

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **COMMUNITY SERVICES COMMITTEE** is at **6.30pm** on **TUESDAY, 17 OCTOBER 2017** in the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you will be there.

Yours sincerely

CHIEF EXECUTIVE

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

AGENDA

Part I – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. Minutes of the meetings held on 29 August 2017 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public participation (if any).

DECISION ITEMS

- ✓ 5. Roefield Football Project – report of Director of Community Services – copy enclosed.
- ✓ 6. Clitheroe Food Festival – report of Director of Community Services – copy enclosed.
- ✓ 7. Beats for Cancer – report of Director of Community Services – copy enclosed.
- ✓ 8. Review of Fees and Charges – report of Director of Resources – copy enclosed.

- ✓ 9. Capital Bids 2018/2023 – Report of Director of Resources – copy enclosed.
- ✓ 10. Clitheroe Museum Collections Development Policy – report of Director of Community Services – copy enclosed.

INFORMATION ITEMS

- ✓ 11. Capital Monitoring 2017/2018 – Report of Director of Resources – copy enclosed.
- ✓ 12. Revenue Monitoring 2017/2018 – report of Director of Resources – copy enclosed.
- ✓ 13. General Report – report of Director of Community Services – copy enclosed.
- 14. Reports from Representatives on Outside Bodies (if any).

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

None

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No.

meeting date: 17th OCTOBER 2017
title: ROEFIELD FOOTBALL PROJECT
submitted by: DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE

1 PURPOSE

- 1.1 To provide an update on a proposal from Clitheroe Wolves Football Club (CWFC) and the Lancaster Foundation (LF) to work in partnership with Council to develop a football specific facility at Roefield Playing Pitches, and to seek approval in principle for the proposed arrangements.
- 1.2 Relevance to the Council's ambitions and priorities
- Community Objectives – To sustain a strong and prosperous Ribble Valley
 - Corporate Priorities - To help make people's lives safer and healthier
 - Other Considerations – To develop, with relevant partners, measures to support the visitor economy

2 BACKGROUND

- 2.1 At the last Community Committee members considered a report on the proposal by CWFC and the LF to develop an indoor football facility and support the building of a full size 3G synthetic surface at Roefield. This would also require a successful application for match grant funding from the Football Foundation (FF)
- 2.2 Members agreed in principle that the proposal should be developed (Minute ref 176, 1&2 29/08/17).
- 2.3 Since that committee, meetings have taken place with the all the parties involved and a more detailed picture of the proposal has now emerged.
- 2.4 Members will recall the current scheme proposed is to build an indoor facility which would provide a space of 60x40m to play football/rugby etc. that would be operated and managed by CWFC and the LF. The land being leased, subject to Committee approval, to them for the purpose.
- 2.5 Sitting alongside the indoor facility, would be an outdoor full size (106x71m) floodlit artificial pitch (probably 8 lighting columns c15m high)

3 ISSUES

- 3.1 Sport England have been approached to gain confirmation they would not seek clawback of the funding granted to improve the existing 3G surface which would need to be removed and replaced by the new pitch. Informally this appears to present no problem, however the Council awaits this to be confirmed in writing.

- 3.2 In order to meet the safeguarding guidance for changing rooms there would need to be some alterations to the Councils' existing pavilion, the option of a new modular building erected alongside the pitch has been discounted due to cost. Without changing rooms the FF would not be able to help fund the new pitch. The changing rooms need to be self-contained, i.e. to contain both shower and toilet provision. Currently the 11 changing rooms have a block of showers and toilets which serve all the changing rooms. Consultation with the FF on the options for such alterations has determined that this is possible without compromising the pavilions' use for the outdoor pitches.
- 3.3 The outline cost for the project currently to build the outdoor pitch (£650k) and amend the changing rooms (£150k) would be £800,000, ex Vat. The costs for the outdoor pitch are based on Football Foundation 'industry average' costs and the costs of the amendments to the changing rooms are latest internal estimates based on the work that is needed. As such both of these are not based on any firm costings and therefore a contingency of 10% is suggested. The investigation works referred to below at paragraph 3.8 may mitigate the need for this sum, but this is not known at this stage.
- 3.4 The FF will consider a bid for grant funding for this element of the project, if approved the LF has indicated their willingness to provide the other funding for the outdoor pitch and changing rooms. The actual split between the two funders may not be equal, as the FF could be asked for a higher sum than the LF, the maximum sum the FF can fund is £500k. Although they have acknowledged that such an award is the exception. The LF will fully fund the indoor facility, as this is not eligible for FF funding.
- 3.5 A lease has been drawn up for the LF and CWFC to consider, giving them possession of the land for a period of 21 years. The annual rent would be £4,500 reviewable every 5 years, this sum would be payable within 6 months of occupying the building. As the LF and CWFC are likely to create a separate charitable company to operate the indoor facility they would be eligible for 80% discretionary business rate relief on it.
- 3.6 The Council would be required as landowner to be the client for the outdoor pitch project and will have to submit the bid to the FF. Also because the drawdown of funding is retrospective, provision within the Councils' budget will be required to ensure that this is funded.
- 3.7 A legal agreement will have to be entered into with the FF if a successful bid is achieved, similarly one will be required with the LF for their funding.
- 3.8 To progress the scheme a request has been made to the LF for £12,000, to cover the initial funding to pay for the pre site investigation works required by the FF. That sum (c£3,000) is at the risk of the applicant until the scheme has been considered and hopefully approved by the FF. So too is the next phase, (£9,000) which involves the preparation of designs and tenders and the submission for planning approval. Only after this work has been undertaken can a bid to the FF be made.
- 3.9 On the existing site where the new artificial pitch would be located is an existing artificial cricket wicket. That will need to be relocated as part of the scheme. It is used for junior training and matches up to the age of 11 and can be accommodated within the remaining space on the site between reconfigured grass pitches. This would be an approximate further cost of £11,500. This can be incorporated into the scheme and is eligible for funding from the FF.

4 FINANCIAL IMPLICATIONS

- 4.1 A breakdown of the estimated capital scheme costs of the scheme (after pre-site investigation works) is given below. The Council would be expected to project manage the outdoor pitch scheme, which would require time being devoted to it by Council officers.

Scheme Element	£
Outdoor Pitch <i>Football Foundation 'industry average' costs</i>	650,000
Amending the Existing Changing Rooms <i>Latest internal estimates based on the work that is needed</i>	150,000
Relocate the Existing Artificial Cricket Wicket <i>Quote received</i>	11,500
Shock Pad to Extend the Life by up to twice as long (Optional)	50,000
10% Contingency	86,150
Officer Time <i>Based on one officer – 18 days</i>	3,100
Potential Scheme Cost	950,750

- 4.2 The proposal is for a pitch without a shock pad underneath the surface. This is not a FF requirement, however the installation of a pad at around £50k, when the surface is laid, means that the life of the playing surface can be extended for up to twice as long. It also means that it makes the surface better suited for rugby practice which adds to the strength of the business plan. The additional £50k is shown in the table above as an optional additional cost
- 4.3 Should the cost of the scheme once tendered be in excess of the estimate above, a request would need to be made to the FF and LF for extra funding. If this were not forthcoming the Council would need to determine if the scheme proceeded and how that shortfall would be funded.
- 4.4 Should costs of the scheme increase once work has been started, due to unforeseen circumstances such as on ground works, then it is anticipated that this would be met from the contingency that has been allowed for, and which would be included in any application for funding.
- 4.5 If the Council as proposed, own and operate that facility, if the surface was used intensively throughout the year a capital sum of between £300,000 – £450,000 (2017 estimate) would be needed to cover the refurbishment, depending on the state of the surface, lighting etc. This is very much a worst case scenario and it is anticipated that day time use as with most artificial surfaces would be limited to some casual and school use, with the majority of play taking place from late afternoon through into the evening and at weekends.
- 4.6 As operator there would be revenue costs for the operation of the full size pitch, these would be expected to be offset by the income generated from the pitch. The Football Foundation publish an indication of likely running costs, however these will vary from facility to facility. The table below provides the Football Foundation **indicative** costs.

Potential Revenue Cost	Year 1 £	Year 2 £	Year 3 £	Year 4 £	Year 5 £
Annual Maintenance		4,500	4,640	4,770	4,920
Cleaning	1,500	1,550	1,590	1,640	1,690
Equipment Replacement		2,000	2,060	2,120	2,190
Pitch Testing/Inspection				2,500	
Day to Day Maintenance	2,500	2,580	2,650	2,730	2,810
Flood lamp Replacement		180	180	180	2,600
Flood lamp Maintenance		800	800	800	800
Flood lamp Utilities	7,200	7,420	7,640	7,870	8,100
Potential Annual Revenue Costs	11,200	19,030	19,560	22,610	23,110

4.7 Income from the current outdoor facility is budgeted at just less than £30k per annum. The existing facility is approximately a third/half the size of the proposed new facility (playing space). It must be highlighted that we do not have any proposed charging structure for the new facility at this point in time.

5 NEXT STEPS

5.1 There are a number of further steps to be undertaken with regard to costings, funding agreements and application processes

- To determine how the outdoor football pitch and changing rooms will be delivered including detailed costings
- To determine and draft the appropriate legal and funding agreements required with the Lancaster Foundation
- To determine the application process with the Football Foundation for the outdoor pitch and changing facilities.

6 RISK ASSESSMENT

6.1 The approval of this report may have the following implications

- Resources – The Council has no current capital plan proposal to invest in upgrading the tennis court surface or the existing changing rooms and the proposal for an indoor facility and a full size pitch is substantially beyond the scope of the current capital programme. Therefore the provision of external funding offers a tremendous opportunity to enhance the recreational offer for the community in the Borough. Should a bid to the FF be unsuccessful, there is no plan to proceed with the full size pitch scheme.

A sum of £31,000 is currently in the 2018/19 capital programme for the replacement of the current artificial pitch lighting. At some point in the future, depending upon general wear and tear, but likely to be around 8-10 years of use, the outdoor pitch surface of the new proposed 3G area, will require replacement, possibly with other areas such as fencing, lighting etc.

Approval of the scheme would require an addition to the capital programme of £950,750 and would be subject to securing external funding. It is suggested that a reference to Policy and Finance committee be made after the next meeting of this committee, subject to the 'next steps' detailed at section 5.

- Technical, Environmental and Legal – An agreement would need to be reached with CWFC on what they would pay for using the outdoor facility if built, a draft lease has been drawn up. Both the indoor and outdoor facilities would be subject to the normal planning application process. Both elements of the site – being that developed by Clitheroe Wolves FC as a scheme and the Ribble Valley outdoor pitch/changing rooms scheme will be written in to any agreement to ensure that they are **not** mutually exclusive.
- Reputation – The capital investment being proposed is substantial, albeit with some risk to the Council. Although both the FF and LF are proposed as the funding sources, if a shortfall developed and neither was willing to provide the necessary finance, the Council could be left with no alternative but to fund the sum needed or risk losing the scheme. The requirements of the FF mean that there has to be at least one preferably 2 founding clubs, CWFC would be one and another has to be agreed.
- Equality and Diversity – The proposed facilities would extend the opportunities for all sections of the community to participate in sport, with surfaces which would be unaffected by all but the most extreme weather.

7 RECOMMENDED THAT COMMITTEE

- 7.1 Approves the project proposed in principle as amended, subject to entering in to the appropriate funding and legal agreements with the Lancaster Foundation and subject to a successful application to the Football Foundation for match funding for the outdoor pitch and changing rooms.
- 7.2 Requests officers to bring a report to the next committee setting out details of the scheme together with timescales and the agreements that are proposed.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

For further information please contact Mark Beveridge 01200 414479

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No 6

meeting date: 17 OCTOBER 2017
 title: CLITHEROE FOOD FESTIVAL 2018
 submitted by: DIRECTOR OF COMMUNITY
 principal author: MARK BEVERIDGE

1 PURPOSE

1.1 To provide an update on this year's event along with the outturn for income and expenditure. To consider the Council's support for the 2018 festival.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To sustain a strong and prosperous Ribble Valley, encompassing our objective to encourage economic development throughout the borough, with a specific emphasis on tourism.

2 BACKGROUND

2.1 The Council's involvement in the 2017 Food Festival was approved by members following receipt of a proposal to this committee from the Clitheroe Festival of Food Limited at your meeting in October 2016 (minute 284; 11.10.16).

2.2 This Committee agreed to the proposals of previous events based on the condition that the Council would take the lead in organising the event, control the budget and that any future financial concerns were brought back to this committee for consideration.

3 THE COUNCIL'S INVOLVEMENT IN THE 2017 FOOD FESTIVAL

3.1 The Council involvement with the 2017 event was reported to members at the August meeting.

3.2 The Council financially supports the event with a £5,000 grant from the economic development service. Additionally, there is significant Council staff involvement in all aspects of the event and a large amount of infrastructure, such as car parks, are provided, to enable the event to be staged.

3.3 Our delivery of Clitheroe Food Festival with the Food Festival Board is regarded as an invaluable contribution to our promotion of the area as a tourist destination and also in our role in economic development. Although there is limited hard evidence to support the economic impact of the event on the town. The traders who attended the event seem to have had a good trading day, with many reporting excellent sales, a number sold out of the produce they brought. The breakdown of attendees is provided below:

- Ribble Valley businesses		28 (including a number of new businesses)
- Lancashire	47	
- Outside Lancashire		11 (e.g. Grasmere gingerbread)
- Non food		9 (charities, Lions etc)
- Sponsors		3

3.4 However this does not mean that the event is universally welcomed by the town's business community. Two Clitheroe market stall holders chose to close on the day of the event and a number of high street retail owners do not engage with the event and would prefer it did not happen. Some retailers ask not to have stalls in front of their properties and where possible the Council work to achieve this. Following the event, waste material left in Market Place from the Seafood Co. marquee had to be removed, but that could not be done until Sunday morning, the cost of which is to be recovered, but the bars in the area were not happy at the mess.

4 ISSUES

4.1 A survey carried out on behalf of the Council following the 2017 event sought to determine the impact on and attitude of the retail sector in Clitheroe that the food festival has.

4.2 The results of the survey are summarised in Appendix A

4.3 At the August Committee and in some press reports, the predicted deficit which the event made in 2017 was seen as a cause for concern. However, an earmarked reserve has been built up from the surpluses achieved in past years of the food festival to fund such occasions. This is fully funded from the food festival resources not the Councils'. The cost of staging this free to attend event has been offset in part by the attraction of sponsors, which the Food Festival Company Board have worked at securing to date.

4.4 The only areas where income can be generated from are: stall holder fees, park and ride and selling tickets to attend demonstrations and food tastings. The latter have proved to be not very cost effective and scaled back to tastings events in the past 2 years. This is because buying in a celebrity chef is upwards of £10k, which could not be recouped from ticket sales. The charge levied for a stall is in line with other similar events and unlike food festivals which can charge an entry fee, this is not possible for Clitheroe as it is staged on the streets of the town. It would not be practical or acceptable to the business community to charge people to enter the town in order to recoup the cost of staging the event.

4.5 The true economic impact of the event for the area, are difficult to determine without a full study, the cost of which would be beyond the scope of the present Food Festival budget. Anecdotal evidence suggests that the festival gets visitors from further afield than the immediate areas, e.g. Manchester, Wales and Cumbria. However there is no reliable evidence to indicate the numbers from these areas. It is undoubtedly busy, how much more so than a normal Saturday shopping day is not possible to say. It is known that stall holders at the festival enjoy brisk trading and many end the day having sold out of the stock they bring.

4.6 The traffic management impact on the town has commenced previously on a Thursday with the closure of the market car park after lunchtime to begin the build of the marquees for the food court. On the Friday before the event, a greater impact is made, because a marquee is built in the Market Place at the bottom of Castle Street, which alters the direction of the traffic flow through the centre of town. It is proposed that with any future events this no longer happens. The rationale being that the disruption to the town is not worth the benefit of the marquee. On the day traders who can set up and dismantle their stall or trailer, provide a more cost effective approach.

5 FINANCIAL PERFORMANCE

- 5.1 The final outturn for the Clitheroe Food Festival 2017 is that it made a deficit of c£9000. Details of the latest projection of estimated income and expenditure are provided at Annex 1. It must be highlighted that this figure is still not final at this stage as we are still awaiting some final invoices, but it should not be materially different.
- 5.2 There have been two main variances with regards income and expenditure: security and sponsorship income. Additional security personnel were hired this year to assist with crowd management and overall safety of the event, resulting in additional expenditure of £1,440. Also there was a large reduction in sponsorship income attracted by Clitheroe Festival of Food Limited, being £7,000 lower than that attracted towards last year's festival. Both of these items are the main contributory factors to the increase in the overall net cost of this year's festival.
- 5.3 With regard to sponsorship it must be noted that of the £12,500 income shown for this year at Annex 1, £2,000 of this has yet to be received from the Seafood Pub Company Limited. This is now being processed through the Council's recovery process. At your last meeting we reported that this was to be paid early September, but remains outstanding.
- 5.4 There have also been some changes around VAT this year in that stallholder income and park and ride income is now fully VATable following changes implemented by HMRC – previously we were able to treat stallholder income as not VATable and only the parking element of the park and ride income as VATable. To a large extent the impact of these changes has been absorbed within the price increase charged this year.
- 5.5 It is proposed to fund the deficit that has been experienced on this year's festival from an earmarked reserve which is made up of surpluses that have been realised in past years of the festival – set aside to meet such deficits that may arise (balance at 31 March 2017 was £25,912).

6 RISK ASSESSMENT

- 6.1 The approval of this report may have the following implications:
- Resources – The 2016 surplus was £5,222. Approximately £21,500 of staff time was provided in support of the festival, which is not charged to the festival. A £5,000 economic development grant is also given in support of this event. The 2017 position at this point in time is estimated to be a deficit of £9,073. It is proposed to fund this from an earmarked reserve which is made up of surpluses that have been realised in past years – set aside to meet such deficits that may arise (balance at 31 March 2017 was £25,912).
 - Technical, Environmental and Legal – The size of the event growing as it has in popularity makes safe staging a constant challenge given the limited street space available within the townscape. The event extended the full length of King Street this year. Development of the Clitheroe market in the future will require significant revisions to the way the festival is run and it would be sensible to have dialogue with the business community before any decisions were taken on the future layout of the festival, due to the impact on the town.
 - Political – None.

- Reputation – The 2017 Festival was a well-run event which enhances the Council's reputation, it received considerable media coverage and the general feedback from attendees was very positive.
- Equality and Diversity – The festival is located on the streets of the town and all areas are accessible. Demonstrations are located in accessible buildings.

7 CONCLUSION

- 7.1 The 2017 festival was again a successful event, in both attendances (15-18,000 estimated visitors and c100 exhibitors). There was the same number of exhibitors as 2016, despite some reports to the contrary.
- 7.2 The council have a very significant resource input - by way of staffing, infrastructure and direct financial support - in ensuring that the food festival is a resounding success. Most of these resources are not accounted for in the food festival accounts and are in essence provided by the council 'in-kind'.
- 7.3 The festival this year has operated at a financial loss, which is largely due to the lower level of sponsorship attracted by Clitheroe Festival of Food Limited and some necessary additional costs around security and crowd safety.
- 7.4 Whilst the loss for this year can be supported by the use of the earmarked reserve set aside for this purpose (using past food festival surpluses), in the longer term an increase in sponsorship, reduction in costs or alternative methods of income generation need to be sought. Or the Council will need to consider the event as a growth item for consideration as part of budgetary process, to cover the costs of staging it.

8. RECOMMENDED THAT COMMITTEE

- 8.1 Note the report.
- 8.2 Ask Policy and Finance to consider the release of funds from the earmarked reserve to cover the deficit from 2017.
- 8.3 Consider whether the Committee supports the staging of the food festival in 2018 and the Council resources this involves.

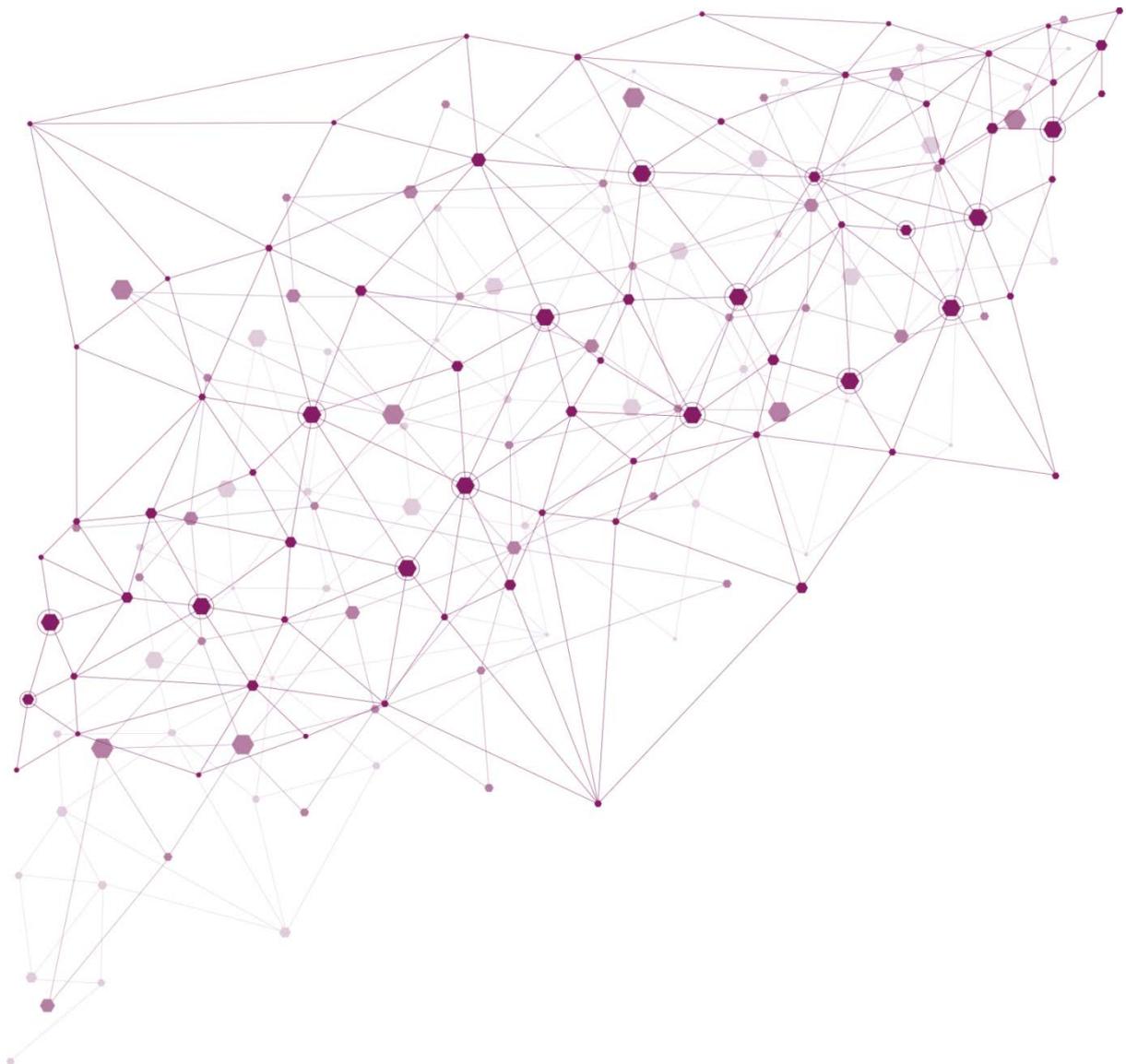
MARK BEVERIDGE
HEAD OF CULTURAL & LEISURE SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS – CFF File

Ribble Valley Council

Clitheroe Food Festival Business Survey 2017



1. Executive Summary

- Responses from **71** businesses and market traders in Clitheroe town centre were captured
- There was a noticeable difference between responses from market traders and other businesses throughout
- **90%** of businesses feel the **food festival is important for Clitheroe**
- **41%** of businesses agree the **food festival is important for their business**
- **58%** of businesses were **busier than normal on the day of the food festival**
- **51%** of businesses indicated that the **food festival has had a positive impact on their business since it first started**
- **44%** of businesses promoted the business through word of mouth. 100% of market traders said they promoted the event through word of mouth.
- The main suggestions and ideas given by businesses were to **spread the food festival more widely across the town** and scheduling the food festival so it does not clash with other nearby events
- There were some suggestions about holding more events of a similar nature and many comments seeking Christmas markets to be held.

2. Methodology

The questionnaire took no longer than five minutes to complete and also provided businesses with the opportunity to comment on the Food Festival. The questions covered areas including importance for the town, importance for the business and impact on footfall.

A range of businesses were interviewed on Castlegate, King Street, Market Place, Moor Lane and Well Gate. In addition, traders at the market were interviewed.

Half (52%) of those businesses surveyed were retail shops followed by a third (31%) which were market stalls.

Businesses from a range of town centre locations in Clitheroe were surveyed.

