

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **COMMUNITY SERVICES COMMITTEE** is at **6.30pm** on **TUESDAY, 10 JANUARY 2017** in the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you will be there.

Yours sincerely

CHIEF EXECUTIVE

To: Committee Members (Copy for information to all other members of the Council)
Directors
Press

AGENDA

Part I - items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. Minutes of the meetings held on 11 October 2016 - copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public participation (if any).

DECISION ITEMS

- ✓ 5. Platform Gallery Urgent Works – report of Director of Community Services – copy enclosed.
- ✓ 6. Whalley dog Waste Trial – report of Director of Community Services – copy enclosed.
- ✓ 7. Disabled Parking Free Parking Allowance – report of Director of Community Services – copy enclosed.
- ✓ 8. Arts Development Funding Support and Grants – report of Director of Community Services – copy enclosed.

- ✓ 9. Revised Capital Programme 2016/2017 – report of Director of Resources – copy enclosed.
- ✓ 10. Capital Programme Review and New Bids – report of Director of Resources – copy enclosed.
- ✓ 11. Revised Revenue Budget 2016/2017 – report of Director of Resources – copy enclosed.
- ✓ 12. Original Revenue Budget 2017/2018 – report of Director of Resources – copy enclosed.

INFORMATION ITEMS

- ✓ 13. Preparation for Refuse and Recycling Collection Service for 2018 (Report 3) – report of Director of Community Services – copy enclosed.
- ✓ 14. General Report – report of Director of Community Services – copy enclosed.
- 15. Reports from Representatives on Outside Bodies (if any).

Part II - items of business **not** to be discussed in public

- ✓ 16. Emergency Committee Decisions – report of Director of Community Services – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No. 5

meeting date: TUESDAY, 10 JANUARY 2017
title: PLATFORM GALLERY URGENT WORKS
submitted by: JOHN HEAP – DIRECTOR OF COMMUNITY SERVICES
principal author: ADRIAN HARPER – HEAD OF ENGINEERING SERVICES

1 PURPOSE

- 1.1 To inform members of the works that have been undertaken and the operspend as a result.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – To sustain a strong and prosperous Ribble Valley.
 - Corporate Priorities – To ensure best use of council resources in the provision of parking.

2 BACKGROUND

The roof of the Platform Gallery comprises a traditional timber construction with a natural slate finish. The roof purlins project past the wall line and provide support for the roof verges. It has been identified in the past that a number of the purlin ends are rotten and require repairing before the main roof structure is affected. After a condition survey earlier this year it had become apparent that if works were not under taken before the winter period the structural integrity of the roof would have been compromised. Of course this may have led to the closure of the building.

Some of the pictures below show examples of the damaged purlins not supporting the verges causing the ends of the roof to bow.

An example of the severity of the rot can be seen (fig E+F) the spire on the front elevation was leaning and could have fallen at any time.

The windows and doors were also suffering from water damage; this mainly from capillary action as the water is soaked up by the wood. The sills and the lower side casing members were in poor condition due to years of exposure to the elements. This has caused some of the glass to drop in the frames and movement in the fabric of the bay windows. Some of the bay windows were being held in purely by the leadwork to the window. This was both a health and safety risk and a security risk and needed to be addressed before the winter.

Please see Appendix 1 for condition survey photographs.

3 ISSUES

- 3.1 Whilst an application had been made for a Capital Scheme it was decided that the works needed to be done as a matter of urgency.

- 3.2 A decision was made to remove all rotten timber from end of roof purlins. Splice repair purlin ends and cut new timber to replicate existing profile. Where possible rotten timber was removed back to good timber and injected with epoxy resin compound shaped to existing profile. The timber fascias were sanded and prepared together with purlins and rafter ends and an exterior undercoat and gloss finish was applied.

4 **Conclusion:**

The works were completed in house at an overall cost of £12011.66. Statutory testing at the gallery had already been carried out at a cost of £2856.12.

The budget for the Platform Gallery was £3950 so there has been an overspend of the budget by £10917.78

4. **RISK ASSESSMENTS**

The approval of this report may have the following implications:

Resources – Urgent repairs have resulted in an overspend to the budget of £10917.78. However, the bid for Capital Scheme Approval can now be withdrawn.

Technical, Environmental and Legal – The lifespan of the building has now been extended by approx. 40 years

Political – None

Reputation – The action taken may well have stopped the closure of the Platform Gallery

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Approve the action taken to carry out urgent repairs and
- 5.2 Approve the inclusion of the increased expenditure as part of the Revised Estimates for committee.

ADRIAN HARPER
HEAD OF ENGINEERING SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

For further information please ask for Adrian Harper on 01200 414523.

Appendix 1.

Condition Survey Photos

Roof Members



(J)



(B)

Purlins and spire North elevation, the paintwork to the barge boards is flaking and the exposed purlins are showing an extent of the decay. It can be seen from fig b that the purlin in this case isn't even supporting the roof structure



(C)



(D)

Purlins and spire South elevation, the barge boards are showing signs of decay and the purlins are showing severe water damage to the tops. Again fig D shows gasps between the verge and the purlin



(E)



(F)

The spire on east elevation is showing signs of significant rot. These members were so damaged that they were almost beyond repair. If they had been left then they could have fallen off, this was a significant health and safety risk. As you can see the spire was fixed by a Stub Tenon joint which was completely dilapidated

Windows



(G)



(H)

Such was the extent of the rot in the bay window it had caused the window to drop, the downforce due to lack of support had caused a gap in the window frame and the wall. It can see from fig H that mortar around the window opening has been under pressure from the movement associated with the damage and lead work above was the only thing securing the window to the building.



(I)

The sill has become so rotten that the remaining timber would have no loadbearing capabilities in relation to the window frame and would be a significant security issue.



(J)

The sections of timber in the doors are so damaged that they would break up with very little force again this is a security issue.



(K)

The sills and the lower side members were showing severe signs of decay.



(L)

Severe signs of decay to the sill and side members, the timbers were evidently saturated and water staining was evident internally.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No. 6

meeting date: TUESDAY, 10 JANUARY 2017
title: WHALLEY DOG WASTE TRIAL
submitted by: JOHN HEAP – DIRECTOR OF COMMUNITY SERVICES
principal author: ADRIAN HARPER – HEAD OF ENGINEERING SERVICES

1 PURPOSE

1.1 To consider the success of the trial of dog waste collection from litter bins by refuse staff.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To sustain a strong and prosperous Ribble Valley.
- Corporate Priorities – To ensure best use of council resources in the provision of parking.

2 BACKGROUND

In September 2015 a trial was initiated, at Members behest, of the public using litter bins to deposit their bagged dog waste and then be collected by the refuse department as part of their normal rounds.

This scheme is not intended to replace the existing systems that are in place for dog bins.

24 litter bins were used all around the Whalley area. Children play areas did not form part of the trial.

3 ISSUES

3.1 Concerns were originally expressed about the difficulties in cleaning the Refuse Collection Vehicles and the increased threat to the health and safety of the refuse loaders handling the mixed waste.

Concern was also expressed about the location of the litter bins being used for the trial. The concern was the smell from the bins and the potential proximity of the bins to food outlets, playgrounds and seating areas.

Furthermore the above would depend upon the temperatures of the summer weather and the number of times the bins were emptied.

4 Conclusion:

There were very few complaints from the refuse crews about collecting the mixed waste and the cleaning of the vehicles was less onerous and hazardous than was at first thought.

There were no complaints from the public about the mixed waste being in litter bins or indeed any smells emanating from them.

However, the trial did take place over a particularly poor summer and therefore it is considered the trial did not give a true representation of the situation.

4. RISK ASSESSMENTS

The approval of this report may have the following implications:

Resources – None

Technical, Environmental and Legal – None

Political – None

Reputation – None as other district councils have adopted this way of working or are in the process of adopting it.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Extend the trial to cover another summer in an attempt to obtain the true implications of the proposal.

ADRIAN HARPER
HEAD OF ENGINEERING SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

For further information please ask for Adrian Harper on 01200 414523.

REF: Adrian Harper Community Services 11.10.16

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No. 7

meeting date: TUESDAY, 10 JANUARY 2017
 title: DISABLED PARKING FREE PARKING ALLOWANCE
 submitted by: JOHN HEAP – DIRECTOR OF COMMUNITY SERVICES
 principal author: ADRIAN HARPER – HEAD OF ENGINEERING SERVICES

1 PURPOSE

1.1 To consider changing the amount of free parking provided to Disabled Drivers on Council car parks

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To sustain a strong and prosperous Ribble Valley.
- Corporate Priorities – To ensure best use of council resources in the provision of parking.

2 BACKGROUND

All of the Council car parks presently allow free parking, without restriction, to disabled badge holders.

As you can see from below most other districts allow only 3 hours free which corresponds to the on street allowance.

AUTHORITY	REGULATIONS	
	IN BLUE BADGE SPACE	IN P&D SPACE
Blackpool	3 hours free + opportunity to extend with P&D ticket	Normal charge
Burnley	3 hours free + opportunity to extend with P&D ticket	Normal charge
Chorley	4 hours free + opportunity to extend with P&D ticket	4 hours free + opportunity to extend with P&D ticket
Craven	Normal charge + 1 hour free	Normal charge + 1 hour free/30 mins free in "pop-and-shop" spaces
Fylde	3 hours free + opportunity to extend with P&D ticket	Normal charge
Pendle	No charges, 3 hours in short stay, 10 hours in long stay	No charge, 3 hours in short stay, 10 hours in long stay
Preston	3 hours free + opportunity to extend with P&D ticket	Normal charge

3 **ISSUES**

- 3.1 Presently disabled drivers are allowed to take up the disabled space for all day at no cost and other disabled are then using none disabled spaces again at no cost.

4 **Conclusion:**

The issue has been raised at the Parking Working Group and to maximise the spaces available to car park users the proposal is to reduce the allowance to 3hrs with the option to extend with a P and D ticket. The allowance will extend to other spaces used in the car park.

5. **RISK ASSESSMENTS**

The approval of this report may have the following implications:

Resources – None

Technical, Environmental and Legal – None

Political – None

Reputation – None as most other district councils have already adopted this approach.

6 **RECOMMENDED THAT COMMITTEE**

- 6.1 Agree to the proposal to change the disabled parking free allowance to 3hrs.

ADRIAN HARPER
HEAD OF ENGINEERING SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

For further information please ask for Adrian Harper on 01200 414523.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No.8

meeting date: 10 JANUARY 2017
title: ARTS DEVELOPMENT FUNDING SUPPORT GRANTS
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
principal author: KATHERINE RODGERS, ARTS DEVELOPMENT OFFICER

1. PURPOSE

- 1.1 To present the recommendations of the working group in relation to the allocation of a revised Arts Development Support Grant.
- 1.2 Relevance to the Council's ambitions and priorities:
 - Community Objectives: To make people's lives safer and healthier, specifically to increase opportunities for people to access cultural activities.
 - Corporate Priorities: To be a well-managed Council providing efficient and responsive services based on identified customer need.
 - Other Considerations: None

2. BACKGROUND

The purpose of Arts Development Support Grants is for RVBC to invest in the development of organisations and their projects, enhancing the arts provision within the Ribble Valley to then support and promote the future culture, health, and wellbeing of its community.

3. ISSUES

- 3.1 This is the first year that the Arts Development Grant allocation has been processed in the similar way to the Recreation and Culture Grants.
- 3.2 The application process has been developed in a way that encourages organisations to develop their projects to be sustainable and efficient for the future, supporting both new and existing arts providers to develop to their full potential.
- 3.3 Each application was checked that it met the funding criteria in August 2016, and then scored on its merits: clear measurable achievements important to Ribble Valley's development, evidence of need, supporting diversity, sustainability, high quality experience, promotion planning, numbers of people to benefit, percentage return on RVBC contribution and partners involved.
- 3.4 Although the scale of the grants awarded is relatively low in monetary value, the creditability of a group receiving this support from a borough council unlocks their access to funding from other sources. This, in turn, draws external money into the borough, giving the council a high return on the initial small investment.

- 3.5 Applications that were strong but required development were supported by the Arts Development Officer to improve their project. One of these applications has been developed and resubmitted. This application has been reviewed by the working group and the Chair of Community Services Committee.
- 3.6 The next deadline for applications is 20 January 2017 to commit the Arts Development 2017/18 budget. The scheme will be promoted to ensure a broad range of applications.

4. RISK ASSESSMENT

The approval of this report may have the following implications:

- Resources – sums available for distribution:
Arts Development £1000
- Technical, Environmental and Legal – Grant money is paid out following a satisfactory evaluation of the project, and production of receipted invoices, unless agreed otherwise.
- Political – An officer and councillor working group will propose the allocation of grants to be awarded.
- Reputation – The grant programme is very well received in the communities of the Ribble Valley, and gives the Council an opportunity to support a varied range and scale of organisations and individuals, who otherwise might not be able to access public funds.

5. RECOMMENDED THAT COMMITTEE

Endorses the recommendation of the working group outlined in the appendix to this report.

KATHERINE RODGERS
ARTS DEVELOPMENT OFFICER

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

For further information, please contact Mark Beveridge 01200 414479
or Katherine Rodgers 01200 414556

Community Services Committee 10.1.17/KR/IW

ARTS DEVELOPMENT FUNDING SUPPORT – GRANT PROPOSALS 2016/2017

ORGANISATION	PROJECT	COST	GRANT REQUEST	PREVIOUS REC. & CULT. GRANTS	PROPOSAL
Spring into Phab	<p style="text-align: center;">Spring Into Phab Arts</p> <p>“Spring into Phab Arts is aimed at participants aged 8-30 years old, with and without learning disabilities. It will provide opportunities for people who would not normally have the chance to participate in an inclusive art project, to experience different art forms. The project will involve an 8 week photography project to enable participants to experience arts activity in a safe, enjoyable environment. The artistic activity will give the young people taking part a tangible way of exploring and expressing their thoughts and feelings about topics important to them. The artistic creations will be exhibited in the wider community, in the form of exhibitions in local galleries/libraries and performances where appropriate. Participants will work with each other and professional artists to develop their confidence, skills and experience in photography. Participants and artists will enhance their understanding of inclusion and the barriers people with learning disabilities face, and the exhibited work will open a dialogue around inclusion in the wider community. Workshops will run on Monday evenings for 1.5-2 hours, over 8 weeks and exhibitions/performances will take place in addition to the workshops.”</p>	£3,304	£1000	2016/17 0	£1000

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

DECISION

Agenda Item No 9

meeting date: 10 JANUARY 2016
title: REVISED CAPITAL PROGRAMME 2016/17
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

1.1 To approve the revised capital programme for the current financial year for this Committee.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – none identified.
- Corporate Priorities – to continue to be a well-managed council, providing efficient services based on identified customer needs.
- Other Considerations – none identified.

2 BACKGROUND

2.1 The original capital programme for 2016/17 was approved by Policy and Finance Committee in February 2016.

2.2 Regular reports have been presented to this Committee on progress with the capital programme.

3 ORIGINAL CAPITAL PROGRAMME 2016/17

3.1 The original 2016/17 Community Committee capital programme included 6 schemes at a total estimated cost of £374,500.

3.2 As referred to elsewhere on the agenda, the budget for the Refurbishment of Ribblesdale Pool Scheme has been increased by £68,425 (including a contingency element). This was following a meeting of the Emergency Committee and as a result of changes to the scheme outline.

3.3 The total of these two elements creates a 2016/17 Community Services Committee capital programme with 6 schemes and a total approved budget of £442,925, which is shown at Annex 1.

4 REVISING THE 2016/17 CAPITAL PROGRAMME

4.1 We have now discussed each of the schemes in the capital programme with budget holders and revised the programme to reflect their progress and estimated full year expenditure. Following this review, the revised estimate is £440,955, a reduction of £1,970.

4.2 Annex 1 shows the full capital programme by scheme, including the budget and expenditure to date. The summary position is shown below.

Original Estimate 2016/17 £	Additional Approvals 2016/17 £	Total Approved Budget 2016/17 £	Revised Estimate 2016/17 £	Actual Expenditure including commitments as at end of November 2016 £
374,500	68,425	442,925	440,955	387,102

4.3 Expenditure including commitments to the end of November 2015 on the remaining eleven schemes is £387,102, which is 87.8% of the revised estimate. A large proportion of this relates to the commitment for the Ribblesdale Pool Improvement Work scheme, where (at the time of writing the report) works have only recently commenced on site. The commitment relates to the contracted works element of the scheme.

4.4 Updated capital evaluation forms, completed by the responsible officers for all the schemes, were reported to this Committee in the previous cycle.

5 RISK ASSESSMENT

5.1 The approval of this report may have the following implications:

- Resources – Approval of the revised capital programme will see a decrease in the level of financing resources needed within the 2016/17 financial year.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

6 CONCLUSION

6.1 The revised estimate for this Committee's 2016/17 capital programme is £440,955, which is a £1,970 reduction from the previously approved capital budget.

7 RECOMMENDED THAT COMMITTEE

7.1 Approve the revised capital programme for 2016/17, as set out in Annex 1.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

CM1-17/LO/AC
21 December 2016

For further background information please ask for Lawson Oddie.
BACKGROUND PAPERS – None

COMMUNITY SERVICES COMMITTEE – REVISED CAPITAL PROGRAMME 2016/17

Cost Centre	Scheme	Original Estimate 2016/17 £	Additional Approvals 2016/17 £	Total Approved Budget 2016/17 £	Revised Estimate 2016/17 £	Actual Expenditure including commitments as at end of November 2016 £
FORKL	Replacement of Salthill Depot multi use fork lift truck	16,000	0	16,000	15,980	15,975
GVUKE	Replacement of John Deere Gang Mower Tractor (PN05 UKE)	46,000	0	46,000	44,050	44,051
GVFRV	Replacement of MAN 7.7 RO-RO Truck (PN06 FRV) with equivalent spec	51,500	0	51,500	51,500	51,446
PLAYQ	Play Area Improvements	40,000	0	40,000	40,000	12,403
RPIMP	Ribblesdale Pool Improvement Work	209,000	68,425	277,425	277,425	252,425
WVDHX	Replacement of works section small van - Ford Transit PF09 DHX (Toilet van)	12,000	0	12,000	12,000	10,802
	Total Community Committee	374,500	68,425	442,925	440,955	387,102

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No 10

meeting date: 10 JANUARY 2017
 title: CAPITAL PROGRAMME REVIEW AND NEW BIDS
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

- 1.1 To recommend the proposed future five-year capital programme (2017/18 to 2021/22) for this committee.

2 BACKGROUND

- 2.1 This report will review the schemes that were approved in to the capital programme in February 2016, for the financial years 2017/18 and 2018/19. Also new bids received from Heads of Service for the period 2019/20 to 2021/22 are presented for consideration. No bids have previously been requested for this final three year period.

- 2.3 In the same manner as previous years, all Heads of Service were asked to submit new capital bids bearing in mind the limited financial resources that are available to finance the capital programme.

3 REVIEW OF THE CAPITAL PROGRAMME 2017/18 TO 2018/19

- 3.1 For Community Services Committee there were originally 21 schemes that were already approved for the 2017/18 to 2018/19 timeframe.

- 3.2 During the current financial year members were informed that a scheme approved in the 2017/18 financial year for Ribble Valley off-street car parks, which would upgrade the payment systems for all car park payment machines to be able to accept the new £1 coin and to accept chip and pin payments was to be amended.

- 3.3 The introduction of the new £1 coin had been brought forward by the Royal Mint to March 2017. Likewise, that element of the capital scheme was brought forward in to the 2016/17 financial year. As the value of that part of the scheme was estimated to be only £6,000 and therefore below the £10,000 de minimis for capital, this work was then treated as revenue expenditure funded from earmarked reserves.

- 3.4 The residual chip and pin payments part of the scheme was then to be deferred for twelve months (from August 2016) to assess whether the then recently introduced pay by phone system negated the need for this residual scheme.

- 3.5 As a result the 2017/18 to 2018/19 approved capital programme has been amended to reflect this. And the table below provides a summary. A full breakdown by scheme is provided at Annex 1.

	2017/18 £	2018/19 £	TOTAL £
Previously Approved	453,610	679,600	1,133,210
Adjustment for Car Parks Scheme	-6,000	0	-6,000
Adjusted Approved Schemes	447,610	679,600	1,127,210

4 NEW CAPITAL BIDS FOR THE PERIOD 2019/20 TO 2021/22

4.1 Heads of Service were also asked to put forward new bids (Annex 2) for the 2019/20 to 2021/22 capital programme. For this committee there have been 18 bids that have been submitted. There may be a potential for external funding towards two of the submitted bids:

- Bid 1 – Castle Keep Lime Repointing Works and Repairs: Funding of 75% of the scheme value may potentially be awarded for these works through Heritage Funding, equating to £222,240.
- Bid 13 – New Drainage and Goals to Football Pitches: there is potential for external funding, particularly if the scheme was completed as a single project rather than the 14 year scheme as submitted in the annex.

4.2 Details of the scheme bids are attached to this report at Annex 2, and a summary listing by scheme is also shown at Annex 3. The total impact by financial year of the new bids is shown below.

