

**Guildhall Gainsborough
Lincolnshire DN21 2NA**

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AGENDA

This meeting will be recorded and the video archive published on our website

Prosperous Communities Committee

Tuesday, 23rd October, 2018 at 6.30 pm

Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

Members:

- Councillor Mrs Sheila Bibb (Chairman)
- Councillor Mrs Gillian Bardsley (Vice-Chairman)
- Councillor John McNeill (Vice-Chairman)
- Councillor Owen Bierley
- Councillor Christopher Darcel
- Councillor Michael Devine
- Councillor Steve England
- Councillor Paul Howitt-Cowan
- Councillor Mrs Pat Mewis
- Councillor Malcolm Parish
- Councillor Mrs Lesley Rollings
- Councillor Trevor Young

1. **Apologies for Absence**
2. **Public Participation**
Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.
3. **Minutes of Previous Meeting** (PAGES 3 - 8)
To confirm and sign as a correct record the Minutes of the Prosperous Communities Committee held on 11 September 2018.
4. **Matters Arising Schedule** (PAGES 9 - 11)
Setting out current position of previously agreed actions as at 15 October 2018

5. Members' Declarations of Interest

Members may make any declarations at this point but may also make them at any time during the course of the meeting.

6. Public Reports

- i) Community and Voluntary Sector Funding (PAGES 12 - 67)
- ii) Councillor Initiative Fund (PAGES 68 - 124)
- iii) Market Rasen Car Parking Charges - 12 month review (PAGES 125 - 144)
- iv) Fees and Charges 2019/2020

The fees and charges relating to building control are defined as exempt information. If the Committee wish to discuss these in detail they will need to resolve to exclude the public and press – reference agenda items 8 and 9 below. (PAGES 145 - 195)

- v) Workplan (PAGES 196 - 198)

7. Exclusion of Public and Press

To resolve that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

8. Exempt Report(s)

- i) Fees Charges 2019/2020 - Building Control (PAGES 199 - 218)

Mark Sturgess
Head of Paid Service
The Guildhall
Gainsborough

Monday, 15 October 2018

Prosperous Communities Committee- 11 September 2018
Subject to Call-in. Call-in will expire at 5pm on Wednesday 3 October 2018

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Prosperous Communities Committee held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 11 September 2018 commencing at 6.30 pm.

Present: Councillor Mrs Sheila Bibb (Chairman)
Councillor Mrs Gillian Bardsley (Vice-Chairman) and
Councillor John McNeill (Vice-Chairman)

Councillor Owen Bierley
Councillor Christopher Darcel
Councillor Michael Devine
Councillor Steve England
Councillor Mrs Pat Mewis
Councillor Mrs Lesley Rollings
Councillor Trevor Young

In Attendance:
Mark Sturgess Executive Director of Operations and Head of Paid Service
Ady Selby Strategic Manager Services
Phil Taylor Well being & Health Manager (interim)
Katie Coughlan Senior Democratic & Civic Officer

Also Present: 1 Member of the Public
1 Member of the Press

Apologies: Councillor Paul Howitt-Cowan
Councillor Malcolm Parish

Membership: No substitutes were appointed.

28 CHAIRMAN'S WELCOME

The Chairman welcomed all those present to the meeting. Members were advised that there had been some technical issues with the technology in the Chamber, it was hoped that these had now been resolved, however apologies were offered in advance in the event of the webcast stream failing.

The Chairman, joined by Members of the Committee also placed on record their condolences to Councillor Paul Howitt-Cowan following his recent loss.

29 PUBLIC PARTICIPATION

The Chairman welcomed Mr Adrian Campbell to the meeting, who had indicated he had a question he wished to pose to the Committee.

Mr Campbell addressed the Committee and made the following statement: -

“Thank you for this opportunity.

My question is about the fairness and effectiveness of your public consultation process for the people of Market Rasen.

I'm part of the newly constituted Market Rasen Action Group that arose with huge energy learning the news, with no prior consultation, that Market Rasen was to be gifted with a new dry leisure centre where, what it seems is wanted, is a swimming pool.

I am a qualified marketing professional and undertook a short survey and preliminary results suggest exactly that. No business case has been released to support the dry centre plan.

No business case was released to the public either for the advice you relied on that Market Rasen car parks would generate £50,000 a year. The consultation process could have identified flaws in Parking Matters' recommendations had you trusted the public to view them. Your consultant proved wrong bringing embarrassment to you where revenues now don't meet costs.

There has been a new consultation announcing that:
"The primary aim of this review being to support town centre viability and local traders (and) seek some cost recovery"

Those traders know that increasing profit (or reducing losses) is more than just about increasing prices yet increasing prices are the only options offered by your consultation. The consultation is flawed then. There should have been two further options:-

- 1) look how to reduce costs and
- 2) look how to increase usage and therefore income.

It should also have been given more time, appearing as it did in a holiday season and before Market Rasen's new Town Team and Action Group had been established.

I recently conducted another short survey asking people if they were aware of consultations about:-

- 1 Car Parking
- 2 Leisure Centre
3. Crematorium

No-one was aware of a consultation about a crematorium. Neither was I.

I am shocked to learn that some of my Council Tax will go toward a £6 million facility that almost no-one in Market Rasen will use. It is further away from Rasen than two existing crematoria.

Market Rasen Town Council tell me they were not consulted either. They learned about it after the decision had been made. Market Rasen people do not routinely engage with Gainsborough. It is 20 miles away.

My question then is: -

Does the way you consult the District on key issues disadvantage Market Rasen?

Should you not announce measures more widely especially using social media; giving more advance notice, facilitating replies by means other than your website eg facebook polls?

And should you not automatically release back-up documents so an intelligent population can comment on them?

Thank you”

The Chairman thanked Mr Campbell for his questions.

As the Committee had not received prior notice of the questions to be posed, Mr Campbell was advised, as outlined in the public participation scheme, to submit his question in writing. On receipt of which, a full written response would be issued to Mr Campbell and all Members of the Committee.

Mr Campbell thanked the Chairman and Members of the Committee before leaving the meeting.

30 MINUTES OF PREVIOUS MEETING

(a) Meeting of the Prosperous Communities Committee – 17 July 2018.

RESOLVED that the Minutes of the Meeting of the Prosperous Communities Committee held on 17 July 2018 be confirmed and signed as a correct record.

31 MATTERS ARISING SCHEDULE

Members gave consideration to the Matters Arising Schedule which set out the current position of all previously agreed actions as at 3 September 2018.

RESOLVED that progress on the Matters Arising Schedule, as set out in the report be received and noted.

32 MEMBERS' DECLARATIONS OF INTEREST

Councillor Trevor Young declared a non-pecuniary interest in agenda item 6 b) (Youth Housing Four Way Protocol) as his employer was named within the report.

33 SOUTH WEST WARD WASTE COLLECTIONS REVIEW SCOPE

Members gave consideration to a report which sought agreement to the scope for a review of waste collections in the South West Ward of Gainsborough. The report further sought approval of an engagement and assessment process, which would form part of the review and the setting up of a member steering group to oversee the process.

Debate ensued and the Committee as a whole welcomed the approach being proposed. Several members commented on the importance of any consultation undertaken being meaningful. It was considered that the review provided a great opportunity to engage with the community and to make improvements. Some were of the view that the current approach posed reputational risks and did not create an appealing gateway to the town. Community buy-in was an important factor in delivering change and ensuring residents were part of the solution. Several Members commented that a range of solutions may need to be identified as every street within the area was different.

In responding to a request to condense the proposed timeline, Officers indicated that this had been a matter of much debate, but in order to ensure consultation and engagement was meaningful and in order to allow proper analysis of all the information gathered through the review, Officers were of the belief the timescale indicated was the most appropriate. Members indicated their satisfaction with this response.

RESOLVED that: -

- 1) the proposed process for reviewing the waste collection methodology in the South West Ward of Gainsborough be approved, namely:
 - a) a steering group consisting of Councillors, including ward Members and representatives from Prosperous Communities Committee, supported by officers be established;
 - b) engagement with all sections of the community in the South West Ward be undertaken;
 - c) Communications with the community to support this engagement including delivering newsletters, drop-in sessions and door to door sample surveys be undertaken;
 - d) a Satisfaction survey with residents and all other stakeholders including Councillors, businesses, landlords, the town council, residents groups, Lincolnshire Highways and any other relevant bodies be undertaken;
 - e) Environmental Assessment Surveys be undertaken;

- f) Consultation with national forums such as APSE and LARAC regarding best waste collection practice in this area be undertaken;
- g) an initial options analysis of alternative collection methods and regimes, considering those undertaken by other authorities, both locally and nationally be carried out;
- h) a financial analysis of identified options be undertaken;
- i) potential methods and areas to carry out pilots of alternative collection methods be identified
- j) a risk register for these activities be maintained.
- k) an equalities impact assessment for identified options be produced.

Having been supportive of recommendation 1a) (the establishment of a Member Steering Group), nominations were sought and received for Members to serve on the Group.

On that basis it was further **RESOLVED** that

- 2) In connection with resolution 1a above, the following Members be appointed to serve on the Members Steering group to oversee the delivery of the work as specified in the report.: -

Councillor Sheila Bibb
Councillor Chris Darcel
Councillor Pat Mewis
Councillor Lesley Rollings
Councillor Trevor Young

and the draft Terms of Reference for the Members Steering Group, as set out in Appendix 2 of the report be approved.

Note: given the significance of this work, it was also emphasised that the Group would accept additional Members should they wish to serve on this Group.

34 YOUTH HOUSING FOUR WAY PROTOCOL

Members gave consideration to a report which sought approval to the adoption of a Youth Housing Protocol.

The Protocol did not require any additional commitments of West Lindsey District Council, moreover it brought together in one place the existing housing pathways for young people and set out the current legislative framework that applied to young people in housing difficulty.

The protocol was required in order to pull together into one document a number of current

areas of joint working. By bringing these strands together the protocol sought to create smoother transitions for young people from homelessness or care, through supported accommodation and on to independence.

In brief the protocol consisted of:

- Introduction & background
- Summary of current services across the county
- Overview of the statutory responsibilities
- Further detail on current provision
- Overview of the youth housing single gateway first introduced in 2012
- Detail of transition processes between Youth Housing and Adult Housing Related Support services both commissioned by Lincolnshire County Council.

Discussion ensued and Members expressed concern regarding the basis on which provision was being offered at the facility on Wembley Street. This was not in accordance with the previous agreement or understanding, and West Lindsey had supported the project financially.

Officers outlined briefly the variances which had been made to the contract which had seen changes to the way the project was funded.

Members were of the view that they needed to better understand the operations of the Service considering the financial investment they had made and suggested that an Officer from the County Council be invited to address the Committee.

The Executive Director of Operations advised that this matter had been identified by Challenge Improvement Committee who intended to invite representatives to attend. The issues raised by Members could be brought forward to that meeting.

Members were agreeable to this approach.

RESOLVED that the Youth Housing Protocol, attached at Appendix 1 of the report be adopted.

35 WORKPLAN

Members gave consideration to the Committee Work Plan.

RESOLVED that the workplan as set out in the report be received and noted.

The meeting concluded at 7.10 pm.

Chairman

Prosperous Communities Matters Arising Schedule

Purpose:

To consider progress on the matters arising from previous Prosperous Communities Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters arising Schedule

Active/Closed	Active				
Meeting	Prosperous Communities Committee				
Status	Title	Action Required	Comments	Due Date	Allocated To
Black					
	leisure contract monitoring report	extract from mins of mtg 5 June 2018 A Member requested a report on the leisure contract once the contract was up and running, especially as the business plan figures had been questioned. This would allow Members to track progress. In response Officers confirmed that such a request was appropriate and such reports would be programmed into the work plan in due course. Appropriate reporting periods and timings would need to be determined in the first instance.	Please discuss as required with appropriate Officers and ensure reports are programmed in as appropriate Briefing 29 August - agreed to be programmed in for October meeting. Item to now be considered in Jan 19	31/10/18	Mark Sturgess

	<p>question from Mr A Campbell - written response</p>	<p>extract from mins of mtg 11/9/18 :- As the Committee had not received prior notice of the questions to be posed, Mr Campbell was advised, as outlined in the public participation scheme, to submit his question in writing. On receipt of which, a full written response would be issued to Mr Campbell and all Members of the Committee. Please view mins of mtg for the question in full</p>	<p>Please prepare response for Mr Campbell and ensure this is circulated to all Members present at the meeting</p> <p>circulated 26/9</p>	<p>28/09/18</p>	<p>Mark Sturgess</p>
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	<p>youth housing provision - Wembley st gainsboro</p>	<p>extract from mins of mtg 11/09/18 Discussion ensued and Members expressed concern regarding the basis on which provision was being offered at the facility on Wembley Street..... Members were of the view that they needed to better understand the operations of the Service considering the financial investment they had made and suggested that an Officer from the County Council be invited to address the Committee.</p> <p>The Executive Director of Operations advised that this matter had been identified by Challenge Improvement Committee who intended to invite representatives to attend. The issues raised by Members could be brought forward to that meeting.</p> <p>Members were agreeable to this approach.</p>	<p>Please raise with the C and I Lead Members in order to facilitate such attendance . All Members to be invited to the session.</p> <p>This was raised at the c and i chairs brief on 26/9 and has been added to the work programme for February</p> <p>Members will also receive a progress update via the Members Bulletin in due course as agreed at PC Chairs briefing in August</p>	04/10/18	Mark Sturgess
Grand Total					

Agenda Item 6a



**Prosperous Communities
Committee**

23rd October 2018

Subject: Community & Voluntary Sector Funding Review 2018

Report by:

Mark Sturgess
Executive Director of Operations

Contact Officer:

Grant White
Enterprising Communities
Grant.white@west-lindsey.gov.uk

Purpose / Summary:

To report on the CVS Funding Review 2018.

RECOMMENDATION(S):

1. Members approve the CVS Funding Review report and agree to funding decisions recommended by the Member Community Grants Panel as detailed in Review Report and summarised at Section 4.1 of the report.
2. Members approve to undertake a more detailed Community & Voluntary Sector Funding review during the next 3 years.

IMPLICATIONS

Legal:

The CVS Review process ensures compliance with the Compact principles which are designed to ensure transparency of working between Local Authorities and Third Sector Organisations.

Financial : FIN/121/19

The MTFP currently includes budget for CVS grants totalling £137,200pa (£411,600 over the 3 years from 2019/20 to 2021/22).

The Funding Review report proposes funding of £363,600 over the 3 years, resulting in a contribution to reserves of £48,000, to be returned to General Fund Balances.

Staffing :

N/A

Equality and Diversity including Human Rights :

N/A

Risk Assessment :

All grant funding agreements have relevant clauses covering safeguarding, health & safety and insurance requirements to ensure minimum risk to the Council.

Climate Related Risks and Opportunities :

N/A

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Introduction

- 1.1 As part of the Council's on-going commitment to support and work with the community and voluntary sector, we provide a range of core funding grants. This type of funding is awarded to organisations that delivery key services that benefit residents, local communities and help support our Corporate Plan priorities.
- 1.2 The Council undertakes a CVS Funding Review every 3 years. The review ensures the council continues to support organisations delivering key outcomes for communities in West Lindsey.
- 1.3 Our review process enables the Member Community Grants Panel to assess work being delivered and make decisions about the continuation of any funding based on need, outcomes and resources.
- 1.4 The CVS Review leads to the completion of a CVS Funding Review Report. This report details the process, scope of review, review findings and recommended outcomes. The report once approved is published and shared with partners.
- 1.5 The proposed CVS Funding Review Report 2018 is attached as **APPENDIX A**.
- 1.6 The CVS Funding Review Report 2018 includes:
 - Introduction
 - Current Agreements
 - Review Process
 - Review Timeline
 - Review Panel Decisions
 - Financial Profile for 2019-2022

2. Impact of CVS Funding

- 2.1 As part of on-going monitoring each organisation that receives CVS Funding provides regular updates which as reviewed by officers. This includes details of outcomes achieved, volunteer hours, client numbers and case studies.
- 2.2 Due to the size of all the supporting monitoring information these reports have not been included at Appendices with this report. Annual monitoring information is available to view on request.
- 2.3 Organisations will continue to provide monitoring information as detailed in their grant funding agreements. Organisations receiving CVS Funding may also be requested to attend future meetings including Committee Meetings to report on work being delivered.

3. Corporate Plan Themes

3.1 CVS Funding is part of our wider Community Grants Programme and helps support our Corporate Plan Themes. The approval of any CVS Funding will continue to support the following themes:

- Theme 1: Open for Business
- Theme 2: People First
- Theme 3: Asset Management
- Theme 5: Partnerships/Devolution
- Theme 6: Excellent Value for Money Services

3.2 Our CVS Funding is widely recognised both locally by voluntary sector organisations and regionally by other Local Authorities and partner agencies. Whilst the council continues to face financial pressures, our ability to actively support the voluntary and third sector has a significant impact on improving local communities and outcomes for residents.

4. Financial Profile for 2019-2022

4.1 The table below shows the allocated funding and these amounts are budgeted within the Medium Term Financial Plan (MTFP). The Council reserves the right to look at this further in future years, but this review has been sufficiently rigorous to ensure that we are supporting organisations appropriately and in line with our Corporate Plan Themes.

Organisation	2019/20	2020/21	2021/22	TOTAL
Act Now	£1,000	£1,000	£1,000	£3,000
Citizens Advice (Lindsey & Lincoln)	£60,200	£60,200	£60,200	£180,600
Community Lincs	Explore continued funding support for Neighbourhood Planning work			
Gainsborough Adventure Playground Association	£15,000	£15,000	£15,000	£45,000
Lincoln Area Dial-a-Ride	£11,000	£12,000	£13,000	£36,000
Voluntary Centre Services	£25,000	£25,000	£25,000	£75,000
West Lindsey Churches Festival	£8,000	£8,000	£8,000	£24,000
	£120,200	£121,200	£122,200	£363,600

4.2 Based on the above financial profile this will create a total underspend over the 3 year period of £48,000.

5. Community & Voluntary Sector Review – 2022 onwards

- 5.1 Officers will undertake a Community & Voluntary Sector Funding Review during the next 3 years of core grant funding. This review will be more detailed than the funding review completed this year and include wider analysis of priorities, needs and demands and gaps in service.
- 5.2 The last Community & Voluntary Sector Funding Review that explored current services and other factors was completed in 2012. It is now timely to complete this level of review again as we approach 10 years of grant funding based on the model currently being used.
- 5.3 This review will be conducted with Member involvement and wider engagement with the community & voluntary sector, partner agencies and local communities.

6. Recommendations

- 6.1 Members approve the CVS Funding Review report and agree to funding decisions recommended by the Member Community Grants Panel.
- 6.2 Members approve to undertake a more detailed Community & Voluntary Sector Funding review during the next 3 years.

West Lindsey **Community Action** **Volunteering** **Funding**
Community & Voluntary Sector



Funding Review 2018

Introduction

West Lindsey District Council has a range of funding agreements in place to support community and voluntary sector organisations deliver services in the district. Over the past 3 years we have awarded over half a million pounds to support community services and activity.

As an Entrepreneurial Council we recognise the importance of investing to maintain and enhance a strong and vibrant community and voluntary sector. Whilst recognising this importance we also face continued challenges to provide a wide range of services with reducing financial resources.

The Funding Review 2018 looked in detail at the current funding agreements we have and determined whether to continue funding, make changes to past arrangements or cease funding altogether. We understand that making these decisions has an impact and therefore have conducted this review with utmost transparency and participation.

In this document you will find full details about our current funding agreements and how the review process was conducted.

Decisions on our future funding commitments will be embedded into our Community and Voluntary Sector Strategy and help us deliver our Corporate Plan priorities.

Should you have any queries about this review please feel free to contact us.

Grant White
Enterprising Communities Manager

Contact details

If you have any queries about this review please contact us via e-mail.

E-mail: funding@west-lindsey.gov.uk

Current Agreements

The table below details all the existing Community & Voluntary Sector funding.

Organisation	Service	Annual Value	Total Value	End of agreement
Act Now	To run a disabled theatre group at the Trinity Arts Centre, Gainsborough	£1,000	£3,000	March 2019
Citizens Advice Lincoln	Advice and support services for West Lindsey residents	£12,700	£38,100	March 2019
Citizens Advice Lindsey	Advice and support services for West Lindsey residents	£47,500	£142,500	March 2019
Community Lincs	Support for Village Halls, Community Events and Neighbourhood Planning	£20,000	£60,000	March 2019
Gainsborough Adventure Playground	Provision of safe play and support services to families with young children	£15,000	£45,000	March 2019
Lincoln Area Dial-a-Ride	Provide dial-a-ride transport service to villages surrounding Lincoln	£9,000	£27,000	March 2019
Lincoln Area Dial-a-Ride*	Support expansion of Community Car Scheme north of Lincoln	£20,000	£10,000	December 2019
Lincolnshire County Council*	Call Connect Gainsborough Area	£35,000	£105,000	March 2019
Lincolnshire County Council*	Call Connect North of Lincoln Area	£46,000	£92,000	November 2019
Lincolnshire Wolds Countryside Service*	Support for the delivery of the Lincolnshire Wolds Management Plan	£17,830	£35,660	March 2020
The Conservation Volunteers*	Conservation management at woodlands sites in Gainsborough	£30,000	£90,000	March 2020
Voluntary Centre Services	Volunteer brokerage, community group support and sector training	£25,000	£75,000	March 2019
West Lindsey Churches Festival	To support the Churches Festival event	£7,000	£21,000	March 2019
TOTAL VALUES		£286,030	£744,260	

*These funding agreements are subject to review through other arrangements and working groups. This have been listed here to show the full range of existing agreements.

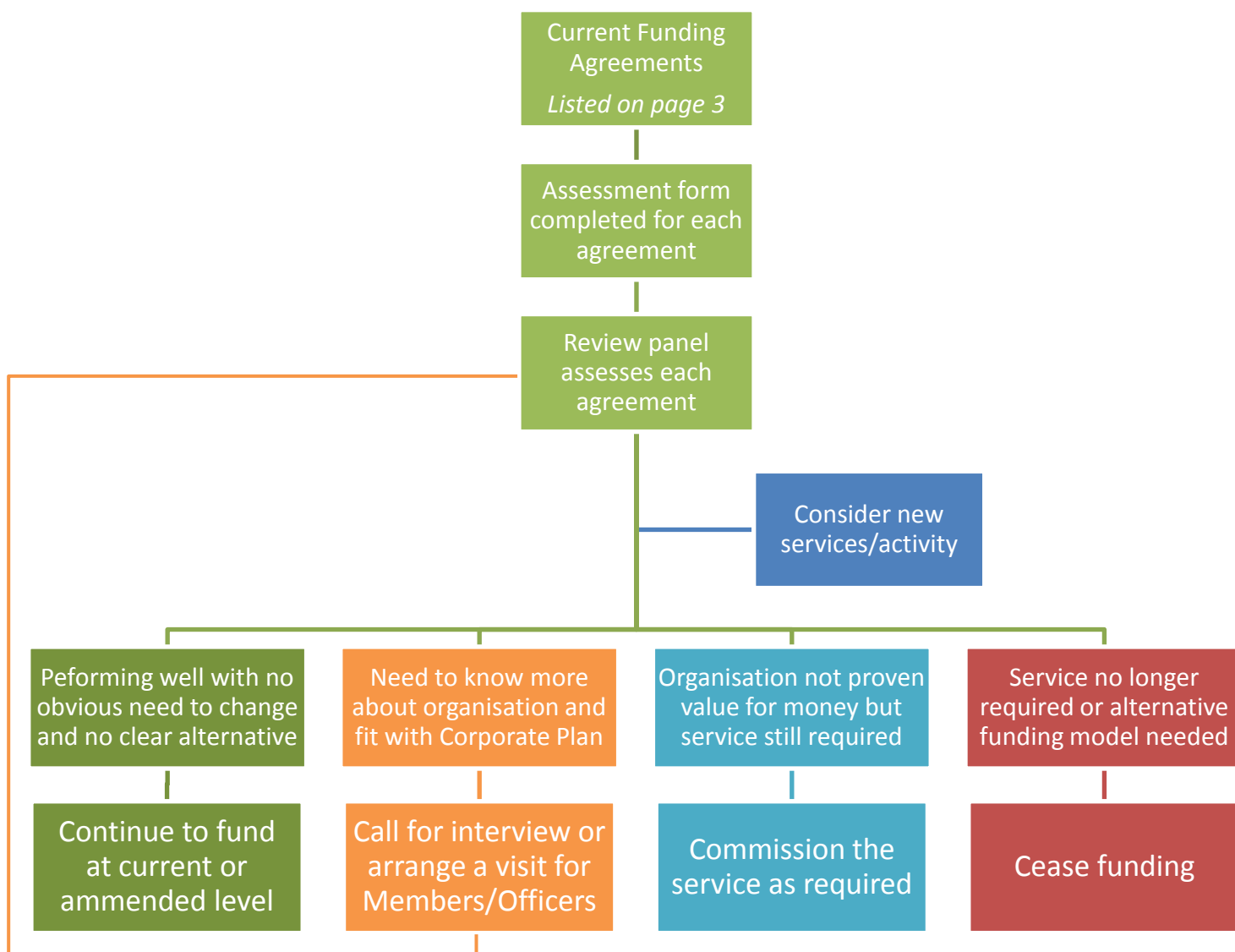
Review Process

To ensure this review was conducted effectively we followed a set process that ensured all organisations were treated equally and fairly. The review included input from officers, elected Members and organisations we work with.

Our Community Funding Panel conducted the review. This panel is made up primarily of elected Members and selected officers for additional advice and support.

The panel make decisions as part of this review which are then endorsed and approved by the Prosperous Communities Committee.

The following chart shows the decision making process our Community Funding Panel used when reviewing existing funding agreements:



Assessment Form

An assessment form was completed for every agreement being reviewed. Where possible the organisation delivering the service completed this form. This ensured our review panel had the most up to date information and representation from the people delivering services.

If an organisation did not complete an assessment form we completed it with the information we had available.

The assessment form is an organisations opportunity to provide further information about themselves, the services being delivered and how they have impacted on local people and communities in West Lindsey.

APPENDIX A – Assessment Form Template

Review Panel

Our Community Funding Panel is an established Member Working Group. It consists of up to 5 elected Members appointed annually along with key officers from our Enterprising Communities Service.

APPENDIX B – Review Panel Form Template

Commitment to Organisations

In addition to our decision making process we committed to the following:

1. Organisations will be entitled to complete and edit their own Assessment Form with details of their services and outcomes
2. If the initial decision is made to Tender for Service or Cease Funding the organisation will be entitled to present to the panel before the decision is finalised
3. If the initial decision is made to Continue to Fund the organisation will be entitled to meet with the panel to discuss future funding arrangements
4. If your organisation is requested to present to the panel we will offer further support to help you deliver key information about your service
5. If the final decision is made to Tender for Services or Cease Funding we will provide advice to help you identify other sources of funding or income

Review Timeline

We understand the importance of having funding sources confirmed for effective service planning. This review aims to ensure that organisations receive confirmation about future funding at least 3 months prior to the end of the current agreement. This is in line with the Compact principles.

Our timeline for this review aims to provide greater notice than 3 months prior to end of the current agreement. This may be subject to change should the review process experience any delays.

The following timeline was used for this review:

- | | |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 1. Start of Funding Review
Assessment forms distributed | Monday 20 th September 2018 |
| 2. Deadline to submit assessment form | Friday 21 st September 2018 |
| 3. Review Panel – Initial Assessment | Tuesday 25 th September 2018 |
| 4. Interviews and/or Member visits
If required | Wednesday 26 th September 2018
to Friday 28 th September 2018 |
| 5. Review Panel – Recommendations
Confirmation of panel recommendations | Monday 1 st October 2018 |
| 6. Prosperous Communities Committee
Recommendations submitted for approval | Tuesday 23 rd October 2018 |

Any decisions on future funding would then take effect from 1st April 2019 at the earliest or a date after then depending on the remaining length of existing grant agreements.

New Funding Agreements

After any funding recommendations have been approved we shall contact organisations to complete new grant funding agreements.

The funding agreement will detail the measures used to monitor the services being delivered.

Review Panel Decisions

Act Now

Assessment form provides details of the benefits provided to a specific group of clients and users. No other organisation offers this type of activity for adults with disabilities in the area. The value of this core funding agreement is low compared to other agreements and represents a good return on investment for the number of clients and benefits realised.

A documentary video (link in assessment form) provides further information and insight into this organisation and the types of activities they provide. This organisation and their activities fully support our Corporate Plan aims along with helping to address wider issues around physical and mental wellbeing.

The panel felt this organisation delivers services of unique value for adults with disabilities in Gainsborough and the surrounding area.

Continue funding £1,000 pa - 3 year agreement (Total: £3,000)

Citizens Advice

Citizens Advice Lindsey covers all the district. Some areas such as outlying Lincoln villages are served by a telephone advice service. Actual appointments for clients in the Lincoln surrounding areas are then provided by the Lincoln service. This represents good service delivery and value taking into consideration the travel distances required from some parts of West Lindsey.

Citizens Advice continue to provide essential advice and advocacy services to clients. Additional value has been achieved in West Lindsey with them securing grant funding to expand specific projects and the successful award of a contract to deliver a national telephone based advice service. This telephone advice service is based in the Guildhall providing the Council with additional rental income and securing a number of jobs locally.

Both service managers work closely with each other. As the type of services being delivered are the same/similar, officers recommend to move to a single grant agreement to provide Citizens Advice services to residents of West Lindsey. As Citizens Advice Lindsey is the organisation based in the District and providing the majority of services here, the proposal is to grant fund this organisation and allow them to arrange the funding split with the Lincoln service. This split would be agreed with the Council and form part of any future grant funding agreement.

The total value of a single grant agreement will need to reflect the level of service and demand both services are currently responding to. It is proposed to maintain the grant funding at the current levels in a single agreement.

The panel recognised the important role and value services provided by Citizens Advice. The panel agreement with officer recommendation to move to a single grant agreement for the total provision of Citizens Advice services across West Lindsey. This agreement would be with Citizens Advice Lindsey as the organisation providing majority of service to residents in the district.

The panel agreed to allow for flexibility in the agreement to enable Citizens Advice Lindsey and Citizens Advice Lincoln to agree how best to work in partnership and determine allocation of awarded funding.

Continue funding £60,200 pa - 3 year agreement (Total: £180,600)

Community Lincs

WLDC are no longer looking to run Parish Forum events in the format of previous years. This is due to past poor attendance and the ability to engage through other channels such as social media and other events organised by partners.

Community Buildings support is an area of activity that was delivered by Community Lincs prior to WLDC beginning to provide a portion of core funding towards this. It was a service the council offered to provide some support after decline and eventual stop of providing support to create Local Plans in communities. The officer recommendation is not to continue providing funding for this element of service as it is not funded by any other District Council in Lincolnshire yet the level of service remains the same.

Officers do not believe the CVS Core Funding should continue to support any Neighbourhood Planning support activity. This is due to the Council receiving funding support to allocate specifically relating to Neighbourhood Planning. The delivery of any type of Neighbourhood Planning support must be in line with budgets specifically for that purpose.

The panel recognised the important role this organisation plays in supporting local and rural communities through the various activities and services delivered. However many activities referenced are not the ones within the current funding agreement. The panel acknowledged that WLDC are no longer planning to run parish forum events and move to a different format of engagement therefor support for their organisation is no longer required.

The panel agreed that the work delivered by this organisation to support communities undertaking Neighbourhood Plans has been of good quality and value. A number of positive examples across the district were referenced. The panel felt this support should continue but should be aligned to the council's Neighbourhood Planning work and budgets.

The panel agreed with the officer recommendation subject to agreeing a continuation of the Neighbourhood Planning support element from this organisation contracted/awarded via the Council's Neighbourhood Planning Team. Officers are requested to begin dialogue immediately to explore the options and reach an agreement.

Do not continue funding. Explore options to fund specific activity from Neighbourhood Planning budgets.

Gainsborough Adventure Playground Association

GAPA provides a range of services that benefit children and families in the Gainsborough and surrounding area. Service users also attend with other challenges that GAPA staff and volunteers support.

GAPA provides volunteering and training opportunities. Previous case studies have demonstrated volunteers undertaking training and then going into employment. The volunteer hours generated are very high.

The organisation has a well-built reputation amongst children and families in the area. The wider impact they have helps to tackle social issues such as isolation, mental health issues and crime & disorder.

The panel acknowledged the on-going work of this organisation with positive impacts for children, young people, parents, families and volunteers. The panel noted that this organisation has had significant funding withdrawn by Lincolnshire County Council over the last 3 years. It was also noted that this organisation continues to explore new areas of working and provides benefits to residents across the whole of Gainsborough and surrounding areas.

Continue funding £15,000 pa - 3 year agreement (Total: £45,000)

Lincoln Area Dial-a-Ride

LADAR provide services within a 6 miles radius from Lincoln. This includes a number of populated areas in West Lindsey including Saxilby, Welton, Nettleham, Cherry Willingham. The district has a higher population of older people so transport services such as this are essential for access to other services such as the hospital whilst enabling people to remain more independent for longer.

LADAR are also supported by Lincolnshire County Council, City of Lincoln Council and North Kesteven District Council.

They have a good track record of providing transport services. Our funding contribution is comparatively low for the amount of service provided to residents in West Lindsey. This lower contribution may appear to provide WLDC with good value for money return however it serves to impact on the organisations financial sustainability. Our lower funding contribution has also resulted in other Local Authorities to review their funding contribution and seek to reduce as a result of WLDC not increasing in the past.

NKDC has budgeted to maintain funding for a further 2 years although the agreement is only signed annually which means they can review, reduce or remove this funding. Based on levels of service being provided, the officer recommendation is to increase our funding contribution to become more in line with neighbouring authorities and as a result help to secure financial stability and equity of service delivery.

The panel recognised the vital role this organisation plays in supporting health and wellbeing. Whilst the coverage of this organisation is limited to a 6 mile radius of Lincoln this does cover a significant population within the West Lindsey area including Lincoln fringe villages.

The panel acknowledged that the WLDC funding contribution is lower than neighbouring Local Authorities despite us receiving comparable levels of service demand. The panel agreed with the officer recommendation to increase the grant funding contribution to reflect this but requested the total increase be £4,000 introduced in a phased approach.

The panel agreed to introduce a phased grant increase over the duration of a 3 year agreement as follows:

Year 1: £11,000

Year 2: £12,000

Year 3: £13,000

Total: £36,000

Voluntary Centre Services

VCS offer a very wide range of services that benefit residents, volunteers and community groups in the district. Provide a range of training which helps to enhance the wider community sector and thus help many other organisations to grow and develop.

Thorough and comprehensive reporting provided on a regular basis demonstrates the impact being made and underpins the value for money.

Services provided help to attract and encourage people to volunteer for roles and organisations across the district. This then represents added value in volunteer time, local communities getting involved and people doing things for their own physical and mental wellbeing.

The panel acknowledged the quality and value services delivered to support both volunteer brokerage and wider community group support and development in the district.

The panel noted the additional activities and services delivered in the district over the last 3 year including training course, voluntary sector forums and the introduction of social prescribing in certain areas.

Continue funding £25,000 pa - 3 year agreement (Total: £75,000)

West Lindsey Churches Festival

The West Lindsey Churches Festival offers excellent value for money in delivering a well-known event spanning 4 days each year. The reporting statistics demonstrate a continued overall growth in visitors, participating churches and income generated.

The festival provides a key opportunity for churches to raise vital funds. This is important to enable churches to be maintained for the benefit of both worship and wider community use.

Funding from WLDC is used to cover costs such as publicity and brochure printing which are critical to the success of the festival. The organisers have a long track record of delivery and the local support is demonstrated with nearly 100 churches now taking part in the festival each year.

Whilst the festival helps to promote tourism and the visitor economy it also benefits local communities supporting churches to engage with local residents.

The organisation has requested an increase in funding in order to meet increasing costs associated with printing, publicity and promotion. The increase would be an additional £1,000 pa taking the total grant to £8,000.

The panel recognised the range of benefits this organisation provides to the district including around tourism, visitor economy, community involvement and volunteering. The panel noted that overall increases since the beginning of the festival in both visitor numbers and income generated which helps to maintain church buildings across the district.

The panel also noted that due to the success of the festival similar events have since been set up in other parts of Lincolnshire using this one as a model to copy.

The panel acknowledged that an increase in publicity and printing costs over the years requires additional funds to address. The panel agrees that the publicity and marketing of this event is critical to its continued success and further growth. This was demonstrated following the introduction of extra promotional marketing in 2015 with increased stats.

The panel agreed to increase the grant award by £1,000 pa.

Continue funding £8,000 pa - 3 year agreement (Total: £24,000)

Financial Profile for 2019-2022

The table below shows the allocated funding and these amounts are within our current Medium Term Financial Plan. The Council may choose to look at this further in future years, but this review has been sufficiently rigorous to ensure that we are supporting organisations appropriately and in line with our Corporate Plan priorities.

Organisation	2019/20	2020/21	2021/22	TOTAL
Act Now	£1,000	£1,000	£1,000	£3,000
Citizens Advice (Lindsey & Lincoln)	£60,200	£60,200	£60,200	£180,600
Community Lincs	Explore continued funding support for Neighbourhood Planning work			
Gainsborough Adventure Playground Association	£15,000	£15,000	£15,000	£45,000
Lincoln Area Dial-a-Ride	£11,000	£12,000	£13,000	£36,000
Voluntary Centre Services	£25,000	£25,000	£25,000	£75,000
West Lindsey Churches Festival	£8,000	£8,000	£8,000	£24,000
	£120,200	£121,200	£122,200	£363,600

All funding agreements confirmed as part of this review will be created for a maximum of 3 years.

Each agreement will use the latest Funding Agreement template and ensure effective and efficient monitoring processes are adopted by service providers.

APPENDIX C – Funding Agreement template

West Lindsey   
Community & Voluntary Sector



Funding Review 2018 Assessment Form

Organisation Name:

Introduction

This assessment form should be completed to provide important information about your organisation and the services you provide. Information in this form will be used as part of our Community and Voluntary Sector Funding Review. Further information about the review and the process being used is available in the guidance sent separately to you.

Please answer all questions and provide clear explanations. You can submit supporting information with this form including reports, photographs and video.

Closing Date for Assessment Forms

Completed assessment forms should be returned by e-mail or post not later than:

Friday 21st September 2018

E-mail: funding@west-lindsey.gov.uk

Post: West Lindsey District Council
 Enterprising Communities
 The Guildhall
 Marshall's Yard
 Gainsborough
 DN21 2NA

Supporting Information Required

The following documents should be submitted with your completed assessment form. Please tick below to confirm you have included them.

Tick ✓	Supporting documents you MUST send with this form:
	Copies of your accounts for the last 3 years
	Copies of monitoring reports you have completed over the last 3 years
	Copy of your constitution or similar governing document

Contact Details

E-mail: funding@west-lindsey.gov.uk

Telephone: 01427 675145

1. Your Organisation

You will find useful guidance in this side bar throughout this form.

The name of your organisation should be the full name as stated on your constitution or similar governing document.

Include a registration or VAT number if you have one.

Name of Organisation:

Registration Number:

VAT Number:

Type of organisation: (e.g. registered charity, CIC, CIO etc...)

Postal Address including postcode:

Website address:

Social media page(s):

Primary Contact Person

Your full name:

Position in organisation:

Daytime telephone number:

Mobile telephone number:

E-mail address:

Financial Contact Person (your finance officer/treasurer)

Your full name:

Position in organisation:

Daytime telephone number:

Mobile telephone number:

E-mail address:

Please provide details for your main contact person and finance contact.

The financial contact person should be someone we can contact with financial queries about costs or payments.

Please describe the overall purpose of your organisation:

Describe what your organisation is all about and what you do.

Tell us about things such as:

- *Why it exists?*
- *Its aims*
- *Number of members*
- *Key members of management committee*
- *The background including achievements and successes*

2. Your Services and Activities

Please describe the services and activities you currently provide as part of our existing funding agreement with your organisation:

Describe the services and activities you provide as a result of the funding we provide.

Provide simple and clear explanations.

Remember that some of our review panel may have limited knowledge about your services.

If you have lots of additional figures and information you can submit supporting documents with this assessment form.

Specific details about number of events, activities, customers etc. should be provided in the Performance Measures section.

3. Performance Measures

The current performance measures in our funding agreement with your organisation are: **(YOU DO NOT NEED TO COMPLETE)**

Details taken from the grant funding agreement or contract with your organisation.

If any of these measures appear in-correct please contact us before completing this assessment form.

How have you delivered against the agreed performance measures as detailed on the previous page?

Provide specific details on outcomes achieved that demonstrate you have delivered the agreed measures.

If you have a measure to achieve a certain value/number please tell us if you have achieved this.

Describe areas where you have over performed and achieve better outcomes than expected.

If you have underperformed on some measures please give details why.

Please use the Additional Information section at the end of this form if you need more space to answer this section.

You can also submit supporting information such as reports to show outcomes and performance achieved.

4. Fit with Corporate Plan

Which Priority Themes do your services and activities support?

The services and activities MUST help contribute to at least one of our Corporate Plan Priority Themes.

You can find out more about our Corporate Plan on our website: www.west-lindsey.gov.uk

A full copy of our Corporate Plan will be sent to you along with this assessment form.

Theme 1

A prosperous and enterprising district

Theme 2

An accessible and connected district

Theme 3

A green district where people want to work, live and visit

Theme 4

Active, healthy and safe citizens and communities

Please explain how your services and activities will help contribute to the theme(s) you have selected above?

5. Additional Information

Please use this space below to provide any additional information in support of your organisation.

Use this space to provide additional information either in general or to support an earlier question.

This additional information section is not mandatory and doesn't need to be completed if you have fully answered the previous questions.

6. Declaration for Organisation

Please sign to confirm you understand and agree to the declarations:

“I confirm that the details I have entered on this assessment form are true and correct to the best of my knowledge and that providing false or in-correct information may impact on the decision to offer funding”

Please sign and date this application to confirm you have read and agree to the declaration.

Signature:

Date:

Full Name:

Position within organisation:

If you are completing this form electronically you DO NOT have to sign this form, just ensure you have entered your e-mail address on the contact details page.

END OF ASSESSMENT FORM

Supporting documents you can send

In addition to this assessment form you can submit other supporting documents. Examples include:

- ✓ Photographs and video
- ✓ Feasibility reports
- ✓ Statistical information/reports
- ✓ Designs and plans
- ✓ Letters of support
- ✓ Copies of questionnaires/surveys

You can submit supporting evidence via e-mail or post with your assessment form. If it is available to view online include a web address within your assessment and we will access it directly to pass on to our review panel.

Review Panel Assessment

Reference Number	
Organisation Name	
Current Grant	
Grant Requested	

Scoring

- 1 – Does not meet criteria 2 – Poor ability to meet criteria 3 – Satisfactory ability to meet criteria
 4 – Good ability to meet criteria 5 – Could do no more

Criteria 1 Corporate Plan Theme	Criteria 2 Community Benefit
The organisation will directly support or enhance one or more of our Corporate Plan Themes	The organisation will deliver services of benefit to communities in West Lindsey and that specific outcomes will be achieved
Recommended Score	Recommended Score

Criteria 3 Costs and Value	Criteria 4 Match Funding / Added Value
The organisation will deliver services where costs are reasonable and offer good value for money	The organisation will deliver match funding and/or added value to communities in West Lindsey
Recommended Score	Recommended Score

Criteria 5 Deliverability	Criteria 6 Local Priorities
The organisation has the ability to deliver their services effectively and to agreed standards	Discretionary score based on local knowledge or known priority needs for the type of service delivered
Recommended Score	Recommended Score

Total Score		Recommend Approval		Recommend Decline	
<i>Approved Pass Mark 18 out of 30 (60%)</i>					

No.	Officer Scoring	Position	Date
1			
2			
3			
4			

Officer Comments

Empty box for Officer Comments.

Panel

No.	Panel Member	Decision (Approve/Decline)	Date
1			
2			
3			
4			
5			
6			

Panel Comments

Approve		Decline		Defer	
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This is a Grant Funding Agreement for the following grant scheme/project:

[Empty box for grant scheme/project details]

This **Funding Agreement** is made on: [Empty box]

The **Reference Number** is: [Empty box]

The **Total Grant Awarded** is: [Empty box]

This Grant Funding Agreement is made between:

West Lindsey District Council

Guildhall, Marshall's Yard, Gainsborough, Lincolnshire, DN21 2NA
("the Council")

and the following person(s) and/or organisation(s):

[Empty box for grantee details]

("the Grantee")

Whereas: The Council has agreed to provide a grant to the Grantee towards the cost of providing the services and/or activities in line with the specification and conditions set out in Appendix A to this Agreement ("the Project").

1. Commencement and Duration

1.1 This Agreement shall take effect on: [Empty box]
(the "Commencement Date")

and shall (subject to any extension of it agreed between the Parties or the earlier termination pursuant to Clause 24) expire at midnight on: [Empty box]

2. Definitions and References

2.1 Definitions

“Agreement”	Means this agreement between the Council and the Grantee and includes the appendices/schedules hereto and any other documents incorporated by reference herein including: <ul style="list-style-type: none"> • The application form and/or expression of interest form • The grantee’s acceptance of this grant agreement • The terms and conditions of this grant scheme • Any subsequent agreed variations
“Bribery Act”	Means the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation.
“Equality Legislation”	Means the Equality Act 2010 and such other acts and legislation to ensure, among others; equality of access to goods and services; promotion of good relations between groups in society; the provision of reasonable adjustments for people with disabilities, and equality in employment; equality legislation shall help organisations and providers to meet their obligations under anti-discrimination laws.
“Equality and Diversity Policy”	Means an equality and diversity policy which sets out an organisation’s aims and obligations in respect of equality in both employment and in service delivery.
“FOIA”	Means the Freedom of Information Act 2000.
“Force Majeure”	Any event or occurrence which is outside the reasonable control of the Party concerned and which is not attributable to any act or failure to take preventive action by the Party concerned including without limitation, war, national emergency, flood or, earthquake. It does not include action by the Grantee’s staff or by anyone supplying services or delivering goods to the Grantee
“Fraud”	Means any offence under law creating offences in respect of fraudulent acts or at common law in respect of fraudulent acts in relation to this Agreement or defrauding or attempting to defraud or conspiring to defraud the Council.
“Grant”	Means the sum of money which the Council shall pay to the Grantee subject to this Agreement.
“Improper Conduct”	Any action that may reasonably be considered to be to the detriment of the Project – either by positive action or by omission. Such action shall include but is not limited to: <ul style="list-style-type: none"> • Abuse • Fraud and theft • Conspiracy with officer or officers of the Council to defraud or disadvantage the Council or any member of the public • Financial malpractice
“Intellectual Property Rights”	Patents, inventions, trademarks, service marks, logos, design rights (whether registered or otherwise), applications for any of the foregoing, copyright, database rights, domain names, trade or business names, moral rights and other similar rights or obligations whether registered or not in any country (including but not limited to the United Kingdom) and the right to sue for passing off.
“Legislation”	All legislation, statutes, regulations, bye-laws or governmental directions and orders, and any statutory or professional guidance or codes of practice, in force at the time of this Agreement and the duration thereof including any agreed extension relating to the Service.
“Losses”	Any liabilities, damages, costs, charges, expenses, losses, claims, demands or proceedings.
“Party”	Means a party to this Agreement.
“Prohibited Act”	Means any of the following acts: <p>(a) To directly or indirectly offer, promise or give any person working for or engaged by the Council a financial or other advantage to:</p> <p>(i) Induce that person to perform improperly a relevant function or activity; or</p> <p>(ii) Reward that person for improper performance of a relevant function or activity</p> <p>(b) To directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with the Agreement;</p>

	(c) Committing any offence: (i) Under the Bribery Act; (ii) Under legislation creating offences concerning fraudulent acts; (iii) At common law concerning fraudulent acts relating to this Agreement or any other contract with the Council; or (iv) Defrauding, attempting to defraud or conspiring to defraud the Council.
“Staff”	Any person employed or engaged by the Grantee on or in connection with the Project, whether paid or unpaid, including any persons hired through an employment agency.
“Working Day”	Means all days except for Saturdays, Sundays and Public Holidays.

2.2 The interpretation and construction of this Agreement shall be subject to the following provisions:

2.2.1 A reference to any statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended by any subsequent statute, enactment, order, regulation or instrument or as contained in any subsequent re-enactment thereof;

2.2.2 Headings are included in this Agreement for the ease of reference only and shall not affect the interpretation or construction of this Agreement;

2.2.3 Words importing the singular meaning include where the context so admits the plural meaning and vice versa; and

2.2.4 Words importing the masculine include the feminine and the neuter.

3. The Grant

3.1 The Council hereby agrees, in consideration of the Grantee agreeing to use the Grant towards the Project on the conditions of grant set out in this Agreement (including **Appendix A**), to pay the Grant to the Grantee.

3.2 The Grant is paid for, and only for, the purpose of contributing towards the cost of the Project and the Grantee shall not use the Grant for any other purpose.

3.3 The Grantee shall not transfer the Grant or any part of the Grant monies paid to the Grantee by the Council to any party or entity including any entity which forms part of the Grantee’s organisation or is in any way affiliated with the Grantee without the prior written consent of the Council.

3.4 The Grantee shall not use the Grant to pay for any spending commitments made before the date of this Agreement.

3.5 The Grantee shall immediately notify the Council of any offer of funding received for the Project from any other party.

4. The Project

4.1 The Grantee shall start the Project on the date agreed with the Council. In the event that the Grantee is unable to start with the Project on the date agreed, the Grantee shall forthwith write to the Council giving reasons for the delay and request an extension.

- 4.2 The Grantee shall make satisfactory progress with the Project in accordance with the agreed specification as set out **Appendix A**. The Grantee shall without any delay inform the Council of any instance where there is a change in the Project which is unlikely to meet the terms of the specification. If such change is materially different the Grantee shall explain the reasons for this to the Council and immediately provide an action plan to bring the Project back in line with the specification set out in **Appendix A**.

5. Payment of Grant

- 5.1 The Council shall pay the Grant in accordance with **Appendix B – Payment Schedule**. The grant shall be paid by bank transfer (BACS) into a bank account or building society account in the Grantee's name which requires the signatures of at least two authorised people for every withdrawal. The Council shall only be liable to make payment of the Grant as long as funds are available and shall not be liable to make any further or additional payment to the Grantee.
- 5.2 The Council shall not be liable to the Grantee for any losses or costs whatsoever (including but not limited to bank charges) if the Council does not make Grant payments on the agreed date.
- 5.3 The Council shall have the right to revise and adjust the Grant payable under this Agreement at any time provided that should the Grant be decreased the Council shall give the Grantee 3 months' notice prior to the date of implementation of any such decrease.
- 5.4 If the Council is not satisfied that the Grantee has met all the terms of this Agreement or if the Council requires any additional information or documents the Council may request the Grantee to provide any such additional information and/or documents and may suspend payment of the Grant until the Council considers that the terms of the Agreement are met or until the Council receives the information and/or documents requested.
- 5.5 The Council may suspend payment of the Grant if the Council wishes to investigate any matters concerning the Grant (or any other Grants the Council has awarded to the Grantee). The Grantee understands and accepts that the Council shall have no liability for any consequences, whether direct or indirect, that results from a suspension even if the investigation finds no cause for concern.

6. VAT

- 6.1 The Council gives the Grant to the Grantee subject to this Agreement but not in exchange for the performance of services and/or the supply of goods nor otherwise with the expectation of return from the Grantee and/or any third party. In the event that, notwithstanding the intention stated at this clause **6.1**, Her Majesty's Customs and Revenue ('HMRC') determine that VAT is chargeable upon the Grant:
- a) the Grantee shall supply the Council with a proper VAT invoice; and,
 - b) the Council shall additionally pay to the Grantee any VAT properly chargeable upon the Grant.
- 6.2 The Grant is not intended to be applied towards recoverable VAT and the Grantee shall notify the Council immediately if any irrecoverable VAT paid towards the Project with the Grant becomes recoverable. This VAT shall then be reclaimed by the Council.