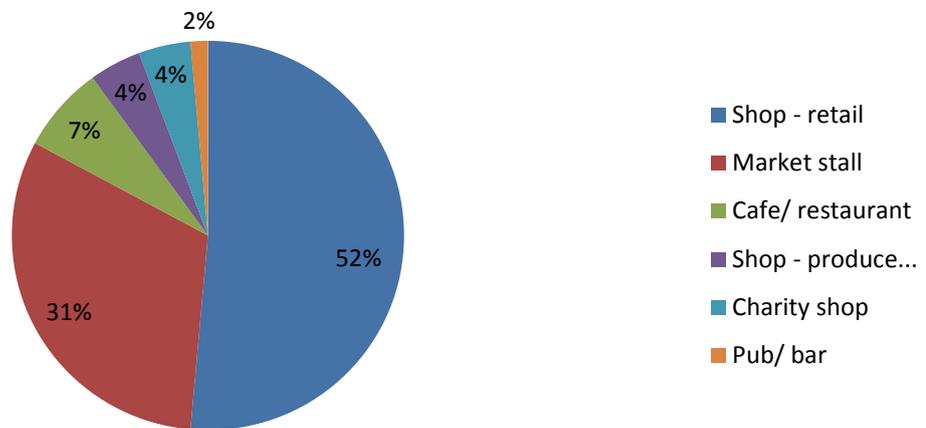
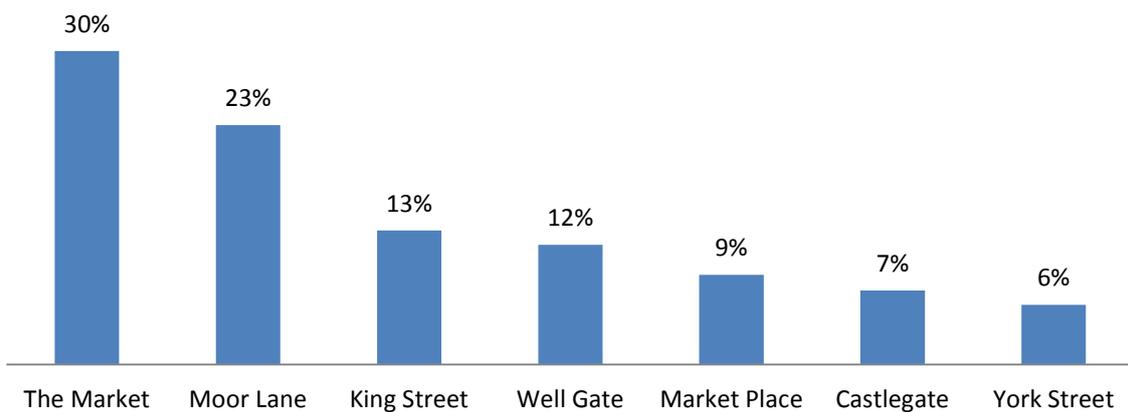


Figure 2.2 Business location (base- 69)

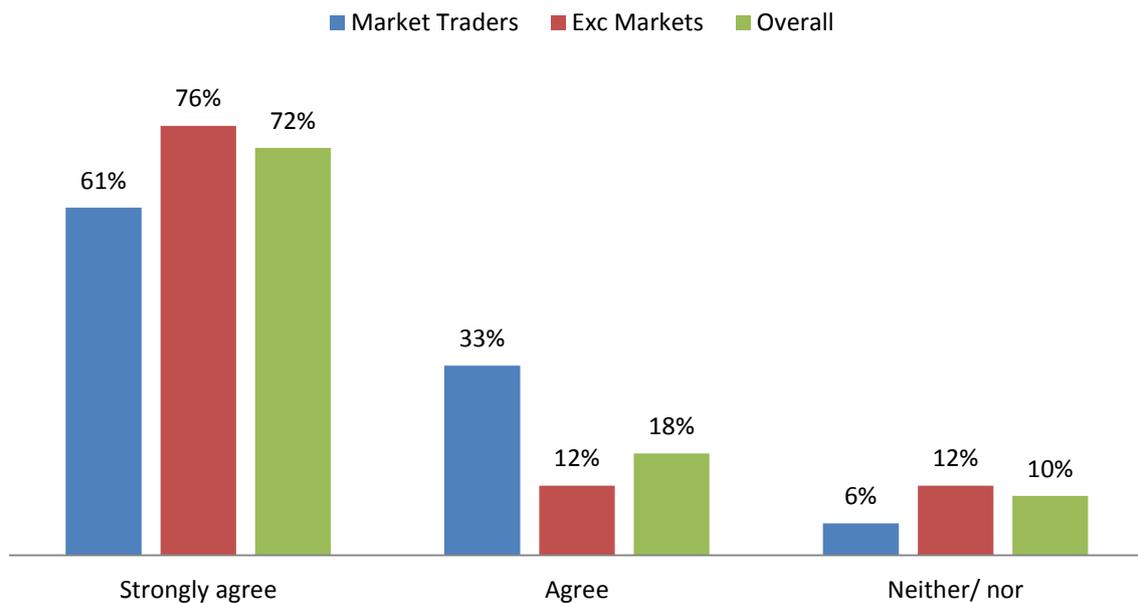


3. Importance of the events

Overall 90% of businesses strongly agreed or agreed that the food festival is important for Clitheroe. No businesses surveyed disagreed that the food festival is important for the town. Most comments from businesses mentioned how the food festival “brings new business into the town” and “raises awareness of the town”.

Businesses excluding market traders were more likely to strongly agree (76%) that the food festival was important for the town than market traders (61%).

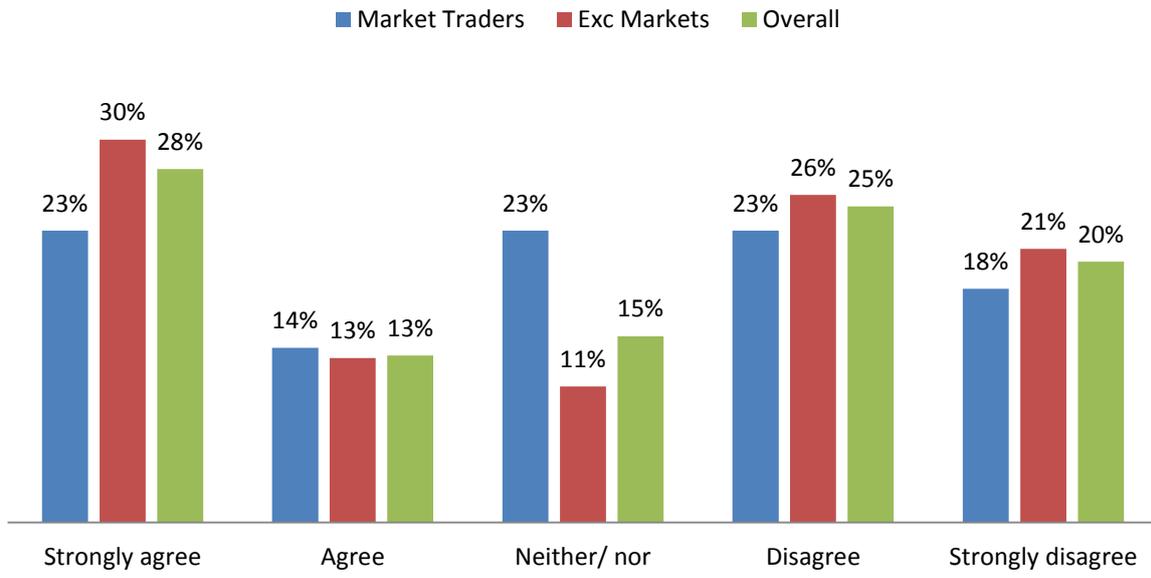
Figure 3.1 Importance for the town (base- 67)



Overall 41% of businesses agreed that the food festival was important to their business, whereas 45% disagreed. Some businesses indicated that this may be due to the food festival diverting footfall elsewhere or road closures blocking entrance to their business. Positive comments include “one of our busiest days of the year” and “attracts more customers and awareness of our business”. Some negative comments include “closed off down at Well Gate, stops the regular customers coming in” and “we actually lose business”.

Market traders were more likely to be in agreement that the food festival was important for their business than other businesses in Clitheroe (43% vs 37%).

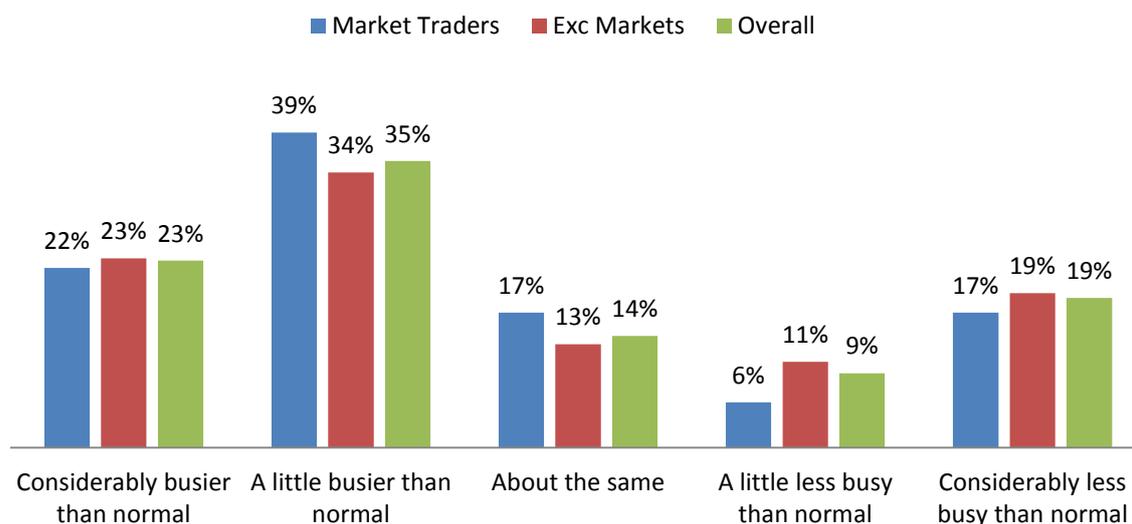
Figure 3.2 Importance for business (base- 69)



4. Impact of the events

Overall 58% of businesses said they were busier than other weekends throughout the summer compared to 28% of businesses where were less busy. 14% of business said they were just as busy.

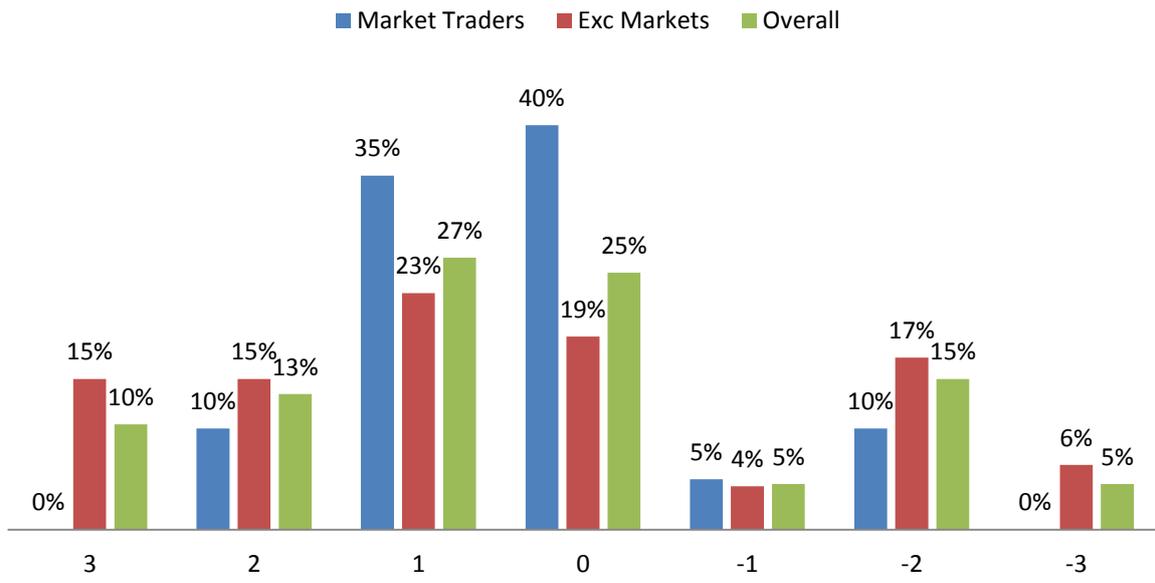
Market traders were more likely to be busier than normal compared to other businesses in Clitheroe (61% vs 57%).



Overall half of businesses (51%) said the food festival has had a positive impact on their business since it began compared to 24% of businesses who claim it has had a negative impact. 25% of businesses believe the food festival had a neutral impact.

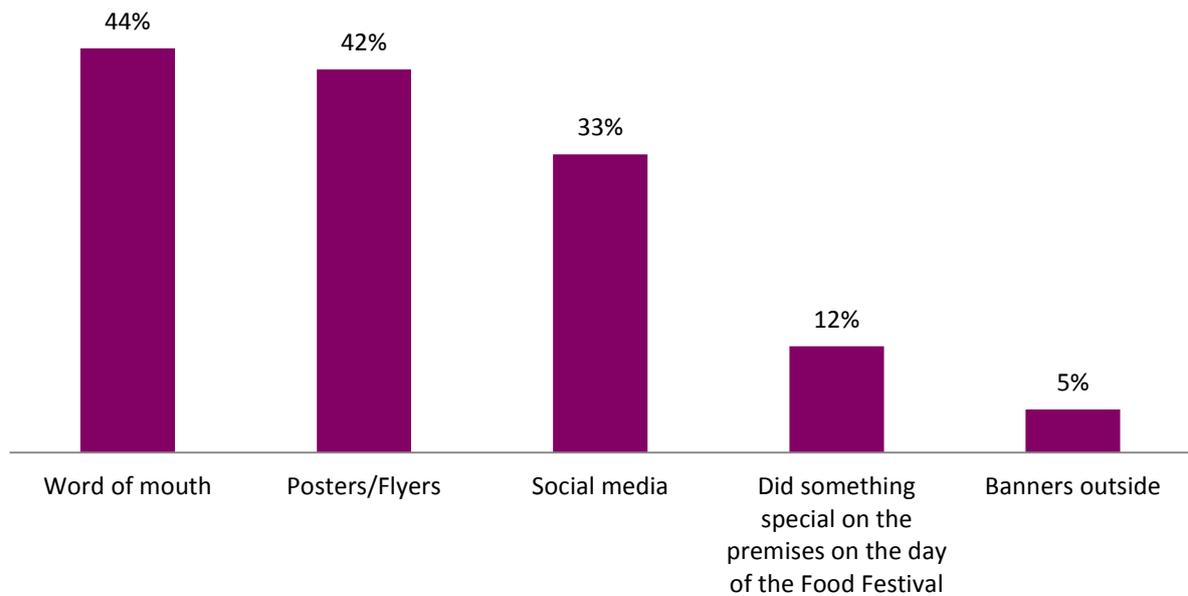
Businesses excluding market traders were more likely to report a positive impact on their business than market traders, with 53% scoring the event 1 or above for positivity compared to 45% of market traders. Market traders were overwhelmingly more likely to report a neutral score for the festival than other businesses (40% vs 19%), hinting that the impact on their business was similar to other summer weekends.

Figure 4.2 impact on business (base- 67)



5. Promoting the food festival

61% of businesses promoted the food festival in some way or another. Word of mouth (44%) was the most common way businesses spread information about the food festival, followed by displaying a poster / flyer for the event. Of the businesses that did something on the premises of their shops, several created displays or set up a stall in front of their premises. A few businesses offered discounts on some of their products for the day.



6. Comments and suggestions

The main comments or suggestions for the food festival related to the following:

- Spreading the festival more widely across the town so that more businesses can benefit from the exposure and to ease congestion of the significant footfall generated on the day.
- Scheduling the festival on a day which doesn't clash with other nearby events to increase footfall (Royal Lancashire Show / Blackpool Air Show).
- Offering local market traders more stalls and reserving their usual trading stall.
- Better location of barriers / road blockades so footfall is able to access all town centre businesses more easily.

89% of businesses said they would like to see more events organised, some suggestions included:

- A Christmas market which could be spread around the town to increase footfall, like it has done at the food festival. Some specific suggestions include a German or continental style Christmas market.
- Some kind of event which will target local people and residents.
- Some businesses would be happy with any kind of event which would attract people to the town; some suggest holding a similar market event on a quarterly basis.

APPENDIX B

Clitheroe Food Festival 2017 comparison to the 2016 Festival	With Food Festival 2016 £	Food Festival 2017 (Provisional) £	Difference (- are favourable) £
EXPENDITURE			
EMPLOYEE RELATED			
Staffing Costs Before, During and After the Event	4,141	5,124	983
<i>total employee related</i>	4,141	5,124	983
PREMISES RELATED			
Marquees, Stalls and Staging for Town Centre Entertainment	9,469	10,248	779
Demonstration Venues	940	960	20
Portable Toilets	450	475	25
Park and Ride Facilities	570	670	100
<i>total premises related</i>	11,429	12,353	924
TRANSPORT RELATED			
Park and Ride Coach Hire	1,600	1,700	100
Hire of Van	36	40	4
<i>total transport related</i>	1,636	1,740	104
SUPPLIES AND SERVICES			
Advertising and Promotions Online and in Print	4,413	4,156	-257
Printed Leaflets and Posters	2,612	3,288	676
Film	900	0	-900
Town Crier - To make proclamations in week prior to festival	160	160	0
Postage	86	77	-9
Volunteer T-Shirts (50 of)	662	201	-461
Other (Cable ties etc)	627	1,885	1,258
Sponsored Banners (Cost of)	1,125	1,180	55
On Street Entertainment	760	1,050	290
Two Way Radios for on the Festival Day	260	435	175
First Aid Provision	1,232	1,325	93
Festival Site Security	552	1,835	1,283
Demonstration Kitchen	0	0	0
Childrens Workshops (Cost of)	1,175	1,570	395
The Mad Science Funstations	0	800	800
Refreshments	447	289	-158
AA Signs within Clitheroe and Perimeter	1,150	1,173	23
Traffic Management Signage and Coning	1,565	1,946	381
Other Directional Boards/Signage	506	218	-288
Competition Prizes and Associated Costs	236	123	-113
<i>total supplies and services</i>	18,468	21,711	3,243

Clitheroe Food Festival 2017 comparison to the 2016 Festival	With Food Festival 2016 £	Food Festival 2017 (Provisional) £	Difference (- are favourable) £
THIRD PARTY PAYMENTS			
Beats for Cancer 50% Share of Flag Income	1,538	473	-1,065
Food Festival Marketing - Latitude Studios Limited	4,000	4,000	0
<i>total third party payments</i>	<i>5,538</i>	<i>4,473</i>	<i>-1,065</i>
<i>Total Gross Expenditure</i>	<i>41,212</i>	<i>45,401</i>	<i>4,189</i>
INCOME			
CUSTOMER AND CLIENT RECEIPTS			
Park and Ride Income	-3,577	-4,201	-624
Chargeable Events - Demos/Tastings	-1,105	-639	466
Charges to Exhibitors	-12,512	-11,863	649
<i>total customer and client receipts</i>	<i>-17,194</i>	<i>-16,703</i>	<i>491</i>
GRANTS REIMBURSEMENTS AND CONTRIBUTIONS			
Grant from Ribble Valley Borough Council	-5,000	-5,000	0
Over/Unders	10	0	-10
Fair	-500	0	500
Sponsored Promotional Banners	-4,250	-2,125	2,125
Total Sponsorship	-19,500	-12,500	7,000
<i>total grants reimbursements and contributions</i>	<i>-29,240</i>	<i>-19,625</i>	<i>9,615</i>
<i>Total Gross Income</i>	<i>-46,434</i>	<i>-36,328</i>	<i>10,106</i>
For 2017 - Potential) NET (SURPLUS)/DEFICIT	-5,222	9,073	14,295

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No. 7

meeting date: 17th OCTOBER 2017
title: BEATS FOR CANCER EVENT IN CLITHEROE CASTLE GROUNDS
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE, HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

1.1 A request has been submitted to hold a music event in the Castle Grounds for Saturday 18th August, 2018. This committee approved delegated powers to the Director of Community Services in September 2014, to work with event operators to provide a range of annual events in the borough, to achieve a positive economic impact and help to promote the area from a tourism perspective (Minute 197, No. 2, September 2nd, 2014). This report is submitted because of the nature of the event proposed and the potential impact for local residents.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To sustain a strong and prosperous Ribble Valley
- Corporate Priorities - To encourage economic development throughout the borough, with specific focus on tourism
- Other Considerations – To develop, with relevant partners, measures to support the visitor economy

2 BACKGROUND

2.1 The organisers are local people, who have held similar events since 2014 based in the Castle at the bandstand. The event involves DJs playing dance music; no live acts have previously played, though that is proposed to change for 2018. In the first 2 years it ran as a free to attend event and people made donations, 2016 the event was ticketed. The proceeds from the event are donated to cancer charities. In 2017 that sum was approximately £20,000.

2.2 The crowd capacity for 2017 was 3,000. This figure is proposed to be maintained for 2018. The hire period will commence in the week before the event, plus a couple of days following the event to de-rig the equipment.

2.3 An admission charge is again proposed; this will be up to £25 per ticket. To control entry organisers need to place a fence around the event area of the bandstand and the grass banking and some of the grass area alongside the bandstand for food and drink outlets, plus the labyrinth and approximately one third of the field area. Access will be limited to ticketholders to this area, for the whole of Saturday, 18th August.

2.4 The current normal hire charge for the bandstand is £98 per day (due to rise for 2018), plus any additional costs associated with any work if the Council were to be asked to help with the set up or clear out, together with a refundable deposit held to cover any damage to the site. In previous years the Council has for a fee, collected

the bags of rubbish, once the organisers have cleaned the event area, it is expected that this will happen again next year. The event uses much more than simply the bandstand, last year around half the Castle field was used along with the banking above the bandstand and the labyrinth, for which a fee of £250 plus the PRS fee was levied.

- 2.5 The organisers will need to apply for their own Premises Licence to enable them to stage the event, which will cover the sale of alcohol.

3 ISSUES

- 3.1 The central location and the impact on local residents is the most significant issue arising from staging the event. In 2017 there were 12 noise complaints from around the town. This resulted in an Environmental Health Officer being called out to assess the noise from the event on Saturday evening. The very nature of the music played which is heavily base note driven and repetitive in nature, makes it more intrusive than would be the case with an event which had more variety, though obviously once music is amplified within the confines of the Castle grounds it will impact on local residents. The children's play area has been left open through the event, although there were some users who expressed concerns that their children were uncomfortable with the music volume which cut their visit short. Reports have been requested from the sound engineers who monitored the sound throughout the event on behalf of the organisers, as part of their licence condition, however to date nothing has been received. This monitoring ought to have taken place at different times and locations to help ensure the music did not exceed certain defined limits.
- 3.2 During the 2017 event there were for four separate 999 calls made for assistance by the organisers, due to attendees at the event suffering from the effects of alcohol or illegal substances. Of these 3 resulted in an ambulance taking a young person to the Blackburn Royal Infirmary, which obviously was of great concern to the NW Ambulance Service, due to the impact on their resources for other emergency calls on a Saturday evening.
- 3.3 The bandstand area itself, together with the footpaths surrounding it and part of the Castle field would be out of use for the duration of the event, with some disturbance in the set up and de-rig periods. A fence around the space to control access is used which limits access through the grounds. Therefore public access would be restricted to the museum side of the Castle and part of the field not enclosed by the fence. Access to the Castle itself and the keep will be maintained until around 5pm on the 18th, after this time the area will be closed off to avoid any safety issues arising with people gathering there to watch the event without payment.
- 3.4 Road closures have not previously been required to stage the event; the number of people arriving would be spread across the day, although the peak load is expected in the evening. Although it is difficult to determine what the largest number in attendance at any one time would be. The event organisers will provide the stewarding and deal with litter arising from the event. Parking in the immediate area could be at a premium, because no on-site provision can be made. Although in previous years the age profile has been such that most people have attended without cars.
- 3.5 In 2017 the organisers were asked to apply for their own Premises Licence to stage the event for the period including the set up and breakdown of the area. That would be suggested again, if the event is approved and will be subject to approval from the Councils Licencing Committee.

- 3.6 The event would need to be considered by the RVSAG, if committee approve the event to be staged. The emergency services and LCC would then have their own input into the plans the organisers present for staging the event.
- 3.7 The event because of the nature of the music will attract a predominantly young audience, although the organisers are hoping to attract a family based audience during the day time as in previous years. In the evening, control of the audience and dispersal will need to be a key element of the event safety plan. Given the audience profile, this will result in a high level of alcohol consumption and carries the risk of substance abuse.
- 3.8 The organisers are local people who are doing it for charitable purposes and if significant issues arise with the event, it could be an issue as they may not have the resources to rectify them. (There are no plans to create an organisation or company to run the event). That was certainly the case this year when the emergency service had to respond to the incidents which arose.
- 3.9 The event will require some preparatory work by the organisers to facilitate staging it. This will include delivery of equipment, such as extra staging, marquees/gazebos and fencing. Due to ground conditions in the summer of 2017, the organisers were asked to provide ground protection for the grass areas, even with this it was clear an event had been staged in the area following the weekend. Given the footfall and vehicle traffic that was inevitable. Although the organisers did their best to minimise this, there has still been an impact on the field.
- 3.10 There is no specific fee for the area required, commercial use fees are set depending upon the nature of the event, the normal bandstand fee is £98 per day (2017 prices), the cost of the field is £380.70 site fee plus £142.10 per day for a fair/circus, PRS (Performing Rights Society) is £371.70. Therefore, if approved it is proposed to charge a fee of £750 for the event plus the PRS fee, which the Council is charged by PRS for the music played. In addition a refundable deposit of £1,500 will be requested to cover any damage arising from staging the event. Although the organisers may ask to provide their own volunteers to reinstate the ground, experience has shown that the final product is not necessarily to the standard we would expect, the deposit is used for that purpose.
- 3.11 If this were a purely commercial event the hire fee would be in the region of £3,000 - £5000 per day. The rationale for not charging the event such a figure is because it is for charitable purposes. Although the organisers themselves are not a constituted as a registered charity, they are staging the event to aid cancer charities.

4 RISK ASSESSMENT

The approval of this report may have the following implications

- Resources – The event discussed would not be underwritten by the Council, nor promoted as such, it would be on Council land, if required the Council would charge for any services required of it. Reinstatement following the event will need to be paid for, hence the deposit required.
- Technical, Environmental and Legal – Events by their nature have some impact; this event would need to be considered by RVSAG during the development stage if approval is granted by the Committee. In addition the organisers will need to apply for their own premises licence to stage the event.

