



Overview and Scrutiny Committee Agenda

Wyre Borough Council
Date of Publication: 16 November 2018
Please ask for : Peter Foulsham
Scrutiny Officer
Tel: 01253 887606

Overview and Scrutiny Committee meeting on Monday, 26 November 2018 at 6.00 pm in committee room 2 Civic Centre, Poulton-le-Fylde

1. Apologies for absence

2. Declarations of interest

To receive any declarations of interest from any councillor on any item on this agenda.

3. Confirmation of minutes

(Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on Monday 22 October 2018.

4. Review of fees and charges 2019/20

(Pages 5 - 28)

The Head of Finance, Clare James, has submitted a report on the proposed fees and charges for 2019/20. Clare James will introduce her report, highlighting the main issues, after which councillors will have the opportunity to comment and ask questions.

5. Cost profiles - benchmarking results

(Pages 29 - 40)

The Head of Finance, Clare James, has submitted a report, which she originally submitted jointly with the Deputy Leader and Resources Portfolio Holder to the Cabinet on 17 October 2018. Clare James will introduce the report after which councillors will have the opportunity to comment and ask questions.

6. Treasury management strategy and policies - questions and answers

The Head of Finance, Clare James, will present a verbal report and invite comments and questions from members of the committee.

7. Business Plan 2018/19 - quarterly performance statement

(Pages 41 - 44)

The Service Director Performance and Innovation has submitted a report, the 2nd Quarter Performance Statement 2018/19, July – September 2018.

8. Overview and scrutiny work programme 2018/19

(Pages 45 - 48)

The Service Director Performance and Innovation has submitted a report to update the committee about the delivery of the Overview and Scrutiny Work Programme.



Overview and Scrutiny Committee Minutes

The minutes of the Overview and Scrutiny Committee meeting of Wyre Borough Council held on Monday, 22 October 2018 in committee room 2 Civic Centre, Poulton-le-Fylde.

Overview and Scrutiny Committee members present:

Councillors John Ibison, Colette Birch, Emma Ellison, Rob Fail, John Hodgkinson, Patsy Ormrod, Julie Robinson, Ron Shewan, Evelyn Stephenson and Matthew Vincent

Apologies for absence:

Councillors Kerry Jones, Ian Amos, Rita Amos and Howard Ballard

Other councillors present:

Councillors Lady Dulcie Atkins, Lynne Bowen, David Henderson, Phil Orme and Brian Stephenson

Officers present:

Marianne Hesketh, Service Director Performance and Transformation
Julia Robinson, Commercial Manager
Peter Foulsham, Scrutiny Officer

No members of the public or press attended the meeting.

28 Declarations of interest

None.

29 Confirmation of minutes

It was agreed that the minutes of the meeting of the committee held on 10 September 2018 be confirmed as a correct record.

30 Wyre's entertainment venues

The Service Director Performance and Innovation (Marianne Hesketh) had submitted a report. The Leisure, Health and Community Engagement Portfolio Holder (Councillor Lynne Bowen) and the Commercial Manager (Julia Robinson) attended the meeting to jointly present the report with Marianne Hesketh.

It was acknowledged that 2017/18 had been a difficult year from the Marine

Hall for a number of reasons, including the sad loss of the Head of Service, Ian Munro. In addition a lot of essential building maintenance was carried out which increased expenditure, as did the use of agency staff. Since then, however, the signs had been very positive, takings at the Marine Hall having increased by £55,000 this year already. Thornton Little Theatre was also doing very well, both venues having restructured their programmes to increase the number of promoters hiring the venues or agreeing to split box office takings, reducing the risk to the council. A wider range of events was also being promoted at both venues.

Councillors asked a number of questions to which Councillor Bowen and Julia Robinson responded and made the following additional comments:

- It was intended that the Marine Hall would use less agency staff in the future. Some staff worked at both the Marine Hall and Thornton Little Theatre.
- A Wedding Open Day would be held at the Marine Hall on the first Sunday after Valentine's Day. Weddings across a number of the council's venues would be promoted, as would local businesses and suppliers.
- The café at the Marine Hall was used to supplement a number of other events that were taking place. If the café was run by a commercial partner some of the other bookings that relied on the café as an integral part of their event might be lost. It was a question of balance.

The committee considered setting up a task group to look at the strategic focus for the Marine Hall, but concluded that it would be more appropriate to convene in six months' time, to give the Commercial Manager more time in post and for the current deficit to be reduced further.

It was agreed that

- (i) Councillor Lynne Bowen, Marianne Hesketh and Julia Robinson be thanked for their report and for attending the meeting, and
- (ii) That a further report on the Marine Hall be submitted to the committee in June 2019 as part of the Committee's Work Programme for 2019/20, with the intention of assisting the committee to scope a scrutiny task group review.

31 Flooding task group - draft report

The Chairman of the Flooding Task Group, Councillor Phil Orme, presented the group's draft report and recommendations. He underlined the expectation that residents take all reasonable steps to try to ensure that their own properties are resilient. He also highlighted that the recommendation that the use of sandbags be focused on (i) protecting critical assets and (ii) vulnerable residents, with support from the Flood Action Groups (FLAGs).

Members of the committee challenged a number of the task group's conclusions and recommendations, to which Councillor Orme responded by explaining the evidence that had been gathered during the review and the way in which this was directly reflected in the recommendations being made.

Some members of the committee expressed particular concern about (a) the lack of FLAGS in parts of the borough, (b) the continuing lack of clarity about the roles and responsibilities of ward councillors and the procedures to be followed and (c) the proposed restricted use of sandbags.

The opinion was expressed that it was unacceptable that residents should be expected to undertake all their own resilience measures as many people could not afford to do so. In response to that it was pointed out that there was funding that could be applied for in some cases, and that FLAGS would continue to play a significant role with vulnerable people in their areas.

The comment was made that there were likely to be General Data Protection Regulation (GDPR) implications regarding Recommendation Two, which would need to be considered before implementation.

The view was put forward that Lancashire County Council's report on the lessons to be learned from recent flooding events was still awaited, and any recommendations to be made by the task group should only be made within the context of that report.

It was agreed, by a majority of members of the committee, that the task group's report be endorsed and sent to the Cabinet for their consideration.

32 Overview and scrutiny work programme 2018/19

Peter Foulsham, Scrutiny Officer, confirmed that the first meeting of the Public Conveniences Task Group would be held on Tuesday 30 October at 6pm. There was still space for other councillors to join the group if they so wished.

The new national guidance on scrutiny was likely to be published before the end of 2018. Once published it was something that the committee might wish to discuss in order to see how it could affect scrutiny in Wyre.

Peter Foulsham agreed to circulate information about (i) the Centre for Public Scrutiny's Annual Conference on 4 December and (ii) a forthcoming meeting of the North West Strategic Scrutiny Network on 26 November to members of the committee.

The meeting started at 6.00 pm and finished at 7.39 pm.

Date of Publication: 23 October 2018

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Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
<p>Garry Payne, Chief Executive, Mark Billington, Service Director People and Places, Mark Broadhurst, Service Director Health and Wellbeing, Marianne Hesketh, Service Director Performance and Innovation, Clare James, Head of Finance</p>	<p>Cllr Alan Vincent, Resources Portfolio Holder, Cllr Michael Vincent, Planning and Economic Development Portfolio Holder, Cllr Roger Berry, Neighbourhood Services and Community Safety Portfolio Holder, Cllr Lynne Bowen, Leisure, Health and Community Engagement Portfolio Holder, Cllr Simon Bridge, Street Scene, Parks and Open Spaces Portfolio Holder</p>	<p>October 2018</p>

Review of Fees and Charges 2019/20

1. Purpose of report

- 1.1 To confirm the proposed fees and charges for the 2019/20 financial year.

2. Outcomes

- 2.1 Increase in income generation to support the Council's Budget.
- 2.2 Improve the return from our assets and deliver a programme of commercial initiatives as part of the council's Commercial Strategy.

3. Recommendation

- 3.1 That the proposed fees and charges, as set out in Appendix 1, for the financial year 2019/20 be approved.

4. Background

- 4.1 The Cabinet last formally considered its charging policy, as part of the Medium Term Financial Plan, at its meeting on 17 October 2018.

- 4.2** Charging for local services makes a significant contribution to council finances, and can be used to influence individuals' choices and to bring benefits to local communities. Charges can be set to encourage or discourage people to use services and through concessions to pursue local objectives.
- 4.3** A briefing entitled 'Income from Charging' was issued by the Audit Commission in September 2013 which used data from the value for money profiles and presented a high level analysis of councils' income from charging and the contribution it makes to service spending and allowed comparisons to other councils of the same type and changes over time. The data was the subject of a value for money review undertaken as part of the Overview and Scrutiny work programme and was considered at the meeting 15 December 2014.
- 4.4** The level of income generated by fees and charges and in particular projected increases which the council can influence, form a key part of the council's financial planning and is therefore reflected in the Medium Term Financial Plan.
- 4.5** As a result of the long period of austerity and reduced levels of central government funding there is an increased emphasis on income generation and working towards sustainable services. All staff have received commercialisation training to improve their skills and build on the 'work smart' Financial discipline and Commercial Awareness goal within the Council's Narrative Statement. This broadening of the traditional mindset in local authorities is essential to improve our financial sustainability and continue to provide value for money services.

5. Key issues and proposals

5.1 Leisure, Health and Community Engagement Portfolio

The main venues within the Leisure, Health and Community Engagement portfolio that generate substantial levels of fee income are the Marine Hall, Thornton Little Theatre and Cemeteries. Fee income is also included from Pest Control, Food Safety Services, Private Water Supplies and Licensing, countryside general, Wyre Estuary Country Park, Rossall Point and outdoor amenities (including bowling at King Georges Playing Field).

5.1.1 Pest Control

In the past, the pest control service has been subsidised. However since 2015/16 small surpluses have been achieved after excluding support service costs 2017/18 (£1,681). It is proposed to maintain all fees at current levels. The Pest Control Service have been unable to source one of the elements used to produce Mouse Packs and therefore it is proposed to remove the Mouse Packs product from the list of items for sale.

5.1.2 Food Safety Services

It is proposed to round to the nearest pound the fees for Food Premises Hygiene Re-Rating Inspection Applications introduced last year. Following

comparison with two other local councils it is proposed to increase a Food Export Certificate from £45 to £55 and additional copies from £1 to £5.

Health and Safety Posters and all booklets except the Food Hygiene booklet are no longer provided and it is proposed to delete the relevant fees. It is proposed to add two further tonnage classes, up to 1,000 and between 1,001- 3,000 and increase the fees for Ship Sanitation Certificates by tonnage in line with Association of Port Health Authority guidance. The current fee for the council to provide a Health and Safety Statement of Fact is £101.20 which does not reflect the amount of time that is spent on specific cases. Some cases may involve appearance in court and costs may exceed the current fee. Therefore it is proposed to reduce the one off charge to £100 for the first hour spent on the case, but introduce an additional hourly rate charge of £38 to more accurately reflect the actual cost of the specific case to the council. The initial charge of £100 is to reflect the fact that whilst our officer is working on the client's case, they are not working on their enforcement duties.

5.1.3 Contaminated Land

It is proposed to increase Contaminated Land enquiries from £60 to £100 following a benchmarking exercise.

5.1.4 Licensing

Amendments to fees and charges for licensing are the responsibility of the Licensing Committee and will be considered later in the financial year.

5.1.5 Marine Hall and Thornton Little Theatre

A thorough review of the fees and charges at both venues was conducted last year and it is proposed to maintain the majority of fees and charges at the same level with the following exceptions:

- An increase of £50 to the non-commercial hire evening and full day and evening hires at Marine Hall
- An increase of £50 to the commercial hire full day and evening hires at Marine Hall
- An increase of £5 to the hourly rate for hire of, Marine Café/ Waterfront Room/ Wyre Bar
- An increase of £5 to the car boot charges
- An increase to the fee for funeral gatherings at Thornton Little Theatre from £100 to £150.

5.1.6 Cemeteries

In 2017/18 the cemetery service generated a small deficit (£10,820) and the current approach is to aim to run the service on a break-even basis. Therefore it is proposed to increase the majority of fees by approximately 1%, with several exceptions:

- It is recommended that the fees for public burials remain constant as these are internal costs except for the grant/certificate required for child stillborn or not exceeding 1 month.
- The introduction of a new fee for interment of cremated remains on a Saturday is proposed owing to demand.

- It is recommended to maintain the Columbarium fees including inscriptions at current levels to encourage sales of new units rather than grave space which is of limited supply. It is also recommended that fees for memorial mushroom plaques and sundial and baby garden plaques remain constant to promote sales. The fee for a white urn has been deleted as no longer supplied. The fee of £299 for granite bench plaques has been included.
- The transfer and Grant form are the same document and so have been merged to one line at the price of £27.50.

5.1.7 Marsh Mill

No increases are proposed to the minimal fees currently being levied.

5.1.8 Countryside/Wyre Estuary Country Park/ Rossall Point

It is proposed to maintain fees at the current level to encourage use of the areas, attendance at events and continued participation in walks and talks with the exception of fees for school visits. With immediate effect to comply with HMRC guidance and to remain consistent between countryside and Wyre Estuary Country Park, the fees per head for school visits (led by a Ranger with an educational theme) are to be charged exempt of VAT at £2.50 (half day) and £3.50 (full day).

5.1.9 Outdoor Amenity Charges

New fees for bowling were introduced in February 2016 after consultation with bowling clubs and no increase is proposed this year. It is proposed to increase Junior 9 hole Pitch and Putt fees by 20p to £3.

5.2 Neighbourhood Services and Community Safety Portfolio Holder

The main service within the Neighbourhood Services and Community Safety portfolio that generates a substantial level of fee income is car parking. This portfolio also includes income from Housing Renovation Grants.

5.2.1 Car Parking

It is proposed to redefine Derby Road West Cleveleys as a Long Stay car park and to rationalise the car park charges introducing Up to 1 hour (£1), Up to 3 hours (£2) and All Day (£3.50) charges, with the All Day charge to be transferable between Long Stay Car Parks. Rough Lea Road car park is to remain short stay with a maximum stay of 2 hours because of its high turnover.

A new fee of £2 is proposed for Overnight Parking at all car parks between 6pm and 8am.

It is also recommended that Season Ticket charges are reduced to encourage take up and details are shown in Appendix 1.

5.2.2 Housing

A Portfolio Holder report in May 2018 approved an increase to the administration fees on Disabled Facilities Grants to 15% and therefore no further increases are proposed at this stage.

It is proposed to maintain the charges for the Handyman service at £10.

5.3 Planning and Economic Development Portfolio

The three main service areas within the Planning and Economic Development Portfolio that generate substantial levels of fee income are Planning, Building Control and Fleetwood Market.

The majority of the Building Control Fees are set in accordance with the Building Regulations Act 2010 allowing authorities to fix their own charges based on full cost recovery. The Head of Built Environment has the delegated authority to amend these fees as necessary. Similarly, all tenancy matters up to an annual sum of £25,000, including market rents are delegated to the Head of Built Environment. The fees for submitting planning applications required by Legislation are set nationally and the statutory fees came into force 17 January 2018.