- 6.3 The Grantee shall keep proper and up to date records relating to VAT and the Grantee shall make such records available for the Council to inspect and shall provide the Council with any copies when requested.

7. Staff employed in respect of the Project

- 7.1 The Grantee shall ensure that any Staff engaged or employed for the Project shall be competent, suitably qualified or suitably trained and experienced for the proper delivery of the Project.
- 7.2 Where the Project requires unsupervised access to vulnerable adults and/or children, the Grantee shall ensure that no Staff commences their duties in connection with the Project until the Grantee has evidence that an acceptable Disclosure Certificate has been issued by the Disclosure & Barring Service (DBS), the Certificate to be of the appropriate category, "Standard" or "Enhanced" and the Grantee shall ensure that a review of all DBS Clearances is performed every 24 months.
- 7.3 The Grantee shall notify all Staff about the Council's obligations under the terms of this Agreement and about any applicable Legislation.
- 7.4 The Grantee shall have procedures for dealing with allegations of abuse against members of Staff and volunteers and if the Council is not satisfied with any of these procedures, the Grantee shall amend and/or change the procedures as directed by the Council.
- 7.5 Upon receipt of a complaint against a member of the Grantee's Staff, the Council may, to the extent reasonably necessary to protect the standards and reputation of the Council, in consultation with the Grantee, request that the Grantee investigates the complaint and provides the Council with all requested information in relation to this investigation, in accordance with the Grantee's own internal policy and procedures and good practice.
- 7.6 Any Improper Conduct or Prohibited Act on the part of the Grantee or its Staff shall be considered to be a breach of this Agreement and may result in the immediate suspension or termination of the Agreement.
- 7.7 In the event of industrial disputes or action by any Staff, it remains the Grantee's responsibility to meet the requirements of this Agreement. The Grantee shall inform the Council immediately of impending or actual Industrial Disputes or action, which may affect the Grantee's ability to deliver the Project and of the Grantee's contingency plans for dealing with such disputes or action.

8. Health and Safety

- 8.1 The Grantee shall take all necessary steps to secure the health and safety of its Staff and any visitor to the Project and shall at all times comply with Legislation relating to health and safety.

9. Environmental Issues

- 9.1 In all matters connected with the Project, the Grantee shall implement and maintain throughout the term of the Agreement including any extension thereof, systems designed to ensure good environmental practice including compliance with any relevant British Standards or European equivalents. In complying with its obligations under this clause, the Grantee shall have regard to any relevant environmental policies of the Council.

10. Equality and Diversity

- 10.1** The Grantee shall not unlawfully discriminate either directly or indirectly on such grounds as race, colour, ethnic or national origin, disability, sex or sexual orientation, religion or belief, or age or any other grounds prohibited by statute in terms of employment and service delivery. The Grantee and its Staff shall comply with all relevant Equality Legislation including but not limited to the Equality Act 2010.
- 10.2** The Grantee shall take all reasonable steps to secure the observance of clause **10.1** by all Staff.
- 10.3** The Grantee shall have in place throughout the duration of this Agreement an Equality and Diversity Policy in relation to the Grantee's obligations under clause **10.1**. In establishing and implementing such a policy, the Grantee shall have regard to the terms of the Council's own equal opportunities policy.

11. Safeguarding Children and Vulnerable Adults

- 11.1** The Grantee shall make the necessary arrangements to ensure that it and its Staff comply with all Legislation relevant to the duty to safeguard and promote the welfare of vulnerable adults and children in the delivery of all aspects of the Project including but not limited to the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012), the Health and Social Care Act 2008, Section 11 of the Children Act 2004 and The Mental Health Act 2007.
- 11.2** To fulfil the commitment to safeguard and promote the welfare of children and vulnerable adults, the Grantee shall have:
- Clear priorities for safeguarding and promoting the welfare of children and vulnerable adults explicitly stated in strategic policy documents;
 - A clear commitment by senior management to the importance of safeguarding and promoting children's and vulnerable adult's welfare;
 - A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children and vulnerable adults;
 - Recruitment and human resources procedures that take account of the need to safeguard and promote the welfare of children and vulnerable adults;
 - Procedures for dealing with allegations of abuse against members of staff and volunteers;
 - Arrangements to ensure all Staff undertake appropriate training and refresher training to enable them to carry out their responsibilities effectively;
 - Policies for safeguarding and promoting the welfare of children and vulnerable adults and procedures that are in accordance with guidance and locally agreed inter-agency procedures;
 - Arrangements to work effectively with other organisations to safeguard and promote the welfare of children and vulnerable adults including sharing of information;
 - A culture of listening to and engaging in dialogue with children and vulnerable adults;
 - Appropriate whistle-blowing procedures

12. Intellectual Property

- 12.1** The Contractor grants to the Council a royalty-free, irrevocable and non-exclusive licence (with a right to sub-licence) to use any Intellectual Property Rights that the Contractor owned or developed prior to the commencement of this Agreement and/or during the term of this Agreement and which the Council reasonably requires in order to exercise its rights and take the benefit of this Agreement.
- 12.2** The Council shall have the right to reproduce any information supplied by the Grantee to the Council for any purpose as the Council sees fit without any right of a claim by the Grantee in respect of copyright.
- 12.3** Any sum received by the Grantee from any invention, copyright or moral rights in respect of the Project shall either be paid to the Council or the Grantee shall obtain prior written consent from the Council for any commercial exploitation.
- 12.4** The Grantee shall ensure that the third party owner of any Intellectual Property Rights that are or which may be used to perform the Project grants to the Council a non-exclusive licence or, if itself a licensee of those rights, shall grant to the Council an authorised sub-licence, to use, reproduce, modify, develop and maintain the Intellectual Property Rights in the same. Such licence or sub-licence shall be non-exclusive, perpetual, royalty free and irrevocable and shall include the right for the Council to sub-licence, transfer, novate or assign to other Contracting Authorities or to any other third party
- 12.5** The Grantee shall not infringe any Intellectual Property Rights of any third party in delivery of the Project and performance of its obligations under this Agreement and the Grantee shall, during and after the term of this Agreement and any extension thereof, indemnify and keep indemnified and hold the Council harmless from and against all actions, suits, claims, demands, losses, charges, damages, costs and expenses and other liabilities which the Council may suffer or incur as a result of or in connection with any breach of this clause.
- 12.6** The Council shall notify the Grantee in writing of any claim or demand brought against the Council for infringement or alleged infringement of any Intellectual Property Right in materials supplied or licensed by the Grantee.
- 12.7** The Grantee shall at its own expense conduct all negotiations and any litigation arising in connection with any claim for breach of Intellectual Property Rights in materials supplied or licensed by the Grantee, provided always that the Grantee:
- (a) Shall consult the Council on all substantive issues which arise during the conduct of such litigation and negotiations;
 - (b) Shall take due and proper account of the interests of the Council; and
 - (c) Shall not settle or compromise any claim without the Council's prior written consent (not to be unreasonably withheld or delayed).
- 12.8** The Council shall at the request of the Grantee afford to the Grantee all reasonable assistance for the purpose of contesting any claim or demand made or action brought against the Council or the Grantee by a third party for infringement or alleged infringement of any third party Intellectual Property Rights in connection with the performance of the Grantee's obligations

under this Agreement and the Grantee shall indemnify the Council for all costs and expenses (including, but not limited to, legal costs and disbursements) incurred in doing so.

12.10 If a claim, demand or action for infringement or alleged infringement of any Intellectual Property Right is made in connection with the Agreement or in the reasonable opinion of the Grantee is likely to be made, the Grantee shall notify the Council and, at its own expense and subject to the consent of the Council (not to be unreasonably withheld or delayed), use its best endeavours to:

- a) Take such steps as shall be necessary so as to avoid the infringement or the alleged infringement of the Intellectual Property Rights; or
- b) Procure a licence in favour of the Council to use the Intellectual Property, which are the subject of the alleged infringement, on terms which are acceptable to the Council

and in the event that the Grantee is unable to comply with clauses **12.10(a)** or **(b)** within [20] Working Days of receipt of the Grantee's notification the Council may terminate this Agreement with immediate effect by notice in writing.

13. Prevention of Bribery and Corruption

The Grantee:

13.1 Shall not, and shall procure that all its Staff shall not, in connection with this Agreement commit a Prohibited Act;

13.2 Warrant, represent and undertake that the Grantee is not aware of any financial or other advantage being given to any person working for or engaged by the Council, or that an agreement has been reached to that effect, in connection with the execution of this Agreement, excluding any arrangement of which full details have been disclosed in writing to the Council before execution of this Agreement.

13.3 The Grantee shall:

- a) If requested, provide the Council with any reasonable assistance, at the Council's reasonable cost, to enable the Council to perform any activity required by any relevant government or agency in any relevant jurisdiction for the purpose of compliance with the Bribery Act;
- b) Within 20 Working Days of the Commencement Date, and annually thereafter, certify to the Council in writing (such certification to be signed by one of the Grantee's officers) compliance with this clause **13** by the Grantee and all persons associated with the Grantee or other persons in connection with this Agreement. The Grantee shall provide such supporting evidence of compliance as the Council may reasonably request.

13.4 The Grantee shall have an anti-bribery policy (which shall be disclosed to the Council) to prevent the Grantee or any of its Staff from committing a prohibited act and shall enforce it where appropriate.

13.5 If any breach of clause **13** is suspected or known, the Grantee shall notify the Council immediately.

- 13.6** If the Grantee notifies the Council that the Grantee suspects or knows that there may be a breach of clause 13, the Grantee must respond promptly to the Council's enquiries, co-operate with any investigation, and allow the Council to audit books, records and any other relevant documentation. This obligation shall continue for 6 years following the expiry or termination of this Agreement.
- 13.7** The Council may terminate this Agreement by written notice with immediate effect if the Grantee or the Staff (in all cases whether or not acting with the Grantee's knowledge) breach clause 13.
- 13.8** Any notice of termination under clause 13.7 must specify:
- The nature of the Prohibited Act;
 - The identity of the party whom the Council believes has committed the Prohibited Act; and
 - The date on which this Agreement shall terminate.
- 13.9** Any dispute relating to:
- The interpretation of clause 13; or
 - The amount or value of any gift, consideration or commission, shall be determined by the Council and the Council's decision shall be final and conclusive.
- 13.10** Any termination under clause 13.7 shall be without prejudice to any right or remedy which has already accrued or subsequently accrues to the Council.
- 13.11** The Grantee shall not offer or give, or agree to give, to the Council or any other public body or any person employed by or on behalf of the Council or any other public body any gift or consideration of any kind as an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of this Agreement or any other agreement with the Council or any other public body, or for showing or refraining from showing favor or disfavor to any person in relation to this Agreement or any such agreement.
- 13.12** The Grantee warrants that it has not paid commission or agreed to pay commission to the Council or any other public body or any person employed by or on behalf of the Council or any other public body in connection with this Agreement.
- 13.13** If the Grantee, its Staff or anyone acting on the Grantee's behalf, engages in conduct prohibited by clauses 13.11 or 13.12, the Council may:
- Terminate this Agreement and recover from the Grantee the amount of any loss suffered by the Council resulting from the termination, including the cost reasonably incurred by the Council; or
 - Recover in full from the Grantee any other loss sustained by the Council in consequence of any breach of those clauses.

14. Prevention of Fraud

- 14.1** The Grantee shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud by the Grantee (including its shareholders, members, directors) and its Staff in connection with the receipt of monies from the Council.
- 14.2** The Grantee shall notify us immediately if the Grantee has reason to suspect that any Fraud has occurred or is occurring or is likely to occur.
- 14.3** If the Grantee or any of its Staff commits Fraud in relation to this or any other agreement with the Council, the Council may:
- a) Terminate this Agreement and recover from the Grantee the amount of any loss suffered by the Council resulting from the termination, including the cost reasonably incurred by us of making other arrangements and any additional expenditure incurred by the Council; or
 - b) Recover in full from the Grantee any other loss sustained by the Council in consequence of any breach of this clause.

15. Indemnity

- 15.1** The Grantee agrees to indemnify and keep indemnified the Council from and against all Losses suffered by the Council including, but without limitation, Losses arising in respect of any death or personal injury or in respect of damage to property), caused by or arising out of:
- 15.1.1** Any default,
 - 15.1.2** Any negligent act or negligent omission;
 - 15.1.3** Any breach of this Agreement by the Grantee or any of its Staff.
- 15.2** The Grantee agrees to indemnify and keep indemnified the Council against any loss whatsoever it incurs in the case of any findings under, but not limited to, any Equality Legislation including the Equality Act 2010.
- 15.3** Neither Party excludes or limits liability to the other Party for:
- 15.3.1** Death or personal injury caused by its negligence; or
 - 15.3.2** Fraud; or
 - 15.3.3** Fraudulent misrepresentation.
- 15.4** The Council shall have no liability to the Grantee or any other party whatsoever in respect of any Losses suffered or liabilities incurred by the Grantee in respect of the Project and/or the delivery thereof.

16. Insurance

16.1 Without prejudice to the Council's rights under this Agreement, the Grantee shall in respect of the performance of its obligations under this Agreement effect and maintain any insurance as may be required by law for the delivery of the project.

16.1.1 Public liability insurance to a minimum:

16.1.2 Employer's liability insurance to a minimum:

16.1.3 Professional indemnity insurance to a minimum:

16.2 The Council shall be entitled to inspect the Grantee's policies of insurance and request copies of confirmation of renewal.

17. Human Rights

17.1 The Grantee shall take all reasonable steps to ensure that the systems and procedures that it adopts in the delivery of the Project comply with the provisions of the Human Rights Act 1998 and the European Convention on Human Rights.

18. Confidentiality and Information

18.1 Confidentiality

18.1.1 The Parties may provide each other certain confidential information in connection with the Grantee's delivery of the Project.

18.1.2 Subject to clause 18.2, confidentiality of records and information generated under, or relating to, the Project under this Agreement shall be maintained by the Grantee and its Staff. The Grantee and its Staff shall ensure that all information given in relation to this Agreement shall not be shared with any other individual unless that person can demonstrate a need to know arising from their professional involvement with the Project and written consent shall be obtained from the individual concerned, if possible, or their representative.

18.2 Freedom of Information

18.2.1 The Grantee acknowledges that the Council is subject to the FOIA and the Environmental Information Regulations and that the Council may receive requests for information relating to the Project and/or the Fund and/or the Agreement that fall within the ambit of the FOIA (an "FOI Request"). The Grantee shall assist and cooperate with the Council to enable the Council to comply with its information disclosure obligations.

18.2.2 The Grantee acknowledges that the Council may be acting in accordance with the Secretary of State for Constitutional Affairs Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the FOIA ("the Code") be obliged under the FOIA or the Environmental Information Regulations to disclose information concerning the Grantee or the Project in certain circumstances:

a) without consulting the Grantee; or

b) following consultation with the Grantee and having taken your views into account

provided always that where **18.2.2(a)** applies the Council shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the Grantee advanced notice, or failing that, to draw the disclosure to the Grantee's attention after any such disclosure.

18.2.3 As soon as reasonably practicable and in any event no later than 2 Working Days before the date required by the FOIA for any disclosure of the information, the Council shall inform the Grantee in writing whether or not it considers that it is legally required to disclose the information and a summary of its reasons for its decision. The Council shall have no liability for the disclosure of any information pursuant to the FOIA.

18.3 Data Protection

18.3.1 The Grantee shall be registered under the Data Protection Act 1988 ("DPA") and shall observe all its obligations under the DPA that arise in connection with the Project.

18.3.2 The Grantee shall bring into effect and maintain all technical and organisational measures to prevent unauthorised or unlawful processing of personal data (as that term is defined in the DPA) and accidental loss or destruction of, or damage to, personal data including but not limited to taking reasonable steps to ensure the reliability of Staff having access to the personal data.

18.3.3 The Grantee shall indemnify and keep indemnified the Council from all Losses incurred by it in respect of any breach of this clause by the Grantee or any of its Staff.

19. Press and Publicity

19.1 The Grantee shall use the logo of the Council, to acknowledge the support of the Council, in any published documents that refer to the Project, including job advertisements, accounts and public annual reports, or in written or spoken public presentations about the Project.

19.2 Subject to the provisions contained in clause 19.1 above, the Grantee may carry out any forms of publicity and marketing to promote the award of the Grant as it sees fit. The Council may assist with the publicity, marketing, and press or media related activities if reasonably requested by the Grantee.

19.3 The Grantee shall consent to any publicity about the Grant and the Project as the Council may from time to time require.

19.4 The Grantee agrees that details of the Project may be broadcast on television, in newspapers and through other media.

20. Variation/Change/Amendment

20.1 No amendment shall be made to this Agreement except with the written agreement of both Parties.

20.2 The Grantee shall obtain the Council's written agreement before effecting or implementing any change to the Project or to its aims, structure, delivery, duration or ownership.

- 20.3** The Council shall have the right to impose new and/or supplemental and/or additional terms and conditions on the Grant if:
- 20.3.1** The Grantee is in breach of this Agreement
 - 20.3.2** The Council withdraws any part of the funding for the Project
 - 20.3.3** The Council judges that any members of the Grantee including volunteers or staff or any person or organisation closely involved in carrying out the Project act in a way that may have a detrimental effect on it or the reputation of the Council
 - 20.3.4** The Council believes such conditions are necessary or desirable to make sure that the Project is delivered as set out in **Appendix A** or following agreed changes or for any reason whatsoever provided that the Council shall act reasonably in determining such conditions
 - 20.3.5** Any of the events referred to in clause **24.1**
- 20.4** The Grantee shall not be entitled to make any of the following changes without the written consent of the Council:
- 20.4.1** Changing the constitutional document concerning the Grantee aims
 - 20.4.2** Sharing out the Grantee's assets (whether the Grantee is dissolved or not)
 - 20.4.3** Transferring assets to, or merging or amalgamating with, any other body, including a company set up by the Grantee
- 20.5** No provision contained in clause **20.4** shall in any way affect any of the Council's rights under this Agreement

21. Monitoring

- 21.1** The Grantee shall monitor the progress of the Project and complete regular reports as the Council requires.
- 21.2** The Grantee shall provide the Council with all information and reports that it may reasonably request at any time relating to Project, the Grantee and its activities and such other information as the Council may require from time to time. The Council shall be entitled to use this information to monitor the Project and evaluate the Grant.
- 21.3** The Grantee shall inform the Council immediately if there is to be any variation to or decrease in the Project outcomes.
- 21.4** The Grantee shall allow nominated representatives of the Council reasonable access to such financial and other related information as would allow the Council to ascertain the financial status of the Grantee and its continuing ability to deliver the Project and fulfil its obligations under this Agreement.
- 21.5** Nominated representatives of the Grantee shall be allowed access at any reasonable time for monitoring purposes to the premises of the Grantee or any other premises where the Project is delivered under the terms of this Agreement.
- 21.6** Formal performance review meetings may be held quarterly between nominated officers of the Council and the Grantee.

- 21.7** The Grantee shall inform the Council about any changes to information provided by the Grantee and shall at all times ensure that all the information held by the Council is timely and accurate.

22. Record Keeping

- 22.1** The Grantee shall keep full and proper records in relation to the performance of its obligations under this Agreement and provide the Council with any information regarding such records as may be reasonably requested in writing by the Council and/or its internal or external auditors within [7] days of such request, having regard to the Council's duties and responsibilities as a public authority.
- 22.2** The Grantee shall maintain such information set out in clause **22.1** for at least [six] years from the date of the claim submitted to the Council to which such documents relate.

23. Annual Report and Accounts

- 23.1** The Grantee shall keep proper and up to date accounts and records, including summary profit and loss accounts and management accounts, personnel and payroll records and invoices, which show how the Grant has been used. The Grantee shall make these financial records available for inspection by the Council and provide the Council with copies thereof within a reasonable period when requested therefore.
- 23.2** The Grantee shall acknowledge the Grant in the Grantee's annual reports, accounts and records covering the period of the Project.
- 23.3** The Grantee shall show the Grant and related expenditure as a restricted fund in the Grantee's annual accounts or any other financial records. If the Grantee has more than one restricted fund, the Grantee shall include a note to the accounts identifying each restricted fund separately. If the Grantee has more than one Grant from the Council, the Grantee shall record each Grant separately in the notes to the accounts or records. The Grantee shall identify unspent funds and assets in respect of the Grant separately in the Grantee accounting/financial records. A member of the Grantee's management will sign the accounts/financial records.

24. Termination

- 24.1** The Council may either withhold payment or demand repayment of all or part of the Grant and terminate the Agreement in any of the following circumstances:
- 24.1.1** The Grantee fails to meet any of these terms and conditions or the terms and conditions attached to any other Grants from the Council
- 24.1.2** The Grantee completed the application form dishonestly or significantly incorrectly or misleadingly
- 24.1.3** The Grantee or any other person or organisation working for or on behalf of the Grantee provided the Council with any significantly misleading or inaccurate information, whether deliberate or accidental, during the application process, or during the period of the Grant Agreement

- 24.1.4** If at any time while the Agreement is in force, in the opinion of the Council acting reasonably, any event occurs in relation to the project or to the Grantee which is likely to have a materially adverse effect on the Council and/or the Council's reputation as a custodian and distributor of publicly generated funds and/or as a Government sponsored body
- 24.1.5** The Grantee, being an individual, or where the Grantee is a firm, any partner or partners in that firm who together are able to exercise direct or indirect control, as defined by section 416 of the Income and Corporation Taxes Act 1988, shall at any time become bankrupt or shall have a receiving order or administration order made against him or shall make any composition or arrangement with or for the benefit of his creditors, or shall make any conveyance or assignment for the benefit of his creditors, or shall purport to do so, or appears unable to pay or to have no reasonable prospect of being able to pay a debt within the meaning of section 268 of the Insolvency Act 1986 or he shall become apparently insolvent within the meaning of the Bankruptcy (Scotland) Act 1985 as amended by the Bankruptcy (Scotland) Act 1993 or any application shall be made under any bankruptcy or insolvency act for the time being in force for sequestration of his estate, or a trust deed shall be granted by him for the benefit of his creditors; or any similar event occurs under the law of any other jurisdiction; or
- 24.1.6** The Grantee, being a company, passes a resolution, or the court makes an order that the Grantee or its parent company be wound up otherwise than for the purpose of a bona fide reconstruction or amalgamation, or a receiver, manager or administrator on behalf of a creditor is appointed in respect of the business or any part thereof of the Grantee or its parent company, or circumstances arise which entitle the court or a creditor to appoint a receiver, manager or administrator or which entitle the court otherwise than for the purpose of a bona fide reconstruction or amalgamation to make a winding-up order, or the Grantee or its parent company is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986 or any similar event occurs under the law of any other jurisdiction
- 24.1.7** If the Grantee or any person on its behalf shall have offered or given or agreed to give any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or having done or forborne to do any act in relation to the Project or any other project with the Council or for showing or forbearing to show favour or disfavour to any person in relation to the Project or any other project with the Council or if like acts shall have been done by any person employed by the Grantee or acting on its behalf (whether with or without the knowledge of the Grantee) or if in relation to any contract with the Council the Grantee or any person employed by the Grantee or acting on its behalf shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916 or shall have given any fee or reward the receipt of which is an offence under section 117 (2) and (3) of the Local Government Act 1972.
- 24.1.8** Reasonably believes that any of the events mentioned in clause **22.1.5** or **22.1.6** is about to occur and notifies the Council of this
- 24.1.9** The Grantee or any of its volunteers or staff or its holding company or any other organisation affiliated with the grantee act at any time during the project dishonestly or negligently or in any way, directly or indirectly, to the Grantee's detriment or to the detriment of the project or to the detriment of the Council's reputation
- 24.1.10** The Grantee, its employees or volunteers or its holding company or any other organisation affiliated with the Grantee are subject to an investigation or formal enquiry by the police, charity commission, HM Revenue and Customs or other regulatory body

- 24.1.11** The Grantee receives duplicate funding from any other source for the same or any part of the Project
- 24.1.12** The Grantee does not take positive steps to ensure equal opportunities in its own employment practices and the delivery of the Project
- 24.1.13** There is a significant change of purpose, ownership or structure or otherwise, so that the Council judges that the Grant is unlikely to fulfil the purpose for which the Council made it
- 24.1.14** At any stage during the period of this Agreement the Grantee does not let the Council have information that would affect the Council's decision to award, continue or withdraw all or part of the Grant; and/or
- 24.1.15** The Grantee is or becomes legally ineligible to hold the Grant
- 24.2** The Council may terminate this Agreement even though the Grantee is not in default by giving 3 months written notice, or such lesser period of notice as may be agreed between the Parties.
- 24.3** Termination of this Agreement shall have no effect on the liability of either Party concerning the payment of any sums or the meeting of other liabilities arising under this Agreement prior to the date upon which termination takes effect.
- 24.4** The Council may terminate this Agreement without notice if the Grantee:
 - 24.4.1** Is in material breach of its obligations under this Agreement and in the case of any such breach being capable of remedy fails to rectify the breach within 14 days of receipt of notification in writing;
 - 24.4.2** Persistently fails, after a reasonable period of notice has been given, to meet its obligations under the terms of this Agreement;
- 24.5** If the Agreement is terminated in accordance with clause **24**, the Council shall be entitled to:
 - 24.5.1** Demand repayment of Grant to the Grantee and which has not been expended in the delivery of the Project. Any such monies shall be payable by the Grantee to the Council as a debt
 - 24.5.2** Not be liable to make any further payments to the Grantee
 - 24.5.3** Exercise a lien over any materials and other goods belonging to the Grantee for any sum due to the Council from the Grantee
 - 24.5.4** For the purposes of recovering any monies due to the Council for any loss or damage arising from the termination of this Agreement (such loss or damage to include the Council' officers' time spent on such termination), to deduct any sums owing to the Council from any monies due to the Grantee under any other agreement or to recover any such monies as a debt
- 24.6** The rights of the Council under clause **24** are in addition to and without prejudice to any other rights and remedies the Council may have arising from the termination.

25. Assignment

- 25.1** The Grantee shall not assign the whole or any part of this Agreement without the prior written consent of the Council.
- 25.2** The Grantor shall be entitled to assign or otherwise transfer the whole Agreement or any part of it.

26. Force Majeure

- 26.1** Neither Party shall be liable to the other in any manner whatsoever for any failure or delay in performing its obligations under this Agreement arising due to Force Majeure.
- 26.2** The Grantee shall notify the Council immediately if for any reason of Force Majeure, it is temporarily unable to meet its obligations under this Agreement. On receipt of such notification, the Council may at their discretion assist the Grantee where reasonably possible to ensure the continuity of the Project.

27. Notification by Grantee

- 27.1** The Grantee shall immediately notify the Council if any legal claims are made or threatened against it during the period of the Grant, including any claims made against its holding company or any other organisation affiliated with the Grantee.
- 27.2** The Grantee shall immediately notify the Council of any investigation concerning the Grantee, its trustees, directors, employees or volunteers or any other organisation affiliated with the Grantee carried out by the Police, Charity Commission, HM Revenue and Customs or any other regulatory body.

28. Contracts (Rights of Third Parties) Act 1999

- 28.1** The Provisions of the Contracts (Rights of Third Parties) Act 1999 are expressly excluded and shall not apply to this Agreement.

29. Notices

- 29.1** Any notice to be served on either Party by the other under this Agreement shall be sent by prepaid recorded delivery or registered post to the address of the relevant Party shown at the head of this Agreement, or by facsimile transmission and, provided the relevant communication is not returned undelivered, shall be deemed to have been received by the addressee within 72 hours of posting or 24 hours when sent by facsimile transmission.
- 29.2** Each of the Parties shall give notice to the other of the change or acquisition of any address or telephone, fax or email, at the earliest possible opportunity but in any event, within 48 hours of such change or acquisition.

30. Agency

- 30.1** The Grantee shall not be, or be deemed to be, the agent of the Council and shall not hold itself out as having any authority or power to bind the Council in any way.

31. Waiver

- 31.1** The failure by either Party to enforce at any time or for any period one or more of the terms or conditions of this Agreement shall not be a waiver of them or of the right at any time subsequently to enforce all terms and conditions of this Agreement.

32. Severance

- 32.1** If any provision of this Agreement is declared by a court or other competent authority to be unlawful, void or unenforceable, it shall be deemed to be deleted from this Agreement and shall be of no force and effect, and this Agreement shall remain in full force and effect as if such provision had not originally been contained in it. In the event of any such deletion, the Parties shall negotiate in good faith in order to agree the terms of a mutually acceptable provision in the place of the provision so deleted.

33. Entire Agreement

- 33.1** This Agreement constitutes the entire agreement between the Parties in respect of the matters dealt with therein. This Agreement supersedes all prior negotiations between the Parties and all representations and undertakings made by one Party to the other, whether written or oral, except that this Clause shall not exclude liability in respect of any Fraud or fraudulent misrepresentation.
- 33.2** Each of the Parties acknowledges and agrees that in entering into this Agreement, it does not rely on, and shall have no remedy in respect of, any statement, representation, warranty or undertaking (whether negligently or innocently made) other than as expressly set out in the Agreement. The only remedy available to either Party for any such statements, representation, warranty or understanding shall be for breach of agreement under the terms of the Agreement.

34. Dispute Resolution

- 34.1** The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with this Agreement within twenty (20) Working Days of either Party notifying the other of the dispute. Any dispute shall in the first instance be referred to the Agreement Managers of each Party for resolution. If the dispute cannot be resolved by the Agreement Managers of the Parties within ten (10) Working Days after the dispute has been referred to the Agreement Managers, either Party may give notice to the other Party in writing (Dispute Notice) that a dispute has arisen and within five (5) Working Days of the date of the Dispute Notice each Party shall refer the dispute to the Customer's Representative and the Supplier's Representative for resolution.
- 34.2** Nothing in this dispute resolution procedure shall prevent the Parties from seeking from any court of competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.
- 34.3** If the dispute cannot be resolved by the Parties' Representatives pursuant to Clause 12.1 within ten (10) Working Days of the Dispute Notice the Parties shall refer it to mediation pursuant to the procedure set out in Clause 12.5.

- 34.4** The obligations of the Parties under this Agreement shall not cease, or be suspended or delayed by reference of a dispute to mediation and the Supplier shall comply fully with the requirements of this Agreement at all times.
- 34.5** The procedure for mediation and consequential provisions relating to mediation are as follows:
- (a) a neutral adviser or mediator (the “Mediator”) shall be chosen by agreement between the Parties or, if they are unable to agree upon a Mediator within ten (10) Working Days after a request by one Party to the other or if the Mediator agreed upon is unable or unwilling to act, either Party shall within five (5) Working Days from the date of the proposal to appoint a Mediator or within five (5) Working Days of notice to either Party that he is unable or unwilling to act, apply to the Centre for Effective Dispute Resolution or other mediation provider to appoint a Mediator.
 - (b) The Parties shall within ten (10) Working Days of the appointment of the Mediator meet with him in order to agree a programme for the exchange of all relevant information and the structure to be adopted for negotiations to be held. If considered appropriate, the Parties may at any stage seek assistance from the Centre for Effective Dispute Resolution or other mediation provider to provide guidance on a suitable procedure.
 - (c) Unless otherwise agreed, all negotiations connected with the dispute and any settlement agreement relating to it shall be conducted in confidence and without prejudice to the rights of the Parties in any future proceedings.
 - (d) If the Parties reach agreement on the resolution of the dispute, the agreement shall be recorded in writing and shall be binding on the Parties once it is signed by their duly authorised representatives.
 - (e) Failing agreement, either of the Parties may invite the Mediator to provide a non-binding but informative written opinion. Such an opinion shall be provided on a without prejudice basis and shall not be used in evidence in any proceedings relating to this Agreement without the prior written consent of both Parties.
 - (f) If the Parties fail to reach agreement in the structured negotiations within twenty (20) Working Days of the Mediator being appointed, or such longer period as may be agreed by the Parties, then any dispute or difference between them may be referred to the Courts.

35 Applicable Law

- 35.1** This Agreement shall be governed, interpreted and enforced according to the law of England and Wales.

APPENDIX A

Project Specification

This Appendix details the purpose of the grant and what the money is intended to be used for. Any additional conditions attached to accepting this grant are also listed here.

1. Purpose of grant:

[Empty box for Purpose of grant]

2. Additional conditions of this grant funding agreement:

[Empty box for Additional conditions of this grant funding agreement]

EXAMPLE

APPENDIX B

Payment Schedule

This Appendix details the payment schedule that will be used to pay the grant to your organisation including the amounts to be paid and the dates on which they will be paid.

1. Conditions of payment: (e.g. submitting invoices or receipts to claim funds)

EXAMPLE

2. Payment arrangements: (e.g. dates and amounts of payments)

EXAMPLE

APPENDIX C

Monitoring & Evaluation Plan

This Appendix details how any on-going monitoring of the project will take place along with any final or end of project evaluation work that will be required.

1. Project Monitoring Requirements: (e.g. monitoring meetings)

EXAMPLE

2. Project Evaluation Requirements: (e.g. end of project report or evaluation)

EXAMPLE

APPENDIX D

Acceptance Form

PLEASE NOTE: It is your organisations responsibility to ensure you can fully meet conditions associated with accepting a grant in accordance with this Funding Agreement.

1.1	Name of Organisation:	
------------	------------------------------	--

1.2	Organisation Bank Details		
Name of Bank:			
Branch Location:			
Account Name:			
Account Number:		Sort Code:	
Roll Number (<i>Building Societies</i>)			

1.3	The Parties hereto have executed this Agreement on the date first above
------------	--------------------------------------------------------------------------------

Signed on behalf of your Organisation (the Grantee)			
Director/Authorised Signatory 1:		Director/Authorised Signatory 2:	
Print Full Name:		Print Full Name:	
Position/Title:		Position/Title:	
Signature:		Signature:	

Signed on behalf of West Lindsey District Council (the Council)			
Authorised Officer Name:		Position/Title:	
Signature:			

EXAMPLE



Agenda Item 6b



**Prosperous Communities
Committee**

23rd October 2018

Subject: Councillor Initiative Fund

Report by:

Mark Sturgess
Executive Director of Operations

Contact Officer:

Grant White
Enterprising Communities Manager
01427 675145

Purpose / Summary:

Continuation of the Councillor Initiative Fund

RECOMMENDATION(S):

1. Members approve Option 1: Continue Councillor Initiative Fund aligned to 4 year political term with £4,000 available to each Member, noting the introduction of the maximum award cap.
2. Members recommend to Corporate Policy & Resources Committee for financial approval and allocation of budget from General Fund reserves.

IMPLICATIONS

Legal:

Grant funding agreements approved by Legal Services. All schemes comply with necessary legal regulations and same requirements are placed on projects and organisations funded.

Financial: FIN/119/19

The creation of a new Earmarked Reserve for the Councillor Initiative Fund was approved by Corporate Policy & Resources 12 May 2016 - £108k over 3 years from 2016/17 to 2018/19, funded from 2015/16 year end surplus.

The extension of this scheme for 4 years would require an increase in the Earmarked Reserve of £144k, to cover the 4 year period 2019/20 to 2022/23.

This would need to be funded from General Fund reserves. The current balance of the uncommitted General Fund Balances is £2,525,295.

Staffing:

Management of this scheme shall continue to be in-house by the Enterprising Communities Service and administrative support from Central Support.

Equality and Diversity including Human Rights :

Grant funding activity will be delivered in accordance with WLDC equality and diversity policies. Organisations receiving funding will be required to meet the same standards.

Risk Assessment:

None

Climate Related Risks and Opportunities:

None

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Background

- 1.1 The Councillor Initiative Fund has been running since 2006. Since its creation the fund has enabled Members to support local community projects and initiatives with small to medium sized grant awards.
- 1.2 In addition to supporting projects with funding, the fund is a key tool that facilitates greater engagement between our Members and local residents, community organisations, and parish/town councils.
- 1.3 The current delivery of this fund is operating with a budget to cover from 2016 to 2019. The funds for the current delivery were allocated from Council reserves and approved as part of a re-launch of the Council's Community Grants Programme in 2015/2016.
- 1.4 The current budget for 2016 to 2019 is £108,000. This gives each Member an allocation of £3,000 to award to projects during this 3 year time period.
- 1.5 The current budget for this fund will end in March 2019. Any remaining funds will go back into the Council's reserves.

2. Impact of the Councillor Initiative Fund

- 2.1 Over the last 2 years the fund has supported hundreds of community projects right across the district. The fund is still running until the end of 2018/2019 so any impact figures quoted in this report are subject to increase.
- 2.2 The following table demonstrates the impact of the fund over the last 2 years:

	2016/2017	2017/2018	Total so far
Total number of grants awarded	102	62	164
Total amount awarded	£39,912	£28,041	£67,953
Total match/levered funding	£235,960	£72,680	£308,640

APPENDIX A – Community Grants Impact Report 2016-2017

APPENDIX B – Councillor Initiative Fund Grants 2016-2017

APPENDIX C – Community Grants Impact Report 2017-2018

APPENDIX D – Councillor Initiative Fund Grants 2017-2018

3. Corporate Plan Themes

3.1 The Councillor Initiative Fund as part of our wider Community Grants Programme helps support our Corporate Plan Themes. Any options to continue delivery of the fund will continue to support the following themes:

- Theme 1: Open for Business
- Theme 2: People First
- Theme 3: Asset Management
- Theme 5: Partnerships/Devolution
- Theme 6: Excellent Value for Money Services

3.2 Our Community Grants Programme has provided high profile recognition of the support the council can give to community projects. Members are directly involved either making final award decisions or taking part in decision making panels.

4. Issues and challenges

4.1 The council continues to face financial pressures in delivering services. To continue the Councillor Initiative Fund a suitable delivery budget needs allocating.

4.2 The loss of regional and national community funding sources has continued over the last 3 years. For example all community grant schemes previously available from Lincolnshire County Council have been closed and funders such as WREN now have a drastically reduced grant fund available for projects across the country.

4.3 In addition the Council undertook some re-structuring of the Community Grants Programme in 2017/2018 which resulted in no longer providing a Small and Large Community Grant. The continuation of the Match Funding Grant for a further 5 years continues to support larger community projects. The continuation of the Councillor Initiative Fund is seen as essential in order to continue supporting smaller scale community projects.

4.4 The need for community involvement and/or ownership is increasing as many communities look to provide services and functions that have been reduced or ceased from Public Sector organisations. For example community facilities may now be providing library services and Parish Councils are taking on areas of public land such as parks and footpaths.

As a result local communities can't take new responsibilities on without the correct resources, skills and finance. Many organisations will be seeking grant funding to help support community service provisions and local enhancements.

5. Councillor Initiative Fund Options

5.1 There are 3 options to be considered:

OPTION 1: (RECOMMENDED OPTION)

Continue Councillor Initiative Fund aligned to 4 year political term with £4,000 available to each Member

Total funding required: £144,000 over 4 years

This option would align the delivery timescales of the fund to that of the Council's political term. The benefit of this is that the fund allocations per Member are in sync with a full term.

This option continues with the current allocation to Members of £1,000 per year. The full £4,000 would be available for Members to award with no year to year restrictions.

It is proposed to introduce a maximum grant award cap of £1,000 per project. This is to prevent organisations approaching Members for larger grant awards and to direct projects seeking larger grant amounts to the Council's Match Funding Grant scheme.

No changes to the criteria of delivering this fund are proposed.

Benefits	Disadvantages
Continue to support small to medium community projects	Requires significant financial budget to deliver
Synchronised to the Council's political term period	On-going management and administration requires staff resource
Continue to be a quick to access small grant scheme	

5.2 **OPTION 2:**

Continue Councillor Initiative Fund aligned to 4 year political term with increased allocation to each Member

This option is the same as OPTION 1 but with an increased allocation to each Member. The increase is a variable within this option that is open to discussion by Members on the Prosperous Communities Committee.

It should be noted that any final approval to allocate funds must be made by the Corporate Policy & Resources Committee.

The following demonstrates the total budget implication depending on the allocation increase:

Allocation per Member (over 4 years)	Total Funding Required (over 4 years)
£5,000	£180,000
£6,000	£216,000
£7,000	£252,000
£8,000	£288,000

Benefits	Disadvantages
Continue to support small to medium community projects	Requires significant financial budget to deliver
Synchronised to the Council's political term period	On-going management and administration requires staff resource
Continue to be a quick to access small grant scheme	Increased budget may impact on other Council spending decisions
Additional funds to further enhance community projects	Increased administration costs due to processing more grant awards

**5.3 OPTION 3:
Do not continue the Councillor Initiative Fund**

This option would see the Councillor Initiative Fund end in March 2019 and not continue. Other schemes within the Council's Community Grants Programme would be unaffected.

The closure of the fund would remove any on-going financial pressure to allocate a budget. This option represents a high value gain in terms of removing a financial pressure but would result in a loss of community benefits and high risk of reputational damage to the Council.

Benefits	Disadvantages
No financial pressure to allocate a budget	Loss of any community impact the fund is able to achieve
Financial saving to the Council	Lack of small grant availability for projects in the district
Reduce management and administration requirements	Negative public reaction and reputational damage
	Reduced opportunities for Members to engage with residents and groups

6. Recommendations

- 6.1** Members approve Option 1: Continue Councillor Initiative Fund aligned to 4 year political term with £4,000 available to each Member noting the introduction of the maximum award cap.
- 6.2** Members recommend to Corporate Policy & Resources Committee for financial approval and allocation of budget from General Fund reserves.



Community Grants and Funding

Community Grants

Impact Report 2016-2017

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1. Introduction

Welcome to our 2016-2017 Impact Report. It gives me great pleasure to provide an insight into our grant giving activity over the last financial year and share with you details of grant amounts awarded and match funding secured.

In February 2015 we established a new Community Funding Programme. The programme was developed to build upon successes seen in previous years and continue to support a wide range of excellent community led projects and initiatives.

Grant funding from local authorities plays an important role in the wider availability of funding especially for the community and voluntary sector. Small grants help local projects and activities to take place with a range of benefits. Larger grants help support bigger projects such as capital works and can directly influence other funders to achieve match or levered funding into West Lindsey.

All of our grant giving activity is strongly aligned our Corporate Plan themes and wider aims. Each scheme also has a strong focus on achieving the following core outcomes:

- Benefit the wider community
- Support volunteer led activity
- Secure match funding into West Lindsey
- Lever external funding into West Lindsey

This report provides details of our grant giving activity over the last financial year including amounts awarded, match funding secured and community benefits.

I hope you enjoy reading about our grant activity and would like to say a big thank you to our Councillors, officers and partners who have helped deliver a busy year of community grants.

If you have any queries about this report please feel free to contact me via e-mail or telephone.



Grant White
Enterprise & Community Services Manager

Telephone: 01427 676676

E-mail: grant.white@west-lindsey.gov.uk

2. Overview of 2016-2017 grant schemes

During the 2016-2017 financial year the following grant schemes were delivered:

Councillor Initiative Fund

Total budget for 2016-2019: **£108,000** (£3,000 per Councillor)

Maximum grant: **£3,000** Minimum grant: **£50**

Match funding criteria: **Councillor Discretion**

Each Councillor has a set allocation of funding and is able to make awards to local projects and organisation in their ward areas. This fund enhances each Councillors ability to engage with and support the communities they represent. A quick delivery time enables funding to be awarded within weeks to an organisation.

Small Community Grant

Total budget for 2015-2018: **£120,000**

Maximum grant: **£500** Minimum grant: **£50**

Match funding criteria: **Up to 80% of project costs**

Small community grants up to £500 for a wide range of community and volunteering projects. A simple application process designed to enable small groups or those new to funding to deliver projects for the benefit of the community.

Large Community Grant

Total budget for 2015-2018: **£180,000**

Maximum grant: **£8,000** Minimum grant: **£500**

Match funding criteria: **Up to 80% of project costs**

Large community grants up to £8,000 to support capital projects including village halls, community facilities and recreational spaces. Able to support stand-alone projects or provide match funding to support even bigger projects requiring other sources of funding. Applications reviewed at 2 review panels each year.

Match Funding Grant

Total budget for 2015-2018: **£200,000**

Maximum grant: **£8,000** (higher by exception) Minimum grant: **£500**

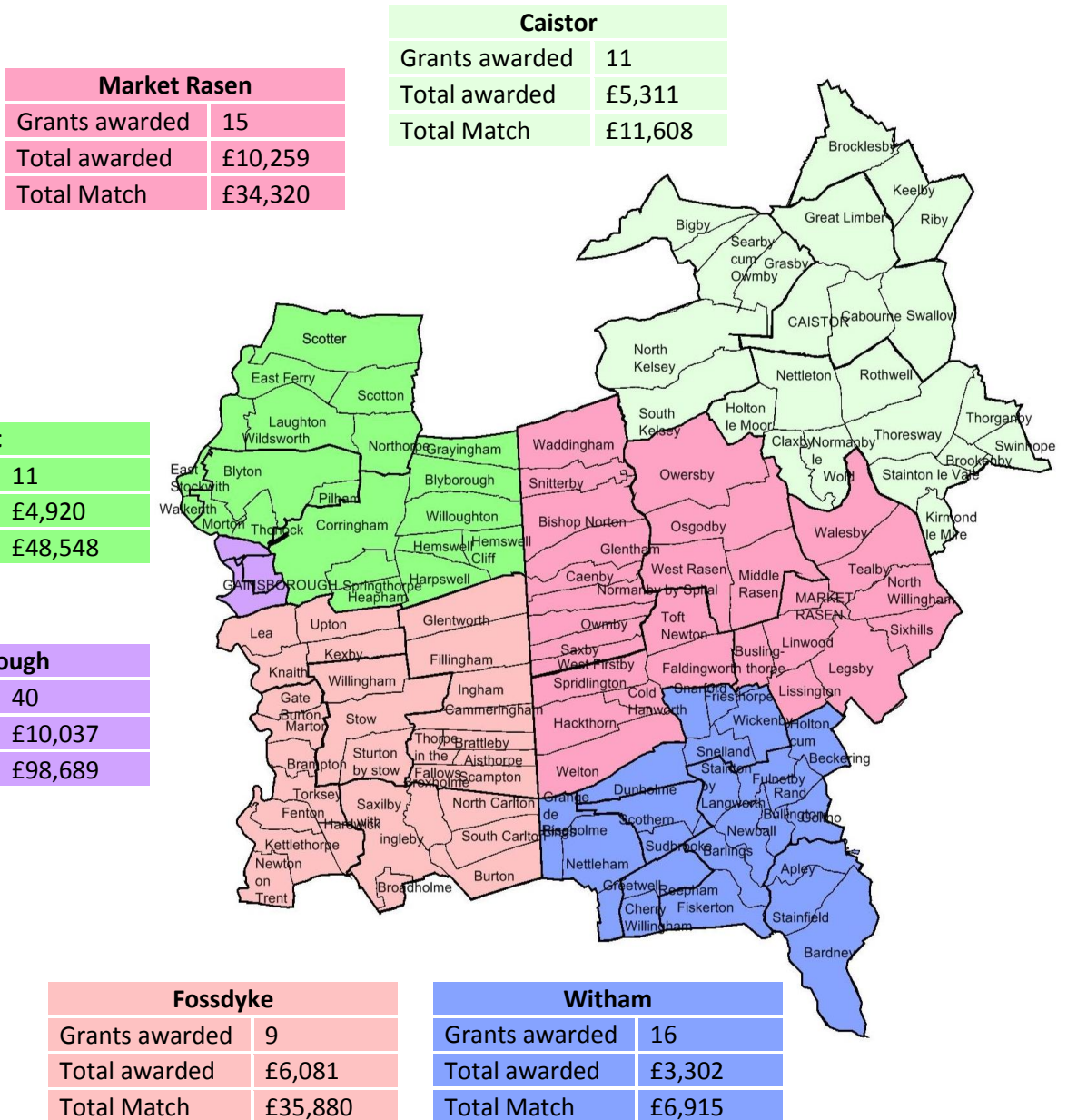
Match funding criteria: **Up to 30% of project costs**

Match funding grants provide targeted funding to directly attract or secure external funding into the district. Grants can also be used to support council led activity that will secure further external funding.

3. Councillor Initiative Fund

Grant map

Our grant map below shows where this scheme has made awards in the district. All figures are for 2016-2017.



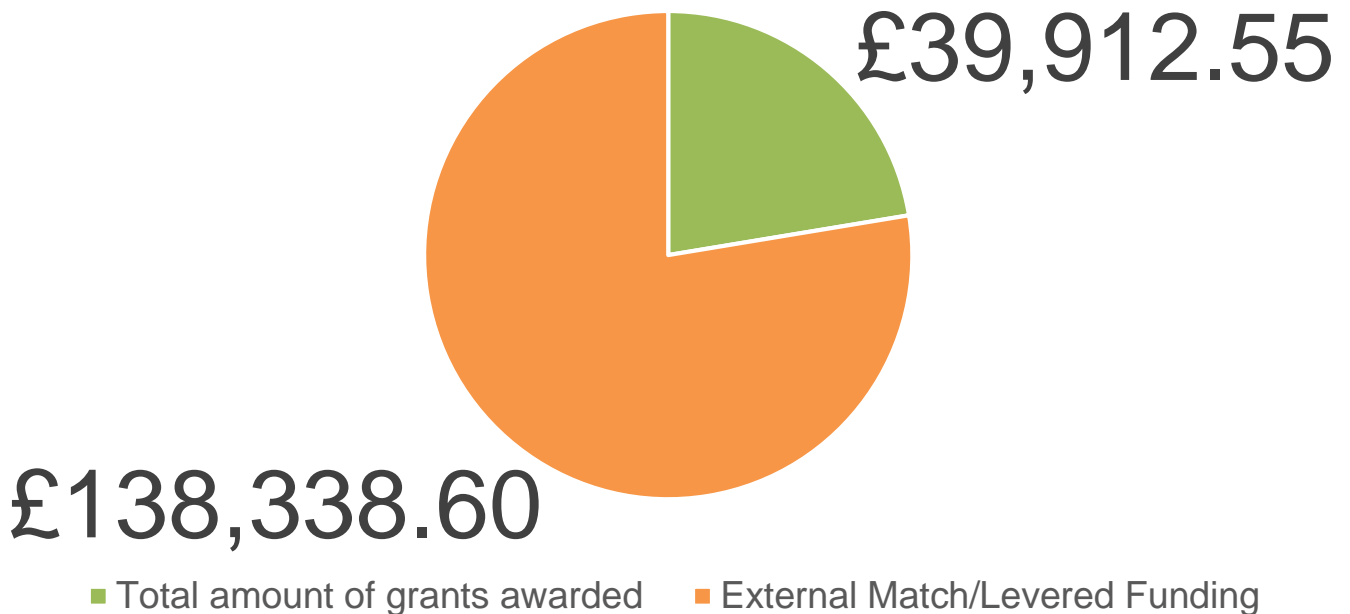
Total number of grants: 102

Total amount awarded: £39,912

3. Councillor Initiative Fund continued...

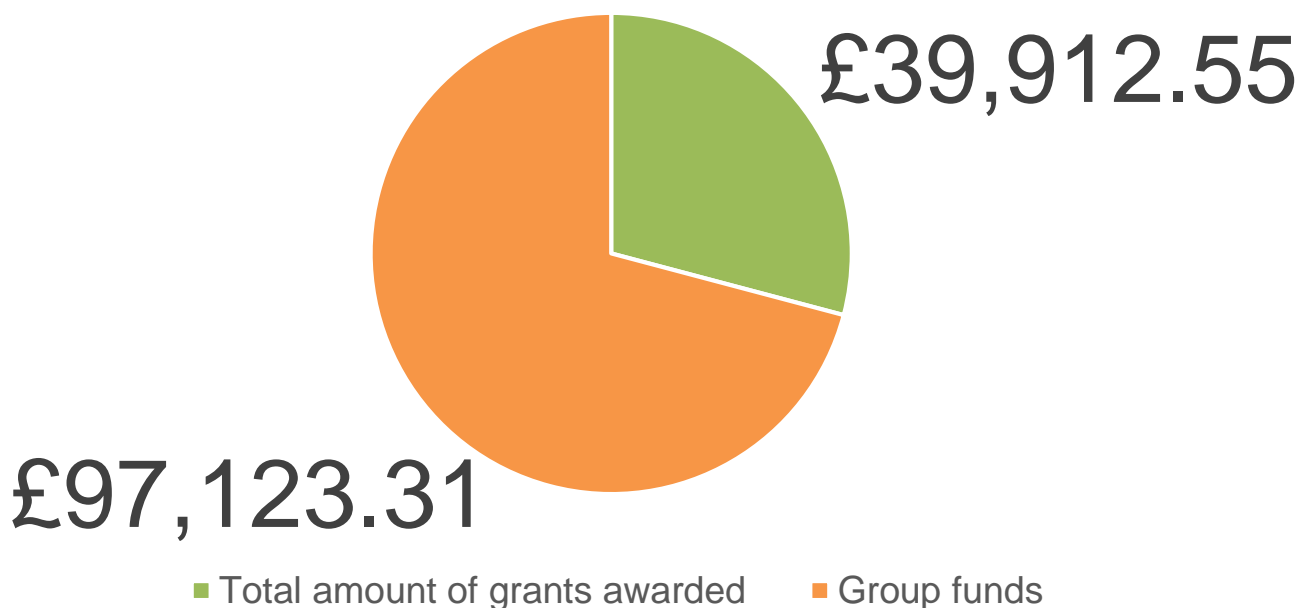
Match Funding

This grant scheme helped secure the following match/levered funding for projects. All figures are for 2016-2017.