Community Committee Schemes	2019/20 £	2020/21 £	2021/22 £	TOTAL £
New Bids Received	2,217,990	595,020	296,200	3,109,210

4.3 Committee should therefore consider the new scheme bids. Members are also asked to put forward any amendments to the bids that they may wish to make at this stage.

4.4 It must be noted that other committees will be receiving similar reports for the new scheme bids. Bids from all committees will finally be considered alongside each other by the Budget Working Group and Policy and Finance Committee against the limited financial resources that are available to finance the capital programme.

5 APPROVED SCHEMES AND CAPITAL PROGRAMME BIDS FOR 2017/18 TO 2021/22

5.1 The table below provides a summary of the impact of currently approved capital programme schemes and also those bids that have been received for Heads of Service (subject to approval).

2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £
447,610	679,600	2,217,990	595,020	296,200

6 RISK ASSESSMENT

6.1 The approval of this report may have the following implications

- Resources – The **new bids** that have been submitted for this committee would require funding of £3,109,210 from Council resources. There is the potential for some external funding for two of the submitted bids.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

7 CONCLUSION

7.1 There are currently 21 schemes in the capital programme for the period 2017/18 to 2018/19 for this committee.

7.2 There have been 18 new capital scheme bids for the period 2019/20 to 2021/22. There is the potential for some external funding for two of the submitted bids.

8 RECOMMENDED THAT COMMITTEE

8.1 Consider the future five-year programme for 2017/18 to 2021/22 as attached and agree any amendments they wish to make.

8.2 Recommend to Policy and Finance Committee a future five-year capital programme for this committee's services.

HEAD OF FINANCIAL SERVICES
CM4-17/LO/AC

DIRECTOR OF RESOURCES

23 December 2016

For further background information please ask for Lawson Oddie.

BACKGROUND PAPERS – None

Community Services Committee
Previously Approved Capital Programme – 2017/18 to 2018/19

ANNEX 1

SCHEMES	2017/18	2018/19	TOTAL
	£	£	£
Play Area Improvements	40,000	40,000	80,000
Ribble Valley off-street car parks – upgrade of payment systems <i>(Since adjusted to £14,550 – see adjustment at bottom of the table**)</i>	20,550		20,550
Castle Museum - Refurbishment of Windows	62,560		62,560
Renewal of sections of floor to residual waste transfer station	19,500	23,500	43,000
Replacement of Twin-bodied refuse collection vehicle (VU59 JJK)	218,000		218,000
Replacement of Works Iveco Tipper with Iveco Daily Long Wheelbase high top van	23,500		23,500
Replacement mower (Kubota) PN09 SWO	15,500		15,500
Replacement mower (Scag 4x4) rvbc 016 - plus Replacement of Scag Mower (rvbc014) with equivalent spec vehicle	13,000		13,000
Replacement pick up vehicles (Ford Ranger S/C 4WD x 2) – PK07 LSY and PK07 TZG	41,000		41,000
Replacement of 1 x Open Backed Single Bodied Paper Collection Vehicles (VX55 KXD OR VU06 TKN)		49,000	49,000
Replacement of a Twin Bodied Refuse Collection Vehicle (VU60 HNX OR PO60 YEK)		222,500	222,500
Replacement of Works Iveco Tipper (PO60 AYK)		37,500	37,500
Replacement of Car Parking Van - Fiat Doblo PN09 MHY with an equivalent spec		13,000	13,000
Replacement of Garwood (12 Tonne GVW) single bodied RCV & Cage Truck with single multi-use vehicle - PN05 PWL		120,000	120,000
Rapid Charge Electric Vehicle Charging Point		31,100	31,100
Replacement mower (Haytor) PN07 MVG		36,500	36,500
Replacement mower (Kubota) PN09 SWO		16,000	16,000
Replacement Mini Tractor and Trailer (John Deere) - PN06 TSZ		12,000	12,000

Community Services Committee
Previously Approved Capital Programme – 2017/18 to 2018/19

ANNEX 1

SCHEMES	2017/18	2018/19	TOTAL
	£	£	£
Replacement Truck (Ford) c/w Tail Lift		37,500	37,500
Tour of Britain Legacy		10,000	10,000
All Weather Pitch Lighting		31,000	31,000
Total Previously approved for Community Services Committee	453,610	679,600	1,133,210
**Adjustment for Car Parks Scheme: Ribble Valley off-street car parks – upgrade of payment systems (<i>Part moved to Revenue Budget</i>)	-6,000		-6,000
	447,610	679,600	1,127,210

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 1: Castle Keep Lime Repointing Works and Repairs
Service Area: Ribble Valley Parks
Submitted by: Adrian Harper

Brief Description of the Scheme:

The Castle is owned by RVBC and is in dire need of repointing to maintain its integrity and stability. If the works are not carried out there is a threat of water ingress and even potential collapse.

An application for Heritage funding is being prepared.

- **If successful RVBC could potentially receive £222,240 in grant funding, as funding would cover 75% of scheme costs.**
- **If unsuccessful the full scheme cost of £296,320 would fall to the council.**

A further part of the proposed scheme is to replace the keep lights with colour changing LED lighting at a cost of £15,000. The total of both elements of the scheme is therefore £311,320

Revenue Implications:

There are no anticipated revenue implications

Timescale for Completion:

Tender 4 weeks, 8 weeks lead in due to 6 week application to English Heritage, contract period 3-4 months.

Any Risks to Completion:

- Unavailability of funding
- English Heritage involvement which may result in currently unforeseen requirements to the secure funding

Capital Cost:

Cost Element	2019/20 £	2020/21 £	2021/22 £
Castle Keep Repointing and Repairs	296,320	0	0
Castle Keep LED Lighting	15,000	0	0
Total Capital Cost of Scheme	311,320	0	0

Overriding Council aim/ambition that the scheme meets

To protect and enhance the existing environmental quality of our area

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 2:	Salthill Depot Garage Refurbishment
Service Area:	Salthill Depot
Submitted by:	Adrian Harper

Brief Description of the Scheme:

Depot originally built in 1999 and is now suffering from dilapidation and Health and Safety issues.

The garage roof is asbestos cement and lighting levels would benefit from a new roof. This would need to be replaced in the summer allowing lifters to be located outside for work to continue.

New LED lighting would result in better lighting with less running costs. New roller shutter doors would add security. The fitters pit is a Health and Safety concern and needs to be filled in. An alternative to the pit is the provision of 6 no. HGV lifters. The brake testing machine that we use on all RVBC vehicles has reached the end of its life and has a constant fault and needs to be replaced.

There is a need to re-wire the garage, including the fire alarm and security alarm.

Revenue Implications:

- Savings on shutter doors of £1k per year presently spent to keep them going.
- LED lighting to workshop expected to save £480 per year.
- Security lighting replacement expected to save up to £300 per month.
- Break tester end of life costing £1,500 per year to maintain

Timescale for Completion:

Tender 4 weeks, lead in 6 weeks, contract period 3 months.

Any Risks to Completion:

None given

Capital Cost:

2019/20	2020/21	2021/22
£	£	£
171,000	0	0

Overriding Council aim/ambition that the scheme meets

To be a well-managed council

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 3:	Replacement of Clitheroe CCTV System
Service Area:	Crime Prevention
Submitted by:	Adrian Harper

Brief Description of the Scheme:

The CCTV system provides a sense of security to the people of Ribble Valley covering Clitheroe, Whalley and Longridge town centres. It was installed in 2002 and comprises 23 cameras, switchgear and monitoring equipment. The cameras are analogue and are no longer maintainable.

The proposal is to replace all analogue cameras and the switchgear.

Revenue Implications:

Some of the cameras are starting to fail/experience problems and due to the obsolete nature of many of the cameras, the Council now has to fully replace them rather than undertake repairs.

Timescale for Completion:

Tender 6 weeks, lead in time 6 weeks, contract 2 months

Any Risks to Completion:

Equipment being made available

Capital Cost:

2019/20 £	2020/21 £	2021/22 £
60,000	0	0

Overriding Council aim/ambition that the scheme meets

To help make people's lives safer and healthier

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 4:	Replacement of Refuse Collection Vehicle VN12 KYK
Service Area:	Refuse Collection
Submitted by:	Adrian Harper

Brief Description of the Scheme:

Following 31 March 2018 there may be a need for a different vehicle, based on the end of cost sharing, but if all continues as now then a like for like replacement would be needed.

Revenue Implications:

Annual maintenance savings of £2,000

Timescale for Completion:

1 month tender - delivery period not known

Any Risks to Completion:

No risk to completion but risk to what might be needed post 2018

Capital Cost:

2019/20 £	2020/21 £	2021/22 £
0	232,000	0

Overriding Council aim/ambition that the scheme meets

To protect and enhance the existing environmental quality of our area

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 5:	Replacement of Refuse Collection Vehicle VU62 HXK
Service Area:	Refuse Collection
Submitted by:	Adrian Harper

Brief Description of the Scheme:

Following 31 March 2018 there may be a need for a different vehicle, based on the end of cost sharing, but if all continues as now then a like for like replacement would be needed.

Revenue Implications:

Annual maintenance savings of £2,000

Timescale for Completion:

1 month tender - delivery period not known

Any Risks to Completion:

No risk to completion but risk to what might be needed post 2018

Capital Cost:

2019/20 £	2020/21 £	2021/22 £
0	232,000	0

Overriding Council aim/ambition that the scheme meets

To protect and enhance the existing environmental quality of our area

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 6:	Replacement of Refuse Collection Vehicle PK63 JZO
Service Area:	Refuse Collection
Submitted by:	Adrian Harper

Brief Description of the Scheme:

Following 31 March 2018 there may be a need for a different vehicle, based on the end of cost sharing, but if all continues as now then a like for like replacement would be needed.

Revenue Implications:

Annual maintenance savings of £2,000

Timescale for Completion:

1 month tender - delivery period not known

Any Risks to Completion:

No risk to completion but risk to what might be needed post 2018

Capital Cost:

2019/20 £	2020/21 £	2021/22 £
0	0	237,000

Overriding Council aim/ambition that the scheme meets

To protect and enhance the existing environmental quality of our area

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 7:	Replacement of Refuse Collection Vehicle PO60 YEK
Service Area:	Refuse Collection
Submitted by:	Adrian Harper

Brief Description of the Scheme:

Following 31 March 2018 there may be a need for a different vehicle, based on the end of cost sharing, but if all continues as now then a like for like replacement would be needed.

Revenue Implications:

Annual maintenance savings of £2,000

Timescale for Completion:

1 month tender - delivery period not known

Any Risks to Completion:

No risk to completion but risk to what might be needed post 2018

Capital Cost:

2019/20	2020/21	2021/22
£	£	£
227,000	0	0

Overriding Council aim/ambition that the scheme meets

To protect and enhance the existing environmental quality of our area

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 8:	Replacement of Paper Collection Vehicle VU06 TKN
Service Area:	Refuse Collection
Submitted by:	Adrian Harper

Brief Description of the Scheme:

Following 31 March 2018 there may be a need for a different vehicle, based on the end of cost sharing, but if all continues as now then a like for like replacement would be needed.

Revenue Implications:

Annual maintenance savings of £300

Timescale for Completion:

1 month tender - delivery period not known

Any Risks to Completion:

A risk for completion would be the availability of second hand paper wagons at the time of the procurement. This would also affect the price. Also a risk as to whether the vehicle would be needed post 2018.

Capital Cost:

2019/20 £	2020/21 £	2021/22 £
50,000	0	0

Overriding Council aim/ambition that the scheme meets

To protect and enhance the existing environmental quality of our area

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 9:	Replacement of JCB Gravemaster Digger
Service Area:	Works Administration
Submitted by:	Adrian Harper

Brief Description of the Scheme:

It is proposed to replace the JCB Gravemaster with a JCB 8035 ZTS to deal with more difficult ground conditions at the cemetery.

Revenue Implications:

Annual maintenance savings of £300

Timescale for Completion:

1 month tender - delivery period not known

Any Risks to Completion:

Availability of new plant

Capital Cost:

2019/20 £	2020/21 £	2021/22 £
0	32,000	0

Overriding Council aim/ambition that the scheme meets

To be a well-managed council

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 10:	Replacement of Pickup Ford Ranger PK60 HKN
Service Area:	Works Administration
Submitted by:	Adrian Harper

Brief Description of the Scheme:

This scheme would look to replace the current Pickup Ford Ranger with a like for like vehicle, subject to the review of alternative vehicle makes

Revenue Implications:

Annual maintenance savings of £350

Timescale for Completion:

1 month tender - delivery period not known

Any Risks to Completion:

Other departments are currently looking to change this type of 4x4 to other alternative vehicle makes due to problems with the old Rangers. This will be finalised for the purchase of replacements in 2017/18. Without any further investigations on the alternative the cost of a Pickup Ford Ranger has been allowed for.

Capital Cost:

2019/20 £	2020/21 £	2021/22 £
0	20,120	0

Overriding Council aim/ambition that the scheme meets

To be a well-managed council

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 11:	Installation of a second parking deck on Chester Avenue Car Park
Service Area:	Car Parking
Submitted by:	Adrian Harper

Brief Description of the Scheme:

A proposal has been considered for the installation of a second car parking deck on to the current Chester Avenue car park. This scheme has the potential of adding a further 100 car parking spaces.

Revenue Implications:

An increased surface area and associated signage/pay & display machines would increase maintenance costs in the long term.

Timescale for Completion:

Following manufacture (lead in time 16 weeks maximum), installation of the car park deck is estimated to take 1 week. Associated works will take approximately 1 month.

Any Risks to Completion:

The proposed works would be subject to obtaining planning permission and possible consultation.

Capital Cost:

2019/20	2020/21	2021/22
£	£	£
1,230,000	0	0

Overriding Council aim/ambition that the scheme meets

To protect and enhance the existing environmental quality of our area

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 12:	Synthetic Pitch Rejuvenation and Installation of Ball-Stop Fencing at Roefield
Service Area:	Culture and Leisure
Submitted by:	Mark Beveridge

Brief Description of the Scheme:

The rejuvenation of the playing surface on the 3 outdoor tennis courts to avoid surface flooding and build-up of silt/sludge material which causes the surface to be slippery and dangerous to players.

There is a potentially serious Health and Safety consequence if the scheme is not undertaken. If the pitch surface is used whilst slippery and is suspected of contributing to serious injury then there is a risk of the council being held accountable if a claim is made for compensation. If the facility is taken out of use on a regular basis due to being assessed as unsafe then the income generation will be reduced. The estimated cost of this work is £8,300.

A further element of this scheme is the installation of additional strengthened ball-stop fencing around the perimeter of the area. This will improve the playing experience by providing a rebound barrier for small-sided football bookings and extending the expected life expectancy of the fencing. The estimated cost of this work is £11,670

Revenue Implications:

Rejuvenation of playing surface - There is no revenue implication estimated during installation because the work would be carried out in the summer months between football seasons, when the pitches are not in use.

Installation of fencing - There is likely to be some implication on the revenue account during installation, depending upon the length of time necessary to do the work and how long the pitches will be unable to be used. This will require further investigation, at this stage it is anticipated the work would take 1-2 weeks and be scheduled for the quieter summer months to mitigate the revenue impact. There is potential for less fencing repairs revenue spend than currently undertaken, once work is complete, but this is difficult to estimate.

Timescale for Completion:

Estimated completion time is 5 days each for both the rejuvenation process and the fencing. Making a total of 10 days in total as the work cannot occur at the same time.

Any Risks to Completion:

The only risk would be that the existing surface deteriorates to the point where rejuvenation is no longer viable. At which point a full replacement would be required which is significantly more expensive. The rejuvenation process will extend the life of the surface, but it will require replacement in time.

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

Capital Cost:

Cost Element	2019/20 £	2020/21 £	2021/22 £
Rejuvenation of playing surface	8,300		
Installation of additional strengthened ball-stop fencing	11,670		
Total Capital Cost of Scheme	19,970	0	0

Overriding Council aim/ambition that the scheme meets

To help make people's lives safer and healthier

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 13:	New Drainage and Goals to Football Pitches
Service Area:	Culture and Leisure
Submitted by:	Mark Beveridge

Brief Description of the Scheme:

The Council provides a total of 14 grass pitches for football, in Clitheroe and Longridge. The current budget for these pitches only allows for cutting, line painting and minor remedial work to goal mouth areas annually. The state of the pitches has over time deteriorated significantly. All are unplayable for parts of the year due to water logging; also the goal posts are in a poor state of repair. This has led to teams trying to find alternative provision where possible or the Council having to limit pitch use to try and balance the condition of the pitches with the amount of games played.

This proposal would, over a 14 year period, enable the pitches to be revived with new drainage and goals. Giving all ages from junior through senior, both male and female the chance to play football on a surface which is acceptable and encourages participation.

The provision of suitable surfaces for the playing of football is part of the Government agenda to promote healthier lifestyles. The state of the goals provides concern because of the instances around the country where failure of the posts has caused injury to members of the public. **Potential funding has not been applied for because it requires match funding from the council when applying, which currently is not approved and is the object of this capital bid being submitted to committee.**

Without work to the pitches over the coming years income from the pitches will erode as teams will be unwilling to pay the pitch fees for use with deteriorating surface conditions.

Revenue Implications:

There is no revenue implication associated with the work being carried out because it would be done in the summer months in between football seasons and no pitch hire income is received.

There is potential for a bid to be made to funding bodies, however at this stage nothing has been made as they will require proof of match funding

Timescale for Completion:

The time for each pitch would be 8 weeks depending upon weather

Any Risks to Completion:

The issue with field drains is that until a contractor is engaged to carry out trial pits and expose the system it is unknown how contaminated they are. Therefore the amount allowed per pitch may not be sufficient of itself to rectify the underlying drainage issue.

The set up cost per year make the process expensive per pitch compared to doing the areas completely, e.g. Edisford, Roefield then Mardale and finally Kestor Lane.

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

Trying to obtain an idea of the cost for doing the work as a whole have proved difficult, because the state of the land drain underneath the pitches is not known. However a figure of £100,000 for all of the areas the Council is responsible for is indicative of other areas from contacts in the industry. It would be preferable to do at least the primary areas as one rather than the individual pitches.

A more accurate figure could be obtained by employing a drainage specialist to provide a report on the most cost effective method for drainage, which include trial pits assess the state of the land drains.

Capital Cost:

2019/20 £	2020/21 £	2021/22 £
13,700	13,900	14,200

Overriding Council aim/ambition that the scheme meets

To help make people's lives safer and healthier

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 14: Replacement Gang Mower (rvbc 009)

Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

Brief Description of the Scheme:

This is the main grass cutting mower for the large open spaces across the Borough. It is intensively used through the growing period and there is no cost effective alternative for dealing with these large spaces. Small ride on machines used for more compact areas of grass on estates would not be suitable for spaces such as Edisford. This item is towed behind the large tractor and transported across the Borough.

Revenue Implications:

None

Timescale for Completion:

This is standard item and delivery from order is expected within 8 weeks.

Any Risks to Completion:

This is a standard item of plant available from suppliers, providing the budget is agreed then the order will be placed and delivery is around 8 weeks, this can vary depending upon the time of the year.

Capital Cost:

2019/20 £	2020/21 £	2021/22 £
29,000	0	0

Overriding Council aim/ambition that the scheme meets

To protect and enhance the existing environmental quality of our area

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 15: Replacement Hook Lift for PN07 VWG

Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

Brief Description of the Scheme:

This item is used for the removal of spoil from the cemetery and the movement of equipment to complete work on land around the Borough. Without this vehicle, the spoil will need to be removed via another vehicle and the transport of equipment would still require the introduction of a vehicle which currently is not on the capital programme.

This machine was purchased in 2007; therefore there will be ongoing revenue implications as it gets older. It has already been subject to some repairs and on the current programme, assuming it is reinstated it will be 12 years old by that time. If not purchased, the alternative method of removing spoil and moving plant will require the lease or purchase of a transit and trailer plus a refuse vehicle will need to visit the cemetery weekly to remove the other waste, currently disposed of using this vehicle. This would add additional costs to the revenue budget.

Revenue Implications:

None

Timescale for Completion:

It is expected that order completion would be between 4 and 5 months.

Any Risks to Completion:

The primary risk is that this is custom vehicle based on a standard chassis. Therefore the number of companies able to supply it are limited and the timescale may change once an order is placed, as has happened previously, because of the nature of the work involved to produce the vehicle.

Capital Cost:

2019/20	2020/21	2021/22
£	£	£
39,000	0	0

Overriding Council aim/ambition that the scheme meets

To protect and enhance the existing environmental quality of our area

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 16:	Replacement Mini Tractor with Bucket for PN05 BYS
Service Area:	Grounds Maintenance
Submitted by:	Mark Beveridge

Brief Description of the Scheme:

This is used for cemetery work and general work across the Borough, such as soft landscaping work in the Castle and other open spaces.

This machine removes the expense of employing contractors to provide this type of equipment on a hire basis. Such an approach would not be a cost effective approach to carrying out the work. Nearer the time of purchase options could be explored for nearly new machines which suppliers might have, however enquiries at the current time would not provide a reflection of the market state in several years' time.