- Reputation – Tourism is an integral part of the Borough's offer and events that are well run and of high quality will help to promote the Borough and the businesses based within it. The 2 primary risks are anti-social behaviour in the evening associated with the consumption and use of alcohol &/or illegal substances, either from ticket holders or people who go the castle and stay outside of the perimeter fence to enjoy the music played. As landowner and the body which responds to noise complaints, the Council could be criticised for the adverse impact on the quality of life people suffer from the event being staged in the middle of a predominantly residential area. This was the case this year from some of the complainants.
- Equality and Diversity - None

5 RECOMMENDED THAT COMMITTEE

- 5.1 Consider the request and determine whether to approve or reject the event being staged on the Castle field.
- 5.2 If approved, request the organisers to apply for their own Premises Licence and subject the event for consideration by the Ribble Valley Safety Advisory Group.
- 5.2 If approved, consider the recommended charge to be levied for the hire, a fee of £750 is proposed, plus the PRS fee and a refundable deposit of £1500.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS

Agenda Item 5, Community Services Committee 2nd September, 2014
For further information please ask for Mark Beveridge, extension 4479.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No 8

meeting date: 17 OCTOBER 2017
title: REVIEW OF FEES AND CHARGES
submitted by: DIRECTOR OF RESOURCES
principal author: AMY JOHNSON

1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2018.
- 1.2 These proposals are the first stage in the review of this committee's budget for the forthcoming 2018/19 financial year.

2 BACKGROUND

- 2.1 The Council's fees and charges are reviewed on an annual basis as part of the budget setting process.
- 2.2 This report requests that members consider proposals for the increase in fees and charges for this committee's services. Such charges would be implemented with effect from the 1 April 2018 and would operate for the duration of the 2018/19 financial year.
- 2.3 The Council's latest budget forecast allows for a 2% inflationary increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2018/19 by this amount as a minimum.
- 2.4 After applying this percentage increase, proposed charges have generally been rounded up or down to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.

3 ADVICE OF BUDGET WORKING GROUP

- 3.1 In August 2017, the Budget Working Group considered the overall three-year Budget Forecast. In summary the forecast shows a potential budget deficit for 2018/19 of £774k after taking £250k from general fund balances.
- 3.2 The key messages from Budget Working Group to officers and also for committee to bear in mind when reviewing the fees and charges are:
 - Any charges should look to meet the costs of providing the services being used.
 - As an **absolute minimum** all fees and charges should be increased by 2%.
 - Where possible comparisons should be made to the charges being made by our neighbours in Lancashire – or wider if appropriate.
 - We should thoroughly review our services for areas where we are not charging – but where a charge may be made/be appropriate.
 - As part of the review, we should be looking at innovative ways of charging

3.3 The forecast includes an overall increase in income from fees and charges of 2%. Service committees are requested to review their fees and charges in order to achieve this targeted income.

3.4 The current budgeted income to be received from fees and charges which are set by this committee is £788,150 (excluding trade waste collection income). A 2% increase on this total would therefore generate £15,763. Please note that income from trade refuse collection fees and charges has been excluded from these figures (see para 4.3).

4 REVIEW OF THE FEES AND CHARGES

4.1 The review of the fees and charges is coordinated by financial services, working together with heads of service and budget holders.

4.2 The following process was taken:

- Budget holders are provided with an indication of the fees and charges factoring in the budget working group proposals.
- A discussion meeting is then held between budget holder and financial services to enable the budget holder to propose a set of fees and charges for their services. This may depend on where there is a national requirement or service specific reason for setting a fee or charge at a different level than the budget working group target.

4.3 With regards trade refuse collection charges a significant element of the charge relates to the recovery of disposal costs levied by Lancashire County Council – our element will be increased by a minimum of 2%. At the time of writing this report their proposals for 2018/19 had not yet been released meaning that the proposed charges for 2018/19 could not be calculated. Details of the proposed charges will be presented to committee at your meeting.

4.4 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2018 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2017/18
- an estimate of the level of 2017/18 income raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2018
- an indication of the potential income that may be achieved in 2018/19, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2017/18 to 2018/19
- Date that each charge was last increased (they are all reviewed annually, but may not necessarily be increased)

4.5 The indication of potential income which is shown throughout Annex 1 is provided for guidance purposes only and is based on past and current activity levels. No account is taken of any change in service use which may be influenced by a change in charge levels.

4.6 Work is still underway on forecasting income budget levels for 2018/19 and such budget proposals will be reported back to this committee in January 2018 for approval.

5 NEW FEES AND CHARGES

5.1 Several new charges have been identified, summarised below:

Charge	Proposed Charge (£)
Trade Refuse - Waste Transfer Notes to trade waste customers	£20
Trade Refuse - Trade bins not presented at time of collection or bin inaccessible – recollection charge	£75
Street Nameplates & Signs - Rename a property (charge per property)	£30
Street Nameplates & Signs - Naming and numbering of properties (charge per property)	£25
Street Nameplates & Signs - Naming new roads (charge per road)	£100
Street Nameplates & Signs - Street names plates (charge per sign)	£210 for 1 - 4 signs, £160 for 5 or more signs
Ribblesdale Pool - small pool float party	£55
Ribblesdale Pool - extra lifeguard (per hour)	£20
Platform Gallery – Full Day Room Hire (up to 6.5 hours) Monday - Friday & Sunday. (£20 non-refundable deposit payable on booking)	£50
Platform Gallery – Half Day Room Hire (up to 3 hours) Monday - Friday & Sunday: (£10 non-refundable deposit payable on booking)	£25
Platform Gallery – Full Day Room Hire (up to 6.5 hours) Saturday. (£20 non-refundable deposit payable on booking)	£65
Platform Gallery – Half Day Room Hire (up to 3 hours) Saturday: (£10 non-refundable deposit payable on booking)	£32.50
Platform Gallery – Special Events Stalls: Monday - Friday & Sunday. (£5 non-refundable deposit payable on booking)	£12
Platform Gallery – Special Events Stalls: Saturday. (£5 non-refundable deposit payable on booking)	£15

6 ADVERTISING ON COUNCIL PROPERTY

6.1 A review of potential income that could be generated through the selling of advertising space on council owned property is currently being carried out. A report will be brought to a future meeting of this committee detailing the findings of the review and any proposals.

7 CAR PARKING CHARGES

- 7.1 The proposed increases in all service areas have largely been rounded to the nearest 10p to minimise any problems with small change. As previously mentioned this can impact on the individual percentage rise for each separate charge.
- 7.2 This is particularly evident in the service area of car parking, where some existing charges are comparatively small and a 10p increase would be expressed as a very high percentage increase, although low in monetary terms.
- 7.3 The suggested fees and charges included at Annex 1 are based on an increase in charges rounded to the nearest 10p. A further option is included at Annex 2 which increases car parking charges rounded to the nearest 5p.
- 7.4 The table below offers a broad contextual summary on car parking charges over the last few years:

Financial Year	
2017/18	All charges increased broadly in line with the budget forecast and rounded to the nearest 10p.
2016/17	All charges were increased broadly in line with the budget forecast and rounded to the nearest 10p.
2015/16	All charges were increased with the exception of the 'up to 1 hour' charge which continued to be frozen at the level set in April 2008 All other parking charges increased broadly in line with the budget forecast and rounded to the nearest 10p.
2013/14 - 2014/15	All car park charges frozen
2008/09 – 2012/13	Short stay parking charges - 'up to 1 hour' and 'up to 2 hours' frozen. Over this time period there was also an increase in VAT from 17.5% to 20% which was absorbed. All other parking charges increased broadly in line with the budget forecast.

- 7.5 The table below provides a summary of **purely** the financial impact of four (not exclusive) options:

Option	Potential Additional Income from Car Parking £	Total Potential Additional Committee Income £	Overall Percentage Increase £
Round Increases to the Nearest 10p (as shown in Annex 1)	30,910	47,860	6.07%
Round Increases to the Nearest 5p (as shown in Annex 2)	15,870	32,820	4.16%
Freeze all Car Parking Charges	nil	16,950	2.15%
Freeze only short stay parking charges - 'up to 1 hour' and 'up to 2 hours' – others rounded to nearest 10p	10,960	27,910	3.54%

The table above does not forecast any potential impact on usage, positive or otherwise, from the stated option

7.6 A further option may be to agree a charge that is set for more than one financial year.

8 RISK ASSESSMENT

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

- Resources – Fees and Charges provide a key income source for the Council. Fees and charges also provide a mechanism to target concessions, and also to charge service users directly rather than allowing the financial burden of certain service provision to fall on the council tax.
- Technical, Environmental and Legal – The Local Government Acts of 2000 and 2003 extended authorities' powers to charge for discretionary services.
- Political – none
- Reputation – Substantial increases to charges can generate adverse publicity.
- Equality and Diversity – One of the aims of the fees and charges mechanism on many services is to pass on service concession in order to increase inclusivity.

9 CONCLUSION

9.5 Work has been undertaken by financial services, heads of service and budget holders in reviewing the fees and charges operated by this committee. This review has now been completed as part of the budget process, for implementation from 1 April, should the proposals be approved.

9.6 The Budget Working Group recommends that all service committees seek to increase their fees and charges by 2% at the very least and that a fundamental review be undertaken. If you agree with the recommended charges, this committee will meet the target required.

10 RECOMMENDATION THAT COMMITTEE

10.1 Consider the level of fees and charges to be levied for this committee for 2018/19.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM12-17/AJ/AC
6 October 2017

For further information please ask for Amy Johnson

Community Services – Review of Fees and Charges

TRADE REFUSE – TRREF		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
Provision of Trade Bins	Purchase and delivery of trade bin	TRREF/8297n	VAT Inclusive	At cost	At cost plus administration fee	3,690	At cost plus administration fee	0	N/A
Waste Transfer Note	Provision and completion of waste transfer note	TRREF/8735z	Non Vatable	New Charge	New Charge	0	20.00	0	New Charge
Charge for unrepresented/inaccessible bin	Charge if bins not presented or are inaccessible	TRREF/8736z	Non Vatable	New Charge	New Charge	0	75.00	0	New Charge

TRADE REFUSE – TRREF		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
Event Hire	Delivery Charge (based upon 1 delivery of a maximum 4 x 1100 litre wheeled bins)	TRREF/8546n	VAT Inclusive	01 April 2017	46.00	0	47.00	0	2.17
	Collection Charge (based upon 1 delivery of a maximum 4 x 1100 litre wheeled bins)	TRREF/8546n	VAT Inclusive	01 April 2017	46.00	0	47.00	0	2.17

ROADSIDE SEATS - SEATS		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
Benches Provision & Fixing	Standard	SEATS/8507n	VAT Inclusive	01 April 2017	867.90	0	885.30	0	2.00
	Standard Memorial	SEATS/8507z	Non Vatable	01 April 2017	735.90	0	750.70	0	2.01

PRIVATE DRAINS – DRAIN		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
				£	£	£	£	£	%
Private Drain Clearance	Jetting charge including call out and first half hour	DRAIN/8612n	VAT Inclusive	01 April 2017	80.00	770	85.00	820	6.25
	Additional cost per half hour	DRAIN/8613n	VAT Inclusive	01 April 2017	45.00	730	50.00	810	11.11
	Materials	DRAIN/8613n	VAT Inclusive	At Cost	At Cost	At Cost	At Cost	At Cost	At Cost
	CCTV Drain Survey including call out and first half hour	DRAIN/8614n	VAT Inclusive	N/A	136.50	0	140.00	0	2.56

REFUSE COLLECTION - RCOLL		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
				£	£	£	£	£	%
Removal of Household Bulky Waste Restrictions do apply. Please check the Council's website or call 01200 425111 for details of what can be collected.	Collection of up to 4 items - restrictions apply	RCOLL/8547u	Non Vatable	01 April 2017	13.50 (each additional item over 4 - plus £3.40)	17,860	14.00 (each additional item over 4 - plus £4.00)	21,430	3.70
	Collection of larger items such as bath, rubble, boilers (restrictions apply and subject to assessment)- charge is PER HOUR	RCOLL/8547u	Non Vatable	01 April 2017	46.00	3,110	47.00	3,180	2.17
Removal of Commercial Bulky Waste	Charge per hour, subject to assessment	RCOLL/8546z	Non Vatable	01 April 2017	50.80	1,140	51.90	1,160	2.17
Provision of Domestic Wheeled Bins	Administration and Delivery Charge per bin	RPBIN/8297n	VAT Inclusive	01 April 2016	39.00	0	39.00	0	0.00
Bin Hire Scheme	1100 Litre - per week	RCOLL/8597n	VAT Inclusive	01 April 2017	1.40	2,010	1.50	2,150	7.14

REFUSE COLLECTION - RCOLL		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
				£	£	£	£	£	%
Parish Council's Collection of Litter Bins	Post Mounted - one collection per week	RCOLL/8546n	VAT Inclusive	01 April 2017	3.40	500	3.50	510	2.94
	Free Standing - one collection per week	RCOLL/8546n	VAT Inclusive	01 April 2017	4.20	790	4.30	810	2.38
	Provision of Litter Bin	RCOLL/8582n	Price on application	New Charge	Price on application	0	Price on application	0	N/A
	Installation of Litter Bin	RCOLL/8582n	Price on application	New Charge	Price on application	0	Price on application	0	N/A

STREET SIGNAGE, NAMING & NUMBERING		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
				£	£	£	£	£	%
Rename a property	Renaming a property	SIGNS/8737z	Non Vatable	New Charge	New Charge	0	30.00	0	New Charge
New Property	Developers per new property	SIGNS/8738z	Non Vatable	New Charge	New Charge	0	25.00	0	New Charge
Name new road	Per new road named	SIGNS/8739z	Non Vatable	New Charge	New Charge	0	100.00	0	New Charge
Street Name Plates	Developers per street name plate	SIGNS/8771n	Vatable	New Charge	New Charge	0	£210 for 1-4 signs, £160 for 5 or more	0	New Charge

CAR PARKING		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
				£	£	£	£	£	%
SHORT STAY CAR PARKS									
Railway View (08.00 to 18.00 Mon to Sat)	Up to 1 hour	CHUCP/8420n	VAT Inclusive	01 April 2017	0.70	31,810	0.80	36,350	14.29
	Up to 2 hours	CHUCP/8420n	VAT Inclusive	01 April 2017	1.30	30,600	1.40	32,950	7.69
	Up to 3 hours	CHUCP/8420n	VAT Inclusive	01 April 2017	2.60	21,520	2.70	22,350	3.85
	Up to 10 hours	CHUCP/8420n	VAT Inclusive	01 April 2017	8.20	990	8.40	1,010	2.44

Lowergate (08.00 to 18.00 Mon to Sat)	Up to 1 hour	LOWCP/8420n	VAT Inclusive	01 April 2017	0.70	15,660	0.80	17,900	14.29
	Up to 2 hours	LOWCP/8420n	VAT Inclusive	01 April 2017	1.30	23,990	1.40	25,840	7.69
	Up to 3 hours	LOWCP/8420n	VAT Inclusive	01 April 2017	2.60	17,840	2.70	18,530	3.85
	Up to 10 hours	LOWCP/8420n	VAT Inclusive	01 April 2017	8.20	1,530	8.40	1,570	2.44

CAR PARKING		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
				£	£	£	£	£	%
Market (08.00 to 18.00 Mon to Sat)	Up to 1 hour	AUMCP/8420n	VAT Inclusive	01 April 2017	0.70	8,550	0.80	9,770	14.29
	Up to 2 hours	AUMCP/8420n	VAT Inclusive	01 April 2017	1.30	14,230	1.40	15,320	7.69
	Up to 3 hours	AUMCP/8420n	VAT Inclusive	01 April 2017	2.60	12,150	2.70	12,620	3.85
	Up to 10 hours	AUMCP/8420n	VAT Inclusive	01 April 2017	8.20	1,120	8.40	1,150	2.44
Edisford (08.00 to 18.00 Mon to Sun)	Up to 30 mins	EDFCP/8420n	VAT Inclusive	01 April 2017	0.30	2,440	0.40	3,250	33.33
	Up to 1 hour	EDFCP/8420n	VAT Inclusive	01 April 2017	0.70	18,160	0.80	20,750	14.29
	Up to 2 hours	EDFCP/8420n	VAT Inclusive	01 April 2017	1.20	31,800	1.30	34,450	8.33
	Up to 3 hours	EDFCP/8420n	VAT Inclusive	01 April 2017	2.10	12,120	2.20	12,700	4.76
	Up to 5 hours	EDFCP/8420n	VAT Inclusive	01 April 2017	2.80	5,730	2.90	5,930	3.57
	Over 5 hours	EDFCP/8420n	VAT Inclusive	01 April 2017	3.60	1,160	3.70	1,190	2.78
Barclay Road, Longridge (08.00 to 18.00 Mon to Sat)	Up to 1 hour	BARCP/8420n	VAT Inclusive	01 April 2017	0.70	3,220	0.80	3,680	14.29
	Up to 2 hours	BARCP/8420n	VAT Inclusive	01 April 2017	1.30	1,940	1.40	2,090	7.69
	Up to 3 hours	BARCP/8420n	VAT Inclusive	01 April 2017	2.60	1,300	2.70	1,350	3.85
	Up to 10 hours	BARCP/8420n	VAT Inclusive	01 April 2017	8.20	80	8.40	80	2.44

CAR PARKING		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
				£	£	£	£	£	%
LONG STAY CAR PARKS									
Chester Avenue (08.00 to 18.00 Mon to Sat)	Up to 4 hours	CHSCP/ 8420n	VAT Inclusive	01 April 2017	1.30	18,620	1.40	20,050	7.69
	Up to 10 hours	CHSCP/ 8420n	VAT Inclusive	01 April 2017	2.50	10,080	2.60	10,480	4.00
Holden Street (08.00 to 18.00 Mon to Sat)	Up to 4 hours	HOLCP/ 8420n	VAT Inclusive	01 April 2017	1.30	3,200	1.40	3,450	7.69
	Up to 10 hours	HOLCP/ 8420n	VAT Inclusive	01 April 2017	2.40	1,460	2.60	1,580	8.33
North Street (08.00 to 18.00 Mon to Sat)	Up to 4 hours	NORCP/ 8420n	VAT Inclusive	01 April 2017	1.30	2,630	1.40	2,830	7.69
	Up to 10 hours	NORCP/ 8420n	VAT Inclusive	01 April 2017	2.40	1,280	2.60	1,390	8.33
Whalley Road (08.00 to 18.00 Mon to Sat)	Up to 4 hours	WHLCP/ 8420n	VAT Inclusive	01 April 2017	1.30	5,770	1.40	6,210	7.69
	Up to 10 hours	WHLCP/ 8420n	VAT Inclusive	01 April 2017	2.40	2,100	2.50	2,190	4.17
Mitchell Street (08.00 to 18.00 Mon to Sat)	Up to 4 hours	MITCP/ 8420n	VAT Inclusive	01 April 2017	1.30	1,310	1.40	1,410	7.69
	Up to 10 hours	MITCP/ 8420n	VAT Inclusive	01 April 2017	2.40	180	2.50	190	4.17

CAR PARKING		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
Peel Street (08.00 to 18.00 Mon to Sat)	Up to 1 hour	PESCP/ 8420n	VAT Inclusive	01 April 2017	0.80	210	0.90	240	12.50
	Up to 4 hours	PESCP/ 8420n	VAT Inclusive	01 April 2017	1.30	1,500	1.40	1,620	7.69
	Up to 10 hours	PESCP/ 8420n	VAT Inclusive	01 April 2017	2.40	360	2.50	380	4.17
Mardale Road, Longridge (08.00 to 18.00 Mon to Sun)	Up to 4 hours	MARCP/ 8420n	VAT Inclusive	01 April 2017	1.30	270	1.40	290	7.69
	Up to 10 hours	MARCP/ 8420n	VAT Inclusive	01 April 2017	2.40	40	2.50	40	4.17
Sabden (09.00 to 17.00 Mon to Sun)	Up to 1 hour	SABCP/ 8420n	VAT Inclusive	01 April 2017	0.80	180	0.90	200	12.50
	Up to 4 hours	SABCP/ 8420n	VAT Inclusive	01 April 2017	1.20	560	1.40	650	16.67
	Up to 8 hours	SABCP/ 8420n	VAT Inclusive	01 April 2017	2.10	530	2.20	560	4.76
Chipping (09.00 to 17.00 Mon to Sun)	Up to 1 hour	CHPCP/ 8420n	VAT Inclusive	01 April 2017	0.80	1,280	0.90	1,440	12.50
	Up to 4 hours	CHPCP/ 8420n	VAT Inclusive	01 April 2017	1.20	3,300	1.40	3,850	16.67
	Up to 8 hours	CHPCP/ 8420n	VAT Inclusive	01 April 2017	2.10	2,330	2.20	2,440	4.76

CAR PARKING									
		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
				£	£	£	£	£	%
Dunsop Bridge (09.00 to 17.00 Mon to Sun)	Up to 1 hour	DUNCP/ 8420n	VAT Inclusive	01 April 2017	0.80	1,030	0.90	1,160	12.50
	Up to 4 hours	DUNCP/ 8420n	VAT Inclusive	01 April 2017	1.20	3,190	1.40	3,720	16.67
	Up to 8 hours	DUNCP/ 8420n	VAT Inclusive	01 April 2017	2.10	2,540	2.20	2,660	4.76
Coaches - Dunsop Bridge (09.00 to 17.00 Mon to Sun)	Up to 4 hours	DUNCP/ 8420n	VAT Inclusive	01 April 2017	5.30	0	5.50	0	3.77
	Up to 8 hours	DUNCP/ 8420n	VAT Inclusive	01 April 2017	9.60	0	9.80	0	2.08
Ribchester (09.00 to 17.00 Mon to Sun)	Up to 1 hour	RIBCP/ 8420n	VAT Inclusive	01 April 2017	0.80	3,810	0.90	4,290	12.50
	Up to 4 hours	RIBCP/ 8420n	VAT Inclusive	01 April 2017	1.20	10,350	1.40	12,080	16.67
	Up to 8 hours	RIBCP/ 8420n	VAT Inclusive	01 April 2017	2.10	2,400	2.20	2,510	4.76
Coaches - Ribchester (09.00 to 17.00 Mon to Sun)	Up to 4 hours	RIBCP/ 8420n	VAT Inclusive	01 April 2017	5.30	210	5.50	220	3.77
	Up to 8 hours	RIBCP/ 8420n	VAT Inclusive	01 April 2017	9.60	20	9.80	20	2.08
Slaidburn (07.00 to 18.00 Mon to Sun)	Up to 1 hour	SLDCP/ 8420n	VAT Inclusive	01 April 2017	0.80	1,330	0.90	1,500	12.50
	Up to 4 hours	SLDCP/ 8420n	VAT Inclusive	01 April 2017	1.20	2,010	1.40	2,350	16.67
	Up to 8 hours	SLDCP/ 8420n	VAT Inclusive	01 April 2017	2.10	2,130	2.20	2,230	4.76
Coaches - Slaidburn (07.00 to 18.00 Mon to Sun)	Up to 4 hours	SLDCP/ 8420n	VAT Inclusive	01 April 2017	5.30	30	5.50	30	3.77
	Up to 11 hours	SLDCP/ 8420n	VAT Inclusive	01 April 2017	9.60	70	9.80	70	2.08

CAR PARKING		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
				£	£	£	£	£	%
Long Stay Permits	Long Stay Permit Per Annum	CPADM/8422n	VAT Inclusive	01 April 2017	68.40	20,010	69.80	20,420	2.05
	Long Stay Commercial	CPADM/8421n	VAT Inclusive	01 April 2017	107.70	0	109.90	0	2.04
	Staff Permit (Council Offices) Per Annum	CHUCP/8421n	VAT Inclusive	01 April 2017	176.30	8,230	179.90	8,400	2.04
	Staff Permit (Salthill Depot) Per Annum	SDEPO/8421n	VAT Inclusive	01 April 2017	97.80	780	99.80	800	2.04
	Staff Permit (Ribblesdale Pool) Per Annum	RPOOL/8421n	VAT Inclusive	01 April 2017	97.80	1,080	99.80	1,100	2.04
	Fairs (Amusements)	Site Fee - Standard Charge	EDFCP/8805I	Non Vatable	01 April 2017	375.60	380	390.00	390
Plus Fee per Day Open		EDFCP/8805I	Non Vatable	01 April 2017	142.10	560	150.00	590	5.56
Refundable Deposits (Minimum)		EDFCP/8627z	Non Vatable	01 April 2017	253.80	0	258.90	0	2.01

CASTLE MUSEM - MUSEM		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
Room Hire Non Profit and Amateur Organisations	- Full Day (up to 6.5 hours)	MUSEM/88071	Non Vatable	01 April 2017	21.20	90	21.70	210	2.36
	- Half Day (up to 3 hours)	MUSEM/88071	Non Vatable	01 April 2017	11.60		11.90		2.59
	- Weekly (6 days)	MUSEM/88071	Non Vatable	01 April 2017	105.20		108.50		3.14
Room Hire Ribble Valley Non Profit Organisations	- Full Day (up to 6.5 hours)	MUSEM/88071	Non Vatable	01 April 2017	19.30		19.70		2.07
	- Half Day (up to 3 hours)	MUSEM/88071	Non Vatable	01 April 2017	10.60		10.90		2.83
	- Weekly (6 days)	MUSEM/88071	Non Vatable	01 April 2017	84.20		98.50		16.98
Room Hire Commercial Organisations	- Full Day (up to 6.5 hours)	MUSEM/88071	Non Vatable	01 April 2017	64.50		65.80		2.02
	- Half Day (up to 3 hours)	MUSEM/88071	Non Vatable	01 April 2017	32.70		33.40		2.14
	- Under 2 hours	MUSEM/88071	Non Vatable	01 April 2017	26.30		26.90		2.28
	- Weekly (6 days)	MUSEM/88071	Non Vatable	01 April 2017	281.70		329.00		16.79

CASTLE MUSEM - MUSEM		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
Entry Fee	- Adult (19 years and over)	MUSEM/8571n	VAT Inclusive	01 April 2017	4.30		4.40		2.33
	- Juniors (18 years and under)	MUSEM/8571n	VAT Inclusive	01 April 2017	Free	0	N/A	0	N/A
	- Concessions (65 years and over, students, disabled or in receipt of benefits)	MUSEM/8571n	VAT Inclusive	01 April 2017	3.20		3.30		3.13

