			157.50	161.00	E
WEEKDAYS Studio Evening per hour			26.25	27.00	E
WEEKDAYS Studio 9am-6pm (discounted rate)			210.00	215.00	E
WEEKDAYS Studio 1pm-midnight (discounted rate)			262.50	269.00	E
WEEKDAYS Studio 9am-midnight (discounted rate)			367.50	376.50	E
WEEKDAYS River Room am (9am to 1pm)			105.00	108.00	E
WEEKDAYS River Room am per hour			26.25	27.00	E
WEEKDAYS River Room pm (1pm to 6pm)			131.25	134.50	E
WEEKDAYS River Room pm per hour			26.25	27.00	E
WEEKDAYS River Room Evening (6pm to midnight)			157.50	161.00	E
WEEKDAYS River Room Evening per hour			26.25	27.00	E
WEEKDAYS River Room 9am-6pm (discounted rate)			210.00	215.00	E



Hertford Theatre

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT £	2020/21 Charge Ex. VAT £	VAT
WEEKDAYS River Room 1pm-midnight (discounted rate)			262.50	269.00	E
WEEKDAYS River Room 9am-midnight (discounted rate)			367.50	376.50	E
WEEKDAYS Foyer am (9am to 1pm)			105.00	108.00	E
WEEKDAYS Foyer am per hour			26.25	27.00	E
WEEKDAYS Foyer pm (1pm to 6pm)			131.25	134.50	E
WEEKDAYS Foyer pm per hour			26.25	27.00	E
WEEKDAYS Foyer Evening (6pm to midnight)			157.50	161.00	E
WEEKDAYS Foyer Evening per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium am (9am to 1pm)			340.00	348.50	E
WEEKENDS AND BANK HOLIDAYS Auditorium am per hour			85.00	87.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium pm (1pm to 6pm)			478.00	490.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium pm per hour			96.00	98.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium Evening (6pm to midnight)			819.00	839.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium Evening per hour			137.00	140.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 9am-6pm (discounted rate)			713.00	731.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 1pm-midnight (discounted rate)			1,139.00	1,167.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 9am-midnight (discounted rate)			1,427.00	1,463.00	E
WEEKENDS AND BANK HOLIDAYS Studio am (9am to 1pm)			105.00	108.00	E
WEEKENDS AND BANK HOLIDAYS Studio am per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS Studio pm (1pm to 6pm)			131.25	134.50	E
WEEKENDS AND BANK HOLIDAYS Studio pm per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS Studio Evening (6pm to midnight)			157.50	161.00	E
WEEKENDS AND BANK HOLIDAYS Studio Evening per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS Studio 9am-6pm (discounted rate)			210.00	215.00	E
WEEKENDS AND BANK HOLIDAYS Studio 1pm-midnight (discounted rate)			262.50	269.00	E
WEEKENDS AND BANK HOLIDAYS Studio 9am-midnight (discounted rate)			367.50	367.50	E
WEEKENDS AND BANK HOLIDAYS River Room am (9am to 1pm)			105.00		



Hertford Theatre

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT £	2020/21 Charge Ex. VAT £	VAT
WEEKENDS AND BANK HOLIDAYS River Room am per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS River Room pm (1pm to 6pm)			131.25	134.50	E
WEEKENDS AND BANK HOLIDAYS River Room pm per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS River Room Evening (6pm to midnight)			157.50	161.00	E
WEEKENDS AND BANK HOLIDAYS River Room Evening per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS River Room 9am-6pm (discounted rate)			210.00	215.00	E
WEEKENDS AND BANK HOLIDAYS River Room 1pm-midnight (discounted rate)			262.50	269.00	E
WEEKENDS AND BANK HOLIDAYS River Room 9am-midnight (discounted rate)			367.50	376.50	E
WEEKENDS AND BANK HOLIDAYS Foyer am (9am to 1pm)			105.00	108.00	E
WEEKENDS AND BANK HOLIDAYS Foyer am per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS Foyer pm (1pm to 6pm)			131.25	134.50	E
WEEKENDS AND BANK HOLIDAYS Foyer pm per hour			26.25	27.00	E
WEEKENDS AND BANK HOLIDAYS Foyer Evening (6pm to midnight)			157.25	161.00	E
WEEKENDS AND BANK HOLIDAYS Foyer Evening per hour			26.25	27.00	E
WEEKLY Auditorium Mon - Sunday (amateur)			5,644.00	5,785.00	E
WEEKLY Auditorium Mon - Sunday (professional)			7,087.00	7,264.00	E
WEEKLY Studio Mon - Sunday			2,258.00	2,314.00	E
WEEKLY River Room Mon - Sunday			2,258.00	2,314.00	E