Revenue Implications:

None

Timescale for Completion:

This is standard item and delivery from order is expected within 8 weeks.

Any Risks to Completion:

This is a standard item of plant available from suppliers, providing the budget is agreed then the order will be placed and delivery is around 8 weeks, this can vary depending upon the time of the year.

Capital Cost:

2019/20	2020/21	2021/22
£	£	£
22,000	0	0

Overriding Council aim/ambition that the scheme meets

To protect and enhance the existing environmental quality of our area

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 17:	Replacement High Top Transit Van for PJ63 WUC
Service Area:	Grounds Maintenance
Submitted by:	Mark Beveridge

Brief Description of the Scheme:

This van is used for a range of general duties across the Borough, including dealing with moving equipment as part of the day to day operations carried out by the Grounds Maintenance team and some fly tips for the street cleansing team. It was purchased in 2013.

An alternative to outright purchase would be to lease, however there would then be a revenue implication on the Grounds Maintenance budget, because lease costs have not been factored in. Without the van it would not be possible to carry out all the work that the Grounds Maintenance team are required to do in an efficient and effective way. Revenue costs would increase because the operatives would have to make duplicate journeys to carry out the same work.

Revenue Implications:

None

Timescale for Completion:

Standard delivery for vehicle based on previous purchases. The norm is get the interior of the load area panelled to assist future resale and prevent damage to the inside of the van. This will add round a week to normal delivery depending upon the work load of the company used to fit out the van.

Any Risks to Completion:

This is a standard vehicle with flashing beacon for safety, available from suppliers, providing the budget is agreed then the order will be placed and delivery would be expected in around 6 weeks.

There are no identified risks to purchase; it is unlikely that any hybrid technology would be available at the time of purchase, so the vehicle will be a standard diesel.

Capital Cost:

2019/20	2020/21	2021/22
£	£	£
0	20,000	0

Overriding Council aim/ambition that the scheme meets

To protect and enhance the existing environmental quality of our area

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

BID 18:	Play Area Improvements
Service Area:	Grounds Maintenance
Submitted by:	Mark Beveridge

Brief Description of the Scheme:

The play areas are an integral part of community life for the residents which they serve. They provide a safe environment for parents and guardians to take children to and allow them to develop social skills as well as their co-ordination and be active.

Play is a fundamental building block of this and most national governments, Play England states:

Children have the right to play

Every child needs time and space to play

Adults should be able to play freely in their local areas.

The loss of this sum annually would lead inevitably to a reduction in play areas across the Borough and reduce the quality of life for families as a result.

The sum has been increased by £5k over previous years to allow for inflation on the cost of equipment and to try and address the ageing stock of equipment in the play areas.

There has been limited success in getting developer contributions for existing play areas, to help develop them.

There are 18 play areas managed by the Council, the allocation per site is small on the basis of simple division. It is unknown when vandalism will result in damage and the unseen costs of this impact on the sum available for general development. The play areas are well used, any injury arising from their use can result in potential insurance claims. The Council inspects on a monthly basis and the insurers annually. The Council as owner and operator has a Duty of Care to ensure the play areas are safe and replace, repair or remove worn out or broken equipment.

It is important that any new housing developments where play areas have been built are not transferred to the Council as we do not have the resources available to maintain the existing portfolio to the standard expected by the public, without increasing the stock.

Revenue Implications:

None

Timescale for Completion:

All repair work is carried out in a timely fashion to avoid creating risks for young children using the play areas. When development work is being carried out to improve an area, the public would normally be kept from using it all or part until the work is completed.

Community Services Committee
New Capital Bids Received – 2019/20 to 2021/22

Any Risks to Completion:

Other than wet pour, the majority of work involving repairs and installation is carried out by Council staff which enables the process to be managed within the timescales which are set for the work. The scheduling of the work unless an urgent repair of broken or vandalised equipment is carried out to minimise disruption to the local users

Capital Cost:

2019/20	2020/21	2021/22
£	£	£
45,000	45,000	45,000

Overriding Council aim/ambition that the scheme meets

To protect and enhance the existing environmental quality of our area

Community Services Committee

Summary Listing of New Capital Bids Received – 2019/20 to 2021/22

SCHEMES	2019/20	2020/21	2021/22	TOTAL
	£	£	£	£
BID 1: Castle Keep Lime Repointing Works and Repairs	311,320	0	0	311,320
BID2: Salthill Depot Garage Refurbishment	171,000	0	0	171,000
BID 3: Replacement of Clitheroe CCTV System	60,000	0	0	60,000
BID 4: Replacement of Refuse Collection Vehicle VN12 KYK	0	232,000	0	232,000
BID 5: Replacement of Refuse Collection Vehicle VU62 HXK	0	232,000	0	232,000
BID 6: Replacement of Refuse Collection Vehicle PK63 JZO	0	0	237,000	237,000
BID 7: Replacement of Refuse Collection Vehicle PO60 YEK	227,000	0	0	227,000
BID 8: Replacement of Paper Collection Vehicle VU06 TKN	50,000	0	0	50,000
BID 9: Replacement of JCB Gravemaster Digger	0	32,000	0	32,000
BID 10: Replacement of Pickup Ford Ranger PK60 HKN	0	20,120	0	20,120
BID 11: Installation of a Second Parking Deck on Chester Avenue Car Park	1,230,000	0	0	1,230,000
BID12: Synthetic Pitch Rejuvenation and Installation of Ball-Stop Fencing at Roefield	19,970	0	0	19,970
BID13: New Drainage and Goals to Football Pitches	13,700	13,900	14,200	41,800
BID14: Replacement Gang Mower (rvbc 009)	29,000	0	0	29,000
BID15: Replacement Hook Lift for PN07 VWG	39,000	0	0	39,000
BID16: Replacement Mini Tractor with Bucket for PN05 BYS	22,000	0	0	22,000
BID17: Replacement High Top Transit Van for PJ63 WUC	0	20,000	0	20,000

Community Services Committee**Summary Listing of New Capital Bids Received – 2019/20 to 2021/22**

SCHEMES	2019/20	2020/21	2021/22	TOTAL
	£	£	£	£
BID 18: Play Area Improvements	45,000	45,000	45,000	135,000
Total of New Bids for Community Services Committee	2,217,990	595,020	296,200	3,109,210

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item no 11

meeting date: 10 JANUARY 2017
title: REVISED REVENUE BUDGET 2016/17
submitted by: DIRECTOR OF RESOURCES
principal author: AMY JOHNSON

1 PURPOSE

- 1.1 To agree a revised revenue budget for 2016/17 for this committee.

2 BACKGROUND

- 2.1 The original estimate for this current financial year was set in March 2016.
- 2.2 As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.
- 2.3 At this time of year we revise the estimates for the current financial year in order to predict the likely outturn. In essence the Revised Estimate is the council's latest forecast for the outturn on the current financial year's budget. This also assists us in preparing the original estimate for the coming financial year.

3 REVISING THE ORIGINAL ESTIMATE

- 3.1 Since the budget was originally set we now have the benefit of information from the outturn position for 2015/16 and the variances that were experienced in that financial year. Furthermore, as we have been monitoring our budgets during the year we can also use this information to inform the revised budget process.
- 3.2 The 2016/17 budget included provision for pay and price increases of 1.5%. Overall general inflation for the year has been slightly less than this and the overall pay award was settled at 1% although some lower pay scales were increased by a higher amount.
- 3.3 Whilst our committee income and expenditure may increase or decrease at the revised estimate items such as our budgeted core government funding and our council tax precept remain fixed. As a result, any compensating movement is within our earmarked reserves and general fund balances.
- 3.4 In addition to the use of data on past performance there have been detailed discussions with budget holders and heads of service on past service provision and future plans, playing an integral part in the budget setting process.
- 3.5 Furthermore, decisions and actions required as a result of committee meetings are incorporated in to the budget setting process, whilst financial implications would likely have already been identified as part of any committee decision.

3.6 As part of the setting of the revised estimate, this report is now presented to committee to seek comment and approval. Once approved by this committee, the revised estimate will be reported to Special Policy and Finance Committee.

3.7 The proposed revised estimate for this committee is now presented in the following section, with details of the movements that effect this revision being detailed at Annex 1. There are also details of the current actual position as at the end of December against the profiled Original Estimate and alongside the proposed Revised Estimate at Annex 2.

4 PROPOSED REVISED REVENUE BUDGET 2016/17

4.1 The revised budget is £120,990 lower than the original estimate. This is reduced to £79,450 after movements on earmarked reserves. A comparison between the original and revised budgets for each cost centre is shown below.

Cost Centre and Description	Original Estimate 2016/17	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2016/17
ARTDV: Art Development	32,670	-590		-270		31,810
BUSSH: Bus Shelters	23,220	-3,000		-2,430		17,790
CARVN: Caravan Site	-8,010					-8,010
CCTEL: Closed Circuit Television	116,160	-2,500		1,730		115,390
COMMD: Community Services Department	0	1,090		-1,090		0
CPADM: Car Parks	-112,260	4,250	-13,330	160		-121,180
CPVEH: Car Parks Vehicles	0	450	-450			0
CRIME: Crime and Disorder	65,800	3,700	-10,000	-16,400		43,100
CULTG: Culture Grants	6,430	-2,300		440		4,570
CULVT: Culverts & Water Courses	17,150			-110		17,040
DRAIN: Private Drains	1,330			20		1,350
EALLW: Edisford All Weather Pitch	21,950	-2,800	-6,050	2,220	1,720	17,040
EDPIC: Edisford Picnic Area	-8,880	-1,380	-160	10		-10,410

Cost Centre and Description	Original Estimate 2016/17	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2016/17
EVEHA: Works Administration Vehicles	0	-4,470	2,710			-1,760
EXREF: Exercise Referral Scheme	68,000	3,690	-31,900	-13,640		26,150
GMVEH: Grounds Maintenance Vehicles	0	160	-2,460		-80	-2,380
GRSRC: Grants & Subscriptions - Community	2,680			50		2,730
HWREP: Highway Repairs	29,970	-1,100		-3,540		25,330
LDEPO: Longridge Depot	0	-1,760	4,770	-3,010		0
LITTR: Litter Bins	20,000			3,400		23,400
MCAFE: Museum Cafe	19,190	-30	-910	810	1,710	20,770
MUSEM: Castle Museum	247,280	5,620	12,410	-1,350	5,570	269,530
PAPER: Waste Paper and Card Collection	125,600	-26,200	17,150	-1,200		115,350
PCADM: Public Conveniences	183,350	-20,410	6,550	2,560	3,240	175,290
PKADM: Grounds Maintenance	0	-5,490	12,920	-820	-6,610	0
PLANT: Plant	0	-120	-110		0	-230
PLATG: Platform Gallery and Visitor Information	129,510	240	7,960	1,060	70	138,840
RCOLL: Refuse Collection	1,126,670	-21,130	-18,620	-11,300		1,075,620
RCVEH: Refuse Collection Vehicles	0	-13,930	18,220		-290	4,000
RECU: Recreation Grants	36,870	-8,170		-490		28,210
RIVBK: Riverbank Protection	2,490					2,490
ROEBN: Roefield Barn	-250			-120		-370
RPOOL: Ribblesdale Pool	312,730	-52,180	70,410	-2,530	3,270	331,700

Cost Centre and Description	Original Estimate 2016/17	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2016/17
RVPRK: Ribble Valley Parks	464,020	1,990	-10,330	11,980	3,830	471,490
SDEPO: Salthill Depot	0	1,070	-4,020	2,560	390	0
SEATS: Roadside Seats	5,050			20		5,070
SIGNS: Street Nameplates & Signs	47,560	3,550		-5,320		45,790
SPODV: Sports Development	85,470	-2,480		-1,740		81,250
SPOGR: Sports Grants	8,360	-2,150		-850		5,360
STCLE: Street Cleansing	333,620	-4,330	-230	-2,960		326,100
TFRST: Waste Transfer Station	86,460	-13,170		-810	9,370	81,850
TRREF: Trade Refuse	-68,440	50,970	-48,050	-3,450		-68,970
TURSM: Tourism and Events	97,730	4,370	-4,010	10,110		108,200
TWOWR: Two Way Radio	0	5,490		-5,490		0
UPACT: Up and Active	0	54,040	-97,360	43,320		0
VEHCL: Vehicle Workshop	0	2,820	-15,590	12,770		0
WKSAD: Works Administration	0	-8,590	7,320	1,270		0
XMASL: Xmas Lights & RV in Bloom	4,100			-810		3,290
Grand Total	3,523,580	-54,780	-103,160	14,760	22,190	3,402,590

5 EARMARKED RESERVES

5.1 Reserves are important to local authorities as, unlike central government, we cannot borrow money over the medium-term, other than for investment in assets, and we are required to balance our budgets on an annual basis.

5.2 Reserves can be held for three main purposes:

- a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing;
- a contingency to cushion the impact of unexpected events or emergencies. This also forms part of general reserves;
- a means of building up funds, this is done through our earmarked reserves to meet known or predicted requirements; our earmarked reserves are accounted for separately but remain legally part of the General Fund.

5.3 The table below provides a summary of the proposed Revised Estimate for 2016/17 together with the budgeted impact on the relevant earmarked reserves. Also detailed is a summary of the reasons for the movements on the earmarked reserves

	Original Estimate 2016/17	Proposed Revised Estimate 2016/17	Reason for Movement on Earmarked Reserve
Committee Net Cost of Services	3,523,580	3,402,590	
CPBAL/H330 Capital Reserve		5,490	<p>The capital reserve is a reserve where resources are set aside to fund future capital programme spend. Income from the sale of assets of a value less than £10,000 is credited to the revenue account, and then transferred to this earmarked reserve.</p> <p>In the current financial year there is income from the sale of a toilet van (£1,760), David Brown tractor (£2,380) and Forklift truck (£1,350) following replacement through the 2016/17 capital programme.</p>
COBAL/H285 Vehicle & Plant Repairs & Renewals Fund		46,000	<p>This reserve is very similar to the Capital Reserve but specifically to fund vehicles in the capital programme.</p> <p>It has previously been agreed that any increases in income from Trade Refuse charges would be set aside in this reserve to fund a replacement trade refuse vehicle</p>

	Original Estimate 2016/17	Proposed Revised Estimate 2016/17	Reason for Movement on Earmarked Reserve
COBAL/H357 New Homes Bonus		-6,000	<p>The New Homes Bonus Reserve is where in-year New Homes Bonus funding is set aside where the full value received is not required in year to fund the revenue budget. Generally this balance is used to fund the capital programme but there are occasional approvals to fund items in the revenue budget.</p> <p>In 2016/17 there was an approval to use this earmarked reserve to fund the purchase of a coin sorter and for the upgrade of car park payment machines to accommodate the new £1 coin, which had previously been part of a larger capital programme scheme.</p>
COBAL/H329 Community Safety	-13,320	-4,540	<p>The Community Safety Partnership Reserve is made up of monies set aside from underspends in previous years promotional activities. To be used to fund future years promotional activities.</p> <p>In 2016/17 a grant has been received from the Police and Crime commissioner which was not expected when the original estimate was produced. This grant will offset some of the expenditure incurred by the partnership, reducing the amount to be used from earmarked reserves.</p>
COBAL/H337 Equipment		-14,480	<p>The Equipment Reserve is made up on monies set aside in previous financial years to fund specific purchases of equipment.</p> <p>In 2015/16 monies were set aside for the purchase of a CCTV system for a new refuse vehicle (£4,000), new CCTV for Longridge (£2,480) and a hot powerwash for the refuse collection service (£8,000). These purchases have been made in the current financial year and monies set aside in the previous financial year released from the earmarked reserve to fund these purchases.</p>

	Original Estimate 2016/17	Proposed Revised Estimate 2016/17	Reason for Movement on Earmarked Reserve
COBAL/H328 Repairs & Maintenance		-8,570	<p>The Repairs & Maintenance Reserve is made up on monies set aside in previous financial years to fund specific repairs and maintenance projects.</p> <p>Monies were set aside in 2015/16 (£8,570) to fund repairs to the walkway at Clitheroe Castle. These repairs have been carried out in the current financial year and the monies released from the reserve to offset the expenditure incurred.</p>
COBAL/H222 Grant Funded Sports Development		-910	<p>The Grant Funded Sport Development Reserve is where resources are set aside to fund future sports development activities.</p> <p>Monies were set aside in 2015/16 for the Working with Families Scheme. Some expenditure has been incurred in the current financial year and the monies released to offset this expenditure. The balance of monies previously set aside will remain in the reserve to fund future expenditure.</p>
COBAL/H210 Recreation, Culture & Sports Grants		13,490	<p>Budgets are allocated for grants relating to Recreation and Culture, Arts Development, Arts Excellence and Sporting Excellence. Where the value of grants awarded is less than the budget allocation the balance is transferred to this reserve and used to fund any future grant allocations which exceed the budget.</p> <p>Grant allocations for the above mentions grants were less than the allocated budget and the monies transferred to reserve as follows: Arts Development £870, Arts Excellence £2,300, Recreation & Culture £8,170 and Sporting Excellence £2,150.</p>

	Original Estimate 2016/17	Proposed Revised Estimate 2016/17	Reason for Movement on Earmarked Reserve
COBAL/H282 Exercise Referral		-2,260	The Exercise Referral Reserve is where resources are set aside to fund future exercise referral initiatives. Grant monies were received in 2015/16 for Active East and Best Foot Forward schemes for which all the grant monies were not spent. The balance was therefore transferred to the reserve to fund expenditure in future years. In 2016/17 expenditure has been incurred on the Best Foot Forward Scheme and monies released to fund this expenditure.
Committee Net Cost of Services after Movements on Earmarked Reserves	3,510,260	3,430,810	

6 KEY MOVEMENTS FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE

6.1 Within the proposed Revised Estimate there are a number of substantial movements, and these are summarised in the table below. A more detailed analysis of the movements is provided at Annex 1.

Description	Variance Original Estimate 2016/17 to DRAFT Revised Estimate 2016/17
PCADM: Public Conveniences Reduced oncosted recharges for cleaning of the toilets based upon the contracted hours to be worked.	-13,200
RCOLL: Drivers and Loaders Wages There have been a number of staff movements between loader and driver roles and also between the main refuse collection service and the paper collection service. The net impact of these movements on this service for the revised estimate is the loader budgets increasing by £8,890 and the driver budget on this service reducing by £33,550	-24,660
RCOLL: Refuse Collection Increased recharge to the trade waste collections cost centre, due to the increased tonnage levels being collected, as the number of contracts increase.	-16,100
TRREF: Trade Refuse Increased estimated tipping charges based upon the increased tonnages collected from trade waste customers. This is due to a growth in the customer base.	34,870
TRREF: Trade Refuse Additional income generated from trade customers due to a growth in the customer base.	-54,920

Description	Variance Original Estimate 2016/17 to DRAFT Revised Estimate 2016/17
VARIOUS: Diesel Reduced estimated expenditure on diesel based upon current market prices and estimated mileage.	-27,470
VARIOUS: Car Parks Increased estimated income due to an increase in usage.	-10,250
RPOOL: Ribblesdale Pool Reduced employees costs for Pool Attendants due to vacancies in the position of Pool Attendant and Modern Apprentice.	-25,090
RPOOL: Ribblesdale Pool Reduced estimated expenditure from swimming lessons and contract swims due to the closure of the pool for refurbishment.	32,230
RPOOL: Ribblesdale Pool Reduced estimated expenditure from general admissions (adults & juniors) due to the closure of the pool for refurbishment.	24,530

7 CONCLUSION

7.1 The difference between the revised and original estimate is a decrease in net expenditure of £79,450 after allowing for transfers to and from earmarked reserves.

