



Budget Book

2021/22



**WELWYN
HATFIELD**

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NOTE: Where documents are available elsewhere in the budget book page references will reflect this with numbers in the left column.

Purpose of the Budget Book

The budget book brings together Welwyn Hatfield's Revenue and Capital budgets for 2021/22. It also includes other key financial information and documents, including the Medium Term Financial Strategy.

This book is an important financial tool for services and members, providing the basis for budget monitoring and future budget and financial planning discussions.

Summary budget and council tax information is included at the front of the book with the supporting details following on.

Summary of our Budget Process

Our budgets are set for financial years running from April to March. To have an agreed budget in place for April we begin the formal budget process around August of the previous year and approve the final budget and council tax setting in February of the following year.

We are required to agree our budgets and set the council tax on an annual basis. Budgets are set for revenue spending and capital spending.

Revenue budgets cover our spending on day-to-day activities of the council. In setting our budget for the next year we consider the strategic objectives of the administration and in particular any new policy initiatives. There may also be new statutory requirements from the Government, which affect our budget. These factors are taken into account with information from the previous year. Adjustments are made for efficiency savings, an allowance is made for inflation and any new areas of spend we may need to meet.

The revenue budget comprises two main parts. The General Fund, which accounts for all activities of the council, except its role as landlord, and results in the setting of the Council Tax. The Housing Revenue Account, which accounts for the council in its role as landlord and results in the rents calculation.

The capital budget is set over a longer term of five years and provides information on the council's investment in its assets.

Members and officers consider all budget issues at various stages of the budget process. Some of the key reporting and decision dates for the 2021/22 budget were:

Cabinet	5 th January 2021
Special Cabinet	19 th January 2021
Council	1 st February 2021
Special Council	23 rd February 2021

Medium Term Financial Strategy and Financial Governance Framework

Whilst the budget process is set within an annual cycle, it sits within the context of a longer-term financial plan. This is our Medium Term Financial Strategy and Financial Governance Framework, which sets out our financial forecasts, risks, challenges and strategies in the medium to longer term. This is a key strategic document which provides the financial strategy to deliver our overall Business Plan.

The Medium Term Financial Strategy and Financial Governance Framework is reviewed prior to the budget process and at the end of the financial year. It informs the budget process in terms of identifying resources and key budget pressures over the medium term.

Richard Baker
Head of Resources

Council Tax 2021/22

Receive your council tax bill by email

E-billing provides a faster, more efficient and convenient way to receive and check your bills. To receive your bill direct to your email inbox, instead of receiving a paper bill, just email c.tax@welhat.gov.uk with your reference number and leave the rest to us. If you would like to be able to view your council tax account online, you can register at www.welhat.gov.uk/viewit.

Once your account is enabled you will be able to view your account, track your payments and opt to pay by direct debit.

Paying by Direct Debit

Payment of council tax by Direct Debit in monthly or weekly instalments is the most convenient and safest way to pay. At no extra cost to you, you can get the bank to do all the work; with no risk of missed or late payments and using the Direct Debit method helps to keep your council tax bill down.

If you would like to pay by Direct debit you can set this up on line www.welhat.gov.uk/pay-council-tax or email c.tax@welhat.gov.uk with your bank details and account reference number. Alternatively, you can telephone the council tax office, on 01707 357000.

What is council tax and how is it used?

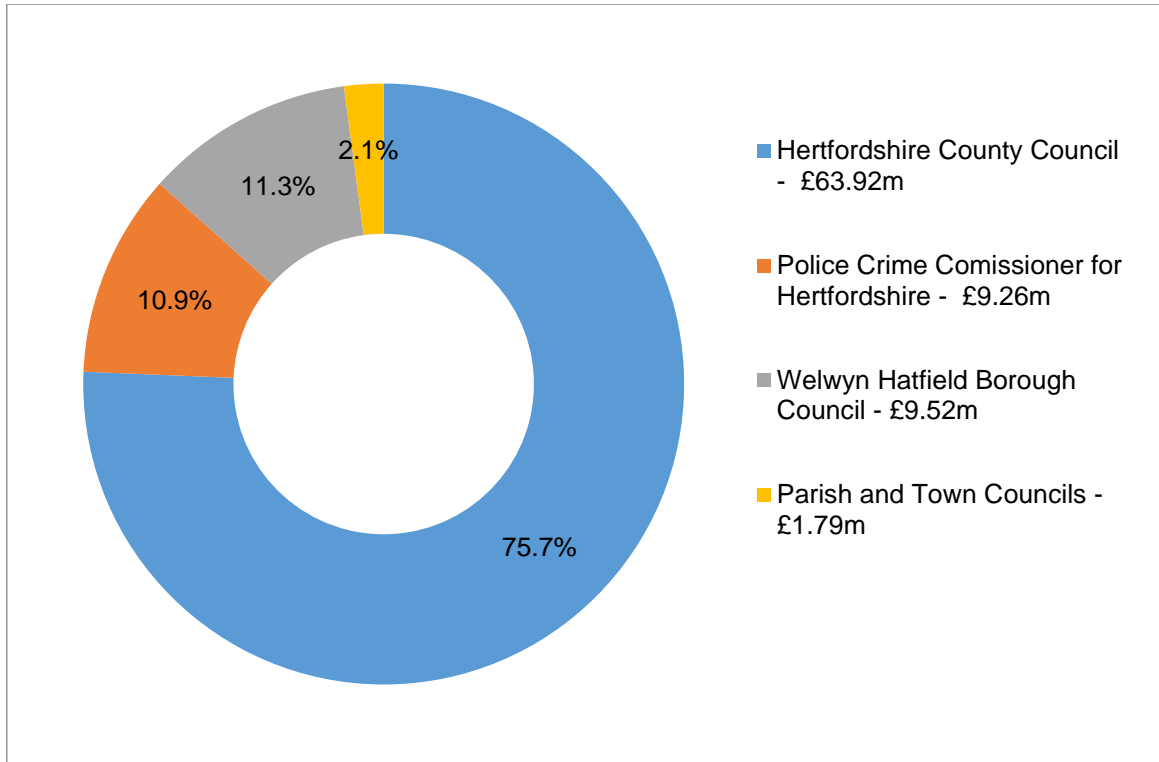
What council tax is

Council tax is a tax on domestic property collected by the borough council on behalf of all preceptors in the area.

Your council tax bill shows the amount of money you will pay towards local services in 2021/22.

How it is used

Although the borough council collects your council tax, we only keep about 11.3p from every pound. The rest is divided between other public bodies that deliver services.



The council's budget in more detail

Gross Expenditure 2020/21 £000	Net Expenditure 2020/21 £000	Services we provide	Gross Expenditure 2021/22 £000	Net Expenditure 2021/22 £000
6,184	4,513	Refuse, Recycling and Cleansing Services	6,633	4,870
2,996	2,414	Other Environmental Services	2,954	2,372
6,307	3,766	Leisure and Culture	5,810	3,139
4,623	2,317	Planning and Economic Development	4,591	2,312
765	539	Community Services	748	522
29,522	842	Housing Benefit and Council Tax Support	29,550	870
1,635	1,411	Strategic Housing Services	1,703	1,523
1,581	1,270	Public Health and Protection Services	1,570	1,259
6,023	3,208	Corporate Costs and Central Services	6,251	3,436
2,160	502	Car Parking and Transport	2,154	474
296	296	Community Safety	264	264
2,510	(2,186)	Commercial Properties	2,428	(2,525)
(5,026)	(5,026)	Adjustments required by statute or proper practices to ensure no impact on Council Tax.	(5,436)	(5,436)

1,479	1,479	Capital financing	1,299	1,299
0	(4,464)	Grants and Business rates income	0	(4,485)
1,701	1,701	Parish Precept	1,787	1,787
1,633	(1,728)	Net contribution to/(from) balances	610	(370)
64,390	10,855	Total	62,916	11,312

All figures quoted above exclude the costs and income for the Housing Revenue Account as these are not funded by council tax revenue.

How we calculate what you pay

Council tax bands

Council tax payment bands are calculated based on the value of your property in 1991. There are eight valuation bands:

Band	Property value (£)	Band	Property value (£)
A	40,000	E	88,001-120,000
B	40,001-52,000	F	120,000-160,000
C	52,001-68,000	G	160,001-320,000
D	68,001-88,000	H	Exceeding 320,000

The table below shows the council tax payable for each band for 2020/21

If you are a Band D payer, for example, £204.62 will go to Welwyn Hatfield Borough Council, £1,470.63 will go towards services supplied by Hertfordshire County Council and £213.00 will go to the Police and Crime Commissioner for Hertfordshire

Band	Welwyn Hatfield Borough Council £ per year	Hertfordshire County Council £ per year	Police and Crime Commissioner for Herts £ per year
A	136.41	980.42	142.00
B	159.15	1143.82	165.67
C	181.88	1307.22	189.33
D	204.62	1470.63	213.00
E	250.09	1797.44	260.33
F	295.56	2124.24	307.67
G	341.03	2451.05	355.00
H	409.24	2941.26	426.00

If you disagree with the banding of your property, you can appeal against your banding by contacting:

Council Tax East
Valuation Office Agency
03000 501 501
www.gov.uk/contact-voa

How we calculate council tax

How we calculate the tax we need to maintain our services, including any differences to last year's requirement.

Description	2020/21 £000	2021/22 £000	Change %
Spending on borough council services	62,689	61,129	(2.5%)
Spending on parish and town council services	1,701	1,787	5.0%
Sub-total	64,390	62,916	(2.3%)
Less income from retained Business Rates, Revenue Support Grant and Collection Fund	(4,464)	(3,812)	(14.6%)
Less other gross income	(49,071)	(47,791)	(2.6%)
Council tax requirement	10,855	11,312	4.0%

All figures quoted above exclude the costs and income for the Housing Revenue Account as these are not funded by council tax revenue. The reasons for the increase in council tax requirement are shown below.

Description	£000
Council Tax Requirement in 2020/21	10,855
Inflation	352
Other increases in service costs and investment into services	(100)
Efficiency savings	(960)
Change to recharge to the HRA	(76)
Drawdown from reserves	1,357
Change in capital financing and interest	(180)
Increase in parish and town council precepts	86
Change in core funding income from central government and collection fund	293
Change in other central government grant income	(315)
Council Tax Requirement in 2021/22	11,312

Capital Investment

The borough council is planning to spend £77,402m on capital schemes in 2021/22.

The table below shows how this is to be spent and how it is to be financed.

Expenditure	£000	Financed from	£000
Our community	8,649	Other capital reserves	4,142
Our environment	9,389	Major repairs reserve	15,533
Our housing	39,958	External borrowing	29,343

Our economy	1,553	Capital grants and contributions	6,392
Our council	781	Capital receipts	8,640
Service Loan Expenditure - NOW HOUSING	11,548	Revenue contribution to capital	7,828
Total	71,878	Total	71,878

BUDGET SUMMARIES

WELWYN HATFIELD BOROUGH COUNCIL
BUDGET MONITORING SUMMARY BY SERVICE AREA 2021/22

Description	Original Budget 2020/21	Forecast Outturn 2020/21	Original Budget 2021/22	Year On Year Change
	£ '000	£ '000	£ '000	£ '000
Head of Resources	2,210	4,657	1,323	(886)
Head of Environment	6,468	7,003	6,455	(14)
Head of Policy and Culture	1,568	3,205	1,352	(217)
Resources, Environment and Cultural Services	10,247	14,865	9,130	(1,117)
Head of Law and Administration	2,042	2,075	2,281	239
Head of Planning	1,829	1,855	1,817	(12)
Head of Public Health and Protection	1,165	1,183	1,114	(52)
Public Protection, Planning and Governance	5,036	5,113	5,212	175
Head of Community and Housing Strategy	2,199	2,367	2,217	18
Housing and Communities	2,199	2,367	2,217	18
Budgets of the Corporate Management Team	1,668	1,641	1,598	(70)
Net Controllable Income and Expenditure	19,150	23,986	18,156	(994)
Net Recharge to the Housing Revenue Account	(5,285)	(5,303)	(5,075)	209
Net General Fund Expenditure	13,865	18,683	13,081	(784)
Income from Council Tax	(10,855)	(10,855)	(11,312)	(457)
Business Rates Income	(4,908)	(4,908)	(3,812)	1,096
Plus/Less collection fund deficit/(surplus)	1,472	1,472	670	(802)
New Homes Bonus and other grants	(1,028)	(1,028)	(609)	419
Lower Tier Services Grant	0	0	(124)	(124)
Covid Support Grant	0	(2,030)	(610)	(610)
Other Operating Income and Expenditure				
Less Interest and Investment Income	(30)	(30)	(30)	0
Net interest income from Now Housing	0	0	(40)	(40)
Plus capital financing	1,131	1,131	949	(182)
Borrowing Interest	378	378	420	42
Revenue Contribution to Capital	0	25	0	0
Parish Precepts	1,701	1,701	1,787	86
Net Total before movements in reserves	1,727	4,540	370	(1,357)
Contribution (from) / to Covid Earmarked Reserves	0	(405)	610	610
Contribution (from) / to Earmarked Reserves	(80)	(1,607)	(90)	(10)
Contribution from General Balances to support collection fund deficit	0	0	(670)	(670)
Contribution (from) / to GF balances	(1,647)	(2,528)	(220)	1,427

Key of variance column = (Decrease in expenditure/increase in income), Increase in expenditure/reduction in income

Opening General Fund Balances	8,550	8,550	6,022
Use of General Fund Balances	(1,647)	(2,528)	(220)
Use of General Fund Balances for Collection Fund	0	0	(670)
Closing General Fund Balances	6,903	6,022	5,132

Director and Head of Service Summaries - Budget 2021/22
Corporate Director (Resources, Environment and Cultural Services)

Head of Resources

Description	Original Budget 2020/21 £ '000	Original Budget 2021/22 £ '000	Year On Year Change £ '000
Employees	3,823	3,284	(538)
Premises Related	1,867	1,793	(74)
Transport Related	39	38	(1)
Supplies and Services	1,140	1,148	8
Third Party Payments	4,982	4,947	(35)
Transfer Payments	28,323	28,323	0
Income	(37,965)	(38,210)	(246)
Controllable Costs	2,210	1,323	(886)

Analysis of Controllable Costs

£ '000

Original Budget 2020/21	2,210
Less Fixed Term Growth 2020/21:	
Voluntary First Registration	(75)
Condition Surveys	(100)
Efficiencies:	
Review of processes leading to reduction in admin	(15)
Increase in garage occupancy levels	(50)
Reduction to insurance premiums following retendering of the contract	(40)
General efficiencies made to property maintenance budgets	(35)
Reduction in printing costs arising for agile ways of working	(30)
Realign base budget to match actual rental income following rent reviews	(200)
Inflation and Other Changes:	
Adjustment to accounting treatment of pensions payment (HRA Share)	(385)
Remove central salaries inflation contingency (built into services for 2021/220)	(100)
Salaries inflation and turnover	83
General inflationary increases (contracts, utilities etc)	81
Centralisation of Training Budgets	(20)
Original Budget 2021/22	1,323

Director and Head of Service Summaries - Budget 2021/22
 Corporate Director (Resources, Environment and Cultural Services)

Head of Environment

Description	Original Budget 2020/21 £ '000	Original Budget 2021/22 £ '000	Year On Year Change £ '000
Employees	1,220	1,194	(26)
Premises Related	510	511	2
Transport Related	20	18	(2)
Supplies and Services	792	791	(1)
Third Party Payments	7,788	7,927	139
Transfer Payments	0	0	0
Income	(3,861)	(3,987)	(126)
Controllable Costs	6,468	6,455	(14)

Analysis of Controllable Costs

£ '000

Original Budget 2020/21	6,468
Efficiencies:	
Increased subscriptions for the garden waste service	(100)
Service Review	(26)
Increase in long stay car parking (WGC car parks)	(25)
Inflation and Other Changes:	
General inflationary increases (contracts, utilities etc)	121
Parking enforcement budget change as agreed by Cabinet	25
Centralisation of Training Budgets	(9)
Original Budget 2021/22	6,455

Director and Head of Service Summaries - Budget 2021/22
 Corporate Director (Resources, Environment and Cultural Services)

Head of Policy and Culture

Description	Original Budget 2020/21 £ '000	Original Budget 2021/22 £ '000	Year On Year Change £ '000
Employees	1,692	1,676	(17)
Premises Related	972	983	11
Transport Related	2	2	0
Supplies and Services	1,331	1,258	(72)
Third Party Payments	136	127	(9)
Transfer Payments	0	0	0
Income	(2,565)	(2,694)	(129)
Controllable Costs	1,568	1,352	(217)

Analysis of Controllable Costs

£ '000

Original Budget 2020/21	1,568
Efficiencies:	
Campus West - Review of fees and charges	(50)
Campus West - Baseline budget reset	(90)
Planned reduction in Leisure Contract Management Fee	(72)
Inflation and Other Changes:	
Salaries inflation and turnover	6
General inflationary increases (contracts, utilities etc)	12
Centralisation of Training Budgets	(23)
Original Budget 2021/22	1,352

Director and Head of Service Summaries - Budget 2021/22
Corporate Director (Public Protection, Planning and Governance)

Head of Law and Administration

Description	Original Budget 2020/21 £ '000	Original Budget 2021/22 £ '000	Year On Year Change £ '000
Employees	1,497	1,824	328
Premises Related	3	3	0
Transport Related	22	21	(1)
Supplies and Services	678	717	39
Third Party Payments	65	(34)	(99)
Transfer Payments	0	0	0
Income	(223)	(251)	(28)
Controllable Costs	2,042	2,281	239

Analysis of Controllable Costs

£ '000

Original Budget 2020/21	2,042
<u>Efficiencies:</u>	
Review of refreshment provision	(15)
Procurement modernisation efficiency	(45)
Review of training and development delivery	(61)
<u>Inflation and Other Changes:</u>	
Salaries inflation and turnover	40
General inflationary increases (contracts, utilities etc)	10
Centralisation of Training Budgets	240
Virements	70
Original Budget 2021/22	2,281

Director and Head of Service Summaries - Budget 2021/22
 Corporate Director (Public Protection, Planning and Governance)

Head of Planning

Description	Original Budget 2020/21 £ '000	Original Budget 2021/22 £ '000	Year On Year Change £ '000
Employees	1,919	1,868	(51)
Premises Related	85	86	0
Transport Related	14	14	0
Supplies and Services	349	349	(0)
Third Party Payments	446	457	12
Transfer Payments	0	0	0
Income	(983)	(956)	27
Controllable Costs	1,829	1,817	(12)

Analysis of Controllable Costs

£ '000

Original Budget 2020/21	1,829
<u>Efficiencies:</u>	
Review of pre-planning fees	(20)
Service review	(35)
<u>Inflation and Other Changes:</u>	
Salaries inflation and turnover	4
Capital Salaries	47
General inflationary increases (contracts, utilities etc)	12
Centralisation of Training Budgets	(20)
Original Budget 2021/22	1,817

Director and Head of Service Summaries - Budget 2021/22
 Corporate Director (Public Protection, Planning and Governance)

Head of Public Health and Protection

Description	Original Budget 2020/21 £ '000	Original Budget 2021/22 £ '000	Year On Year Change £ '000
Employees	1,265	1,213	(52)
Premises Related	2	2	0
Transport Related	16	16	(0)
Supplies and Services	113	113	(1)
Third Party Payments	81	82	1
Transfer Payments	0	0	0
Income	(312)	(312)	0
Controllable Costs	1,165	1,114	(52)

Analysis of Controllable Costs

£ '000

Original Budget 2020/21	1,165
<u>Efficiencies:</u>	
Refocus Operation Reprise	(20)
<u>Inflation and Other Changes:</u>	
Salaries inflation and turnover	1
General inflationary increases (contracts, utilities etc)	1
Centralisation of Training Budgets	(34)
Original Budget 2021/22	1,114

Director and Head of Service Summaries - Budget 2021/22
Corporate Director (Housing and Communities)

Head of Community & Housing Strategy (GF)

Description	Original Budget 2020/21 £ '000	Original Budget 2021/22 £ '000	Year On Year Change £ '000
Employees	1,802	1,790	(12)
Premises Related	26	18	(9)
Transport Related	13	12	(2)
Supplies and Services	250	307	56
Third Party Payments	333	334	1
Transfer Payments	0	0	0
Income	(226)	(243)	(17)
Controllable Costs	2,199	2,217	18

Analysis of Controllable Costs

£ '000

Original Budget 2020/21	2,199
Add Fixed Term Growth 2021/22:	
Private Sector Housing Survey	50
Efficiencies:	
Closure of the shopmobility service	(22)
General budget efficiencies	(10)
Inflation and Other Changes:	
Salaries inflation and turnover	8
General inflationary increases (contracts, utilities etc)	2
Centralisation of Training Budgets	(10)
Original Budget 2021/22	2,217

Director and Head of Service Summaries - Budget 2021/22
Budgets Controlled by the Corporate Management Team

Corporate Management Team (GF)

Description	Original Budget 2020/21 £ '000	Original Budget 2021/22 £ '000	Year On Year Change £ '000
Employees	1,373	1,382	9
Premises Related	0	0	0
Transport Related	6	6	(1)
Supplies and Services	288	210	(79)
Third Party Payments	0	0	0
Transfer Payments	0	0	0
Income	0	0	0
Controllable Costs	1,668	1,598	(70)

Analysis of Controllable Costs

£ '000

Original Budget 2020/21	1,668
<u>Inflation and Other Changes:</u>	
Salaries inflation and turnover	24
Centralisation of Training Budgets	(24)
Virements	(70)
Original Budget 2021/22	1,598

Welwyn Hatfield Borough Council
Housing Revenue Account - Proposed Budget 2021/22

Description	Original Budget 2020/21 £ '000	Forecast Outturn at Period 6 £ '000	Proposed Budget 2021/22 £ '000	Year On Year Change £ '000
Dwelling rents	(49,175)	(49,120)	(49,775)	(600)
Non-dwelling rents	(551)	(525)	(381)	170
Tenants' charges for services and facilities	(1,807)	(1,731)	(1,809)	(2)
Leaseholders' charges for services and facilities	(855)	(855)	(711)	144
Contributions towards expenditure	(413)	(440)	(268)	145
Total Income	(52,801)	(52,670)	(52,944)	(143)
Repairs and maintenance	9,688	9,695	8,873	(815)
Supervision and management	9,052	9,144	9,455	403
Special services	3,107	3,105	3,176	69
Rents, rates, taxes and other charges	956	971	878	(78)
Increase / (Decrease) in impairment allowance for doubtful debts	490	490	490	-
Depreciation	15,440	15,440	15,565	125
Debt management costs	28	28	39	11
Sums directed by Secretary of State	50	50	50	-
Total Expenditure	38,811	38,922	38,526	(285)
HRA share of Corporate and Democratic Core	705	705	702	(3)
Net Cost of Services	(13,285)	(13,043)	(13,716)	(432)
Less Interest and Non-Statutory Items:				
Interest payable and similar charges	6,373	6,373	6,761	388
HRA financing and investment income	(163)	(132)	(60)	103
Revenue Contribution to Capital Outlay (RCCO)	7,224	7,224	6,839	(385)
Total Adjustments	13,434	13,466	13,540	106
(Surplus) / Deficit	149	423	(176)	(326)
Opening HRA Operating Balance	(2,620)	(2,471)	(2,471)	-
In-year (Surplus) / Deficit	149	423	(176)	(326)
Closing HRA Operating Balance	(2,471)	(2,048)	(2,647)	(326)

CAPITAL BUDGETS

Proposed Capital Expenditure Programme 2021/22 - 2025/26

Ref	Project Title	Forecast Spend P06 2020/21 £'000	Forecast re profiling P06 from 2020/21 £'000	Original budget 21/22 from bids	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
	GENERAL FUND CAPITAL PROGRAMME								
1	Highview Shops	250	800	535	1,335	85	-	-	-
2	Hatfield Town Centre Public Realm	148	-		-	-	-	-	-
3	Splashlands Development	1,347	-		-	-	-	-	-
4	HTC Flat Refurbishments	-	18		18	-	-	-	-
5	HTC Redevelopment of of 1 and 3-9	3,249	-		-	-	-	-	-
6	Welwyn Garden City Town Centre North	4,809	-		-	-	-	-	-
7	Strategic Property Investment	525	-		-	-	-	-	-
8	Huntersbridge car park concrete waterproofing	10	-		-	-	-	-	-
9	Campus East Fire Compartmentalisation	-	66		66	-	-	-	-
10	Littleridge Industrial Area resurfacing	85	-		-	-	-	-	-
11	Hatfield Town Centre Multi Storey Car Park	5,466	-		-	-	-	-	-
12	Garage Renovations	322	-	200	200	200	200	200	200
13	Garage Forecourt Resurfacing	85	-	85	85	85	85	85	85
14	Hatfield TC - Link Drive	195	100		100	-	-	-	-
15	Hatfield pop up market stalls	50	-		-	-	-	-	-
16	Mill Green Museum Window Replacement	49	-		-	-	-	-	-
17	Coronation Fountain refurbishment	11	-		-	-	-	-	-
18	Commercial Property (Minimum EPC Requirements)	-	100		100	-	-	-	-
19	Multi Functional Devices - Replacement programme	17	-	17	17	18	18	18	18
20	ICT Rolling Programme / Refresh	223	-	498	498	235	126	126	130
21	SQL Server Upgrade	35	-		-				
22	Hatfield Town Centre Market Place	298	-	100	100	-	-	-	-
23	Campus West drainage	66	-		-	-	-	-	-
24	Hatfield Swim Centre Cathodic protection	22	-		-	-	-	-	-
25	Rollercity Lighting (Foyer) upgrade	12	-		-	-	-	-	-
26	Cloud based email and Active Directory	94	-		-	-	-	-	-
27	Campus West-Partial refit of Soft Play City	25	-		-	-	-	-	-
28	Capita Upgrade	-	-		-	22	-	22	-

Proposed Capital Expenditure Programme 2021/22 - 2025/26

Ref	Project Title	Forecast Spend P06 2020/21 £'000	Forecast re profiling P06 from 2020/21 £'000	Original budget 21/22 from bids	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
29	Campus West-Change of flooring in screen 3 (Hawthorne Theatre)	20	-		-	-	-	-	-
30	Lift Replacements / Refurbs	-	-	100	100	-	-	-	-
	Sub-total - Head of Resources	17,413	1,084	1,535	2,619	645	429	451	433
31	PLAN Off Street Parking	316	-		-	-	-	-	-
32	Bereavement Services	250	-		-	-	-	-	-
33	Play Area Replacement Scheme	50	-		-	-	-	-	-
34	Litter and dog bin replacement programme	20	-	25	25	25	25	25	25
35	Parking Programme	-	-	250	250	260	260	260	260
36	Play Area Replacement Scheme	-	118	50	168	55	55	55	55
37	Refuse and Recycling improvement programe	15	-	15	15	20	20	20	20
38	Construction of memorial plynths	40	-		-	-	-	-	-
39	Car park management system	15	-		-	-	-	-	-
40	Replacement of sports equipment	-	-	15	15	-	-	-	-
41	Bereavement Services	-	6,973	-	6,973	600	-	-	-
42	Tewin Road Depot Upgrade	1,600	3,699	700	4,399	-	-	-	-
43	Household Waste and Recycling Centre (HWRC) funded by HCC)	1,600	2,200	2,500	4,700	-	-	-	-
44	Food Caddies - weekly food waste collections	200	-		-	-	-	-	-
	Sub-total - Head of Environment	4,106	12,990	3,555	16,545	960	360	360	360
45	Replacement of the Council's Intranet	67	-		-	-	-	-	-
46	Leisure Capital Programme	150	-		-	-	-	-	-
47	Mill Green Museum Brickwork and Masonery	40	-		-	-	-	-	-
48	Museum Service - Refit of Pumping Station	-	48		48	-	-	-	-
49	Museum Service-Refit and stabilisation of the stable block at Mill Green	25	-		-	-	-	-	-
50	Museum Service - HLF BID Contribution	-	-		-	200	-	-	-
	Sub-total - Head of Policy & Culture	282	48	-	48	200	-	-	-
	Sub-total - Corporate Director (Resources Environment and Cultural Service)	21,801	14,122	5,090	19,212	1,805	789	811	793

Proposed Capital Expenditure Programme 2021/22 - 2025/26

Ref	Project Title	Forecast Spend P06 2020/21 £'000	Forecast re profiling P06 from 2020/21 £'000	Original budget 21/22 from bids	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
51	Community Infrastructure Levy software	8	-		-	-	-	-	-
52	Replacement of Fast Planning	29	-		-	-	-	-	-
53	Angerland Football Improvement Schemes - Hatfield	-	800		800	-	-	-	-
54	Angerland Rugby Improvement Schemes - Hatfield	-	200		200	-	-	-	-
	Sub-total - Head of Planning	37	1,000	-	1,000	-	-	-	-
55	Northgate case management system - replace and enhance	58	-		-	-	-	-	-
56	Purchase of Air Quality Monitoring Equipment	15	-		-	-	-	-	-
	Total Head of Public Health and Protection	73							
	Sub-total - Corporate Director (Public Protection, Planning and Governance)	110	1,000	-	1,000	-	-	-	-
57	CCTV upgrades (WGC, Urban and Hatfield)	100	-		-	40	-	60	-
58	Disabled Facilities Grant (2019/20)	1,188	-	592	592	592	592	592	592
59	Decent Homes Private Sector GF	62	-		-	-	-	-	-
60	WGC Football Development Scheme	53	-		-	-	-	-	-
61	PRG Health	6	-		-	-	-	-	-
62	PRG Sunflower	20	-		-	-	-	-	-
63	PRG Community Inclusion	17	-		-	-	-	-	-
	Sub-total - Head of Community and Housing Strategy	1,446	-	592	592	632	592	652	592
	Sub-total - Corporate Director (Housing and Communities)	1,446	-	592	592	632	592	652	592
	Sub-total General Fund (Excluding Service Loans)	23,358	15,122	5,682	20,804	2,437	1,381	1,463	1,385
	Loans to Now Housing								
1	Loans to Now Housing (for provision of Affordable Housing)	2,437	-	11,548	11,548	15,918	37,966	13,613	5,657

Proposed Capital Expenditure Programme 2021/22 - 2025/26

Ref	Project Title	Forecast Spend P06 2020/21 £'000	Forecast re profiling P06 from 2020/21 £'000	Original budget 21/22 from bids	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
	Sub-total - General Fund (Including Service Loans)	25,795	15,122	17,230	32,352	18,355	39,347	15,076	7,042
	HOUSING CAPITAL PROGRAMME								
64	Digital Improvements	45	-		-	-	-	-	-
65	Community buses replacement programme	320	-	320	320	320	-	-	-
66	Emergency alarms replacement programme	125	-	125	125	125	125	125	-
67	Shop mobility scooter replacement programme	10	-	-	-	-	-	-	-
	Sub-total - Head of Housing Operations	500		445	445	445	125	125	-
68	Affordable Housing Programme - General	250	-	2,000	2,000	6,000	5,000	5,000	5,000
69	Open Market Purchases	17,881	-		-	-	-	-	-
70	Affordable Housing Programme - Grants to Registered Providers	750	-		-	-	-	-	-
71	Howlands House Redevelopment and Additional Units	135	1,563	5,500	7,063	4,000	1,000	-	-
72	Minster House Redevelopment and Additional Units	3,850	186	13,000	13,186	3,500	-	-	-
73	AHP - The Commons	250	714		714	-	-	-	-
74	AHP - Ludwick Way	350	1,114		1,114	-	-	-	-
75	Burfield Close, Hatfield	130	172	85	257	5,705	3,145	275	-
76	AHP - Chequersfield	674	-		-	-	-	-	-
77	AHP - Queensway House	15	-		-	-	-	-	-
78	Inspira House (additional units), WGC	500	-		-	-	-	-	-
79	AHP - Haseldene Meadows, Hatfield	18	-	1,500	1,500	-	-	-	-
80	AHP - Hazel Grove, Hatfield	15	-	750	750	-	-	-	-
81	AHP - Lockley Crescent, Hatfield	12	-	1,250	1,250	-	-	-	-
82	AHP - Ludwick Green, WGC	130	-	965	965	1,270	65	-	-
83	AHP - Birchwood House	90	-		-	1,500	-	-	-
	Sub-total - Head of Community and Housing Strategy	25,050	3,749	25,050	28,799	21,975	9,210	5,275	5,000
84	Better Care Fund - Sheltered Housing Modernisation	633	-		-	-	-	-	-
85	Queensway House Refurbishment/Fire Works	237	-		-	-	-	-	-

Proposed Capital Expenditure Programme 2021/22 - 2025/26

Ref	Project Title	Forecast Spend P06 2020/21 £'000	Forecast re profiling P06 from 2020/21 £'000	Original budget 21/22 from bids	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
86	Sheltered Refurbishment	1,193	-		-	-	-	-	-
87	Disabled Facilities Grant additional scheme	13	-		-				
88	Major Repairs	8,045	-	5,834	5,834	5,915	5,998	6,082	6,168
89	HSG Aids and Adaptations	891	-	880	880	885	889	894	898
90	HSG Insulation Improvements	32	-	32	32	32	32	33	33
91	HSG Carbon Monoxide	60	-	60	60	60	61	61	61
92	Gas Central Heating Replacement Program	1,794	-	1,803	1,803	1,812	1,821	1,830	1,839
93	Other Property Services (Housing) Capital Works	720	-	291	291	292	294	296	297
94	Door entry systems	531	-	509	509	511	514	516	519
95	Electricity mains	197	-	137	137	137	138	139	140
96	Communal aerials	-	-	656	656	656	656	656	656
97	Lift replacement	116	-	80	80	81	80	81	81
	Sub-total - Head of Housing Property Services	14,462	-	10,282	10,282	10,381	10,483	10,588	10,692
	Sub-total - Corporate Director (Housing and Communities)	40,012	3,749	35,777	39,526	32,801	19,818	15,988	15,692
	Sub-total - Housing Account	40,012	3,749	35,777	39,526	32,801	19,818	15,988	15,692
	Total - Capital Programme	65,807	18,871	53,007	71,878	51,156	59,165	31,064	22,734

Capital Financing Summary

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
GENERAL FUND						
Expenditure (excluding Service Loans)	23,361	32,352	18,355	39,347	15,076	7,042
Capital Receipts and Reserves	(4,535)	(1,705)	(1,160)	(789)	(871)	(793)
Capital Grants and Contributions	(14,416)	(6,392)	(592)	(592)	(592)	(592)
Revenue Contribution to Capital	(30)	0	0	0	0	0
Borrowing Requirement for Before MRP and loans	4,380	24,255	16,603	37,966	13,613	5,657
Minimum Revenue Provision	(875)	(794)	(944)	(1,163)	(1,184)	(1,202)
Appropriation from GF to HRA	(3,155)					
Net Change in Borrowing Requirement for Year (inc loans)	350	23,461	15,659	36,803	12,429	4,455
Cumulative Borrowing Requirement (exc loans)	38,717	50,629	50,370	49,207	48,023	46,821
Cumulative Borrowing Requirement (inc loans)	41,154	64,614	80,273	117,076	129,505	133,960
Capital Reserves and Grants Balance at year end	9,168	6,573	5,523	4,844	4,083	3,400
HOUSING REVENUE ACCOUNT						
Total Expenditure	42,449	39,526	32,801	19,818	15,988	15,692
Loan Repayment	20,000	21,400	22,700	24,200	25,800	27,500
Capital Receipts and Reserves	(18,940)	(16,558)	(16,787)	(17,055)	(14,405)	(14,192)
Restricted 141 Capital Receipts	(7,998)	(8,640)	(6,593)	(2,763)	(1,583)	(1,500)
Capital Grants and Contributions	(646)	0	0	0	0	0
Revenue Contribution to Capital	(7,224)	(6,840)	(6,692)	(7,079)	(8,649)	(8,110)
Appropriation from GF to HRA	3,155					
Borrowing Requirement for Year	30,796	28,889	25,429	17,121	17,152	19,390
Cumulative Borrowing Requirement at year end	248,768	256,256	258,986	251,906	243,258	235,148
Capital Reserves and Grants Balance at year end	9,932	5,691	3,658	5,503	11,260	16,880

Statement of Capital Reserves and Grant Balances

	Capital Receipts Reserve (General Fund)	Capital Grants and Contrib's	Total GRF Capital Reserves	Capital Receipts Reserve (Housing Revenue Account)	141 Receipts Reserve	Major Repairs Reserve	Capital Grants and Contrib's	Total HRA Capital Reserves	Total Capital Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Closing Balance March 2020	10,550	2,514	13,064	0	14,125	0	672	14,797	27,861
Receipts	1,180	13,875	15,055	3,501	3,766	15,439	13	22,719	37,774
Use of reserves to finance capital spend	(4,535)	(14,416)	(18,951)	(3,501)	(7,998)	(15,439)	(646)	(27,584)	(46,535)
Forecast Closing Balance March 2021	7,195	1,973	9,168	(0)	9,893	0	39	9,932	19,100
Receipts	110	5,392	5,502	1,025	4,398	15,533	0	20,957	26,459
Use of reserves to finance capital spend	(1,705)	(6,392)	(8,097)	(1,025)	(8,640)	(15,533)	0	(25,198)	(33,295)
Forecast Closing Balance March 2022	5,600	973	6,573	(0)	5,652	0	39	5,691	13,237
Receipts	110	592	702	911	4,559	15,876	0	21,346	22,048
Use of reserves to finance capital spend	(1,160)	(592)	(1,752)	(911)	(6,593)	(15,876)	0	(23,380)	(25,132)
Forecast Closing Balance March 2023	4,550	973	5,523	0	3,619	0	39	3,658	10,154
Receipts	110	592	702	912	4,558	16,194	0	21,664	22,366
Use of reserves to finance capital spend	(789)	(592)	(1,381)	(861)	(2,763)	(16,194)	0	(19,818)	(21,199)
Forecast Closing Balance March 2024	3,871	973	4,844	51	5,414	0	39	5,503	11,321
Receipts	110	592	702	912	4,557	16,275	0	21,744	22,446
Use of reserves to finance capital spend	(871)	(592)	(1,463)	0	(1,583)	(14,405)	0	(15,988)	(17,451)
Forecast Closing Balance March 2025	3,110	973	4,083	963	8,388	1,870	39	11,260	16,316
Receipts	110	592	702	878	4,078	16,356	0	21,312	22,014
Use of reserves to finance capital spend	(793)	(592)	(1,385)	0	(1,500)	(14,192)	0	(15,692)	(17,077)
Forecast Closing Balance March 2026	2,427	973	3,400	1,841	10,966	4,034	39	16,880	21,253

**REVENUE
SERVICES
BUDGETS**

WELWYN HATFIELD BOROUGH COUNCIL
BUDGET REPORTS - APPROVED CURRENT BUDGET 2020/21 AND BUDGET 2021/22
Corporate Director - Resources, Environment and Cultural Services

	Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
		£	£	£	£
6427	Welwyn CC	(19,956)	(21,620)	(21,620)	(20,540)
6430	Douglas Tilbe Centre	32,122	37,100	37,100	6,560
6431	Jim McDonald Centre	91,116	83,140	73,140	80,290
6438	Residents Association Support	57,799	74,370	74,370	75,460
6441	High View Former Housing Office	1,598	290	290	290
6490	Fountains, Monuments & Statues	9,802	17,550	17,550	19,740
6492	Public Conveniences	23,632	17,630	16,130	18,450
6720	Bank Charges	123,763	111,710	111,710	110,890
6721	External Audit Costs	66,678	42,630	42,630	42,690
6724	Misc. Corporate Items	1,246,593	882,110	2,132,110	831,510
6725	Car Loans	(1,153)	(2,500)	(2,500)	(2,500)
6726	Treasury Management	35,274	17,350	17,350	17,460
6732	Council Tax Costs	250,603	258,240	258,240	270,080
6734	Localised Council Tax support	(105,792)	(92,440)	(92,440)	(92,440)
6735	NNDR Collection	(5,849)	(17,590)	(17,590)	(7,860)
6740	Housing Benefit Administration	1,055,022	948,270	948,270	976,090
6741	Housing Benefit Payments (Private)	94,604	(148,530)	(148,530)	(148,530)
6743	Rent Rebates (HRA)	(285,583)	42,720	42,720	42,720
6744	Discretionary Housing Payments	4,906	0	0	0
6746	Universal Credits	(180,656)	0	0	0
6747	Broxbourne BC Agreement	(1,910)	(480)	(480)	43,150
6759	General Fund Garages	(1,223,296)	(1,195,650)	(1,320,650)	(1,394,160)
6761	Fiddlebridge Industrial Units	(38,995)	(51,480)	(51,480)	(43,870)
6762	Little Ridge Industrial Units	(32,210)	(29,220)	(29,220)	(29,160)
6763	Land & Property Management	38,247	(36,810)	(31,810)	(19,710)
6764	Shopping Centres	(411,967)	(675,390)	(685,390)	(830,980)
6765	Hatfield Market	(19,197)	(4,090)	(4,090)	(5,760)
6766	Fairway Tavern	(61,155)	(62,040)	(62,040)	(61,540)
6768	Weltech	(121,200)	(114,900)	(114,900)	(133,950)
6769	White Lion House	746,671	69,250	69,250	57,000
6770	Hatfield Town Centre Redevelopment	658,397	17,190	12,190	42,620
6771	Welwyn Garden City Town Centre Redevelopment	193	0	0	0
6772	Salisbury Square	42,977	5,400	5,400	5,640
6773	Investment Properties	162,012	(296,440)	(296,440)	(306,490)
6775	Early Retirement Costs	246	1,180	1,180	0
6776	HCC Pension Adjustment Account	(5,913)	0	0	0
6780	Hattech	2,413,086	172,930	172,930	174,990
6790	Decorative Lighting	79,881	72,270	72,270	83,560
6800	Resources earmarked reserves	12,500	0	302,000	0
7313	Audit & Review	0	0	0	520
7701	Financial Management	0	0	(12,800)	(520)
7703	Financial Processes Team	(0)	0	12,800	0
7706	Estates	(0)	(0)	(440)	0
7707	Building Services	0	(0)	(450)	0
7720	Campus East Offices	0	0	112,000	0
	Head of Resources	4,732,886	122,150	1,638,760	(198,300)

6000	Bus Shelters	11,307	13,750	13,750	13,820
6007	Transport Planning	146,381	215,510	215,510	86,910
6049	Transport General	538,958	560,510	560,510	385,830
6050	Multistorey Car Park	(437,382)	(335,550)	(335,550)	(229,770)
6052	Campus East Car Park	(203,968)	(195,000)	(195,000)	(176,620)
6054	Campus West Car Park	(205,696)	(185,380)	(185,380)	(143,160)
6055	Other WGC Car Parks	4,113	15,970	15,970	24,660
6056	Link Drive Hatfield Car Park	(44,786)	18,050	18,050	22,410
6057	The Common Hatfield Car Park	21,134	26,290	26,290	28,650
6058	Wellfield Road HatfieldCarPark	(6,303)	2,460	2,460	2,800
6059	Other Hatfield Car Parks	54,774	58,550	58,550	78,970
6060	Welwyn Car Parks	42,801	1,220	1,220	12,710
6062	Kennel Wood	19,648	14,040	14,040	16,790
6063	Lemsford Road Car Park	426,058	16,960	16,960	8,570
6064	Cherry Tree Car Park	9,763	19,840	19,840	26,860
6070	Civil Parking Enforcement	(89,542)	216,520	216,520	278,090
6071	Permit Schemes	(105,422)	(28,120)	(28,120)	(32,310)
6420	Grounds Maintenance	765,966	1,050,630	1,050,630	1,039,900
6421	Playareas General	113,082	102,010	102,010	120,640
6480	Domestic Refuse	2,267,733	1,962,700	1,962,700	1,963,860
6481	Recycling	1,007,397	646,760	646,760	986,500
6482	Trade waste	(92,695)	92,520	92,520	87,800
6483	Street Cleaning	1,582,980	1,811,100	1,811,100	1,832,260
6484	Dog Control	12,088	10,690	10,690	11,610
6486	Cemeteries	205,178	269,720	258,720	240,390
6487	Collection of Abandoned cars	23,238	19,070	19,070	11,320
6488	Street Furniture & Pathways	67,308	49,210	39,210	46,660
6489	Footpath Lighting	4,220	2,000	0	2,000
6491	Litter Bins & Dog Bins	40,450	44,880	44,880	43,190
6493	Street Wardens	264,942	229,190	229,190	268,200
6495	Boundary Fences, Railings & Walls	5,089	1,520	1,520	1,520
6499	Tewin Road Depot	1,120,098	102,930	102,930	105,610
7001	Transportation Engineers	(0)	(0)	(0)	80,000
7401	Contract Monitoring	0	0	(500)	0
7600	Customer Services	(0)	(0)	26,940	0
	Head of Environment	7,568,911	6,830,550	6,833,990	7,246,670
6400	CWE Premises	86,836	971,270	1,018,270	787,270
6406	Campus West Theatre Holding Account	20	0	0	0
6410	Mill Green Museum	509,372	344,650	344,650	320,180
6411	Roman Bath House	63,453	37,750	37,750	62,740
6416	Leisure Contract	2,039,749	1,055,510	1,023,510	725,390
6417	High Ropes Course	37,478	(8,040)	(8,040)	39,870
6418	Moneyhole Lane Pavilion	33,459	50,970	50,970	43,750
6419	Skate Park	7,500	8,740	8,740	8,720
6424	Hazel Grove Community Centre	8,825	16,970	16,970	15,090
6425	Vineyard Barn CC	(6,251)	7,180	7,180	3,690
6428	Panshanger CC	5,988	24,010	25,510	13,080
6433	Hilltop Community Centre	340	6,760	6,760	7,680
6612	Centenary Fund	50,000	0	0	0
6803	Policy and Culture earmarked reserves	(1,990)	0	0	0
7602	Performance & Strategy Unit	0	0	0	360
	Head of Policy and Culture	2,834,779	2,515,770	2,532,270	2,027,820
	Total	15,136,576	9,468,470	11,005,020	9,076,190

SUMMARY OF NET REQUIREMENTS BY SUBJECTIVE HEADING

Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
	£	£	£	£
Corporate Director - Resources, Environment and Cultural Services				
Employees	6,138,158	6,735,090	7,935,090	6,154,020
Premises Related	3,241,478	3,348,610	3,317,610	3,287,520
Transport Related	54,331	60,970	60,970	57,960
Supplies and Services	3,213,865	3,292,270	3,354,630	3,227,510
Third Party Payments	15,707,586	12,906,690	29,244,960	13,026,060
Transfer Payments	29,644,160	28,322,990	28,322,990	28,322,990
Support Services	6,516,174	5,334,740	5,334,740	5,052,420
Capital Charges	11,856,912	4,036,190	4,036,190	4,193,530
Revenue Appropriations	(5,913)	0	0	0
Total Expenditure	76,366,751	64,037,550	81,607,180	63,322,010
Government Grants	(30,433,860)	(28,896,040)	(44,894,120)	(28,896,040)
Other Grants and Contributions	(780,778)	(640,850)	(640,850)	(702,850)
Customer Receipts (Fees and Charges)	(17,183,109)	(14,565,900)	(14,590,900)	(15,008,300)
Interest	(1,153)	0	0	0
Recharges	(12,831,275)	(10,466,290)	(10,476,290)	(9,638,630)
Total Income	(61,230,175)	(54,569,080)	(70,602,160)	(54,245,820)
Net Expenditure	15,136,576	9,468,470	11,005,020	9,076,190

**Breakdown of Number of Employees within the teams under this Directorate:
Full Time Equivalent (FTE) Figures Shown**

Service Area	FTEs included in the original 2021/22 budget
Head of Resources	53.2
Head of Environment	27.1
Head of Policy and Culture	44.2
Total for the Directorate	124.5

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 6427 Welwyn CC

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Income	(32,129)	(33,010)	(33,010)	(33,010)
TOTAL Controllable Costs	(32,129)	(33,010)	(33,010)	(33,010)
Support Cost Recharges	6,073	5,290	5,290	6,370
Capital Charges	6,100	6,100	6,100	6,100
TOTAL Non-Controllable costs	12,173	11,390	11,390	12,470
Total Cost Centre : 6427	(19,956)	(21,620)	(21,620)	(20,540)

Head of Resources

Cost Centre : 6430 Douglas Tilbe Centre

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	15,909	26,690	26,690	26,690
Income	(41,551)	(53,070)	(53,070)	(53,070)
TOTAL Controllable Costs	(25,642)	(26,380)	(26,380)	(26,380)
Support Cost Recharges	5,020	7,070	7,070	8,140
Capital Charges	52,743	56,410	56,410	24,800
TOTAL Non-Controllable costs	57,763	63,480	63,480	32,940
Total Cost Centre : 6430	32,122	37,100	37,100	6,560

Head of Resources

Cost Centre : 6431 Jim McDonald Centre

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	93,615	120,250	110,250	122,250
Supplies and Services	121	0	0	0
Income	(127)	0	0	0
TOTAL Controllable Costs	93,610	120,250	110,250	122,250
Support Cost Recharges	(93,610)	(120,250)	(120,250)	(118,630)
Capital Charges	91,117	83,140	83,140	76,670
TOTAL Non-Controllable costs	(2,494)	(37,110)	(37,110)	(41,960)
Total Cost Centre : 6431	91,116	83,140	73,140	80,290

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 6438 Residents Association Support

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	2,323	2,520	2,520	2,520
Third Party Payments	16,800	16,800	16,800	16,800
Income	(28,073)	(37,940)	(37,940)	(37,940)
TOTAL Controllable Costs	(8,950)	(18,620)	(18,620)	(18,620)
Support Cost Recharges	8,912	10,350	10,350	9,050
Capital Charges	57,838	82,640	82,640	85,030
TOTAL Non-Controllable costs	66,749	92,990	92,990	94,080
Total Cost Centre : 6438	57,799	74,370	74,370	75,460

Head of Resources

Cost Centre : 6441 High View Former Housing Office

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	49	0	0	0
Income	0	(460)	(460)	(460)
TOTAL Controllable Costs	49	(460)	(460)	(460)
Support Cost Recharges	799	0	0	0
Capital Charges	750	750	750	750
TOTAL Non-Controllable costs	1,549	750	750	750
Total Cost Centre : 6441	1,598	290	290	290

Head of Resources

Cost Centre : 6490 Fountains, Monuments & Statues

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	4,799	9,830	9,830	9,850
TOTAL Controllable Costs	4,799	9,830	9,830	9,850
Support Cost Recharges	137	2,850	2,850	5,020
Capital Charges	4,866	4,870	4,870	4,870
TOTAL Non-Controllable costs	5,003	7,720	7,720	9,890
Total Cost Centre : 6490	9,802	17,550	17,550	19,740

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 6492 Public Conveniences

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	22,159	16,160	14,660	16,940
TOTAL Controllable Costs	22,159	16,160	14,660	16,940
Support Cost Recharges	45	40	40	80
Capital Charges	1,429	1,430	1,430	1,430
TOTAL Non-Controllable costs	1,473	1,470	1,470	1,510
Total Cost Centre : 6492	23,632	17,630	16,130	18,450

Head of Resources

Cost Centre : 6720 Bank Charges

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	178,567	161,990	161,990	162,770
TOTAL Controllable Costs	178,567	161,990	161,990	162,770
Support Cost Recharges	(54,804)	(50,280)	(50,280)	(51,880)
TOTAL Non-Controllable costs	(54,804)	(50,280)	(50,280)	(51,880)
Total Cost Centre : 6720	123,763	111,710	111,710	110,890

Head of Resources

Cost Centre : 6721 External Audit Costs

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	101,808	62,000	62,000	62,000
Income	(4,833)	0	0	0
TOTAL Controllable Costs	96,974	62,000	62,000	62,000
Support Cost Recharges	(30,297)	(19,370)	(19,370)	(19,310)
TOTAL Non-Controllable costs	(30,297)	(19,370)	(19,370)	(19,310)
Total Cost Centre : 6721	66,678	42,630	42,630	42,690

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 6724 Misc.Corporate Items

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	767,288	1,253,770	2,453,770	770,250
Transport Related	275	300	300	300
Supplies and Services	19,908	0	50,000	50,000
Income	(2,500)	0	0	0
TOTAL Controllable Costs	784,971	1,254,070	2,504,070	820,550
IAS 19	449,401	0	0	0
Support Cost Recharges	12,222	(371,960)	(371,960)	10,960
TOTAL Non-Controllable costs	461,622	(371,960)	(371,960)	10,960
Total Cost Centre : 6724	1,246,593	882,110	2,132,110	831,510

Head of Resources

Cost Centre : 6725 Car Loans

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Income	(1,153)	(2,500)	(2,500)	(2,500)
TOTAL Controllable Costs	(1,153)	(2,500)	(2,500)	(2,500)
Total Cost Centre : 6725	(1,153)	(2,500)	(2,500)	(2,500)

Head of Resources

Cost Centre : 6726 Treasury Management

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	21,435	21,910	21,910	22,230
Transport Related	91	50	50	0
Supplies and Services	3,339	3,300	0	3,300
Third Party Payments	14,630	11,700	15,000	11,830
TOTAL Controllable Costs	39,496	36,960	36,960	37,360
Support Cost Recharges	(4,222)	(19,610)	(19,610)	(19,900)
TOTAL Non-Controllable costs	(4,222)	(19,610)	(19,610)	(19,900)
Total Cost Centre : 6726	35,274	17,350	17,350	17,460

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 6732 Council Tax Costs

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	573,074	561,570	561,570	575,050
Income	(367,428)	(349,660)	(349,660)	(349,660)
TOTAL Controllable Costs	205,646	211,910	211,910	225,390
Support Cost Recharges	44,957	46,330	46,330	44,690
TOTAL Non-Controllable costs	44,957	46,330	46,330	44,690
Total Cost Centre : 6732	250,603	258,240	258,240	270,080

Head of Resources

Cost Centre : 6734 Localised Council Tax support

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Transfer Payments	11,327	24,680	24,680	24,680
Income	(117,119)	(117,120)	(117,120)	(117,120)
TOTAL Controllable Costs	(105,792)	(92,440)	(92,440)	(92,440)
Total Cost Centre : 6734	(105,792)	(92,440)	(92,440)	(92,440)

Head of Resources

Cost Centre : 6735 NNDR Collection

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	11,605	0	0	0
Third Party Payments	141,665	139,300	16,091,300	142,650
Income	(175,863)	(173,200)	(16,125,200)	(173,200)
TOTAL Controllable Costs	(22,593)	(33,900)	(33,900)	(30,550)
Support Cost Recharges	16,744	16,310	16,310	22,690
TOTAL Non-Controllable costs	16,744	16,310	16,310	22,690
Total Cost Centre : 6735	(5,849)	(17,590)	(17,590)	(7,860)

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 6740 Housing Benefit Administration

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	9,536	0	0	0
Third Party Payments	1,364,048	1,136,220	1,182,300	1,163,490
Income	(401,191)	(275,230)	(321,310)	(275,230)
TOTAL Controllable Costs	972,393	860,990	860,990	888,260
Support Cost Recharges	82,629	87,280	87,280	87,830
TOTAL Non-Controllable costs	82,629	87,280	87,280	87,830
Total Cost Centre : 6740	1,055,022	948,270	948,270	976,090

Head of Resources

Cost Centre : 6741 Housing Benefit Payments (Private)

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Transfer Payments	13,939,805	12,390,360	12,390,360	12,390,360
Income	(13,845,201)	(12,538,890)	(12,538,890)	(12,538,890)
TOTAL Controllable Costs	94,604	(148,530)	(148,530)	(148,530)
Total Cost Centre : 6741	94,604	(148,530)	(148,530)	(148,530)

Head of Resources

Cost Centre : 6743 Rent Rebates (HRA)

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Transfer Payments	15,409,673	15,652,040	15,652,040	15,652,040
Income	(15,695,255)	(15,609,320)	(15,609,320)	(15,609,320)
TOTAL Controllable Costs	(285,583)	42,720	42,720	42,720
Total Cost Centre : 6743	(285,583)	42,720	42,720	42,720

Head of Resources

Cost Centre : 6744 Discretionary Housing Payments

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Transfer Payments	283,355	255,910	255,910	255,910
Income	(278,449)	(255,910)	(255,910)	(255,910)
TOTAL Controllable Costs	4,906	0	0	0
Total Cost Centre : 6744	4,906	0	0	0

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 6746 Universal Credits

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	(152,813)	0	0	0
Income	(27,843)	0	0	0
TOTAL Controllable Costs	(180,656)	0	0	0
Total Cost Centre : 6746	(180,656)	0	0	0

Head of Resources

Cost Centre : 6747 Broxbourne BC Agreement

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	1,300	0	0	0
Third Party Payments	3,979,891	2,000,000	2,000,000	2,000,000
Income	(4,057,300)	(2,075,000)	(2,075,000)	(2,075,000)
TOTAL Controllable Costs	(76,110)	(75,000)	(75,000)	(75,000)
Support Cost Recharges	74,200	74,520	74,520	118,150
TOTAL Non-Controllable costs	74,200	74,520	74,520	118,150
Total Cost Centre : 6747	(1,910)	(480)	(480)	43,150

Head of Resources

Cost Centre : 6759 General Fund Garages

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	104,025	183,100	183,100	101,680
Premises Related	201,151	210,590	85,590	165,590
Transport Related	49	0	0	0
Supplies and Services	5,905	8,340	8,340	8,340
Third Party Payments	1,162	0	0	0
Income	(2,268,974)	(2,330,080)	(2,330,080)	(2,380,080)
TOTAL Controllable Costs	(1,956,682)	(1,928,050)	(2,053,050)	(2,104,470)
Support Cost Recharges	167,135	149,800	149,800	115,470
Capital Charges	566,251	582,600	582,600	594,840
TOTAL Non-Controllable costs	733,386	732,400	732,400	710,310
Total Cost Centre : 6759	(1,223,296)	(1,195,650)	(1,320,650)	(1,394,160)

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 6761 Fiddlebridge Industrial Units

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	21,199	23,690	23,690	23,700
Supplies and Services	2,472	0	0	0
Income	(164,863)	(172,170)	(172,170)	(172,170)
TOTAL Controllable Costs	(141,192)	(148,480)	(148,480)	(148,470)
Support Cost Recharges	30,851	25,650	25,650	24,800
Capital Charges	71,346	71,350	71,350	79,800
TOTAL Non-Controllable costs	102,197	97,000	97,000	104,600
Total Cost Centre : 6761	(38,995)	(51,480)	(51,480)	(43,870)

Head of Resources

Cost Centre : 6762 Little Ridge Industrial Units

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	0	1,480	1,480	1,490
Supplies and Services	0	510	510	510
Income	(61,299)	(63,540)	(63,540)	(63,540)
TOTAL Controllable Costs	(61,299)	(61,550)	(61,550)	(61,540)
Support Cost Recharges	9,747	8,740	8,740	8,790
Capital Charges	19,342	23,590	23,590	23,590
TOTAL Non-Controllable costs	29,089	32,330	32,330	32,380
Total Cost Centre : 6762	(32,210)	(29,220)	(29,220)	(29,160)

Head of Resources

Cost Centre : 6763 Land & Property Management

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	86,812	67,330	82,330	62,440
Supplies and Services	33,208	49,230	49,230	49,230
Income	(364,077)	(401,390)	(401,390)	(401,390)
TOTAL Controllable Costs	(244,058)	(284,830)	(269,830)	(289,720)
Support Cost Recharges	238,086	59,580	49,580	112,380
Capital Charges	44,219	188,440	188,440	157,630
TOTAL Non-Controllable costs	282,305	248,020	238,020	270,010
Total Cost Centre : 6763	38,247	(36,810)	(31,810)	(19,710)

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 6764 Shopping Centres

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	81,114	121,940	111,940	112,210
Supplies and Services	8,840	160	160	160
Income	(1,626,075)	(1,381,810)	(1,381,810)	(1,581,810)
TOTAL Controllable Costs	(1,536,121)	(1,259,710)	(1,269,710)	(1,469,440)
Support Cost Recharges	221,609	221,840	221,840	235,600
Capital Charges	902,544	362,480	362,480	402,860
TOTAL Non-Controllable costs	1,124,153	584,320	584,320	638,460
Total Cost Centre : 6764	(411,967)	(675,390)	(685,390)	(830,980)

Head of Resources

Cost Centre : 6765 Hatfield Market

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	8,538	4,470	4,470	4,490
Supplies and Services	200	0	0	0
Income	(34,715)	(15,490)	(15,490)	(15,490)
TOTAL Controllable Costs	(25,977)	(11,020)	(11,020)	(11,000)
Support Cost Recharges	3,464	3,610	3,610	1,940
Capital Charges	3,316	3,320	3,320	3,300
TOTAL Non-Controllable costs	6,780	6,930	6,930	5,240
Total Cost Centre : 6765	(19,197)	(4,090)	(4,090)	(5,760)

Head of Resources

Cost Centre : 6766 Fairway Tavern

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Income	(73,400)	(73,350)	(73,350)	(73,350)
TOTAL Controllable Costs	(73,400)	(73,350)	(73,350)	(73,350)
Support Cost Recharges	12,245	11,310	11,310	11,810
TOTAL Non-Controllable costs	12,245	11,310	11,310	11,810
Total Cost Centre : 6766	(61,155)	(62,040)	(62,040)	(61,540)

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 6768 Weltech

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	116,952	85,220	85,220	72,740
Premises Related	103,671	115,670	115,670	116,580
Supplies and Services	78,222	77,800	77,800	77,800
Income	(502,152)	(488,680)	(488,680)	(488,680)
TOTAL Controllable Costs	(203,307)	(209,990)	(209,990)	(221,560)
Support Cost Recharges	82,107	95,090	95,090	87,610
TOTAL Non-Controllable costs	82,107	95,090	95,090	87,610
Total Cost Centre : 6768	(121,200)	(114,900)	(114,900)	(133,950)

Head of Resources

Cost Centre : 6769 White Lion House

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	29,067	41,100	41,100	31,220
Income	(28,921)	(24,500)	(24,500)	(24,500)
TOTAL Controllable Costs	145	16,600	16,600	6,720
Support Cost Recharges	7,537	7,290	7,290	7,520
Capital Charges	738,988	45,360	45,360	42,760
TOTAL Non-Controllable costs	746,526	52,650	52,650	50,280
Total Cost Centre : 6769	746,671	69,250	69,250	57,000

Head of Resources

Cost Centre : 6770 Hatfield Town Centre Redevelopment

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	75,812	151,520	146,520	147,000
Supplies and Services	22,162	35,980	35,980	35,980
Third Party Payments	9,333	9,330	9,330	9,330
Income	(943,565)	(907,370)	(907,370)	(907,370)
TOTAL Controllable Costs	(836,259)	(710,540)	(715,540)	(715,060)
Support Cost Recharges	346,917	327,440	327,440	276,100
Capital Charges	1,147,739	400,290	400,290	481,580
TOTAL Non-Controllable costs	1,494,656	727,730	727,730	757,680
Total Cost Centre : 6770	658,397	17,190	12,190	42,620

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 6771 Welwyn Garden City Town Centre Redevelopment

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	193	0	0	0
TOTAL Controllable Costs	193	0	0	0
Total Cost Centre : 6771	193	0	0	0

Head of Resources

Cost Centre : 6772 Salisbury Square

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	41,375	2,940	2,940	2,940
Supplies and Services	21,864	0	0	0
Income	(23,559)	(90)	(90)	(90)
TOTAL Controllable Costs	39,680	2,850	2,850	2,850
Support Cost Recharges	3,298	2,550	2,550	2,790
TOTAL Non-Controllable costs	3,298	2,550	2,550	2,790
Total Cost Centre : 6772	42,977	5,400	5,400	5,640

Head of Resources

Cost Centre : 6773 Investment Properties

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Income	(321,021)	(338,160)	(338,160)	(338,160)
TOTAL Controllable Costs	(321,021)	(338,160)	(338,160)	(338,160)
Support Cost Recharges	63,033	41,720	41,720	31,670
Capital Charges	420,000	0	0	0
TOTAL Non-Controllable costs	483,033	41,720	41,720	31,670
Total Cost Centre : 6773	162,012	(296,440)	(296,440)	(306,490)

Head of Resources

Cost Centre : 6775 Early Retirement Costs

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Support Cost Recharges	246	1,180	1,180	0
TOTAL Non-Controllable costs	246	1,180	1,180	0
Total Cost Centre : 6775	246	1,180	1,180	0

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 6776 HCC Pension Adjustment Account

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
IAS 19	(5,913)	0	0	0
TOTAL Non-Controllable costs	(5,913)	0	0	0
Total Cost Centre : 6776	(5,913)	0	0	0

Head of Resources

Cost Centre : 6780 Hattech

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	0	84,430	84,430	109,870
Premises Related	172,064	0	0	0
Transport Related	41	0	0	0
Supplies and Services	16,460	0	0	0
Income	50	0	0	0
TOTAL Controllable Costs	188,615	84,430	84,430	109,870
Support Cost Recharges	0	26,930	26,930	41,910
Capital Charges	2,224,471	61,570	61,570	23,210
TOTAL Non-Controllable costs	2,224,471	88,500	88,500	65,120
Total Cost Centre : 6780	2,413,086	172,930	172,930	174,990

Head of Resources

Cost Centre : 6790 Decorative Lighting

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	79,328	52,090	52,090	52,090
Supplies and Services	0	5,000	5,000	5,000
TOTAL Controllable Costs	79,328	57,090	57,090	57,090
Support Cost Recharges	552	15,180	15,180	26,470
TOTAL Non-Controllable costs	552	15,180	15,180	26,470
Total Cost Centre : 6790	79,881	72,270	72,270	83,560

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 6800 Resources earmarked reserves

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	12,500	0	302,000	0
TOTAL Controllable Costs	12,500	0	302,000	0
Total Cost Centre : 6800	12,500	0	302,000	0

Head of Resources

Cost Centre : 7313 Audit & Review

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	94,860	97,820	97,820	0
TOTAL Controllable Costs	94,860	97,820	97,820	0
Support Cost Recharges	(94,860)	(97,820)	(97,820)	520
TOTAL Non-Controllable costs	(94,860)	(97,820)	(97,820)	520
Total Cost Centre : 7313	0	0	0	520

Head of Resources

Cost Centre : 7701 Financial Management

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	555,771	489,020	476,220	480,970
Transport Related	299	380	380	380
Supplies and Services	33,760	25,160	25,160	24,960
Third Party Payments	13,250	11,860	11,860	110,310
Income	(4,200)	0	0	0
TOTAL Controllable Costs	598,879	526,420	513,620	616,620
Support Cost Recharges	(598,879)	(526,420)	(526,420)	(617,140)
TOTAL Non-Controllable costs	(598,879)	(526,420)	(526,420)	(617,140)
Total Cost Centre : 7701	0	0	(12,800)	(520)

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 7703 Financial Processes Team

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	339,233	356,720	369,520	394,970
Transport Related	87	220	220	200
Supplies and Services	134,999	61,850	58,900	47,110
Third Party Payments	0	920	3,870	940
Income	(66)	0	0	0
TOTAL Controllable Costs	474,254	419,710	432,510	443,220
Support Cost Recharges	(474,254)	(419,710)	(419,710)	(443,220)
TOTAL Non-Controllable costs	(474,254)	(419,710)	(419,710)	(443,220)
Total Cost Centre : 7703	0	0	12,800	0

Head of Resources

Cost Centre : 7706 Estates

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	282,138	399,410	399,410	433,120
Transport Related	1,308	1,540	1,540	1,410
Supplies and Services	44,910	5,800	5,360	5,800
Income	(144)	0	0	0
TOTAL Controllable Costs	328,211	406,750	406,310	440,330
Support Cost Recharges	(328,211)	(406,750)	(406,750)	(440,330)
TOTAL Non-Controllable costs	(328,211)	(406,750)	(406,750)	(440,330)
Total Cost Centre : 7706	0	0	(440)	0

Head of Resources

Cost Centre : 7707 Building Services

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	270,887	219,390	219,390	222,310
Premises Related	877	1,910	1,910	1,910
Transport Related	3,497	4,250	4,250	3,430
Supplies and Services	15,223	19,600	19,150	19,600
Third Party Payments	0	100,000	100,000	0
TOTAL Controllable Costs	290,484	345,150	344,700	247,250
Support Cost Recharges	(290,484)	(345,150)	(345,150)	(247,250)
TOTAL Non-Controllable costs	(290,484)	(345,150)	(345,150)	(247,250)
Total Cost Centre : 7707	0	0	(450)	0

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 7709 Resources Client Section