CINEMA PRICES

Adults			6.08	6.25	S
Concessions			4.38	4.50	S

PIANOS

Concert Grand Piano		per session	136.67	140.00	S
Piano Tuning		per tune	68.75	70.41	S
Electric Piano		per session	40.25	41.25	S

STAGE LIGHTING EQUIPMENT

VL2000 (Full floor)		per day	41.87	42.91	S
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Hertford Theatre

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
VL2000s (all floor)		per week	125.83	129.00	S
UV floods		per week	27.50	28.16	S
Rotating disco light (large)		per week	32.42	33.25	S
Smoke machine (includes fluid)		per week	40.83	41.66	S
Point source Hazer		per day	16.67	17.08	S
Point source Hazer		per week	44.58	45.66	S

SOUND EQUIPMENT

Batteries		each	0.39	0.41	S
Radio Microphones (single)		per day	31.67	32.50	S
Radio Microphones (4)		per day	110.00	112.75	S
Radio Microphones (8)		per day	215.00	220.41	S
Radio Microphones (14)		per day	367.50	376.66	S
Radio Microphones (single)		per week	78.75	80.83	S
Radio Microphones (4)		per week	274.75	281.66	S
Radio Microphones (8)		per week	537.25	550.66	S
Radio Microphones (14)		per week	918.33	941.25	S
Sound support tech (4 hour blocks)		per radio mic hire	62.92	64.50	S
AKG 747 condensor microphones		per day	6.50	6.66	S
SM57 microphone		per day	4.67	4.79	S
SM58 microphone		per day	4.67	4.79	S
Condensor microphones		per day	4.67	4.79	S
Seinnheiser vocal mics		per day	5.50	5.66	S
Seinnheiser bass mic		per day	5.50	5.66	S
DI boxes		per week	6.50	6.66	S
Portable PA system (mains or battery)		per day	49.17	50.41	S

PROJECTION EQUIPMENT

Epson data projector & small screen		per day	38.50		S
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Hertford Theatre

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Kodak slide projector & small screen		per day	11.42	11.66	S
Barco cinema projector & screen with technician		per hour	55.00	56.33	S

STAFFNG

Technician		per hour	16.67	17.08	S
Followspot operator		per hour	16.67	17.08	S
Projectionist		per hour	38.50	39.50	S
Lighting Design fee		per design	137.92	141.33	S

Seating Removal inc. rake			131.25	134.50	S
Rows A&B removal			36.67	37.58	S
Rows A to D removal			63.00	64.58	S
Studio tiered seating		per day	65.83	67.50	S
Aluminium staging sections 2m x 1m		per day	21.87	22.41	S
Starcloth		per day	22.50	23.08	S
Starcloth		per week	91.67	94.00	S
Gauze		per day	22.50	23.08	S
Gauze		per week	91.67	94.00	S
Stage Dance Floor		per lay	32.50	33.33	S

PYROTECHNICS

Effects prices vary - Prices on application

Booking Fee			1.00	1.50	
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Operations