Organisation Funding

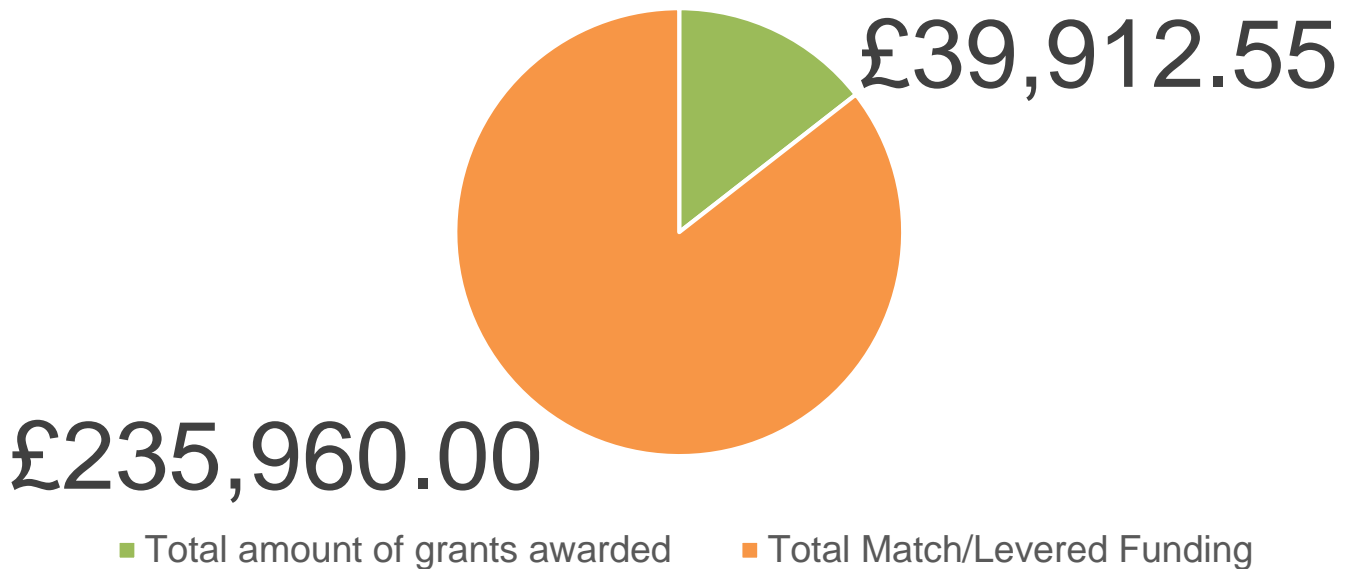
This grant scheme helped secure the following investment from organisations delivering projects:



3. Councillor Initiative Fund continued...

TOTAL Match/Levered Funding

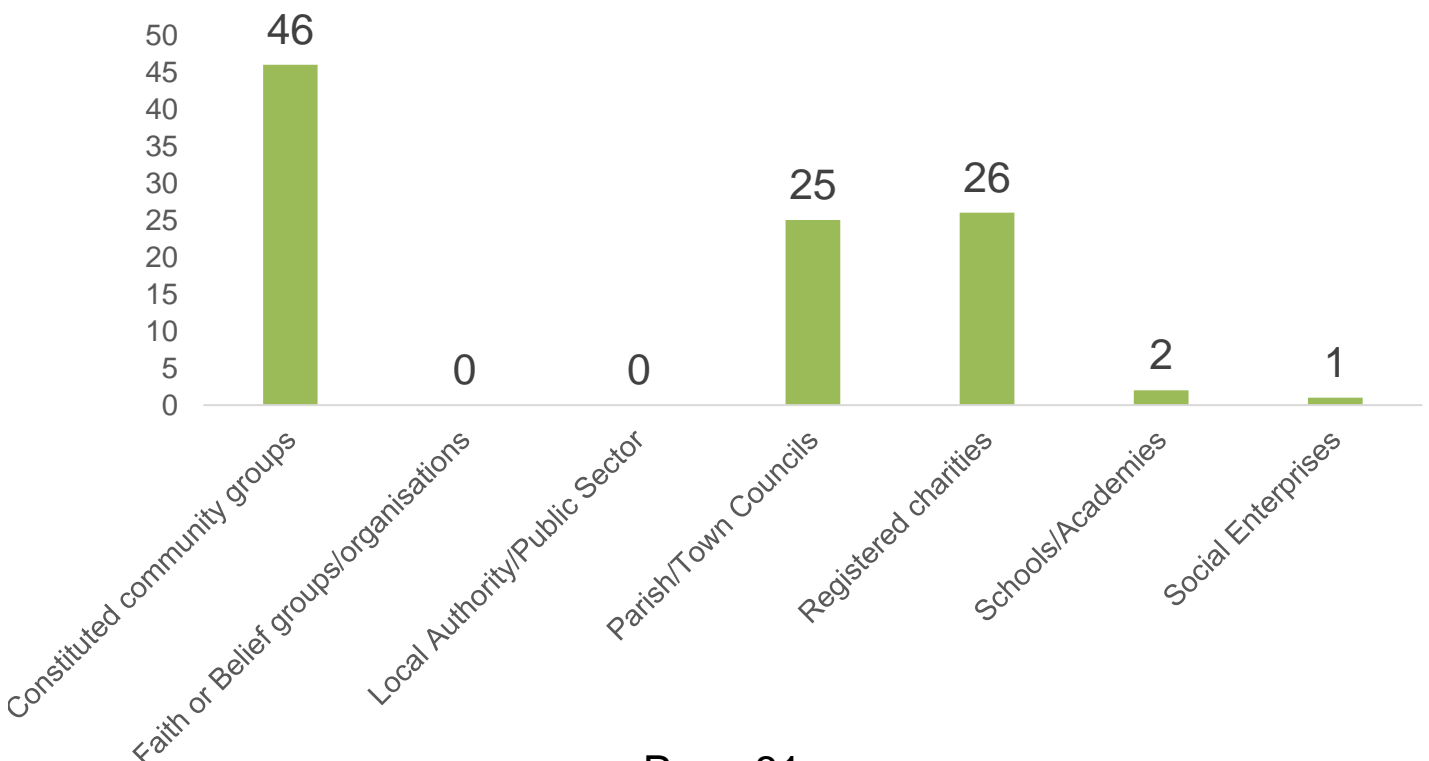
This grant scheme helped secure the following TOTAL Match/Levered funding.



For every **£1** invested from this scheme we matched/levered: **£5.91**

Types of organisations funded

This grant scheme supported the following types of organisations.



4. Small Community Grant

Grant map

Our grant map below shows where this scheme has made awards in the district. All figures are for 2016-2017.

Market Rasen	
Grants awarded	5
Total awarded	£2,190
Total Match	£6,846

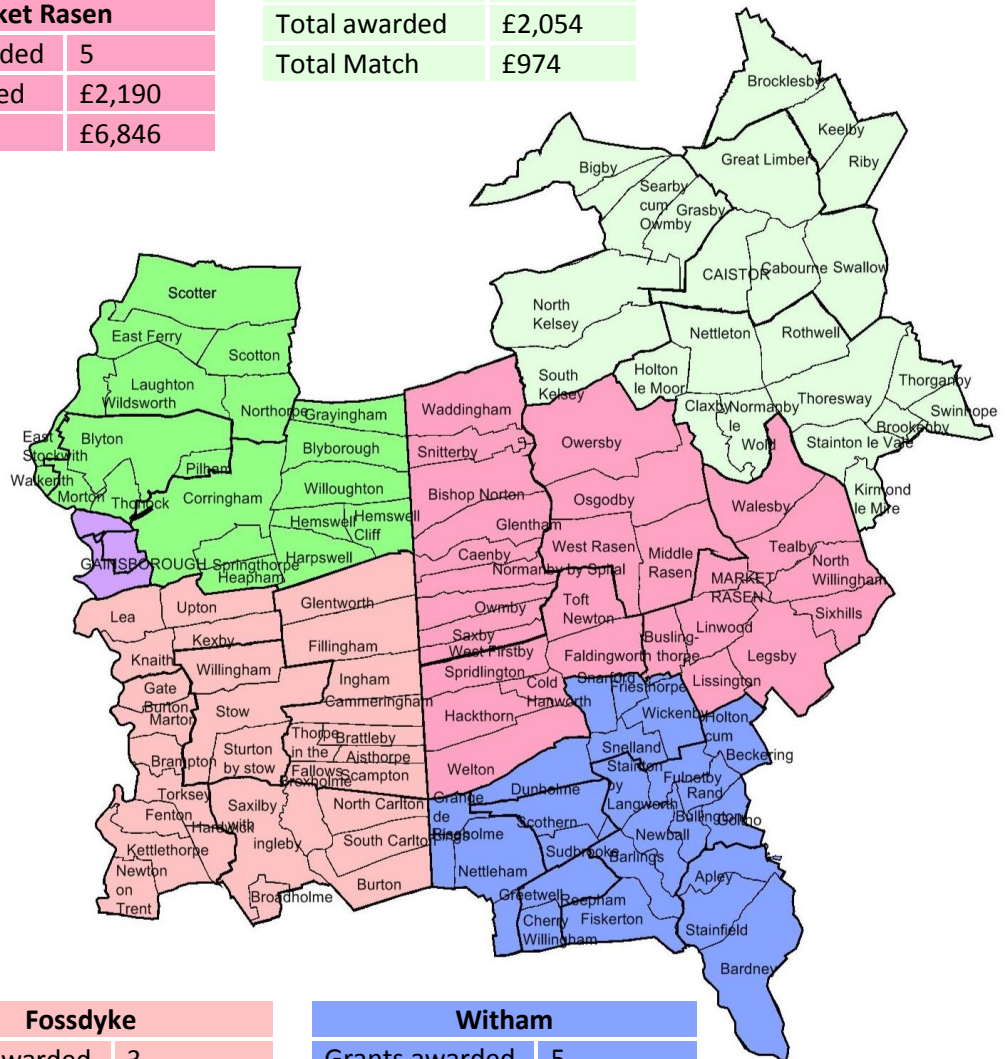
Caistor	
Grants awarded	5
Total awarded	£2,054
Total Match	£974

Trent	
Grants awarded	4
Total awarded	£1,366
Total Match	£673

Gainsborough	
Grants awarded	8
Total awarded	£3,720
Total Match	£4,760

Fosdyke	
Grants awarded	3
Total awarded	£1,500
Total Match	£4,378

Witham	
Grants awarded	5
Total awarded	£2,380
Total Match	£1,040



Total number of grants: 30

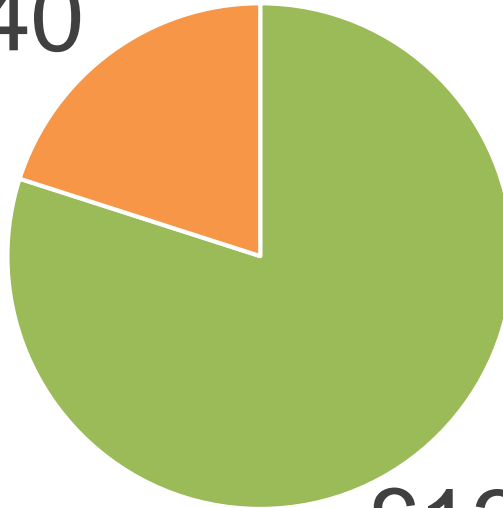
Total amount awarded: £13,210.19

4. Small Community Grant continued...

Match Funding

This grant scheme helped secure the following match/levered funding for projects. All figures are for 2016-2017.

£3,312.40



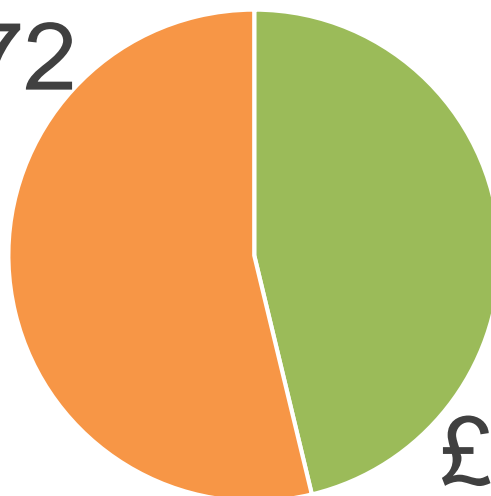
£13,210.19

■ Total amount of grants awarded ■ External Match/Levered Funding

Organisation Funding

This grant scheme helped secure the following investment from organisations delivering projects:

£15,361.72



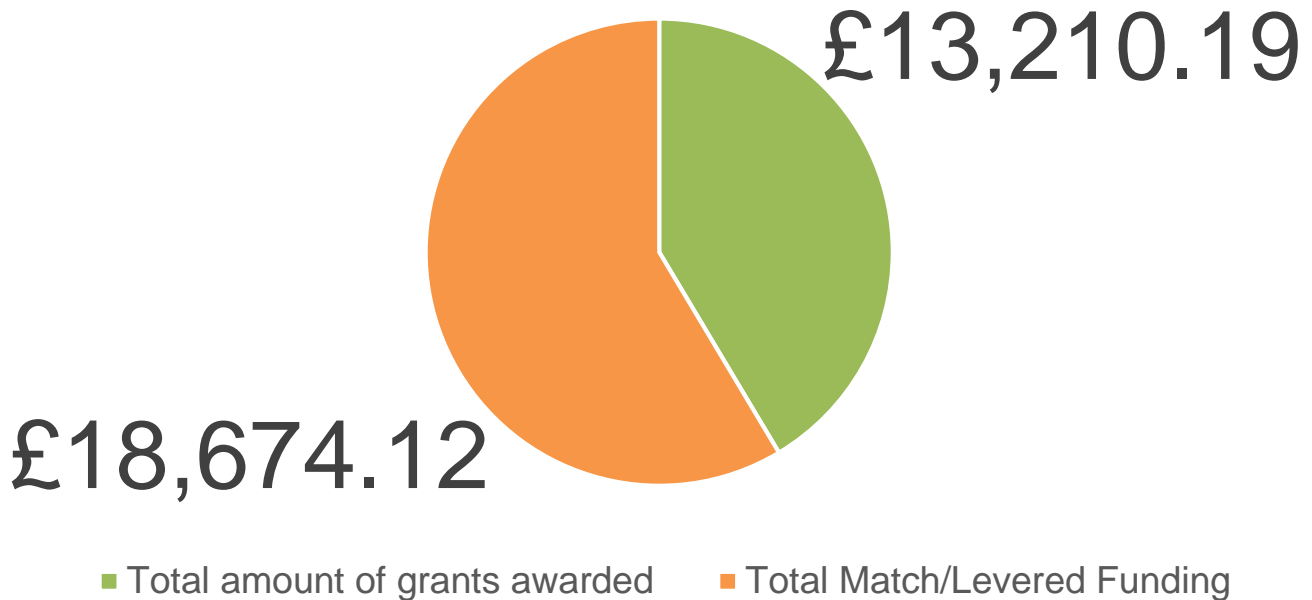
£13,210.19

■ Total amount of grants awarded ■ Group funds

4. Small Community Grant continued...

TOTAL Match/Levered Funding

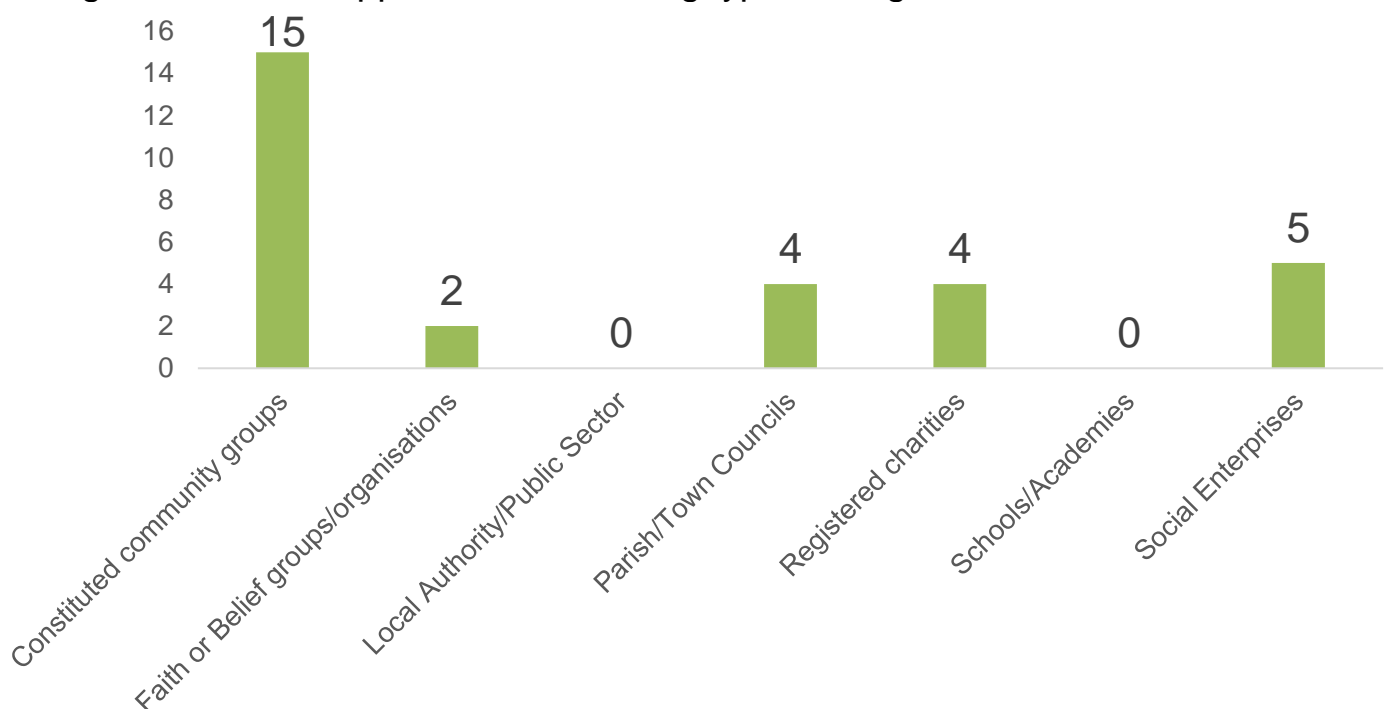
This grant scheme helped secure the following TOTAL Match/Levered funding.



For every **£1** invested from this scheme we matched/levered: **£1.41**

Types of organisations funded

This grant scheme supported the following types of organisations.



5. Large Community Grant

Grant map

Our grant map below shows where this scheme has made awards in the district. All figures are for 2016-2017.

Market Rasen	
Grants awarded	4
Total awarded	£24,000
Total Match	£44,620

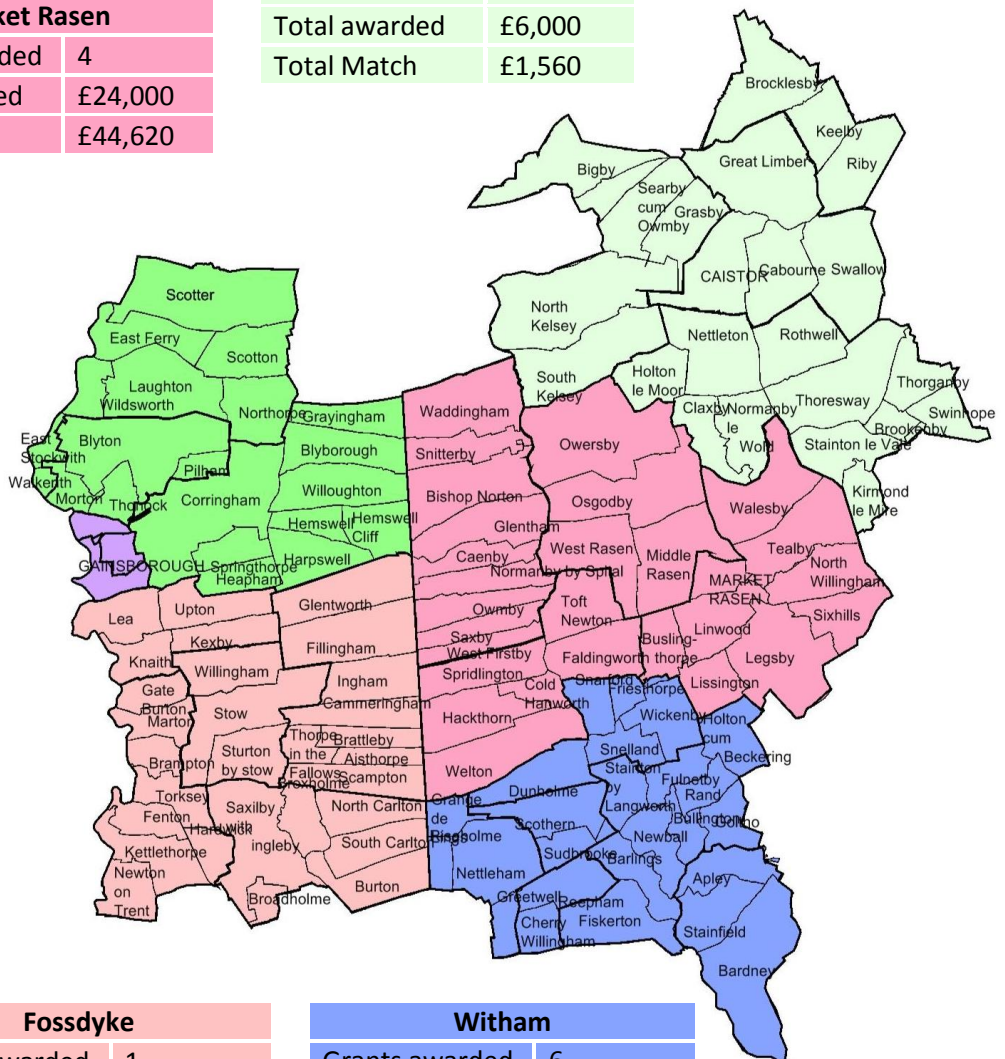
Caistor	
Grants awarded	1
Total awarded	£6,000
Total Match	£1,560

Trent	
Grants awarded	3
Total awarded	£11,500
Total Match	£3,490

Gainsborough	
Grants awarded	1
Total awarded	£5,676
Total Match	£2,116

Fosdyke	
Grants awarded	1
Total awarded	£8,000
Total Match	£16,839

Witham	
Grants awarded	6
Total awarded	£32,391
Total Match	£55,875



Total number of grants: 16

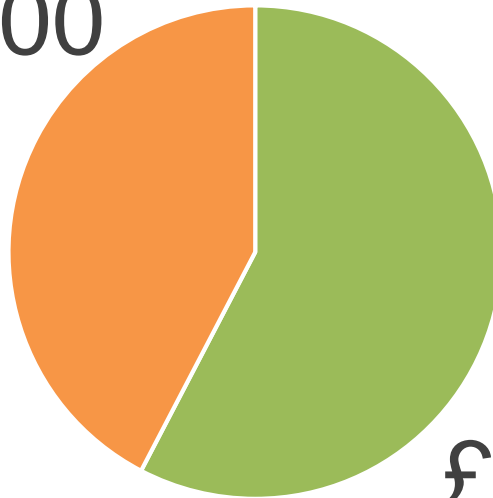
Total amount awarded: £87,567

5. Large Community Grant continued...

Match Funding

This grant scheme helped secure the following match/levered funding for projects. All figures are for 2016-2017.

£64,305.00



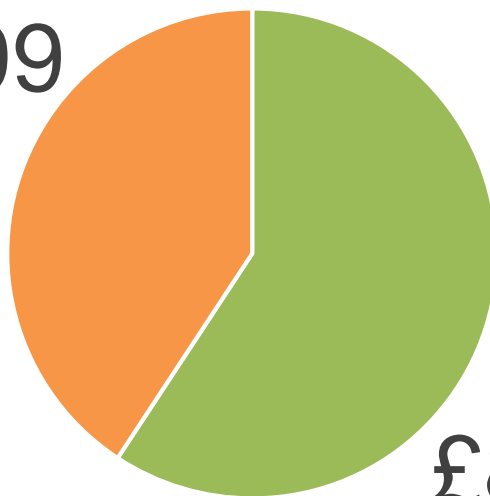
£87,567.00

■ Total amount of grants awarded ■ External Match/Levered Funding

Organisation Funding

This grant scheme helped secure the following investment from organisations delivering projects:

£60,196.99



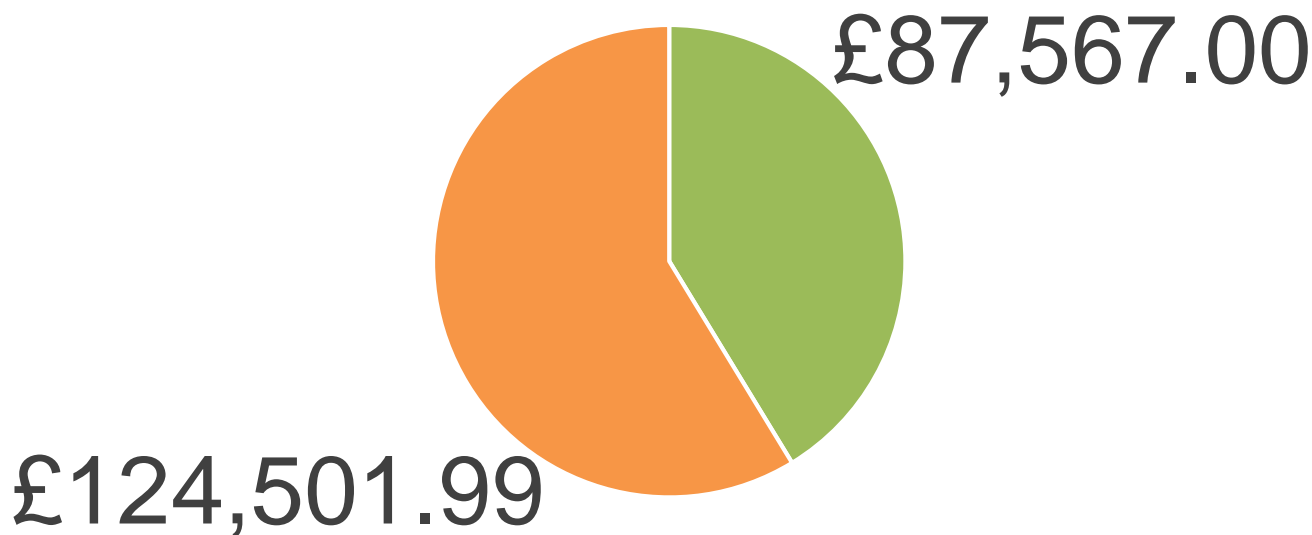
£87,567.00

■ Total amount of grants awarded ■ Group funds

5. Large Community Grant continued...

TOTAL Match/Levered Funding

This grant scheme helped secure the following TOTAL Match/Levered funding.

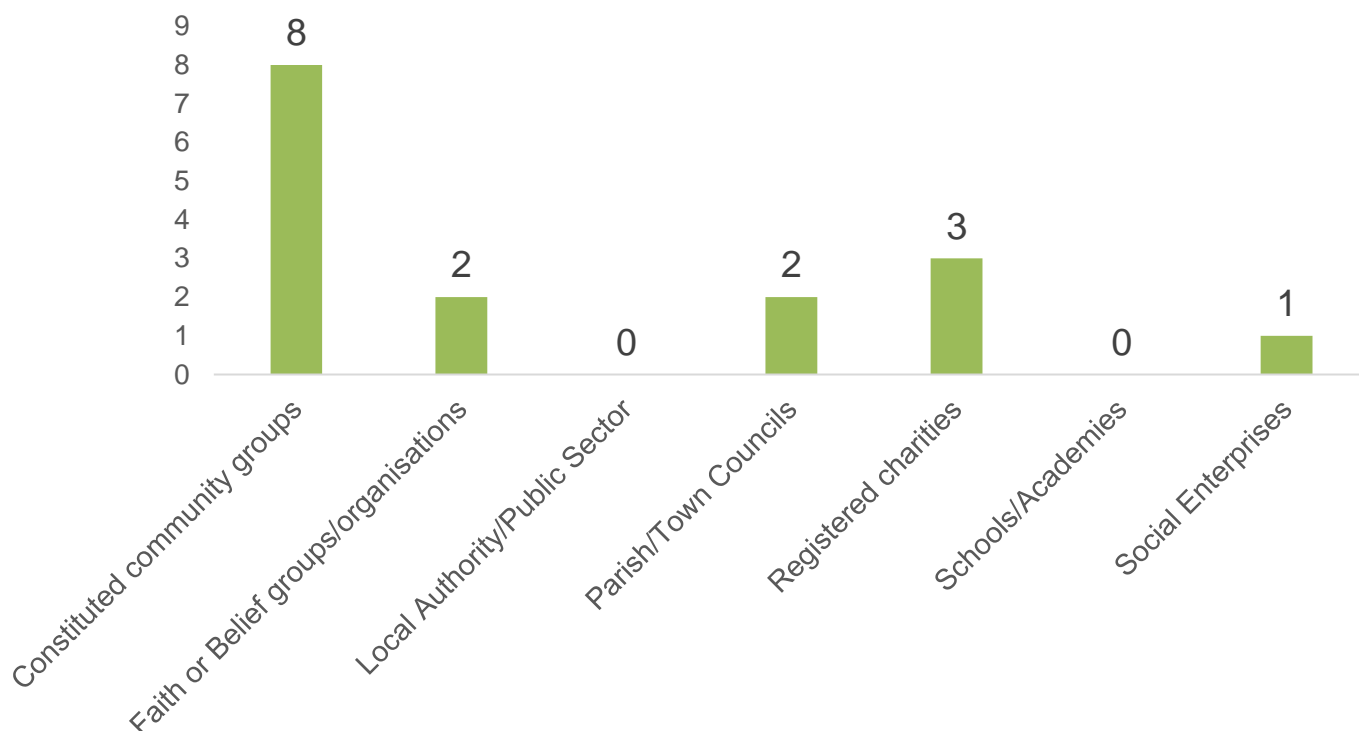


■ Total amount of grants awarded ■ Total Match/Levered Funding

For every **£1** invested from this scheme we matched/levered: **£1.42**

Types of organisations funded

This grant scheme supported the following types of organisations.



6. Match Funding Grant

Grant map

Our grant map below shows where this scheme has made awards in the district. All figures are for 2016-2017.

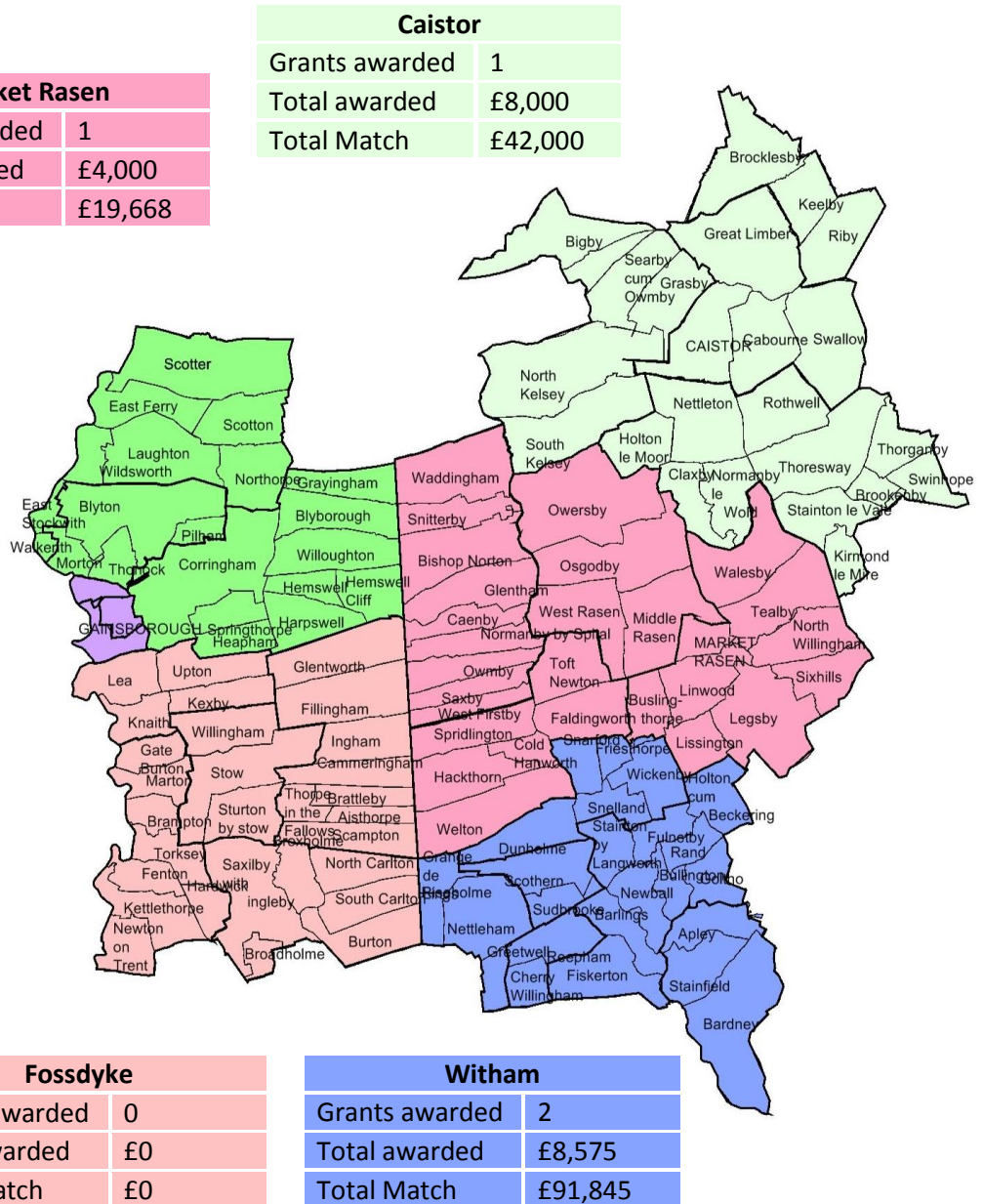
Market Rasen	
Grants awarded	1
Total awarded	£4,000
Total Match	£19,668

Caistor	
Grants awarded	1
Total awarded	£8,000
Total Match	£42,000

Trent	
Grants awarded	0
Total awarded	£0
Total Match	£0

Gainsborough	
Grants awarded	4
Total awarded	£27,052
Total Match	£74,047

District Wide Projects	
Grants awarded	1
Total awarded	£8,000
Total Match	£588,236



Fossdyke	
Grants awarded	0
Total awarded	£0
Total Match	£0

Witham	
Grants awarded	2
Total awarded	£8,575
Total Match	£91,845

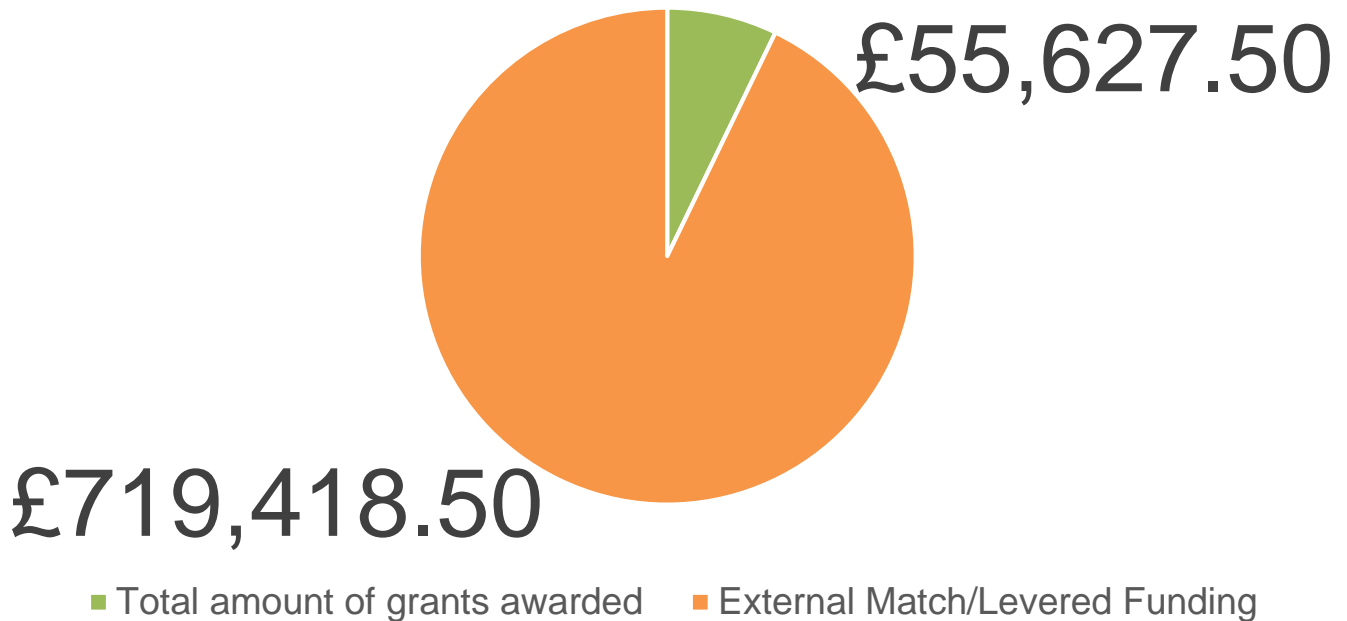
Total number of grants: 9

Total amount awarded: £55,627.50

6. Match Funding Grant continued...

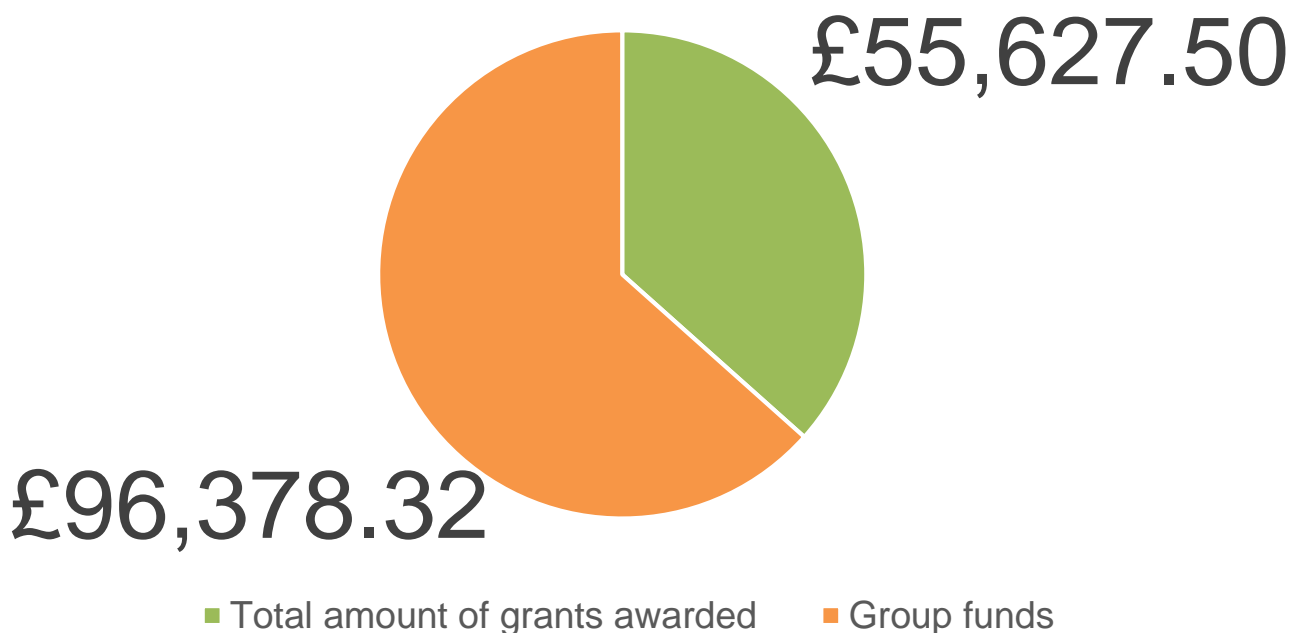
Match Funding

This grant scheme helped secure the following match/levered funding for projects. All figures are for 2016-2017.



Organisation Funding

This grant scheme helped secure the following investment from organisations delivering projects:

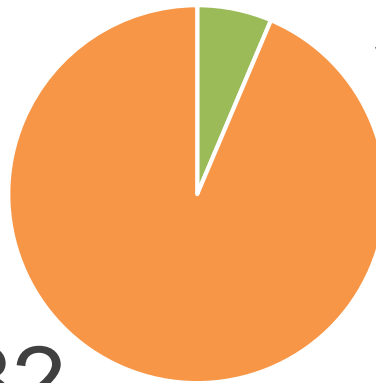


6. Match Funding Grant continued...

TOTAL Match/Levered Funding

This grant scheme helped secure the following TOTAL Match/Levered funding.

£55,627.50



£815,796.82

■ Total amount of grants awarded ■ Total Match/Levered Funding

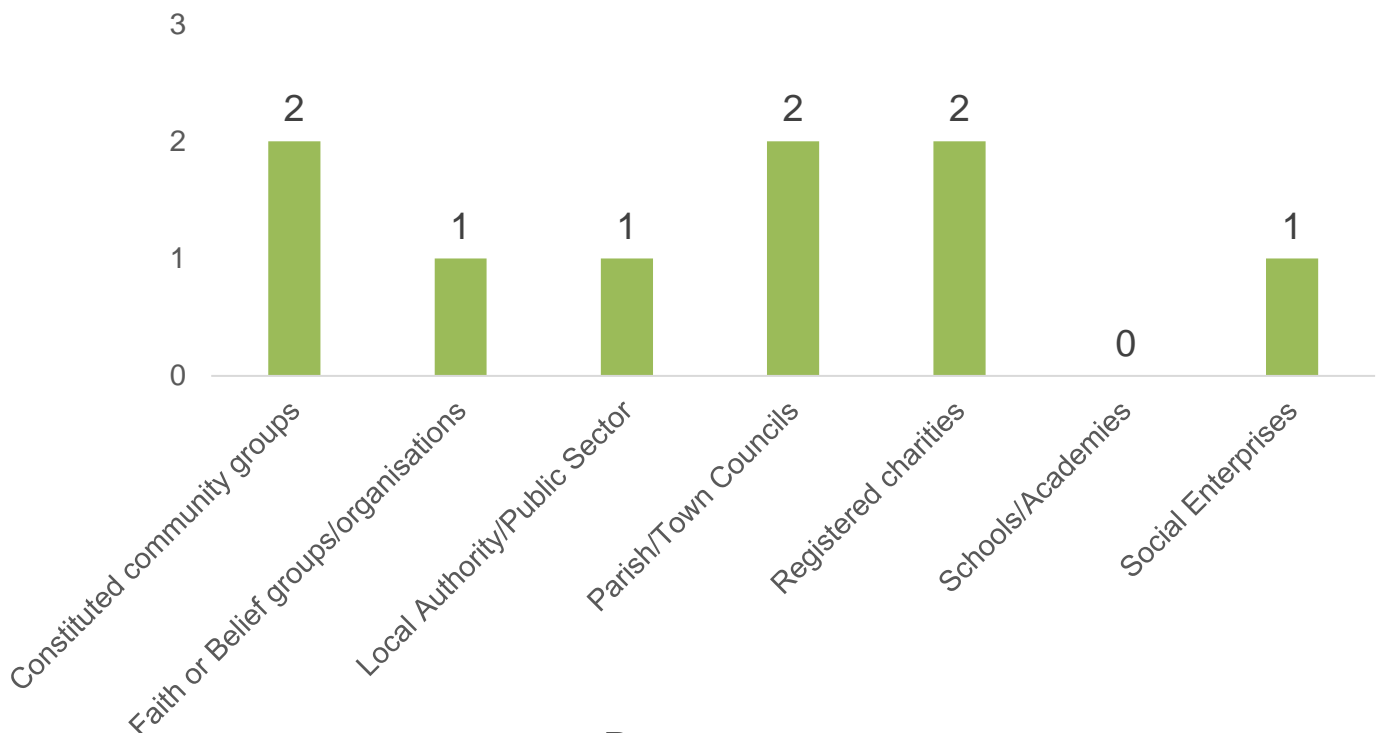
Note: As of 1st April 2017 £22,000 of the above match funding is currently awaiting confirmation.

Note: £570,736 of match funding has been secured for the Layers of History Project which is a Lincolnshire wide project.

For every **£1** invested from this scheme we matched/levered: **£14.66**

Types of organisations funded

This grant scheme supported the following types of organisations.



7. The year ahead 2017-2018

Grant Schemes

During 2017-2018 we will continue to deliver the following grant schemes:

- Councillor Initiative Fund
- Small Community Grant
- Large Community Grant
- Match Funding Grant

In addition to the above we shall continue to deliver the Community Defibrillator Scheme. This scheme provided fully equipped external defibrillators to be installed in public accessible locations throughout our local communities.

All of our grant giving activity will continue to align to the Council's Corporate Priorities and help us achieve match funding and volunteer involvement.

We will also explore new ways of working to provide better targeted support to specific projects. An example of this is looking at tools to support local organisations fundraise.

Publicity and Communication

We will continue to promote the different schemes through our website, social media and positive news stories. New promotional materials will be designed including posters and leaflets to promote our schemes and show examples of successful projects that we have funded. Working with our Communications Team we will prepare and provide more press releases to highlight community action.

Officers will attend funding events to promote the schemes and provide support to organisations seeking funding and delivering community projects.