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	160,030	147,630	147,630	152,050
Transport Related	574	610	610	530
Supplies and Services	55,643	51,610	51,610	52,150
Income	(1,735)	(2,320)	(2,320)	(2,320)
TOTAL Controllable Costs	214,512	197,530	197,530	202,410
Support Cost Recharges	(214,512)	(197,530)	(197,530)	(202,410)
TOTAL Non-Controllable costs	(214,512)	(197,530)	(197,530)	(202,410)
Total Cost Centre : 7709	0	0	0	0

Head of Resources

Cost Centre : 7710 Insurance Costs

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	193,690	209,630	209,630	175,470
Premises Related	195,414	244,280	244,280	244,280
Transport Related	24,959	31,020	31,020	30,960
Supplies and Services	80,159	9,090	4,090	9,090
Third Party Payments	0	0	5,000	0
Income	2,114	0	0	0
TOTAL Controllable Costs	496,337	494,020	494,020	459,800
Support Cost Recharges	(496,337)	(494,020)	(494,020)	(459,800)
TOTAL Non-Controllable costs	(496,337)	(494,020)	(494,020)	(459,800)
Total Cost Centre : 7710	0	0	0	0

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 7711 Computer Contract

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	68,245	58,690	58,690	59,320
Transport Related	367	360	360	280
Supplies and Services	344,041	359,030	359,030	360,550
Third Party Payments	799,684	834,500	834,500	854,530
Income	(1,987)	0	0	0
TOTAL Controllable Costs	1,210,349	1,252,580	1,252,580	1,274,680
Support Cost Recharges	(1,368,370)	(1,479,920)	(1,479,920)	(1,515,180)
Capital Charges	158,021	227,340	227,340	240,500
TOTAL Non-Controllable costs	(1,210,349)	(1,252,580)	(1,252,580)	(1,274,680)
Total Cost Centre : 7711	0	0	0	0

Head of Resources

Cost Centre : 7712 Telephone Network

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	157,506	172,900	172,900	172,900
TOTAL Controllable Costs	157,506	172,900	172,900	172,900
Support Cost Recharges	(157,506)	(172,900)	(172,900)	(172,900)
TOTAL Non-Controllable costs	(157,506)	(172,900)	(172,900)	(172,900)
Total Cost Centre : 7712	0	0	0	0

Head of Resources

Cost Centre : 7713 Photocopying

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	61,084	62,570	62,570	32,570
TOTAL Controllable Costs	61,084	62,570	62,570	32,570
Support Cost Recharges	(77,004)	(78,980)	(78,980)	(52,380)
Capital Charges	15,920	16,410	16,410	19,810
TOTAL Non-Controllable costs	(61,084)	(62,570)	(62,570)	(32,570)
Total Cost Centre : 7713	0	0	0	0

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 7714 Catering

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	1,972	0	0	0
TOTAL Controllable Costs	1,972	0	0	0
Support Cost Recharges	(1,972)	0	0	0
TOTAL Non-Controllable costs	(1,972)	0	0	0
Total Cost Centre : 7714	0	0	0	0

Head of Resources

Cost Centre : 7716 Property Development

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	252,361	313,840	313,840	289,330
Transport Related	296	560	560	430
Supplies and Services	998	20,590	20,590	20,590
Income	(204,659)	(243,380)	(243,380)	(239,050)
TOTAL Controllable Costs	48,995	91,610	91,610	71,300
Support Cost Recharges	(48,995)	(91,610)	(91,610)	(71,300)
TOTAL Non-Controllable costs	(48,995)	(91,610)	(91,610)	(71,300)
Total Cost Centre : 7716	0	0	0	0

Head of Resources

Cost Centre : 7720 Campus East Offices

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	12,145	0	0	0
Premises Related	650,695	616,040	728,040	612,230
Supplies and Services	1,544	9,630	9,630	9,630
Income	(109)	(880)	(880)	(880)
TOTAL Controllable Costs	664,274	624,790	736,790	620,980
Support Cost Recharges	(3,502,057)	(782,500)	(782,500)	(671,120)
Capital Charges	2,837,783	157,710	157,710	50,140
TOTAL Non-Controllable costs	(664,274)	(624,790)	(624,790)	(620,980)
Total Cost Centre : 7720	0	0	112,000	(0)

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Resources

Cost Centre : 7724 Hatfield Housing Office

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	27,707	36,550	36,550	37,020
Supplies and Services	77	0	0	0
TOTAL Controllable Costs	27,784	36,550	36,550	37,020
Support Cost Recharges	(27,784)	(36,550)	(36,550)	(37,020)
TOTAL Non-Controllable costs	(27,784)	(36,550)	(36,550)	(37,020)
Total Cost Centre : 7724	0	0	0	0

Total: Head of Resources	4,732,886	122,150	1,638,760	(198,300)
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Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
Employees	3,144,198	3,822,760	5,022,760	3,284,310
Premises Related	1,913,677	1,867,050	1,842,550	1,793,440
Transport Related	31,843	39,290	39,290	37,920
Supplies and Services	1,345,816	1,140,140	1,178,000	1,148,040
Third Party Payments	6,969,892	4,982,020	21,293,350	4,946,930
Transfer Payments	29,644,160	28,322,990	28,322,990	28,322,990
Income	(41,699,374)	(37,964,520)	(53,962,600)	(38,210,190)
TOTAL Controllable Costs	1,350,212	2,209,730	3,736,340	1,323,440
Support Cost Recharges	(6,425,595)	(4,463,380)	(4,473,380)	(3,841,410)
Revenue Appropriations	0	0	0	0
Capital Charges	9,364,782	2,375,800	2,375,800	2,319,670
TOTAL Non-Controllable costs	2,939,187	(2,087,580)	(2,097,580)	(1,521,740)
Total: Head of Resources	4,732,886	122,150	1,638,760	(198,300)

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Environment

Cost Centre : 6000 Bus Shelters

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	12,882	13,750	13,750	13,820
Income	(1,575)	0	0	0
TOTAL Controllable Costs	11,307	13,750	13,750	13,820
Total Cost Centre : 6000	11,307	13,750	13,750	13,820

Head of Environment

Cost Centre : 6007 Transport Planning

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Support Cost Recharges	146,381	215,510	215,510	86,910
TOTAL Non-Controllable costs	146,381	215,510	215,510	86,910
Total Cost Centre : 6007	146,381	215,510	215,510	86,910

Head of Environment

Cost Centre : 6049 Transport General

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	1,134	0	0	0
Supplies and Services	81,439	56,280	56,280	56,280
Income	(9,995)	0	0	0
TOTAL Controllable Costs	72,578	56,280	56,280	56,280
Support Cost Recharges	284,050	302,230	302,230	177,220
Capital Charges	182,331	202,000	202,000	152,330
TOTAL Non-Controllable costs	466,381	504,230	504,230	329,550
Total Cost Centre : 6049	538,958	560,510	560,510	385,830

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Environment

Cost Centre : 6050 Multistorey Car Park

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	150,863	174,590	174,590	175,310
Supplies and Services	41,275	34,420	34,420	34,420
Third Party Payments	151,160	100,740	100,740	100,740
Income	(591,416)	(625,710)	(625,710)	(650,710)
TOTAL Controllable Costs	(248,117)	(315,960)	(315,960)	(340,240)
Support Cost Recharges	(31,112)	(42,790)	(42,790)	(890)
Capital Charges	(158,153)	23,200	23,200	111,360
TOTAL Non-Controllable costs	(189,265)	(19,590)	(19,590)	110,470
Total Cost Centre : 6050	(437,382)	(335,550)	(335,550)	(229,770)

Head of Environment

Cost Centre : 6052 Campus East Car Park

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	44,284	29,500	29,500	29,640
Supplies and Services	13,738	10,570	10,570	10,570
Third Party Payments	49,769	73,790	73,790	73,790
Income	(312,818)	(311,000)	(311,000)	(311,000)
TOTAL Controllable Costs	(205,027)	(197,140)	(197,140)	(197,000)
Support Cost Recharges	(39,277)	(38,200)	(38,200)	(9,120)
Capital Charges	40,336	40,340	40,340	29,500
TOTAL Non-Controllable costs	1,059	2,140	2,140	20,380
Total Cost Centre : 6052	(203,968)	(195,000)	(195,000)	(176,620)

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Environment

Cost Centre : 6054 Campus West Car Park

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	61,389	64,190	64,190	64,500
Supplies and Services	18,289	13,820	13,820	13,820
Third Party Payments	28,428	45,830	45,830	45,830
Income	(331,279)	(326,790)	(326,790)	(326,790)
TOTAL Controllable Costs	(223,173)	(202,950)	(202,950)	(202,640)
Support Cost Recharges	642	400	400	30,780
Capital Charges	16,836	17,170	17,170	28,700
TOTAL Non-Controllable costs	17,477	17,570	17,570	59,480
Total Cost Centre : 6054	(205,696)	(185,380)	(185,380)	(143,160)

Head of Environment

Cost Centre : 6055 Other WGC Car Parks

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	945	9,830	9,830	9,830
Third Party Payments	3,168	6,140	6,140	6,140
TOTAL Controllable Costs	4,113	15,970	15,970	15,970
Support Cost Recharges	0	0	0	8,690
TOTAL Non-Controllable costs	0	0	0	8,690
Total Cost Centre : 6055	4,113	15,970	15,970	24,660

Head of Environment

Cost Centre : 6056 Link Drive Hatfield Car Park

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	7,785	9,560	9,560	9,600
Supplies and Services	174	0	0	0
Third Party Payments	4,047	7,110	7,110	7,110
TOTAL Controllable Costs	12,007	16,670	16,670	16,710
Capital Charges	(56,794)	1,380	1,380	5,700
TOTAL Non-Controllable costs	(56,794)	1,380	1,380	5,700
Total Cost Centre : 6056	(44,786)	18,050	18,050	22,410

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Environment

Cost Centre : 6057 The Common Hatfield Car Park

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	21,830	16,430	16,430	16,520
Supplies and Services	171	0	0	0
Third Party Payments	3,090	4,580	4,580	4,580
TOTAL Controllable Costs	25,091	21,010	21,010	21,100
Capital Charges	(3,957)	5,280	5,280	7,550
TOTAL Non-Controllable costs	(3,957)	5,280	5,280	7,550
Total Cost Centre : 6057	21,134	26,290	26,290	28,650

Head of Environment

Cost Centre : 6058 Wellfield Road HatfieldCarPark

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	2,002	2,040	2,040	2,060
TOTAL Controllable Costs	2,002	2,040	2,040	2,060
Capital Charges	(8,305)	420	420	740
TOTAL Non-Controllable costs	(8,305)	420	420	740
Total Cost Centre : 6058	(6,303)	2,460	2,460	2,800

Head of Environment

Cost Centre : 6059 Other Hatfield Car Parks

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	25,411	21,820	21,820	21,910
Supplies and Services	7,422	0	0	0
Third Party Payments	20,211	33,710	33,710	33,710
TOTAL Controllable Costs	53,044	55,530	55,530	55,620
Support Cost Recharges	45	1,330	1,330	17,380
Capital Charges	1,686	1,690	1,690	5,970
TOTAL Non-Controllable costs	1,731	3,020	3,020	23,350
Total Cost Centre : 6059	54,774	58,550	58,550	78,970

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Environment

Cost Centre : 6060 Welwyn Car Parks

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	0	350	350	350
TOTAL Controllable Costs	0	350	350	350
Support Cost Recharges	0	0	0	8,690
Capital Charges	42,801	870	870	3,670
TOTAL Non-Controllable costs	42,801	870	870	12,360
Total Cost Centre : 6060	42,801	1,220	1,220	12,710

Head of Environment

Cost Centre : 6062 Kennel Wood

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	15,782	8,970	8,970	9,000
Supplies and Services	171	0	0	0
Third Party Payments	2,982	4,360	4,360	4,360
TOTAL Controllable Costs	18,935	13,330	13,330	13,360
Capital Charges	713	710	710	3,430
TOTAL Non-Controllable costs	713	710	710	3,430
Total Cost Centre : 6062	19,648	14,040	14,040	16,790

Head of Environment

Cost Centre : 6063 Lemsford Road Car Park

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	(279)	2,200	2,200	2,200
Supplies and Services	171	0	0	0
Third Party Payments	3,782	6,420	6,420	6,420
Income	0	(4,390)	(4,390)	(4,390)
TOTAL Controllable Costs	3,674	4,230	4,230	4,230
Capital Charges	422,385	12,730	12,730	4,340
TOTAL Non-Controllable costs	422,385	12,730	12,730	4,340
Total Cost Centre : 6063	426,058	16,960	16,960	8,570

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Environment

Cost Centre : 6064 Cherry Tree Car Park

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	284	0	0	0
Third Party Payments	10,269	18,170	18,170	18,170
Income	(790)	0	0	0
TOTAL Controllable Costs	9,763	18,170	18,170	18,170
Support Cost Recharges	0	1,670	1,670	8,690
TOTAL Non-Controllable costs	0	1,670	1,670	8,690
Total Cost Centre : 6064	9,763	19,840	19,840	26,860

Head of Environment

Cost Centre : 6070 Civil Parking Enforcement

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	12,211	20,630	20,630	20,630
Supplies and Services	6,102	440	440	440
Third Party Payments	463,692	497,790	497,790	556,760
Income	(579,923)	(316,050)	(316,050)	(316,050)
TOTAL Controllable Costs	(97,917)	202,810	202,810	261,780
Support Cost Recharges	8,375	13,710	13,710	16,310
TOTAL Non-Controllable costs	8,375	13,710	13,710	16,310
Total Cost Centre : 6070	(89,542)	216,520	216,520	278,090

Head of Environment

Cost Centre : 6071 Permit Schemes

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	456	4,000	4,000	4,000
Third Party Payments	4,800	0	0	0
Income	(124,233)	(54,520)	(54,520)	(54,520)
TOTAL Controllable Costs	(118,977)	(50,520)	(50,520)	(50,520)
Support Cost Recharges	9,444	16,150	16,150	14,100
Capital Charges	4,111	6,250	6,250	4,110
TOTAL Non-Controllable costs	13,555	22,400	22,400	18,210
Total Cost Centre : 6071	(105,422)	(28,120)	(28,120)	(32,310)

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Environment

Cost Centre : 6420 Grounds Maintenance

Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
	£	£	£	£
Employees	120	0	0	0
Premises Related	739	750	750	760
Supplies and Services	3,581	450,150	450,150	450,150
Third Party Payments	1,292,082	1,184,540	1,184,540	1,200,040
Income	(280,736)	(275,350)	(275,350)	(275,350)
TOTAL Controllable Costs	1,015,786	1,360,090	1,360,090	1,375,600
Support Cost Recharges	(204,459)	(313,000)	(313,000)	(336,740)
Capital Charges	(45,361)	3,540	3,540	1,040
TOTAL Non-Controllable costs	(249,820)	(309,460)	(309,460)	(335,700)
Total Cost Centre : 6420	765,966	1,050,630	1,050,630	1,039,900

Head of Environment

Cost Centre : 6421 Playareas General

Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
	£	£	£	£
Employees	35,284	33,620	33,620	34,490
Premises Related	1,072	1,640	1,640	1,640
Transport Related	1,770	1,410	1,410	1,410
Supplies and Services	39,336	20,600	20,600	20,600
Income	(19,072)	(5,000)	(5,000)	(5,000)
TOTAL Controllable Costs	58,390	52,270	52,270	53,140
Support Cost Recharges	29,824	20,370	20,370	32,960
Capital Charges	24,868	29,370	29,370	34,540
TOTAL Non-Controllable costs	54,692	49,740	49,740	67,500
Total Cost Centre : 6421	113,082	102,010	102,010	120,640

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Environment

Cost Centre : 6480 Domestic Refuse

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	13,230	10,400	10,400	10,400
Third Party Payments	1,783,869	1,737,810	1,737,810	1,761,930
Income	(59,437)	(206,940)	(206,940)	(206,940)
TOTAL Controllable Costs	1,737,662	1,541,270	1,541,270	1,565,390
Support Cost Recharges	530,071	421,430	421,430	398,470
TOTAL Non-Controllable costs	530,071	421,430	421,430	398,470
Total Cost Centre : 6480	2,267,733	1,962,700	1,962,700	1,963,860

Head of Environment

Cost Centre : 6481 Recycling

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	159,873	146,060	146,060	145,730
Transport Related	207	730	730	450
Supplies and Services	92,602	53,620	53,620	53,620
Third Party Payments	2,204,347	1,484,680	1,484,680	1,505,470
Income	(1,809,768)	(1,450,090)	(1,450,090)	(1,550,090)
TOTAL Controllable Costs	647,261	235,000	235,000	155,180
Support Cost Recharges	297,152	271,630	271,630	250,910
Capital Charges	62,983	140,130	140,130	580,410
TOTAL Non-Controllable costs	360,136	411,760	411,760	831,320
Total Cost Centre : 6481	1,007,397	646,760	646,760	986,500

Head of Environment

Cost Centre : 6482 Trade waste

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	(103,579)	86,140	86,140	87,350
TOTAL Controllable Costs	(103,579)	86,140	86,140	87,350
Support Cost Recharges	10,884	6,380	6,380	450
TOTAL Non-Controllable costs	10,884	6,380	6,380	450
Total Cost Centre : 6482	(92,695)	92,520	92,520	87,800

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Environment

Cost Centre : 6483 Street Cleaning

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Transport Related	67	0	0	0
Supplies and Services	34,826	14,100	14,100	14,100
Third Party Payments	1,311,683	1,580,890	1,580,890	1,603,030
Income	(20,240)	(14,200)	(14,200)	(14,200)
TOTAL Controllable Costs	1,326,336	1,580,790	1,580,790	1,602,930
Support Cost Recharges	256,644	230,310	230,310	229,330
TOTAL Non-Controllable costs	256,644	230,310	230,310	229,330
Total Cost Centre : 6483	1,582,980	1,811,100	1,811,100	1,832,260

Head of Environment

Cost Centre : 6484 Dog Control

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	11,356	11,750	11,750	11,880
Income	(2,966)	(4,050)	(4,050)	(4,050)
TOTAL Controllable Costs	8,390	7,700	7,700	7,830
Support Cost Recharges	3,698	2,990	2,990	3,780
TOTAL Non-Controllable costs	3,698	2,990	2,990	3,780
Total Cost Centre : 6484	12,088	10,690	10,690	11,610

Head of Environment

Cost Centre : 6486 Cemeteries

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	41,587	50,950	50,950	58,340
Premises Related	23,687	52,350	41,350	52,430
Transport Related	976	760	760	750
Supplies and Services	28,372	33,820	33,820	33,820
Third Party Payments	184,978	199,560	199,560	204,290
Income	(226,125)	(202,250)	(202,250)	(202,250)
TOTAL Controllable Costs	53,476	135,190	124,190	147,380
Support Cost Recharges	132,171	100,540	100,540	64,190
Capital Charges	19,532	33,990	33,990	28,820
TOTAL Non-Controllable costs	151,702	134,530	134,530	93,010
Total Cost Centre : 6486	205,178	269,720	258,720	240,390

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Environment

Cost Centre : 6487 Collection of Abandoned cars

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	279	250	250	250
Third Party Payments	2,508	2,920	2,920	2,920
Income	(1,977)	(600)	(600)	(600)
TOTAL Controllable Costs	810	2,570	2,570	2,570
Support Cost Recharges	22,428	16,500	16,500	8,750
TOTAL Non-Controllable costs	22,428	16,500	16,500	8,750
Total Cost Centre : 6487	23,238	19,070	19,070	11,320

Head of Environment

Cost Centre : 6488 Street Furniture & Pathways

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	13,936	43,500	33,500	43,500
Supplies and Services	23,837	14,500	14,500	14,500
Income	(16,677)	(19,320)	(19,320)	(19,320)
TOTAL Controllable Costs	21,096	38,680	28,680	38,680
Support Cost Recharges	36,716	1,030	1,030	900
Capital Charges	9,496	9,500	9,500	7,080
TOTAL Non-Controllable costs	46,212	10,530	10,530	7,980
Total Cost Centre : 6488	67,308	49,210	39,210	46,660

Head of Environment

Cost Centre : 6489 Footpath Lighting

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	0	2,000	0	2,000
Third Party Payments	4,220	0	0	0
TOTAL Controllable Costs	4,220	2,000	0	2,000
Total Cost Centre : 6489	4,220	2,000	0	2,000

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Environment

Cost Centre : 6491 Litter Bins & Dog Bins

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	10,506	14,500	14,500	14,500
TOTAL Controllable Costs	10,506	14,500	14,500	14,500
Support Cost Recharges	11,296	8,880	8,880	8,620
Capital Charges	18,647	21,500	21,500	20,070
TOTAL Non-Controllable costs	29,944	30,380	30,380	28,690
Total Cost Centre : 6491	40,450	44,880	44,880	43,190

Head of Environment

Cost Centre : 6493 Street Wardens

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	201,676	205,470	205,470	204,360
Premises Related	810	1,630	1,630	1,630
Transport Related	7,011	6,860	6,860	6,840
Supplies and Services	1,167	1,550	1,550	1,550
TOTAL Controllable Costs	210,664	215,510	215,510	214,380
Support Cost Recharges	48,308	6,280	6,280	47,850
Capital Charges	5,970	7,400	7,400	5,970
TOTAL Non-Controllable costs	54,278	13,680	13,680	53,820
Total Cost Centre : 6493	264,942	229,190	229,190	268,200

Head of Environment

Cost Centre : 6495 Boundary Fences, Railings & Walls

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	5,089	1,880	1,880	1,880
Income	0	(360)	(360)	(360)
TOTAL Controllable Costs	5,089	1,520	1,520	1,520
Total Cost Centre : 6495	5,089	1,520	1,520	1,520

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Environment

Cost Centre : 6499 Tewin Road Depot

Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
	£	£	£	£
Premises Related	0	29,750	29,750	29,900
Supplies and Services	2,875	2,880	2,880	2,880
Third Party Payments	286,365	30,000	30,000	30,000
Income	(5,000)	0	0	0
TOTAL Controllable Costs	284,240	62,630	62,630	62,780
Support Cost Recharges	1,492	0	0	2,830
Capital Charges	834,366	40,300	40,300	40,000
TOTAL Non-Controllable costs	835,858	40,300	40,300	42,830
Total Cost Centre : 6499	1,120,098	102,930	102,930	105,610

Head of Environment

Cost Centre : 7001 Transportation Engineers

Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
	£	£	£	£
Employees	233,015	404,500	404,500	396,800
Premises Related	810	1,080	1,080	1,080
Transport Related	2,878	3,370	3,370	3,080
Supplies and Services	5,145	7,010	7,010	7,010
Income	(44,039)	(43,900)	(43,900)	(45,140)
TOTAL Controllable Costs	197,809	372,060	372,060	362,830
Support Cost Recharges	(197,809)	(372,060)	(372,060)	(282,830)
TOTAL Non-Controllable costs	(197,809)	(372,060)	(372,060)	(282,830)
Total Cost Centre : 7001	0	0	0	80,000

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Environment

Cost Centre : 7401 Contract Monitoring

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	248,493	291,830	291,830	300,080
Premises Related	810	1,080	1,080	1,080
Transport Related	4,965	6,560	6,560	5,490
Supplies and Services	9,903	10,120	9,620	9,540
Income	(150)	0	0	0
TOTAL Controllable Costs	264,022	309,590	309,090	316,190
Support Cost Recharges	(264,022)	(309,590)	(309,590)	(316,190)
TOTAL Non-Controllable costs	(264,022)	(309,590)	(309,590)	(316,190)
Total Cost Centre : 7401	0	0	(500)	0

Head of Environment

Cost Centre : 7600 Customer Services

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	44,285	87,450	87,450	54,320
Transport Related	19	0	0	0
Supplies and Services	30,202	38,590	38,590	38,590
Third Party Payments	665,564	671,320	698,260	687,440
Income	(4,507)	0	0	0
TOTAL Controllable Costs	735,563	797,360	824,300	780,350
Support Cost Recharges	(756,730)	(808,590)	(808,590)	(780,350)
Capital Charges	21,167	11,230	11,230	0
TOTAL Non-Controllable costs	(735,563)	(797,360)	(797,360)	(780,350)
Total Cost Centre : 7600	0	0	26,940	0

Total: Head of Environment	7,568,911	6,830,550	6,833,990	7,246,670
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	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
Description				
Employees	965,467	1,219,880	1,219,880	1,194,120
Premises Related	402,058	509,520	486,520	511,270
Transport Related	17,894	19,690	19,690	18,020
Supplies and Services	465,555	791,620	791,120	791,040
Third Party Payments	8,388,792	7,788,250	7,815,190	7,951,960
Transfer Payments	0	0	0	0
Income	(4,442,723)	(3,860,520)	(3,860,520)	(3,986,760)
TOTAL Controllable Costs	5,797,042	6,468,440	6,471,880	6,479,650
Support Cost Recharges	336,212	(246,890)	(246,890)	(308,310)
Revenue Appropriations	0	0	0	0
Capital Charges	1,435,657	609,000	609,000	1,075,330
TOTAL Non-Controllable costs	1,771,869	362,110	362,110	767,020
Total: Head of Environment	7,568,911	6,830,550	6,833,990	7,246,670

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Policy and Culture
Cost Centre : 6400 CWE Premises

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	923,008	999,940	999,940	982,210
Premises Related	526,364	508,560	555,560	516,410
Transport Related	1,542	430	430	300
Supplies and Services	1,096,917	1,019,500	1,019,500	947,380
Third Party Payments	47,902	45,390	45,390	45,890
Income	(2,212,929)	(2,272,460)	(2,272,460)	(2,339,860)
TOTAL Controllable Costs	382,803	301,360	348,360	152,330
Support Cost Recharges	467,487	414,810	414,810	420,780
Capital Charges	(763,454)	255,100	255,100	214,160
TOTAL Non-Controllable costs	(295,968)	669,910	669,910	634,940
Total Cost Centre : 6400	86,836	971,270	1,018,270	787,270

Head of Policy and Culture
Cost Centre : 6406 Campus West Theatre Holding Account

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	12,405	0	0	0
Income	(12,385)	0	0	0
TOTAL Controllable Costs	20	0	0	0
Total Cost Centre : 6406	20	0	0	0

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Policy and Culture

Cost Centre : 6410 Mill Green Museum

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	207,880	200,540	200,540	188,990
Premises Related	48,206	46,420	46,420	46,710
Transport Related	1,449	1,000	1,000	1,130
Supplies and Services	54,381	42,710	42,710	42,750
Third Party Payments	1,730	1,500	1,500	1,520
Income	(54,996)	(55,170)	(55,170)	(55,170)
TOTAL Controllable Costs	258,649	237,000	237,000	225,930
Support Cost Recharges	86,444	71,470	71,470	70,640
Capital Charges	164,278	36,180	36,180	23,610
TOTAL Non-Controllable costs	250,723	107,650	107,650	94,250
Total Cost Centre : 6410	509,372	344,650	344,650	320,180

Head of Policy and Culture

Cost Centre : 6411 Roman Bath House

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	30,366	28,320	28,320	51,300
Premises Related	16,788	9,620	9,620	9,700
Transport Related	398	360	360	390
Supplies and Services	2,005	2,600	2,600	2,600
Income	(13,279)	(18,010)	(18,010)	(18,010)
TOTAL Controllable Costs	36,277	22,890	22,890	45,980
Support Cost Recharges	23,825	11,510	11,510	13,410
Capital Charges	3,351	3,350	3,350	3,350
TOTAL Non-Controllable costs	27,176	14,860	14,860	16,760
Total Cost Centre : 6411	63,453	37,750	37,750	62,740

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Policy and Culture

Cost Centre : 6416 Leisure Contract

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	254,753	280,870	248,870	280,870
Supplies and Services	11,160	70,000	70,000	70,000
Third Party Payments	280,131	70,110	70,110	60,110
Income	(81,230)	(81,530)	(81,530)	(143,530)
TOTAL Controllable Costs	464,815	339,450	307,450	267,450
Support Cost Recharges	36,227	27,980	27,980	14,100
Capital Charges	1,538,707	688,080	688,080	443,840
TOTAL Non-Controllable costs	1,574,934	716,060	716,060	457,940
Total Cost Centre : 6416	2,039,749	1,055,510	1,023,510	725,390

Head of Policy and Culture

Cost Centre : 6417 High Ropes Course

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	0	2,070	2,070	2,070
Supplies and Services	128	0	0	0
Income	(15,000)	(15,000)	(15,000)	(15,000)
TOTAL Controllable Costs	(14,873)	(12,930)	(12,930)	(12,930)
Support Cost Recharges	4,959	4,890	4,890	5,410
Capital Charges	47,392	0	0	47,390
TOTAL Non-Controllable costs	52,350	4,890	4,890	52,800
Total Cost Centre : 6417	37,478	(8,040)	(8,040)	39,870

Head of Policy and Culture

Cost Centre : 6418 Moneyhole Lane Pavilion

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	22,452	27,950	27,950	28,050
Income	(25,398)	(20,300)	(20,300)	(20,300)
TOTAL Controllable Costs	(2,947)	7,650	7,650	7,750
Support Cost Recharges	1,220	7,240	7,240	810
Capital Charges	35,185	36,080	36,080	35,190
TOTAL Non-Controllable costs	36,405	43,320	43,320	36,000
Total Cost Centre : 6418	33,459	50,970	50,970	43,750

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Policy and Culture
Cost Centre : 6419 Skate Park

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	0	1,240	1,240	1,240
TOTAL Controllable Costs	0	1,240	1,240	1,240
Capital Charges	7,500	7,500	7,500	7,480
TOTAL Non-Controllable costs	7,500	7,500	7,500	7,480
Total Cost Centre : 6419	7,500	8,740	8,740	8,720

Head of Policy and Culture
Cost Centre : 6424 Hazel Grove Community Centre

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	9,818	15,680	15,680	15,920
Supplies and Services	289	990	990	990
Third Party Payments	1,004	1,000	1,000	1,020
Income	(8,003)	(6,770)	(6,770)	(6,770)
TOTAL Controllable Costs	3,108	10,900	10,900	11,160
Support Cost Recharges	2,037	2,390	2,390	250
Capital Charges	3,679	3,680	3,680	3,680
TOTAL Non-Controllable costs	5,717	6,070	6,070	3,930
Total Cost Centre : 6424	8,825	16,970	16,970	15,090

Head of Policy and Culture
Cost Centre : 6425 Vineyard Barn CC

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	20,296	22,830	22,830	23,230
Supplies and Services	1,372	3,150	3,150	3,150
Third Party Payments	1,013	980	980	1,000
Income	(48,271)	(41,730)	(41,730)	(41,730)
TOTAL Controllable Costs	(25,590)	(14,770)	(14,770)	(14,350)
Support Cost Recharges	3,215	5,030	5,030	1,920
Capital Charges	16,124	16,920	16,920	16,120
TOTAL Non-Controllable costs	19,339	21,950	21,950	18,040
Total Cost Centre : 6425	(6,251)	7,180	7,180	3,690

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Policy and Culture

Cost Centre : 6428 Panshanger CC

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	27,040	29,470	30,970	30,380
Supplies and Services	15	4,750	4,750	4,750
Third Party Payments	0	1,030	1,030	1,030
Income	(24,581)	(26,440)	(26,440)	(26,440)
TOTAL Controllable Costs	2,473	8,810	10,310	9,720
Support Cost Recharges	3,515	15,200	15,200	3,360
TOTAL Non-Controllable costs	3,515	15,200	15,200	3,360
Total Cost Centre : 6428	5,988	24,010	25,510	13,080

Head of Policy and Culture

Cost Centre : 6433 Hilltop Community Centre

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	13	27,270	27,270	28,170
Supplies and Services	326	4,750	4,750	4,750
Third Party Payments	0	1,030	1,030	1,050
Income	0	(26,290)	(26,290)	(26,290)
TOTAL Controllable Costs	340	6,760	6,760	7,680
Total Cost Centre : 6433	340	6,760	6,760	7,680

Head of Policy and Culture

Cost Centre : 6612 Centenary Fund

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	50,000	0	0	0
TOTAL Controllable Costs	50,000	0	0	0
Total Cost Centre : 6612	50,000	0	0	0

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Policy and Culture

Cost Centre : 6803 Policy and Culture earmarked reserves

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	(290)	0	0	0
Income	(1,700)	0	0	0
TOTAL Controllable Costs	(1,990)	0	0	0
Total Cost Centre : 6803	(1,990)	0	0	0

Head of Policy and Culture

Cost Centre : 7601 Communications

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	314,387	357,570	357,570	345,590
Premises Related	14	60	60	60
Transport Related	1,117	200	200	200
Supplies and Services	138,172	171,330	196,330	171,330
Third Party Payments	17,123	15,380	15,380	15,550
Income	(1,775)	(1,330)	(26,330)	(1,330)
TOTAL Controllable Costs	469,038	543,210	543,210	531,400
Support Cost Recharges	(472,748)	(547,710)	(547,710)	(535,110)
Capital Charges	3,710	4,500	4,500	3,710
TOTAL Non-Controllable costs	(469,038)	(543,210)	(543,210)	(531,400)
Total Cost Centre : 7601	0	0	0	0

Head of Policy and Culture

Cost Centre : 7602 Performance & Strategy Unit

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	60,718	63,770	63,770	64,000
Transport Related	88	0	0	0
Supplies and Services	5,614	10,730	10,730	10,730
TOTAL Controllable Costs	66,421	74,500	74,500	74,730
Support Cost Recharges	(66,421)	(74,500)	(74,500)	(74,370)
TOTAL Non-Controllable costs	(66,421)	(74,500)	(74,500)	(74,370)
Total Cost Centre : 7602	0	0	0	360

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Policy and Culture

Cost Centre : 7603 Print Work Coordinator

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	42,734	42,310	42,310	43,500
TOTAL Controllable Costs	42,734	42,310	42,310	43,500
Support Cost Recharges	(42,734)	(42,310)	(42,310)	(43,500)
TOTAL Non-Controllable costs	(42,734)	(42,310)	(42,310)	(43,500)
Total Cost Centre : 7603	(0)	0	0	0

Total: Head of Policy and Culture	2,834,779	2,515,770	2,532,270	2,027,820
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Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
Employees	1,579,093	1,692,450	1,692,450	1,675,590
Premises Related	925,743	972,040	988,540	982,810
Transport Related	4,594	1,990	1,990	2,020
Supplies and Services	1,372,494	1,330,510	1,355,510	1,258,430
Third Party Payments	348,903	136,420	136,420	127,170
Transfer Payments	0	0	0	0
Income	(2,499,547)	(2,565,030)	(2,590,030)	(2,694,430)
TOTAL Controllable Costs	1,731,279	1,568,380	1,584,880	1,351,590
Support Cost Recharges	47,027	(104,000)	(104,000)	(122,300)
Revenue Appropriations	0	0	0	0
Capital Charges	1,056,473	1,051,390	1,051,390	798,530
TOTAL Non-Controllable costs	1,103,500	947,390	947,390	676,230

Total: Head of Policy and Culture	2,834,779	2,515,770	2,532,270	2,027,820
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WELWYN HATFIELD BOROUGH COUNCIL
BUDGET REPORTS - APPROVED CURRENT BUDGET 2020/21 AND BUDGET 2021/22
Corporate Director - Public Protection, Planning and Governance

	Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
		£	£	£	£
6012	Local Plans	1,538,975	784,670	783,870	733,040
6013	Development Control	1,117,007	916,140	888,820	937,860
6014	Planning Development Grant	25,073	20,370	20,370	35,550
6019	Economic Development	135,932	119,760	119,760	81,320
6080	Allotments	68,364	59,870	59,370	59,830
6081	Landscaping	137,316	93,600	93,420	76,390
6082	Open Spaces Maintenance	162,318	157,360	157,060	173,400
6083	Tree Maintenance	493,731	471,870	471,470	474,690
6802	Planning earmarked reserves	(9,543)	0	0	0
	Head of Planning	3,669,174	2,623,640	2,594,140	2,572,080
6300	Local Council Elections	181,747	20,890	20,890	93,240
6301	Elections and Electoral Registration	334,580	312,060	312,060	305,170
6304	Parliamentary Election	(29,830)	0	0	0
6310	Members Allowances	265,048	263,200	263,200	259,870
6311	Members Administration	98,300	96,320	96,320	87,010
6340	Local Land Charges	54,499	53,440	52,940	22,420
6722	Corporate Management	19,999	19,890	19,890	21,180
6723	Democratic Representation	887,568	777,220	777,220	757,280
7303	Training	0	0	10,000	0
7311	Conveyancing	(0)	0	11,150	0
7708	Procurement	0	0	(650)	0
	Head of Law and Administration	1,811,912	1,543,020	1,563,020	1,546,170
6016	Non-Fee-Building Control	62,843	49,420	49,420	50,060
6030	Environmental Health	1,304,015	1,180,030	1,178,610	1,142,960
6031	Land Incursions	7,447	2,000	2,000	2,000
6040	Licensing	135,489	116,120	115,870	123,410
6320	Hackney Carriages	(29,180)	(26,600)	(26,700)	(7,290)
6330	Health & Safety	85,396	80,280	88,240	104,410
6494	Pest Control	27,835	22,580	22,580	22,780
6778	Civil Emergencies	110,095	127,480	127,480	80,790
6806	Public Health and Protection earmarked reserves	(20,722)	0	0	0
	Head of Public Health and Protection	1,683,217	1,551,310	1,557,500	1,519,120
	Total	7,164,303	5,717,970	5,714,660	5,637,370

SUMMARY OF NET REQUIREMENTS BY SUBJECTIVE HEADING

Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
	£	£	£	£
Corporate Director - Public Protection, Planning and Governance				
Employees	5,549,743	4,680,790	4,690,790	4,906,360
Premises Related	157,566	89,800	89,500	90,090
Transport Related	46,076	52,110	52,110	50,890
Supplies and Services	1,845,685	1,140,410	1,190,410	1,178,750
Third Party Payments	891,534	591,200	536,230	504,730
Support Services	4,277,468	3,147,030	3,147,030	3,130,690
Capital Charges	93,438	77,570	77,570	60,150
Total Expenditure	12,861,511	9,778,910	9,783,640	9,921,660
Government Grants	(17,446)	(160)	(160)	(160)
Other Grants and Contributions	(415,403)	(71,630)	(71,630)	(71,630)
Customer Receipts (Fees and Charges)	(2,039,932)	(1,315,750)	(1,315,750)	(1,335,750)
Recharges	(3,224,428)	(2,673,400)	(2,681,440)	(2,876,750)
Total Income	(5,697,208)	(4,060,940)	(4,068,980)	(4,284,290)
Net Expenditure	7,164,303	5,717,970	5,714,660	5,637,370

**Breakdown of Number of Employees within the teams under this Directorate:
Full Time Equivalent (FTE) Figures Shown**

Service Area	FTEs included in the original 2021/22 budget
Head of Law and Administration	36.9
Head of Public Health and Protection	24.7
Head of Planning	44.0
Total for the Directorate	105.6

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Policy and Culture
Cost Centre : 6400 CWE Premises

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	923,008	999,940	999,940	982,210
Premises Related	526,364	508,560	555,560	516,410
Transport Related	1,542	430	430	300
Supplies and Services	1,096,917	1,019,500	1,019,500	947,380
Third Party Payments	47,902	45,390	45,390	45,890
Income	(2,212,929)	(2,272,460)	(2,272,460)	(2,339,860)
TOTAL Controllable Costs	382,803	301,360	348,360	152,330
Support Cost Recharges	467,487	414,810	414,810	420,780
Capital Charges	(763,454)	255,100	255,100	214,160
TOTAL Non-Controllable costs	(295,968)	669,910	669,910	634,940
Total Cost Centre : 6400	86,836	971,270	1,018,270	787,270

Head of Policy and Culture
Cost Centre : 6406 Campus West Theatre Holding Account

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	12,405	0	0	0
Income	(12,385)	0	0	0
TOTAL Controllable Costs	20	0	0	0
Total Cost Centre : 6406	20	0	0	0

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Policy and Culture

Cost Centre : 6410 Mill Green Museum

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	207,880	200,540	200,540	188,990
Premises Related	48,206	46,420	46,420	46,710
Transport Related	1,449	1,000	1,000	1,130
Supplies and Services	54,381	42,710	42,710	42,750
Third Party Payments	1,730	1,500	1,500	1,520
Income	(54,996)	(55,170)	(55,170)	(55,170)
TOTAL Controllable Costs	258,649	237,000	237,000	225,930
Support Cost Recharges	86,444	71,470	71,470	70,640
Capital Charges	164,278	36,180	36,180	23,610
TOTAL Non-Controllable costs	250,723	107,650	107,650	94,250
Total Cost Centre : 6410	509,372	344,650	344,650	320,180

Head of Policy and Culture

Cost Centre : 6411 Roman Bath House

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	30,366	28,320	28,320	51,300
Premises Related	16,788	9,620	9,620	9,700
Transport Related	398	360	360	390
Supplies and Services	2,005	2,600	2,600	2,600
Income	(13,279)	(18,010)	(18,010)	(18,010)
TOTAL Controllable Costs	36,277	22,890	22,890	45,980
Support Cost Recharges	23,825	11,510	11,510	13,410
Capital Charges	3,351	3,350	3,350	3,350
TOTAL Non-Controllable costs	27,176	14,860	14,860	16,760
Total Cost Centre : 6411	63,453	37,750	37,750	62,740

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Policy and Culture

Cost Centre : 6416 Leisure Contract

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	254,753	280,870	248,870	280,870
Supplies and Services	11,160	70,000	70,000	70,000
Third Party Payments	280,131	70,110	70,110	60,110
Income	(81,230)	(81,530)	(81,530)	(143,530)
TOTAL Controllable Costs	464,815	339,450	307,450	267,450
Support Cost Recharges	36,227	27,980	27,980	14,100
Capital Charges	1,538,707	688,080	688,080	443,840
TOTAL Non-Controllable costs	1,574,934	716,060	716,060	457,940
Total Cost Centre : 6416	2,039,749	1,055,510	1,023,510	725,390

Head of Policy and Culture

Cost Centre : 6417 High Ropes Course

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	0	2,070	2,070	2,070
Supplies and Services	128	0	0	0
Income	(15,000)	(15,000)	(15,000)	(15,000)
TOTAL Controllable Costs	(14,873)	(12,930)	(12,930)	(12,930)
Support Cost Recharges	4,959	4,890	4,890	5,410
Capital Charges	47,392	0	0	47,390
TOTAL Non-Controllable costs	52,350	4,890	4,890	52,800
Total Cost Centre : 6417	37,478	(8,040)	(8,040)	39,870

Head of Policy and Culture

Cost Centre : 6418 Moneyhole Lane Pavilion

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	22,452	27,950	27,950	28,050
Income	(25,398)	(20,300)	(20,300)	(20,300)
TOTAL Controllable Costs	(2,947)	7,650	7,650	7,750
Support Cost Recharges	1,220	7,240	7,240	810
Capital Charges	35,185	36,080	36,080	35,190
TOTAL Non-Controllable costs	36,405	43,320	43,320	36,000
Total Cost Centre : 6418	33,459	50,970	50,970	43,750

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Policy and Culture
Cost Centre : 6419 Skate Park

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	0	1,240	1,240	1,240
TOTAL Controllable Costs	0	1,240	1,240	1,240
Capital Charges	7,500	7,500	7,500	7,480
TOTAL Non-Controllable costs	7,500	7,500	7,500	7,480
Total Cost Centre : 6419	7,500	8,740	8,740	8,720

Head of Policy and Culture
Cost Centre : 6424 Hazel Grove Community Centre

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	9,818	15,680	15,680	15,920
Supplies and Services	289	990	990	990
Third Party Payments	1,004	1,000	1,000	1,020
Income	(8,003)	(6,770)	(6,770)	(6,770)
TOTAL Controllable Costs	3,108	10,900	10,900	11,160
Support Cost Recharges	2,037	2,390	2,390	250
Capital Charges	3,679	3,680	3,680	3,680
TOTAL Non-Controllable costs	5,717	6,070	6,070	3,930
Total Cost Centre : 6424	8,825	16,970	16,970	15,090

Head of Policy and Culture
Cost Centre : 6425 Vineyard Barn CC

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	20,296	22,830	22,830	23,230
Supplies and Services	1,372	3,150	3,150	3,150
Third Party Payments	1,013	980	980	1,000
Income	(48,271)	(41,730)	(41,730)	(41,730)
TOTAL Controllable Costs	(25,590)	(14,770)	(14,770)	(14,350)
Support Cost Recharges	3,215	5,030	5,030	1,920
Capital Charges	16,124	16,920	16,920	16,120
TOTAL Non-Controllable costs	19,339	21,950	21,950	18,040
Total Cost Centre : 6425	(6,251)	7,180	7,180	3,690

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Policy and Culture

Cost Centre : 6428 Panshanger CC

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	27,040	29,470	30,970	30,380
Supplies and Services	15	4,750	4,750	4,750
Third Party Payments	0	1,030	1,030	1,030
Income	(24,581)	(26,440)	(26,440)	(26,440)
TOTAL Controllable Costs	2,473	8,810	10,310	9,720
Support Cost Recharges	3,515	15,200	15,200	3,360
TOTAL Non-Controllable costs	3,515	15,200	15,200	3,360
Total Cost Centre : 6428	5,988	24,010	25,510	13,080

Head of Policy and Culture

Cost Centre : 6433 Hilltop Community Centre

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	13	27,270	27,270	28,170
Supplies and Services	326	4,750	4,750	4,750
Third Party Payments	0	1,030	1,030	1,050
Income	0	(26,290)	(26,290)	(26,290)
TOTAL Controllable Costs	340	6,760	6,760	7,680
Total Cost Centre : 6433	340	6,760	6,760	7,680

Head of Policy and Culture

Cost Centre : 6612 Centenary Fund

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	50,000	0	0	0
TOTAL Controllable Costs	50,000	0	0	0
Total Cost Centre : 6612	50,000	0	0	0

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Policy and Culture

Cost Centre : 6803 Policy and Culture earmarked reserves

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	(290)	0	0	0
Income	(1,700)	0	0	0
TOTAL Controllable Costs	(1,990)	0	0	0
Total Cost Centre : 6803	(1,990)	0	0	0

Head of Policy and Culture

Cost Centre : 7601 Communications

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	314,387	357,570	357,570	345,590
Premises Related	14	60	60	60
Transport Related	1,117	200	200	200
Supplies and Services	138,172	171,330	196,330	171,330
Third Party Payments	17,123	15,380	15,380	15,550
Income	(1,775)	(1,330)	(26,330)	(1,330)
TOTAL Controllable Costs	469,038	543,210	543,210	531,400
Support Cost Recharges	(472,748)	(547,710)	(547,710)	(535,110)
Capital Charges	3,710	4,500	4,500	3,710
TOTAL Non-Controllable costs	(469,038)	(543,210)	(543,210)	(531,400)
Total Cost Centre : 7601	0	0	0	0

Head of Policy and Culture

Cost Centre : 7602 Performance & Strategy Unit

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	60,718	63,770	63,770	64,000
Transport Related	88	0	0	0
Supplies and Services	5,614	10,730	10,730	10,730
TOTAL Controllable Costs	66,421	74,500	74,500	74,730
Support Cost Recharges	(66,421)	(74,500)	(74,500)	(74,370)
TOTAL Non-Controllable costs	(66,421)	(74,500)	(74,500)	(74,370)
Total Cost Centre : 7602	0	0	0	360

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Policy and Culture

Cost Centre : 7603 Print Work Coordinator

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	42,734	42,310	42,310	43,500
TOTAL Controllable Costs	42,734	42,310	42,310	43,500
Support Cost Recharges	(42,734)	(42,310)	(42,310)	(43,500)
TOTAL Non-Controllable costs	(42,734)	(42,310)	(42,310)	(43,500)
Total Cost Centre : 7603	(0)	0	0	0

Total: Head of Policy and Culture	2,834,779	2,515,770	2,532,270	2,027,820
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Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
Employees	1,579,093	1,692,450	1,692,450	1,675,590
Premises Related	925,743	972,040	988,540	982,810
Transport Related	4,594	1,990	1,990	2,020
Supplies and Services	1,372,494	1,330,510	1,355,510	1,258,430
Third Party Payments	348,903	136,420	136,420	127,170
Transfer Payments	0	0	0	0
Income	(2,499,547)	(2,565,030)	(2,590,030)	(2,694,430)
TOTAL Controllable Costs	1,731,279	1,568,380	1,584,880	1,351,590
Support Cost Recharges	47,027	(104,000)	(104,000)	(122,300)
Revenue Appropriations	0	0	0	0
Capital Charges	1,056,473	1,051,390	1,051,390	798,530
TOTAL Non-Controllable costs	1,103,500	947,390	947,390	676,230

Total: Head of Policy and Culture	2,834,779	2,515,770	2,532,270	2,027,820
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Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Planning

Cost Centre : 6010 S106 Contributions

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	15,264	0	0	0
Third Party Payments	139,235	0	0	0
Income	(154,500)	0	0	0
TOTAL Controllable Costs	0	0	0	0
Total Cost Centre : 6010	0	0	0	0

Head of Planning

Cost Centre : 6012 Local Plans

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	863,091	485,910	485,910	444,570
Premises Related	458	780	780	780
Transport Related	856	590	590	490
Supplies and Services	468,437	105,710	104,910	105,710
Income	(94,452)	(270)	(270)	(270)
TOTAL Controllable Costs	1,238,390	592,720	591,920	551,280
Support Cost Recharges	300,585	191,950	191,950	181,760
TOTAL Non-Controllable costs	300,585	191,950	191,950	181,760
Total Cost Centre : 6012	1,538,975	784,670	783,870	733,040

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Planning

Cost Centre : 6013 Development Control

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	1,340,419	1,122,680	1,122,680	1,131,950
Transport Related	6,753	6,700	6,700	6,810
Supplies and Services	229,264	155,480	155,100	155,480
Third Party Payments	2,172	13,650	(13,290)	13,650
Income	(1,226,414)	(853,210)	(853,210)	(853,750)
TOTAL Controllable Costs	352,195	445,300	417,980	454,140
Support Cost Recharges	698,126	446,020	446,020	471,410
Capital Charges	66,687	24,820	24,820	12,310
TOTAL Non-Controllable costs	764,813	470,840	470,840	483,720
Total Cost Centre : 6013	1,117,007	916,140	888,820	937,860

Head of Planning

Cost Centre : 6014 Planning Development Grant

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	34,019	26,230	26,230	25,210
Transport Related	25	0	0	0
Income	(34,044)	(27,040)	(27,040)	0
TOTAL Controllable Costs	0	(810)	(810)	25,210
Support Cost Recharges	25,073	15,930	15,930	8,690
Capital Charges	0	5,250	5,250	1,650
TOTAL Non-Controllable costs	25,073	21,180	21,180	10,340
Total Cost Centre : 6014	25,073	20,370	20,370	35,550

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Planning

Cost Centre : 6019 Economic Development

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	66,524	76,630	76,630	53,890
Transport Related	412	420	420	420
Supplies and Services	35,773	15,040	15,040	15,040
Income	(10,553)	(3,510)	(3,510)	(3,510)
TOTAL Controllable Costs	92,156	88,580	88,580	65,840
Support Cost Recharges	43,776	31,180	31,180	15,480
TOTAL Non-Controllable costs	43,776	31,180	31,180	15,480
Total Cost Centre : 6019	135,932	119,760	119,760	81,320

Head of Planning

Cost Centre : 6080 Allotments

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	27,894	35,230	35,230	37,480
Premises Related	33,303	16,040	16,040	16,110
Transport Related	554	280	280	420
Supplies and Services	150	580	80	580
Third Party Payments	71	640	640	640
Income	(26,769)	(14,070)	(14,070)	(14,070)
TOTAL Controllable Costs	35,203	38,700	38,200	41,160
Support Cost Recharges	30,395	18,400	18,400	15,900
Capital Charges	2,765	2,770	2,770	2,770
TOTAL Non-Controllable costs	33,161	21,170	21,170	18,670
Total Cost Centre : 6080	68,364	59,870	59,370	59,830

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Planning

Cost Centre : 6081 Landscaping

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	26,909	26,740	26,740	13,880
Transport Related	654	720	720	920
Supplies and Services	206	450	270	450
Third Party Payments	109,390	54,490	54,490	55,970
Income	(20,350)	0	0	0
TOTAL Controllable Costs	116,809	82,400	82,220	71,220
Support Cost Recharges	20,507	11,200	11,200	5,170
TOTAL Non-Controllable costs	20,507	11,200	11,200	5,170
Total Cost Centre : 6081	137,316	93,600	93,420	76,390

Head of Planning

Cost Centre : 6082 Open Spaces Maintenance

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	37,311	37,550	37,550	52,520
Premises Related	82,261	68,560	68,260	68,780
Transport Related	1,553	1,850	1,850	1,830
Supplies and Services	4,501	8,300	8,300	8,300
Third Party Payments	13,347	16,730	16,730	17,190
Income	(15,924)	(11,260)	(11,260)	(11,260)
TOTAL Controllable Costs	123,048	121,730	121,430	137,360
Support Cost Recharges	21,677	14,940	14,940	18,450
Capital Charges	17,593	20,690	20,690	17,590
TOTAL Non-Controllable costs	39,270	35,630	35,630	36,040
Total Cost Centre : 6082	162,318	157,360	157,060	173,400

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Planning

Cost Centre : 6083 Tree Maintenance

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	104,137	108,210	108,210	108,930
Premises Related	188	30	30	30
Transport Related	2,831	3,030	3,030	2,850
Supplies and Services	49,781	62,970	62,570	62,970
Third Party Payments	441,733	360,060	360,060	369,780
Income	(141,447)	(73,630)	(73,630)	(73,630)
TOTAL Controllable Costs	457,223	460,670	460,270	470,930
Support Cost Recharges	36,271	10,960	10,960	3,520
Capital Charges	237	240	240	240
TOTAL Non-Controllable costs	36,508	11,200	11,200	3,760
Total Cost Centre : 6083	493,731	471,870	471,470	474,690

Head of Planning

Cost Centre : 6802 Planning earmarked reserves

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	17,295	0	0	0
Income	(26,837)	0	0	0
TOTAL Controllable Costs	(9,543)	0	0	0
Total Cost Centre : 6802	(9,543)	0	0	0

Total: Head of Planning	3,669,174	2,623,640	2,594,140	2,572,080
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	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
Description				
Employees	2,500,304	1,919,180	1,919,180	1,868,430
Premises Related	116,211	85,410	85,110	85,700
Transport Related	13,637	13,590	13,590	13,740
Supplies and Services	820,671	348,530	346,270	348,530
Third Party Payments	705,948	445,570	418,630	457,230
Transfer Payments	0	0	0	0
Income	(1,751,290)	(982,990)	(982,990)	(956,490)
TOTAL Controllable Costs	2,405,481	1,829,290	1,799,790	1,817,140
Support Cost Recharges	1,176,411	740,580	740,580	720,380
Revenue Appropriations	0	0	0	0
Capital Charges	87,282	53,770	53,770	34,560
TOTAL Non-Controllable costs	1,263,692	794,350	794,350	754,940
Total: Head of Planning	3,669,174	2,623,640	2,594,140	2,572,080

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Public Health and Protection

Cost Centre : 6016 Non-Fee-Building Control

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	1,019	0	0	0
Third Party Payments	64,714	49,000	49,000	49,540
Income	(4,122)	0	0	0
TOTAL Controllable Costs	61,612	49,000	49,000	49,540
Support Cost Recharges	1,232	420	420	520
TOTAL Non-Controllable costs	1,232	420	420	520
Total Cost Centre : 6016	62,843	49,420	49,420	50,060

Head of Public Health and Protection

Cost Centre : 6030 Environmental Health

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	783,156	840,090	840,090	804,420
Premises Related	1,620	1,620	1,620	1,620
Transport Related	9,501	10,450	10,450	9,870
Supplies and Services	77,540	76,480	75,060	75,990
Third Party Payments	1,090	1,430	1,430	1,450
Income	(22,320)	(32,250)	(32,250)	(32,250)
TOTAL Controllable Costs	850,586	897,820	896,400	861,100
Support Cost Recharges	449,079	260,220	260,220	258,080
Capital Charges	4,350	21,990	21,990	23,780
TOTAL Non-Controllable costs	453,429	282,210	282,210	281,860
Total Cost Centre : 6030	1,304,015	1,180,030	1,178,610	1,142,960

Head of Public Health and Protection

Cost Centre : 6031 Land Incursions

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	7,447	2,000	2,000	2,000
TOTAL Controllable Costs	7,447	2,000	2,000	2,000
Total Cost Centre : 6031	7,447	2,000	2,000	2,000

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Public Health and Protection

Cost Centre : 6040 Licensing

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	135,646	157,300	157,300	152,350
Transport Related	3,100	3,150	3,150	3,070
Supplies and Services	3,426	4,530	4,280	4,530
Third Party Payments	0	190	190	200
Income	(102,108)	(110,060)	(110,060)	(110,060)
TOTAL Controllable Costs	40,064	55,110	54,860	50,090
Support Cost Recharges	95,424	61,010	61,010	73,320
TOTAL Non-Controllable costs	95,424	61,010	61,010	73,320
Total Cost Centre : 6040	135,489	116,120	115,870	123,410

Head of Public Health and Protection

Cost Centre : 6320 Hackney Carriages

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	93,420	96,810	96,810	97,690
Transport Related	1,750	2,010	2,010	1,920
Supplies and Services	12,595	11,750	11,650	11,750
Income	(184,811)	(169,020)	(169,020)	(169,020)
TOTAL Controllable Costs	(77,046)	(58,450)	(58,550)	(57,660)
Support Cost Recharges	47,866	31,850	31,850	50,370
TOTAL Non-Controllable costs	47,866	31,850	31,850	50,370
Total Cost Centre : 6320	(29,180)	(26,600)	(26,700)	(7,290)

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Public Health and Protection

Cost Centre : 6330 Health & Safety

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	73,037	82,700	82,700	107,630
Transport Related	566	300	300	460
Supplies and Services	5,856	3,440	19,440	3,430
Income	0	(270)	(270)	(270)
TOTAL Controllable Costs	79,459	86,170	102,170	111,250
Support Cost Recharges	5,937	(5,890)	(13,930)	(6,840)
TOTAL Non-Controllable costs	5,937	(5,890)	(13,930)	(6,840)
Total Cost Centre : 6330	85,396	80,280	88,240	104,410

Head of Public Health and Protection

Cost Centre : 6494 Pest Control

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	36,980	29,880	29,880	30,360
TOTAL Controllable Costs	36,980	29,880	29,880	30,360
Support Cost Recharges	(9,145)	(7,300)	(7,300)	(7,580)
TOTAL Non-Controllable costs	(9,145)	(7,300)	(7,300)	(7,580)
Total Cost Centre : 6494	27,835	22,580	22,580	22,780

Head of Public Health and Protection

Cost Centre : 6778 Civil Emergencies

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	67,599	88,180	88,180	51,350
Premises Related	721	0	0	0
Transport Related	614	330	330	490
Supplies and Services	11,990	15,220	15,220	15,220
Income	(8,858)	(160)	(160)	(160)
TOTAL Controllable Costs	72,066	103,570	103,570	66,900
Support Cost Recharges	38,028	23,910	23,910	13,890
TOTAL Non-Controllable costs	38,028	23,910	23,910	13,890
Total Cost Centre : 6778	110,095	127,480	127,480	80,790

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Public Health and Protection

Cost Centre : 6806 Public Health and Protection earmarked reserves

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	19,278	0	0	0
Income	(40,000)	0	0	0
TOTAL Controllable Costs	(20,722)	0	0	0
Total Cost Centre : 6806	(20,722)	0	0	0

Total: Head of Public Health and Protection	1,683,217	1,551,310	1,557,500	1,519,120
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Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
Employees	1,152,858	1,265,080	1,265,080	1,213,440
Premises Related	3,361	1,620	1,620	1,620
Transport Related	15,531	16,240	16,240	15,810
Supplies and Services	138,131	113,420	127,650	112,920
Third Party Payments	102,783	80,500	80,500	81,550
Transfer Payments	0	0	0	0
Income	(362,218)	(311,760)	(311,760)	(311,760)
TOTAL Controllable Costs	1,050,445	1,165,100	1,179,330	1,113,580
Support Cost Recharges	628,421	364,220	356,180	381,760
Revenue Appropriations	0	0	0	0
Capital Charges	4,350	21,990	21,990	23,780
TOTAL Non-Controllable costs	632,772	386,210	378,170	405,540

Total: Head of Public Health and Protection	1,683,217	1,551,310	1,557,500	1,519,120
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WELWYN HATFIELD BOROUGH COUNCIL
BUDGET REPORTS - APPROVED CURRENT BUDGET 2020/21 AND BUDGET 2021/22
Corporate Director - Housing and Communities

	Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
		£	£	£	£
6020	Welwyn Garden City TCM	141,994	140,010	127,900	113,240
6021	Hatfield TCM	188,365	136,970	149,080	135,010
6026	Private Sector Housing	697,919	512,290	522,290	560,840
6027	Housing Development	300,035	87,450	87,450	83,940
6039	Improvement Grants Revenue	(602,525)	(110,940)	(110,940)	(156,870)
6200	Homelessness	386,965	536,820	526,820	643,810
6204	Housing Allocations	455,342	274,300	274,300	234,420
6422	Youth Partnership	221,455	1,265,080	1,220,540	1,142,240
6436	Shop Mobility	29,533	28,560	28,560	4,550
6437	Essential Warden Care Service	12,910	12,910	12,910	12,910
6460	C A B	98,980	95,710	95,710	95,710
6461	C V S	9,232	10,200	0	0
6462	Arts Related Grants	11,451	5,920	0	0
6463	Sports Dev & Community Rec Grants	25,498	5,750	0	0
6464	Grants to Organisations for Older People	19,000	17,000	0	0
6465	Other Adult Services Grants	70,063	84,400	0	0
6466	Community grants (Small grants)	0	0	50,000	50,000
6467	Community grants (annual grants)	0	0	81,690	73,270
6468	Community grants (Jubilee awards)	0	0	0	6,000
6601	Community Safety	191,825	141,570	151,570	113,830
6604	Sport Partnerships	87,744	60,450	97,750	110,650
6608	CCTV	148,259	154,300	154,300	150,540
6611	Performance Related Grants	5,000	2,420	0	0
6804	Housing and Community earmarked reserves	(187,330)	0	0	0
	Head of Community and Housing Strategy (GF)	2,311,717	3,461,170	3,469,930	3,374,090
	Total	2,311,717	3,461,170	3,469,930	3,374,090

SUMMARY OF NET REQUIREMENTS BY SUBJECTIVE HEADING

Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
	£	£	£	£
Corporate Director - Housing and Communities				
Employees	1,737,310	1,802,490	1,802,490	1,790,460
Premises Related	30,682	26,440	26,440	17,540
Transport Related	11,462	13,290	13,290	11,700
Supplies and Services	969,961	300,980	299,740	357,460
Third Party Payments	397,742	332,570	344,990	333,740
Support Services	1,149,605	723,260	723,260	683,350
Capital Charges	(110,472)	911,950	909,530	877,690
Total Expenditure	4,186,289	4,110,980	4,119,740	4,071,940
Government Grants	(654,054)	(6,180)	(6,180)	(6,180)
Other Grants and Contributions	0	(320)	(320)	(320)
Customer Receipts (Fees and Charges)	(521,696)	(157,150)	(157,150)	(174,160)
Recharges	(698,822)	(486,160)	(486,160)	(517,190)
Total Income	(1,874,573)	(649,810)	(649,810)	(697,850)
Net Expenditure	2,311,717	3,461,170	3,469,930	3,374,090

**Breakdown of Number of Employees within the teams under this Directorate:
Full Time Equivalent (FTE) Figures Shown**

Service Area	FTEs included in the original 2021/22 budget
Head of Community and Housing Strategy	44.9
Total for the Directorate	44.9

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Community & Housing Strategy (GF)

Cost Centre : 6020 Welwyn Garden City TCM

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	71,509	92,500	80,390	68,500
Transport Related	139	160	160	0
Supplies and Services	13,251	10,250	10,250	10,250
Third Party Payments	540	0	0	0
Income	0	(1,000)	(1,000)	0
TOTAL Controllable Costs	85,439	101,910	89,800	78,750
Support Cost Recharges	56,555	38,100	38,100	34,490
TOTAL Non-Controllable costs	56,555	38,100	38,100	34,490
Total Cost Centre : 6020	141,994	140,010	127,900	113,240

Head of Community & Housing Strategy (GF)

Cost Centre : 6021 Hatfield TCM

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	74,098	68,300	80,410	75,550
Transport Related	318	300	300	300
Supplies and Services	54,958	28,170	28,170	28,170
Third Party Payments	540	0	0	0
Income	(865)	0	0	0
TOTAL Controllable Costs	129,049	96,770	108,880	104,020
Support Cost Recharges	59,316	40,200	40,200	30,990
TOTAL Non-Controllable costs	59,316	40,200	40,200	30,990
Total Cost Centre : 6021	188,365	136,970	149,080	135,010

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Community & Housing Strategy (GF)

Cost Centre : 6026 Private Sector Housing

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	506,739	501,470	501,470	460,470
Transport Related	4,850	6,240	6,240	5,560
Supplies and Services	36,079	18,530	28,530	87,870
Third Party Payments	0	1,380	1,380	1,380
Income	(154,433)	(154,000)	(154,000)	(174,000)
TOTAL Controllable Costs	393,235	373,620	383,620	381,280
Support Cost Recharges	304,684	138,670	138,670	179,560
TOTAL Non-Controllable costs	304,684	138,670	138,670	179,560
Total Cost Centre : 6026	697,919	512,290	522,290	560,840

Head of Community & Housing Strategy (GF)

Cost Centre : 6027 Housing Development

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	260,726	290,160	290,160	299,140
Transport Related	811	800	800	790
Supplies and Services	3,343	360	360	1,010
Income	(108,983)	(62,820)	(62,820)	(62,820)
TOTAL Controllable Costs	155,898	228,500	228,500	238,120
Support Cost Recharges	(304,426)	(141,050)	(141,050)	(154,180)
Capital Charges	448,563	0	0	0
TOTAL Non-Controllable costs	144,137	(141,050)	(141,050)	(154,180)
Total Cost Centre : 6027	300,035	87,450	87,450	83,940

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Community & Housing Strategy (GF)

Cost Centre : 6039 Improvement Grants Revenue

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	0	60	60	60
TOTAL Controllable Costs	0	60	60	60
Support Cost Recharges	0	44,960	44,960	0
Capital Charges	(602,525)	(155,960)	(155,960)	(156,930)
TOTAL Non-Controllable costs	(602,525)	(111,000)	(111,000)	(156,930)
Total Cost Centre : 6039	(602,525)	(110,940)	(110,940)	(156,870)

Head of Community & Housing Strategy (GF)

Cost Centre : 6200 Homelessness

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	289,754	440,250	440,250	529,940
Premises Related	111	130	130	0
Transport Related	1,815	2,850	2,850	2,320
Supplies and Services	654,623	80,260	70,260	70,260
Income	(669,825)	(6,000)	(6,000)	(6,000)
TOTAL Controllable Costs	276,477	517,490	507,490	596,520
Support Cost Recharges	110,488	19,330	19,330	47,290
TOTAL Non-Controllable costs	110,488	19,330	19,330	47,290
Total Cost Centre : 6200	386,965	536,820	526,820	643,810

Head of Community & Housing Strategy (GF)

Cost Centre : 6204 Housing Allocations

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	312,189	182,540	182,540	180,850
Transport Related	1,512	1,830	1,830	1,680
Supplies and Services	9,248	19,720	19,720	18,860
Income	(5,000)	(1,670)	(1,670)	0
TOTAL Controllable Costs	317,949	202,420	202,420	201,390
Support Cost Recharges	137,393	71,880	71,880	33,030
TOTAL Non-Controllable costs	137,393	71,880	71,880	33,030
Total Cost Centre : 6204	455,342	274,300	274,300	234,420

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Community & Housing Strategy (GF)

Cost Centre : 6422 Youth Partnership

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	97,004	96,510	96,510	70,010
Premises Related	25	530	530	530
Transport Related	1,089	410	410	610
Supplies and Services	48,719	72,700	41,460	42,350
Third Party Payments	50,048	13,740	440	440
Income	(69,444)	(500)	(500)	(500)
TOTAL Controllable Costs	127,441	183,390	138,850	113,440
Support Cost Recharges	94,015	56,690	56,690	28,800
Capital Charges	0	1,025,000	1,025,000	1,000,000
TOTAL Non-Controllable costs	94,015	1,081,690	1,081,690	1,028,800
Total Cost Centre : 6422	221,455	1,265,080	1,220,540	1,142,240

Head of Community & Housing Strategy (GF)

Cost Centre : 6436 Shop Mobility

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	7,150	11,160	11,160	0
Premises Related	10,236	8,770	8,770	0
Transport Related	341	80	80	0
Supplies and Services	1,433	2,170	2,170	0
Income	(48)	(220)	(220)	0
TOTAL Controllable Costs	19,112	21,960	21,960	0
Support Cost Recharges	10,421	6,600	6,600	4,550
TOTAL Non-Controllable costs	10,421	6,600	6,600	4,550
Total Cost Centre : 6436	29,533	28,560	28,560	4,550