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

ANIMAL CONTROL

Stray dog with ID chip (unless first offence and dog is collected the same day)		per dog	25.00	25.50	n/a
Stray dog without ID chip	Statutory		25.00	25.00	n/a
Stray dog collected			21.00	21.00	n/a
Kennel Charges		per night	15.00	15.00	n/a
ID chipping dogs (Ind)		per chip	19.75	20.41	S
ID chipping dogs (Campaign)		per chip	9.41	9.66	S
Assistance to third party organisations		per hour	32.75	33.58	S
Provision of dog waste bag		per box of 5000	32.75	33.58	S
Dog Fouling Sign		per sign	13.83	14.16	S

Allotments

Allotments (25.3m ²)		per annum	3.90	4.00	n/a
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Pest Control

Concessionary fee for residents in receipt of income related benefit - waived in cases of hardship at the discretion of the Head of Environmental Services		per job	16.67	17.08	S
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Outdoor Exercise Group Activities *

Charges for personal trainers and organisations are levied to commercial organisations and individuals using EHC owned land for organised group activities where a charge is levied to participants either directly or through a membership scheme. These are ceiling prices and may be reduced at the discretion of the Head of Environmental Services for shorter time periods or where activities are undertaken in partnership with the Council in pursuit of corporate objectives relating to health and well being. These charges do not apply to the Council's own Leisure Services contractor.

Organisations - per site			1,356.00	1,390.00	n/a
Personal Trainers - per trainer			511.00	524.00	n/a



Waste Services - TO BE CONFIRMED

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

REFUSE COLLECTION - Commercial Refuse Collection

Paid Collections (excl. HCC disposal costs)	medium	81.67	83.33	S
Paid Collections (excl. HCC disposal costs)	large	169.17	173.33	S
Mixed Heridatements - charged according to the proportion of trade waste collected.		Individual charge	Individual charge	
Commercial Events - Cleansing / Refuse Collection	per hour	84.17	85.83	S

REFUSE COLLECTION - Domestic Refuse Collection

Bulky Waste Collection - 1 Item	per collection	28.00	29.00	n/a
Bulky Waste Collection - 2 Items	per collection	39.00	40.00	n/a
Bulky Waste Collection - 3 Items	per collection	49.00	50.00	n/a
Bulky Waste Collection - 4 Items	per collection	60.00	62.00	n/a
Bulky Waste Collection - Load - small	per collection	71.00	73.00	n/a
Bulky Waste Collection - Load - medium	per collection	104.00	106.00	n/a
Bulky Waste Collection - Load - large	per collection	156.00	160.00	n/a
Bulky Collection Cancellation Fee	per cancellation	11.00	11.00	n/a

REFUSE COLLECTION - Other

Cleansing private land (Performance area - regular schedule)	per linear metre per annum	25.83	26.66	S
Cleansing private land - ad hoc litter picking	per hour	81.25	83.33	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA	per vehicle	45.00	45.83	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA	per caravan	70.00	71.66	S
Cleaning graffiti on private land (chemical cleaning only. Subject to damage waiver from land owner and site survey. Graffiti removal from private land is at the discretion of the Head of Environmental Services and will not be undertaken where there is a risk of damaging surfaces, traffic management requirements or significant health and safety implications. Individual charges may be waived at the discretion of the Head of Environmental Services as part of campaigns or in the interests of preventing or discouraging significant levels of crime and disorder)	per m ²	59.00	60.00	n/a
Cleaning graffiti - small items	per item	36.00	37.00	n/a

REFUSE COLLECTION - Clinical

Charge per visit	per visit (max 26)	15.83	16.25	S
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Waste Services - TO BE CONFIRMED

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Sharps containers		per container	10.00	10.41	S
Sacks - trade (infectious waste)		per sack	6.25	6.41	S
Sacks - domestic (infectious waste)		per sack	1.29	1.30	n/a
Sacks - trade (Offensive waste)		per sack	3.75	3.83	S
Sacks - domestic (Offensive waste)		per sack	1.29	1.30	n/a
Extra Sacks delivery charge		per occasion	27.92	28.58	n/a

COMMERCIAL WASTE

Note: The below are 'ceiling' prices and subject to the discretion of the Head of Environmental Services. For these commercial waste collection services the minimum contract period is 3 months. A minimum of 3 months notice must be given by the customer to cancel the contract. In the event of the customer cancelling the contract or the Council terminating the contract for non-payment, no refund will be given for the service not supplied during the notice period