5.3.1 Development Control

The majority of discretionary income relates to pre application discussion fees which need to be high enough to maintain a reasonable level of income and low enough to encourage applicants to come forward and seek such pre application meetings. It also helps that the fee structure is easy to understand and comprises of rounded figures. Lancashire County Council (LCC) highways, a key consultee, no longer provide pre application advice (except under their own scheme) and this means that developers seeking advice on highway matters no longer get that from a meeting with Wyre and instead have to pay a separate fee to LCC. Therefore it is considered that the fee structure for pre application advice should remain unchanged.

5.3.2 Building Control

No increases are proposed to ensure compliance with the Building Regulations Act 2010 which requires recovery of costs.

5.3.3 Markets

Indoor market rents are reviewed every three years and delegated to the Head of Built Environment.

It is recommended to maintain the outdoor market fees at Poulton and Cleveleys at current levels recognising the difficult economic climate. The VAT treatment of fees if the trial market at Cleveleys is made permanent may change depending on its final location, if VAT is payable this will initially be absorbed by the council.

5.3.4 Estates

It is proposed to increase the fee for use of land for a funfair by £50 to £350, additional rides/stalls by £10 to £50 and non-operations day rates by £25 to £75. It is also proposed to increase the fee for use of land by a circus by £25 to £400 and the call out fee by £10 to £50.

It is proposed to introduce a minimum fee of £100 for location filming, additional fees of £50 and £100 for administration of licences and a late notice fee of £150.

For Butts Close the fees for administration for assigning fees and renewal of a lease have been removed with immediate effect as we are not permitted to assign a lease or renew a lease for protected tenancies. Unprotected tenancies are to be charged the new lease fee of £150. It is proposed to increase the administration fee for early termination of lease from £150 to £200.

An increase of £10, from £50 to £60, is proposed for the administration of fees for new licences and assignment of a licence at Skippool Creek.

5.3.5 Wyred Up

It is proposed to remove the fees for Wyred Up while the scheme is refocused. However the price of a ticket for the Wyre Business Awards is proposed to increase from £40 to £50 in order to cover costs and be comparable with the prices charged at similar events elsewhere.

5.4 Resources Portfolio

5.4.1 MOT Test Centre

It is proposed to maintain fees at the current level to embed this new service.

5.4.2 Legal Fees

The authority to determine charges for the recovery of legal costs is delegated to the Head of Finance. It is proposed to increase all fees and round to the nearest whole pound by September CPI (2.4%).

5.4.3 Land Charges

The determination of fees and charges for Local Land charges is delegated to the Head of Finance. The council is required to ensure that over a three year period, the total income from charges does not exceed the total costs of granting access to property records. No changes are proposed at this stage.

5.4.4 Civic Centre Room Hire

It is proposed to maintain fees at the current levels with the aim of increasing the number of bookings.

5.4.5 Street Naming and Numbering

It is proposed to maintain fees at the current level as they continue to be representative of the administration involved.

5.4.6 Data Protection

The Fee for Subject Access Requests has been removed as charging is not permitted in most cases under the newly introduced General Data Protection Regulations. However, where the request is manifestly

unfounded or excessive a “reasonable fee” for the administrative costs of complying with the request may be levied.

If an individual requests further copies of their data following a request then a reasonable fee may be charged. This must be based on the administrative costs of providing further copies.

5.5 Street Scene and Parks and Open Spaces Portfolio

The main services within this portfolio are waste management, public conveniences, the dog warden service, parks and open spaces and playing fields.

5.5.1 Public Conveniences

It is recommended to maintain the current level of charges awaiting any findings from the review by the Overview and Scrutiny Task Group.

5.5.2 Dog Welfare

No change to the fees for stray dogs fees is proposed.

Removal of the fee for Micro-chipping is recommended as there is very little uptake owing to it being competitively available at other outlets and free events. It also removes the on-going training requirement for Officers.

The line for Control of Dog has been removed as this fee is covered in the list of Fixed Penalty Notices and the fee for sale of Muk Sak - dog waste containers has also been removed.

5.5.3 Domestic Refuse – Bulky Items

The service is generally cost neutral with income covering the expenditure (in 2017/18 the service made a small net surplus of £11,100). The contract with Calico and Blackpool Council expires in September 2019. It is recommended that the service remain competitively priced so that people are encouraged to use it (and not fly tip) and as such it is advised to maintain fees at current levels.

5.5.4 Green Waste

No change is proposed to fees. The service is currently in its third year and already proving to be popular with residents.

5.5.5 Provision of Standard Suite of Waste Recycling Containers-New Properties / Replacement Containers

It is proposed to introduce two new fees for a standard suite excluding green bin to homeowners and developers and increase the fees for a standard suite including green bins to homeowners and developers from £56 to £66. This will make a clear distinction when residents do not wish to sign up to the green waste service that a green bin will not be required or provided. It is also proposed to increase the fee to replace individual stolen/missing/damaged bins and boxes to £22.50.

5.5.6 Street Cleansing

It is proposed to introduce new fees for ad hoc private work and grounds maintenance private work on a quote basis with fly tipping cost fees remaining at current levels.

5.5.7 Parks and Open Spaces

It is proposed to maintain the fees for the Memorial Park Pavilion at current levels to encourage use. The £5 fee for additional equipment has been removed.

5.5.8 Leisure Development

It is proposed to increase all playing field fees by 2.4% September CPI, rounded.

5.6 **Overview and Scrutiny**

Initial proposals for amendments or increases to fees and charges have been reviewed and discussed by the Overview and Scrutiny Committee at their meeting on 26 November with their recommendations being reported to Portfolio Holders and amendments included within this report.

Delegated functions

- 6.1 The matters referred to in this report are considered under the following executive function delegated to each Portfolio Holder (as set out in Part 3 of the Council's Constitution): "To determine charges or fees for any relevant services operated within the Portfolio".

Financial and legal implications	
Finance	The financial implications of the fees and charges will be reflected in the Revenue Estimates which will be considered by Cabinet at their meeting 13 February 2019.
Legal	There are no significant legal implications arising from the proposals in this report.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	✓

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x

health and safety	x
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Processing Personal Data

If the decision(s) recommended in this report will result in personal data being processed, a primary impact assessment (PIA) will have been completed and signed off by the council's Data Protection Officer before the decision is taken (as required by the General Data Protection Regulations 2018).

report author	telephone no.	email	date
Julie Woods	01253 887601	Julie.woods@wyre.govuk	05/10/18

List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix 1– Proposed fees and charges for the 2019/20 financial year.

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FEES AND CHARGES 2017/18

Key to VAT Codings:	
VAT to be added at Standard Rate	+
Y Includes VAT	Y
X Exempt from VAT	X
O Outside Scope	O
Z Zero Rated	Z

FEES AND CHARGES 2019/20	2018/19 Fees and Charges	Ledger Code	2018/19 Updated Original Estimate as at 20/07/18	2018/19 Revised Estimate	2019/20 Fees and Charges	2019/20 Original Estimate	VAT
	£		£	£	£	£	
LEISURE, HEALTH AND COMMUNITY ENGAGEMENT PORTFOLIO							
PEST CONTROL							
Rodent Control (Not Weekend Service)							
Includes 3 revisits (further visits over and above charged at standard rate)							
All Callouts will be charged for and no refunds given							
Domestic Premises	41.50				41.50		Y
(10% discount to households in receipt of Housing Benefit or Council Tax discount)							
Near Neighbour Discount will be offered in line with Wyre Councils Block Treatment Procedures.							
Treatment must be prepaid and undertaken on same day no refunds for failure to provide access on agreed days.							
10% discount to households in receipt of Housing Benefit or Council Tax discount (not applicable to Block Treatment)							
Business Premises							
- including materials up to one hour	108.00	3320/93426	21,320	21,320	108.00	21,320	Y
- for every additional half hour or part thereof	54.00				54.00		Y
Pest/Insect Control (Not Weekend Service)							
All Callouts will be charged for and no refunds given for all insects except where bees are mistaken for wasps when a 50% refund will be issued							
Domestic Premises - per call out and treatment as required (including materials)							
Fleas, Cockroaches	62.50				62.50		Y
Wasps, Ants, Beetles – pre-payment	65.50				62.50		Y
Wasps, Ants, Beetles – no pre-payment	71.50				72.00		Y
Business Premises							
- per call-out up to one hour (incl. materials)	108.00				108.00		Y
- for every additional half hour or part thereof	54.00				54.00		Y
- minimum charge for call-out (including materials)	108.00				108.00		Y
Disinfection after Infectious Disease – per treatment	108.00				108.00		Y
Commercial Contract Charges							
Small Businesses - Contract 1	362.50				362.50		Y
Medium Businesses - Contract 2	488.00				488.00		Y
Large Businesses - Contract 3	615.00	3320/93473	16,050	12,000	615.00	16,050	Y
All contracts based on 6 visits per annum							
Include the treatment of rodents and insects (wasps, ants, bees, fleas and cockroaches)							
Exclude the treatment of Pharaohs Ants							
Include a free advice service							
Any additional insect/rodent callouts charges on a time accumulated basis. Treatments included within the annual contract charge apply to normal working hours only. Additional charges apply to requests for treatment outside 09:00-17:00hrs Mon-Fri							
All out of hours work includes travel time from and return to the Council Depot. All prices include materials							
Charges for additional contract callouts / out of hours treatments:							
Mon-Fri 09:00-17:00hrs per man hour on time accumulated basis	108.00				108.00		Y
Mon-Fri 17:00-22:00hrs per man hour on time accumulated basis	163.50				163.50		Y
Saturday 09:00-17:00hrs per man hour on time accumulated basis	163.50				163.50		Y
Sundays and Public Holidays 09:00-17:00hrs per man hour on time accumulated basis	216.50				216.50		Y
Pest Control Products*							
Insect Powder	4.00				4.00		Y
Flyspray	6.95				6.95		Y
Dethlac	5.00				5.00		Y
Pigeon/Seagull spikes	3.20	3320/93439	720	300	3.20	300	Y
Gutter clips (2)	1.25				1.25		Y
Adhesive	7.45				7.45		Y
Chimney spikes	28.30				28.30		Y
Delivery	1.25				1.25		Y
* These prices are subject to supplier's fluctuation which officers will apply as appropriate.							
Commercial Fly Catching equipment (available on order)*							
Test to check your current UV Fly Killer	10.50				10.50		Y
Chameleon 1*2 (Sticky Board) Free standing bracket Available - White or Stainless steel Fly Catcher	178.00				178.00		Y
Titan Alpha - Electronic Fly Killer (white)	114.50				114.50		Y
Sunburst (Decorative Sticky Traps)	75.00				75.00		Y
Titan 300 - Electronic Fly killer (available in Stainless steel or white)	220.50				220.50		Y
Delivery	1.25				1.25		Y
FOOD SAFETY SERVICES							
Food Premises Hygiene re-rating inspection within 1-3 months of application							
(No guarantee of increased rating)							
Online Application	177.15	3272/93487	0	1,500	178.00	1,500	O
Offline Application	190.52	3272/93487			191.00		O
Certificates and Booklets							
Food Hygiene Books							
Food Hygiene Handbook	At cost	3272/92001	200	400	At cost	250	Z
Food Export Certificate	45.00	3272/93417	3,090	2,800	55.00	3,410	O
Additional copy of Food Export Certificate	1.00				5.00		O
Ship sanitation Certificate							
Gross Tonnage							
Up to 3000	103.00	N/A	0	0	n/a	0	O
Up to 1000	n/a	N/A	0	0	90.00	0	O
1001-3000	n/a	N/A	0	0	125.00	0	O
3001 - 10000	154.00	N/A	0	0	190.00	0	O
10001 - 20000	205.00	N/A	0	0	245.00	0	O
20001 - 30000	236.00	N/A	0	0	320.00	0	O
Over 30000	308.00	N/A	0	0	375.00	0	O
Full copy of Public Food Register (commercially valuable information)							
	1,288.00	N/A	0	0	1,288.00	0	O
Health and Safety Statement of Fact (for Civil Cases)							
Charge for the first hour	101.20	N/A	0	0	N/A	0	O
Additional hourly rate					100.00		O
Travel expenses					38.00		O
					at cost		O
FISHERY HYGIENE CHARGES							

	2018/19 Fees and Charges	Ledger Code	2018/19 Updated Original Estimate as at 20/07/18	2018/19 Revised Estimate	2019/20 Fees and Charges	2019/20 Original Estimate	VAT
Fishery Landings							
Gross charge for each whole tonne of fish landed:-	1 Euro* per tonne	3272/93412	1,000	390	1 Euro* per tonne	1,000	O
Fishery Preparation/Processing Establishments							
Gross charge for each whole tonne of fish processed in the establishment	0.5 Euro*per tonne	3272/93410	400	670	0.5 Euro*per tonne	400	O
*Exchange rate fixed at 1 Euro = £0.89103 as at 1st January 2018 in C Series of official journal of the European Communities							
PRIVATE WATER SUPPLIES CHARGES (Implementation of – The Private Water Supplies regulations 2008)							
Private water supply risk assessments and monitoring in accordance with the above Regulations	Risk assessments charged at £31 per hour up to a maximum of £500 as prescribed in the Regulations. (The first hour of each Risk Assessment will be free)	3271/93460	850	850	Risk assessments charged at £31 per hour up to a maximum of £500 as prescribed in the Regulations. (The first hour of each Risk Assessment will be free)	850	O
Private water supply sampling	Private water supply sampling costs will be charged at cost of having the sample analysed plus a £50 administration fee	3271/93460			Private water supply sampling costs will be charged at cost of having the sample analysed plus a £50 administration fee		O
CONTAMINATED LAND ENQUIRIES							
	60.00	3282/93446	400	400	100.00	600	Y
LICENSING							
ALL LICENCES SUBJECT TO A SEPARATE REPORT							
ANIMAL WELFARE (Licencing of Activities Involving Animal) Regulation 2018							
Animal Boarding application fee - payable on application	119.00						O
Licence fees for up to 20 units							
Each additional 10 units	21.00						O
New - 1 year (incl application fee)	236.00						O
2 year (incl application fee)	366.00						O
3 year (incl application fee)	430.00						O
Renewal - 1 year (incl application fee)	223.00						O
2 year (incl application fee)	353.00						O
3 year (incl application fee)	418.00						O
Re-rating inspection fee	81.00						O
Home boarding application fee - payable on application	93.00	3341/93240					O
New - 1 year (incl application fee)	191.00						O
2 year (incl application fee)	320.00						O
3 year (incl application fee)	385.00						O
Renewal - 1 year (incl application fee)	184.00						O
2 year (incl application fee)	314.00						O
3 year (incl application fee)	379.00						O
Re-rating inspection fee	56.00						O
Dog Creche application fee - payable on application	105.00						O
New - 1 year (incl application fee)	209.00						O
2 year (incl application fee)	339.00						O
3 year (incl application fee)	404.00						O
Renewal - 1 year (incl application fee)	197.00						O
2 year (incl application fee)	327.00						O
3 year (incl application fee)	391.00						O
Re-rating inspection fee	68.00						O
*Dog Breeding application fee - payable on application	114.00						O
Licence fees for up to 5 bitches							
Each additional 5 bitches	10.00						O
New - 1 year (incl application fee)	218.00	3341/93241					O
2 year (incl application fee)	348.00						O
3 year (incl application fee)	413.00						O
Renewal - 1 year (incl application fee)	239.00						O
2 year (incl application fee)	369.00						O
3 year (incl application fee)	424.00						O
Re-rating inspection fee	81.00						O
Selling Pets application fee - payable on application	116.00						O
New - 1 year (incl application fee)	239.00						O
2 year (incl application fee)	369.00	3341/93243					O
3 year (incl application fee)	434.00						O
Renewal - 1 year (incl application fee)	233.00						O
2 year (incl application fee)	363.00						O
3 year (incl application fee)	428.00						O
Re-rating inspection fee	81.00						O
*Hiring Horses application fee - payable on application	154.00						O
Licence fees for up to 20 horses							
Each additional 10 horses	21.00						O
New - 1 year (incl application fee)	283.00						O
2 year (incl application fee)	448.00	3341/93244					O
3 year (incl application fee)	531.00						O
Renewal - 1 year (incl application fee)	247.00						O
2 year (incl application fee)	413.00						O
3 year (incl application fee)	496.00						O
Re-rating inspection fee	104.00						O
Train/exhibit animals application fee - payable on application	89.00						O
3 year (incl application fee)	213.00						O
Zoo licence							
6 year	594.00	3341/93245					O
4 year	484.00						O
Dangerous Wild Animals licence							
2 year	316.00	3341/93242					O
* plus Vet fees							
GENERAL LICENCES							
Skin piercer-premises(tattooists, electrolysists, semi permanent skin colourists and acupuncturists)	190.00	3340/93226					O
Second Hand Good Dealer	142.00	3340/93231					O
Street Trading Consent	290.00	3340/93229					O
Sex Shop	1,790.00	N/A					O
Sexual Entertainment Venue	2,135.00	N/A					O
Scrap Metal Dealer- Mobile Collector	300.00						O
Scrap Metal Dealer - Site	300.00	3340/93228					O
Scrap Metal Dealer - Variation	100.00						O