RIBBLE VALLEY PARKS – RVPRK		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
Bandstand Hire	Per day	RVPRK/8805l	Non Vatable	01 April 2017	98.00	1,210	100.00	850	2.04
Fairs (Amusements)	Site Fee - Standard Charge	RVPRK/8805l	Non Vatable	01 April 2017	380.70		390.00		2.44
	Plus Fee per Day Open	RVPRK/8805l	Non Vatable	01 April 2017	142.10		150.00		5.56
Use of Parks - Commercial Event	Hire Fee	RVPRK/8805l	Non Vatable	01 April 2017	Price on Application		Price on Application		N/A
Use of Parks - Community Function	Administration Fee	RVPRK/8805l	Non Vatable	01 April 2017	26.40		27.00		2.27
Bandstand - PRS Music Licences	First 100 people	RVPRK/8902n	VAT Inclusive	01 April 2017	12.10	0	12.40	0	2.48
	Additional 25 people (or part thereof)	RVPRK/8902n	VAT Inclusive	01 April 2017	3.10	0	3.20	0	3.23
	Up to a Maximum Charge	RVPRK/8902n	VAT Inclusive	01 April 2017	1,079.50	0	1,101.10	0	2.00
Bowls* *Please note that the Council set these charges, but no income is directly received - income retained by the bowling green café provider	Per hour - Adult (65 years plus)	RVPRK/8551n	VAT Inclusive	01 April 2017	0.70	0	0.80	0	14.29
	- Adult (17 - 64 years)	RVPRK/8551n	VAT Inclusive	01 April 2017	3.00	0	3.10	0	3.33
	Contract Ticket	RVPRK/8551n	VAT Inclusive	01 April 2017	20.90	0	21.40	0	2.39
	Per hour - Visiting Organisations	RVPRK/8551n	VAT Inclusive	01 April 2017	23.80	0	24.30	0	2.10
	- Local Organisations	RVPRK/8551n	VAT Inclusive	01 April 2017	15.30	0	15.70	0	2.61
	- Adult (65 years plus) Organisations	RVPRK/8551n	VAT Inclusive	01 April 2017	8.30	0	8.50	0	2.41

RIBBLE VALLEY PARKS – RVPRK		Ledger Code	VAT Liability	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
Refundable Deposits	Bandstand	RVPRK/8627z	Non Vatable	01 April 2017	132.00	0	140.00	0	6.06
	Hire of Bowls	RVPRK/8627z	Non Vatable	01 April 2017	2.20	0	2.30	0	4.55
	Events (Minimum)	RVPRK/8627z	Non Vatable	01 April 2017	600.00	0	750.00	0	25.00
Cricket Wicket	Per Team per Season (up to 10 Matches)	RVPRK/8560n	VAT Inclusive	01 April 2017	262.80	450	268.10	460	2.02
	Casual Booking per Match - Adult (18 years plus)	RVPRK/8560n	VAT Inclusive	01 April 2017	44.20	0	45.10	0	2.04
	Casual Booking per Match - Junior	RVPRK/8560n	VAT Inclusive	New Charge	21.00	0	21.50	0	2.38
Fishing Permit - Season Permit	Ribble Valley Residents - Adult (17 - 64 years)	RVPRK/8558n	VAT Inclusive	01 April 2017	50.10	750	51.20	770	2.20
	- Adult (65 years plus)/Adult 17 - 64 years) Freedom Card	RVPRK/8558n	VAT Inclusive	01 April 2017	21.40	210	21.90	210	2.34
	- Junior (16 and under)	RVPRK/8558n	VAT Inclusive	01 April 2017	21.40	10	21.90	10	2.34
	- Junior (16 and under) Freedom Card	RVPRK/8558n	VAT Inclusive	01 April 2017	12.20	0	12.50	0	2.46
	Lost Season Permits	RVPRK/8558n	VAT Inclusive	01 April 2017	3.40	0	3.50	0	2.94
	Non Resident - Adult (17 - 64 years)	RVPRK/8558n	VAT Inclusive	01 April 2017	62.60	60	63.90	60	2.08
	- Adult (65 years plus)	RVPRK/8558n	VAT Inclusive	01 April 2017	31.40	110	32.10	110	2.23
	- Junior (16 and under)	RVPRK/8558n	VAT Inclusive	01 April 2017	24.00	0	24.50	0	2.08
	Lost Season Permits	RVPRK/8558n	VAT Inclusive	01 April 2017	3.40	0	3.50	0	2.94

RIBBLE VALLEY PARKS – RVPRK		Ledger Code	VAT Liability	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
Fishing Permit - Day Permit	Ribble Valley Residents - Adult (17 - 64 years)	RVPRK/8558n	VAT Inclusive	01 April 2017	15.30	10	15.70	10	2.61
	- Adult (65 years plus)/Adult 17 - 64 years) Freedom Card	RVPRK/8558n	VAT Inclusive	01 April 2017	7.20	0	7.40	0	2.78
	- Junior (16 and under)	RVPRK/8558n	VAT Inclusive	01 April 2017	7.20	0	7.40	0	2.78
	- Junior (16 and under) Freedom Card	RVPRK/8558n	VAT Inclusive	01 April 2017	3.10	0	3.20	0	3.23
	Non Resident - Adult (17 - 64 years)	RVPRK/8558n	VAT Inclusive	01 April 2017	19.00	150	19.40	150	2.11
	- Adult (65 years plus)	RVPRK/8558n	VAT Inclusive	01 April 2017	9.10	20	9.30	20	2.20
	- Junior (16 and under)	RVPRK/8558n	VAT Inclusive	01 April 2017	6.20	30	6.40	30	3.23
Fishing Permit - Weekly Permit	Ribble Valley Residents - Adult (17 - 64 years)	RVPRK/8558n	VAT Inclusive	01 April 2017	31.40	0	32.10	0	2.23
	- Adult (65 years plus)/Adult 17 - 64 years) Freedom Card	RVPRK/8558n	VAT Inclusive	01 April 2017	15.80	0	16.20	0	2.53
	- Junior (16 and under)	RVPRK/8558n	VAT Inclusive	01 April 2017	15.80	0	16.20	0	2.53
	- Junior (16 and under) Freedom Card	RVPRK/8558n	VAT Inclusive	01 April 2017	10.20	0	10.50	0	2.94
	Non Resident - Adult (17 - 64 years)	RVPRK/8558n	VAT Inclusive	01 April 2017	39.20	30	40.00	30	2.04
	- Adult (65 years plus)	RVPRK/8558n	VAT Inclusive	01 April 2017	19.60	50	20.00	50	2.04
	- Junior (16 and under)	RVPRK/8558n	VAT Inclusive	01 April 2017	16.60	0	17.00	0	2.41

RIBBLE VALLEY PARKS – RVPRK		Ledger Code	VAT Liability	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
Football Pitches	Late Booking Fee per Match	RVPRK/8559n	VAT Inclusive	01 April 2017	31.60	100	32.30	100	2.22
	Annual Charge (per team/per pitch/per season): Senior Teams - With Changing Facilities	RVPRK/8559n	VAT Inclusive	01 April 2017	400.00	1,140	408.00	1,160	2.00
	Daily Charge (per team/per pitch) Senior Teams - With Changing Facilities	RVPRK/8559n	VAT Inclusive	01 April 2017	52.60	0	53.70	0	2.09
	Daily Charge (per team/per pitch) Senior Teams - Without Changing Facilities	RVPRK/8559n	VAT Inclusive	01 April 2017	36.90	0	37.70	0	2.17
	Additional Charge for R4 pitch per match (New Goal Posts)	RVPRK/8559n	VAT Inclusive	01 April 2017	10.20	0	10.50	0	2.94
	Annual Charge (per team/per pitch/per season): Junior Teams with Changing Facilities	RVPRK/8559n	VAT Inclusive	01 April 2017	205.10	1,750	209.30	1,790	2.05
	Daily Charge (per team/per pitch) Junior Teams - With Changing Facilities	RVPRK/8559n	VAT Inclusive	01 April 2017	36.90	0	37.70	0	2.17
	Daily Charge (per team/per pitch) Junior Teams - Without Changing Facilities	RVPRK/8559n	VAT Inclusive	01 April 2017	26.30	0	26.90	0	2.28
	Annual Charge (per team/per pitch/per season): Pitches Without Changing Facilities - Kestor Lane - Senior Teams	RVPRK/8559n	VAT Inclusive	01 April 2017	205.10	0	209.30	0	2.05
	Annual Charge (per team/per pitch/per season): Pitches Without Changing Facilities - Kestor Lane - Junior Teams	RVPRK/8559n	VAT Inclusive	01 April 2017	105.20	100	107.40	100	2.09

RIBBLE VALLEY PARKS – RVPRK		Ledger Code	VAT Liability	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
Football Pitches (Cont)	Half Yearly Charge - August to December OR January to May (per team/per pitch/per season). Senior Teams - With Changing Facilities	RVPRK/8559n	VAT Inclusive	New Charge 01/04/17	215.00	0	219.30	0	2.00
	Pre-Season Football Charge - Senior Teams	RVPRK/8559n	VAT Inclusive	New Charge 01/04/17	85.00	0	86.70	0	2.00
Cancellation - Due to inclement weather, one-off booking only - return of 50% booking fee or carry forward booking									

RIBBLESDALE POOL (RPOOL)		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
Freedom Card	Concession Adult (17 - 64 years)	RPOOL/8454n	VAT Inclusive	01 April 2017	3.30	150	3.40	150	3.03
	Concession Junior	RPOOL/8454n	VAT Inclusive	01 April 2017	2.20	10	2.30	10	4.55
	Concession Adult (65 years plus)	RPOOL/8454n	VAT Inclusive	01 April 2017	2.20	120	2.30	130	4.55
	Concession Family	RPOOL/8454n	VAT Inclusive	01 April 2017	6.70	50	6.90	50	2.99
	Lost/Replacement Cards	RPOOL/8454n	VAT Inclusive	01 April 2017	2.40	0	2.50	0	4.17

Admissions	Staff	RPOOL/8571n	VAT Inclusive	01 April 2017	2.10	870	2.20	910	4.76
	Adult (17 - 64 years)	RPOOL/8571n	VAT Inclusive	01 April 2017	4.10	58,360	4.20	59,780	2.44
	Adult - Pre Swim (17 - 64 years)	RPOOL/8571n	VAT Inclusive	01 April 2017	2.70	2,790	2.80	2,890	3.70
	Aqua Fitness Pre Swim	RPOOL/8571n	VAT Inclusive	01 April 2017	1.70	420	1.80	440	5.88
	Adult Concession Freedom Card (17 - 64 years)	RPOOL/8571n	VAT Inclusive	01 April 2017	2.70	900	2.80	930	3.70
	Family Ticket (2 Adults - 17 - 64 years and 2 Juniors)	RPOOL/8571n	VAT Inclusive	01 April 2017	12.10	9,110	12.40	9,340	2.48
	Family Ticket (2 Adults - 17 - 64 years and 2 Juniors) 12 for 10	RPOOL/8571n	VAT Inclusive	01 April 2017	121.00	0	124.00	0	2.48
	Up & Active Swim	RPOOL/8571n	VAT Inclusive	01 April 2017	2.70	300	2.80	310	3.70
	Babies (3 years and less)	RPOOL/8572n	VAT Inclusive	01 April 2017	1.30	4,220	1.40	4,540	7.69

RIBBLESDALE POOL (RPOOL)		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
	Adult (65 years plus)	RPOOL/8572n	VAT Inclusive	01 April 2017	2.70	9,320	2.80	9,670	3.70
	Disabled Person	RPOOL/8572n	VAT Inclusive	01 April 2017	2.70	1,040	2.80	1,080	3.70
	Junior (Roefield Holiday Leisure Club)	RPOOL/8572n	VAT Inclusive	01 April 2017	2.70	900	2.80	930	3.70
	Junior (3 - 16 years)	RPOOL/8572n	VAT Inclusive	01 April 2017	2.70	34,660	2.80	35,940	3.70
	Adult (65 years plus)/Junior - Pre swim	RPOOL/8572n	VAT Inclusive	01 April 2017	1.70	720	1.80	760	5.88
	Adult (65 years plus)/Junior Concession Freedom Card	RPOOL/8572n	VAT Inclusive	01 April 2017	1.70	200	1.80	210	5.88
Educational Activities	Aqua Fitness	RPOOL/8544I	Non Vatable	01 April 2017	4.60	3,240	5.00	3,520	8.70
	Aqua Fitness - Up & Active	RPOOL/8544I	Non Vatable	01 April 2017	3.40	1,320	3.50	1,360	2.94
	Aqua Fitness (12 for 10)	RPOOL/8544I	Non Vatable	01 April 2017	46.00	1,390	50.00	1,510	8.70
	Aqua Fitness - Up & Active (12 for 10)	RPOOL/8544I	Non Vatable	01 April 2017	34.00	1,240	35.00	1,280	2.94
	Aqua Fitness - Freedom Card (12 for 10)	RPOOL/8544I	Non Vatable	01 April 2017	34.00	0	35.00	0	2.94
Freedom Card Contracts	Adult (12 for 10)	RPOOL/8543n	VAT Inclusive	01 April 2017	41.00	8,860	42.00	9,080	2.44
	Adult (65 years plus) (12 for 10)	RPOOL/8543n	VAT Inclusive	01 April 2017	27.00	4,060	28.00	4,210	3.70
	Junior (12 for 10)	RPOOL/8543n	VAT Inclusive	01 April 2017	27.00	670	28.00	690	3.70
	Disabled Person (12 for 10)	RPOOL/8543n	VAT Inclusive	01 April 2017	27.00	0	28.00	0	3.70
	Up & Active (12 for 10)	RPOOL/8543n	VAT Inclusive	01 April 2017	27.00	70	28.00	70	3.70

RIBBLESDALE POOL (RPOOL)		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
Freedom Swimmer Saver - Annual	Staff	RPOOL/8543n	VAT Inclusive	01 April 2017	184.50	0	188.20	0	2.01
	Adult (17-64 years)	RPOOL/8543n	VAT Inclusive	01 April 2017	304.00	570	310.10	580	2.01
	Junior	RPOOL/8543n	VAT Inclusive	01 April 2017	206.00	0	210.20	0	2.04
	Adult (65 years plus)	RPOOL/8543n	VAT Inclusive	01 April 2017	206.00	590	210.20	600	2.04
Freedom Swimmer Saver - Half Year	Staff	RPOOL/8543n	VAT Inclusive	01 April 2017	99.20	0	101.20	0	2.02
	Adult (17-64 years)	RPOOL/8543n	VAT Inclusive	01 April 2017	152.00	620	160.00	650	5.26
	Junior	RPOOL/8543n	VAT Inclusive	01 April 2017	103.00	250	110.00	270	6.80
	Adult (65 years plus)	RPOOL/8543n	VAT Inclusive	01 April 2017	103.00	210	110.00	220	6.80
Freedom Swimmer Saver - Monthly	Adult (17-64 years)	RPOOL/8543n	VAT Inclusive	01 April 2017	30.40	6,680	31.10	6,830	2.30
	Junior	RPOOL/8543n	VAT Inclusive	01 April 2017	20.60	280	21.10	290	2.43
	Adult (65 years plus)	RPOOL/8543n	VAT Inclusive	01 April 2017	20.60	1,600	21.10	1,640	2.43
	Up & Active	RPOOL/8543n	VAT Inclusive	01 April 2017	20.60	20	21.10	20	2.43
	Swim & Gym (Roefield Members) Admissions	RPOOL/8543n	VAT Inclusive	01 April 2017	2.90	7,530	3.00	7,790	3.45
	Swim & Gym (Roefield Members) Concession	RPOOL/8543n	VAT Inclusive	01 April 2017	2.00	1,780	2.10	1,870	5.00
Spectator		RPOOL/8573n	VAT Inclusive	01 April 2017	0.70	620	1.00	890	42.86

RIBBLESDALE POOL (RPOOL)		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
Swimming Lessons	Half hour - Junior Concession - Group Lesson	RPOOL/8542I	Non Vatable	01 April 2017	3.40	8,240	4.00	9,690	17.65
	Half hour – Junior - Group Lesson	RPOOL/8542I	Non Vatable	01 April 2017	4.90	87,400	5.10	90,970	4.08
	Half hour – Adult (17-64 years) - Group Lesson	RPOOL/8542I	Non Vatable	01 April 2017	6.00	0	6.50	0	8.33
	Half hour – Adult (17-64 years) Concession Freedom Card-Group Lesson	RPOOL/8542I	Non Vatable	01 April 2017	3.90	0	5.10	0	30.77
	Half hour – Adult (65 years plus) Concession Freedom Card - Group Lesson	RPOOL/8542I	Non Vatable	01 April 2017	3.90	0	5.10	0	30.77
	Half Hour - One to One - Adult (17 - 64 years)/Junior	RPOOL/8542I	Non Vatable	01 April 2017	13.80	5,160	18.00	6,730	30.43
	Half Hour - One to One Adult (17 - 64 years)/Adult (65 years plus)/Junior Concession	RPOOL/8542I	Non Vatable	01 April 2017	8.60	2,020	14.00	3,290	62.79
	Half hour - Parent & Toddler	RPOOL/8542I	Non Vatable	01 April 2017	5.20	0	7.00	0	34.62
Hire of Main Pool - for Galas (Includes lifeguard)	School/Galas – 3 hours	RPOOL/8534n	VAT Inclusive	01 April 2017	194.80	320	199.00	330	2.16
	School/Gala – extra hour	RPOOL/8534n	VAT Inclusive	01 April 2017	65.00	0	66.50	0	2.31
Club Hire of Pools (Including lifeguard)	Main Pool per hour - Club	RPOOL/8532I	Non Vatable	01 April 2017	54.10	37,980	55.20	38,750	2.03
	Small Pool per hour - Club	RPOOL/8532I	Non Vatable	01 April 2017	25.00	80	25.50	80	2.00
	Both Pools per hour - Club	RPOOL/8532I	Non Vatable	01 April 2017	78.90	0	80.50	0	2.03
	Lane Hire per hour - Club	RPOOL/8532I	Non Vatable	01 April 2017	22.30	270	22.80	280	2.24

RIBBLESDALE POOL (RPOOL)		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
Hire of Main Pool (Includes lifeguard)	Per hour – Casual	RPOOL/8533n	VAT Inclusive	01 April 2017	70.20	0	71.70	0	2.14
	Per hour - Triathlon	RPOOL/8533n	VAT Inclusive	01 April 2017	103.70	0	105.80	0	2.03
Hire of Small Pool - (Includes lifeguard)	Per hour - Casual	RPOOL/8533n	VAT Inclusive	01 April 2017	52.60	250	53.70	260	2.09
	Per hour - Triathlon	RPOOL/8533n	VAT Inclusive	01 April 2017	78.90	0	80.50	0	2.03
Hire of Both Pools - (Includes lifeguard)	Per hour - Casual	RPOOL/8533n	VAT Inclusive	01 April 2017	121.60	0	124.10	0	2.06
	Per hour - Triathlon	RPOOL/8533n	VAT Inclusive	01 April 2017	182.40	1,450	186.10	1,480	2.03
Hire of Lane	Per hour - Casual Adult	RPOOL/8533n	VAT Inclusive	01 April 2017	27.50	0	28.10	0	2.18
	Per hour - Casual Adult (65 years plus)/Junior	RPOOL/8533n	VAT Inclusive	01 April 2017	22.30	0	22.80	0	2.24
	Per hour - Triathlon	RPOOL/8533n	VAT Inclusive	01 April 2017	42.20	0	43.10	0	2.13
Large Pool Party with Aquarun	Maximum 40 people - 4 lifeguards	RPOOL/8533n	VAT Inclusive	01 April 2017	126.80	0	Delete	Delete	Delete
Large Pool Party with Aquarun	Maximum 20 people - 3 lifeguards	RPOOL/8533n	VAT Inclusive	01 April 2017	110.40	3,440	120.00	3,740	8.70
Small Pool Float Party	Maximum 20 people - 1 lifeguard	RPOOL/8533n	VAT Inclusive	New Charge	New Charge	0	55.00	0	New Charge
Large Pool Float Party	Maximum 40 people - 2 lifeguards	RPOOL/8533n	VAT Inclusive	01 April 2017	85.60	300	95.00	330	10.98
Extra Lifeguard	Per hour	RPOOL/8533n	VAT Inclusive	New Charge	New Charge	0	20.00	0	New Charge

RIBBLESDALE POOL (RPOOL)		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
School Use	Per 35 min - with 2 Instructors	RPOOL/8531I	Non Vatable	01 April 2017	64.00	23,960	65.30	24,450	2.03
	Per 35 min - with 1 Instructor	RPOOL/8531I	Non Vatable	01 April 2017	55.20	0	56.40	0	2.17
	Per 45 min - with 2 Instructors	RPOOL/8531I	Non Vatable	01 April 2017	82.20	990	83.90	1,010	2.07
	Per 45 min - with 1 Instructor	RPOOL/8531I	Non Vatable	01 April 2017	71.00	0	72.50	0	2.11
	Extra Staff	RPOOL/8531I	Non Vatable	01 April 2017	16.60	950	17.00	970	2.41
School Hire of Pools (Including lifeguard)	Main Pool per hour	RPOOL/8531I	Non Vatable	01 April 2017	54.10	230	55.20	230	2.03
	Small Pool per hour	RPOOL/8531I	Non Vatable	01 April 2017	25.00	30	25.50	30	2.00
	Both Pools per hour	RPOOL/8531I	Non Vatable	01 April 2017	78.90	0	80.50	0	2.03
	Lane Hire per hour	RPOOL/8531I	Non Vatable	01 April 2017	22.30	850	22.80	870	2.24
Use of Shower/Changing Facilities	Adult	RPOOL/8809n	VAT Inclusive	01 April 2017	4.10	0	4.20	0	2.44
	Adult (65 years plus)/Junior	RPOOL/8809n	VAT Inclusive	01 April 2017	2.70	0	2.80	0	3.70

EXERCISE REFERRAL (EXREF)		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18 £	Budgeted Income Net of VAT for 2017/18 £	Proposed Charges for 2018/19 2% Inflation £	Indication of Potential Income Net of VAT for 2018/19 £	Percentage Increase in Charge %
Exercise Classes	Up & Active - Session	EXREF/8525n	VAT Inclusive	01 April 2017	2.30	1,550	2.40	1,620	4.35
	Up & Active - Twelve Classes Pass	EXREF/8525n	VAT Inclusive	01 April 2017	23.00	2,600	24.00	2,710	4.35
	Non Up & Active - Session	EXREF/8525n	VAT Inclusive	01 April 2017	3.40	740	3.50	760	2.94

EDISFORD ALL WEATHER FACILITY (EALLW)		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
Tennis Courts: Peak - Pay & Play (casual)	- Adult	EALLW/8553n	VAT Inclusive	01 April 2017	8.80	920	9.00	940	2.27
	- Adult Concession Freedom Card	EALLW/8553n	VAT Inclusive	01 April 2017	5.50	0	5.70	0	3.64
	- Junior	EALLW/8553n	VAT Inclusive	01 April 2017	5.50	120	5.70	120	3.64
	- Junior Concession Freedom Card	EALLW/8553n	VAT Inclusive	01 April 2017	3.40	0	3.50	0	2.94
	- Adult (65 years plus)	EALLW/8553n	VAT Inclusive	01 April 2017	5.50	60	5.70	60	3.64
	- Tennis Coach Fee - Court per hour	EALLW/8553n	VAT Inclusive	01 April 2017	4.40	530	4.50	540	2.27
	- Racquet Hire (per racquet)	EALLW/8521n	VAT Inclusive	01 April 2017	1.40	90	1.50	100	7.14

EDISFORD ALL WEATHER FACILITY (EALLW)		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
Artificial Pitch per hour	- Adult without Changing Rooms	EALLW/8505n	VAT Inclusive	01 April 2017	23.30	0	23.80	0	2.15
	- Junior without Changing Rooms	EALLW/8505n	VAT Inclusive	01 April 2017	18.10	130	18.50	130	2.21
	- Adult with Changing Rooms	EALLW/8505n	VAT Inclusive	01 April 2017	31.00	Delete	Delete	Delete	Delete
	- Junior with Changing Rooms	EALLW/8505n	VAT Inclusive	01 April 2017	25.80	Delete	Delete	Delete	Delete
	- Large Area - Adult with Changing Rooms	EALLW/8505n	VAT Inclusive	01 April 2017	42.60	Delete	Delete	Delete	Delete
	- Large Area - Junior with Changing Rooms	EALLW/8505n	VAT Inclusive	01 April 2017	34.10	Delete	Delete	Delete	Delete
	- Large Area - Adult without Changing Rooms	EALLW/8505n	VAT Inclusive	01 April 2017	34.90	590	35.60	600	2.01
	- Large Area - Junior without Changing Rooms	EALLW/8505n	VAT Inclusive	01 April 2017	26.30	1,730	26.90	1,770	2.28
	- Large Area - Junior without Changing Room - Registered Group - School Holiday Use	EALLW/8505n	VAT Inclusive	01 April 2017	17.50	0	17.90	0	2.29
	- Large Area - Junior without Changing Room - School Group Use - Educational	EALLW/8901n	VAT Inclusive	01 April 2017	14.60	0	14.90	0	2.05

Peak (after 5pm Mon - Fri) 3G Artificial Pitch (Including Floodlights) per hour	- Adult without Changing Rooms	EALLW/8886n	VAT Inclusive	01 April 2017	36.20	16,510	37.00	16,870	2.21
	- Junior without Changing Rooms	EALLW/8887n	VAT Inclusive	01 April 2017	28.50	8,100	29.10	8,270	2.11
	- Adult with Changing Rooms	EALLW/8886n	VAT Inclusive	01 April 2017	43.90	Delete	Delete	Delete	Delete
	- Junior with Changing Rooms	EALLW/8887n	VAT Inclusive	01 April 2017	36.20	Delete	Delete	Delete	Delete