Commercial Waste Collection Services - sacks		per 50	97.00	99.00	n/a
Commercial Waste Collection Services - 240 litres		per bin per annum	441.00	452.00	n/a
Commercial Waste Collection Services - 340 litres		per bin per annum	502.00	515.00	n/a
Commercial Waste Collection Services - 660 litres		per bin per annum	862.00	884.00	n/a
Commercial Waste Collection Services - 1,100 litres		per bin per annum	1,080.00	1,107.00	n/a
Prescribed Waste Collection Service - Sacks		per 50	56.00	57.00	n/a
Prescribed Waste Collection Service - 240 litres		per bin per annum	327.00	335.00	n/a
Prescribed Waste Collection Service - 340 litres		per bin per annum	349.00	358.00	n/a
Prescribed Waste Collection Service - 660 litres		per bin per annum	585.00	600.00	n/a
Prescribed Waste Collection Service - 1,100 litres		per bin per annum	633.00	649.00	n/a
Prescribed Waste for Educational Establishments - Sacks		per 50	56.00	57.00	n/a
Prescribed Waste for Educational Establishments - 240 litres		per bin per annum	297.00	304.00	n/a
Prescribed Waste for Educational Establishments - 340 litres		per bin per annum	331.00	339.00	n/a
Prescribed Waste for Educational Establishments - 660 litres		per bin per annum	542.00	556.00	n/a
Prescribed Waste for Educational Establishments - 1,100 litres		per bin per annum	585.00	600.00	n/a
Bin removal & re-delivery charge following non-payment		per occasion	28.00	29.00	n/a
Extra sacks delivery charge		per occasion	28.00	29.00	n/a



Parking

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

Parking

Off Street Resident Season Ticket - Port Vale		240.00	245.83	S
Off Street Resident Season Ticket - Crown Terrace		1,077.50	1,104.17	S
Off Street Resident Season Ticket - Baldock Street - Ware		841.25	862.50	S
Off Street Business Permit - Charrington's House BS Long Stay		1,086.66	1,113.33	S
On Street Resident Season Ticket - 1st Permit		41.00	41.00	n/a
On Street Resident Season Ticket - 2nd Permit		82.00	82.00	n/a
On Street Resident Season Ticket - 3rd Permit (only available where possible in B1 (Stansted Rd, BS), B2 (Dunmow Rd, BS), B3 (Windhill BS), B7 Chantry BS), W2 (Coronation Rd Ware))		82.00	82.00	n/a
On Street Resident Season Ticket - Motorcycle permit		19.00	19.00	n/a
On Street Resident Season Ticket - Contractor permit	per week	15.00	15.00	n/a
On Street Resident Season Ticket - Business permit	per annum	320.00	320.00	n/a
On Street Resident Season Ticket - Carers/ Special permits (discretionary)		36.00	36.00	n/a
On Street Resident Season Ticket - Visitors Vouchers	per hour	0.10	0.10	n/a
On Street Resident Season Ticket - Visitors Vouchers	per hour pensioners	0.05	0.05	n/a
On Street Resident Season Ticket - Charge for Temporary Dispensation from Parking Restrictions		15.00	15.00	n/a
On Street Residents Parking Permits - Folly Island - 2nd Permit		56.00	56.00	n/a
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid within 21 days	per PCN	35.00	35.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after 21 days	per PCN	70.00	70.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after service of charge certificate	per PCN	105.00	105.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days	per PCN	25.00	25.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days	per PCN	50.00	50.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate	per PCN	75.00	75.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid within 21 days	per PCN	35.00	35.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Higher Level Penalty Charge - Paid after 21 days	per PCN	70.00	70.00	OS