Head of Community & Housing Strategy (GF)

Cost Centre : 6437 Essential Warden Care Service

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Support Cost Recharges	12,910	12,910	12,910	12,910
TOTAL Non-Controllable costs	12,910	12,910	12,910	12,910
Total Cost Centre : 6437	12,910	12,910	12,910	12,910

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Community & Housing Strategy (GF)

Cost Centre : 6460 C A B

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	17,730	14,010	14,010	14,010
Third Party Payments	81,250	81,700	81,700	81,700
TOTAL Controllable Costs	98,980	95,710	95,710	95,710
Total Cost Centre : 6460	98,980	95,710	95,710	95,710

Head of Community & Housing Strategy (GF)

Cost Centre : 6461 C V S

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	(268)	0	0	0
Third Party Payments	9,500	10,200	0	0
TOTAL Controllable Costs	9,232	10,200	0	0
Total Cost Centre : 6461	9,232	10,200	0	0

Head of Community & Housing Strategy (GF)

Cost Centre : 6462 Arts Related Grants

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	(43)	0	0	0
Third Party Payments	11,494	5,920	0	0
TOTAL Controllable Costs	11,451	5,920	0	0
Total Cost Centre : 6462	11,451	5,920	0	0

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Community & Housing Strategy (GF)

Cost Centre : 6463 Sports Dev & Community Rec Grants

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	25,457	5,750	0	0
TOTAL Controllable Costs	25,457	5,750	0	0
Support Cost Recharges	41	0	0	0
TOTAL Non-Controllable costs	41	0	0	0
Total Cost Centre : 6463	25,498	5,750	0	0

Head of Community & Housing Strategy (GF)

Cost Centre : 6464 Grants to Organisations for Older People

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	19,000	17,000	0	0
TOTAL Controllable Costs	19,000	17,000	0	0
Total Cost Centre : 6464	19,000	17,000	0	0

Head of Community & Housing Strategy (GF)

Cost Centre : 6465 Other Adult Services Grants

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	69,793	84,400	0	0
TOTAL Controllable Costs	69,793	84,400	0	0
Support Cost Recharges	270	0	0	0
TOTAL Non-Controllable costs	270	0	0	0
Total Cost Centre : 6465	70,063	84,400	0	0

Head of Community & Housing Strategy (GF)

Cost Centre : 6466 Community grants (Small grants)

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	0	0	50,000	50,000
TOTAL Controllable Costs	0	0	50,000	50,000
Total Cost Centre : 6466	0	0	50,000	50,000

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Community & Housing Strategy (GF)

Cost Centre : 6467 Community grants (annual grants)

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	0	0	81,690	73,270
TOTAL Controllable Costs	0	0	81,690	73,270
Total Cost Centre : 6467	0	0	81,690	73,270

Head of Community & Housing Strategy (GF)

Cost Centre : 6468 Community grants (Jubilee awards)

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	0	0	0	6,000
TOTAL Controllable Costs	0	0	0	6,000
Total Cost Centre : 6468	0	0	0	6,000

Head of Community & Housing Strategy (GF)

Cost Centre : 6601 Community Safety

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	69,046	67,760	67,760	55,360
Premises Related	1,866	950	950	950
Transport Related	451	560	560	440
Supplies and Services	28,746	13,070	13,070	12,970
Third Party Payments	10,000	0	10,000	0
Income	(55)	0	0	0
TOTAL Controllable Costs	110,054	82,340	92,340	69,720
Support Cost Recharges	81,772	59,230	59,230	44,110
TOTAL Non-Controllable costs	81,772	59,230	59,230	44,110
Total Cost Centre : 6601	191,825	141,570	151,570	113,830

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Community & Housing Strategy (GF)

Cost Centre : 6604 Sport Partnerships

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	49,095	51,840	51,840	50,640
Premises Related	281	550	550	550
Transport Related	137	60	60	0
Supplies and Services	55,766	5,150	35,150	35,150
Third Party Payments	8,500	100	7,400	7,400
Income	(37,722)	(160)	(160)	(160)
TOTAL Controllable Costs	76,057	57,540	94,840	93,580
Support Cost Recharges	11,687	2,910	2,910	17,070
TOTAL Non-Controllable costs	11,687	2,910	2,910	17,070
Total Cost Centre : 6604	87,744	60,450	97,750	110,650

Head of Community & Housing Strategy (GF)

Cost Centre : 6608 CCTV

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	744	1,500	1,500	1,500
Supplies and Services	0	30	30	0
Third Party Payments	110,820	112,380	112,380	113,550
Income	(1,794)	(100)	(100)	0
TOTAL Controllable Costs	109,769	113,810	113,810	115,050
Support Cost Recharges	0	0	0	870
Capital Charges	38,490	40,490	40,490	34,620
TOTAL Non-Controllable costs	38,490	40,490	40,490	35,490
Total Cost Centre : 6608	148,259	154,300	154,300	150,540

Head of Community & Housing Strategy (GF)

Cost Centre : 6611 Performance Related Grants

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Capital Charges	5,000	2,420	0	0
TOTAL Non-Controllable costs	5,000	2,420	0	0
Total Cost Centre : 6611	5,000	2,420	0	0

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Community & Housing Strategy (GF)

Cost Centre : 6804 Housing and Community earmarked reserves

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	13,286	0	0	0
Third Party Payments	800	0	0	0
Income	(201,416)	0	0	0
TOTAL Controllable Costs	(187,330)	0	0	0
Total Cost Centre : 6804	(187,330)	0	0	0

Total: Head of Community and Housing Strategy (GF)	2,311,717	3,461,170	3,469,930	3,374,090
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Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
Employees	1,737,310	1,802,490	1,802,490	1,790,460
Premises Related	30,682	26,440	26,440	17,540
Transport Related	11,462	13,290	13,290	11,700
Supplies and Services	919,451	250,470	249,230	306,950
Third Party Payments	397,742	332,570	344,990	333,740
Transfer Payments	0	0	0	0
Income	(1,249,584)	(226,470)	(226,470)	(243,480)
TOTAL Controllable Costs	1,847,063	2,198,790	2,209,970	2,216,910
Support Cost Recharges	575,127	350,430	350,430	279,490
Revenue Appropriations	0	0	0	0
Capital Charges	(110,472)	911,950	909,530	877,690
TOTAL Non-Controllable costs	464,654	1,262,380	1,259,960	1,157,180

Total: Head of Community and Housing Strategy (GF)	2,311,717	3,461,170	3,469,930	3,374,090
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WELWYN HATFIELD BOROUGH COUNCIL
BUDGET REPORTS - APPROVED CURRENT BUDGET 2020/21 AND BUDGET 2021/22
Corporate Management Team

	Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
		£	£	£	£
5100	Now Housing	0	0	0	0
6100	Corporate Initiatives and Subscriptions	53,389	243,000	213,000	173,400
7000	Housing and Communities Director	0	0	0	0
7100	Chief Executive	0	0	(10,000)	(14,860)
7310	Public Protection, Planning and Governance Director	(0)	(0)	(0)	0
7700	Resources, Environment and Cultural Services Director	(0)	(0)	(0)	(0)
	Corporate Management Team (GF)	53,389	243,000	203,000	158,540
	Total	53,389	243,000	203,000	158,540

SUMMARY OF NET REQUIREMENTS BY SUBJECTIVE HEADING

Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
	£	£	£	£
Corporate Management Team				
Employees	1,360,740	1,373,100	1,363,100	1,382,280
Premises Related	0	0	0	0
Transport Related	6,687	6,430	6,430	5,810
Supplies and Services	242,707	288,310	258,310	209,560
Support Services	380,413	229,650	229,650	225,160
Total Expenditure	1,990,547	1,897,490	1,857,490	1,822,810
Customer Receipts (Fees and Charges)	(75,750)	0	0	0
Recharges	(1,861,407)	(1,654,490)	(1,654,490)	(1,664,270)
Total Income	(1,937,157)	(1,654,490)	(1,654,490)	(1,664,270)
Net Expenditure	53,389	243,000	203,000	158,540

Breakdown of Number of Employees within the teams under this Directorate:
Full Time Equivalent (FTE) Figures Shown

Service Area	FTEs included in the original 2021/22 budget
Corporate Management Team	15.0
Total for the Directorate	15.0

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Corporate Management Team (GF)

Cost Centre : 6100 Corporate Initiatives and Subscriptions

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	126,464	243,000	213,000	173,000
Income	(75,750)	0	0	0
TOTAL Controllable Costs	50,714	243,000	213,000	173,000
Support Cost Recharges	2,675	0	0	400
TOTAL Non-Controllable costs	2,675	0	0	400
Total Cost Centre : 6100	53,389	243,000	213,000	173,400

Corporate Management Team (GF)

Cost Centre : 7000 Housing and Communities Director

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	260,524	260,780	260,780	266,660
Transport Related	1,567	1,730	1,730	1,610
Supplies and Services	89,535	5,500	5,500	3,390
TOTAL Controllable Costs	351,626	268,010	268,010	271,660
Support Cost Recharges	(351,626)	(268,010)	(268,010)	(271,660)
TOTAL Non-Controllable costs	(351,626)	(268,010)	(268,010)	(271,660)
Total Cost Centre : 7000	0	0	0	0

Corporate Management Team (GF)

Cost Centre : 7100 Chief Executive

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	217,580	224,740	214,740	212,380
Transport Related	988	980	980	900
Supplies and Services	9,823	19,270	19,270	16,850
TOTAL Controllable Costs	228,390	244,990	234,990	230,130
Support Cost Recharges	(228,390)	(244,990)	(244,990)	(244,990)
TOTAL Non-Controllable costs	(228,390)	(244,990)	(244,990)	(244,990)
Total Cost Centre : 7100	0	0	(10,000)	(14,860)

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Corporate Management Team (GF)

Cost Centre : 7310 Public Protection, Planning and Governance Director

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	426,224	442,520	442,520	456,060
Transport Related	1,181	1,140	1,140	1,110
Supplies and Services	3,461	5,620	5,620	3,510
TOTAL Controllable Costs	430,866	449,280	449,280	460,680
Support Cost Recharges	(430,866)	(449,280)	(449,280)	(460,680)
TOTAL Non-Controllable costs	(430,866)	(449,280)	(449,280)	(460,680)
Total Cost Centre : 7310	(0)	0	0	0

Corporate Management Team (GF)

Cost Centre : 7700 Resources, Environment & Cultural Services Director

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	456,412	445,060	445,060	447,180
Transport Related	2,952	2,580	2,580	2,190
Supplies and Services	10,748	14,920	14,920	12,810
TOTAL Controllable Costs	470,112	462,560	462,560	462,180
Support Cost Recharges	(470,112)	(462,560)	(462,560)	(462,180)
TOTAL Non-Controllable costs	(470,112)	(462,560)	(462,560)	(462,180)
Total Cost Centre : 7700	0	(0)	(0)	(0)

Total: Corporate Management Team (GF)	53,389	243,000	203,000	158,540
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	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
Description				
Employees	1,360,740	1,373,100	1,363,100	1,382,280
Premises Related	0	0	0	0
Transport Related	6,687	6,430	6,430	5,810
Supplies and Services	240,031	288,310	258,310	209,560
Third Party Payments	0	0	0	0
Transfer Payments	0	0	0	0
Income	(75,750)	0	0	0
TOTAL Controllable Costs	1,531,708	1,667,840	1,627,840	1,597,650
Support Cost Recharges	(1,478,319)	(1,424,840)	(1,424,840)	(1,439,110)
Revenue Appropriations	0	0	0	0
Capital Charges	0	0	0	0
TOTAL Non-Controllable costs	(1,478,319)	(1,424,840)	(1,424,840)	(1,439,110)
Total: Corporate Management Team (GF)	53,389	243,000	203,000	158,540

WELWYN HATFIELD BOROUGH COUNCIL
BUDGET REPORTS - APPROVED CURRENT BUDGET 2020/21 AND BUDGET 2021/22
Housing Revenue Account

	Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
		£	£	£	£
8270	Property Services Overhead Account	246,985	227,900	227,900	215,780
8275	Mechanics and Electrical Services Overhead	194,919	197,800	197,800	209,230
8280	Responsive Maintenance Overhead	713,566	536,100	535,130	681,960
8285	Planned Maintenance Overhead	213,862	236,600	236,600	268,340
8400	Contractors Annual Contracts	1,042,700	1,190,000	1,190,000	1,209,900
8410	Contractors Planned Maint	343,620	445,000	445,000	297,300
8420	Contractors Responsive Maint	708,274	1,008,000	988,000	907,000
8430	Contractors Void Maintenance	44,199	48,000	48,000	48,200
8480	Property Services Support Services	2,309	8,000	38,000	2,000
8481	Housing Professional Fees	150,182	100,000	100,000	100,000
8485	External Repairs Contract	6,398,342	6,889,000	6,889,000	6,308,500
	Head of Housing Property Services	10,058,956	10,886,400	10,895,430	10,248,210
8025	Neighbourhood & Enforcement Overhead	1,094,318	1,040,200	1,091,600	1,107,010
8042	Business Excellence Overhead	573,434	655,500	697,700	591,940
8045	Housing HR	11,931	21,500	21,500	21,500
8052	Income & Home Ownership Overhead	438,329	603,600	603,600	830,980
8055	Head of Housing Operations Overhead	140,229	212,600	145,200	96,280
8070	Control Centre Overhead	458,714	397,800	397,300	398,280
8305	Supervision and Mgt	388,779	347,500	287,500	312,370
8306	Anti-Social Behaviour Team	2,162	(5,000)	5,000	20,000
8320	General HRA Items	75,667	76,500	56,500	113,000
8325	Tenancy Involvement	27,290	87,000	79,030	85,500
8330	Rent Collection and Recovery	(2,432)	(29,000)	11,000	29,000
8340	Leasehold Management	(875,114)	(850,000)	(850,880)	(707,000)
8345	Estates Management	478,695	451,000	451,000	451,000
8375	Independent Living	200,644	264,700	254,050	244,710
8376	The Hive	242,471	216,600	216,330	243,930
8378	Community Buses	153,506	138,900	145,900	178,060
8380	Landlord Insurance Costs	200,645	331,000	331,000	279,130
8385	Rent Income	(48,511,924)	(48,643,000)	(48,643,000)	(49,097,000)
	Head of Housing Operations	(44,902,657)	(44,682,600)	(44,699,670)	(44,801,310)
8365	Hostels	(359,129)	(520,100)	(520,100)	(448,010)
	Head of Community and Housing Strategy (HRA)	(359,129)	(520,100)	(520,100)	(448,010)
8091	Corporate Recharges	6,248,532	5,365,000	5,373,040	5,531,660
8321	HRA Corporate Items	16,795	226,500	226,500	226,500
8390	Capital Financing Charge	23,998,756	21,813,000	21,813,000	22,294,060
8392	Statement of Movement HRA	4,152,891	7,224,170	7,224,170	6,839,000
8395	HRA Investment Income	(270,509)	(163,000)	(163,000)	(60,000)
8396	Housing pensions interest cost & expected return on pens	620,834	0	0	0
8398	HRA Surplus/(Deficit) trf to Reserves	23,836	0	0	0
	Corporate Management Team (HRA)	34,791,134	34,465,670	34,473,710	34,831,220
	Total	(411,695)	149,370	149,370	(169,890)

SUMMARY OF NET REQUIREMENTS BY SUBJECTIVE HEADING

Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
	£	£	£	£
Corporate Director - Resources, Environment and Cultural Services				
Employees	6,138,158	6,735,090	7,935,090	6,154,020
Premises Related	3,241,478	3,348,610	3,317,610	3,287,520
Transport Related	54,331	60,970	60,970	57,960
Supplies and Services	3,213,865	3,292,270	3,354,630	3,227,510
Third Party Payments	15,707,586	12,906,690	29,244,960	13,001,060
Transfer Payments	29,644,160	28,322,990	28,322,990	28,322,990
Support Services	6,516,174	5,334,740	5,334,740	5,052,420
Capital Charges	11,856,912	4,036,190	4,036,190	4,193,530
Revenue Appropriations	(5,913)	0	0	0
Total Expenditure	76,366,751	64,037,550	81,607,180	63,297,010
Government Grants	(30,433,860)	(28,896,040)	(44,894,120)	(28,896,040)
Other Grants & Contributions	(780,778)	(640,850)	(640,850)	(702,850)
Customer Receipts (Fees & Charges)	(17,183,109)	(14,565,900)	(14,590,900)	(15,008,300)
Interest	(1,153)	0	0	0
Recharges	(12,831,275)	(10,466,290)	(10,476,290)	(9,638,630)
Total Income	(61,230,175)	(54,569,080)	(70,602,160)	(54,245,820)
Net Expenditure	15,136,576	9,468,470	11,005,020	9,051,190

**Breakdown of Number of Employees within the teams under this Directorate:
Full Time Equivalent (FTE) Figures Shown**

Service Area	FTEs included in the original 2021/22 budget
Housing Revenue Account	139.9
Total for the Directorate	139.9

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Housing Property Services

Cost Centre : 8270 Property Services Overhead Account

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	232,712	218,400	218,400	206,280
Transport Related	2,069	3,000	3,000	3,000
Supplies and Services	12,205	6,500	6,500	6,500
TOTAL Controllable Costs	246,985	227,900	227,900	215,780
Total Cost Centre : 8270	246,985	227,900	227,900	215,780

Head of Housing Property Services

Cost Centre : 8275 Mechanics and Electrical Services Overhead

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	192,178	191,800	191,800	203,230
Transport Related	2,713	4,000	4,000	4,000
Supplies and Services	27	2,000	2,000	2,000
TOTAL Controllable Costs	194,919	197,800	197,800	209,230
Total Cost Centre : 8275	194,919	197,800	197,800	209,230

Head of Housing Property Services

Cost Centre : 8280 Responsive Maintenance Overhead

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	705,456	521,100	521,100	666,960
Premises Related	650	0	0	0
Transport Related	4,511	8,000	8,000	8,000
Supplies and Services	2,949	7,000	6,030	7,000
TOTAL Controllable Costs	713,566	536,100	535,130	681,960
Total Cost Centre : 8280	713,566	536,100	535,130	681,960

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Housing Property Services

Cost Centre : 8285 Planned Maintenance Overhead

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	204,117	225,600	225,600	257,340
Premises Related	2,943	0	0	0
Transport Related	6,598	8,000	8,000	8,000
Supplies and Services	204	3,000	3,000	3,000
TOTAL Controllable Costs	213,862	236,600	236,600	268,340
Total Cost Centre : 8285	213,862	236,600	236,600	268,340

Head of Housing Property Services

Cost Centre : 8400 Contractors Annual Contracts

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	1,042,700	1,190,000	1,190,000	1,209,900
TOTAL Controllable Costs	1,042,700	1,190,000	1,190,000	1,209,900
Total Cost Centre : 8400	1,042,700	1,190,000	1,190,000	1,209,900

Head of Housing Property Services

Cost Centre : 8410 Contractors Planned Maint

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	343,620	445,000	445,000	297,300
TOTAL Controllable Costs	343,620	445,000	445,000	297,300
Total Cost Centre : 8410	343,620	445,000	445,000	297,300

Head of Housing Property Services

Cost Centre : 8420 Contractors Responsive Maint

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	708,274	1,008,000	988,000	907,000
TOTAL Controllable Costs	708,274	1,008,000	988,000	907,000
Total Cost Centre : 8420	708,274	1,008,000	988,000	907,000

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Housing Property Services

Cost Centre : 8430 Contractors Void Maintenance

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	44,199	48,000	48,000	48,200
TOTAL Controllable Costs	44,199	48,000	48,000	48,200
Total Cost Centre : 8430	44,199	48,000	48,000	48,200

Head of Housing Property Services

Cost Centre : 8480 Property Services Support Services

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	0	0	13,000	0
Supplies and Services	2,309	8,000	25,000	2,000
TOTAL Controllable Costs	2,309	8,000	38,000	2,000
Total Cost Centre : 8480	2,309	8,000	38,000	2,000

Head of Housing Property Services

Cost Centre : 8481 Housing Professional Fees

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	150,182	100,000	100,000	100,000
TOTAL Controllable Costs	150,182	100,000	100,000	100,000
Total Cost Centre : 8481	150,182	100,000	100,000	100,000

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Housing Property Services

Cost Centre : 8485 External Repairs Contract

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Third Party Payments	6,438,446	6,889,000	6,889,000	6,308,500
Income	(40,104)	0	0	0
TOTAL Controllable Costs	6,398,342	6,889,000	6,889,000	6,308,500
Total Cost Centre : 8485	6,398,342	6,889,000	6,889,000	6,308,500

Total: Head of Housing Property Services	10,058,956	10,886,400	10,895,430	10,248,210
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Head of Housing Operations

Cost Centre : 8025 Neighbourhood & Enforcement Overhead

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	1,069,429	1,113,200	1,164,600	1,205,010
Transport Related	25,299	20,500	20,500	20,500
Supplies and Services	(411)	500	500	500
Income	0	(94,000)	(94,000)	(119,000)
TOTAL Controllable Costs	1,094,318	1,040,200	1,091,600	1,107,010
Total Cost Centre : 8025	1,094,318	1,040,200	1,091,600	1,107,010

Head of Housing Operations

Cost Centre : 8042 Business Excellence Overhead

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	238,318	279,500	279,500	241,240
Transport Related	1,744	500	500	500
Supplies and Services	348,647	379,500	421,700	409,500
Income	(15,275)	(4,000)	(4,000)	(59,300)
TOTAL Controllable Costs	573,434	655,500	697,700	591,940
Total Cost Centre : 8042	573,434	655,500	697,700	591,940

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Housing Operations
Cost Centre : 8045 Housing HR

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	11,931	21,500	21,500	21,500
TOTAL Controllable Costs	11,931	21,500	21,500	21,500
Total Cost Centre : 8045	11,931	21,500	21,500	21,500

Head of Housing Operations
Cost Centre : 8052 Income & Home Ownership Overhead

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	765,440	789,600	789,600	816,980
Transport Related	18,298	14,000	14,000	14,000
Supplies and Services	2,940	0	0	0
TOTAL Controllable Costs	786,679	803,600	803,600	830,980
Support Cost Recharges	(348,350)	(200,000)	(200,000)	0
TOTAL Non-Controllable costs	(348,350)	(200,000)	(200,000)	0
Total Cost Centre : 8052	438,329	603,600	603,600	830,980

Head of Housing Operations
Cost Centre : 8055 Head of Housing Operations Overhead

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	138,896	211,100	143,700	95,780
Transport Related	1,033	500	500	500
Supplies and Services	300	1,000	1,000	0
TOTAL Controllable Costs	140,229	212,600	145,200	96,280
Total Cost Centre : 8055	140,229	212,600	145,200	96,280

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Housing Operations

Cost Centre : 8070 Control Centre Overhead

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	456,723	394,300	394,300	395,780
Transport Related	887	1,000	1,000	0
Supplies and Services	1,104	2,500	2,000	2,500
TOTAL Controllable Costs	458,714	397,800	397,300	398,280
Total Cost Centre : 8070	458,714	397,800	397,300	398,280

Head of Housing Operations

Cost Centre : 8305 Supervision and Mgt

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	91	0	0	0
Premises Related	135,279	82,000	82,000	82,000
Transport Related	73	0	0	0
Supplies and Services	282,107	254,500	194,500	219,370
Third Party Payments	7,331	11,000	11,000	11,000
Income	(36,102)	0	0	0
TOTAL Controllable Costs	388,779	347,500	287,500	312,370
Total Cost Centre : 8305	388,779	347,500	287,500	312,370

Head of Housing Operations

Cost Centre : 8306 Anti-Social Behaviour Team

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Transport Related	(13)	0	0	0
Supplies and Services	27,175	20,000	30,000	20,000
Income	(25,000)	(25,000)	(25,000)	0
TOTAL Controllable Costs	2,162	(5,000)	5,000	20,000
Total Cost Centre : 8306	2,162	(5,000)	5,000	20,000

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Housing Operations

Cost Centre : 8320 General HRA Items

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	21,058	10,000	10,000	30,000
Supplies and Services	91,871	91,500	71,500	108,000
Income	(37,262)	(25,000)	(25,000)	(25,000)
TOTAL Controllable Costs	75,667	76,500	56,500	113,000
Total Cost Centre : 8320	75,667	76,500	56,500	113,000

Head of Housing Operations

Cost Centre : 8325 Tenancy Involvement

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	9,640	10,000	10,000	8,500
Premises Related	1,049	0	0	0
Transport Related	432	1,000	1,000	1,000
Supplies and Services	9,107	55,000	47,030	55,000
Third Party Payments	7,792	21,000	21,000	21,000
Income	(730)	0	0	0
TOTAL Controllable Costs	27,290	87,000	79,030	85,500
Total Cost Centre : 8325	27,290	87,000	79,030	85,500

Head of Housing Operations

Cost Centre : 8330 Rent Collection and Recovery

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	54,697	67,000	107,000	125,000
Income	(57,129)	(96,000)	(96,000)	(96,000)
TOTAL Controllable Costs	(2,432)	(29,000)	11,000	29,000
Total Cost Centre : 8330	(2,432)	(29,000)	11,000	29,000

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Housing Operations

Cost Centre : 8340 Leasehold Management

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Supplies and Services	1,893	5,000	4,120	4,000
Income	(877,007)	(855,000)	(855,000)	(711,000)
TOTAL Controllable Costs	(875,114)	(850,000)	(850,880)	(707,000)
Total Cost Centre : 8340	(875,114)	(850,000)	(850,880)	(707,000)

Head of Housing Operations

Cost Centre : 8345 Estates Management

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	259,219	286,000	286,000	286,000
Supplies and Services	616	0	0	0
Third Party Payments	220,890	165,000	165,000	165,000
Income	(2,030)	0	0	0
TOTAL Controllable Costs	478,695	451,000	451,000	451,000
Total Cost Centre : 8345	478,695	451,000	451,000	451,000

Head of Housing Operations

Cost Centre : 8375 Independent Living

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	1,016,478	1,014,700	1,014,700	1,010,610
Premises Related	238,578	264,000	264,000	268,000
Transport Related	41,425	55,000	42,000	56,000
Supplies and Services	122,002	132,000	134,350	134,900
Third Party Payments	691	3,000	3,000	3,000
Income	(1,218,530)	(1,204,000)	(1,204,000)	(1,227,800)
TOTAL Controllable Costs	200,644	264,700	254,050	244,710
Total Cost Centre : 8375	200,644	264,700	254,050	244,710

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Housing Operations
Cost Centre : 8376 The Hive

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	223,201	216,100	216,100	224,430
Premises Related	96,614	101,000	101,000	101,000
Transport Related	1,239	1,000	1,000	1,000
Supplies and Services	74,464	76,000	75,730	76,000
Third Party Payments	60,000	59,500	59,500	59,500
Income	(213,048)	(237,000)	(237,000)	(218,000)
TOTAL Controllable Costs	242,471	216,600	216,330	243,930
Total Cost Centre : 8376	242,471	216,600	216,330	243,930

Head of Housing Operations
Cost Centre : 8378 Community Buses

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	142,452	161,900	161,900	169,060
Premises Related	67	2,500	2,500	2,500
Transport Related	86,926	55,000	62,000	55,000
Supplies and Services	5,056	6,500	6,500	6,500
Income	(80,996)	(87,000)	(87,000)	(87,000)
TOTAL Controllable Costs	153,506	138,900	145,900	146,060
Capital Charges	0	0	0	32,000
TOTAL Non-Controllable costs	0	0	0	32,000
Total Cost Centre : 8378	153,506	138,900	145,900	178,060

Head of Housing Operations
Cost Centre : 8380 Landlord Insurance Costs

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Premises Related	0	1,000	1,000	0
Transport Related	0	37,000	37,000	0
Supplies and Services	201,822	294,000	294,000	280,130
Income	(1,177)	(1,000)	(1,000)	(1,000)
TOTAL Controllable Costs	200,645	331,000	331,000	279,130
Total Cost Centre : 8380	200,645	331,000	331,000	279,130

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Head of Housing Operations
Cost Centre : 8385 Rent Income

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Plus interest payable and provision for repa	28,054	0	0	0
TOTAL Below the line	28,054	0	0	0
Supplies and Services	201,452	490,000	490,000	490,000
Transfer Payments	22,536	50,000	50,000	50,000
Income	(48,763,966)	(49,183,000)	(49,183,000)	(49,637,000)
TOTAL Controllable Costs	(48,539,978)	(48,643,000)	(48,643,000)	(49,097,000)
Total Cost Centre : 8385	(48,511,924)	(48,643,000)	(48,643,000)	(49,097,000)

Total: Head of Housing Operations	(44,902,657)	(44,682,600)	(44,699,670)	(44,801,310)
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Head of Community & Housing Strategy (HRA)
Cost Centre : 8365 Hostels

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Employees	57,156	88,400	88,400	107,990
Premises Related	419,072	172,000	172,000	199,500
Transport Related	1,365	500	500	500
Supplies and Services	803	8,000	8,000	6,000
Third Party Payments	785	0	0	0
Income	(838,309)	(789,000)	(789,000)	(762,000)
TOTAL Controllable Costs	(359,129)	(520,100)	(520,100)	(448,010)
Total Cost Centre : 8365	(359,129)	(520,100)	(520,100)	(448,010)

Total: Head of Community and Housing Strategy (HRA)	(359,129)	(520,100)	(520,100)	(448,010)
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Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Corporate Management Team (HRA)

Cost Centre : 8091 Corporate Recharges

Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
	£	£	£	£
Employees	385,000	0	0	385,000
TOTAL Controllable Costs	385,000	0	0	385,000
Support Cost Recharges	5,860,032	5,365,000	5,373,040	5,146,660
Capital Charges	3,500	0	0	0
TOTAL Non-Controllable costs	5,863,532	5,365,000	5,373,040	5,146,660
Total Cost Centre : 8091	6,248,532	5,365,000	5,373,040	5,531,660

Corporate Management Team (HRA)

Cost Centre : 8321 HRA Corporate Items

Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
	£	£	£	£
Employees	(1,750)	0	0	0
Supplies and Services	31,368	227,500	227,500	227,500
Third Party Payments	5,000	0	0	0
Income	(17,823)	(1,000)	(1,000)	(1,000)
TOTAL Controllable Costs	16,795	226,500	226,500	226,500
Total Cost Centre : 8321	16,795	226,500	226,500	226,500

Corporate Management Team (HRA)

Cost Centre : 8390 Capital Financing Charge

Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
	£	£	£	£
Supplies and Services	6,292,660	6,373,000	6,373,000	6,761,000
TOTAL Controllable Costs	6,292,660	6,373,000	6,373,000	6,761,000
Capital Charges	17,706,095	15,440,000	15,440,000	15,533,060
TOTAL Non-Controllable costs	17,706,095	15,440,000	15,440,000	15,533,060
Total Cost Centre : 8390	23,998,756	21,813,000	21,813,000	22,294,060

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Corporate Management Team (HRA)

Cost Centre : 8392 Statement of Movement HRA

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Revenue Contribution to Capital Outlay	8,685,578	(12,775,830)	(12,775,830)	(14,561,000)
General Fund Balance	0	20,000,000	20,000,000	21,400,000
TOTAL Below the line	8,685,578	7,224,170	7,224,170	6,839,000
IAS 19	(1,115,018)	0	0	0
Capital Charges	(3,417,669)	0	0	0
TOTAL Non-Controllable costs	(4,532,687)	0	0	0
Total Cost Centre : 8392	4,152,891	7,224,170	7,224,170	6,839,000

Corporate Management Team (HRA)

Cost Centre : 8395 HRA Investment Income

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
Income	(270,509)	(163,000)	(163,000)	(60,000)
TOTAL Controllable Costs	(270,509)	(163,000)	(163,000)	(60,000)
Total Cost Centre : 8395	(270,509)	(163,000)	(163,000)	(60,000)

Corporate Management Team (HRA)

Cost Centre : 8396 Housing pensions interest cost & expected return on pensions assets

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
IAS 19	620,834	0	0	0
TOTAL Non-Controllable costs	620,834	0	0	0
Total Cost Centre : 8396	620,834	0	0	0

Budget Reports - Approved Current Budget 2020/21 and Budget 2021/22

Corporate Management Team (HRA)

Cost Centre : 8398 HRA Surplus/(Deficit) trf to Reserves

Description	Outturn 2019/20 £	Original Budget 2020/21 £	Approved Current Budget 2020/21 £	Original Budget 2021/22 £
General Fund Balance	23,836	0	0	0
TOTAL Below the line	23,836	0	0	0
Total Cost Centre : 8398	23,836	0	0	0

Total: Corporate Management Team (HRA)	34,791,134	34,465,670	34,473,710	34,831,220
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Description	Outturn 2019/20	Original Budget 2020/21	Approved Current Budget 2020/21	Original Budget 2021/22
Employees	5,847,469	5,457,200	5,441,200	6,015,690
Premises Related	1,174,530	918,500	931,500	969,000
Transport Related	194,601	209,000	203,000	172,000
Supplies and Services	7,917,548	8,610,000	8,630,960	9,046,400
Third Party Payments	8,879,726	9,839,500	9,819,500	9,030,400
Transfer Payments	22,536	50,000	50,000	50,000
Income	(52,494,998)	(52,764,000)	(52,764,000)	(53,004,100)
TOTAL Controllable Costs	(28,458,588)	(27,679,800)	(27,687,840)	(27,720,610)
Support Cost Recharges	5,511,682	5,165,000	5,173,040	5,146,660
Revenue Appropriations	0	0	0	0
Capital Charges	14,291,926	15,440,000	15,440,000	15,565,060
TOTAL Non-Controllable costs	19,803,608	20,605,000	20,613,040	20,711,720

Total: Head of Housing Property Services	10,058,956	10,886,400	10,895,430	10,248,210
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SUPPLEMENTARY FINANCIAL INFORMATION

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Estates Management							
Freehold Reversions - 999 year lease	443.33	88.67	532.00	457.74	91.55	549.29	3%
Freehold Reversions - 999 year lease - valuation	112.50	22.50	135.00	116.16	23.23	139.39	3%
Freehold Reversions - 99 year lease	443.33	88.67	532.00	457.74	91.55	549.29	3%
Freehold Reversions - 99 year lease - valuation	112.50	22.50	135.00	116.16	23.23	139.39	3%
Residential Long Lease Extensions - Houses	443.33	88.67	532.00	457.74	91.55	549.29	3%
Residential Long Lease Extension Valuations - Houses	112.50	22.50	135.00	116.16	23.23	139.39	3%
Residential Long Lease Extensions - Flats	887.50	177.50	1,065.00	916.34	183.27	1,099.61	3%
Residential Long Lease Extension Valuations - Flats	163.33	32.67	196.00	168.64	33.73	202.37	3%
Document copying - If from paper copy	50.83	10.17	61.00	52.48	10.50	62.98	3%
Residential Leasehold Information + Ground Rent queries	45.83	9.17	55.00	47.32	9.46	56.78	3%
Local Searches - with Inspection	68.33	13.67	82.00	70.55	14.11	84.66	3%
Land Sale Request	101.67	20.33	122.00	104.97	20.99	125.97	3%
Assignments or Change of use or deed of Variation.	877.50	175.50	1,053.00	906.02	181.20	1,087.22	3%
Grant of licences / land sales - HRA and GF	877.50	175.50	1,053.00	906.02	181.20	1,087.22	3%
New Letting Fee	265.00	53.00	318.00	0.00	0.00	0.00	N/A
Housing Garage Valuations	188.33	37.67	226.00	194.45	38.89	233.34	3%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Restrictive Covenant Releases - RTB's	5,610.00	1,122.00	6,732.00	5,610.00	1,122.00	6,732.00	0%
Restrictive Covenant Releases - Non - RTB	877.50	175.50	1,053.00	906.02	181.20	1,087.22	3%
Valuation for non-Ex right to Buy covenant release	877.50	175.50	1,053.00	906.02	181.20	1,087.22	3%
Former Landowners Consent - minor works	64.17	12.83	77.00	66.26	13.25	79.51	3%
Former Landowners Consent - major works + Deed of covenant	866.67	173.33	1,040.00	894.84	178.97	1,073.80	3%
Event Consent Request	50.83	10.17	61.00	52.48	10.50	62.98	3%
Garage Rents							
Owner occupier en bloc garage charges (52 week charge) - popular sites per week	10.83	2.17	13.00	11.08	2.22	13.30	2%
unpopular sites per week	8.83	1.77	10.60	9.00	1.80	10.80	2%
Campus East Lower Car Park Garages Rents per	15.92	3.18	19.10	16.25	3.25	19.50	2%
Revenues and Benefits							
Court Costs for council tax & business rates	104.50	0.00	104.50	104.50	0.00	104.50	0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Environmental Services							
Cemeteries							
Burial Fees							
Private Grave							
Coffin <=30" Wide and 78" Long*	750.00	-	750.00	765.00	-	765.00	2.0%
Large Coffin/ Casket >30" Wide and 78" Long*	1,100.00	-	1,100.00	1,125.00	-	1,125.00	2.3%
Burial in Timber Shored Grave*	1,100.00	-	1,100.00	1,125.00	-	1,125.00	2.3%
Public Grave	550.00	-	550.00	560.00	-	560.00	1.8%
Children's Grave	0.00	-	0.00	0.00	-	0.00	
Shallow Grave*	1,000.00	-	1,000.00	1,020.00	-	1,020.00	2.0%
Mausoleum Chamber*	400.00	-	400.00	410.00	-	410.00	2.5%
Grant of Exclusive Right Fees							
Lawn Graves							
Coffin <=30" Wide and 78" Long*	1,000.00	-	1,000.00	1,020.00	-	1,020.00	2.0%
Large Coffin/ Casket >30" Wide and 78" Long*	1,500.00	-	1,500.00	1,530.00	-	1,530.00	2.0%
Premium Graves (Chosen by family - Additional Fee)*	250.00	-	250.00	255.00	-	255.00	2.0%
Reservation of Grant of Exclusive Right (10 Year Period)*	1,500.00	-	1,500.00	1,530.00	-	1,530.00	2.0%
Extension of Grant of	550.00	-	550.00	560.00	-	560.00	1.8%
Mausoleum Crypt (top and bottom vault Lawn Cemetery)	7,000.00	-	7,000.00	7,140.00	-	7,140.00	2.0%
Mausoleum Crypt (top and bottom vault Lawn Cemetery) Non Resident	8,000.00	-	8,000.00	8,160.00	-	8,160.00	2.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Premium Mausoleum Crypt (middle vault Lawn Cemetery) Non Resident	7,500.00	-	7,500.00	7,650.00	-	7,650.00	2.0%
Premium Mausoleum Crypt (middle vault Lawn Cemetery)	8,000.00	-	8,000.00	8,160.00	-	8,160.00	2.0%
Includes marble tablet with initial inscription. Bespoke artwork, photographs and vases will incur an additional charge - 75 years							
Transfer Ownership of Grant of Exclusive Right*	50.00	-	50.00	51.00	-	51.00	2.0%
Official Copy of Grant of Exclusive Right/Search Fee*	50.00	-	50.00	51.00	-	51.00	2.0%
Cremated Remains and Burial Fees							
Interment of Cremated Remains*	250.00	-	250.00	255.00	-	255.00	2.0%
Eco Interment of Cremated Remains*	150.00	-	150.00	153.00	-	153.00	2.0%
Strewing of Cremated Remains*	150.00	-	150.00	153.00	-	153.00	2.0%
Immurement of cremated remains*	100.00	-	100.00	102.00	-	102.00	2.0%
Second set of cremated remains - same time*	100.00	-	100.00	102.00	-	102.00	2.0%
Cremated Remains within Coffin*	100.00	-	100.00	102.00	-	102.00	2.0%
Cremated Remains License Fees							
Cremated Remains Memorial Commemorative Garden	500.00	-	500.00	510.00	-	510.00	2.0%
Half Size Lawn Grave*	400.00	-	400.00	408.00	-	408.00	2.0%
Commemorative Rose	500.00	-	500.00	510.00	-	510.00	2.0%
Sanctum 2000 Vault (Hyde Cemetery)*	450.00	-	450.00	459.00	-	459.00	2.0%
Sanctum Family Vault (Hyde Cemetery)*	750.00	-	750.00	765.00	-	765.00	2.0%
Memorial Garden Kerb (Hyde Cemetery)*	1,600.00	-	1,600.00	1,632.00	-	1,632.00	2.0%
Memorial Garden Kerb (Hyde Cemetery)*	300.00	-	300.00	306.00	-	306.00	2.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Reservation for Cremated Remains Plot (10 years)*	750.00	-	750.00	765.00	-	765.00	2.0%
Additional 10 Year Licence Period*	200.00	-	200.00	204.00	-	204.00	2.0%
Memorial Permit Fees							
Headstones - new and replacement memorials*	200.00	-	200.00	204.00	-	204.00	2.0%
Tablet*	100.00	-	100.00	102.00	-	102.00	2.0%
Vase*	100.00	-	100.00	102.00	-	102.00	2.0%
Engrave an additional Subscription*	100.00	-	100.00	102.00	-	102.00	2.0%
Kerb Setting (Hatfield Hyde)*	250.00	-	250.00	255.00	-	255.00	2.0%
3x3 Half kerb set (memorial)							
Half Kerb Setting	N/A	N/A	N/A	150.00	-	150.00	#####
Non - residential plots	N/A	N/A	N/A	450.00	-	450.00	#####
Fine for any convention to memorial regulation	500.00	-	500.00	500.00	-	500.00	0.0%
Repair or cleaning of a memorial	Free	Free	Free	Free	Free	Free	

*Non Residential fees - all of the above fees are trebled for a person who at the time of death resides outside the borough of Welwyn Hatfield. Any fees relating to the grave afterwards will also be trebled. The only exceptions to the trebling of fees are as follows:

- If a grave for more than one person is purchased at the standard rate for the first internment for a Resident of the borough, any future fees will remain as standard

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Miscellaneous Fees							
Memorial Plaque	350.00	-	350.00	357.00	-	357.00	2.0%
Inclusion of small photo/bespoke artwork	90.00	-	90.00	92.00	-	92.00	2.2%
Inclusion of large photo/bespoke artwork	120.00	-	120.00	122.50	-	122.50	2.1%
New plaque for Memorial Garden Kerb (Hyde Only)	200.00	-	200.00	204.00	-	204.00	2.0%
New tablet for Commemorative Garden Plot (Lawn Only)	350.00	-	350.00	357.00	-	357.00	2.0%
Plaque on Wooden Memorial Bench	1,000.00	-	1,000.00	1,020.00	-	1,020.00	2.0%
Second Plaque on Existing Wooden Bench	300.00	-	300.00	306.00	-	306.00	2.0%
Plaque on Granite Memorial Bench	850.00	-	850.00	867.00	-	867.00	2.0%
Second Plaque on Existing Granite Bench	300.00	-	300.00	306.00	-	306.00	2.0%
Permission to vault a grave	500.00	-	500.00	510.00	-	510.00	2.0%
The Lodge Chapel*	100.00	-	100.00	102.00	-	102.00	2.0%
Hourly rate for exhumations	200.00	-	200.00	204.00	-	204.00	2.0%
Late fee - per half hour	150.00	-	150.00	153.00	-	153.00	2.0%
Turf Grave	60.00	-	60.00	61.50	-	61.50	2.5%

*Non Residential fees - all of the above fees are trebled for a person who at the time of death resides outside

- If a grave for more than one person is purchased at the standard rate for the first internment for a Resident of the borough, any future fees will remain as standard

- If a resident is required to move out of the area for medical care or to any nursing home within the last 2 years due to ill-health, a standard fee would apply

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Abandoned Vehicles							
Abandoned Vehicles - off private property	43.75	8.75	52.50	44.58	8.92	53.50	1.9%
Abandoned Vehicles - Return of vehicle	109.17	21.83	131.00	111.25	22.25	133.50	1.9%
Abandoned Vehicles - Storage rate per day	11.33	2.27	13.60	11.58	2.32	13.90	2.2%
General							
Benches (refurbished)	313.75	62.75	376.50	320.00	64.00	384.00	2.0%
Benches (new)	627.50	125.50	753.00	640.00	128.00	768.00	2.0%
Waste Collection Services							
Bulky Household Collections	36.50	-	36.50	37.25	-	37.25	2.1%
Bulky Household Collections - OAP's	18.55	-	18.55	19.50	-	19.50	5.1%
Bulky Household Collections - Benefits	18.55	-	18.55	19.50	-	19.50	5.1%
Insurance charge for collections within homes	15.83	3.17	19.00	16.25	3.25	19.50	2.6%
Collection of Hazardous Electrical items	33.33	-	33.33	34.00	-	34.00	2.0%
Clinical Waste collections (5 sacks/resident)	5.21	1.04	6.25	5.33	1.07	6.40	2.5%
Kitchen Caddie delivery charge	4.83	0.97	5.80	4.93	0.99	5.92	2.0%
Emptying of a contaminated wheeled bin	16.15	-	16.15	16.47	-	16.47	2.0%
Emptying of 2 contaminated wheeled bins (at same address)	21.55	-	21.55	21.98	-	21.98	2.0%
Cost of a first standard replacement (180/240L) bin	12.29	2.46	14.75	12.54	2.51	15.05	2.0%
Cost of a subsequent standard (180/240L) bin	25.33	5.07	30.40	25.84	5.17	31.01	2.0%
Cost of a first standard replacement (360L) bin	21.67	4.33	26.00	22.10	4.42	26.52	2.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Cost of a subsequent standard (360L) bin	36.08	7.22	43.30	36.80	7.36	44.16	2.0%
Cost of a mini-bank unit	585.42	117.08	702.50	597.13	119.43	716.56	2.0%
Cost of a large bin (1100L) bin	N/A	N/A	N/A	333.33	66.67	400.00	0.0%
Garden Waste Collection							
First bin per property per annum	35.00	0.00	35.00	35.00	0.00	35.00	0.0%
Second bin per property per annum	60.00	0.00	60.00	60.00	0.00	60.00	0.0%
Dog Warden Services							
Collection / release fee for dog with collar & tag	25.50	-	25.50	26.00	-	26.00	2.0%
Collection / release fee for dog without collar & tag	35.70	-	35.70	36.50	-	36.50	2.2%
Dog collected by Warden and Transported to Kennels	76.50	-	76.50	78.00	-	78.00	2.0%
Kennel Fee per night	15.50	-	15.50	16.00	-	16.00	3.2%
Schedule of Offences							
Nuisance Parking - paid within 10 days	60.00	-	60.00	60.00	-	60.00	0.0%
- full amount of penalty	100.00	-	100.00	100.00	-	100.00	0.0%
Abandoning a vehicle - paid within 10 days	120.00	-	120.00	120.00	-	120.00	0.0%
- full amount of penalty	200.00	-	200.00	200.00	-	200.00	0.0%
Depositing Litter - paid within 10 days	50.00	-	50.00	50.00	-	50.00	0.0%
- full amount of penalty	75.00	-	75.00	75.00	-	75.00	0.0%
Failure to comply with a street litter control notice - paid within 10 days	60.00	-	60.00	60.00	-	60.00	0.0%
- full amount of penalty	100.00	-	100.00	100.00	-	100.00	0.0%
Failure to comply with a litter clearing notice - paid within 10 days	60.00	-	60.00	60.00	-	60.00	0.0%
- full amount of penalty	100.00	-	100.00	100.00	-	100.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Unauthorised distribution of free printed matter							
- paid within 10 days	50.00	-	50.00	50.00	-	50.00	0.0%
- full amount of penalty	75.00	-	75.00	75.00	-	75.00	0.0%
Defacement by graffiti and flyposting							
- paid within 10 days	50.00	-	50.00	50.00	-	50.00	0.0%
- full amount of penalty	75.00	-	75.00	75.00	-	75.00	0.0%
Duty of Care							
- paid within 10 days	200.00	-	200.00	200.00	-	200.00	0.0%
- full amount of penalty	300.00	-	300.00	300.00	-	300.00	0.0%
Failure to comply with a dog control order							
- paid within 10 days	50.00	-	50.00	50.00	-	50.00	0.0%
- full amount of penalty	75.00	-	75.00	75.00	-	75.00	0.0%
Failure to produce authority (waste carriers licence) - paid within 10 days	200.00	-	200.00	200.00	-	200.00	0.0%
- full amount of penalty	300.00	-	300.00	300.00	-	300.00	0.0%
Failure to furnish documentation (waste transfer notes) - paid within 10 days	200.00	-	200.00	200.00	-	200.00	0.0%
- full amount of penalty	300.00	-	300.00	300.00	-	300.00	0.0%
Offences relating to waste receptables (e.g. General Fund Fees and Charges	40.00	-	40.00	40.00	-	40.00	0.0%
- full amount of penalty	80.00	-	80.00	80.00	-	80.00	0.0%

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General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Roundabout Sponsorship							
High Profile							
1 year sponsorship	2,612.50	522.50	3,135.00	2,665.00	533.00	3,198.00	2.0%
3 year sponsorship	5,491.67	1,098.33	6,590.00	5,601.67	1,120.33	6,722.00	2.0%
5 year sponsorship	7,841.67	1,568.33	9,410.00	8,000.00	1,600.00	9,600.00	2.0%
Medium Profile (main road)							
1 year sponsorship	2,091.67	418.33	2,510.00	2,135.00	427.00	2,562.00	2.1%
3 year sponsorship	4,391.67	878.33	5,270.00	4,479.17	895.83	5,375.00	2.0%
5 year sponsorship	6,275.00	1,255.00	7,530.00	6,400.00	1,280.00	7,680.00	2.0%
Medium Profile (residential road)							
1 year sponsorship	1,566.67	313.33	1,880.00	1,600.00	320.00	1,920.00	2.1%
3 year sponsorship	3,291.67	658.33	3,950.00	3,358.33	671.67	4,030.00	2.0%
5 year sponsorship	4,708.33	941.67	5,650.00	4,802.08	960.42	5,762.50	2.0%
Low Profile							
1 year sponsorship	783.33	156.67	940.00	800.00	160.00	960.00	2.1%
3 year sponsorship	1,641.67	328.33	1,970.00	1,675.00	335.00	2,010.00	2.0%
5 year sponsorship	2,350.00	470.00	2,820.00	2,397.50	479.50	2,877.00	2.0%
Northaw Great Wood							
Annual car parking permit	15.00	3.00	18.00	15.00	3.00	18.00	0.0%
Visitors parking fee (honesty box)	1.00	-	1.00	1.00	-	1.00	0.0%
Parking Permits							
Resident motorcycle (per annum)	10.20	-	10.20	10.40	-	10.40	2.0%
Green Vehicle Permit	20.00	-	20.00	20.40	-	20.40	2.0%
Resident first vehicle (per annum)	25.00	-	25.00	25.00	-	25.00	0.0%
Resident second vehicle (per annum)	45.00	-	45.00	46.00	-	46.00	2.2%
Resident third vehicle (per annum)	65.00	-	65.00	66.50	-	66.50	2.3%

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General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Link Drive HTC Permit (per annum)	50.00	-	50.00	50.00	-	50.00	0.0%
Carers permit (per annum)	20.00	-	20.00	20.00	-	20.00	0.0%
Business Vehicle (per annum)	230.00	-	230.00	235.00	-	235.00	2.2%
Pack of 20 daily visitor vouchers	10.20	-	10.20	10.40	-	10.40	2.0%
Refund request (admin fee)	5.10	-	5.10	5.20	-	5.20	2.0%
Change of address/vehicle (admin fee)	5.10	-	5.10	5.20	-	5.20	2.0%
Car Parking							
Hunters Bridge (Monday - Sunday)							
0 - 30 minutes	Free	Free	Free	Free	Free	Free	
30 minutes - 2 hours	1.25	0.25	1.50	1.25	0.25	1.50	0.0%
2 - 3 hours	2.08	0.42	2.50	2.08	0.42	2.50	0.0%
3 - 4 hours	2.92	0.58	3.50	2.92	0.58	3.50	0.0%
Daily tickets 4 + hrs (Mon - Sat)	5.00	1.00	6.00	5.42	1.08	6.50	8.4%
Sunday (daily)	0.83	0.17	1.00	0.83	0.17	1.00	0.0%
Campus West (Monday - Sunday)							
0 - 30 minutes	Free	Free	Free	Free	Free	Free	
30 minutes - 2 hours	1.25	0.25	1.50	1.25	0.25	1.50	0.0%
2 - 3 hours	2.08	0.42	2.50	2.08	0.42	2.50	0.0%
3 - 4 hours	2.92	0.58	3.50	2.92	0.58	3.50	0.0%
Daily tickets 4 + hrs (Mon - Sat)	5.00	1.00	6.00	5.42	1.08	6.50	8.4%
Sunday (daily)	0.83	0.17	1.00	0.83	0.17	1.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Cherry Tree (parking available Saturday and Sunday)							
Saturday:							
0 - 1 hours	0.42	0.08	0.50	0.42	0.08	0.50	0.0%
1 - 2 hours	1.25	0.25	1.50	1.25	0.25	1.50	0.0%
2 - 3 hours	2.08	0.42	2.50	2.08	0.42	2.50	0.0%
3 - 4 hours	2.92	0.58	3.50	2.92	0.58	3.50	0.0%
Daily tickets 4 + hrs	5.00	1.00	6.00	5.42	1.08	6.50	8.4%
Sunday (all day)	0.83	0.17	1.00	0.83	0.17	1.00	0.0%
Campus East (Monday - Sunday)							
Campus East Lower - Mon-Fri (entry before 11am)	5.00	1.00	6.00	5.42	1.08	6.50	8.4%
Campus East Lower - Mon-Fri (entry from 11am)	2.92	0.58	3.50	2.92	0.58	3.50	0.0%
Campus East Lower - Saturday	2.92	0.58	3.50	2.92	0.58	3.50	0.0%
Campus East Lower - Sunday	0.83	0.17	1.00	0.83	0.17	1.00	0.0%
Campus East Upper - Saturday	2.92	0.58	3.50	2.92	0.58	3.50	0.0%
Campus East Upper - Sunday	0.83	0.17	1.00	0.83	0.17	1.00	0.0%
Multi Storey Car Park, Hatfield (Monday - Sunday)							
0 - 3 hours (Mon - Sat)	Free	Free	Free	Free	Free	Free	
3 - 4 hours (Mon - Sat)	Not currently available			2.92	0.58	3.50	n/a
Daily tickets 4 + hrs (Mon - Sat)	Not currently available			5.42	1.08	6.50	n/a
Sundays and Bank holidays	Free	Free	Free	Free	Free	Free	n/a

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Kennelwood Lane Car Park, Hatfield (Monday - Sunday)							
0 - 3 hours (Mon - Sat)	Free	Free	Free	Free	Free	Free	n/a
3 - 4 hours (Mon - Sat)	Not currently available			2.92	0.58	3.50	n/a
Daily tickets 4 + hrs (Mon - Sat)	Not currently available			5.42	1.08	6.50	n/a
Sundays and Bank holidays	Free	Free	Free	Free	Free	Free	n/a
Season Tickets:							
Campus West:							
3 month season ticket - standard	237.50	47.50	285.00	237.50	47.50	285.00	0.0%
3 month season ticket - worker / student	212.50	42.50	255.00	212.50	42.50	255.00	0.0%
Campus East Lower							
3 month season ticket - standard	216.67	43.33	260.00	216.67	43.33	260.00	0.0%
3 month season ticket - worker / student	191.67	38.33	230.00	191.67	38.33	230.00	0.0%
Hunters Bridge							
3 month season ticket - standard	237.50	47.50	285.00	237.50	47.50	285.00	0.0%
3 month season ticket - worker / student	212.50	42.50	255.00	212.50	42.50	255.00	0.0%
Cancellation Fees relating to Season Tickets given up before their expiry date	12.50	2.50	15.00	12.50	2.50	15.00	0.0%
Civil Parking Enforcement : Dispensations	12.50	2.50	15.00	12.50	2.50	15.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Multi Storey Car Park, Hatfield							
12 month season ticket	Not currently available			166.67	33.33	200.00	n/a
Quarterly season ticket	Not currently available			41.67	8.33	50.00	n/a
Kennelwood Lane Car Park, Hatfield							
12 month season ticket	Not currently available			166.67	33.33	200.00	n/a
Quarterly season ticket	Not currently available			41.67	8.33	50.00	n/a
Dog Kennel Lane Car Park, Hatfield							
12 month season ticket	Not currently available			166.67	33.33	200.00	n/a
Quarterly season ticket	Not currently available			41.67	8.33	50.00	n/a
Street Naming & Numbering							
New development build or Conversion of existing property (price per plot)							
1st plot	62.50	12.50	75.00	63.75	12.75	76.50	2.0%
2nd - 24th plots	41.67	8.33	50.00	42.50	8.50	51.00	2.0%
25th - 49th plots	33.33	6.67	40.00	34.17	6.83	41.00	2.5%
50th - 74th plots	25.00	5.00	30.00	25.83	5.17	31.00	3.3%
75th – 99th plots	20.83	4.17	25.00	21.25	4.25	25.50	2.0%
Plots 100 and above	12.50	2.50	15.00	12.92	2.58	15.50	3.3%
Naming of block or building name	166.67	33.33	200.00	170.00	34.00	204.00	2.0%
Street Name for new development	166.67	33.33	200.00	170.00	34.00	204.00	2.0%
Street name	166.67	33.33	200.00	170.00	34.00	204.00	2.0%

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General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Changes to Development/Layout after notification	41.67	8.33	50.00	42.50	8.50	51.00	2.0%
Re-Naming/ReNumbering Building (existing premises)	62.50	12.50	75.00	63.75	12.75	76.50	2.0%
Addition of name to numbered property (alias)	62.50	12.50	75.00	63.75	12.75	76.50	2.0%
Change of name to named only property	62.50	12.50	75.00	63.75	12.75	76.50	2.0%
Re-Naming Street or re-postcoding (at residents request)	166.67	33.33	200.00	170.00	34.00	204.00	2.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Campus West							
Garden City Cinema - Monday to Thursday							
- Full Price	6.83	1.37	8.20	6.83	1.37	8.20	0%
- U16 / Seniors / Student	5.96	1.19	7.15	6.00	1.20	7.20	1%
- Full Price 3D Films	8.50	1.70	10.20	8.75	1.75	10.50	3%
- U16 / Seniors / Student	7.67	1.53	9.20	7.92	1.58	9.50	3%
- Friday to Sunday							
- Full Price	7.67	1.53	9.20	8.29	1.66	9.95	8%
- U16 / Seniors / Student	6.83	1.37	8.20	7.46	1.49	8.95	9%
- Full Price 3D Films	9.38	1.87	11.25	9.96	1.99	11.95	6%
- U16 / Seniors / Student	8.50	1.70	10.20	9.13	1.83	10.95	7%
Family Films - Monday to Thursday							
- All Tickets	3.42	0.68	4.10	4.17	0.83	5.00	22%
- All Tickets 3D Films	3.42	0.68	4.10	4.17	0.83	5.00	22%
Family Films - Friday to Sunday							
- All Tickets	4.25	0.85	5.10	5.00	1.00	6.00	18%
- All Tickets 3D Films	4.25	0.85	5.10	5.00	1.00	6.00	18%
Hawthorne Theatre - Theatrical Hire Fee							
Monday to Wednesday							
8am to 4pm	987.50	197.50	1,185.00	1,041.67	208.33	1,250.00	5%
4pm to midnight	1,108.33	221.67	1,330.00	1,166.67	233.33	1,400.00	5%
Thursday to Sunday							
8am to 4pm	1,233.33	246.67	1,480.00	1,291.67	258.33	1,550.00	5%
4pm to midnight	1,481.04	296.21	1,777.25	1,541.67	308.33	1,850.00	4%
Screen Hire							
Screen 1							
8am to 1pm	387.63	77.52	465.15	416.67	83.33	500.00	7%
1pm - 4pm	387.63	77.52	465.15	416.67	83.33	500.00	7%
4pm - 11pm	387.63	77.52	465.15	416.67	83.33	500.00	7%
Screen 2							
8am to 1pm	591.67	118.33	710.00	625.00	125.00	750.00	6%
1pm - 4pm	591.67	118.33	710.00	625.00	125.00	750.00	6%
4pm - 11pm	591.67	118.33	710.00	625.00	125.00	750.00	6%

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Roller City							
- Skate Admission Only	5.33	1.07	6.40	6.25	1.25	7.50	17%
- Skate Hire	2.04	0.41	2.45	2.08	0.42	2.50	2%
- Spectator Charge	3.00	0.60	3.60	4.17	0.83	5.00	39%
Session Party (per skater incl skates)	8.83	1.77	10.60	10.00	2.00	12.00	13%
Private Party (per skater - minimum 30 skaters incl skates)	9.42	1.88	11.30	11.67	2.33	14.00	24%
Soft Play City							
Children 12 month or under	Free	Free	Free	Free	Free	Free	
Children 1 Year to 3 years	3.21	0.64	3.85	4.13	0.83	4.95	29%
Children 4 to 9 years	4.54	0.91	5.45	5.79	1.16	6.95	28%
Accompanying Adults	3.00	0.60	3.60	3.75	0.75	4.50	25%
Registered Child Minder (Mon to Fri only)	Free	Free	Free	Free	Free	Free	
Session Party (per child)	7.08	1.42	8.50	8.33	1.67	10.00	18%
Private Party (per child - minimum 30 children)	7.25	1.45	8.70	9.17	1.83	11.00	26%
Campus West / Vineyard Barn / Hazel Grove / Panshanger							
- Carpet Bowls (per session)	4.67	0.93	5.60	5.83	1.17	7.00	25%
- Table Tennis (per session)	4.67	0.93	5.60	5.83	1.17	7.00	25%
- Keep Fit (per session)	4.67	0.93	5.60	5.83	1.17	7.00	25%
- Medau (per session)	4.67	0.93	5.60	5.83	1.17	7.00	25%
- Bridge & scrabble (per session)	4.67	0.93	5.60	5.83	1.17	7.00	25%
- Art Basics & Beyond (per class)	10.21	2.04	12.25	12.50	2.50	15.00	22%
- Line Dancing (1 hour)	4.67	0.93	5.60	5.83	1.17	7.00	25%
- Line Dancing (1.5 hours)	6.42	1.28	7.70	8.75	1.75	10.50	36%
- Children's Parties	96.92	19.38	116.30	125.00	25.00	150.00	29%
Community Centres - Room Hires (Hazel Grove, Vineyard Barn, Panshanger, Hilltop)							
Large Rooms (per hour)	13.63	2.73	16.35	16.67	3.33	20.00	22%
Small Rooms (per hour)	11.92	2.38	14.30	15.00	3.00	18.00	26%
Sheridan Studio At Campus West (per hour)	16.33	3.27	19.60	20.83	4.17	25.00	28%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Mill Green Museum & Welwyn Roman Baths							
Adult entry fee single	3.50	-	3.50	4.00	-	4.00	14%
Child entry fee single	1.00	-	1.00	1.00	-	1.00	0%
Special Events for Children (max. charge)	5.00	-	5.00	5.00	-	5.00	0%
Children's drop in activity (min. charge)	4.00	-	4.00	4.00	-	4.00	0%
General School visit (informal session)	3.50	-	3.50	3.60	-	3.60	3%
Extra Charge for Miller (on non milling days)	50.00	-	50.00	51.00	-	51.00	2%
<i>Adult Group visit out of opening hours both sites</i>	50.00	-	50.00	51.00	-	51.00	2%
Plus Adult admission fee (min. 20 adults)							
Children's Groups out of opening hours	50.00	-	50.00	51.00	-	51.00	2%
Plus £2 per child Plus £3.50 each Adult (2 Free)							
Children's Groups out of opening hours	50.00	-	50.00	51.00	-	51.00	2%
Plus Taught Session (standard rates apply)							
Illustrated talk by Curator (off site)	60.00	-	60.00	62.00	-	62.00	3%
Taught lesson (standard) per child	7.00	-	7.00	7.15	-	7.15	2%
Minimum charge (up to 28 children)	196.00	-	196.00	200.20	-	200.20	2%
Additional children added to standard lesson	7.00	-	7.00	7.15	-	7.15	2%
Combined visit to Museum and Roman Bath House per child	9.00	-	9.00	9.15	-	9.15	2%
Combined visit to Museum and Roman Bath House minimum charge up to 28 children	252.00	-	252.00	256.20	-	256.20	2%
Additional children added to combined visit	9.00	-	9.00	9.15	-	9.15	2%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
STEM workshops at MGM	8.50	-	8.50	8.75	-	8.75	3%
Immersive Outdoor Learning at WRB		-			-		
Private Hire of Study Area (1/2 day)	95.00	-	95.00	95.00	-	95.00	0%
Private Hire of Study Area (full day)	180.00	-	180.00	185.00	-	185.00	3%
With free delegate access to Mill and Museum loan boxes per 2 week period	20.00	-	20.00	25.00	-	25.00	25%
discounted if combined with visits	5.00	-	5.00	6.00	-	6.00	20%
Photocopying - single sheet	0.42	0.08	0.50	0.42	0.08	0.50	0%
Photocopying - double sided	0.83	0.17	1.00	0.83	0.17	1.00	0%
Digital Capture (by Staff) 5 copies (same/different)	20.42	4.08	24.50	20.83	4.17	25.00	2%
Digital capture (1 image)				4.17	0.83	5.00	N/A
Reproduction Rights							
Works by national / non-Herts Museums - one country	34.00	6.80	40.80	34.58	6.92	41.50	2%
Works by national / non-Herts Museums - worldwide	68.00	13.60	81.60	69.58	13.92	83.50	2%
Self publishing: local history (print run <10)	4.25	0.85	5.10	4.38	0.88	5.25	3%
Self publishing: local history (print run >10 <500)	8.50	1.70	10.20	8.75	1.75	10.50	3%
Academic / local history (print run < 2,000)*	25.50	5.10	30.60	26.25	5.25	31.50	3%
Academic / local history (print run > 2,000)*	42.50	8.50	51.00	43.33	8.67	52.00	2%
Commercial / non-academic (print run < 500)*	25.50	5.10	30.60	26.25	5.25	31.50	3%
Commercial / non-academic (print run > 500 < 2,000)*	42.50	8.50	51.00	43.33	8.67	52.00	2%
Commercial / non-academic (print run > 2,000)*	63.75	12.75	76.50	65.00	13.00	78.00	2%
Newspapers / magazines - National*	127.50	25.50	153.00	130.00	26.00	156.00	2%
Newspapers / magazines - Local*	63.75	12.75	76.50	65.00	13.00	78.00	2%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Internet / Website - commercial / individual*	17.00	3.40	20.40	17.50	3.50	21.00	3%
Internet / Website - academic*	4.25	0.85	5.10	4.58	0.92	5.50	8%
External exhibition loans - national / commercial	68.00	13.60	81.60	69.58	13.92	83.50	2%
Public / educational talks - national / commercial	34.00	6.80	40.80	34.79	6.96	41.75	2%
Email of each Digital Image	2.04	0.41	2.45	2.08	0.42	2.50	2%
Commercial Requests upon application							
Archaeology Deposits (single item / box)	POA	POA	POA	POA	POA	POA	
*Fees doubled for worldwide usage							
Welwyn Roman Baths							
Entry fee - adults	3.50	-	3.50	4.00	-	4.00	14%
Child entry fee - single	1.00	-	1.00	1.00	-	1.00	0%
Adult Group visits (minimum of 13) both inside or outside the borough	50.00	-	50.00	52.00	-	52.00	4%
School Visits - per child	5.00	-	5.00	5.15	-	5.15	3%
(minimum of 14 children both inside/ outside the borough	70.00	-	70.00	72.10	-	72.10	3%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Housing and Community Services							
Immigration Inspection	283.00	-	283.00	289.00	-	289.00	2%
Housing Act Notice*	325.00	-	325.00	332.00	-	332.00	2%
*A fixed charge of £325 will be applied for any single notice served. In addition, an hourly rate of £45 will be added where multiple notices are served and for the total amount of time taken to produce the single notice							
HMO Application**							
Application for basic 5 person HMO**	974.00	-	974.00	993.00	-	993.00	2%
Application for an HMO between 6 - 10 persons**	1,088.00	-	1,088.00	1,110.00	-	1,110.00	2%
Application for an HMO with 11 or more persons**	1,198.00	-	1,198.00	1,222.00	-	1,222.00	2%
**A discount of £200 will be applied for those applications which are valid for licenses that are received without a request from the Local Authority. This will also apply for licence renewals received within a specified time given by the Local Authority. Also, a discount of 10% will apply to accredited landlords. This will be							
Officer time for work in default***							
Officer time for work in default - Head of Service	71.45	14.29	85.74	70.40	17.60	88.00	3%
Officer time for work in default - Private Sector Housing Manager	50.08	10.02	60.10	49.60	12.40	62.00	3%
Officer time for work in default - Senior Housing Technician	45.85	9.17	55.02	45.60	11.40	57.00	4%
Officer time for work in default - Housing Technician	32.11	6.42	38.53	32.00	8.00	40.00	4%
Officer time for work in default - Support Officer	22.14	4.43	26.57	21.60	5.40	27.00	2%
***Charges for works carried out during the following times: Monday - Friday (7pm - 8am) - time and a half, Saturday - time and a half and Sunday & Bank Holidays - double time.							