EDISFORD ALL WEATHER FACILITY (EALLW)	Ledger Code	VAT Liability	Date of Last Change	Current Charge 2017/18	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
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Off Peak (before 5pm Mon-Fri & all day weekends) 3G Artificial Pitch (Including Floodlights) per hour	- Adult without Changing Rooms	EALLW/8886n	VAT Inclusive	01 April 2017	28.50	550	29.10	560	2.11
	- Junior without Changing Rooms	EALLW/8887n	VAT Inclusive	01 April 2017	20.70	350	21.20	360	2.42
	- Adult with Changing Rooms	EALLW/8886n	VAT Inclusive	01 April 2017	36.20	Delete	Delete	Delete	Delete
	- Junior with Changing Rooms	EALLW/8887n	VAT Inclusive	01 April 2017	28.50	Delete	Delete	Delete	Delete
	- Junior without Changing Room - Registered Group - School Holiday Use	EALLW/8887n	VAT Inclusive	01 April 2017	15.00	0	15.50	0	3.33
	- Junior without Changing Rooms - School Group Use - Educational	EALLW/8901n	VAT Inclusive	01 April 2017	12.50	0	12.80	0	2.40

Hire of Edisford Pavilion Training Room	- Per hour	EALLW/8807i	Non Vatable	01 April 2017	17.10	1,190	17.50	1,220	2.34
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Changing Room hire per booking	- Adult or Junior	EALLW/8807i	Non Vatable	New Charge	New Charge	0	10.00	0	New Charge
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PLATFORM GALLERY (PLATG)		Ledger Code	VAT Liability	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
Room Hire Non Profit and Amateur Organisations	Full Day Weekdays (up to 6.5 hours)	PLATG/88071	Non Vatable	01 April 2017	21.20	70	Delete	Delete	Delete
	Half Day (up to 3 hours)	PLATG/88071	Non Vatable	01 April 2017	11.60	10	Delete	Delete	Delete
	Weekly (6 days)	PLATG/88071	Non Vatable	01 April 2017	105.20	290	Delete	Delete	Delete
Room Hire Ribble Valley Non Profit Organisations	Full Day Weekdays (up to 6.5 hours)	PLATG/88071	Non Vatable	01 April 2017	19.30	40	Delete	Delete	Delete
	Half Day (up to 3 hours)	PLATG/88071	Non Vatable	01 April 2017	10.60	0	Delete	Delete	Delete
	Weekly (6 days)	PLATG/88071	Non Vatable	01 April 2017	84.20	140	Delete	Delete	Delete
Room Hire Commercial Organisations	Full Day Weekdays (up to 6.5 hours)	PLATG/88071	Non Vatable	01 April 2017	64.50	0	Delete	Delete	Delete
	Half Day (up to 3 hours)	PLATG/88071	Non Vatable	01 April 2017	32.70	20	Delete	Delete	Delete
	Under 2 hours	PLATG/88071	Non Vatable	01 April 2017	26.30	0	Delete	Delete	Delete
	Weekly (6 days)	PLATG/88071	Non Vatable	01 April 2017	281.70	0	Delete	Delete	Delete
Room Hire	Full Day (up to 6.5 hours) Monday – Friday and Sunday (£20 non-refundable deposit payable on booking)	PLATG/88071	Non Vatable	New Charge	New Charge	570	50.00	600	New Charge
	Half Day (up to 3 hours) Monday – Friday and Sunday (£10 non-refundable deposit payable on booking)	PLATG/88071	Non Vatable	New Charge	New Charge		25.00		New Charge
	Full Day (up to 6.5 hours) Saturday (£20 non-refundable deposit payable on booking)	PLATG/88071	Non Vatable	New Charge	New Charge		65.00		New Charge
	Half Day (up to 3 hours) Saturday (£10 non-refundable deposit payable on booking)	PLATG/88071	Non Vatable	New Charge	New Charge		32.50		New Charge

PLATFORM GALLERY (PLATG)		Ledger Code	VAT Liability	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
Stalls	Special Events	PLATG/8824n	VAT Inclusive	01 April 2017	10.40	0	11.00	0	5.77
	Special Events: Monday – Friday and Sunday (£5 non-refundable deposit payable on booking)	PLATG/8824n	VAT Inclusive	New Charge	New Charge	0	12.00	0	New Charge
	Special Events: Saturday (£5 non-refundable deposit payable on booking)	PLATG/8824n	VAT Inclusive	New Charge	New Charge		15.00		New Charge

Car Parking Charges Rounded to the Nearest 5p

Annex 2

CAR PARKING		Ledger Code	VAT Liability	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
				£	£	£	£	£	%
SHORT STAY CAR PARKS									
Railway View (08.00 to 18.00 Mon to Sat)	Up to 1 hour	CHUCP/8420n	VAT Inclusive	01 April 2016	0.70	31,810	0.75	34,080	7.14
	Up to 2 hours	CHUCP/8420n	VAT Inclusive	01 April 2016	1.30	30,600	1.35	31,780	3.85
	Up to 3 hours	CHUCP/8420n	VAT Inclusive	01 April 2016	2.60	21,520	2.70	22,350	3.85
	Up to 10 hours	CHUCP/8420n	VAT Inclusive	01 April 2016	8.20	990	8.40	1,010	2.44
Lowergate (08.00 to 18.00 Mon to Sat)	Up to 1 hour	LOWCP/8420n	VAT Inclusive	01 April 2016	0.70	15,660	0.75	16,780	7.14
	Up to 2 hours	LOWCP/8420n	VAT Inclusive	01 April 2016	1.30	23,990	1.35	24,910	3.85
	Up to 3 hours	LOWCP/8420n	VAT Inclusive	01 April 2016	2.60	17,840	2.70	18,530	3.85
	Up to 10 hours	LOWCP/8420n	VAT Inclusive	01 April 2016	8.20	1,530	8.40	1,570	2.44

CAR PARKING		Ledger Code	VAT Liability	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
				£	£	£	£	£	%
Market (08.00 to 18.00 Mon to Sat)	Up to 1 hour	AUMCP/8420n	VAT Inclusive	01 April 2016	0.70	8,550	0.75	9,160	7.14
	Up to 2 hours	AUMCP/8420n	VAT Inclusive	01 April 2016	1.30	14,230	1.35	14,780	3.85
	Up to 3 hours	AUMCP/8420n	VAT Inclusive	01 April 2016	2.60	12,150	2.70	12,620	3.85
	Up to 10 hours	AUMCP/8420n	VAT Inclusive	01 April 2016	8.20	1,120	8.40	1,150	2.44
Edisford (08.00 to 18.00 Mon to Sun)	Up to 30 mins	EDFCP/8420n	VAT Inclusive	01 April 2016	0.30	2,440	0.35	2,850	16.67
	Up to 1 hour	EDFCP/8420n	VAT Inclusive	01 April 2016	0.70	18,160	0.75	19,460	7.14
	Up to 2 hours	EDFCP/8420n	VAT Inclusive	01 April 2016	1.20	31,800	1.25	33,130	4.17
	Up to 3 hours	EDFCP/8420n	VAT Inclusive	01 April 2016	2.10	12,120	2.15	12,410	2.38
	Up to 5 hours	EDFCP/8420n	VAT Inclusive	01 April 2016	2.80	5,730	2.90	5,930	3.57
	Over 5 hours	EDFCP/8420n	VAT Inclusive	01 April 2016	3.60	1,160	3.70	1,190	2.78
Barclay Road, Longridge (08.00 to 18.00 Mon to Sat)	Up to 1 hour	BARCP/8420n	VAT Inclusive	01 April 2016	0.70	3,220	0.75	3,450	7.14
	Up to 2 hours	BARCP/8420n	VAT Inclusive	01 April 2016	1.30	1,940	1.35	2,010	3.85
	Up to 3 hours	BARCP/8420n	VAT Inclusive	01 April 2016	2.60	1,300	2.70	1,350	3.85
	Up to 10 hours	BARCP/8420n	VAT Inclusive	01 April 2016	8.20	80	8.40	80	2.44

CAR PARKING	Ledger Code	VAT Liability	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge

LONG STAY CAR PARKS									
Chester Avenue (08.00 to 18.00 Mon to Sat)	Up to 4 hours	CHSCP/ 8420n	VAT Inclusive	01 April 2016	1.30	18,620	1.35	19,340	3.85
	Up to 10 hours	CHSCP/ 8420n	VAT Inclusive	01 April 2016	2.50	10,080	2.55	10,280	2.00
Holden Street (08.00 to 18.00 Mon to Sat)	Up to 4 hours	HOLCP/ 8420n	VAT Inclusive	01 April 2016	1.30	3,200	1.35	3,320	3.85
	Up to 10 hours	HOLCP/ 8420n	VAT Inclusive	01 April 2016	2.40	1,460	2.55	1,550	6.25
North Street (08.00 to 18.00 Mon to Sat)	Up to 4 hours	NORCP/ 8420n	VAT Inclusive	01 April 2016	1.30	2,630	1.35	2,730	3.85
	Up to 10 hours	NORCP/ 8420n	VAT Inclusive	01 April 2016	2.40	1,280	2.55	1,360	6.25
Whalley Road (08.00 to 18.00 Mon to Sat)	Up to 4 hours	WHLCP/ 8420n	VAT Inclusive	01 April 2016	1.30	5,770	1.35	5,990	3.85
	Up to 10 hours	WHLCP/ 8420n	VAT Inclusive	01 April 2016	2.40	2,100	2.45	2,140	2.08
Mitchell Street (08.00 to 18.00 Mon to Sat)	Up to 4 hours	MITCP/ 8420n	VAT Inclusive	01 April 2016	1.30	1,310	1.35	1,360	3.85
	Up to 10 hours	MITCP/ 8420n	VAT Inclusive	01 April 2016	2.40	180	2.45	180	2.08

CAR PARKING		Ledger Code	VAT Liability	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
				£	£	£	£	£	%
Peel Street (08.00 to 18.00 Mon to Sat)	Up to 1 hour	PESCP/ 8420n	VAT Inclusive	01 April 2016	0.80	210	0.85	220	6.25
	Up to 4 hours	PESCP/ 8420n	VAT Inclusive	01 April 2016	1.30	1,500	1.35	1,560	3.85
	Up to 10 hours	PESCP/ 8420n	VAT Inclusive	01 April 2016	2.40	360	2.45	370	2.08
Mardale Road, Longridge (08.00 to 18.00 Mon to Sun)	Up to 4 hours	MARCP/ 8420n	VAT Inclusive	01 April 2016	1.30	270	1.35	280	3.85
	Up to 10 hours	MARCP/ 8420n	VAT Inclusive	01 April 2016	2.40	40	2.45	40	2.08
Sabden (09.00 to 17.00 Mon to Sun)	Up to 1 hour	SABCP/ 8420n	VAT Inclusive	01 April 2016	0.80	180	0.85	190	6.25
	Up to 4 hours	SABCP/ 8420n	VAT Inclusive	01 April 2016	1.20	560	1.25	580	4.17
	Up to 8 hours	SABCP/ 8420n	VAT Inclusive	01 April 2016	2.10	530	2.15	540	2.38
Chipping (09.00 to 17.00 Mon to Sun)	Up to 1 hour	CHPCP/ 8420n	VAT Inclusive	01 April 2016	0.80	1,280	0.85	1,360	6.25
	Up to 4 hours	CHPCP/ 8420n	VAT Inclusive	01 April 2016	1.20	3,300	1.25	3,440	4.17
	Up to 8 hours	CHPCP/ 8420n	VAT Inclusive	01 April 2016	2.10	2,330	2.15	2,390	2.38
Dunsop Bridge (09.00 to 17.00 Mon to Sun)	Up to 1 hour	DUNCP/ 8420n	VAT Inclusive	01 April 2016	0.80	1,030	0.85	1,090	6.25
	Up to 4 hours	DUNCP/ 8420n	VAT Inclusive	01 April 2016	1.20	3,190	1.25	3,320	4.17
	Up to 8 hours	DUNCP/ 8420n	VAT Inclusive	01 April 2016	2.10	2,540	2.15	2,600	2.38

CAR PARKING									
		Ledger Code	VAT Liability	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19 2% Inflation	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
				£	£	£	£	£	%
Coaches - Dunsop Bridge (09.00 to 17.00 Mon to Sun)	Up to 4 hours	DUNCP/8420n	VAT Inclusive	01 April 2016	5.30	0	5.45	0	2.83
	Up to 8 hours	DUNCP/8420n	VAT Inclusive	01 April 2016	9.60	0	9.80	0	2.08
Ribchester (09.00 to 17.00 Mon to Sun)	Up to 1 hour	RIBCP/8420n	VAT Inclusive	01 April 2016	0.80	3,810	0.85	4,050	6.25
	Up to 4 hours	RIBCP/8420n	VAT Inclusive	01 April 2016	1.20	10,350	1.25	10,780	4.17
	Up to 8 hours	RIBCP/8420n	VAT Inclusive	01 April 2016	2.10	2,400	2.15	2,460	2.38
Coaches - Ribchester (09.00 to 17.00 Mon to Sun)	Up to 4 hours	RIBCP/8420n	VAT Inclusive	01 April 2016	5.30	210	5.45	220	2.83
	Up to 8 hours	RIBCP/8420n	VAT Inclusive	01 April 2016	9.60	20	9.80	20	2.08
Slaidburn (07.00 to 18.00 Mon to Sun)	Up to 1 hour	SLDCP/8420n	VAT Inclusive	01 April 2016	0.80	1,330	0.85	1,410	6.25
	Up to 4 hours	SLDCP/8420n	VAT Inclusive	01 April 2016	1.20	2,010	1.25	2,090	4.17
	Up to 8 hours	SLDCP/8420n	VAT Inclusive	01 April 2016	2.10	2,130	2.15	2,180	2.38
Coaches - Slaidburn (07.00 to 18.00 Mon to Sun)	Up to 4 hours	SLDCP/8420n	VAT Inclusive	01 April 2016	5.30	30	5.45	30	2.83
	Up to 11 hours	SLDCP/8420n	VAT Inclusive	01 April 2016	9.60	70	9.80	70	2.08

9RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No 9

meeting date: 17 OCTOBER 2017
 title: CAPITAL PROGRAMME REVIEW AND NEW BIDS
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To recommend the proposed future five-year capital programme (2018/19 to 2022/23) for this Committee.

2 BACKGROUND

2.1 This report will review the schemes that were approved in to the capital programme in February 2017, for the financial years 2018/19 to 2021/22. Also, new bids received from Heads of Service for 2022/23 are presented for consideration. No bids have previously been requested for 2022/23.

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

3 REVIEW OF THE CAPITAL PROGRAMME 2018/19 TO 2021/22

3.1 For this Committee there were originally 25 schemes approved for the financial years 2018/19 to 2021/22, totalling £3,233,940. These schemes are shown in Annex 1.

3.2 Heads of Service have submitted updated bids to increase the value of two schemes in 2018/19, based on updated estimates. The detailed bids are shown in Annex 2. They are:

- BID 1: Replacement Mower (Haytor) PN07 MVG - increase cost of scheme from £36,500 to £41,000 = £4,500.
- BID 2: Replacement Mower (Kubota) PN09 KXP - increase cost of scheme from £16,000 to £18,500 = £2,500.

3.3 The 2018/19 to 2021/22 approved capital programme for this Committee has been amended to reflect the two updated bids for 2018/19. The table below provides a summary and the full amended capital programme is shown in Annex 1.

	2018/19 £	2019/20 £	2020/21 £	2021/22 £	TOTAL £
Previously Approved Capital Programme for Community Services Committee (Annex 1)	648,500	1,969,320	344,120	272,000	3,233,940
Replacement Mower (Haytor) PN07 MVG – 2018/19 updated bid (see Annex 2)	4,500				4,500
Replacement Mower (Kubota) PN09 KXP – 2018/19 updated bid (see Annex 2)	2,500				2,500
Amended Capital Programme for Community Services Committee (Annex 1)	655,500	1,969,320	344,120	272,000	3,240,940

4 NEW CAPITAL BIDS FOR 2022/23

- 4.1 Heads of Service were also asked to put forward new bids for 2022/23. For this Committee 14 new bids have been submitted for 2022/23, totalling £707,650. Details of the scheme bids are attached to this report at Annex 2, and a summary listing by scheme is also shown at Annex 3.
- 4.2 Committee should therefore consider the new scheme bids. Members are also asked to put forward any amendments to the bids that they may wish to make at this stage.
- 4.3 Please note that other committees will be receiving similar reports for the new scheme bids. Bids from all committees will finally be considered alongside each other by the Budget Working Group and Policy and Finance Committee against the limited financial resources that are available to finance the capital programme.

5 APPROVED SCHEMES AND CAPITAL PROGRAMME BIDS FOR 2018/19 TO 2022/23

5.1 The table below provides a summary of the financial impact of the currently approved capital programme schemes and also those bids that have been received from Heads of Service for 2018/19 and 2022/23 (subject to approval).

2018/19 £	2019/20 £	2020/21 £	2021/22 £	2022/23 £	TOTAL £
655,500	1,969,320	344,120	272,000	707,650	3,948,590

6 RISK ASSESSMENT

- 6.1 The approval of this report may have the following implications:
 - Resources – The **updated bids** and **new bids** that have been submitted for this Committee would require funding of £714,650 from Council resources.
 - Technical, Environmental and Legal – None.
 - Political – None.
 - Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
 - Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

7 CONCLUSION

- 7.1 There are currently 25 schemes in the capital programme for this Committee for the period 2018/19 to 2021/22, totalling £3,240,940.
- 7.2 There have been 14 new capital scheme bids for 2022/23, totalling £707,650.

8 RECOMMENDED THAT COMMITTEE

8.1 Consider the proposed five-year capital programme for 2018/19 to 2022/23 above and agree any amendments they wish to make.

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

SENIOR ACCOUNTANT
CM13-17/AC/AC
10 October 2017

DIRECTOR OF RESOURCES

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – None

Community Services Committee
Previously Approved Capital Programme and Updated Bids
Summary – 2018/19 to 2021/22

ANNEX 1

COMMUNITY SERVICES COMMITTEE	2018/19 £	2019/20 £	2020/21 £	2021/22 £	TOTAL £
Play Area Improvements	40,000	40,000	40,000	40,000	160,000
Renewal of sections of floor to residual waste transfer station (Phase 2)	23,500				23,500
Replacement of Paper Collection Vehicle VX55 KXD	49,000				49,000
Replacement of Refuse Collection Vehicle VU60 HNX	222,500				222,500
Replacement of Works Iveco Tipper (PO60 AYK)	37,500				37,500
Replacement of Car Parking Van - Fiat Doblo PN09 MHY with an equivalent spec	13,000				13,000
Replacement of Garwood (12 Tonne GVW) single bodied RCV with single multi-use vehicle - PN05 PWL	120,000				120,000
Replacement mower (Haytor) PN07 MVG	36,500				36,500
Replacement mower (Kubota) PN09 KXP	16,000				16,000
Replacement Mini Tractor and Trailer (John Deere) - PN06 TSZ	12,000				12,000
Replacement Truck (Ford) c/w Tail Lift (PE60 KJJ)	37,500				37,500
Tour of Britain Legacy	10,000				10,000
All Weather Pitch Lighting	31,000				31,000
Castle Keep Lime Repointing Works and Repairs (Subject to External Funding)		311,320			311,320
Replacement of Clitheroe CCTV System		60,000			60,000
Replacement of Refuse Collection Vehicle VN12 KYK			232,000		232,000
Replacement of Refuse Collection Vehicle VU62 HXK				232,000	232,000
Replacement of Refuse Collection Vehicle PO60 YEK		227,000			227,000
Replacement of Paper Collection Vehicle VU06 TKN		50,000			50,000
Replacement of JCB Gravemaster Digger (rvbc005)			32,000		32,000

Community Services Committee
Previously Approved Capital Programme and Updated Bids
Summary – 2018/19 to 2021/22

ANNEX 1

COMMUNITY SERVICES COMMITTEE	2018/19 £	2019/20 £	2020/21 £	2021/22 £	TOTAL £
Replacement of Pickup Ford Ranger PK60 HKN			20,120		20,120
Installation of a Second Parking Deck on Chester Avenue Car Park		1,230,000			1,230,000
Replacement Gang Mower (rvbc009)		29,000			29,000
Replacement Mini Tractor with Bucket for PN05 BYS		22,000			22,000
Replacement High Top Transit Van for PJ63 WUC			20,000		20,000
Previously Approved Capital Programme for Community Services Committee	648,500	1,969,320	344,120	272,000	3,233,940
BID 1: Replacement Mower (Haytor) PN07 MVG – 2018/19 updated bid (see Annex 2)	4,500				4,500
BID 2: Replacement Mower (Kubota) PN09 KXP – 2018/19 updated bid (see Annex 2)	2,500				2,500
Amended Capital Programme for Community Services Committee	655,500	1,969,320	344,120	272,000	3,240,940

Community Services Committee
2018/19 Updated Bids and 2022/23 New Bids

BID 1: Replacement Mower (Haytor) PN07 MVG – **2018/19 UPDATED BID**
Service Area: Grounds Maintenance
Submitted by: Mark Beveridge

Brief Description of the Scheme:

This machine is already in the capital programme for replacement in 2018/19, however a revised quote indicates that the current price allowed for in the capital budget is insufficient. This bid allows for an increase of £4,500 on the capital sum (from £36,500 to £41,000) to cover the extra expected sum. It is a ride on mower for amenity areas and external contracts, purchased in 2007, by the time of renewal it will be over 10 years old. As with all machinery it is used intensively for the growing season which now extends from late March until early November. The industry norm for replacement of this type of machinery is 8 years. If the life of the mower were to be extended, previous experience has shown that the cost of repairs and hiring machines to gain a marginal life span does not represent value for money. If the extra sum is not allowed for, the purchase could not be made in 2018/19 as planned, because the additional sum could not be found from existing budgets.

Revenue Implications:

None.

Timescale for Completion:

Within the year budget allocated.

Any Risks to Completion:

Only a price rise which cannot be forecast.

Capital Cost:

Cost Element	2018/19 £
Equipment / Materials	4,500
Total Capital Cost of Scheme	4,500

Community Services Committee
2018/19 Updated Bids and 2022/23 New Bids

BID 2:	Replacement Mower (Kubota) PN09 KXP – 2018/19 UPDATED BID
Service Area:	Grounds Maintenance
Submitted by:	Mark Beveridge

Brief Description of the Scheme:

This machine is already in the capital programme for replacement in 2018/19, however the recent purchase of a similar machine has shown a price rise from the sum allowed. This bid is to correct that figure with a more accurate one based on the recent purchase and adjusted for inflation. The increased budget requested is £2,500 (from £16,000 to £18,500). It is a ride on mower for amenity areas and external contracts, purchased in 2009, by the time of renewal it will be over 8 years old. As with all machinery it is used intensively for the growing season which now extends from late March until early November. The industry norm for replacement of this type of machinery is 5 years. If the life of the mower were to be extended, previous experience has shown that the cost of repairs and hiring machines to gain a marginal life span does not represent value for money.

Revenue Implications:

None.

Timescale for Completion:

The machine would be sourced via competitive quotes and be purchased within the year the capital fund is applicable for replacement.

Any Risks to Completion:

None, the price has been adjusted to reflect the increase in price for a recent purchase.

Capital Cost:

Cost Element	2018/19 £
Equipment / Materials	2,500
Total Capital Cost of Scheme	2,500

Community Services Committee
2018/19 Updated Bids and 2022/23 New Bids

BID 3:	Replacement of Hustler Trimstar Mower x 2 (rvbc017 and rvbc018)
Service Area:	Grounds Maintenance
Submitted by:	Mark Beveridge

Brief Description of the Scheme:

These are two pedestrian mowers, purchased in 2015, they have life span of 5-6 years. Machines will be 7 years old when replaced in 2022/23. The machines are used for carrying out grass cutting of small amenity areas where the larger ride on machines will not fit. Even with annual maintenance, including replacement parts as necessary the machines become more unreliable and require more down time the older they become.

Revenue Implications:

None.

Timescale for Completion:

2022/23

Any Risks to Completion:

The figure is based on a quote at the current price, plus an allowance for inflation. As purchase would be in over 4 years' time, it is possible that there may be some change in the price over that period. However, it is planned to obtain a revised quote within a year of purchase, to inform the capital budget process at that time.

Capital Cost:

Cost Element	2022/23 £
Equipment / Materials	14,000
Total Capital Cost of Scheme	14,000

Community Services Committee
2018/19 Updated Bids and 2022/23 New Bids

BID 4:	Replacement of John Deere Mower 4x4 (PE15 YVK)
Service Area:	Grounds Maintenance
Submitted by:	Mark Beveridge

Brief Description of the Scheme:

It is a ride on mower for amenity areas and external contracts, purchased in 2015, by the time of renewal it will be nearly 8 years old. As with all machinery it is used intensively for the growing season which now extends from late March until early November. The industry norm for replacement of this type of machinery is 6 years. If the life of the mower were to be extended beyond 2022, previous experience has shown that the cost of repairs and hiring machines to gain a marginal life span does not represent value for money.

Revenue Implications:

None.

Timescale for Completion:

Within the year the capital budget applies.

Any Risks to Completion:

A price has been obtained at current year value and an adjustment made for inflation. If prices rise faster than allowed for, this will require an adjustment in the capital allocation in the year before purchase, which is when a new quote would be obtained.

Capital Cost:

Cost Element	2022/23 £
Equipment / Materials	21,500
Total Capital Cost of Scheme	21,500

Community Services Committee
2018/19 Updated Bids and 2022/23 New Bids

BID 5:	Replacement of John Deere Mower (PN07 OWU)
Service Area:	Grounds Maintenance
Submitted by:	Mark Beveridge

Brief Description of the Scheme:

It is a ride on mower for small amenity areas and external contracts, purchased in 2007, by the time of renewal it will be over 15 years old. As with all machinery it is used intensively for the growing season which now extends from late March until early November. The industry norm for replacement of this type of machinery is 6 years, it is currently 11 years old and it is hoped that it can be maintained in working order until the replacement date, though as parts wear out it becomes proportionately more expensive to operate.

Revenue Implications:

None.