Parking

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid after service of charge certificate		per PCN	105.00	105.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days		per PCN	25.00	25.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days		per PCN	50.00	50.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate		per PCN	75.00	75.00	OS
Bishop's Stortford market traders' tariff - Link Road		per Thursday or Saturday	3.00	3.00	S
Bishop's Stortford market traders' tariff - Northgate End		per Thursday or Saturday	3.00	3.00	S
Bishop's Stortford market traders' tariff - Apton Road		per Thursday or Saturday	3.00	3.00	S
Old London Road - Hertford - Market Traders		per day	3.00	3.00	S
Old London Road - Hertford - Coach / Lorry tariff		per visit	12.50	12.50	S



Legal and Democratic Services

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

LAND CHARGES

Registration of a charge in Part II of the register	Statutory	per charge	67.00	67.00	OS
Filing a definite certificate of the Lands Tribunal under rule 10 (3)	Statutory	per certificate	2.50	2.50	OS
Filing a judgement or order, or written request for the variation or cancellation of any entry in Part 11 of the register	Statutory	per item	7.00	7.00	OS
Inspection of documents filed in the register under rule 10, in respect of each parcel of land	Statutory	per parcel of land	2.50	2.50	OS
Office copy of any plan or other document filed pursuant to the rules	Statutory	per copy	Individual Charge	Individual Charge	OS
Standard search fee (LLC1 + CON29)		Fixed	£116.35	£116.35	S
Extra parcel fee with standard search		Fixed	£21.00	£21.00	S
Standard search including all CON29O questions		Fixed	£364.15	£364.15	S
LLC1		Fixed	£22.05	£22.05	Z
CON29		Fixed	£94.30	£94.30	S
Con29O Qu.4 -21		Fixed	£12.60	£12.60	S
Con29o Qu.22		Fixed	£21.00	£21.00	S
Extra parcel fee (LLC1)		Fixed	£5.25	£5.25	Z
Extra parcel fee (Con29)		Fixed	£15.75	£15.75	S

LEGAL CHARGES

Authorised Guarantee Agreement	Discretionary	Fixed	516.75	529.68	S
Commercial lease assignment	Discretionary	Fixed	699.58	717.08	S
Leases	Discretionary	Fixed	807.08	827.50	S
Licences	Discretionary	Fixed	376.66	386.08	S
Deed of covenants	Discretionary	Fixed	£486.87 PLUS 3%	£499.16 PLUS 3%	S
Landlord licence	Discretionary	Fixed	589.80	604.58	S
Deed of variation (complex)	Discretionary	Fixed	1,076.24	1,103.16	S
Easements	Discretionary	Fixed	1,076.24	1,103.16	S
Drafting Rent Reviews	Discretionary	Fixed	269.07	275.83	S
s.106 TPA 1996 - simple	Discretionary	Fixed	1,076.24	1,103.16	S



Legal and Democratic Services

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
s.106 TCPA – complex	Discretionary	Fixed	2,690.63	2,757.91	S
Deed of Surrender	Discretionary	Fixed	645.75	661.91	S
Transfer of Open Space	Discretionary	Fixed	861.00	882.50	S
Licence of alternations	Discretionary	Fixed	753.33	772.16	S
Licence to assign leasehold premises	Discretionary	Fixed	753.33	772.16	S
Notice of Assignment	Discretionary	Fixed	88.16	90.33	S
Notice of charge	Discretionary	Fixed	88.16	90.33	S
Postponement of Charge	Discretionary	Fixed	88.16	90.33	S
Sale of land	Discretionary	Fixed	807.17	827.33	S
Footpath/Bridleway Creation or Diversion Agreement	Discretionary	Fixed	1,614.37	1,654.75	S

Electoral Registration Fees

Fee for sale of the full register and notices of alteration	Statutory	per sale provided electronically	£20.00	£20.00	Z
and an additional	Statutory	per thousand or part thousand entries	£1.50	£1.50	Z
Fee for sale of the full register and notices of alteration	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£5.00	£5.00	Z
Fee for sale of the open Register	Statutory	per sale provided electronically	£20.00	£20.00	Z
and an additional	Statutory	per thousand or part thousand entries	£1.50	£1.50	Z
Fee for sale of the open Register	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£5.00	£5.00	Z
Fee for sale of the list of overseas electors	Statutory	per sale provided electronically	£20.00	£20.00	Z
and an additional	Statutory	per hundred or part hundred entries	£1.50	£1.50	Z