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Allotments							
Plot with water per 25 sqm	11.60	-	11.60	11.83	-	11.83	2%
Plot without water per 25sqm	7.06	-	7.06	7.20	-	7.20	2%
Plot with water per 25 sqm - OAP`s	5.80	-	5.80	5.92	-	5.92	2%
Plot without water per 25sqm - OAP`s	3.53	-	3.53	3.60	-	3.60	2%
Landscape & Ecology							
High Hedge Enforcement Fee	535.50	-	535.50	535.50	-	535.50	0%
*Allotment fees for 2021/2022 will be increased by inflation with a years notice provided							
Community Services							
CCTV charge	102.00	-	102.00	104.00	-	104.00	2%
Filming charge	POA	POA	POA	POA	POA	POA	

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Hatfield Stage Hire Fees*							
Charities, voluntary and community organisations/events - Organisations that are hosting events outside of postcode AL9 & AL10 but within Welwyn Hatfield	230.00	46.00	276.00	225.60	56.40	282.00	2%
Charities or voluntary organisations/events - Organisations hosting events outside of the borough (but within 12miles radius) Commercial (with the aim of the organisation or event to make a profit for private gain) - Organisations that are hosting events outside of postcode AL9 & AL10 but within Welwyn Hatfield Commercial (with the aim of the organisation or event to make a profit for private gain) - Organisations that are hosting events outside of postcode AL9 & AL10 but within Welwyn Hatfield	383.00	76.60	459.60	375.20	93.80	469.00	2%
Commercial (with the aim of the organisation or event to make a profit for private gain) - Organisations that are hosting events outside of postcode AL9 & AL10 but within Welwyn Hatfield Commercial (with the aim of the organisation or event to make a profit for private gain) - Organisations that are hosting events outside of postcode AL9 & AL10 but within Welwyn Hatfield	536.00	107.20	643.20	524.80	131.20	656.00	2%
Commercial (with the aim of the organisation or event to make a profit for private gain) - Organisations that are hosting events outside of postcode AL9 & AL10 but within Welwyn Hatfield	765.00	153.00	918.00	748.80	187.20	936.00	2%
* Please note there is a full report given to exec board with regards to the charging proposals that were agreed by the Hatfield Town Centre Forum, organisations hosting events in AL9 & AL10 for the benefit of the community will not be charged beyond the actual costs of transporting the stage and putting the stage up and taking it down.							

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Local land searches *							
LLC1 & Con29 (residential, commercial & land) *part VATable	76.00	11.60	87.60	76.00	11.60	87.60	0.0%
Con29R only	59.00	11.80	70.80	59.00	11.80	70.80	0.0%
Con 29O questions	8.00	1.60	9.60	8.00	1.60	9.60	0.0%
Extra Parcels of Land	8.00	1.60	9.60	8.00	1.60	9.60	0.0%
Con 29O question 22	16.00	3.20	19.20	16.00	3.20	19.20	0.0%
LLC1 search only	17.00	0.00	17.00	17.00	0.00	17.00	0.0%
Legal							
Certificate of Compliance	81.60	-	81.60	83.23	-	83.23	2.0%
DS1 or DS2 Land Registry Forms	81.60	-	81.60	83.23	-	83.23	2.0%
Postponement of Discount	81.60	-	81.60	83.23	-	83.23	2.0%
Legal Photocopying Charges	45.90	-	45.90	46.82	-	46.82	2.0%
Reports on Title	132.60	26.52	159.12	135.25	27.05	162.30	2.0%
Boundary enquires	81.60	-	81.60	83.23	-	83.23	2.0%
Electoral Services							
Sale of electoral registers (data)	20.00	-	20.00	20.00	-	20.00	0.0%
plus per 1000 entries	1.50	-	1.50	1.50	-	1.50	0.0%
Sale of electoral registers (printed)	10.00	-	10.00	10.00	-	10.00	0.0%
plus per 1000 entries	5.00	-	5.00	5.00	-	5.00	0.0%
Democratic Services							
Photocopying of information per A4 sheet	0.10	0.02	0.12	0.10	0.02	0.12	0.0%
Licensing							
Animal Activities							
Home Dog boarding or Day Care/ Commercial up to ten dogs 1 year							
On Application	267.00	-	267.00	267.00	-	267.00	0.0%
On Issue	31.00	-	31.00	31.00	-	31.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Home Dog boarding or Day Care/ Commercial up to ten dogs 2 year							
On Application	267.00	-	267.00	267.00	-	267.00	0.0%
On Issue	74.00	-	74.00	74.00	-	74.00	0.0%
Renewal 1 year - On application	234.00	-	234.00	234.00	-	234.00	0.0%
Renewal 1 year - On issue	36.00	-	36.00	36.00	-	36.00	0.0%
Renewal 2 year - On Application	234.00	-	234.00	234.00	-	234.00	0.0%
Renewal 2 year - On Issue	99.00	-	99.00	99.00	-	99.00	0.0%
Regional Casino	8,000.00	-	8,000.00	8,000.00	-	8,000.00	0.0%
Bingo Club	735.42	-	735.42	750.13	-	750.13	2.0%
Betting premises (excluding tracks)	735.42	-	735.42	750.13	-	750.13	2.0%
Tracks	950.00	-	950.00	950.00	-	950.00	0.0%
Family Entertainment Centre	788.46	-	788.46	804.23	-	804.23	2.0%
Adult Gaming Centre	788.46	-	788.46	804.23	-	804.23	2.0%
Sex Shop or Sex Cinema	661.98	-	661.98	675.22	-	675.22	2.0%
Sexual Entertainment Venue	661.98	-	661.98	675.22	-	675.22	2.0%
Hypnotism application	163.20	-	163.20	166.46	-	166.46	2.0%
Gambling Premises notification of change	50.00	-	50.00	50.00	-	50.00	0.0%
Gambling Premises copy of Licence	25.00	-	25.00	25.00	-	25.00	0.0%
Lottery Registration	40.00	-	40.00	40.00	-	40.00	0.0%
Lottery Renewal	20.00	-	20.00	20.00	-	20.00	0.0%
Scrap Metal Site Licence Application	786.22	-	786.22	801.94	-	801.94	2.0%
Collectors Licence Application	657.62	-	657.62	670.77	-	670.77	2.0%
Site Licence Renewal	533.21	-	533.21	543.87	-	543.87	2.0%
Collectors Licence Renewal	507.07	-	507.07	517.21	-	517.21	2.0%
Variation (site licence to collectors licence)	86.78	-	86.78	88.51	-	88.51	2.0%
Variation (collectors licence to site licence)	156.83	-	156.83	159.96	-	159.96	2.0%
Change of site	86.78	-	86.78	88.51	-	88.51	2.0%
Change of site manager	70.05	-	70.05	71.45	-	71.45	2.0%
Change of name or address	49.14	-	49.14	50.12	-	50.12	2.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Premises & Clubs - new applications							
Rateable value :- Band A	100.00	-	100.00	100.00	-	100.00	0.0%
:- Band B	190.00	-	190.00	190.00	-	190.00	0.0%
:- Band C	315.00	-	315.00	315.00	-	315.00	0.0%
:- Band D	450.00	-	450.00	450.00	-	450.00	0.0%
:- Band E	635.00	-	635.00	635.00	-	635.00	0.0%
:- Minor variations	89.00	-	89.00	89.00	-	89.00	0.0%
Additional fees for premises holding more than 5000 persons							
5,000 - 9,999	1,000.00	-	1,000.00	1,000.00	-	1,000.00	0.0%
10,000 - 14,999	2,000.00	-	2,000.00	2,000.00	-	2,000.00	0.0%
15,000 - 19,999	4,000.00	-	4,000.00	4,000.00	-	4,000.00	0.0%
20,000 - 29,999	8,000.00	-	8,000.00	8,000.00	-	8,000.00	0.0%
30,000 - 39,999	16,000.00	-	16,000.00	16,000.00	-	16,000.00	0.0%
40,000 - 49,999	24,000.00	-	24,000.00	24,000.00	-	24,000.00	0.0%
50,000 - 59,999	32,000.00	-	32,000.00	32,000.00	-	32,000.00	0.0%
60,000 - 69,999	40,000.00	-	40,000.00	40,000.00	-	40,000.00	0.0%
70,000 - 79,999	48,000.00	-	48,000.00	48,000.00	-	48,000.00	0.0%
80,000 - 89,999	56,000.00	-	56,000.00	56,000.00	-	56,000.00	0.0%
90,000 and over	64,000.00	-	64,000.00	64,000.00	-	64,000.00	0.0%
Premises & Clubs - Annual Fee (Renewals)							
Rateable value :- Band A	70.00	-	70.00	70.00	-	70.00	0.0%
:- Band B	180.00	-	180.00	180.00	-	180.00	0.0%
:- Band C	295.00	-	295.00	295.00	-	295.00	0.0%
:- Band D	320.00	-	320.00	320.00	-	320.00	0.0%
:- Band E	350.00	-	350.00	350.00	-	350.00	0.0%
Additional fees for premises holding more than 5000 persons							
5,000 - 9,999	500.00	-	500.00	500.00	-	500.00	0.0%
10,000 - 14,999	1,000.00	-	1,000.00	1,000.00	-	1,000.00	0.0%
15,000 - 19,999	2,000.00	-	2,000.00	2,000.00	-	2,000.00	0.0%
20,000 - 29,999	4,000.00	-	4,000.00	4,000.00	-	4,000.00	0.0%
30,000 - 39,999	8,000.00	-	8,000.00	8,000.00	-	8,000.00	0.0%
40,000 - 49,999	12,000.00	-	12,000.00	12,000.00	-	12,000.00	0.0%
50,000 - 59,999	16,000.00	-	16,000.00	16,000.00	-	16,000.00	0.0%
60,000 - 69,999	20,000.00	-	20,000.00	20,000.00	-	20,000.00	0.0%
70,000 - 79,999	24,000.00	-	24,000.00	24,000.00	-	24,000.00	0.0%
80,000 - 89,999	28,000.00	-	28,000.00	28,000.00	-	28,000.00	0.0%
90,000 and over	32,000.00	-	32,000.00	32,000.00	-	32,000.00	0.0%
Personal Licence	37.00	-	37.00	37.00	-	37.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Application for the grant or renewal of a personal licence	37.00	-	37.00	37.00	-	37.00	0.0%
Temporary Event Notice	21.00	-	21.00	21.00	-	21.00	0.0%
Replacement of premises licence or summary	10.50	-	10.50	10.50	-	10.50	0.0%
Premises & Clubs - new applications for primarily for selling alcohol (consumption on the premises)							
Rateable value :- Band D	900.00	-	900.00	900.00	-	900.00	0.0%
:- Band E	1,905.00	-	1,905.00	1,905.00	-	1,905.00	0.0%
Premises & Clubs - Annual Fee for primarily for selling alcohol for consumption on the premises							
Rateable value :- Band D	640.00	-	640.00	640.00	-	640.00	0.0%
:- Band E	1,050.00	-	1,050.00	1,050.00	-	1,050.00	0.0%
Application for the mandatory condition requiring DPS in respect of a premises licence to be disapplied	23.00	-	23.00	23.00	-	23.00	0.0%
Street Trading consents							
Per trading per day of the week	173.40	-	173.40	176.87	-	176.87	2.0%
Application for a provisional statement where premises are being built etc	315.00	-	315.00	315.00	-	315.00	0.0%
Notification of change of address	10.50	-	10.50	10.50	-	10.50	0.0%
Application to vary a licence to specify an individual as premises supervisor	23.00	-	23.00	23.00	-	23.00	0.0%
Application for transfer of premises Licence	23.00	-	23.00	23.00	-	23.00	0.0%
Interim Authority Notice following death of licence holder	23.00	-	23.00	23.00	-	23.00	0.0%
Replacement of certificate or summary	10.50	-	10.50	10.50	-	10.50	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Notification of change of name or alteration of rules of club	10.50	-	10.50	10.50	-	10.50	0.0%
Change of relevant registered address of club	10.50	-	10.50	10.50	-	10.50	0.0%
Replacement of temporary event notice	10.50	-	10.50	10.50	-	10.50	0.0%
Replacement of personal licence	10.50	-	10.50	10.50	-	10.50	0.0%
Duty to notify change of name & address	10.50	-	10.50	10.50	-	10.50	0.0%
Right of freeholder to be notified of licensing matters.	21.00	-	21.00	21.00	-	21.00	0.0%
Copy of document on public register	0.12	0.02	0.14	0.12	0.02	0.14	0.0%
Mobile Homes Act							
Initial Site Licence Fee	144.28	28.86	173.13	147.16	29.43	176.60	2.0%
- and in addition for each pitch	14.64	2.93	17.56	14.93	2.99	17.92	2.0%
Transfer or Standard amendment fee	186.10	37.22	223.32	189.82	37.96	227.79	2.0%
Site expansion amendment fee	144.28	28.86	173.13	147.16	29.43	176.60	2.0%
- and in addition for each pitch	14.64	2.93	17.56	14.93	2.99	17.92	2.0%
Annual Fee per pitch	11.50	2.30	13.80	11.73	2.35	14.08	2.0%
Site Rules Regulation Deposit	36.59	7.32	43.91	37.32	7.46	44.79	2.0%
Fit and Proper Persons Check	172.51	34.50	207.01	175.96	35.19	211.15	2.0%
Enforcement Notice	296.92	59.38	356.31	302.86	60.57	363.43	2.0%
Works in default - As displayed in current budget book and vary between the officer involved and the time for day the works are executed							

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Hackney Carriages							
Hackney Carriage							
Driver/Private hire driver							
Licence - 3 Years	450.00	-	450.00	450.00	-	450.00	0.0%
Hackney Carriage Vehicle							
Licence/Private Hire Vehicle -							
1 Year	290.00	-	290.00	290.00	-	290.00	0.0%
Private Hire Operator Licence							
:-							
1 Year	330.00	-	330.00	330.00	-	330.00	0.0%
3 Years	762.00	-	762.00	762.00	-	762.00	0.0%
5 Years	1194.00	-	1194.00	1194.00	-	1194.00	0.0%
CRB check	50.00	-	50.00	50.00	-	50.00	0.0%
Knowledge test (per attempt)	60.00	-	60.00	60.00	-	60.00	0.0%
Replacement plate	20.00	-	20.00	20.00	-	20.00	0.0%
Replacement bracket	15.00	-	15.00	15.00	-	15.00	0.0%
Replacement driver's badge	15.00	-	15.00	15.00	-	15.00	0.0%
Extra copy/duplicate of							
licence	5.00	-	5.00	5.00	-	5.00	0.0%
DVLA	10.00	-	10.00	10.00	-	10.00	0.0%
Vehicle transfers	100.00	-	100.00	100.00	-	100.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Environmental Health Training / Courses							
Level 2 - Food Safety in Catering (residents or businesses of WH)	65.00	-	65.00	65.00	-	65.00	0.0%
Level 2 - Food Hygiene in Catering (outside of WH)	70.00	-	70.00	70.00	-	70.00	0.0%
Level 2 - Nutrition course (residents or businesses of WH)	65.00		65.00	65.00		65.00	0.0%
Level 2 - Nutrition course (outside of WH)	70.00		70.00	70.00		70.00	0.0%
Level 3 - Food safety in Catering (residents/businesses of WH)	275.00	-	275.00	275.00	-	275.00	0.0%
Level 3 - Food safety in Catering (outside of WH))	285.00	-	285.00	285.00	-	285.00	0.0%
Level 3 - Refresher Course	155.00	-	155.00	155.00	-	155.00	0.0%
Level 3 - Refresher Course (outside WH)	165.00	-	165.00	165.00	-	165.00	0.0%
Resilience awareness training (organisation)	510.00	-	510.00	520.20	-	520.20	2.0%
Small Business Support course (part day)	66.30	-	66.30	67.63	-	67.63	2.0%
Small Business Support course (full day)	132.60	-	132.60	135.25	-	135.25	2.0%
Small Food Business workshops	25.50	-	25.50	26.01	-	26.01	2.0%
Replacement food hygiene/safety certificate	40.00	-	40.00	40.00	-	40.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Cancellation of attendance at courses listed above:							
Cancellation within 1 month of course :	75% refund			75% refund			
Cancellation within 1 week of course:	No Refund			No Refund			
Failure to attend without notification:	Course Fees Payable			Course Fees Payable			
EPA prescribed processes - application fees these fees are subject to change by statute							
EPA part B installation	1,650.00	-	1,650.00	1,650.00	-	1,650.00	0.0%
Additional fee for operating without a permit	1,188.00	-	1,188.00	1,188.00	-	1,188.00	0.0%
Reduced Fee activities	155.00	-	155.00	155.00	-	155.00	0.0%
PVR I & II	257.00	-	257.00	257.00	-	257.00	0.0%
Vehicle Refinishers	362.00	-	362.00	362.00	-	362.00	0.0%
Reduced Fee activities :							
Additional fee for operating without a permit.	71.00	-	71.00	71.00	-	71.00	0.0%
Mobile screening & crushing plant	1,650.00	-	1,650.00	1,650.00	-	1,650.00	0.0%
for the 3rd to 7th applications	985.00	-	985.00	985.00	-	985.00	0.0%
for the 8th & subsequent applications	498.00	-	498.00	498.00	-	498.00	0.0%
Where an application for any of the above is for a combined Part B and waste application, add an extra £104, (low risk) £156 (medium risk) or £207 (high risk) to above amounts							
Annual Subsistence Charges							
Annual Subsistence Charge - low risk *	772.00	-	772.00	772.00	-	772.00	0.0%
Annual Subsistence Charge - medium risk *	1,161.00	-	1,161.00	1,161.00	-	1,161.00	0.0%
Annual subsistence Charge - high risk *	1,747.00	-	1,747.00	1,747.00	-	1,747.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Annual Subsistence Charge - petrol stations,							
Reduced fee activities - low	79.00	-	79.00	79.00	-	79.00	0.0%
Reduced fee activities - medium	158.00	-	158.00	158.00	-	158.00	0.0%
Reduced fee activities - high	237.00	-	237.00	237.00	-	237.00	0.0%
PVR I & II - low	113.00	-	113.00	113.00	-	113.00	0.0%
PVR I & II - medium	226.00	-	226.00	226.00	-	226.00	0.0%
PVR I & II - high	341.00	-	341.00	341.00	-	341.00	0.0%
Vehicle Refinishers - low	228.00	-	228.00	228.00	-	228.00	0.0%
Vehicle Refinishers - medium	365.00	-	365.00	365.00	-	365.00	0.0%
Vehicle Refinishers - high	548.00	-	548.00	548.00	-	548.00	0.0%
Mobile screening & crushing plant - low	626.00	-	626.00	626.00	-	626.00	0.0%
Mobile screening & crushing plant - medium	1,034.00	-	1,034.00	1,034.00	-	1,034.00	0.0%
Mobile screening & crushing plant - high	1,551.00	-	1,551.00	1,551.00	-	1,551.00	0.0%
for the 3rd to 7th applications - low	385.00	-	385.00	385.00	-	385.00	0.0%
for the 3rd to 7th applications - medium	617.00	-	617.00	617.00	-	617.00	0.0%
for the 3rd to 7th applications - high	924.00	-	924.00	924.00	-	924.00	0.0%
for the 8th & subsequent applications - low	198.00	-	198.00	198.00	-	198.00	0.0%
for the 8th & subsequent applications - medium	314.00	-	314.00	314.00	-	314.00	0.0%
for the 8th & subsequent applications - high	473.00	-	473.00	473.00	-	473.00	0.0%

If subsistence charge is paid in instalments the total amount of subsistence charge payable in that financial year is increased by £38.

An extra £104 is required where the operator carries on an operation that falls within the reporting obligations of the EC Regulation

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
* these additional amounts must be charged where a permit is for a combined Part B and waste installation							
Low Risk	104.00	-	104.00	104.00	-	104.00	0.0%
Medium risk	156.00	-	156.00	156.00	-	156.00	0.0%
High Risk	207.00	-	207.00	207.00	-	207.00	0.0%
Transfer & Surrender							
Standard process transfer	169.00	-	169.00	169.00	-	169.00	0.0%
Standard process partial transfer	497.00	-	497.00	497.00	-	497.00	0.0%
Surrender : all Part B activities							
Reduced fee activities : transfer							
Reduced fee activities : partial transfer	47.00	-	47.00	47.00	-	47.00	0.0%
Substantial change S10 & S11							
Standard process	1,050.00	-	1,050.00	1,050.00	-	1,050.00	0.0%
Standard process where the substantial change results in a new PPC activity.	1,650.00	-	1,650.00	1,650.00	-	1,650.00	0.0%
Change due to implementing an upgrading plan (applies to LAPC only)	147.00	-	147.00	147.00	-	147.00	0.0%
Reduced fee activities	102.00	-	102.00	102.00	-	102.00	0.0%
Application fee for grant of A2 permit	3,363.00	-	3,363.00	3,363.00	-	3,363.00	0.0%
Application fee for transfer of A2 permit full	235.00	-	235.00	235.00	-	235.00	0.0%
Partial transfer	698.00	-	698.00	698.00	-	698.00	0.0%
Surrender of permit	698.00	-	698.00	698.00	-	698.00	0.0%
Application for Variation	1,368.00	-	1,368.00	1,368.00	-	1,368.00	0.0%
Variation for Small Waste Incineration plant	3,363.00	-	3,363.00	3,363.00	-	3,363.00	0.0%
Late Application fee for A2	1,188.00	-	1,188.00	1,188.00	-	1,188.00	0.0%
Subsistence Charges A2							
Low Risk	1,343.00	-	1,343.00	1,343.00	-	1,343.00	0.0%
Medium Risk	1,507.00	-	1,507.00	1,507.00	-	1,507.00	0.0%
High Risk	2,230.00	-	2,230.00	2,230.00	-	2,230.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
If subsistence charge is paid in instalments the total amount of subsistence charge payable in that financial year is increased by £38.							
An extra £103 is required where the operator carries on an operation that falls within the reporting obligations of the EC Regulation							
Certificate of Voluntary Surrender of Food (plus officer & disposal costs) per hour	55.00	-	55.00	55.00	-	55.00	N/A
Sale of Food Safety Act Register	239.70	-	239.70	244.49	-	244.49	2.0%
Food Safety Export check	61.20	-	61.20	62.42	-	62.42	2.0%
Food FHS Revisit	180.00	-	180.00	180.00	-	180.00	0.0%
Storage of noise making equipment following seizure (plus officer cost)	566.10	-	566.10	577.42	-	577.42	2.0%
Fixed penalty notice for smoking in a smoke free place	50.00	-	50.00	50.00	-	50.00	0.0%
Discounted to if paid within 30 days	30.00	-	30.00	30.00	-	30.00	0.0%
Failure to display smoking signs	200.00	-	200.00	200.00	-	200.00	0.0%
Discounted to if paid within 30 days	150.00	-	150.00	150.00	-	150.00	0.0%
Private Water Supplies & Distribution Systems Risk Assessment	500.00	-	500.00	500.00	-	500.00	0.0%
Sampling - each visit (maximum fee)	100.00	-	100.00	100.00	-	100.00	0.0%
Investigation (each investigation)	100.00	-	100.00	100.00	-	100.00	0.0%
Granting an Authorisation	100.00	-	100.00	100.00	-	100.00	0.0%
Analysing a sample taken under regulation 10	30.00	6.00	36.00	30.00	6.00	36.00	0.0%
taken during check monitoring	POA	-	POA	POA	-	POA	
taken during audit monitoring	500.00	-	500.00	500.00	-	500.00	0.0%
Environmental Search for Contaminated Land	91.80	-	91.80	93.64	-	93.64	2.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Officer time for work in default - Head of Service	60.37	12.07	72.45	61.58	12.32	73.90	2.0%
Officer time for work in default - Team Leader	44.44	8.89	53.33	45.33	9.07	54.40	2.0%
Officer time for work in default - EHO	37.72	7.54	45.26	38.47	7.69	46.17	2.0%
Officer time for work in default - EHTO	30.00	6.00	36.00	30.60	6.12	36.72	2.0%
Officer time for work in default - EHTSO	20.27	4.05	24.32	20.67	4.13	24.81	2.0%
Charges for works carried out during the following times: Monday - Friday 7pm - 8am time and a half - Saturday time and a half = Sunday & Bank Holidays time and a half							
Provision of a factual statement to the victim of an accident	POA	POA	POA	POA	POA	POA	
Planning							
Residential properties enlargement, improvement/alteration of dwellings for domestic purposes - 1 dwelling	206.00	-	206.00	206.00	-	206.00	0.0%
Residential properties enlargement, improvement/alteration of dwellings for domestic purposes - 2 or more dwellings	407.00	-	407.00	407.00	-	407.00	0.0%
Operations with residential curtilage for domestic purposes (including buildings, gates & fences etc.)	206.00	-	206.00	206.00	-	206.00	0.0%
Car park, road & access to serve single undertaking where associated with existing use.	234.00	-	234.00	234.00	-	234.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
New dwellings outline permission :- Site less than 2.5ha - price per 0.1ha	462.00	-	462.00	462.00	-	462.00	0.0%
Site greater than 2.5ha - plus price per 0.1ha above 2.5ha (maximum £125,000)	11,432.00	-	11,432.00	11,432.00	-	#####	0.0%
Up to 50 new dwellings - price per dwelling	138.00	-	138.00	138.00	-	138.00	0.0%
51 or more new dwellings - plus fee per additional dwelling above 50 (maximum £250,000)	462.00	-	462.00	462.00	-	462.00	0.0%
Buildings outline permission, dwellings, agricultural buildings or plant & glass houses etc :- Site less than 2.5ha - price per 0.1ha	22,859.00	-	22,859.00	22,859.00	-	#####	0.0%
Site greater than 2.5ha - plus fee per additional 0.1ha above 2.5ha (maximum £125,000)	138.00	-	138.00	138.00	-	138.00	0.0%
Commercial Planning fees - other cases :- No floor space created	462.00	-	462.00	462.00	-	462.00	0.0%
If less than 40sqm	11,432.00	-	11,432.00	11,432.00	-	#####	0.0%
If between 40sqm - 75sqm gross floor space	138.00	-	138.00	138.00	-	138.00	0.0%
If between 75sqm - 3750sqm, price per each 75sqm of gross floor space created	462.00	-	462.00	462.00	-	462.00	0.0%
If greater than 3750sqm gross floor space	22,859.00	-	22,859.00	22,859.00	-	#####	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
plus additional fee per each 75sqm over 3750sqm (maximum £50,000)	138.00	-	138.00	138.00	-	138.00	0.0%
Prior approval applications comprising of a material change of use of any buildings or other land	96.00	-	96.00	96.00	-	96.00	0.0%
Prior approval applications comprising of associated operational development	206.00	-	206.00	206.00	-	206.00	0.0%
Commercial outline planning fees - Agricultural buildings on agricultural land (other than glasshouses) :- Site less than 2.5ha - price per 0.1ha	462.00	-	462.00	462.00	-	462.00	0.0%
Site greater than 2.5ha -	11,432.00	-	11,432.00	11,432.00	-	#####	0.0%
plus fee per additional 0.1ha (maximum £25,000)	138.00	-	138.00	138.00	-	138.00	0.0%
Commercial planning fees - Other Agricultural Cases :- If less than 465sqm gross floor space created	96.00	-	96.00	96.00	-	96.00	0.0%
If between 465sqm - 540sqm gross floor space created	462.00	-	462.00	462.00	-	462.00	0.0%
If between 540sqm - 4215sqm gross floor space created	462.00	-	462.00	462.00	-	462.00	0.0%
plus fee per additional 75sqm above 540sqm	462.00	-	462.00	462.00	-	462.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
If over 4215sqm floor space created	22,859.00	-	#####	22,859.00	-	#####	0.0%
plus fee per additional 75sqm above 4215sqm (maximum £250,000)	138.00	-	138.00	138.00	-	138.00	0.0%
Commercial planning fees - Glasshouses & poly tunnels agricultural land :-							
up to 465sqm	96.00	-	96.00	96.00	-	96.00	0.0%
exceeding 465sqm	2,580.00	-	2,580.00	2,580.00	-	2,580.00	0.0%
Commercial planning fees - Erection, alteration or replacement of plant & machinery where site area does not exceed 5ha - fee per 0.1ha	462.00	-	462.00	462.00	-	462.00	0.0%
where site area exceeds 5ha -	22,859.00	-	22,859.00	22,859.00	-	22,859.00	0.0%
plus fee per additional 0.1 ha (maximum £250,000)	138.00	-	138.00	138.00	-	138.00	0.0%
Commercial planning fees - Operations connected with exploratory drilling for oil and gas :-							
Where site area does not exceed 7.5ha - fee for each 0.1 ha	508.00	-	508.00	508.00	-	508.00	0.0%
Where site area exceeds 7.5ha	38,070.00	-	38,070.00	38,070.00	-	38,070.00	0.0%
plus additional fee for each 0.1ha above 7.5ha (maximum £250,000)	151.00	-	151.00	151.00	-	151.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Commercial planning fees - operations not within the above categories :- Where site area does not exceed 15ha - fee per 0.1ha	234.00	-	234.00	234.00	-	234.00	0.0%
Where site area exceeds 15ha - plus additional fee per 0.1ha above 15ha (maximum £250,000)	29,112.00	-	29,112.00	29,112.00	-	29,112.00	0.0%
Change of use of a building to one or more dwellings :- Where change is from a single dwelling to 50 or fewer dwellings - fee per dwelling	385.00	-	385.00	385.00	-	385.00	0.0%
51 or more dwellings - plus additional fee per dwelling over 50	19,049.00	-	19,049.00	19,049.00	-	19,049.00	0.0%
Other cases :- To 50 or fewer dwellings - fee per dwelling	462.00	-	462.00	462.00	-	462.00	0.0%
51 or more dwellings - plus additional fee per dwelling over 50 (maximum £250,000)	22,859.00	-	22,859.00	22,859.00	-	22,859.00	0.0%
Use of disposal of refuse or waste materials and open mineral storage Where site area does not exceed 15ha - fee for each 0.1ha	234.00	-	234.00	234.00	-	234.00	0.0%
Where site area exceeds 15ha - plus additional fee per 0.1ha above 15ha (Max £78k)	34,934.00	-	34,934.00	34,934.00	-	34,934.00	0.0%
	138.00	-	138.00	138.00	-	138.00	0.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Other operations (not coming within any of the above categories) any site area each 0.1 hectare (or part there of) up to a maximum of £1,690.	234.00	-	234.00	234.00	-	234.00	0.0%
Material change of use in land or buildings other than above	462.00	-	462.00	462.00	-	462.00	0.0%
Advertisements :- A1 - Business premises or other land within business curtilage relating to nature of business goods sold, services provided or name of persons undertaking business.	132.00	-	132.00	132.00	-	132.00	0.0%
A2 - Sign relating to business in the same locality as the site but not visible from that site	132.00	-	132.00	132.00	-	132.00	0.0%
A3 - All other advertisements	462.00	-	462.00	462.00	-	462.00	0.0%
Variation of a Condition	234.00	-	234.00	234.00	-	234.00	0.0%
Discharge of a Condition (for each request)							
Householder	34.00	-	34.00	34.00	-	34.00	0.0%
Other	116.00	-	116.00	116.00	-	116.00	0.0%
Non-material changes to Planning Permission							
Householder	34.00	-	34.00	34.00	-	34.00	0.0%
Other	234.00	-	234.00	234.00	-	234.00	0.0%
Retrospective Estate Management Consent	242.00	-	242.00	242.00	-	242.00	0.0%
S106/legal agreements / obligations (excludes any legal costs incurred by the Council which are paid by the applicant).							

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Confirmation of compliance with clause(s)	257.14	51.43	308.57	257.14	51.43	308.57	0.0%
Discharge or modification of obligation (all except householder)	482.32	96.46	578.78	482.32	96.46	578.78	0.0%
New householder related with associated planning application New for housing developments between 10 - 24 houses	172.00	34.40	206.40	172.00	34.40	206.40	0.0%
New for housing developments between 25 - 100 houses	618.46	123.69	742.15	618.46	123.69	742.15	0.0%
New for housing developments between 101 - 300 houses	699.46	139.89	839.35	699.46	139.89	839.35	0.0%
	957.56	191.51	1,149.07	957.56	191.51	1,149.07	0.0%
Monitoring and Administration of s106 planning obligations - 5% of the total value of the contributions up to a maximum of £5,000							
All legal costs for Section 106 Agreements and Unilateral Undertakings will be paid for by the Applicant. The Applicant will be provided with an hourly rate and an estimate of the total legal costs when Legal is first instructed. The Applicant is responsible for paying any abortive legal costs even if the matter is not proceeded							
Pre-application advice							
Householder							
Level 1 advice	43.56	8.71	52.28	N/A - Fee structure changed.			
Level 2 advice	65.34	13.07	78.41	N/A - Fee structure changed.			
Level 2 follow-up advice	43.56	8.71	52.28	N/A - Fee structure changed.			
Level 3 advice	87.13	17.43	104.55	N/A - Fee structure changed.			
Level 3 follow-up advice	65.34	13.07	78.41	N/A - Fee structure changed.			
Single dwelling							
Level 1 advice	87.13	17.43	104.55	N/A - Fee structure changed.			
Level 2 advice	130.69	26.14	156.83	N/A - Fee structure changed.			
Level 2 follow-up advice	87.13	17.43	104.55	N/A - Fee structure changed.			
Level 3 advice	261.38	52.28	313.65	N/A - Fee structure changed.			
Level 3 follow-up advice	152.47	30.49	182.96	N/A - Fee structure changed.			

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
2- 5 dwellings							
Level 1 advice	239.59	47.92	287.51	N/A - Fee structure changed.			
Level 2 advice	435.63	87.13	522.75	N/A - Fee structure changed.			
Level 2 follow-up advice	217.81	43.56	261.38	N/A - Fee structure changed.			
Level 3 advice	609.88	121.98	731.85	N/A - Fee structure changed.			
Level 3 follow-up advice	348.50	69.70	418.20	N/A - Fee structure changed.			
6-9 dwellings							
Level 1 advice	348.50	69.70	418.20	N/A - Fee structure changed.			
Level 2 advice	566.31	113.26	679.58	N/A - Fee structure changed.			
Level 2 follow-up advice	261.38	52.28	313.65	N/A - Fee structure changed.			
Level 3 advice	740.56	148.11	888.68	N/A - Fee structure changed.			
Level 3 follow-up advice	522.75	104.55	627.30	N/A - Fee structure changed.			
10 – 24 dwellings							
Level 1 advice	479.19	95.84	575.03	N/A - Fee structure changed.			
Level 2 advice	784.13	156.83	940.95	N/A - Fee structure changed.			
Level 2 follow-up advice	348.50	69.70	418.20	N/A - Fee structure changed.			
Level 3 advice	1,045.50	209.10	1,254.60	N/A - Fee structure changed.			
Level 3 follow-up advice	609.88	121.98	731.85	N/A - Fee structure changed.			
25 – 50 dwellings							
Level 1 advice	740.56	148.11	888.68	N/A - Fee structure changed.			
Level 2 advice for 25 dwellings + for each additional 5 dwellings or part thereof	871.25 87.13	174.25 17.43	1,045.50 104.55	N/A - Fee structure changed.			
Level 2 follow-up advice	697.00	139.40	836.40	N/A - Fee structure changed.			
Level 3 advice for 25 dwellings + for each additional 5 dwellings or part thereof	1,306.88 87.13	261.38 17.43	1,568.25 104.55	N/A - Fee structure changed.			
Level 3 follow-up advice	871.25	174.25	1,045.50	N/A - Fee structure changed.			
51 + dwellings		POA	POA				
Walls, fences (boundaries) (not householder)							
Level 1 advice	87.13	17.43	104.55	N/A - Fee structure changed.			
Level 2 advice	130.69	26.14	156.83	N/A - Fee structure changed.			
Level 2 follow-up advice	65.34	13.07	78.41	N/A - Fee structure changed.			
Level 3 advice	217.81	43.56	261.38	N/A - Fee structure changed.			
Level 3 follow-up advice	130.69	26.14	156.83	N/A - Fee structure changed.			

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Listed buildings (householders) where planning permission is not required							
Level 2 advice	87.13	17.43	104.55	N/A - Fee structure changed.			
Level 2 follow-up advice	43.56	8.71	52.28	N/A - Fee structure changed.			
Level 3 advice	130.69	26.14	156.83	N/A - Fee structure changed.			
Level 3 follow-up advice	87.13	17.43	104.55	N/A - Fee structure changed.			
Listed buildings (commercial) where planning permission is not required							
Level 2 advice	217.81	43.56	261.38	N/A - Fee structure changed.			
Level 2 follow-up advice	130.69	26.14	156.83	N/A - Fee structure changed.			
Level 3 advice	261.38	52.28	313.65	N/A - Fee structure changed.			
Level 3 follow-up advice	174.25	34.85	209.10	N/A - Fee structure changed.			
Pre Application Advice							
If you just want general written advice about the principle of the proposal							
Household	N/A - Fee structure changed.			50.00	10.00	60.00	N/A
Listed Building	N/A - Fee structure changed.			N/A	N/A	N/A	N/A
1-3 dwelling	N/A - Fee structure changed.			200.00	40.00	240.00	N/A
4-9 dwellings up to 999 sqm less than 0.5 hectares change of Use to 499 sqm	N/A - Fee structure changed.			500.00	100.00	600.00	N/A
10-24 dwellings Up to 1,999 sqm 0.5 - 1 hectares Change of Use 500+ sqm	N/A - Fee structure changed.			1,500.00	300.00	1,800.00	N/A
25-49 dwellings up to 4,999 sqm more than 1 hectare	N/A - Fee structure changed.			2,500.00	500.00	3,000.00	N/A
- 50-99 dwellings up to 10,000 sqm	N/A - Fee structure changed.			3,000.00	600.00	3,600.00	N/A
- 100+ dwellings more than 10,000 sqm	N/A - Fee structure changed.			Bespoke fees to be agreed with officers			

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
If you want written advice about the principle and detail of the proposal							
Household	N/A - Fee structure changed.			100.00	20.00	120.00	N/A
Listed Building	N/A - Fee structure changed.			200.00	40.00	240.00	N/A
1-3 dwelling	N/A - Fee structure changed.			400.00	80.00	480.00	N/A
4-9 dwellings up to 999 sqm less than 0.5 hectares change of Use to 499 sqm	N/A - Fee structure changed.			1,000.00	200.00	1,200.00	N/A
10-24 dwellings Up to 1,999 sqm 0.5 - 1 hectares Change of Use 500+ sqm	N/A - Fee structure changed.			3,000.00	600.00	3,600.00	N/A
25-49 dwellings up to 4,999 sqm more than 1 hectare	N/A - Fee structure changed.			5,000.00	1,000.00	6,000.00	N/A
- 50-99 dwellings up to 10,000 sqm	N/A - Fee structure changed.			6,000.00	1,200.00	7,200.00	N/A
- 100+ dwellings more than 10,000 sqm	N/A - Fee structure changed.			Bespoke fees to be agreed with officers			
If you want further written advice following any changes							
Household	N/A - Fee structure changed.			50.00	10.00	60.00	N/A
Listed Building	N/A - Fee structure changed.			100.00	20.00	120.00	N/A
1-3 dwelling	N/A - Fee structure changed.			200.00	40.00	240.00	N/A
4-9 dwellings up to 999 sqm less than 0.5 hectares change of Use to 499 sqm	N/A - Fee structure changed.			500.00	100.00	600.00	N/A
10-24 dwellings Up to 1,999 sqm 0.5 - 1 hectares Change of Use 500+ sqm	N/A - Fee structure changed.			1,500.00	300.00	1,800.00	N/A
25-49 dwellings up to 4,999 sqm more than 1 hectare	N/A - Fee structure changed.			2,500.00	500.00	3,000.00	N/A
- 50-99 dwellings up to 10,000 sqm	N/A - Fee structure changed.			3,000.00	600.00	3,600.00	N/A
- 100+ dwellings more than 10,000 sqm	N/A - Fee structure changed.			Bespoke fees to be agreed with officers			

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
If you want a meeting to discuss the proposal							
Householder - max 1 hour	N/A - Fee structure changed.			100.00	20.00	120.00	N/A
Listed Building - to include Heritage Officer for max 1 hour	N/A - Fee structure changed.			200.00	40.00	240.00	N/A
1-3 dwellings - for max 1 hour	N/A - Fee structure changed.			150.00	30.00	180.00	N/A
4-9 dwellings up to 999 sqm less than 0.5 hectares change of Use to 499 sqm - for max 2 hours	N/A - Fee structure changed.			300.00	60.00	360.00	N/A
10-24 dwellings Up to 1,999 sqm 0.5 - 1 hectares Change of Use 500+ sqm - for max 2 hours	N/A - Fee structure changed.			500.00	100.00	600.00	N/A
25-49 dwellings up to 4,999 sqm more than 1 hectare for - max 2 hours	N/A - Fee structure changed.			1,000.00	200.00	1,200.00	N/A
50-99 dwellings up to 10,000 sqm - for max 2 hours	N/A - Fee structure changed.			1,500.00	300.00	1,800.00	N/A
- 100+ dwellings more than 10,000 sqm	N/A - Fee structure changed.			Bespoke fees to be agreed with officers			
Proposed Floor Areas (m²)							
Up to 100							
Level 1 advice	87.13	17.43	104.55	88.87	17.77	106.64	2.0%
Level 2 advice	130.69	26.14	156.83	133.30	26.66	159.96	2.0%
Level 2 follow-up advice	87.13	17.43	104.55	88.87	17.77	106.64	2.0%
Level 3 advice	261.38	52.28	313.65	266.60	53.32	319.92	2.0%
Level 3 follow-up advice	174.25	34.85	209.10	177.74	35.55	213.28	2.0%
101-500							
Level 1 advice							
Level 2 advice	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
Level 2 follow-up advice	217.81	43.56	261.38	222.17	44.43	266.60	2.0%
Level 3 advice	609.88	121.98	731.85	622.07	124.41	746.49	2.0%
Level 3 follow-up advice	304.94	60.99	365.93	311.04	62.21	373.24	2.0%
501-1000							
Level 1 advice	261.38	52.28	313.65	266.60	53.32	319.92	2.0%
Level 2 advice	697.00	139.40	836.40	710.94	142.19	853.13	2.0%
Level 2 follow-up advice	304.94	60.99	365.93	311.04	62.21	373.24	2.0%
Level 3 advice	958.38	191.68	1,150.05	977.54	195.51	1,173.05	2.0%
Level 3 follow-up advice	435.63	87.13	522.75	444.34	88.87	533.21	2.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
1001 – 5000							
Level 1 advice	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
Level 2 advice	1,306.88	261.38	1,568.25	1,333.01	266.60	1,599.62	2.0%
Level 2 follow-up advice	348.50	69.70	418.20	355.47	71.09	426.56	2.0%
Level 3 advice	2,178.13	435.63	2,613.75	2,221.69	444.34	2,666.03	2.0%
Level 3 follow-up advice	653.44	130.69	784.13	666.51	133.30	799.81	2.0%
5000+ individually calculated based on the proposal							
Change of Use (not for the creation of dwelling houses)							
Level 1 advice	130.69	26.14	156.83	133.30	26.66	159.96	2.0%
Level 2 advice	261.38	52.28	313.65	266.60	53.32	319.92	2.0%
Level 2 follow-up advice	348.50	69.70	418.20	355.47	71.09	426.56	2.0%
Level 3 advice	392.06	78.41	470.48	399.90	79.98	479.88	2.0%
<p>The following would be in addition to the cost for drawing up and agreeing the Planning Performance The Local Planning Authority will, for each development, keep a record of the costs and/or hours worked for each issue and will either refund to the developer any amount overpaid, or will require</p> <p>The following charges are given for a development of 100 houses and is indicative of the level and type</p>							
Officer Time							
Principal Development Management Officer*	4,356.25	871.25	5,227.50	4,443.38	888.68	5,332.05	2.0%
Senior Development Management Officer *	13,068.75	2,613.75	#####	13,330.13	2,666.03	#####	2.0%
<p>*These charges are on the basis of a Senior Planning Officer leading the discussions for WHBC and</p>							
Assessments							
Viability assessment	17,425.00	3,485.00	20,910.00	17,773.50	3,554.70	#####	2.0%
Legal – re obligations/ advice	4,356.25	871.25	5,227.50	4,443.38	888.68	5,332.05	2.0%
Marketing assessment	8,712.50	1,742.50	10,455.00	8,886.75	1,777.35	#####	2.0%
Daylight/Sunlight assessment	6,534.38	1,306.88	7,841.25	6,665.06	1,333.01	7,998.08	2.0%
Economic/Employment Statement	8,712.50	1,742.50	10,455.00	8,886.75	1,777.35	#####	2.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Consultees							
Environmental Health –							
- Contaminated Land	871.25	174.25	1,045.50	888.68	177.74	1,066.41	2.0%
- Air Quality	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
- Noise	348.50	69.70	418.20	355.47	71.09	426.56	2.0%
- Vibration	348.50	69.70	418.20	355.47	71.09	426.56	2.0%
- Odour	653.44	130.69	784.13	666.51	133.30	799.81	2.0%
- Lighting	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
- Health Impact Assessments	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
Landscaping (arboricultural implications)	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
Conservation – Heritage	653.44	130.69	784.13	666.51	133.30	799.81	2.0%
Conservation – Biodiversity	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
Archaeology	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
Client Services	217.81	43.56	261.38	222.17	44.43	266.60	2.0%
Policy	871.25	174.25	1,045.50	888.68	177.74	1,066.41	2.0%
Housing Department (Affordable Housing)	871.25	174.25	1,045.50	888.68	177.74	1,066.41	2.0%
Amenity, Playspace, Open Space	871.25	174.25	1,045.50	888.68	177.74	1,066.41	2.0%
Structural Assessment of Building	435.63	87.13	522.75	444.34	88.87	533.21	2.0%
Planning Policy Documents							
Local Plan Consultation Document 2015	15.30	-	15.30	15.61	-	15.61	2.0%
postage and packing	3.06	0.61	3.67	3.12	0.62	3.75	2.0%
Local Plan Consultation Document Statement	29.58	-	29.58	30.17	-	30.17	2.0%
postage & packing	3.06	0.61	3.67	3.12	0.62	3.75	2.0%
Sustainability Appraisal Report and Appendices	45.90	-	45.90	46.82	-	46.82	2.0%
postage & packing	4.08	0.82	4.90	4.16	0.83	4.99	2.0%
Draft Infrastructure Delivery Plan 2015	15.30	-	15.30	15.61	-	15.61	2.0%
postage & packing	1.26	0.25	1.52	1.29	0.26	1.55	2.0%
District Plan Written Statement & Proposal Maps	56.10	-	56.10	57.22	-	57.22	2.0%
postage & packing	3.06	0.61	3.67	3.12	0.62	3.75	2.0%
Written Statement only	35.70	-	35.70	36.41	-	36.41	2.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

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Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
postage & packing	3.06	0.61	3.67	3.12	0.62	3.75	2.0%
Proposal Maps only	20.40	-	20.40	20.81	-	20.81	2.0%
postage & packing	1.26	0.25	1.52	1.29	0.26	1.55	2.0%
Parking Standards adopted January 2004	20.40	-	20.40	20.81	-	20.81	2.0%
postage & packing	1.06	0.21	1.27	1.08	0.22	1.30	2.0%
Draft Local Plan Proposed Submission document August 2016	15.30	-	15.30	15.61	-	15.61	2.0%
postage & packing	3.06	0.61	3.67	3.12	0.62	3.75	2.0%
Draft Local Plan Proposed Submission Policies Maps August 2016	30.60	-	30.60	31.21	-	31.21	2.0%
postage & packing	3.06	0.61	3.67	3.12	0.62	3.75	2.0%
Summary and Guide	Free	Free	Free	Free	Free	Free	
postage & packing	1.22	0.24	1.47	1.25	0.25	1.50	2.0%
Sustainability Appraisal Non Technical Summary 2016	17.34	-	17.34	17.69	-	17.69	2.0%
postage & packing	1.43	0.29	1.71	1.46	0.29	1.75	2.0%
Sustainability Appraisal Report 2016	35.70	-	35.70	36.41	-	36.41	2.0%
postage & packing	3.06	0.61	3.67	3.12	0.62	3.75	2.0%
Sustainability Appraisal Appendices 1-5 2016	32.64	-	32.64	33.29	-	33.29	2.0%
postage & packing	3.06	0.61	3.67	3.12	0.62	3.75	2.0%
Sustainability Appraisal Annex 2016	40.80	-	40.80	41.62	-	41.62	2.0%
postage & packing	14.28	2.86	17.14	14.57	2.91	17.48	2.0%
Habitats Regulatory Assessment 2016	17.34	-	17.34	17.69	-	17.69	2.0%
postage & packing	1.43	0.29	1.71	1.46	0.29	1.75	2.0%
Green Corridor Strategic Framework Plan 2016	9.18	-	9.18	9.36	-	9.36	2.0%
postage & packing	1.64	0.33	1.97	1.68	0.34	2.01	2.0%
British Aerospace Supplementary Planning Guidance	10.20	-	10.20	10.40	-	10.40	2.0%
postage & packing	1.28	0.26	1.53	1.30	0.26	1.56	2.0%
Broadwater Road Supplementary Planning Document	15.30	-	15.30	15.61	-	15.61	2.0%
postage & packing	1.02	0.20	1.22	1.04	0.21	1.25	2.0%

Welwyn Hatfield Borough Council

General Fund Fees and Charges

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Digswell Character Appraisal 2004	25.50	-	25.50	26.01	-	26.01	2.0%
postage & packing	1.02	0.20	1.22	1.04	0.21	1.25	2.0%
Welwyn Garden City Conservation Area Appraisal	15.30	-	15.30	15.61	-	15.61	2.0%
postage & packing	1.02	0.20	1.22	1.04	0.21	1.25	2.0%
High View Supplementary Planning Document	15.30	-	15.30	15.61	-	15.61	2.0%
postage & packing	1.02	0.20	1.22	1.04	0.21	1.25	2.0%
Welwyn Hatfield Green Belt Study Stage 3 August 2018	76.50	-	76.50	78.03	-	78.03	2.0%
postage & packing	14.28	2.86	17.14	14.57	2.91	17.48	2.0%
Supplementary Design Guidance	20.40	-	20.40	20.81	-	20.81	2.0%
postage & packing	1.06	0.21	1.27	1.08	0.22	1.30	2.0%
Consultation on sites promoted through the Call for Sites 2019	14.28	-	14.28	14.57	-	14.57	2.0%
postage & packing	2.04	0.41	2.45	2.08	0.42	2.50	2.0%

Welwyn Hatfield Borough Council

Housing Revenue Account

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Community Buses							
Community Bus Hire (with a driver)	45.00	-	45.00	65.00	-	65.00	44%
Community Bus Hire (without a driver)	37.50	7.50	45.00	37.50	7.50	45.00	0%
Fuel cost per mile	1.04	0.21	1.25	1.06	0.21	1.27	2%
Lunch club	2.00	-	2.00	3.00	-	3.00	50%
Shopper Hopper	4.00	-	4.00	5.00	-	5.00	25%
The Hive - Venue Hire (Hourly Rate)							
The Hive - Sports Hall	25.00	5.00	30.00	24.48	6.12	30.60	2%
The Hive - Sports Hall Charity/Local Authority Rate	20.83	4.17	25.00	20.40	5.10	25.50	2%
The Hive - Dining Room	25.00	-	25.00	25.50	-	25.50	2%
The Hive - Dining Room (after 6pm on Saturdays)	40.00	-	40.00	40.80	-	40.80	2%
The Hive - Dining Room Charity/Local Authority Rate	25.00	-	25.00	25.50	-	25.50	2%
The Hive - Games Room	20.00	-	20.00	20.40	-	20.40	2%
The Hive - Games Room Charity/Local Authority Rate	15.00	-	15.00	15.30	-	15.30	2%
The Hive - Meeting Room	15.00	-	15.00	15.30	-	15.30	2%
The Hive - Meeting Room Charity/Local Authority Rate	10.00	-	10.00	10.20	-	10.20	2%
The Hive - Freddie's Den							
Child Entry	2.92	0.58	3.50	2.88	0.72	3.60	3%
Bronze Party	87.50	17.50	105.00	85.60	21.40	107.00	2%
Silver Party	137.50	27.50	165.00	134.40	33.60	168.00	2%
Gold Party	175.00	35.00	210.00	171.20	42.80	214.00	2%

Welwyn Hatfield Borough Council

Housing Revenue Account

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Other (52 week charge)							
Council Tenants Lifeline Charge	3.46	-	3.46	3.53	-	3.53	2%
Non-Council Tenants Lifeline Charge	4.20	-	4.20	4.28	-	4.28	2%
Communal Facilities Charge Neighbourhood Schemes	10.72	-	10.72	10.93	-	10.93	2%
Communal Facilities Charge Communal Schemes	11.25	-	11.25	11.48	-	11.48	2%
Communal Heating	7.21	-	7.21	7.35	-	7.35	2%
Garage Rent Integral	10.83	-	10.83	11.08	-	11.08	2%
Garage Rent en bloc (incl VAT)	10.83	2.17	13.00	11.08	2.22	13.30	2%
Hazel Grove House - Running Cost	41.97	-	41.97	42.81	-	42.81	2%
Hazel Grove House - Bedsit Utilities	15.81	-	15.81	16.13	-	16.13	2%
Hazel Grove House - 1 Bedroom Flat Utilities	17.82	-	17.82	18.18	-	18.18	2%
Hazel Grove House - 2 Bedroom Flat Utilities	19.79	-	19.79	20.18	-	20.18	2%
Inspira House - Running Cost	39.79	-	39.79	40.59	-	40.59	2%
Inspira House - Utilities	17.79	-	17.79	18.15	-	18.15	2%
Burfield Close - Running Cost	38.88	-	38.88	39.66	-	39.66	2%
Burfield Close Utilities	17.82	-	17.82	18.18	-	18.18	2%
Other (single use charge)							
Replacement Key Fob	15.00	-	15.00	15.00	-	15.00	0%
Application admin fee for leasehold sub-let	-	-	-	45.00	-	45.00	N/A
Application admin fee for leasehold property alteration	-	-	-	150.00	-	150.00	N/A

Welwyn Hatfield Borough Council

Housing Revenue Account

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Community Buses							
Community Bus Hire (with a driver)	45.00	-	45.00	65.00	-	65.00	44%
Community Bus Hire (without a driver)	37.50	7.50	45.00	37.50	7.50	45.00	0%
Fuel cost per mile	1.04	0.21	1.25	1.06	0.21	1.27	2%
Lunch club	2.00	-	2.00	3.00	-	3.00	50%
Shopper Hopper	4.00	-	4.00	5.00	-	5.00	25%
The Hive - Venue Hire (Hourly Rate)							
The Hive - Sports Hall	25.00	5.00	30.00	24.48	6.12	30.60	2%
The Hive - Sports Hall Charity/Local Authority Rate	20.83	4.17	25.00	20.40	5.10	25.50	2%
The Hive - Dining Room	25.00	-	25.00	25.50	-	25.50	2%
The Hive - Dining Room (after 6pm on Saturdays)	40.00	-	40.00	40.80	-	40.80	2%
The Hive - Dining Room Charity/Local Authority Rate	25.00	-	25.00	25.50	-	25.50	2%
The Hive - Games Room	20.00	-	20.00	20.40	-	20.40	2%
The Hive - Games Room Charity/Local Authority Rate	15.00	-	15.00	15.30	-	15.30	2%
The Hive - Meeting Room	15.00	-	15.00	15.30	-	15.30	2%
The Hive - Meeting Room Charity/Local Authority Rate	10.00	-	10.00	10.20	-	10.20	2%
The Hive - Freddie's Den							
Child Entry	2.92	0.58	3.50	2.88	0.72	3.60	3%
Bronze Party	87.50	17.50	105.00	85.60	21.40	107.00	2%
Silver Party	137.50	27.50	165.00	134.40	33.60	168.00	2%
Gold Party	175.00	35.00	210.00	171.20	42.80	214.00	2%
Other (52 week charge)							
Council Tenants Lifeline Charge	3.46	-	3.46	3.53	-	3.53	2%
Non-Council Tenants Lifeline Charge	4.20	-	4.20	4.28	-	4.28	2%
Communal Facilities Charge							
Neighbourhood Schemes	10.72	-	10.72	10.93	-	10.93	2%

Welwyn Hatfield Borough Council

Housing Revenue Account

**VAT charged at prevailing rate of 20%. This would be amended in line with changes to regulations*

Description	2020-21			2021-22			%
	Fee	VAT*	Total Fee	Fee	VAT*	Total Fee	
Communal Facilities Charge							
Communal Schemes	11.25	-	11.25	11.48	-	11.48	2%
Communal Heating	7.21	-	7.21	7.35	-	7.35	2%
Garage Rent Integral	10.83	-	10.83	11.08	-	11.08	2%
Garage Rent en bloc (incl VAT)	10.83	2.17	13.00	11.08	2.22	13.30	2%
Hazel Grove House - Running Cost	41.97	-	41.97	42.81	-	42.81	2%
Hazel Grove House - Bedsit Utilities	15.81	-	15.81	16.13	-	16.13	2%
Hazel Grove House - 1 Bedroom Flat Utilities	17.82	-	17.82	18.18	-	18.18	2%
Hazel Grove House - 2 Bedroom Flat Utilities	19.79	-	19.79	20.18	-	20.18	2%
Inspira House - Running Cost	39.79	-	39.79	40.59	-	40.59	2%
Inspira House - Utilities	17.79	-	17.79	18.15	-	18.15	2%
Burfield Close - Running Cost	38.88	-	38.88	39.66	-	39.66	2%
Burfield Close Utilities	17.82	-	17.82	18.18	-	18.18	2%
Other (single use charge)							
Replacement Key Fob	15.00	-	15.00	15.00	-	15.00	0%
Application admin fee for leasehold sub-let	-	-	-	45.00	-	45.00	N/A
Application admin fee for leasehold property alteration	-	-	-	150.00	-	150.00	N/A

Summary of Special Expenses Impact on Band D Council Tax

Parish	Tax Base @ 99.4% Collection Rate	Expenditure	Reduction in Council Tax	Additional Council Tax	Net Inc/(Dec) in Council Tax 2021/2022	Net Inc/(Dec) in Council Tax 2020/21
		£	£	£	£	£
Ayot St Lawrence	69.7	0.00	(14.54)	0.00	(14.54)	(13.57)
Ayot St Peter	113.2	0.00	(14.54)	0.00	(14.54)	(13.57)
Essendon	424.6	2,820.00	(14.54)	6.64	(7.90)	(7.68)
Hatfield	12,167.6	99,446.08	(14.54)	8.17	(6.37)	(5.98)
North Mymms	4,398.4	0.00	(14.54)	0.00	(14.54)	(13.57)
Northaw & Cuffley	3,058.3	56,240.00	(14.54)	18.39	3.85	2.35
Welwyn	4,684.9	34,493.97	(14.54)	7.36	(7.18)	(6.48)
Welwyn Garden City	17,976.3	438,768.95	(14.54)	24.40	9.86	9.52
Woolmer Green	569.4	0.00	(14.54)	0.00	(14.54)	(13.57)
Total	43,462.4	631,769.00		64.96		

Additional Council Tax, per area, for each element of the Special Expenses

Parish / Area	Allotments	Community Centres	Open Spaces	Play Areas	Playing Fields	Public Conveniences	Total
	£	£	£	£	£	£	£
Ayot St Lawrence	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ayot St Peter	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Essendon	0.00	0.00	6.64	0.00	0.00	0.00	6.64
Hatfield	1.41	0.63	1.39	3.35	0.00	1.39	8.17
North Mymms	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Northaw & Cuffley	0.00	0.00	18.39	0.00	0.00	0.00	18.39
Welwyn	0.28	(5.69)	10.89	0.00	1.88	0.00	7.36
Welwyn Garden City	2.15	0.67	2.70	2.52	16.36	0.00	24.40
Woolmer Green	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3.84	(4.39)	40.01	5.87	18.24	1.39	64.96

Play Area's

The costs from Play areas general budget (6421) are proportionately allocated between Welwyn Garden City and Hatfield based on the number of play areas in the each area.

	Sites	From council website 09/12/2020
Hatfield	17	44.74%
WGC	21	55.26%
	38	

Play Areas	£	44.7%		
Category of Expenditure	2021/22	Hatfield	Welwyn Garden City	Total
Employees	34,490	15,431	19,059	34,490
Premises	1,640	734	906	1,640
Equipment	20,600	9,216	11,384	20,600
Income	(5,000)	0	(5,000)	(5,000)
Departmental Overheads	34,370	15,377	18,993	34,370
Grand Total	86,100	40,758	45,342	86,100
		47.34%	52.66%	
Cost		40,758	45,342	86,100
Tax Base		12,167.6	17,976.3	30,143.8
Council Tax Charge for Special Expenses		3.35	2.52	5.87

NOTES

Income relates to section 106 funding held and released overtime. Relates to Welwyn Garden City projects.

Public Conveniences

The costs from Public Conveniences budget (6492) relate wholly to the public conveniences in Hatfield.

Public Conveniences	Year		100.0%	100.0%
Category of Expenditure	2021/22		Hatfield	TOTAL
Premises	16,940		16,940	16,940
Grand Total	16,940		16,940	16,940
Cost			16,940	16,940
Tax Base			12,167.6	12,167.6
Council Tax Charge for Special Expenses			1.39	1.39

Community Centres

The net costs of running community centres, excluding the capital charges, are directly allocated to area where community centre is located. Each community centre has its own cost centre which is fully allocated to the relevant area.

Community Centres	Welwyn Garden City:			Welwyn:	Hatfield:	2021/22	Hatfield	Welwyn	Welwyn Garden City	TOTAL
	Hazel Grove Community Centre	Panshanger CC	Vineyard Barn CC	Welwyn CC	Hilltop Community Centre					
Maintenance	3,100	1,000	7,810	0	0	11,910	0	0	11,910	11,910
Premises	10,750	22,780	11,280	0	28,170	72,980	28,170	0	44,810	72,980
Rent/Rates	2,070	6,600	4,140	0	0	12,810	0	0	12,810	12,810
Equipment	2,010	5,780	4,150	0	5,800	17,740	5,800	0	11,940	17,740
Income	(6,770)	(26,440)	(41,730)	(33,010)	(26,290)	(134,240)	(26,290)	(33,010)	(74,940)	(134,240)
Departmental Overhead	250	3,360	1,920	6,370	0	11,900	0	6,370	5,530	11,900
Grand Total	11,410	13,080	(12,430)	(26,640)	7,680	(6,900)	7,680	(26,640)	12,060	(6,900)
Cost							7,680	(26,640)	12,060	-6,900
Tax Base							12,167.6	4,684.9	17,976.3	34,828.8
Council Tax Charge for Special Expenses							0.63	(5.69)	0.67	(4.39)

NOTES

Panshanger CC internal recharges are higher in 2020/21 because the formula bases the Corporate Property recharge on the prior year maintenance costs. When Panshanger moved back in house there was a significant amount spent refurbishing the building.

Allotments

The total net costs from the Allotments general budget (6080), is allocated proportionately based upon the number of plots within each area.

	Plots	
Hatfield	132	29.80%
Welwyn	10	2.30%
Welwyn Garden City	297	67.90%
Total	439	

Allotments	£				Total
		Hatfield	Welwyn	Welwyn Garden City	
Category of Expenditure	2021/22				
Maintenance	10,380	3,121	237	7,022	10,380
Employees	37,480	11,270	855	25,355	37,480
Premises	5,730	1,723	131	3,876	5,730
Equipment	1,220	367	28	825	1,220
Income	(14,070)	(4,231)	(321)	(9,518)	(14,070)
Departmental Overheads	16,320	4,907	372	11,040	16,320
Grand Total	57,060	17,158	1,301	38,601	57,060

Cost		17,158	1,301	38,601	57,060
Tax Base		12,167.6	4,684.9	17,976.3	34,828.8
Council Tax Charge for Special Expenses		1.41	0.28	2.15	3.84

Playing Fields

The total net costs of running playing fields, is provided by the contractor for this service, apportioned directly to the relevent areas.

Playing Fields	£	WGC		Welwyn				
Category of Expenditure	2021/22	KGV	Moneyhole	Digswell	Total	Welwyn	Welwyn Garden City	TOTAL
Employees	158,543	134,136	16,990	7,418	158,544	7,418	151,126	158,544
Premises	55,110	49,131	4,634	1,345	55,110	1,345	53,765	55,110
Equipment	40,316	35,685	4,631	0	40,316	0	40,316	40,316
Direct Overheads	10,333	10,144	139	50	10,333	50	10,283	10,333
Income	(26,036)	(26,036)	0	0	(26,036)	0	(26,036)	(26,036)
Departmental Overheads	64,692	64,692	0	0	64,692	0	64,692	64,692
Grand Total	302,958	267,752	26,394	8,813	302,959	8,813	294,146	302,959
						-3%	13%	
Cost						8,813	294,146	302,959
Tax Base						4,684.9	17,976.3	22,661.2
Council Tax Charge for Special Expenses						1.88	16.36	18.24

Opens Spaces

Total maintenance costs and ground rent for Opens Spaces, excluding capital charges, are allocated directly based on information from the Landscape and Ecology team. The remainder of associated costs (equipment, overheads etc) are apportioned on a pro-rata basis to maintenance costs.