We will use the following methods of publicity:

- County News
- Press releases
- Council website
- Posters and leaflets
- Funding events and networks
- Other websites (Parish Councils etc...)
- Social media (Facebook, Twitter and YouTube)

The following grants were made as part of the Councillor Initiative Fund 2016-2017: *(Sorted by Ward Area and Councillor)*

Organisation	Project Description	Ward Area	Councillor	Grant amount
Caistor Sports and Social Club	Caistor Community Family Fun Day - 17th September 2016	Caistor & Yarborough	Angela Lawrence	£500.00
Viking Explorer Scout Unit	To supply two tents for the girls to continue with the camps for girls	Caistor & Yarborough	Owen Bierley	£243.97
Caistor Civic Society	Leaflets for walkabout in Caistor - only a few leaflets left in circulation	Caistor & Yarborough	Angela Lawrence	£450.00
Caistor Hillside Bowling Club	To replace the bowling green aeration machine	Caistor & Yarborough	Angela Lawrence	£400.00
Caistor in Bloom Group	To purchase hanging baskets for the Market Square.	Caistor & Yarborough	Angela Lawrence	£353.25
Caistor Walkers are Welcome, First Aid Training	First Aid training will be extremely useful should any medical emergency arise when in more remote countryside.	Caistor & Yarborough	Owen Bierley	£200.00
Caistor in Bloom Group		Caistor & Yarborough	Owen Bierley	£1,487.00
Keelby Cricket Club	New Cricket covers for the cricket strip	Caistor & Yarborough	Owen Bierley	£500.00
Caistor Cares	To cover basic volunteer costs such as DBS checks and training & contribute to social activities.	Caistor & Yarborough	Angela Lawrence	£400.00
Greetwell Parish Council	To host a Produce Show in the village of Greetwell	Cherry Willingham	Anne Welburn	£200.00
Cherry Willingham Parish Council	To purchase and install an accessible picnic table at St Pauls Play Area	Cherry Willingham	Anne Welburn	£150.00
Greetwell Parish Council	To host a Produce Show in the village of Greetwell	Cherry Willingham	Chris Darcel	£200.00
Greetwell Parish Council	Budget for events in the parish.	Cherry Willingham	Chris Darcel	£100.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
Langworth Group Parish Council	Noticeboard refurbishment x 4	Cherry Willingham	Anne Welburn	£250.00
Welton Family Health Centre	Purchase of surgery 'crash' trolley for the surgery	Dunholme & Welton	Diana Rodgers	£837.60
Faldingworth Parish Council	Replace old and damaged benches in the village - one new bench	Dunholme & Welton	Steve England	£500.00
Friesthorpe Parochial Church Council	Improve public accessibility to our church for villages & the general public.	Dunholme & Welton	Steve England	£1,000.00
The Cabra Singers	Recruiting accompanist and purchasing new music for Choir	Dunholme & Welton	Steve England	£500.00
William Farr School	To erect a wall and training needs - to invite groups and scouts for training	Dunholme & Welton	Malcolm Parish	£2,000.00
Welton-by-Lincoln Parish Council	Village Pump Refurbishment - replace old pump	Dunholme & Welton	Steve England	£500.00
William Farr School	To erect a wall and training needs - to invite groups and scouts for training	Dunholme & Welton	Malcolm Parish	£1,000.00
Gainsborough Adventure Playground Ltd.	African Drumming Workshop, children aged 5 - 14years	Gainsborough East	Michael Devine	£275.00
Apex Leisure Centre	To purchase 10 floor mats and general gym equipment	Gainsborough East	David Bond	£500.00
Home-Start Lincolnshire	To take 81 people from the West Lindsey area who are struggling to go on a Xmas trip	Gainsborough East	Richard Oaks	£100.00
Slumgothic Ltd	To provide appropriate support to capture personally sensitive data.	Gainsborough East	Michael Devine	£100.00
Gainsborough Adventure Playground Ltd	The grant will fund the travel costs, entry fee and hire of wet suits.	Gainsborough East	Michael Devine	£325.00
Gainsborough Town Council	The day aims to bring local residents, community groups and organisations together to show what is on offer to the residents of Gainsborough.	Gainsborough East	Michael Devine	£200.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
Gainsborough & District Heritage Association	Health & Safety Training to meet the H&S requirements, such as first aiders, evac chair training and fire marshals.	Gainsborough East	Michael Devine	£150.00
3rd Gainsborough Scout Group	Replacing and improving tents	Gainsborough East	Richard Oaks	£350.00
Breathe Easy Gainsborough	Members' trip to Mablethorpe on 11th July 2016 (hire of coach and wheelchairs)	Gainsborough North	Sheila Bibb	£100.00
Gainsborough CAMRA	2016 Gainsborough Beer Festival	Gainsborough North	Sheila Bibb	£200.00
Gainsborough Model Railway Society	To print a leaflet for 2017 to promote the GMRS	Gainsborough North	Gillian Bardsley	£200.00
Apex Leisure Centre	To purchase 10 floor mats and general gym equipment	Gainsborough North	Sheila Bibb	£200.00
Apex Leisure Centre	To purchase 10 floor mats and general gym equipment	Gainsborough North	Gillian Bardsley	£150.00
Gainsborough Uphill Community Centre	To give extra support for families that are unable to afford the £1 entry fee	Gainsborough North	Sheila Bibb	£450.00
Gainsborough Community Wheels	Car scheme to help in the community	Gainsborough North	Gillian Bardsley	£93.60
Gainsborough Community Wheels	Car scheme to help in the community	Gainsborough North	Sheila Bibb	£93.60
Home-Start Lincolnshire	To take 81 people from the West Lindsey area who are struggling to go on a Xmas trip	Gainsborough North	Gillian Bardsley	£100.00
Home-Start Lincolnshire	To take 81 people from the West Lindsey area who are struggling to go on a Xmas trip	Gainsborough North	Matthew Boles	£100.00
Home-Start Lincolnshire	To take 81 people from the West Lindsey area who are struggling to go on a Xmas trip	Gainsborough North	Sheila Bibb	£100.00
Slumgothic Ltd	To provide appropriate support to capture personally sensitive data.	Gainsborough North	Sheila Bibb	£200.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
Slumgothic Ltd	To provide appropriate support to capture personally sensitive data.	Gainsborough North	Gillian Bardsley	£200.00
Gainsborough Town Council	The day aims to bring local residents, community groups and organisations together to show what is on offer to the residents of Gainsborough.	Gainsborough North	Gillian Bardsley	£100.00
Gainsborough & District Heritage Association	Health & Safety Training to meet the H&S requirements, such as first aiders, evac chair training and fire marshals.	Gainsborough North	Gillian Bardsley	£250.00
Gainsborough Adventure Playground Ltd	The grant will fund the travel costs, entry fee and hire of wet suits.	Gainsborough North	Gillian Bardsley	£50.00
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Gainsborough & District Heritage Association	Health & Safety Training to meet the H&S requirements, such as first aiders, evac chair training and fire marshals.	Gainsborough North	Sheila Bibb	£400.00
Gainsborough Adventure Playground Ltd	The grant will fund the travel costs, entry fee and hire of wet suits.	Gainsborough North	Sheila Bibb	£100.00
Gainsborough CAMRA	2016 Gainsborough Beer Festival	Gainsborough South West	Trevor Young	£1,000.00
Breathe Easy Gainsborough	Members' trip to Mablethorpe on 11th July 2016 (hire of coach and wheelchairs)	Gainsborough South West	Judy Rainsforth	£250.00
Gainsborough CAMRA	2016 Gainsborough Beer Festival	Gainsborough South West	Judy Rainsforth	£500.00
Gainsborough CAMRA	2016 Gainsborough Beer Festival	Gainsborough South West	Matthew Boles	£500.00
Gainsborough Model Railway Society	To print a leaflet for 2017 to promote the GMRS	Gainsborough South West	Trevor Young	£200.00

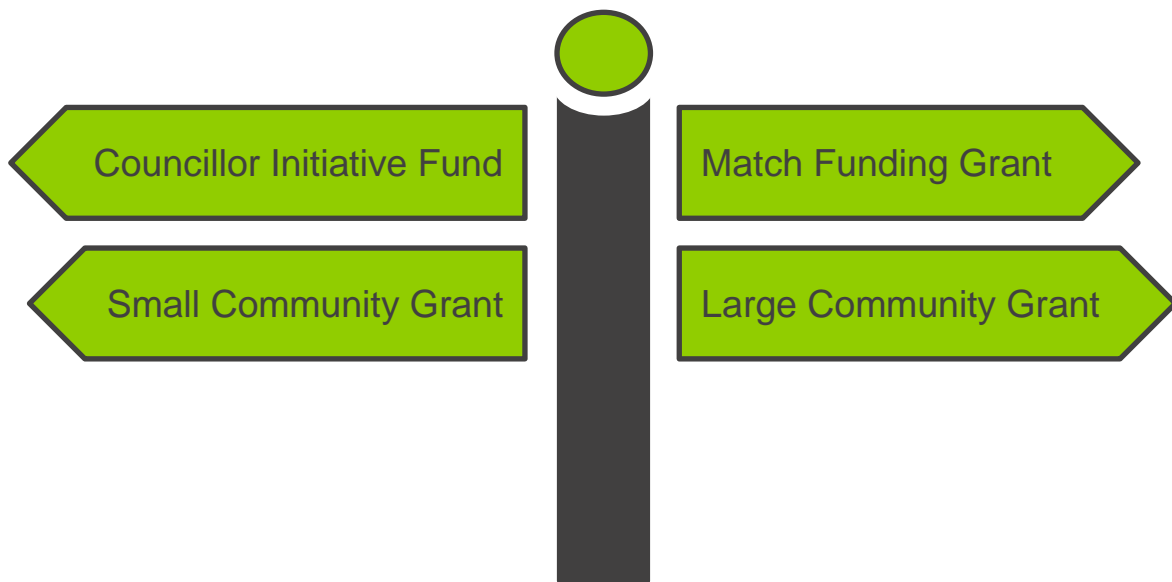
Organisation	Project Description	Ward Area	Councillor	Grant amount
Gainsborough Theatre - The Old Nick Theatre	Building Improvements for upgrading the 'Old Nick'	Gainsborough South West	Judy Rainsforth	£500.00
Vital Stepping Stones	To support vulnerable individuals that suffer from Parkinson's and other neurological conditions	Gainsborough South West	Trevor Young	£350.00
Breathe Easy Gainsborough	To enable the members to visit the Doncaster Wild Life Park on 10.07.17	Gainsborough South West	Judy Rainsforth	£250.00
Hemswell Cliff PC	Creation of a seating, picnic and equipment storage area near the new Ball Park	Hemswell	Paul Howitt-Cowan	£400.00
Hemswell Cliff Resident's Group	Hemswell Cliff Newsletter	Hemswell	Paul Howitt-Cowan	£500.00
Hemswell Cliff Resident's Group	Hemswell Cliff Big Jubilee Games Lunch	Hemswell	Paul Howitt-Cowan	£500.00
Bigby Parochial Church Council	The funding will be used to install an automatic winding equipment for the clock	Kelsey Wold	Lewis Strange	£100.00
Gainsborough Bowman / Junior Archery and Curling	Introducing juniors to archery and curling in the area of West Lindsey	Lea	Jessie Milne	£400.00
Upton - Kexby Friendship Club	To take members of the club and other elderly residents of Upton for a days' outing	Lea	Jessie Milne	£200.00
Rothwell Parish Council	A village defibrillator for emergencies	Market Rasen	Tom Regis	£500.00
Lincoln & Lindsey Blind Society	Boomboxes for elderly sight impaired and blind Market Rasen residents so they can listen to talking newspapers, books and radio.	Market Rasen	Thomas Smith	£100.00
Lincolnshire Small-bore Rifle Association	Bell target shooting in pub are the hub	Market Rasen	Thomas Smith	£427.00
Market Rasen Walkers are Welcome	Map leaflets to encourage more people to get walking	Market Rasen	John McNeill	£225.00
Market Rasen Station Adoption Group	To say 'thank you' to the individuals, local businesses, voluntary groups and schools etc.	Market Rasen	Thomas Smith	£250.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
Osgodby Bowls Club	To erect a 10mt x 3mt shelter for the weather	Market Rasen	Thomas Smith	£420.00
Rothwell Parish Council	Village Hall refurbishment	Market Rasen	Tom Regis	£500.00
Market Rasen Veterans Breakfast Club	Market Rasen Veterans Breakfast Club	Market Rasen	Thomas Smith	£1,500.00
Lincoln & Lindsey Blind Society	Boomboxes for elderly sight impaired and blind Market Rasen residents so they can listen to talking newspapers, books and radio.	Nettleham	John McNeill	£100.00
St Barnabas Hospice Trust	To host a street party in Nettleham to celebrate the Queen's 90th Birthday	Nettleham	Angela White	£200.00
Nettleham Handbell Ringers	To purchase 8 lights for music stands	Nettleham	Giles McNeill	£30.00
Nettleham Handbell Ringers	To purchase 8 lights for music stands	Nettleham	Angela White	£30.00
Mabel Briggs Memorial Luncheon Club	Replacement crockery - existing crockery has seen over 30 years	Nettleham	Giles McNeill	£400.00
St Barnabas Hospice Trust	To host a street party in Nettleham to celebrate the Queen's 90th Birthday	Nettleham	Giles McNeill	£200.00
Nettleham Heriatge Association	To provide a new bench at the top of the hill - welcome stop	Nettleham	Angela White	£100.00
Home-Start Lincolnshire	To take 81 people from the West Lindsey area who are struggling to go on a Xmas trip	Nettleham	Angela White	£100.00
1st Nettleham Scout Group	Poacher International Camp 2017, 10th International Scout and Guide Camp	Nettleham	Angela White	£250.00
Nettleham Twinning Association	Visit to Nettleham by approx 40 residents of Mulsanne, Pays de la Loire, France to Nettleham.	Nettleham	Giles McNeill	£250.00
Market Rasen and District Round Table No. 742	Channel Row for Ethan Maull Foundation	Nettleham	Giles McNeill	£250.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
Caister Goes Events Committee	For the volunteers to take a retraining course every 3 years and the funding is required to cover the cost of this course.	Nettleham	Angela White	£592.92
Saxilby with Ingleby Parish Council	The project is to contribute towards a replacement parish noticeboard.	Saxilby	David Cotton	£500.00
Broadholme Parish Meeting	To provide equipment which will be used by members around the village	Saxilby	David Cotton	£300.00
Saxilby with Ingleby Parish Council	The project is to contribute towards a replacement parish noticeboard.	Saxilby	David Cotton	£385.00
Ingham Parish Council	The purchase of 2 Defibrillators for Ingham	Scampton	Roger Patterson	£800.00
Pillingham Parish Meeting - Pillingham Playground Action Group	To provide play equipment for a range of ages - adjacent to the Village Hall	Scampton	Roger Patterson	£500.00
Ingham Parish Council	An annual event to commemorate remembrance Day	Scampton	Roger Patterson	£220.00
Scotter Junior Football Club	Provision of football strip for new 2016/17 season	Scotter & Blyton	Patricia Mewis	£250.00
Scotter Junior Football Club	Provision of football strip for new 2016/17 season	Scotter & Blyton	Lesley Rollings	£250.00
Blyton Parish Council	Static speed signs - to deterrent those who speed and reduce accidents and make the village a safer place.	Scotter & Blyton	Patricia Mewis	£350.00
Blyton Parish Council	Static speed signs - to deterrent those who speed and reduce accidents and make the village a safer place.	Scotter & Blyton	Adam Duguid	£350.00
Scotter Village Hall	New curtains/blinds for Scotter Village Hall	Scotter & Blyton	Patricia Mewis	£400.00
Scotter Village Hall	New curtains/blinds for Scotter Village Hall	Scotter & Blyton	Adam Duguid	£400.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
West Lincolnshire Domestic Abuse Services	Young Persons Domestic Abuse Prevention Programme	Scotter & Blyton	Patricia Mewis	£500.00
Stow Parish Council	Cemetery bench for visitors to sit whilst visiting their relatives	Stow	Reg Shore	£381.00
Sturton By Stow Parish Council	To be used to pay for fencing around part of the area - Jubilee Wood	Stow	Reg Shore	£1,000.00
Sturton By Stow Village Hall	New Lighting System to replace 6 lights that are now obsolete	Stow	Reg Shore	£1,115.00
New Millfield IMPS Golf Club	New Millfield IMPS Golf Club (new club for children 3-18)	Torksey	Stuart Kinch	£1,000.00
Marton Indoor Short Mat Bowls John Bower-Breen	The funding will be used to purchase a roll up unit to allow to roll the mats up	Torksey	Stuart Kinch	£500.00
Torksey Parish Council	Torksey Parish Playground Project	Torksey	Stuart Kinch	£1,000.00
Brookenby Parish Council	The grant is to cover costs of stationery that the administration of the group incurs.	Wold View	Tom Regis	£677.61
			TOTAL:	£39,912.55

West Lindsey Community Grants



Impact Report 2017-2018

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1. Introduction

Welcome to our 2017-2018 Impact Report. It gives me great pleasure to provide an insight into our grant giving activity over the last financial year and share with you details of grant amounts awarded and match funding secured.

In February 2015 we established a new Community Funding Programme. The programme was developed to build upon successes seen in previous years and continue to support a wide range of excellent community led projects and initiatives.

Grant funding from local authorities plays an important role in the wider availability of funding especially for the community and voluntary sector. Small grants help local projects and activities to take place with a range of benefits. Larger grants help support bigger projects such as capital works and can directly influence other funders to achieve match or levered funding into West Lindsey.

All of our grant activity is strongly aligned to our Corporate Plan themes and wider aims. Each scheme also has a strong focus on achieving the following core outcomes:

- Benefit the wider community
- Support volunteer led activity
- Secure match funding into West Lindsey
- Lever external funding into West Lindsey

This report provides details of our grant giving activity over the last financial year including amounts awarded, match funding secured and community benefits.

I hope you enjoy reading about our grant activity and would like to say a big thank you to our Councillors, officers and partners who have helped deliver a busy year of community grants.

If you have any queries about this report please feel free to contact me via e-mail or telephone.



Grant White
Enterprising Communities Manager

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E-mail: grant.white@west-lindsey.gov.uk

2. Overview of 2017-2018 grant schemes

During the 2017-2018 financial year the following grant schemes were delivered:

Councillor Initiative Fund

Total budget for 2016-2019: **£108,000** (£3,000 per Councillor)

Maximum grant: **£3,000** Minimum grant: **£50**

Match funding criteria: **Councillor Discretion**

Each Councillor has a set allocation of funding and is able to make awards to local projects and organisation in their ward areas. This fund enhances each Councillors ability to engage with and support the communities they represent. A quick delivery time enables funding to be awarded within weeks to an organisation.

Small Community Grant

Available from 2015 to 2018.

Maximum grant: **£500** Minimum grant: **£50**

Match funding criteria: **Up to 80% of project costs**

Small community grants up to £500 for a wide range of community and volunteering projects. A simple application process designed to enable small groups or those new to funding to deliver projects for the benefit of the community.

Large Community Grant

Available from 2015 to 2018.

Maximum grant: **£8,000** Minimum grant: **£500**

Match funding criteria: **Up to 80% of project costs**

Large community grants up to £8,000 to support capital projects including village halls, community facilities and recreational spaces. Able to support stand-alone projects or provide match funding to support even bigger projects requiring other sources of funding. Applications reviewed at 2 review panels each year.

Match Funding Grant

Available from 2015 and on-going.

Maximum grant: **£8,000** (higher by exception) Minimum grant: **£500**

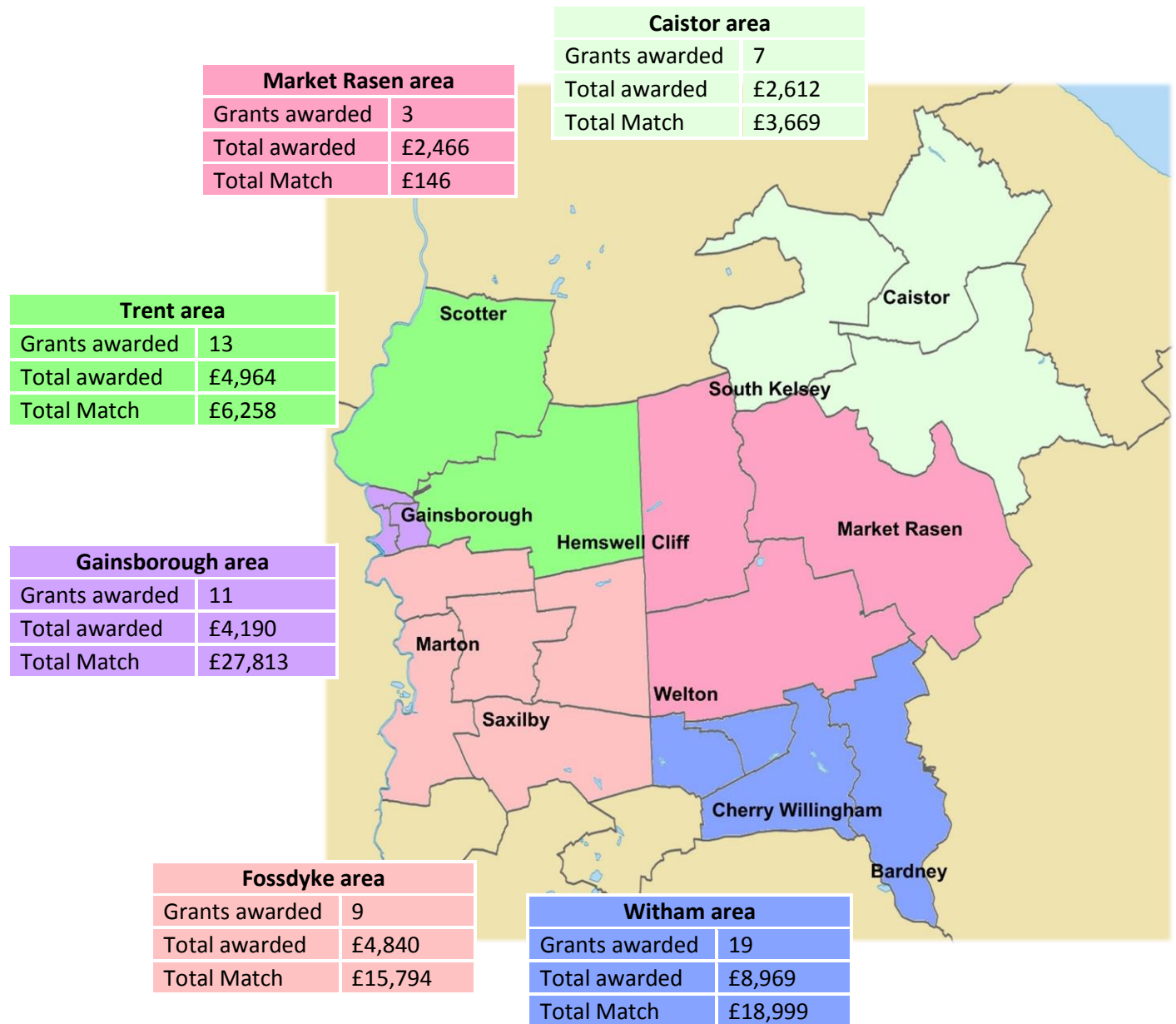
Match funding criteria: **Up to 30% of project costs**

Match funding grants provide targeted funding to directly attract or secure external funding into the district. Grants can also be used to support council led activity that will secure further external funding.

3. Councillor Initiative Fund

Grant map

Our grant map below shows where this scheme has made awards in the district. All figures are for 2017-2018.



Total number of grants: 62

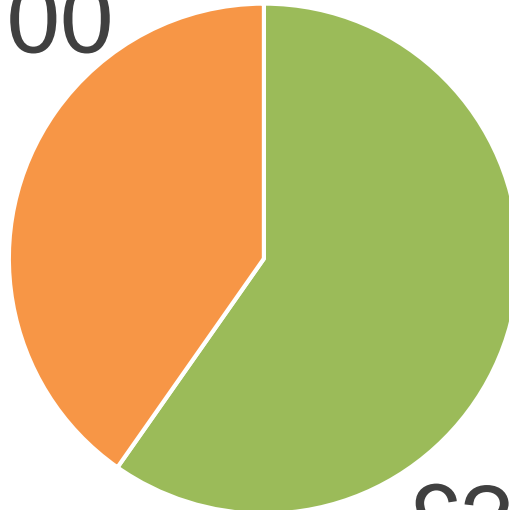
Total amount awarded: £28,041

3. Councillor Initiative Fund continued...

External Match Funding

This grant scheme helped secure the following external match funding for projects. All figures are for 2017-2018.

£18,898.00



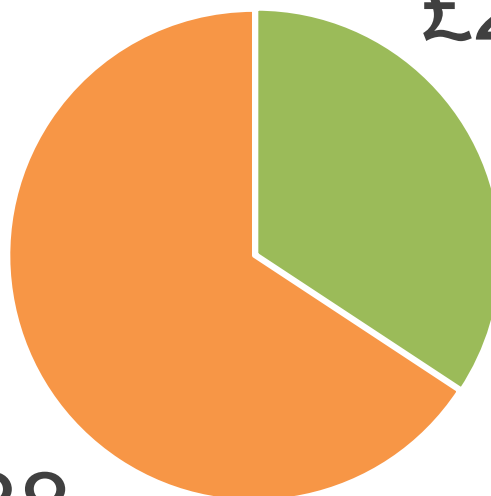
£28,041.00

■ Total amount of grants awarded ■ External Match/Levered Funding

Organisation Match Funding

This grant scheme helped secure the following investment from organisations delivering projects.

£53,782.88



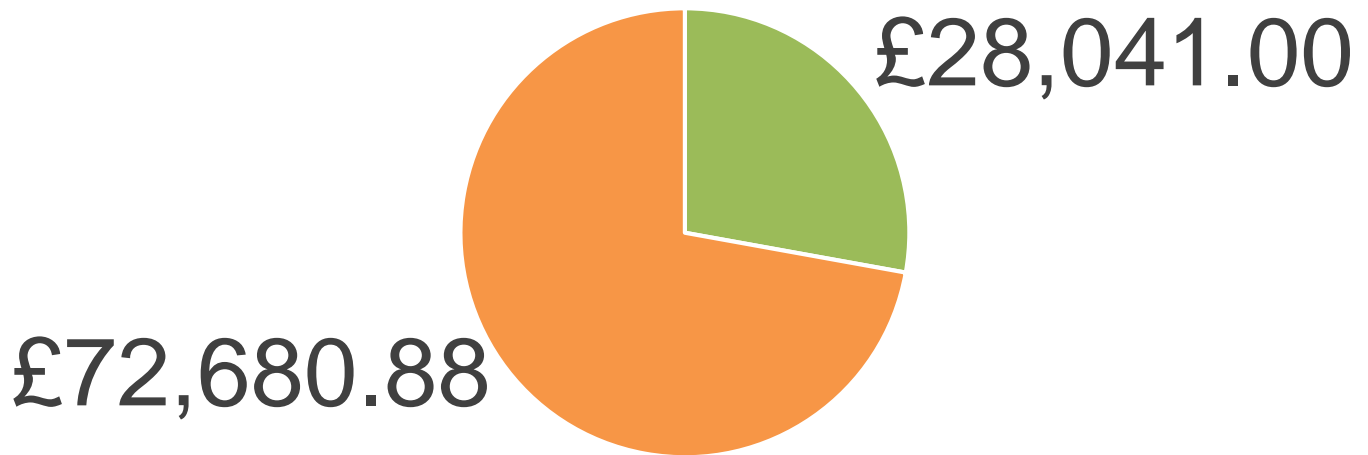
£28,041.00

■ Total amount of grants awarded ■ Group funds

3. Councillor Initiative Fund continued...

TOTAL Match/Levered Funding

This grant scheme helped secure the following TOTAL Match/Levered funding.

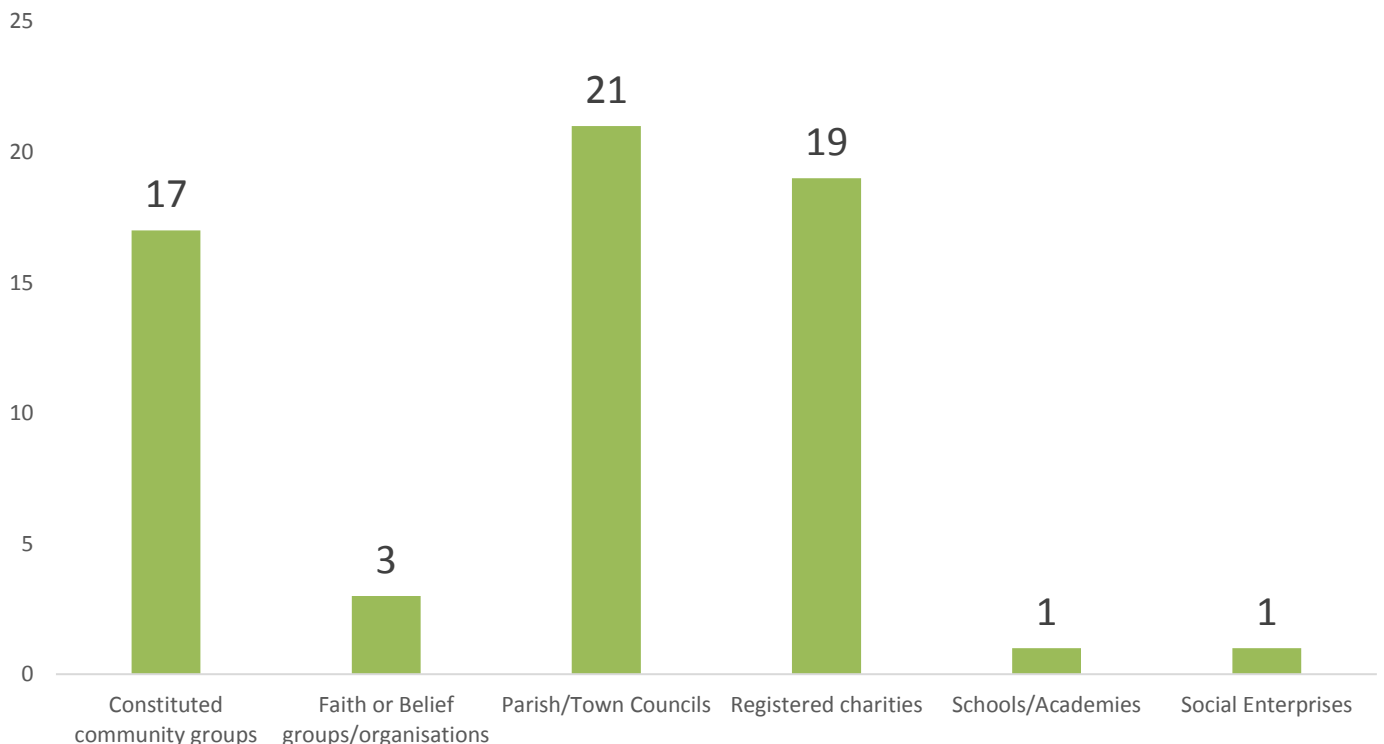


■ Total amount of grants awarded ■ Total Match/Levered Funding

For every **£1** invested from this scheme we matched/levered: **£2.59**

Types of organisations funded

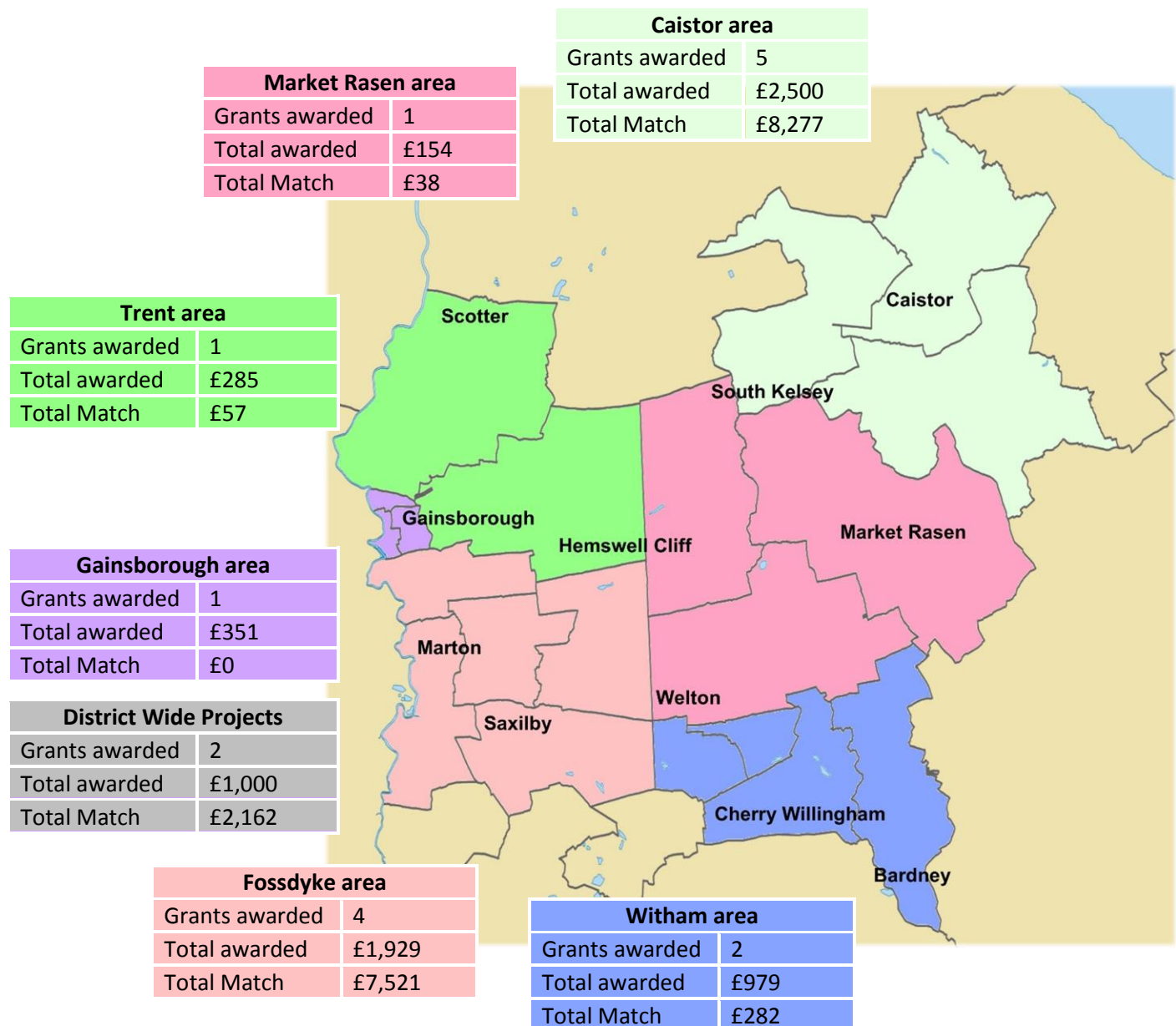
This grant scheme supported the following types of organisations.



4. Small Community Grant

Grant map

Our grant map below shows where this scheme has made awards in the district. All figures are for 2017-2018.



Total number of grants: 16

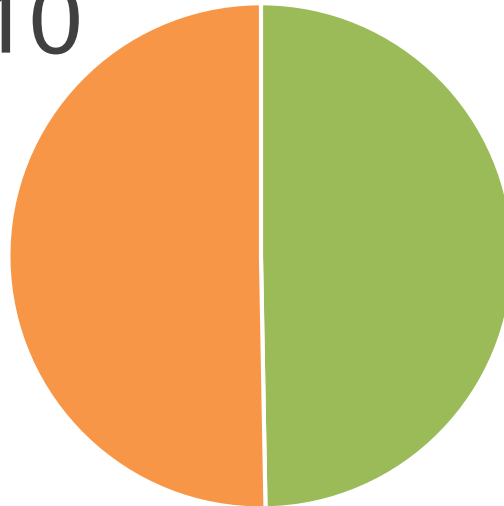
Total amount awarded: £7,198

4. Small Community Grant continued...

External Match Funding

This grant scheme helped secure the following external match funding for projects. All figures are for 2017-2018.

£7,281.10



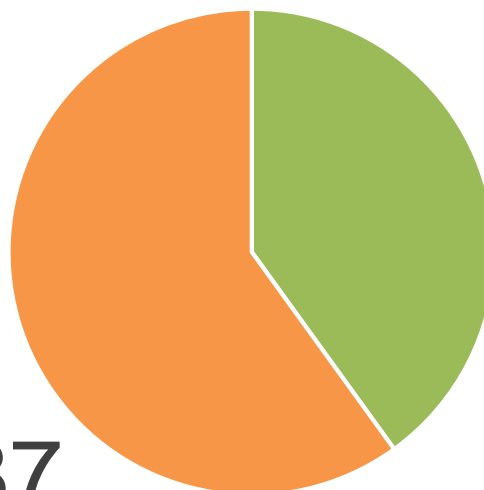
£7,198.52

■ Total amount of grants awarded ■ External Match/Levered Funding

Organisation Match Funding

This grant scheme helped secure the following investment from organisations delivering projects.

£10,778.87



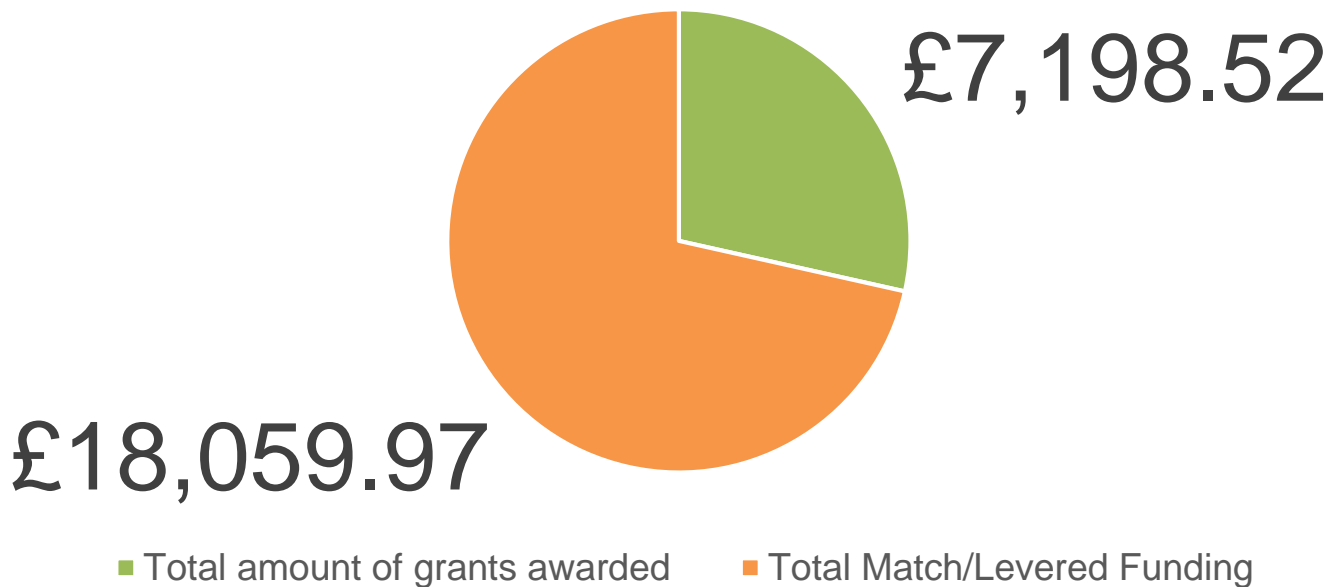
£7,198.52

■ Total amount of grants awarded ■ Group funds

4. Small Community Grant continued...

TOTAL Match/Levered Funding

This grant scheme helped secure the following TOTAL Match/Levered funding.



For every **£1** invested from this scheme we matched/levered: **£2.50**

Types of organisations funded

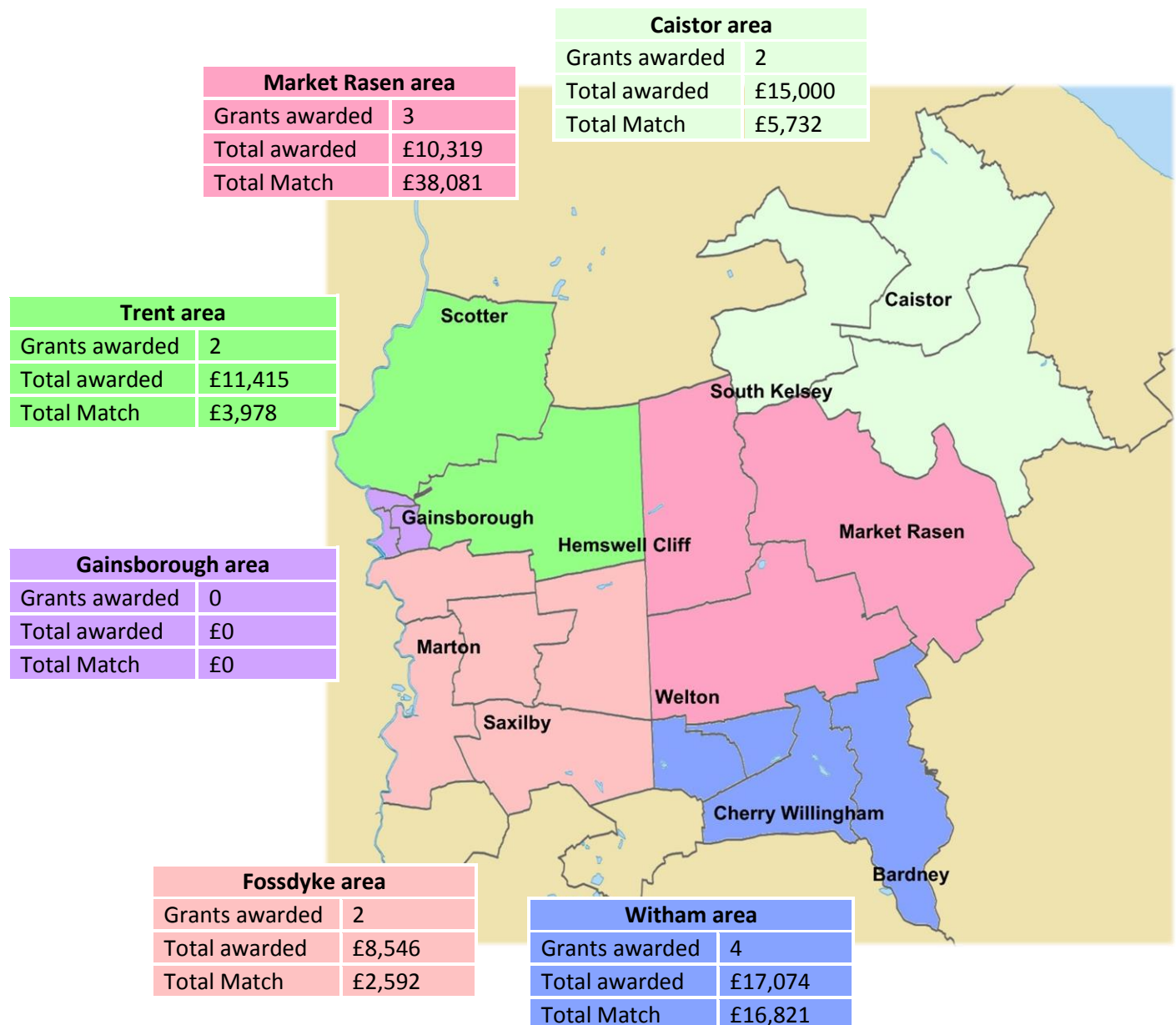
This grant scheme supported the following types of organisations.



5. Large Community Grant

Grant map

Our grant map below shows where this scheme has made awards in the district. All figures are for 2017-2018.



Total number of grants: 13

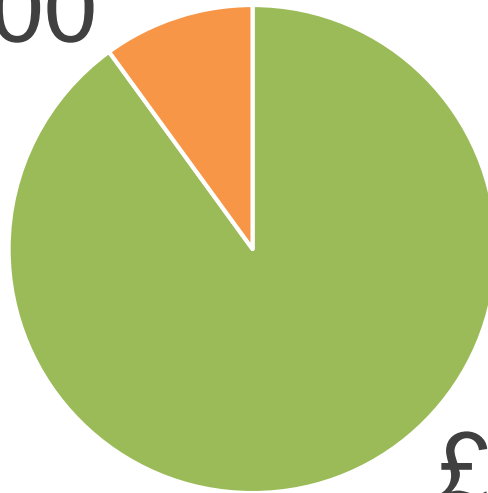
Total amount awarded: £62,354

5. Large Community Grant continued...

External Match Funding

This grant scheme helped secure the following external match funding for projects. All figures are for 2017-2018.

£6,938.00



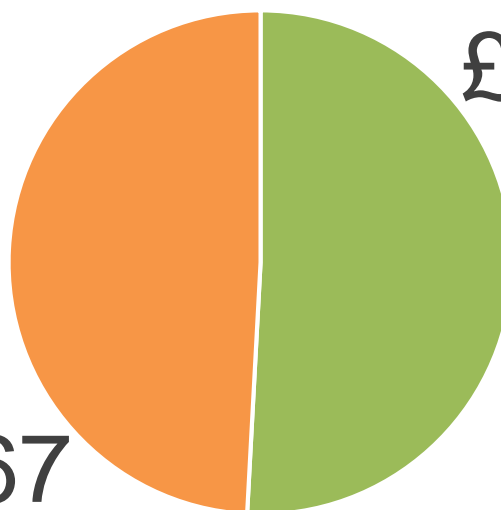
£62,354.00

■ Total amount of grants awarded ■ External Match/Levered Funding

Organisation Match Funding

This grant scheme helped secure the following investment from organisations delivering projects.

£60,267.67



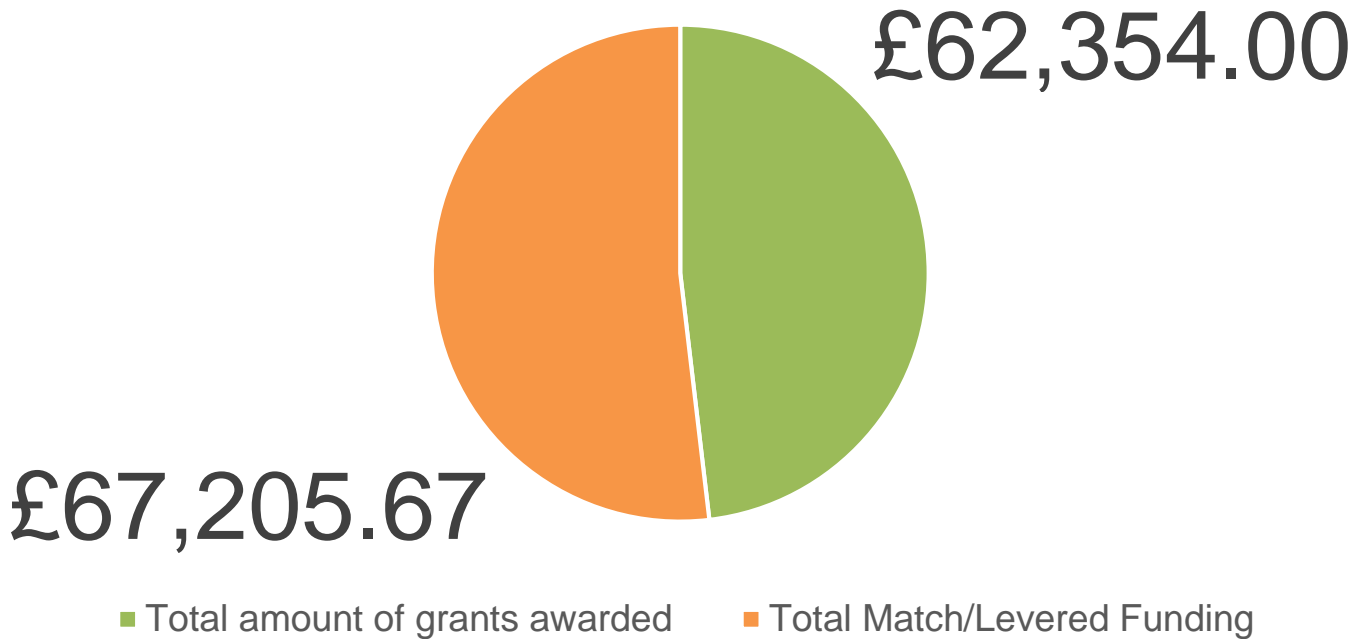
£62,354.00

■ Total amount of grants awarded ■ Group funds

5. Large Community Grant continued...

TOTAL Match/Levered Funding

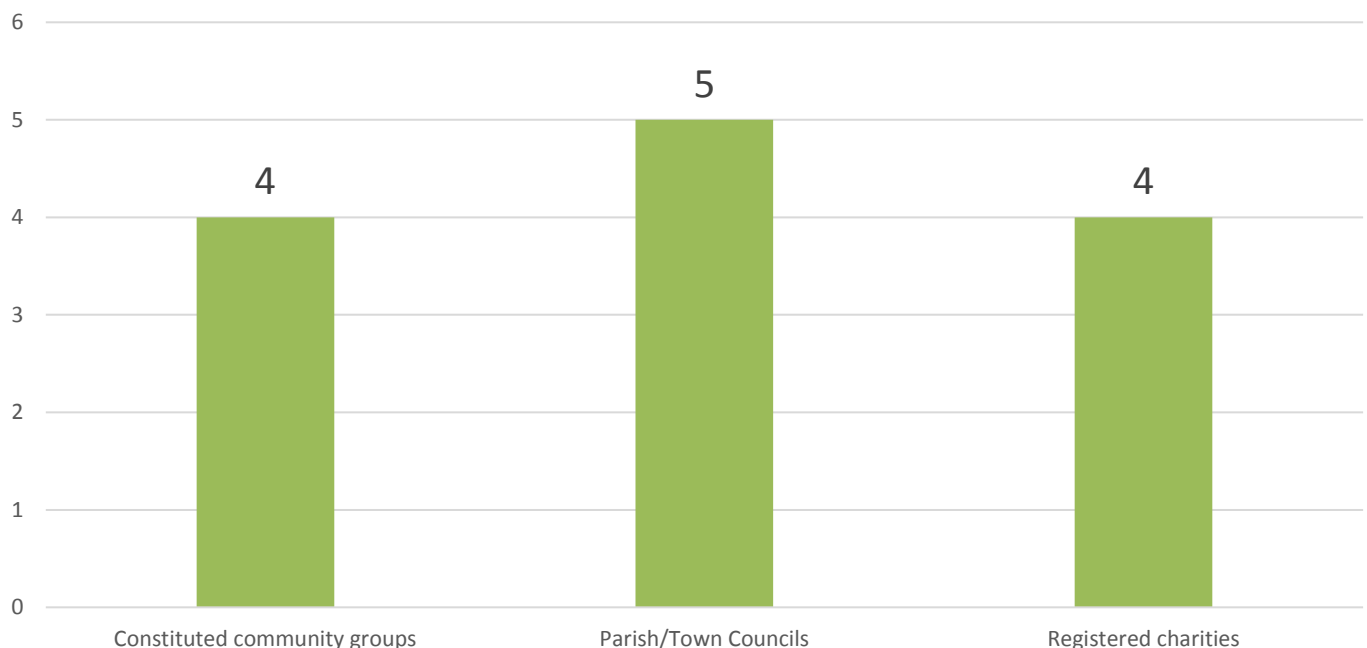
This grant scheme helped secure the following TOTAL Match/Levered funding.



For every **£1** invested from this scheme we matched/levered: **£1.07**

Types of organisations funded

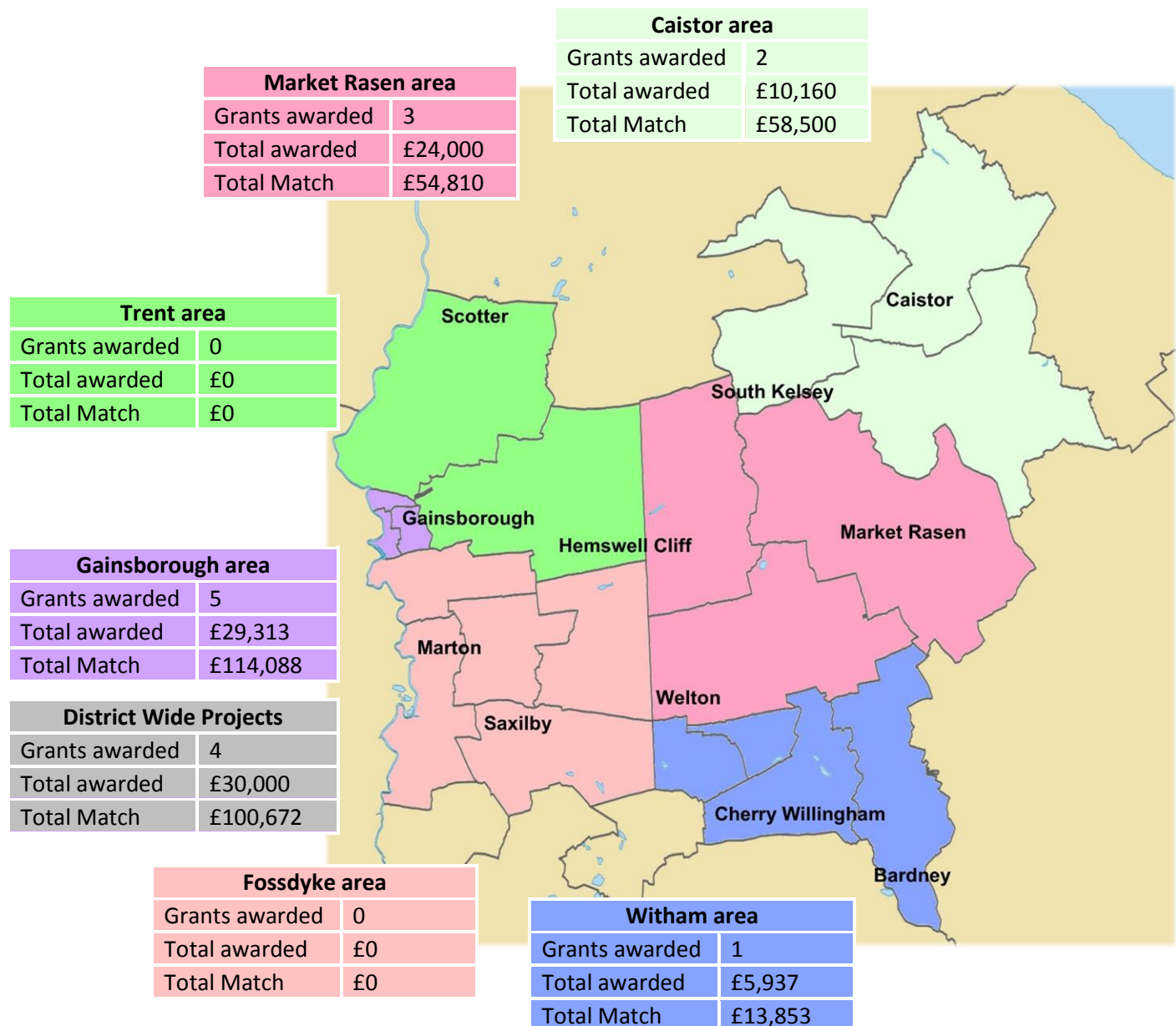
This grant scheme supported the following types of organisations.



6. Match Funding Grant

Grant map

Our grant map below shows where this scheme has made awards in the district. All figures are for 2017-2018.