Timescale for Completion:

The machine would be purchased within the capital year funding is allocated.

Any Risks to Completion:

The current price is an estimation of the price to purchase in 2022, given the uncertainty around inflation and exchange rates, the actual cost could have risen above the capital sum being sought by 2022, therefore in the interim period revised figures will be obtained to ensure the capital sum reflects the actual purchase price predicted.

Capital Cost:

Cost Element	2022/23 £
Equipment / Materials	20,000
Total Capital Cost of Scheme	20,000

Community Services Committee
2018/19 Updated Bids and 2022/23 New Bids

BID 6:	Ribblesdale Pool Filter and Pipework Replacement
Service Area:	Ribblesdale Pool
Submitted by:	Mark Beveridge

Brief Description of the Scheme:

To replace existing water filters which are heavily corroded and would be replaced with 3 smaller composite filters. The existing original ones are metal and the corrosive nature of the water has left them in a poor state. Although they can be shot blasted and coated, there is no real guarantee available on the length of time this work would give to the filters before they would need to be replaced. The existing pipe work is all cast iron and is in a very poor state of repair, the water supply to the teaching pool for example pushes bits of corroded pipework into the pool on a regular basis which has to be removed and leads to staining of the tiles and grout which were cleaned during the major refurbishment of the changing rooms undertaken in 2016/17.

Revenue Implications:

One-off lost revenue from a 6 week closure, estimate = £50,000.

Timescale for Completion:

It is estimated it would take 6 weeks to carry out the work which would be scheduled for the end of year period - December 2022 and January 2023.

Any Risks to Completion:

There would need to be a closure period to enable this work to be completed.

Capital Cost:

Cost Element	2022/23 £
Equipment / Materials	43,000
Internal Staff Time	1,000
Total Capital Cost of Scheme	44,000

Community Services Committee
2018/19 Updated Bids and 2022/23 New Bids

BID 7: Play Area Improvements 2022/23

Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

Brief Description of the Scheme:

The Council operates 18 play areas. This budget provides for incremental improvements to these areas each year. It has enabled Henthorn Park and Mardale to be improved in recent years. In addition the capital is used to deal with ad hoc equipment replacement which arises annually. The play areas are well used, any injury arising from their use can result in potential insurance claims. The Council inspects on a monthly basis and the insurers annually. The Council as owner and operator has a Duty of Care to ensure the play areas are safe and replace, refurbish or remove worn out or broken equipment. Without this annual budget the play areas would quickly fall into disrepair and reach a point where equipment would need to be removed and eventually areas would be closed to users.

Revenue Implications:

None.

Timescale for Completion:

Completed within the financial year of approval unless work scheduled is affected by adverse weather.

Any Risks to Completion:

Only weather.

Capital Cost:

Cost Element	2022/23 £
Equipment / Materials	45,000
Total Capital Cost of Scheme	45,000

Community Services Committee
2018/19 Updated Bids and 2022/23 New Bids

BID 8: Grass Pitch Renovation

Service Area: Culture and Leisure

Submitted by: Mark Beveridge

Brief Description of the Scheme:

The Council provides a total of 14 grass pitches for football, in Clitheroe and Longridge. The current budget for these pitches only allows for cutting, line painting and minor remedial work to goal mouth areas annually. The state of the pitches has over time deteriorated significantly. All are unplayable for parts of the year due to water logging. This has led to teams trying to find alternative provision where possible or the Council having to limit pitch use to try and balance the condition of the pitches with the amount of games played. This proposal would, over a 14 year period, enable the pitches to be revived with new drainage. Giving all ages from junior through senior, both male and female the chance to play football on a surface which is acceptable and encourage participation. The provision of suitable surfaces for the playing of football is part of the Government agenda to promote healthier lifestyles. The scheme would dramatically improve year on year the state of the pitches which the Council sells annually to teams in the Borough. This would not result in a significant premium being charged for the improvement works carried out, however it would enhance the service delivery and the reputation of the Council in terms of the quality of service provided.

Revenue Implications:

None.

Timescale for Completion:

Annually over 14 year period, clearly during that time the costs will rise and would be more cost effective to try and work as one contract, however given the potential cost and the existing commitments in the capital budget that is not regarded as viable.

Any Risks to Completion:

Only the weather, the work would be scheduled during the summer period when no games are played.

Capital Cost:

Cost Element	2022/23 £
Contractors	10,000
Internal Staff Time	250
Total Capital Cost of Scheme	10,250

Community Services Committee
2018/19 Updated Bids and 2022/23 New Bids

BID 9: Replacement Football Goals

Service Area: Culture and Leisure

Submitted by: Mark Beveridge

Brief Description of the Scheme:

To replace all existing football pitch goals with roll away type goals. There are 5 pitches currently which do not have these goals and this bid would ensure all Council pitches are provided with them. The state of the goals provides concern because of the instances around the country where failure of the posts has caused injury to members of the public. Also the provision of rollaway type goals means that the pitches are then protected from unauthorised use.

Revenue Implications:

None.

Timescale for Completion:

Goals would be ordered and delivered over the summer period ready for use at the commencement of the football season.

Any Risks to Completion:

None.

Capital Cost:

Cost Element	2022/23 £
Equipment / Materials	15,000
Total Capital Cost of Scheme	15,000

Community Services Committee
2018/19 Updated Bids and 2022/23 New Bids

BID 10:	Replacement of Refuse Collection Vehicle (PK63 JZO)
Service Area:	Refuse Collection
Submitted by:	Adrian Harper

Brief Description of the Scheme:

This bid is for the replacement of the existing vehicle PK63 JZO. This vehicle is currently 4 years old and in the year 2022/23 will be at the end of its economic life. It will be replaced for a like for like model.

Revenue Implications:

None.

Timescale for Completion:

Tender Oct 2021, Order Placed Dec/Jan 2022, Delivery April 2022.

Any Risks to Completion:

None.

Capital Cost:

Cost Element	2022/23 £
Equipment / Materials	245,000
Total Capital Cost of Scheme	245,000

Community Services Committee
2018/19 Updated Bids and 2022/23 New Bids

BID 11:	Replacement of High Top Transit Van (PK06 HKA)
Service Area:	Vehicle Workshop
Submitted by:	Adrian Harper

Brief Description of the Scheme:

This bid is for the replacement of the existing vehicle PK06 HKA. This vehicle is currently 11 years old and in the year 2022/23 will be at the end of its economic life. It will be replaced for a like for like model. The existing vehicle is regularly used by the workshop staff as a run around for materials or going out to vehicles that are broken down.

Revenue Implications:

None.

Timescale for Completion:

2022/23

Any Risks to Completion:

None.

Capital Cost:

Cost Element	2022/23 £
Equipment / Materials	20,000
Total Capital Cost of Scheme	20,000

Community Services Committee
2018/19 Updated Bids and 2022/23 New Bids

BID 12:	Replacement of IVECO Daily Crew Cab (PO60 AZL)
Service Area:	Works Administration
Submitted by:	Adrian Harper

Brief Description of the Scheme:

This bid is for the replacement of the existing vehicle PO60 AZL. This vehicle is currently 7 years old and in the year 2022/23 will be at the end of its economic life. It will be replaced for a like for like model (IVECO Daily Crew Cab with tail lift). The existing vehicle is regularly used by the Works team to undertake a multitude of tasks. The IVECO Daily Crew Cab plays a pivotal role in ensuring the Works team can undertake all tasks required of them.

The sister vehicle purchased at the same time is PO60 AYK and is programmed for replacement in 2018/19. The condition of PO60 AYK is considerably better than PO60 AZL and, on its present condition, it may be prudent to replace PO60 AZL in 2018/19 and PO60 AYK in 2022/23.

Revenue Implications:

None.

Timescale for Completion:

April 2022: Tender new Vehicle. May 2022: Purchase new Vehicle.

Any Risks to Completion:

N/A

Capital Cost:

Cost Element	2022/23 £
Equipment / Materials	52,200
Total Capital Cost of Scheme	52,200

Community Services Committee
2018/19 Updated Bids and 2022/23 New Bids

BID 13:	Replacement of Refuse Wheelie Bins
Service Area:	Refuse Collection
Submitted by:	Adrian Harper

Brief Description of the Scheme:

Although there is an annual revenue budget for replacing bins it is felt that there will be a need for an influx of bins to replace bins damaged due to age and fatigue.

The bid will cover a selection of sizes and colours. The choice of the size of the bins will depend on any changes made due to the end of "cost share". There are approx 25,000 properties receiving a 3 stream waste collection comprising 3 bins.

Revenue Implications:

None.

Timescale for Completion:

YPO tender September 2022. Delivery after 12 weeks lead in.

Any Risks to Completion:

None.

Capital Cost:

Cost Element	2022/23 £
Equipment / Materials	10,000
Total Capital Cost of Scheme	10,000

Community Services Committee
2018/19 Updated Bids and 2022/23 New Bids

BID 14: Salthill Depot Garage - Supply and Install New Vehicle Brake Tester

Service Area: Salthill Depot

Submitted by: Adrian Harper

Brief Description of the Scheme:

The existing Vehicle Brake Tester/Rollers do not have the capability of issuing a print out of the necessary statutory test results for the refuse vehicles, meaning the vehicles need to be taken to an external third party for certification which incurs additional costs to the Council. The Refuse and Workshop Manager has confirmed that the Brake tester is due for replacement. The scheme proposes to replace the existing unit with one which will have the capability to allow Vehicle Brake testing to be completed in-house and therefore save on revenue costs.

Revenue Implications:

Eliminate the need for external Brake Testing Certification = -£6,750 saving per annum.

Timescale for Completion:

April 2022: Order Components, June 2022: Installation of New Brake Tester.

Any Risks to Completion:

N/A

Capital Cost:

Cost Element	2022/23 £
Contractors	61,900
Total Capital Cost of Scheme	61,900

Community Services Committee
2018/19 Updated Bids and 2022/23 New Bids

BID 15: Salthill Depot Garage - Replace roller shutter doors and rewire garage
Service Area: Salthill Depot
Submitted by: Adrian Harper

Brief Description of the Scheme:

The aim of this scheme is to replace the garage roller shutter doors at the Salthill Depot and re-wire the garage.

The garage is the only original building at the Salthill Depot site that has not undertaken improvements since moving there in 1999. The roller shutter doors on the garage have come to the end of their economic life. The wiring in the garage also requires upgrading along with the light fittings. If both these items are not undertaken they will create a burden on the R&M budget.

It is proposed that the garage is to be rewired, upgrading the existing light fittings with a more energy efficient fitting and installing electric roller shutter doors to improve the security of the garage.

Revenue Implications:

Reduce breakdown/call out costs = -£800 saving per annum.

Timescale for Completion:

April 2022: Out to tender, June/July 2022: Complete works.

Any Risks to Completion:

N/A

Capital Cost:

Cost Element	2022/23 £
Contractors	25,000
Total Capital Cost of Scheme	25,000

Community Services Committee
2018/19 Updated Bids and 2022/23 New Bids

BID 16: Replacement of Pay and Display Machines

Service Area: Car Parks

Submitted by: Adrian Harper

Brief Description of the Scheme:

The Council takes payment of off-street car parking charges from the motorist either through an annual contract or through a cash payment to the on-site pay and display parking machines. These machines (23 in total on the Council's 19 chargeable sites) currently accept payment by cash or mobile phone. In August 2017, it was resolved to replace three of these with new machines that enable customers to purchase tickets using debit/credit cards. Maintenance issues with the existing machines currently occur infrequently but these are likely to continue to increase as the machines continue to age. The estimated cost of replacing the remaining 20 of the Council's existing machines with the latest model is estimated to cost £123,800.

Revenue Implications:

None.

Timescale for Completion:

8 weeks.

Any Risks to Completion:

Some motorists may find the new technology too complicated for them, however they can continue to pay by cash.

Capital Cost:

Cost Element	2022/23 £
Contractors	123,800
Total Capital Cost of Scheme	123,800

Community Services Committee
Summary of New Capital Bids for 2022/23

Schemes	2022/23 £
BID 3: Replacement of Hustler Trimstar Mower x 2 (rvbc017 and rvbc018)	14,000
BID 4: Replacement of John Deere Mower 4x4 (PE15 YVK)	21,500
BID 5: Replacement of John Deere Mower (PN07 OWU)	20,000
BID 6: Ribblesdale Pool Filter and Pipework Replacement	44,000
BID 7: Play Area Improvements 2022/23	45,000
BID 8: Grass Pitch Renovation	10,250
BID 9: Replacement Football Goals	15,000
BID 10: Replacement of Refuse Collection Vehicle (PJ63 JZO)	245,000
BID 11: Replacement of High Top Transit Van (PK06 HKA)	20,000
BID 12: Replacement of IVECO Daily Crew Cab (PO60 AZL)	52,200
BID 13: Replacement of Refuse Wheelie Bins	10,000
BID 14: Salthill Depot Garage – Supply and Install New Vehicle Brake Tester	61,900
BID 15: Salthill Depot Garage – Replace roller shutter doors and rewire garage	25,000
BID 16: Replacement of Pay and Display machines	123,800
Total of New Bids for Community Services Committee	707,650

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No. 10

meeting date: 17th OCTOBER 2017
title: CLITHEROE MUSEUM COLLECTIONS DEVELOPMENT POLICY
submitted by: DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE

1 PURPOSE

1.1 This report is to provide an opportunity for the Committee to discuss and consider the collections policy developed by the Lancashire County Council Museums Service, with whom RVBC has a service level agreement for the management of the Clitheroe Castle Museum. This policy has to be ratified periodically to ensure the museum retains its accredited status.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To sustain a strong and prosperous Ribble Valley
- Corporate Priorities - To encourage economic development throughout the borough, with specific focus on tourism
- Other Considerations – To develop, with relevant partners, measures to support the visitor economy

2 BACKGROUND

2.1 The Clitheroe Castle Museum was developed in its' current form as a result of the significant capital project initiated by this Council and completed in 2010.

2.2 The major grant funding for the scheme came from the Heritage Lottery fund, which required the Council to operate the service as an accredited service.

2.3 This Council has an annual service level agreement with LCC to manage the museum under the umbrella of their countywide museum service

3 ISSUES

3.1 The policy provides a framework for how the collection is managed in all its' aspects. It is an essential element of the accreditation process which is important because it sets nationally agreed standards for museums in the UK. It defines good practice and identifies agreed standards, thereby encouraging development. It is a baseline quality standard that helps guide museums to be the best they can be, for current and future users, maintaining a shared understanding of professional standards.

3.2 It encourages sustainable development through effective planning, responsible collections management and active engagement with communities.

3.3 The achievement of a national standard gives confidence to all stakeholders.

Without accreditation the museum would be significantly hampered when applying for grant funding, managing the collection or acquiring new objects or disposing of items.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – Accreditation is covered under the SLA with the County Council and does not require further resources to implement. The budget provision for the annual sum paid to LCC to manage the museum on behalf of the Council is accounted for in the current budget of the Council.
- Technical, Environmental and Legal – There is an agreement between the Council and LCC for how the museum is operated.
- Reputation – It is important to have a museum which is accredited, for all of the reasons outlined in this report.

5 **RECOMMENDED THAT COMMITTEE**

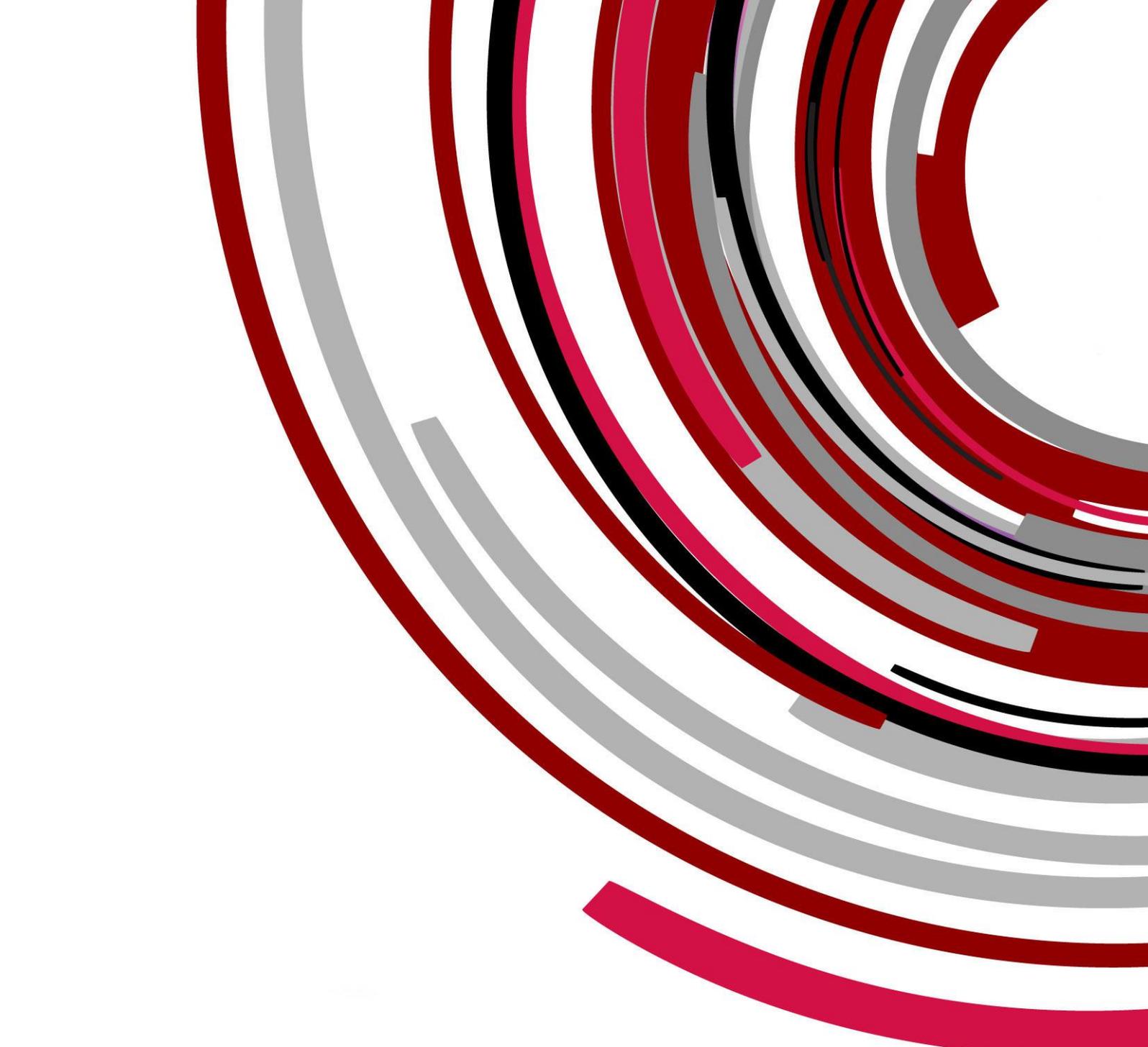
5.1 Committee is recommended to approve the Collections Development Policy 2017.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS None

For further information please ask for Mark Beveridge, extension 4479.



Collections Development Policy 2017

Ribble Valley Borough Council Collection

Name of museum: Clitheroe Castle Museum

Name of governing body: Ribble Valley Borough Council

Date on which this policy was approved by governing body: *Insert date*

Policy review procedure:

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: *Insert date*

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1. Relationship to other relevant policies/plans of the organisation:

1.1. The museum's statement of purpose is:

Under the terms of the management agreement, the Clitheroe Castle Museum Collection remains the property of Ribble Valley Borough Council but is managed on their behalf by Lancashire County Council Museum Service (LCCMS), Lancashire County Council. Clitheroe Castle therefore is run under the LCCMS Mission Statement, which reads as follows:-

To collect and preserve Lancashire's diverse heritage and to make it accessible to everyone through high quality cultural experiences.

1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3. By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.

- 1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.5. The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- 1.6. The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 1.7. The museum will not undertake disposal motivated principally by financial reasons.

2. History of the collections

The Ribble Valley Borough Collection tells the story of Clitheroe and the Ribble Valley area from the earliest times to the present day, comprising natural history specimens from the landscape, and objects which explore man's settlement and development in the area. The collection began in 1954, when the Clitheroe Castle Museum was first opened.

One of the important collections is that of Frank B. Mitchell, who was one of the founders of the museum. He had an interest in archaeology, and social and local history and made many donations to the museum. He also influenced many others to donate their objects and collections to the museum. He was instrumental in saving the town's medieval market cross, which is now on display in the museum.

The Clitheroe area is designated a Site of Special Scientific Interest (SSSI), due to the sheer variety of geological material. This is reflected in the important geological collections that are held here, which includes type and figured specimens.

3. An overview of current collections

Clitheroe Castle Museum has acquired collections of local artefacts, many of which are significant in the history of the town and its region. The following is a summary of the collections held by Clitheroe Castle Museum. All numbers are approximate.

Social History

The collection comprises about 5,000 items, mainly photographs, ephemera and mixed artefacts, pertaining to 18th, 19th and 20th century local history. It concentrates upon social, domestic and rural life in the Ribble Valley area and especially upon Clitheroe town history.

Costume

There is a small costume collection including civilian dress, accessories and occasional wear such as wedding dresses. The collection is sporadic and includes items from the 18th, 19th and 20th century. There has been no real thematic direction on collecting costume representative of the community past or present.

Natural History

There is a modest natural history collection composing of small amounts of ornithological, entomological and lepidoptera specimens in addition to some flora and fauna.

Geology

This area of the collection concentrates upon the geology of the Ribble Valley area. There are less than 1000 specimens, but the collection includes four type and figured specimens within this total, mainly from the Carboniferous Limestone of the area.

Art

The modest art collection includes oil paintings, watercolours and drawings of Clitheroe Castle and other topographical scenes in the town itself, principally by local artists. It also includes a collection of prints in all media of Clitheroe, its castle, and other historic places (Whalley Abbey, the Hodder Bridge, Waddington Church, Gisburn Priory, etc.) in the Ribble Valley region, dating largely from c. 1750 to c. 1850. In addition, the collection includes several portraits of 19th century local industrialists and their families.

Archaeology

The collection is less than 150 items. Most notable of these are items recently found by Oxford Archaeology North's excavation during the recent refurbishment and building work at Clitheroe Castle Museum. It has mixed origins, generally collected and donated by local worthies.

4. Themes and priorities for future collecting

In some areas there is overlap between the collecting policies of the Clitheroe Castle Museum and LCCMS. Due to the limited storage available at Clitheroe Castle Museum, LCCMS may wish to collect large items should Clitheroe Castle Museum not

be able to accommodate them. These items would then form part of the LCCMS collections.

The Clitheroe Castle Museum seeks to collect works of art and objects associated with the history of Clitheroe, and the Ribble Valley area. In particular artefacts associated with the following historical events will be sought:-

- Items relating to Clitheroe Castle and its history from its construction by Robert de Lacy in the 12th century, and its many military conflicts, including its capture by Royalists during the Civil War in 1644.
- Items relating to Henry VI and his capture near Clitheroe by Yorkist forces during the Wars of the Roses in 1465. In the context of this Collections Development Policy, it is relevant to mention that up to the early 20th century a private museum, formerly at Bolton Hall, near Clitheroe, held a collection of personal memorabilia associated with Henry VI and is said to have been left in the district after his capture.
- Items relating to Clitheroe and the Pendle Witches in the early 17th century, who were executed at Lancaster on August 20, 1612.
- Items relating to Clitheroe as a historic market town, well known for its fairs which have been regularly held there since the 12th century. Items relating to the Industrial Revolution in the late 18th and early 19th centuries, and Clitheroe's cotton spinning, and related industries. In addition, Clitheroe was the main centre for the manufacture of quick lime and plaster for the building industry, using the natural limestone of the region as a ready source of supply for the ten limekilns in the town.

Clitheroe Castle Museum will seek to strengthen the collections in the following collection areas:

Social History

The Governing Body will endeavour to strengthen its collections of material relating to social, domestic and rural life of the Ribble Valley Area. The collections should also concentrate on collecting items pertaining to the history of the Castle. The Museum will take steps to establish collections relevant to all communities in Ribble Valley Area.

Costume

The Governing Body will not seek to expand the costume collection, unless the costume piece in question is of exceptional significance and meaning to the history of Ribble Valley area.

Art

The Governing Body will seek to improve its general art collection of paintings, drawings, sculptures and other works of art, as a visual record of Clitheroe and the Ribble Valley over the past centuries. Works from contemporary artists will be considered. Areas of collecting will include local topography, events and activities, portraits and sculptures of local landowning families, local industrialists and local people.

Clitheroe Castle has been a tourist attraction for visitors for over 200 years, and has been drawn and painted by many major artists including J.M.W. Turner. In this context it is interesting that the local historian, the Rev. T.D. Whittaker, Rector of the nearby Whalley, was a personal friend of Turner. The Castle and its surrounding landscape features in many prints from the 18th and 19th centuries, either as a picturesque scene recorded on the tourist circuit on the way to the Lake District, or as a romantic setting for the legends associated with the Witches of Pendle. The Picturesque Movement of the late 18th and early 19th centuries represents an important phase in the history of British art and Clitheroe Castle and its surrounding landscape was part of that tradition. The Museum will, therefore, seek to add to its collection of prints, and to augment it with oil paintings, watercolours and drawings by artists of national importance who have painted Clitheroe and its castle, and the Ribble Valley area.

Archaeology

Since LCCMS is the repository for archaeological material for the County, the collection of archaeological material should be limited to the environs of the castle site, other than in exceptional circumstances. Material pertaining to Clitheroe and the surrounding Ribble Valley area should be directed to LCCMS in the first instance.

Geology

Local rocks, minerals and fossils, with particular reference to the Carboniferous Strata and gritstones of Clitheroe and the adjacent area, will be acquired. The LCCMS holds an extensive geology collection. Any new acquisitions for Clitheroe should not duplicate anything in the existing LCCMS collections.

Natural History

The Governing Body will not seek to expand the Natural History collection, unless the specimen in question is of exceptional significance and meaning to the history of Clitheroe and surrounding area.