Open Spaces	Year				Welwyn:	Welwyn:		
Category of Expenditure	2021/22	Essendon	Hatfield	Northaw & Cuffley	Danesbury	Mardley Heath	Welwyn Garden City	TOTAL
Grounds Maintenance	6,770	100	480	2,700	1,110	680	1,700	6,770
Maintenance Directly Apportioned	62,830	1,060	5,000	20,400	11,520	7,100	17,750	62,830
Maintenance Directly Apportioned (1)	7,680	0	0	7,680	0	0	0	7,680
Maintenance	77,280	1,160	5,480	30,780	12,630	7,780	19,450	77,280
Employees	52,520	940	4,400	15,180	10,130	6,250	15,620	52,520
Premises	6,030	0	430	2,500	990	610	1,510	6,040
Ground Rent	3,200	0	3,200	0	0	0	0	3,200
Equipment	25,490	380	1,810	10,150	4,160	2,570	6,420	25,490
Direct Overheads	3,880	60	280	1,540	630	390	980	3,880
Income	(11,260)	0	0	(11,260)	0	0	0	(11,260)
Departmental Overheads	18,450	280	1,310	7,350	3,020	1,860	4,640	18,460
Grand Total	175,590	2,820	16,910	56,240	31,560	19,460	48,620	175,610

Cost		2,820	16,910	56,240	31,560	19,460	48,620	175,610
Tax Base		424.6	12,167.6	3,058.3	4,684.9	4,684.9	17,976.3	42,996.7
Council Tax Charge for Special Expenses - Open Spaces		6.64	1.39	18.39	6.74	4.15	2.70	40.01

⁽¹⁾ Maintenance Directly Apportioned (1) relates to the visitors centre at the Great Wood

Budget Efficiency Savings 2021/22 - 2023/24

Head of Service	Title of the proposal	Full Description of the proposal	2021/22 £'000	2022/23 £'000	2023/24 £'000
Head of Resources	Process Review	Following the implementation of an upgrade to the financial system and changes to some financial processes, administration efficiencies can be delivered over the next two years	(15)	(25)	(25)
Head of Resources	Garage Income	Focus will be placed on increasing occupancy through marketing. Streamlining processes will also allow staff to spend more time on focussing on marketing and lettings. A target is set for approximately 1.5% increase in occupancy per annum.	(50)	(100)	(150)
Head of Resources	Insurance Premiums	Following a comprehensive tendering exercise during 2020, efficiencies have been delivered in the insurance contracts.	(40)	(40)	(40)
Head of Resources	Property Maintenance	Following a review of the base budgets and review of delivery of maintenance, an efficiency can be delivered in this area.	(35)	(35)	(35)
Head of Resources	1-9 Town Centre and Highview Rents	Following the redevelopment of these sites, additional rental income will be generated from the new commercial units. This rent has been pushed back one year in line with the development pipeline.	0	(100)	(180)
Head of Resources	Reduced printing costs	Agile working and modernisation of processes will lead to a lower requirement for printing throughout the council.	(30)	(30)	(30)
Head of Resources	Rental Income - General	Whilst it not proposed to make increases to the budget for further commercial rental increases, particularly in light of the current pandemic, a full review has been undertaken considering rental changes in the last 18 months and this proposal resets the base position.	(200)	(200)	(200)
Head of Resources	Repayment of Borrowing	Use of £2m of capital funds (generated through the appropriation of garage sites and surgeries to the HRA for the delivery of Affordable Housing) to reduce borrowing and associated costs of medium term borrowing.	(230)	(230)	(230)
Head of Resources Total			(600)	(530)	(660)
Head of Environment	Garden Waste	The Garden Waste Scheme has continued to be a high demand service. This high demand provides further contributions towards the cost of running the service and greater efficiencies.	(100)	(100)	(100)
Head of Environment	Long Stay Parking	Increase in long stay parking charges in Welwyn Garden City	(25)	(25)	(25)

Budget Efficiency Savings 2021/22 - 2023/24

Head of Service	Title of the proposal	Full Description of the proposal	2021/22 £'000	2022/23 £'000	2023/24 £'000
Head of Environment	Service review	Service Review	(26)	(26)	(26)
Head of Environment Total			(151)	(151)	(151)
Head of Policy and Culture	Reduction in GLL Management Fee	As part of the merger between finesse Leisure and GLL, a phased reduction to management fees was agreed. (Subject to change)	(72)	(89)	(89)
Head of Policy and Culture	Campus West	In the 2020/21 budget, a baseline reset was undertaken. Due to the intrinsic links between expenditure incurred and income generated, a separate review was undertaken during 2020 on the base budgets for this area. Following this review a number of efficiencies were identified.	(90)	(90)	(90)
Head of Policy and Culture	Campus West	Although not complete, as part of the modernisation review it was identified that charges are below market rates and had scope for increases to support with the reduction councils overall annual subsidy for the service. These charges have been reviewed agreed at the Campus West Panel.	(50)	(50)	(50)
Head of Policy and Culture Total			(212)	(229)	(229)
Head of Law and Administration	Procurement	The modernisation review has identified that increased scrutiny and controls, along with additional support for services with procurement will deliver efficiencies. The efficiency shown is net of new staff costs associated with delivery (£55k)	(45)	(145)	(145)
Head of Law and Administration	Refreshments	A change to the way that refreshments are provided will provide a more modern and effective approach to the refreshments supplied for meetings	(15)	(15)	(15)
Head of Law and Administration	Training and Development	Centralisation of Leadership and Development budgets, increased oversight and governance along with increased internal delivery.	(61)	(61)	(61)
Head of Law and Administration Total			(121)	(221)	(221)
Head of Planning	Service review	Service Review	(35)	(35)	(35)

Budget Efficiency Savings 2021/22 - 2023/24

Head of Service	Title of the proposal	Full Description of the proposal	2021/22 £'000	2022/23 £'000	2023/24 £'000
Head of Planning	Pre Planning Fees	Review of charging structures for pre-planning advice fees	(20)	(20)	(20)
Head of Planning Total			(55)	(55)	(55)
Head of Public Health and Protection	Refocus Operation reprise	Review of service to reduce number of shifts required to prioritise resources to times of greatest demand	(20)	(20)	(20)
Head of Public Health and Protection	Pest Control	Review of non statutory pest control contract when it comes to an end in March 2022	0	(30)	(30)
Head of Public Health and Protection Total			(20)	(50)	(50)
Head of Community and Housing Strategy	General efficiencies	A review of small budgets and careful control on spending will enable a number of small reductions through the service with no impact on service delivery.	(10)	(10)	(10)
Head of Community and Housing Strategy	Shop Mobility	Ending the shopmobility service in the Howard Centre following the modernisation review. The Howard Centre can provide its own service in line with many other privately owned shopping centres.	(22)	(22)	(22)
Head of Community and Housing Strategy Total			(32)	(32)	(32)
Grand Total			(1,190)	(1,497)	(1,627)

Budget Growth 2021/22 - 2023/24

Head of Service	Title of the proposal	Full Description of the proposal	Fixed Term or Ongoing Growth?	2021/22 £'000	2022/23 £'000	2023/24 £'000
Head of Community And Housing Strategy	Private Sector Housing stock condition survey	The Council has a statutory requirement under the Housing Act 2004 to carry out a stock condition survey of private sector housing in the Borough on a regular basis. Although the official guidance does not specify a frequency, the Council and its peers carry this out once every 5 years.	Fixed Term	50	0	0
Total				50	0	0

Welwyn Hatfield Borough Council
Housing Revenue Account – Budget Changes 2021/22

Dwelling rents - Increased income of (£600k)
<p>The rent has been increased in line with government guidance and the councils rent policy, or CPI plus 1%. For 2021/22, this equates to an increase of 1.5% and takes the average actual rent to £109.01. Allowance has been made in the total estimated income for the decanting of properties for redevelopment, for the loss of properties due to right to buy and for increases in properties as a result of the affordable housing programme.</p> <p>Properties with an integral garage used to receive a separate garage charge. These changes have now been incorporated into the total rental charge. This has led to an increase in the dwelling rent income, and an equivalent decrease to the non-dwelling rental income of around £159k.</p>
Non-dwelling Rents – Decreased Income of £170k
<p>As outlined in dwelling rents above, integral garage charges have been consolidated into rental income. This has led to an increase in the dwelling rent income, and an equivalent decrease to the non-dwelling rental income of around £159k.</p>
Leaseholders charges for services and facilities – Decreased income of £144k
<p>This is due to an expected reduction in major works chargeable to leaseholders. These major works charges will vary each year dependant on the major works programme and the proportion of leaseholders within blocks where works are undertaken.</p>
Contribution towards expenditure – Decreased income of £145k
<p>The Council previously capitalised part of the cost of sales in relation to Right to Buy, and the credit of around £200k was included within this section. Due to the self-financing arrangement of the HRA, there is no benefit to the capitalisation of these costs, so this has now been ceased.</p>
Repairs and maintenance – Decreased expenditure of £815k
<p>£782k decrease to responsive and planned repairs following analysis of historical spend requirements. This has been partly offset by contract inflation which is uplifted annually by September's inflationary figures.</p>
Supervision and management – Increased expenditure of £403k
<p>There has been a requirement to have additional measures in place to ensure fire safety of Queensway House, which requires a fixed term growth of £140k.</p> <p>Salaries inflation and incremental progression for supervision and management equates to an increase of around £119k.</p> <p>Following on from the centralisation of training and development, recharges to the HRA have been amended, increasing this section by £90k.</p>
Special services – Increased expenditure of £69k
<p>Salaries inflation, incremental progression and structural changes for special services equates to an increase of around £32k.</p>

The budget for utilities at hostels has been reviewed in line with actual costs incurred, leading to an increase in budget of £33k.

Depreciation – Increased expenditure of £125k

£125k increased depreciation charge - The depreciation charge to the HRA is a statutory charge based on the value of the Council's dwelling stock and it increases in line with its stock value. This charge is credited to the capital account (i.e. Major repairs reserve) and used towards funding the HRA capital programme and repayment of borrowing.

Interest payable and similar charges – Increased expenditure of £388k

£388k increase to interest payable – The Council's capital programme, includes financing and borrowing forecasts. These forecasts show a net increase to the HRA borrowing requirement which in turn increases the interest payable.

Financing and investment income – Decreased income of £103k

The forecast for interest income has been reduced due to reducing interest rates available for the investment of funds, and a reducing reserve balances as right to buy receipts are reinvested into the development of new homes.

Revenue Contribution to Capital – Decreased expenditure of £385k

£385k decrease in contribution to capital - The balance on the HRA each year is contributed to support the capital expenditure programme, specifically the Affordable Housing Programme and repayment of existing borrowing. This is done to make best use of funds, minimise the borrowing requirement and associated costs. This amount will vary each year dependent on rent policy, scheduled loan repayments, depreciation charges and other factors.

The Council's Medium-Term Financial Strategy sets medium term minimum working balance on the HRA at 5% of turnover. The revenue contribution is therefore calculated as the difference between 5% of total income and all other items of income and expenditure.

WELWYN HATFIELD BOROUGH COUNCIL
SPECIAL COUNCIL – 23 FEBRUARY 2021
REPORT OF THE CHIEF EXECUTIVE

COUNCIL TAX SETTING 2021/22

1 Executive Summary

- 1.1 The Council is required under the Local Government Finance Act 1992 to set the Council Tax for its area by no later than 11th March. The Council has always aimed to approve the budget and Council Tax by February in order to ensure prompt despatch of bills and hence quicker collection of sums due. The Council approved the 2021/22 budget on 1 February and the purpose of this report is to set the Council tax for 2021/22.
- 1.2 The 2021/22 Local Government Finance Settlement was announced 4 February 2021, and does not alter the 2021/22 budget that was approved.
- 1.3 As set out in the budget report, the Council will increase the average Band D Council tax (excluding parish precepts) by £4.23 (1.97%) to £219.15 for 2021/22.
- 1.4 Parish Precepts have increased by 5% overall to £1.787m and this is an area which the council has no control over, as is determined by Town and Parish Councils.
- 1.5 For 2021/22, the referendum limits for a band D property set by Government are as follows:
 - County Councils: a core principle of up to 2%, with an additional 3% Adult Social Care precept
 - District/Borough Councils: 2% or up to £5 on a Band D, whichever is greater
 - Police: up to £15 on a Band D

2 Recommendation(s)

- 2.1 That it be noted that the 2021/22 General Fund budget as approved by Council meeting on 1 February is shown in Appendix A.
- 2.2 That it be noted that at the Cabinet, Special Cabinet and Council meetings on the 5 January, 19 January and 1 February respectively, the following amounts for the year 2021/22 were agreed in accordance with regulations made under Section 31B of the Local Government Finance Act 1992, as amended (the “Act”).
 - a) The gross 2021/22 Tax base for the Borough is 43,724.7 equivalent Band D properties before the application of a collection rate.
 - b) 43,462.4 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) (England) Regulations

2012 (the Regulations), as its Council Tax Base for the year 2021/22; including deductions for council tax support and a collection rate of 99.4%.

- c) Part of the Council's Area being the amounts calculated by the Council, in accordance with Regulation 6 of the Regulations, as the amounts of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items relate;

	100% TAXBASE	99.40% TAXBASE
Welwyn Garden City	18,084.8	17,976.3
Hatfield	12,241.0	12,167.6
Welwyn	4,713.2	4,684.9
Ayot St Lawrence	70.1	69.7
Ayot St Peter	113.9	113.2
North Mymms	4,424.9	4,398.4
Essendon	427.2	424.6
Northaw & Cuffley	3076.8	3,058.3
Woolmer Green	572.8	569.4
Total	43,724.7	43,462.4

2.3 In accordance with the statutory legislation the Council is recommended to resolve:

2.4 That the following amounts be calculated by the Council for the year 2021/22 in accordance with sections 31 - 36 of the Local Government Finance Act 1992.

- a) £138,141,956 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act, taking into account all precepts issued to it by Parish Councils.
- b) £126,830,072 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- c) £11,311,884 being the amount by which the aggregate at 2.4(a) above exceeds the aggregate at 2.4(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.
- d) £260.27 being the amount at 2.4(c) above, all divided by the Council tax base at 2.2(b) above, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.
- e) £2,418,868 being the aggregate amount of all special items referred to in Section 34(1) of the Act.
- f) £204.62 being the amount at 2.4(d) above less the result given by dividing the amount at 2.4(e) by 2.2(b) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.
- g) Part of the Council's area:
Being the amounts given by adding to the amount at 2.4(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2.2(c) above, calculated by the Council, in accordance with Section 34 (3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

	Band D Amount (£)
Ayot St Lawrence	216.10
Ayot St Peter	226.70
Essendon	277.50
Hatfield	286.84
North Mymms	248.52
Northaw & Cuffley	290.11
Welwyn	303.54
Welwyn Garden City	229.02
Woolmer Green	252.85

h) Part of the Council's Area:

Amounts given by multiplying the amounts at 2.4(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

Valuation Bands (£)	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Ayot St Lawrence	144.07	168.08	192.09	216.10	264.12	312.14	360.17	432.20
Ayot St Peter	151.13	176.32	201.51	226.70	277.08	327.46	377.83	453.40
Essendon	185.00	215.83	246.67	277.50	339.17	400.83	462.50	555.00
Hatfield	191.23	223.10	254.97	286.84	350.58	414.32	478.07	573.68
North Mymms	165.68	193.29	220.91	248.52	303.75	358.97	414.20	497.04
Northaw & Cuffley	193.41	225.64	257.88	290.11	354.58	419.05	483.52	580.22
Welwyn	202.36	236.09	269.81	303.54	370.99	438.45	505.90	607.08
Welwyn Garden City	152.68	178.13	203.57	229.02	279.91	330.81	381.70	458.04
Woolmer Green	168.57	196.66	224.76	252.85	309.04	365.23	421.42	505.70

2.5 That it be noted that for the year 2021/22 the major precepting authorities, Hertfordshire County Council and the Police and Crime Commissioner for Hertfordshire have stated the amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Act 1992, for each of the categories of dwellings in the Council's area as indicated in the following tables.

Hertfordshire County Council (£)								
	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Ayot St Lawrence	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Ayot St Peter	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Essendon	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Hatfield	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
North Mymms	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Northaw & Cuffley	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Welwyn	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Welwyn Garden City	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Woolmer Green	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26

Police and Crime Commissioner for Hertfordshire (£)								
	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Ayot St Lawrence	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Ayot St Peter	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Essendon	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Hatfield	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
North Mymms	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Northaw & Cuffley	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Welwyn	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Welwyn Garden City	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Woolmer Green	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00

- 2.6 That having calculated the aggregate in each case of the amounts at 2.4(h) and 2.5 (a) and (b) above, the Council, in accordance with Section 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2021/22 for each part of its area and for each categories of dwellings.

Part of the Council's Area (£)								
	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Ayot St Lawrence	1,266.49	1,477.57	1,688.64	1,899.73	2,321.89	2,744.05	3,166.22	3,799.46
Ayot St Peter	1,273.55	1,485.81	1,698.06	1,910.33	2,334.85	2,759.37	3,183.88	3,820.66
Essendon	1,307.42	1,525.32	1,743.22	1,961.13	2,396.94	2,832.74	3,268.55	3,922.26
Hatfield	1,313.65	1,532.59	1,751.52	1,970.47	2,408.35	2,846.23	3,284.12	3,940.94
North Mymms	1,288.10	1,502.78	1,717.46	1,932.15	2,361.52	2,790.88	3,220.25	3,864.30
Northaw & Cuffley	1,315.83	1,535.13	1,754.43	1,973.74	2,412.35	2,850.96	3,289.57	3,947.48
Welwyn	1,324.78	1,545.58	1,766.36	1,987.17	2,428.76	2,870.36	3,311.95	3,974.34
Welwyn Garden City	1,275.10	1,487.62	1,700.12	1,912.65	2,337.68	2,762.72	3,187.75	3,825.30
Woolmer Green	1,290.99	1,506.15	1,721.31	1,936.48	2,366.81	2,797.14	3,227.47	3,872.96

3 Special items - Parish Precepts

- 3.1 In accordance with the legislation under the Local Government Finance Act 1992, all Parish Precepts have to be charged to the Council's General Fund.
- 3.2 For 2021/22, the total parish precepts (net of the council tax support grant) will be increased by £85,844 (5.0%). The table below shows the precepts for each of the town/parish councils in 2020/21 and year on year change.

Parish Councils	2020/21 Parish Precepts (net of Council Tax Support grant)	2021/22 Parish Precepts	Change	Change
	£	£	£	%
Ayot St Lawrence	800.00	800.00	0.00	0.0%
Ayot St Peter	2,250.00	2,500.00	250.00	11.1%
Essendon	22,500.00	28,125.00	5,625.00	25.0%
Hatfield	843,441.00	900,951.00	57,510.00	6.8%
North Mymms	187,650.00	193,091.00	5,441.00	2.9%
Northaw & Cuffley	206,000.00	205,212.00	-788.00	-0.4%
Welwyn	412,459.00	428,957.00	16,498.00	4.0%
Welwyn Garden City	-	-	-	
Woolmer Green	26,155.00	27,463.00	1,308.00	5.0%
Total	1,701,255.00	1,787,099.00	85,844.00	5.0%

4 Special items – Special Expenses

- 4.1 The Council meeting held on 1 February 2021 agreed the amounts to be included in the “Special Expenses” scheme for 2021/22 as £631,769.

5 Billing Authority Precepts

- 5.1 The Borough’s Council Tax requirement for 2021/22 including the parish precept will be £11,311,884.

6 Hertfordshire County Council

- 6.1 The Hertfordshire County Council precept for 2021/22 is expected to be formally approved on 23 February 2021. The band D council tax will be £1,470.63 and the County precept is £ 63,917,109 for 2021/22. This is a 1.99% increase in their Band D council tax, and an 2% increase for the adult social care precept for 2021/22.

7 Police and Crime Commissioner for Hertfordshire

- 7.1 The Police and Crime Commissioner for Hertfordshire’s precept for 2021/22 was formally approved at their meeting on 6 February 2021. The band D council tax will be £213.00 and the precept is £ 9,257,491 for 2021/22. This is a £15 (7.57%) increase in their Band D council tax.

8 Overall average band D council tax

- 8.1 To summarise, after taking into account the precepts from Parish Councils, Hertfordshire County Council and Police and Crime Commissioner for Hertfordshire, the average band D Council tax for the borough area for 2021/22 is £1,943.90 this is an increase of £76.87 or 4.12%. However, the band D council tax varies from £1,899.73 to £1,987.17 and the table below also shows that the tax change for 2021/22 will range from 4.07% to 4.79%.

	2020/21	2021/22	
	Band D £	Band D £	% Change
Ayot St Lawrence	1,825.10	1,899.73	4.09%
Ayot St Peter	1,833.16	1,910.33	4.21%
Essendon	1,871.41	1,961.13	4.79%
Hatfield	1,892.67	1,970.47	4.11%
North Mymms	1,856.27	1,932.15	4.09%
Northaw & Cuffley	1,896.56	1,973.74	4.07%
Welwyn	1,909.06	1,987.17	4.09%
Welwyn Garden City	1,836.63	1,912.65	4.14%
Woolmer Green	1,860.26	1,936.48	4.10%
Borough Area Council Tax	1,867.06	1,943.90	4.12%

Implications

9 Legal Implication(s)

- 9.1 The Council is required by the Local Government Finance Act 1992 to make estimates of gross revenue expenditure and anticipated income, leading to a calculation of a council tax requirement and the setting of an overall budget and Council Tax. The amount of the budget must be sufficient to meet the Council's legal and financial obligations, ensure the proper discharge of its statutory duties, and lead to a balanced budget. The Council should be satisfied that the proposals put forward are a reasonably prudent use of resources in both the short and long term, and that the interests of both Council Tax payers and ratepayers on the one hand and the users of Council services on the other are both taken into account.
- 9.2 Section 25 of the 2003 Local Government Act requires the Chief Finance Officer, Corporate Director (Resources, Environment and Cultural Services), to make a formal report to the Council on the robustness of the budget and adequacy of reserves. This report was presented in the Budget report presented to Council at its meeting on 1 February 2021.

10 Financial Implication(s)

- 10.1 Financial implications are set out in the body of the report where relevant.

11 Risk Management Implication(s)

- 11.1 There are risks to the council's short and medium term budget strategy including continued government funding restrictions, the impact of the economic downturn, inflation and other changes in the national economy, spending exceeding budgets, pressures on existing budgets, legislative change demands for new spend and the delivery of challenging efficiency targets. The budget process includes the recognition of these risks in determining the 2021/22 budget and relevant risk provisions are set out in the body of the report.

12 Security & Terrorism Implication(s)

- 12.1 There are none arising directly from this report.

13 Procurement Implication(s)

- 13.1 There are none arising directly from this report.

14 Climate Change Implication(s)

14.1 There are none arising directly from this report.

15 Health and Wellbeing Implications(s)

15.1 There are none arising directly from this report.

16 Link to Corporate Priorities

16.1 The subject of this report is linked to the delivery of all of the Councils the Corporate Priorities.

17 Communications Plan

17.1 There are none arising directly from this report.

18 Equality and Diversity

18.1 An Equality Impact Assessment (EIA) has not been carried out in connection with the proposals that are set out in this report as there is no impact on services directly as a result of the recommendations.

19 Human Resources Implications

19.1 There are none arising directly from this report.

Name of author	Richard Baker
Title	Head of Resources
Date	11 February 2021

Welwyn Hatfield Borough Council

**Medium-Term Financial Strategy
and Financial Governance Framework**

2021/22 - 2023/24



**WELWYN
HATFIELD**

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1 Introduction

Welcome to our Medium-Term Financial Strategy (MTFS) and Financial Governance Framework. This document sets out our financial forecasts, risks, challenges and strategies for the period 2021 to 2024. It also provides the detail behind our financial governance framework including our strategies and policies.

- 1.1 This strategy has been prepared in unprecedented times of an international pandemic, economic uncertainty and a general decline in public sector funding. It is also prepared at a time where pressures and expectations on local government continue to rise.
- 1.2 We have already set our business plan and priorities for the period of 2018 to 2021, and we set an annual action plan in line with these targets:

<https://www.welhat.gov.uk/businessplan>
- 1.3 This strategy, which is reviewed annually, supports our overall direction and provides details of the financial strategies in place to deliver our objectives. It is a crucial component of the Council's strategic planning framework. Our key decisions need to be made with consideration to a financial plan that looks beyond the short term.
- 1.4 Whilst there are many challenges ahead, we start the next three years in a reasonably strong financial position with healthy reserves and clear strategies in place to support the delivery of the efficiency savings required to deliver a balanced budget.
- 1.5 The ongoing pressures associated with the pandemic are unknown, increasing risks around the councils finances in the medium-term. These will need to be closely monitored and acted upon as we enter 2021/22.
- 1.6 We have an ambitious investment programme, specifically on Housing and Regeneration within the Borough. Although part of this programme is grant funded, there will be borrowing requirements, and these will need to be carefully managed along with the ongoing cost implications.
- 1.7 Our priority has always been to safeguard frontline services where possible, but inevitably there have been, and will continue to be, some difficult decisions that result in changes to services for our residents, customers and businesses. Meeting savings requirements will require an increasingly commercial and innovative approach with new ways of working.
- 1.8 We have a strong and successful record of delivering the efficiency savings required, and since the start of government grant funding reductions in 2010, we have successfully delivered over £17m of efficiency savings.
- 1.9 As we move forward we are determined to continue with our successes and the MTFS sets out how we will ensure we have the resources we need to achieve the ambitions set out in the Council's Business Plan.

Duncan Bell

Richard Baker

Executive Member for Resources

Head of Resources

2 Revenue Forecasts and Strategy

We maintain two revenue accounts. The Housing Revenue Account (HRA) which is solely for the day to day activities of our Social Housing Landlord function (our tenants), and the General Fund Revenue Account (GF) which is for or day to day activities for all other services.

2.1) Local, National and Economic Context

- 2.1.1 The following section sets out some of the key considerations we have to be conscious of when we set our budgets and review our medium to longer-term forecasts.
- 2.1.2 There are a significant number of uncertainties and risks, and because of this, we undertake sensitivity analysis to understand the potential impact of material changes and ensure our reserves are adequate to deal with any such impacts (Annex A).

Grant Funding and Business Rates (General Fund)

- 2.1.3 Grant funding for local government continues to be extremely uncertain as we move into the next three-year period. Most recently, on the back of uncertainties associated with the pandemic and ending of the EU transition period, the Government announced a one-year finance settlement, meaning there is only a single year of certainty in the level of funding that will be provided. This makes medium to longer-term planning extremely difficult and increases risk.
- 2.1.4 Revenue Support Grant (RSG), previously provided by the Government was removed again from 2021/22 through the use of the centrally retained share of business rates. This means we have become increasingly reliant on the more volatile income sources such as business rates. Negative RSG was proposed from 2018/19, and while the Government has moved away from this direction each year in the short-term, whether this will apply in the longer term is unknown.
- 2.1.5 The Business Rates system has seen significant changes including changes to the appeals process, additional reliefs being granted by Government and proposals for a more regular revaluation cycle. These make the income stream extremely volatile and difficult to predict in the medium term. Historic appeals data is used for our forecasting, along with any known factors from Government announcements.
- 2.1.6 These risk factors are compounded by the current pandemic. The Government has provided support in the 2020/21 year for certain businesses, no announcement for 2021/22 has been made at the time of writing. With such strong economic uncertainty and no clear government support for businesses, collections on business rates are a high risk for the council.
- 2.1.7 The government also piloted a 75% business rates retention scheme, and Hertfordshire was in this scheme for 2019/20, but this was been removed for 2020/21. Some Hertfordshire Councils have been accepted into a pooling arrangement for 2021/22, however the council is not one of these so will see a smaller share of income retained compared to 2020/21. It is unclear what will apply in future years and this may be affected by the governments planned business rates retention review.
- 2.1.8 Numerous consultations and announcements have set the national direction for a review of Local Government Finance, but the outcome of these and the impacts on our finances are uncertain. These include a fair funding review, a reset of the business rates baseline, a revised business rates retention scheme, a spending review and a review of New Homes Bonus.

- 2.1.9 The New Homes Bonus Scheme was introduced to encourage councils to facilitate greater housing growth. However, over time, the benefits of the grant have been reduced, including the term over which the grant is paid, and the introduction of a baseline level of growth for which no grant is paid. The Government is consulting on their proposals for the 2021/22 allocation, which will not come with future allocations. This further increases the medium-term financial uncertainties.
- 2.1.10 No long-term certainty has been provided over whether the previously proposed grant reductions (through negative RSG), will be taken into account in the various funding reviews, and adversely impact future income for us.
- 2.1.11 These reviews are being undertaken at a time where Central Governments focus is on the response to the pandemic, the economic conditions around the exit from the EU, and directly on core services such as housing, social care, education, policing and health. Many of these services are provided by other authorities such as the police and county council, and this increases the uncertainty around the funding that may be provided to us in future.

Economic and Market Conditions

- 2.1.12 There continues to be extreme uncertainty in economic and market conditions, and it is unclear how the ending of the transition arrangement between the UKs and the EU will impact the country's economy.
- 2.1.13 Sudden economic changes could have material impacts on our finances, as service demand would be impacted by such changes. This could include an increased housing demand, increased welfare support, adverse impacts on our interest income and borrowing costs, increased fuel and utility costs and impacts on our commercial property and other income.
- 2.1.14 Credit conditions for larger UK banks have remained relatively stable over the past year. The UK's departure from the European Union was delayed three times in 2019 and while there remains some concern over a global economic slowdown, this has not manifested in any credit issues for banks.
- 2.1.15 We will take a balanced approach to our forecasts, using national and professionally derived forecasts for the economy. This is a key area in our sensitivity analysis and reserves strategy.
- 2.1.16 Rates which have been used to inform our strategies and forecasts, along with the sources for this information, are shown in the table below:

Area	2021/22	2022/23	2023/24	Source
CPI	2.1%	2.0%	2.1%	Bank of England Monetary Policy
10 Year Borrowing	1.4%	1.5%	1.6%	Arlingclose Treasury Advisors
20 Year Borrowing	1.8%	1.9%	2.0%	Arlingclose Treasury Advisors
Bank of England Base Rate	0.1%	0.1%	0.1%	Arlingclose Treasury Advisors

*all as at 31 October 2019

- 2.1.17 It is worth noting that following a Public Works Loan Board (PWL) consultation, and restrictions being implemented for restricting borrowing from PWLB, the previous decision to increase interest rates has now been reversed, reducing rates available to the council by 1%. To continue to be able to access this funding the council must not look to invest in assets purely for commercial returns, for which it continues to have no plans to do so.

- 2.1.18 Fuel continues to be a very volatile cost, and whilst we do enter into longer term arrangements for our utilities, these are still subject to market fluctuations, as are vehicle fuel costs. On this basis we take a more prudent approach to forecasting fuel increases.
- 2.1.19 Our ambitious housing and regeneration delivery programmes mean our capital expenditure, and income, is directly impacted by changes in market conditions. These changes can impact on the resources available to the council, or the cost of investment. In turn, this can directly impact on the cost of borrowing, and our revenue forecasts.
- 2.1.20 The rates provided by Arlingclose is their view of the most likely position. They also believe there is a risk rates could be higher or lower than this, depending on economic data.

Contracts and Shared Services

- 2.1.21 We are in contractual arrangements with service providers for some of our services. Many of our contracts are directly linked to price indices indexation.
- 2.1.22 A few of these, which have been in long term arrangements, have recently expired and been re-tendered, or will be expiring in the coming years and we will need to consider the future delivery method for these services. A list of our key contracts, annual values and end dates are in the table below:

Service	Provider	Average Annual Value	End Date
ICT	Sopra Steria	£0.8m	Dec 2022
Revenues and Benefits	Sopra Steria	£1.8m	Dec 2022
Customer Services	Sopra Steria	£0.6m	Dec 2022
Waste Services and Ground Maintenance	Urbaser	£4.5m	March 2029
Grounds Maintenance	Continental Landscapes	£1.1m	March 2029
Housing Repair and Maintenance (HRA)	Mears	£12.0m	Sept 2022
Leisure Services	Greenwich Leisure Limited	£0.2m	Jan 2029

- 2.1.23 We also have some shared service arrangements with other Councils, these deliver efficient services and provide economies of scale. Our two key shared services are the Herts Shared Internal Audit Service, and Herts Building Control.
- 2.1.24 Market and inflationary increases may have a direct impact on our finances when existing arrangements come to an end, and we put in place new arrangements for service delivery.

Demographics, Business and Local Plan

- 2.1.25 Demographics of the area have a direct impact on our services and finances. Our Local Plan, which is currently under review, sets the direction for the area in terms of housing and commercial developments, and general growth in the area.
- 2.1.26 Increases in the numbers of households and businesses, positively impacts on the council tax, business rates and other income that we can raise, but also places more pressure on services and can be directly linked to contractual increases.

- 2.1.27 Other demographic changes can also impact on our services and finances, for example an aging population may increase demands on sheltered accommodation, housing benefit and council tax support.
- 2.1.28 Average increases for previous years will be assumed for planning purposes, until a new Local Plan has been adopted, at which points forecasts will be reviewed.

Legislative changes

- 2.1.29 Legislative changes made by Government, often have a direct impact on the services we provide and the income we can raise. This can include increased duties, transfer of functions and restrictions on income generation.
- 2.1.30 In recent years, we have been restricted from increasing housing rental income (HRA) in line with inflation, and in fact had to reduce rent by 1% per annum for four consecutive years until 2020. This had a material effect on the income available to the Council for the development of new housing. The Government announced that we can start to increase rents by CPI +1% from 2020/21, and we continue to apply this policy in 2021/22.
- 2.1.31 Other legislative changes made in recent years include changing planning fees to allow additional investment into planning services, increasing our duties on homelessness which in turn increased our costs, and changing legislation around houses in multiple occupation, expanding the licencing remit of council and allowing charges to be made for these licences.
- 2.1.32 It is planned that some of the functions of local land charges will transfer to Her Majesty's Land Registry, although a final date is yet to be determined. This is likely to have an adverse impact on our budget, although at this stage it is not anticipated this will be a material impact, as part of the income generation function of the work will remain with the council.
- 2.1.33 Legislative changes rarely come with additional ongoing funding. We will sometimes receive a one off grant from the Government which will help support set up costs of new requirements, but we generally have to find ways to cover the ongoing costs of these changes.

Pay and Pensions

- 2.1.34 For the review of pay and employment conditions, we are part of an arrangement with the National Joint Council which allows negotiations to take place with the unions at a national level.
- 2.1.35 The most recent agreement was a one year pay settlement for 2020/21, which gave an average increase of 2.7% per annum, with higher increases for those on the lower pay scales to ensure these met the level of the National Living Wage.
- 2.1.36 No agreement has been reached for 2021/22 onwards, although the government is likely to impose pay freezes to civil servants and has urged councils to consider carefully their position on such increases. This is a key area for our sensitivity analysis and reserves strategy.
- 2.1.37 We are also part of a nationally agreed scheme for pensions. In 2016, the valuations of the scheme showed that it was 83% funded, meaning there was a historical deficit which would need funding from future contributions.
- 2.1.38 The latest triennial valuation (2019) now shows the fund as 94% funded, and strong improvement from the previous valuation.

- 2.1.39 We have historically opted to make additional one-off payments on triennial valuations, in order to maintain our medium-term contribution rates at existing levels.
- 2.1.40 We made a one-off contribution to the pension fund in 2020/21, to ensure stabilised rates for the next triennial period. This payment was for £1.848m, of which £1.201m was attributable to the General Fund, and £0.647m to the Housing Revenue Account. We had set aside funds in an earmarked reserve to support with this payment. A contribution was also made to replenish this reserve in 2020/21, to fund the triennial review due within the period of this MTF5.

Welfare Support

- 2.1.41 We provide direct welfare support through the Council Tax Support Scheme, which is funded locally as a direct cost to our budget. Other support, such as Housing Benefit, is administered by us but is funded by the Government.
- 2.1.42 Impacts on the wider economy from factors such as the pandemic and the end of the transition period with the EU, may have a direct impact on us through the level of Council Tax Support that will need to be funded.
- 2.1.43 The Government have indicated that additional support will be made available to support councils with the increases in council tax support arising from the pandemic, although details are not available at this stage.
- 2.1.44 In addition, the Government continues to roll out universal credit, which will see Housing Benefit removed from our administration, as it will bring Housing Benefit together with other welfare support provided by the Government.
- 2.1.45 At this stage, indications are that we will continue to have responsibility for providing Housing Benefit to those of pensionable age for the foreseeable future.
- 2.1.46 Welfare reforms are expected to have a direct impact on our Housing Revenue Account. As additional caps to benefits are made and claimants transition to universal credit, we expect it to become more difficult to collect rental income.

Council Tax

- 2.1.47 The Government remains committed to its manifesto promise of council tax referendum principles. These principles aim to strike a balance between giving local authorities the flexibility to determine their own level of council tax and ensuring local residents have the final say on excessive increases.
- 2.1.48 Historically, we froze Council Tax for seven consecutive years, followed by two £5 per annum increases, a 2.5% increase in 2019/20 and a 1.5% increase in 2020/21.
- 2.1.49 For 2021/22, the government has capped our increase in council tax by a maximum of 2% or £5 (whichever is greater). For our budget, we have set a 1.97% increase for 2021/22.
- 2.1.50 Local government is being driven by central government to become more financially self-sustainable and it is expected that local tax, fees and charges for services and other locally driven income sources will become more important. However, these referendum principles do act to restrict the level of self-sustainability we are able to achieve.

Capital, Investments and Borrowing

- 2.1.51 Our capital plans can have a direct impact on our revenue budget. Through spending reserves and capital balances on investment (such as regeneration and housing), we hold less cash, and therefore get less interest return.
- 2.1.52 If we borrow to fund a capital project, we incur interest costs on this borrowing, and also have a duty to ensure repayment is affordable in the medium to longer-term.
- 2.1.53 With capital projects, there may also be ongoing revenue costs (for example as maintenance of vehicles), or savings that need to be considered in the medium to longer-term context.
- 2.1.54 We have previously raised all of our long-term borrowing from the PWLB. The government recently reversed its previous decision to increase new borrowing rates by 1%, which will have a positive impact on our borrowing costs.

2.2) Revenue Forecasts and Assumptions

General Fund

2.2.1 Starting with our proposed 2020/21 budget, we have undertaken medium-term forecasts for our General Fund Revenue budget. We have used the following key assumptions, along with other known factors (such as one off items, our reserves strategy and any savings or growth already identified in budget reports for future years):

	Assumption
Grant Funding (2.1.3 onwards)	No Revenue Support Grant received Reducing New Home Bonus (no legacy payments from 2020/21, no new payments from 2022/23) – No grant from 2023/24
Business Rates (2.1.3 onwards)	Reset of Business Rates Baseline in 2022/23 – current values assumed excluding pool arrangements and historic growth
Inflation / Contracts (2.1.11 onwards)	Contracts inflated by contractual inflation Income and general costs inflated by CPI Fuel inflated by 2%
Pay and Pensions (2.1.31 onwards)	Pay inflated by 2% per annum No change to pensions contribution rate Additional triennial contribution funded from reserves
Welfare Support (2.1.38 onwards)	All costs associated with welfare reform will be met by the Government No material changes to Council Tax Support (on basis additional funding is expected from the government)
Council Tax (2.1.43 onwards)	Growth in housing numbers by 1% per annum Increase in charge by 1.5% per annum
Borrowing and Investments (2.1.47-49 and 2.1.11 onwards)	Average Investment Income Rate 0.4% (excluding CCLA property fund) Average Borrowing Rate 2.4% over the three year plan Housing Company based on company business plan and risk-based adjustments

2.2.2 The forecasts based on these assumptions, shown in table 2.2a, indicate a savings requirement of £1.897m in 2022/23 and a further £0.570m in 2023/24.

2.2.3 We have already embarked on a number of projects and programmes to support the delivery of these challenging targets (section 2.3), but additional efficiencies will need to be identified in order to continue to deliver a balanced budget.

Table 2.2a - General Fund Forecasts

	2021/22 Budget £'000	2022/23 Forecast £'000	2023/24 Forecast £'000
Cost Of Services			
Employees	13,775	14,107	14,457
Premises	3,426	3,495	3,565
Supplies and Services	4,973	4,879	4,978
Transport	95	96	97
Third Party Payments	13,815	14,091	14,373
Transfer Payments	28,323	28,323	28,323
Income	(46,195)	(46,594)	(46,978)
Net Recharge to HRA	(5,156)	(5,259)	(5,364)
Net Cost of Services	13,056	13,137	13,451
Impact of previous savings			(1,677)
Revised Net Cost of Services	13,056	13,137	11,774
Other Income and Expenditure			
Income from Council Tax	(11,269)	(11,551)	(11,839)
Business Rates Retention	(3,812)	(3,000)	(3,060)
Collection Fund (Surplus)/Deficit	670	670	670
New Homes Bonus Grant	(609)	(156)	0
Lower Tier Services Grant	(124)	0	0
Covid-19 Support Grant	(610)	0	0
Interest Income (inc. Now Housing Interest)	(70)	(157)	(240)
Capital Financing (Leases, contributions to capital, interest, minimum revenue provision)	1,369	1,631	2,118
Parish Precepts	1,744	1,788	1,832
Contributions from Earmarked Reserves	(65)	(15)	(15)
Contribution to Covid-19 Reserve	610	0	0
Planned use of Working Balances (collection fund)	(670)	(670)	(670)
Total Other Income and Expenditure	(12,836)	(11,460)	(11,204)
Budget Gap (Single Year)	220	1,677	570
Budget Gap (Cumulative)	220	1,897	2,247

Housing Revenue Account

- 2.2.4 For the Housing Revenue Account, due to the longer-term basis of investment in housing, we undertake 30-year planning and forecasting. This is in line with the wider housing sector, and the focus is on the affordability of investment and new build housing rather than meeting savings targets. We do however continue to monitor and review the services provided to ensure these continue to deliver best value.
- 2.2.5 Based upon the proposed 2021/22 budget and other known factors (such as one-off items, our reserves strategy and any savings or growth already identified in budget reports for future years), we have undertaken forecasts for our HRA using the following key assumptions:

	Assumption
Inflation / Contracts	Contracts inflated by contractual inflationary indices Income and general costs inflated by CPI Fuel inflated by 2%
Pay and Pensions	Average pay inflated by 2.5% per annum No change to pensions contribution rate
Housing Rent	CPI + 1% for first five years CPI for all years after this
Borrowing	Average borrowing rate of 3.5% over the 30-year plan
Investment	Investing in stock based upon conditions survey and our minimum housing standards Continuing to replace sold Right to Buy properties through new development and/or purchase of properties.

- 2.2.6 The main expenditure activities of the HRA are in relation to the management, repairs, maintenance and investment into our social housing.
- 2.2.7 The forecasts based on these assumptions, shown in table 2.2b, demonstrate that we will be able to maintain our HRA reserves in line with our reserves policy (Annex A). Based on the longer forecasts, debt is expected to be repaid within a 22-year period, well within the remit of the 30-year plan.

Table 2.2b – Housing Revenue Account Forecasts

	2021/22 Budget £'000	2022/23 Forecast £'000	2023/24 Forecast £'000
Income			
Rental Income	(49,775)	(50,781)	(52,014)
Non Dwelling Rents	(381)	(389)	(397)
Charges for Services and Facilities	(2,520)	(2,570)	(2,622)
Other Income	(268)	(268)	(268)
Total Income	(52,944)	(54,008)	(55,301)
Expenditure			
Repairs and Maintenance	8,873	8,997	9,123
Management, Special Service and Rates/Taxes	14,261	14,546	14,837
Allowance for Doubtful Debt	490	507	520
Depreciation	15,565	15,876	16,194
Other Expenditure	39	39	40
Total Revenue Expenditure	39,228	39,967	40,714
Other Items of Income and Expense			
Interest Payable	6,761	7,365	7,505
Interest Received	(60)	(70)	(63)
Revenue Contribution to Capital	6,839	6,692	7,079
Net (surplus)/deficit	(176)	(53)	(64)

	2020/21 Budget £'000	2021/22 Forecast £'000	2022/23 Forecast £'000
HRA Reserves			
Opening HRA Balance	2,471	2,647	2,700
Net (deficit)/surplus	176	53	64
Closing HRA Balance	2,647	2,700	2,764

2.3) Revenue Strategies and Efficiency Programmes

- 2.3.1 Our current forecasts show a budget gap of £2.247m along with planned use of reserves to support the collection fund deficits. If the council were not to put robust plans in place to address this gap, reserves would fall below the recommended minimum balance. This section sets out how we plan to deliver efficiencies to deliver a balanced budget.
- 2.3.2 We have embarked on a range of projects and programmes which will support us to deliver our aims and also support the delivery of a balanced budget. Principally these focus on the General Fund, although our Modernisation Programme will deliver efficiencies for both revenue funds.
- 2.3.3 In addition to these, there are numerous strategies and policies which are reviewed on an annual basis which can be used to help us drive efficiencies.

Modernisation Programme

- 2.3.4 In 2019, following a very positive Local Government Association Peer Challenge report and recommendations, our chief executive set out a vision to all staff on the modernisation and transformation of our services. A suite of strategic, medium-term projects are underway to change the way we work and deliver services, including our customer services strategy and digital strategy. These various streams of work will not only improve the services we deliver but also generate efficiencies in the way we deliver them.
- 2.3.5 A large number of the efficiencies included in the 2021/22 budget have been identified under this programme, and these reviews will continue into the start of the MTFS period.

Baseline Reset

- 2.3.6 A baseline budget reset was undertaken for the 2020/21 budget following a historic trend of underspends. This review involved reviewing the average spend for the previous three years, and resetting budgets based on need. This review will form part of a rolling programme of budget reviews in the future, but savings would not be anticipated of the same level in future years.
- 2.3.7 Although not to the same scale as the efficiencies released in 2020/21, further savings have been released under this strategy in the 2021/22 budget.

Housing Company

- 2.3.8 In 2019, we started the process of setting up a wholly owned company, with the ambition to meet a housing demand not being met on the open market. The company "Now Housing", will provide an intermediary rental product to residents who do not qualify for social housing, but cannot afford market rental. Through sharing of employees, and the financing arrangements of the company, efficiencies will also be generated for the Council.
- 2.3.9 The company started trading in December 2020 and the business plan is being updated accordingly. Income for interest and service level agreements have been included in the 2021/22 budget, with annual increases assumed in the MTFS forecasts.

Local Plan

2.3.10 We are in the process of reviewing our local plan, which will identify key sites for future housing and employment developments. The plan will impact on housing numbers in the area, therefore affecting council tax and grant income. It will also impact on employment developments, affecting business rates.

Asset Management Strategy / Property Development

2.3.11 We will be updating our asset management strategy after the corporate plan has been updated, which will assist us to drive value from our assets, both revenue and capital, which will support in delivering the required efficiencies.

2.3.12 In addition, we will be continuing to drive forward with the redevelopment and regeneration of council owned sites identified in the asset management strategy and local plan. This will in turn increase asset value, revenue/capital returns, and council tax and business rates generation.

Crematorium

2.3.13 We have embarked on a project to deliver a crematorium with the borough to help meet the bereavement demands of the area. This project continues to progress, and in addition to meeting service demands, it will also generate income which will help us meet our efficiency targets.

Contracts

2.3.14 As a number of our large contracts come towards an end, we will take the opportunity to undertake market testing and analysis to understand if outsourcing these services still offers the best value for money. We will consider all options for these services, including delivering directly, outsourcing, and shared services.

Financial Planning Framework

3.1.1 Our growth and savings are reviewed and approved in line with our Financial Planning Framework (Annex D), which includes reviewing proposals against our corporate objectives.

Fees and Charges

2.3.15 As part of our budget setting process, we maintain a fees and charges strategy which provides the key principles behind the setting of fees and charges (Annex B). In general, the key principles are:

- We will charge users for services, where we have the power to do so
- We will aim to recover the cost of services through fees and charges
- We will be transparent and be able to justify when there is a policy decision not charge or fully recover the cost of a service

Risk Management

2.3.16 Risk Management is a key feature of our financial planning process. We are aware of the need for effective risk management and consider the assessment and minimisation of risk to be vital. We have a Risk Management Strategy in place, and our financial risks are assessed in line with our overall approach to risk management.

2.3.17 To mitigate risk we monitor our spend and income against budgets, and use performance and risk management software to monitor and report on risks and key indicators which have financial implications.

2.3.18 We report quarterly to Cabinet and to Performance Clinics, which provides the platforms for Members to scrutinise our financial and non-financial performance and risks.

2.3.19 As part of determining our minimum reserves (working balances), we undertake a high-level assessment on the risks we have identified in our MTFS. This informs our reserves policy. A summary showing the potential impact of some of the key risks we have identified is shown in the following table:

Risk	Scenario	Impact (£m)
Business Rates	Significant economic downturn, loss of businesses located in the Borough and high level of appeals (Maximum impact)	1.80
Council Tax	Economic downturn adversely impacts development of new housing and 10% increase in Council Tax Support	0.21
Inflation	Salary and contract inflation greater than budgeted by 1%	0.25
Pensions	Current service costs increase by 1%	0.10
Borrowing	Changes in economy adversely impact borrowing rates by 1%	0.25
Efficiencies	We fail to deliver our budgeted savings	0.91

Reserves Policy

2.3.20 Our Reserves Policy (Annex A) sets out how we will maintain an adequate level of reserves for future risks and uncertainties, and how we will use our earmarked reserves to help us achieve our objectives (such as through funding a one off invest to save project). In summary:

- We will report annually on the adequacy of our reserves
- We will maintain a minimum working balance on the General Fund of 5% of turnover (excluding benefit grant income)
- We will maintain a minimum working balance on the HRA of 5% of turnover
 - We will ensure reserves are monitored and reported on regularly

Capital Costs

2.3.21 Our Capital Forecasts and Strategy (section 3) sets out our approach to how we determine what we spend on capital projects, and how these are assessed for revenue implications.

2.3.22 Our Minimum Revenue Provision Policy (Annex C) sets out how we determine the most efficient and affordable way to repay our borrowing.

2.3.23 Our Treasury Management Strategy (Annex F) and Investment Strategy (Annex E) ensure we take a risk based approach to the management of our cash, investments and borrowing, balancing risk against return/cost.

Council Tax

2.3.24 We set our council tax increases on an annual basis as part of our budget setting process. For the purposes of forecasting, a 1.5% increase has been assumed for future years. However, we may decide to increase at a different level when setting the budget, to help meet our challenging targets. The table below shows the impact of an additional 0.5% charge on the current assumptions:

	2021/22	2022/23	2023/24
	£000	£000	£000
Tax-base Assumptions	43,462.4	43,897.0	44,336.0
Current Forecasts			
Previous Years Band D Tax	£214.92	£219.15	£222.43
Council Tax Band D increase	1.97%	1.50%	1.50%
Increase (£)	£4.23	£3.28	£3.33
Average Band D tax (£)	£219.15	£222.43	£225.76
Council Tax Income (1.5% all years)	£9.525m	£9.764m	£10.009m
Additional 0.5%			
Previous Years Band D Tax		£219.15	£223.53
Council Tax Band D increase		2.00%	2.00%
Increase (£)		£4.38	£4.47
Average Band D tax (£)		£223.53	£228.00
Council Tax Income (2% future years)		£9.812m	£10.109m
Cumulative Impact of additional 0.5%		£48k	£100k

3 Capital Forecasts and Strategy

Capital expenditure is what we spend on assets, such as property, vehicles, buildings and software, which will last more than one year. For local councils, it can also include spend on assets owned by others, such as grants to voluntary organisations made for capital purposes.

3.1) Summary and Approach

- 3.1.1 Our Capital Forecasts and Strategy provide a high-level overview of how our capital expenditure, financing and treasury activities contribute to our overall financial position, and how they contribute to the delivery of our services.
- 3.1.2 A key aspect of our capital activities is ensuring we have clear risk management processes and indicators in place to inform robust decisions, and to understand the implications of any decisions on our longer-term financial sustainability.
- 3.1.3 We maintain a register of our assets and key components, which along with our asset management strategy, helps to inform future capital expenditure requirements and capital income opportunities.
- 3.1.4 Our budgets are set and approved in line with our Financial Planning Framework (Annex D), and expenditure is capitalised in line with international accounting standards, the CIPFA code of conduct and our own accounting policies (which are published in our annual statement of accounts).
- 3.1.5 As with our revenue accounts, we maintain separate capital records for our General Fund and our Housing Revenue Account assets.

Economic and Market Conditions

- 3.1.6 As outlined in our revenue summary, there continues to be extreme uncertainty in economic and market conditions, particularly with the pandemic, and it is unclear how the EU transition ending will impact the country's economy.
- 3.1.7 Sudden and material changes in market and economic conditions can potentially have significant impacts on the Councils capital programme.
- 3.1.8 There is a possibility that supplies may be inflated due to the current conditions, and that there may be additional costs associated with social distancing and having covid-secure welfare facilities for construction projects.
- 3.1.9 Increases in inflation can directly impact the cost of delivery of a capital project and increase our borrowing requirements.
- 3.1.10 Such increases, along with changes in the housing market, could make some of our planned schemes unviable to deliver.
- 3.1.11 We mitigate these risks where possible, by taking professional market advice, ensuring inflation is applied to future capital schemes in our programme, and build in a risk-based contingency to our capital projects.

3.2) Capital Forecasts and Assumptions

3.2.1 A summary of our capital expenditure forecasts including rephasing in 2020/21 are as follows:

	2021/22	2022/23	2023/24	2024/25	2025/26
	£'m	£'m	£'m	£'m	£'m
General Fund (GRF)	20.804	2.437	1.381	1.452	1.385
Housing Revenue Account	39.526	32.801	19.818	15.988	15.692
Sub-Total	60.330	35.238	21.199	17.440	17.077
Loans to Now Housing (GRF)	11.548	15.918	37.966	13.613	5.657
Total	71.878	51.156	59.165	31.053	22.734

3.2.2 The majority of spend in our general fund is in relation to regeneration and operation property projects, and for the delivery of new affordable housing in our HRA. We also hold a housing company (Now Housing) for which we make loan payments to in order to facilitate delivering affordable rented accommodation in the Borough. A detailed list of our capital projects can be found in our budget pack, published on our website by April each year.

3.2.3 We have a range of sources available to us to finance our capital expenditure. These include grant receipts, income from the sale of assets, contributions from our revenue balances, and borrowing. We determine the financing for expenditure as part of our budget setting process.

3.2.4 A large proportion of the financing for our HRA, comes from a statutory process for the sale of our housing to tenants (the Right to Buy scheme). We have assumed 40 sales per year.

3.2.5 The tables below show our forecasts for the financing of our capital expenditure.

General Fund	2021/22	2022/23	2023/24	2024/25	2025/26
	£'m	£'m	£'m	£'m	£'m
Grants and Contributions	6.392	0.592	0.592	0.592	0.592
Reserves and Revenue Contributions	1.705	1.160	0.789	0.860	0.793
Borrowing	12.707	0.685	0.000	0.000	0.000
Sub-Total	20.804	2.437	1.381	1.452	1.385
Borrowing for Now Housing	11.548	15.918	37.966	13.613	5.657
Total	32.352	18.355	39.347	15.065	7.042

Housing Revenue Account	2021/22	2022/23	2023/24	2024/25	2025/26
	£'m	£'m	£'m	£'m	£'m
Grants and Contributions	0.000	0.000	0.000	0.000	0.000
Reserves and Revenue Contributions	32.037	30.072	19.818	15.988	15.692
Borrowing	7.489	2.729	0.000	0.000	0.000
Total	39.526	32.801	19.818	15.988	15.692

3.2.6 As shown in the tables above, we do finance some of our schemes through the use of borrowing. We can decide to postpone external borrowing and use our revenue reserves to support the cash flows of capital expenditure. This is known as internal borrowing and reduces the interest costs we incur on borrowing in the short to medium term.

3.2.7 The total amount of cash required to fund the schemes we borrow for (whether internally or externally) is known as the Capital Financing Requirement (CFR). It is important that we monitor our requirement, as this will require repayment in the longer term, and we ensure we have strategies in place for repayment. Our CFR forecasts are as follows:

	2021/22	2022/23	2023/24	2024/25	2025/26
	£'m	£'m	£'m	£'m	£'m
General Fund	50.629	50.370	49.207	48.023	46.821
Loans to Now Housing (GRF)	13.985	29.903	67.869	81.482	87.139
Housing Revenue Account	256.256	258.986	251.906	243.258	235.148
Total	320.870	339.259	368.982	372.763	369.108

3.3) Capital Strategies and Indicators

3.3.1 In order to ensure our longer-term financial sustainability, and the affordability of our capital plans, we maintain numerous strategies and make use of indicators. These also help inform our decisions and monitor risk.

Financial Planning Framework

3.3.2 Our schemes are reviewed and approved in line with our Financial Planning Framework (appendix D), which includes the calculation and approval of our capital indicators on risk exposure and affordability. This ensures sound governance is embedded into our budgetary approval process.

Financing Approach

3.3.3 We will always seek to apply for and utilise grant funding, ringfenced funds and contributions received before utilising other unrestricted funds. This minimises the ongoing burden of borrowing, and maintains capital reserves where possible.

3.3.4 We aim to restrict borrowing to income generating, or long-term assets (40+ years). This is also to minimise the ongoing impact of borrowing.

3.3.5 We aim to fund the shorter-term projects, rolling programme and any other schemes from capital reserves and balances. We can also make a voluntary revenue contribution to capital, to reduce borrowing or to reduce the use of capital balances.

Debt Repayment

3.3.6 We must ensure that we set enough money aside each year, for the repayment of our CFR. There are different statutory arrangements that govern the requirements for our General Fund and Housing Revenue Account.

3.3.7 For the General Fund, we maintain a minimum revenue provision (MRP) policy (Annex C). This sets out how we will determine over what period we should set aside funds to fully repay our CFR.

3.3.8 We will ensure that there is a balance between the cost of MRP and the affordability of debt, through the annual review of our MRP policy. Our general approach is to pay for an asset over its expected life, subject to the maximum statutory limits.

3.3.9 The Housing Revenue Account makes annual repayments of debt, and the affordability is assessed as part of our thirty-year business plan. Our business plan shows debt repayment well within the thirty-year period, demonstrating the affordability of our plans.

3.3.10 For the General Fund, in order to ensure affordability, we forecast and monitor the value of the minimum revenue provision (MRP). Based on our capital plans, our forecast of total MRP, and of the incremental impact of MRP, is shown in the table below:

	2021/22	2022/23	2023/24	2024/25	2025/26
	£'m	£'m	£'m	£'m	£'m
Previous Years MRP	1.209	1.299	1.337	1.337	1.492
Change in MRP	(0.260)	(0.200)	(0.019)	0.002	(0.135)
Total MRP	0.949	1.099	1.318	1.339	1.357

3.3.11 Where we borrow to make investments into services, which do not have a direct financial return (for example the replacement of our fleet), overall affordability is monitored through the use of the following indicators:

- Value: Cost of general fund borrowing in relation to total service income (income generating services, excluding community and commercial property)
- Value: Cost of general fund borrowing in relation to council tax (non-income generating services)
- Term: Years until debt free (Housing Revenue Account)

Investments and Commercial Strategy

3.3.12 We can undertake capital investment activities which will purely or partially generate a profit.

3.3.13 However, we do not generally undertake activities which are purely for profit generation, as the main purpose of our capital investment activities are usually to meet our corporate objectives, which may or may not have a partial objective of generating profit.

3.3.14 To ensure that we make robust and informed decisions, including a full understanding of risk, we will maintain an Investment Strategy (Annex E).

3.3.15 In summary, where we undertake investment activities, we will ensure we maintain a suite of indicators to monitor against, ensure professional advice is taken where appropriate and ensure officers maintain their professional development.

3.3.16 Our key indicators for investments and commercial activities are as follows:

- Ratio: Loan to value / CFR to asset base (community and commercial property)
- Ratio: Principal cover / MRP to income stream (community and commercial property)
- Ratio: Interest Cover / Income to interest cost (community and commercial property)
- Ratio: Interest Cover / Income to interest cost (Housing Company)

3.3.17 Additional indicators to monitor performance (such as occupancy rates of community and commercial assets) are monitored as part of the Councils performance framework and reviewed annually.

Treasury Management Strategy

3.3.18 Our Treasury Management Strategy (Annex F) ensures we maintain sufficient and not excessive funds to meet our spending needs. It provides the framework for managing the risks involved with investing our surplus cash and borrowing for investment in services or for cashflow purposes.

3.3.19 Our main priorities for the investment of cash balances are to ensure the security of our cash, and to maintain the appropriate level of liquidity to meet our needs. We give these objectives priority over the return on investment (interest income).

3.3.20 Our main priorities when undertaking borrowing are to achieve a low but certain cost of finance, whilst retaining flexibility should plans change in the future. These objectives can be conflicting, and so we seek to strike a balance between short and long term borrowing.

3.3.21 We formally report on our treasury management activities regularly (strategy setting, mid-year, and at year-end) and monitor against a set of indicators. These are:

- Borrowing Limit – Operational Boundary
- Borrowing Limit – Authorised Limit
- Borrowing Limit – Maturity Structure of Borrowing
- Investment Limit – Cash invested beyond one year

3.3.22 This strategy also set out how we apportion interest costs and income between our revenue accounts, the limits with financial institutions and details our use of specialist advisors.

4 Professional Advice, Skills, Training and Capacity

In order to ensure we can enact our strategy and governance framework; we must ensure we have the correct skills and capacity to do so. This section applies to all areas of our medium-term financial strategy and governance framework, including our policies, strategies and frameworks.

- 4.1.1 We have professionally qualified staff across a range of disciplines, including finance, legal and property.
- 4.1.2 We ensure our staff maintain continual professional development and attend courses to keep abreast of new developments and to enhance and develop their skills.
- 4.1.3 We will ensure we have or procure the right skills and knowledge to support the delivery of our all of our financial strategies and governance frameworks. Where specialist or technical knowledge is required, we will engage professional external advisors.
- 4.1.4 We establish project teams from the relevant professional disciplines as required but will also utilise external professional advice to support with technical/professional specialisms and/or capacity.
- 4.1.5 External advice will always be sought for significant investments, including treasury investments (such as treasury advice), commercial investments (such as property, treasury and legal advice), or service investments (such as legal advice, market expert advice and treasury advice).
- 4.1.6 Internal and external training is also available to our Members to ensure they have the up to date knowledge and expertise to understand and scrutinise financial decisions.

Annex A – Reserves Policy

- A1 This policy supports our Medium-Term Financial Strategy and is reviewed annually. It sets the minimum level of balances required, explains the different types of reserves held, and our governance arrangements.
- A2 The policy applies to both the General Fund and Housing Revenue Account reserves, both revenue and capital. It is important that our Councillors understand the reserves policy and the importance of maintaining an adequate level of reserves when reviewing and approving our budget, which will be done with the advice of our Chief Financial Officer.
- A3 CIPFA guidelines were issued in November 2008 under LAAP Bulletin No. 77. The main areas covered in these guidelines are set out in this policy together with our approach to these.

The Existing Legislative/Regulatory Framework

- A4 The requirement for financial reserves and safeguards are set out in in statute (Local Government Finance Act 1992 and Local Government Act 2003). These requires us to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement, and to ensure safeguards are in place, including:
- Setting a balanced budget
 - Having the view of the Chief Finance Officer on the robustness of estimates and adequacy of reserves when considering the budget requirement
 - Making arrangements for proper administration of our financial affairs, where the Chief Finance Officer is the responsible person (Section 151 duties)
- A5 The Chief Finance Officer must report (under section 114) to all our councillors if there is, or is likely to be, unlawful expenditure or an unbalanced budget. This would include situations where reserves have become seriously depleted and it is forecast that the authority will not have the resources to meet its expenditure in a particular financial year. The issue of a section 114 notice by the Chief Finance officer cannot be taken lightly and has serious operational implications.
- A6 Guidance on specific levels of reserves and balances is not given in statute, by CIPFA or the Auditors. There is no statutory minimum level of reserves. It is up to local authorities themselves to set their own level of reserves and balances on the advice of the Chief Finance Officer.

The role of the Chief Financial Officer

- A7 Within the existing statutory and regulatory framework, it is the responsibility of the Section 151 Officer to advise the Council about the level of reserves that it should hold and to ensure that there are clear protocols for their establishment and use. For the Council, the Section 151 Officer is the Head of Resources.
- A8 The Council then, acting on the advice of the Section 151 Officer, and taking into account all local circumstances, must make its own judgements on the level of reserves and balances.
- A9 Local circumstances include the strategic, operational and financial risks and the adequate and effective systems of internal control.
- A10 The Chief Finance Officer will report to the Council on the adequacy of reserves, and reserve movements will be considered as part of our budget monitoring arrangements.

Types of Reserve

A11 Usable reserves can be held for three main purposes:

- Working Balances – These reserves help to cushion the impact of uneven cash flows, avoid unnecessary temporary borrowing, and provide funds for unexpected events or emergencies.
- Earmarked Reserves – These are where funds are set aside for a future purpose such as to help deliver a long-term strategy, to change processes, or deliver specific one off projects. These future purposes can be very specific, or may be quite broad, dependant on the level of detail known when setting up a reserve.
- Capital Reserves – These are where we keep the balance of an unutilised capital funds. These funds can be made up of capital receipts, contributions, grants and contributions from revenue.

A12 We also hold other 'un-useable' reserves that arise out of legislation and accounting standards. These reserves are not cash backed and cannot be used for other purposes. These are separated on the face of our core financial statements which are published each year.

Target Working Balances / Reserves

A13 The principles used by the Chief Finance Officer to assess the adequacy of unallocated general reserves when setting the budget, ensure that account is taken of the strategic, operational and financial risks facing the authority.

A14 Setting the level of reserves is just one of several interrelated decisions in the formulation of the medium-term financial strategy (MTFS) and the budget for a particular year.

A15 Consideration is given to the key assumptions underpinning the budget alongside the authority's financial management arrangements, and the risks, opportunities, economic and local factors identified in the MTFS. We also consider previous guidance issued by the Audit Commission.

A16 For the General Fund, a risk-based approach is taken to estimate reserve requirements, which is then considered as a percentage of turnover. This provides a risk-based approach to short term reserve levels, and a proxy for our forecasts of medium-term reserve requirements.

A17 For 2021/22, the minimum working balances have been assessed as £2.6m, which equates to around 5% of turnover (excluding benefits subsidy). On this basis, the medium-term minimum working balance has been set as 5% of turnover.

A18 We may decide to make use of the working balances to help balance the budget in the short term, such as for one off expenditure, due to a delay to an efficiency proposal, or to reduce the level of working balances to target. However, working balances will not be utilised for recurrent expenditure without this being explicit in the budget report, and on the advice of the Chief Financial Officer.

A19 For the Housing Revenue Account, due to the restricted nature of the funds, and lower exposure to as many risks, the target working balance is maintained as low as reasonably possible to minimise borrowing costs. On this basis, 5% of turnover is used, which supports cashflows, and provides a cushion for risk.

Earmarked Reserves

- A20 Our earmarked reserve balances, the reason for holding these reserves, along with any budgeted contributions to and from these reserves, will be approved by Full Council as part of the annual budget setting process.
- A21 Additional contributions to and from these reserves may be made during the year, or at the end of the year, as approved by Full Council or under delegated authority as appropriate.
- A22 Priorities may also be identified as part of the budget setting process where reserves, or increases to reserves may be required. Should there be a favourable variance at year end these would be the first areas for consideration.
- A23 We will not create earmarked reserves for expenditure that should be treated as a provision, which is determined by accounting standards and the CIPFA code of practice on Local Government Accounting.

Capital Reserves

- A24 There is no target/minimum balance for capital reserves.
- A25 Capital receipts and contributions are restricted for capital use, and reserves are used in line with the capital financing strategies set out in the MTFs.
- A26 Consideration will be given to other financing methods to enable reserves to be utilised for future capital expenditure, while balancing the risk of investing and cost to carry.
- A27 We will consider the strategic disposal of assets to generate additional capital receipts where appropriate and will do this in line with our asset management strategy.

Reporting and Governance Framework

- A28 The Chief Finance Officer has a duty to local taxpayers and must be satisfied that the decisions taken on balances and reserves represent proper stewardship of public funds.
- A29 Compliance with this policy assists the Chief Finance Officer to be satisfied that there are governance arrangements in place for our reserves.
- A30 The level and utilisation of reserves is determined formally by the Council at its meetings to approve the annual budget and the final accounts. These decisions are informed by the advice and judgement of the Chief Finance Officer.
- A31 The budget report presented annually will include the budget for the next financial year will include a statement from the Chief Financial Officer on the adequacy of reserves over the lifetime of the medium-term financial strategy.
- A32 We actively monitor our budgets throughout the year, and we will report on any forecast changes in the level of balances or reserves.
- A33 Our annual statement of accounts includes a schedule of all reserves in the balance sheet. Significant reserve movements are explained in the Chief Finance Officer's foreword to the accounts and out-turn reports.

Annex B – Fees and Charges Strategy

- B1 This Strategy supports our Medium-Term Financial Strategy and is reviewed annually. It sets out our approach to setting our fees and charges.
- B2 A significant proportion of our income is derived from fees and charges and a balance has to be struck between meeting our statutory responsibilities and the subsidies we provide for discretionary services. Our strategy has three core underlying principles:
- We will raise income from users of services wherever there is a power/duty to do so
 - Income raised should cover the full costs of providing the service, and will rise annually
 - Any departures from this policy must be justified with reference to the Council's priorities and policies

Raising Income for Services

- B3 We believe that raising charges to recover costs is preferable to removing a service completely, and we aim to recover costs of services from the users of those services, unless there are wider benefits for funding a service in another way.
- B4 Statutory defined fees and charges will change in line with the governing legislation.
- B5 We will approve a full list of fees and charges at Full Council as part of our budget setting process, which will be published.
- B6 Concessionary charges may be set for a service and will be appropriate to the circumstances of the customer while encouraging increased participation for less advantaged groups. This should not lead to unjustifiable preferential treatment.

Covering Service Cost

- B7 We will aim to recover the full cost of services through the collection of fees and charges, including overheads, where it is possible to do so.
- B8 Our fees and charges will increase at least in line with inflation unless there is a clear reason for an alternative approach.
- B9 Consideration will be given to local circumstances, economic conditions, comparability/benchmarking, the impact of changes on the usage of the service and the user's ability to pay.

Departures from Policy

- B10 When we do not raise income in areas where we have the power to do so, we forego the opportunity to cover the cost of the service, which will increase our savings targets.
- B11 Members will scrutinise fees and charges and will be supplied with information to allow them to make decisions in a structured and explicit manner. Any decision to forego income or to subsidise a service is considered a policy decision.

Annex C – Minimum Revenue Provision Policy

- C1 This Strategy supports our Medium-Term Financial Strategy and is reviewed annually. It sets out our approach to determining how we will efficiently and prudently set aside funds for the repayment of our borrowing.
- C2 Where we finance General Fund capital expenditure through debt, we must also ensure we put aside resources to repay that debt in future years.
- C3 An amount is charged to the revenue account on an annual basis for this, and this is known as the Minimum Revenue Provision (MRP).
- C4 In determining how much we should set aside each year, we must have regard to the guidance issued by the Government and the Local Government Act. The most recent guidance was issued in 2018 by the Ministry for Housing, Communities and Local Government.
- C5 In order to ensure a prudent and efficient approach is taken to the repayment of debt, we will align the period of MRP charges to the period of which the capital expenditure/asset provides benefit.
- C6 The guidance requires us to produce this annual statement/policy each year and sets out a number of options for determining an MRP charge. Our policy on charging MRP is as follows:
- We will adopt the Asset Life method for the calculation of our MRP, where the charge is calculated to reflect the life of the asset.
 - We will calculate MRP on a straight-line basis, where an equal instalment is made each year, and this charge will go to the repayment of external debt, or to the balance sheet to reduce the level of capital financing requirement.
 - We will not charge MRP in the year of purchase/scheme completion. MRP will be charged from the following financial year.
 - For capital expenditure loans to third parties that are repaid in annual or more frequent instalments of principal, we will make nil MRP, but will instead apply the capital receipts arising from principal repayments to reduce the capital financing requirement. In years where there is no principal repayment, MRP will be charged in accordance with our standard asset life policy.