	2018/19 Fees and Charges	Ledger Code	2018/19 Updated Original Estimate as at 20/07/18	2018/19 Revised Estimate	2019/20 Fees and Charges	2019/20 Original Estimate	VAT
Scrap Metal Dealer - Re-issue of licence	15.00						0
GAMBLING ACT 2005							
Where a licence is subject to a seasonal condition the annual fee shall be one twelfth of the full annual fee for every month or part of a month that the licence is operative for.							
Bingo premises							
New application	2,365.00						0
Annual fee	1,000.00						0
Provisional Statement New	2,365.00						0
Premises licence fee for holders of Provisional Statements	1,125.00						0
Variation fee	1,465.00						0
Transfer fee	745.00						0
Reinstatement of licence	1,180.00						0
Betting premises							
New application	2,365.00						0
Annual fee	600.00						0
Provisional Statement New	2,365.00						0
Premises licence fee for holders of Provisional Statements	1,125.00						0
Variation fee	1,465.00						0
Transfer fee	745.00						0
Reinstatement of licence	1,180.00						0
Adult Gaming Centres (AGC)							
New Application	2,000.00						0
Annual Fee	1,000.00						0
Provisional Statement New	2,000.00						0
Premises licence fee for holders of Provisional Statements	1,125.00						0
Variation Fee	1,000.00						0
Transfer fee	745.00						0
Reinstatement of Licence	1,180.00						0
Family Entertainment Centre							
New Application	2,000.00						0
Annual Fee	750.00						0
Provisional Statement New	2,000.00						0
Premises licence fee for holders of Provisional Statements	950.00	3346/93234					0
Variation Fee	1,000.00						0
Transfer Fee	745.00						0
Reinstatement of Licence	950.00						0
Track							
New Application	2,365.00						0
Annual Fee	950.00						0
Provisional Statement New	2,365.00						0
Premises licence fee for holders of Provisional Statements	1,125.00						0
Variation Fee	1,250.00						0
Transfer Fee	745.00						0
Reinstatement of Licence	950.00						0
Miscellaneous Charges							
Fee for a copy of a licence	25.00						0
Fee for a notification of change of circumstances	50.00						0
(FEES PRESCRIBED BY STATUTE)							
Gambling Act 2005 Permits							
Unlicensed Family Entertainment Centre (UFEC) new/renewal	300.00						0
Fee to change name on permit-UFEC	25.00						0
Fee to copy permit-UFEC	15.00						0
Licensed premises gaming machine permit	150.00						0
Licensed premises gaming machine permit-annual fee	50.00						0
Licensed premises gaming machine permit-variation fee	100.00						0
Licensed premises gaming machine permit-transfer fee	25.00						0
Licensed premises gaming machine permit-copy permit	15.00						0
Licensed premises Notification	50.00						0
Club Gaming Permit	200.00						0
Club Gaming Permit-fast track	100.00						0
Club Gaming Permit-annual fee	50.00						0
Club Gaming Permit-Variation	100.00						0
Club Gaming Permit-copy permit	15.00						0
Club Gaming Machine Permit	200.00						0
Club Gaming Machine Permit-fast track	100.00						0
Club Gaming Machine Permit-annual fee	50.00						0
Club Gaming Machine Permit-variation	100.00						0
Club Gaming Machine Permit-copy permit	15.00						0
Prize Gaming Permit-New or renewal	300.00						0
Prize Gaming Permit-fee to change name	25.00						0
Prize Gaming Permit-copy permit	15.00						0
Small Society Lottery Registration-New	40.00	3346/93222					0
Small Society Lottery Registration-Annual fee	20.00						0
LICENSING ACT 2003							
Fees under the Licensing Act 2003 are determined nationally and are prescribed by the Licensing Act 2003 (Fees) Regulations		3344/93225 & 3344/93232					
Taxis							
Dual Driver licences (3 year duration)-New*	162.00						0
Dual Driver licences (3 year duration)-Renewal	122.00	3342/93264					0
Dual Driver licences (1 year duration)-Renewal	95.00						0
Replacement Driver Badge	15.00	3342/93261					0
Private Hire Vehicle	142.00	3342/93254					0
Hackney Carriage Vehicle (includes £25 unmet demand surcharge)	167.00	3342/93252					0
Private Hire door stickers (pair)	16.00	3342/93259					0
Plates (pair)	20.00	3342/93257 & 3342/93258					0
Brackets (pair)	22.00						0
For Hire Signs		3342/93262					
Private Hire Operator(5 year duration) 1-10 vehicles	210.00						0
Private Hire Operator(5 year duration) 11-20 vehicles	260.00	3342/93256					0
Private Hire Operator(5 year duration) 21+ vehicles	300.00						0
* Includes knowledge fee							
THORNTON LITTLE THEATRE							
Non Commercial Charges/ Community Rates (Stage Shows, Concerts etc)							
Monday to Sunday							
Full Day and Evening (08:00 to 23:00)	500.00				500.00		Y

	2018/19 Fees and Charges	Ledger Code	2018/19 Updated Original Estimate as at 20/07/18	2018/19 Revised Estimate	2019/20 Fees and Charges	2019/20 Original Estimate	VAT
Mornings (08:00 to 13:00)	160.00				160.00		Y
Afternoons (13:00 to 17:00)	160.00				160.00		Y
All Day (08:00 to 17:00)	280.00				280.00		Y
Evening (17:00 to 23:00)	280.00				280.00		Y
Additional Hourly Rate (per hour)	40.00				40.00		Y
Additional Performance/Matinee Charge							
Monday to Saturday	240.00				240.00		Y
Sundays/Bank Holidays	500.00				500.00		Y
Additional Staff (per person per hour)	30.00				30.00		Y
Additional Hourly Charge (between 23:00 and 08:00)	50.00				50.00		Y
Commercial Charges (Stage Shows, Concerts etc)							
Monday to Sunday							
Full Day and Evening (08:00 to 23:00)	1,300.00				1,300.00		Y
Mornings (08:00 to 13:00)	400.00				400.00		Y
Afternoons (13:00 to 17:00)	400.00				400.00		Y
All Day (08:00 to 17:00)	650.00				650.00		Y
Evening (17:00 to 23:00)	900.00				900.00		Y
Additional Hourly Rate (per hour)	100.00	3043/93604	40,000	40,000	100.00	45,000	Y
Additional Staff (per person per hour)	50.00				50.00		Y
Additional Hourly Charge (between 23:00 and 08:00)	75.00				75.00		Y
Studio Room							
Session rates am/pm/evening (per session) Non Commercial/ Community Rate							
Half studio room for uses as dressing room (per hour -min 2hrs)	80.00				80.00		+
	10.00				10.00		+
Commercial Charges (Other than Stage Shows)							
Session rates am/pm (per session)	100.00				100.00		+
Session rates evening (per session)	150.00				150.00		+
Miscellaneous (per hour unless otherwise stated)							
Sales of Show Tickets for Private Hire (commission)	10% of gross				10% of gross		+
* The hirer must use the technical staff provided by the theatre and in such numbers as required by the Council for stage performances							
Wedding Prices							
Per hour (minimum of 12hrs)							+
New (18/19 Wedding packages are new and charges may be subject to change)							
Ceremony Monday to Friday	350.00				350.00		+
Saturday Ceremony	650.00				650.00		+
Afternoon Ceremony and Reception up to 7pm Monday to Friday	700.00				700.00		+
Afternoon Ceremony and Reception up to 7pm on Saturday	900.00				900.00		+
Afternoon and Evening Receptions Mon-Sat	950.00				950.00		+
Afternoon Ceremony followed by Afternoon and Evening Receptions (Mon-Fri)	1,200.00				1,200.00		+
Afternoon Ceremony followed by Afternoon and Evening Receptions (Sat)	1,500.00				1,500.00		+
Evening Reception Only	800.00				800.00		+
Late Ceremony (after 4pm) followed by Evening Reception (Mon to Sat)	1,000.00				1,000.00		+
Parties/ Dinners and Other Social Celebrations 7-11pm	from 500.00				from 500.00		+
Funeral Gatherings. 2 hours typical hire.	from 100.00				from 150.00		+
Children's Birthday Parties	from 150.00				from 150.00		+
MARINE HALL							
(Per hour - Minimum 2 hours)							
Non Commercial Charges / Community Rates							
(Stage Shows, Concerts etc)							
Full Day and Evening (08:00 to 23:00)	1,200.00				1,250.00		Y
Mornings (08:00 to 13:00)	400.00				400.00		Y
Afternoons (13:00 to 17:00)	400.00				400.00		Y
All Day (08:00 to 17:00)	700.00				700.00		Y
Evening (17:00 to 23:00)	700.00				750.00		Y
Additional Hourly Rate (per hour)	100.00				100.00		Y
Additional Staff (per person per hour)	30.00				30.00		Y
Commercial Charges (Stage Shows, Concerts etc)							
Monday to Thursday							
Full Day and Evening (08:00 to 23:00)	1,750.00				1,800.00		Y
Mornings (08:00 to 13:00)	600.00				600.00		Y
Afternoons (13:00 to 17:00)	600.00				600.00		Y
All Day (08:00 to 17:00)	1,000.00				1,000.00		Y
Evening (17:00 to 23:00)	1,000.00				1,000.00		Y
Additional Hourly Rate (per hour)	100.00				100.00		Y
Additional Staff (per person per hour)	50.00				50.00		Y
Security Staff Additional. Quotes available							
Marine café/The Waterfront Room/Wyre Bar							
Non Commercial Charges / Community Rates							
8.00 am to 11.00 pm	40.00				45.00		Y
(per hour, minimum 2 hrs)							
Waterfront & Wyre Bar for use as dressing rooms (per hour - minimum 2hrs)	20.00				25.00		Y
Waterfront or Wyre Bar Funeral 2 hours minimum hire	from 100.00				from 100.00		Y
Commercial Charges							
8.00 am to 11.00 pm	60.00				60.00		Y
(per hour, minimum 2 hour use)							
Outdoor Performance Area							
Non Commercial Charges/Community Rates							
8.00 am to 11.00 pm	At Cost				POA		Y
Price on application, dependant on use							
Commercial Charges							
8.00 am to 11.00 pm	At Cost	3040/93604	70,000	75,000	POA	80,000	Y
Miscellaneous							

	2018/19 Fees and Charges	Ledger Code	2018/19 Updated Original Estimate as at 20/07/18	2018/19 Revised Estimate	2019/20 Fees and Charges	2019/20 Original Estimate	VAT
Hire of Radio Microphones (per day per microphone)	20.00				20.00		+
Extra Whiteboard (per event)	10.00				10.00		+
Flip Chart (per event)	10.00				10.00		+
Screen Only (per event)	5.00				5.00		+
PA Set Up (internal)	At cost				POA		+
PA Set Up (external)	At cost				POA		+
XGA Data Projector with Screen (per event)	At cost				POA		+
Stage extension	At cost				POA		+
Catwalk	At cost				POA		+
Batteries	0.50				0.50		+
Gaffer tape	10.00				10.00		+
Electricity up to 1Kw	10.00				10.00		+
Electricity above 1Kw	15.00				15.00		+
Haze machine (incl liquid)	30.00				30.00		+
Table slip/overlay	2.00				2.00		Y
Additional equipment may be hired in and charged for as requested/required. Please ask if you require any specialist or additional equipment.							
Sale of Show Tickets for Private Hire	10% of gross				10% of gross		+
Postage Fee for Credit Cards/Handling Charge	n/a				n/a		Y
Postage for tickets posted out to customer	1.00				1.00		Y
Booking Fee (Website and Phone bookings)	1.50				1.50		Y
*The hirer must use the technical staff provided by the theatre and in such numbers as required by the Council for stage performances (minimum crew hire 2)							
Trade Exhibitions, Period Lettings, Promotional packages etc.							
Subject to negotiations with Director of People and Places							
Performing Rights Tariffs will be applied to those events that attract this charge.							
Note: A charge for the provision of Café facilities may be applicable for events (subject to negotiations).							
Food Festival & Christmas Market							
5ft stall	40.00				40.00		Y
10ft stall	80.00				80.00		Y
3x3m stall	100.00				100.00		Y
4.5x3m stall	110.00				110.00		Y
Carboot							
5ft	10.00				15.00		Y
10ft	15.00				20.00		Y
Clothes Rail							
5ft	10.00				10.00		Y
10ft	15.00				15.00		Y
Main Hall (18/19 Wedding packages are new and charges may be subject to change)							
Ceremony Only (Mon -Fri)	350.00				350.00		+
Ceremony Only Saturday	650.00				650.00		+
Afternoon Ceremony and Reception up to 7pm Mon-Friday	1,000.00				1,000.00		+
Afternoon Ceremony and Reception up to 7pm Saturday	1,000.00				1,000.00		+
Afternoon and Evening Receptions Mon-Sat	1,500.00	3040/93612	10,000	10,000	1,500.00	15,000	+
Afternoon Ceremony followed by Afternoon and Evening Receptions (Mon-Fri)	1,750.00				1,750.00		+
Afternoon Ceremony followed by Afternoon and Evening Receptions (Saturday)	2,000.00				2,000.00		+
Evening Reception Only Mon-Sat	1,000.00				1,000.00		+
Late Ceremony (4pm onwards) followed by evening reception (Mon -Fri)	1,250.00				1,250.00		+
Late Ceremony (4pm onwards) followed by evening reception (Saturday)	1,500.00				1,500.00		+
Assistance with Dressing the room per person per hour	30.00				30.00		+
New packages are also being developed for Parties & other Social Events							
Please contact the venue for further information and charges.							
Advertising Banners							
Banner space on Thornton Little Theatre building (2 weeks)	40.00				40.00		+
Promotion - Banner Boards at Thornton Little Theatre and Marine Hall (price per 2 weeks)	50.00				50.00		+
Larger Banner Sites subject to availability							
Online Media Package for events at Marine Hall and Thornton Little Theatre	150.00	3040 and 3043/93405	720	3,000	150.00	4,000	+
Press Package for events at Marine Hall and Thornton Little Theatre	120.00				120.00		+
Print Package for events at Marine Hall and Thornton Little Theatre	200.00				200.00		+
CEMETERIES							
Interment Fees							
Burial in a grave in respect of which an exclusive right of burial has been granted							
Child stillborn or not exceeding seven years	174.00	3220/93101	81,680	81,680	176.00	81,680	O
Person whose age at death exceeds seven years for interments new and reopen fees.7'6" 6'0" 4'6"	740.00	3221/93101	9,180	11,000	747.00	9,180	
Interment of cremated remains	200.00	3222/93101	36,360	36,360	202.00	36,360	O
Scattering of cremated remains	124.00				125.00		O
Public Burial							
Person whose age at death exceeds seven years	767.00				767.00		O
Child stillborn or not exceeding one month	25.50				27.00		O
Child over one month but not exceeding seven years	73.00				73.00		O
Saturday Interments (between 9.00am to 12.30pm)							
Minimum Charge for Burial interment includes standard interment fee	1,594.00				1,610.00		O
Minimum Charge for Cremated Remains interment includes standard interment fee	400.00				404.00		O
Grave Spaces							
All cemeteries.							
New grave space for one or two – subject to ground conditions							
Purchase of exclusive right of burial for 50 years -earthen grave (Includes Grant)*	856.00	3220/93104	47,020	47,020	865.00	47,020	O/E
Interment Fee (see above dependant on depth)		3221/93104	4,530	4,530		4,530	
New Baby Garden of Remembrance at Fleetwood and Poulton New Cemetery							
Purchase of exclusive right of burial for 50 years*	245.00	3222/93104	23,480	23,480		23,480	
Interment fee (see above)					245.00		O/E
Woodland Burials (POULTON NEW CEMETERY)							
Purchase of exclusive right of burial for 50 years (Including tree and planting and Grant)*	1,099.00				1,110.00		O/E
Interment Fees see above							
*VAT exempt if bought in advance							
Reservation of Cremated Remains Section							
Fleetwood Cemetery - Cremated Remains Section							
Purchase of exclusive rights of burial for 50 years (for the right to inter up to 6 caskets) *	389.00				393.00		O/E
Interment Fee (see above)							
Fleetwood Cemetery - Garden of Remembrance Section							
Exclusive rights for scattering for 50 years	271.00				274.00		O
Scattering fee (see above)							
Preesall and Poulton New Cemetery - Cremated Remains Section							
Purchase of exclusive right for burial for 50 years (for the right to inter up to 4 caskets)*	298.00				300.00		O/E
Interment fee (see above)							
Fleetwood Cemetery Columbarium							
For the right to deposit the cremated remains in a niche for a period of 50 years (up to four caskets) Exempt for VAT if supplied with Memorial Plaque and inscription.	510.00	3220/93104/COL	7,660	8,160	510.00	7,660	O/E
First inscription charge, removing and refixing tablet 80 letters. Exempt for VAT if supplied with above otherwise Standard Rated.	169.00	3220/93105/COL	2,500	2,500	169.00	2,500	E/+
Columbarium, Moorland Road Cemetery, Poulton-le-Fylde							
For the right to deposit the cremated remains in a niche for a period of 50 years (up to one casket)	510.00	3222/93104/COL	1,020	1,020	510.00	1,020	O