Legal and Democratic Services

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Fee for sale of the list of overseas electors	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per hundred or part hundred entries	£5.00	£5.00	Z
Fee for sale of the marked document (register or absent voters list)	Statutory	per sale provided electronically	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£1.00	£1.00	Z
Fee for sale of the marked document (register or absent voters list)	Statutory	per sale printed	£10.00	£10.00	Z
and an additional	Statutory	per thousand or part thousand entries	£2.00	£2.00	Z
Photocopies of Election expense returns	Statutory	Per side copied	£0.20	£0.20	Z
Certificate of Registration	Discretionary	per elector per year	£20.00	£20.50	Z

Street Name & Numbering

Change/addition of house name	Discretionary	Per property	80.70	83.00	Z
Registering 1 plot	Discretionary	Single properties	80.70	83.00	Z
Registering 2-24 plots	Discretionary	Per plot	53.80	55.00	Z
Registering 25-49 plots	Discretionary	Per plot	43.00	44.00	Z
Registering 50-74 plots	Discretionary	Per Plot	32.30	33.00	Z
Registering 75-99 plots	Discretionary	Per Plot	26.90	28.00	Z
Registering 100+ Plots	Discretionary	Per Plot	16.15	16.50	Z
Naming a new street/block where the Council Chooses a Name	Discretionary	Per road name	215.25	220.00	Z
Naming a new street/block where the developer chooses a name (Subject to consultation**)	Discretionary	Per road name	269.05	275.00	Z
Renaming of street where requested by residents and/or the Town/Parish Council	Discretionary	Per address	80.70	83.00	Z
Change to new addresses due to development changing after the schedule has been issued (applies to all amended plots)	Discretionary	Per plot	53.80	55.00	Z



Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

Freedom of Information Act 2000 / Environmental Information Regulations 2004 / Reuse of Public Sector Information Regulations 2005

FOI Request	Statutory	Under 18 hours of staff time	No charge other than disbursements	No charge other than disbursements	
FOI Request	Statutory	In excess 18 hours of staff time	£25 an hour	£25 an hour	

- However, where possible, we will assist the applicant to refine the request and determine what might be achieved within the £450 limit.

Disbursements (photocopying, copying to different media, postage etc)			Free up to £10, above this will be charged at the full cost	Free up to £10, above this will be charged at the full cost	
EIR Request	Statutory	Under 18 hours of staff time	No charge other than disbursements	No charge other than disbursements	
EIR Request	Statutory	In excess 18 hours of staff time	£25 an hour + any additional fees identified in departmental fee structures	£25 an hour + any additional fees identified in departmental fee structures	



Finance & Support Services

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

Letting of Council Offices

Council Chamber - Hertford		per hour	32.00	33.00	n/a
Other Rooms - Hertford		per hour	20.50	21.00	n/a



Finance & Support Services

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

Revenues

Council Tax penalty for failure to promptly notify or provide information		per first offence	70.00	70.00	n/a
Council Tax penalty for failure to promptly notify or provide information		per subsequent offence	280.00	280.00	n/a
Summons and Liability Order		per order	80.00	80.00	n/a