5. Themes and priorities for rationalisation and disposal

- 5.1 The museum does not intend to dispose of collections during the period covered by this policy.

There are no plans to review the collections at this time. Documentation of the collections is being carried out by volunteers, and all staff resources are being put into documentation and reconciliation of the collections at other sites. Once this work is done, and a picture of the whole collection emerges, rationalisation and disposal will be considered at this time.

Disposal during this period will only be considered for legal, safety or care and conservation reasons (for example, spoliation, radiation, infestation, repatriation).

6. Legal and ethical framework for acquisition and disposal of items

6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7 Collecting policies of other museums

7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

7.2 Specific reference is made to the following museum(s)/organisation(s):

Lancashire County Museum Service
Lancashire Archives (formerly Lancashire Record Office)
Craven Museum, Skipton
Blackburn Museum and Art Gallery
Towneley Hall Art Gallery and Museums, Burnley
Haworth Art Gallery, Accrington
Ribchester Roman Museum

8 Archival holdings

LCCMS is currently working with Lancashire Archives and Lancashire Libraries to write a single integrated development policy, recognising the requirements of different elements of the Lancashire County Council Collections. In the meantime, the policy for any new donations of archival material offered to Clitheroe Castle Museum, would be to discuss this with the Lancashire Archives.

9 Acquisition

9.1 The policy for agreeing acquisitions is:

When donations are offered to the collection, the Museum Manager/Curator would discuss the acquisition further with other staff members and stakeholders, and also carry out the steps required in the LCCMS Procedural Manual. The object can then be authorised for acquisition by the Conservation and Collections Manager if it is in line with the Collections Policy.

- 9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- 9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10 Human remains

- 10.1 The museum does not hold or intend to acquire any human remains.

11 Biological and geological material

- 11.1 So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12 Archaeological material

- 12.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- 12.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13 Exceptions

13.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14 Spoliation

14.1 The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

15 The Repatriation and Restitution of objects and human remains

15.1 The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

15.2 The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

16 Disposal procedures

16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.

16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.

16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original

grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, or as a last resort - destruction.
- 16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 16.6 A decision to dispose of a specimen or object, whether by gift, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk

of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England/CyMAL: Museums Archives and Libraries Wales/Museums Galleries Scotland/Northern Ireland Museums Council (*delete as appropriate*).

16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.

16.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

Disposal by exchange

16.13 The museum will not dispose of items by exchange.

Disposal by destruction

16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

16.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.

16.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.

16.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.

16.18 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

INFORMATION

Agenda Item No 11

meeting date: 17 OCTOBER 2017
 title: CAPITAL MONITORING 2017/18
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To provide members with information on the progress of this Committee's approved 2017/18 capital programme, for the period to the end of August 2017.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

2.1 Nine new capital schemes for this Committee, totalling £447,610, were approved by the Policy and Finance Committee and Full Council at their meetings in February 2017.

2.2 In addition to the original estimate budget, the following changes have been made so far in 2017/18:

- There were two 2016/17 capital schemes that were not completed by 31 March 2017 and had unspent budget available at that date. The total unspent balance on these schemes, £23,600, is known as slippage. This slippage was transferred into the 2017/18 capital programme budget, after approval by this Committee in May 2017.
- Increases in budget on two schemes, totalling £3,240, were approved by Policy and Finance Committee on 12 September 2017. These are known as additional approvals.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of eleven schemes is £474,450. This is shown at Annex 1.

3 CAPITAL MONITORING 2017/18

3.1 The table below summarises this Committee's capital programme budget, expenditure to date and variance, as at the end of August 2017. Annex 1 shows the full capital programme by scheme. Annex 2 shows scheme details, financial information and budget holder comments to date for each scheme.

BUDGET				EXPENDITURE	
Original Estimate 2017/18 £	Slippage from 2016/17 £	Additional Approvals 2017/18 £	Total Approved Budget 2017/18 £	Actual Expenditure including commitments as at end of August 2017 £	Variance as at end of August 2017 £
447,610	23,600	3,240	474,450	293,868	-180,582

- 3.2 At the end of August 2017 £293,868 had been spent or committed. This is 61.9% of the annual capital programme for this Committee.
- 3.3 Two vehicle replacement schemes have already been completed. At this stage, it is expected that the other nine schemes will be completed in-year.
- 3.4 The main reasons for the underspend on the full year budget to date are:
- **Play Area Improvements 2017/18 (-£38,559):** Post summer holidays refurbishment work is now in progress. This work will be completed and then further improvement work will be undertaken within the remaining budget from November 2017 onwards. Further works may also be required later in-year if regular playground assessment checks or insurance condition surveys identify any further improvement work. Some budget will be kept unallocated until March 2018 to ensure any currently unforeseen work can be funded.
 - **Off-Street Car Parks – Update of Payments Systems (-£16,340):** The scheme budget has been increased to £16,340, after approval of the additional £1,790 budget at Policy and Finance Committee on 12 September 2017. The work will be planned for completion in-year.
 - **Castle Museum – Refurbishment of Windows (-£56,366):** Work is on-going and will be completed in-year.
 - **Renewal of Sections of Floor to Residual Waste Transfer Station (-£19,500):** A contractor has been selected for the work required. The work will be planned in at a convenient time later in the financial year, when there is less green waste transfer, to allow the waste transfer station to continue to operate as effectively as possible whilst the work is undertaken.
 - **Replacement of Mower (Kubota) PN09 SWO (-£16,950):** The additional £1,450 budget was approved by Policy and Finance Committee on 12 September 2017, to increase the budget to £16,950 to fund the purchase. The mower has been delivered in September 2017, so the invoice will be paid soon.
 - **Replacement of Scag Mower 4x4 (rvbc016) and Scag Mower (rvbc014) (-£13,000):** The mowers have been ordered in September 2017, with delivery expected by late Autumn 2017.
 - **Ribblesdale Pool Improvement Work (-£11,877):** The main contract value was finalised in May 2017. The 2017/18 spend and commitments to date includes the commitment for the contract retention payment, which is due to be paid in March 2018. There is unlikely to be any further spend on this scheme in 2017/18.

4 CONCLUSION

- 4.1 At the end of August 2017 £293,868 had been spent or committed. This is 61.9% of the annual capital programme for this Committee.
- 4.2 At this stage, it is expected that all eleven schemes will be completed in-year.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM10-17/AC/AC
4 October 2017

Community Services Committee - Capital Programme 2017/18

Cost Centre	Scheme	Original Estimate 2017/18 £	Slippage from 2016/17 £	Additional Approvals 2017/18 £	Total Approved Budget 2017/18 £	Actual Expenditure including commitments as at end of August 2017 £	Variance as at end of August 2017 £
PLAYR	Play Area Improvements 2017/18	40,000	0	0	40,000	1,441	-38,559
CPPAY	Off-Street Car Parks – Update of Payment Systems	14,550	0	1,790	16,340	0	-16,340
CMWIN	Castle Museum – Refurbishment of Windows	62,560	0	0	62,560	6,194	-56,366
TSFLR	Renewal of Sections of Floor to Residual Waste Transfer Station	19,500	0	0	19,500	0	-19,500
RVJJK	Replacement of Twin-bodied Refuse Collection Vehicle (VU59 JJK)	218,000	0	0	218,000	216,626	-1,374
WCOJV	Replacement of Works Vehicle (PO54 COJ)	23,500	0	0	23,500	20,953	-2,547
GVSWO	Replacement of Mower (Kubota) PN09 SWO	15,500	0	1,450	16,950	0	-16,950
SCGMW	Replacement of Scag Mower 4x4 (rvbc016) and Scag Mower (rvbc014)	13,000	0	0	13,000	0	-13,000
GVLSY + GVTZG	Replacement Pick-up Vehicles (Ford Ranger S/C 4WD x 2) - PK07 LSY and PK07 TZG	41,000	0	0	41,000	40,421	-579
RPIMP	Ribblesdale Pool Improvement Work	0	16,820	0	16,820	4,943	-11,877
PLAYQ	Play Area Improvements 2016/17	0	6,780	0	6,780	3,290	-3,490
	Total Community Committee	447,610	23,600	3,240	474,450	293,868	-180,582

Community Services Committee – Capital Programme 2017/18

Play Area Improvements 2017/18

Service Area: Play Areas

Submitted by: Mark Beveridge

Brief Description of the Scheme:

Provide a fund for maintaining and improving the Council's eighteen play areas.

Revenue Implications:

None.

Timescale for Completion:

April of each financial year and lasting throughout the year.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of August 2017 £	Variance as at end of August 2017 £
Total Approved Budget 2017/18	40,000	1,441	-38,559
ANTICIPATED TOTAL SCHEME COST	40,000		

Progress – Budget Holder Comments:

August/September 2017: Post summer holidays refurbishment work is now in progress. This work will be completed and then further improvement work will be undertaken within the remaining budget from November onwards. Further works may also be required later in-year if regular playground assessment checks or insurance condition surveys identify any further improvement work. Some budget will be kept unallocated until March 2018 to ensure any currently unforeseen work can be funded.

July 2017: Spend to date has been for grounds maintenance team work plus Salthill Play Area log refurbishment work. Main improvement works will be planned for September 2017 onwards, based on playground assessments after the school summer holidays. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work. Some budget will be kept unallocated until March 2018 to ensure any currently unforeseen work can be funded.

Community Services Committee – Capital Programme 2017/18

Ribble Valley off-street car parks – upgrade of payment systems

Service Area: Engineering

Submitted by: Adrian Harper

Brief Description of the Scheme:

The Council takes payment of off street car parking charges from the motorist either through an annual contract (payable in advance) or through a cash payment to the on-site pay and display parking machines. These machines (23 in total on the Council's 19 chargeable sites) accept payment by cash only. It is becoming more common for parking machines to accept cashless payments e.g. by debit / credit card and by transfer of funds initiated from the motorist's "smart-phone" and there is some expectation by customers that non-cash payment systems should be available. This scheme will upgrade the payment systems for car park payment machines to be able to accept the new £1 coin and to accept chip and pin payments.

NOTE – The part of the scheme which would upgrade machines to be able to accept the new £1 coin was brought forward to be implemented in the 2016/17 financial year as revenue expenditure funded from earmarked reserves. The estimated value of that part of the original 2017/18 capital scheme, £6,000, was removed from the scheme. This left a 2017/18 capital scheme value of £14,550 to fund the upgrade of machines to be able to accept chip and pin payments.

In addition, the chip and pin upgrade has been deferred until at least September 2017 to assess whether the recently introduced pay by phone system will negate the need for this scheme.

Revenue Implications:

None.

Timescale for Completion:

September 2017 onwards, if going ahead.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of August 2017 £	Variance as at end of August 2017 £
Original Estimate 2017/18	14,550		
Additional Approval 2017/18	1,790		
Total Approved Budget 2017/18	16,340	0	-16,340
ANTICIPATED TOTAL SCHEME COST	16,340		

Community Services Committee – Capital Programme 2017/18**Progress – Budget Holder Comments:**

August/September 2017: The agreed scheme now involves replacing pay and display machines at three car parks, Edisford Road, Lowergate and Railway View, to accept chip and pin payments. The scheme budget has been increased to £16,340, after approval of the additional £1,790 budget at Policy and Finance Committee on 12 September 2017. The work will be planned for completion in-year.

July 2017: The chip and pin upgrade will be undertaken in-year at three car parks, subject to approval by this Committee of the proposed scheme included in the General Parking Report elsewhere on this agenda. If given the go ahead, the costs of the scheme will be £16,341, which is £1,791 higher than the current scheme budget of £14,550. The additional budget requirement can be funded from the 2017/18 revenue budget.

Community Services Committee – Capital Programme 2017/18

Castle Museum – Refurbishment of Windows

Service Area: Surveyors

Submitted by: Adrian Harper

Brief Description of the Scheme:

As the appearance of the Castle Museum forms the first impression to all visitors or residents of the borough when visiting the Castle grounds, it is an aim that they are adequately maintained to support the Council's efforts to attracting tourism to the Borough.

Due to the prominent location of the building the timber windows are exposed to all weather conditions. Following the survey of the Castle Museum windows it has been noted that the majority of the windows are suffering from wet rot in the window frames / sills with some being severe, missing sealant around window edges and delamination of paint finishes. It is recommended that the windows be refurbished using an epoxy resin solution carried out in-situ with the possibility that some may require removing and refurbishing in the factory depending on the exact condition.

The works would include scaffolding around the building to provide adequate and safe access to all windows and will involve cutting back of all defective timber, mixing and applying the epoxy resin and moulding to the existing window profile. The fixtures will be prepared and redecorated with all sealant around the windows being replaced, all as agreed with the Council's listed buildings officer.

Revenue Implications:

None.

Timescale for Completion:

April 2017: Tender and undertake programme of works.

June 2017: Commencement of works.

July 2017: Completion.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of August 2017 £	Variance as at end of August 2017 £
Total Approved Budget 2017/18	62,560	6,194	-56,366
ANTICIPATED TOTAL SCHEME COST	62,560		

Progress – Budget Holder Comments:

August/September 2017: Work is on-going and will be completed in-year. The scaffolding will be planned in as and when needed, rather than a permanent presence during the works, which is likely to keep costs to a minimum.

July 2017: This work is being carried out by the works administration team. The main cost elements will be works administration labour, materials and scaffolding. The work has begun and will be completed in-year.

Community Services Committee – Capital Programme 2017/18

Renewal of sections of floor to residual waste transfer station (Phase 1)

Service Area: Engineering

Submitted by: Adrian Harper

Brief Description of the Scheme:

The Salthill waste transfer station has been in operation since 2007. The more heavily used sections of the reinforced concrete floor within the residual waste building are showing limited signs of inevitable wear. It is considered likely that the reinforced concrete floor will require replacement in the 2017/18 financial year at an estimated cost of £19,500 (Phase 1). The remaining concrete floor to the recycle waste building is likely to need replacing the following year at a cost of £23,500 (Phase 2).

It has been planned that the works will be carried out in 2 halves and that normal operations would be able to continue, albeit changed to suit the reduced working area.

This 2017/18 scheme is Phase 1.

Revenue Implications:

None.

Timescale for Completion:

Work to be undertaken over summer of 2017, completed for Autumn.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of August 2017 £	Variance as at end of August 2017 £
Total Approved Budget 2017/18	19,500	0	-19,500
ANTICIPATED TOTAL SCHEME COST	19,500		

Progress – Budget Holder Comments:

August/September 2017: A contractor has been selected for the work required. The work will be planned in at a convenient time later in the financial year, when there is less green waste transfer, to allow the waste transfer station to continue to operate as effectively as possible, whilst the work is undertaken.

July 2017: Quotes have been requested for the work required. The timing of the work will be confirmed when the work has been agreed with the contractor selected. At this stage, it is expected that the work will be completed within this financial year.

Community Services Committee – Capital Programme 2017/18

Replacement of Twin-bodied Refuse Collection Vehicle (VU59 JJK)

Service Area: Refuse Collection

Submitted by: Adrian Harper

Brief Description of the Scheme:

The Council has a fleet of eight 23 or 26 tonne, split bodied refuse collection vehicles (RCVs) for the weekly emptying and collection of the contents of up to 47,800 wheeled bins and a further 865 refuse sacks. It operates 7 main collection rounds with an 8th vehicle, which will always be the oldest of the main fleet, being used as the cover vehicle for breakdowns, the essential periodic servicing, the required legal safety inspections, Loler inspections, and of course the MOTs of the other 7 front-line vehicles (commercial vehicles need MOTs after one year). Operating the complex 7 years old vehicles as front line units is considered to be at the limit of their economic life.

This bid is for the replacement of the "8th vehicle which in three years' time will be the 8 year old VU59 JJK. This proposal follows the vehicle and plant replacement programme that supports the 7 front-line RCVs and the 1 cover RCV that are necessary for the current collection regime.

Revenue Implications:

The new vehicle will be more fuel efficient (euro stage 6 engines) and have lower carbon emissions than the existing vehicle that it replaces. Fuel savings estimated to be approximately £1,000 per annum.

Timescale for Completion:

Early ordering to allow delivery early on in 2017/18.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of August 2017 £	Variance as at end of August 2017 £
Total Approved Budget 2017/18	218,000	216,626	-1,374
ANTICIPATED TOTAL SCHEME COST	218,000		

Progress – Budget Holder Comments:

July 2017: Scheme complete - Refuse Collection Vehicle delivered and paid for.

Community Services Committee – Capital Programme 2017/18

Replacement of Works Vehicle (PO54 COJ)

Service Area: Works

Submitted by: Adrian Harper

Brief Description of the Scheme:

The direct services works team utilise 3 vehicles for maintenance works. A 4 x 4 pickup truck with the capability of towing the jetter and the mini digger trailer, a 7.5 tonne Iveco open back truck c/w tail lift truck and a 7.5 tonne Iveco tipper truck. The tipper facility of the Iveco tipper truck is now infrequently used as the work has moved away from civils type works in favour of lighter maintenance jobs.

It would be particularly beneficial if the section had the use of a long wheel base high top Iveco type vehicle, similar to those commonly used by general maintenance and building contractors, in which materials and equipment could be transported in a secure and weather proof environment.

Revenue Implications:

The replacement vehicle will have a more efficient engine leading to reduced fuel consumption of approximately £500 per annum.

Timescale for Completion:

April 2017: Tender new vehicle.

May 2017: Purchase new vehicle.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of August 2017 £	Variance as at end of August 2017 £
Total Approved Budget 2017/18	23,500	20,953	-2,547
ANTICIPATED TOTAL SCHEME COST	23,500		

Progress – Budget Holder Comments:

July 2017: Scheme complete – The new works vehicle has been delivered and paid for.

Community Services Committee – Capital Programme 2017/18

Replacement Mower (Kubota) PN09 SWO

Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

Brief Description of the Scheme:

Ride on mower for amenity areas and external contracts, purchased in 2009, by the time of renewal it will be 8 years old. As with all machinery it is used intensively for the growing season which now extends from late March until early November. The industry norm for replacement of this type of machinery is 5 years.

Revenue Implications:

None.

Timescale for Completion:

2017/18.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of August 2017 £	Variance as at end of August 2017 £
Original Estimate 2017/18	15,500		
Additional Approval 2017/18	1,450		
Total Approved Budget 2017/18	16,950	0	-16,950
ANTICIPATED TOTAL SCHEME COST	16,950		

Progress – Budget Holder Comments:

August/September 2017: No spend to the end of August 2017. However, the additional £1,450 budget was approved by Policy and Finance Committee on 12 September 2017, to increase the budget to £16,950 to fund the purchase. The mower has been delivered in September 2017, so the invoice will be paid soon.

July 2017: Procurement is in progress. It is estimated the mower will be ordered and delivered before Christmas 2017. The best quote received for a new mower on this scheme is £16,949, which is £1,449 higher than the scheme budget of £15,500. The budget estimate was based on the value of a previous similar mower purchase, updated by inflation. The Grounds Maintenance team still require the replacement machine and the additional budget requirement can be funded from the 2017/18 revenue budget.

Community Services Committee – Capital Programme 2017/18

Replacement Mowers - Scag 4x4 Mower (rvbc016) and Scag Mower (rvbc014)

Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

Brief Description of the Scheme:

This scheme follows the vehicle and plant replacement programme and covers the planned replacement of two Scag Mowers, as follows:

- Scag 4x4 Mower (rvbc016) has a 10 year life span, longer than the industry norm. It is used for the banked areas of the Castle and other difficult terrains where a ride on machine would be unsafe to operate due to the incline. It is 4 wheel drive because it has been assessed as the best equipment for the work required.
- Scag Mower (rvbc014) is utilised both on RVBC amenity and contracted grass cutting. Reliable and controllable machines that give minimal operator fatigue are necessary in order to consistently provide the quality of cut that is required. The existing mower, purchased in 2008 will be 9 years old at the programmed replacement date and its reliability will be failing. The machine should be replaced if the demand for cutting remains at current levels.

Revenue Implications:

Existing Service – no change.

Timescale for Completion:

2017/18

Capital Cost:

	£	Actual Expenditure and Commitments as at end of August 2017 £	Variance as at end of August 2017 £
Total Approved Budget 2017/18	13,000	0	-13,000
ANTICIPATED TOTAL SCHEME COST	13,000		

Progress – Budget Holder Comments:

August/September 2017: No spend to the end of August 2017. However, the mowers have been ordered in September 2017, with delivery expected by late Autumn 2017.

July 2017: These mowers will be replaced in late Autumn, at the end of the current cutting season. This will allow maximum use to be gained from the current machines and allow time for the new mowers to be purchased before financial year-end.

Community Services Committee – Capital Programme 2017/18

Replacement Pick Up Vehicles (Ford Ranger S/C 4WD) x 2 – PK07 LSY and PK07 TZG

Service Area: Grounds Maintenance

Submitted by: Mark Beveridge

Brief Description of the Scheme:

The two vehicles due for replacement were purchased in 2007, they are on a 10 year replacement cycle. They are used to transport materials and towing equipment for grounds maintenance to use on site.

Revenue Implications:

None.

Timescale for Completion:

2017/18

Capital Cost:

	£	Actual Expenditure and Commitments as at end of August 2017 £	Variance as at end of August 2017 £
Total Approved Budget 2017/18	41,000	40,421	-579
ANTICIPATED TOTAL SCHEME COST	41,000		

Progress – Budget Holder Comments:

August/September 2017: No change to July 2017 comments.

July 2017: Vehicles have been ordered and delivery is expected by late Autumn 2017.

Community Services Committee – Capital Programme 2017/18

RPIMP – Ribblesdale Pool Improvement Work (slippage)

Service Area: Ribblesdale Pool
Head of Service: Mark Beveridge

Brief Description of the Scheme:

An improvement scheme which comprises modernisation work to the reception and changing areas and pool viewing balcony, and the creation of separate disability changing area provision with access from reception and straight to the pool hall.

Revenue Implications:

None expected.

Timescale for Completion:

Works - December 2016

Capital Cost:

	£	Actual Expenditure and Commitments as at end of August 2017 £	Variance as at end of August 2017 £
Original Estimate 2017/18	0		
Slippage from 2016/17	16,820		
Total Approved Budget 2017/18	16,820	4,943	-11,877
Actual Expenditure 2016/17	260,604		
ANTICIPATED TOTAL SCHEME COST	277,424		

Progress - Budget Holder Comments

August/September 2017: There is unlikely to be any further spend or commitments required on this scheme.

July 2017: The main contract value was finalised in May 2017. The 2017/18 spend to date is made up of two elements:

- £6,452 – commitment for the contract retention payment, which is due to be paid in March 2018, twelve months after practical completion of the contract work.
- -£1,509 - the final contract value agreed with the contractor in May 2017 was £1,509 less than the final contract valuation creditor estimated in the 2016/17 year-end accounts.

There is unlikely to be any further spend required on this scheme.

March 2017: The work on the main contract was completed in 2016/17 and Ribblesdale Pool re-opened in March 2017. The main contract value is still to be finalised, as officers are negotiating some final contract variation items. There may be further costs identified from this process. In addition, the main contract retention payment cannot be paid until twelve months after practical completion of the main contract. Slippage of the remaining scheme budget of £16,820 into 2017/18 is requested to fund the expenditure required.

Community Services Committee – Capital Programme 2017/18

August/September 2016: The current timetable is for the work to be put out to tender and a contractor appointed by early November 2016 and for the improvement work to be carried out between December 2016 and February 2017. Work is on-going to finalise and agree the Lottery Funding Agreement with Sport England.

July 2016: External funding of £150,000 from Sport England was confirmed in June 2016, subject to the signing of the Lottery Funding Agreement between the council and Sport England. The detailed specification for the improvement work is being worked up at present. The current timetable is for the scheme contractor to be chosen via tender and for the work to be carried out between December 2016 and February 2017.

May 2016: Initial bid submitted to Sport England in March 2016 for £150,000 grant funding and further bid information submitted in May 2016. Awaiting the formal funding announcement in June 2016.

Community Services Committee – Capital Programme 2017/18

PLAYQ - Play Area Improvements 2016/17 (slippage)

Service Area: Play Areas

Head of Service: Mark Beveridge

Brief Description of the Scheme:

Provide a fund for improving and maintaining the Council's eighteen play areas.

Revenue Implications:

None expected.

Timescale for Completion:

Start Date – April 2016

Anticipated Completion Date – March 2017

Capital Cost:

	£	Actual Expenditure and Commitments as at end of August 2017 £	Variance as at end of August 2017 £
Original Estimate 2017/18	0		
Slippage from 2016/17	6,780		
Total Approved Budget 2017/18	6,780	3,290	-3,490
Actual Expenditure 2016/17	33,216		
ANTICIPATED TOTAL SCHEME COST	39,996		

Progress - Budget Holder Comments

***August/September 2017:** The Whalley Woodland bark mulch work was completed in August 2017. Painting of equipment work is being planned in for September onwards. Continued wet weather into mid-September 2017 has prevented any work so far. Work will be at the Castle, Highfield Road, Kestor Lane, Mardale, John Smiths and Edisford.*

***July 2017:** This slippage was for Whalley Woodland bark mulch work and painting of equipment across several play areas. The bark mulch was ordered by the end of July 2017 and the work has subsequently been completed in August 2017, approximate cost likely to be £3,500. Painting of equipment work has not been started yet, due to availability of works administration staff in summer and the poor weather conditions for painting. It is now planned to undertake this work after the school holidays at the Castle, Highfield Road, Kestor Lane, Mardale, John Smiths and Edisford.*

***March 2017:** Two planned elements of this scheme, Whalley Woodland bark mulch laying and painting of equipment across various play areas, were not completed in 2016/17. The work had been planned in early 2017 but unavailability of staff and unsuitable weather conditions meant that neither job could take place. Slippage of £6,780 into 2017/18 is requested to fund the expenditure required on these two jobs.*

Community Services Committee – Capital Programme 2017/18

August/September 2016: Gates and fencing work now completed at Kestor Lane. Main improvement works will be undertaken from Autumn 2016 onwards, following completion of the post summer holiday playground assessments. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work. Some budget will be kept unallocated until March 2017 to ensure any currently unforeseen work can be funded.