	2018/19 Fees and Charges	Ledger Code	2018/19 Updated Original Estimate as at 20/07/18	2018/19 Revised Estimate	2019/20 Fees and Charges	2019/20 Original Estimate	VAT
Second and Subsequent interments	200.00	3220&3222/93101/COL	490	490	200.00	490	O
Vaults or walled Graves							
For the additional right to construct a vault or walled grave to include exclusive Right of Burial	as per contractor cost	3220/3221&3222/93106	7,540	7,540	per contractor cost	7,540	O
Use of Cemetery Chapel							
Only available at Poulton New Cemetery	202.00	3222/93443	4,040	2,400	204.00	4,040	O
All the above fees are subject to double fees (100%) for non-residents applicable to all persons who reside outside the Borough of Wyre with the exception of Staining Parish Council							
Miscellaneous Charges							
Notice of Interment / Registration	27.00	93417	as above	as above	27.50	as above	O
Transfer/Grant Form	27.00	93417	as above	as above	27.50	as above	O
Late Funerals beyond 20 minutes of booked time	195.00	93106	as above	as above	197.00	as above	O
Change of Coffin size after first notification	195.00	93106	as above	as above	197.00	as above	O
Single Grave Search	22.00	93106	as above	as above	22.50	as above	O
Exhumation of Body (Administrative Fees)	921.00	93106	as above	as above	930.00	as above	O
Exhumation of Body Fees – as Grounds Maintenance							
Memorial Benches/Plaques - Cemetery and Non-Cemetery							
Memorial Bench Scheme (see note)	Ad hoc	3220/3222/92308	as below	as below	Ad hoc	as below	Y
Purchase of memorial name plaque for bench (see note)	Ad hoc		as above	as above	Ad hoc	as above	Y
Note: New benches will be charged on a cost recovery basis and be subject to an admin fee. Memorial plaques added to existing benches will be charged on a cost recovery basis plus a charge linked to the remaining life of the bench and may also attract an admin fee.							
Granite Bench Plaques 7"x5"	299.00				299.00		Y
Memorial Mushroom Plaques	166.00	3220&3222/93105/9661	930	930	166.00	930	E/+
Sundial and Baby Garden Plaques 10" x 4"	220.00				220.00		Y
8" x 4"	190.00				190.00		Y
7" x 4"	172.00				172.00		Y
Pictures or designs may be added at an additional cost, currently £65.50							
CEMETERIES - MEMORIAL							
Miscellaneous Charges							
Day permit for monumental masons from outside the district to operate in Cemeteries managed by the Council and agreed by the supervisor officer per day	124.00	93106	as above	as above	125.00	as above	O
Erection of monument or memorial works without the submission of an application and fee to the Registrar and approval received	469.00	93106	as above	as above	474.00	as above	O
Headstone and Inscription - all lawned sections							
For the right to erect and place a new headstone memorial including inscription (no ornamentation) not exceeding 3'6" in height by 3'0" wide and 4" in thickness.	182.00	3220/93102	13,540	13,540	184.00	13,540	O
Additional charges to be added to the above fee		3221/93102	1,210	1,500		1,210	
For any etched or coloured illustration, photo plaque, ornamentation or design works etc. other than the normal inscription on any memorial.	0.00	3222/93102	5,160	5,160	0.00	5,160	O
Recumbent headstones - all cemeteries, cremated remains section and Baby Garden of Remembrance (Dimension - 18" by 12")	136.00				137.00		O
Deposit of stone flower vase	101.00				102.00		O
Gardens of Remembrance Tablet Fee	66.00				67.00		O
Permission for additional inscriptions on existing memorials (all sections)	126.00	3220&3221&3222/93105/9660 &3220&3222/93106/COL	8,300	7,870	127.00	8,300	O
Columbarium - Moorland Road Cemetery							
First Inscription charge and removing and refixing tablet	148.00	3222/93105/COL	690	690	149.00	690	O
For the right to remove the tablet, cut additional inscription and re-fixing tablet	100.00				101.00		O
Columbarium - Fleetwood Cemetery							
Standard Casket/Urn including nameplate - minimum price	68.00	3220/92308/COL	1,070	3,000	69.00	3,000	Y
Bronze Vase and Holder *inc VAT	44.00	3220/93102/COL	0	170	45.00	0	Y
First inscription up to 80 letters £2 per additional letters	169.00	3220/93105/COL	as above	as above	169.00	as above	Y
Additional inscription	143.00	3220/93105/COL	as above	as above	143.00	as above	Y
MARSH MILL							
Marsh Mill Entry/Tour							
Adult	2.00				2.00		Y
Concessionary (age 5 to 16 years (no under 5's able to do a tour))/Senior Citizen	1.00				1.00		Y
Family (Any party of 3 visitors that includes at least 1 adult & 1 concessionary)	3.50	3020/93005	500	1,100	3.50	950	Y
Group Booking/Tour – 15 or more	2.50				2.50		Y
School Groups – 15 or more (inc. other children groups e.g.Scouts)	1.5*				1.5*		Y
Evening and Weekday Group Bookings	per head				per head		
*If the visit includes imparting educational instruction the fee will be exempt for VAT							
Marsh Mill Hire Charges							
First Floor/Side Room/Ground Floor (1/2 day)	15.00				15.00		E
First Floor/Side Room/Ground Floor (full day)	27.00	3020/93006	0	0	27.00	0	E
Kiln House Hire (week)	11.00				11.00		E
Kiln House Hire (month)	30.00				30.00		E
Talks, demonstration and workshops entrance to first floor:							
VISIT WYRE							
I-Bus	100.00	3173/93604/LP13	0	0	100.00	0	+
COUNTRYSIDE							
Slide Talks							
Per Group	35.00				35.00		Y
Guided Walks							
Adult	4.50				4.50		Y
Adult half day	3.50				3.50		Y
Concessions full day	3.50				3.50		Y
Concessions half day	2.50	3131/93010	3,000	3,000	2.50	3,000	Y
Special events or activities charged as advertised							
School Visits							
School Groups Charge per head, (inc.other childrens groups e.g. Scouts) - Full day	3.50				3.50		E
Ranger led activities with Educational Theme							
School Group Charge per head, (inc. other childrens groups e.g. Scouts- Half Day	2.50				2.50		E
Ranger led activities with Educational Theme							
WYRE ESTUARY COUNTRY PARK							
Hire of Riverside Room Stanah (no additional services provided)							
-Half day/evening	30.00				30.00		E
-Full Day	50.00				50.00		E
After 5pm evening	40.00	3130/93604	400	400	40.00	400	E
-Additional equipment hire	5.00				5.00		Y
-Commercial Hire - by negotiation	17.00 per hour				17.00 per hour		E
Special events are charged in accordance with Countryside Activities Programme							
School Visits							

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School Groups Charge per head, (inc.other childrens groups e.g. Scouts) - Full day Ranger led activities with Educational Theme	3.50	3130/93510	500	500	3.50	500	E
School Group Charge per head, (inc. other childrens groups e.g. Scouts- Half Day Ranger led activities with Educational Theme	2.50				2.50		E
ROSSALL POINT							
Hire of Rossall Point - (only available when not open to the public)							
-Half day/evening	30.00				30.00		E
-Full Day	50.00	3063/93604	350	390	50.00	390	E
After 5pm evening	40.00				40.00		E
OUTDOOR AMENITY CHARGES							
<u>Bowls - per hour</u>							
Ordinary	3.80				3.80		Y
Junior (up to 16years)/Senior Citizen/ Over 60	2.80				2.80		Y
Annual Contract (VAT exempt only if block booking criteria met)	37.00				37.00		E
Winter Contract (VAT exempt only if block booking criteria met)	23.00	3112/93080	1,910	1,180	23.00	1,910	E
Summer Contract (VAT exempt only if block booking criteria met)	23.00				23.00		E
Seven Day Contract	13.50				13.50		Y
<u>Hire of Green (minimum 2 hours)</u>							
Matches per hour (League Fixtures)	12.50	3091/93083	3,530	3,340	12.50	3,500	Y
Group Hire per hour	12.50	3114&3118/93083&3112/93084	2,880	2,650	12.50	2,540	Y
NB. Fees for hire of bowling Green are only exempt for VAT if they are to a Bona Fide* club if the following criterias is not met VAT will be charged.							
* All the following criteria must be met							
1.Facilities are let exclusivly to a school,constituted club or association or an organisation representing an affiliated club							
2.Bookings are for 10 or more sessions							
3.Each session is for the same sport/activity at the same location							
4.The interval between each session is at least 1 day but no more than 14 days							
<u>Crazy Golf</u>							
Adult	3.00	3112/93013	190	370	3.00	190	Y
Junior (up to 16 years)/Senior Citizen/Over 60	2.00	3112/93014	300	270	2.00	300	Y
<u>Pitch and Putt</u>							
Fleetwood - 18 hole Adult	5.00	3112/93040	400	390	5.00	400	Y
Junior (up to 16 years)/Senior Citizen/Over 60	4.00	3112/93041	310	270	4.00	310	Y
Fleetwood - 9 hole Adult	4.00	3112/93042	630	550	4.00	630	Y
Junior (up to 16 years)/Senior Citizen/Over 60	2.80	3112/93043	520	490	3.00	520	Y
Lost Golf Balls	1.00	As above			1.00		Y
NEIGHBOURHOOD SERVICES AND COMMUNITY SAFETY PORTFOLIO							
CAR PARKING - OFF STREET							
<u>Rough Lea Road, Cleveleys -</u>							
<u>Daily 8am – 6pm (Motor car)</u>							
Up to 1 hour	n/a				1.00		Y
Up to 2hrs (Max stay 2hrs)	1.50				2.00		Y
<u>Promenade North, Cleveleys -</u>							
<u>Daily 8am – 6pm (Motor car)</u>							
Up to 1 hour	n/a				1.00		Y
Up to 2hrs	1.50				2.00		Y
<u>Derby Road West, Cleveleys -</u>							
<u>Daily 8am – 6pm (Motor car)</u>							
Up to 1 hour	n/a				1.00		Y
Up to 2hrs	1.50				n/a		Y
Up to 3hrs	n/a				2.00		Y
Over 2hrs-4hrs	2.40				n/a		Y
Over 4hrs	6.00				n/a		Y
All Day (Transferable between Long stay car parks)	n/a				3.50		Y
<i>Wyre Residents Permit Scheme Up to 2hrs</i>	FREE				FREE		
Monthly Season Ticket					See below		Y
<u>Derby Road East/Slinger Road, Cleveleys -</u>							
<u>Daily 8am – 6pm (Motor car)</u>							
Up to 1 hour	n/a				1.00		Y
Up to 2hrs	1.50				n/a		Y
Up to 3hrs	n/a				2.00		Y
Over 2hrs-4hrs	2.40				n/a		Y
Over 4hrs – 6hrs	3.00				n/a		Y
Over 6hrs	3.80				n/a		Y
All Day (Transferable between Long stay car parks)	n/a				3.50		Y
<i>Wyre Residents Permit Scheme Up to 2hrs</i>	FREE				FREE		
Monthly Season Ticket	See below				See below		Y
<u>Jubilee Gardens, Cleveleys - Daily 8am – 6pm (Motor car)</u>							
Up to 1 hour	n/a				1.00		Y
Up to 2hrs	1.50				n/a		Y
Up to 3hrs	n/a				2.00		Y
Over 2hrs-4hrs	2.40				n/a		Y
Over 4hrs – 6hrs	3.00				n/a		Y
Over 6hrs	3.80				n/a		Y
All Day	n/a				3.50		Y
<i>Wyre Residents Permit Scheme Up to 2hrs</i>	FREE				FREE		
Monthly Season Ticket	See below				See below		Y
<u>Custom House Lane, Fleetwood - Daily 8am - 6pm (Motor Car)</u>							
Up to 1 hour	n/a	4190/93430	510,000	510,000	1.00	510,000	Y
Up to 2hrs	1.50				n/a		Y
Up to 3hrs	n/a				2.00		Y
Over 2hrs-4hrs	2.40				n/a		Y
Over 4hrs	6.00				n/a		Y
All Day	n/a				3.50		Y
<i>Wyre Residents Permit Scheme Up to 2hrs</i>	FREE				FREE		
Monthly Season Ticket	See below				See below		Y
<u>Albert Street/Church Street, Fleetwood - Daily 8am - 6pm (Motor car)</u>							
Up to 1 hour	n/a				1.00		Y
Up to 2hrs	1.50				n/a		Y
Up to 3hrs	n/a				2.00		Y
Over 2hrs-4hrs	2.40				n/a		Y
Over 4hrs-6hrs	3.00				n/a		Y
Over 6hrs	3.80				n/a		Y
All Day	n/a				3.50		Y
<i>Wyre Residents Permit Scheme Up to 2hrs</i>	FREE				FREE		
Monthly Season Ticket	See below				See below		Y
<u>Hardhorn Road (Wheatsheaf Way), Poulton-le-Fylde - Daily 8am-6pm (Motor car)</u>							
Up to 1 hour	n/a				1.00		Y
Up to 2hrs	1.50				n/a		Y
Up to 3hrs	n/a				2.00		Y