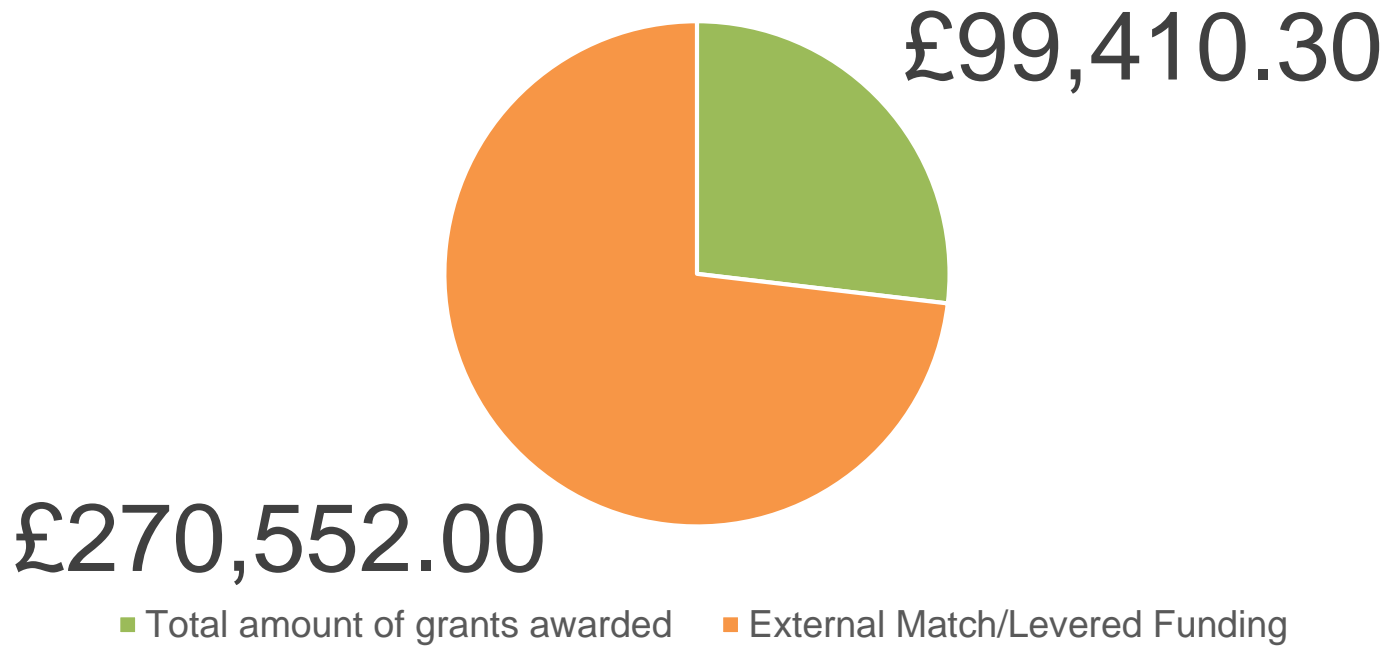
Total number of grants: 15

Total amount awarded: £99,410

6. Match Funding Grant continued...

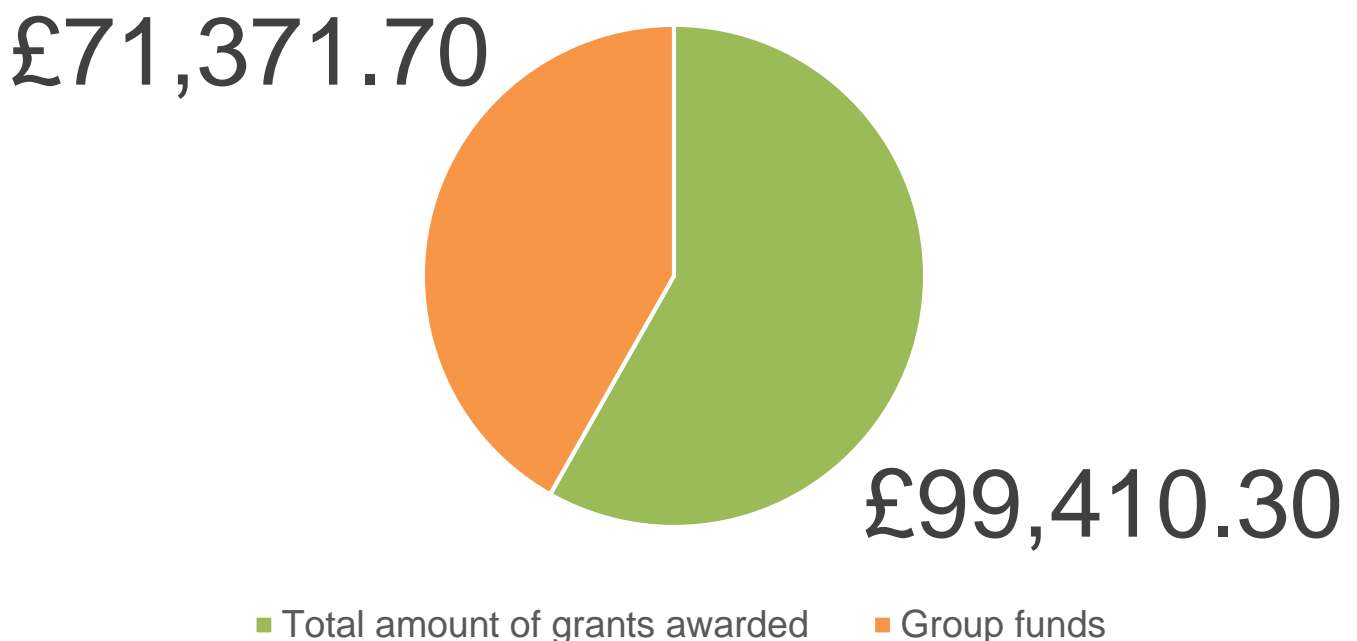
External Match Funding

This grant scheme helped secure the following external match funding for projects. All figures are for 2017-2018.



Organisation Match Funding

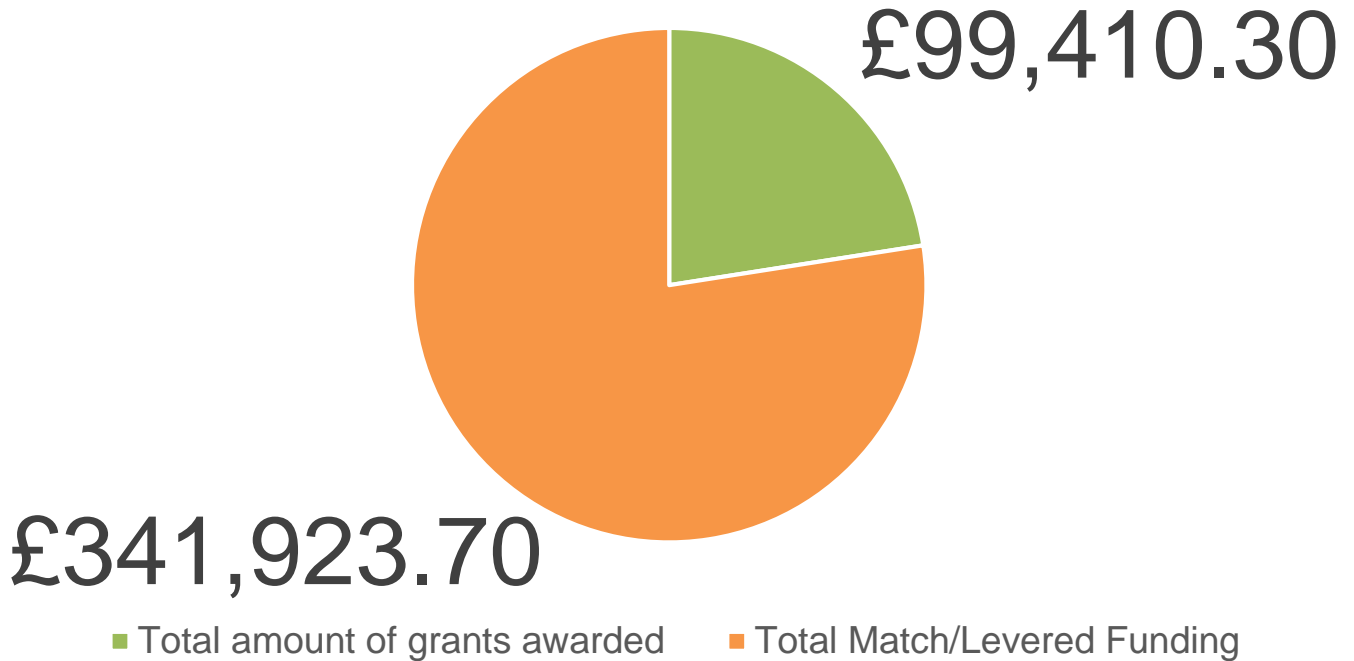
This grant scheme helped secure the following investment from organisations delivering projects.



6. Match Funding Grant continued...

TOTAL Match/Levered Funding

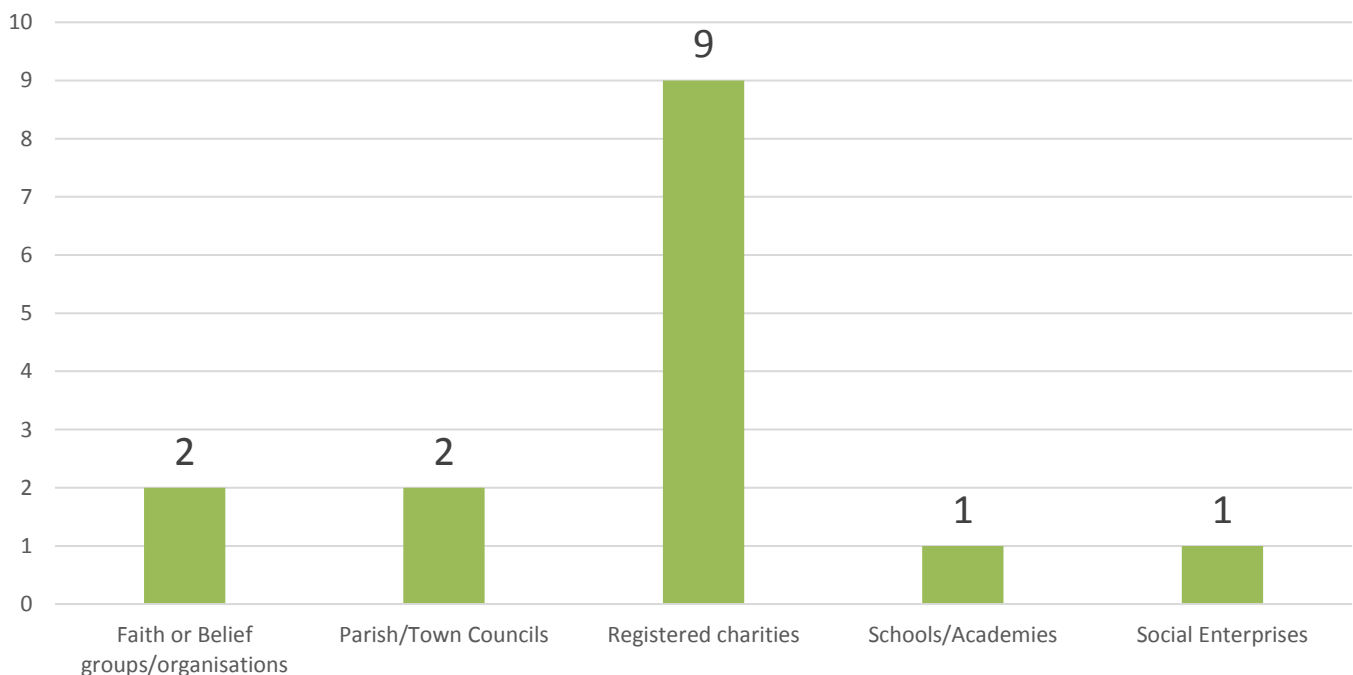
This grant scheme helped secure the following TOTAL Match/Levered funding.



For every **£1** invested from this scheme we matched/levered: **£3.43**

Types of organisations funded

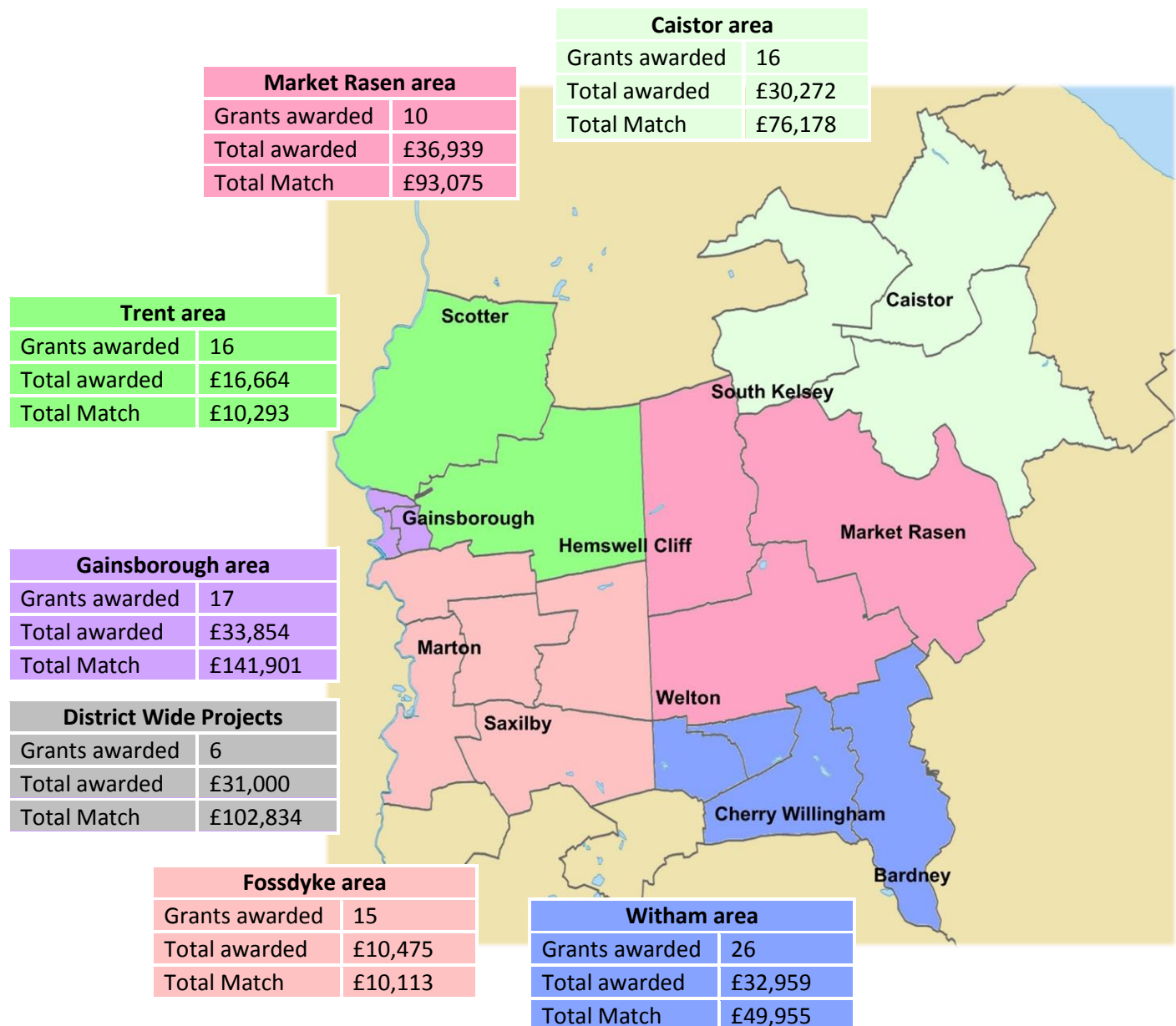
This grant scheme supported the following types of organisations.



7. All Grant Scheme Totals

Grant map

Our grant map below shows where all awards were made in the district. All figures are for 2017-2018.



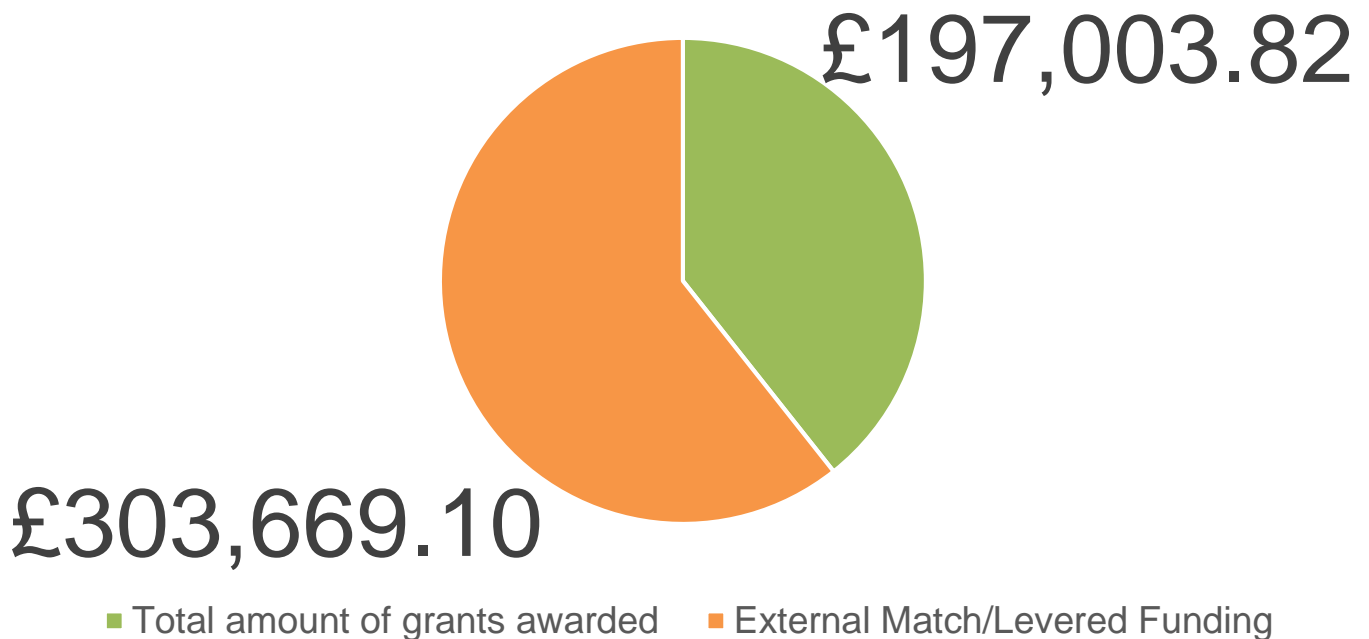
Total number of grants: 105

Total amount awarded: £197,003

7. All Grant Scheme Totals continued...

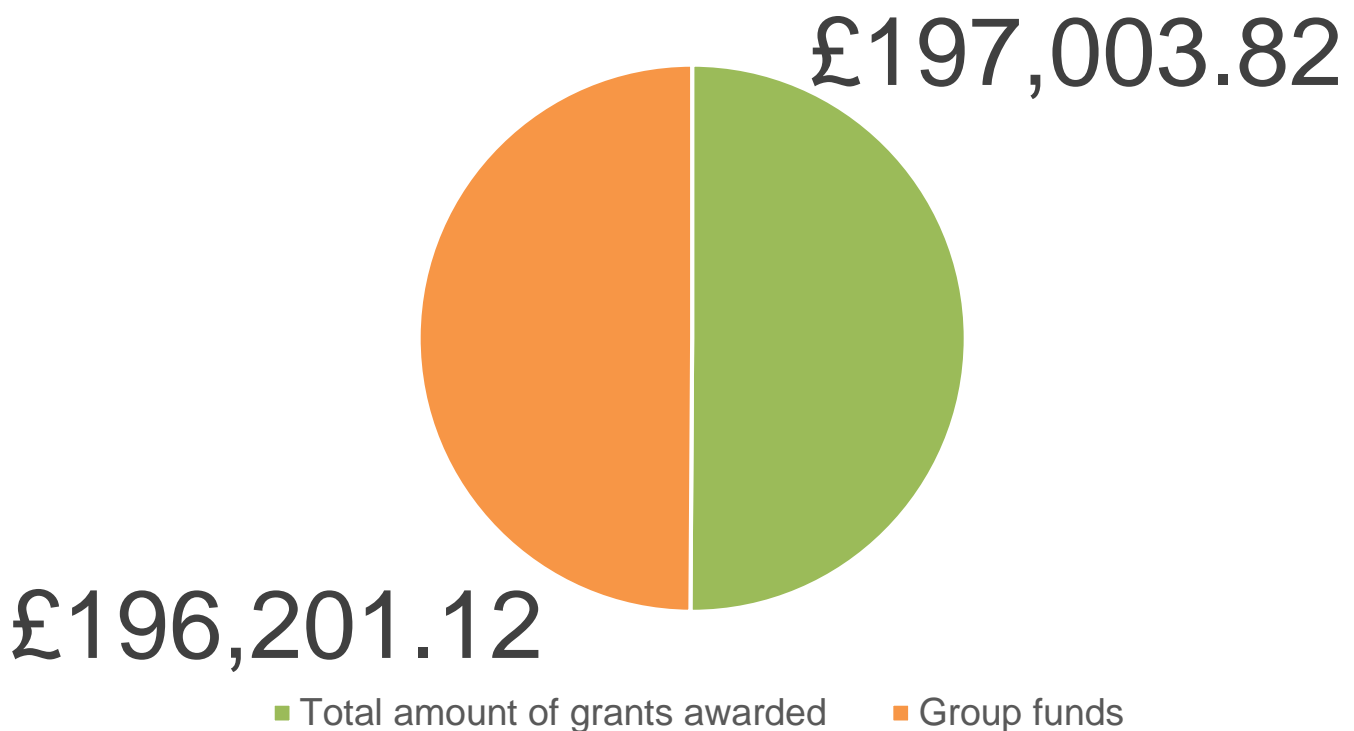
External Match Funding

All our schemes helped secure the following external match funding for projects. All figures are for 2017-2018.



Organisation Match Funding

All our schemes helped secure the following investment from organisations.

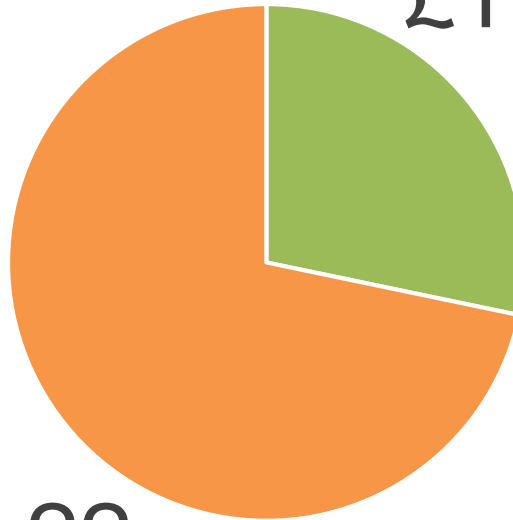


7. All Grant Scheme Totals continued...

TOTAL Match/Levered Funding

All our schemes helped secure the following TOTAL Match/Levered funding.

£197,003.82



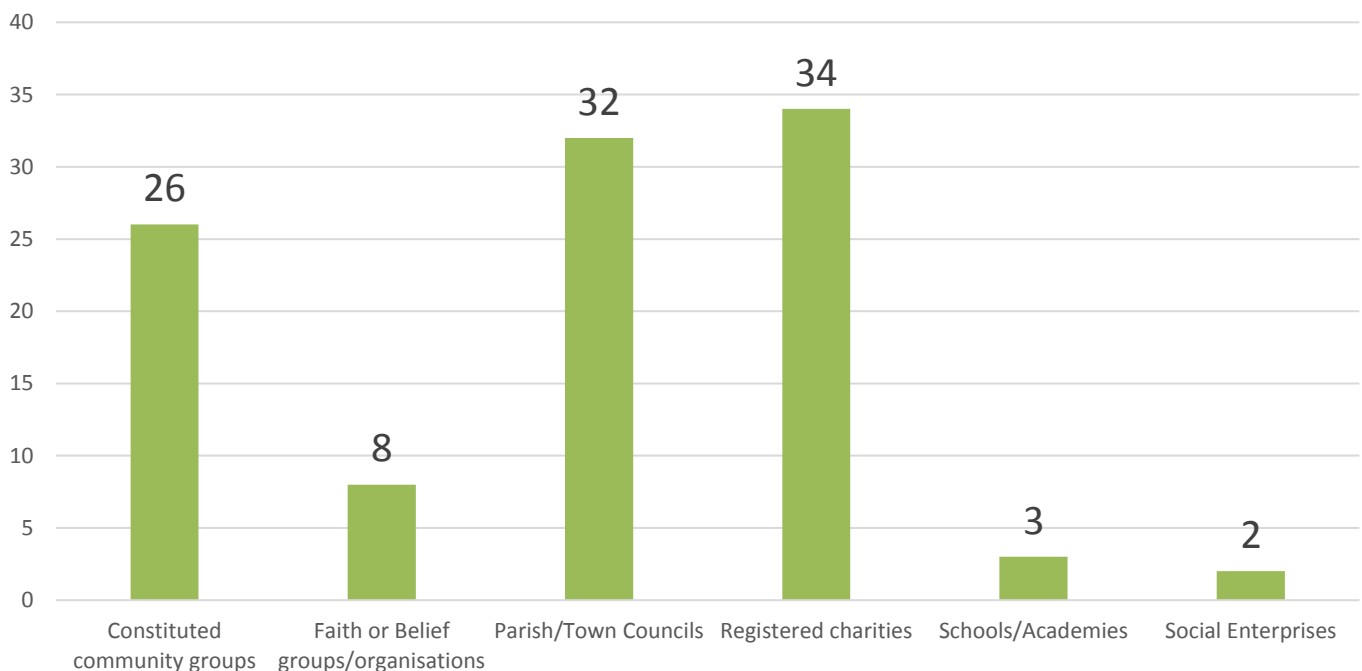
£499,870.22

■ Total amount of grants awarded ■ Total Match/Levered Funding

For every **£1** invested from all our schemes we matched/levered: **£2.53**

Types of organisations funded

All our schemes supported the following types of organisations.



8. The year ahead 2018-2019

Grant Schemes

During 2018-2019 we will continue to deliver the following grant schemes:

- Councillor Initiative Fund
- Match Funding Grant

In addition to the above we shall continue to deliver the Community Defibrillator Scheme. This scheme provides fully equipped external defibrillators to be installed in public accessible locations throughout our local communities.

Other programme specific grant schemes being delivered during 2018-2019 include:

- Access to Transport Fund (part of the Rural Transport Programme)
- Neighbourhood Planning Top-up Fund (part of Neighbourhood Planning)

All of our grant giving activity will continue to align to the Council's Corporate Priorities and help us achieve match funding and volunteer involvement.

We will also explore new ways of working to provide better targeted support to specific projects. An example of this is looking at tools to support local organisations fundraise.

Publicity and Communication

We will continue to promote the different schemes through our website, social media and positive news stories. New promotional materials will be designed including posters and leaflets to promote our schemes and show examples of successful projects that we have funded. Working with our Communications Team we will prepare and provide more press releases to highlight community action.

Officers will attend funding events to promote the schemes and provide support to organisations seeking funding and delivering community projects.

We will use the following methods of publicity:

- Press releases
- Council website
- Posters and leaflets
- Funding events and networks
- Other websites (Parish Councils etc...)
- Social media (Facebook, Twitter and YouTube)

The following grants were made as part of the Councillor Initiative Fund 2017-2018: *(Sorted by Ward Area and Councillor)*

Organisation	Project Description	Ward Area	Councillor	Grant amount
Langworth Group Parish Council	Purchase of plastic benches	Cherry Willingham	Anne Welburn	£250.00
Reepham Parish Council	Lighting, and case for mountcutter	Cherry Willingham	Anne Welburn	£130.00
Cherry Willingham and Reepham Scout and Guide Group	Refurbishment of Scout and Guide Headquarters to include new boiler, exterior lighting and damp proofing.	Cherry Willingham	Anne Welburn	£200.00
Reepham & Cherry Willingham Village Hall Committee	Website to promote the village hall and facilitate community access.	Cherry Willingham	Anne Welburn	£200.00
Cherry Willingham Parish Council	This grant would fund two picnic tables sited near the bike track and with great views towards the cathedral and the open fields.	Cherry Willingham	Chris Darcel	£1,000.00
Reepham and Cherry Willingham Village hall	Website to promote the village hall and facilitate community access.	Cherry Willingham	Chris Darcel	£180.00
Cherry Willingham and Reepham Scout and Guide Group	Refurbishment of Scout and Guide Headquarters to include new boiler, exterior lighting and damp proofing.	Cherry Willingham	Chris Darcel	£200.00
Fiskerton Village Hall	To fit 9 metres of fitted bench seating in Village Hall.	Cherry Willingham	Chris Darcel	£1,000.00
Cherry Willingham and Reepham Scout and Guide Group	Refurbishment of Scout and Guide Headquarters to include new boiler, exterior lighting and damp proofing.	Cherry Willingham	Maureen Palmer	£200.00
Reepham & Cherry Willingham Village Hall Committee	Website to promote the village hall and facilitate community access.	Cherry Willingham	Maureen Palmer	£200.00
Welton Family Health Centre	To purchase a Doppler ultrasound for blood flow testing of patients in the local community	Dunholme & Welton	Diana Rodgers	£2,160.00
Eudaimonia	To offer surplus food and goods to those most in need, and provide a safe space to develop groups and activities.	Gainsborough East	David Bond	£1,000.00
Stepping Stone Theatre for Mental Health	A special event for the Disability Network West Lindsey (DNWL) - MEMORIAL FOR NIGEL WEBSTER	Gainsborough East	Michael Devine	£200.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
Mercer Wood Gainsborough	New website for Mercer Wood Community Group	Gainsborough North	Gillian Bardsley	£190.00
West Lindsey Churches Festival	Production of brochure to advertise participating churches in two week festival in May.	Gainsborough North	Gillian Bardsley	£500.00
Gainsborough Choral Society	Funding to be used to hire DVD and a variable speed player, plus a large screen	Gainsborough North	Gillian Bardsley	£200.00
CAMRA Gainsborough	Update and replacement of equipment.	Gainsborough North	Matthew Boles	£200.00
Gainsborough Choral Society	Funding to be used to hire DVD and a variable speed player, plus a large screen	Gainsborough North	Sheila Bibb	£200.00
The Salvation Army	Purchase of non-perishable food items for foodbank in Gainsborough.	Gainsborough South West	Judy Rainsforth	£500.00
Riverside Access & Training	Mental Health Social meeting group	Gainsborough South West	Matthew Boles	£450.00
CAMRA Gainsborough	Update and replacement of equipment.	Gainsborough South West	Trevor Young	£200.00
Gainsborough Model Railway Society	Promotion of Model Railway.	Gainsborough South West	Trevor Young	£300.00
Benjamin Adlard Primary School	Initiative run by Lincolnshire Police to run a mini-police project. This is aimed at helping pupils to be good role models. The project lasts 18 months.	Gainsborough South West	Trevor Young	£450.00
Corringham Village Hall	Energy certificate to cover new boiler, lighting and windows.	Hemswell	Paul Howitt-Cowan	£600.00
1st Grasby Scouts	Repairs to equipment storage Garage	Kelsey Wold	Lewis Strange	£500.00
North Kelsey Bowls Club	Cladding the roof of the sports pavilion which is currently leaking.	Kelsey Wold	Lewis Strange	£500.00
All Saints Church, Grasby	Repair of the church organ, used by both the church and the school.	Kelsey Wold	Lewis Strange	£300.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
Mayor of Gainsborough Charities	Easter Charity Ball to raise money for the Mayor's two charities.	Lea	Jessie Milne	£200.00
Eudaimonia	To offer surplus food and goods to those most in need, and provide a safe space to develop groups and activities.	Lea	Jessie Milne	£1,000.00
Market Rasen Town Council	To resurface the unadopted road of Rase Lane for the benefit of residents and people using the sports facilities.	Market Rasen	Hugo Marfleet	£2,250.00
Walesby Parish Council	Annual event collecting litter from around the parish, with a social event afterwards.	Market Rasen	John McNeill	£70.00
Rase Heritage Society	Reprint of tourist information leaflets re the popular Market Rasen Virtual Heritage Tour	Market Rasen	John McNeill	£146.00
14th Lincoln 1st Nettleham Scout Group	Replacement of four large 6/8 man tents which are currently in a state of disrepair	Nettleham	Angela White	£350.00
Nettleham Parish Council	Replacement of existing 2no notice boards - current boards in poor condition and not now fit for purpose and community board unmanageable.	Nettleham	Angela White	£200.00
Nettleham Village Hall	Installation of a new notice board to be hung outside the Village Hall.	Nettleham	Angela White	£275.00
Nettleham Bridge Club	Teaching Bridge to Year 6 students to help them with their maths, concentration and social skills.	Nettleham	Giles McNeill	£95.00
Nettleham Village Hall	Installation of a new notice board to be hung outside the Village Hall.	Nettleham	Giles McNeill	£225.00
Buddies Dementia Café	The funding will be used to help cover the costs of renting the Nettleham Hub, provision of refreshments to our guests and payment for the entertainment	Nettleham	Giles McNeill	£100.00
Nettleham Parish Council	Replacement of existing 2no notice boards - current boards in poor condition and not now fit for purpose and community board unmanageable.	Nettleham	Giles McNeill	£150.00
Saxilby Library Reading Group	Advertising to attract new members, yearly subscription	Saxilby	David Cotton	£300.00
Burton by Lincoln Parish Council	Bus Shelter on Park Lane.	Saxilby	David Cotton	£500.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
Saxilby PC	Regeneration of the area	Saxilby	Jackie Brockway	£650.00
Burton Waters Management Ltd	Bus Shelter on Park Lane.	Saxilby	Jackie Brockway	£500.00
Ingham Heritage Centre	Interpretation Board for visitor information.	Scampton	Roger Patterson	£1,054.80
Ingham Parish Council	Remembrance Day Civic Event	Scampton	Roger Patterson	£220.00
Fillingham Parish Meeting	Replacement of Village Hall Notice Board	Scampton	Roger Patterson	£205.20
CAMRA Gainsborough	Update and replacement of equipment.	Scotter & Blyton	Lesley Rollings	£100.00
Stepping Stone Theatre for Mental Health	A special event for the Disability Network West Lindsey (DNWL) - MEMORIAL FOR NIGEL WEBSTER	Scotter & Blyton	Lesley Rollings	£500.00
East Stockwith Parish Council	WW2 Stonework Memorial to commemorate crew of Lancaster which crashed in the village. Event 2018.	Scotter & Blyton	Patricia Mewis	£500.00
Northorpe Parish Council	Repair/refurbishment of cemetery gates which no longer close and have peeling paint.	Scotter & Blyton	Patricia Mewis	£250.00
Stepping Stone Theatre for Mental Health	A special event for the Disability Network West Lindsey (DNWL) - MEMORIAL FOR NIGEL WEBSTER	Scotter & Blyton	Richard Oaks	£500.00
Stepping Stone Theatre for Mental Health	A special event for the Disability Network West Lindsey (DNWL) - MEMORIAL FOR NIGEL WEBSTER	Scotter & Blyton	Sheila Bibb	£100.00
Willingham Parish Council	Extension of Willingham cemetery footpath.	Stow	Reg Shore	£504.00
East Stockwith Parish Council	WW2 Stonework Memorial to commemorate crew of Lancaster which crashed in the village. Event 2018.	Sudbrooke	Bruce Allison	£500.00
Scothern Parish Council	Creation of Lincolnshire Heritage Orchard in Grange Park, Scothern.	Sudbrooke	Stuart Curtis	£1,500.00
Fenton Parish Council	The Parish Council would like to install a defibrillator into the kiosk once it is refurbished, and this will be	Torksey	Stuart Kinch	£500.00

Organisation	Project Description	Ward Area	Councillor	Grant amount
	available for members of the community to use and will offer a life-saving addition to the community.			
The Triangle Lincs	Community magazine - increasing the number of pages.	Waddingham & Spital	Jeff Summers	£374.00
Waddingham Parish Council	New, larger notice board	Waddingham & Spital	Jeff Summers	£900.00
Wolds Wanderers Walking Football Club WWWFC	Leasing agreement with Caistor Town Council, affiliation with Lincs FA, equipment and training courses.	Wold View	Tom Regis	£500.00
Brookenby Community Land Trust	Community Land Trust development project.	Wold View	Tom Regis	£150.00
St John's the Baptist Nettleton	Provision of handrails at Nettleton Church entrance	Wold View	Tom Regis	£162.00
Rothwell Parish Council	Village footpath maintenance	Wold View	Tom Regis	£500.00
			TOTAL:	£28,041.00



**Prosperous Communities
Committee**

Date 23rd October 2018

Subject: Market Rasen Parking Charges – 12 month Review

Report by:	Executive Director of Economic & Commercial Growth Eve Fawcett-Moralee
Contact Officer:	David Kirkup Senior Property Strategy & Projects Officer 01427 676554 David.kirkup@west-lindsey.gov.uk
Purpose / Summary:	To determine the Market Rasen Car Parking Policy following a consultation exercise on the first 2 hours free period currently in force and to determine the level of permit prices.

RECOMMENDATION(S):

1. That members note the results of the consultation exercise
2. Members approve the Market Rasen Car Parking Policy
3. Members agree the 2 stage pricing increase of Permits and recommend to Corporate Policy and Resources Committee as part of the Fees and Charges setting process. (Table at 3.1 of this report).

IMPLICATIONS

Legal: The implementation of the amended Car Parking regime will require a variation to the Parking Order.

Financial : FIN/124/19/TJB

The ongoing cost of the 2 hour free period is estimated to total £9.6k in lost revenue.

The Council's fees and charges policy is based on a full cost recovery model with the cost of the service for Market Rasen being circa £43k per annum. income generated in 2018/19 is forecast to total £27k.

The funding of the income foregone is currently estimated to be £9.6k and is being met from Gainsborough Car Park income.

It was intended that the reduction in income from providing a 2 hour free period would be met from the proposed permit increases at Market Rasen.

The proposed permit charge rates are detailed in the table at 3.1 below and the impact these charges would have on income levels at 3.2

Based on the current level of permits (111) and after taking a prudent approach to the risk of a reduction in sales due to higher charges, the additional income generated would be circa £5.5k for 2019/20 and £8.7k for 2020/21. Whilst a prudent approach has been made these amounts are estimates and are unlikely to match the actual income generated. However based on these amounts there is a shortfall in cost recovery of £5.8k and £3.2k respectively (see paragraph 7 below).

Future rates will be incorporated into the Fee and Charge setting process.

Excluding bank holidays, the annual cost of parking for 6 days @ £2 per day would total £608 which compares to the proposed cost of a permit for 2020/21 of £306 resulting in a discount of 50%

Discounts on these prices are proposed for those who pay by Direct Debit.

Staffing : There are no staffing implications

Equality and Diversity including Human Rights : This proposal does not have any implications affecting equality, diversity or human rights

Risk Assessment :

Increasing the permit prices as proposed presents the following risk:

- That permit sales are adversely affected to the extent that the increased income does not cover the cost of the 2 hour free period. However previous experience of permit price increases has shown that numbers in permit sales have *not* fallen following a similarly proportioned price increase. Furthermore, the financial modelling to establish the proposed new permit prices was based upon earlier permit numbers. Since this time and there has been additional sales, which would accommodate some drop-off in sales if it were to occur.

Climate Related Risks and Opportunities :

Continuation with this policy of an initial free 2 hour period will assist in securing a new regeneration plan for the town to enhance its vibrancy and improve the environmental conditions of the high street encouraging access on foot, specifically from the new residential developments.

Title and Location of any Background Papers used in the preparation of this report:

None.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1 Introduction

1.1 In November 2017 members of the Corporate Policy & Resources Committee considered a report on the review of the impact of car parking charges in Market Rasen, in terms of ease of car parking and town centre viability over the preceding 8 months.

1.2 The Executive Director for Economic and Commercial Growth highlighted that there had been a perception locally in Market Rasen that car parking charges had been detrimental to the town centre, but that the evidence had been inconclusive on this point.

1.3 In order to address these concerns members resolved to;

- (1) Agree to amend the car parking charging regime as follows:
 - a. Cessation of the free after 3pm, in favour of the introduction of a free two hours, at any time;
 - b. Maintain car parking charges between the hours of 8am and 6pm Monday to Saturday, and;
 - c. Continuation of the no charge policy for Blue Badge holders;
- (2) Agree that the loss of revenue arising from the above is regarded as 'match funding' to support the evolving regeneration plans for the town over a 12 month period;
- (3) Agree that this amendment to the car parking charging regime is reviewed in 12 months and options to secure cost recovery are developed and consulted on in October 2018, for implementation in April 2019.

1.4 To ensure that the options achieved the required cost recovery, financial calculations were carried out and it was established that the cost of providing the 2 hour free period could be covered by an increase to permits.

2. Consultation Exercise

2.1 A consultation exercise was carried out to seek views on three options (see appendix 1). The paper includes tables to show the proposed permit increases under each option.

2.2 1,175 responses were received to the questionnaire; 330 of which had additional comments. The comments are summarised at appendix 2. These fell mainly into the following categories;

- (1) Comments specific to the 2 hour free parking period

- (2) Comments about free parking
 - (3) Comments in support of the charges
 - (4) Miscellaneous comments not fitting any of the other headings
- 2.3 The responses in favour of the 3 options were as follows;
- 740 (66.8%) Percentage increase over 2 years as is happening in Gainsborough (see option 1)
 - 22 (2.0%) Increase to the full permit cost in April 2019 (see option 2)
 - 346 (31.2%) Withdraw the free 2 hour car parking (see option 3)
- 2.4 There is a clear majority in favour of retaining the current practice of offering an initial 2 hour free period. Use of the free period is exercised by car park customers displaying a free ticket from the ticket machine in their vehicle.
- 2.5 The daily tariffs would remain un-changed, chargeable hours would remain as Mon –Sat, 8am – 6pm and free bank holidays
- 2.6 Blue badge parking would remain free.

3. Proposed Permit Charges

- 3.1 The table below shows a comparison of the daily ticket charge and the proposed permit charges, tabulated to show per annum and per month costs:

Permit Type	Current charge		New charge		New charge	
	2018/19		2019/20		2020/21	
	Per annum	Per month	Per annum	Per month	Per annum	Per month
Daily ticket for 6 days	£608.00	£50.67	£608.00	£50.67	Fee not set	Fee not set
Daily ticket for 5 days	£504.00	£42.00	£504.00	£42.00	Fee not set	Fee not set
6 day permit non-DD	£106.42	£8.87	£216.00	£18.00	£306.00	£25.50
6 day permit DD	£92.02	£7.67	£180.00	£15.00	£264.00	£22.00
5 day permit non-DD	£90.52	£7.54	£174.00	£14.50	£258.00	£21.50
5 day permit DD	£74.62	£6.22	£144.00	£12.00	£210.00	£17.50

- 3.2 With regard to the availability of parking spaces – there are 209 parking spaces across the 3 Market Rasen car parks. Currently there are 111 permits issued which equates to 53% of the total spaces.
- 3.3 The table below details the effect of the proposed increases on income which is utilised to support the first 2 free hours.

Permit Type	Permits No	2018/19 £	2019/12 £	2020/21 £
6 days	6	639	1,296	1,836
6 days DD	65	5,981	11,700	17,160
5 days	0	0	0	0
5 Days DD	40	2,985	5,760	8,400
Full Year Income (Gross)	111	9,605	18,756	27,396
Full Year Income (excl VAT)		7,684	15,005	21,917
After risk adjustment			13,129	16,438
Gain from increase			5,446	8,754
Cost of 2 hours free				9,600
Shortfall				846

3.4 Whilst there is a small shortfall in funding for the 2 hours free scheme, income levels can only be estimated at this time.

4. Market Rasen Car Parking Policy

- 4.1 Based on the above information Members are requested to approve the Market Rasen Car Parking Policy;
- 4.2 Charges will be set on a cost recovery basis;
- 4.3 The first 2 hour free parking period will be free;
- 4.4 Permit charges will be increased in stages over a 2 year period;
- 4.5 Permit charges will fund the continuation of the 2 hour free period;
- 4.6 The maximum discount for permits will be restricted to 50% of day rates.

Charges from 2020/21 will be reviewed as part of the annual Fees and Charge setting process.

5. Tariffs

The following details the tariff of charges applicable to the end of March 2020.

Daily tariff

Mon – Sat 8am – 6pm

0-2 hours – free

2-3 hours - £0.80

3-4 hours - £1.00

4-6 hours - £1.70

6+ hours - £2.00

Sundays and bank holidays free parking

Blue badge holders free parking

Permit prices to be increased wef 1 April 2019 and 1 April 2020 as follows;

Permit Type	2018/19	2019/12	2020/21
6 days	106.42	216.00	306.00
6 days DD	92.02	180.00	264.00
5 days	90.52	174.00	258.00
5 Days DD	74.62	144.00	210.00

7. Overall Impact on Financial Implications

The cost and anticipated income from Market Rasen Car Parks are detailed below.

Note: Permits include a risk factor of 12.5% for 2019/20 and 25% for 2020/21 to reflect a prudent impact of pricing increases on the level of demand for permits.

Forecasts Budgets Market Rasen Car Parks		
	2019-20	2020/21
Costs	42,600	43,420
Permits	-13,700	-17,100
Tickets	-23,042	-23,042
TOTAL NET COST	5,858	3,278

Appendices

1. Consultation questionnaire
2. Summary of comments received

West Lindsey District Council

Market Rasen Car Parking 2018

HELPFUL HINTS FOR COMPLETING THIS QUESTIONNAIRE

- The questionnaire should be completed only by the resident named on the letter.
- Please read each question carefully. In most cases you will only have to tick one box but please read the questions carefully as sometimes you will need to tick more than one box, or write in a response.
- Once you have finished please take a minute to check you have answered all the questions that you should have answered.
- If you have any questions about this survey please email Katy Allen on katy.allen@west-lindsey.gov.uk or phone 01427 675149.

The council is working to ensure that the supply of car parking in Gainsborough and Market Rasen responds to current and future demand. This part of work is based on Market Rasen as Gainsborough was consulted on last year.

The primary aim of this review being to support town centre viability and local traders demonstrating that the Council has listened and responded to concerns in this regard. To undertake this we need to consult on the car parking charges for 2019/20.

1. Are you a resident of Market Rasen or the surrounding area? **Please tick one box only**
 - Yes
 - No
2. Do you work or visit Market Rasen? **Please tick one box only**
 - Yes
 - No
3. How often do you go into Market Rasen? **Please tick one box only**
 - Daily
 - Weekly
 - Monthly
 - Only a few times a year
 - Yearly
 - Never

The council introduced 2 free hours parking and therefore the current tariff of charges in Market Rasen is:

0-1 hour	Free
1-2 hours	Free
2-3 hours	£0.80
3-4 hours	£1.00
4-6 hours	£1.70
6+ hours	£2.00

Evenings, Sundays and Bank Holidays are free.

In December 2017 the council introduced an offer in Market Rasen of free parking for the first 2 hours to assist trading in the town centre. To maintain this offer and seek some cost recovery the council advised that the cost of car parking permits would need to increase. The council wishes to consult on the following options to increase the cost of permits in Market Rasen.

4. Which one of the following options do you feel should be implemented in the WLDC owned car parks in Market Rasen? **Please tick one box only**

- Percentage increase over 2 years as is happening in Gainsborough (see option 1)
- Increase to the full permit cost in April 2019 (see option 2)
- Withdraw the free 2 hour car parking (see option 3)

Option 1:

Parking permits costs:

Market Rasen Permit Type (including VAT)	2017/18	2018/19	2019/20	2020/21
	Charge	Current Charge	New Charge	New Charge
	£	£	£	£
6 Day	106.42	106.42	216.00	306.00
6 Day Direct Debit	92.02	92.02	180.00	264.00
5 Day	90.52	90.52	174.00	258.00
5 Day Direct Debit	74.62	74.62	144.00	210.00

Option 2:

Parking permits costs:

Market Rasen Permit Type (including VAT)	2017/18	2018/19	2019/20
	Charge	Current Charge	New Charge
	£	£	£
6 Day	106.42	106.42	306.00
6 Day Direct Debit	92.02	92.02	264.00
5 Day	90.52	90.52	258.00
5 Day Direct Debit	74.62	74.62	210.00

Option 3:

- 0-1 hour £0.30
- 1-2 hours £0.50
- 2-3 hours £0.80
- 3-4 hours £1.00
- 4-6 hours £1.70
- 6+ hours £2.00

5. Any other comments on the Market Rasen Car Parking consultation

Thank you very much for your time completing this questionnaire.

Please return in the pre-paid envelope. Closing date is 9am on Monday 10 September 2018.

Free parking available elsewhere

1	Tend to go to North Lincs where ample free parking is available. Parking and driving in Market Rasen is something we tend to avoid
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Free parking encourages people to come to Market Rasen

1	As the free option enables people to visit and shop removing would defeat the object. Surely you could still increase permits but keep the free option also. Permits help employees and don't encourage visitors. The increase is massive so I don't really agree with either choice. Parking should be free.
2	Let's keep free parking in rasen, the town is showing signs of dying, don't make it any worse. please encourage visitors not drive them away,
3	I do not visit Market Rasen much now. Some years ago I traded on Market rasen market. Given the size of the town (I believe the population is smaller than Nettleham) I really cannot see any justification for parking charges at all
4	Firstly, I consider this a most ill presented set of options because there is no cost benefit data for any of the options - you are asking us to stab in the dark! What are the cost implication of the options. Secondly, Market Rasen, just like many other rural towns of its size, is struggling desperately to attract shoppers to the "high street" to keep it from dying away altogether. Queen Street for example is very poorly supported with car parking areas. Thus, to remove the free parking 2 hours would put the town at a disadvantage compared to Brigg and even Gainsborough with its free 1 hour. So why not raise the charges from 2 hours onwards to Brigg or Gainsborough levels (East Lindsey is just too complicated to compare). But please tell us what the increase in revenue is likely to be.

Parking fee discourages visitors

1	Sadly I believe that if parking charges are increased even further it will decimate the town even more. The above Options are something of a Hobsons Choice. Where is the incentive to work in Market Rasen when daily charges are made prohibitive. The 2 hour free parking initiative was a positive and proactive way to attract people, but hardly conducive to attracting visitors to the town let alone locals. Shopping online will make more inroads to people's shopping habits, if towns positively discriminate against personal shopping
2	Good way of putting people off going to Market Rasen. Brigg looks a much better option.
3	Market Rasen is one of the few places with any free parking and I am sure that the local shops must experience higher customer numbers because of it. Without this incentive for visitors to go to Market Rasen, the town centre could become a ghost town like so many other small towns.
4	Parking Fees are a disincentive to visiting
5	I do not think that charging for a short period such as in option 3 is good for the shops and businesses in Market Rasen, it deters people from doing quick shopping runs and using the town. I think if people have to park every day in these car parks for business use then the phased option 1 would be best to increase the revenue, this would not deter the occasional shopper or car park user. I am also very upset that it appears that if I pay for 2-3 hours at 80p, or 3-4 hours at £1 in the morning of any day by inputting my registration number at one car park at the moment, e.g. Festival Hall, I cannot come back later in the day to any of the paid car parks in the town and get a free ticket for say 5 minutes, it says I have already had the free parking period, all the car parks appear to be linked and will not allow you so I have to pay 80p again for the 5 minutes. This seems wrong
6	When Market Rasen had free parking, we used to visit twice every week. Due to the distance (13 miles) we have to travel by car. When the parking charges were introduced, we stopped visiting the Rasen. We will not pay to visit such a small center with few shops and no facilities. My husband has walking difficulties and needs to be able to park close to the shops. When the charges were introduced, it became impossible to find a parking space at the market place car park. Being free, all the people working in the center parked there all day. No cars ever moved throughout our visits. No spaces were ever vacated. The center also became more congested as everyone was driving round and round trying to find a free parking spot. When the policy was changed to give the first two hours parking free, we returned to Market Rasen. Two hours is plenty of time for us to do our shopping. We all expect to pay to visit a busy city center but not a small center with few shops and no facilities. I have ticked option 1 but really none of the options are acceptable to us. How can parking permit holder's be expected to pay almost three times as much as they are now either next year or the year after. It is not fair or reasonable!!! If parking charges are reintroduced for the first two hours we will not visit Market Rasen again. We will not spend money in any of the shops there and the traders will suffer. Many of the local traders have told us that business has fallen since charges were introduced. I know of a couple of shops that have closed and one business that moved from the High street to another town. We are not the only visitors who refuse to pay parking charges. Parking charges should never have been introduced - they are not fair to anyone and make life more difficult for everyone.