8 RISK ASSESSMENT

8.1 The approval of this report may have the following implications

- Resources: approval of the revised estimate would see a decrease in net expenditure of £120,990 or £79,450 after allowing for movements on earmarked reserves.
- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

9 RECOMMENDED THAT COMMITTEE

9.1 Agree the revenue revised estimate for 2016/17.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM2-17/AJ/AC

22 December 2016

For further background information please ask for Amy Johnson

BACKGROUND PAPERS - None

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
<i>BUSSH: Bus Shelters</i>					
Reduction in purchase of equipment budget due to bus shelters being repaired rather than replacements purchased.	-3,000				
Lower support service recharge from Community Services due to a reassessment of time allocations within that service area.				-2,430	
Total Bus Shelters					-5,430
<i>CCTEL: Closed Circuit Television</i>					
Lower recharge from the market for use of the market office building due to lower than estimated spend on metered water due to a fault with the meter.	-2,650				
Increased support services recharge, especially from Community Services following a reassessment of time allocations within that service area.			1,730		
Total Closed Circuit Television					-920
<i>COMMD: Community Services Department</i>					
Increased salary and national insurance costs based upon the estimated 4% staff turnover as budgeted for in the original estimate not fully materialising on this service to date	14,310				
Reduced estimated expenditure on recruitment advertising based upon expenditure to date.	-2,710				

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Reduced estimated expenditure on tuition fees based upon current training plans.	-1,810				
Budget for mileage claims has been reduced based upon claims to date and previous year's trends of reducing claims.	-2,570				
Reduced estimated expenditure on postages based upon expenditure to date.	-2,840				
Reduced support services recharges, mainly from Council Offices, IT Services, Revenue Services and Contact Centre due to a reassessment of time allocations.			-18,490		
Reduced level of recharges to other service areas due to a reduction in expenditure within this service area.			17,400		
Total Community Services Department					3,290
VARIOUS: Car Parks					
Expenditure on the purchase of a new coin sorter and adjustments to car parking machines to accommodate the new £1 coin. To be funded from an earmarked reserve.	6,190				
Increased estimated income due to an increase in usage.		-10,250			
Increased estimated income from car park fines based upon income received to date.		-2,290			
Total Car Parks					-6,350

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
<i>CRIME: Crime and Disorder</i>					
Increased expenditure on the purchase of a CCTV camera at Longridge – to be funded from an earmarked reserve.	2,480				
Reduced support services charges, mainly from Chief Executives Department and Organisation and Member Development Services due to a reassessment of time allocations within those service areas.			-16,400		
Grant to be received from the Police and Crime Commissioner which was not confirmed when the original estimate was prepared.		-10,000			
Total Crime and Disorder					-23,920
<i>CULTG: Culture Grants</i>					
Grants approved lower than budgeted. Underspends to be transferred to an earmarked reserve to fund future years grants.	-2,300				
Total Culture Grants					-2,300
<i>EALLW: Edisford All Weather Pitch</i>					
Reduced recharge from Grounds Maintenance based upon estimated time spent maintaining the all weather pitch area.	-2,340				
Increased support service recharges, mainly from Community Services due to a reassessment of time allocations within those service areas.			2,220		

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Increased depreciation charge due to a revaluation of assets.				1,720	
Estimated additional income to be generated through additional usage of the pitches.		-6,050			
Total Edisford All Weather Pitch					-4,450
EXREF: Exercise Referral					
Expenditure on Best Foot Forward and Active East schemes. Funded from previous years grant monies transferred to a reserve.	2,260				
Reduction in support services, mainly Community Services and Organisation and Member Development Services due to a reassessment of time allocations within those service areas.			-13,640		
Recharge to the Up and Active service for time on the service spent by Exercise Referral staff.		-28,950			
Total Exercise Referral					-40,330
HWREP: Highway Repairs					
Removal of the purchase of equipment budget due to no purchases made within this service area.	-1,100				
Reduction in support services, mainly Community Services due to a reassessment of time allocations.			-3,540		
Total Highway Repairs					-4,640

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
<i>LDEPO: Longridge Depot</i>					
Reduced estimated expenditure on building repairs and maintenance based upon an assessment of repair demands.	-1,000				
Reduction in support service recharges, mainly from Organisation and Member Development following a reassessment of time allocations.			-3,010		
Lower recharges to other service areas following a reduction in expenditure within this service area.		4,770			
Total Longridge Depot					760
<i>LITTR: Litter Bins</i>					
Increased recharge from Community services due to a reassessment of time allocations within that service area.			3,400		
Total Litter Bins					3,400
<i>MCAFE: Museum Cafe</i>					
Increased depreciation charge due to a revaluation of assets.				1,710	
Total Museum Cafe					1,710
<i>MUSEM: Clitheroe Castle Museum</i>					
Increased repairs and maintenance budget due to a reassessment of repair demands across the Councils buildings.	4,280				
Budget introduced for repairs to the Castle Walkway, to be funded from monies in an earmarked reserve.	6,780				

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Reduction in estimated curatorial charges payable to Lancashire County Council based upon previous years spend.	-3,230				
Reduced estimated income from admissions to the Museum (£7,890) plus sale of goods (£3,810) based upon previous years income. There are concerns around the fall in income which will be investigated further.		11,700			
Increased depreciation charge due to a revaluation of assets.				5,570	
Total Clitheroe Castle Museum					25,100
PAPER: Paper Collection					
Reduction in transport related costs, in particular repairs and maintenance of vehicles based upon estimated repair demands.	-11,450				
Cost sharing penalty charge for paper reduced to reflect the estimated income to be received from the sale of paper.	-10,380				
Reduction in the estimated income to be received from the sale of paper. There are concerns around the fall in income which will be investigated further.		17,150			
Lower drivers employee costs due to a new employee commencing on a lower grade than originally budgeted for.	-3,840				
Total Paper Collection					-8,520

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
<i>VARIOUS: Public Conveniences</i>					
Reduced estimated expenditure on cleaning oncosts based upon contracted cleaning hours.	-13,200				
Increased support service recharges, mainly from Community Services (£3,830) offset in part by a reduction from Financial Services (-£1,260) following a reassessment of time allocations within those service areas.			2,560		
Increased depreciation charge following a revaluation of the Council's assets.				3,240	
Total Public Conveniences					-7,400
<i>PKADM: Grounds Maintenance</i>					
Reduced estimated expenditure on grounds maintenance vehicles, particularly regarding diesel has resulted in a lower use of transport charge.	-6,610				
Lower recharge for Two Way Radio due to a reduction in expenditure within that service area.	-1,520				
Additional estimated income from rechargeable works based upon income received to date and work still to be carried out.		-3,090			
Lower oncosts to be recovered from other service areas due to reduced estimated expenditure within this service area.		15,420			
Total Grounds Maintenance					4,200

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
<i>PLANT: Plant</i>					
Depreciation for the Waste Loader Shovel now charged directly to the Waste Transfer Station rather than to the Waste Loader Shovel.				-9,380	
Reduced transfer of vehicle costs based upon the reduction in expenditure as mentioned above.		10,620			
<i>Total Plant</i>					1,240
<i>PLATG: Platform Gallery and Visitor Information Centre</i>					
Increased support service recharges, mainly from Community Services (£1,610) offset in part by a reduction in Organisation and Member Development Services (-£1,260) following a reassessment of time allocations within those service areas.	1,060				
Reduced estimated income from the sale of books based upon sales to date and an estimate of future years sales.		1,000			
Reduced estimated income from commission generated through the sale of goods. This is based upon income generated to date and estimated future commission to be generated.		7,170			
<i>Total Platform Gallery and Visitor Information Centre</i>					9,230

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
<i>RCOLL: Refuse Collection</i>					
There have been a number of staff movements between loader and driver roles and also between the main refuse collection service and the paper collection service. The net impact of these movements on this service for the revised estimate is the loader budgets increasing by £8,890 and the driver budget on this service reducing by £33,550	-24,660				
Increased recharge from Salthill Depot due to increased expenditure within that service area.	2,970				
Reduced estimated expenditure on diesel due to falling prices and an assessment of estimated mileage.	-6,940				
Expenditure on the purchase of a hot powerwash – to be funded from an earmarked reserve.	8,000				
Reduced support services recharges, in particular from Community Services and Organisation & Member Development Services due to a reassessment of time allocations.			-11,300		
Estimated expenditure on publicity lower than budgeted due to a move from issuing bin collection calendars to bin collection stickers.	-4,000				

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Reduction in the estimated income to be generated from the obsolete bins due to a reduction in the number of bins sold for scrap.		5,110			
Increased estimated income from household special collection's based upon income generated to date.		-4,340			
Increased estimated income from the bin hire scheme due to an increase in demand for use of the scheme.		-2,790			
Increased recharge to the trade waste collections cost centre, due to the increased tonnage levels being collected, as the number of contracts increase.		-16,100			
Total Refuse Collection					-54,050
VARIOUS: Refuse Collection Vehicles					
Reduced estimated expenditure on diesel due to a recalculation on current diesel prices.	-19,300				
Purchase of CCTV equipment for a new refuse vehicle. To be funded from an earmarked reserve.	4,000				
Reduced transfer of vehicle costs based upon the reduction in expenditure as mentioned above.		18,390			
Total Refuse Collection Vehicles					3,090

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
<i>RECU: Recreation Grants</i>					
Grants awarded lower than budgeted. Underspend to be transferred to an earmarked reserve for future years grant allocations.	-8,170				
Total Recreation Grants					-8,170
<i>RPOOL: Ribblesdale Pool</i>					
Reduced salary costs due to a staff vacancy in the position of duty officer.	-2,860				
Enhanced rates are estimated to be lower than budgeted due to vacancies in the positions of Pool Attendants and Duty Officer.	-3,160				
Expenditure on temporary staff estimated to be higher than the original budget due to vacancies in the positions of Pool Attendants and Duty Officer.	2,630				
Reduced employee costs (Salary, Overtime, NI and Superannuation) in relation to Pool Attendants due to vacancies in the positions of Part Time Lifeguard and Modern Apprentice.	-25,090				
Reduced employee costs (Salary, Overtime, NI and Superannuation) in relation to Instructors due to a vacancy in the position of Baby and Toddler Instructor.	-3,610				
Reduction in overtime payments to Receptionists in part due to the closure of the pool for refurbishment.	-2,600				

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Increased estimated repairs and maintenance cost due to a re-evaluation of repair demands across the Council's buildings.	3,000				
Reduced electricity (-£3,240) and gas (-£2,750) due to closure of the pool for the changing room refurbishment.	-5,990				
Reduction in National Non Domestic Rates payable due to closure of the pool for refurbishment.	-5,870				
Closure of the pool has resulted in an reduction of estimated expenditure on the purchase of drinks and snacks for the vending machine. Offset in turn by reduced estimated income from the sale.	-4,890				
Reduction in support service charges, mainly Community Services (-£3,110) and Financial Services (-£2,110) offset in part by an increase in recharge from Organisation and Member Development Services (£2,630) due to a reassessment of time allocations.			-2,530		
Reduced estimated income from the sale of items purchased for resale and vending drinks due to closure of the pool. Offset in part by reduced estimated income as mentioned above.		7,170			

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Reduction in estimated income from swimming lessons (£27,830) and contract swims (£4,400) due to closure of the pool for refurbishment.		32,230			
Admission income (adults and juniors) reduced due to closure of the pool.		24,530			
Total Ribblesdale Pool					12,960
<i>RVPRK: Ribble Valley Parks</i>					
Budget introduced for works to be carried out on open spaces work at Calderstones Park. Offset by commuted sums received (see below).	10,000				
Reduced recharge from Grounds Maintenance based upon an evaluation of time spent by the Grounds Maintenance team on the park areas.	-10,650				
Increased recharges, mainly from Community Services due to a re-evaluation of time allocations.			11,980		
Increased depreciation charge due to a revaluation of assets at Edisford and Mardale.				3,830	
Committed sum monies brought into the budget to offset estimated expenditure on Calderstones Park (see above).		-10,000			
Total Ribble Valley Parks					5,160

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
<i>SDEPO: Salthill Depot</i>					
Increased support service recharges, mainly from Organisation and Member Development Services (£3,490), offset in part by a reduction in recharge from Financial Services (-£1,070) due to a reassessment of time allocations.			2,560		
Reduction in oncosts to be recovered from general stores issues due to lower estimated issues during the year.		3,840			
Increased estimated recharges to other service areas due to higher estimated expenditure within this service area.		-8,100			
Total Salthill Depot					-1,700
<i>SIGNS: Street Nameplates and Signs</i>					
Budget for software maintenance costs for the GGP system moved to this service area (previously under Computer Services on Policy and Finance Committee).	3,550				
Reduction in support service charges, mainly Community Services due to a reassessment of time allocations.			-5,320		
Total Street Nameplates and Signs					-1,770
<i>SPODV: Sports Development</i>					
Reimbursement to The Grand for insurance premium at the Skatepark lower than budgeted.	-3,250				
Total Sports Development					-3,250

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
SPOGR: Sports Grants					
Grants awarded lower than budgeted. Unspent monies to be transferred to an earmarked reserve for future years grant allocations.	-2,150				
Total Sports Grants					-2,150
STCLE: Amenity Cleansing					
Decreased estimated employee costs (salary, overtime, NI & superannuation) based upon expenditure to date.	-5,990				
Reduced support service recharges, mainly from Community Services (-£2,120) and Organisation and Member Development Services (-£680) following a reassessment of time allocations within those service areas.			-2,960		
Total Amenity Cleansing					-8,950
TFRST: Transfer Station					
Reduction in use of transport charge for the Waste Loader Shovel due to reduced estimated expenditure on diesel and tyres as mentioned previously. Additionally depreciation now charged directly to the Transfer Station rather than the Waste Loader Shovel and then recharged through use of transport.	-12,530				
Depreciation of the Waste Loader Shovel now charged directly to the Transfer Station.				9,370	
Total Transfer Station					-3,160

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
TRREF: Trade Refuse					
Higher recharge from Refuse Collection due to increased tonnages collected following an increase in the customer base.	16,100				
Increase in estimated tipping charges due to greater tonnages collected following the growth in the customer base. Offset in full by additional income generated (see below).	34,870				
Reduction in support services recharges, mainly from Community Services, following a reassessment of time allocations.			-3,450		
Reduction in the sale of stickers to commercial and charitable customers. May be in part due to an increase in customers partaking in the 'bin hire' scheme - see refuse collection.		6,870			
Increased income from commercial (-£42,600) and charitable (-£12,320) trade customers following an increase in the customer base.		-54,920			
Total Trade Refuse					-530
TURSM: Tourism					
Increased support service recharges, mainly Chief Executives (£7,420) and Community Services (£3,370) following a reassessment of time allocations.			10,110		
Total Tourism					10,110

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
<i>TWOWR: Two Way Radio</i>					
Reduced support service recharge from Community Services following a reassessment of time allocations.			-5,490		
Reduction in recharges to other service areas, mainly as a result of the reduced recharge from Community Services as mentioned above.		5,730			
Total Two Way Radio					240
<i>UPACT: Up and Active</i>					
Budget introduced for employee costs (salaries, NI, superannuation and first aid) for staff employed directly on the Up and Active contract.	50,100				
Mileage allowance for Up and Active staff. To be reimbursed by Pendle Leisure Trust (see below).	2,940				
Budget introduced for the purchase of equipment and materials, to be reimbursed by Pendle Leisure Trust (see below).	1,000				
Support service recharges from Community Services, Financial Services and Organisation & Member Development Services for time spent on the Up and Active Service.			14,370		
Recharge from Exercise Referral for time spent by Exercise Referral employees on the Up and Active Service.			28,950		

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Income for Pendle Leisure Trust for the up and Active Service provided by the Council.		-93,420			
Reimbursement from Pendle Leisure Trust for mileage payments paid to Up and Active staff as mentioned above.		-2,940			
Reimbursement from Pendle Leisure Trust for purchases of equipment & materials as mentioned above		-1,000			
Total Up and Active					0
<i>VEHCL: Vehicle Workshop</i>					
Increased support service recharges from Community Services (£12,990) offset in part by a reduction in recharge from Financial Services (-£180) and Organisation and Member Development Services (-£40) following a reassessment of time allocations within those service areas.			12,770		
Increased recharge to other service areas due to increased costs within this service area.		-15,590			
Total Vehicle Workshop					-2,820
<i>WKSAD: Works Administration</i>					
Reduction in staff costs due to a period of staff vacancies.	-3,420				

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Reduced estimated expenditure on works administration vehicles, especially regarding diesel has resulted in a lower transfer of vehicle costs to this service area.	-4,660				
Increased estimated expenditure on the Vehicle Wash has resulted in a higher plant recharge to this service area.	1,910				
Reduced recharge from Two Way Radio due to lower estimated expenditure within that service area.	-1,100				
Lower oncosts to be recovered following a reduction in estimated expenditure within this service area.		7,440			
Total Works Administration					170
Other					-10,840
Sub-Total					-120,990
MOVEMENT IN EARMARKED RESERVES					
CPBAL/H330: Capital					
Income from the sale of toilet van (£1,760), David Brown tractor (£2,380) and Forklift Truck (£1,350)		5,490			

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
<p>COBAL/H285: Vehicle & Plant Repairs & Renewal Fund</p> <p>Additional income from trade refuse customers to be set aside in an earmarked reserve to fund the future purchase of vehicles.</p>		46,000			
<p>COBAL/H357: New Homes Bonus</p> <p>For the purchase of a coin sorter and adjustments to car parking machines to accommodate the new £1 coin.</p>	-6,000				
<p>COBAL/H329: Community Safety</p> <p>To fund Community Safety projects.</p>	8,780				
<p>COBAL/H337: Equipment</p> <p>To fund a CCTV for refuse vehicle (£4,000), CCTV for Longridge (£2,480) and a hot powerwash for refuse collection (£8,000)</p>	-14,480				
<p>COBAL/H328: Repairs & Maintenance</p> <p>For repairs to the walkway at Clitheroe Castle (£7,450) plus repairs to the Vehicle Wash (£1,120).</p>	-8,570				
<p>COBAL/H222: Grant Funded Sports Development</p> <p>To fund expenditure on the Working with Families Programme.</p>	-910				

**COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2016/17**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
COBAL/H210: Recreation, Culture and Sports Grants					
Budget provision for grants not fully awarded: Arts Development (£870), Recreation & Culture (£8,170), Sports Grants (£2,150) and Culture (£2,300). Underspend to be added to reserve for future years.	13,490				
COBAL/H282: Exercise Referral					
Grant monies for Active East and Best Foot Forward projects received in previous years.	-2,260				
Total Movement in transfers to/from Earmarked Reserves	-9,950	51,490	0	0	41,540
Total Movement					-79,450

ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to End November	Actual and Commitments to End November	Full Year Original Estimate	Proposed Revised Estimate
ARTDV	Art Development	15,616	11,654	32,670	31,810
BUSSE	Bus Shelters	7,669	2,016	23,220	17,790
CARVN	Caravan Site	0	-1,031	-8,010	-8,010
CCTEL	Closed Circuit Television	65,488	56,199	116,160	115,390
COMMD	Community Services	805,628	798,088	0	0
CPADM	Car Parks	-113,036	-145,770	-112,260	-121,180
CPVEH	Car Park Vehicles	4,184	5,133	0	0
CRIME	Crime & Disorder	22,543	17,090	65,800	43,100
CULTG	Culture Grants	4,200	1,900	6,430	4,570
CULVT	Culverts & Watercourses	2,336	1,468	17,150	17,040
DRAIN	Private Drains	-138	-171	1,330	1,350
EALLW	All Weather Pitch	-8,124	-13,697	21,950	17,040
EDPIC	Edisford Picnic Area	-10,752	-10,738	-8,880	-10,410
EVEHA	Works Administration Vehicles	12,034	15,922	0	-1,760
EXREF	Exercise Referral	31,554	68,811	68,000	26,150
GMVEH	Grounds Maintenance Vehicles	43,572	42,018	0	-2,380
GRSRC	Grants & Subscriptions	300	0	2,680	2,730
HWREP	Highway Repairs	1,096	0	29,970	25,330
LDEPO	Longridge Depot	6,659	5,722	0	0
LITTR	Litter Bins	6,142	4,739	20,000	23,400
MCAFE	Museum Café	-6,775	-3,915	19,190	20,770
MUSEM	Castle Museum	52,004	65,742	247,280	269,530
PAPER	Paper Collection Service	-6,932	18,721	125,600	115,350
PCADM	Public Conveniences	89,651	88,750	183,350	175,290
PKADM	Grounds Maintenance	-145,251	-144,039	0	0
PLANT	Plant	12,315	9,998	0	-230
PLATG	Platform Gallery	53,810	76,010	129,510	138,840
RCOLL	Refuse Collection	331,652	291,085	1,126,670	1,075,620
RCVEH	Refuse Collection Vehicles	279,588	304,852	0	4,000
RECUL	Recreation & Culture Grants	21,041	7,297	36,870	28,210
RIVBK	Riverbank Protection	834	0	2,490	2,490
ROEBN	Roefield Barn	-242	-25	-250	-370
RPBIN	Replacement Bins	0	-13,867	0	0
RPOOL	Ribblesdale Pool	82,933	89,454	312,730	331,700

ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to End November	Actual and Commitments to end November	Full Year Original Estimate	Proposed Revised Estimate
RVPRK	Ribble Valley Parks	255,011	269,366	464,020	471,490
SDEPO	Salthill Depot	22,894	27,058	0	0
SEATS	Roadside Seats	1,656	645	5,050	5,070
SIGNS	Street Nameplates & Signs	2,234	5,834	47,560	45,790
SPODV	Sports Development	17,484	6,274	85,470	81,250
SPOGR	Sports Grants	4,520	1,755	8,360	5,360
STCLE	Street Cleansing	201,580	200,941	333,620	326,100
TFRST	Waste Transfer Station	45,408	42,485	86,460	81,850
TRREF	Trade Refuse	-175,672	-249,461	-68,440	-68,970
TURSM	Tourism & Events	26,480	21,752	97,730	108,200
TWOWR	Two Way Radio	-2,308	1,019	0	0
UPACT	Up and Active	0	295	0	0
VEHCL	Vehicle Workshop	-11,314	-3,325	0	0
WBHEQ	Wellbeing & Health Equality	0	-1,562	0	0
WKSAD	Works Administration	-48,764	-54,401	0	0
XMASL	Xmas Lights & RV in Bloom	1,876	0	4,100	3,290
Committee Subtotal		2,002,684	1,918,091	3,523,580	3,402,590
Earmarked Reserves					
CPBAL/ H330	Capital Reserve				5,490
COBAL/ H285	Vehicle & Plant Repairs and Renewal Fund				46,000
COBAL/ H357	New Homes Bonus Reserve				-6,000
COBAL/ H239	Crime Reduction Partnership Reserve			-13,320	-4,540
COBAL/ H337	Equipment Reserve				-14,480
COBAL/ H328	Repairs & Maintenance Reserve				-8,570
COBAL/ H222	Grant Funded Sports Development Reserve				-910
COBAL/ H210	Recreation, Culture & Sports Grants Reserve				13,490
COBAL/ H282	Exercise Referral Reserve				-2,260
Subtotal Earmarked Reserves		0	0	-13,320	28,220
Total		2,002,684	1,918,091	3,510,260	3,430,810

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No 12

meeting date: 10 JANUARY 2017
title: ORIGINAL REVENUE BUDGET 2017/18
submitted by: DIRECTOR OF RESOURCES
principal author: AMY JOHNSON

1 PURPOSE

- 1.1 To agree the draft revenue budget for 2017/18, for consideration at Special Policy and Finance Committee.