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Over 2hrs-4hrs	2.40				n/a		Y
Over 4hrs-6hrs	3.00				n/a		Y
Over 6hrs	3.80				n/a		Y
All Day	n/a				3.50		Y
Wyre Residents Permit Scheme Up to 2hrs	FREE				FREE		
Monthly Season Ticket	See below				See below		Y
High Street, Garstang - Daily 8am - 6pm (Motor car)							
Up to 1 hour	n/a				1.00		Y
Up to 2hrs	1.50				n/a		Y
Up to 3hrs	n/a				2.00		Y
Over 2hrs-4hrs	2.40				n/a		Y
Over 4hrs-6hrs	3.00				n/a		Y
Over 6hrs	3.80				n/a		Y
All Day	n/a				3.50		Y
Wyre Residents Permit Scheme Up to 2hrs	FREE				FREE		
Monthly Season Ticket	See below				See below		Y
Overnight Parking							
All car parks Daily 6pm -8am (18.00- 08.00) Motor Car		4190/93430	incl above	incl above	2.00	incl above	Y
Season tickets							
Long Stay Car Parks:							
Albert Street, Derby Road East, Derby Road West, Hardhorn Road, High Street, Jubilee Gardens							
1 month	47.50				45.00		Y
3 months	133.00	4190/93429	4,130	4,130	120.00	4,130	Y
6 months	247.00				200.00		Y
12 months	395.20				300.00		Y
Administration fee for change of vehicle	NIL						Y
Refund due to change in personal circumstances pro rata based on full months not used.							
Residents Parking Permits							
Initial Application Fee	25.00	4190/93432	8,500	8,500	25.00	8,500	Y
Renewal Fee	10.00				10.00		Y
Penalty Charge Notice							
The higher level penalty charge contravention is £70, with a 50% discount if payment is made within 14 days, the lower level contravention is £50, with a 50% discount if payment is made within 14 days.		4190/93431					O
Parking Dispensations							
Per vehicle per period of up to 7 whole days	25.00	4190/93479	480	480	25.00	480	Y
						if off street	
Motorhome Overnight Parking at Fleetwood Central Car Park							
Charge per night (maximum of 3 nights)	5.00	4190/93430/MHOME	250	2,090	5.00	2,200	Y
HOUSING							
Private Sector Housing Grant Assistance							
- Charging for professional and technical services							
Applications for *:							
Disabled Facilities Grants							+
	A charge of 15% per approval (based on the amount of grant approved).					A charge of 15% per approval (based on the amount of grant approved).	
*Charge rate applicable as per date of grant approval							
Housing Act 2004							
Charges for Enforcement Notices - per notice	438.00	3290/93441	1,750	1,750	438.00	1,750	O
Licensing Of Houses In Multiple Occupation							
Initial Licence determination	970.00				970.00		O
(NB. Discounts may be awarded in recognition of specified conditions)							
Additional Service Charges: (charged on a specific case basis)							
Return incomplete/defective application to applicant with letter	21.25				21.25		O
(additional admin charges will only be applied where the application is returned incomplete a second or further time).	(+21.25 admin charge)				(+21.25 admin charge)		
Reprocessing form after amendments received.	21.25				21.25		O
	(+21.25)				(+21.25)		
Additional cost where landlords fail to respond within 28 days to justified requests for an application, renewal OR information required in respect of incomplete applications.							O
	(+21.25)	3290/93233	2,840	9,700	(+21.25)	10,600	
Revisit where no access gained previously.	34.00				34.00		O
	(+21.25)				(+21.25)		
Assisted application – Full assistance provided in making the application, measuring rooms, drawing sketch plans, etc.	242.00				242.00		O
	(+21.25)				(+21.25)		
Variation of licence.	242.00				242.00		O
	(+21.25)				(+21.25)		
Such sums as may be necessary to fund the identification, confirmation, inspection and enforcement of licensing requirements. These are to be assessed on a case by case basis, using the hourly rates for the officers appropriate for the tasks undertaken							
Cost of raising an invoice	21.25				21.25		O
UK Entry Visa Housing Inspections							
Charge for inspection and production of report	92.00	3290/93492			92.00		+
Care and Repair Handyperson Service Charge							
Charge per job	10.00	5222/93493	12,000	12,000	10.00	12,000	Y
PLANNING AND ECONOMIC DEVELOPMENT PORTFOLIO							
DEVELOPMENT CONTROL							
Location Plans							
Ordnance Survey fee - initial charge	10.00	3550/93502	90	90	10.00	90	Y
Pre Application Discussions							
Major applications							
-initial meeting	following fee schedule				See following fee schedule		Y
-follow up meeting	following fee schedule				See following fee schedule		Y
Significant Major applications		3550/93461	13,000		13,000	13,000	
-initial meeting	following fee schedule				See following fee schedule		Y
-follow up meeting	following fee schedule				See following fee schedule		Y
BUILDING CONTROL							
Supply of non-standard data and information (including responding to Solicitor's enquiries)	60.00 per hour (MIN 60.00)				60.00 per hour (MIN 60.00)		Y
Building Regulations Confirmation Letter	60.00	3510/93460	150	150	60.00	150	Y
Administration fee for withdrawing an application and charges	60.00				60.00		Y
Reopen Archived Applications	60.00				60.00		Y
Copy of Completion Certificates	20.00	6302/93460	700	850	20.00	700	Y
Copy of Decision Notice	20.00				20.00		Y

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High Hedge Applications	480.00	N/A	0	0	480.00	0	E
Tree Preservation Order	At Cost	N/A	0	0	At Cost	0	Y
MARKETS							
Fleetwood Market							
Administration fee re new lease for indoor stall	50.00				50.00		E
Change of Use Fee	30.00	3720/93460	600	380	30.00	380	E
Assignment Fee	100.00				100.00		E
Outside market rentals							
Summer - June to October (per day)							
Tuesday	18.50	3720/93465	5,000	4,500	18.50	5,000	E
Thursday	16.50	3720/93466	3,000	2,000	16.50	3,000	E
Friday	16.50	3720/93467	590	590	16.50	1,000	E
Saturday	17.50	3720/93468	1,360	1,000	17.50	1,000	E
Any trader opening a FOOD stall all 4 days June to Oct will be charged	40.00	3720/93469/SUMM	0		40.00		E
Any trader opening any other non food stall all 4 days June to Oct will be charged	50.00	3720/93469/SUMM	0		50.00		E
Winter - November to May (per day)							
Winter- November to May (per day)							
Tuesday	9.00	3720/93465 above	as above	as above	9.00	as above	E
Thursday	9.00	3720/93466 above	as above	as above	9.00	as above	E
Friday	9.00	3720/93467 above	as above	as above	9.00	as above	E
Saturday	9.00	3720/93468 above	as above	as above	9.00	as above	E
Any trader opening his stall all 4 days Nov-May will be charged	28.00	3720/93469/WINT	0	0	28.00	0	E
Any trader opening his stall 3 days Nov - May will be charged	23.00	(part of)3720/93433	0	0	23.00	0	E
Reduction's negotiable to local producer groups in first year.							
Hire of gazebo per day	5.00	3720/93610	0	150	5.00	150	Y
Poulton/ Cleveleys Market							
Summer - April to September	26.00 for 3 metres linear frontage	3721/93433			26.00 for 3 metres linear frontage		O
			31,010	31,010		32,000	
Winter - October to March	16.00 for 3 metre linear frontage	3721/93433			16.00 for 3 metre linear frontage		O
Additional frontage charged per metre	5.00 per metre				5.00 per metre		O
ESTATES							
Use of land for funfair - per operational day up to 14 rides/stalls	300.00	part of periodic income			350.00		E
Additional ride/stall per day	40.00	part of periodic income			50.00		E
Use of land for circus - per operational day	375.00	part of periodic income			400.00		E
Use of land licence agreement	50.00	6601/93460(part of)	1,000	2,000	50.00	2,300	E
Call out fee	40.00				50.00		Y
Other commercial events to be charged as appropriate with an event minimum of £50 per day					to be reviewed upon request		E
Use of land for funfair - non operations per day	50.00	part of periodic income			75.00		E
Extra cleaning/damage to property/land	Subject to quotation				Subject to quotation		O
Cancellation within 7 working days before the event	30% of the total fee of the event				30% of the total fee of the event		O
Cancellations made within 3 working days before the event	100% of the total fee for the event				100% of the total fee for the event		O
FILMING							
Administration fee for licence (Students/Registered Charities)					50.00		Y
Administration fee for licence (commercial)					100.00		Y
Late notice fee (less than 48 hours)		6601/93460(part of)	as above	as above	150.00	as above	Y
Use of land/building to be charged as appropriate with a minimum of £100 per day					to be reviewed upon request		Y
BUTTS CLOSE							
Administration fee for new Lease	150.00	part of periodic income			150.00		E
Administration fee for assignment of Lease	100.00	part of periodic income					E
Administration fee for renewal Lease	100.00	part of periodic income					E
Administration fee for early termination of the Lease	100.00	part of periodic income			200.00		E
SKIPPOOL CREEK							
Administration fee for new Licence	50.00	part of periodic income			60.00		E
Administration fee for assignment of Licence	50.00	part of periodic income			60.00		E
ALLOTMENTS							
Administration fee for drawing up agreement	50.00	part of periodic income			50.00		E
Wyred Up Membership							
Annual membership	40.00	3773/93017	1,200	1,000	n/a	0	Y
Single networking event	20.00				n/a		Y
Wyre Business Awards Tickets	to be confirmed	3740/93517/WBA		6,000	50.00	5,200	Y
RESOURCES PORTFOLIO							
N.B.Building Control/Estates/Filming/Butts Close/Skipool Creek and Allotments fees have been included within the above Planning and Economic Portfolio to avoid splitting between that and Resources Portfolio.							
MOT Test Centre							
Standard vehicle compliance test (includes MOT)	40.00	3712/93611/VCT	12,480	12,480	40.00	12,480	O
First re-test after failure of above	Free				Free		O
Further re-tests following failure of free re-test	40.00	3712/93611	23,400	16,000	40.00	23,400	O
Inspection and testing of horse drawn carriage	40.00				40.00		O
Standalone testing of taxi meters	5.00				5.00		O
Release following a Council or Police issued stop notice (during standard operating hours)	5.00				5.00		O
Release following a Council or Police issued stop notice (at weekends or over bank holidays)	45.00				45.00		O
Vehicle compliance test carried out on a Saturday morning	80.00				80.00		O
Local taxi licensing checks for temporary replacement vehicles	25.00				25.00		O
LEGAL FEES							
LAND & PROPERTY							
Sales							
Sale of Land	Minimum £540 or 1% - 3% of sale price, depending on complexity				Minimum £553 or 1% - 3% of sale price, depending on complexity		E
Sale of Land with Overage	Minimum £925 or 1% -3% of sale price depending on complexity				Minimum £947 or 1% -3% of sale price depending on complexity		E
Sale of POS Land	Minimum £515 or 1% -3% of sale price depending on complexity				Minimum £527 or 1%-3% of sale price depending on complexity		E

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Sale of land/property at auction	Min £720 or 1%-3% of sale price plus advertisements and disbursements				Min £737 or 1%-3% of sale price plus advertisements and disbursements		E
Transfer of POS to the Council	Minimum £620 plus disbursements				Minimum £635 plus disbursements		E
Sale of a Garden Plot	Minimum £245 rising on complexity				Minimum £250 rising on complexity		E
Sale of a Garden Plot with Overage Leases	Minimum £620 rising on complexity				Minimum £635 rising on complexity		E
Short Lease of Whole	Minimum £390 rising on complexity				Minimum £399 rising on complexity		E
Short Lease of Part	Minimum £465 rising on complexity				Minimum £476 rising on complexity		E
Long Lease of Whole	Minimum £495 rising on complexity				Minimum £507 rising on complexity		E
Long Lease of Part	Minimum £565 rising on complexity				Minimum £579 rising on complexity		E
Underlease of Whole	Minimum £495 rising on complexity				Minimum £507 rising on complexity		E
Underlease of Part	Minimum £565 rising on complexity				Minimum £579 rising on complexity		E
Surrender of Lease	Minimum £335 rising on complexity				Minimum £343 rising on complexity		E
Renewal of Lease	Minimum £335 rising on complexity				Minimum £343 rising on complexity		E
Croft Court Lease	£230 (£180 renewal)				£236 (£184 renewal)		E
Assignment of Lease	Minimum £255 rising on complexity				Minimum £261 rising on complexity		E
Assignment of Beach Bungalow Lease	£135 (plus £25 Notice of Assignment fee)	6400/93401	20,600	20,600	£138 (plus £26 Notice of Assignment fee)	21,600	E
Deed of Variation to Lease	Minimum £335 rising on complexity				Minimum £343 rising on complexity		E
Deed of Covenant release	Minimum £440 rising on complexity				Minimum £451 rising on complexity		E
Bowling Green Management Agreements Licences	125				128		E
Licence to Assign	Minimum £255 rising on complexity				Minimum £261 rising on complexity		E
Licence to Assign with AGA	Minimum £490 rising on complexity				Minimum £502 rising on complexity		E
Licence to carry out alterations (Residential)	155				159		E
Licence to carry out works	Minimum £155 rising on complexity				Minimum £159 rising on complexity		E
Licence to assign combined with alterations/change of use	Minimum £310 rising on complexity				Minimum £317 rising on complexity		E
Licence to assign combined with alterations/change of use plus AGA	Minimum £480 rising on complexity				Minimum £492 rising on complexity		E
Licence to underlet	Minimum £360 rising on complexity				Minimum £369 rising on complexity		E
Licence to underlet with alterations/change of use	Minimum £410 rising on complexity				Minimum £420 rising on complexity		E
Grazing Licences	135.00				138.00		Z
Building Licence							
MISCELLANEOUS							
Deed of easement/ rights	Minimum £335 rising on complexity				Minimum £343 rising on complexity		E
Change of User	155				159		E
Letter of consent to assign	63				65		E
Covenant consents (Residential)	125				128		E
FOOTPATHS							
Diversion	Minimum £1,030 (plus hourly rate of £51 if protracted) plus advertisement costs and costs of Inquiry (if applicable)				Minimum £1,055 (plus hourly rate of £51 if protracted) plus advertisement costs and costs of Inquiry (if applicable)		O
PLANNING							
S106 Agreements	Minimum £620 rising on complexity				Minimum £635 rising on complexity		O
Variation of Section 106 Agreement	Minimum £515 rising on complexity				Minimum £527 rising on complexity		O
Unilateral Undertaking	Minimum £620 rising on complexity				Minimum £635 rising on complexity		O
COURT							
Attending Court	£63 per hour				£63 per hour		O
MISCELLANEOUS							