7	To increase hourly rates above option 3 would not be good for business
8	People shop in m.r because its easy to park for short periods of time .Charge and they will go somewhere else or shop on line.
9	I HAVE A RETAIL SHOP IN MARKET RASEN AND THE PARKING CHARGES HAVE DEFINITELY HAD A DETRIMENTAL AFFECT ON THE HIGH STREET. LOCALS WISHING TO ' POP AND PURCHASE' ARE UNWILLING TO PAY AND FOOTFALL IS DOWN RESULTING IN MORE EMPTY PREMISES. A HUGE AMOUNT OF COUNCIL FUNDS HAVE BEEN WASTED INSTALLING PARKING METRES, EMPLOYING WARDENS, ETC. MONEY WHICH I FEEL COULD HAVE BEEN USED TO FUND MORE ESSENTIAL SERVICES. IN CONCLUSION I DON'T AGREE WITH ANY OF THE ABOVE OPTIONS!
10	Removal of free parking has been shown to damage local market town economies. Whilst increasing resident costs is unwelcome a continuing death of the local economy and town centre is also unwelcome.

2 hours free parking

1	Two hours free parking is an excellent idea. It works really well in Brigg and encourages footfall in the town's shopping area. Must be a bonus to the town. Having said that, Option 3 of only £1 for up to 4 hours (etc.) is actually a very good price.
2	Option 4 Leave Parking permits as they are and increase the rates for 2-3, 3-4, 4-6 hours. I currently pay £2 for 3 hours parking in Scunthorpe & Brigg but get 2 hours free. According to the press this has been a big Success in Brigg. Talk to your adjoining authorities & see how successful it can be.
3	I only visit Market Rasen occasionally and use the 2 hour free parking concession which is enough time to conduct business, eat out etc.
4	2 hours free parking in MR and Gainsborough is an excellent idea
5	Market Towns require positive parking arrangements. . 2hours Free Parking should be seen as supporting the needs of all Market Towns. This form of Free parking allows for personal shopping and business visits. It will help to balance the present trends towards 'On Line' business which is at the expense of local businesses
6	It Is important to maintain a free 2 hr as it will encourage more visitors for shopping. The calibre of the shops there is quite low so nothing should be done to discourage visitors, or you will find that the town centre will get very run down and be like a ghost town.
7	Leave free parking for 2hrs. Gainsborough, introduce parking back into Market Place to encourage trade to what is now a deserted area!
8	2hrs free parking is very important to small traders in the town
9	There is a definite atmosphere of decline amongst the businesses of Market Rasen. Two hours of free parking is one way of attracting customers and slowing this decline
10	I refer particularly to John St Car Park. It is very difficult to comment without information on usage of the Car Park both since charges were introduced and since the '2 hour dispensation' was granted. I am assuming that the latter encourages people to use the town and should be continued. But where have the people who used to use the free Car Park gone as usage now seems very light compared to what it was.
11	2 hours free paking encourages residents from the surrounding villages to shop in Market Rasen
12	I think that the introduction of the 2 hours free parking was the best thing that the council did after the introduction of parking charges initially was a terrible thing for the traders of the town. I know that I personally shopped elsewhere until the free parking came in - so for the sake of what we have left of the high street in Rasen, keep things as they are.
13	2 hour free parking encourages visitors to stop and spend time and money in the town thus promoting trade.
14	Free 2 hours is good, as it encourages use of local traders
15	It is essential to keep trying to attract visitors/shoppers into Market Rasen. Free 2 hour car parking is the way forward. We prefer to support the smaller communities, but if we had to pay for just popping in to the shops for an hour we would not choose to come. Free short stay parking is a big attraction.
16	Withdrawing the 2 hr free charge/ Charging for parking in Market Rasen will kill the town further.
17	Trading is obviously still a problem in Market Rasen as there are still shop vacancies in the town. I think it is very important to maintain 1 or 2 hours free parking, to encourage people living outside the town boundary to visit. Any short term parking charge discourages people to pop in for small purchases.
18	I think the free 2hours works well and is appreciated by locals and visitors and is a positive for the town
19	The introduction of the free parking period has decidedly increased the footfall for shopping in Market Rasen. This observable in the use of the car parks. It was iniquitous that the car park opposite the Market Rasen Doctors surgery should ever have been instituted; however the introduction of the free parking period makes it possible for the disabled and infirm to feel confident in visiting the doctor, or collecting prescriptions, and be without problems of finding an on street parking, of mobility issues and fear that parking would have a penalty. This car park is now used; whereas before, when the parking was not free for a limited period, it was virtually empty. To reintroduce a parking charge, of any amount for 1 or 2 hours, would destroy any good will which has been fostered, and reintroduce the fear of penalty and issues of mobility again
20	Free parking for 2 hours needs to be kept to encourage people to shop in Market rasen. The town of Market Rasen cannot be compared to Gainsborough, they have more shops and a greater population. I disagreed with

	parking charges even being implemented and it appeared the decision had been made before consultation was done. I would be interested to see if the cost of collecting of fees is costing more than parking fees. I would rather see the parking fees abolished in the future.
21	Please keep the 2 hour free parking Option 1 has too big an increase and would recommend a smaller percentage.

Free parking

1	Free parking does entice people into town centres. However if financial not viable I do believe people would pay for the parking.
2	If market arsenal can have the first 2 hours parking free why is this not available in Gainsborough and other towns in the WLDC area?
3	No do not agree.... Even with the free parking I noticed that the car parks (especially the GP surgery) is mostly empty, which begs the question where have all the cars/people gone who previously used to leave the cars in these car parks for hours? Putting a charge on the parking will not increase your over all revenue in my assessment just people will risk quick parking or park all over the back streets as is happening! Please leave it free for at least 1 (ONE) hour so people can at least use the GP Clinic.....
4	Car parking should be free - to encourage more people to visit and enjoy all Lincolnshire towns which are suffering, as a clear result of 'Tory' cuts. Free parking enables people to visit, browse and spend in our communities. Road networks across Lincolnshire also need to be repaired and upgraded to enable people to move around easily and safely. There needs to be a proper road network in Lincolnshire; from north to south, and east to west (& visa versa) - and free car parking. Alternatively, the 'regional' rail network should be upgraded properly and financed by National Government (using national taxpayer funds) - not just money spent around London!
5	I don't know if it's still there, but last time I drove into Market Rasen from the south I saw a sign saying something like, 'Market Rasen - priding itself with free parking'. I find this offputting for various reasons. For one thing, it's appalling English. You pride yourself 'on' and not 'with' something. This glaring error looks very amateurish. Also, free parking can be appealing but to present it as a key element of a town's civic pride seems desperate to an outsider. Of all the things a town can pride itself on, free parking seems pretty small beer.
6	There is a similar scheme in Brigg which N Lincs run re 2 hours free parking and this attracts shoppers to the area as well as shops to improve the experience I think this model has been successful elsewhere and should be embedded
7	Good luck. Hope M. R. can maintain its present free parking for the first 2 hours
8	Whatever you do, don't stop the free parking period. Otherwise you are just increasing the footfall to Tesco and taking it from the smaller shops.
9	West Lindsey will soon be wholly reliant on its business rates, and it's vital for everyone that it increases the number of successful businesses paying the business rate. The 'free' two hours parking is absolutely essential to the survival of Market Rasen, because most visitors simply will not pay to park - they will go somewhere else where parking is free. Councils like West Lindsey don't seem to have grasped the point yet that if they kill off shops and businesses with parking charges they'll kill off their own income stream.
10	One hour free parking as like Gainsborough. This seems to work well.
11	Keep free parking but increase the lengthy stays to compensate. Free parking encourages customers - why do you not wish to do so?
12	Town centers need free parking to encourage people to visit and shop and keep the High Streets and surrounding area alive or the increase of out of town shopping and Internet will kill town centers
13	To be honest I think car parking should be free, the town would benefit from this far more it would encourage more visitors which the town really needs
14	I think if you want to maintain a viable town centre free parking is an important factor.
15	There is no option to maintain the free parking option. Maintain free parking for 1-2 hours and have an increase for longer parking periods, that way you encourage people into Market Rasen to do occasional shopping.
16	I THINK PARKING SHOULD BE FREE ALL DAY AND NIGHT IN MARKET RASEN. UNLIKE GAINSBOROUGH, OR LINCOLN,,WE HAVE NO LARGE SHOPS APART FROM TESCO AND THE TOWN IS BECOMING A GHOST TOWN - WITH SHOPS CLOSING AND AN UNSUCCESSFUL MARKET. ANY REVENUE FROM THE CAR PARKS WILL BE LOST BY THE RATES THE COUNCIL WILL LOSE WHEN MORE SHOPS CLOSE UP. IF PARKING CHARGES CONTINUE,SHOPPERS WILL OPT TO GO TO OTHER TOWNS, WHERE THEIR ARE MORE SHOPS AND BETTER VALUE FOR PARKING. THIS SURVEY IS NOT GOOD AS IT GIVES NO OPTION TO REVERT TO FREE PARKING. THE ENORMOUS INCREASE FOR RESIDENTS WHO NEED TO PURCHASE PARKING PERMITS EVERY WEEK IS OFF THE SCALE FOR SUCH A SMALL TOWN AND COULD PUT BUYERS OFF WHEN TOWN PROPERTIES GO UP FOR SALE.

Reduction in free parking time

1	I would reduce the free parking to one hour to mitigate the increases.
2	I whole heartedly agree we need to revive our town centres and free parking for the first hour or two is a good way forward. I question do we actually need the two hour free parking option though. Surly if the free parking was limited to a single hour this would keep the parking cost to be recouped to a minimum.This is not a complete remedy but it's a small step towards the end goal.
3	Perhaps the car parking could be still be free but for just the first hour and the parking permits increase to somewhere between the current charge and the new charge so that everybody took on part of the cost.
4	It is difficult to make this decision without having any information or statistics on whether the current two hour free parking has made any impact on trade in the town. The car parking for the first two hours is so low that I can't see it deterring someone from visiting Market Rasen having said that there could be another option of just making the first hour free and then having to increase the parking permit less.
5	I believe that WLDC cannot in any way justify a 200% increase in parking permit fee's over the next 2 years for the Market Rasen area so would not and do not support options 1 or 2 being suggested. Option 3 could be made better by offering 0-1 hour £ 0.00 (free), 1 - 2 hours £0.50, 2 - 3 hours £1.00, £3 - 4 hours £1.50, 4+ hours £2.00. This means that the option of free parking is still on offer but for a limited period of up to 1x hour and the top end higher charge of £2.00 comes into force at 4+ hours and not 6+ hours as proposed by WLDC. If WLDC wish to gain revenue for the period of 0 - 1 hour parking period then maybe a charge of 20p for 0 - 1 hour parking could be considered and this will be considered more acceptable and least inconvenient in respect of finding a mixture of small coins to meet the proposed 30p charge. People always want value for money but most of all they want convenience and value for money. I would be willing pay the charges I have suggested and I avoid paying parking fees whenever and wherever possible. Keep things simple and on the reverse of the parking tickets offer discount vouchers for local retailers and other venues. Advertising is another source of income that can be used to offset WLDC costs whilst offering something back to service users. Don't overcharge for advertising on parking tickets and everyone wins including WLDC
6	I don't believe that the free parking period needs to be 2hrs. A better suggestion would be 1hr free with 1-2hrs @ 50p / 2-4hrs £1 +4hrs £2. I think this would be a very reasonable pricing structure. The jump in parking permits seems extreme and have sympathy for those facing this increase and so it would maybe be better to adjust the free period to reduce these increases
7	Giving free parking to visitors does not justify a 100% increase for essential users. Why not have reduced parking costs 100% of the time with 30 mins free? or something similar

Permits

1	I feel that an annual percentage increase will benefit traders, as being a prior shop owner myself I understand how difficult it is to gain additional trade over and above footpath trade. Shoppers requiring car parking are more likely to continue to use the car parks with this slow increase that is proposed, therefore more likely to continue to purchase from small traders.
2	5 or 6 day permits increases will hit those who have no choice but to park in the centre if their place of work is nearby and there is no option provided. Casual visitors to the place would not buy a permit and should pay to park. I think the parking charges however are set too low. Free 30 mins, 1 hour should be £1 and 6+ hours £5.
3	Obviously it us important to encourage visitors into the town and the money they hopefully will spend will negate the increased costs in the permits It's also difficult to comment without know the number of spaces versus the car park permits
4	It is unfair to ask the residents to pay more for their permit. Im happy to pay a low parking fee
5	It is wrong to penalise people who have to park for work as this affects their overall living costs which is especially difficult for those on minimum wage who may already be struggling to make ends meet.
6	As Gainsborough is having a gradual increase in car parking permit fees, it is only fair that the same process is applied to the Market Rasen car parking permit fees. However, even at the most expensive fee of £306 per year, that is only £5.88 per week, for 6 days, that is .98p per day for parking for permit holders still a extremely good deal for providing car parking within the town.
7	Parking permits paid via direct debit represent very good value for money. In Lincoln these are around £1000 per year for central car parks.
8	This appears a difficult decision, on the one hand if option 3 were implemented the effect of the small businesses in Rasen could be significant and bearing in mind that Tesco offer free parking this could further decimate the main street. The proposed sums are small compared to say a cup of coffee or tea but the publicity for the town would be extremely negative. On the other hand the parking permit increases seem extortionate compared to any price increase that might be seen elsewhere. I'm assuming these permits are used mainly by those working in the town with perhaps some residents who have no other parking available, this seems harsh on these people. I have no easy answers other than to state my belief that the funding

	system for local authorities is now broken the fixing of which I appreciate is not part of this consultation. Reluctantly I therefore go for option 1.
9	None of the above. If the councillors and the council officers have the ability to perform the most basic of arithmetic they will realise that the population of Market Rasen and the surrounding area is too low to cover the costs of their foolish scheme. Furthermore any increase in permit prices will hurt the mostly low paid workforce.
10	the proposed increases in parking permits is way in excess of inflation- 2 hours to park for shoppers is sufficient and thus 50p is not unreasonable
11	You do not indicate for what period of time the car parking permits cover therefore I am assuming it is for a 12 month period as if it was merely for 6 days as the "boxes" above appear to show it would be cheaper just to pay the full costs for 6 days at the machine which would only cost £12 unless I have completely misunderstood the information
12	Option 1 and 2 are not optional. The increase is more than 100%. This is not acceptable.

Option 3

1	I think the parking charges in option 3 are very reasonable compared with other towns in the county.
2	I think the general car park charges in option 3 look very reasonable, compared with say Lincoln. To make it easier and to stop scrabbling for change I would suggest first half hour free, then 50p up to 2 hours, then £1 up to 4 hours then £1.50 up to 6 hours and £2 for more than that. That simplifies the system, allows shoppers who want to collect/deliver to do it free and longer shoppers/Workers pay more. A five day permit could be offered at £50 and 6 day at £60.
3	The prices in option 3 are reasonable
4	Compared with other areas eg Lincoln or even Boston the parking at Market Rasen under option 3 would be very cheap
5	Option 3 charges are very cheap and should not impact the shops and traders
6	As a visitor to Market Rasen would be happy to pay as detailed in Option 3
7	Option 3 is still a really great price for parking. It seems unfair to increase the cost of permits when the other option is so cheap. I'd be happy to pay 50p instead of free.
8	Option three rates are reasonable some retailers could offer customer refunds
9	I can remember when I lived in Retford we always went to Skegness via Market Rasen. on entering Market Rasen there was a sign to tell visitors Market Rasen prided itself on free parking. Times have changed, and of course revenues have to be collected. In accepting that, I have voted for option 3. To be honest the option 3 prices are far less than any others I have seen and asking all who use the car parks to pay something towards the cost is probably better than asking people who probably work in or own businesses in the town to pay a lot. The large rise in parking permits in options 1 and 2 may put people off working in or running a business in the town. I go to Gainsborough quite often and the free first hour in the car park is good, but if I had to pay 30 pence for it, it wouldn't stop me going.
10	Most of the parking fees in option 3 are less than the average price of a cup of tea or coffee, so in my opinion are very good value for money, especially when compared to places like Lincoln, Skegness, Grimsby etc.
11	Option three (3) is the best option. I personally believe that this tariff is well balanced considering the parking costs in most towns and cities. Lincoln parking costs and double yellow lines increase has not been well received. In Newark the tariffs are very cheap. It is important that the high street shopping is made compatible with on line shopping to keep town centres alive. If we don't seek to challenge the differences between on line and high street, we will lose open trade. Disaster is already seeing businesses closing and on line shopping increasing. Lower rental for high street business and find revenue elsewhere, such as taxing internet buying.
12	Ideally none of the above, but if all else fails then 3. This is exactly what we have feared when this idea was first launched, and no doubt the charges will be further increased in following years. I cannot work out the financial reality here, but we went from all free parking to car parks that had to be (very expensively) resurfaced, have expensive meters installed, and now require staff to patrol and enforce the rules. I don't know what a parking enforcement officer is costing the council, but I would be surprised if it is much under £20K a year. So, we have had a lot of money spent, we now have wages and machine maintenance overheads, and for what? The truth is that we used to have free parking in the centre of Mkt Rasen. We still have the Co-op car park free, but having to enforce their 2 hour time limit (extra costs for Co-op of course), and the Market Place (small, and even more restricted when the market is in use or there is an event, a funeral say, at the parish church). And where is the biggest free car park? Virtually out of town at Tesco of course! In other words, the introduction of a charge (even with the free 2 hours, which still requires you to get a ticket) has been a positive incentive for folk to shop outside the town centre. Increasing those charges will merely drive more people out and, worse, will penalize those who are coming in to the doctor's surgery and will effectively have to pay a 30p tax on every visit, prescription, etc. Sorry, this always was a bad idea, it is counter productive as far as getting people into the centre is concerned because it plays straight into the hands of Tesco, and the best option to help the Mkt Rasen centre shops would be to scrap the charge, and save on the cost of the machines (redeploy them perhaps) and their maintenance, and save on the enforcement officers.
13	although the 2 hour free parking in Gainsborough worked well I think of the three options I prefer No 3

14	Option 3 offers minimal cost to the occasional visitor/shopper, options 1 and 2 with a 200% increase in permit cost is difficult to justify
15	If the parking charges in Market Rasen are as in option 3 then I think this is good value for money, Free car parking has never attracted me to any shopping area. Shops attract me
16	I have chosen option 3 as I do not believe that the permits, which I guess are used mainly by people who work in the area, should have such a price increase which could potentially prevent people being unable to afford to work in the area. Car parking for workers in this area is essential as public transport options are limited
17	withdraw the free car parking and keep the cost of the parking as in option 3 this will not only help the shoppers but also the shop keepers, as many have found that car parking gets to expensive and people shop else where Like out of town sites
18	People accept parking charges, although sometimes they seem excessive and act as a deterrent to visiting an area and should simply reflect the cost of maintaining the car-parks. Option three means that the people who use the facility pay for it at the point of use.
19	Although I now Rarely go to Market Rasen I do feel the cost of parking is extremely cheap even by using the Option 3. I do not believe that residents would go else where if the parking cost was increased. For example to travel to Lincoln by car would take a gallon of fuel, that's 4.4 Litres at £1.26 /Ltr = £5.54. Then there is the parking charge of £1.90 for the first hour and £2.90 for two hours. I think Option 3 is well within the means of the residents without them wishing to shop elsewhere.
20	Option three still offers good value when compared to other towns
21	I do not really agree with any of the three options but have reluctantly chosen option 3. As a resident of Market Rasen I noticed a marked increase of street parking when the car park charges were originally introduced. This was greatly reduced when the 2 hour free parking when implemented. Driving through Market Rasen is hard enough due to street parking (often illegal). The traffic wardens never seem to patrol the worst streets for this eg union street and oxford street in Market Rasen I feel that the 2 hour free parking encourages people to shop in the town
22	Option 3 seems very reasonable/affordable and no adjustment necessary

Machines

1	what about just one hour free with a quick print date/time stamped ticket button - time is too short to try to transfer to another vehicle so don't need reg? Could pay more for more than one hour. Most hassle is putting registration etc. in machine (& showing other folk how it works - nearly always a queue), quite happy to pay 80p at the same time!
2	I note that very expensive looking car parking ticket machines have been installed, which require the input of car registration numbers, presumably to prevent the heinous 'crime' of passing on one's parking ticket to other motorists when one has bought too much parking time. In my experience, it is questionable how much revenue is lost by the transfer of parking tickets and must be weighed against the cost of these expensive ticket machines. A similar system was initially installed in Marshall's Yard in Gainsborough which caused much anger among motorists when they were penalised for incorrectly entering their car registration numbers - even by one digit!. I am pleased to note that this type of ticket dispenser was rapidly changed to a much simpler type and although there may now be some trivial mounts of lost revenue by tickets being passed on, the public are still paying for parking time and should not be charged twice. Passing on unused parking tickets is generally perceived by the general public as a kindly act and encourages interaction between strangers avoiding the Council appearing petty in their quest to raise revenue and does not discourage shoppers visiting the town to spend their money.
3	Need to have easy simple way to pay that doesn't need actual coins - contactless system or mobile phone system essential
4	It would be helpful to have provided evidence of the benefit to traders before making a decision. As an infrequent visitor it makes no difference to me whatsoever. Compared to shopper parking in Lincoln the amounts are negligible. As a visitor, having to have change for parking is a nuisance. The increase for the permits looks to me much more of a burden for individuals than the short stay payments, presumably the permit holders live or work in Market Rasen, contributing to its economy?
5	In general terms, the public find that free parking for a reasonable period of time to permit shopping is a real incentive, whereas struggling to find change in a cashless world is a disincentive, particularly in poor weather.
6	It is now much easier to park in any of the car parks in Market Rasen which would suggest that fewer people are parking in the town. This in turn is evidenced by fewer people being seen walking up and down the High Street and adds to the feeling that the town is dying. This may or may not be the result of having to fight with a parking machine which is time consuming, energy sapping for the unfit, difficult to see the keys etc. The whole imposition of parking machines we knew would not be cost effective for West Lindsey whether you have two free hours or not. It is not a busy enough place to pay for the machines and they should never have been installed.

Increase is too much

1	Would a mix and match not be possible where the first hour is free and 1-2 hours is charged at .50. Combine this with a reduced increase in car parking permits. The current increase is too steep
2	The increases in options 1 & 2 are excessive and residents shouldn't be penalised for free visitor parking for up to two hours
3	This is NOT a consultation. I have had to tick a box in order for the questionnaire to be returned to you. The parking charges are all extortionate and should be abolished completely. The council creates costs by using contractors. Parking should be free to encourage visitors and support local businesses who already have to pay extortionate business rates. Market Rasen is dying on its feet, thanks in large part to council greed and an attitude at councils in general to treat the motorist as a cash cow.
4	The increase in permit charges is too large and could be phased in over a longer period and then reduce the hourly parking fee to retain a balanced income
5	Options 1 and 2 seem very steep increases, option 3 car parking fees are very small, 50p for two hours is very reasonable.
6	Parking permit increases too severe

Not universal through district

1	I think the policy, whatever is decided should be the same throughout the region, hence my option choice to bring Market Rasen in line with Gainsborough
2	I have not indicated any option above as WLDC should operate a standard policy of car parking fee's or free parking allocation that provides the same charges or free parking in all of West Lindsey Towns..This will therefore provide the public with the advanced knowledge that if they visit another town within West Lindsey area they will instantly know what the charges are as they will be the same across the whole of West Lindsey. At paragraph 4 this option is not shown as I would have selected that the charges for Market Rasen should match what is currently the case for GAINSBOROUGH.and which is the first hour free. Finally and most importantly WLDC has not explained in this survey why they need to increase the charges. Stating that cost recovery is required is unacceptable. If you are increasing the charges the public are entitled to a complete explanation.
3	It would be better to treat all car parks in west Lindsey the same. For example one free hour in all west Lindsey car parks. Gainsborough is struggling also . So only allow one hour free in Market Rasen treat all areas fairly and equally.
4	WLDC OPERATED CAR PARKS MUST HAVE A COMMON CHARGING POLICY ACROSS THE DISTRICT.
5	I think keeping the charging system the same throughout West Lindsay is the fairest way

Permits subsidise visitors

1	I think it is unfair to expect permit holders to subsidise visitors. Most permit holders presumably cannot park on their premises and therefore have to have a permit. I am happy to pay parking charge but if businesses in the town prefer option1 or 2 please discount my vote, as I am not especially affected either way.
2	I think the costs for parking in Market Rasen are quite reasonable when you compare them to a places such as Lincoln and Gainsborough. I don't think that the people who are having to purchase parking permits because they actually work in Market Rasen should have to pay extra so that other people can park free for up to 2 hours .
3	It does seem unfair that the people who choose to work in Market Rasen are in effect subsidising the less frequent visitors. A small increase in parking for everyone would seem fairer.
4	I find it very difficult to make any definite decision around this question. I do not feel that people paying for parking permits should subsidise free shopping, as some people buying parking permits will probably be on minimum wages and this appears to be quite a dramatic increase. Would having to purchase a parking permit deter some people for applying for jobs in Market Rasen? On the other hand advertising 'free parking' obviously is an attraction for shoppers. Could you introduce a scheme with local retailers that if you pay for parking at the 2 hour rate of 50p. they will deduct this charge from your shopping provided you spend over 'X' amount?

In agreement with charges

1	Charges are not excessive
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2	I think it essential to encourage max footfall into a town like Market Rasen in order to ensure max support for businesses and employers, at a time when sustaining such support for 'remote' market towns is so difficult. If I have interpreted the permit charges correctly, Increasing the permit charge as described in Option 1, still only amounts to a charge of around £1 per day, even taking into account weekends and holidays.
3	This scheme is, in my view, an enlightened approach to the car parking conundrum which affects every Council but is rarely sympathetically dealt with. Congratulations.
4	50p is very fair for up to 2 hrs
5	Altho I don't use the car parks I have studied options and think all in all quite fair
6	Three to four hour parking at a pound I believe is very reasonable and the time period should be sufficient to carry out any shopping or business including a sit down meal.
7	The parking costs are very low I cannot see anyone complaining
8	I would be happy to pay the cost for parking for up to 2 hours as I don't feel it's very high compared to the increase in parkingnpermit charges. I do only visit a few times a year but I don't mind paying a reasonable charge when I do
9	The parking charges are very reasonable, therefore should someone with to purchase a permit for whatever reason, they can. but the hourly charges are very low especially compared to Lincoln. Should it have been found that trade did increase in Market Rasen because of the 2hrs free parking, and the fear is it will decrease if charges are bought in, though at the prices envisaged they cannot complain, then the other option of increasing permit charges would have to come in. Parking is an emotive issue at the best of times, but, at these prices no-one should grumble. Visit Lincoln and see how much it costs
10	50p for two hours parking is very reasonable compared with the increase in permit costs.
11	seems to be the less harsh method on shoppers
12	I think most people can pay 30p for one hour or 50p for two hours. Also if this happens it should get people to not stay so long and free up spaces for others. I think even for three hours 80p is still OK compared with Lincoln as an example
13	It is sensible that parking is cheap to encourage users, such a shame that Lincoln city centre doesn't offer cheaper parking
14	The cost of parking is so cheap compared to parking in for example Lincoln . Anyone travelling to Market Rasen would normally stay for under 2 hours and 0.50 pence for that time is so cheap. If they can afford to run a car that amount of money for parking is totally acceptable
15	If I were sending the morning in Market Rasen, I would be happy to pay for the parking. However If I just need to park long enough to go to the post office, say, given its location, I think the town would benefit from having an initial session of free parking.
16	Reasonable charges as proposed are acceptable to most people and I favour this option.
17	Very good idea to encourage people to shop there. Wish Lincoln would follow your example.
18	most places charge parking fee and those charges are not excessive to make a great difference to visitors
19	The charges appear to lenient..
20	I feel after weighing everything up that paying a relatively small amount for 1, 2 and up to 3 hours is a reasonable option. Even 3-4 hours for £1 is a bargain when put against charges in Lincoln.
21	Seems very cheap to us as we visit many market towns and Hull Lincoln and York are very expensive Beverley also We appreciate there is less to see and do in Rasen but parking does cost and we all appreciate thatDont think it will make any difference to how many visit Mkt Rasen
22	Up to 50p for 2 hours parking is not unreasonable and should not deter shoppers as car parks have to be maintained

Permit confusion

1	I don't understand. Who are the permits for? Residents? I would not visit the town of it were not for free parking.
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Increase hourly charges

1	Alternatively, consider increasing parking charges for over 2 hours while keeping first two hours free. Why not ask businesses to contribute to make up the shortfall if the idea is to bring more business to the town
2	Given that free parking was introduced to assist trading it should continue. However I see no reason why shoppers would need to park for more than 4 hours so suggest those parking for longer than this should pay a steeper charge say £5 for 4-6 hours and then £8 for 6 hours plus. This would still assist trading but charge a realistic fee for those parking while at work or parking then using public transport?

Permit too cheap

1	Whilst sympathising with permit holders over the size of the proposed increase, their existing rates seem far too cheap.
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Alternative ideas

1	I would suggest up to 2 hours 50p ; up to 4 hours £1 ; up to 6 hours £2; It is annoying not to have loose change when paying for parking fees! Have you considered producing annual car parking pass for people like myself who visit weekly to shop briefly after dog walking in Willingham Woods?
2	What you propose is a discriminatory parking regime. These options all penalise the local shops as it encourages competition to park in Tesco and the Coop. This exacerbates shoppers and discourages parking in the other car parks. The supermarkets all know that the good will they engender to shop in their places would be diluted if they charged a parking fee. Local small shops, the type the local council want to encourage to make the town viable, would by definition, lose that good will through the inconvenience arising from that parking charge. A parking charge for "commuters" is legitimate to discourage them parking free all day and blocking up parking for local shoppers. The logical conclusion of all this is to increase the business charge paid by the supermarkets and the local council pro rata on parking spaces they own, or in the case of the council, that you own, to meet the extra income you need and maintain the status quo on the car parks. Increasing the charges after 2 hours would seem reasonable and upping the cost of permits, but not in the penalising way you propose. I would regard the uplift proposed as excessive. Also for good measure the council tax on F, G, and H bands is too low in comparison to the other bands. I'm in an upper band, so not a blame others statement,
3	This seems like a steep increase to just 'seek some cost recovery'! It seems the shoppers are being subsidised by people working in Market Rasen - many of whom will be traders and shopworkers. I wonder if any consideration was given to a parking charge refund scheme. e.g. for every £10 you spend in any store, they refund 10p of your parking charge. That way, those traders benefiting most from the 'free' parking will cover the cost, and the shoppers supporting the local businesses will be rewarded with 'free' parking (big spenders could even make a profit!)..
4	Should be free in some car parks
5	I would suggest up to 2 hours 50p ; up to 4 hours £1 ; up to 6 hours £2; It is annoying not to have loose change when paying for parking fees! Have you considered producing annual car parking pass for people like myself who visit weekly to shop briefly after dog walking in Willingham Woods?
6	Parking permit increase is a very large amount but getting rid of free parking and charging a small amount is much more suitable. The parking charges are still a lot lower than anywhere else and I would be very happy to pay it.
7	I would like to suggest a further option of reducing the free parking to one hour to allow people to visit the high street for prescriptions ,the butchers etc. This would then allow you to reduce the increase to the parking permits so that low income workers do not bear the brunt of the costs whilst still appeasing the traders .
8	I don't fully support any of these options. The full increase in cost of permit parking is too great in my opinion. I believe it would be better to allow 1 hr free parking, a very low cost 2 hr charge & then higher hourly charges for 3 hrs plus to recoup some revenue, instead of permit holders shouldering the full burden. Reintroducing 1hr charge would result in an undesirable increase in street parking when picking up prescriptions etc but I think most shoppers would pay a small fee of 20p for 1-2hrs. The 2-3hrs cost could then be ramped up to a charge of say £1.00, 3-4hrs £2.50 & 4-6hrs £4.00, thus reducing the severity of the increase to permits & making them better value too without discouraging shopping in the town.
9	Don't employ wardens. money saved would help. more cameras to make sure no abuse of parking as used in private car parks let private firms have the car parking

Lack of shops

1	I don't visit Market Rasen due to the fact there are no shops worth visiting, in my eyes it doesn't matter if there is free car parking. I prefer to visit Brigg which also offers free parking for 2hours and free parking all day on a weekend and it has a good variety of shops.
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Miscellaneous

1	I really don't think free parking for two hours is a incentive to visit market Rasen.As a retailer myself I have found it beneficial to offer the parking price refund to my valued clients when they spend in my case in
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	excess of £20 but that should be depending on each retailer. But most of all I feel the retailers in Market Rasen by offering a more professional appearance could attract more custom .i frequently drive through Market Rasen and can see no reason to stop
2	What will be the impact of other parking provision to the options being proposed i.e. Co-Op car park, on street? This I feel should be looked at too.
3	Park at Tesco (it's free !)
4	The WLDC chose to spend their money on putting pay machines into the car parks which resulted in the car parks never being full. Any increase in cost will probably result in the free car parks in the town being full and the existing pay as you go car parks being emptier still. Shoppers and shopkeepers will be even more unhappy with an increase in the parking costs. The high street is already struggling why make things worse, or is it your intention to completely make Market Rasen into a ghost town? I would suggest that free parking for 2 hours during the day remains the same and the other times have a 25% price increase. The long stay permit in options 2 and 3 is a large increase from the £2 for 6+ hours and could be financially disastrous for residents and businesses alike, but perhaps a more realistic cost of weekly permit would be acceptable. Leave Sundays and Bank holidays free
5	In responding it would be useful to know: Do the proposed increases replace the actual loss of income since creating the 2 hour free period or are they an attempt to generate the income predicted before the introduction of parking charges? In assessing the desired income from parking, has any value been placed on the increased commercial activity that results from free parking and the consequent overall improvement in the town's status?
6	Abolish all charges for a minimum of one year as the car parks are currently underutilised. - Historically, very little funding of any type has been allocated to Market Rasen when compared to Gainsborough. The number of shops which have closed or which are currently for sale have increased recently. I put this down to the bottleneck for 'through traffic' in Market Rasen and until this bottleneck has been removed I can see the current situation with regards to the shoppers, shops and use of parking facilities getting worse. A by-pass is urgently required for Market Rasen. Take note, - Louth as a shopping centre has blossomed since the construction of their by-pass.
7	Sell or lease (for a small sum) the car parks to Market Rasen Town Council. That relieves WLDC of the responsibilities of running and maintaining them and also devolves more powers to the local (town) authority. This would then give a fourth option of raising the local council tax precept to pay for the currently unrecovered costs.
8	Unless the town is to become supermarket shopping only we need to ensure that it is as easy as possible to access the independent shops, particularly in the main street and put as few obstacles in the way as possible. As we all know, they're struggling already.
9	Your questionnaire is unbalanced, there should be a zero charge option too. If you want to drive people away from Market Rasen, just keep charging more and more to park. It shouldn't take long to turn it in to a ghost town with a high street of charity shops and tattoo parlours. I already have a 15 mile drive to get to my new 'local' bank branch, but at least it costs nothing to park there.
10	Is this for only the Festival Hall Car park, as I recall, the Market Square is always free due to the Town Council not being the freehold owner, changing the days that there is a partial closure of the Market Square Car park might now be feasible as there appears to be no market operating now. Serious consideration should be given to continuing the Gallamore Lane towards North Willingham to allow the traffic through the town that wishes to stop and purchase items can, without the constant flow of through traffic as is currently case, this traffic is not spending money in Market Rasen!
11	I do have cause to visit Newark regularly. The cost of car park there is 50p for the first hour. £1.20p for 2 hours, it goes up gradually and would seem to be a fair way of charging. In Upper Lincoln, busy shopping areas have parking restrictions close to the shops enabling free parking for an hour, shopkeepers have found this introduction has really helped their business.
12	Just keep it as is
13	Shops in Market Towns deserve support from their Council
14	Nowhere on this document are the costs displayed. The increase in charges is well over 50%. Why? Don't understand how charging for parking will improve the footfall in Market Rasen. All seemed well before charges were introduced.
15	It is important to keep down the cost of parking as much as possible. Small market towns such as Market Rasen and Gainsborough are struggling. Wages are not high, if the parking cost are prohibitive, street parking will become more commonplace. This could cause and access hazard as well as being a nuisance to residents.
16	You are showing me limited options is the £106.42 per month or per year.It has been shown that when the price of car parks increase people will try and find other means of parking often on smaller roads.6 Days x £2 per month =£288 sorry I dont have all the info
17	To keep our high streets open we need keep parking at a low cost
18	I believe that the views of local residents are more appropriate with regards to any parking policies.
19	such a hard place to park at which I why I visit so rarely
20	I would like to see a statement of costs and receipts for Market Rasen car parks
21	This change will cause health issues

22	Concerns with removing the two hours free parking. What about schools?
23	Businesses like having the first two hours free. Footfall has already declined in the town, but businesses are managing due to the first two hours of free parking.
24	There needs to be a fourth option to the questionnaire. Has West Lindsey District Council thought about an option to increase the long term parking charge?



Prosperous Communities Committee

Date 23 October 2018

Subject: Proposed Fees and Charges 2019/20

Report by:

Strategic Finance and Business Support Manager

Contact Officer:

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Purpose / Summary:

Propose Fees and Charges to take effect from 1 April 2019.

RECOMMENDATION:

- 1. That Members consider the proposed fees and charges as detailed, and recommend to Corporate Policy and Resources Committee for approval.**
- 2. Managers keep fees and charges under review throughout the year and to implement changes during the year if required.**

IMPLICATIONS

Legal:

None arising as a result of this report

Financial : FIN/105/19

The 2019/2020 fees and charges are explained in the body of this report. The financial effects of the increases together with introducing new charges will be built into the Council's revenue budget.

The Fees and Charges base budget 2018/19 for this committee totalled £2,195,100. Statutory fees and charges make up £1,190,300 (54%) of the base budget. The remaining £1,004,800 (46%) are non-statutory

As most of these charges have been previously approved and/or remain static, and the fact that other charges are limited in demand there is only a minimal benefit for the MTFP of £7,600 – which is made up of an increase in income budgets of £10,200 due to inflationary increases and a reduction of £2,600 in relation to a drop in volume based on historic trends.

Where inflation has been applied to fees and charges at 3.4% in 2019/20, it is proposed that inflation is added at 2% to future year budgets within the MTFP which will increase the income in subsequent years by circa £6k pa.

The cumulative impact on the MTFP of the fees and charges review in relation to services within Prosperous Communities are;

Year	Increase in Contribution pa £	Cumulative Increase in Contribution £
2019/20	(7,600)	(7,600)
2020/21	(6,100)	(13,700)
2021/22	(6,500)	(20,200)
2022/23	(6,000)	(26,200)
2023/24	(5,700)	(31,900)

Staffing :

None arising as a result of this report

Equality and Diversity including Human Rights :

The Equality Act 2010 places a responsibility on councils to assess their budget options before taking decisions on areas that could result in discrimination. Where appropriate assessments have been undertaken by the relevant service areas.

Risk Assessment :

All items where necessary have been risk and equality impacted assessed by the relevant budget holder. Specific risks are explained within the body of the report.

Climate Related Risks and Opportunities :

There are no significant climate related risks and opportunities relating to this report.

Title and Location of any Background Papers used in the preparation of this report:

None.

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

1 Introduction

- 1.1 This report and appendices set out the proposed fees and charges for 2019/20.
- 1.2 The Council has in place a corporate Fees, Charges and Concessions Policy which aims to provide clear guidance on a number of areas. In particular this focuses on how fees and charges can assist in the achievement of Corporate Priorities, the setting of new and reviewing of existing charges, the Council's approach to cost recovery and income generation from fees and charges and eligibility for concessions.
- 1.3 It is recognised that full cost recovery will be the customary approach, although this will not be appropriate in all circumstances and the amount charged will need to be a reflection of many factors including Council objectives, market conditions, the cost of collection and the potential impact on customers.
- 1.4 Work has been undertaken to bring these fees and charges in line with this policy, through reviewing existing fees and charges and considering the introduction of new charges for Council services, to recover costs and control demand.

- 1.5 As a minimum, inflationary increases would normally have been applied where possible with the exception of those set by statute.

2 Fees and Charges Policy and Process

- 2.1 The review of fees for 2019/20 has been undertaken with through a robust exercise including determining total service cost, determining a pricing level to ensure full cost recovery, then considering benchmarking data and market conditions to determine an appropriate charge.
- 2.2 Budget Managers have worked with their Finance Business Partner in undertaking this review.
- 2.3 The review has in the main tried to consider the full cost recovery constraints. However, the process has been influenced to a degree by issues where the Council considers, through the benchmarking exercise that the charge proposed is fair and reasonable for the service being provided.
- 2.4 The greatest risk/concern for Managers is receiving challenges to the level of fees and charges set. There is sound justification to support the proposed fees and, where the fees proposed do not reflect the full cost of providing the service, there is a sound basis for the decision based on the Managers understanding of the commercial environment.
- 2.5 Where fees have been reviewed, having a greater regard to benchmarking data, we have tried to ensure that they are at a level whereby they do not vary substantially when compared to other local authorities in the area. In most cases the proposed fees remain around the median to third quartile on the benchmarking range to reduce the likelihood of challenge.
- 2.6 In areas where the Council experiences external competition, again we have tried to ensure that the rates remain competitive and value for money. It would not be prudent to risk pricing ourselves out of the market just to satisfy an aspiration to achieve a set increase in fee income. It is not believed that the proposed fees will price ourselves out of the market but it is vital to allow Managers some flexibility on fees when trying to secure business, without breaching any regulations.
- 2.7 By undertaking a detailed income and expenditure review and coupled with the previously undertaken benchmarking process, we have given confidence in our approach and proposals.
- 2.8 Given the general belief that our proposed fees and charges are fair and reasonable the significant risks to fee income are not with fee levels themselves but with the achievable volumes and delivering against business plans.
- 2.9 The fees and charges will be subject to continuous monitoring during the year to either implement changes during the year if required, or to feed into the following years Medium Term Financial Plan.

3. Fees and Charges Review

- 3.1 Of the 512 fees and charges reviewed 48% are statutory and 52% are non-statutory.
- 3.2 Of the 246 statutory fees and charges set by Central Government 86% have experienced no change in the level of fees with 5% seeing an increase in fees, and 6% seeing a decrease. There have been 6 new statutory fees and charges (3%) within Planning Applications.
- 3.3 The increases in fees and charges for statutory services sit primarily within Environmental Services and relate to fees and charges set by Defra. An announcement regarding any changes to these fees and charges is expected in February 2019 and the schedule will be updated to reflect any amendments once known.
- 3.4 Of the 266 non-statutory fees and charges 40% have experienced no change in the level of fees charged, 53% of the fees and charges have increased and 2% have decreased. There have been 14 new non-statutory fees and charges (5%) within Licensing.
- 3.5 Of those non-statutory fees and charges increased this equates to an average of £17.27 in monetary terms.
- 3.6 In relation to Car Parking Permits increase for 2019/20 these have previously been approved by both Committees and are included for completeness.
- 3.7 The majority of the remaining increases in non-statutory fees and charges are as a result of applying inflation. Standard RPI (June 2018) increase of 3.4% has been applied to the following areas;
- Bulky Waste Collections
 - Pre-App Planning Advice
 - Cemeteries
 - Licensing
 - Land Charges
- 3.8 The following services are currently provided with prices on application;
- Trinity Arts Centre
 - Building Control Commercial Services

It is proposed that the following fees and charges are also removed with prices on application. This is due to the variety of requirements of customers. Pricing models have been developed to assist officers in developing a price range, based on the individual requirements and specifications of the customer.

- Trade waste services
 - Private street cleansing work
 - Room hire
- 3.9 The proposed fees and charges will apply from 1st April 2019, unless there are other constraints preventing this, in which case the operative date will be as soon as practicable after 1st April.

3.10 The following appendices provide the detail and analysis of pricing and demand and the proposed changes are summarised by service area below;

Appendix A: Car Parks

Fees proposed are in accordance with the Gainsborough Car Park Strategy approved previously. Charges for Market Rasen permits is to be considered by members separately and will be integrated into the schedules once approved.

Appendix B: Cemeteries

Increase by inflation at 3.4%.

Appendix C: Environment Services

Mainly statutory fees set at the maximum.

Appendix D: Fixed Penalty Notices

Mainly statutory set charges. The maximum charge allowed, as set by Government, for failure to comply with a waste receptacles notice has been increased;

Domestic – increased by £25 to £100

Industrial and Commercial – increased by £15 to £75

No change to locally set fees and charges.

Appendix E: Land Charges

Increase by inflation at 3.4%.

Appendix F: Licensing

There has been one reduction in Fees charged for the year.

The reduction relates to the New/Renewal site fee for the year 2 annual inspection costs, which have been reduced from £464 to £240 to bring it in line with the year 1 and 3 inspection fees.

An inflationary increase has been applied of 3.4% for all non-statutory fees that WLDC have the powers to set.

Appendix G: Markets

There is an ongoing review of the service - proposed no change at this time, pending Member decision later in the year.

Appendix H: Planning

Planning fees are statutorily set and were increased by 20% in January 2018.

Proposal to increase Pre-Application Advice by inflation at 3.4%.

Appendix I: Strategic Housing

Housing Enforcement Charges:

It is proposed to reduce the standard enforcement fee within housing by £50, from £300 to £250. This fee more accurately reflects the average time taken by officers to investigate and deal with cases where notices are served and fees can be applied. This fee is also in line with other local authorities from Lincolnshire and the East Midlands as per a recent benchmarking exercise carried out within the service.

It is proposed that the fee for Mandatory HMO Licence Application is increased authorities.

It is essential the Council recovers its costs in relation to this type of work, which is brought about in the main by landlords who do not meet their legal obligations under the Housing Act.

Selective Licensing

These fees are agreed and set for a 5 year period until 2021 in line with the legislation.

Appendix J: Waste Services

Increase by inflation at 3.4%.

Propose to remove set rates to allow the service to determine an appropriate price.

- a) Trade Waste – Propose to remove all fees and charges with prices now on application, this is due to the variety of requirements of customers. A pricing model has been developed to assist officers in developing a price range, based on the individual requirements and specifications of the customer and market conditions.
- b) Private Street Cleansing work will also be on application in order to meet the requirements of the customer and remain competitive within the market.

Appendix L: Building Control (Commercially Sensitive)

Charges have been based on a cost recovery basis but are considered to be commercially sensitive.

*The Proper Officer has determined in preparing Appendix L that paragraph 3 should apply. The view on the public interest test was that while he was mindful of the need to ensure the transparency and accountability of public authority for decisions taken by them in relation to

the spending of public money, disclosure of the information would give an unfair advantage to tenderers for commercial contracts.

This information is not affected by any other statutory provision which requires the information to be publicly registered.

On that basis it was felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when excluding the public from the meeting.

FEES AND CHARGES REPORT

APPENDIX A - CAR PARKS

1. Service Description

Car parks are operated by the council in Gainsborough and Market Rasen.

New tariffs were introduced for both Gainsborough and Market Rasen. It was decided that Market Rasen's charges would be set at 50% of Gainsborough's, to reflect the reduced offer of the smaller town.

As part of the overall review of parking it was also decided to install new ticket machines in both towns and link these to a data collection system to inform future decisions, including setting new tariffs and understanding demand. The system also allows remote monitoring of the machines serviceability, amount of cash held and number of tickets remaining.

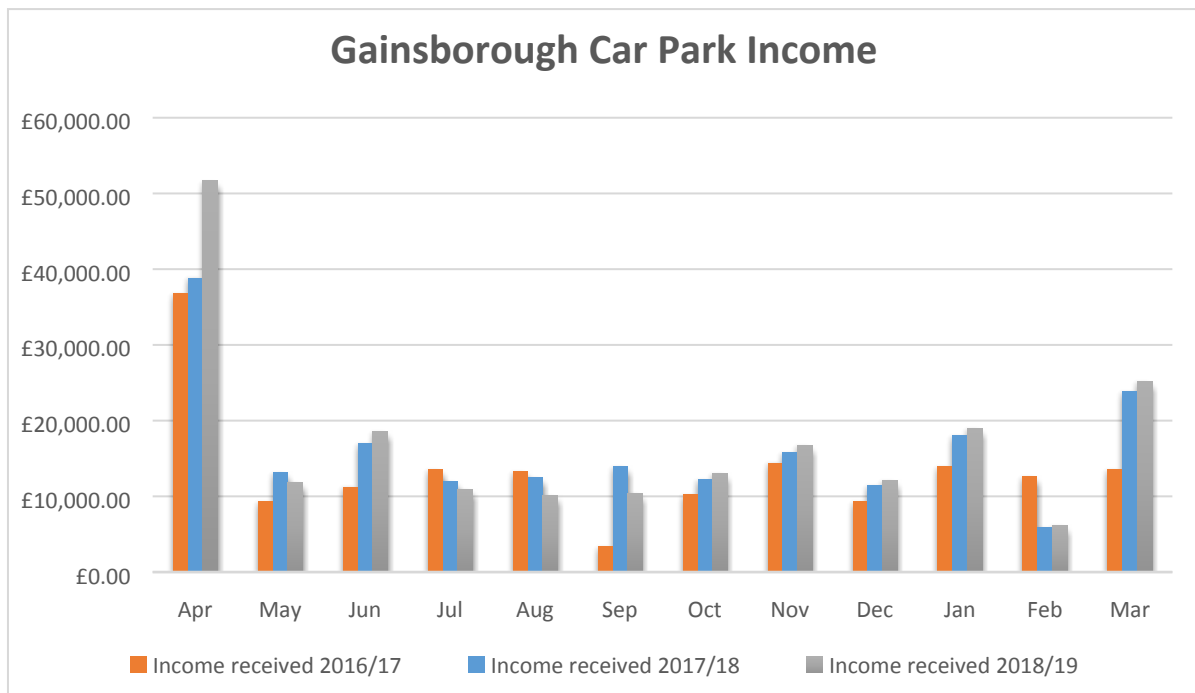
2. Prior years analysis, current financial year projections

The new system was implemented in February 2017 which records the name of the car park used, payments made, volumes of customers split over the chargeable rates. These volumes have been used to plan any future changes to policy and pricing.

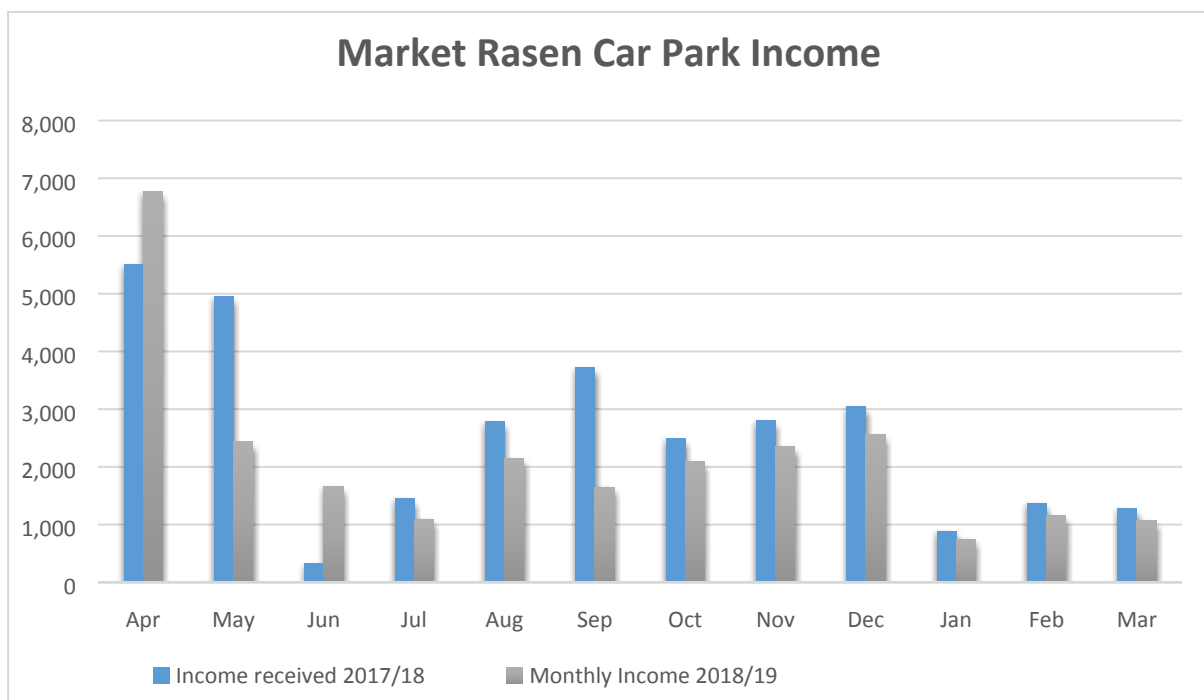
Current proposals for rates estimated to be at zero costs to WLDC, rates for permit holders are increasing but gains offset by the free parking offers.