2 BACKGROUND - COUNCIL'S OVERALL FINANCIAL POSITION

- 2.1 In September we updated the Council's four year Budget Forecast which predicted budget gaps as follows: £265k in 2017/18, £719k in 2018/19, £921k in 2019/20.
- 2.2 In October this Council submitted an Efficiency Plan to the Government in order to secure a multi year finance settlement. We were notified on 16 November that we are now formally on the multi-year settlement and can expect to receive the allocations published as part of the 2016/17 local government finance settlement in 2017/18, 2018/19 and 2019/20.
- 2.3 On Thursday 15 December 2016 the provisional Local Government Finance Settlement was announced and confirmed these allocations.
- 2.4 It was also announced that there would be significant changes to the New Homes Bonus Scheme following the consultation earlier in the year. The main changes are:
- In 2017/18 allocations paid will reduce from 6 years to 5
 - In 2018/19 allocations paid will reduce from 6 years to 4
 - A new growth baseline of 0.4% has been set for 2017/18 below which the bonus will not be paid. The Government will announce each year what the growth baseline will be
 - From 2018/19 the Government will consider withholding New Homes Bonus from local authorities that are not planning effectively ie making positive decisions on planning applications and delivering housing growth. They will also consider withholding payments from homes built following an appeal.
- 2.5 For Ribble Valley the impact of these changes is that our in year New Homes Bonus allocation for 2017/18 will reduce from £510k to £384k a reduction of £126k, as a result of the new 0.4% growth baseline. In effect our taxbase had to increase by 102 new properties before we could receive any New Homes Bonus for 2017/18. Our total allocation for next year will now be £1.570k instead of £1.815k a reduction of £244k. We will face further reductions in 2018/19 when the number of years included in the grant reduces from 5 to 4.

- 2.6 The Government also set out the referendum criteria for 2017/18. This will allow a maximum increase in band d council tax for Ribble Valley of £5. In addition to a 2% increase in council tax they have also allowed upper tier councils a further 3% in each of the next two years to be spent on social care.
- 2.7 From 1 April 2016 we have been a member of the Lancashire Business Rate Pool which means that we will benefit from not having to pay a 50% levy on growth above our business rate baseline. We currently estimate that our retained levy will be around £400k. A reconfigured pool for Lancashire has been agreed by the Government for 2017/18.
- 2.8 The Budget Working Group and the Special Policy and Finance Committee meeting will have to consider the implication of these announcements in approving our budget for next year.

3 BUDGET WORKING GROUP GUIDANCE TO SERVICE COMMITTEES

- 3.1 The Budget Working Group considered the forecast position for 2017/18 and gave the following guidance to service committees.

Committees should consider their budgets carefully. Where possible savings be identified in the preparation of the detailed estimates and shown in the budget analysis reported to service committees.

4 BUDGET PROCESS

- 4.1 Presented to committee for decision in October were the proposed fees and charges for 2017/18. The consequential impact of these approved fees and charges have been incorporated in to the service budgets shown within this report.
- 4.2 Following a great deal of in-depth service analysis and meetings with regard to this committees budgets by the council's accountants, budget holders, heads of service and management team, a proposed draft budget is now presented to members. This budget is agreed as that which best reflects the services of this committee for the next financial year.
- 4.3 When all committees have approved their detailed estimates the overall position will be considered by Budget Working Group.
- 4.4 The Budget Working Group will then make recommendations in order to produce a balanced budget for consideration at the Special meeting of Policy and Finance Committee. The final budget report will then be presented to Full Council, at which point the Council Tax for 2017/18 will also be approved.

5 2017/18 DRAFT REVENUE BUDGET

- 5.1 As far as your budget is concerned, the estimates have been prepared on the current levels of service, and they allow for pay increases at 1.1% and increases at 1.5% for all other items.

5.2 Within this report the budget is shown in the same manner in which they are reviewed. Each costs centre within the report is shown individually. Behind each costs centre is a great deal more subjective level detailed budgets, but for the purposes of this report they are summarised in to the standard local government CIPFA Service Reporting Code of Practice basis.

- **Employee Related:** this group includes the cost of employees, both direct and indirect to the council.
- **Premises Related:** this group includes expenses directly related to the running of premises and land.
- **Transport Related:** this group includes all costs associated with the provision, hire or use of transport, including travelling allowances.
- **Supplies and Services:** this group includes all direct supplies and service expenses to the council.
- **Third Party Payments:** a third party payment is a payment to an external provider which is operating independently, in return for the provision of a service.
- **Transfer Payments:** this includes the cost of payments to individuals for which no goods or services are received in return by the local authority. A key item here would be the payment of housing benefits.
- **Support Services:** charges for services that support the provision of services to the public. At this council the main support service cost is the support from staff based at the council offices building and the building's associated cost.
- **Depreciation and Impairment:** this is the revenue impact of capital items shown in the service revenue accounts of the council.
- **Income:** this includes income from fees and charges, grants, donations and contributions. Also shown here is the associated 'income' to a support service from the redistribution of its costs to those providing services to the public

5.3 As you will see, the draft proposed budget for 2017/18 for each service area is also built up looking at a number of stages. The starting point is the base budget, being the Original Estimate for the current financial year. A summary of the various elements is given below.

- **Original Estimate 2016/17:** This represents the base budget for the council and assumes no change in service level from that set for the previous year's original estimate.
- **Savings:** Here any savings or additional income that is identified from past service experience or trends would be brought in to the budget to adjust the base budget.
- **Inflation at 1.1% Pay and 1.5% Other:** The budget forecast allows for inflation on pay at 1.1% and on all other items (with some exceptions such as grants) of 1.5%. This is where that general allowance for inflation is brought in to the individual budget areas.

- **Variation to Standard Budgeted Inflation %:** Inevitably, as we undertake detailed work on the budget it becomes evident that there are some items of income or spend that experience a greater or lower level of inflation. This is where we adjusted for those differing levels of inflation. An example is energy costs.
- **Unavoidable Changes to Service Costs:** This relates to changes to a service, for example where costs are demand driven. In past years items included under the new 'Savings' heading were also included here.
- **Support Services:** Any changes that relate to the recharging of support service costs are included in this column.
- **Capital:** Any changes relating to depreciation and impairment are included in this column
- **DRAFT Original Estimate 2017/18:** The final column is the total of all preceding columns and is constructed from the base budget and any necessary changes to the base that are needed. If approved this will then form the base budget in next year's budget process.

5.4 Detailed in the following section of the report are the individual budget areas under this committee. Shown are the movements from the 2016/17 Original Estimate, to the DRAFT Original Estimate for 2017/18. Comments are also provided on the main variances.

6 COMMITTEE SERVICE ESTIMATES

6.1 **Cost Centre and Description** ARTDV: Art Development

The arts development budget is used to develop cultural activity across the borough and is used to match fund larger projects in partnerships. This budget enables Ribbles Valley to participate in county and regional schemes.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	13,510		150	230				13,890
Transport Related Expenditure	160		0					160
Supplies & Services	9,740		150		-4,830			5,060
Transfer Payments	0		0		4,830			4,830
Support Services	9,260		0			-290		8,970
Total Expenditure	32,670	0	300	230	0	-290	0	32,910
Net Expenditure	32,670	0	300	230	0	-290	0	32,910

ARTDV: Art Development

Commentary on Substantial Budget Changes

Supplies & Services

Part of the budget for Promotional Activities (£4,830 shown under Supplies and Services) has been moved to 'Grants', shown under Transfer Payments to fund Arts Development Grants which are brought to this committee for approval.

6.2 **Cost Centre and Description** BUSSH: Bus Shelters

The Council maintains 85 bus shelters throughout the borough with a view to encouraging the use of the public transport system. The budget does not allow for new or replacement shelters, only basic maintenance of the existing stock.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	7,490		110					7,600
Supplies & Services	5,350	-2,350	50					3,050
Support Services	10,380		0			-2,390		7,990
Total Expenditure	23,220	-2,350	160	0	0	-2,390	0	18,640
Net Expenditure	23,220	-2,350	160	0	0	-2,390	0	18,640

BUSSH: Bus Shelters

Commentary on Substantial Budget Changes

Supplies & Services

Reduction in the budget for Purchase of Equipment and Materials based upon previous expenditure. Bus shelters are repaired where possible rather than replaced.

Support Services

Reduced recharge from Community Services due to a reassessment of time spent on bus shelters.

6.3 **Cost Centre and Description** CARVN: Caravan Site

The Caravan and Camping Club manage the caravan site on a 25-year fully repairing lease. The Council receives a guaranteed minimum income from the operator annually and has a consultative role to play in its overall running.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Customer & Client Receipts	-8,010		-120					-8,130
Total Income	-8,010	0	-120	0	0	0	0	-8,130

6.4 **Cost Centre and Description** CCTEL: Closed Circuit Television

The Council manages and maintains the Clitheroe and Whalley Town Centre CCTV system.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	7,920		120		-240			7,800
Supplies & Services	14,750		220					14,970
Third Party Payments	84,310		1,260		2,330			87,900
Support Services	27,650		0			2,160		29,810
Depreciation and Impairment	4,310		0					4,310
Total Expenditure	138,940	0	1,600	0	2,090	2,160	0	144,790
Departmental Recharges	-22,780		0		-960			-23,740
Total Income	-22,780	0	0	0	-960	0	0	-23,740
Net Expenditure	116,160	0	1,600	0	1,130	2,160	0	121,050

CCTEL: Closed Circuit Television

Commentary on Substantial Budget Changes

Third Party Payments

A new contract for the provision of CCTV monitoring commenced 1st December 2016 following a tender exercise. This resulted in an increase to the cost of the service.

Support Services

Increased recharge from Community Services due to a reassessment of time spent on CCTV services.

6.5 **Cost Centre and Description** COMMD: Community Services Department

All costs are recharged to services based upon records of time spent on those services by individual members of staff. The following is an analysis of the department's budget.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	1,118,120	-2,840	12,380	23,970	150			1,151,780
Premises Related Expenditure	1,080		10		-40			1,050
Transport Related Expenditure	34,630	-3,000	480		-1,830			30,280
Supplies & Services	41,810	-4,860	550		-230			37,270
Support Services	316,820		0			-17,950		298,870
Total Expenditure	1,512,460	-10,700	13,420	23,970	-1,950	-17,950	0	1,519,250
Customer & Client Receipts	-620		-10					-630
Departmental Recharges	-1,511,840		0			-6,780		-1,518,620
Total Income	-1,512,460	0	-10	0	0	-6,780	0	-1,519,250
Net Expenditure	0	-10,700	13,410	23,970	-1,950	-24,730	0	0

COMMD: Community Services Department

Commentary on Substantial Budget Changes

Employee Related Expenditure

Increased salary costs, mainly due to an increase in the employer superannuation rate payable from 14% to 16.5%. Offset in part by reduced recruitment advertising costs.

Transport Related Expenditure

Reduced estimated expenditure on transport costs due to lower mileage expenditure claims.

Supplies & Services

Reduced estimated expenditure on postage costs based upon previous years expenditure plus a reduction in the share of Microsoft licencing costs recharged to the service

Support Services

Reduced support service recharges, mainly from Council Offices, IT Services, Revenue Services and the Contact Centre due to a reassessment of time allocations within those service areas.

Departmental Recharges

Increased recharges to other departments due to an increased estimated expenditure within Community Services, as detailed above.

6.6 **Cost Centre and Description** CPADM: Car Parks

The Council maintains numerous public car parks throughout the borough of which 16 are chargeable. Car parking charges are operated in Longridge, Clitheroe, Slaidburn, Ribchester, Sabden and Chipping.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	48,790		550	-150	0			49,190
Premises Related Expenditure	105,790	-1,300	1,500	690	-1,140			105,540
Transport Related Expenditure	6,430		100		410			6,940
Supplies & Services	21,810		340		-280			21,870
Third Party Payments	4,680		70					4,750
Support Services	237,900		0			5,770		243,670
Depreciation and Impairment	6,950		0					6,950
Total Expenditure	432,350	-1,300	2,560	540	-1,010	5,770	0	438,910
Customer & Client Receipts	-380,070		-5,680	-7,980	-1,330			-395,060
Miscellaneous Recharges	-164,540		0		-3,600			-168,140
Total Income	-544,610	0	-5,680	-7,980	-4,930	0	0	-563,200
Net Expenditure	-112,260	-1,300	-3,120	-7,440	-5,940	5,770	0	-124,290

CPADM: Car Parks

Commentary on Substantial Budget Changes

Support Services

Expenditure coded to Car Parks Administration is recharged to each individual car park. These recharges are shown within support services. The opposite entry showing the recharges coming in to Car Parks Administration are shown within Miscellaneous Recharges.

Customer & Client Receipts

A proposed increase to car park fees and charges has resulted in an increase in estimated income to be generated.

6.7 **Cost Centre and Description** CPVEH: Car Parks Vehicles

We have two vehicles used for monitoring the council's car parks. The cost of these vehicles is recharged to Car Parks Budget in section 6.6

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Transport Related Expenditure	6,430		120	-30	420			6,940
Total Expenditure	6,430	0	120	-30	420	0	0	6,940
Miscellaneous Recharges	-6,430		0		-510			-6,940
Total Income	-6,430	0	0	0	-510	0	0	-6,940
Net Expenditure	0	0	120	-30	-90	0	0	0

6.8 **Cost Centre and Description** CRIME: Crime and Disorder

This covers the Borough Council's contribution to the work of the Ribble Valley Community Safety Partnership, includes officer support, promotional activities and financial support of police community support officers.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Supplies & Services	19,040		280					19,320
Transfer Payments	22,780		0					22,780
Support Services	23,980		0			-14,060		9,920
Total Expenditure	65,800	0	280	0	0	-14,060	0	52,020
Net Expenditure	65,800	0	280	0	0	-14,060	0	52,020
Associated Movement in Earmarked Reserves	-13,320				-200			-13,520
Net After Earmarked Reserves	52,480	0	280	0	-200	-14,060	0	38,500

CRIME: Crime and Disorder

Commentary on Substantial Budget Changes

Support Services

Reduced recharge from Chief Executives due to a reassessment of time allocations.

6.9 **Cost Centre and Description** CULTG: Culture Grants

Grant aid is given to assist talented young persons with the costs associated with their particular cultural activity.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Transfer Payments	4,200		0					4,200
Support Services	2,230		0			470		2,700
Total Expenditure	6,430	0	0	0	0	470	0	6,900
Net Expenditure	6,430	0	0	0	0	470	0	6,900

6.10 **Cost Centre and Description** CULVT: Culverts & Water Courses

Responsibility arising out of the Floods and Water Management Act 2010 to 'liaise and cooperate' with the lead Local Flood Authority (Lancashire County Council) for the area.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	2,960		40					3,000
Supplies & Services	5,500		80					5,580
Support Services	8,690		0			-10		8,680
Total Expenditure	17,150	0	120	0	0	-10	0	17,260
Net Expenditure	17,150	0	120	0	0	-10	0	17,260

6.11 **Cost Centre and Description** DRAIN: Private Drains

The Council provides a service to clear private blocked drains and a charge is made for this service. The charges contribute towards the direct costs of staff carrying out the clearance and the management and administration of the process.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	1,100		20					1,120
Supplies & Services	170		0					170
Support Services	1,540		0			40		1,580
Total Expenditure	2,810	0	20	0	0	40	0	2,870
Customer & Client Receipts	-1,480		-20					-1,500
Total Income	-1,480	0	-20	0	0	0	0	-1,500
Net Expenditure	1,330	0	0	0	0	40	0	1,370

6.12 **Cost Centre and Description** EALLW: Edisford All Weather Pitch

This is a high quality facility for which there is great demand in terms of tennis and football training during the evenings. The introduction of netball to the programme is evidence of its multi-use potential. A new 3G Artificial Pitch was installed in 2015.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	9,520		150		-2,070			7,600
Supplies & Services	760		10					770
Support Services	13,180		0		-20	2,140		15,300
Depreciation and Impairment	24,310		0				1,720	26,030
Total Expenditure	47,770	0	160	0	-2,090	2,140	1,720	49,700
Customer & Client Receipts	-25,820		-380		-4,480			-30,680
Total Income	-25,820	0	-380	0	-4,480	0	0	-30,680
Net Expenditure	21,950	0	-220	0	-6,570	2,140	1,720	19,020

EALLW: Edisford All Weather Pitch

Commentary on Substantial Budget Changes

Premises Related Expenditure

Reduced recharge from Grounds Maintenance due to estimated time to be spent maintaining the All Weather Pitch.

Support Services

Increased recharge from Community Services due to a reassessment of time allocations.

Customer & Client Receipts

Increased estimated income from the hire of the All Weather Pitches based upon previous years income and usage.

6.13 **Cost Centre and Description** EDPIC: Edisford Picnic Area

This budget head relates to the maintenance of the Edisford picnic area, income from the mobile catering units and also fees received from our share of the model railway income.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	3,200		50		-1,360			1,890
Support Services	820		0					820
Total Expenditure	4,020	0	50	0	-1,360	0	0	2,710
Customer & Client Receipts	-12,900		-190					-13,090
Total Income	-12,900	0	-190	0	0	0	0	-13,090
Net Expenditure	-8,880	0	-140	0	-1,360	0	0	-10,380

6.14 **Cost Centre and Description** EVEHA: Works Administration Vehicles

We have a range of vehicles in order to help staff carry out a range of maintenance and repair works for the council. The cost of these vehicles is mainly recharged to Works Administration at section 6.47.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Transport Related Expenditure	30,860	-60	450	-2,880	-7,230			21,140
Total Expenditure	30,860	-60	450	-2,880	-7,230	0	0	21,140
Miscellaneous Recharges	-30,860		0		9,720			-21,140
Total Income	-30,860	0	0	0	9,720	0	0	-21,140
Net Expenditure	0	-60	450	-2,880	2,490	0	0	0

EVEHA: Works Administration Vehicles

Commentary on Substantial Budget Changes

Transport Related Expenditure

A fall in diesel costs plus a review of estimated mileage has resulted in lower estimated transport expenditure.

Miscellaneous Recharges

Expenditure on works administration vehicles is recharged to Works Administration (see section 6.47). The recharge has reduced due to lower estimated expenditure on the vehicles.

6.15 **Cost Centre and Description** EXREF: Exercise Referral Scheme

Exercise referral was previously funded by LCC, however has been replaced by the Up and Active contract. Exercise referral now covers activities such as tai chi and working in community facilities around the borough as either stand alone classes or with local groups to help provide opportunities for people who may not be eligible for help under the new Up and Active contract.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	44,790		500	1,070	-340			46,020
Premises Related Expenditure	3,220		50		2,000			5,270
Transport Related Expenditure	1,220		20		-860			380
Supplies & Services	1,980		30		-270			1,740
Support Services	18,660		0			-11,260		7,400
Total Expenditure	69,870	0	600	1,070	530	-11,260	0	60,810
Customer & Client Receipts	-1,870		-30		-2,990			-4,890
Miscellaneous Recharges	0		0		-28,950			-28,950
Total Income	-1,870	0	-30	0	-31,940	0	0	-33,840
Net Expenditure	68,000	0	570	1,070	-31,410	-11,260	0	26,970

EXREF: Exercise Referral Scheme

Commentary on Substantial Budget Changes

Premises Related Expenditure

Increased estimated expenditure on the rent of buildings for holding exercise classes, offset in full by increased estimated income from attendants at the classes.

Support Services

Reduced support services recharges, in particular from Community Services, Financial Services and Organisation and Member Development Services due to a portion of these recharges now being charged to the 'Up and Active' service.

Miscellaneous Recharges

Recharge to the 'Up and Active' service for time spent by those employed on a permanent basis by the Council on the 'Up and Active' service.