Annex D – Financial Planning Framework

- D1 This Framework supports our Medium-Term Financial Strategy and is reviewed annually. It sets out our approach to how we will determine our budget priorities, how we will assess budget changes, and our governance process.
- D2 When setting our budget, we start with our medium-term strategy, which includes all previously known factors and assumptions. We then take into account any changes to our plans based on the outturn of the most recent financial year. Outlined in the table below are the key stages involved in producing the budget:

June	<p>We agree our strategic priorities for the next year.</p> <p>Cabinet approves the framework for the budget setting process for the following year.</p>
July/August	<p>Budget setting guidance if issued to our senior officers.</p> <p>Officers are then asked to submit bid forms which outlines any proposals they are recommending for incorporation into our budgets, including capital projects, efficiencies and growth.</p>
September / October	<p>We update our medium-term financial forecasts to reflect the new bids submitted and/or amendments made to existing bids.</p> <p>All of the bids are reviewed by the Section 151 officer to ensure that the bids submitted have complied with the approved budget guidance.</p>
October / November	<p>All bids are then challenged and scrutinised by the Corporate Management Team, before discussion with for comments and recommendations.</p>
December	<p>The Provisional Local Government Finance Settlement is announced by the government (this indicates the levels of funding we will receive and any policy decisions that may change our budgets).</p>
January	<p>Our draft capital and revenue budgets are presented to Cabinet and to Overview Scrutiny Committee for consideration.</p> <p>Growth, savings and capital bids are considered against our priorities, and the impact on affordability and risk indicators considered.</p> <p>Any budget consultation with the public and/or business rates payers is also analysed and fed into the budget decision process.</p>
February	<p>Full Council approves next financial year's council tax, capital and revenue budget, and new Medium-Term Financial Strategy and Financial Governance Framework.</p>
April	<p>The new financial year commences, and the budget approved is then assessed under the monitoring process.</p>

Annex E – Investment Strategy

- E1 This policy supports our Medium-Term Financial Strategy (MTFS) and is reviewed annually. It ensures we fully understand and consider the risks and opportunities of commercial and service-based investments.
- E2. It sets out our approach to investing money, specifically in relation these commercial and service investment activities.
- E3 Service based investment activities covers us lending money to, or buying shares in, other organisations.
- E4 Commercial investment activities cover property and other similar investments to where profit/return is the main purpose of the investment.
- E5 Investments made for treasury management activities (surplus cash arising from day to day activities and cash-flows), are covered separately by the councils Treasury Management Strategy (Annex F).
- E6 We will ensure we have professionally qualified staff, and make use of external professional advice where appropriate, as set out in our MTFS.

Service Based Investments - Loans

- E7 We have a number of loan arrangements with local charities, residents, its joint venture and its employees to support local public services and stimulate economic growth and provide affordable housing.
- E8 Our wholly owned company, Now Housing, which will be providing affordable housing in the Borough started trading in quarter 3 of 2020/21. We will be lending the company money to invest in housing.
- E9 These loans are treated as capital expenditure. The main risks associated with service loans, is that the borrower will be unable to repay the principal amount lent and/or interest due. In order to limit the risk, and exposure remains appropriate and proportionate, limits are set.
- E10 We will set these limits giving consideration to the financial risks, an assessment of the demand for such services, our risk appetite and professional advice received. A summary of our loans for service purposes, and limits are shown in the table below:

Category of borrower	2019/20 actual			2020/21	2021/22
	Balance owing £000	Loss allowance £000	Net figure in accounts £000	Forecast Balance £000	Limit £000
Joint Venture	107		107	107	172
Local charities	130		130	114	130
Local residents	4,439		4,439	4,528	4,981
Employees	103		103	82	500
Housing Company	0		0	2,494	24,043
TOTAL	4,779	0	4,779	7,325	19,826

- E11 We are required through accounting standards to set aside a loss allowance for loans, to reflect the likelihood of non-payment. We make every reasonable effort to recover sums lent and have appropriate credit control arrangements in place.
- E12 Loans to residents shown in the table, are for the rent to mortgage scheme, which is no longer in operation. Although not in operation, balances are still collectable, and a charge is made against the relevant properties which ensures recovery when the asset is sold. There is therefore minimal risk with non-recovery.
- E13 In relation to the Housing Company, debt will be secured against the property owned by the company. Due to the anticipated high gearing ratio of the company, a downturn in the housing market may lead to the assets being a lower value than the loans. However, as the aim is to hold the assets in the long term to provide affordable housing, not to make capital returns, short-term changes in the property markets should not impact on the longer-term ability of the company to repay borrowing.
- E14 In making loans, we will ensure we fully consider risk implications, both on the individual loan, and the cumulative exposure to risk.
- E15 We will ensure that full due diligence is undertaken, that security is in place where appropriate, and that loans are actively monitored.
- E16 Any business case will set out the benefits and risks of the investment and will require approval in line with our constitution and approved policies.
- E17 To monitor the exposure risks associated with service-based investments, we will report the following information:
- Total service investments made
 - Ratio of Cost to Returns (Cost of borrowing against returns generated)

Commercial Property Investments

- E18 We hold a small portfolio of local commercial property, purely for the intention of generating a profit to support local services. These assets are historical asset holdings, and have no debt associated with them.
- E19 These properties are defined as investment properties, and per international accounting standard 40, and had a value as at the 31 March 2020 of £5.195m, generating around £394k per annum in rental income, which supports the delivery of local services.
- E20 While we have no plans to invest in further property, purely for financial return, we monitor our existing commercial property investments.
- E21 We consider property investment to be secure, if its accounting value is the same as, or higher than its purchase price including taxes and transaction costs.
- E22 We review our investment property valuations each year to monitor the risk of fluctuations in value.
- E23 We also monitor the net rental income generated by our property investments to identify trends, as reductions in market rent would could point to a fall in property value.

E24 If we wish to undertake further investment in property purely for financial return, we will ensure full due diligence is carried out, professional advice is obtained, and a business case presented weighing up the risks and benefits. Consideration will be given to liquidity (assets of this type are harder to convert back to cash at short notice) and of the wider property market. Any investments of this type would require budget approval from Full Council.

Service Based Property Investments

E25 In addition to the property we hold purely for commercial returns, we also hold a large portfolio of assets for service reasons, and these assets also generate returns for the Council. Such assets include town centre and neighbourhood centre retail units, car parks, community assets and business centres.

E26 These properties had a (gross book) value as at 31 March 2020 of £75.077m, generating around £7.088m per annum in rental income, and had £21.194m of debt associated with them

E27 Whilst the primary purpose of holding these assets is not financial return, they do face similar risks to those assets held purely for financial return.

E28 For this reason, we make use of three ratios to help us monitor risks for the community and commercial asset portfolio. These indicators are:

- Loan to value (Capital Financing Requirement related to these assets, compared to the value of the assets)
- Principal cover (Minimum Revenue Provision Charge in relation to these assets, compared to the net income stream generated from these assets)
- Interest Cover (Income derived from these assets divided by the interest cost associated with these assets)

Annex F – Treasury Management Strategy

- F1.1 This strategy supports our Medium-Term Financial Strategy (MTFS) and is reviewed annually. It ensures we appropriately manage and protect our cash balances and carefully manage our borrowing to support our activities.
- F1.2 Treasury Management is the management of the our cash flows, borrowing and investments and associated risks. This activity involves substantial sums of money and therefore exposes us to financial risks such as loss of funds and impacts from changing interest rates.
- F1.3 The successful identification, monitoring and control of these risks are therefore central to prudent financial management.
- F1.4 Our treasury risk management is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2017 Edition (the CIPFA Code), which requires the approval of a treasury management strategy before the start of each year.
- F1.5 Our strategy also fulfils the Council's legal obligation under the Local Government Act 2003 to have regard to the CIPFA Code. It ensures we fully understand and consider the risks and opportunities of commercial and service-based investments.

Balance sheet summary and forecast

- F2.1 To take a view on likely treasury activity in 2021/22 it is necessary to look at the Council's balance sheet to estimate the level of funds available for investment purposes and any borrowing requirements, as shown in the table below:

	31.3.20 Actual £m	31.3.21 Estimate £m	31.3.22 Forecast £m	31.3.23 Forecast £m	31.3.24 Forecast £m
General Fund CFR	37.647	38.659	50.571	50.312	49.149
Loans Requirement (Now Housing)	0.000	2.495	14.043	29.961	67.927
HRA CFR	241.127	248.768	256.256	258.986	251.906
Total CFR	278.774	289.921	320.871	339.259	368.982
Less: Other debt liabilities	(2.338)	(2.320)	(2.302)	(2.284)	(2.266)
Loans CFR	276.436	287.601	318.569	336.975	366.716
Less: Existing borrowing	(242.899)	(223.399)	(201.999)	(179.299)	(155.099)
Internal/(over) borrowing	33.537	64.202	116.570	157.676	211.617
Less: Usable reserves	(45.125)	(34.173)	(24.405)	(18.490)	(19.722)
Less: Working capital	(7.649)	(6.200)	(4.200)	(2.200)	(0.200)
New Borrowing (cumulative)	0.000	(29.525)	(79.484)	(109.832)	(123.818)
New Borrowing (cumulative - Now Housing)	0.000	(2.495)	(14.043)	(29.961)	(67.927)
Investments	(19.237)	(10.000)	(10.000)	(10.000)	(10.000)

Interest rate forecasts

- F3.1 Another factor to consider when setting a treasury management strategy is the forecast for interest rates. The rates assumed are set out in our MTFS (section 2.1), which are provided by our treasury management advisors, Arlingclose.

Borrowing Strategy

- F4.1 **Objectives:** The Council's primary objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving certainty of those costs over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.
- F4.2 **Strategy:** The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). It represents the amount of debt the Council needs to/has taken to fund the capital programme after repayments and Minimum Revenue Provision (MRP) are taken into account.
- F4.3 Whether external borrowing is taken out depends on the level of cash balances held by the Council, and forecasts relating to this are set out in section F2.1.
- F4.4 We manage and monitor our cash position to ensure sufficient funds are available to meet all requirements, taking advice from the Council's treasury advisors Arlingclose Ltd in relation to timing and structure of borrowing. This may be through utilising cash balances held by the Council (internal borrowing) in the short or medium term. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources, or undertake short-term borrowing instead.
- F4.5 When required and prudent, the Council will borrow externally from external bodies (such as the Government through the Public Works Loan Board (PWLB) or the money markets). Following the 1% increase to PWLB rates in October 2019, this may no longer be the cheapest source of borrowing available, so we will always consider other sources where appropriate. A HM Treasury consultation on lowering PWLB rates concluded in July 2020 but the government has yet to publish its response.
- F4.6 We may borrow in advance of need to take advantage of low interest rates, if deemed to be in our financial interest. Any borrowing in advance of need will not exceed the capital financing requirement for the current year plus 2 years. Borrowing for short periods of time to cover unexpected cash flow shortages may also be undertaken if required.
- F4.7 **Context:** At 1 April 2021 the Council will hold around £248.7m of long term HRA loans. The debt portfolio was originally structured to mirror projected cash surpluses arising from the HRA business plan on the introduction of self-financing, with all loans being repaid by 2028.
- F4.8 Our budget shows there is further borrowing requirement of £14.328m in 2021/22, to support the Affordable Housing Programme. We continue to generate receipts from right to buy sales.
- F4.9 In addition to this, the Government's four-year rent reduction policy impacted on our ability to repay loans as quickly as it originally intended. This means that in the medium term of the 30 Year HRA Business Plan, additional borrowing will be needed to extend the duration of the repayment period.

F4.10 The forecast General Fund borrowing requirement on 1 April 2021 of £38.659m relates to the acquisition and refurbishment of properties in recent years to support the economic development and regeneration of town and neighbourhood centres in the Borough.

F4.11 **Sources of borrowing:** Our approved sources of long-term and short-term borrowing will be:

- HM Treasury's PWLB lending facility (formerly the Public Works Loan Board)
- Any institution approved for investments (see section 7)
- Any other bank or building society authorised to operate in the UK
- Any other UK public sector body
- UK public and private sector pension funds (except Hertfordshire Pension Fund)
- Capital market bond investors
- UK Municipal Bonds Agency plc and special purpose companies created to enable local authority bond issues

F4.12 **Other sources of debt finance:** In addition, we may finance our capital expenditure through other methods that are not directly borrowing cash, but would be classed as debt liabilities:

- Leasing
- Hire purchase
- Private Finance Initiative
- Sale and leaseback

F4.13 We have previously raised all of our long term borrowing from the PWLB but will consider other sources of finance, such as local authority loans and bank loans that may be available at more favourable rates.

F4.14 **Debt rescheduling:** The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates.

F4.15 We may take advantage of this and replace some of our loans with new loans, or repay loans without replacement, where this is expected to lead to an overall cost saving or a reduction in the our risk exposure.

F4.16 **Housing Company:** The Council plans to lend to our housing company (Now Housing) during 2021/22 for the provision of affordable housing. Borrowing will be undertaken in line with our Treasury Management Strategy. Loans and repayments will be covered through robust loan agreements, and will be undertaken in line with the company's business plan, subject to approval by the Section 151 officer.

F4.17 **Governance and Reporting:** We maintain a number of indicators to monitor and limit our risk exposure in relation to our debt, some of which are required by legislation.

F4.18 **Maturity structure of borrowing:** This indicator is set to control the Council's exposure to refinancing risk. Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment. The upper and lower limits on the maturity structure of fixed rate borrowing will be:

Maturity Structure of Borrowing	Upper Limit	Lower Limit
Under 12 months	30%	0%
12 months and within 24 months	30%	0%
24 months and within 5 years	50%	0%
5 years and within 10 years	80%	0%
10 years and within 20 years	100%	0%
20 years and above	100%	0%

The upper limit for under 12 months has been increased this year from 20-30% to allow additional flexibility to undertake more short term borrowing that may be required (see paragraph 4.4 above)

F4.19 **Authorised Borrowing Limit:** The authorised limit is what we determine to be our maximum affordable borrowing in any one year. It is not the amount the Council expects to borrow to meet its capital expenditure requirements, but provides headroom over and above our capital requirements to allow for unusual cash movements, or to take advantage of low interest rates and to borrow in advance of need.

Authorised Borrowing Limit	2021/22	2022/23	2023/24
	£'m	£'m	£'m
External Borrowing	339.323	353.341	361.016
Other Long-term Liabilities	2.302	2.284	2.266
External Borrowing for Now Housing	24.043	39.961	77.927
TOTAL	365.668	395.586	441.209

F4.20 **Operational Boundary:** The operational boundary is based on the Council's estimate of most likely scenario for external debt. It links directly to the Council's estimates of capital expenditure, the capital financing requirement, and is a key management tool for in-year monitoring. The operational boundary below is set based upon our expected year end position and may be exceeded during the year based on upon cashflow requirements, and the timing of borrowing repayments.

Operational Boundary	2021/22	2022/23	2023/24
	£'m	£'m	£'m
External Borrowing	309.323	323.341	331.016
Other Long-term Liabilities	2.302	2.284	2.266
External Borrowing for Now Housing	14.043	29.961	67.927
TOTAL	325.668	355.586	401.209

Treasury Investment Strategy

- F5.1 The Council holds significant invested funds, representing the income we have received in advance of our expenditure, plus the balances and reserves we hold. It is expected that our treasury investment balances will range between £10m and £60m in the 2021/22 financial year.
- F5.2 Our non-treasury investments, such as investment in property, are covered separately by our investment strategy (Annex E of our MTFs).
- F5.3 **Objective:** To ensure funds are invested prudently, giving regard to the security and liquidity of investments, before seeking the highest rate of return, or yield. We will aim to strike a balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.
- F5.4 **Strategy:** Interest rates are forecast to remain low throughout 2021/22 and it is anticipated that we will make use of internal borrowing to fund some capital expenditure in year. This means investment balances are likely to remain low.
- F5.5 In this environment we will need to maintain liquidity to meet our day to day expenditure and so will keep a large proportion of our investment balances in short term liquid investments.
- F5.6 Where cashflow allows, we will continue to look for opportunities to diversify into more secure and/or higher yielding asset classes and to identify core cash that can be invested for longer periods to improve yield.
- F5.7 **Negative interest rates:** The COVID-19 pandemic has increased the risk that the Bank of England will set its Bank Rate at or below zero, which is likely to feed through to negative interest rates on all low risk, short term investment options. Since investments cannot pay negative income, negative rates will be applied by reducing the value of investments. In this event, security will be measured as receiving the contractually agreed amount at maturity, even though this may be less than the amount originally invested.

Managing Treasury Investment Risks

- F6.1 We maintain a list of counterparties that we can invest with (section 7), and actively monitor the risk of investing with these counterparties.
- F6.2 **Risk assessment and use of credit ratings:** Credit ratings are obtained and monitored by our treasury advisors, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:
- No new investments will be made;
 - any existing investments that can be recalled or sold at no cost will be; and
 - full consideration will be given to recall or sale of all other existing investments with the affected counterparty.
- F6.3 Where a credit rating agency announces that a rating is on review for possible downgrade (also known as “rating watch negative” or “credit watch negative”), and that indicates that a rating is likely to fall below the approved rating criteria, we will only invest in these institutions if the investment can be withdrawn on the next working day. This policy will not apply to negative outlooks, which indicate a long term direction of travel rather than an imminent change of rating.

- F6.4 **Other information on the security of investments:** We understand that credit ratings are good predictors of investment default, but not perfect.
- F6.5 Full regard will be given to other available information on the credit quality of the organisations in which we invest, including credit default swap prices, financial statements, information on potential government support, reports in the quality financial press and analysis and advice from our treasury management advisor.
- F6.6 No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may otherwise meet other criteria such as minimum credit rating.
- F6.7 When deteriorating financial market conditions affect the creditworthiness of all organisations, as in 2008 and 2020, this is not generally reflected in credit ratings, but can be seen in other market measures.
- F6.8 In these circumstances, we will restrict our investments to those organisations of higher credit quality and reduce the maximum duration of our investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions.
- F6.9 If these restrictions mean that insufficient commercial organisations of “high credit quality” are available to invest our cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office, invested in government treasury bills, or with other local authorities. This will cause investment returns to fall but will protect the principal sum invested.
- F6.10 **Liquidity management:** We use cash flow analysis to determine the maximum period for which funds may prudently be committed. Our forecasts are compiled on a prudent basis to minimise the risk of being forced to borrow on unfavourable terms to meet our financial commitments. Limits on long term investments are set with reference to the Council’s medium-term financial strategy and cash flow forecast.
- F6.11 **Interest rate risk:** We manage our exposure to fluctuations in interest rates with a view to containing interest costs and/or securing interest revenues, to meet budget expectations. This is achieved through the prudent use of approved instruments, methods and techniques, primarily to create stability, and certainty of costs and revenues, whilst retaining a sufficient degree of flexibility to take advantage of unexpected, potentially advantageous changes in the level or structure of interest rates. Advice is taken from our treasury advisors in this respect.
- F6.12 **Governance and Reporting:** We maintain a key indicators to monitor and limit our risk exposure in relation to our investments:
- F6.13 **Principal sums invested for periods longer than one year:** The purpose of this indicator is to balance our liquidity needs, and control our exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the total principal sum invested to final maturities beyond one year will be:

	2021/22	2022/23	2023/24
	£m	£m	£m
Sums invested beyond one year	5.000	5.000	5.000

Approved investment counterparties

F7.1 We may invest our surplus funds with any of the counterparties in the following table, subject to the cash limits (per counterparty) and time limits shown. The table must be read in conjunction with the remainder of this section.

Sector	Time limit	Counterparty limit	Sector limit
The UK Government	50 years	Unlimited	n/a
Local authorities & other government entities	25 years	£3m	£20m
Secured investments *	25 years	£4m	£20m
Banks (unsecured) *	13 months	£3m	£15m
Building societies (unsecured) *	13 months	£3m	£15m
Registered providers (unsecured) *	5 years	£3m	£6m
Money market funds *	n/a	£4m	£32m
Strategic pooled funds	n/a	£4m	£8m

* **Minimum credit rating:** Treasury investments in the sectors marked with an asterisk will only be made with entities whose lowest published long-term credit rating is no lower than A-. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

F7.2 **Banks and Building Societies (Unsecured):** These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. This class includes accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks.

F7.3 **Secured Investments:** These investments are secured on the borrower's assets, which limits the potential losses in the event of insolvency. The amount and quality of the security will be a key factor in the investment decision. Covered bonds, reverse repurchase agreements with banks or building societies are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

F7.4 **Government:** These investments are not subject to bail-in and there is generally a lower risk of insolvency, although they are not zero risk. Investments with the UK Central Government are deemed to be zero credit risk due to its ability to create additional currency and therefore may be made in unlimited amounts for up to 50 years. This class includes loans to, and bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks.

F7.5 **Other Investments:** This category covers treasury investments not listed above, for example unsecured corporate bonds and company loans. Non-bank companies cannot be bailed-in but can become insolvent, placing the investment at risk.

- F7.6 **Registered Providers (Unsecured):** These bodies are regulated by the Regulator of Social Housing and, as providers of public services, they retain the likelihood of receiving government support if needed. This class includes loans to, and bonds issued or guaranteed by registered providers of social housing and registered social landlords, formerly known as Housing Associations.
- F7.7 **Money Market Funds:** These are pooled funds that offer same-day or short notice liquidity and very low or no price volatility by investing in short-term money markets. They have the advantage over bank accounts of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a small fee., The Council will take care to diversify its liquid investments over a variety of providers to ensure access to cash at all times.
- F7.8 **Strategic Pooled Funds:** These allow diversification into asset classes other than cash without the need to own and manage the underlying investments. As these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting our investment objectives will be monitored regularly. This class includes bond, equity and property funds that offer enhanced returns over the longer term but are more volatile in the short term.
- F7.9 **HSBC Group:** As an exception to the criteria in the table above, the maximum limit for unsecured deposits in HSBC banking group is increased to £4m. This is to allow additional balances to be invested in an interest bearing call account, in addition to an investment account, when it is not cost effective to place the funds elsewhere. Overnight balances in the Council's operating bank accounts at HSBC will not count towards their investment limit, on the basis that they cannot always be controlled and unexpected payments are often received.
- F7.10 **Investment Limits:** The maximum that will be lent to any one organisation (other than the UK government) will be £4m in order that no sum in excess of available reserves is put at risk in the case of a single default. A group of banks under the same ownership will be treated as a single organisation for limit purposes. Limits will also be placed on investments in brokers' nominee accounts and industry sectors as below.

	Cash limit
Any single organisation, except the UK Central Government	£4m each
Any group of organisations under the same ownership	£4m per group
Any group of pooled funds under the same management	£4m per manager
Negotiable instruments held in a broker's nominee account	£10m per broker

Policy on Use of Financial Derivatives

- F8.1 The CIPFA Code requires us to clearly state our policy on the use of derivatives. We do not plan to use derivatives currently.
- F8.2 If required, we will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that we are exposed to. Any additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk.
- F8.3 Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall strategy.

- F8.4 Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria, assessed using the appropriate credit rating for derivative exposures. The current value of any amount due from a derivative counterparty will count against the counterparty credit limits.
- F8.5 We will seek and consider external advice before entering into financial derivatives to ensure that we fully understand any implications.

Markets in Financial Instruments Directive

- F9.1 We have opted up to professional client status with our providers of financial services, including advisors, banks, brokers and fund managers. This allows us access to a greater range of services but without the greater regulatory protections afforded to individuals and small companies.
- F9.2 Given the size and range of the Council's treasury management activities the Council's s151 Officer believes this to be the most appropriate status.

Policy on apportioning interest to the Housing Revenue Account

- F10.1 All long-term loans in the Council's portfolio are assigned in their entirety to either the General Fund or the HRA pool at the time the loan is agreed. Interest payable and other costs/income arising from long-term loans (e.g. premiums and discounts on early redemption) will be charged/credited to the respective revenue account.
- F10.2 Differences between the value of the HRA loans pool and the HRA's underlying need to borrow (adjusted for HRA balance sheet resources available for investment) will result in a notional cash balance which may be positive or negative. This balance will be measured each month and interest transferred between the General Fund and HRA at the Council's average rate on investments, adjusted by credit risk.

Treasury Management Practices

- F11.1 The CIPFA Code requires the Council to maintain a set of Treasury Management Practice documents setting out how we will implement the treasury management strategy. They include a detailed set of schedules covering operational matters. The Section 151 officer has reviewed the documents and can confirm there are no material changes.

Annex G – Summary of Performance and Risk Indicators

G1.1 This strategy supports our Medium-Term Financial Strategy (MTFS) and is reviewed annually. It provides a summary of all of our key indicators used to monitor performance and manage risk.

Reserves and Balances

We will maintain minimum working balances as follows:

	2021/22 Minimum £'m	2022/23 Minimum £'m	2023/24 Minimum £'m
General Fund	2.600	2.600	2.600
Housing Revenue Account	2.640	2.647	2.700

Capital Expenditure and Financing

Based on our capital schemes, we expect our capital expenditure to be as follows:

	2021/22 £'m	2022/23 £'m	2023/24 £'m	2024/25 £'m	2025/26 £'m
General Fund (GRF)	20.804	2.437	1.381	1.463	1.385
Housing Revenue Account	39.526	32.801	19.818	15.988	15.692
Sub-Total	60.330	35.238	21.199	17.451	17.077
Loans to Now Housing (GRF)	11.548	15.918	37.966	13.613	5.657
Total	71.878	51.156	59.165	31.064	22.734

Based on this expenditure we expect our financing to be as follows:

General Fund	2021/22 £'m	2022/23 £'m	2023/24 £'m	2024/25 £'m	2025/26 £'m
Grants and Contributions	6.392	0.592	0.592	0.592	0.592
Reserves and Revenue Contributions	1.705	1.160	0.789	0.860	0.793
Borrowing	12.707	0.685	0.000	0.000	0.000
Sub-Total	20.804	2.437	1.381	1.452	1.385
Borrowing for Now Housing	11.548	15.918	37.966	13.613	5.657
Total	32.352	18.355	39.347	15.065	7.042

Housing Revenue Account	2021/22 £'m	2022/23 £'m	2023/24 £'m	2024/25 £'m	2025/26 £'m
Grants and Contributions	0.000	0.000	0.000	0.000	0.000
Reserves and Revenue Contributions	32.037	30.072	19.818	15.988	15.692
Borrowing	7.489	2.729	0.000	0.000	0.000
Total	39.526	32.801	19.818	15.988	15.692

Based on the above expenditure and financing, we expect our capital financing requirement (CFR) to be:

	2021/22	2022/23	2023/24	2024/25	2025/26
	£'m	£'m	£'m	£'m	£'m
General Fund	50.629	50.370	49.207	48.023	46.821
Loans to Now Housing (GRF)	13.985	29.903	67.869	81.482	87.139
Housing Revenue Account	256.256	258.986	251.906	243.258	235.148
Total	320.870	339.259	368.982	372.763	369.108

We have set the following maturity structure limits for borrowing:

Maturity Structure of Borrowing	Upper Limit	Lower Limit
Under 12 months	30%	0%
12 months and within 24 months	30%	0%
24 months and within 5 years	50%	0%
5 years and within 10 years	80%	0%
10 years and within 20 years	100%	0%
20 years and above	100%	0%

We have set the following authorised limits (maximum) for borrowing:

Authorised Borrowing Limit	2021/22	2022/23	2023/24
	£'m	£'m	£'m
External Borrowing	339.323	353.341	361.016
Other Long-term Liabilities	2.302	2.284	2.266
External Borrowing for Now Housing	24.043	39.961	77.927
Total	365.668	395.586	441.209

We have set the following operational boundaries (expected levels) for borrowing:

Operational Boundary	2021/22	2022/23	2023/24
	£'m	£'m	£'m
External Borrowing	309.323	323.341	331.016
Other Long-term Liabilities	2.302	2.284	2.266
External Borrowing for Now Housing	14.043	29.961	67.927
Total	325.668	355.586	401.209

Investments (Cash/Treasury)

We have set the following limits for long term investments:

	2021/22	2022/23	2023/24
	£m	£m	£m
Sums invested beyond one year	5.000	5.000	5.000

We have set the following counterparty limits:

Sector	Time limit	Counterparty limit	Sector limit
The UK Government	50 years	Unlimited	n/a
Local authorities & other government entities	25 years	£3m	£20m
Secured investments *	25 years	£4m	£20m
Banks (unsecured) *	13 months	£3m	£15m
Building societies (unsecured) *	13 months	£3m	£15m
Registered providers (unsecured) *	5 years	£3m	£6m
Money market funds *	n/a	£4m	£32m
Strategic pooled funds	n/a	£4m	£8m

Investments (Non-Treasury)

We monitor a suite of indicators to monitor performance and risk of service based and commercial investments:

	2019/20 Actual £'m	2020/21 Estimate £'m	2021/22 Estimate £'m
Income Generating Assets held for service purposes			
Ratio: Loan to value (CFR to asset base)	£1 : £2.54	£1 : £2.44	£1 : £2.08
Ratio: Principal cover (MRP to income stream)	£1 : £11.81	£1 : £11.54	£1 : £10.14
Ratio: Interest cover (interest cost to income)	N/A	£1 : £18.54	£1 : £17.21
Non-Income Generating Assets held for service purposes			
Cost of borrowing in relation to council tax	£2.11	£9.87	£5.44
Commercial Assets			
Ratio: Loan to value (CFR to asset base)	N/A	N/A*	N/A*
Ratio: Principal cover (MRP to income stream)	N/A*	N/A*	N/A*
Ratio: Interest cover (income to interest cost)	N/A*	N/A*	N/A*

* As there is currently no debt associated with these assets, these indicators have not been calculated. The value of assets was £5.195m at 31 March 2020, and generated £394k.

COMMITTEE REPORTS

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) came into force on Saturday 4 April 2020 to enable councils to hold remote committee meetings during the Covid 19 pandemic period. This is to ensure local authorities can conduct business during this current public health emergency.

This meeting of Cabinet will be held remotely under these regulations, via the Zoom application and will be webcast to ensure accessibility by the public and press.

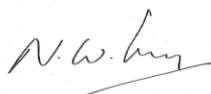
Please ask for:
Alison Marston

22 December 2020

Dear Councillor

You are requested to attend a meeting of the WELWYN HATFIELD BOROUGH COUNCIL CABINET to be held on Tuesday 5 January 2021 at 5.00 pm via Zoom.

Yours faithfully



Corporate Director
Public Protection, Planning and Governance

AGENDA
PART 1

1. **APOLOGIES**

2. **MINUTES**

To confirm as a correct record the Minutes of the meetings held on 19 November (special) and 1 December 2020 (previously circulated).

3. **PUBLIC QUESTION TIME AND PETITIONS**

Up to thirty minutes will be made available for questions from members of the public on issues relating to the work of the Cabinet and to receive any petitions.

4. **ACTIONS STATUS REPORT (Pages 5 - 6)**

Report of the Corporate Director (Public Protection, Planning and

Governance) on the status of actions agreed at the last Cabinet meeting.

5. NOTIFICATION OF URGENT BUSINESS TO BE CONSIDERED UNDER ITEM 8

6. DECLARATIONS OF INTERESTS BY MEMBERS

To note declarations of Members' disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in respect of items on the Agenda.

7. ITEMS REQUIRING KEY DECISION

To consider the following items for decision in the current Forward Plan:-

(a) Council Tax Base 2021/22 (Forward Plan Reference FP1007) (Pages 7 - 12)

Report of the Chief Executive on the approval of the Council's taxbase for the year 2021/22 and the collection rate.

(b) Budget Proposals and Medium Term Financial Forecasts 2021/22 (Forward Plan Reference FP1015) (Pages 13 - 162)

Report of the Chief Executive on the budget proposals for 2021/22.

(c) Climate Change Grant (Forward Plan Reference FP1018) (Pages 163 - 168)

Report of the Corporate Director (Public Protection, Planning and Governance) on the proposed process and criteria for providing grants to local businesses for the purpose of improving their carbon footprint.

(d) Hatfield Town Centre Multi-Storey Car park update (Forward Plan Reference FP1024) (Pages 169 - 174)

Report of the Chief Executive on the construction of the Hatfield Multi-Storey Car Park.

8. SUCH OTHER BUSINESS AS, IN THE OPINION OF THE CHAIRMAN, IS OF SUFFICIENT URGENCY TO WARRANT IMMEDIATE CONSIDERATION

9. EXCLUSION OF PRESS AND PUBLIC

The Cabinet is asked to resolve:

That under Section 100(A)(2) and (4) of the Local Government Act 1972, the press and public be now excluded from the meeting for Item 10 on the grounds that it involves the likely disclosure of confidential or exempt information as defined in Section 100(A)(3) and Paragraph 3 (private financial or business information) of Part 1 of Schedule 12A of the said Act (as

amended).

In resolving to exclude the public in respect of the exempt information, it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PART II

10. ITEM OF AN EXEMPT NATURE REQUIRING KEY DECISION

To consider the following item of an exempt nature:-

- (a) Sale of Consortium Newspaper (Forward Plan Reference FP1021)
(Pages 175 - 180)

Exempt report of the Chief Executive on the Award of Contract for the Sale of Consortium Newspaper.

11. ANY OTHER BUSINESS OF A CONFIDENTIAL OR EXEMPT NATURE AT THE DISCRETION OF THE CHAIRMAN

<u>Circulation:</u>	Councillors	T.Kingsbury (Chairman)	N.Pace
		D.Bell (Vice-Chairman)	B.Sarson
		S.Boulton	F.Thomson
		T.Mitchinson	

Corporate Management Team
Press and Public (except Part II Items)

If you require any further information about this Agenda please contact Alison Marston, Governance Services on 01707 357444 or email – democracy@welhat.gov.uk

Part I
Item No: 0
Main author: Farhad Cantel
Executive Member: Councillor Duncan Bell
All Wards

WELWYN HATFIELD BOROUGH COUNCIL
 CABINET – 5 JANUARY 2021
 REPORT OF THE CHIEF EXECUTIVE

COUNCIL TAX BASE 2021/2022

1 Executive Summary

- 1.1 All Local Authorities have to calculate a Council Tax Base for their area each year. The rules which authorities are to use to calculate the Council Tax Base are prescribed in the Local Authorities (Calculation of Council Tax Base) Regulations 2012. This report sets out the detailed calculations for the Council's Tax Base for 2021/2022.
- 1.2 The taxbase for 2021/2022 is calculated as 43,462.4 and is 2.05% higher than the estimated taxbase for 2020/21.

2 Recommendation(s)

- 2.1 That the Council's taxbase for the year 2021/2022 be approved, incorporating a collection rate of 99.40%.
- 2.2 That in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012, the amount calculated by the Borough Council as its taxbase for the year 2021/2022 shall be 43,462.4 and its constituent elements shall be:

	<u>100% TAXBASE</u>	<u>99.40% TAXBASE</u>
Welwyn Garden City	18,084.8	17,976.3
Hatfield	12,241.0	12,167.6
Welwyn	4,713.2	4,684.9
Ayot St Lawrence	70.1	69.7
Ayot St Peter	113.9	113.2
North Mymms	4,424.9	4,398.4
Essendon	427.2	424.6
Northaw & Cuffley	3076.8	3,058.3
Woolmer Green	572.8	569.4
 Total	 43,724.7	 43,462.4

3 Explanation

3.1 Calculation of Tax Base

- 3.1.1 The Councils Tax base is calculated, by taking the actual tax base at a statutorily set date in the year, making assumptions for growth and other changes, and then multiplying the result by the anticipated collection rate.

- 3.1.2 The estimate of the collection rate, the projected growth in properties and changes to discounts and exemptions are the only areas over which the Council has any discretion. Even in these areas, however, discretion is limited in that any estimate must be a realistic one.
- 3.1.3 There has been an additional 700 properties banded for council tax purposes since our November 2019 taxbase, which has led to an increase in the taxbase.
- 3.1.4 It has been assumed an increase of around 816 new properties during the 2021/22 year which has been based on 80% of the expected new properties coming in during the year. Of these properties, only a proportion has been built into the tax base, on a pro-rata basis (50%), as not all properties will come into stream on 1st April and will instead come on stream throughout the year.
- 3.1.5 The number of residents claiming council tax support was gradually reducing but has increased this year to the effect of COVID-19. This is reflected in the calculation of the council tax base.
- 3.1.6 Applying the relevant methodology and the above judgements with regard to a 99.40% collection rate and growth in the taxbase results with an estimated taxbase for 2021/2022 which is 2.05% higher than the estimated taxbase for 2020/21.

3.2 Notification of Tax Base

3.2.1 Precepting Authorities and Levying Bodies

Between 1-31st January, major precepting authorities and levying bodies must notify the billing authority of their precept requirements for those parts of their area for which tax base figures are required.

Local precepting authorities may request information on their tax base during the same period.

3.2.2 Billing Authority

Must notify the requested tax base calculations to the appropriate bodies within the period 1st December – 31st January.

- 3.3 The detailed calculations of the 2021/22 Taxbase for Welwyn Hatfield Borough Council are provided in Appendix A.

Implications

4 Legal Implication(s)

- 4.1 In accordance with the Local Government Finance Act 1992 s. 30(1), billing authorities are required to carry out the necessary calculation of their tax base and to set an amount of council tax for each financial year and for each category of dwelling.
- 4.2 The Local Government Finance Act 2012 imposed a duty on local billing authorities to introduce a localised council tax reduction scheme, which will need

to protect support for vulnerable people, pensioners and support the reduction of poverty.

5 Financial Implication(s)

- 5.1 The council tax base is the measure in the council tax system of the relative taxable capacity of different areas. The taxbase shown in the recommendation of this report will be used in the 2021/22 council tax setting.

6 Risk Management Implications

- 6.1 The risk of the actual taxbase in 2021/22 being different to the estimated taxbase is managed and accounted for in the collection fund and by incorporating an assumption for non-collection in the calculation of the taxbase. An under-achievement in taxbase will result in a deficit collection fund position and an over-achievement will result in a surplus. Surplus/deficits must be met by all the main preceptors in proportion to their precept in the following financial year. As the billing authority, Welwyn Hatfield retains the risk of the amount of council tax collected for all preceptors being less than the paid precepts during the financial year. Impact Medium / Likelihood Low

7 Security & Terrorism Implication(s)

- 7.1 There are no security and terrorism implications with the recommendation in this report.

8 Procurement Implication(s)

- 8.1 There are no direct procurement implications arising from this report.

9 Climate Change Implication(s)

- 9.1 There are no direct climate change implications arising from this report.

10 Human Resources Implication(s)

- 10.1 There are no direct human resources implications arising from this report.

11 Health and Wellbeing Implication(s)

- 11.1 There are no direct health and wellbeing implications arising from this report.

12 Communication and Engagement Implication(s)

- 12.1 There are no direct communication and engagement requirements arising from this report.

13 Link to Corporate Priorities

- 13.1 The subject of this report is linked to the Council's Corporate Priority: Our Council and achieving value for money.

14 Equality and Diversity

- 14.1 An Equality Impact Assessment was not completed because this report does not propose changes to existing service-related policies or the development of new

service-related policies. There are no equalities considerations associated with the setting of the taxbase.

Name of author	Farhad Cantel
Title	Client Support Services Manager
Date	November 2020

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total Prior to CTS and Collection Rate	CT Support	Total after CTS, prior to Collection Rate Adjustment	Total with Collection Rate Adj
Number of chargeable dwellings after discounts, exemptions and disabled relief												
Welwyn Garden City	103.4	1,946.0	6,795.1	6,026.3	2,409.6	2,039.9	778.8	37.0	20,136.1	(2,051.3)	18,084.8	17,976.3
Hatfield	376.7	1,373.8	4,922.0	3,278.5	1,761.5	1,102.1	685.4	140.5	13,640.5	(1,399.5)	12,241.0	12,167.6
Welwyn	24.2	51.3	372.9	544.0	606.8	1,297.1	1,804.2	201.0	4,901.5	(188.3)	4,713.2	4,684.9
Ayot St Lawrence	1.7	-	2.2	2.5	1.2	7.2	26.7	29.5	71.0	(0.9)	70.1	69.7
Ayot St Peter	-	-	3.3	5.0	7.9	22.0	59.2	17.0	114.4	(0.5)	113.9	113.2
North Mymms	65.3	84.8	284.2	762.8	847.6	699.1	1,487.5	385.0	4,616.3	(191.4)	4,424.9	4,398.4
Essendon	25.5	6.4	23.3	107.5	67.8	47.7	116.7	68.5	463.4	(36.2)	427.2	424.6
Northaw & Cuffley	4.5	36.6	112.0	140.3	385.0	782.5	1,226.3	463.5	3,150.7	(73.9)	3,076.8	3,058.3
Woolmer Green	1.8	36.0	126.7	194.8	114.0	108.3	24.2	6.5	612.3	(39.5)	572.8	569.4
Total	603.1	3,534.9	12,641.7	11,061.7	6,201.4	6,105.9	6,209.0	1,348.5	47,706.2	(3,981.5)	43,724.7	43,462.4
Ratio to Band D	6/9	7/9	8/9	1	11/9	13/9	15/9	2				

Part I
Item No:
Main authors: Richard Baker
Helen O’Keeffe
Executive Member: Cllr. Duncan Bell
All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 5 JANUARY 2021
REPORT OF THE CHIEF EXECUTIVE

Budget Proposals and Medium-Term Forecasts 2021/22

1. Executive Summary

- 1.1. The purpose of this report is to present to Cabinet the budget proposals for recommendation to Council in relation to:
 - Revenue Budgets 2021/22
 - Capital Programme 2021/22 – 2025/26
 - Use of Reserves 2021/22
 - Fees and Charges for 2021/22
 - Medium Term Strategy and Governance Framework 2021/21 – 2023/24
- 1.2. This report will go on for consideration by Overview and Scrutiny Committee (OSC) on 13 January 2021. Recommendations made by OSC and any changes will be presented to Special Cabinet on 19 January 2021, in order to recommend the budget proposals to Council at its meeting on 1 February 2021.
- 1.3. This budget is set in a time of significant uncertainty with the covid-19 pandemic and the end of the EU transition period. Government funding remains uncertain in the medium-term, and the ongoing economic impacts of the pandemic is unclear.
- 1.4. The 2021/22 budget proposals and the updated medium-term financial forecasts have been produced to ensure that the Council maintains a sustainable financial position over the planning period to 2023/24. The following Council strategies and policies have informed the budget-setting process:
 - The Council's Vision and Priorities, as stated in the Business Plan
 - The Medium-Term Financial Strategy (MTFS)
 - The Housing Revenue Account 30-year Business Plan
 - Service Strategies and Plans
- 1.5. The Corporate Management Team, Cabinet and the Task and Finish Group have met to review and monitor emerging budget proposals throughout the budget preparation period. Budget briefing sessions have been held with Members highlighting some of the key issues and pressures that the council is facing in the medium-term.
- 1.6. This covering report provides members with the details of key assumptions and updates, and is supported by the following appendices:

General Fund

- Appendix A – General Fund Summary 2021/22
- Appendix B – General Fund Head of Service Summaries 2021/22
- Appendix C – General Fund Savings Summary 2021/22 – 2023/24
- Appendix D – General Fund Growth Summary 2021/22 – 2023/24
- Appendix E – General Fund Fees and Charges 2021/22

Housing Revenue Account

- Appendix F – Housing Revenue Account Summary 2021/22
- Appendix G – Housing Revenue Account Summary of Changes 2021/22
- Appendix H – Housing Revenue Account Fees and Charges 2021/22

Capital Programme

- Appendix I – Capital Programme 2021/22 – 2025/26
- Appendix J – Capital Financing Summary 2021/22 – 2025/26
- Appendix K – Capital Reserves Summary 2021/22 – 2025/26

Medium Term Financial Strategy and Governance Framework

- Appendix L – Medium Term Financial Strategy and Governance Framework 2021/22 – 2023/24

- 1.7. The local government financial position continues to remain unclear beyond the 2021/22 budget. In particular, the council's funding position will be impacted by the future Spending Review, fair funding review and further reform of the business rates retention system, the outcomes of which are unknown at this stage.

2. Recommendations

- 2.1. That Cabinet approve the following budget proposals and note that any comments from Overview and Scrutiny Committee will be returned to Special Cabinet on 19 January 2021 for consideration, before final recommendations are made to Council:

2.2. General Fund

- 2.2.1. The proposed General Fund Budget as summarised in Appendix A, and detailed in appendix B.
- 2.2.2. The inclusion of the savings and growth proposals into the budget as detailed in appendices C and D.
- 2.2.3. The approval of the 2021/22 fees and charges which have been incorporated into the budget proposals, as set out in appendix E.
- 2.2.4. The increase in the Council's Band D Tax of £4.23 (1.97%), taking the average Band D Tax to £219.15 for 2021/22.
- 2.2.5. That £610k is added to the Covid-19 earmarked reserve from the 2021/22 budget, the expenditure of which will be delegated to the Section 151 Officer in consultation with the Executive Member for Resources. This will be fully funded from the one off Covid-19 Support Grant received from the Government.

2.2.6. That the Special Expenses Scheme continue into 2021/22, and the Special Expenses detailed in Appendix M be approved for inclusion in the Council Tax for 2021/22, subject to consultation with Town and Parish Councils.

2.3. Housing Revenue Account (HRA)

2.3.1. That dwelling rents are increased by CPI+1% in accordance with Government legislation, resulting in an average rent of £109.01 per week.

2.3.2. To continue the policy of charging formula rent when vacant properties are re-let.

2.3.3. The approval of the Housing Revenue Account budget for 2021/22 as shown in appendix F.

2.3.4. The approval of the 2021/22 fees and charges which have been incorporated into the budget proposals, as set out in appendix H.

2.3.5. The Medium-Term Financial Strategy (MTFS) to maintain HRA working balances to a minimum of 5% of rental income.

2.4. Capital Programme

2.4.1. The approval of the Capital Programme for 2021/22 to 2025/26 as set out in Appendix I.

2.4.2. The approval of the Capital Financing for the Capital Programme, for 2021/22 to 2025/26 as set out in Appendix J, and note the forecast capital balances in Appendix K.

2.5. Medium Term Financial Strategy

2.5.1. The approval of the Medium-Term Financial Strategy and Financial Governance Framework, including all annexes and prudential indicators for 2021/22 – 2023/24 as set out in appendix L.

3. Explanation

3.1. General Fund Revenue Account

3.1.1. This budget is being set in extremely uncertain times, and unlike previous years where the Government had announced a longer-term settlement, this year they have announced a single year settlement. Some of the funding announced has only been guaranteed for one year and a number of key policy items, such as the review of the business rates retention system, have been postponed to future years.

3.1.2. These short term decisions add to the uncertainties for the council in future years and adds further weight to the need for longer term decision making.

3.1.3. The Council potentially continues to face a decline in the grant income from central government, and funding for services is increasingly being derived from local funding (i.e. Council Tax, Business Rates and charges for services); at the same time local demand on Council services has increased.

- 3.1.4. The requirement to set a balanced budget demands a stringent process to deliver efficiencies, preserve as far as possible the quality of front-line services, and retain the ability to generate income and to recognise the increasing demand on key services.
- 3.1.5. The proposed net cost of services budget for 2021/22 totals £13.056m which is £0.809m (5.8%) lower than the 2020/21 original budget of £13.865m. The movement between years is summarised in the following table.

	£'000
2020/21 Original Budget	13,865
Less: 2020/21 fixed-term growth	(175)
Add: 2021/22 fixed term growth	50
Add: 2021/22 ongoing growth	0
Less: 2021/22 efficiencies	(960)
Add: Inflation and other changes	352
Less: Recharge to HRA / Accounting adjustments	(76)
2021/22 Original Budget	13,056

- 3.1.6. A breakdown of savings and growth are included in appendices C and D, and are also detailed in the reconciliation of controllable expenditure in the Head of Service summaries in appendix B.
- 3.1.7. Whilst budget proposals are firm for the net cost of services, the Council awaits confirmation on a number of areas that may impact on the overall position:
- At the time of writing, the council awaits confirmation the final settlement confirmation for 2021/22, which is expected to be announced in February.
 - Parish Precept proposals, although these changes will have a net nil impact on the summary shown in appendix A.
 - The team are consulting with town and parish councils on the draft special expenses.

Funding Settlement

- 3.1.8. Due to the current pandemic and economic uncertainties, the Government announced that it would be providing a one-year settlement for Councils, rather than the multi-year settlement previously suggested. It also confirmed delays to the various funding reviews which were due until at least 2022/23, such as the fair funding review and business rates retention review.
- 3.1.9. The provisional settlement was eventually announced on 17 December 2020. The key points to note are:
- A further year of the removal of negative Revenue Support Grant for 2021/22 – The Government have funded this from the central share of retained business rate;
 - A new Lower Tier Services Grant has been announced, aimed at authorities providing lower tier services (such as homelessness and planning). The draft settlement for the council is £124k, but as with other funding, there is no certainty this grant will be paid in future years;
 - New Homes Bonus Grant - the scheme will continue for another year. The national growth baseline for payments will remain at 0.4% for 2021/22, however as indicated in the previous consultation, there was be no legacy payment associated with the

2020/21 grant award, and this will apply again for the 2021/22 funding. The government intends to consult on the future of New Homes Bonus; and,

- Council Tax referendum limit for Shire Districts is up to 2% or £5, whichever is greater.

3.1.10. Although the Government has set a baseline level of income for Business Rates, the amount of funding received will depend on the actual amount billed for Business Rates which will be influenced by other factors including the collection rate, business growth across the District and the provision for successful appeals.

New Homes Bonus

3.1.11. The Council will receive £0.609m New Homes Bonus grant in 2020/21 and all of the income will be used to support the base budget.

Collection Fund

3.1.12. The Council's Council Tax requirement for 2021/22 is calculated as £9.525m (exclusive of parish precepts). The proposed taxbase for 2021/22 is 43,462.4.

3.1.13. The income due from Council Tax goes into the Collection Fund. Throughout the year the actual number of properties (as well as allowances for exemptions, discounts or appeals) inevitably varies from the figure estimated at the start of the year. This leads to a change in the amount of Council Tax due, and therefore a surplus or deficit on the Collection Fund.

3.1.14. For 2020/21 there is a forecast deficit position on the council tax element of the Collection Fund. This deficit on the collection fund is shared between the Major Preceptors, i.e. the County, the Police Authority and the Borough, in proportion to their precepts for the year.

3.1.15. The proportion of the deficit that each of the Major Preceptors will contribute to the Collection Fund when calculating the Council Tax is as follows:

Welwyn Hatfield Borough Council	£148,285.47
Hertfordshire County Council	£810,048.20
Hertfordshire Police & Crime Commissioner	£112,579.97
Total Deficit	£1,070,913.64

3.1.16. Unlike previous years where estimated deficit would be fully incorporated into the following years budget, due to the exceptional circumstances, the Government is changing the regulations so that estimated collection fund deficits are spread over the next three financial years.

3.1.17. The business rates deficit is calculated in January based on the Governments NNDR1 return. For the purposes of the budget proposals, a provisional figure of £670k has been assumed for the combination of the Council Tax and Business Rates deficit, this is on the basis of an estimated overall impact for the council of £2m to be spread over three years.

3.1.18. When finalised, the deficit is likely to be significantly higher than this as it will also include adjustments for the high level of reliefs that have been provided by the Government in 2020/21, but these will be fully funded by grant receipts.

3.1.19. The Localism Act 2011 abolished Council Tax capping in England and instead allows local residents to reverse ‘excessive’ Council Tax increases by means of referendum. The Government has set the 2021/22 referendum threshold for district Council’s at the higher of £5 or 2%. The proposed increase of 1.97% for Welwyn Hatfield in 2021/22 is therefore within the threshold, and below the rate of inflation.

Budget Assumptions

3.1.20. The 2021/22 budget proposals include the following key assumptions:

Employee Costs	2.0% general pay inflation. Actual increases will depend on national pay negotiations* 18.3% of employer pay as contribution to the pension fund 3% Vacancy factor
Contractual Inflation	Inflation has been included in line with agreed contractual indices, mostly RPI, RPIX or CPI
Utilities	Inflation has been included in line with agreed contractual indices
Fees and Charges	Maximised where possible in line with the Fees and Charges Strategy. Proposed fees and charges are set out in appendix E
Council Tax	1.97% increase for 2021/22

Reserves

3.1.21. It is important that the Council maintains a reasonable level of reserves to cushion against unanticipated budget pressures. The Council holds two types of reserve:

- Working balances, which are required as a contingency against unforeseen events, and to ensure that the Council has sufficient funds available to meet its cash flow requirements. The Local Government Act 2003 requires the Section 151 Officer to report on the adequacy of financial reserves when setting the General Fund budget requirement for the year.
- Earmarked reserves, which are funds approved by Members to finance specific items of future expenditure. The Council’s Financial Regulations dictate that Earmarked Reserves can be created only with Member approval, and that all subsequent transfers to and from those reserves also require Member approval.

3.1.22. The Council’s MTFS recommends a minimum working balance of £2.6m. This budget proposal leaves a balance of £5.132m in working balances, above the requirements of the MTFS.

3.1.23. The following table shows a summary of the earmarked reserves held, and the explanation for holding these reserves, along with the forecast closing balances at the end of each financial year.

Earmarked Reserve	Purpose of Reserve	31 March 2020	31 March 2021	31 March 2022
		£'000	£'000	£'000
Strategic Initiatives Reserve	For use of one-off specific projects and fixed term growth directly delivering corporate objectives.	1,330	1,365	1,300
Modernisation reserve	For use on modernisation and transformation projects.	1,281	949	949
Business Rates Retention Reserve	To manage volatility in Business Rates income and changes to the Business Rates funding.	1,701	236	0*
Pensions reserve	This reserve is necessary to help mitigate the impact of additional costs arising in the triennial review cycle	1,201	1,200	1,200
Head of Service and Commitment Reserves	These reserves are set aside for committed work emergency property works or uninsured losses and other risks emerging through the years	995	995	995
Grants Reserves	These reserves set aside grants received for specific purposes which will fund future expenditure	834	834	834
Covid-19 Reserve	To support the council with meeting the financial impacts of the covid-19 pandemic	405	0	610
Youth Services Reserve	To fund youth diversionary services in order to reduce anti-social behaviour	0	25	25
Climate Change Reserve	Following the Council declaring a climate change emergency, this reserve is being set up to support its strategy and action plan.	50	150	150
Total Earmarked Reserves		7,797	5,754	6,063

*The Business Rates Retention Reserve will be adjusted following the completion of the governments NNDR1 reserve in January 2021.

3.1.24. The Council's Section 151 Officer has reviewed the reserve position and advises that the current anticipated balances, together with the Council's plans for addressing the on-going and increasing budget gap, are adequate to ensure continued financial sustainability and a protection against unforeseen events.

3.2. Housing Revenue Account Budgets

3.2.1. The budget and 30-year forecasts have been prepared on the basis of the following high level principles, as detailed in the Council's 30 Year HRA business plan:

- The Council will continue to maintain existing stock to at least decent homes standard.

- The Council will aim to maintain stock levels at around 9,000 dwellings.
- The Council will continue with the Affordable Housing Programme, to fully make use of the retained right to buy receipts available to it.
- The Council will continue to take a balanced approach to reducing its level of Housing debt, whilst ensuring some flexibility is maintained for any future legislative or policy changes.

3.2.2. The budget proposal for 2021/22 is a small surplus on the HRA of £0.176m, with working balances forecast at £2.647m at the end of 2021/22. The closing position on the working balances equates to 5% of rental turnover and is within the range of 5%-15% considered to be best practice.

3.2.3. Key changes to the budget are set out in Appendix G.

3.2.4. The Council's current plans for the HRA, and forecast borrowing, are affordable in the medium to longer which will be shown in the 30-year Business Plan.

Rent Setting

3.2.5. On the 4th October 2017, the Government confirmed its intention to end the rent reduction policy after the fourth year, by stating that "increases to social housing rents will be limited to the Consumer Price Index (CPI) plus 1% for 5 years from 2020".

3.2.6. The proposed 2021/22 includes increases of CPI +1%. In line with rent standards, CPI was used from September 2020, which stood at 0.5%, taking the increase in rents to 1.5%.

3.2.7. The introduction of the rent reduction policy, saw not only a reduction in the income for the HRA, but also meant an end to rent convergence. This means that neighbouring tenants, with identical properties, could be paying different rent levels. The legislation did not allow the Council to make changes to current tenancies in order to continue with convergence.

3.2.8. The Council may however, change rent levels on when a property becomes vacant, and re-let these at the target rent level. In order for the Council to maximise the income from its assets, and to continue to work towards a fair approach for tenants, it is recommended that the Council continue with the policy to move to formula rent when vacant properties are re-let.

Universal Credit

3.2.9. On 6 December 2017, Universal Credit was rolled out in the Borough for new single claimants, working age claimants with less than three children, and current claimants in these categories will be migrated where there is a change of circumstances.

3.2.10. Based on feedback from other Local Authorities, there is evidence that the Council may see an increase in current rent arrears levels. It is expected that this initial increase will be followed by a plateau in arrears levels, creating a new baseline for the rent arrears performance.

3.2.11. An exercise was undertaken before the start of 2019/20 to review the provision for bad debts budget in the HRA in light of these changes. Monitoring during 2019/20 and 2020/21 has not highlighted any need to further change these budgets.

30 Year HRA Business Plan

3.2.12. Key assumptions used in the 2021/22 budget, and being incorporated into the business plan are:

Budget	Assumptions
Pay award	2.0% for 2021/22
Pensions and NI	Current rates included, no assumptions for increases or reductions
Rents	CPI plus 1% for five years from 2021/22, the CPI for 2021/22 stood at 0.5%
CPI	2.5% (for year 2 onwards)
RPI	3.5% (for year 2 onwards)
Working Balance	Minimum 5% of turnover
Major Repairs Reserve	Fully utilised each year to reduce borrowing requirement and avoid additional borrowing costs
Right to Buy	40 each year at the start of the plan, reducing over the life of the business plan
Affordable Housing Programme	Continuation of the Council's existing programme and one for one replacement of units disposed though right to buy

3.3. Capital Programme

3.3.1. The Capital Programme has been structured to enable delivery of the Council's Business Plan and the HRA Business Plan over the medium to long term. The Programme includes all of the capital schemes within both the General Fund and the Housing Revenue for 2021/22 to 2025/26, and is detailed in appendix I. The financing of the programme is shown in appendix J. A forecast of the Council's Capital Reserves and Grant Balances is included in appendix K.

3.3.2. The Capital Programme continues to deliver the council's ambition to regeneration our town centres, improvement in our housing stocks as well as the affordable housing programme. The council is in the process of setting up a housing company and a business case will be presented to Cabinet in the future.

3.3.3. The Council complies with the Prudential Code for controlling Local Government Capital Finance, and the Budget for 2020/21 has been prepared in the context of these plans and controls. The key objectives of the Code are to ensure that:

- Capital Investment Plans are affordable, prudent, and sustainable;
- All external borrowings and other long-term liabilities are within prudent and sustainable levels;
- Treasury Management decisions are taken in accordance with good practice and in a manner that supports prudence, affordability and sustainability; and,
- The Council is accountable for its decisions.

3.4. Medium Term Financial Strategy

- 3.4.1. The Medium-Term Financial Strategy (MTFS) and Financial Governance Framework, detailed in appendix L, sets out the Council's strategy for maintaining financial sustainability and a commitment to provide the best possible value for money for the community. It also provides a framework for the Council to plan and manage its resources over the current Comprehensive Spending Review period in order to meet the Council's overall corporate objectives.
- 3.4.2. The Council is currently in a good overall financial position with general fund revenue reserves (non earmarked) estimated at £5.525 at the start of 2021/22 and a housing revenue account (HRA) balance of £2.471m. The council has been able to meet the initial unsupported impacts of the pandemic from reserves, and this is a direct result of previously robust financial management and a prolonged period of achieving efficiencies to balance the budget as government funding has reduced.
- 3.4.3. However, in line with other local authorities, the Council is facing further severe financial constraints as central government grants continue to reduce. At the same time the demand on some of the Council's services continue to grow and further responsibilities will be transferred from central government.
- 3.4.4. In line with Government expectations, the Council aims to be more self-sufficient, with less reliance on Government Grants and more reliance on local income streams and taxation.
- 3.4.5. Forecasts suggest the Council is required to find a further £2.2m of savings on the general fund by 2023/24 in order to live within its means and maintain a reasonable cushion in reserves. This is a significant challenge and whilst the focus remains on safeguarding services it may not be possible to find efficiencies of this magnitude and guarantee no impact upon frontline services.
- 3.4.6. The MTFS has been written at a time of unprecedented uncertainty in local government funding, particularly with the wider economic uncertainties arising from the pandemic. In particular, the councils forecasts are dependent upon the outcome of the Spending Review, Fair Funding Review and 75% Business Rates Retention system, and a full reset of all the mechanisms within the business rates system. Forecasting the Council's likely level of income over the next three years has required a large degree of judgement and estimation.
- 3.4.7. The Government has also announced further proposed changes to the New Homes Bonus scheme and there is work continuing on the fundamental review of the Local Government funding regime.
- 3.4.8. There remain a number of uncertainties and risks to the Council's finances in the medium term, the details of which are contained within this strategy. The Council will continue to experience pressure on services arising from demographic and government policy changes and continued high expectations of service delivery.
- 3.4.9. The capital forecasts and strategies contained within the MTFS, give a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability

- 3.4.10. In accordance with the CIPFA Treasury Management in the Public Services: Code of Practice 2017 and MHCLG guidance on local authority investments, the Council is required to have a Treasury Management Strategy, a copy of the 2021/22 strategy is contained within the MTFs and Financial Governance Framework.
- 3.4.11. Limits on longer term investments are proposed to be reduced, in line with the Council's forecast of reducing cash balances due to an ambitious capital programme use of both internal and external borrowing.
- 3.4.12. The Strategy takes into account the all of the Council's capital and revenue forecasts, and reserve balances as set out in this report. It seeks to protect the balances held by the Council whilst generating a return, minimise borrowing costs where possible, and determines the borrowing and lending strategies.

3.5. Special Expenses

- 3.5.1 In 1994/95, the Council, in agreement with Town and Parish Councils, introduced a scheme of Special Expenses, whereby some of the expenses of the Council, are charged specially to certain parts of the Borough. These areas of expenditure include open spaces, playing fields, community centres, allotments and public conveniences.
- 3.5.2 The calculation takes the cost of providing these items of expenditure and apportions the costs to the specific areas where the expenditure is incurred.
- 3.5.3 The recommendation is to continue with this scheme, and the methodology previously agreed for the calculation of the Special Expenses.
- 3.5.4 The proposed amount included in the budget for special expenses is £631,769.00. Details of this expenditure, and the draft apportionment to the specific areas, which is currently out for consultation with town and parish councils, is included in appendix M.

4. Financial Implications

- 4.1. Financial implications are contained in the recommendations and explanations to this report.

5. Link to Corporate Priorities

- 5.1. The Council's budget proposals directly support all of the Council's Corporate Priorities.

6. Legal Implication(s)

- 6.1. The Council is required by the Local Government Finance Act 1992 to make estimates of gross revenue expenditure and anticipated income, leading to a calculation of a budget requirement and the setting of an overall budget and Council Tax. The amount of the budget requirement must be sufficient to meet the Council's legal and financial obligations, ensure the proper discharge of its statutory duties, and lead to a balanced budget. The Council should be satisfied that the proposals put forward are a reasonably prudent use of resources in both the short and long term, and that the interests of both Council Tax payers and ratepayers on the one hand and the users of Council services on the other are both taken into account.

- 6.2. Sub-section (1) provides that authorities may "...make such reasonable charges.... as they may determine". This section should be considered with regard to section 76 of the Local Government and Housing Act 1989. This act put a duty on local housing authorities to prevent a debit balance arising in their HRA and also imposed ring-fence restrictions on the use of the account. It is not possible for a local housing authority to subsidise rents from its general fund, or use HRA resources for non-specified activities.
- 6.3. The MTFs sets out the framework for setting future budgets and levels of Council Tax. Members are reminded that Council must take into account the advice of the Corporate Director (Resources, Environment and Cultural Services) (Chief Finance Officer) on the robustness of future budget proposals and the adequacy of the proposals for reserves. The Council has a legal duty to set a lawfully balanced budget.
- 6.4. The MTFs sets out how the Council will fulfil its Best Value Duty to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. In doing so the MTFs also acknowledges the Duty to Consult representatives of a wide range of local persons.
- 6.5. The Treasury Management Strategy and prudential indicators have been produced in line with the Local Government Act 2003, and with regards to Section 151 of the Local Government Act 1972 which states that "every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs."

7. Security & Terrorism Implication(s)

- 7.1. There are no implications for security and terrorism arising from this report.

8. Procurement Implication(s)

- 8.1. There are no direct procurement implications arising from this report. Any procurement implications associated with specific budget proposals will be considered as part of the implementation of those proposals.

9. Climate Change Implication(s)

- 9.1. The additional contribution to reserve proposed will help the Council to deliver climate change strategic actions.

10. Human Resources Implication(s)

- 10.1. There are no direct Human Resources arising from this report. Any human resources implications associated with specific budget proposals will be considered as part of the implementation of those proposals.

11. Communication and Engagement Implication(s)

- 11.1. A press release and TeamTalk Budget special is being prepared and will be published alongside the budget report. Any communication and engagement implications associated with specific budget proposals will be considered as part of the implementation of those proposals.

12. Risk Management Implications

- 12.1. The budget is an important part of the Council's risk management process. There are always considerable risks to the council's short and medium-term budget strategies including inflation, changes in the national economy, expenditure exceeding budgets, operational pressures on existing budgets, reductions in grant and legislative changes that require new spend. The budget setting process includes the recognition of these risks in determining the 2020/21 budget and relevant risk provisions are set out in the body of the report.
- 12.2. A working balance is maintained for both revenue accounts to cushion against known and unknown financial risks. Risk management in the financial context is set out in the Medium-Term Financial Strategy set out in appendix L.

13. Equality and Diversity

- 13.1. Any equality and diversity implications associated with specific budget proposals will be considered as part of the implementation of those proposals, and equalities assessments undertaken as appropriate.

Name of author	Richard Baker
Title	Head of Resources
Date	19 December 2020

WELWYN HATFIELD COUNCIL

Minutes of a meeting of the CABINET held on Tuesday 5 January 2021 at 5.00pm.

This Cabinet meeting was held remotely in line with new regulations passed under the Coronavirus Act 2020, using the Zoom application.

These regulations have been passed under to ensure Local Authorities can conduct any necessary business under the current public health emergency.

PRESENT: Councillors T.Kingsbury (Leader of the Council) (Chairman)
D.Bell (Deputy Leader and Executive Member, Resources)

S.Boulton (Executive Member, Environment and Planning)
T.Mitchinson (Executive Member, Leisure, Culture and
Communications)
B.Sarson (Executive Member, Regeneration, Economic
Development and Partnerships)
F.Thomson (Executive Member, Governance, Public
Health and Climate Change)

OFFICIALS Chief Executive (K.Ng)
PRESENT: Corporate Director (Public Protection, Planning and Governance) (N.Long)
Legal Services Manager (S.Saunders)
Governance Services Manager (A.Marston)
Senior Communications Officer (L.Creed)

209. APOLOGY

An apology for absence was received from Councillor N.Pace (Executive Member, Housing and Community).

210. MINUTES

The Minutes of the meetings held on 19 November and 1 December 2020 were approved as correct records and noted by the Chairman.

211. ACTIONS STATUS REPORT

The status of actions agreed at the Cabinet meeting on 1 December 2020 in the report of the Corporate Director (Public Protection, Planning and Governance) was noted.

212. ITEMS REQUIRING KEY DECISION

The following items for decision in the current Forward Plan were considered:-

212.1. Council Tax Base 2021/22 (Forward Plan Reference FP1007)

Report of the Chief Executive on the approval of the Council's taxbase for the year 2021/22 and the collection rate.