The tables below illustrate:

Gainsborough combined income (Carparks + Permits) 2016/17, 2017/18 and 2018/19 actuals to September, estimates to year end.



Market Rasen combined income (Carparks + Permits) 2017/18 and 2018/19 actuals to September, estimates to year end.



The table below highlights actual income achieved collectively over the carparks over the last three financial years (estimated for 2018/19)

	Total	Budget	Under/(over)
*Income received 2016/17	161,631	235,900	74,269
Income received 2017/18	225,135	262,700	37,565
Income received 2018/19	231,273	301,900	70,627

**Gainsborough Only - No charges for Market Rasen*

3. Pricing

The car parking function is dependent on market demand and developers viability in addition to the economy and cost.

Current Fees have covered the costs and are expected to cover the current Medium Financial Plan.

Recent benchmarking has arrived at the conclusion that car park fees are in the mid-range except for parking permits where our fees are considerably lower (this is been addressed in the proposed revised fees to be submitted October 18).

4. Understanding Customers and Markets

The new machines installed in Gainsborough in August 2016 and installed in Market Rasen in February 2017, support a data collection system which will provide excellent information on usage going forward and are a key tool in assessing future fees and charges.

This financial year has seen an increase in permit sales with a similar fall in pay and display tickets. The impact of the demolition of the multi-storey car park has also had an impact on availability of spaces within Gainsborough Town Centre. There has been some relief to this impact by securing an additional 50 car parking spaces via a lease with Tesco. These are being utilised by permit holders.

5. Proposed Charges

Charges for Market Rasen Permits is to be considered by members and incorporated after approval.

6. Recommendation

Members are asked to approve charges for the 2019-2020 financial year as detailed below.

Prosperous Communities Committee		Car Parks & Bus Station						
		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Car Parks								
Gainsborough not including Roseway	0-1 hours	£0.00			£0.00	£0.00	£0.00	S
	1-2 hours	£0.92			£0.92	£0.18	£1.10	S
	2-3 hours	£1.33			£1.33	£0.27	£1.60	S
	3-4 hours	£1.67			£1.67	£0.33	£2.00	S
	4-6 hours	£2.75			£2.75	£0.55	£3.30	S
	6+ hours	£3.25			£3.25	£0.65	£3.90	S
Roseway only	0-1 hours	£0.00			£0.00	£0.00	£0.00	S
	1-2 hours	£1.15			£1.15	£0.23	£1.40	S
	2-3 hours	£1.66			£1.66	£0.33	£2.00	S
	3-4 hours	£2.09			£2.09	£0.42	£2.50	S
Market Rasen	0-1 hours	£0.00			£0.00	£0.00	£0.00	S
	1-2 hours	£0.00			£0.00	£0.00	£0.00	S
	2-3 hours	£0.67			£0.67	£0.13	£0.80	S
	3-4 hours	£0.83			£0.83	£0.17	£1.00	S
	4-6 hours	£1.42			£1.42	£0.28	£1.70	S
	6+ hours	£1.67			£1.67	£0.33	£2.00	S
Annual Season Tickets								
Gainsborough only	Mon-Sat	£360.00		£150.00	£510.00	£102.00	£612.00	S
	Mon-Sat (If paid by monthly DD)	£300.00		£140.00	£440.00	£88.00	£528.00	S
	Mon-Fri	£290.00		£140.00	£430.00	£86.00	£516.00	S
	Mon-Fri (If paid by monthly DD)	£240.00		£110.00	£350.00	£70.00	£420.00	S
Market Rasen Only	Mon-Sat	£88.68			£88.68	£17.74	£106.42	S
	Mon-Sat (If paid by monthly DD)	£76.68			£76.68	£15.34	£92.02	S
	Mon-Fri	£75.43			£75.43	£15.09	£90.52	S
	Mon-Fri (If paid by monthly DD)	£62.18			£62.18	£12.44	£74.62	S
Penalty Charge Notice								
Higher Rate		£70.00			£70.00	£0.00	£70.00	OS
Higher rate discounted if paid within 14 days		£35.00			£35.00	£0.00	£35.00	OS
Lower Rate		£50.00			£50.00	£0.00	£50.00	OS
Lower rate discounted if paid within 14 days		£25.00			£25.00	£0.00	£25.00	OS
Penalty Charge Notices have replaced the Excess Charge Notice.								
The Traffic Management Act 2004 has introduced differential Penalty Charge Notices.								
Notices are categorised as 'Higher' or 'Lower' dependent on the severity of the parking infringement.								
Higher penalties are payable at £70 and lower penalties at £50. These categories are as determined in National Guidance.								
Electric Vehicle Charging								
Roseway car park (2 charging bays)	charge per kWh	£0.25			£0.25	£0.05	£0.30	S
Bus Station								
Allocated stand	Per quarter for first stand	£288.65			£288.65	£0.00	£288.65	X
	Per quarter for second stand	£177.10			£177.10	£0.00	£177.10	X
Registered Casual Users Per Quarter		£54.05			£54.05	£0.00	£54.05	X

FEES AND CHARGES REPORT

APPENDIX B - CEMETERY SERVICES

1. Service Description

West Lindsey District Council currently maintains 2 open cemeteries – Legsby Road, Market Rasen and School Lane, Springthorpe.

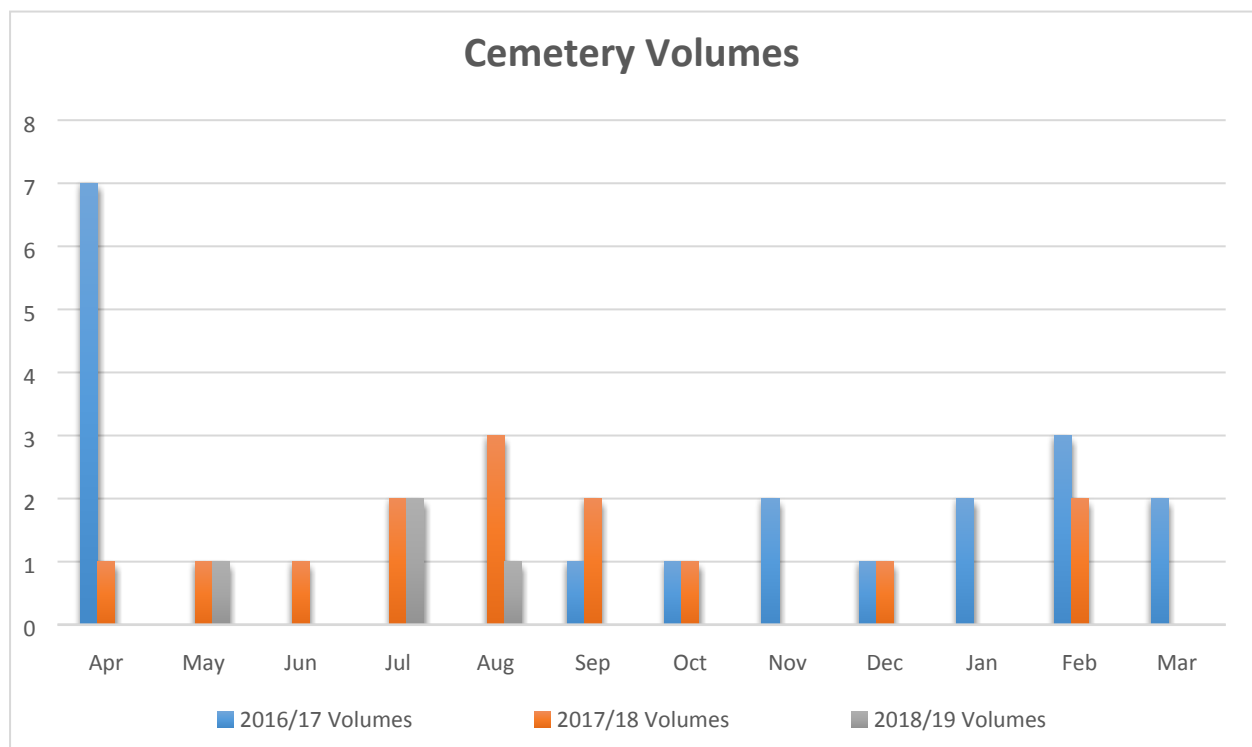
Costs for maintaining the grounds at these sites have been steadily increasing, but the income received from the sites is small and therefore the council heavily subsidise these areas.

There are two service charges applied to the cemeteries:

- Exclusive Right of Burial (EROB) – allocation of grave space for period of 99 years
- Memorials and inscriptions – permission for erection of memorial or adding of inscription to existing memorial

2. Prior years analysis – Current financial years estimates

The Cemetery service is demand driven and cannot be influenced. The table below illustrates volumes for 2016-17, 2017-18 and actuals to September 2018.



3. Pricing

Recent benchmarking shows the fees set for this services are now more in align with other areas. 2018-19 approved increase was the final step towards the charges set by other Councils. The 2019-20 proposal is to increase fees by RPI rounded to the nearest 50p apart from Exclusive right of Burial child up to 12 years which we have frozen at £100.

4. Understanding Customers and Markets

The table below shows the last 3 financial year volumes data for burials for West Lindsey District Council and volumes to 31st August for the current year. There has been a decrease in numbers over the last financial year.

The service is one that is linked to the demographics of the area and the space available.

Financail Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
2015/16	0	0	5	0	2	3	1	0	1	2	3	5	22
2016/17	7	0	0	0	0	1	1	2	1	2	3	2	19
2017/18	1	1	1	2	3	2	1	0	1	0	2	0	14
2018/19	0	1	0	2	1								4

5. Proposed Charges

The proposed charges are outlined in the table below.

6. Recommendation

Members are reminded of the charges approved for the 2018-2019 financial year as detailed below.

Prosperous Communities Committee		Cemeteries						
		2018/19	Proposed Increase		2019/20	VAT	2019/20	VAT Rate
		£	%	Type	or £	£	Amount	
						£	£	£
Exclusive Rights of Burial in Earthen Graves								
Single Grave not exceeding 9' x 4'		£575.00	3.4%			£594.50	£0.00	£594.50 OS
Grave not exceeding 9' x 4' for double/triple interments		£805.00	3.4%			£832.50	£0.00	£832.50 OS
Cremated remains only grave not exceeding 4' 6" x 4'		£345.00	3.4%			£356.50	£0.00	£356.50 OS
Exclusive Right of Burial single (50 years)		£287.50	3.4%			£297.50	£0.00	£297.50 OS
Exclusive Right of Burial double (50 years)		£402.50	3.4%			£416.00	£0.00	£416.00 OS
Exclusive Right of Burial triple (50 years)		£450.00	3.4%			£465.50	£0.00	£465.50 OS
Exclusive Right of Burial double (99 years)		£805.00	3.4%			£832.50	£0.00	£832.50 OS
Exclusive Right of Burial triple (99 years)		£900.00	3.4%			£930.50	£0.00	£930.50 OS
Cremated remains only - Exclusive Right of Burial child up to 12 years		£100.00				£100.00	£0.00	£100.00 OS
Exhumation								
Body		£500.00	3.4%			£517.00	£0.00	£517.00 OS
Cremated remains		£250.00	3.4%			£258.50	£0.00	£258.50 OS
Monuments, Gravestones, Tablets & Monumental Inscriptions (Permission to erect)								
The right to erect or place on a grave or vault	A headstone not exceeding 3 feet in height	£99.00	3.4%			£102.50	£0.00	£102.50 OS
	A vase or tablet not exceeding 12 inches in height by 12 inches in width at the head of the grave	£66.00	3.4%			£68.00	£0.00	£68.00 OS
	For each inscription after the first	£41.00	3.4%			£42.50	£0.00	£42.50 OS
	Headstone over 3ft but under 4ft	£250.00	3.4%			£258.50	£0.00	£258.50 OS
	Flat stone (not exceeding 12" x 18")	£102.00	3.4%			£105.50	£0.00	£105.50 OS
	vase (up to 12" in height) (fixed)	£92.00	3.4%			£95.00	£0.00	£95.00 OS
	Plaque (not exceeding 12" x 6") (fixed)	£92.00	3.4%			£95.00	£0.00	£95.00 OS
	Memorial figurine (over 12" but under 24" fixed)	£110.00	3.4%			£113.50	£0.00	£113.50 OS
Cremation	Headstone up to 18 inches	£115.00	3.4%			£119.00	£0.00	£119.00 OS
	Headstone 18 inches to 3ft	£138.00	3.4%			£142.50	£0.00	£142.50 OS
	Flat stone (not exceeding 12" x 12")	£92.00	3.4%			£95.00	£0.00	£95.00 OS
	small vase (up to 6" in height) (fixed)	£50.00	3.4%			£51.50	£0.00	£51.50 OS
	Plaque (not exceeding 8" x 4") (fixed)	£50.00	3.4%			£51.50	£0.00	£51.50 OS
	Memorial figurine (not exceeding 12" fixed)	£92.00	3.4%			£95.00	£0.00	£95.00 OS
Registration Fees								
Per certified copy of a certificate of grant of exclusive right of burial		£66.00	3.4%			£68.00	£0.00	£68.00 OS
Per certified copy of entry in Register of Burials		£66.00	3.4%			£68.00	£0.00	£68.00 OS
Copies of Certificates								
Permission to plant memorial tree		£75.00	3.4%			£77.50	£0.00	£77.50 OS
Permission to install memorial seat		£75.00	3.4%			£77.50	£0.00	£77.50 OS
Burial grounds at Market Rasen & Springthorpe								

FEES AND CHARGES REPORT

APPENDIX C - ENVIRONMENT SERVICES

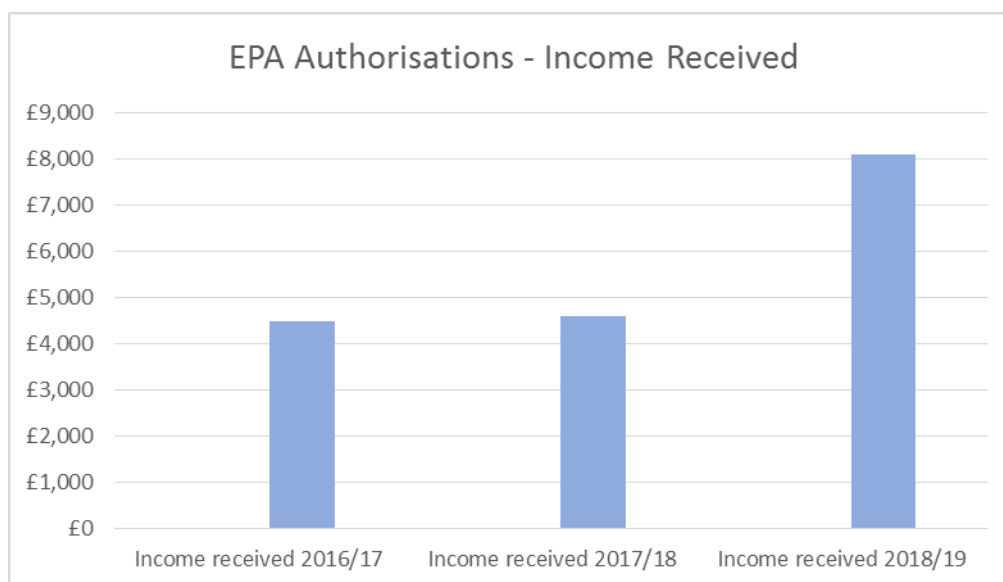
1. Description of service

The Environmental Regulatory Service has a number of Fees and Charges namely;

- **Statutory Fees**
 - Environmental Services – Part B installations & Mobile plant and solvent emission activities.
 - Environmental Services – Part A (2) installations & small waste incineration plant.
 - Private water Supply Work – all fees are set as a maximum charge.
 - Request for Information
- **Non Statutory Fees**
 - Health Certificate
 - Food Advisory service
 - Food Hygiene Re-inspection

2. Prior years analysis, current financial year projections

The graph below demonstrates the total income received by the service for statutory fees over the last 3 years. All years reflects actual income, received in May each year.



Statutory Fees are set at a maximum and cannot be increased.

All works are charged the actual time taken up to the maximum. In the last 12 months the maximum fee set by statute has been sufficient to cover costs.

Private Water Supply Work – a statutory flat fee was charged up to 2018/19, however from 2019/20 this has been changed to a maximum hourly charge, and therefore appears as a reduction in the fees and charges schedule. The impact on the budget will be reviewed during 2019/20.

Non Statutory:

Non Statutory Income generated for 2017/18 totalled £6,900 (including health certificates).

3. Pricing

Statutory Fees

These charges are all set by DEFRA. The charges for 2019/20 will be set in January 2019 and the schedule of charges will be updated to reflect any changes.

All works undertaken are charged on a case by case basis, costed on the actual time taken up to a maximum charge that is set by statute. In the last 12 months the maximum fee set by statute has been sufficient to cover costs.

Non statutory Fees

These remain in line with 2018/19 and are based on full cost recovery.

4. Understanding Customers and Markets

The majority of fees and charges are statutory and set by the Government and therefore there is limited scope to reflect market conditions.

Where development takes place or industry grows there is scope for the customer base to increase. Proactive work in regards to the identification of premises where fees may be charged is ongoing.

5. Proposed Charges

Statutory charges will be applied in accordance with legislation. Statutory charges are set by DEFRA and 2019/20 rates are not released until February 2019. The fees and charges schedule will be updated to reflect any changes at that time.

Non statutory amendments:

Private Water Supply Work – Due to new legislation the costs for Private Water Supply Work have been changed from a set fee to a maximum hourly rate which has been calculated to achieve full cost recovery of officer time.

Diary Refill – Costs reduced from £15 to £6 to reflect the true cost.

Updated hygiene score sticker – fee has been removed as the request for this service are minimal and it is not deemed necessary to charge for it.

6. Recommendation

Members are requested to recommend to Council the charges for 2019/20 as set out below.

Prosperous Communities Committee		Environment Services Local Air Pollution						
All charges are set by DEFRA		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Application Fee								
- Standard Process		£1,650.00			£1,650.00	£0.00	£1,650.00	OS
- Additional fee for operating without a permit		£1,137.00			£1,137.00	£0.00	£1,137.00	OS
- Reduced fee activities		£155.00			£155.00	£0.00	£155.00	OS
- Reduced fee activities: Additional Fee for operating without a permit		£68.00			£68.00	£0.00	£68.00	OS
- Mobile Screening and crushing plant		£1,579.00			£1,579.00	£0.00	£1,579.00	OS
- For the third to seventh applications		£943.00			£943.00	£0.00	£943.00	OS
- For the eighth and subsequent applications		£477.00			£477.00	£0.00	£477.00	OS
An additional charge of £297 applies to the above where the permit is for a combined part B and waste installation.								
Annual Subsistence Fee -Standard Process	Low	£772.00			£772.00	£0.00	£772.00	OS
	Medium	£1,161.00			£1,161.00	£0.00	£1,161.00	OS
	High	£1,747.00			£1,747.00	£0.00	£1,747.00	OS
An additional charge of £99 for Low, £149 for Medium and £198 for High applies to the above where the permit is for a combined part B and waste installation.								
- Reduced fee activities	Low	£79.00			£79.00	£0.00	£79.00	OS
	Medium	£158.00			£158.00	£0.00	£158.00	OS
	High	£237.00			£237.00	£0.00	£237.00	OS
- PVR I & II Combined	Low	£113.00			£113.00	£0.00	£113.00	OS
	Medium	£226.00			£226.00	£0.00	£226.00	OS
	High	£341.00			£341.00	£0.00	£341.00	OS
- Vehicle refinishers	Low	£228.00			£228.00	£0.00	£228.00	OS
	Medium	£365.00			£365.00	£0.00	£365.00	OS
	High	£548.00			£548.00	£0.00	£548.00	OS
- Odourisation of natural gas	Low	£76.00			£76.00	£0.00	£76.00	OS
	Medium	£151.00			£151.00	£0.00	£151.00	OS
	High	£227.00			£227.00	£0.00	£227.00	OS
- Mobile Screening and crushing plant 1st to 2nd Permits	Low	£626.00			£626.00	£0.00	£626.00	OS
	Medium	£1,034.00			£1,034.00	£0.00	£1,034.00	OS
	High	£1,551.00			£1,551.00	£0.00	£1,551.00	OS
- Mobile Screening and crushing plant 3rd to 7th Permits	Low	£385.00			£385.00	£0.00	£385.00	OS
	Medium	£617.00			£617.00	£0.00	£617.00	OS
	High	£924.00			£924.00	£0.00	£924.00	OS
- Mobile Screening and crushing plant 8th and Subsequent permits	Low	£198.00			£198.00	£0.00	£198.00	OS
	Medium	£314.00			£314.00	£0.00	£314.00	OS
	High	£473.00			£473.00	£0.00	£473.00	OS
Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £99 applies.								
Transfer and Surrender								
- Transfer		£162.00			£162.00	£0.00	£162.00	OS
- Partial transfer		£476.00			£476.00	£0.00	£476.00	OS
- New operator at low risk reduced fee		£75.00			£75.00	£0.00	£75.00	OS
- Reduced fee activities: Partial transfer		£45.00			£45.00	£0.00	£45.00	OS
Substantial Change								
- Standard Process		£1,005.00			£1,005.00	£0.00	£1,005.00	OS
- Standard process where the substantial change results in a new PPC activity		£1,579.00			£1,579.00	£0.00	£1,579.00	OS
- Reduced fee activities		£98.00			£98.00	£0.00	£98.00	OS
Subsistence charges can be paid in four equal instalments at an additional cost of £38 p.a.								

		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
All charges are set by DEFRA								
Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£72.00			£72.00	£0.00	£72.00	OS
	Thereafter per hour	£42.00			£42.00	£0.00	£42.00	OS
Health Certificates		£52.00			£52.00	£0.00	£52.00	OS
Food Premises Register	Per page	£3.00			£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)	£10.00			£10.00	£0.00	£10.00	OS
Diary Refill		£15.00		£9.00	£6.00	£0.00	£6.00	OS
Private Water Supply Work	Cost Recovery - Mileage (Per Mile)			£0.40	£0.40	£0.00	£0.40	OS
	Risk assessment - Maximum Hourly Charge	£500.00		£458.53	£41.47	£0.00	£41.47	OS
	Sampling (each visit) - Maximum Hourly Charge	£100.00		£58.53	£41.47	£0.00	£41.47	OS
	Investigation - Maximum Hourly Charge	£100.00		£58.53	£41.47	£0.00	£41.47	OS
	Granting an authorisation (each authorisation) - Maximum Hourly Charge	£100.00		£62.73	£37.27	£0.00	£37.27	OS
	Analysing a sample:-							
	Full Laboratory Costs	£25.00			as per laboratory costs	£0.00	£0.00	OS
	Full Courier Charges	£100.00			as per laboratory costs	£0.00	£0.00	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact time)	£130.00			£130.00	£0.00	£130.00	OS
	Charge for additional hours	£42.00			£42.00	£0.00	£42.00	OS
Food Hygiene Rating Scheme	Re-inspections	£160.00			£160.00	£0.00	£160.00	OS
Health Act 2006	Smoking in a smoke free place	£50.00			£50.00	£0.00	£50.00	OS
	Failure to display no smoking sign	£200.00			£200.00	£0.00	£200.00	OS

FEES AND CHARGES REPORT

APPENDIX D – FIXED PENALTY NOTICES

Community Safety

1. Service Description

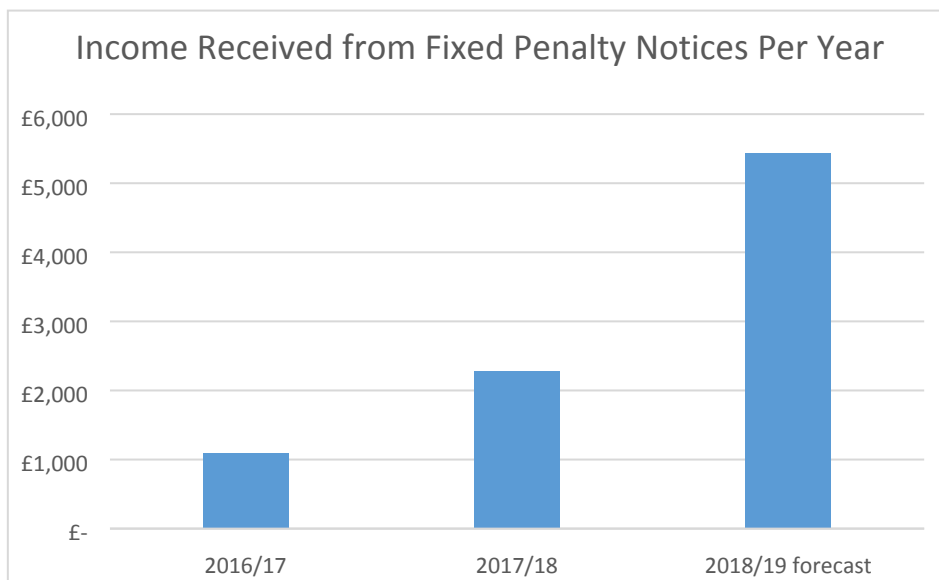
Fixed Penalty Notices (FPNs) are used to tackle specific problems associated with enviro- crime and anti-social behaviour. These charges are in the main set by statute and where appropriate set locally by the Council.

These charges are levied at a rate relevant to the specific incident and are used as an immediate deterrent to reduce the number of incidents in specific areas.

The vast majority of the fees are statutory and set by central government with a range between minimum and maximum full penalties.

2. Prior years analysis, current financial year projections

The graph below illustrates the levels of income achieved in previous financial years. As you can see this is a very low volume/income service with the majority of charges being statutory. Any variations in fees within our control would not generate a material surplus/loss within this area. The Income for 2018/19 is also actuals, there is no expectation to receive further income this financial year.



3. Pricing

The maximum charge allowed, as set by Government, for failure to comply with a waste receptacles notice has been increased.

Understanding Customers and Markets

The approach taken in regards to enviro-crime specifically is currently under review and with it the use of Fixed Penalty Notices for enforcement. It is likely that the Council will enhance its use of Fixed Penalty Notices over the coming months to tackle specific areas where these incidents occur on a regular basis.

4. Proposed Charges

The charging schedule sets out where fees are set by statute and where fees are set by the Council. It is proposed that the fees set by the Council remain the same as post analysis they are deemed to cover the costs that are incurred within the service.

Statutory charges will be applied in accordance with legislation.

5. Recommendation

Members are requested to recommend to Council the charges for 2019/20 as set out below.

		2018/19		Proposed Increase		2019/20	VAT	2019/20	VAT Rate
		£		% Type	or £	£	Amount	Charge Inc. VAT	
						£	£	£	
Depositing Litter	Fee set by Government - payable within 14 days of issue	£75.00				£75.00	£0.00	£75.00	OS
	Fee set by Government - discounted if paid within 10 days	£50.00				£50.00	£0.00	£50.00	OS
Failure to produce Waste Documents	Fee set by Government - payable within 14 days of issue	£300.00				£300.00	£0.00	£300.00	OS
Failure to produce Authority to Transport Waste	Fee set by Government - payable within 14 days of issue	£300.00				£300.00	£0.00	£300.00	OS
Unauthorised Distribution of Free Printed Matter	Fee set by Government - payable within 14 days of issue	£75.00				£75.00	£0.00	£75.00	OS
Failure to comply with a Domestic Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£75.00			£25.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£60.00			£15.00	£75.00	£0.00	£75.00	OS
Failure to comply with an Industrial and Commercial Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£100.00				£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00				£75.00	£0.00	£75.00	OS
Abandoning a Vehicle	Fee set by Government - payable within 14 days of issue	£200.00				£200.00	£0.00	£200.00	OS
Nuisance Parking	Fee set by Government - payable within 14 days of issue	£100.00				£100.00	£0.00	£100.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Community Protection Notice	Fee set by Government - payable within 14 days of issue	£100.00				£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00				£75.00	£0.00	£75.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Public Space Protection Order	Fee set by Government - payable within 14 days of issue	£100.00				£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00				£75.00	£0.00	£75.00	OS
Fly tipping	Fee set by Government - payable within 14 days of issue	£400.00				£400.00	£0.00	£400.00	OS
High Hedge Fee	Fee set locally	£307.20				£307.20	£0.00	£307.20	OS
Fee for abandoned shopping trolleys	Fee set locally (maximum charge)	£100.00				£100.00	£0.00	£100.00	OS

FEES AND CHARGES REPORT

APPENDIX E - LAND CHARGES SERVICES

1. Service Description

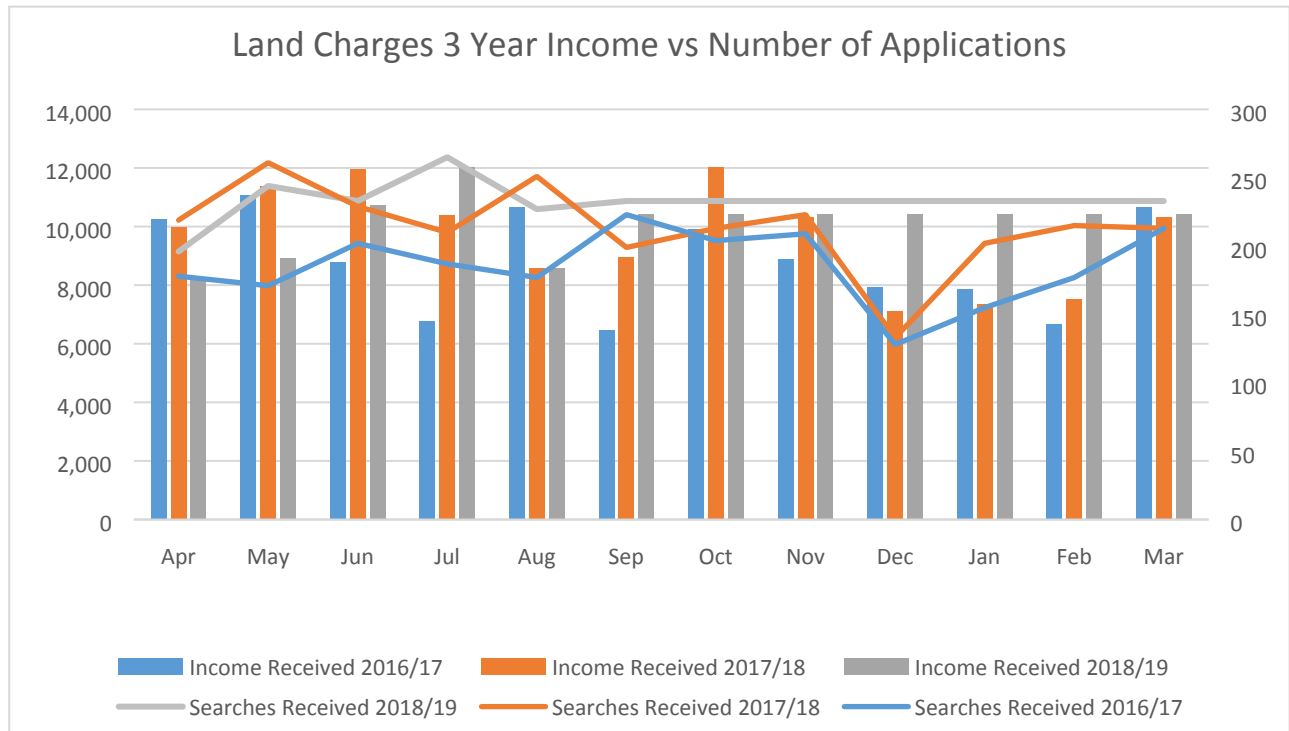
The provision of a public register in the Local Land Charges service is a statutory requirement that provides an income to the authority on a cost recovery basis. The service is a key part of the wider conveyancing process used to buy, sell re-mortgage etc. land and property within England and Wales.

Standard information is requested by conveyancers. This is split into two parts, information that is held within the register (statutory element) and information which forms part of the CON29, which makes reference to the contract that the Law Society and Local Authorities work under when requesting and providing this information.

There is a proposal within the new Infrastructure Act, to centralise the statutory element of the Local Land Charges search and make Land Registry responsible for administering the register. The Local Authority will retain liability and responsibility for information provided from the register.

2. Prior years analysis, current financial year projections

The graph below illustrates the volumes of searches over the last three financial years (please note 2018-19 is an estimate) and the levels of income achieved month by month.



Total income received previous three financial years against budget (2018-19 estimated)

	Total	Budget	Under/(over)
Income received 2016/17	105,938	125,000	19,062
Income received 2017/18	115,905	117,400	1,495
Income received 2018/19	111,800	121,500	9,700

3. Pricing

The service has proposed an increase of 3.4% across all fees and charges within the service area.

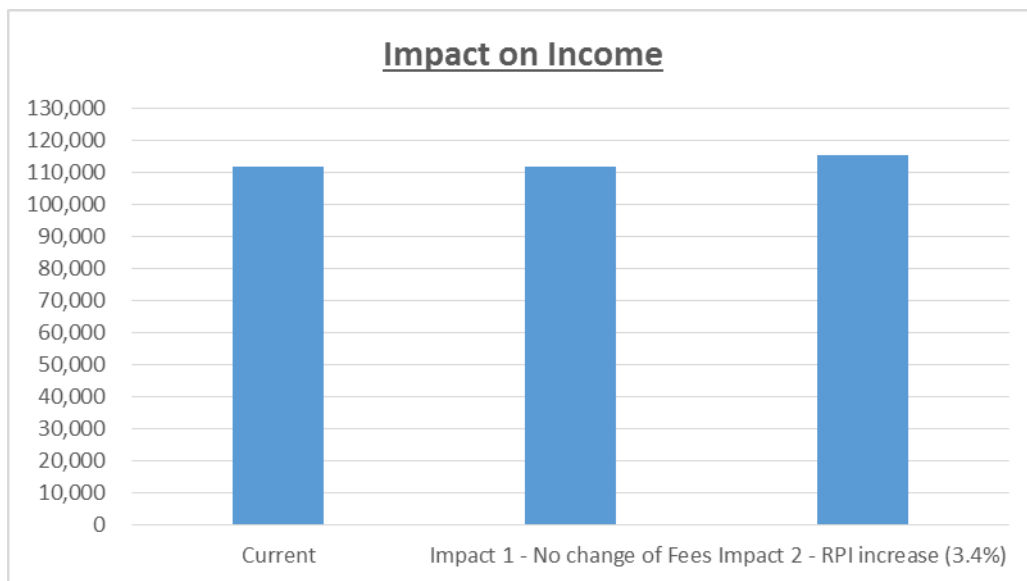
Impact on income of options for fees and charges

Current	111,800
Impact 1 - No change of Fees	111,800
Impact 2 - RPI increase (3.4%)	115,601

Based on 18/19 estimate.

Procedures and processes have had a review for Land Charges in 2018/19 but further improvements are still required to provide a better more improved service to our customers so an in depth review will be undertaken in 2019/20 ready for setting fees in 2020/21.

Therefore we are proposing to only increase fees by RPI for 2019/20.



4. Understanding Customers and Markets

The Local Land Charges service (LLC), over the years has achieved a reputation across the district as being a quality and accurate service. This reputation has been built, primarily, by one person, who has led the service with professionalism, attention to detail and a huge, in depth knowledge of this statutory provision.

A core group of customers have remained loyal to the service because of this, however there has been no formal attempt by the service to increase its market share due to the lack of resilience in service due to the antiquated process and procedures created by the paper based systems.

5. Proposed Charges

For non-statutory charges the Land Charges Service proposes to apply an increase equivalent to RPI (3.4%).

6. Recommendation

Members are requested to recommend to Council the charges for 2019/20 as illustrated below with further work to be undertaken prior to 2020/21 fee setting.

Prosperous Communities Committee		Land Charges						
		2018/19	Proposed Increase	2019/20	VAT Amount	2019/20 Charge inc. VAT	VAT Rate	
		£	% Type	or £	£	£	£	
Access to data	Access to information not held on public registers (includes £5 admin fee)	£20.20	3.40%		£21.00	£0.00	£21.00	OS
	Cancellation Fee	£5.40	3.40%		£5.50	£0.00	£5.50	OS
LLC1:	Any one part of the register	£6.60	3.40%		£7.00	£0.00	£7.00	OS
	Whole of the register	£20.20	3.40%		£21.00	£0.00	£21.00	OS
	Per additional parcel (maximum of £16)	£1.20	3.40%		£1.00	£0.00	£1.00	OS
CON 29R	One parcel	£64.60	3.40%		£67.00	£13.40	£80.40	S
	Each additional parcel	£14.30	3.40%		£15.00	£3.00	£18.00	S
	Lincolnshire County Council Fee *	£21.00	3.40%		£21.50	£4.30	£25.80	S
CON 29O	submitted with CON29R or LLC1	Each printed enquiry			£16.50	£3.30	£19.80	S
	submitted on its own	Each printed enquiry			£16.50	£3.30	£19.80	S
	Administration Fee	£11.40	3.40%		£12.00	£2.40	£14.40	S
Additional Enquiries	Per additional enquiry	£27.60	3.40%		£28.50	£5.70	£34.20	S
Filing a definitive certificate of the Lands Tribunal		£2.70	3.40%		£3.00	£0.00	£3.00	OS
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)		Fee set according to time and work involved						OS

* Please note: LCC have not as yet advised if this fee is to change. Any change in cost will be passed on to the purchaser

FEES AND CHARGES REPORT

APPENDIX F - LICENSING SERVICES

1. Service description

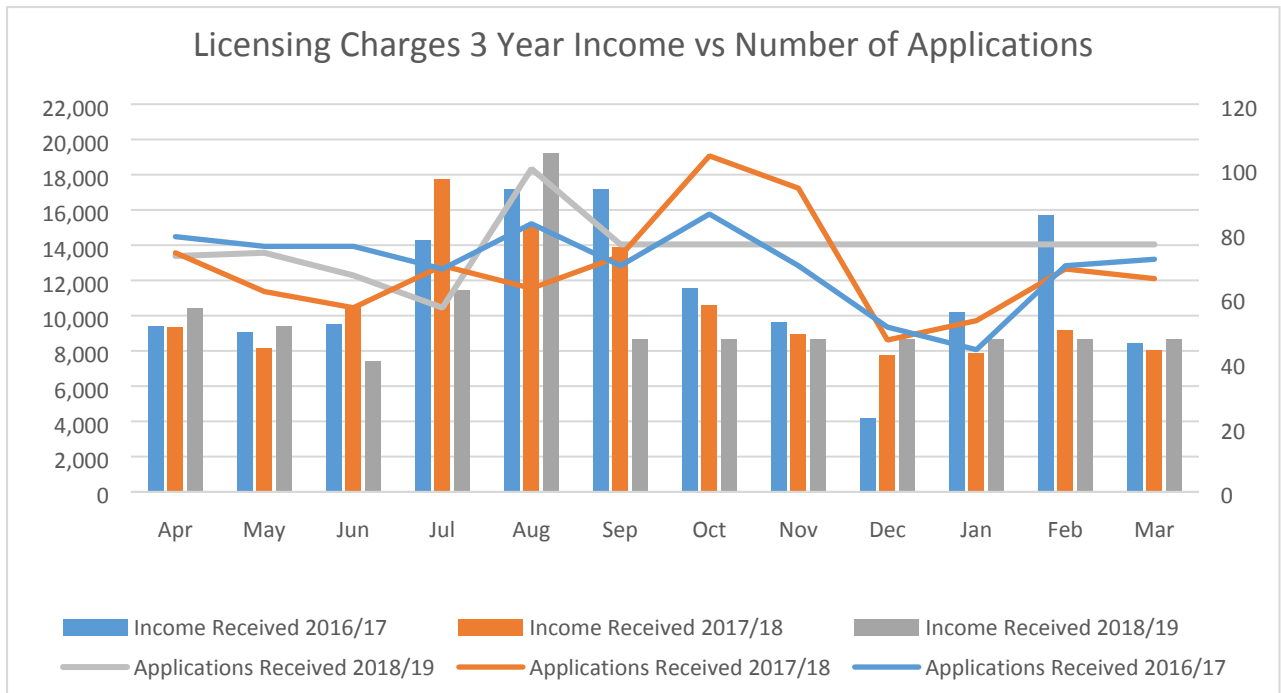
The Licensing service processes many different types of licences, (the majority of which but not all) incur a fee for the service we provide and can be broken down into the following categories;

- Licensing Fees – which are statutory set fees dependent upon type of application, the details of which are known by the Team Manager each year. The majority of these are derived from alcohol, entertainment and late night refreshment, all of which are governed by the Licensing Act 2003. It is important to note that the mandatory fees applied under this legislation have not been amended since the regime commenced in 2005 and in some cases we cannot recover our costs. Typically fees within this category are set for the sale of alcohol and entertainment in pubs, clubs, off-licences and supermarkets.
- Licensing Fees – which are totally discretionary gives us the opportunity to set the fees accordingly to recover the costs incurred. Typically fees within this category are set for dog breeding, boarding, pet shops, riding establishments, sex establishments and scrap metal etc.
- Licensing Fees – which are partially discretionary which allows us to set the fees to recover costs, however the fees we set are limited to prevent going beyond a statutory ceiling. Typically fees within this category are set for betting shops, betting tracks, bingo and adult gaming premises etc. all of which are governed by the Gambling Act 2005.
- There are also a number of applications that we process whereby we are prevented from setting any fee, such as house to house collections, street collections and some caravan site licences.

Whilst some of the fees are partially statutory charges the authority has the flexibility to set the fee up to a maximum. As with other service areas we are required to comply with the relevant regulations when compiling the fees and must be ready to justify the levels.

2. Prior years analysis, current financial year projections

The graph below illustrates income received v applications received over the last three years (please note that Sept 18 to Mar 19 is a forecast). A full Analysis of fees and charges has been undertaken with a view to achieving full cost recovery. Some fees are limited as they have a price ceiling that we can't go over.



The table below highlights actual income achieved against budget for the last three financial years (estimated for 2018/19).

	Total	Budget	Under/(over)
Income received 2016/17	136,215	131,300	(4,915)
Income received 2017/18	126,811	111,800	(15,011)
Income received 2018/19	120,500	118,500	(2,000)

Many of the fees within the Licensing service are statutory or statutory with a ceiling range as to what we can charge.

3. Pricing

There has been one reduction in Fees charged for the year.

The reduction relates to the scrap metal New/Renewal site fee for the year 2 annual inspection costs, which have been halved.

An inflationary increase has been applied of 3.4% for all non-statutory fees that WLDC have the powers to set.

New legislation came into force with effect from 01 October 2018 which governs Animal Welfare. The legislation is referred to as the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. The new legislation aims to control Dog Breeding, Hiring of Horses, Sale of Animals, and Animal Boarding which includes Dog Day Care and the Exhibition and Training of Animals. Operators will now be inspected and awarded a STAR rating and granted a licence ranging

from 1 to 3 years depending on their risk rating. The previous legislation which governed some of these activities will either be amended or repealed.

Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018									
Previously licensable activity			Current fee		New activity name		Proposed fee		
			Part A	Part B			Part A	Part B	
Dog Breeding	New		£79.00 plus vet fee		Dog Breeding	New	£220.00	£102.00 plus vet fee	
	Renewal		£220.00			Renewal	£220.00	£102.00 no vet fee	
Riding Establishment			£79.00 plus vet fee		Hiring of Horses		£220.00	£102.00 plus vet fee	
Pet Shop			£175.00		Sale of Animals		£175.00	£102.00 no vet fee	
Home Boarding			£145.00		Home Boarding		£145.00	£102.00 no vet fee	
Animal Boarding	Cats or dogs	New	£79.00 plus vet fee		Animal Boarding	Cats or dogs	New/Renewal	£220.00	£102.00 no vet fee
	Cats or dogs	Renewal	£220.00						
	Cats and dogs (dual)	New	£79.00 plus vet fee		Cats and dogs (dual)	New/Renewal	£259.00	£102.00 no vet fee	
	Cats and dogs (dual)	Renewal	£259.00						
					Dog Day Care		New/Renewal	£145.00	£102.00 no vet fee
					Exhibition of Animals		New/Renewal	£145.00	£102.00 no vet fee
					Appeals to be re-rated				£58.00 per hour or part of
					Variation to the licence				£58.00 per hour or part of

The table below illustrates the impact on income of the RPI increase:

Current	120,500
Impact 1 - No change of Fees	120,500
Impact 2 - RPI increase (3.4%)	124,597

4. Understanding Customers and Markets

The service has not carried out any customer satisfaction surveys relative to fee setting. 98% of licence applications are processed within the agreed timescales, the majority of which are from the statutory regime, which in turn have their own set turnaround times which we have to comply with, therefore it is highly unlikely that there is any scope for applicants to pay more for a faster turnaround.

5. Proposed Charges

Statutory charges will be applied in accordance with legislation.

For other charges the Licensing Service proposes to apply inflationary increases of 3.4%.

6. Recommendation

Members are requested to recommend to Council the charges for 2019/20 as illustrated below;

	2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
	£	% Type	or £	£	£	£	
Bingo Premises Licence							
Application Fee for Provisional Statement	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises	£859.10	3.40%		£888.30	£0.00	£888.30	OS
Application Fee New Premises	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Annual Fee	£796.06	3.40%		£823.10	£0.00	£823.10	OS
Variation of Licence	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Transfer Fee	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Application for Reinstatement	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Adult Gaming Centre							
Application Fee for Provisional Statement	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises	£859.10	3.40%		£888.30	£0.00	£888.30	OS
Application Fee New Premises	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Annual Fee	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Variation of Licence	£867.00	3.40%		£896.50	£0.00	£896.50	OS
Transfer Fee	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Application for Reinstatement	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Family Entertainment Centre							
Application Fee for Provisional Statement	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises	£858.00	3.40%		£887.20	£0.00	£887.20	OS
Application Fee New Premises	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Annual Fee	£750.00			£750.00	£0.00	£750.00	OS
Variation of Licence	£867.00	3.40%		£896.50	£0.00	£896.50	OS
Transfer Fee	£796.06	3.40%		£823.10	£0.00	£823.10	OS
Application for Reinstatement	£796.06	3.40%		£823.10	£0.00	£823.10	OS
Betting Premises (Other)							
Application Fee for Provisional Statement	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises	£858.00	3.40%		£887.20	£0.00	£887.20	OS
Application Fee New Premises	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Annual Fee	£600.00			£600.00	£0.00	£600.00	OS
Variation of Licence	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Transfer Fee	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Application for Reinstatement	£826.10	3.40%		£854.20	£0.00	£854.20	OS
Betting Premises (Tracks)							
Application Fee for Provisional Statement	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Licence for Provisional Statement Premises	£858.00	3.40%		£887.20	£0.00	£887.20	OS
Application Fee New Premises	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Annual Fee	£750.00	3.40%		£775.50	£0.00	£775.50	OS
Variation of Licence	£953.70	3.40%		£986.10	£0.00	£986.10	OS
Transfer Fee	£796.06	3.40%		£823.10	£0.00	£823.10	OS
Application for Reinstatement	£796.06	3.40%		£823.10	£0.00	£796.06	OS

2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
	£	% Type or £				

Miscellaneous						
Change of Circumstances	£49.82		£0.18	£50.00	£0.00	£50.00 OS
Fee for Copy of a Licence Under the Gambling Act 2005	£24.00	3.40%		£24.80	£0.00	£24.80 OS
Temporary Usage License	£377.30	3.40%		£390.10	£0.00	£390.10 OS
Unlicensed FEC's & Prize gaming Permits (10 year duration)						
New Gaming Machine Permit (no annual fee)	£300.00			£300.00	£0.00	£300.00 OS
Renewal	£300.00			£300.00	£0.00	£300.00 OS
Change of name on permit	£25.00			£25.00	£0.00	£25.00 OS
Copy of permit	£15.00			£15.00	£0.00	£15.00 OS
New Prize Gaming Permit (no annual fee)	£300.00			£300.00	£0.00	£300.00 OS
Renewal	£300.00			£300.00	£0.00	£300.00 OS
Change of name on permit	£25.00			£25.00	£0.00	£25.00 OS
Copy of permit	£15.00			£15.00	£0.00	£15.00 OS
Club Gaming Permit & Club Machine Permit (10 year duration)						
New grant Club Gaming Permit	£200.00			£200.00	£0.00	£200.00 OS
New grant Club Gaming Permit with Club Premises Certificate (fast track)	£100.00			£100.00	£0.00	£100.00 OS
Renewal	£200.00			£200.00	£0.00	£200.00 OS
Renewal of Club Gaming Permit with Club Premises Certificate (fast track)	£100.00			£100.00	£0.00	£100.00 OS
Annual Fee	£20.00		£30.00	£50.00	£0.00	£50.00 OS
Variation	£100.00			£100.00	£0.00	£100.00 OS
Copy of permit	£15.00			£15.00	£0.00	£15.00 OS
Lotteries						
Society Lottery - New	£40.00			£40.00	£0.00	£40.00 OS
Society Lottery - Renewal	£20.00			£20.00	£0.00	£20.00 OS
Machines in Alcohol Licensed premises - 3 or more machines						
New	£150.00			£150.00	£0.00	£150.00 OS
Annual Fee	£50.00			£50.00	£0.00	£50.00 OS
Transfer	£25.00			£25.00	£0.00	£25.00 OS
Variation	£100.00			£100.00	£0.00	£100.00 OS
Change of name on permit	£25.00			£25.00	£0.00	£25.00 OS
Copy of gaming machine permit	£15.00			£15.00	£0.00	£15.00 OS
Gambling Machine Permit - Up to 2 Machines		One-off fee		£50.00	£0.00	£50.00 OS

		2018/19	Proposed Increase		2019/20	VAT	2019/20	VAT Rate
		£	%	Type	or £	£	Amount	
						£	£	£
Taxi Licensing (Including Horse Drawn Omnibus)								
Driver's License Application (3Yr)	New/Renewal	£156.00	3.40%		£161.00	£0.00	£161.00	OS
Knowledge Test Fee	New or Lapsed Driver Licenses	£28.00		£5.00	£33.00	£0.00	£33.00	OS
Knowledge Test Fee	Retest	£28.00		£5.00	£33.00	£0.00	£33.00	OS
DBS Check	On New or Renewal	£44.00			£44.00	£0.00	£44.00	OS
DBS Admin Fee*	On New or Renewal	£10.00			£10.00	£2.00	£12.00	S
<i>*This fee is controlled by LCC and subject to change</i>								
Vehicle License	New	£249.00			£249.00	£0.00	£249.00	OS
Vehicle License	Renewal	£249.00			£249.00	£0.00	£249.00	OS
Replacement Plate	Plate Only	£27.00	3.40%		£28.00	£0.00	£28.00	OS
Replacement Plate	Plate and Bracket	£36.00	3.40%		£37.00	£0.00	£37.00	OS
Private Hire Operators Licence (5Yr)		£210.00			£210.00	£0.00	£210.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle License		£25.00	3.40%		£26.00	£0.00	£26.00	OS
Alcohol and Entertainment Licenses		Charges set by Licensing Act 2003						
New Premise Licence								
Category A		£100.00			£100.00	£0.00	£100.00	OS
Category B		£190.00			£190.00	£0.00	£190.00	OS
Category C		£315.00			£315.00	£0.00	£315.00	OS
Category D		£450.00			£450.00	£0.00	£450.00	OS
Category E		£635.00			£635.00	£0.00	£635.00	OS
Large scale application >4999 (minimum fee applies)		£1,000.00			£1,000.00	£0.00	£1,000.00	OS
Variation of Premises Licence		£100 - £635			£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Disapplication of DPS		£23.00			£23.00	£0.00	£23.00	OS
Annual fee demand								
Category A		£70.00			£70.00	£0.00	£70.00	OS
Category B		£180.00			£180.00	£0.00	£180.00	OS
Category C		£295.00			£295.00	£0.00	£295.00	OS
Category D		£320.00			£320.00	£0.00	£320.00	OS
Category E		£350.00			£350.00	£0.00	£350.00	OS
Large scale annual fee >4999 (minimum fee applies)		£500.00			£500.00	£0.00	£500.00	OS
Minor Variation		£89.00			£89.00	£0.00	£89.00	OS
Provisional Statement		£195.00			£195.00	£0.00	£195.00	OS
Register of Interest		£21.00			£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50			£10.50	£0.00	£10.50	OS
Club Premises Certificate - New		£100 - £635			£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635			£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89.00			£89.00	£0.00	£89.00	OS
Personal Licence - New		£37.00			£37.00	£0.00	£37.00	OS
Personal Licence - Change of name /address		£10.50			£10.50	£0.00	£10.50	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50			£10.50	£0.00	£10.50	OS
Transfer of Premises Licence		£23.00			£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21.00			£21.00	£0.00	£21.00	OS
Skin Piercing	Premises registration	£174.00	3.40%		£180.00	£0.00	£180.00	OS
	Personal registration	£45.00	3.40%		£47.00	£0.00	£47.00	OS
Street Trading Consents		£170.00	3.40%		£176.00	£0.00	£176.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£24.00	3.40%		£25.00	£0.00	£25.00	OS

		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Sale of Animals	New (Part A)	£182.00			£182.00	£0.00	£182.00	OS
	New (Part B)	£0.00		£102.00	£102.00	£0.00	£102.00	OS
	Renewal (Part A)	£182.00			£182.00	£0.00	£182.00	OS
	Renewal (Part B)	£0.00		£102.00	£102.00	£0.00	£102.00	OS
Animal Boarding Establishments (Excludes vet fees payable direct to vet)	Cats or Dogs - New - Admin Fee Only (Part A)	£82.00		£141.00	£223.00	£0.00	£223.00	OS
	Cats or Dogs - New - Admin Fee Only (Part B)	£0.00		£102.00	£102.00	£0.00	£102.00	OS
	Cats or Dogs - Renewal	£228.00			£228.00	£0.00	£228.00	OS
	Dual Usage - New - Admin Fee Only (Part A)	£82.00		£180.00	£262.00	£0.00	£262.00	OS
	Dual Usage - New - Admin Fee Only (Part B)	£0.00		£102.00	£102.00	£0.00	£102.00	OS
	Dual Usage - Renewal	£269.00			£269.00	£0.00	£269.00	OS
	Home Boarding - New (Part A)	£151.00			£151.00	£0.00	£151.00	OS
	Home Boarding - New (Part B)	£0.00		£102.00	£102.00	£0.00	£102.00	OS
	Home Boarding - Renewal (Part A)	£151.00			£151.00	£0.00	£151.00	OS
	Home Boarding - Renewal (Part B)	£0.00		£102.00	£102.00	£0.00	£102.00	OS
Hiring of Horses	Admin Cost - New or Renewal (Part A) + vet fee	£82.00		£141.00	£223.00	£0.00	£223.00	OS
	Admin Cost - New or Renewal (Part B) + vet fee	£0.00		£102.00	£102.00	£0.00	£102.00	OS
Dog Breeding	New (part A) + vet fee	£82.00		£141.00	£223.00	£0.00	£223.00	OS
	New (part B)	£0.00		£102.00	£102.00	£0.00	£102.00	OS
	Renewal (Part A)	£228.00			£228.00	£0.00	£228.00	OS
	Renewal (Part B)	£0.00		£102.00	£102.00	£0.00	£102.00	OS
Dog Day Care	New or Renewal (Part A)	£0.00		£145.00	£145.00	£0.00	£145.00	OS
	New or Renewal (Part B)	£0.00		£102.00	£102.00	£0.00	£102.00	OS
Exhibition Of Animals	New or Renewal (Part A)	£0.00		£145.00	£145.00	£0.00	£145.00	OS
	New or Renewal (Part B)	£0.00		£102.00	£102.00	£0.00	£102.00	OS
Appeals to be re-rated	per hour or part of	£0.00		£61.00	£61.00	£0.00	£61.00	OS
Variation to the licence	per hour or part of	£0.00		£61.00	£61.00	£0.00	£61.00	OS
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£145.00	3.40%		£150.00	£0.00	£150.00	OS
Zoos (Excluding vet fees) - payable at 4 yr initial application	Vets fees plus admin costs of	£363.00	3.40%		£375.00	£0.00	£375.00	OS
Zoos (Excluding vet fees) - payable at 6 yr intervals	Vets fees plus admin costs of	£517.00	3.40%		£535.00	£0.00	£535.00	OS
Zoos Annual Inspection	Officer hourly rate	£61.00	3.40%		£63.00	£0.00	£63.00	OS
Scrap Metal								
New/Renewal Collectors fee - 3 yr	Admin/processing of application (part A)	£98.00	3.40%		£101.00	£0.00	£101.00	OS
	Document inspection - year 1 (part B)	£35.00	3.40%		£36.00	£0.00	£36.00	OS
	Document inspection - year 2 (part B)	£37.00	3.40%		£38.00	£0.00	£38.00	OS
	Document inspection - year 3 (part B)	£37.00	3.40%		£38.00	£0.00	£38.00	OS
Change of details, name / address		£104.00	3.40%		£108.00	£0.00	£108.00	OS
New/Renewal Site fee - 3 yr	Admin/processing of application + initial inspection	£383.00	3.40%		£396.00	£0.00	£396.00	OS
	Follow up inspection - year 1	£241.00	3.40%		£249.00	£0.00	£249.00	OS
	Annual inspection - year 2	£481.00	3.40%	-£240.00	£257.00	£0.00	£257.00	OS
	Annual inspection - year 3	£241.00	3.40%		£249.00	£0.00	£249.00	OS
Change of site manager		£73.00	3.40%		£75.00	£0.00	£75.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£1,825.00	3.40%		£1,887.00	£0.00	£1,887.00	OS
	compliance check (part B)	£125.00	3.40%		£129.00	£0.00	£129.00	OS
	Renewal (part A)	£298.00	3.40%		£308.00	£0.00	£308.00	OS
	compliance check (part B)	£125.00	3.40%		£129.00	£0.00	£129.00	OS
	Transfer fee	£395.00	3.40%		£408.00	£0.00	£408.00	OS

* To comply with legal requirements relevant licence fees are now made up of two parts. Part A is payable upon application, and Part B is only payable if the licence is granted and must be paid prior to the licence being issued. Applicants may, if they wish, pay both parts together at the time of the application but are under no obligation to do so. If an applicant does pay both parts of the fee at the time of the application and the licence is subsequently refused Part B will be refunded.