6.16 **Cost Centre and Description** GMVEH: Grounds Maintenance Vehicles

We have a range of vehicles, mowers and plant in order to help staff maintain the council's parks, play areas, sports pitches and other public open spaces. The cost of these vehicles is recharged to the Grounds Maintenance Budget 6.25.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Transport Related Expenditure	85,590		1,290	20	-5,920		11,950	92,930
Depreciation and Impairment	17,940		0				-80	17,860
Total Expenditure	103,530	0	1,290	20	-5,920	0	11,870	110,790
Miscellaneous Recharges	-103,530		0		-7,260			-110,790
Total Income	-103,530	0	0	0	-7,260	0	0	-110,790
Net Expenditure	0	0	1,290	20	-13,180	0	11,870	0

GMVEH: Grounds Maintenance Vehicles

Commentary on Substantial Budget Changes

Transport Related Expenditure

Reduced estimated expenditure on vehicle repairs and maintenance based upon previous years expenditure offset in full by an increase in depreciation charge due to the purchase of 2 new vehicles as approved in the 2016/17 Capital Programme.

Miscellaneous Recharges

Increased recharge to Grounds Maintenance (PKADM) to reflect the increased vehicle costs.

6.17 **Cost Centre and Description** GRSRC: Grants & Subscriptions - Community

This committee supports a number of organisations that demonstrate the furtherance of committee's objectives by way of direct grant aid or by subscribing to such organisations.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Supplies & Services	300		0					300
Support Services	2,380		0			10		2,390
Total Expenditure	2,680	0	0	0	0	10	0	2,690
Net Expenditure	2,680	0	0	0	0	10	0	2,690

6.18 **Cost Centre and Description** HWREP: Highway Repairs

From time to time, depending on circumstances and where it is in the public interest, minor emergency repair works are carried out on unadopted streets and footpaths.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	540		10					550
Supplies & Services	1,100	-1,100	0					0
Support Services	27,400		0			-3,220		24,180
Depreciation and Impairment	930		0					930
Total Expenditure	29,970	-1,100	10	0	0	-3,220	0	25,660
Net Expenditure	29,970	-1,100	10	0	0	-3,220	0	25,660

HWREP: Highway Repairs

Commentary on Substantial Budget Changes

Support Services

Reduced recharge from Community Services due to a reassessment of time allocations.

6.19 **Cost Centre and Description** LDEPO: Longridge Depot

The council retains a small operational base at a depot in Longridge, primarily in relation to our grounds maintenance services carried out in the western fringe of the borough.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	8,830	-760	120	100	-550			7,740
Supplies & Services	130		0					130
Support Services	4,020		0			-3,010		1,010
Depreciation and Impairment	2,320		0			80		2,400
Total Expenditure	15,300	-760	120	100	-550	-2,930	0	11,280
Miscellaneous Recharges	-15,300		0		4,020			-11,280
Total Income	-15,300	0	0	0	4,020	0	0	-11,280
Net Expenditure	0	-760	120	100	3,470	-2,930	0	0

LDEPO: Longridge Depot

Commentary on Substantial Budget Changes

Support Services

Reduced recharge from Organisation and Member Development Services due to a reassessment of time allocations.

Miscellaneous Recharges

Reduced recharge to Grounds Maintenance due to a reduction in estimated expenditure in this service area.

6.20 **Cost Centre and Description** LITTR: Litter Bins

Litter bins are provided throughout the area and are emptied by the refuse collection service and the street cleansing operatives. The Council has a duty to keep the streets and land open to the public free of litter and refuse, and the provision of litter bins aids that process. The budget allows the existing stock to be maintained but with little scope for expansion.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	3,390		50					3,440
Supplies & Services	5,820	-1,820	60					4,060
Support Services	10,790		0			3,430		14,220
Total Expenditure	20,000	-1,820	110	0	0	3,430	0	21,720
Net Expenditure	20,000	-1,820	110	0	0	3,430	0	21,720

LITTR: Litter Bins

Commentary on Substantial Budget Changes

Support Services

Increased recharge from Community Services due to a reassessment of time allocations.

6.21 **Cost Centre and Description** MCAFE: Museum Cafe

The Museum Café is operated by a contractor, who pays the Council an annual fee and a share of the turnover. The café forms part of the overall heritage offer at Clitheroe Castle Museum. The current contract commenced 01/04/16.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	7,860		120		-1,140			6,840
Supplies & Services	210		0					210
Support Services	6,280		0			-610		5,670
Depreciation and Impairment	13,430		0				1,710	15,140
Total Expenditure	27,780	0	120	0	-1,140	-610	1,710	27,860
Customer & Client Receipts	-8,590		-130					-8,720
Total Income	-8,590	0	-130	0	0	0	0	-8,720
Net Expenditure	19,190	0	-10	0	-1,140	-610	1,710	19,140

6.22 **Cost Centre and Description** MUSEM: Castle Museum

The Castle Museum is operated on behalf of the Council by Lancashire Museums Service, and is the Borough's prime heritage attraction.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	64,640		960	-70	12,010			77,540
Supplies & Services	2,420	-1,010	20					1,430
Third Party Payments	143,890		2,160		-3,280			142,770
Support Services	22,150		0			-1,530		20,620
Depreciation and Impairment	66,810		0				5,570	72,380
Total Expenditure	299,910	-1,010	3,140	-70	8,730	-1,530	5,570	314,740
Customer & Client Receipts	-45,610		-690					-46,300
Miscellaneous Recharges	-7,020		0		1,030			-5,990
Total Income	-52,630	0	-690	0	1,030	0	0	-52,290
Net Expenditure	247,280	-1,010	2,450	-70	9,760	-1,530	5,570	262,450

MUSEM: Castle Museum

Commentary on Substantial Budget Changes

Premises Related Expenditure

Increase in Non Domestic Rates payable due to a change in the rateable value.

Depreciation and Impairment

Increased depreciation charge due to a revaluation of assets.

6.23 **Cost Centre and Description** PAPER: Waste Paper and Card Collection

The Council's waste paper collection service provides households with the collection of all clean paper and cardboard.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	100,730		1,110	-1,670	-970			99,200
Transport Related Expenditure	102,400		1,540		-1,300			102,640
Supplies & Services	101,470		1,530		6,870			109,870
Support Services	28,670		0			-710		27,960
Depreciation and Impairment	4,800		0					4,800
Total Expenditure	338,070	0	4,180	-1,670	4,600	-710	0	344,470
Other Grants and Contributions	-105,320		0					-105,320
Customer & Client Receipts	-107,150		-1,610					-108,760
Total Income	-212,470	0	-1,610	0	0	0	0	-214,080
Net Expenditure	125,600	0	2,570	-1,670	4,600	-710	0	130,390

PAPER: Waste Paper and Card Collection

Commentary on Substantial Budget Changes

Supplies & Services

Increased estimated cost sharing penalty charge based upon the estimated income to be received from the sale of paper and in order to align the penalty charge with income received.

6.24 **Cost Centre and Description** PCADM: Public Conveniences

Provision and support of 15 Public Toilets within the borough. A rationalisation of the public toilets was carried out in 2012, reducing the number of toilets from 24 to the current 15, which has helped to reduce costs within the service provision. The Ribble Valley community toilet scheme now operates alongside the council's direct provision of public toilets, to which approximately 40 venues have signed up.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	4,880	-70	50	1,130				5,990
Premises Related Expenditure	123,230		1,830	-13,220	-1,470			110,370
Supplies & Services	5,470		60		100			5,630
Support Services	153,940		0			-3,050		150,890
Depreciation and Impairment	36,220		0				3,240	39,460
Total Expenditure	323,740	-70	1,940	-12,090	-1,370	-3,050	3,240	312,340
Customer & Client Receipts	-220		0		-40			-260
Oncosts Recovered	-9,330		0					-9,330
Miscellaneous Recharges	-130,840		0		5,520			-125,320
Total Income	-140,390	0	0	0	5,480	0	0	-134,910
Net Expenditure	183,350	-70	1,940	-12,090	4,110	-3,050	3,240	177,430

PCADM: Public Conveniences

Commentary on Substantial Budget Changes

Premises Related Expenditure

Reduction in estimated cleaning costs based upon contracted cleaning hours to be worked.

Support Services

Increased recharge from Community Services offset in part by a reduced recharge from Legal Services due to a reassessment of time allocations within those service areas. Expenditure on Public Conveniences Administration is recharged out to individual toilets. The movement on support services are these recharges which are offset by 'Miscellaneous Recharges' showing the charges to the individual toilets.

Depreciation and Impairment

Increase in depreciation charge following a revaluation of assets.

6.25 **Cost Centre and Description** PLANT: Plant

We have a number of items of plant and equipment to help staff provide essential council services

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Transport Related Expenditure	16,270	-3,180	240		1,940			15,270
Depreciation and Impairment	9,380		0				-9,380	0
Total Expenditure	25,650	-3,180	240	0	1,940	0	-9,380	15,270
Miscellaneous Recharges	-25,650	3,180	0	-240	-1,940		9,380	-15,270
Total Income	-25,650	3,180	0	-240	-1,940	0	9,380	-15,270
Net Expenditure	0	0	240	-240	0	0	0	0

PLANT: Plant

Commentary on Substantial Budget Changes

Transport Related Expenditure

The budget for tyres for the waste loader shovel has been reduced to reflect the annual cost of replacement.

Depreciation and Impairment

Depreciation for the waste loader shovel is now charged to the Transfer Station

6.26 **Cost Centre and Description** PKADM: Grounds Maintenance

The grounds maintenance service encompasses a wide range of operations on parks and open spaces, including trees and woodlands, play areas, sports pitches, cemeteries, hard and soft landscaping and the provision of floral decorations in public council buildings.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	230,180	-3,250	2,570	3,520				233,020
Premises Related Expenditure	45,370		670	10	-230			45,820
Transport Related Expenditure	104,690		0				6,100	110,790
Supplies & Services	20,390		310		-1,550			19,150
Support Services	64,690		0			-2,300		62,390
Total Expenditure	465,320	-3,250	3,550	3,530	-1,780	-2,300	6,100	471,170
Other Grants and Contributions	-9,640		0		-3,160			-12,800
Oncosts Recovered	-455,680		0		-1,000			-458,370
Total Income	-465,320	0	0	0	-4,160	0	0	-471,170
Net Expenditure	0	-3,250	3,550	3,530	-5,940	-2,300	6,100	0

PKADM: Grounds Maintenance

Commentary on Substantial Budget Changes

Employee Related Expenditure

Reduced employee expenditure due to the removal of the budget for Agency Staff as Agency Staff are not used. Offset by increased superannuation charges due to an increase in the employers rate payable from 14% to 16.5%.

Transport Related Expenditure

Increased recharge from Grounds Maintenance Vehicles (GMVEH) due to an increase in costs (see section 6.16)

Support Services

Reduced support service recharges, mainly from Community Services, Financial Services and Organisation and Member Development due to a reassessment of time allocations.

Other Grants and Contributions

Increased estimated income from rechargeable works.

6.27 **Cost Centre and Description** PLATG: Platform Gallery and Visitor Information

The Platform Gallery specialises in contemporary craft exhibitions and has gained a reputation within the region for its excellence in this field. There is a retail space that provides an outlet for a range of local artists and makers. There is also an education space that is used for workshops and arts activities, and in the recently refurbished visitor information centre all the latest information is available about local events, while visitors can book tickets and accommodation, and buy maps, books and souvenirs.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	72,510		800	1,770	590			75,670
Premises Related Expenditure	16,630	-320	240	-220	-1,020			15,310
Transport Related Expenditure	40		0					40
Supplies & Services	25,050		370		-220			25,200
Support Services	51,360		0			1,150		52,510
Depreciation and Impairment	3,240		0				70	3,310
Total Expenditure	168,830	-320	1,410	1,550	-650	1,150	70	172,040
Customer & Client Receipts	-39,320		-580					-39,900
Total Income	-39,320	0	-580	0	0	0	0	-39,900
Net Expenditure	129,510	-320	830	1,550	-650	1,150	70	132,140

PLATG: Platform Gallery and Visitor Information

Commentary on Substantial Budget Changes

Employee Related Expenditure

Increased employer superannuation payments due to an increase in the rate payable from 14% to 16.5% plus an increase in estimated national insurance payments due to a recalculation based upon overtime and enhanced rates payable.

6.28 **Cost Centre and Description** RCOLL: Refuse Collection

The collection of household waste is a statutory requirement placed on the Council. The overall service provided includes the collection of green waste for recycling into compost, a commercial waste collection service for shops, offices and other businesses in the borough and the emptying of litter bins, as well as the collection of domestic refuse from all properties in the borough and also the collection of dry mixed recyclables.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	725,440		8,030	-19,140	150			714,480
Premises Related Expenditure	40,200		600	-20	3,860			44,640
Transport Related Expenditure	512,250	-60	7,680		-12,800			507,070
Supplies & Services	39,810		610		-1,260			39,160
Third Party Payments	640		10					650
Support Services	135,510		0			-10,000		125,510
Depreciation and Impairment	108,260		0					108,260
Total Expenditure	1,562,110	-60	16,930	-19,160	-10,050	-10,000	0	1,539,770
Other Grants and Contributions	-326,580		0					-326,580
Customer & Client Receipts	-32,700		-500		3,410			-29,790
Miscellaneous Recharges	-76,160		0		-17,250			-93,410
Total Income	-435,440	0	-500	0	-13,840	0	0	-449,780
Net Expenditure	1,126,670	-60	16,430	-19,160	-23,890	-10,000	0	1,089,990

RCOLL: Refuse Collection

Commentary on Substantial Budget Changes

Employee Related Expenditure

Increase in loaders wages due to salary increment increases plus an increase in employers superannuation payable due to an increase in the rate from 14% to 16.5%. Offset by a decrease in drivers wages due to a reduction of 1 driver from the Establishment List.

Premises Related Expenditure

Higher recharge from Salthill Depot due to increased estimated expenditure within that service area.

Transport Related Expenditure

Lower recharge from refuse collection vehicles (RCVEH) - see section 6.29. This is mainly due to lower estimated expenditure on diesel.

Support Services

Lower support service costs, mainly from Community Services and Organisation and Member Development Services due to a reassessment of time allocations within those service areas.

Customer & Client Receipts

Reduced estimated income from the sale of scrap bins offset in part by increased estimated income from the bin hire scheme due to increased demand for the scheme.

Miscellaneous Recharges

Higher recharge to trade refuse due to increased tonnages collected.

6.29 **Cost Centre and Description** RCVEH: Refuse Collection Vehicles

We have a fleet of split bodied refuse collection and recycling vehicles in order to carry out the statutory service. The cost of these vehicles is recharged to Refuse Collection Budget 6.28.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Transport Related Expenditure	417,110		6,250	-12,600	1,740			412,500
Depreciation and Impairment	196,440		0				-290	196,150
Total Expenditure	613,550	0	6,250	-12,600	1,740	0	-290	608,650
Miscellaneous Recharges	-613,550		0		4,900			-608,650
Total Income	-613,550	0	0	0	4,900	0	0	-608,650
Net Expenditure	0	0	6,250	-12,600	6,640	0	-290	0

RCVEH: Refuse Collection Vehicles

Commentary on Substantial Budget Changes

Transport Related Expenditure

Reduced estimated expenditure on diesel due to a reassessment of current prices and mileages.

Miscellaneous Recharges

Lower estimated vehicle expenditure has reduced the recharge to refuse collection.

6.30 **Cost Centre and Description** RECUL: Recreation Grants

The Recreation Grants Scheme provides valuable support for the voluntary sports and arts sectors with an aim to increase participation in voluntary community activities. Grants are normally awarded on an annual basis. However, applications can be considered outside the annual timetable.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Transfer Payments	30,530		0					30,530
Support Services	6,340		0			-560		5,780
Total Expenditure	36,870	0	0	0	0	-560	0	36,310
Net Expenditure	36,870	0	0	0	0	-560	0	36,310

6.31 **Cost Centre and Description** RIVBK: Riverbank Protection

The Council has land adjacent to main rivers where there is a riparian owner responsibility to safely maintain the banking.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	1,250		20					1,270
Depreciation and Impairment	1,240		0					1,240
Total Expenditure	2,490	0	20	0	0	0	0	2,510
Net Expenditure	2,490	0	20	0	0	0	0	2,510

6.32 **Cost Centre and Description** ROEBN: Roefield Barn

The building is occupied by Roefield Leisure Centre who pay a quarterly rent to the Council. The Council are not responsible for running costs or repairs and consequently there are few costs here.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Support Services	120		0			-120		0
Total Expenditure	120	0	0	0	0	-120	0	0
Customer & Client Receipts	-370		0					-370
Total Income	-370	0	0	0	0	0	0	-370
Net Expenditure	-250	0	0	0	0	-120	0	-370

6.33 **Cost Centre and Description** RPOOL: Ribblesdale Pool

Ribblesdale Pool provides a varied programme of use for casual public swimming, swimming instruction and hire by clubs and groups. The facility is well attended in comparison to other pools of its size. The budget reflects a full year of usage which will follow the refurbishment towards the end of the 2016/17 financial year.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	334,660		3,710	5,690	-4,860			339,200
Premises Related Expenditure	125,150		1,880	70	-9,650			117,450
Transport Related Expenditure	330		0					330
Supplies & Services	61,440		920		-2,380			59,980
Third Party Payments	480		10		-490			0
Support Services	83,720		0			-1,650		82,070
Depreciation and Impairment	96,120		0				4,430	100,550
Total Expenditure	701,900	0	6,520	5,760	-17,380	-1,650	4,430	699,580
Customer & Client Receipts	-381,280		-5,710		3,710			-383,280
Miscellaneous Recharges	-7,890		0		-20			-7,910
Total Income	-389,170	0	-5,710	0	3,690	0	0	-391,190
Net Expenditure	312,730	0	810	5,760	-13,690	-1,650	4,430	308,390

RPOOL: Ribblesdale Pool

Commentary on Substantial Budget Changes

Employee Related Expenditure

Reduced expenditure on Instructor's Wages due to difficulty in recruiting a 'Parent and Toddler' instructor. Budget provision removed and will be reinstated if a decision is made to try and re-recruit.

Premises Related Expenditure

Reduced estimated expenditure on gas due to lower usage plus a lower Non Domestic Rates charge due to a fall in the rateable value.

Supplies & Services

Reduced estimated expenditure on the purchase of cold drinks for resale plus a reduction in the budget for protective clothing based upon spend in the previous three years.

Depreciation and Impairment

Increased depreciation charge due to improvement works to the changing rooms.

Customer & Client Receipts

Increased estimated income for the hire of baths and childrens swimming lessons based upon previous years demands.

6.34 **Cost Centre and Description** RVPRK: Ribble Valley Parks

Maintenance of the Council's parks and recreation grounds to a high standard in support of the council's commitment to ensuring the protection and enhancement of the environmental quality of the area

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	392,300		5,890	-170	-1,430			396,590
Supplies & Services	4,760		60		600			5,420
Support Services	20,790		0			11,920		32,710
Depreciation and Impairment	72,280		0				-2,020	70,260
Total Expenditure	490,130	0	5,950	-170	-830	11,920	-2,020	504,980
Customer & Client Receipts	-26,110		-400		-330			-26,840
Total Income	-26,110	0	-400	0	-330	0	0	-26,840
Net Expenditure	464,020	0	5,550	-170	-1,160	11,920	-2,020	478,140

RVPRK: Ribble Valley Parks

Commentary on Substantial Budget Changes

Support Services

Increased recharge, mainly from Community Services due to a reassessment of time allocations.

Depreciation and Impairment

Reduced depreciation charge for play areas.

6.35 **Cost Centre and Description** SDEPO: Salthill Depot

This is the council's main operational base for the staff who carry out directly delivered services in the borough, such as refuse collection and recycling, street cleansing, grounds maintenance, vehicle repair and maintenance and general works. In addition the Councils main stores are located here.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	21,810		240	150	360			22,560
Premises Related Expenditure	56,130		860	550	130			57,670
Transport Related Expenditure	430		10					440
Supplies & Services	7,740		110					7,850
Support Services	50,340		0			3,170		53,510
Depreciation and Impairment	16,950		0				3,590	20,540
Total Expenditure	153,400	0	1,220	700	490	3,170	3,590	162,570
Customer & Client Receipts	-1,010		-20		250			-780
Oncosts Recovered	-59,900		0		2,340			-57,560
Miscellaneous Recharges	-92,490		0		-11,740			-104,230
Total Income	-153,400	0	-20	0	-9,150	0	0	-162,570
Net Expenditure	0	0	1,200	700	-8,660	3,170	3,590	0

SDEPO: Salthill Depot

Commentary on Substantial Budget Changes

Support Services

Increased recharges, mainly from Organisation and Member Development Services due to a reassessment of time allocations.

Depreciation and Impairment

Increased depreciation charge following the purchase of a Forklift as part of the 2016/17 capital programme.

Oncost Recovered

A reduction in the issue of stock from the general store has reduced the value of oncosts to be recovered through those issues.

Miscellaneous Recharges

As this cost centre is in assence a holding account, increased expenditure within this service area results in increases in recharges to other service areas.