July 2016: No change to May 2016 comments.

May 2016: Spend to date relates to improvement work across several play areas, including gates and fencing work ordered for Kestor Lane. Main improvements will be planned for September 2016 onwards, based on playground assessments after the summer school holidays. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work. Some budget will be kept unallocated until March 2017 to ensure any currently unforeseen work can be funded.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No 10

meeting date: 17 OCTOBER 2017
 title: REVENUE MONITORING 2017/18
 submitted by: DIRECTOR OF RESOURCES
 principal author: AMY JOHNSON

1 PURPOSE

1.1 To let you know the position for the period April to August 2017 of this year's revenue budget as far as this committee is concerned.

1.2 Relevance to the Council's ambitions and priorities:

Community Objectives – none identified

Corporate Priorities - to continue to be a well-managed Council providing efficient services based on identified customer need. To meet the objective within this priority, of maintaining critical financial management controls, ensuring the authority provides council tax payers with value for money.

Other Considerations – none identified.

2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period to the end of August. You will see an overall underspend of £89,261 on the net cost of services. Please note that underspends are denoted by figures with a minus symbol. After allowing for transfers to/from earmarked reserves there is an underspend of £75,631.

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitments to the end of the period	Variance	
ARTDV	Art Development	32,910	9,990	3,551	-6,439	
VARIOUS	Car Parks	-124,290	-74,224	-77,728	-3,504	
VARIOUS	Public Conveniences	177,430	56,615	50,269	-6,346	
BUSSH	Bus Shelters	16,640	3,859	402	-3,457	
CARVN	Caravan Site	-8,130	0	-209	-209	
CCTEL	Closed Circuit Television	121,050	34,933	33,427	-1,506	
VARIOUS	Car Park Vehicles	0	3,559	5,368	1,809	
COMMD	Community Services Department	0	449,267	452,978	3,711	
CRIME	Crime and Disorder	52,020	10,720	7,432	-3,288	
CULTG	Culture Grants	6,900	4,200	800	-3,400	

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitments to the end of the period	Variance	
CULVT	Culverts & Water Courses	17,260	1,480	837	-643	
DRAIN	Private Drains	1,370	-86	26	112	
EALLW	Edisford All Weather Pitch	19,020	-2,632	-7,759	-5,127	
VARIOUS	Works Administration Vehicles	0	10,890	9,540	-1,350	
EDPIC	Edisford Picnic Area	-10,380	-12,067	-10,987	1,080	
EXREF	Exercise Referral Scheme	26,970	17,696	16,879	-817	
VARIOUS	Grounds Maintenance Vehicles	0	25,784	32,373	6,589	
GRSRC	Grants & Subscriptions - Community	2,690	0	-261	-261	
HWREP	Highway Repairs	25,660	230	289	59	
LDEPO	Longridge Depot	0	5,471	4,793	-678	
LITTR	Litter Bins	21,720	3,129	1,343	-1,786	
MCAFE	Museum Cafe	19,140	-2,528	-1,829	699	
MUSEM	Castle Museum	262,450	16,144	14,071	-2,073	
PAPER	Waste Paper and Card Collection	130,390	-9,694	-2,751	6,943	
PKADM	Grounds Maintenance	0	-91,278	-117,543	-26,265	
PLATG	Platform Gallery and Visitor Information	132,140	35,459	37,922	2,463	
VARIOUS	Refuse Collection Vehicles	5,000	201,084	250,473	49,389	
RCOLL	Refuse Collection	1,083,990	183,928	183,658	-270	
RECUL	Recreation Grants	36,310	13,411	810	-12,601	
RIVBK	Riverbank Protection	2,510	530	532	2	
ROEBN	Roefield Barn	-370	-148	-13	136	
RPBIN	Chargeable Replacement Waste Bins	0	0	-13,631	-13,631	
RPOOL	Ribblesdale Pool	308,390	24,440	70,052	45,612	
RVPRK	Ribble Valley Parks	478,140	165,726	174,560	8,834	
SDEPO	Salthill Depot	0	23,349	21,214	-2,135	
SEATS	Roadside Seats	5,170	1,054	222	-832	
VARIOUS	Plant	0	4,585	5,372	787	
SIGNS	Street Nameplates & Signs	51,840	4,961	6,316	1,355	

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitments to the end of the period	Variance	
SPODV	Sports Development	78,950	6,539	3,220	-3,319	
SPOGR	Sports Grants	7,510	4,018	3,400	-618	
STCLE	Street Cleansing	340,310	152,966	155,502	2,536	
TFRST	Waste Transfer Station	84,370	39,628	36,553	-3,075	
TRREF	Trade Refuse	-72,400	-235,462	-352,231	-116,769	
TWOWR	Two Way Radio	0	103	977	874	
UPACT	Up and Active Service	0	-2,998	-2,342	656	
VEHCL	Vehicle Workshop	0	-17,244	-13,660	3,584	
WBHEQ	Wellbeing & Health Equality	0	0	-1,562	-1,562	
WKSAD	Works Administration	0	-33,829	-37,747	-3,918	
XMASL	Xmas Lights & RV in Bloom	3,290	959	350	-609	

Sum:	3,335,970	1,034,517	945,256	-89,261
Transfers to/from Earmarked Reserves				
Crime Reduction Partnership Reserve	-13,517	0	0	0
Vehicle & Plant Repairs & Renewals Fund	46,000	46,000	46,000	0
Refuse Collection Reserve	0	0	13,630	13,630
Total after Transfers to/from Earmarked Reserves	3,368,453	1,080,517	1,004,886	-75,631

2.3 The variations between budget and actuals have been split into groups of red, amber and green variance. The red variances highlight specific areas of high concern, for which budget holders are required to have an action plan. Amber variances are potential areas of high concern and green variances are areas, which currently do not present any significant concern.

Key to Variance shading	
Variance of more than £5,000 (Red)	R
Variance between £2,000 and £4,999 (Amber)	A
Variance less than £2,000 (Green)	G

- 2.4 We have then extracted the main variations for the items included in the red shaded cost centres and shown them with the budget holder's comments and agreed action plans, in Annex 1.
- 2.5 The main variations for items included in the amber shaded cost centres are shown with budget holders' comments at Annex 2.
- 2.6 The main reasons for the variance are

Description	Variance to end August 2017
Refuse Collection Vehicles (VARIOUS) - Vehicle Repairs & Maintenances: various significant repair demands across the refuse fleet. A report is to be prepared by the service in respect of the nature and cost of repairs which have resulted in the overspend for consideration by Corporate Management Team	49,389
Trade Refuse (TRREF) - an increase in the customer base for the collection of commercial and charitable trade waste has resulted in additional income.	-119,214
Ribblesdale Pool (RPOOL) – staff vacancies in the positions of 1.5 FTE swimming teachers has resulted in a reduction in swimming lesson income received. The vacancy of 0.5 FTE has been filled (commencing September 2017) and an external teaching provider is to be employed until March 2018 to allow lessons to continue.	32,163

- 2.7 There are elements of the variances shown above which are unlikely to rectify themselves by the end of the financial year. This is notably the refuse collection repairs and maintenance costs and trade refuse income.

3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure shows an underspend of £89,261 for the first four months of the financial year 2017/18. This is increased to £75,631 after allowing for transfers to/from earmarked reserves.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM11-17/AJ/AC
6 October 2017

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Indicator	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
TRREF/8411z	Trade Refuse/Trade Waste Collection (Commercial)	-208,080	-184,484	-281,023	-96,539	R	Income received from trade waste customers in excess of budget due to an increase in the customer base. The budget was increased when the original estimate was prepared however income has exceeded this still further.	A review of the budget will be carried out at revised estimate and adjusted accordingly. Some customers may cancel their contracts as the year progresses and credit notes issued - this will be taken into consideration when the budget is prepared.
TRREF/8595z	Trade Refuse/Trade Waste Collection (Charitable)	-58,870	-38,772	-61,447	-22,675	R	Income received from trade waste customers in excess of budget due to an increase in the customer base. The budget was increased when the original estimate was prepared however income has exceeded this still further.	A review of the budget will be carried out at revised estimate and adjusted accordingly. Some customers may cancel their contracts as the year progresses and credit notes issued - this will be taken into consideration when the budget is prepared.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Indicator	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RCOLL/0160	Refuse Collection/Drivers Wages	213,960	89,199	97,558	8,359	R	A loader position was changed into a driver position after the original estimate was prepared resulting in the overspend. Offset in part by an underspend on Loaders wages (RCOLL/0150).	A review of the budgets will be carried out at revised estimate to reflect the latest Establishment List.
RJZPA/2602	PK63 JZP Mercedes/Vehicle Repairs & Maintenance	18,340	14,060	19,534	5,474	R	Repairs to the sliders in the hopper - specialist repairs carried out by the vehicle manufacturer.	A review of refuse collection vehicle budgets will be carried out at revised estimate and the existing budgets reallocated accordingly dependent upon repair demands.
RJZOA/2602	PK63 JZO Heil Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	17,060	12,780	19,569	6,789	R	Repairs to the blade, shoe assembly and side track caused by general wear and tear. Repairs carried out by the vehicle manufacturer.	A review of refuse collection vehicle budgets will be carried out at revised estimate and the existing budgets reallocated accordingly dependent upon repair demands.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Indicator	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RYEKA/2602	PO60 YEK Mercedes Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	8,380	2,798	14,329	11,531	R	Repairs to the hopper floor and realignment of the body.	A review of refuse collection vehicle budgets will be carried out at revised estimate and the existing budgets reallocated accordingly dependent upon repair demands.
RKYKA/2602	VN12 KYK Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	6,420	2,675	13,508	10,833	R	Repairs to the suspension - carried out by the vehicle manufacturer.	A review of refuse collection vehicle budgets will be carried out at revised estimate and the existing budgets reallocated accordingly dependent upon repair demands.
RPBIN/2896	Chargeable Replacement Waste Bins/Light Tools & Equipment	0	0	6,044	6,044	R	Expenditure on the purchase of bins to be sold to householders.	Expenditure to be offset against income received (see RPBIN/8297n) and the surplus/deficit to be transferred to/from an earmarked reserve.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Indicator	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RPBIN/8297n	Chargeable Replacement Waste Bins/Sale of Equipment/Materials	0	0	-19,675	-19,675	R	Income from householder replacement bins.	Income to be offset against expenditure incurred in the purchase of the bins (RPBIN/2896) and the surplus/deficit transferred to/from an earmarked reserve.
PAPER/2909	Waste Paper and Card Collection/Cost Sharing Penalty Charge - Paper	108,760	27,190	18,282	-8,908	R	Income received from the sale of paper passed over to Lancashire County Council as a penalty charge. The income received, and in turn penalty charge payable is dependent upon market prices for the sale of paper.	A review of the budget will be carried out at revised estimate and adjusted accordingly, taking into consideration market prices for the sale of paper.
PAPER/8297n	Waste Paper and Card Collection/Sale of Equipment/ Materials	-108,760	-44,670	-29,851	14,819	R	Income from the sale of paper is dependent upon market prices. A fall in prices in April and May has resulted in a reduction in income.	A review of the budget will be carried out at revised estimate, taking into consideration market prices.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Indicator	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
PKADM/8903z	Grounds Maintenance/Oncost	-455,280	-189,805	-215,053	-25,248	R	Recovery to date higher than estimated due to minimal sickness and holiday leave.	As annual leave is taken recovery will slow and the variance mitigated.
RECUL/4678	Recreation Grants/Grants to Voluntary Organisations	19,140	5,556	-6,400	-11,956	R	The actual relates to an estimated debtor relating to a grant awarded in 2015/16 but not yet paid.	Variance will be mitigated once payment of the grant has been made.
RPOOL/0210	Ribblesdale Pool/Instructors Wages	38,330	15,979	8,403	-7,576	R	Staff vacancies in the positions of 1.5 FTE swimming teachers has resulted in an underspend on staffing costs.	The vacancy in the position of 0.5 FTE swimming teacher has been filled - start date September 2017.
RPOOL/8571n	Ribblesdale Pool/Adult Admissions	-72,750	-35,151	-29,007	6,144	R	Admission income lower than budgeted, in line with a national trend of a fall in swimming pool admissions.	As part of the Sport England grant funding awarded to refurbish the swimming pool, initiatives have to be implemented to encourage take up of swimming. Plans are being developed to achieve this.

Community Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Indicator	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RPOOL/2402	Ribblesdale Pool/Repair & Maintenance - Buildings	16,600	6,915	13,785	6,870	R	Installation of a disabled changing mat has resulted in the overspend.	A review of the repairs and maintenance demands across the Council's sites will be carried out at revised estimate and the budgets allocated accordingly.
RPOOL/8542I	Ribblesdale Pool/Courses	-102,830	-51,239	-19,076	32,163	R	Staff vacancies in the positions of 1.5 FTE swimming teachers plus staff sickness of 0.5FTE teacher has resulted in a reduction in lessons offered and income received.	The vacancy of 0.5 FTE teacher has been filled to commence lessons when the new term starts in September. An external agency has also been employed to allow the full range of lessons to be offered.
WKSAD/8900z	Works Administration/ Oncost 100%	-186,550	-77,772	-83,611	-5,839	R	Recovery higher than estimated due to minimal annual leave and staff sickness.	As annual leave is taken recovery will slow and the variance mitigated.
COMMD/0100	Community Services Department/Salaries	866,650	364,079	375,773	11,694	R	An allowance for 4% staff turnover is built into the budget. To date this allowance has not fully materialised.	A review of salaries budgets will be carried out at revised estimate and adjusted to reflect actual turnover.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Indicator	Reason for Variance
ARTDV/4672	Art Development/Grants	4,830	2,015	-2,800	-4,815	A	The actual relates to estimated creditors for grants awarded in 2016/17. The variance will be mitigated once payment of the grants has been made.
COMMD/6002	Community Services Department/Car Leasing Repayments	14,060	6,088	2,046	-4,042	A	Lease payments for one vehicle now paid monthly as the lease has been extended on a casual basis, and also at a lower rate. The budget allows for an annual lease payment to be made at the original higher rate.
CULTG/4676	Culture Grants/Grants to Individuals	4,200	4,200	800	-3,400	A	Grants awarded lower than budget. Budget to be reduced at revised estimate.
RCOLL/0130	Refuse Collection/Temporary Staff	0	0	3,818	3,818	A	Works administration staff used to collect Special Collections. This has been charged here as 'Temporary Staff'.
RCOLL/0150	Refuse Collection/Loaders Wages	305,740	127,461	124,865	-2,596	A	A loader position was changed to a driver position after the original estimate was prepared, resulting in an underspend. Offset by an overspend on Drivers Wages (RCOLL/0160).
RCOLL/0350	Refuse Collection/Agency Staff	10,460	4,360	6,443	2,083	A	Increased use of agency staff to cover for staff sickness.
RCOLL/1013	Refuse Collection/Tuition Fees	4,660	3,483	268	-3,215	A	Courses have been identified - yet to be undertaken.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Indicator	Reason for Variance
RCOLL/2896	Refuse Collection/Light Tools & Equipment	7,220	3,010	0	-3,010	A	No purchases to date.
RCOLL/8547u	Refuse Collection/Household Special Collections	-20,970	-8,741	-11,023	-2,282	A	Demand for special collections higher than estimated when the budget was prepared.
RCOLL/8597n	Refuse Collection/Bin Hire Scheme	-2,010	-2,010	-4,434	-2,424	A	Take up of the bin hire scheme higher than estimated when the budget was prepared.
RTKNA/2602	VU06 TKN Dennis Disposal Vehicle/Vehicle Repairs & Maintenance	21,160	8,819	6,229	-2,590	A	Repair demands to date lower than estimated.
RJZOA/2612	PK63 JZO Hile Refuse Disposal Vehicle/Diesel	18,350	7,649	5,163	-2,486	A	Usage lower than estimated. Budget to be reviewed at revised estimate.
RPWLA/2602	PN05 PWL DAF Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	9,440	3,941	6,176	2,235	A	High repair demands due to age of vehicle. Vehicle due to be replaced within the 2018/19 capital programme.
RHNXA/2602	VU60 HNX Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	8,980	3,744	6,181	2,437	A	Various repair demands to the vehicle.
RAYKA/2602	Iveco Tipper - PO60 AYK/Vehicle Repairs & Maintenance	2,110	907	5,273	4,366	A	Repairs to the tipper floor, mesh and sides.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Indicator	Reason for Variance
RHXKA/2602	VU62 HXK Dennis Refuse Disposal Vehicle/Vehicle Repairs & Maintenance	10,500	4,392	8,948	4,556	A	Replace pressure switch.
TRREF/2881	Trade Refuse/Purchase of Equipment & Materials	3,560	1,747	5,959	4,212	A	Purchase of trade bins for the bin hire scheme. Expenditure incurred in the purchase of the bins offset by income received through the bin hire scheme and the surplus/deficit transferred to/from an earmarked reserve.
PCADM/2475	Public Conveniences Administration/General Cleaning	56,810	18,750	20,903	2,153	A	The budget is based upon an estimate of toilet cleaner's time to be spent at the public conveniences and Edisford changing rooms. To date time spent at the public conveniences was underestimated.
CASFD/8621z	Castle Field Toilets/Reimbursements by Insurance Company	0	0	-3,145	-3,145	A	Reimbursement for vandalism damage which occurred in the past year.
AUMCP/8420n	Auction Mart (Market) Car Park/Car Park Charges	-36,050	-15,029	-18,135	-3,106	A	Income in excess of budget due to increased usage.
CRIME/3277	Crime and Disorder/Promotional Activities	19,060	4,765	1,682	-3,083	A	Promotional activities are in progress - Cansafe, Community Alcohol Partnership and installation of CCTV at Sabden. Where possible external funding is sought. A potential diversionary activity scheme to deal with anti-social behaviour is being investigated.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Indicator	Reason for Variance
GPLAN/2602	PLANT Grounds Maintenance/Vehicle Repairs & Maintenance	8,800	3,685	863	-2,822	A	Minimal repair demands to date.
GMZLA/2612	PO16 MZL Grounds Maint Vehicle/Diesel	3,310	1,380	5,278	3,898	A	Usage higher than estimated. Budget will be reviewed at revised estimate.
BUSSH/2402	Bus Shelters/Repair & Maintenance - Buildings	7,600	3,169	401	-2,768	A	Minimal repair demands to date.
SPODV/3012	Sports Development/Grants to Other Bodies	4,260	4,260	1,749	-2,511	A	The Council pays for insurance and electricity charges at the Skatepark, Clitheroe Castle. Invoice for insurance only received to date.
RVPRK/2402	Ribble Valley Parks/Repair & Maintenance - Buildings	21,710	8,508	12,307	3,799	A	Vandalism at the parks - broken windows, graffiti, damage to guttering etc. Incidents reported to the police.
RVPRK/2409	Ribble Valley Parks/Non Recurring Maintenance Items	0	0	2,500	2,500	A	Expenditure on Calderstones Village Green - to be funded from S106 monies.
RVPRK/2414	Ribble Valley Parks/Emergency Tree Work	5,940	2,490	150	-2,340	A	Minimal works carried out to date.
RVPRK/5056	Ribble Valley Parks/Grounds Maintenance	348,360	157,525	160,528	3,003	A	More time spent by grounds maintenance staff at the parks than estimated.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Indicator	Reason for Variance
RVPRK/8805I	Ribble Valley Parks/Land Rents	-20,160	-7,071	-4,778	2,293	A	Budget to be reviewed at revised estimate to consider rental income received.
STCLE/2602	Street Cleansing/Vehicle Repairs & Maintenance	2,450	2,230	204	-2,026	A	Minimal repair demands to date.
STCLE/8075z	Street Cleansing/Lancashire Highways Partnership Funding	-15,550	-15,550	-11,684	3,866	A	Income lower than estimated when the budget was prepared - works scaled back to reflect income received.
VEHCL/8900z	Vehicle Workshop/Oncost 100%	-101,050	-40,926	-38,892	2,034	A	Recovery slightly lower than estimated due to a period of staff sickness.
UPACT/0100	Up and Active Service/Salaries	44,080	18,376	20,422	2,046	A	The budget was prepared to include a 0.5 FTE Healthy Lifestyles Officer. However it was agreed with Pendle Leisure to change this position to 1 FTE Healthy Lifestyles Officer after the budget was prepared. The increased expenditure will be reimbursed by Pendle Leisure.
PLATG/2402	Platform Gallery and Visitor Information/Repair & Maintenance - Buildings	4,010	1,672	4,151	2,479	A	Repairs to the lead work on the chimney and scaffold installation. The repairs and maintenance budgets will be reviewed at revised estimate and reallocated accordingly.
PLATG/8708n	Platform Gallery and Visitor Information/Commission - Vatable	-27,890	-8,826	-6,624	2,202	A	Minimal sales from the current exhibition 'Everyday Objects: More of the Same'.

Community Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Indicator	Reason for Variance
CCTEL/3074	Closed Circuit Television/Private Contract Payments	87,900	29,184	31,425	2,241	A	Invoices slightly higher than estimated when the budget was prepared. Budget to be reviewed at revised estimate.
RPOOL/0101	Ribblesdale Pool/Salaries Overtime	6,960	2,900	5,994	3,094	A	Cover for staff sickness and annual leave has resulted in overtime being incurred.
RPOOL/2881	Ribblesdale Pool/Purchase of Equipment & Materials	6,690	3,698	6,117	2,419	A	Purchase of furniture for the reception area and the staff room.
RPOOL/2882	Ribblesdale Pool/Repairs to Equipment	3,150	1,251	3,870	2,619	A	Repairs to the pool vac.
RPOOL/8276n	Ribblesdale Pool/Snacks Vending Machine Sales	-18,680	-8,484	-5,597	2,887	A	Income lower than estimated when the budget was prepared.
RPOOL/8572n	Ribblesdale Pool/Junior Admissions	-51,060	-25,253	-21,583	3,670	A	Admission income lower than budgeted, in line with a national trend of a fall in swimming pool admissions.
WKSAD/8910z	Works Administration/Oncost Capital	-9,660	-4,047	-1,495	2,552	A	Lower than estimated time spent on capital schemes. Time focused on revenue schemes resulting in increased recovery through revenue schemes.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No. 13

meeting date: 17 OCTOBER 2017
title: GENERAL REPORT
submitted by: JOHN C HEAP - DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE, HEAD OF CULTURAL AND LEISURE SERVICES
NEIL YATES, ENGINEERING SERVICES MANAGER

1 PURPOSE

1.1 To inform that an additional trustee is on the board of Roefield Leisure Centre, to look at current issues affecting parking in the borough, and to confirm that arrangements are in place concerning the withdrawal of the current £1 coin.

1.2 Relevance to the Council's Ambitions and Priorities:

- Council Objectives : to sustain a strong and prosperous Ribble Valley
- Corporate priorities: to ensure best use of Council resources in the provision of parking

2 ROEFIELD LEISURE CENTRE

Roefield Leisure, the charity which operates Roefield Sports Centre, has informed the Council that they are adding a tenth trustee to their board. They have been advised by their auditors they need to do this to comply with charity law. The Board members have full voting rights and have to operate in accordance with charity law. The Council currently has 2 trustees on the Board and this number would not change, in addition there is officer representation, who has no voting rights on the Board. The Council does not provide revenue support to the charity, although it has provided grants and loans in the past, one of which is being paid off to the Council as agreed some years ago.

The Trustees meet on a quarterly basis to receive accounts and news on the operation of the Roefield Centre. This body provides the independent governance for the charity.

3 PARKING AT HOLMES MILL

3.1 Ribble Valley Borough Council currently manages 29 car parks throughout the borough, some of which are owned outright and others that are leased to the Council. 19 of these sites are chargeable to customers on a pay and display basis.

3.2 In April 2017, James' Places, the owners of the Holmes Mill development, made contact with the Engineering Services department regarding the possibility of the Council undertaking the management of their car park, once opened to the public.

- 3.3 James' Places proposed that the car park should be free of charge to its customers for a time period of up to three hours per visit. The Council would carry out parking enforcement on behalf of James' Places and in return would receive any revenue generated from penalty charge notices issued in the car park.
- 3.4 The above proposal would be on an initial 12 month arrangement on a rolling basis, with a three month notice period of termination at any time.
- 3.5 In order to comply with the Road Traffic Regulation Act 1984 and to enable enforcement on the car park to be undertaken legally, the Council would need to create a new parking order for the car park. In order for this to be possible, the Council would have to lease the car park from James' Places. A similar situation has previously occurred at Chipping Car Park, where the Council leased the car park from Chipping Village Hall.
- 3.6 A further potential issue was identified in that if customers did not have to pay and display a valid ticket to park in the car park, then the Council's Civil Enforcement Officers would be unable to identify how long vehicles had been parked, unless they were to manually log them on their first visit and then check them on their return. This would be disadvantageous to the Council due to the time-consuming nature of this work and the low likelihood of being able to issue any penalty charge notices for offences committed.
- 3.7 The Council has asked James' Places about the possibility of charging for parking in the car park, as per its other pay and display car parks, but has currently not received confirmation about the acceptability of this proposal.
- 3.8 The Council's Car Park Working Group discussed the issue in July 2017 and resolved that any agreement with Holmes Mill should be done under the policies and principles that the Council currently applies. The Council also provided James' Places with information on the types of pay and display machines and signage used by the Council in its car parks.
- 3.9 As of October 2017, no further dialogue has been had with James' Places regarding the issue, but a further report will be submitted to this committee in due course.

4 OLD £1 COIN

The old £1 coin will no longer be legal currency from 15 October 2017. The Council has taken steps to mitigate this issue and all pay and display machines will not accept the coin by this deadline.

5 CONCLUSION

This updates on aspects within the Leisure, and Engineering, sections.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

NEIL YATES
ENGINEERING SERVICES

JOHN C HEAP
DIRECTOR OF COMMUNITY SERVICES

For further information, please contact:

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Parking at Holmes Mill – Neil Yates 01200 414528

Old £1 coin – Neil Yates 01200 414528

Ref: Community Services 17.10.17 / Mark Beveridge / Neil Yates