FEES AND CHARGES REPORT

APPENDIX G – GAINSBOROUGH MARKET

1. Service description

Gainsborough general market takes place every Tuesday and Saturday, with stalls located in the Market Place and Silver Street.

The market function is part of Operational Services and is managed on a day to day basis by the Street Cleansing Team Manager.

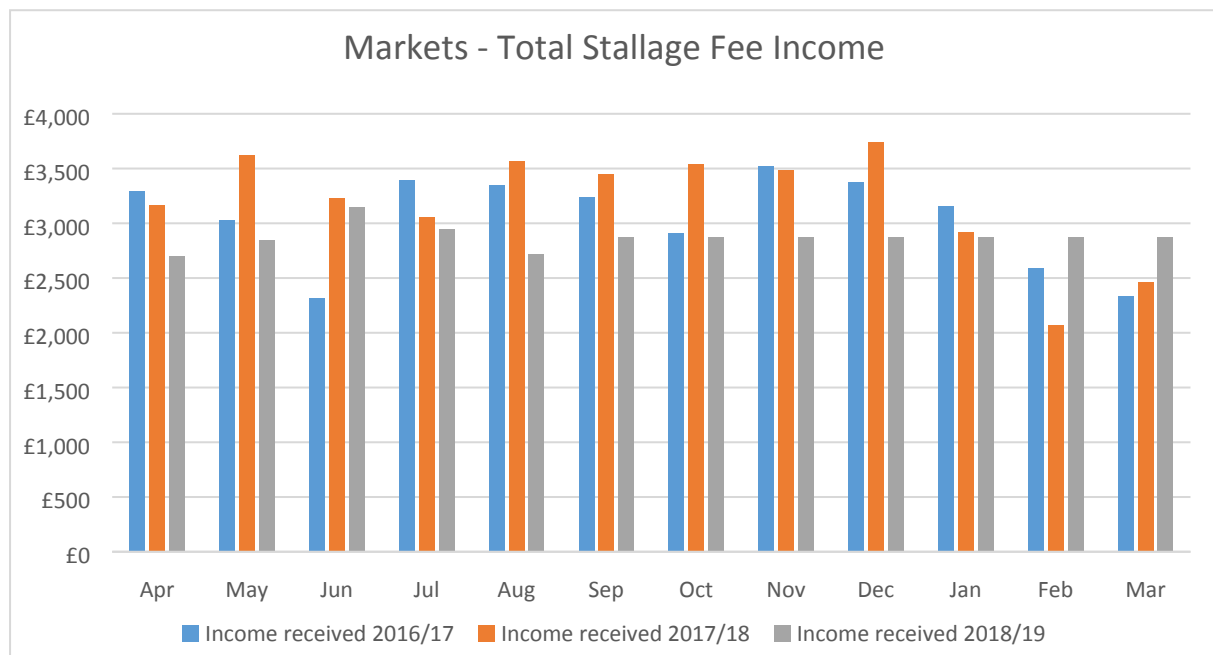
Traders pay their stall fees by monthly invoice and there is no longer a cash collection of rents on market days, however a new electronic method is currently being introduced.

Gainsborough market is a key feature of the town and helps to attract footfall to support the wider shopping area, particularly on a Tuesday. However, consistent with the national picture, Gainsborough market has been in decline in recent years due to changing retail habits. Financial pressures have placed further strain on the resources needed to manage and develop the market.

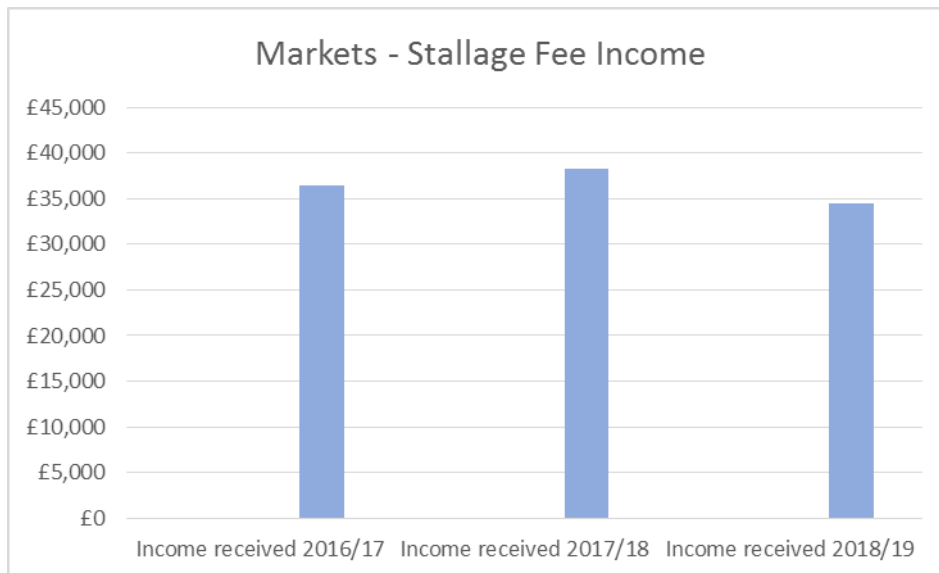
The market is now subject to review and future delivery options are currently being considered by the Council's Prosperous Communities Committee.

2. Prior years analysis, current financial year projections

The graph below illustrates the actual income that has been received over the last three financial year split over months. 2018/19 figures are actuals April to August, with estimates to year end.



Total income received year on year is illustrated below, 2018/19 figures are actuals April to August, with estimates for September to March. (There was impact on income from the adverse weather conditions of 2016/17 with a number of markets being cancelled).



3. Pricing

As outlined above, current trader payment arrangements are via monthly invoice and there is no longer a cash collection of rents on market days. Registered Traders are entitled to 4 weeks annual leave per year, which is deducted from their monthly invoice total.

As the service is currently under review we are not proposing any amendments to fees and charges. If as part of the review the fees and charges are revised we will pick these amendments up and implement the changes.

4. Understanding Customers and Markets

The market has capacity for 91 number of stalls, current levels of occupancy fall significantly short of this level. The number of traders has reduced over the past 3 years and function is currently the subject of an in-depth review by the Prosperous Communities Committee. The aim of this review is to deliver a more efficient and effective service and a range of future delivery options are being considered. It is likely that consultation and further engagement with staff, traders and wider stakeholders will be required as part of this process.

5. Proposed Charges

In light of this ongoing review and given the current decline in numbers, it is proposed to freeze the market stall fees for 2019/20.

6. Recommendation

Members are requested to recommend to Council the charges for 2019/20 as illustrated below;

Prosperous Communities Committee			Markets				
2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate	
£	% Type	or £	£	£	£		
Gainsborough Market							
Tuesday Market							
Registered Trader							
1 stall		£16.00		£16.00	£0.00	£16.00 X	
2 stalls		£27.00		£27.00	£0.00	£27.00 X	
3 stalls		£35.00		£35.00	£0.00	£35.00 X	
4 stalls		£43.00		£43.00	£0.00	£43.00 X	
5 stalls		£51.00		£51.00	£0.00	£51.00 X	
Casual Trader							
1 stall		£17.50		£17.50	£0.00	£17.50 X	
2 stalls		£35.00		£35.00	£0.00	£35.00 X	
3 stalls		£52.50		£52.50	£0.00	£52.50 X	
4 stalls		£70.00		£70.00	£0.00	£70.00 X	
5 stalls		£87.50		£87.50	£0.00	£87.50 X	
Saturday Market							
Registered Trader							
1 stall		£10.00		£10.00	£0.00	£10.00 X	
2 stalls		£20.00		£20.00	£0.00	£20.00 X	
3 stalls		£25.00		£25.00	£0.00	£25.00 X	
4 stalls		£30.00		£30.00	£0.00	£30.00 X	
5 stalls		£35.00		£35.00	£0.00	£35.00 X	
Casual Trader							
1 stall		£16.50		£16.50	£0.00	£16.50 X	
2 stalls		£33.00		£33.00	£0.00	£33.00 X	
3 stalls		£49.50		£49.50	£0.00	£49.50 X	
4 stalls		£66.00		£66.00	£0.00	£66.00 X	
5 stalls		£82.50		£82.50	£0.00	£82.50 X	
All new traders offered £7.50 per stall on Saturday for a maximum of 6 months							
The 6 month period will be cumulative and will be calculated on a rolling basis for each trader							
Once a trader has had 6 months discount no further discounts will be given irrespective of time gap between trading							
Other Units (Vending Vans, Trailers etc.)							
Tuesday Market							
Registered Trader		£23.50		£23.50	£0.00	£23.50 X	
Casual Trader		£25.50		£25.50	£0.00	£25.50 X	
Saturday Market							
Registered Trader		£15.00		£15.00	£0.00	£15.00 X	
Casual Trader		£20.00		£20.00	£0.00	£20.00 X	

FEES AND CHARGES REPORT

APPENDIX H - PLANNING AND DEVELOPMENT SERVICES

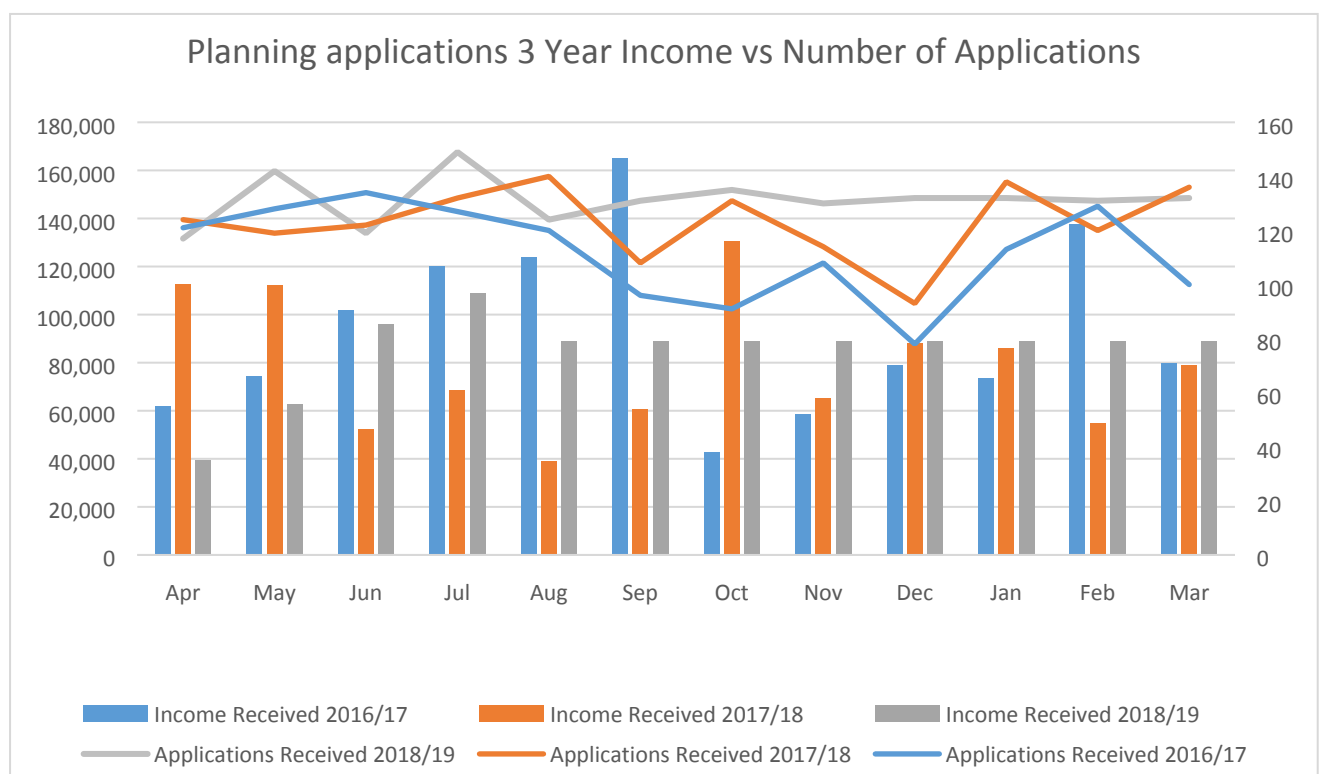
1. Service description

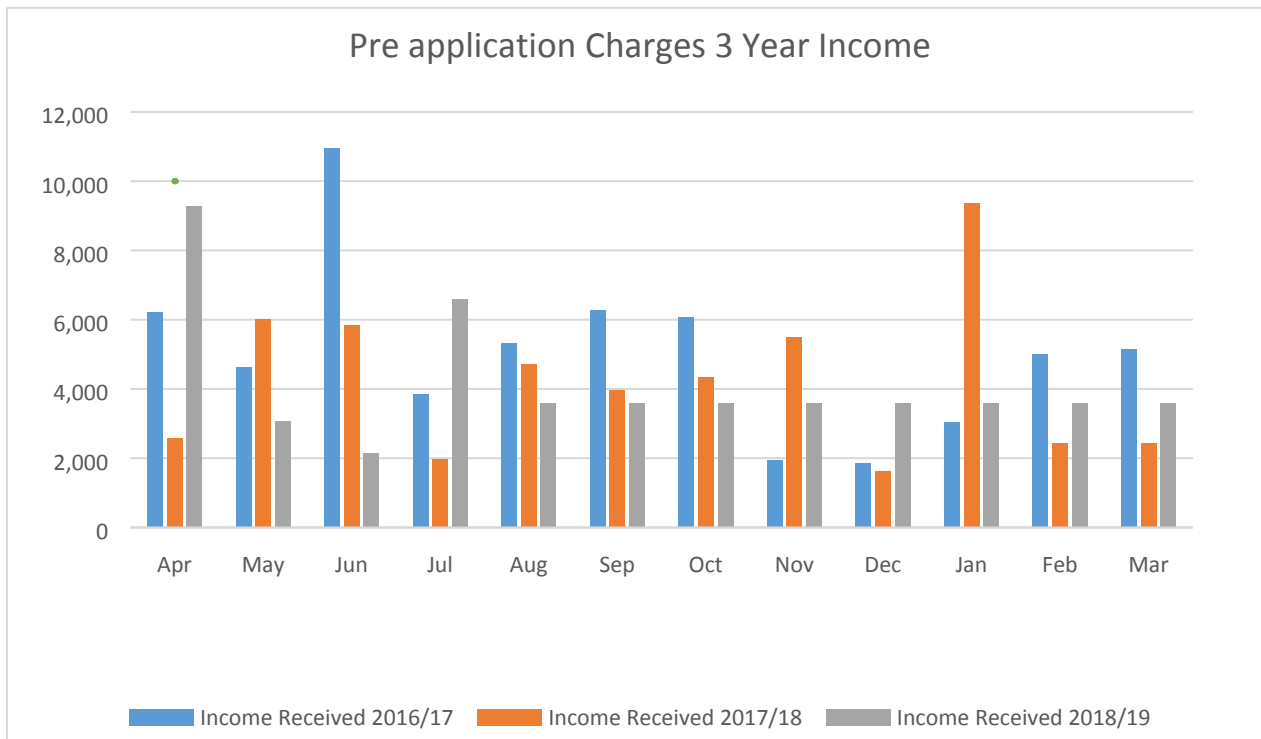
The Planning and Development service has a number of Fees and Charges namely:

- Planning Application Fees – Statutory set fees by Central Government that are dependent upon type of application. An announcement was made within the Chancellor’s Autumn Statement 2017, to increasing planning fees by 20% which was reflected in the approved fees and charges for Planning Services 2018/19. The profession are currently lobbying for local fee setting where costs exceed charge levels.
- Pre Application Advice – enhanced service to improve customer experience and reduce time spent on invalid applications by identifying potential issues prior to plan submission. Fees for this service can be set locally by WLDC.

2. Prior years analysis, current financial year projections

The graphs below illustrate the levels of income achieved (please note that August 18 to March 19 is a forecast) and the volumes of applications for both Planning applications and Pre Application advice.





3. Price

The tables below illustrate the level of income achieved in these areas against budget. Actuals have been used for 2016-17, 2017-18 and an estimate for 2018/19.

	Total	Budget	Under/(over)
Income received 2016/17	1,117,169	836,200	(280,969)
Income received 2017/18	948,609	903,300	(45,309)
Income received 2018/19	942,600	1,130,600	188,000

As the Planning Applications Fees are statutory set we are unable to do any impact analysis

	Total	Budget	Under/(over)
Income received 2016/17	60,399	54,000	(6,399)
Income received 2017/18	50,886	55,200	4,314
Income received 2018/19	59,200	57,200	(2,000)

The intention for the fees charged for Pre Application advice is to increase them by 3.4%, based on the estimated income for 2018/19 this would generate additional income of £2,054.

Current	60,399
Impact 1 - No change of Fees	60,399
Impact 2 - RPI increase (3.4%)	62,453

For the second consecutive year, in 2018/19 the Planning service is forecast to cover its costs and bring in more income to WLDC than the cost of providing the service despite the revised fee income forecast.

During the current financial year there has been a continued focus on reducing overhead service costs. A key part of this has been eliminating the high level of reliance on agency support staff, plus achieving additional savings through changing the method of advertising planning applications and in delivery of the technical support services.

4. Understanding Customers and Markets

During the current financial year the strategic growth agenda has focused on developing key relationships with land owners and developers to restore confidence in the local housing market. Working with partners such as the HCA, the Council has sought to gain a much improved understanding of the local viability pressures that have impacted upon delivery in the past and coupled with this the Council is investing heavily in regeneration and commercial projects. At service level this has involved officers working closely with all of these partners to make sure that the Planning service is fit for purpose and reflects modern industry development needs. On a smaller scale the number of complaints has substantially fallen throughout the year and the focus on improving performance for our customers has ensured that the service has developed with a much sounder understanding of their needs. It is important that successes such as the restored confidence in our pre-application advice service are not undermined by unnecessarily high increases or that we lose our share of this service to the private sector, which is why only the RPI is proposed.

5. Proposed Charges

Statutory charges will be applied in accordance with legislation.

For non-statutory charges the Planning Service proposes to apply an increase equivalent to RPI.

New charges have been added to the fees and charges template relating to the request for written confirmation of compliance with conditions. These charges came in in 2008. For non-material amendments these came in in about 2009. The permission in principle fee was introduced in 2017. Therefore, they are currently being charged in the current year.

6. Recommendation

Members are asked to approve charges for 2019/20 as illustrated below;

The Planning Service are seeking to set ambitious targets but don't want to frame the service in an unrealistic light as they are not in direct control of the way the development system may evolve over the next few years and the impact of significant factors that will directly affect the development industry, not least the effects of Brexit, are not yet quantifiable.

	2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type or £				
Development							
Householder development including alterations, extensions and outbuildings (this fee would also include establishing whether an application is required and any listed building consent enquiry if applicable)	£75.00	3.40%		£78.00	£15.60	£93.60	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m ² (gross)	£161.00	3.40%		£166.00	£33.20	£199.20	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 m ² or above (gross)	£281.00	3.40%		£291.00	£58.20	£349.20	S
Development of 1-9 dwellings including changes of use to residential							
1st dwelling	£193.00	3.40%		£200.00	£40.00	£240.00	S
Additional dwellings	£107.00	3.40%		£111.00	£22.20	£133.20	S
Development of 10-49 dwellings including changes							
10th dwelling	£1,165.00	3.40%		£1,205.00	£241.00	£1,446.00	S
Additional dwellings	£57.00	3.40%		£59.00	£11.80	£70.80	S
Development of 50 or more dwellings							
minimum fee	£3,492.00	3.40%		£3,611.00	£722.20	£4,333.20	S
With additional fee subject to negotiation dependant on complexity of proposal.							
Encouragement to adopt a Planning Performance Agreement.							
Non-residential development where no floor space is created.	£103.00	3.40%		£107.00	£21.40	£128.40	S
Non-residential development up to 499 m ² floor	£141.00	3.40%		£146.00	£29.20	£175.20	S
Non-residential development between 500 and 999 m ² floor area, or between 0.51ha and 1.0 ha.							
For 500 m ² or 0.51ha	£213.00	3.40%		£220.00	£44.00	£264.00	S
Each additional 100 m ² or 0.1 ha	£107.00	3.40%		£111.00	£22.20	£133.20	S
Non-residential development between 1,000 and 4,999 m ² floor area, or between 1.1ha and 2.0ha.							
For 1,000 m ² or 1.1ha	£730.00	3.40%		£755.00	£151.00	£906.00	S
Each additional 100 m ² or 0.1 ha	£54.00	3.40%		£56.00	£11.20	£67.20	S
Non-residential development of 5,000 m ² or more or 2.1ha or more.							
Minimum fee	£2,972.00	3.40%		£3,073.00	£614.60	£3,687.60	S
With additional fee subject to negotiation dependant on complexity of proposal.							
Encouragement to adopt a Planning Performance Agreement.							
Variation or removal of condition.	£75.00	3.40%		£78.00	£15.60	£93.60	S
Advertisements	£75.00	3.40%		£78.00	£15.60	£93.60	S
Non-householder listed building consent	£146.00	3.40%		£151.00	£30.20	£181.20	S
Additional site visit	£128.00	3.40%		£132.00	£26.40	£158.40	S
Hazardous Substances	£ negotiable			£ negotiable			S

N.B.

1. The fee for a mixed use developments would be derived from the total of the fees for all elements.
2. Agricultural development and telecommunications are not included as they have their own national notification procedures which dictate whether there is an pre-application process fee or not.
3. Cross boundary pre-application fees will be based upon the amount of development in each authority (if a dwelling straddles the boundary, the authority with the majority its floor space will receive the fee for that dwelling).

		2018/19	Proposed Increase		2019/20	VAT	2019/20	VAT Rate	
		£	%	Type	or £	£	Amount		Charge Inc. VAT
Changes of Use									
A building to more than one dwelling	no. of dwellings 50 or less	£462.00				£462.00	£0.00	£462.00	OS
	more than 50 dwellings, £22,859 and an additional £138 for each dwelling in excess of 50 dwellings subject to maximum in total of £300,000	£138.00				£138.00	£0.00	£138.00	OS
Use of land for deposit of refuse or waste materials or deposit of material remaining after mineral extraction. Use of land for storage of minerals in the	Each 0.1 ha of the site area, where the site does not exceed 15 ha	£234.00				£234.00	£0.00	£234.00	OS
	Where the site exceeds 15 ha £34,934 and an additional £138 for each 0.1 ha in excess of 15ha subject to a maximum in total of £78,000	£138.00				£138.00	£0.00	£138.00	OS
Other material change of use of building or land		£462.00				£462.00	£0.00	£462.00	OS
No Buildings Created									
Ancillary to a dwelling		£206.00				£206.00	£0.00	£206.00	OS
Car parks, service roads, accesses at existing developments		£234.00				£234.00	£0.00	£234.00	OS
Exploratory drilling for oil/gas	Site area not exceeding 7.5 ha (per 0.1 ha)	£508.00				£508.00	£0.00	£508.00	OS
	Where the site exceeds 7.5 ha £38,070 and an additional £151 for each 0.1 ha in excess of 7.5 ha subject to a maximum in total of £300,000	£151.00				£151.00	£0.00	£151.00	OS
Other Operations - Minerals Working	Site area not exceeding 15 ha (per 0.1 ha)	£234.00				£234.00	£0.00	£234.00	OS
	Where the site exceeds 15 ha £34,934 and an additional £138 for each 0.1 ha in excess of 15 ha subject to a maximum in total of £78,000	£138.00				£138.00	£0.00	£138.00	OS
	In any other case £234 for each 0.1 ha of the site, subject to a maximum of £2,028	£234.00				£234.00	£0.00	£234.00	OS
Advertisements									
Relating to the business on the premises		£132.00				£132.00	£0.00	£132.00	OS
Advance direction signs to a business		£132.00				£132.00	£0.00	£132.00	OS
Other advertisements		£462.00				£462.00	£0.00	£462.00	OS
Prior Notifications and Approvals									
Agriculture, forestry or demolition proposals		£96.00				£96.00	£0.00	£96.00	OS
Telecommunications		£462.00				£462.00	£0.00	£462.00	OS
Proposed change of use to state funded school or		£96.00				£96.00	£0.00	£96.00	OS
Proposed change of use of agricultural building to a flexible use within shops, financial and professional services, restaurants and cafes, business, storage		£96.00				£96.00	£0.00	£96.00	OS
Proposed change of use of a building from office use to a dwelling house		£96.00				£96.00	£0.00	£96.00	OS
Proposed change of use of agricultural building to a dwelling house where there are no associated		£96.00				£96.00	£0.00	£96.00	OS
Proposed change of use of agricultural building to a dwelling house and associated building operations		£206.00				£206.00	£0.00	£206.00	OS
Proposed change of use of a building from retail or mixed use retail and residential use to a dwelling house where there are no associated building		£206.00				£206.00	£0.00	£206.00	OS
Proposed change of use of a building from retail or mixed use retail and residential use to a dwelling		£206.00				£206.00	£0.00	£206.00	OS
Permitted development rights removed (Article 4)		£96.00				£96.00	£0.00	£96.00	OS
Other Applications									
Renewal of temporary permission		£0.00			The equivalent planning application fee				OS
Variation or removal of a condition		£234.00				£234.00	£0.00	£234.00	OS
Non-Profit making club, society, organisation or trust, providing sports or recreational facilities		£462.00				£462.00	£0.00	£462.00	OS
Lawful Development Certificates - Existing Development	For 50 or fewer dwellings	£462.00				£462.00	£0.00	£462.00	OS
	For more than 50 dwellings, £22,859 and £138 for each dwelling over 50 up to a total maximum of £300,000	£138.00				£138.00	£0.00	£138.00	OS
Lawful Development Certificates - Proposed Development					Half the equivalent application fee				OS
Request for written confirmation of compliance with	alterations or extensions to existing dwellings	£34.00				£34.00	£0.00	£34.00	OS
Request for written confirmation of compliance with	In all other areas	£116.00				£116.00	£0.00	£116.00	OS
Non-material amendment	Householder application	£34.00				£34.00	£0.00	£34.00	OS
Non-material amendment	In all other areas	£234.00				£234.00	£0.00	£234.00	OS
Permission in Principle	per 0.1 ha	£402.00				£402.00	£0.00	£402.00	OS

FEES AND CHARGES REPORT

APPENDIX I - HOUSING AND COMMUNITIES

1. Description of Service

Housing and Communities has a number of Fees and Charges namely;

- Housing Enforcement Charges
- Mobile Homes
- Selective Licensing

Housing Enforcement Charges

The Housing Act makes provision for the Council to recover its costs when carrying out certain enforcement functions. This is generally in relation to the serving of notices and the carrying out of works in default. A more proactive approach to enforcement is resulting in more cases where charges can be applied, therefore there is more potential to recover certain costs.

The Council can also now issue Civil Penalties for certain housing offences and the income derived from these is ring fenced to resource further private sector housing work.

Mobile Home Fees

The annual inspection of mobile home sites ceased during 2018/19. The decision to cease the annual inspection is based on the resources required to carry out inspections and the level of income that is received. It is not felt, that given the minimal income that is achieved that it is an effective use of officer time.

This does not remove any obligations from the Council in regards to taking any formal enforcement action.

Should the number of sites increase to an amount where the inspections are viable the decision to inspect annually can be revisited.

The Council can also charge for any enforcement work related to these sites and recover its costs accordingly.

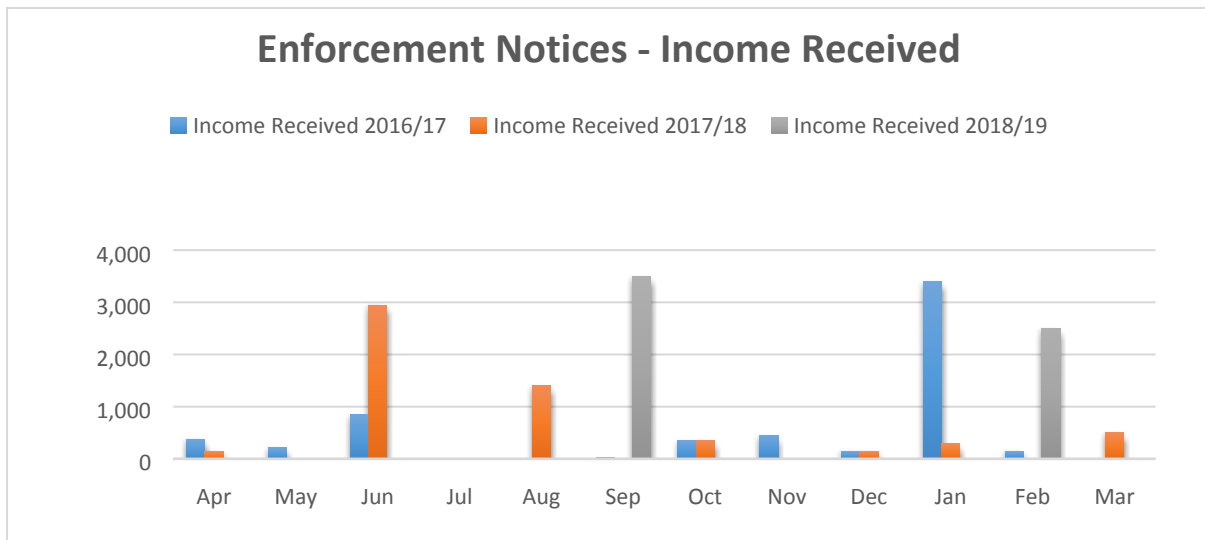
Selective Licensing

This is a new fee that the Council introduced in 2016 for properties in the private rented sector that fall within the designated selective licensing area. This fee is set for a 5 year period at £375 and will not be changed for the duration of the scheme.

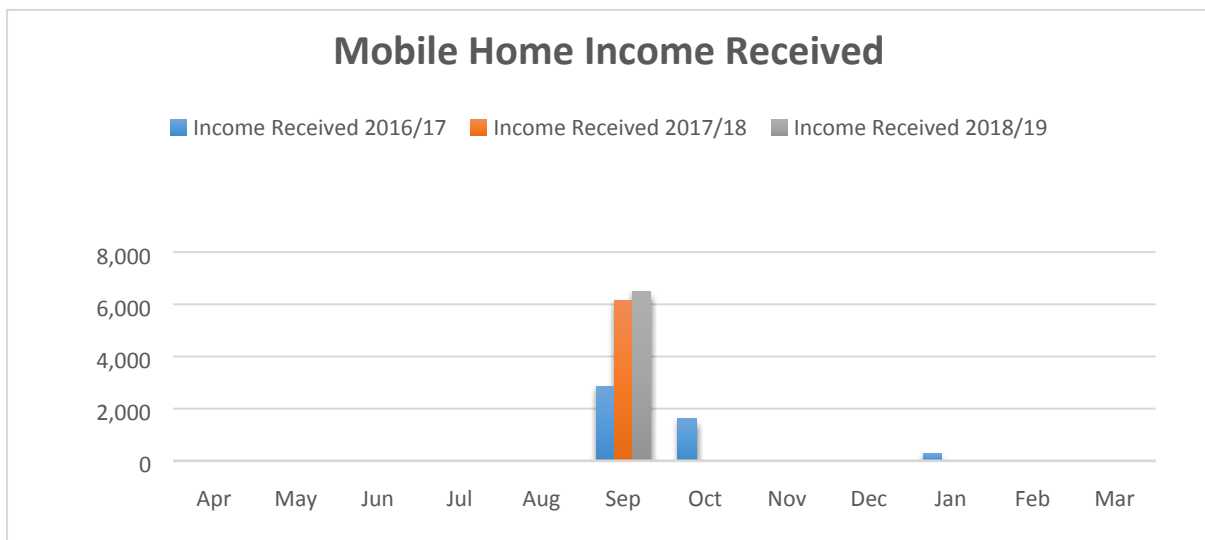
Any enforcement work related to selective licensing will be charged as per the housing enforcement charges schedule previously detailed.

2. Prior years analysis

The table below illustrates Income achieved 2016/17, 2017/18 and actuals for 2018/19 to date for Enforcement.



The table below illustrates Income achieved 2016/17, 2017/18 and actuals for 2018/19 to date for Mobile Homes.



Total income achieved is also illustrated below

	2016-17	2017-18	2018-19
Enforcement Actuals	5,968	5,800	5,991
Mobile Homes Actuals	4,776	6,152	6,483
Totals	10,744	11,952	12,474

3. Pricing

Housing Enforcement Charges only represent a small element of the Housing and Communities Service.

The costing for each element has been calculated based on a proportionate hourly rate for staff time with absorption of overheads and additional costs.

4. Understanding Customers and Markets

Housing Enforcement Charges

The scope for increasing income within housing enforcement charges is limited. Charges can only be applied in set situations and our policy approach is to resolve matters reasonably and cooperatively. Charges are only applied when formal notices are served which is usually only as a last resort measure.

A proposal is currently being prepared for Management Team to request some additional resources in regards to civil penalties, which will be self-financing.

Mobile Home Fees

Any new sites that receive planning permission are added to the fees and charges schedule as per the planning application.

Selective Licensing

The legislation for selective licensing is very prescriptive in regards to fees and charges therefore the current scheme is in line with this. Should any other schemes be considered in the future the fees will be reviewed accordingly.

5. Proposed Charges

Housing Enforcement Charges

It is proposed to reduce the standard enforcement fee within housing by £50 from £300 to £250. This fee more accurately reflects the average time taken by officers to investigate and deal with cases where notices are served and fees can be applied. This fee is also in line with other local authorities from Lincolnshire and the East Midlands as per a recent benchmarking exercise carried out within the service.

It is proposed that the fee for Mandatory HMO Licence Application is increased from £450 to £800 as per new legislation and this will be in line with other authorities. It is essential the Council recovers its costs in relation to this type of work, which is brought about in the main by landlords who do not meet their legal obligations under the Housing Act.

Mobile Home Fees

We recommend no increase in this area. The costs incurred are fully recovered and our fees are set in the upper quartile of our geographic neighbours.

As above, the annual site inspection fee has been removed from the fees and charges schedule.

Selective Licensing

These fees are agreed and set for a 5 year period until 2021 in line with the legislation.

6. Recommendation

Members are asked to approve charges for the next year as detailed below;

Housing Enforcement Charges:

Members are requested to recommend to Council the fees for 2019/20.

Mobile Home Fees:

Members are requested to recommend to Council the maintained fees for 2019/20.

Prosperous Communities Committee		Mobile Homes						
	2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate	
	£	% Type	or £	£	£	£		
Mobile Homes Act 2013								
Issue of a New Licence	£300.00			£300.00	£0.00	£300.00	OS	
Deposit of Site Rules	£30.00			£30.00	£0.00	£30.00	OS	
Transfer and Alteration of a Licence	£100.00			£100.00	£0.00	£100.00	OS	

Prosperous Communities Committee		Strategic Housing						
		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Housing Enforcement Charges								
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£450.00		£350.00	£800.00	£0.00	£800.00	OS
	Per additional unit	£10.00		£40.00	£50.00	£0.00	£50.00	OS
	Maximum charge - n/a							
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£450.00		£250.00	£700.00	£0.00	£700.00	OS
	Per additional unit	£10.00		£40.00	£50.00	£0.00	£50.00	OS
	Maximum charge - n/a							
Hazard Awareness Notice	None					£0.00	£0.00	OS
Improvement Notice	For one hazard	£300.00		£50.00	£250.00	£0.00	£250.00	OS
	Per additional hazard	£50.00		£25.00	£25.00	£0.00	£25.00	OS
Maximum Charge				£450.00	£450.00			
Emergency Remedial Action Notice (plus work - see below)	Cost of works plus hourly rate of officer time	£300.00			Cost of works plus officer time to execute and arrange	£0.00	£0.00	OS
	Officer time charged at £30 per hour							
Prohibition Order	For one hazard	£300.00		£50.00	£250.00	£0.00	£250.00	OS
	Per additional hazard	£50.00		£25.00	£25.00	£0.00	£25.00	OS
	Maximum Charge				£450.00	£0.00	£450.00	OS
Emergency Prohibition Order	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
	Maximum Charge				£450.00	£0.00	£450.00	OS
Demolition Order	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
	Maximum Charge				£600.00	£0.00	£600.00	OS
Immigration Procedure Inspection	Per inspection	£100.00		£35.00	£65.00	£0.00	£65.00	OS
Mobile Homes Act 2013 – Compliance Notice	Hourly rate of relevant officers with on costs plus work in default costs of works							OS
Mobile Homes Act 2014 – Emergency Remedial Action Notice	Hourly rate of relevant officers with on costs plus work in default cost of works							OS
Penalty Charge Notice (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	Up to £5,000							OS
Notice of Intent (Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014)	Up to £5,000							OS
Works in Default of any Legislation or Emergency Remedial Action	Base charge							OS
		Cost of work plus hourly rate of officer with on costs						
Selective Licensing	WLDC Scheme Fee	£375.00			£375.00	£0.00	£375.00	OS
	Co-Regulated Scheme (WLDC Fee)	£120.00			£120.00	£0.00	£120.00	OS
Housing and Planning Act - Civil Penalties	up to £30,000							

FEES AND CHARGES REPORT

APPENDIX J – WASTE SERVICES

1. Service Description

Waste services offers a range of much needed services to the local community including the collection of standard household and green waste collection, bulky and clinical waste collections and mechanical road sweeping.

In addition to these services private road sweeping and collection of bulky items such as fridges and freezers from commercial premises.

Fees and Charges have increased in line with inflation for a number of years.

1a) Price on Application

Commercial Waste and Private Road Sweeping – Propose to remove all fees and charges with prices now on application, this is due to the variety of requirements of customers. A pricing model has been developed for both service areas to assist officers in developing a price range, based on the individual requirements and specifications of the customer.

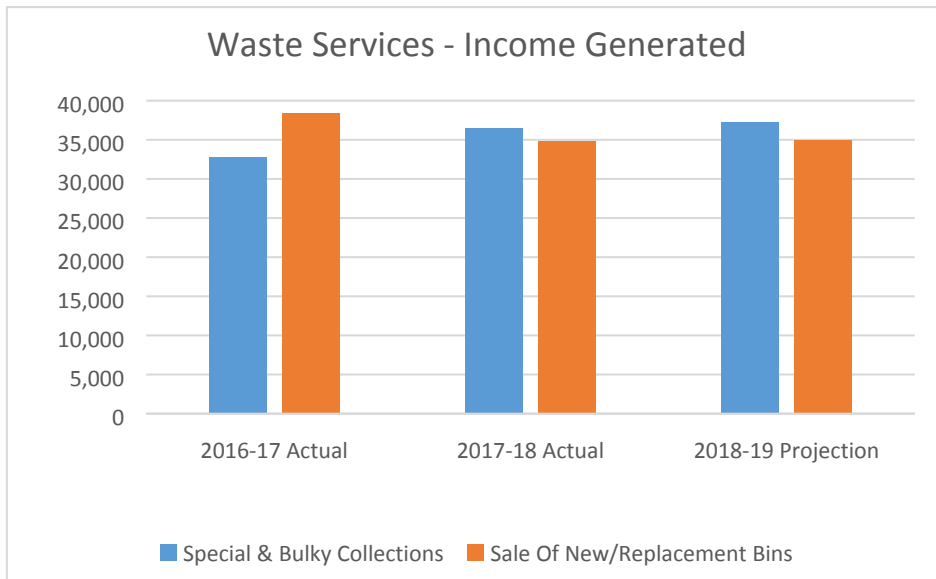
1b) Green Waste Service

A charge for the collection of Garden Waste was implemented with effect from 1st April 2018. A review of the charge for this service will be the subject of a separate report to Committee. If as part of the review the fees and charges are revised we will pick these amendments up and implement the changes.

2. Prior years analysis, current financial year projections

Waste Services are provided to the local residents of West Lindsey and do not have to compete with other councils or private businesses for their main customer base.

The graph below shows the actual income achieved for the previous 2 financial years plus an estimate for 2018-19.



3. Pricing

Fees for Waste sacks have been broken down for ease over the types and also the make-up of costs to assist in making purchases an easier process. Fees have been increased by inflation at 3.4% and rounded up to the nearest 5p for ease.

Fees for bulky household collections have also been increased by inflation, and rounded up to the nearest £1.

Replacement wheeled bins have not been increased as the current fee covers the cost of purchase and delivery.

4. Understanding Customers and Markets

Waste services as mentioned above offers a much needed service within the local community. Charges have had inflationary increases in previous years, these increases have been accepted by the users of the service as it is in line with previous years. An inflationary increase has been applied to waste sack charges.

As stated at (1b) the charge for Green Waste service is subject to a separate report to Committee, and any amendments arising from that process will be picked and amended in the fees and charges schedule.

Replacement wheeled bins have not been increased as the current fee covers the cost of purchase and delivery.

5. Proposed Charges

The proposed charges for 2019-20 are illustrated below.

6. Recommendation

Members are requested to approve the charges for the 2019-20 financial year as detailed below.

2018/19	Proposed Increase	2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£

Garden Waste and Additional Blue Sacks	Per 5 sacks or stickers	£8.25	3.40%		£8.55	£0.00	£8.55	OS
	Postage & packaging of 5 sacks	£2.05	3.40%		£2.15	£0.00	£2.15	OS
	Per 20 Stickers	£0.60	3.40%		£0.65	£0.00	£0.65	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 1st bin	£35.00			£35.00	£0.00	£35.00	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 2nd and subsequent bins	£35.00			£35.00	£0.00	£35.00	OS
Wheeled Bin Replacement (supply & delivery)	Residual, garden waste (each bin)	£33.00			£33.00	£0.00	£33.00	OS
	Blue recycling	£33.00			£33.00	£0.00	£33.00	OS
Wheeled Bins for New Properties (supply & delivery)	Residual, garden waste (each bin)	£33.00			£33.00	£0.00	£33.00	OS
	Blue recycling	£33.00			£33.00	£0.00	£33.00	OS
Bulky Household Waste Collections	Collection articles worth up to 6 points	£30.00	3.40%		£31.00	£0.00	£31.00	OS
	Additional articles worth 1 point collected at the same time	£4.00	3.40%		£4.00	£0.00	£4.00	OS
Collection and Disposal of Fridges and Freezers from Commercial Premises		£86.00			£86.00	£0.00	£86.00	OS
Collection of Clinical Waste		£0.00			£0.00	£0.00	£0.00	OS

Prosperous Communities Committee Work Plan

Purpose:

This report provides a summary of reports that are due on the Forward Plan over the next 12 months for the Prosperous Communities Committee.

Recommendation:

1. That members note the schedule of reports.

Active/Closed	Active		
Date	Title	Lead Officer	Purpose of the report
04/12/2018	Selective Licensing 12 month review	Andy Gray	to provide a further update re progress achievement issues, as resolved by PC Cttee in October 2017
	Future Communication Options	Julie Heath	to present alternative options for communication with the electorate as resolved by PC Cttee in October 2017
	Report on Housing Company	Eve Fawcett-Moralee	Matters arising from Full Council requested a paper to go to prosperous Communities, arising from a motion. EFM has now confirmed the aim will be for this to go by December 18, ahead of Full Council 19.
	P&D Period 2 Report 2018/19	Mark Sturgess	To consider the Progress and Delivery report for period 2 2018/19
	establishment of a strategic health partnership	Karen Whitfield	to establish a strategic health partnership for West Lindsey
	Broadband Options	Ian Knowles	Follow up report following the resolutions made by the PC Committee at its meeting on 5 June 18
	Syrian Refugees	Rachel Parkin	to advise of new government proposals and schemes
	Houses of Multiple Occupation (HMO) Policy	Andy Gray	To provide Councillors with and seek approval for a new policy in relation to HMOs in the district.

	Waste Strategy	Ady Selby	To adopt the revised Joint Municipal Waste Strategy for Lincolnshire
	MOU Joint Action - Improving Health thru' the Home	Karen Whitfield	To agree the joint action
	Gainsborough Markets - Outcome of Procurement	Ady Selby	To provide Members with the outcome of the procurement exercise and future options for the markets
	Banning Orders - Housing and Planning Act 2016	Andy Gray	To provide Management team and Committee with the Councils policy in relation to banning orders.
04/12/2018 Total			
29/01/2019	Leisure Contract Update	Karen Whitfield	To update Members on the implementation of the leisure contract and performance to date
	Public Realm Task & Finish Group	Grant White	Final report to scrutinise the effectiveness of the services offered by public agencies in maintaining the rural public realm.
	Base Budget 19/20	Tracey Bircumshaw	To set the budget for 2019/20
	Customer First - Progress Report	Michelle Carrington	To update the cttee on progress in implementing the programme, as requested and resolved at pc cttee meeting on 17 July. Further update planned for July 19
	South West Ward Waste Collections Review - Update	Ady Selby	To update Members on the findings of the engagement exercise and offer alternative options where appropriate.
29/01/2019 Total			
19/03/2019	P&D Period 3 Report 2018/19	Mark Sturgess	To consider the Progress and Delivery report for period 3 of 2018/19
	South West Ward Waste Collection Review - Outcome	Ady Selby	For decision on waste collection methodology in ten foot areas of Gainsborough following engagement exercise and pilots.

19/03/2019 Total			
Being scoped	Joint Working with ACIS - Japan Road	Eve Fawcett- Moralee	Recommendation 3 of the Japan Road paper that went to committee on 06/02/18 stated that a further report would be brought to the Committee in April with a proposed Business Plan of the JVCo and the financial investment implications for West Lindsey District Council.
	Community Engagement Strategy	Grant White	To introduce a new Community Engagement Strategy for West Lindsey District Council replacing the current Consultation Strategy 2008
Being scoped Total			
Grand Total			

Note: - A update regarding the joint working with ACIS workplan item will be provided at the conclusion of the meeting

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