	2018/19 Fees and Charges	Ledger Code	2018/19 Updated Original Estimate as at 20/07/18	2018/19 Revised Estimate	2019/20 Fees and Charges	2019/20 Original Estimate	VAT
Copying documents	30 pence per sheet				30 pence per sheet		Y
LOCAL LAND CHARGES							
Local land charge searches (LLC1)	20.00	2400/93400/9343	20,950	20,950	20.00	20,950	O
Local land charge searches (Con 29R)	*77.00	2400/93400/9344	56,490	56,490	*77	56,490	+
* Full charge dependent on whether LLC1 or Con 29							
N.B. For further breakdown of the fees for individual questions within CON29 refer to our website www.wyre.gov.uk under the heading Land Charges.							
ROOM HIRE CIVIC CENTRE							
Council Chamber							
Monday-Friday							
Morning/Afternoon Session (up to 4 hrs)	115.00				115.00		E
All day	231.00				231.00		E
Evening (to 10pm)	173.00				173.00		E
Evening (to 11.30pm)	231.00				231.00		E
Commercial Rate	441.00				441.00		E
Members' Lounge							
Monday-Friday							
Morning/Afternoon Session (up to 4 hrs)	105.00				105.00		E
All day	205.00				205.00		E
Evening (to 10pm)	147.00				147.00		E
Evening (to 11.30pm)	205.00				205.00		E
Commercial Rate	441.00				441.00		E
Committee Rooms / Training Room / Meeting Room							
Monday-Friday							
Morning/Afternoon Session (up to 4 hrs)	53.00				53.00		E
All day	105.00	6412/93604	8,100	8,100	105.00	8,100	E
Evening (to 10pm)	79.00				79.00		E
Evening (to 11.30pm)	105.00				105.00		E
Commercial Rate	441.00				441.00		E
Civil Ceremonies							
Monday to Friday							
Monday to Friday	330.00				330.00		Y
Saturday	650.00				650.00		Y
Premium Rate for Weekends (Any Rooms except for Civil Ceremonies)							
Saturday	767.00				767.00		E
Sunday/Bank Holiday	997.00				997.00		E
Members' Lounge							
Supplement for use with another room							
Monday - Friday	68.00				68.00		E
Saturday	89.00				89.00		E
Sunday/Bank Holiday	126.00				126.00		E
Notes:							
1. Rates can vary dependant on use, please enquire.							
2. Commercial use is defined as being "in pursuance of a commercial, profit making venture"							
3. Refreshments are not included in the above prices							
4. Food and drink is not permitted in the Council Chamber							
STREET NAMING AND NUMBERING							
Application Type							
House name added/renamed	25.00				25.00		O
House renumbered	25.00				25.00		O
Naming of New Street	100.00	6404/93328	5,000	5,000	100.00	5,000	O
Development of 1-5 plots	25.00 per plot				25.00 per plot		O
Development of 6-10 plots	20.00 per plot				20.00 per plot		O
Development of 11-50 plots	15.00 per plot				15.00 per plot		O
Development of 50+ plots	10.00 per plot				10.00 per plot		O
Changes in development after initial notification	Charges individually assessed but minimum charge of £125 plus signage costs				Charges individually assessed but minimum charge of £125 plus signage costs		O
Renaming of Street at resident's request	500.00				500.00		O
Signage costs are in addition to the fees quoted above and will be assessed on an individual basis depending on the requirements. All fees and charges are generally Outside Scope for VAT purposes with the exception of name plate installation costs on new developments and on any number/name plates supplied to individual properties which would be subject to VAT.							
MISCELLANEOUS							
Byelaws (non-discretionary)							
purchase of the document(fee as per Act)	0.20	N/A	0	0	as per Act	0	O
Statement of Accounts							
purchase of the document							
individuals and charities	10.00	N/A	0	0	10.00	0	O
commercial organisations	20.00	N/A	0	0	20.00	0	O
Photocopy per side of any document that can be inspected							
Black & white - A4	0.30				0.30		Y
Black & white - A3	0.60				0.60		Y
Black & white - A2	1.20				1.20		Y
Black & white - A1	2.40				2.40		Y
Black & white - A0	4.80				4.80		Y
Colour - A4	0.40	6405/93303	500	500	0.40	500	Y
Colour - A3	0.80				0.80		Y
Colour - A2	1.80				1.80		Y
Colour - A1	3.60				3.60		Y
Colour - A0	7.20				7.20		Y
Data Protection							
Charging for Subject Access Requests are not permitted in most cases under the newly introduced General Data Protection Regulations. However, where the request is manifestly unfounded or excessive a "reasonable fee" for the administrative costs of complying with the request may be levied.							
Further copies of data following a request will be charged for to cover administrative costs.							
STREET SCENE AND PARKS AND OPEN SPACES PORTFOLIO							
PUBLIC CONVENIENCES							
- fee for use of new & refurbished toilets (excludes urinals/disabled toilets with radar access)	0.20	3350/93476	40,000	40,000	0.20	40,000	O
- Radar Key	5.00	3350/92308	200	200	5.00	200	Y
DOG WELFARE							
Stray Dogs							
Stray dog handling fee incl statutory government levy	90.00				90.00		O
Kennel fee additional charge per day	8.50	3335/93422	5,000	5,000	8.50	5,000	O

	2018/19 Fees and Charges	Ledger Code	2018/19 Updated Original Estimate as at 20/07/18	2018/19 Revised Estimate	2019/20 Fees and Charges	2019/20 Original Estimate	VAT
DOMESTIC REFUSE - BULKY ITEMS							
Up to 3 items*	19.50				19.50		O
Additional items – per item*	6.50	3430/93419	48,000	48,000	6.50	48,000	O
* A one third discount (to be reduced to 10% from 1 April 2017) applies dependant on eligibility to customers in receipt of Council Tax Benefit or Housing Benefit.							
DOMESTIC REFUSE - GREEN WASTE							
Single year subscription - 1 x wheeled green domestic size waste bin collection	30.00	3430/93313	704,800	732,900	30.00	740,250	O
Additional wheeled green waste bin collection - per annum	25.00				25.00		O
Administration fee for production and delivery of replacement sticker	5.00	3430/93332	0	170	5.00	0	O
Delivery/Admin Fee for provision of standard suite of waste and recycling containers per new property							
Fee to developer per property inclusive of green bin when subscribe to green waste collection OR	56.00				66.00		+
Fee to new home inclusive of green bin when subscribe to green waste collection	56.00				66.00		O
Fee for standard suite excluding green bin for new homeowner					56.00		O
Fee for standard suite excluding green bin for property developer					56.00		+
Fee to replace stolen/missing/damaged bin (incl fair wear and tear)	20.00	3430/93307	40,800	40,800	22.50	40,800	O
Fee to replace stolen/missing/damaged box	0.00				22.50		
Non standard container new and replacement (stolen/missing/damaged bin inc.fair wear and tear)	At cost plus 10% administration				At cost plus 10% administration		+
Street Cleansing							
Recovery of collection and disposal costs from fly tipping incidents	At cost plus 10% administration	3420/93300	0	6,970	At cost plus 10% administration	3,000	O
Small Fly tipping Offences(See Fixed Penalty section)							
Ad Hoc Private Work					quote basis		+
Grounds Maintenance							
Ad Hoc Private Work					quote basis		+
FLEETWOOD MEMORIAL PARK							
Hire of Pavilion							
-Half Day	30.00				30.00		E
-Full Day	50.00	3114/93604	1,920	1,920	50.00	1,920	E
After 5pm evening	40.00				40.00		E
-Commercial Hire - by negotiation	17.00 per hour				17.00 per hour		E
LEISURE DEVELOPMENT							
Services provided by Fylde Coast YMCA on behalf of Wyre Borough Council							
VAT, if appropriate is included in the charges, but will not be charged if all the following conditions apply:-							
1.Facilities are let exclusively to a school,constituted club or association or an organisation representing an affiliated club							
2.Bookings are for 10 or more sessions							
3.Each session is for the same sport/activity at the same location							
4.The interval between each session is at least 1 day but no more than 14 days							
Playing Fields							
Football – per pitch including changing rooms where available, King George V Fleetwood, King George's Fields Thornton, Cottam Hall Poulton, Civic Centre							
Senior							
- Casual	31.00				32.00		Y
- Season (per Team)	319.00				327.00		E**
Junior							
- Casual	15.00				15.50		Y
- Season (per Team)	160.00				164.00		E**
Hire of Fields, per day - other use (excluding funfair/circus, listed separately)							
King George V, Fleetwood	134.00				137.00		Y*
King George's, Thornton	134.00				137.00		Y*
Cottam Hall, Poulton	134.00				137.00		Y*
Memorial Park Fleetwood	134.00				137.00		Y*
Preesall Playing Field, Preesall	134.00				137.00		Y*
Jubilee Gardens, Cleveleys	134.00				137.00		Y*
Bourne Way, Thornton	134.00				137.00		Y*
Changing Rooms- Training only - King George V Fleetwood, King George's Fields Thornton,	15.00				15.50		Y
Cricket - Cottam Hall, Poulton							
Day	31.00				32.00		Y
Evening	25.00				26.00		Y
Season (alternate Saturday)	294.00				301.00		E**
ALL CHARGES FOR FOOTBALL AND CRICKET ARE DOUBLE FOR NON-RESIDENTS							
* VAT exempt if hired for non-sports use. ** VAT exempt if block booking criteria met							

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Report of:	Meeting	Date	Item No.
Alan Vincent, Deputy Leader and Resources Portfolio Holder and Clare James, Head of Finance (s.151 Officer)	Cabinet	17 October 2018	6

Cost Profiles – Benchmarking Results 2018/19

1. Purpose of report

1.1 To consider the findings of the 2018/19 benchmarking study, a key element used to demonstrate that the council has proper arrangements in place for securing value for money.

2. Outcomes

2.1 The demonstration of value for money and an understanding of how well the council's overall service costs compare with others ultimately leading to better value for money services for local people.

3. Recommendations

3.1 That the Cabinet considers the benchmarking information attached and uses the findings to influence future service reviews.

4. Background

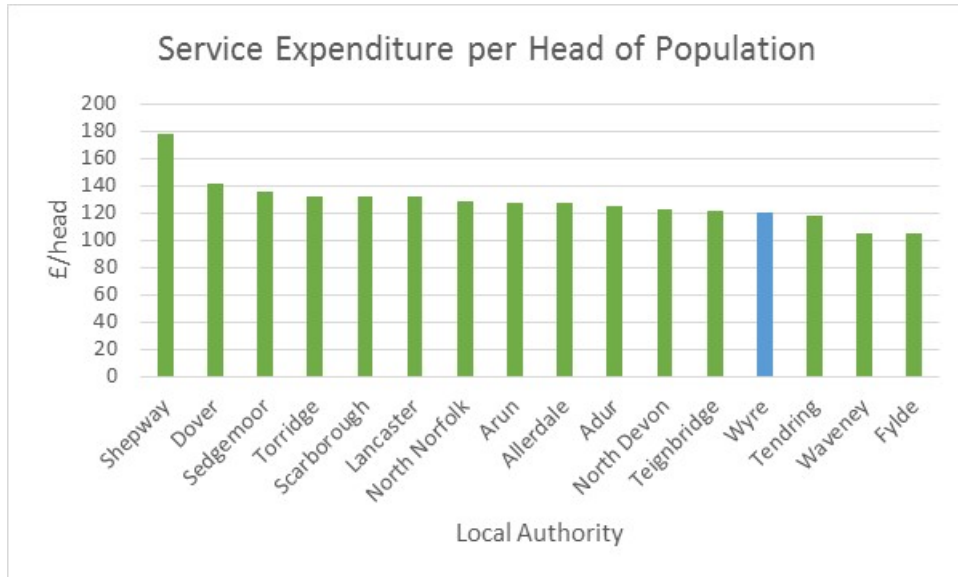
4.1 The council's External Auditors (KPMG in 2017/18) have a statutory responsibility, as set out in the National Audit Office's (NAO) Code of Audit Practice 2015, to give a value for money conclusion each year as part of their audit of the financial statements. Essentially, the VFM conclusion considers how the Authority "has proper arrangements to ensure it takes properly informed decisions and deploys resources to achieve planned and sustainable outcomes for taxpayers and local people". For 2017/18 the auditors were required to give their statutory VFM conclusion based on the single criteria above, supported by three sub-criteria. These consider whether the Authority has proper arrangements in place for:

- Informed decision making;
- Sustainable resource deployment; and
- Working with partners and third parties.

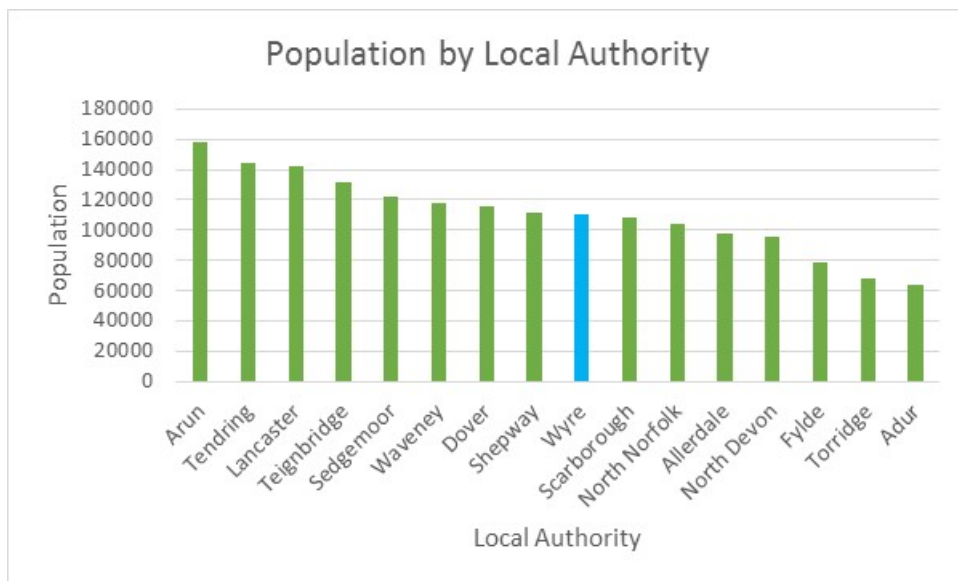
- 4.2** The External Auditors follow a risk based approach to target audit effort on the areas of greatest audit risk. They consider the arrangements put in place by the Authority to mitigate these risks and plan their work accordingly. No significant risks were identified in relation to the VFM conclusion, no additional work has therefore been completed and subsequently they have concluded that the Authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2018.
- 4.3** In the past, Overview and Scrutiny Committee have used the results of the benchmarking study to inform value for money reviews as part of their annual work programme.