(1) The Decision Taken

RESOLVED:

- (1) That the Council's taxbase for the year 2021/2022 be approved, incorporating a collection rate of 99.40%.
- (2) That in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012, the amount calculated by the Borough Council as its taxbase for the year 2021/2022 shall be 43,462.4 and its constituent elements shall be:

	<u>100% TAXBASE</u>	<u>99.40% TAXBASE</u>
Welwyn Garden City	18,084.8	17,976.3
Hatfield	12,241.0	12,167.6
Welwyn	4,713.2	4,684.9
Ayot St Lawrence	70.1	69.7
Ayot St Peter	113.9	113.2
North Mymms	4,424.9	4,398.4
Essendon	427.2	424.6
Northaw & Cuffley	3076.8	3,058.3
Woolmer Green	572.8	569.4
Total	43,724.7	43,462.4

(2) Reasons for the Decision

All tax collecting local authorities have to estimate a Council Tax Base for the forthcoming financial year. The methods of estimation are largely prescribed by regulation.

The estimated Tax Base is the number of taxable homes in the borough, expressed in Band D equivalent terms. Generally speaking,

the higher the tax base for any given level of Council General Fund expenditure, the lower the required Council Tax rate. For example, a growing tax base is generally a good thing.

In estimating the tax base for 2021/22, two key assumptions need to be made:

- The collection rate and this is assumed to be 99.4%.
- The growth in the number of homes. This is estimated to be 816.

To the extent that the actual collection rate or the growth in the number of homes turns out to be different from the estimates, this will be adjusted through the Collection Fund in following years. Any financial impact is borne in proportion by all precepting authorities.

The estimated Band D equivalent Tax Base for Welwyn Hatfield for 2021/22 is 43,462 split between the various settlements, as set out in the attached report.

212.2. Budget Proposals and Medium Term Financial Forecasts 2021/22 (Forward Plan Reference FP1015)

Report of the Chief Executive on the budget proposals for 2021/22.

(1) The Decision Taken

RESOLVED:

Cabinet approved the following budget proposals and noted that any comments from Overview and Scrutiny Committee will be returned to Special Cabinet on 19 January 2021 for consideration, before final recommendations are made to Council:

General Fund

- (1) The proposed General Fund Budget as summarised in Appendix A, and detailed in appendix B.
- (2) The inclusion of the savings and growth proposals into the budget as detailed in appendices C and D.
- (3) The approval of the 2021/22 fees and charges which have been incorporated into the budget proposals, as set out in appendix E.
- (4) The increase in the Council's Band D Tax of £4.23 (1.97%), taking the average Band D Tax to £219.15 for 2021/22.

- (5) That £610,000 is added to the Covid-19 earmarked reserve from the 2021/22 budget, the expenditure of which will be delegated to the Section 151 Officer in consultation with the Executive Member for Resources. This will be fully funded from the one off Covid-19 Support Grant received from the Government.
- (6) That the Special Expenses Scheme continue into 2021/22, and the Special Expenses detailed in Appendix M be approved for inclusion in the Council Tax for 2021/22, subject to consultation with Town and Parish Councils.

Housing Revenue Account (HRA)

- (1) That dwelling rents are increased by CPI+1% in accordance with Government legislation, resulting in an average rent of £109.01 per week.
- (2) To continue the policy of charging formula rent when vacant properties are re-let.
- (3) The approval of the Housing Revenue Account budget for 2021/22 as shown in appendix F.
- (4) The approval of the 2021/22 fees and charges which have been incorporated into the budget proposals, as set out in appendix H.
- (5) The Medium-Term Financial Strategy (MTFS) to maintain HRA working balances to a minimum of 5% of rental income.

Capital Programme

- (1) The approval of the Capital Programme for 2021/22 to 2025/26 as set out in Appendix I.
- (2) The approval of the Capital Financing for the Capital Programme, for 2021/22 to 2025/26 as set out in Appendix J, and note the forecast capital balances in Appendix K.

Medium Term Financial Strategy

- (1) The approval of the Medium-Term Financial Strategy and Financial Governance Framework, including all annexes and prudential indicators for 2021/22 – 2023/24 as set out in Appendix L.

(2) Reasons for the Decision

The report will go on for consideration at the Overview and Scrutiny Committee (OSC) on 13 January 2021. Recommendations made by OSC and any changes will be considered by Special Cabinet on 19 January 2021, prior to the proposals being considered at Full Council on 1 February 2021.

The current 2020/21 financial year has been marked by the serious adverse effects upon the Council's finances of the COVID pandemic.

In the original 2020/21 budget, approved prior to the arrival of COVID upon the scene, it was always planned to draw down on General Fund reserves by £1.6M, mainly to fund an additional Earmarked Reserve for future payments to reduce the pension fund deficit.

Since then, adverse COVID impacts of £3.3M had been identified for the current year. These have been partly offset by government support payments totalling £2.0M. Furthermore, the COVID Earmarked reserve set aside at the end of 2019/20 of £405k will be fully drawn down to offset the adverse COVID variance. So the forecast net adverse variance from COVID for 2020/21 is approximately £900k, which is why the forecast drawdown of General Fund balances has risen from £1.6M to £2.5M, which means we aim to start 2021/22 with General Fund balances of £6M.

The 2021/22 General Fund budget has been drawn up at a time when the extent to which COVID will have on-going impacts into the new financial year is extremely uncertain. The Council have received confirmation that we will receive £610k of government support for COVID impacts in 2021/22, and the Council propose to transfer this to an Earmarked Reserve to offset any adverse impacts as they arise. However, it remains the case that our budget will be vulnerable if COVID financial impacts for 2021/22 exceed £610k. At present, this risk is unquantifiable, and will have to be monitored during the 2021/22 budget monitoring process.

Council Tax is proposed to rise by 1.97%, and this, combined with the increase in the Tax Base, will generate an additional £371,000 of income, net of Town and Parish Precepts.

Business Rate income, however, is expected to fall, both as a result of WHBC leaving the "pool" arrangement, and of minimal expected business rate growth.

As part of the COVID financial impact assessment for 2020/21, a potential collection loss of £2.0M of Council Tax and Business Rates was identified. This will hit the Council through the Collection Fund, and are able to spread these losses over 3 years from 2021/22. The 2021/22 amount is therefore around £670k.

The amount of New Homes Bonus the Council receive is predicted to fall from over £1M to just over £600k. However, we will receive a new “Lower Tier Services Grant of £124k.

An item of note is the first budgeted contribution from Now Housing, which is expected to generate £40k of net interest income on loans by WHBC to the company in 2021/22.

Overall, therefore, after establishing an Earmarked Reserve of £610k for COVID related impacts, a General Fund “gap” of £220k is projected for 2021/22. When taken together with the £670k 2020/21 Collection Fund deficit to be borne directly by reserves in 2021/22, this results in projected General Fund reserves falling to £5.1M at the end of 2021/22.

Whilst this appears to leave reserves in an adequate state, the £670k per annum Collection Fund draw upon reserves continues through 2022/23 and 2023/24. Furthermore, no allowance has yet been made for 2021/22 COVID losses in excess of the £610k government support announced to date. Therefore it is clear that in future years, the Council will have to drive further savings from the modernisation programme, as well as maximising income opportunities where possible, to ensure reserves remain adequate.

The Housing Revenue Account has been far less impacted by COVID than the General Fund, and rent collection levels have held up well. The impairment allowance for bad debts, at £490k, is in line with the current year, and the level of the provision is felt to be adequate.

It is intended to maintain HRA balances at a minimum level of £2.5M.

This will be achieved by managing the level of new HRA borrowing to take account of the requirement to meet the repayment schedule of existing borrowing, and to finance the Affordable Housing Programme.

£32.4M relates to the General Fund. Notable items include £6.9M for Bereavement Services, £4.4M for the Tewin Road Depot upgrade, £4.7M funded by Hertfordshire County Council for the Household Waste and Recycling Centre, and £11.5M of loans to Now Housing.

Much of the Hatfield Town Centre and WGC North capital spend will either be complete by the end of 2020/21, or is already covered by the 2020/21 capital budget, so may be subject to further re-profiling into 2021/22 if the need arises.

£39.5M relates to the Housing Revenue Account. Of the total, £28.7M relates to the Affordable Housing Programme, including £13.2M for Minster House redevelopment, and £7.0M for Howlands House redevelopment. Other than the Affordable Housing Programme, Long

Term Major Repairs and the Gas Central Heating Replacement Programme account for £7.6M of HRA capital spend.

For the General Fund, the significant increase in external borrowing noted at the time of the 2020/21 budget is sustained. A substantial and increasing part of this is the funding of lending by the Council to Now Housing. In future years, it is anticipated that this activity will generate an increasing interest spread for the Council, although only £40k of net revenue has been included for 2021/22. There is also a requirement to fund the on-going capital programme.

For the Housing Revenue Account, new borrowing to fund the Affordable Housing Programme is predicted to slightly outstrip repayment of existing debt until 2022/23, but, thereafter, repayments will exceed new borrowing, resulting in an overall fall in HRA debt levels by 2025/26.

The Medium Term Financial Strategy (MTFS) is set out in Appendix L, and highlights a number of the opportunities and challenges faced by the Council in the period through to 2023/24 notably the likely requirement to find a further £1.9M of annual General Fund revenue savings by 2022/23.

The combination of a General Fund budget gap of £1.7M in 2022/23 and a further £0.6M in 2023/24, would imply a reduction of General Fund balances to £2.9M. This may reduce further depending on the collection fund position and a further update will be provided to Special Cabinet on 19 January.

Nevertheless, the report demonstrates the Council's commitment to achieving financial stability, and the Council does have a track record to be proud of in this respect. It is intended that the situation will be improved by the driving out of further efficiencies from the Modernisation Programme, and the identification of further opportunities to increase income generation.

Cabinet Members thanked Officers for their hard work on the Council's budget for 2021/22.

212.3. Climate Change Grant (Forward Plan Reference FP1018)

Report of the Corporate Director (Public Protection, Planning and Governance) on the proposed process and criteria for providing grants to local businesses for the purpose of improving their carbon footprint.

(1) The Decision Taken

RESOLVED:

- (1) Cabinet considered and approved the proposed process and criteria for providing grants to local businesses for the purpose of improving their carbon footprint.
- (2) Cabinet agreed that the maximum grant to be paid to each eligible business will be up to £5,000 of agreed energy saving works and that all works to be undertaken by an eligible business must be recommended in the Council's energy audit report, relevant to the particular business and which is provided to the business concerned.
- (3) That delegated authority be given to the Head of Planning in conjunction with the Executive Member, Governance, Public Health and Climate Change to amend the carbon emission reduction criteria should this be required once more detailed information becomes available through the energy audit on local business premises.

(2) Reasons for the Decision

The Council had declared a climate change emergency, established a Climate Change Member Group and is consulting on a climate change strategy.

One of the actions in the draft strategy was involvement in an Eastern New Energy project to help up to 30 small businesses in the Borough that are keen to reduce their carbon footprint and save on energy costs.

Officers would promote the scheme locally, identify interested businesses, carry out an energy audit of their premises and activities and then recommend changes they can make to reduce their energy use and carbon emissions.

The Climate Change Member Group has agreed that £50,000 of earmarked general fund monies should be used to help support this project.

It is proposed that local businesses that have had an energy audit should be eligible to bid for up to £5,000 to help them implement agreed works. They may of course choose to spend more than this if they wish.

In practice we anticipate that most businesses will seek far less than the full amount, so the fund will help a large number of local businesses.

It is advised that grants should only be awarded where it has been found that every £1,000 of spend will achieve a minimum reduction of

0.5 tonnes of carbon emissions per year, to ensure the grant achieves its intended aims.

212.4. Hatfield Town Centre Multi-Storey Car park update (Forward Plan Reference FP1024)

Report of the Chief Executive on the construction of the Hatfield Multi-Storey Car Park.

(1) The Decision Taken

RESOLVED:

That, subject to the approval of an appropriate TRO, Cabinet:

- (1) Agreed that the car park charges as summarised in Tables 1 and 2 of the report, be recommended for inclusion as part of the fees and charges of the charges to be considered by Council as part of the budget approval process for 2021/22.
- (2) Noted the contents of the report, in particular the project timetable in Table 3.

(2) Reasons for the Decision

The construction work on the Multi-Storey car park in Hatfield was progressing well and is scheduled to be completed in the Spring.

The car park will be open 24 hours a day, 7 days per week and will be available for short stay, long stay and season tickets. The proposed charges are summarised in Tables 1 and 2 in the report and subject to Council approval, will form part of the 2021/22 fees and charges. It should be noted that based on the business parking survey results, customers typically need to park for less than 3 hours. The Council will be retaining 3 hours free parking in the multi-storey car park and indeed Hatfield will remain the only town in Hertfordshire to offer free parking for up to three hours. The proposed tariff was supported by the majority of Members sitting on the Cross Party Hatfield Town Centre Regeneration Board.

In order to introduce parking restrictions in the Hatfield Town Centre car parks, it is necessary to create a Traffic Regulation Order (TRO). The timetable to introduce the TRO is set out in the report. The TRO relates to the parking restrictions being proposed including pay and display parking and disabled bays, rather than the actual car park charge.

213. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That under Section 100(A)(2) and (4) of the Local Government Act 1972, the press and public be now excluded from the meeting for Agenda item 10 (Minute 214 refer) on the grounds that they involved the likely disclosure of confidential or exempt information as defined in Section 100A(3) and paragraph 3 (private financial or business information) of Part 1 of Schedule 12A of the said Act (as amended).

In resolving to exclude the public in respect of the exempt information, it was considered that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

214. ITEM OF AN EXEMPT NATURE REQUIRING KEY DECISION

The following item of an exempt nature for decision was considered:-

214.1. Sale of Consortium Newspaper (Forward Plan Reference FP1021)

Exempt report of the Chief Executive on the Award of Contract for the Sale of Consortium Newspaper.

(1) The Decision Taken

RESOLVED:
(unanimous)

The General Procurement Board unanimously agreed to recommend to Cabinet that a waiver be made to Contract Procedure Rules and make a direct award to Palm Recycling Limited for the period 1 June 2021 to 30 May 2023 (with an optional one-year extension) for both News and Pams and Mixed Papers.

(2) Reasons for the Decision

Welwyn Hatfield was currently the lead authority in a consortium of Hertfordshire and Chelmsford Borough Council to sell their recovered Newsprint and Mixed paper.

In February 2020 Cabinet agreed a one-year contract (for the period June 2020 to May 2021) at fixed prices as there was so much uncertainty in the market at the time.

The General Procurement Board met to agree the procurement options of the new contract beyond May 2021. It was unanimously agreed to negotiate a new contract with Palm recycling.

Cabinet
5 January 2021

For News and Pams, the new price will be based on the average of the mid-point of the Lets Recycle and Euwid indices + £5 per tonne and there will be a minimum guarantee price of £45.00 per tonne.

For mixed paper, the new price will be based on the average of the mid-point of the Lets Recycle and Euwid indices + £2.50 per tonne. The minimum guarantee price will be zero, which means we would not need to pay to have the material collected.

All the authorities within the consortium agreed that this is the best outcome achieved under the current market condition.

Meeting ended 5.30pm
AM



PUBLICATION OF DECISION LIST NUMBER 01/21-22

MUNICIPAL YEAR 2020/21

Date Published: 8 January 2021

This document lists the decisions taken by the Cabinet at its meeting on 5 January 2021. The list covers key and non-key decisions. These decisions will come into force within ten working days of the date of this document (i.e. 22 January 2021) unless the Overview and Scrutiny Committee calls a decision in.

Cabinet decisions are subject to pre-implementation review through the following call-in procedure:-

Decisions that involve expenditure over £100,000 or that affect more than one ward can be called in. "Call-in" requires at least a quarter of the Members of the Overview and Scrutiny Committee to request the "call-in", in writing, within four working days of the publication of the decision by the Cabinet, to be effective. A Notification of Call-in Form can be obtained from and should be completed, signed and returned to Alison Marston, Governance Services Manager. Either a special meeting of the Overview and Scrutiny Committee to consider the "called-in" item(s) will be convened within three working days of the call-in request or the item will be placed on the Agenda of the next available meeting of the Committee, depending on which can be achieved earliest. The Call-In procedure does not apply where the decision being taken by the Cabinet is urgent.

Where the Overview and Scrutiny Committee is of the opinion that an executive decision which relates to an area covered by the Committee yet to be made or made but not yet implemented would be, contrary to the policy framework, or contrary to or not wholly in accordance with the Council's budget, then it should seek advice from the Monitoring Officer and/or Corporate Director (Resources, Environment and Cultural Services).

If you have any queries or wish to obtain further report information or information on a decision please refer to:

Alison Marston, Governance Services Manager at the Council Offices, Campus East,

Welwyn Garden City, Herts AL8 6AE

Telephone number (01707) 357444 or e-mail a.marston@welhat.gov.uk

Cabinet Decisions Tuesday 5 January 2021

SUBJECT / TITLE OF REPORT

Council Tax Base 2021/22

Part 1 or 2 (Relevant exempt Paragraph)	Wards affected by the Decision	Interest declared in respect of the Decision	Category of Decision (i.e. Key, Non- Key, Urgent)	Contact Details	Eligible for Call-In & Date to be called in by
1	All Wards	No	Forward Plan Reference FP1007	Richard Baker Tel: 01707 357425 r.baker@welhat.gov.uk	Yes 14 January 2021

DECISION:

- (1) That the Council's taxbase for the year 2021/2022 be approved, incorporating a collection rate of 99.40%.
- (2) That in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012, the amount calculated by the Borough Council as its taxbase for the year 2021/2022 shall be 43,462.4 and its constituent elements shall be:

	<u>100% TAXBASE</u>	<u>99.40% TAXBASE</u>
Welwyn Garden City	18,084.8	17,976.3
Hatfield	12,241.0	12,167.6
Welwyn	4,713.2	4,684.9
Ayot St Lawrence	70.1	69.7
Ayot St Peter	113.9	113.2
North Mymms	4,424.9	4,398.4
Essendon	427.2	424.6
Northaw & Cuffley	3076.8	3,058.3
Woolmer Green	572.8	569.4
Total	43,724.7	43,462.4

BACKGROUND:

Cabinet Decisions

Tuesday 5 January 2021

SUBJECT / TITLE OF REPORT

Budget Proposals and Medium Term Financial Forecasts 2021/22

Part 1 or 2 (Relevant exempt Paragraph)	Wards affected by the Decision	Interest declared in respect of the Decision	Category of Decision (i.e. Key, Non- Key, Urgent)	Contact Details	Eligible for Call-In & Date to be called in by
1	All Wards	No	Forward Plan Reference FP1015	Richard Baker Tel: 01707 357425 r.baker@welhat.gov.uk	Yes 14 January 2021

DECISION:

Cabinet approved the following budget proposals and noted that any comments from Overview and Scrutiny Committee will be returned to Special Cabinet on 19 January 2021 for consideration, before final recommendations are made to Council:

General Fund

- (1) The proposed General Fund Budget as summarised in Appendix A, and detailed in appendix B.
- (2) The inclusion of the savings and growth proposals into the budget as detailed in appendices C and D.
- (3) The approval of the 2021/22 fees and charges which have been incorporated into the budget proposals, as set out in appendix E.
- (4) The increase in the Council's Band D Tax of £4.23 (1.97%), taking the average Band D Tax to £219.15 for 2021/22.
- (5) That £610,000 is added to the Covid-19 earmarked reserve from the 2021/22 budget, the expenditure of which will be delegated to the Section 151 Officer in consultation with the Executive Member for Resources. This will be fully funded from the one off Covid-19 Support Grant received from the Government.
- (6) That the Special Expenses Scheme continue into 2021/22, and the Special Expenses detailed in Appendix M be approved for inclusion in the Council Tax for 2021/22, subject to consultation with Town and Parish Councils.

Housing Revenue Account (HRA)

- (1) That dwelling rents are increased by CPI+1% in accordance with Government legislation, resulting in an average rent of £109.01 per week.
- (2) To continue the policy of charging formula rent when vacant properties are re-let.

Cabinet Decisions

Tuesday 5 January 2021

- (3) The approval of the Housing Revenue Account budget for 2021/22 as shown in appendix F.
- (4) The approval of the 2021/22 fees and charges which have been incorporated into the budget proposals, as set out in appendix H.
- (5) The Medium-Term Financial Strategy (MTFS) to maintain HRA working balances to a minimum of 5% of rental income.

Capital Programme

- (1) The approval of the Capital Programme for 2021/22 to 2025/26 as set out in Appendix I.
- (2) The approval of the Capital Financing for the Capital Programme, for 2021/22 to 2025/26 as set out in Appendix J, and note the forecast capital balances in Appendix K.

Medium Term Financial Strategy

- (1) The approval of the Medium-Term Financial Strategy and Financial Governance Framework, including all annexes and prudential indicators for 2021/22 – 2023/24 as set out in Appendix L.

Cabinet Decisions

Tuesday 5 January 2021

SUBJECT / TITLE OF REPORT

Climate Change Grant

Part 1 or 2 (Relevant exempt Paragraph)	Wards affected by the Decision	Interest declared in respect of the Decision	Category of Decision (i.e. Key, Non- Key, Urgent)	Contact Details	Eligible for Call-In & Date to be called in by
1	All Wards	No	Forward Plan Reference FP1018	Lisa Devayya Tel: 01707357269 l.devayya@welhat.gov.uk	Yes 14 January 2021

DECISION:

- (1) Cabinet considered and approved the proposed process and criteria for providing grants to local businesses for the purpose of improving their carbon footprint.
- (2) Cabinet agreed that the maximum grant to be paid to each eligible business will be up to £5,000 of agreed energy saving works and that all works to be undertaken by an eligible business must be recommended in the Council's energy audit report, relevant to the particular business and which is provided to the business concerned.
- (3) That delegated authority be given to the Head of Planning in conjunction with the Executive Member, Governance, Public Health and Climate Change to amend the carbon emission reduction criteria should this be required once more detailed information becomes available through the energy audit on local business premises.

BACKGROUND:

Cabinet Decisions

Tuesday 5 January 2021

SUBJECT / TITLE OF REPORT

Hatfield Town Centre Multi-Storey Car park update

Part 1 or 2 (Relevant exempt Paragraph)	Wards affected by the Decision	Interest declared in respect of the Decision	Category of Decision (i.e. Key, Non- Key, Urgent)	Contact Details	Eligible for Call-In & Date to be called in by
1	Hatfield Central	No	Forward Plan Reference FP1024	Durk Reyner Tel: 01707 357160 d.reyner@welhat.gov.uk	Yes 14 January 2021

DECISION:

That, subject to the approval of an appropriate TRO, Cabinet:

- (1) Agreed that the car park charges as summarised in Tables 1 and 2 of the report, be recommended for inclusion as part of the fees and charges of the charges to be considered by Council as part of the budget approval process for 2021/22.
- (2) Noted the contents of the report, in particular the project timetable in Table 3.

BACKGROUND:

Cabinet Decisions

Tuesday 5 January 2021

SUBJECT / TITLE OF REPORT
Sale of Consortium Newspaper

Part 1 or 2 (Relevant exempt Paragraph)	Wards affected by the Decision	Interest declared in respect of the Decision	Category of Decision (i.e. Key, Non- Key, Urgent)	Contact Details	Eligible for Call-In & Date to be called in by
2	All Wards	No	Forward Plan Reference FP1021	Andrew Harper Tel: 01707357371 a.harper@welhat.gov.uk	Yes 14 January 2021

DECISION:
The General Procurement Board unanimously agreed to recommend to Cabinet that a waiver be made to Contract Procedure Rules and make a direct award to Palm Recycling Limited for the period 1 June 2021 to 30 May 2023 for both News and Pams and Mixed Papers.

BACKGROUND:

Cabinet Decisions

Tuesday 5 January 2021

The following decisions have been taken during the period 1 December 2020 to 5 January 2021 using Executive Member Decision Notices.

SUBJECT / TITLE OF REPORT
Introduction of waiting restrictions, resident permit scheme, clearway and verge and footway prohibition in various roads, Salisbury Village, Hatfield

Part 1 or 2 (Relevant exempt Paragraph)	Wards affected by the Decision	Interest declared in respect of the Decision	Category of Decision (i.e. Key, Non- Key, Urgent)	Contact Details	Eligible for Call-In & Date to be called in by
1	Hatfield Villages	No	Key	Durk Reyner Tel: 01707 357160 d.reyner@welhat.gov.uk	No

DECISION:

For the reasons set out in this decision notice, and following full consultation in which six formal objections were received, I agree the following:

- a) To introduce the following proposals (see Appendix A, B and C):
- b) The Borough of Welwyn Hatfield (Various Roads, Salisbury Village, Hatfield) (Restriction of Waiting and Permit Parking Zones) Order 2020 (Appendix A)
- c) The Borough of Welwyn Hatfield (Various Roads, Salisbury Village, Hatfield) (Prohibition of Stopping or Waiting on Verge or Footway) Order 2020 (Appendix B)
- d) The Borough of Welwyn Hatfield (Albatross Way, Hatfield) (Clearway) Order 2020 (Appendix C)

(Note: This decision was taken by Executive Member Decision Notice).

Date this decision was taken – 21 December 2020

Date of publication of the decision – 22 December 2020

Cabinet Decisions

Tuesday 5 January 2021

SUBJECT / TITLE OF REPORT

The Borough of Welwyn Hatfield (Various Roads, Essendon) (Restriction of Waiting) Order 2020

Part 1 or 2 (Relevant exempt Paragraph)	Wards affected by the Decision	Interest declared in respect of the Decision	Category of Decision (i.e. Key, Non- Key, Urgent)	Contact Details	Eligible for Call-In & Date to be called in by
1	Brookmans Park and Little Heath	No	Key	Durk Reyner Tel: 01707 357160 d.reyner@welhat.gov.uk	No

DECISION:

For the reasons set out in this decision notice, and following full consultation in which one formal objection was received, which was then considered at the Cabinet Planning Parking Panel (CPPP) where members voted unanimously in favour of the introduction of the Traffic Regulation Order (TRO) and relevant restrictions. I agree the following:

1. To introduce the following proposals (see Appendix A):

THE BOROUGH OF WELWYN HATFIELD (VARIOUS ROADS, ESSENDON) (RESTRICTION OF WAITING) ORDER 2020 – Appendix A

(Note: This decision was taken by Executive Member Decision Notice).

Date this decision was taken – 21 December 2020

Date of publication of the decision – 22 December 2020

Cabinet Decisions

Tuesday 5 January 2021

SUBJECT / TITLE OF REPORT

Award of Demolition Contract of 3-9 Town Centre, Hatfield

Part 1 or 2 (Relevant exempt Paragraph)	Wards affected by the Decision	Interest declared in respect of the Decision	Category of Decision (i.e. Key, Non- Key, Urgent)	Contact Details	Eligible for Call-In & Date to be called in by
2	Hatfield Central	No	Forward Plan Reference FP1020	Andrew Harper Tel: 01707357371 a.harper@welhat.gov.uk	Yes 11 January 2021

DECISION:

To award the contract for Demolition of 3-9 Town Centre to Goody Demolition Limited.

(**Note:** This decision was taken by Executive Member Decision Notice).

Date this decision was taken – 15 December 2020

Date of publication of the decision – 5 January 2021

BACKGROUND:

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) came into force on Saturday 4 April 2020 to enable councils to hold remote committee meetings during the Covid 19 pandemic period. This is to ensure local authorities can conduct business during this current public health emergency.

This meeting of Special Cabinet will be held remotely under these regulations, via the Zoom application and will be webcast to ensure accessibility by the public and press.

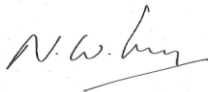
Please ask for:
Alison Marston

8 January 2021

Dear Councillor

You are requested to attend a special meeting of the WELWYN HATFIELD BOROUGH COUNCIL CABINET to be held on Tuesday 19 January 2021 at 5.00 pm via Zoom.

Yours faithfully



Corporate Director
Public Protection, Planning and Governance

AGENDA
PART 1

1. APOLOGIES
2. DECLARATIONS OF INTERESTS BY MEMBERS
To note declarations of Members' disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in respect of items on the Agenda.
3. ITEM RELATING TO THE BUDGET AND POLICY FRAMEWORK FOR RECOMMENDATION TO THE COUNCIL

To consider the following item:-

- (a) Budget 2021/22 (Pages 3 - 6)

To consider the comments of the Overview and Scrutiny Committee from its meeting on 13 January 2021 on the budget proposals for 2021/22 (Minutes from the Overview and Scrutiny Committee attached).

Please see link below for the Budget papers submitted to Cabinet on 5 January 2021:

<https://democracy.welhat.gov.uk/ieListDocuments.aspx?CId=151&MId=1175&Ver=4>

<u>Circulation:</u>	Councillors	T.Kingsbury (Chairman)	N.Pace
		D.Bell (Vice-Chairman)	B.Sarson
		S.Boulton	F.Thomson
		T.Mitchinson	

Corporate Management Team
Press and Public (except Part II Items)

If you require any further information about this Agenda please contact Alison Marston, Governance Services on 01707 357444 or email – democracy@welhat.gov.uk

WELWYN HATFIELD BOROUGH COUNCIL
SPECIAL CABINET – 19 JANUARY 2021

Recommendation from the Overview and Scrutiny Committee on 13 January 2021:-

28. SCRUTINY TASK AND FINISH PANELS PROGRESS REPORTS AND/OR RECOMMENDATIONS

Members received an update from the Chair of the Budget Setting and Corporate Plan Task and Finish Panel. The Panel had been tasked to review the proposed budget and make appropriate recommendation for the Committee to consider. The Chair of the Panel confirmed that there was one Recommendation being put forward concerning the management of reserves.

The Panel had considered the Council Tax Hardship Fund, in the expectation that there would likely be more applicants in subsequent years. The Panel asked officers to investigate whether other preceptors could contribute to the council tax hardship fund. It was noted that Welwyn Hatfield Borough Council funds 100% of the hardship fund, even though it receives only 12% of the council tax revenue. The Panel therefore asked the Executive Member for Resources and the Chief Executive to approach their counter parts at the county council level to ask if Hertfordshire County Council could share the cost of the hardship fund. Officers confirmed that an approach was made. Unfortunately colleagues at Hertfordshire County Council declined the suggestion, citing the following reasons. The first reason was that it was not unusual for individual borough councils to fund their own hardship schemes. The second reason was that if county did agree to contribute to Welwyn Hatfield's hardship fund scheme, similar requests would likely be received from other borough councils, leading to substantial costs.

The Panel recorded eleven proposals they wished to be considered as part of this process. One proposal was an increase on a charge already included in the budget; two were classed as savings or redistribution of funds; four were centred on long term future projects; and the remaining proposals concerned relatively small wellbeing projects for the community.

Suggestion put forward by the Panel included:

- setting aside money for a determined future event, subject to Covid-19 restrictions being lifted;
- a project to improve communal gardens around sheltered accommodation and bungalows;
- grants for minority groups to access;
- increasing the hardship fund for renters;
- amending the corporate project budget, with a view to increasing savings and/or alleviating budget pressures;

- decarbonising the housing stock and the council's own facilities;
- carrying out review of non-housing assets, particularly land holding;
- comparing the council's Community Infrastructure Levy (CIL) rates with other councils;
- reviewing use of Council offices and space in a post-Covid world;
- reviewing the Brown Bin charge (which had not increased since its introduction);
- explore other uses for Campus West as a community asset;

A number of the proposals linked to wellbeing in the community, such as the communal garden project and grants for minority group were already explored as part of the budget setting process. Longer term proposals would be considered in due course by the Cabinet and/or appropriate committee.

The Panel also considered the Medium-Term Financial Strategy (MTFS), in particular whether some funds should be used to protect front line services given the impact of the Covid-19 pandemic and uncertainty surrounding central government funding in future years. This has led the Panel to recommend a review being undertaken of the reserves to ensure funds were being used effectively, and avoid multiple reserves being kept for overlapping purposes. The Executive Member for Resources, Councillor D.Bell, agreed that this was a good idea and could be carried out without requiring changes to the current budget proposal.

The Panel queried the proposed changes to leisure prices, which seemed to rise by a higher percentage than other fees and prices. The Panel were informed that some charges were statutory and the leisure fees, even with the proposed increased, would remain lower than comparable prices in other parts of Hertfordshire.

The Chair of the Budget Setting and Corporate Plan Task and Finish Panel advised the Committee that the Panel, whilst not agreeing with all the decisions taken in the proposed budget, believe it to be, from a scrutiny perspective, a sound budget.

Members agreed that the new process for scrutinising the budget should be reviewed to ensure lesson learned could be incorporated into the process next year. It was noted that the process had facilitated the sharing of more information in a managed framework, allowing Members to review and consider different aspects in a sensible timeframe. Members recognised a specific need to scrutinise the budget proposal being presented to them and not attempt to propose an alternative package (which would not be classified as a budget). It was suggested that the Committee may wish to review how effectively the scrutiny process has worked by assessing how the budget has helped the council deliver on its corporate objectives six months after the budget has come into effect.

Members noted the four substantive discussion points highlighted in the report. Two were associated with reserve management as discussed above. Of the

remaining two one concerned council home targets, and the other concerned the proposed 1.97% Council Tax increase.

Members were informed that the issues around the 9,000 council home figure, and whether this number could be raised, would be discussed and taken forward by the Cabinet Housing Panel as it was judged to be outside of the scope of the Task and Finish Panel. Members briefly discussed whether there should be greater emphasis on ensuring the council's property portfolio was being fully utilised to either provide additional revenue and/or provide suitable sites for development. Specifically Members considered whether an opportunity was being missed. Officers confirmed that new opportunities were being explored and an update on the affordable housing programme would be provided at the next Cabinet Housing Panel on 2 March 2021.

Members were also informed that the decision to limit the percentage rise in Council Tax to 1.97% as oppose to the opportunity to increase it by £5 was queried by the Panel. It was confirmed that this was a political decision.

RESOLVED: The Panel's recommendation to investigate potential overlaps between the reserves, in order to ascertain whether there are any risks that had been covered multiple times, was accepted. The recommendation would be put to the Special Cabinet at their meeting on 19 January 2021.

(Note: the minutes from the Task and Finish Panel as presented to the Overview and Scrutiny Committee on 13 January 2021 can be seen at <https://democracy.welhat.gov.uk/documents/s15576/Minutes%202021.01.06.pdf>)

Subsequently, on 13 January, the budget proposals were considered by the Overview and Scrutiny Committee, having been previously subject to review by a Task and Finish group established for that purpose.

The Overview and Scrutiny Committee considered a number of suggestions, listed on pages 3 and 4 of the report. It is not felt necessary to amend any of the budget proposals for these suggestions.

Specifically:

- The first two suggestions were covered by existing budget pots, which could be allocated for specific proposals.
- Grants for minority groups can be considered as part of the existing prioritisation process by the Grants Board.
- An increased hardship fund for renters requires government approval, which has been applied for.
- The corporate project pot has been reviewed, and is felt to now be at an appropriate level.
- Decarbonisation of the housing stock and Council facilities would come under any proposed use of the Climate Change Earmarked Reserve. Officers have recently submitted a funding bid under the government's decarbonisation grant scheme to reduce the carbon footprint on certain Council-owned buildings, including Campus East, Campus West, and Hatfield Swim Centre.
- For non-housing assets, as well as the use of Council offices and space, and Campus West, it is already intended to perform an Asset Strategy review in 2021 and the Modernisation Programme covers the use of Council office space.
- The Community Infrastructure Levy rate comparisons were provided to Members, and no suggestions were made to amend the proposals.
- The Garden Waste charge comparison rates within Hertfordshire were provided to Task and Finish Group Members and no suggestion was made to amend the charge for 2021/22.

Lastly, the Overview and Scrutiny Committee made a specific recommendation to investigate potential overlaps between the various General Fund reserve categories to ensure that no "double-counting" of risks has occurred.

Non ring-fenced General Fund reserves, projected to be £5.1M at 31 March, 2021/22, are adequate, but will be under pressure over the next few years, as explained at the 5 January Cabinet meeting.

Ring-fenced, or Earmarked, reserves, are projected to amount to £6.0M at 31 March 2022.

Within these, the Strategic Initiatives Reserve is for potential "one-off" projects, which experience has shown will require funding each year, even if the amounts are difficult to predict.

By contrast, the Modernisation reserve is held to cover “invest to save” initiatives.

The remaining earmarked reserves are for specific purposes.

Having reviewed these reserves with Officers, Councillor D.Bell (Executive Member, Resources) was satisfied that no double-counting existed, although obviously, by their very nature, many are estimates, and may require release or replenishment during the 2021/22 financial year. This will be kept under review as part of the Council’s quarterly budget monitoring exercise.

RESOLVED:

- (1) Cabinet noted the report of the Overview and Scrutiny Committee, and agreed the submission of the 2021/22 draft budget proposals discussed on 5 January to Full Council on 1 February 2021.
- (2) The Medium Term Financial Strategy presented on 5 January had been subject to a number of minor narrative changes following a review.

Meeting ended 5.07pm
AM



PUBLICATION OF DECISION LIST NUMBER 01/20-21

MUNICIPAL YEAR 2020/21

Date Published: 22 January 2021

This document lists the decisions taken by the Cabinet at its meeting on 19 January 2021. The list covers key and non-key decisions. These decisions will come into force within ten working days of the date of this document (i.e. 5 February 2021) unless the Overview and Scrutiny Committee calls a decision in.

Cabinet decisions are subject to pre-implementation review through the following call-in procedure:-

Decisions that involve expenditure over £100,000 or that affect more than one ward can be called in. "Call-in" requires at least a quarter of the Members of the Overview and Scrutiny Committee to request the "call-in", in writing, within four working days of the publication of the decision by the Cabinet, to be effective. A Notification of Call-in Form can be obtained from and should be completed, signed and returned to Alison Marston, Governance Services Manager. Either a special meeting of the Overview and Scrutiny Committee to consider the "called-in" item(s) will be convened within three working days of the call-in request or the item will be placed on the Agenda of the next available meeting of the Committee, depending on which can be achieved earliest. The Call-In procedure does not apply where the decision being taken by the Cabinet is urgent.

Where the Overview and Scrutiny Committee is of the opinion that an executive decision which relates to an area covered by the Committee yet to be made or made but not yet implemented would be, contrary to the policy framework, or contrary to or not wholly in accordance with the Council's budget, then it should seek advice from the Monitoring Officer and/or Corporate Director (Resources, Environment and Cultural Services).

If you have any queries or wish to obtain further report information or information on a decision please refer to:

Alison Marston, Governance Services Manager at the Council Offices, Campus East,

Welwyn Garden City, Herts AL8 6AE

Telephone number (01707) 357444 or e-mail a.marston@welhat.gov.uk

Cabinet Decisions Tuesday 19 January 2021

SUBJECT / TITLE OF REPORT

Budget 2021/22

Part 1 or 2 (Relevant exempt Paragraph)	Wards affected by the Decision	Interest declared in respect of the Decision	Category of Decision (i.e. Key, Non- Key, Urgent)	Contact Details	Eligible for Call-In & Date to be called in by
1	All Wards	No	Forward Plan Reference FP1015	Richard Baker Tel: 01707 357425 r.baker@welhat.gov.uk	Yes 28 January 2021

DECISION:

- (1) Cabinet noted the report of the Overview and Scrutiny Committee, and agreed the submission of the 2021/22 draft budget proposals discussed on 5 January to Full Council on 1 February 2021.
- (2) The Medium Term Financial Strategy presented on 5 January has been subject to a number of minor narrative changes following a review.

BACKGROUND:

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) came into force on Saturday 4 April 2020 to enable councils to hold remote committee meetings during the Covid 19 pandemic period. This is to ensure local authorities can conduct business during this current public health emergency.

This meeting of Council will be held remotely under these regulations, via the Zoom application and will be webcast to ensure accessibility by the public and press.

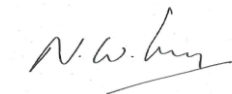
Please ask for:
Alison Marston

22 January 2021

Dear Councillor

You are requested to attend a meeting of the WELWYN HATFIELD BOROUGH COUNCIL to be held on Monday 1 February 2021 at 7.30 pm via Zoom.

Yours faithfully



Corporate Director
Public Protection, Planning and Governance

AGENDA
PART 1

1. **MINUTES**

To confirm as a correct record the Minutes of the meeting held on 23 November 2020 (previously circulated).

2. **APOLOGIES**

To receive apologies for absence, if any.

3. **PETITIONS**

The Mayor will receive petitions (limited to the first three petitions presented).

4. **QUESTIONS FROM THE PUBLIC**

A period of thirty minutes will be made available for questions to be put by Members of the public to Members of the Cabinet on matters for which the Council has a responsibility or which affect the Borough.

5. DECLARATIONS OF INTERESTS BY MEMBERS

To note declarations of Members' disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in respect of items on the Agenda.

6. ANNOUNCEMENTS

To receive any announcements from the Mayor, Leader of the Council, Member of the Cabinet or the Head of Paid Service.

7. QUESTIONS BY MEMBERS (Pages 5 - 6)

For a period of up to thirty minutes, a Member of the Council who has given prior notice in accordance with Council Procedure Rule 15, may ask (a) the Mayor, (b) the Leader of the Council or (c) a Member of the Cabinet a question on any matter in relation to which the Council has powers or duties or which affects the Borough.

The questions received for this meeting are attached. A Member asking a question may ask, without giving notice, one supplementary question of the Member to whom the first question was asked. The supplementary question must arise directly out of the reply.

8. BUDGET 2021/22 (Pages 7 - 172)

Report of the Chief Executive setting out the proposals for approval of the 2021/22 budgets for revenue (General Fund and Housing Revenue Account) and capital and also asking the Council to approve the Borough element of the Council Tax for 2021/22 (final approval would be sought at the special Council meeting on 23 February 2021).

9. NOTICES OF MOTIONS (Pages 173 - 174)

To consider notices of motions submitted under Procedure Rule 16 in such order as the Mayor shall direct. The motions received for this meeting are attached.

10. REVIEW OF THE COUNCIL'S CONSTITUTION (Pages 175 - 212)

Report of the Monitoring Officer on the approval to changes to the Constitution as part of the ongoing review and modernisation of the Council's governance processes following consideration by the Constitution Review Group (CRG).

11. PAY POLICY STATEMENT 2021/22 (Pages 213 - 226)

Report of the Corporate Director (Public Protection, Planning and Governance) on the approval of the Council's Pay Policy Statement for 2021/22.

12. CLIMATE CHANGE UPDATE (Pages 227 - 230)

Report of the Corporate Director (Public Protection, Planning and Governance) updating Members on progress since the Council declared a climate change emergency.

13. APPOINTMENTS TO COMMITTEES AND GROUPS (Pages 231 - 232)

To approve the appointment of Members to Committees and Groups.

14. URGENT MATTERS

To consider any matters of urgency subject to the agreement of the Mayor in accordance with Procedure Rule 5.1(s).

Circulation: The Mayor and Members of the Welwyn Hatfield Borough Council
Corporate Management Team
Press and Public (except Part II Items)

If you require any further information about this Agenda please contact Alison Marston, Governance Services on 01707 357444 or email – democracy@welhat.gov.uk

Agenda Item 7

Part I
Item No: 7

WELWYN HATFIELD COUNCIL
COUNCIL MEETING – 1 FEBRUARY 2021

COUNCIL PROCEDURE RULE NO. 15 QUESTIONS – QUESTIONS BY MEMBERS

Notice of the following questions has been received in accordance with Council Procedure Rule No 15:-

1. Question to the Leader from Councillor Max Holloway

“On the matter of forthcoming local elections, in order to reassure the public, can the leader describe some of the measures being recommended to Councils in order to make the 50+ polling stations Covid Secure in Welwyn Hatfield?”

2. Question to the Leader from Councillor Kieran Thorpe

“Does the leader agree with me that given the severity of Coronavirus in our area, that it was entirely right for political parties to suspend campaigning activities, including leaflet deliveries to ensure the safety of residents and to safeguard efforts to drive down infection rates?”

Part I

Item No:

Main authors: Richard Baker

Helen O'Keeffe

Executive Member: Cllr. Duncan Bell

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 1 FEBRUARY 2021
REPORT OF THE CHIEF EXECUTIVE

Budget Proposals and Medium-Term Forecasts 2021/22

1. Executive Summary

- 1.1. Following the consideration of the 2021/22 budget proposals at Cabinet on the 5 and 19 January 2021, the purpose of this report is to present to Council the budget proposals for approval, specifically:
 - Revenue Budgets 2021/22
 - Capital Programme 2021/22 – 2025/26
 - Use of Reserves 2021/22
 - Fees and Charges for 2021/22
 - Medium Term Strategy and Governance Framework 2021/22 – 2023/24
- 1.2. The budget was considered by Overview and Scrutiny Committee (OSC) on 13 January 2021 following the review by a Task and Finish Panel. The recommendation made by OSC was considered by Special Cabinet on 19 January 2021, the detail and outcome of this recommendation is outlined in section 3.1.8.
- 1.3. This budget is set in a time of significant uncertainty with the covid-19 pandemic and the end of the EU transition period. Government funding remains uncertain in the medium-term, and the ongoing economic impacts of the pandemic is unclear.
- 1.4. The 2021/22 budget proposals and the updated medium-term financial forecasts have been produced to ensure that the Council maintains a sustainable financial position over the planning period to 2023/24. The following Council strategies and policies have informed the budget-setting process:
 - The Council's Vision and Priorities, as stated in the Business Plan
 - The Medium-Term Financial Strategy (MTFS)
 - The Housing Revenue Account 30-year Business Plan
 - Service Strategies and Plans
- 1.5. The Corporate Management Team, Cabinet and the Task and Finish Group have met to review and monitor emerging budget proposals throughout the budget preparation period. Budget briefing sessions have been held with Members highlighting some of the key issues and pressures that the council is facing in the medium-term.
- 1.6. It should be noted that the Council has not yet received Final Settlement, and that any changes made by the Government between the Provisional Settlement received and Final Settlement, will be accounted for as part of the Councils budget monitoring process for 2021/22.

- 1.7. This covering report provides members with the details of key assumptions and updates, and is supported by the following appendices:

General Fund

- Appendix A – General Fund Summary 2021/22
- Appendix B – General Fund Head of Service Summaries 2021/22
- Appendix C – General Fund Savings Summary 2021/22 – 2023/24
- Appendix D – General Fund Growth Summary 2021/22 – 2023/24
- Appendix E – General Fund Fees and Charges 2021/22

Housing Revenue Account

- Appendix F – Housing Revenue Account Summary 2021/22
- Appendix G – Housing Revenue Account Summary of Changes 2021/22
- Appendix H – Housing Revenue Account Fees and Charges 2021/22

Capital Programme

- Appendix I – Capital Programme 2021/22 – 2025/26
- Appendix J – Capital Financing Summary 2021/22 – 2025/26
- Appendix K – Capital Reserves Summary 2021/22 – 2025/26

Medium Term Financial Strategy and Governance Framework

- Appendix L – Medium Term Financial Strategy and Governance Framework 2021/22 – 2023/24

Other Items

- Appendix M – Special Expenses 2021/22
- Appendix N – Statement of the Chief Financial Officer

- 1.8. The local government financial position continues to remain unclear beyond the 2021/22 budget. In particular, the council's funding position will be impacted by the future Spending Review, fair funding review and further reform of the business rates retention system, the outcomes of which are unknown at this stage.

2. Recommendations

- 2.1. That Council note the recommendations from Cabinet, and the Statement of the Chief Financial Officer on the robustness of budgets and adequacy of reserves (appendix N)
- 2.2. That Council also note that the following amounts for the year 2021/22 have been set in accordance with regulations made under Sections 31A and 31B of the Local Government Finance Act 1992 as agreed by Cabinet on 5 January 2021:

	<u>100% TAXBASE</u>	<u>99.40% TAXBASE</u>
Welwyn Garden City	18,084.8	17,976.3
Hatfield	12,241.0	12,167.6
Welwyn	4,713.2	4,684.9
Ayot St Lawrence	70.1	69.7
Ayot St Peter	113.9	113.2
North Mymms	4,424.9	4,398.4
Essendon	427.2	424.6
Northaw & Cuffley	3076.8	3,058.3
Woolmer Green	572.8	569.4
Total	43,724.7	43,462.4

- 2.3. That Council approve the following budget proposals:
- 2.4. General Fund
- 2.4.1. The proposed General Fund Budget as summarised in Appendix A, and detailed in appendix B.
- 2.4.2. The inclusion of the savings and growth proposals into the budget as detailed in appendices C and D.
- 2.4.3. The 2021/22 fees and charges which have been incorporated into the budget proposals, as set out in appendix E.
- 2.4.4. The increase in the Council's Band D Tax of £4.23 (1.97%), taking the average Band D Tax to £219.15 for 2021/22.
- 2.4.5. That £610k be added to the Covid-19 earmarked reserve from the 2021/22 budget, the expenditure of which will be delegated to the Section 151 Officer in consultation with the Executive Member for Resources. This will be fully funded from the one off Covid-19 Support Grant received from the Government.
- 2.4.6. That the Special Expenses Scheme as set out in section 3.5 continue into 2021/22, and the Special Expenses detailed in Appendix M be approved for inclusion in the Council Tax for 2021/22.
- 2.5. Housing Revenue Account (HRA)
- 2.5.1. That dwelling rents are increased by CPI+1% in accordance with Government legislation, resulting in an average rent of £109.01 per week.
- 2.5.2. To continue the policy of charging formula rent when vacant properties are re-let.
- 2.5.3. The Housing Revenue Account budget for 2021/22 as shown in appendix F.
- 2.5.4. The 2021/22 fees and charges which have been incorporated into the budget proposals, as set out in appendix H.
- 2.5.5. The Medium-Term Financial Strategy (MTFS) to maintain HRA working balances to a minimum of 5% of rental income.
- 2.6. Capital Programme
- 2.6.1. The Capital Programme for 2021/22 to 2025/26 as set out in Appendix I.
- 2.6.2. The Capital Financing for the Capital Programme, for 2021/22 to 2025/26 as set out in Appendix J, and note the forecast capital balances in Appendix K.
- 2.7. Medium Term Financial Strategy
- 2.7.1. The Medium-Term Financial Strategy and Financial Governance Framework, including all annexes and prudential indicators for 2021/22 – 2023/24 as set out in appendix L.

3. Explanation

3.1. General Fund Revenue Account

- 3.1.1. This budget is being set in extremely uncertain times, and unlike previous years where the Government had announced a longer-term settlement, this year they have announced a single year settlement. Some of the funding announced has only been guaranteed for one year and a number of key policy items, such as the review of the business rates retention system, have been postponed to future years.
- 3.1.2. These short term decisions add to the uncertainties for the council in future years and adds further weight to the need for longer term decision making.
- 3.1.3. The Council potentially continues to face a decline in the grant income from central government, and funding for services is increasingly being derived from local funding (i.e. Council Tax, Business Rates and charges for services); at the same time local demand on Council services has increased.
- 3.1.4. The requirement to set a balanced budget demands a stringent process to deliver efficiencies, preserve as far as possible the quality of front-line services, and retain the ability to generate income and to recognise the increasing demand on key services.
- 3.1.5. The proposed net cost of services budget for 2021/22 totals £13.056m which is £0.809m (5.8%) lower than the 2020/21 original budget of £13.865m. The movement between years is summarised in the following table.

	£'000
2020/21 Original Budget	13,865
Less: 2020/21 fixed-term growth	(175)
Add: 2021/22 fixed term growth	50
Add: 2021/22 ongoing growth	0
Less: 2021/22 efficiencies	(960)
Add: Inflation and other changes	352
Less: Recharge to HRA / Accounting adjustments	(76)
2021/22 Original Budget	13,056

- 3.1.6. A breakdown of savings and growth are included in appendices C and D, and are also detailed in the reconciliation of controllable expenditure in the Head of Service summaries in appendix B.
- 3.1.7. Whilst budget proposals are firm for the net cost of services, the Council awaits confirmation on a number of areas that may impact on the overall position:
- At the time of writing, the council awaits confirmation the final settlement confirmation for 2021/22, which is expected to be announced in February.
 - The NNDR1 is yet to be finalised, and NNDR3 will impact on the spreading of the deficit. This may impact on the level of deficit that has been forecast, the timing of deficit payments, and payments to and from reserves. Any material changes will be presented as part of the financial out-turn reports.

Recommendations from 13 January 2021 Overview and Scrutiny Committee

- 3.1.8. The budget was considered by Overview and Scrutiny Committee (OSC) on 13 January 2021. One recommendation was made to Cabinet, which was considered at the Special Cabinet meeting of 19 January 2021.
- 3.1.9. The recommendation was to investigate potential overlaps between the reserves, in order to ascertain whether there are any risks that had been covered multiple times. This was discussed and considered at Cabinet, and it was agreed there were no overlaps.

Funding Settlement

- 3.1.10. Due to the current pandemic and economic uncertainties, the Government announced that it would be providing a one-year settlement for Councils, rather than the multi-year settlement previously suggested. It also confirmed delays to the various funding reviews which were due until at least 2022/23, such as the fair funding review and business rates retention review.
- 3.1.11. The provisional settlement was eventually announced on 17 December 2020. The key points to note are:
- A further year of the removal of negative Revenue Support Grant for 2021/22 – The Government have funded this from the central share of retained business rate;
 - A new Lower Tier Services Grant has been announced, aimed at authorities providing lower tier services (such as homelessness and planning). The draft settlement for the council is £124k, but as with other funding, there is no certainty this grant will be paid in future years;
 - New Homes Bonus Grant - the scheme will continue for another year. The national growth baseline for payments will remain at 0.4% for 2021/22, however as indicated in the previous consultation, there was be no legacy payment associated with the 2020/21 grant award, and this will apply again for the 2021/22 funding. The government intends to consult on the future of New Homes Bonus; and,
 - Council Tax referendum limit for Shire Districts is up to 2% or £5, whichever is greater.
- 3.1.12. Although the Government has set a baseline level of income for Business Rates, the amount of funding received will depend on the actual amount billed for Business Rates which will be influenced by other factors including the collection rate, business growth across the District and the provision for successful appeals.

New Homes Bonus

- 3.1.13. The Council will receive £0.609m New Homes Bonus grant in 2021/22 and all of the income will be used to support the base budget.

Collection Fund

- 3.1.14. The Council's Council Tax requirement for 2021/22 is calculated as £9.525m (exclusive of parish precepts). The proposed taxbase for 2021/22 is 43,462.4.
- 3.1.15. The income due from Council Tax goes into the Collection Fund. Throughout the year the actual number of properties (as well as allowances for exemptions, discounts or

appeals) inevitably varies from the figure estimated at the start of the year. This leads to a change in the amount of Council Tax due, and therefore a surplus or deficit on the Collection Fund.

3.1.16. For 2020/21 there is a forecast deficit position on the council tax element of the Collection Fund. This deficit on the collection fund is shared between the Major Preceptors, i.e. the County, the Police Authority and the Borough, in proportion to their precepts for the year.

3.1.17. The proportion of the deficit that each of the Major Preceptors will contribute to the Collection Fund when calculating the Council Tax is as follows:

Welwyn Hatfield Borough Council	£148,285.47
Hertfordshire County Council	£810,048.20
Hertfordshire Police & Crime Commissioner	£112,579.97
Total Deficit	£1,070,913.64

3.1.18. Unlike previous years where estimated deficit would be fully incorporated into the following years budget, due to the exceptional circumstances, the Government is changing the regulations so that estimated collection fund deficits are spread over the next three financial years.

3.1.19. The business rates deficit is calculated at the end of January based on the Governments NNDR1 return. For the purposes of the budget proposals, a provisional figure of £670k has been assumed for the combination of the Council Tax and Business Rates deficit, this is on the basis of an estimated overall impact for the council of £2m to be spread over three years.

3.1.20. When finalised, the deficit is likely to be significantly higher than this as it will also include adjustments for the high level of reliefs that have been provided by the Government in 2020/21, but these other deficit increases will be fully funded by grant receipts.

3.1.21. The Localism Act 2011 abolished Council Tax capping in England and instead allows local residents to reverse 'excessive' Council Tax increases by means of referendum. The Government has set the 2021/22 referendum threshold for district Council's at the higher of £5 or 2%. The proposed increase of 1.97% for Welwyn Hatfield in 2021/22 is therefore within the threshold.

Budget Assumptions

3.1.22. The 2021/22 budget proposals include the following key assumptions:

Employee Costs	2.0% general pay inflation. Actual increases will depend on national pay negotiations* 18.3% of employer pay as contribution to the pension fund 3% Vacancy factor
Contractual Inflation	Inflation has been included in line with agreed contractual indices, mostly RPI, RPIX or CPI
Utilities	Inflation has been included in line with agreed contractual indices
Fees and Charges	Maximised where possible in line with the Fees and Charges Strategy. Proposed fees and charges are set out in appendix E

Council Tax	1.97% increase for 2021/22
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Reserves

3.1.23. It is important that the Council maintains a reasonable level of reserves to cushion against unanticipated budget pressures. The Council holds two types of reserve:

- Working balances, which are required as a contingency against unforeseen events, and to ensure that the Council has sufficient funds available to meet its cash flow requirements. The Local Government Act 2003 requires the Section 151 Officer to report on the adequacy of financial reserves when setting the General Fund budget requirement for the year.
- Earmarked reserves, which are funds approved by Members to finance specific items of future expenditure. The Council's Financial Regulations dictate that Earmarked Reserves can be created only with Member approval, and that all subsequent transfers to and from those reserves also require Member approval.

3.1.24. The Council's MTFs recommends a minimum working balance of £2.6m. This budget proposal leaves a balance of £5.132m in working balances, above the requirements of the MTFs.

3.1.25. The following table shows a summary of the earmarked reserves held, and the explanation for holding these reserves, along with the forecast closing balances at the end of each financial year.

Earmarked Reserve	Purpose of Reserve	31 March 2020	31 March 2021	31 March 2022
		£'000	£'000	£'000
Strategic Initiatives	For use of one-off specific projects and fixed term growth directly delivering corporate objectives.	1,330	1,365	1,300
Modernisation	For use on modernisation and transformation projects.	1,281	949	949
Business Rates Retention	To manage volatility in Business Rates income and changes to the Business Rates funding.	1,701	236	0*
Pensions	This reserve is necessary to help mitigate the impact of additional costs arising in the triennial review cycle	1,201	1,200	1,200
Head of Service and Commitments	These reserves are set aside for committed work, emergency property works and the local plan.	995	995	995
Ringfenced Grants	These reserves set aside grants received for specific purposes which will fund future expenditure	834	834	834
Covid-19 Response	To support the council with meeting the financial impacts of the covid-19 pandemic	405	0	610
Youth Services	To fund youth diversionary services in order to reduce anti-social behaviour	0	25	25

Climate Change	To support the council's climate change strategy and action plan.	50	150	150
Total Earmarked Reserves		7,797	5,754	6,063

**The Business Rates Retention Reserve will be considered following the completion of the governments NNDR1 reserve in January 2021 and NNDR3 form in April 2021.*

3.1.26. The Council's Section 151 Officer has reviewed the reserve position and advises that the current anticipated balances, together with the Council's plans for addressing the on-going and increasing budget gap, are adequate to ensure continued financial sustainability and a protection against unforeseen events (appendix N).

3.2. Housing Revenue Account Budgets

3.2.1. The budget and 30-year forecasts have been prepared on the basis of the following high level principles, as detailed in the Council's 30 Year HRA business plan:

- The Council will continue to maintain existing stock to at least decent homes standard.
- The Council will aim to maintain stock levels at around 9,000 dwellings.
- The Council will continue with the Affordable Housing Programme, to fully make use of the retained right to buy receipts available to it.
- The Council will continue to take a balanced approach to reducing its level of Housing debt, whilst ensuring some flexibility is maintained for any future legislative or policy changes.

3.2.2. The budget proposal for 2021/22 is a small surplus on the HRA of £0.176m, with working balances forecast at £2.647m at the end of 2021/22. The closing position on the working balances equates to 5% of rental turnover and is within the range of 5%-15% considered to be best practice.

3.2.3. Key changes to the budget are set out in Appendix G.

3.2.4. The Council's current plans for the HRA, and forecast borrowing, are affordable in the medium to longer which will be shown in the 30-year Business Plan.

Rent Setting

3.2.5. On the 4th October 2017, the Government confirmed its intention to end the rent reduction policy after the fourth year, by stating that "increases to social housing rents will be limited to the Consumer Price Index (CPI) plus 1% for 5 years from 2020".

3.2.6. The proposed 2021/22 includes increases of CPI +1%. In line with rent standards, CPI was used from September 2020, which stood at 0.5%, taking the increase in rents to 1.5%.

3.2.7. The introduction of the rent reduction policy, saw not only a reduction in the income for the HRA, but also meant an end to rent convergence. This means that neighbouring tenants, with identical properties, could be paying different rent levels. The legislation did not allow the Council to make changes to current tenancies in order to continue with convergence.

3.2.8. The Council may however, change rent levels on when a property becomes vacant, and re-let these at the target rent level. In order for the Council to maximise the income from its assets, and to continue to work towards a fair approach for tenants, it is recommended that the Council continue with the policy to move to formula rent when vacant properties are re-let.

Universal Credit

3.2.9. On 6 December 2017, Universal Credit was rolled out in the Borough for new single claimants, working age claimants with less than three children, and current claimants in these categories will be migrated where there is a change of circumstances.

3.2.10. Based on feedback from other Local Authorities, there is evidence that the Council may see an increase in current rent arrears levels. It is expected that this initial increase will be followed by a plateau in arrears levels, creating a new baseline for the rent arrears performance.

3.2.11. An exercise was undertaken before the start of 2019/20 to review the provision for bad debts budget in the HRA in light of these changes. Monitoring during 2019/20 and 2020/21 has not highlighted any need to further change these budgets.

30 Year HRA Business Plan

3.2.12. Key assumptions used in the 2021/22 budget, and being incorporated into the business plan are:

Budget	Assumptions
Pay award	2.0% for 2021/22
Pensions and NI	Current rates included, no assumptions for increases or reductions
Rents	CPI plus 1% for five years from 2021/22, the CPI for 2021/22 stood at 0.5%
CPI	2.5% (for year 2 onwards)
RPI	3.5% (for year 2 onwards)
Working Balance	Minimum 5% of turnover
Major Repairs Reserve	Fully utilised each year to reduce borrowing requirement and avoid additional borrowing costs
Right to Buy	40 each year at the start of the plan, reducing over the life of the business plan
Affordable Housing Programme	Continuation of the Council's existing programme and one for one replacement of units disposed through right to buy

3.3. Capital Programme

3.3.1. The Capital Programme has been structured to enable delivery of the Council's Business Plan and the HRA Business Plan over the medium to long term. The Programme includes all of the capital schemes within both the General Fund and the Housing Revenue for 2021/22 to 2025/26, and is detailed in appendix I. The financing

of the programme is shown in appendix J. A forecast of the Council's Capital Reserves and Grant Balances is included in appendix K.

- 3.3.2. The Capital Programme continues to deliver the council's ambition to regeneration our town centres, improvement in our housing stocks as well as the affordable housing programme. The council has now set up its housing company and loans have been included in the programme.
- 3.3.3. The Council complies with the Prudential Code for controlling Local Government Capital Finance, and the Budget for 2021/22 has been prepared in the context of these plans and controls. The key objectives of the Code are to ensure that:
- Capital Investment Plans are affordable, prudent, and sustainable;
 - All external borrowings and other long-term liabilities are within prudent and sustainable levels;
 - Treasury Management decisions are taken in accordance with good practice and in a manner that supports prudence, affordability and sustainability; and,
 - The Council is accountable for its decisions.

3.4. Medium Term Financial Strategy

- 3.4.1. The Medium-Term Financial Strategy (MTFS) and Financial Governance Framework, detailed in appendix L, sets out the Council's strategy for maintaining financial sustainability and a commitment to provide the best possible value for money for the community. It also provides a framework for the Council to plan and manage its resources over the current Comprehensive Spending Review period in order to meet the Council's overall corporate objectives.
- 3.4.2. The Council is currently in a good overall financial position with general fund revenue reserves (non earmarked) estimated at £5.525m at the start of 2021/22 and a housing revenue account (HRA) balance of £2.471m. The council has been able to meet the initial unsupported impacts of the pandemic from reserves, and this is a direct result of previously robust financial management and a prolonged period of achieving efficiencies to balance the budget as government funding has reduced.
- 3.4.3. However, in line with other local authorities, the Council is facing further severe financial constraints as central government grants continue to reduce. At the same time the demand on some of the Council's services continue to grow and further responsibilities will be transferred from central government.
- 3.4.4. In line with Government expectations, the Council aims to be more self-sufficient, with less reliance on Government Grants and more reliance on local income streams and taxation.
- 3.4.5. Forecasts suggest the Council is required to find a further £2.2m of savings on the general fund by 2023/24 in order to live within its means and maintain a reasonable cushion in reserves. This is a significant challenge and whilst the focus remains on safeguarding services it may not be possible to find efficiencies of this magnitude and guarantee no impact upon frontline services.
- 3.4.6. The MTFS has been written at a time of unprecedented uncertainty in local government funding, particularly with the wider economic uncertainties arising from the pandemic. In particular, the councils forecasts are dependent upon the outcome of the

Spending Review, Fair Funding Review and 75% Business Rates Retention system, and a full reset of all the mechanisms within the business rates system. Forecasting the Council's likely level of income over the next three years has required a large degree of judgement and estimation.

- 3.4.7. The Government has also announced further proposed changes to the New Homes Bonus scheme and there is work continuing on the fundamental review of the Local Government funding regime.
- 3.4.8. There remain a number of uncertainties and risks to the Council's finances in the medium term, the details of which are contained within this strategy. The Council will continue to experience pressure on services arising from demographic and government policy changes and continued high expectations of service delivery.
- 3.4.9. The capital forecasts and strategies contained within the MTFS, give a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability
- 3.4.10. In accordance with the CIPFA Treasury Management in the Public Services: Code of Practice 2017 and MHCLG guidance on local authority investments, the Council is required to have a Treasury Management Strategy, a copy of the 2021/22 strategy is contained within the MTFS and Financial Governance Framework.
- 3.4.11. Limits on longer term investments are proposed to be reduced, in line with the Council's forecast of reducing cash balances due to an ambitious capital programme use of both internal and external borrowing.
- 3.4.12. The Strategy takes into account the all of the Council's capital and revenue forecasts, and reserve balances as set out in this report. It seeks to protect the balances held by the Council whilst generating a return, minimise borrowing costs where possible, and determines the borrowing and lending strategies.

3.5. Special Expenses

- 3.5.1 In 1994/95, the Council, in agreement with Town and Parish Councils, introduced a scheme of Special Expenses, whereby some of the expenses of the Council, are charged specially to certain parts of the Borough. These areas of expenditure include open spaces, playing fields, community centres, allotments and public conveniences.
- 3.5.2 The calculation takes the cost of providing these items of expenditure and apportions the costs to the specific areas where the expenditure is incurred.
- 3.5.3 The recommendation is to continue with this scheme, and the methodology previously agreed for the calculation of the Special Expenses.
- 3.5.4 The proposed amount included in the budget for special expenses is £631,769.00. Details of this expenditure, and the draft apportionment to the specific areas, which is currently out for consultation with town and parish councils, is included in appendix M.

4. Financial Implications

- 4.1. Financial implications are contained in the recommendations and explanations to this report.

5. Link to Corporate Priorities

- 5.1. The Council's budget proposals directly support all of the Council's Corporate Priorities.

6. Legal Implication(s)

- 6.1. The Council is required by the Local Government Finance Act 1992 to make estimates of gross revenue expenditure and anticipated income, leading to a calculation of a budget requirement and the setting of an overall budget and Council Tax. The amount of the budget requirement must be sufficient to meet the Council's legal and financial obligations, ensure the proper discharge of its statutory duties, and lead to a balanced budget. The Council should be satisfied that the proposals put forward are a reasonably prudent use of resources in both the short and long term, and that the interests of both Council Tax payers and ratepayers on the one hand and the users of Council services on the other are both taken into account.
- 6.2. Sub-section (1) provides that authorities may "...make such reasonable charges.... as they may determine". This section should be considered with regard to section 76 of the Local Government and Housing Act 1989. This act put a duty on local housing authorities to prevent a debit balance arising in their HRA and also imposed ring-fence restrictions on the use of the account. It is not possible for a local housing authority to subsidise rents from its general fund, or use HRA resources for non-specified activities.
- 6.3. The MTFS sets out the framework for setting future budgets and levels of Council Tax. Members are reminded that Council must take into account the advice of the Section 151 Officer on the robustness of future budget proposals and the adequacy of the proposals for reserves. The Council has a legal duty to set a lawfully balanced budget.
- 6.4. The MTFS sets out how the Council will fulfil its Best Value Duty to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. In doing so the MTFS also acknowledges the Duty to Consult representatives of a wide range of local persons.
- 6.5. The Treasury Management Strategy and prudential indicators have been produced in line with the Local Government Act 2003, and with regards to Section 151 of the Local Government Act 1972 which states that "every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs."
- 6.6. Section 25 of the Local Government Act 2003 requires the Chief Financial Officer to make a formal report to the Council on the robustness of the budget and the adequacy of reserves (Appendix N).