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

Misc Development Management Charges

Copies of any documents	per black & white A4 sheet	0.10	0.10	n/a
Copies of any documents	per colour A4 sheet	0.20	0.20	n/a
Copies of any documents	per black & white A3 sheet	0.20	0.20	n/a
Copies of any documents	per colour A3 sheet	0.40	0.40	n/a
Copies of any documents	per black & white A2 sheet	1.00	1.00	n/a
Copies of any documents	per colour A2 sheet	2.00	2.00	n/a
Copies of any documents	per black & white A1 sheet	1.50	1.50	n/a
Copies of any documents	per colour A1 sheet	3.00	3.00	n/a
Copies of any documents	per black & white A0 sheet	2.00	2.00	n/a
Copies of any documents	per colour A0 sheet	4.40	4.50	n/a
Copies of documents provided on an electronic disc	per disc provided	17.00	17.50	n/a
Historical Research (where records available)	per hour (or part)	87.00	89.00	n/a
Legal obligation agreements - clause monitoring fee	per obligation issue	-	-	n/a
Legal obligation agreements - confirmation of compliance by third parties or where the monitoring fee has not been paid	per hour (or part of) after first hour	85.00	87.00	n/a
Fee for discharge of or compliance with a condition	per request (any number of conditions) relating to works of extension or alteration to an existing dwelling	35.00	36.00	n/a
Fee for discharge of or compliance with a condition	per request (any number of conditions) all other developments	119.00	122.00	n/a
Retrieval of externally stored microfilmed records	per microfilmed record	5.00	5.00	n/a

PRE-APPLICATION ADVICE

Householder proposals	Initial fee	131.67	135.00	S
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Planning

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Householder proposals		Secondary fee	61.25	62.92	S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)		Initial fee	119.17	122.08	S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)		Secondary fee	-	-	S
Largescale Major Development Proposals		Initial fee	Individually Quoted Price	Individually Quoted Price	S
Largescale Major Development Proposals		Secondary fee	-	-	S
Smallscale Major Development Proposals		Initial fee	Individually Quoted Price	Individually Quoted Price	S
Smallscale Major Development Proposals		Secondary fee	-	-	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)		Initial fee	330.83	339.17	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)		Secondary fee	-	-	S
Minor Development (all other minor development)		Initial fee	413.24	423.58	S
Minor Development (all other minor development)		Secondary fee	-	-	S
Minor Development (all other minor development)		Initial fee	413.33	423.75	S
Minor Development (all other minor development)		Secondary fee	-	-	S
Any development where affordable housing is required by virtue of the Council's planning policies and is to be provided		Initial fee	-	-	S
Other Development		Initial fee	110.00	112.75	S
Other Development		Secondary fee	55.00	56.42	S
Advertisement proposals		Initial fee	91.67	94.00	S
Advertisement proposals		Secondary fee	-	-	S
Heritage advice		Initial fee	119.17	122.17	S
Heritage advice		Secondary fee	60.00	61.50	S
Meetings - major and minor developments			Included in quoted fee	Included in quoted fee	
Meetings - all other development types		per officer present / per hour	39.17	40.17	S
Provision of urgent advice		within 5 working days	2 X quoted fee	2 X quoted fee	

Self-build and Custom Housebuilding Register

Entry onto Part 1 of the Register (Individuals)		per officer rate	240.00	246.00	S
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Planning

	Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
			£	£	
Entry onto Part 2 of the Register (Individuals)		per officer rate	95.84	98.25	S
Entry onto Part 1 of the Register (Groups and Associations)		per officer rate	240.00 + 56.00 per individual	246.00 + 57.41 per individual	S
Entry onto Part 2 of the Register (Groups and Associations)		per officer rate	95.00 + 56.00 per individual	98.25 + 57.41 per individual	S



Markets

Basis of Charge	Unit of Charge	2019/20 Charge Ex. VAT	2020/21 Charge Ex. VAT	VAT
		£	£	