5. Key issues and proposals

- 5.1** Statistics published by the Ministry for Housing, Communities and Local Government (MHCLG) have been analysed. These statistics allow us to analyse the money that councils plan to spend on their services each year. To put the spending into context, the information is expressed relative to a number of different denominators with the main one being the council's population.
- 5.2** Comparisons are based on the 'Nearest Neighbour Group' as recommended by CIPFA in 2016. This is the most recent freely accessible family group available and as such this report concentrate son comparing our costs to those local authorities (15 excluding Wyre that are considered to have similar characteristics, demographics, etc.).
- 5.3** The report commissioned by LG Futures last year has influenced the in-house approach adopted this year, with some of the denominators changing to reflect more meaningful comparison. However it is important to state that distinctive features of planned spending are not by themselves either right or wrong and circumstances can vary significantly even between nearest neighbour authorities, with the following questions being raised:
- Is the difference in the council's spending associated with differences in the level of service it provides?
 - Is the council's spending consistent with that of other council's providing services in a similar way or quality?
 - Has the council's spending changed compared to others in the last three years?
 - Is the scale of the service large enough to justify making distinctions between councils?
- 5.4** The Council's budgeted total expenditure per head of population for 2018/19 is £120.40 and this places us as the 4th lowest spender in the group.



5.5 The population information used in the report is taken from the mid year estimates of population published by the Office of National Statistics (ONS). Our spending plan for 2018/19 uses the Registrar General's population estimate in June 2017 of 110,426 which places us as the 8th smallest authority out of the 16 in the group.



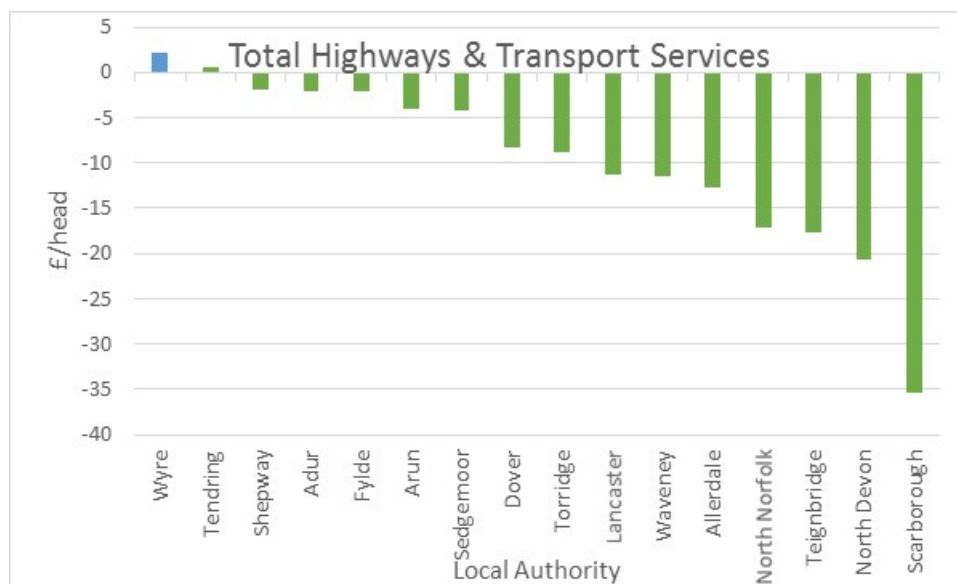
5.6 The total expenditure cost of £120.40 per head of population is made up as follows:

	£	%
Highways and Transport Services	2.14	2
Housing Services	9.55	8
Cultural and Related Services	26.52	22
Environmental and Regulatory Services	45.25	37
Planning and Development Services	5.55	5
Central Services	31.39	26
Total	120.40	100

5.7 The following paragraphs of the report will take each area in turn and summarise any key findings.

5.8 Highways and transport services

At Wyre, net expenditure on highways and transport services is £2.14 per head of population, equivalent to just 2% of the total spend per head but is the most expensive in the group.



- The net income that we earn from car parking is £1.25 per head of daytime population with only one authority earning less than us. Scarborough is the highest earning authority in the group reporting net income of £33.68 per head with North Devon being the next highest and earning £20.81 and Fylde reporting earnings of £3.90. If we add back in the rental income for the two car parks now operated by Booths our income rises to £2.72 per head but our ranking stays the same;
- The cost for Public Transport, essentially the Fleetwood to Knott End Ferry, Bus Shelters and the Bus Station at Cleveleys is £1.19 per head. If the ferry is stripped out, our unit cost becomes £0.29 per head and our ranking moves to 6th overall with four group members declaring a nil spend;
- Highways maintenance, including support for the LCC agency agreement and non-agency roads, are £1.88 per head of population, the highest spend, with 8 authorities declaring a nil spend. This includes maintenance of roundabouts, shrub beds and other features installed on highway land owned by Wyre as well as the maintenance of unadopted highways following the housing stock transfer;
- Transport Planning, Policy and Strategy encompasses support service recharges totalling c.£8k only and although identified in the survey is below the £30k threshold for further investigation.
- Of the eight authorities declaring expenditure against Street Lighting, Wyre is ranked as the 2nd lowest spender at £0.24 per head. Tendring at £0.08 per head is the best performer within the group.

5.9 Housing services

- Wyre is the 3rd lowest spender with expenditure on Housing Services of £9.55, 8% of the spending. Administration of housing benefit at £105.39 per Housing Benefit claimant (6,557) places us 8th in the group prior to the receipt of government grant, with the true cost to the council after grant being only £54.86 per claimant.

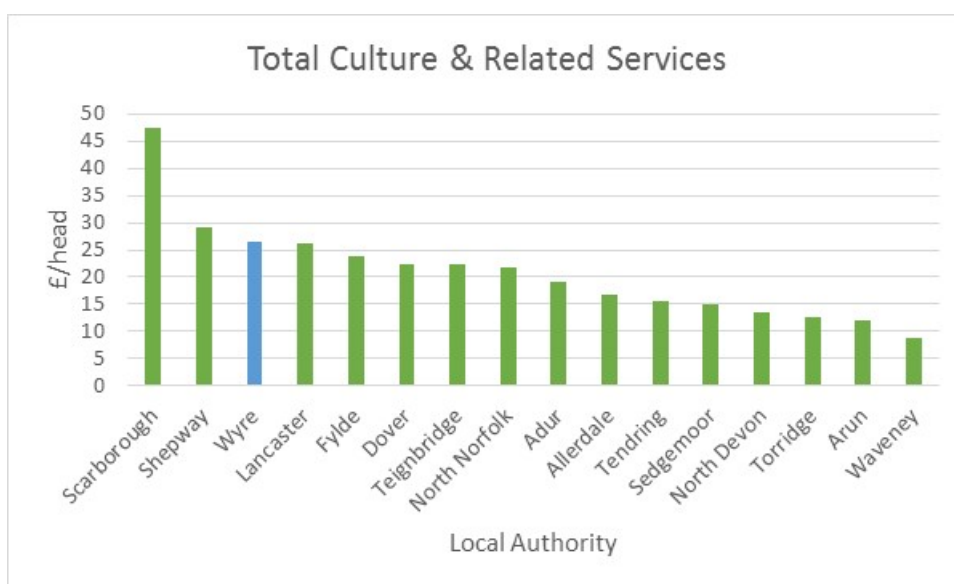


- The costs of the homelessness service at £55,333 per household accepted as homeless (6) place us as the second highest spender in the group. Fylde had 11 cases of households accepted as homeless, and their unit cost is significantly below Wyre's at £8,622. If the denominator is changed to reflect homelessness prevention and relief cases then the costs of the homelessness service are £858 per case placing us as the 4th lowest spending authority in the group. North Devon at £379 is the best performing member of the family group.
- Discretionary rent rebates and rent allowances, where we voluntarily disregard war disablement and war widows' pensions, at £8.08 per Housing Benefit claimant place us as the 8th lowest spender, with Fylde reporting a surplus of £135.77, although this suggests it could be an error. It should be remembered, however, that much of this cost is met by the government in the form of housing subsidy. The real cost to the council for local housing benefit schemes in 2018/19 is £1.98 per Housing Benefit claimant.
- Only Fylde in addition to Wyre has categorised expenditure as 'supporting people' costs, with Wyre, reflecting its Care and Repair and Handy Persons Scheme, being the highest spender at £0.25. Without government grants and contributions from Fylde to run their service, the cost would rise to £1.97. Work is ongoing to explore this area further to investigate its potential as a fully self-sustaining service area.

5.10 Cultural and related services

This includes culture and heritage, recreation and sport, open spaces and tourism. Wyre is ranked as the 3rd most expensive, with a cost of £26.52 per head of population – 22% of spending. Only Scarborough and

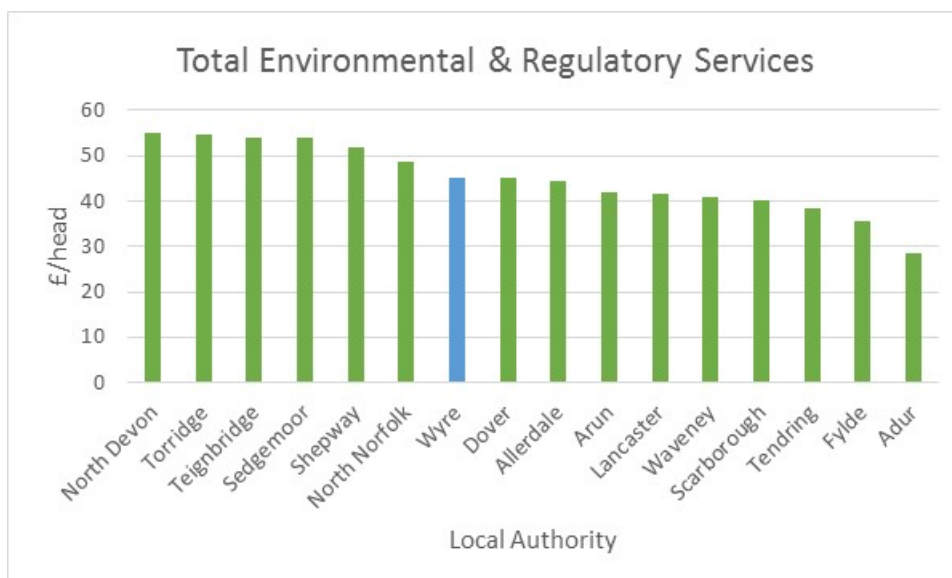
Shepway are spending more than Wyre, although the gap between the top spender and the 3rd place authority is around one third.



- Culture and heritage costs, incorporating the Marine Hall, Thornton Little Theatre, Marsh Mill, the Wyre Volunteer Project and Arts Development/Promotion, are the 6th highest spend in the family group at £5.18 with the highest spend being Scarborough at £13.96 and the second highest being Shepway at £7.45;
- Recreation and Sport costs of £7.36 per head results in Wyre being the 9th highest spender within the group;
- Parks and open spaces costs which include Wyre Estuary Country Park, Rossall Point and the Allotments show us to be the 4th highest spender based on local authority area at £47.11. Dover and Tendring have comparable local authority areas in size and their unit costs are £27.08 and £16.89 respectively (both mid-table). Also included here is the impact of areas that relate to the transfer of housing stock;
- Tourism costs of £1.92 place us as the 4th highest spender with Allerdale reporting a £3.94 surplus.

5.11 Environmental and regulatory services

The cost profiles show Wyre as the 7th highest spender in the group with expenditure of £45.25 per head of population – 37% of spending.



- Owing to the difficulty in accurately identifying contractor and client costs for the different waste streams, these two service areas have been combined. When Waste Collection, Waste Disposal and Recycling are combined our total spend of £17.79 is the 9th lowest in the family group. The equivalent rate for 2017/18, based on a denominator of population, was £8.07 and this sharp increase is largely owing to the impact of the loss of cost sharing income from Lancashire County Council;
- Of the fifteen authorities within the group declaring expenditure, Wyre's Cemetery, Cremation and Mortuary Services spend at £0.27 per head is 8th best. The top performing authority is Fylde with net income of £10.11 per head;
- Regulatory Services spend is £11.12, meaning that Wyre ranks as the 8th highest spender per head of population within the Nearest Neighbour Group. Sedgemoor at £7.08 is the best performing Local Authority within the group;
- Wyre's Community Safety unit rate per head is £1.60, making it the 10th highest spender within the family group. The top ranked Local Authority is North Norfolk at £0.30;
- Wyre is the 10th highest spender for Other Environmental and Regulatory Services which includes Trade Waste, Coast Protection, Flooding and Land Drainage at £4.27 per head of population, with Sedgemoor spending the most at £12.78 per head of population and both Allerdale and Adur generating surpluses of £2.95 and £3.20 respectively. In this category, Wyre's highest area of spend is in relation to sea defences (80%);
- Street Cleansing expenditure at £10.24 per head of daytime population for Wyre results in a ranking of 7th lowest spending Local Authority within the group. The lowest spending authority at £5.89 is Waveney.

5.12 Planning and development services

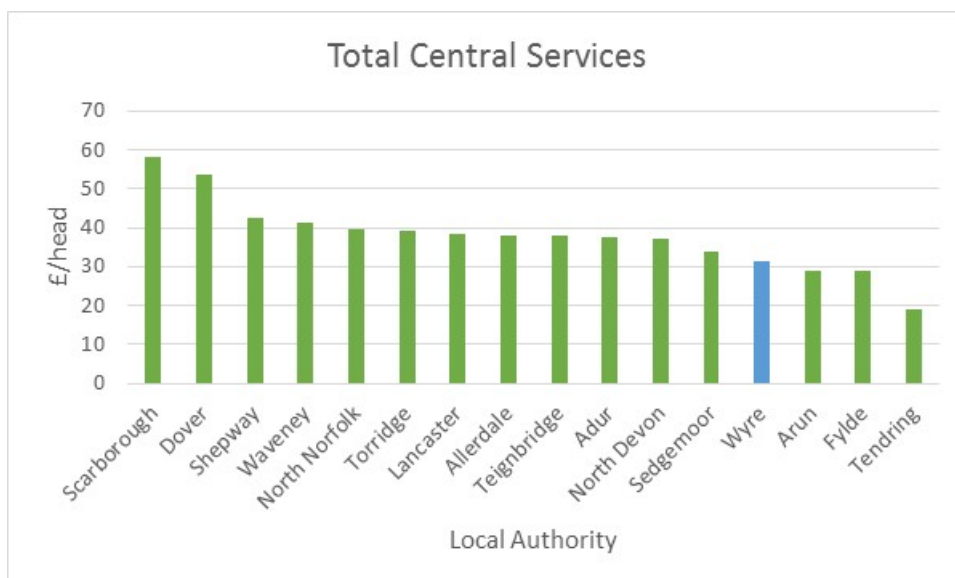
Wyre is the 2nd lowest spender on planning and development services within its family group at £5.55 per head – 5% of spending – primarily due to the income from the council's property portfolio.



- Of the fifteen authorities reporting spend against Economic Research and Economic Development, Wyre has a net income per head of -£2.45, making it the top ranking authority. This, however, includes investment income of c. £315k which, when stripped out, results in a unit rate of £0.40 and a ranking of second best authority within the group;
- In terms of Building Control, Wyre's cost per planning decision is 8th highest within the group at £149. The best ranked authority, North Devon, reported a net income of -£36 per planning decision;
- Wyre is ranked as the 5th best performer within its family group in terms of its Development Control cost per decision at £394;
- In terms of Planning Policy, Wyre's spend of £3.12 makes per head makes it the 4th best ranking authority within the family group.
- Of the twelve authorities reporting spend on Community Development, Wyre is ranked as the second best performer at £0.35 per head.
- Business Support includes Business Support and Wyred-Up at £19.68 per number of active businesses in Wyre (4,065). This reveals Wyre to be the 6th highest spender of 10 authorities who report expenditure, with 4 authorities reporting net income including Teignbridge, the highest at £158 per business.