7. Security & Terrorism Implication(s)

- 7.1. There are no implications for security and terrorism arising from this report.

8. Procurement Implication(s)

8.1. There are no direct procurement implications arising from this report. Any procurement implications associated with specific budget proposals will be considered as part of the implementation of those proposals.

9. Climate Change Implication(s)

9.1. The budget includes retention of the balance of the Climate Change earmarked reserve which will help the Council to deliver strategic climate change actions.

10. Human Resources Implication(s)

10.1. There are no direct Human Resources arising from this report. Any human resources implications associated with specific budget proposals will be considered as part of the implementation of those proposals.

11. Communication and Engagement Implication(s)

11.1. A press release and TeamTalk Budget special is being prepared and will be published alongside the budget report.

12. Risk Management Implications

12.1. The budget is an important part of the Council's risk management process. There are always considerable risks to the council's short and medium-term budget strategies including inflation, changes in the national economy, expenditure exceeding budgets, operational pressures on existing budgets, reductions in grant and legislative changes that require new spend. The budget setting process includes the recognition of these risks in determining the 2021/22 budget and relevant risk provisions are set out in the body of the report.

12.2. A working balance is maintained for both revenue accounts to cushion against known and unknown financial risks. Risk management in the financial context is set out in the Medium-Term Financial Strategy set out in appendix L.

13. Equality and Diversity

13.1. Any equality and diversity implications associated with specific budget proposals will be considered as part of the implementation of those proposals, and equalities assessments undertaken as appropriate.

Name of author	Richard Baker
Title	Head of Resources
Date	20 January 2021

Statement of the Chief Finance Officer

Introduction

The 'Chief Finance Officer' within the meaning of section 151 of the Local Government Act 1972, and known as the S151 Officer, is required to make a statement on the adequacy of reserves and the robustness of the budget. This is a statutory duty under section 25 of the 2003 Local Government Act which states the following:

(1) Where an authority to which section 32 or 43 of the Local Government Finance Act 1992 (billing or major precepting authority) or section 85 of the Greater London Authority Act 1999 (c.29) (Great London Authority) applies is making calculations in accordance with that section, the chief finance officer of the authority must report to it on the following matters-

- (a) The robustness of the estimates made for the purposes of the calculations, and*
- (b) The adequacy of the proposed financial reserves.*

(2) An authority to which a report under this section is made shall have regard to the report when making decisions about the calculations in connection with which it is made.

This includes reporting and taking into account:

- The key assumptions in the proposed budget and to give a view on the robustness of those assumptions.
- The key risk areas in the budget and to assess the adequacy of the Council's reserves when reviewing the potential financial impact of these risk areas on the finances of the Council. This should be accompanied by a Reserves Strategy.

This report has to be considered and approved by Council as part of the budget approval and Council Tax setting process.

This document concentrates on the 2021/22 General Fund and Housing Revenue budgets, the Capital Programme, Treasury Management, and also considers key medium term issues faced by the Council.

Assurance Statement of the Council's Section 151 Officer

The following are the summary assurances and recommendations of the Council's Section 151 Officer.

In relation to the 2021/22 Budgets I have examined the proposals and I believe that they are achievable, given the political and management will to implement them. The Council has a history of strong financial management, along with sound and robust monitoring of performance and budgets. A comprehensive budget planning process has ensured the robustness of the budget proposals, and I believe the estimates are reasonable, given the inherent uncertainties, economy and current additional uncertainties arising from the global COVID-19 pandemic.

The forecast reserve levels in 2021/22 are appropriate and adequate, given the amount of known financial risks and future volatility, along with the potential for unknown financial risks. The financial outlook beyond 2021/22 is dependent upon wider economic recovery from the pandemic and the outcome of the Spending Review, Fair Funding Review and Business Rates Retention system, which is also accompanied by a full reset of all the mechanisms within the business rates system. There are also continued uncertainties around New Homes Bonus funding. Over the medium term (2022/23 to 2023/24), I will continue to closely monitor the achievement of savings targets which need to be delivered, to ensure reserve balances continue to be maintained at an adequate level.

I, as the Council's Section 151 Officer, consider the estimates for 2021/22 to be sufficiently robust, and that the level of reserves adequate for approval by the Council. This statement is conditional upon the agreement of the budget proposals, appendices, strategies and policies contained within the budget report for 2021/22.

Richard Baker, CPFA
Head of Resources

PROPOSED BUDGET AMENDMENTS FROM THE LIBERAL DEMOCRATS

The financial implications, risks and impact on council tax are set out within this report for each proposal. Should more than one proposal be approved, the financial implications and required changes to the budget pack will be combined.

***Proposed budget amendment 1:** As Verge Protection Orders (VPO) are rolled out, parking enforcement should be proactively extended to cover those areas. It is proposed that up to £25k is added to the parking enforcement budget for 2021/22 and this will be funded from the Strategic Initiative Reserve. Officers should bring a progress report on how VPO's are being enforced and how the additional budget is being utilised to a Cabinet Planning and Parking Panel (CPPP) meeting in October/November 2021.*

Section 151 Officer Comments regarding amendment 1

- As this fixed term proposal is funded from earmarked reserves, it would have no impact on Council Tax
- Should the full budget of £25k not be required, it will not be drawn down from earmarked reserves.
- Appendix A would be amended as follows:

Row	Item	Cabinet Proposed Budget	Amendment Proposed	Revised Proposals
Head of Environment	Parking Enforcement	£6.430m	£25k	£6.455m
Contribution (from) / to earmarked reserves	Strategic Initiative Reserve drawdown	(£65k)	(£25k)	(£90k)

Proposed budget amendment 2: *That a garage site disposals programme be established to transfer sites to the value of £4.5m per annum to the Housing Revenue Account for the next three years to:*

- *increase land supply for the provision of social housing (approximately 200 units);*
- *provide capital receipts to the General Fund; and,*
- *reduce borrowing costs associated with borrowing.*

That the reduction to borrowing costs be utilised to:

- *generate additional efficiencies for the council in the longer term; and,*
- *to fund a new role of Climate Change Officer. Their responsibility would include training other council officers in energy saving options and cross-cutting climate change initiatives.*

To utilise the strategic initiatives reserve to start the programme and repay most of the upfront investment by year four.

Section 151 Officer Comments regarding amendment 2

The council is in the process of establishing an asset strategy, which in turn will inform the basis of recommendations around a garage disposals programme. As this work has not yet been completed, the following financial implications are based on a series of high-level assumptions. As such, there is a level of risk built into the forecasts, and these are outlined in more information through this section.

Based on an average garage value of £18k per unit, the £4.5m disposals target would equate to around 250 garages, the equivalent of at least 10 sites per annum.

The team would need to design and agree criteria assess sites and agree a list of sites for consideration by the Housing team at the start of the financial year to ensure that suitable and viable sites could then be selected and transferred to deliver the proposals.

The council has appropriated five garage sites this financial year to the Housing Revenue Account (HRA). Each disposal requires an assessment, a valuation, the termination of tenancies, the set-up of new tenancies for any agreed transfers, legal processes and site management until transfer.

It may be possible to increase this to 10 disposals without material changes to the resource base, but given that the disposal process takes a number of months, in order to deliver more than 10 within 12 months, it is possible that more resources in General Fund would be required to speed up the disposal process. It is difficult to quantify the resource required at this stage as exact site numbers are unknown, therefore no additional resource is factored into 21/22 in order to deliver the project, however this will need to be monitored and reviewed after year 1.

A high-level summary of the financial impacts to the General Fund is as follows. The full financial impact of these implications would not be seen until 2024/25.

Although the medium-term financial strategy (MTFS) only runs until 2023/24, five years are shown to show the full ongoing impact to the general fund:

Item	21/22	22/23	23/24	24/25	25/26
Climate Change Officer*1	£50k	£52k	£54k	£56k	£58k
Income losses on disposals *2	£65k	£120k	£190k	£190k	£190k
Reduced borrowing costs *3	(£45k)	(£135k)	(£225k)	(£270k)	(£270k)
Management and maintenance *4	(£8k)	(£16k)	(£31.5k)	(£39k)	(£39k)
Total cost / (cost reduction)	£62k	£21k	(£12.5k)	(£63k)	(£61k)
Strategic Initiative Reserve (drawdown) / contribution to *5	(£62k)	(£21k)	£12.5k	£63k	0
Reduction to efficiency targets *6	0	0	0	0	(£61k)

*1 – An assumed starting cost of £50k per annum has been assumed including oncosts. Actual salary will dependant on job design and evaluation, and may lead to the costs being higher or lower than the assumptions made.

*2 – As an average of 250 garages will be lost per annum, income losses have been modelled on the basis of a starting position of 80% occupancy, rising to 83% occupancy by 2023/24 in line with current MTFS. Inflationary increases of 2% per annum have also been included in the calculations. Importantly, losses have been modelled on an assumption of 50% of tenants being able to be relocated to alternative garage sites. This could vary widely by site (likely to be between 20% to 60%) and will in reality be dependent on proximity of alternative sites, occupancy rates and tenant desire to relocate. Should relocation of tenants be at the lower end of this (20%), it would increase income losses by £114k, and this would therefore be an ongoing growth proposal of £53k per annum from year 5. Should relocation be at the higher end (60%) then it would reduce income losses by £38k and therefore increase savings to £99k. This is an important factor for consideration.

*3 –If the General Fund was able to receive £4.5m of capital receipt through the disposal of garages, the proposal indicates that this ought to be used to reduced borrowing costs. The value of reduced borrowing costs have been calculated using an average rate of 2%, and an even profile of disposals throughout each year. This means the full year impact of reductions to borrowing costs are not realised until the following financial year.

*4 – A reduction to management and maintenance has been assumed based on an direct apportionment of costs. There may be some small additional costs associated with the implementation of the larger changes in 2023/24, but this would need to be considered during that financial year. No assumptions have been included for increases in resources to increase speed of disposal, and this would need to be kept under review as will be dependent on the number of sites selected to meet the income targets.

*5 – The proposals make use of the Strategic Initiatives earmarked Reserve to provide the initial investment that would be required to fund the proposal. The proposal then seeks to reinvest savings in years three and four to replenish the reserve. The net impact on Earmarked Reserves over the four year period is a use of £7.5k.

*6 – Although the MTFs does not run to this year, the full year impact for year five has been included to show the ongoing efficiency that would be built into the base budget once there are no further movements to/from the Strategic Initiatives Earmarked Reserve in relation to the proposals.

In addition to the above assumptions, it is important to note that the disposals programme and climate change officer are not intrinsically linked. Therefore if it transpired it was not possible to achieve £4.5m in disposals per annum, that there may be an element of the role which would need to be funded through increases to the savings requirement.

In relation to the HRA, as outlined, sites would first need to be identified and assessed as viable schemes before transfer.

As part of the assessment, consideration would need to be given to the overall cost of development. Due to the uncertainties around which sites might be selected and the site criteria that will be used to select sites, it is not possible to determine what may be able to be developed and therefore it is not possible to determine budget requirements.

If this proposal is approved, once sites have been selected and assessed as viable, a report will need to be returned to Council to request a supplementary budget. However, dependant on the timing of this, it may be possible to fund initial works from the general affordable homes programme budget and incorporate longer term development costs into the 2022/23 budget.

These sites are generally more resource intensive to manage, and consideration would also need to be given to the resources within the team delivering the affordable homes programme. However, on the assumption that schemes selected and recommended are considered viable, these costs will be factored into the budgets presented for approval for the schemes.

Once determined, these costs and associated income would also need to be incorporated into the council's 30-year HRA business plan.

Should a site not be viable for disposal for development of affordable housing, it may still be viable for a market disposal. The value obtained would be the same for the site, but would require disposal on the open market and a competitive process. This process would be more resource intensive, likely requiring additional support and would also take longer.

There is also a budget for garage forecourt and roofing works within the capital programme. These works are for a rolling programme of safety and improvement works, and it is not anticipated the proposals would have a material impact on this programme in the medium term.

These budget proposals would change a number of items within the budget report, including minor adjustments to text within the covering report and MTFs (including reference to the disposal programme in our revenue strategies, financing strategies and reserve summaries). These details would be recommended to be delegated to the Section 151 Officer to update, but the key tables members would need to note and consider as part of these proposals are included in the following pages.

General Revenue Fund Amendments

- The following amendments would be incorporated into appendix A:

Row	Item	Cabinet Proposed Budget	Amendment Proposed	Revised Proposals
Head of Planning	Climate Change Officer	£1.817m	£50k	£1.867m
Head of Resources	Income losses on disposals	£1.323m	£65k	£1.380m
	Management and maintenance		(£8k)	
Borrowing Interest	Reduced borrowing costs	£420k	(£45k)	£375k
Contribution (from) / to earmarked reserves	Strategic Initiative Reserve drawdown	(£65k)	(£62k)	(£127k)

- Appendix A would then be as follows:

WELWYN HATFIELD BOROUGH COUNCIL

Appendix A

BUDGET MONITORING SUMMARY BY SERVICE AREA 2021/22

Description	Original Budget 2020/21	Forecast Outturn 2020/21	Original Budget 2021/22	Year On Year Change
	£ '000	£ '000	£ '000	£ '000
Head of Resources	2,210	4,657	1,380	(829)
Head of Environment	6,468	7,003	6,430	(39)
Head of Policy and Culture	1,568	3,205	1,352	(217)
Resources, Environment and Cultural Services	10,247	14,865	9,162	(1,085)
Head of Law and Administration	2,042	2,075	2,281	239
Head of Planning	1,829	1,855	1,867	38
Head of Public Health and Protection	1,165	1,183	1,114	(52)
Public Protection, Planning and Governance	5,036	5,113	5,262	225
Head of Community and Housing Strategy	2,199	2,367	2,217	18
Housing and Communities	2,199	2,367	2,217	18
Budgets of the Corporate Management Team	1,668	1,641	1,598	(70)
Net Controllable Income and Expenditure	19,150	23,986	18,238	(912)
Net Recharge to the Housing Revenue Account	(5,285)	(5,303)	(5,075)	209
Net General Fund Expenditure	13,865	18,683	13,163	(702)
Income from Council Tax	(10,855)	(10,855)	(11,312)	(457)
Business Rates Income	(4,908)	(4,908)	(3,812)	1,096
Plus/Less collection fund deficit/(surplus)	1,472	1,472	670	(802)
New Homes Bonus and other grants	(1,028)	(1,028)	(609)	419
Lower Tier Services Grant	0	0	(124)	(124)
Covid Support Grant	0	(2,030)	(610)	(610)
Other Operating Income and Expenditure				
Less Interest and Investment Income	(30)	(30)	(30)	0
Net interest income from Now Housing	0	0	(40)	(40)
Plus capital financing	1,131	1,131	949	(182)
Borrowing Interest	378	378	375	(3)
Revenue Contribution to Capital	0	25	0	0
Parish Precepts	1,701	1,701	1,787	86
Net Total before movements in reserves	1,727	4,540	407	(1,320)
Contribution (from) / to Covid Earmarked Reserves	0	(405)	610	610
Contribution (from) / to Earmarked Reserves	(80)	(1,607)	(127)	(47)
Contribution from General Balances to support collection fund deficit	0	0	(670)	(670)
Contribution (from) / to GF balances	(1,647)	(2,528)	(220)	1,427

Key of variance column = (Decrease in expenditure/increase in income), Increase in expenditure/reduction in income

Opening General Fund Balances	8,550	8,550	6,022
Use of General Fund Balances	(1,647)	(2,528)	(220)
Use of General Fund Balances for Collection Fund	0	0	(670)
Closing General Fund Balances	6,903	6,022	5,132

- Appendix B1 would be amended as follows:

Director and Head of Service Summaries - Budget 2021/22
Corporate Director (Resources, Environment and Cultural Services)

Appendix B1

Head of Resources

Description	Original Budget 2020/21	Original Budget 2021/22	Year On Year Change
	£ '000	£ '000	£ '000
Employees	3,823	3,284	(538)
Premises Related	1,867	1,785	(82)
Transport Related	39	38	(1)
Supplies and Services	1,140	1,148	8
Third Party Payments	4,982	4,947	(35)
Transfer Payments	28,323	28,323	0
Income	(37,965)	(38,145)	(181)
Controllable Costs	2,210	1,380	(829)

Analysis of Controllable Costs	£ '000
Original Budget 2020/21	2,210
Less Fixed Term Growth 2020/21:	
Voluntary First Registration	(75)
Condition Surveys	(100)
Efficiencies:	
Review of processes leading to reduction in admin	(15)
Increase in garage occupancy levels	(50)
Reduction to insurance premiums following retendering of the contract	(40)
General efficiencies made to property maintenance budgets	(35)
Reduction in printing costs arising for agile ways of working	(30)
Realign base budget to match actual rental income following rent reviews	(200)
Inflation and Other Changes:	
Adjustment to accounting treatment of pensions payment (HRA Share)	(385)
Net losses associated with garage disposals programme (income and maintenance)	57
Remove central salaries inflation contingency (built into services for 2021/220)	(100)
Salaries inflation and turnover	83
General inflationary increases (contracts, utilities etc)	81
Centralisation of Training Budgets	(20)
Original Budget 2021/22	1,380

- Appendix B5 would be amended as follows:

Director and Head of Service Summaries - Budget 2021/22
Corporate Director (Public Protection, Planning and Governance)

Appendix B5

Head of Planning

Description	Original Budget 2020/21 £ '000	Original Budget 2021/22 £ '000	Year On Year Change £ '000
Employees	1,919	1,918	(1)
Premises Related	85	86	0
Transport Related	14	14	0
Supplies and Services	349	349	(0)
Third Party Payments	446	457	12
Transfer Payments	0	0	0
Income	(983)	(956)	27
Controllable Costs	1,829	1,867	38

Analysis of Controllable Costs	£ '000
Original Budget 2020/21	1,829
Growth:	
Climate Change Officer	50
Efficiencies:	
Review of pre-planning fees	(20)
Service review	(35)
Inflation and Other Changes:	
Salaries inflation and turnover	4
Capital Salaries	47
General inflationary increases (contracts, utilities etc)	12
Centralisation of Training Budgets	(20)
Original Budget 2021/22	1,867

- Appendix D would be amended to reflect fixed term growth of £62k in relation to these proposals.

Housing Revenue Account Amendments

- The proposals would not immediately impact on the HRA budget. Any amendments required would be based upon selected viable schemes and would need to be returned for decision at a later date.

Capital Programme Amendments

- The proposals would not immediately impact on the capital programme budget. It has been assumed the proposals would not slow down existing programmes on garage improvements. Any amendments required to the affordable homes programme would be based upon selected viable schemes and would need to be returned for decision at a later date.
- The capital financing would need to be amended to reflect lower borrowing, therefore appendix J would be amended to:

Capital Financing Summary

Appendix J

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
GENERAL FUND						
Expenditure (excluding Service Loans)	23,361	32,352	18,355	39,347	15,076	7,042
Capital Receipts and Reserves	(4,535)	(1,705)	(1,160)	(789)	(871)	(793)
Capital Grants and Contributions	(14,416)	(6,392)	(592)	(592)	(592)	(592)
Revenue Contribution to Capital	(30)	0	0	0	0	0
Borrowing Requirement for Before MRP and loans	4,380	24,255	16,603	37,966	13,613	5,657
Minimum Revenue Provision	(875)	(794)	(944)	(1,163)	(1,184)	(1,202)
Appropriation from GF to HRA	(3,155)	(4,500)	(4,500)	(4,500)		
Net Change in Borrowing Requirement for Year (inc loans)	350	18,961	11,159	32,303	12,429	4,455
Cumulative Borrowing Requirement (exc loans)	38,717	46,129	41,370	35,707	34,523	33,321
Cumulative Borrowing Requirement (inc loans)	41,154	60,114	71,273	103,576	116,005	120,460
Capital Reserves and Grants Balance at year end	9,168	6,573	5,523	4,844	4,083	3,400
HOUSING REVENUE ACCOUNT						
Total Expenditure	42,449	39,526	32,801	19,818	15,988	15,692
Loan Repayment	20,000	21,400	22,700	24,200	25,800	27,500
Capital Receipts and Reserves	(18,940)	(16,558)	(16,787)	(17,055)	(14,405)	(14,192)
Restricted 141 Capital Receipts	(7,998)	(8,640)	(6,593)	(2,763)	(1,583)	(1,500)
Capital Grants and Contributions	(646)	0	0	0	0	0
Revenue Contribution to Capital	(7,224)	(6,840)	(6,692)	(7,079)	(8,649)	(8,110)
Appropriation from GF to HRA	3,155	4,500	4,500	4,500		
Borrowing Requirement for Year	30,796	33,389	29,929	21,621	17,152	19,390
Cumulative Borrowing Requirement at year end	248,768	260,756	267,986	265,406	256,758	248,648
Capital Reserves and Grants Balance at year end	9,932	5,691	3,658	5,503	11,260	16,880

Medium Term Financial Strategy

- Table 2.2a would be amended as follows:

	2021/22 Budget £'000	2022/23 Forecast £'000	2023/24 Forecast £'000
Cost Of Services			
Employees	13,775	14,157	14,509
Premises	3,426	3,487	3,549
Supplies and Services	4,973	4,879	4,978
Transport	95	98	97
Third Party Payments	13,815	14,091	14,373
Transfer Payments	28,323	28,323	28,323
Income	(46,195)	(46,529)	(46,858)
Net Recharge to HRA	(5,156)	(5,259)	(5,364)
Net Cost of Services	13,056	13,244	13,607
Impact of previous savings			(1,677)
Revised Net Cost of Services	13,056	13,244	11,930
Other Income and Expenditure			
Income from Council Tax	(11,269)	(11,551)	(11,839)
Business Rates Retention	(3,812)	(3,000)	(3,060)
Collection Fund (Surplus)/Deficit	670	670	670
New Homes Bonus Grant	(609)	(156)	0
Lower Tier Services Grant	(124)	0	0
Covid-19 Support Grant	(610)	0	0
Interest Income (inc. Now Housing Interest)	(70)	(157)	(240)
Capital Financing (Leases, contributions to capital, interest, minimum revenue provision)	1,369	1,586	1,983
Parish Precepts	1,744	1,788	1,832
Contributions from Earmarked Reserves	(65)	(77)	(36)
Contribution to Covid-19 Reserve	610	0	0
Planned use of Working Balances (collection fund)	(670)	(670)	(670)
Total Other Income and Expenditure	(12,836)	(11,567)	(11,360)
Budget Gap (Single Year)	220	1,677	570
Budget Gap (Cumulative)	220	1,897	2,247

Table 3.2.7 showing the council's capital financing requirements, would be amended as follows:

	2021/22	2022/23	2023/24	2024/25	2025/26
	£'m	£'m	£'m	£'m	£'m
General Fund	46.129	41.370	35.707	34.523	33.321
Loans to Now Housing (GRF)	13.985	29.903	67.869	81.482	87.139
Housing Revenue Account	260.756	267.986	265.406	256.758	248.648
Total	320.870	339.259	368.982	372.763	369.108

Table F2.1 would be amended as follows:

	31.3.20 Actual £m	31.3.21 Estimate £m	31.3.22 Forecast £m	31.3.23 Forecast £m	31.3.24 Forecast £m
General Fund CFR	37.647	38.659	46.129	41.370	35.707
Loans Requirement (Now Housing)	0.000	2.495	14.043	29.961	67.927
HRA CFR	241.127	248.768	260.756	267.986	265.406
Total CFR	278.774	289.921	320.871	339.259	368.982
Less: Other debt liabilities	(2.338)	(2.320)	(2.302)	(2.284)	(2.266)
Loans CFR	276.436	287.601	318.569	336.975	366.716
Less: Existing borrowing	(242.899)	(223.399)	(201.999)	(179.299)	(155.099)
Internal/(over) borrowing	33.537	64.202	116.570	157.676	211.617
Less: Usable reserves	(45.125)	(34.173)	(24.405)	(18.490)	(19.722)
Less: Working capital	(7.649)	(6.200)	(4.200)	(2.200)	(0.200)
New Borrowing (cumulative)	0.000	(29.525)	(79.484)	(109.832)	(123.818)
New Borrowing (cumulative - Now Housing)	0.000	(2.495)	(14.043)	(29.961)	(67.927)
Investments	(19.237)	(10.000)	(10.000)	(10.000)	(10.000)

Both the operational and authorised borrowing boundaries would not require amendment, unless the sites were disposed of on the open market.

WELWYN HATFIELD COUNCIL

Minutes of a meeting of the WELWYN HATFIELD BOROUGH COUNCIL held on Monday 1 February 2021 at 7.30 pm via Zoom.

PRESENT: Councillors R.Trigg (Mayor)
P.Hebden (Deputy Mayor)

D.Bell, M.Birleson, E.Boulton, J.Boulton, S.Boulton, H.Bower, J.Caliskan, A.Chesterman, L.Chesterman, M.Cook, M.Cowan, J.Cragg, A.Dennis, S.Elam, B.Fitzsimon, G.Hayes, M.Holloway, T.Jackson-Mynott, C.Juggins, S.Kasumu, T.Kingsbury, M.Larkins, R.Lass, F.Marsh, G.Michaelides, T.Mitchinson, L.Musk, N.Pace, H.Quenet, J.Quinton, J.Ranshaw, D.Richardson, A.Rohale, B.Sarson, P.Shah, J.P.Skoczylas, P.Smith, S.Thusu, F.Thomson, J.Weston, S.Wrenn, P.Zukowskyj

OFFICIALS Chief Executive (K.Ng)
PRESENT: Corporate Director (Public Protection, Planning and Governance) (N.Long)
Corporate Director (Housing and Communities) (S.Russell)
Monitoring Officer (M.Martinus)
Head of Resources and Chief Finance Officer (R.Baker)
Governance Services Manager (A.Marston)
Principal Governance Officer (J.Anthony)

88. MINUTES

The Minutes of the meeting held on 23 November 2020 were confirmed as a correct record and noted by the Mayor.

The hard copies of minutes will be signed by the Mayor as soon as it is reasonably practicable or alternatively, electronic signatures can be arranged after a meeting.

89. APOLOGIES

Apologies for absence were received from Councillors L.Brandon, J.Broach, S.Markiewicz and K.Thorpe.

90. DECLARATIONS OF INTERESTS BY MEMBERS

Councillors S.Boulton, L.Chesterman and P.Zukowskyj declared non-pecuniary interests in items on the Agenda as appropriate as Members of Hertfordshire County Council.

91. ANNOUNCEMENTS

91.1. Holocaust Memorial Day

Wreaths were laid at the memorials in both Welwyn Garden City and Hatfield on Wednesday 27 January 2021. Holocaust Memorial Day was an important reminder of the lessons we could learn from the past, the Mayor was please the Council was able to mark the occasion online enabling the local community to share in the act of remembrance. The Mayor thanked everyone who took part in the videos, the contributions were both thoughtful and thought-provoking.

91.2. Civic Awards

The Council had a great response to the awards this year. The nominations will now be reviewed by the judging panel.

92. QUESTIONS BY MEMBERS

92.1. Question to the Leader from Councillor M.Holloway

“On the matter of forthcoming local elections, in order to reassure the public, can the leader describe some of the measures being recommended to Councils in order to make the 50 plus polling stations Covid Secure in Welwyn Hatfield?”

Answer

The Leader asked Councillor F.Thomson (Executive Member, Governance, Public Health and Climate Change), to answer:-

“Like all councils in this same position, we are closely monitoring and will strictly follow all government guidance on the subject, as well as that of bodies such as the Association of Electoral Administrators (AEA). In addition, if additional requirements come forward from any such guidance, we will take steps to also put these into place. Further, all Returning Officers are working with and seeking guidance from the Director of Public Health and their safety officers.

In order to ensure that polling stations are safe places for voters, staff and other attendees, the following are the proposed arrangements the council will be putting into place, which will be similar to the measures the public have become used to over recent months in shops and banks, such as hand sanitiser, floor markings and face coverings.

For example, there will be:

- Tape for floor markings - In order to ensure that social distancing can be maintained at all times, floor markings inside and outside the polling station will help to manage queues, maintain distance between staff members, and between staff and voters, with a one way system around the polling station.
- Additional signage – Signs will be in place to remind voters of the need to follow public health guidelines such as social distancing, the wearing of face-coverings and only entering if symptom-free.
- Hand sanitiser - Hand sanitiser will be available on desks and at both the entrance and exit to the polling station, with voters encouraged to clean their hands on entry and exit.
- Face coverings – the use of face-coverings will be required for all individuals in a polling station (unless they are subject to an exemption) in line with government regulations. All staff will have a face covering. Whilst the majority of voters will likely be in possession of their own personal face covering, and will have been encouraged to bring it with them to vote, the station will have a stock of masks available to provide to those who have not brought their own face covering, and people will be advised to dispose of these face coverings themselves after they have left the polling station.
- Additional pencils - Whilst all voters should be encouraged to bring their own pen or pencil to the polling station, there will be a spare stock of single-use or 'cleaned' pencils available to provide for use where needed.
- Additional staff – where possible, additional staff will be employed to manage queues and to advise voters to follow public health guidance.
- Regular cleaning- There will be cleaning throughout the day of touchpoints, such as doors, polling booths and any writing implements, as recommended by public health authorities.”

Councillor Holloway in a supplementary question asked, in light of the tragic circumstances the UK finds itself in regards to the death toll of Covid, it is nearly 170 in Welwyn Hatfield. Do you agree that it is in fact responsible and not shameful, that we consider all avenues for safe and secure elections and would you agree that we should be able to have an on-going conversation on this subject without being accused of playing party politics?

Councillor Thomson answered that safety is paramount and we will regularly review the situation as will the Government. The Government has said they will be reviewing the situation and as further guidance comes forward then we will look to implement it. We are all keen to see a Covid safe election. I think most of us do not want to see the elections delayed any further but it is about providing the safest election as possible for everybody.

92.2. Question to the Leader from Councillor K.Thorpe

“Does the leader agree with me that given the severity of Coronavirus in our area, that it was entirely right for political parties to suspend campaigning activities, including leaflet deliveries to ensure the safety of residents and to safeguard efforts to drive down infection rates?”

Answer

“Thank you for your question.

Whilst the campaigning activities of political parties are not a matter the Council has any powers or duties over, I agree that like the Council is doing, all organisations should take all necessary COVID safe steps to ensure that every one of us is kept safe and avoids the spread of this dreadful infection.

Having said that from my and my group’s point of view, I agree that it is entirely right for political parties to suspend campaigning activities, including leaflet deliveries during high Tier and lockdown situations. Whilst there seems to be an element of interpretation of the rules, the intention of the ‘Stay at Home’ message, even with the exceptions listed, would seem to prohibit such activities. Indeed, I am aware of a letter from Chloe Smith MP Minister of State for the Constitution and Devolution which states - Current national lockdown restrictions in England, say: “You must not leave, or be outside of your home except where necessary”.

The Government’s view is that these restrictions do not support door to door campaigning or leafleting by individual political party activists. - I know both your and my party have suspended these activities during heightened restrictions, but I am aware of reports that this isn’t true of every party in this council.

It is a shame that we couldn’t have come to a joint understanding on this, but I hope that those delivering reconsider their actions, the effect it may have on the pandemic and the mixed message it sends to the public.”

93. BUDGET 2021/22

Report of the Chief Executive setting out the proposals for approval of the 2021/22 budgets for revenue (General Fund and Housing Revenue Account) and capital and also asking the Council to approve the Borough element of the Council Tax for 20121/22 (final approval would be sought at the special Council meeting on 23 February 2021).

It was moved and seconded by Councillors D.Bell and T.Kingsbury that the recommendations in the report be approved.

93.1. Amendment 1

It was moved and seconded by Councillors P.Zukowskyj and M.Cowan that the budget proposals recommendations in the report be amended as follows:-

“As Verge Protection Orders (VPO) are rolled out, parking enforcement should be proactively extended to cover those areas. It is proposed that up to £25k is added to the parking enforcement budget for 2021/22 and this will be funded from the Strategic Initiative Reserve. Officers should bring a progress report on how VPO’s are being enforced and how the additional budget is being utilised to a Cabinet Planning and Parking Panel (CPPP) meeting in October/November 2021.”

On being put to the meeting there voted:-

**RESOLVED:
(unanimous)**

Voting FOR: D.Bell, M.Birleson, E.Boulton, J.Boulton, S.Boulton, H.Bower, J.Caliskan, A.Chesterman, L.Chesterman, M.Cook, M.Cowan, J.Cragg, A.Dennis, S.Elam, B.Fitzsimon, G.Hayes, P.Hebden, M.Holloway, T.Jackson-Mynott, C.Juggins, S.Kasumu, T.Kingsbury, M.Larkins, R.Lass, F.Marsh, G.Michaelides, T.Mitchinson, L.Musk, N.Pace, H.Quenet, J.Quinton, J.Ranshaw, D.Richardson, A.Rohale, B.Sarson, P.Shah, J.P.Skoczylas, P.Smith, F.Thomson, S.Thusu, R.Trigg, J.Weston, S.Wrenn, P.Zukowskyj

And the first Amendment was declared CARRIED.

93.2. Amendment 2

It was moved and seconded by Councillors P.Zukowskyj and M.Cowan that the budget proposals recommendations in the report be amended as follows:-

“That a garage site disposals programme be established to transfer sites to the value of £4.5m per annum to the Housing Revenue Account for the next three years to:

- increase land supply for the provision of social housing (approximately 200 units);
- provide capital receipts to the General Fund; and,
- reduce borrowing costs associated with borrowing.

That the reduction to borrowing costs be utilised to:

- generate additional efficiencies for the council in the longer term; and,
- to fund a new role of Climate Change Officer. Their responsibility would include training other council officers in energy saving options and cross-cutting climate change initiatives.

To utilise the strategic initiatives reserve to start the programme and repay most of the upfront investment by year four.”

On being put to the meeting there voted:-

**RESOLVED:
(12 voting FOR and 32 AGAINST)**

Voting FOR: J.Caliskan, M.Cowan, A.Dennis, S.Elam, T.Jackson-Mynott, F.Marsh, H.Quenet, J.Quinton, J.Ranshaw, A.Rohale, J.P.Skoczylas, P.Zukowskyj

Voting AGAINST: D.Bell, M.Birleson, E.Boulton, J.Boulton, S.Boulton, H.Bower, A.Chesterman, L.Chesterman, M.Cook, J.Cragg, B.Fitzsimon, G.Hayes, P.Hebden, M.Holloway, C.Juggins, S.Kasumu, T.Kingsbury, M.Larkins, R.Lass, G.Michaelides, T.Mitchinson, L.Musk, N.Pace, D.Richardson, B.Sarson, P.Shah, P.Smith, F.Thomson, S.Thusu, R.Trigg, J.Weston, S.Wrenn

And the second Amendment was declared LOST.

93.3. Recommendations as amended

The recommendations in the report, as amended, were then put to the meeting and it was

**RESOLVED:
(22 voting FOR and 22 AGAINST with Mayor’s casting vote FOR)**

Voting FOR: D.Bell, E.Boulton, J.Boulton, S.Boulton, H.Bower, J.Cragg, B.Fitzsimon, P.Hebden, C.Juggins, S.Kasumu, T.Kingsbury, R.Lass, G.Michaelides, T.Mitchinson, N.Pace, D.Richardson, B.Sarson, P.Smith, F.Thomson, S.Thusu, R.Trigg, S.Wrenn

Voting AGAINST: M.Birleson, J.Caliskan, A.Chesterman, L.Chesterman, M.Cook, M.Cowan, A.Dennis, S.Elam, G.Hayes, M.Holloway, T.Jackson-Mynott, M.Larkins, F.Marsh, L.Musk, H.Quenet, J.Quinton, J.Ranshaw, A.Rohale, P.Shah, J.P.Skoczylas, J.Weston, P.Zukowskyj

- (1) That Council note the recommendations from Cabinet, and the Statement of the Chief Financial Officer on the robustness of budgets and adequacy of reserves (appendix N)
- (2) That Council also note that the following amounts for the year 2021/22 have been set in accordance with regulations made under Sections 31A and 31B of the Local Government Finance Act 1992 as agreed by Cabinet on 5 January 2021:

	<u>100% TAXBASE</u>	<u>99.40% TAXBASE</u>
Welwyn Garden City	18,084.8	17,976.3
Hatfield	12,241.0	12,167.6
Welwyn	4,713.2	4,684.9
Ayot St Lawrence	70.1	69.7
Ayot St Peter	113.9	113.2
North Mymms	4,424.9	4,398.4
Essendon	427.2	424.6
Northaw & Cuffley	3076.8	3,058.3
Woolmer Green	572.8	569.4
Total	43,724.7	43,462.4

(3) That Council approve the following budget proposals:

(4) General Fund

(4.1) The proposed General Fund Budget as summarised in Appendix A, and detailed in appendix B.

(4.2) The inclusion of the savings and growth proposals into the budget as detailed in appendices C and D.

(4.3) The 2021/22 fees and charges which have been incorporated into the budget proposals, as set out in appendix E.

(4.4) The increase in the Council's Band D Tax of £4.23 (1.97%), taking the average Band D Tax to £219.15 for 2021/22.

(4.5) That £610k be added to the Covid-19 earmarked reserve from the 2021/22 budget, the expenditure of which will be delegated to the Section 151 Officer in consultation with the Executive Member for Resources. This will be fully funded from the one off Covid-19 Support Grant received from the Government.

(4.6) That the Special Expenses Scheme as set out in section 3.5 continue into 2021/22, and the Special Expenses detailed in Appendix M be approved for inclusion in the Council Tax for 2021/22.

(4.7) That up to £25k is added to the parking enforcement budget for 2021/22 and this will be funded from the Strategic Initiative Reserve. Officers should bring a progress report on how VPO's are being enforced and how the additional budget is being utilised to a Cabinet Planning and Parking Panel (CPPP) meeting in October/November 2021.

(5) Housing Revenue Account (HRA)

- (5.1) That dwelling rents are increased by CPI+1% in accordance with Government legislation, resulting in an average rent of £109.01 per week.
- (5.2) To continue the policy of charging formula rent when vacant properties are re-let.
- (5.3) The Housing Revenue Account budget for 2021/22 as shown in appendix F.
- (5.4) The 2021/22 fees and charges which have been incorporated into the budget proposals, as set out in appendix H.
- (5.5) The Medium-Term Financial Strategy (MTFS) to maintain HRA working balances to a minimum of 5% of rental income.

(6) Capital Programme

- (6.1) The Capital Programme for 2021/22 to 2025/26 as set out in Appendix I.
- (6.2) The Capital Financing for the Capital Programme, for 2021/22 to 2025/26 as set out in Appendix J, and note the forecast capital balances in Appendix K.

(7) Medium Term Financial Strategy

- (7.1) The Medium-Term Financial Strategy and Financial Governance Framework, including all annexes and prudential indicators for 2021/22 – 2023/24 as set out in appendix L.

94. NOTICES OF MOTIONS

The Council considered the following notice of motion submitted under Procedure Rule 16:-

94.1. The following motion has been submitted by Councillor J.Weston and was seconded by Councillor M.Birleson:-

“No cuts to Universal Credit – let families keep the £20 increase.

Aim: To maintain the income of low and middle income families.

This council notes:

- Next April the government plans to cut the benefit level for millions of claimants by ending the time limited increase to the basic rate of Universal

Credit (and the tax credit equivalent) announced by the Chancellor on 20 March as part of his pandemic response package.

- The £20 a week boost reflected the reality that the level of benefits were not adequate to protect the swiftly increasing number of households relying on them as the crisis hit. Exactly because that increase was a very significant and welcome move to bolster low- and middle-income families' living standards, its removal will be a huge loss.
- Pressing ahead would see the level of unemployment support fall to its lowest real-terms level since 1990-91, and its lowest ever relative to average earnings. Indeed, the basic level of out-of-work support prior to the March boost was – at £73 a week (£3,800 a year) – less than half the absolute poverty line.
- The increase in benefits has had a positive effect on the lives of thousands of local claimants who are better able to pay for life's essentials such as food, clothing and utilities.
- The local economy has also benefited from the increase in benefit levels as claimants spend their money locally thereby supporting local businesses and jobs.

This council resolves to:

- Write to the Chancellor, Rishi Sunak and to the Prime Minister, Boris Johnson demanding that the £20 increase to Universal Credit is made permanent and extended to claimants on legacy benefits.
- Work with other local government organisations and local voluntary organisations to pressure the government to make the £20 increase to Universal Credit permanent.”

After discussion, it was moved and seconded by Councillors J.Weston and M.Birleson and

On being put to the meeting there voted:-

FOR the Motion– 22
AGAINST the Motion – 0
ABSTENTIONS for the Motion – 22

And the Motion was declared CARRIED.

95. REVIEW OF THE COUNCIL'S CONSTITUTION

Report of the Monitoring Officer on the approval to changes to the Constitution as part of the ongoing review and modernisation of the Council's governance processes following consideration by the Constitution Review Group (CRG).

The report seeks the Council's approval to make further changes to the Constitution as part of the ongoing review and modernisation of the Council's governance processes, as recommended by the peer review.

The cross-party Constitution Review Group continues to meet regularly and had recently reviewed the Financial Regulations which Members were asked to agree at this meeting.

The timing of the review of the section of the Constitution coincided with recent changes made to the Chartered Institute of Public Finance and Accountancy (CIPFA) Financial Management Code.

The regulations had been re-written to focus on identifying the correct controls required; revising the language to bring it in line with industry practice and streamlining the document to avoid duplication.

A summary of the changes had been provided in Appendix 3 of the report.

It was moved and seconded by Councillors T.Kingsbury and F.Thomson and

RESOLVED:
(unanimous)

- (1) Council noted and agreed CRG's recommendations of the 14 December 2020 as set out in Appendix 1 to the report.
- (2) Council approved the revised Financial Regulations section of the Constitution as provided in Appendix 2: key changes summarised in Appendix 3.

96. PAY POLICY STATEMENT 2021/22

Report of the Corporate Director (Public Protection, Planning and Governance) on the approval of the Council's Pay Policy Statement for 2021/22.

The Localism Act 2011 required relevant authorities to prepare a Pay Policy Statement each financial year.

Paragraph 3.3 of the report set out the specific matters that must be included in the Council's statutory pay policy.

The policy also set out the Council's overall rewards strategy for the whole workforce.

The Chief Officers' pay as a ratio to the average salary have not been included in the statement this year. The ratios in previous statements have been forecast based on nine months data, however, they do not need to be published in the

statement. The Council will report actual ratios from 12 months data at the end of the financial year, which will provide a more accurate picture.

Following Council approval, the Pay Policy Statement will be published on the Council's website as soon as possible.

It was moved and seconded by Councillors F.Thomson and T.Kingsbury and

**RESOLVED:
(unanimous)**

That the Pay Policy Statement for the period 2021/22 be approved.

97. CLIMATE CHANGE UPDATE

Report of the Corporate Director (Public Protection, Planning and Governance) updating Members on progress since the Council declared a climate change emergency in 2019.

The Council had set itself five ambitious targets, including to reduce carbon emissions from our own estate and operations to net zero by 2030.

The Council had investigated the baseline position:

At Government level, Government data showed that the Borough emitted 629,000 tonnes of carbon from industrial, commercial, domestic and transport activities in 2019.

At Borough level, an independent appraisal showed that the Council emitted 2,507 tonnes of carbon from its own buildings, services and transport in 2019.

An independent survey showed that the Council's woodland and tree stock sequesters 2,400 tonnes of carbon per year.

The Council had created a cross-party Member Group and an Officer Group to ensure the Council achieves its objectives.

The Council had prepared a draft climate change strategy for consultation and the final version will be presented to the Climate Change Member Panel on 25 February and Cabinet on 9 March 2021.

The strategy sets out international agreements, national strategies, local plans and partnerships that will guide the climate change agenda.

The strategy contains a list of 'live' actions that will be implemented by the Council, contractors and partners over coming weeks, months and years.

The Council intends to offer carbon literacy training to Councillors on the 10 February 2021 and to officers later in the spring to improve their understanding of climate change and ability to consider it as part of decision-making.

To further support its commitment, the Council had allocated £150,000 for the climate change agenda, and has so far earmarked £50,000 towards an Eastern New Energy project to help local business premises to become more energy efficient and £13,000 to install electric vehicle charge points in council-owned car parks.

The Council has submitted decarbonisation bids to replace gas-fired boilers with air/water source heat pumps at Campus East, Campus West and Hatfield Swim Centre that will reduce their energy consumption by approximately two-thirds.

Councillor Thomson thanked Officers and Members for their commitment to achieving the Council's Climate Change targets.

It was moved and seconded by Councillors F.Thomson and T.Kingsbury and

RESOLVED:
(unanimous)

Members noted the objective for the Council to be net carbon zero by 2030, the progress made on the agenda and the future actions that will be delivered over coming weeks, months and years to help tackle climate change.

98. APPOINTMENTS TO COMMITTEES AND GROUPS

To approve the appointments of Members to Committees and Groups as listed in the Agenda Item 13.

It was moved and seconded by Councillors T.Kingsbury and F.Thomson and

RESOLVED:
(unanimous)

Council approved the appointments of Members to Committees and Groups, as set out in Agenda Item 13.

Meeting ended 10.12pm
AM

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) came into force on Saturday 4 April 2020 to enable councils to hold remote committee meetings during the Covid19 pandemic period. This is to ensure local authorities can conduct business during this current public health emergency.

This meeting of Special Council will be held remotely under these regulations, via the Zoom application and will be webcast to ensure accessibility by the public and press.

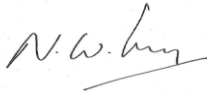
Please ask for:
Alison Marston

15 February 2021

Dear Councillor

You are requested to attend a special meeting of the WELWYN HATFIELD BOROUGH COUNCIL to be held on Tuesday 23 February 2021 at 7.30 pm via Zoom.

Yours faithfully



Corporate Director
Public Protection, Planning and Governance

AGENDA
PART 1

1. **APOLOGIES**

To receive apologies for absence, if any.

2. **MINUTES**

To confirm as a correct record the Minutes of the meeting held on 1 February 2021 (previously circulated).

3. **DECLARATIONS OF INTERESTS BY MEMBERS**

To note declarations of Members' disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in respect of items on the Agenda.

4. COUNCIL TAX SETTING 2021/22 (Pages 3 - 12)

Report of the Chief Executive on setting the Council Tax for 2021/22.

Circulation: The Mayor and Members of the Welwyn Hatfield Borough Council
Corporate Management Team
Press and Public (except Part II Items)

If you require any further information about this Agenda please contact Alison Marston, Governance Services on 01707 357444 or email – democracy@welhat.gov.uk

Part I

Item No: 0

Main author: Richard Baker

Executive Member: Duncan Bell

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
SPECIAL COUNCIL – 23 FEBRUARY 2021
REPORT OF THE CHIEF EXECUTIVE

COUNCIL TAX SETTING 2021/22

1 Executive Summary

- 1.1 The Council is required under the Local Government Finance Act 1992 to set the Council Tax for its area by no later than 11th March. The Council has always aimed to approve the budget and Council Tax by February in order to ensure prompt despatch of bills and hence quicker collection of sums due. The Council approved the 2021/22 budget on 1 February and the purpose of this report is to set the Council tax for 2021/22.
- 1.2 The 2021/22 Local Government Finance Settlement was announced 4 February 2021, and does not alter the 2021/22 budget that was approved.
- 1.3 As set out in the budget report, the Council will increase the average Band D Council tax (excluding parish precepts) by £4.23 (1.97%) to £219.15 for 2021/22.
- 1.4 Parish Precepts have increased by 5% overall to £1.787m and this is an area which the council has no control over, as is determined by Town and Parish Councils.
- 1.5 For 2021/22, the referendum limits for a band D property set by Government are as follows:
 - County Councils: a core principle of up to 2%, with an additional 3% Adult Social Care precept
 - District/Borough Councils: 2% or up to £5 on a Band D, whichever is greater
 - Police: up to £15 on a Band D

2 Recommendation(s)

- 2.1 That it be noted that the 2021/22 General Fund budget as approved by Council meeting on 1 February is shown in Appendix A.
- 2.2 That it be noted that at the Cabinet, Special Cabinet and Council meetings on the 5 January, 19 January and 1 February respectively, the following amounts for the year 2021/22 were agreed in accordance with regulations made under Section 31B of the Local Government Finance Act 1992, as amended (the “Act”).
 - a) The gross 2021/22 Tax base for the Borough is 43,724.7 equivalent Band D properties before the application of a collection rate.
 - b) 43,462.4 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) (England) Regulations

2012 (the Regulations), as its Council Tax Base for the year 2021/22; including deductions for council tax support and a collection rate of 99.4%.

- c) Part of the Council's Area being the amounts calculated by the Council, in accordance with Regulation 6 of the Regulations, as the amounts of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items relate;

	100% TAXBASE	99.40% TAXBASE
Welwyn Garden City	18,084.8	17,976.3
Hatfield	12,241.0	12,167.6
Welwyn	4,713.2	4,684.9
Ayot St Lawrence	70.1	69.7
Ayot St Peter	113.9	113.2
North Mymms	4,424.9	4,398.4
Essendon	427.2	424.6
Northaw & Cuffley	3076.8	3,058.3
Woolmer Green	572.8	569.4
Total	43,724.7	43,462.4

2.3 In accordance with the statutory legislation the Council is recommended to resolve:

2.4 That the following amounts be calculated by the Council for the year 2021/22 in accordance with sections 31 - 36 of the Local Government Finance Act 1992.

- a) £138,141,956 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act, taking into account all precepts issued to it by Parish Councils.
- b) £126,830,072 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- c) £11,311,884 being the amount by which the aggregate at 2.4(a) above exceeds the aggregate at 2.4(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.
- d) £260.27 being the amount at 2.4(c) above, all divided by the Council tax base at 2.2(b) above, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.
- e) £2,418,868 being the aggregate amount of all special items referred to in Section 34(1) of the Act.
- f) £204.62 being the amount at 2.4(d) above less the result given by dividing the amount at 2.4(e) by 2.2(b) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.
- g) Part of the Council's area:
Being the amounts given by adding to the amount at 2.4(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2.2(c) above, calculated by the Council, in accordance with Section 34 (3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

	Band D Amount (£)
Ayot St Lawrence	216.10
Ayot St Peter	226.70
Essendon	277.50
Hatfield	286.84
North Mymms	248.52
Northaw & Cuffley	290.11
Welwyn	303.54
Welwyn Garden City	229.02
Woolmer Green	252.85

h) Part of the Council's Area:

Amounts given by multiplying the amounts at 2.4(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

Valuation Bands (£)	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Ayot St Lawrence	144.07	168.08	192.09	216.10	264.12	312.14	360.17	432.20
Ayot St Peter	151.13	176.32	201.51	226.70	277.08	327.46	377.83	453.40
Essendon	185.00	215.83	246.67	277.50	339.17	400.83	462.50	555.00
Hatfield	191.23	223.10	254.97	286.84	350.58	414.32	478.07	573.68
North Mymms	165.68	193.29	220.91	248.52	303.75	358.97	414.20	497.04
Northaw & Cuffley	193.41	225.64	257.88	290.11	354.58	419.05	483.52	580.22
Welwyn	202.36	236.09	269.81	303.54	370.99	438.45	505.90	607.08
Welwyn Garden City	152.68	178.13	203.57	229.02	279.91	330.81	381.70	458.04
Woolmer Green	168.57	196.66	224.76	252.85	309.04	365.23	421.42	505.70

2.5 That it be noted that for the year 2021/22 the major precepting authorities, Hertfordshire County Council and the Police and Crime Commissioner for Hertfordshire have stated the amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Act 1992, for each of the categories of dwellings in the Council's area as indicated in the following tables.

Hertfordshire County Council (£)								
	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Ayot St Lawrence	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Ayot St Peter	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Essendon	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Hatfield	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
North Mymms	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Northaw & Cuffley	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Welwyn	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Welwyn Garden City	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Woolmer Green	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26

Police and Crime Commissioner for Hertfordshire (£)								
	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Ayot St Lawrence	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Ayot St Peter	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Essendon	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Hatfield	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
North Mymms	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Northaw & Cuffley	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Welwyn	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Welwyn Garden City	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Woolmer Green	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00

- 2.6 That having calculated the aggregate in each case of the amounts at 2.4(h) and 2.5 (a) and (b) above, the Council, in accordance with Section 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2021/22 for each part of its area and for each categories of dwellings.

Part of the Council's Area (£)								
	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Ayot St Lawrence	1,266.49	1,477.57	1,688.64	1,899.73	2,321.89	2,744.05	3,166.22	3,799.46
Ayot St Peter	1,273.55	1,485.81	1,698.06	1,910.33	2,334.85	2,759.37	3,183.88	3,820.66
Essendon	1,307.42	1,525.32	1,743.22	1,961.13	2,396.94	2,832.74	3,268.55	3,922.26
Hatfield	1,313.65	1,532.59	1,751.52	1,970.47	2,408.35	2,846.23	3,284.12	3,940.94
North Mymms	1,288.10	1,502.78	1,717.46	1,932.15	2,361.52	2,790.88	3,220.25	3,864.30
Northaw & Cuffley	1,315.83	1,535.13	1,754.43	1,973.74	2,412.35	2,850.96	3,289.57	3,947.48
Welwyn	1,324.78	1,545.58	1,766.36	1,987.17	2,428.76	2,870.36	3,311.95	3,974.34
Welwyn Garden City	1,275.10	1,487.62	1,700.12	1,912.65	2,337.68	2,762.72	3,187.75	3,825.30
Woolmer Green	1,290.99	1,506.15	1,721.31	1,936.48	2,366.81	2,797.14	3,227.47	3,872.96

3 Special items - Parish Precepts

- 3.1 In accordance with the legislation under the Local Government Finance Act 1992, all Parish Precepts have to be charged to the Council's General Fund.
- 3.2 For 2021/22, the total parish precepts (net of the council tax support grant) will be increased by £85,844 (5.0%). The table below shows the precepts for each of the town/parish councils in 2020/21 and year on year change.

Parish Councils	2020/21 Parish Precepts (net of Council Tax Support grant)	2021/22 Parish Precepts	Change	Change
	£	£	£	%
Ayot St Lawrence	800.00	800.00	0.00	0.0%
Ayot St Peter	2,250.00	2,500.00	250.00	11.1%
Essendon	22,500.00	28,125.00	5,625.00	25.0%
Hatfield	843,441.00	900,951.00	57,510.00	6.8%
North Mymms	187,650.00	193,091.00	5,441.00	2.9%
Northaw & Cuffley	206,000.00	205,212.00	-788.00	-0.4%
Welwyn	412,459.00	428,957.00	16,498.00	4.0%
Welwyn Garden City	-	-	-	
Woolmer Green	26,155.00	27,463.00	1,308.00	5.0%
Total	1,701,255.00	1,787,099.00	85,844.00	5.0%

4 Special items – Special Expenses

- 4.1 The Council meeting held on 1 February 2021 agreed the amounts to be included in the “Special Expenses” scheme for 2021/22 as £631,769.

5 Billing Authority Precepts

- 5.1 The Borough’s Council Tax requirement for 2021/22 including the parish precept will be £11,311,884.

6 Hertfordshire County Council

- 6.1 The Hertfordshire County Council precept for 2021/22 is expected to be formally approved on 23 February 2021. The band D council tax will be £1,470.63 and the County precept is £ 63,917,109 for 2021/22. This is a 1.99% increase in their Band D council tax, and an 2% increase for the adult social care precept for 2021/22.

7 Police and Crime Commissioner for Hertfordshire

- 7.1 The Police and Crime Commissioner for Hertfordshire’s precept for 2021/22 was formally approved at their meeting on 6 February 2021. The band D council tax will be £213.00 and the precept is £ 9,257,491 for 2021/22. This is a £15 (7.57%) increase in their Band D council tax.

8 Overall average band D council tax

- 8.1 To summarise, after taking into account the precepts from Parish Councils, Hertfordshire County Council and Police and Crime Commissioner for Hertfordshire, the average band D Council tax for the borough area for 2021/22 is £1,943.90 this is an increase of £76.87 or 4.12%. However, the band D council tax varies from £1,899.73 to £1,987.17 and the table below also shows that the tax change for 2021/22 will range from 4.07% to 4.79%.

	2020/21	2021/22	
	Band D £	Band D £	% Change
Ayot St Lawrence	1,825.10	1,899.73	4.09%
Ayot St Peter	1,833.16	1,910.33	4.21%
Essendon	1,871.41	1,961.13	4.79%
Hatfield	1,892.67	1,970.47	4.11%
North Mymms	1,856.27	1,932.15	4.09%
Northaw & Cuffley	1,896.56	1,973.74	4.07%
Welwyn	1,909.06	1,987.17	4.09%
Welwyn Garden City	1,836.63	1,912.65	4.14%
Woolmer Green	1,860.26	1,936.48	4.10%
Borough Area Council Tax	1,867.06	1,943.90	4.12%

Implications

9 Legal Implication(s)

- 9.1 The Council is required by the Local Government Finance Act 1992 to make estimates of gross revenue expenditure and anticipated income, leading to a calculation of a council tax requirement and the setting of an overall budget and Council Tax. The amount of the budget must be sufficient to meet the Council's legal and financial obligations, ensure the proper discharge of its statutory duties, and lead to a balanced budget. The Council should be satisfied that the proposals put forward are a reasonably prudent use of resources in both the short and long term, and that the interests of both Council Tax payers and ratepayers on the one hand and the users of Council services on the other are both taken into account.
- 9.2 Section 25 of the 2003 Local Government Act requires the Chief Finance Officer, Corporate Director (Resources, Environment and Cultural Services), to make a formal report to the Council on the robustness of the budget and adequacy of reserves. This report was presented in the Budget report presented to Council at its meeting on 1 February 2021.

10 Financial Implication(s)

- 10.1 Financial implications are set out in the body of the report where relevant.

11 Risk Management Implication(s)

- 11.1 There are risks to the council's short and medium term budget strategy including continued government funding restrictions, the impact of the economic downturn, inflation and other changes in the national economy, spending exceeding budgets, pressures on existing budgets, legislative change demands for new spend and the delivery of challenging efficiency targets. The budget process includes the recognition of these risks in determining the 2021/22 budget and relevant risk provisions are set out in the body of the report.

12 Security & Terrorism Implication(s)

- 12.1 There are none arising directly from this report.

13 Procurement Implication(s)

- 13.1 There are none arising directly from this report.

14 Climate Change Implication(s)

14.1 There are none arising directly from this report.

15 Health and Wellbeing Implications(s)

15.1 There are none arising directly from this report.

16 Link to Corporate Priorities

16.1 The subject of this report is linked to the delivery of all of the Councils the Corporate Priorities.

17 Communications Plan

17.1 There are none arising directly from this report.

18 Equality and Diversity

18.1 An Equality Impact Assessment (EIA) has not been carried out in connection with the proposals that are set out in this report as there is no impact on services directly as a result of the recommendations.

19 Human Resources Implications

19.1 There are none arising directly from this report.

Name of author	Richard Baker
Title	Head of Resources
Date	11 February 2021

WELWYN HATFIELD COUNCIL

Minutes of the special meeting of the WELWYN HATFIELD BOROUGH COUNCIL held on Tuesday 23 February 2021 at 7.30pm via Zoom.

PRESENT: Councillors R.Trigg (Mayor)
P.Hebden (Deputy Mayor)

D.Bell, E.Boulton, J.Boulton, S.Boulton, H.Bower, J.Broach, J.Caliskan, A.Chesterman, L.Chesterman, M.Cowan, J.Cragg, A.Dennis, S.Elam, B.Fitzsimon, G.Hayes, M.Holloway, T.Jackson-Mynott, C.Juggins, S.Kasumu, T.Kingsbury, M.Larkins, R.Lass, S.Markiewicz, F.Marsh, G.Michaelides, T.Mitchinson, L.Musk, N.Pace, H.Quenet, J.Quinton, J.Ranshaw, D.Richardson, A.Rohale, B.Sarson, P.Shah, J.Skoczylas, P.Smith, K.Thorpe, S.Thusu, F.Thomson, J.Weston, S.Wrenn, P.Zukowskyj

OFFICIALS Chief Executive (K.Ng)
PRESENT: Corporate Director (Public Protection, Planning and Governance) (N.Long)
Corporate Director (Housing and Communities) (S.Russell)
Monitoring Officer (M.Martinus)
Head of Resources and Chief Finance Officer (R.Baker)
Governance Services Manager (A.Marston)
Principal Governance Officer (J.Anthony)

99. APOLOGIES

Apologies for absence were received from Councillors M.Birleson and M.Cook.

Councillor L.Brandon was also not present at the meeting.

100. MINUTES

The Minutes of the meeting held on 1 February 2021 were confirmed as a correct record and noted by the Mayor.

The hard copies of minutes will be signed by the Mayor as soon as it is reasonably practicable or alternatively, electronic signatures can be arranged after a meeting.

101. DECLARATIONS OF INTERESTS BY MEMBERS

Councillors S.Boulton, L.Chesterman and P.Zukowskyj declared non-pecuniary interests in items on the Agenda as appropriate as Members of Hertfordshire County Council.

102. COUNCIL TAX SETTING 2021/22

Report of the Chief Executive on setting the Council Tax for 2021/22.

The Council is required under the Local Government Finance Act 1992 to set the Council Tax for its area by no later than 11 March. The Council has always aimed to approve the budget and Council Tax by February in order to ensure prompt despatch of bills and hence quicker collection of sums due. The Council approved the 2021/22 budget at its meeting on 1 February and the purpose of this report is to set the Council tax for 2021/22.

It was moved and seconded by Councillors D.Bell and T.Kingsbury and

RESOLVED:

(33 voting FOR and 10 AGAINST and 2 ABSTENTIONS)

Voting FOR: D.Bell, E.Boulton, J.Boulton, S.Boulton, H.Bower, J.Caliskan, M.Cowan, J.Cragg, A.Dennis, S.Elam, B.Fitzsimon, P.Hebden, C.Juggins, S.Kasumu, T.Kingsbury, R.Lass, F.Marsh, S.Markiewicz, G.Michaelides, T.Mitchinson, N.Pace, H.Quenet, J.Quinton, J.Ranshaw, D.Richardson, A.Rohale, B.Sarson, P.Smith, F.Thomson, S.Thusu, R.Trigg, S.Wrenn, P.Zukowskyj

Voting AGAINST: J.Broach, A.Chesterman, L.Chesterman, G.Hayes, M.Holloway, M.Larkins, L.Musk, P.Shah, K.Thorpe, J.Weston

Voting ABSTAIN: T.Jackson-Mynott, J.P.Skoczylas

(1) That it be noted that the 2021/22 General Fund budget as approved by Council meeting on 1 February is shown in Appendix A.

(2) That it be noted that at the Cabinet, Special Cabinet and Council meetings on the 5 January, 19 January and 1 February respectively, the following amounts for the year 2021/22 were agreed in accordance with regulations made under Section 31B of the Local Government Finance Act 1992, as amended (the "Act").

(a) The gross 2021/22 Tax base for the Borough is 43,724.7 equivalent Band D properties before the application of a collection rate.

- (b) 43,462.4 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 (the Regulations), as its Council Tax Base for the year 2021/22; including deductions for council tax support and a collection rate of 99.4%.
- (c) Part of the Council's Area being the amounts calculated by the Council, in accordance with Regulation 6 of the Regulations, as the amounts of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items relate;

	100% TAXBASE	99.40% TAXBASE
Welwyn Garden City	18,084.8	17,976.3
Hatfield	12,241.0	12,167.6
Welwyn	4,713.2	4,684.9
Ayot St Lawrence	70.1	69.7
Ayot St Peter	113.9	113.2
North Mymms	4,424.9	4,398.4
Essendon	427.2	424.6
Northaw & Cuffley	3,076.8	3,058.3
Woolmer Green	572.8	569.4
Total	43,724.7	43,462.4

- (3) In accordance with the statutory legislation the Council is recommended to resolve:
- (4) That the following amounts be calculated by the Council for the year 2021/22 in accordance with sections 31 - 36 of the Local Government Finance Act 1992.
- (a) £138,141,956 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act, taking into account all precepts issued to it by Parish Councils.
- (b) £126,830,072 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) £11,311,884 being the amount by which the aggregate at 2.4(a) above exceeds the aggregate at 2.4(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.
- (d) £260.27 being the amount at 2.4(c) above, all divided by the Council tax base at 2.2(b) above, calculated by the Council, in

accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.

- (e) £2,418,868 being the aggregate amount of all special items referred to in Section 34(1) of the Act.
- (f) £204.62 being the amount at 2.4(d) above less the result given by dividing the amount at 2.4(e) by 2.2(b) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.
- (g) Part of the Council's area:

Being the amounts given by adding to the amount at 2.4(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2.2(c) above, calculated by the Council, in accordance with Section 34 (3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

	Band D Amount (£)
Ayot St Lawrence	216.10
Ayot St Peter	226.70
Essendon	277.50
Hatfield	286.84
North Mymms	248.52
Northaw & Cuffley	290.11
Welwyn	303.54
Welwyn Garden City	229.02
Woolmer Green	252.85

- (h) Part of the Council's Area:

Amounts given by multiplying the amounts at 2.4(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

Valuation Bands (£)	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Ayot St Lawrence	144.07	168.08	192.09	216.10	264.12	312.14	360.17	432.20
Ayot St Peter	151.13	176.32	201.51	226.70	277.08	327.46	377.83	453.40
Essendon	185.00	215.83	246.67	277.50	339.17	400.83	462.50	555.00

Hatfield	191.23	223.10	254.97	286.84	350.58	414.32	478.07	573.68
North Mymms	165.68	193.29	220.91	248.52	303.75	358.97	414.20	497.04
Northaw & Cuffley	193.41	225.64	257.88	290.11	354.58	419.05	483.52	580.22
Welwyn	202.36	236.09	269.81	303.54	370.99	438.45	505.90	607.08
Welwyn Garden City	152.68	178.13	203.57	229.02	279.91	330.81	381.70	458.04
Woolmer Green	168.57	196.66	224.76	252.85	309.04	365.23	421.42	505.70

- (5) That it be noted that for the year 2021/22 the major precepting authorities, Hertfordshire County Council and the Police and Crime Commissioner for Hertfordshire have stated the amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Act 1992, for each of the categories of dwellings in the Council's area as indicated in the following tables.

Hertfordshire County Council (£)								
	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Ayot St Lawrence	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Ayot St Peter	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Essendon	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Hatfield	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
North Mymms	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Northaw & Cuffley	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Welwyn	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Welwyn Garden City	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26
Woolmer Green	980.42	1,143.82	1,307.22	1,470.63	1,797.44	2,124.24	2,451.05	2,941.26

Police and Crime Commissioner for Hertfordshire (£)								
	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Ayot St Lawrence	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Ayot St Peter	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Essendon	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Hatfield	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
North Mymms	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Northaw & Cuffley	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Welwyn	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Welwyn Garden City	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00
Woolmer Green	142.00	165.67	189.33	213.00	260.33	307.67	355.00	426.00

- (6) That having calculated the aggregate in each case of the amounts at 2.4(h) and 2.5 (a) and (b) above, the Council, in accordance with Section 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the

amounts of Council Tax for 2021/22 for each part of its area and for each categories of dwellings.

Part of the Council's Area (£)								
	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Ayot St Lawrence	1,266.49	1,477.57	1,688.64	1,899.73	2,321.89	2,744.05	3,166.22	3,799.46
Ayot St Peter	1,273.55	1,485.81	1,698.06	1,910.33	2,334.85	2,759.37	3,183.88	3,820.66
Essendon	1,307.42	1,525.32	1,743.22	1,961.13	2,396.94	2,832.74	3,268.55	3,922.26
Hatfield	1,313.65	1,532.59	1,751.52	1,970.47	2,408.35	2,846.23	3,284.12	3,940.94
North Mymms	1,288.10	1,502.78	1,717.46	1,932.15	2,361.52	2,790.88	3,220.25	3,864.30
Northaw & Cuffley	1,315.83	1,535.13	1,754.43	1,973.74	2,412.35	2,850.96	3,289.57	3,947.48
Welwyn	1,324.78	1,545.58	1,766.36	1,987.17	2,428.76	2,870.36	3,311.95	3,974.34
Welwyn Garden City	1,275.10	1,487.62	1,700.12	1,912.65	2,337.68	2,762.72	3,187.75	3,825.30
Woolmer Green	1,290.99	1,506.15	1,721.31	1,936.48	2,366.81	2,797.14	3,227.47	3,872.96

Meeting ended 7.52pm
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