6.36 **Cost Centre and Description** SEATS: Roadside Seats

This budget pays for the maintenance of 151 seats situated in areas of public open spaces (except parks and recreation grounds) throughout the borough. There is no provision in this budget for new or replacement seats.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	1,930		30					1,960
Supplies & Services	550		10					560
Support Services	2,570		0			80		2,650
Total Expenditure	5,050	0	40	0	0	80	0	5,170
Net Expenditure	5,050	0	40	0	0	80	0	5,170

6.37 **Cost Centre and Description** SIGNS: Street Signs and Gazetteer

The Council has a duty to allocate names to streets and to provide appropriate street nameplates. Also included here are the costs associated with the Gazetteer

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	2,970		40					3,010
Supplies & Services	890		10		3,550			4,450
Support Services	44,210		0			690		44,900
Total Expenditure	48,070	0	50	0	3,550	690	0	52,360
Customer & Client Receipts	-510		-10					-520
Total Income	-510	0	-10	0	0	0	0	-520
Net Expenditure	47,560	0	40	0	3,550	690	0	51,840

SIGNS: Street Signs and Gazetteer

Commentary on Substantial Budget Changes

Supplies & Services

Budget for maintenance of the GGP System has been moved from Computer Services (Policy & Finance Committee) to this service area.

6.38 **Cost Centre and Description** SPODV: Sports Development

Contributing to the Council's ambition to create safer and healthier lifestyles. The role of the sports development unit is to create and extend sporting opportunities throughout the Ribble Valley, particularly within identified low participation groups. This is done through the provision of specific activity programmes, supporting voluntary sector providers and working in partnership with others to achieve cross cutting outcomes.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	140	-140	0					0
Supplies & Services	10,760	-1,410	160					9,510
Transfer Payments	7,450	-3,190	0					4,260
Support Services	67,320		0			-1,940		65,380
Total Expenditure	85,670	-4,740	160	0	0	-1,940	0	79,150
Customer & Client Receipts	-200		0					-200
Total Income	-200	0	0	0	0	0	0	-200
Net Expenditure	85,470	-4,740	160	0	0	-1,940	0	78,950

SPODV: Sports Development

Commentary on Substantial Budget Changes

Transfer Payments

The Council reimburses The Grand for the insurance premium at the Skatepark. The premium is lower than budgeted and the budget has therefore been reduced accordingly.

6.39 **Cost Centre and Description** SPOGR: Sports Grants

Grant aid is given to assist talented young sports persons with the costs associated with their sport.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Transfer Payments	3,650		0					3,650
Support Services	4,710		0			-850		3,860
Total Expenditure	8,360	0	0	0	0	-850	0	7,510
Net Expenditure	8,360	0	0	0	0	-850	0	7,510

6.40 **Cost Centre and Description** STCLE: Street Cleansing

The street cleansing service undertakes a borough wide operation for the cleansing of public adopted highways within the borough. A fly tipping service is also provided for the removal of dumped waste items on adopted areas within the borough. The service undertakes the clearance of leaves in autumn and winter and is also available for emergency call outs via Lancashire County Council with 24 hour/7 day cover.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	152,060	-1,000	1,680	4,280	-800			156,220
Premises Related Expenditure	19,510		290		1,320			21,120
Transport Related Expenditure	127,080		1,900	190	1,540			130,710
Supplies & Services	12,080		170					12,250
Support Services	51,420		0			-2,880		48,540
Total Expenditure	362,150	-1,000	4,040	4,470	2,060	-2,880	0	368,840
Other Grants and Contributions	-27,170		0					-27,170
Miscellaneous Recharges	-1,360		0					-1,360
Total Income	-28,530	0	0	0	0	0	0	-28,530
Net Expenditure	333,620	-1,000	4,040	4,470	2,060	-2,880	0	340,310

STCLE: Street Cleansing

Commentary on Substantial Budget Changes

Employee Related Expenditure

Increased salary costs due to increments plus an increase in the employers superannuation rate payable from 14% to 16.5%.

Transport Related Expenditure

Increased recharge from Salthill Depot due to higher budgeted expenditure within that service area. Plus an increase in estimated vehicle repairs and maintenance costs and vehicle insurance premium.

6.41 **Cost Centre and Description** TFRST: Waste Transfer Station

The operation of the waste transfer station in the depot at Salthill Industrial Estate is part of both the Council's commitment to supporting the Lancashire Municipal Waste Management Strategy and providing an efficient and effective refuse collection and recycling service to our residents.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	24,090	-70	260	450				24,730
Premises Related Expenditure	25,590		380		-2,520			23,450
Transport Related Expenditure	23,280		350		-12,700			10,930
Supplies & Services	1,530		20					1,550
Support Services	11,970		0			-630		11,340
Depreciation and Impairment	0		0				9,370	9,370
Total Expenditure	86,460	-70	1,010	450	-15,220	-630	9,370	81,370
Net Expenditure	86,460	-70	1,010	450	-15,220	-630	9,370	81,370

TFRST: Waste Transfer Station

Commentary on Substantial Budget Changes

Premises Related Expenditure

Lower Non Domestic Rates charge due to a fall in the rateable value.

Transport Related Expenditure

Lower recharge for the use of the Waste Loader Shovel due to the depreciation charge being charged directly to this service area rather than to the Waste Loader Shovel as in previous years. The cost would then be recharged to this service area through the 'Use of Transport' charge.

Depreciation and Impairment

The depreciation charge for the Waste Loader Shovel is now being charged directly to this service area rather than to the Waste Loader Shovel.

6.42 **Cost Centre and Description** TRREF: Trade Refuse

The Council provides a commercial waste collection service to business premises in the borough at competitive charges.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	57,630		860		15,770			74,260
Supplies & Services	81,740		1,220		31,020			113,980
Support Services	46,380		0			-250		46,130
Total Expenditure	185,750	0	2,080	0	46,790	-250	0	234,370
Customer & Client Receipts	-254,190		-3,820		-48,760			-306,770
Total Income	-254,190	0	-3,820	0	-48,760	0	0	-306,770
Net Expenditure	-68,440	0	-1,740	0	-1,970	-250	0	-72,400
Associated Movement in Earmarked Reserves					46,000			46,000
Net After Earmarked Reserves	-68,440	0	-1,740	0	44,030	-250	0	-26,400

TRREF: Trade Refuse

Commentary on Substantial Budget Changes

Premises Related Expenditure

Increased recharge from refuse collection due to the higher tonnages collected through trade refuse due to an increase in the customer base.

Supplies & Services

Increased tipping charges for the disposal of waste due to the increased tonnages collected, offset by additional income generated (see below).

Customer & Client Receipts

Increased estimated income due to an increase in the number of trade waste customers.

Associated Movement in Earmarked Reserves

If anticipated income materialises, the increase in income shown in the table above will be transferred to an earmarked reserve to fund a replacement vehicle for the trade refuse service.

6.43 **Cost Centre and Description** TURSM: Tourism and Events

The budget covers marketing the Ribble Valley as a visitor destination and the production of key publications such as the Visitors Guide.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	2,110		30		-170			1,970
Transport Related Expenditure	120		0					120
Supplies & Services	28,760	-20	430		100			29,270
Support Services	69,850		0			9,050		78,900
Total Expenditure	100,840	-20	460	0	-70	9,050	0	110,260
Customer & Client Receipts	-3,110		-50					-3,160
Total Income	-3,110	0	-50	0	0	0	0	-3,160
Net Expenditure	97,730	-20	410	0	-70	9,050	0	107,100

TURSM: Tourism and Events

Commentary on Substantial Budget Changes

Support Services

Increased recharges, mainly from Community Services and Chief Executives following a reassessment of time allocations.

6.44 **Cost Centre and Description** TWOWR: Two Way Radio

We have a radio system linking staff based at Salthill depot and vehicles and staff working out in the borough.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Premises Related Expenditure	2,310		40					2,350
Supplies & Services	1,400	-250	20					1,170
Support Services	5,490		0			-5,490		0
Total Expenditure	9,200	-250	60	0	0	-5,490	0	3,520
Miscellaneous Recharges	-9,200		0		5,680			-3,520
Total Income	-9,200	0	0	0	5,680	0	0	-3,520
Net Expenditure	0	-250	60	0	5,680	-5,490	0	0

TWOWR: Two Way Radio

Commentary on Substantial Budget Changes

Support Services

Reduced recharge from Community Services due to a reassessment of time allocations.

6.45 **Cost Centre and Description** UPACT: Up and Active

RVBC delivers services in the Ribble Valley, on behalf of Pendle Leisure Trust in respect of the Up and Active Contract, for which Pendle Leisure Trust are the lead body. The contract was awarded by LCC and covers 5 areas within East Lancashire (Hyndburn, Rossendale, Burnley, Pendle and Ribble Valley). The contract includes weight management, healthy eating and working with schools with the intended outcome being a healthier and more informed local population.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	0		0		53,430			53,430
Transport Related Expenditure			0		3,300			3,300
Support Services	0		0			41,040		41,040
Total Expenditure	0	0	0	0	56,730	41,040	0	97,770
Other Grants and Contributions	0		0		-3,300			-3,300
Customer & Client Receipts	0		0		-94,470			-94,470
Total Income	0	0	0	0	-97,770	0	0	-97,770
Net Expenditure	0	0	0	0	-41,040	41,040	0	0

UPACT: Up and Active

Commentary on Substantial Budget Changes

Employee Related Expenditure

Employee costs relating to the staff employed directly on the Up and Active contract.

Transport Related Expenditure

Estimated mileage costs for staff employed on the Up and Active Contract.

Support Services

Recharge from the Exercise Referral (EXREF) budget to reflect time spent by employees employed for Exercise Referral for time spent on the Up and Active contract.

Other Grants and Contributions

Income to be received from Pendle Leisure Trust to offset mileage payments made.

Customer and Client Receipts

Income to be received from Pendle Leisure Trust for the Up and Active service provided.

6.46 **Cost Centre and Description** VEHCL: Vehicle Workshop

The garage at the depot maintains the Council's fleet of commercial vehicles and charges all of these costs to the relevant service area. The main services charged by the garage are the refuse collection service, works administration and grounds maintenance.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	55,450		610	1,930				57,990
Premises Related Expenditure	5,150		80		1,820			7,050
Transport Related Expenditure	5,330		80		1,530			6,940
Supplies & Services	3,940		60		-140			3,860
Support Services	12,160		0			13,200		25,360
Total Expenditure	82,030	0	830	1,930	3,210	13,200	0	101,200
Other Grants and Contributions	-150		0					-150
Oncosts Recovered	-81,880		0		-19,170			-101,050
Total Income	-82,030	0	0	0	-19,170	0	0	-101,200
Net Expenditure	0	0	830	1,930	-15,960	13,200	0	0

VEHCL: Vehicle Workshop

Commentary on Substantial Budget Changes

Employee Related Expenditure

An increase in employer superannuation due to an increase in the rate payable, from 14% to 16.5%.

Support Services

Increased recharge from Community Services due to a reassessment of time allocations.

Oncosts Recovered

Increase in oncosts to be recovered due to a higher rate of budgeted expenditure within this service area.

6.47 **Cost Centre and Description** WKSAD: Works Administration

The works administration service carries out a wide range of maintenance services across most of the council services, notably engineering services. The cost of all work carried out by works administration is charged out to the relevant service area.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	121,330		1,360	3,280	-4,150			121,820
Premises Related Expenditure	12,330		180		-1,540			10,970
Transport Related Expenditure	29,300		440		-4,030			25,710
Supplies & Services	8,830		140	-20	-1,120			7,830
Support Services	31,820		0			1,170		32,990
Depreciation and Impairment	0		0				2,400	2,400
Total Expenditure	203,610	0	2,120	3,260	-10,840	1,170	2,400	201,720
Oncosts Recovered	-203,610		0		1,890			-201,720
Total Income	-203,610	0	0	0	1,890	0	0	-201,720
Net Expenditure	0	0	2,120	3,260	-8,950	1,170	2,400	0

WKSAD: Works Administration

Commentary on Substantial Budget Changes

Transport Related Expenditure

Reduced estimated expenditure on vehicle repairs and maintenance offset in part by a higher recharge for the use of plant equipment.

6.48 **Cost Centre and Description** XMASL: Xmas Lights & RV in Bloom

Grants are available to organised groups looking to provide Christmas light displays within the borough's parishes and towns, provided that match funding by the organisation is available. Also incorporated here is the Ribble Valley in Bloom budget, which is a small budget, used by local groups and parishes to enhance the borough as a place to visit. This creates one combined budget specifically for lights and flowers.

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Transfer Payments	2,020		0					2,020
Support Services	2,080		0			-810		1,270
Total Expenditure	4,100	0	0	0	0	-810	0	3,290
Net Expenditure	4,100	0	0	0	0	-810	0	3,290

7 SUMMARIES

- 7.1 The draft budget is summarised in two ways. One over the cost of the service provided by the committee (objective). The other is over the type of expenditure and income (subjective)

Cost Centre and Description	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
ARTDV: Art Development	32,670		300	230	0	-290		32,910
BUSSH: Bus Shelters	23,220	-2,350	160			-2,390		18,640
CARVN: Caravan Site	-8,010		-120					-8,130
CCTEL: Closed Circuit Television	116,160		1,600		1,130	2,160		121,050
COMMD: Community Services Department	0	-10,700	13,410	23,970	-1,950	-24,730		0
CPADM: Car Parks	-112,260	-1,300	-3,120	-7,440	-5,940	5,770		-124,290
CPVEH: Car Parks Vehicles	0		120	-30	-90			0
CRIME: Crime and Disorder	65,800		280			-14,060		52,020
CULTG: Culture Grants	6,430		0			470		6,900
CULVT: Culverts & Water Courses	17,150		120			-10		17,260

Cost Centre and Description	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
DRAIN: Private Drains	1,330		0			40		1,370
EALLW: Edisford All Weather Pitch	21,950		-220		-6,570	2,140	1,720	19,020
EDPIC: Edisford Picnic Area	-8,880		-140		-1,360			-10,380
EVEHA: Works Administration Vehicles	0	-60	450	-2,880	2,490			0
EXREF: Exercise Referral Scheme	68,000		570	1,070	-31,410	-11,260		26,970
GMVEH: Grounds Maintenance Vehicles	0		1,290	20	-13,180		11,870	0
GRSRC: Grants & Subscriptions - Community	2,680		0			10		2,690
HWREP: Highway Repairs	29,970	-1,100	10			-3,220		25,660
LDEPO: Longridge Depot	0	-760	120	100	3,470	-2,930		0
LITTR: Litter Bins	20,000	-1,820	110			3,430		21,720
MCAFE: Museum Cafe	19,190		-10		-1,140	-610	1,710	19,140
MUSEM: Castle Museum	247,280	-1,010	2,450	-70	9,760	-1,530	5,570	262,450

Cost Centre and Description	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
PAPER: Waste Paper and Card Collection	125,600		2,570	-1,670	4,600	-710		130,390
PCADM: Public Conveniences	183,350	-70	1,940	-12,090	4,110	-3,050	3,240	177,430
PKADM: Grounds Maintenance	0	-3,250	3,550	3,530	-5,940	-2,300	6,100	0
PLANT: Plant	0	0	240	-240	0		0	0
PLATG: Platform Gallery and Visitor Information	129,510	-320	830	1,550	-650	1,150	70	132,140
RCOLL: Refuse Collection	1,126,670	-60	16,430	-19,160	-23,890	-10,000		1,089,990
RCVEH: Refuse Collection Vehicles	0		6,250	-12,600	6,640		-290	0
RECUL: Recreation Grants	36,870		0			-560		36,310
RIVBK: Riverbank Protection	2,490		20					2,510
ROEBN: Roefield Barn	-250		0			-120		-370
RPOOL: Ribblesdale Pool	312,730		810	5,760	-13,690	-1,650	4,430	308,390
RVPRK: Ribble Valley Parks	464,020		5,550	-170	-1,160	11,920	-2,020	478,140

Cost Centre and Description	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
SDEPO: Salthill Depot	0		1,200	700	-8,660	3,170	3,590	0
SEATS: Roadside Seats	5,050		40			80		5,170
SIGNS: Street Signs and Gazetteer	47,560		40		3,550	690		51,840
SPODV: Sports Development	85,470	-4,740	160			-1,940		78,950
SPOGR: Sports Grants	8,360		0			-850		7,510
STCLE: Street Cleansing	333,620	-1,000	4,040	4,470	2,060	-2,880		340,310
TFRST: Waste Transfer Station	86,460	-70	1,010	450	-15,220	-630	9,370	81,370
TRREF: Trade Refuse	-68,440		-1,740		-1,970	-250		-72,400
TURSM: Tourism and Events	97,730	-20	410		-70	9,050		107,100
TWOWR: Two Way Radio	0	-250	60		5,680	-5,490		0
UPACT: Up and Active	0		0		-41,040	41,040		0
VEHCL: Vehicle Workshop	0		830	1,930	-15,960	13,200		0

Cost Centre and Description	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
WKSAD: Works Administration	0		2,120	3,260	-8,950	1,170	2,400	0
XMASL: Xmas Lights & RV in Bloom	4,100		0			-810		3,290
Grand Total	3,523,580	-28,880	63,740	-9,310	-155,350	3,220	47,760	3,443,070
Associated Movement in Earmarked Reserves	-13,320				45,800			32,480
Net After Earmarked Reserves	3,510,260	-28,880	63,740	-9,310	-109,550	3,220	47,760	3,475,550

b) Type of Expenditure/Income (Subjective)

	Original Estimate 2016/17	Savings	Inflation at 1.1% Pay and 1.5% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2017/18
Employee Related Expenditure	3,068,490	-7,370	34,000	26,510	43,560			3,165,190
Premises Related Expenditure	1,157,330	-2,380	17,230	-12,280	12,340			1,172,240
Transport Related Expenditure	1,503,950	-6,300	20,950	-15,300	-35,790		18,050	1,485,560
Supplies & Services	547,500	-12,820	8,000	-20	29,960			572,620
Third Party Payments	234,000		3,510		-1,440			236,070
Transfer Payments	70,630	-3,190	0		4,830			72,270
Support Services	1,689,590		0		-20	9,920		1,699,490
Depreciation and Impairment	681,930		0			80	20,330	702,340
Total Expenditure	8,953,420	-32,060	83,690	-1,090	53,440	10,000	38,380	9,105,780
Other Grants and Contributions	-468,860		0		-6,460			-475,320
Customer & Client Receipts	-1,331,140		-19,950	-7,980	-145,030			-1,504,100
Departmental Recharges	-1,534,620		0		-960	-6,780		-1,542,360
Oncosts Recovered	-810,400		0		-15,940			-828,030
Miscellaneous Recharges	-1,284,820	3,180	0	-240	-40,400		9,380	-1,312,900
Total Income	-5,429,840	3,180	-19,950	-8,220	-208,790	-6,780	9,380	-5,662,710
Net Expenditure	3,523,580	-28,880	63,740	-9,310	-155,350	3,220	47,760	3,443,070
Associated Movement in Earmarked Reserves	-13,320				45,800			32,480
Net After Earmarked Reserves	3,510,260	-28,880	63,740	-9,310	-109,550	3,220	47,760	3,475,550

8 EARMARKED RESERVES

8.1 Reserves are important to local authorities as, unlike central government, we cannot borrow money over the medium-term, other than for investment in assets, and we are required to balance our budgets on an annual basis.

8.2 Reserves can be held for three main purposes:

- a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing;
- a contingency to cushion the impact of unexpected events or emergencies. This also forms part of general reserves;
- a means of building up funds, this is done through our earmarked reserves to meet known or predicted requirements; our earmarked reserves are accounted for separately but remain legally part of the General Fund.

8.3 Each service committee makes varied use of Earmarked Reserves, each very specific to the nature of the services that they provide.

8.4 Earmarked reserves enable flexibility in approach to financial and service pressures, allowing the council to respond in a timely manner.

8.5 It therefore follows that there are a variety of different categories of earmarked reserves that we hold:

- Shorter Term Service Commitments
- Reserves to smooth the revenue impact of longer term cyclical costs
- Trading or business unit reserves
- Sums set aside for major schemes such as capital projects
- Longer term strategic or corporate reserves
- External grant funding where expenditure has yet to be incurred

8.6 In the Original Estimate for 2016/17 this committee planned to use £13,320 from earmarked reserves to support its net expenditure. Looking forward to 2017/18, the proposal included in the estimates is that this committee add £32,480 to earmarked reserves to support its spending.

8.7 The table below provides a summary of the DRAFT Original Estimate for 2017/18 together with the budgeted impact on the relevant earmarked reserves. Also detailed is a summary of the reasons for the movements on the earmarked reserves

	DRAFT Original Estimate 2017/18	Reason for Movement on Earmarked Reserve
Committee Net Cost of Services	3,455,460	
COBAL/H285: Vehicle & Plant Repairs & Renewals Fund	46,000	Additional income generated from increased trade waste customers. To be set aside in an earmarked reserve to offset future years vehicle renewals.
COBAL/H239: Crime and Disorder	-13,520	Monies set aside from previous years underspends, to be used to fund future years expenditure.
Committee Net Cost of Services after Movements on Earmarked Reserves	3,487,940	

9 KEY VARIATIONS

- 9.1 The net expenditure for this committee has decreased by £22,320 after allowing for associated movements on earmarked reserves. The main reasons for this net decrease are summarised in the table below.