Markets

Hertford - Standard pitch 3m x 2.1m (10' x 7')		per pitch	22.90	n/a	E
Hertford - Casual Trader pitch 3m x 2.1m (10' x 7')		per pitch	27.30	n/a	E
Hertford - Additional space		per 0.3m (per sq ft)	1.50	n/a	E
Ware - Standard pitch 3m x 2.1m (10' x 7') Where five consecutive weeks are taken, the fifth week will be free.		per pitch	14.70	n/a	E
Ware - Casual Trader pitch 3m x 2.1m (10' x 7')		per pitch	16.40	n/a	E
Ware - Additional space		per 0.3m (per sq ft)	1.30	n/a	E
Charity Stall - Any Market			11.40	n/a	E
Electricity Fee Charges		per stall per day	3.40	n/a	n/a
Market Licence - Commercial - up to 10 stalls			35.30	n/a	n/a
Market Licence - Commercial - up to 11 - 30 stalls			59.10	n/a	n/a
Market Licence - Commercial - up to 31plus stalls			123.00	n/a	n/a
Market Licence - Charity			24.40	n/a	n/a
Farmers Markets - Villages			126.00	n/a	E
Farmers Markets - Hertford (own stall)			-	-	E
Farmers Markets - Hertford (East Herts stall)			29.40	n/a	E
Farmers Markets - Jackson Square		per quarter	1,627.50	n/a	E
Street Trading Consent (Static)			368.50	377.70	OS
Street Trading Consent (Static) (registered charity)			184.25	188.85	OS
Street Trading Occasional			125.80	128.95	OS
Street Trading Occasional (registered charity)			64.00	65.60	OS
Street Trading Occasional for one day only			31.45	32.24	OS
Street Food Market - up to 10 stalls		per event (includes electricity / promotion)	200.00	205.00	OS
Group consent - Commercial - up to 10 stalls		per event (excludes electricity / promotion)	35.30	36.20	OS
Group consent - up to 11 - 30 stalls		per event (excludes electricity / promotion)	59.10	60.60	OS

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REVENUE BUDGET - MEDIUM TERM FINANCIAL PLAN

2021/2022	2022/2023	2023/24	2024/25
£'000	£'000	£'000	£'000

Chief Executive & PA's	401	377	348	359
Communications, Strategy & Policy	1,366	1,377	1,418	1,459
Human Resources & Org Development	574	587	600	614
Strategic Finance & Property	1,703	1,729	1,790	1,853
Legal & Democratic Services	1,412	1,442	1,474	1,506
Housing and Health	2,611	2,629	2,651	2,721
CERA	238	238	238	238
Planning & Building Control	1,206	1,269	1,333	1,400
Operations	3,994	4,004	4,110	4,491
Shared Revenues & Benefits Service	695	734	774	815
IT Shared service	2,191	2,299	2,408	2,416
Net Cost of Services	16,391	16,686	17,145	17,872

Corporate Budgets

Fees & Charges Annual Review	(17)	(67)	(117)	(167)
NHB Grants to Town & Parish Councils	-	-	-	-
Minimum Revenue Provision	-	-	290	618
Interest Payable on Loans	-	166	334	334
Investment Income	(750)	(750)	(750)	(750)
Pension Fund Deficit Contribution	734	754	976	976
Savings to be identified	-	(2,389)	(3,250)	(3,250)
Total corporate budgets	(33)	(2,286)	(2,517)	(2,239)

Reserves

Contributions to Earmarked Reserves	3,369	262	258	274
Contributions from Earmarked Reserves	(769)	(1,975)	(1,985)	(440)
Planned Use of General Fund Balance	-	-	(305)	135
New Homes Bonus Cont to Reserve	299	-	-	-
Total reserves	2,898	(1,713)	(2,032)	(32)



APPENDIX E

2021/2022	2022/2023	2023/24	2024/25
£'000	£'000	£'000	£'000

Funding

Capital Salaries	(150)	(150)	(150)	(150)
NDR	(2,721)	(2,716)	(2,770)	(2,868)
Section 31 Grants	(4,666)	-	-	-
(Surplus)/Deficit on Collection Fund	2,455	2,455	2,455	-
Government Grant	(874)	(227)	(223)	(239)
New Homes Bonus	(2,244)	(571)	-	-
Total Funding	(8,200)	(1,209)	(688)	(3,257)

Budget gap		-	-	-
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Demand on Collection Fund	11,056	11,478	11,908	12,345
Council Taxbase	61,734	62,352	62,975	63,605
Council Tax at Band D (£)	179.09	184.09	189.08	194.08

Percentage Increase in Council Tax	2.87%	2.79%	2.71%	2.64%
£ increase in Council Tax	5.00	5.00	4.99	5.00