5.13 Central services

With expenditure of £31.39 for Central Services, approximately 26% of the budget, Wyre is the 4th lowest spender in the family group.



- Wyre is ranked as the 6th best performer in terms of its spend per head on Corporate and Democratic Core at £12.96. The best performing authority is Arun at £7.60;
- Local Tax Collection, measured per taxable property within an authority, costs £14.61 for Wyre which is 7th lowest within the Nearest Neighbour Group. Allerdale was the best performing authority at £7.67 per taxable property;
- Wyre's Emergency Planning unit rate is £0.33 per head which places us as the 4th best performing authority within our family group. The lowest unit rate was £0.23 for Tendring;
- Other Central Services, essentially Electoral Registration, Elections, Land Charges and Grant Support costs £2.62 per head of population which places Wyre as the 5th lowest spending authority per head within the family group;
- Non-Distributed Costs retirement benefits - relates to costs associated with past service, settlements and curtailments i.e. anything other than current service pension costs - of £8.33 per head place Wyre as the 5th best performing Local Authority within the group. The top ranked authority is Tendring at £0.44 per head.

5.14 Summary

Based on the above analysis and applying knowledge of Wyre's unique circumstances, a number of areas have been identified as potentially underperforming relative to our peers within the Nearest Neighbour Group.

- Parking Services income, at £1.25 per head of population, ranked us as the 2nd lowest performer within our family group. This also compares unfavourably against our equivalent figure from 2017/18 of £1.87. A review of charging structures is underway with a Portfolio Holder report expected in the new year;
- Highways Maintenance, at £1.88 per head, places Wyre as the most expensive performer within its family group. Although not a huge cost, 2017/18 data also placed us as the most expensive authority with a unit cost per head of £2.42. This represents a reduction per head of c.22% year-on-year which demonstrates that as a council we have taken some measures to address our performance over the course of the past year

and this includes a new Public Realm agreement with Lancashire County Council. Further exploration of the impact of unadopted roads in relation to the transfer of housing stock many years ago is warranted;

- In terms of Cultural and Related Services, Wyre's spend per hectare on Parks and Open Spaces is £47.11, making us the 4th highest spending authority within our family group. This compares to the 2017/18 cost per hectare of £48.38, indicating that costs remain broadly consistent year to year. A project has been established to review the use of our parks and open spaces in order to maximise the potential to generate income that contributes towards running costs but this is expected to generate only modest returns. Linked to the issue raised above in relation to highways, an exercise to evaluate the cost of the transferred housing stock and the open spaces areas we still maintain in relation to them is recommended.
- Public Transport, whilst an area of modest expenditure, the majority of which relates to the relatively unique arrangement with the Ferry is worth further investigation. A decline in the number of operators using the bus station at Cleveleys and the frequent vandalism of bus shelters indicates that there is justification for a project to review this area.

5.15 Further work

The scrutiny programme for the current year includes a review of income from charging. The findings outlined in this report will hopefully assist the council in selecting any future service areas for review in 2018/19.

Financial and legal implications	
Finance	The Council's Medium Term Financial Plan identifies the need to secure efficiency savings in future years. The delivery of value for money services will not only assist with our financial planning but will also aid the prioritisation of resources.
Legal	None arising directly from the report.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
data protection	x

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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

None

dems/cab/cr/18/1710cj3

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Report of:	Meeting	Date	Item No.
Marianne Hesketh, Service Director Performance and Innovation	Overview & Scrutiny	26 November 2018	

Council Business Plan – 2nd Quarter Performance Statement 2018/19
July - September 2018

Summary

The dashboard style report (attached) gives a quick reference to quarterly progress against the council’s business plan projects and measures, along with commentary where issues have been identified.

During the period from July to September 2018 (quarter two), good progress has been made. All projects are progressing well, with four business plan projects experiencing some issues:-

- Support a sustainable future for the fish processing industry
- Deliver the Asset Management Programme of Works
- Support the delivery of the Wyre Early Action project to include a focus on vulnerable children and young people
- Collaborate with our partners to apply for Heritage Action Zone status for Fleetwood conservation area

Further information can be seen in the Comments and Issues column of the attached report.

Of the commercial projects, five are progressing well and one, “Expand wedding remit to include life events”, has experienced resource/staffing issues which has meant there has been some delays to delivering key milestones.

Of the eleven measures reported on, six are improving (compared to the similar period) and five have worsened. The measures which have worsened are:

- Number of dwellings planning permission is granted for (gross cumulative)
- Number of affordable dwellings planning permission is granted for (gross cumulative)
- Number of businesses supported
- Number of paid up businesses registered with Wyred Up
- Percentage of adults classified as overweight or obese

The measures which have worsened are in the main beyond the control of the Council, for example, we are unable to control the number of planning permissions requested, and whilst we can take action to help adults in the borough lead healthy and active lifestyles, there is no way of enforcing this. As mentioned in the Comments and Issues, the Wyred Up database is undergoing a re-launch, which accounts for the figures being lower than in the comparable period. The number of businesses supported will also vary if the event schedule changes from year to year.

Key: G A R B i O X

G = On schedule/target; i = no target set
 A = Minor issues; O = No Information
 R = Major issues; X = Not Started
 B = Complete/Ended

Direction is based on previous year performance	
G	Improving
A	No significant change or comparable data unavailable
R	Worsening

Business Plan Projects	
Facilitate a programme of work to deliver economic growth and prosperity. Including: <ul style="list-style-type: none"> Deliver the implementation plan for Hillhouse International Enterprise Zone Support delivery of priority actions of the Blackpool, Fylde and Wyre Economic Prosperity Board Support a sustainable future for the fish processing industry 	<div style="display: flex; justify-content: space-around;"> G G A </div>
Adopt a new Local Plan	G
Develop the Wyre Beach Management Scheme	G
Deliver the Asset Management Programme of Works	A
Deliver a programme of work to promote healthy choices and healthier lifestyles to keep people well through better use of our leisure centres, recreational facilities, parks and open spaces	G
Support neighbourhood health initiatives for Garstang and over Wyre to address social isolation and loneliness	G
Explore opportunities offered by the Better Care Fund to better support older people and people with disabilities to stay in their own homes	G
Support the delivery of the Wyre Early Action project to include a focus on vulnerable children and young people	A
Develop a programme of work to target environmental crime and stimulate community pride	G
Facilitate the delivery of community priority projects through the Together We Make a Difference Network	G
Deliver our #DigitalWyre strategy, including a focus on: <ul style="list-style-type: none"> Digital Customer Service Digital Community Digital Workforce Digital Collaboration 	<div style="display: flex; justify-content: space-around;"> G </div>
Collaborate with our partners to apply for Heritage Action Zone status for Fleetwood conservation area	A
Ensure the Council meets the requirements of the new General Data Protection Regulations	G

Commercial Projects	
Commercial use of our land/buildings	G
New ways of working	G
Explore options for our Theatres	G
Improve the return from Fleetwood Market	G
Growing care and repair service	G
Expand wedding remit and include life events	A

Comments and Issues - Projects

Fish processing industry – Wyre Council have liaised with Associated British Ports (ABP) and they seemed supportive of our initial proposal. They have agreed to pull together a proposal for a joint venture but this is yet to be received.

Wyre Early Action Project – The early action integrated team steering group has held three meetings to date which have been well attended by partner agencies. There have been delays from Lancashire County Council Estates and the Police regarding the creation of the Early Action Hub at the Civic Centre. This has been escalated and progress is now imminent. It is expected that a lease will be signed soon.

Heritage Action Zone – In August a workshop was facilitated by the Council involving Landscape Management and Heritage Consultancy. A submission to Heritage England was made later that month. Since then, news has been received that that Heritage England are not facilitating any projects within the North West Region and that all successful submissions would be made in Southern England. Heritage England have offered bespoke advice on our projects which will help us in the future.

Growing the Care and Repair Service – Three workshops have now been held and an NHS email has been set up for the service. Looking to access additional Disabled Facilities Grants (DFG) funding from the better care fund.

Expand wedding remit – The target which was set for wedding hire income at the theatres this year has been met. Secondary spend, from drinks, catering and decorating charges has also been good. Officers are exploring options for the Members' Lounge at the Civic Centre to be refurbished to make it more attractive for future weddings. A Wedding Open day will be held at Marine Hall on 17th February 2019.

Measures	Actual	Comparator year/period	Direction
Number of dwellings planning permission is granted for (gross cumulative)	233	314	R
Number of affordable dwellings planning permission is granted for (gross cumulative)	42	52	R
Number of businesses supported	117	272	R
Number of paid up businesses registered with Wyred Up	29	69	R
Out of work benefit claimant count * figure for August 2018	*945	1,025	G
Town centre vacancy rates (bi-annual measure)	7.22%	7.37%	G
Percentage of adults classified as overweight or obese	**67.7% (16/17)	65.0% (13/15)	R
Excess weight –child 10-11 years (obesity and overweight measure) ANNUAL **Reported on in previous report	**29.1% (16/17)	31.1% (15/16)	G
% clients enabled to remain living in their own home (Care & Repair)	100%	98.5%	G
Number of leisure centre customer visits (cumulative)	446,714	433,974	G
% of e-contacts as a % of total contacts	40.89%	38.79%	G

Comments and Issues - Measures

Number of businesses supported – The number of businesses supported during any quarter is highly dependent on the events which have been held during that period. The actuals for this year are lower than the comparator period as less events have been held during this quarter than in previous years.

Number of paid up businesses registered with Wyred Up – Wyred Up is undergoing a re-launch and so no new memberships have been processed with quarter. However, 29 businesses are registered and 25 were supported during Q2.

Percentage of adults classified as overweight or obese – This measure is captured by Public Health England and is not updated on a quarterly basis. The figure for this, and the excess weight in children aged 10 and 11, is therefore the same as the Q1 report.

PLEASE NOTE: The [hyperlinks](#) give further information on each of the projects and measures (this is available with council intranet access only). Further information on the projects and measures is available for members of the public by request via mailroom@wyre.gov.uk or the Engagement Team: 01253 891000

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Report of:	Meeting	Date
Marianne Hesketh, Service Director Performance and Innovation	Overview and Scrutiny Committee	26 November 2018

Overview and Scrutiny Work Programme 2018/19 – update report

1. Purpose of report

- 1.1 To update the Overview and Scrutiny Committee about the delivery of the Overview and Scrutiny Work programme 2018/19.

2. Recommendations

- 2.1 That the committee agrees any comments it wishes to make as part of the trial of the use of tablet devices and the Modern.gov application, which is part of the transition to paperless meetings from May 2019.
- 2.2 That the committee considers inviting the Clinical Commissioning Group's Chief Clinical Officer to a future meeting.
- 2.3 That the report be noted.

3. Current and completed work

3.1 Public Conveniences Task Group

The Public Conveniences Task Group met for the first time on 30 October, with Councillor Emma Ellison elected as Chairman. Some minor amendments were made to the draft scoping document, following a presentation from the Street Scene, Parks and Open Spaces Portfolio Holder and the Street Scene Manager.

A second meeting will have taken place by the time the committee considers this report, the task group being due to meet with representatives from Danfo (UK) Ltd on Tuesday 20 November.

3.2 Flooding Task Group

The report and recommendations of the Flooding Task Group will be considered by the Cabinet on 28 November 2018.

4. Future work

4.1 No further task group reviews are scheduled for 2018/19 at present although there is sufficient capacity to start another.

5. Other work

5.1 Modern.gov and paperless meetings

Four members of the committee have been trialling the Modern.gov application and its use in paperless meetings since late September. The Digital Programme Lead Officer, Claire Dubelbeis, will be collating the views and experiences of those members in time to incorporate their views in a more wide-ranging report to the committee on 7 January 2019.

5.2 Fylde and Wyre Clinical Commissioning Group

Councillor Julie Robinson will meet with Kate Hurry, Head of Communications, Engagement and Development with Fylde and Wyre Clinical Commissioning Group (CCG) on Monday 19 November. One of the issues to be discussed will be the impact of the recent retirement of Dr Tony Haughton, Chief Clinical Officer. A new arrangement is in place whereby Dr Amanda Doyle has been appointed as the Chief Clinical Officer to both the Fylde and Wyre and Blackpool CCGs.

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List of appendices

Appendix 1 Overview and Scrutiny Committee Work Programme 2018/19

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2018/19

Committee Meetings

(All meetings are held on Mondays starting at 6pm)

Date	Planned Committee agenda items
2018	
21 May	<ul style="list-style-type: none"> i. Election of Chairman ii. Election of Vice Chairman iii. Draft report of the Engaging with Children and Young People task group iv. Business Plan – Quarterly Performance Statement v. Environmental crime vi. Car parking consultation report vii. O&S Work Programme 2018/19 - update
25 June	<ul style="list-style-type: none"> i. Review of task group recommendations – Food hygiene ii. Review of task group recommendations – Domestic abuse iii. O&S Work Programme 2018/19 – update (including mention of Modern.gov implementation, Phase 2)
30 July	<ul style="list-style-type: none"> i. Fylde and Wyre Clinical Commissioning Group – update report ii. Lancashire County Council Health Scrutiny Committee iii. O&S Work Programme 2018/19 - update
10 September	<ul style="list-style-type: none"> i. Business Plan – Quarterly Performance Statement ii. Outcomes from LGA Peer Review – review of actions taken iii. Digital transformation – update on paperless meetings iv. Statement of accounts v. O&S Work Programme 2018/19 - update
22 October	<ul style="list-style-type: none"> i. Flooding task group – draft report ii. Entertainment venues iii. O&S Work Programme 2018/19 – verbal update
26 November	<ul style="list-style-type: none"> i. Business Plan – Quarterly Performance Statement ii. Fees and charges iii. Cost profiles – benchmarking results iv. Treasury management v. O&S Work Programme 2018/19 – update

Date	Planned Committee agenda items
2019	
7 January	<ul style="list-style-type: none"> i. Business Plan 2019/20 – Leader and Chief Executive to attend ii. Digital transformation – progress report iii. O&S Work Programme 2018/19 - update
11 February	<ul style="list-style-type: none"> i. Business Plan – Quarterly Performance Statement ii. Annual Schedule of planned investment in assets iii. O&S Work Programme 2018/19 - update
18 March	<ul style="list-style-type: none"> i. Wyre Community Safety Partnership – annual scrutiny review ii. O&S Work Programme 2018/19 - update
29 April	<ul style="list-style-type: none"> i. O&S Work Programme 2018/19 - update

Scrutiny task group reviews

Date	Format	Topic
October 2017 to May 2018	Task group - completed	Engaging with children and young people
Started 25 April 2018. Report to Cabinet on 28 November 2018.	Task group - completed	Flooding – the role of councillors.
Started 25 July 2018	Task group - completed	'MyHomeChoice' consultation
Started 30 October 2018	Task group	Public conveniences
	Possible task group	Environmental crime – enforcement and members' role
	Possible task group	Car parking consultation
	Possible task group	Support a sustainable future for the fish processing industry
	Possible task group	Entertainment venues - once further report has been received in June 2019.

Updated 14 November 2018