Description	Variance Original Estimate 2016/17 to DRAFT Original Estimate 2017/18
UPACT: Up and Active The provision of the Up and Active Contract has resulted in a reduction in expenditure on Exercise Referral (EXREF) as a recharge is made to the Up and Active budget for time spent on the Up and Active service by Exercise Referral staff. The charge for this time is then reimbursed by Pendle Leisure Trust.	-28,950
VARIOUS: Diesel A review of diesel costs and estimated mileage has resulted in lower estimated diesel expenditure across the Council's vehicles.	-16,540
MUSEM: Museum Reduced estimated income from admissions and the sale of goods based upon previous years trends.	12,390
TRREF: Trade Refuse Increased tipping charged following an increase in the number of customers resulting in higher levels of tonnages collected. Offset by an increase in income to be generated from the increased customer base.	-17,740
VARIOUS: Superannuation An increase in the employers rate from 14% to 16.5%.	31,460

10 RISK ASSESSMENT

- 10.1 The approval of this report may have the following implications

- Resources: approval of the original budget for 2017/18 would see an decrease in net expenditure of £68,120 compared with the original budget for 2016/17 or £22,320 after allowing for movements on earmarked reserves.
- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

11 RECOMMENDED THAT COMMITTEE

- 11.1 Agree the revenue original estimate for 2017/18 and to submit this to the Special Policy and Finance Committee, subject to any further considerations made by the Budget Working Group.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM3-17/AJ/AC
22 December 2016

For further background information please ask for Amy Johnson

BACKGROUND PAPERS - None

Community Committee - Subscriptions

Cost Centre	Body	Budgeted Subscription £	Benefits and Outcomes	Since
CRIME Crime and Disorder	Lancashire Partnership against Crime (LANPAC)	250	Membership of LANPAC enables us to bid for funding for crime prevention measures. This has resulted in us receiving £1,200 worth of radios for town centre premises, £750 for polycarbonate glasses for town centre pubs and £800 for CCTV cameras to protect property in isolated areas.	At least April 1994
CCTEL Closed Circuit Television	CCTV User Group	280	The CCTV user group provides information, training and guidance for CCTV users. Membership keeps us updated on the latest developments in CCTV and is a useful forum for topics related to CCTV.	April 2006
SPODV Sports Development	Lancashire Sports Partnership	5,000	The aim of the partnership is to increase participation in sport and physical activity. Locally they have helped us with research support in our open spaces review and help with 'Sportivate' and 'Activate' funding applications for help to provide sporting facilities for young people.	April 2009

Cost Centre	Body	Budgeted Subscription £	Benefits and Outcomes	Since
RCOLL/STCLE/PKADM/ SDEPO Refuse Collection/Street Cleansing/Grounds Maintenance/Salthill Depot	Freight Transport Association	870	<p>The annual subscription is split between four cost centres. The Freight Transport Association is the main trade body for freight companies. It keeps us updated with legislative changes relating to heavy goods vehicles, vehicle maintenance and provides us with interpretation of driver tachograph cards which we do not have the software to do ourselves.</p> <p>They provide (Certificate of Professional Competence) training which all HGV drivers now have to have and are a valuable source of updates and information on legislation the Council has to comply with regarding our commercial vehicle fleet.</p>	April 2001

Cost Centre	Body	Budgeted Subscription £	Benefits and Outcomes	Since
TURSM Tourism and Events	Marketing Lancashire Ltd	5,000	Marketing Lancashire Ltd was formerly the Lancashire and Blackpool Tourist Board, and provides marketing and communications for the whole of Lancashire, "Welcome to Excellence" training and place marketing.	April 2004
COMMD Community Services	Planning Officers Society	260	Corporate membership allows the Council to nominate an unlimited number of appropriate staff as members of the Society.	April 2013

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No. 13

meeting date: 10TH JANUARY 2017
title: PREPARATION FOR REFUSE AND RECYCLING COLLECTION SERVICES
FROM 2018 (REPORT 3)
submitted by: DIRECTOR OF COMMUNITY SERVICES
principal author: PETER McGEORGE

1 PURPOSE

- 1.1 To inform Members of the implications for the current refuse and recycling collection services following the withdrawal by Lancashire County Council of Cost Sharing payments from April 2018, and;
- 1.2 To present Members with options focussing on the implications of changing the frequency of the general waste collection and/ or to the frequencies of the recycling collections.
- 1.3 Relevance to the Council's ambitions and priorities:
 - Community Objectives – To increase the recycling of waste material.
 - Corporate Priorities – To be a well managed Council providing efficient services based on identified customer needs.
 - Other Considerations – To protect and enhance the environmental quality of our area.

2 BACKGROUND

- 2.1 This report is the third of a number of preliminary reports that are being presented to this Committee up until August 2017. Each report focusses on one of a range of options available to this authority that may in part, help mitigate the budget shortfall of £430,340 per annum,(based on current service provision), as a result of the withdrawal of the Cost Sharing agreement by Lancashire County Council from April 2018.
- 2.2 Officers are constantly reviewing the options with the amended list of proposed preliminary reports to be presented to this Committee as indicated below:
 - Charging for garden waste collections (Report 1 – 23 August 2016)
 - Options for dealing with mixed paper and cardboard (Report 2 – 11 October 2016)
 - Changes to refuse collection frequency and/or changes to recycling collection frequencies (Report 3 – 10 January 2017)
 - Alternative arrangements for the recycling of all our recyclable / compostable waste streams (This includes possible mixing of waste streams and cessation of collection of one or more waste streams)
 - Mothballing of the Waste Transfer Station

- 2.3 The first report (23 August 2016) presented to Members considered the impact of the introduction of a charge for the collection of garden waste. It outlined the issues around the collection of garden waste including a survey of other authorities of a similar rural nature who had already introduced a subscription based garden waste collection service for residents. Although it was demonstrated that the introduction of charges for garden waste would be unlikely to address fully the financial shortfall arising with the withdrawal of Cost sharing payments in 2018, it did indicate that this was one measure that could help bridge the funding gap if required. The report concluded that it was most likely that a package of measures would be required to address the financial problem that would enable a reasonable level of service to be retained for residents.
- 2.4 The second report (11 October 2016) provided a brief outline of a number of options for dealing with mixed paper and cardboard that may offer savings or generate income for this authority. Members were also advised that even at these preliminary stages there are risks and uncertainties which may affect the decisions to be made by Committee in due course. The report also explained the background behind the current arrangements for dealing with mixed paper and cardboard under the Cost Sharing agreement and the claim of exclusivity by the County Council for this material. The report covered the Council's regulatory responsibilities for the segregation and recycling of all dry recyclable materials which includes paper and cardboard. The report concluded that even if Committee were minded to abandon this separate service, the savings would not independently address the deficit created by the withdrawal of Cost Sharing payments in 2018. but it did demonstrate that it might contribute to the savings required.
- 2.5 Officers have submitted a joint expression of interest with other Lancashire districts for funded consultancy support through the WRAP (Waste Resources Action Programme) Framework for Greater Consistency in Household Recycling in England. If the application is successful, technical support would be provided during 2017 / 2018 for the following:
- Appraisal of collection options that would bring local authorities in line with the consistency framework for recycling;
 - Support with the development of business cases and identification of local opportunities and benefits;
 - Advice on collection system design; and
 - Support with commissioning and introducing new collection services.
- 2.6 The framework is not just about local authority collections but about the entire life-cycle of the goods we buy, use and dispose of. It suggests which materials it makes sense for every household in England to be able to recycle at home. It offers greater consistency but at the same time allows local authorities to tailor collection systems to their local needs.
- 2.7 This is potentially a timely opportunity and if the application is successful would support the current review being undertaken by your officers in exploring options on how this

authority could meet the financial shortfall due to the withdrawal of Cost Sharing payments.

3 Implications of changing the frequency for kerbside collection of general waste and/or the kerbside collection of recyclable / compostable waste.

3.1 To date, Committee has prided themselves on providing residents with a weekly collection of general waste, which has also been recognised as a “high quality service” by the Secretary of State as published in his `Guidance to Weekly Rubbish Collections`. However as many of the options being explored will not independently address the deficit it is most likely that a package of measures would be required that would enable a reasonable level of service to be retained for residents. It would therefore be remiss not to consider the implications of changing the frequency of the refuse and recycling collection service within the review.

3.2 This report does not examine in detail the model of each change in frequency option that could be applied to our refuse and recycling collection service, but gives an overview of the most likely operational implications such changes would present. Examples of the various models that could be applied to our refuse and recycling service are as follows:

a) Alternate weekly or three weekly collection of general / residual waste;

b) Alternate weekly or three weekly collection of general / residual waste and integrate mixed paper and cardboard into 3 stream collection schedule;

c) 3 weekly or 4 weekly collection of mixed dry recyclables with the integration of mixed paper and cardboard;

d) Separate collections of each waste stream with a mix of two, three or four weekly collections.

3.3 Members will also appreciate that changes to collection frequency would not be popular with our residents who have enjoyed a high quality service. We would have to address the usual concerns raised by residents on the perceived problems associated with food waste i.e. smell, flies, rats etc. The majority of waste collection authorities in the country are now providing alternate weekly collection of general waste and their experience has proven that the majority of residents concerns are unfounded. However this is not the case where the frequency has been extended to three weeks and longer and this move has resulted in the introduction of separate weekly or fortnightly collections of food waste using kitchen caddies.

3.4 Members are reminded that as a result of the `mothballing` of the Waste Technology Parks and the decision to cease the treatment of mixed food and garden waste by the County Council, that from 1st July 2016 householders in the Ribble Valley can no longer place food waste in their green wheeled bin. Additionally the County Council advised that they would not cover the cost for the treatment of separated food waste. Should this authority decide to undertake separate collections of food waste we would be required to pay gate fees for the treatment of this material although your officers are of the opinion that we could challenge the County Council policy. Furthermore it may also be possible to help offset any collection costs / gate fees by claiming recycling credit payments from the County Council. The introduction of food waste collected as a separate waste stream

would reduce any savings made as a result of changing the frequency of general waste collections.

- 3.5 It is most likely that adopting many of the models for changing frequency of collection may require significant capital investment to replace our collection vehicle fleet and / or to provide householders with larger wheeled bins and /or additional containers (kitchen caddies). Whilst some models may require a return to single compaction vehicles on average the savings would only amount to £45k per vehicle over 8 years but would still require over £1.5m capital investment to change the current fleet. In practice, we would prefer to replace the fleet over several years, in line with our existing replacement timetable, but - depending on the waste streams we eventually select - the existing fleet of split-bodied vehicles might not be suitable. Additionally there may be a requirement to increase the size of wheeled bin where there is a change in frequency which may require significant capital investment of £500k per waste stream.
- 3.6 Any potential revenue savings that may result in changing collection frequencies are as yet unknown due to the uncertainty around staffing implications, diesel costs due to the change of collection frequency etc. However, as mentioned earlier in paragraph 3.4, the separate collection of food waste would reduce any revenue savings.
- 3.7 Officers at all levels are pressing the County Council for information on their waste treatment and disposal plans post 2018 and any possible incentive payments to continue with current segregated waste arrangements.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – None at this stage although the driver for this review is the loss of £430,340 annual income from 2018. One or more of the options could require changes to the collection fleet and the provision of larger wheeled bins or additional containers. To introduce any of the models for changing frequency would be a major logistical task.
- Technical, Environmental and Legal – None at this stage although we cannot anticipate the response or changes that may be introduced by the County Council.
- Political – None at this stage although any negative changes to frequencies of collection for any of the waste streams would not be welcomed or popular.
- Reputation – None at this stage although any negative changes to frequencies of collection for any of the waste streams would not be welcomed or popular and may generate negative reaction from residents.
- Equality & Diversity – eg No implications identified.

5 CONCLUSION

- 5.1 The implications of changing the frequency of collection are complex and many would require significant capital investment so overall the financial benefits may not be immediately evident. This report does seek to demonstrate that a contribution to the savings required might be found from this area.

PETER McGEORGE
WASTE MANAGEMENT OFFICER

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS

Preparation for Refuse and Recycling Collection Services from 2018 (Report Number 2) – 11 October 2016

Preparation for Refuse and Recycling Collection Services from 2018 – 23 August 2016

Options following the withdrawal of recycling credits – 13 January 2016

Minute 495

WRAP - A framework for Greater Consistency in Household Recycling in England

Waste Management Files

For further information please ask for Peter McGeorge, extension 4467.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 10 JANUARY 2017
 title: GENERAL REPORT
 submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
 principal author: ADRIAN HARPER, HEAD OF ENGINEERING SERVICES
 COLIN WINTERBOTTOM
 COMMUNITY LEISURE AND SPORTS DEVELOPMENT MANAGER
 TOM PRIDMORE, TOURISM AND EVENTS OFFICER

1 PURPOSE

To update of developments within the Engineering, Leisure, and Tourism sections.

2 ENGINEERING SERVICES

2.1 CCTV MONITORING

The existing monitoring contract was serviced by Profile Security Services Ltd. The original contract was let as part of a larger contract including Preston, Blackburn, and Burnley. The contract was for 2 years and there was an extension until 30 November 2016.

Officers have carried out a procurement exercise for a new supplier solely for RVBC, as the other districts are forming the new Hub run by Blackburn with Darwen Borough Council. The successful contractor is, once again, Profile Security Services. The new contract will again be for 2 years with a possible extension for the sum of £87k.

2.2 RELIGIOUS AND STATE PROCESSION IN RIBBLE VALLEY

Previously, events such as the above have been referred to the Council's Safety Advisory Group and the decision has been made that, to enable processions to take place safely, the council would draw up a Town and Police Clauses Closure and stipulate a high-vis car at the front and the back to ensure safety. This has been happening for the last year or so.

It appears now that surrounding districts, including Burnley, are no longer allowing this arrangement. Instead, they are insisting on a Traffic Regulation Order drawn up by the Highway Authority LCC at the cost of approx. £1000.

Ribble Valley will continue to use the original procedure until it is directed to do otherwise by either the Police or the Highway Authority.

This is to inform members that this change is on the horizon and, if it were introduced, very few of the historical processions would continue to take place in the Ribble Valley.

3 CULTURAL AND LEISURE SERVICES

3.1 RIBBLESDALE POOL

For the duration of the Pool closure period, the outdoor Artificial and grass pitches will continue to be available to members of the public, and staff will be in attendance during evenings and weekends to facilitate access and supervise use, as normal.

The changing pavilion will also be available for toilets and changing provision, if required.

Customers are being advised of alternative arrangements for swimming at pools in neighbouring authorities, and the Dolphins Swimming Club will be holding sessions at Stonyhurst College. Re-enrolments for children attending the Council's internal lesson programme have been arranged to commence from 20 February, when the Pool will have reopened.

In addition to the undertaking of maintenance work and cleaning of the poolside surrounds, pool tanks, and plantroom, staff will be undertaking project work including the review of Risk Assessments, Health and Safety Policy, reorganisation of the internal lesson programme, and the re-writing of lesson plans for both school and internal lessons. It will also present an opportunity to train staff on the till management system, and revise the procedures relating to aspects of customer service. The operation is challenged with increasing participation in aquatics as set out within the business plan on which Sport England agreed to contribute towards the improvement scheme; so the staff will review the programming and associated marketing to help achieve these targets when the Pool reopens.

3.2 PLATFORM GALLERY

The Christmas exhibition 'Northern Star' comes to an end after the Christmas holiday period, and will be replaced by the Ribble Valley Craft Open. The subsequent exhibition programme is being reviewed as the past year is evaluated in terms of the extent to which the four exhibitions have met the desired outcomes. This evaluation process will help to determine the format of exhibitions going forward from April 2017.

4 TOURISM AND EVENTS

4.1 ECONOMIC PERFORMANCE

The economic performance of Tourism is measured through a model called STEAM, the latest results of which have just been produced. Unfortunately the data is always more than a year in arrears and so 2015 is now available. The results, coordinated from research led by our destination management organisation 'Marketing Lancashire', demonstrate continued growth in the visitor economy. These results compare favourably with anecdotal feedback from selection of local tourism business owners who have expressed the view that this year, 2016, has been yet another successful year of growth in the visitor economy.

Headline Data for 2015 compared to 2014

- Total visitor number up 1.3%
- Total Visitor days up 2.1%
- Day visits Staying visitor up 3%
- Increase in non-serviced accommodation against a small loss of serviced accommodation

A summary of the 2015 position of the visitor economy is attached as an appendix. This sector is notoriously hard to measure, and more fundamentally, to define as to what constitutes tourism. The STEAM model is not an exact science and there is a view that, for example, areas like employment, and value, the published figures are a significant underestimate. Whilst perhaps not totally accurate, they nonetheless provide a useful 'year on year' comparator for performance.

4.2 PARTNERSHIP WORKING

In order to work most effectively, and to maximise limited resources, a number of Council-led partnerships, involving private sector tourism partners, are being developed. This means that knowledge and resources can be pooled, resulting in some really effective marketing activities.

- Ribble Valley Wedding Partnership

The Ribble Valley Wedding Heaven Partnership was initiated by the Council almost two years ago, to reflect the growth of, and interest in, the local wedding industry, and acknowledging its potential for new tourism. It is a partnership involving almost all of the licenced wedding venues along with many suppliers. The partnership recognises the spin off benefits of the wedding business for tourism in the wider economy, and the notable growth in demand for accommodation, with many visitors coming for the first time as a wedding guest and then returning for further holidays. The partnership is believed to be unique, the first of its kind in the country, where venues work together in this highly competitive market. Since its inception, the partnership has hosted wedding press visits and undertaken collaborative marketing and promotions. Most recently, following attendance promotional events in Manchester and Bolton, 'A One Night in Heaven' event was organised where the majority of venues opened simultaneously to allow new visitors to experience the area and visit a number of venues during one evening. This event was very successful, as was the first ever generic wedding fair hosted at the Grand, Clitheroe, and supported by almost all of the partnership members. In order to promote the area as the ultimate destination, the partnership has just produced a full colour brochure, of a quality which we believe reflects the product. Each venue paid for their part in a series of features which have been produced to a consistent design, in order to maintain the quality of the brochure, and also reflect the collaborative brand of the group. The brochure mirrors the quality of the existing website www.ribbonvalleyweddingheaven.com which highlights venues and suppliers, and then social media promotes wedding-related events, and day to day news.

- Ribble Valley Food Heaven

With the amazing food offer in this locality being of such huge importance to tourism, there have been ongoing discussions as to the best way to work together to promote the area as a food destination. In conjunction with a University of Central Lancashire graduate, a new website is being created promoting Ribble Valley Food outlets, events and producers. Promotion on the website is linked to advertising packages available in the annual visitor guide (see below). The website is under construction but can be viewed at www.ribbonvalleyfoodheaven.com. It is designed to be a one stop shop for visitors seeking to experience the culinary delights of the area.

In conjunction with Marketing Lancashire, several press visits have been hosted in Ribble Valley, not least by a journalist from the Sunday Times which resulted in a most notable feature which described the area as '*England's answer to Tuscany*'

- Group Travel

Group travel continues to be a potential growth area for tourism development, and the Council's Group Travel Manual was relaunched at the National Leisure and Group Travel show in Birmingham in October. This was attended by group organisers, coach operators and journalists. The manual takes the form of a loose leaf pack, enabling it to be updated or reprinted at minimal cost. In terms of partnership working to further activity, there are a number of businesses that have expressed an interest in working collaboratively and, in conjunction with the Ribble Valley Tourism Association, we have plans to host a Group Travel business development workshop, potentially involving one of the UK's leading group travel experts. Again, by working more collaboratively, it is hoped to increase promotional activity, trade awareness, and subsequently, business.

4.3 EXTERNAL EDUCATIONAL LIAISON

In support of helping young people development their skills, the Tourism and Events Officer continues to work closely with educational establishments, taking student placements and working with universities requiring consultancy style projects. This not only offers students 'real life' work experience, but provides valuable research data for the Council's tourism product development. Recently, a consultancy project by a student from the University of Central Lancashire has helped develop a new strategy on the use of social media for Ribble Valley tourism, whilst a team from Leeds Beckett University is currently evaluating the impact, value and potential of wedding tourism. Regular work experience participants also help with tourism promotions at different times of the year and this year, two 3-month marketing placements have been hosted from the International Business Academy in Denmark. All student placements provide valuable support for tourism development but moreover, bring new and fresh ideas.

4.4 PROMOTIONS FOR 2017

The official Annual Discover Ribble Valley Visitor Guide is currently being prepared, with publication due for mid-January. The publication is produced by the Council in partnership with a private sector operator, which this year is Scott Dawson Advertising. The guide is self-financing from the sale of advertising and once again sales performance is healthy, with some new advertisers joining. As a result, the guide is likely to grow in size, once again.

The Tourism Officer is also working with the company called 'Room Book' which provides bedroom browsers for the majority of hotels in Ribble Valley, and indeed across the County. At this time of year, the Tourism Officer is also responding to a plethora of requests for editorial content and images for a variety of publications and websites which promote the area.

Finally, the official tourism website www.visitribblevalley.co.uk is currently being reconstructed and the content refreshed, to make it more user-friendly and easy to navigate. It will be ready late January 2017.

5 CONCLUSION

The above have contributed to the wellbeing of the community, and enhanced the reputation of the Council.

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