



# WOKINGHAM BOROUGH COUNCIL

A Meeting of the **EXECUTIVE** will be held at the Civic Offices, Shute End, Wokingham on **THURSDAY 26 NOVEMBER 2015 AT 7.30 PM**

A handwritten signature in black ink, appearing to read 'Andy Couldrick', written in a cursive style.

Andy Couldrick  
Chief Executive  
Published on 18 November 2015

This meeting will be filmed for inclusion on the Council's website.

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## **Our Vision**

***A great place to live, an even better place to do business***

### ***Our Priorities***

**Improve educational attainment and focus on every child achieving their potential**

**Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth**

**Ensure strong sustainable communities that are vibrant and supported by well designed development**

**Tackle traffic congestion in specific areas of the Borough**

**Improve the customer experience when accessing Council services**

### ***The Underpinning Principles***

**Offer excellent value for your Council Tax**

**Provide affordable homes**

**Look after the vulnerable**

**Improve health, wellbeing and quality of life**

**Maintain and improve the waste collection, recycling and fuel efficiency**

**Deliver quality in all that we do**

## MEMBERSHIP OF THE EXECUTIVE

Keith Baker	Leader of the Council
Julian McGhee-Sumner	Deputy Leader and Health and Wellbeing
Charlotte Haitham Taylor	Children's Services
Pauline Jorgensen	Resident Services
John Kaiser	Planning and Highways
Philip Mirfin	Regeneration and Communities
Anthony Pollock	Economic Development and Finance
Angus Ross	Environment

ITEM NO.	WARD	SUBJECT	PAGE NO.
77.		<b>APOLOGIES</b> To receive any apologies for absence	
78.		<b>MINUTES OF PREVIOUS MEETING</b> To confirm the Minutes of the Meeting held on 29 October 2015.	5 - 10
79.		<b>DECLARATION OF INTEREST</b> To receive any declarations of interest	
80.		<b>PUBLIC QUESTION TIME</b> To answer any public questions  A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice.  The Council welcomes questions from members of the public about the work of the Executive  Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Council or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to <a href="http://www.wokingham.gov.uk/publicquestions">www.wokingham.gov.uk/publicquestions</a>	
81.		<b>MEMBER QUESTION TIME</b> To answer any member questions  A period of 20 minutes will be allowed for Members to ask questions submitted under Notice  Any questions not dealt with within the allotted time will be dealt with in a written reply	

## **MATTERS FOR CONSIDERATION**

<b>82.</b>	None Specific	<b>COUNCIL OWNED COMPANIES' BUSINESS</b>	<b>11 - 18</b>
<b>83.</b>	None Specific	<b>FEES AND CHARGES</b>	<b>19 - 54</b>

A decision sheet will be available for inspection at the Council's offices (in Democratic Services and the General Office) and on the web site no later than two working days after the meeting.

### **CONTACT OFFICER**

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**MINUTES OF A MEETING OF  
THE EXECUTIVE  
HELD ON 29 OCTOBER 2015 FROM 7.30 PM TO 8.00 PM**

**Committee Members Present**

Councillors: Keith Baker (Chairman), Julian McGhee-Sumner, Charlotte Haitham Taylor, Pauline Jorgensen, John Kaiser, Philip Mirfin, Anthony Pollock and Angus Ross

**Other Councillors Present**

Prue Bray  
Lindsay Ferris

**65. APOLOGIES**

There were no apologies for absence received.

**66. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Committee held on 24 September 2015 were confirmed as a correct record and signed by the Chairman.

**67. DECLARATION OF INTEREST**

Councillor Pauline Jorgensen declared a personal interest in Item 70, Council Owned Companies Business, by virtue of the fact that her husband was a paid Non-Executive Director of WBC Holdings Ltd. Councillor Jorgensen remained in the meeting during discussions and voted on the matter.

Councillor Anthony Pollock declared a personal interest in Item 70, Council Owned Companies Business, by virtue of the fact that he was an unpaid Non-Executive Director of Optalis. Councillor Pollock remained in the meeting during discussions and voted on the matter.

**68. PUBLIC QUESTION TIME**

There were no public questions received.

**69. MEMBER QUESTION TIME**

In accordance with the agreed procedure the Chairman invited Members to submit questions to the appropriate Members.

**69.1 Prue Bray asked the Executive Member for Children's Services the following question:**

At the Budget meeting in February, the Liberal Democrats expressed some scepticism as to whether all the savings set out by the Conservatives would be achievable, specifically mentioning residential placements for children. It is clear from agenda item 71 pages 31, 32 and 36 that the overall cost of placements has not reduced in line with budget assumptions. The high unit cost of placements and the increasingly complex needs of children mentioned in the agenda were both well-known when the budget was set. What was the reasoning that led to the budget for placements being cut by 25% this year?

**Answer**

The Children's Services' placement budget was set as a result of a rigorous internal process of challenge which is based on practitioners' knowledge of care plans and planned levels of provision. The budget plan for children's residential placements included

funding for 17 placements. Within this part of the budget it was anticipated that two of our children in high cost placements would move to an alternative provision.

The Placement Review Panel regularly reviews all of our children and young people's placements and it was identified through this process that it was in the best interests of these two children to remain in their current placements. It is this that has generated the increase in costs as shown in the report; which is £226k.

Throughout the review process it may be possible to accelerate some care plans which would result in earlier moves than expected and in other instances revise other care plans for those children in particularly complex circumstances. I would like to emphasise that this service is needs based and this is very important. Therefore where there is a financial impact it needs to be dealt with. Where changes occur the financial impact is reflected within the revenue monitoring reports.

Increased early intervention, greater working with children and families and a more flexible approach to alternative provision has resulted in fewer mainstream lower cost placements. This has also led to an increased average unit cost as existing and new placements have more complex and higher cost needs.

### **Supplementary Question**

I do recognise that this is a difficult area, precisely because it is needs based and there is nothing you can do if a child with very complex needs comes along. However the agenda does suggest that you are going to have to have a growth bid for next year's budget for children's placements and I wondered what options you had still got under consideration for how you might contain costs while recognising that the needs are still high?

### **Supplementary Answer**

For next year's budget we are budgeting for one extra placement and that will be on an average medium to high range of placement which would be at £209k per annum. All of the care plans are reviewed every month and the last review took place on 7 October so I hope that gives you some further information.

## **69.2 Lindsay Ferris asked the Executive Member for Regeneration and Communities the following question:**

The terms for the letting of the lease to the cinema operator on the Elms Field site in Item 75 and the terms for the letting of the lease to the supermarket on Elms Field in Item 76 both include figures for rent. What work has been done to make sure that the rent levels are sustainable in the long term in a smallish market town like Wokingham?

### **Answer**

The Elms Field scheme has been developing in its current format for nearly two years now and we have been working in conjunction with our development partners, Wilson Bowden Developments, who are specialists in retail led mixed use schemes. Specifically in regard to retail, Strutt and Parker, the leading national retail agents, have been employed to provide retail advice and to market the commercial elements of the scheme.

In defining 'sustainable' it is assumed to be rent levels that have been market tested and able to be applied over a period of time.

Both the leases referred to have been identified as 'pre-let units' i.e. those that we would seek to contract with prior to the construction of the development. As well as demonstrating a confidence in the scheme, they also de-risk the project by obtaining commitment prior to development and send a strong message to the market about confidence in Wokingham.

Prior to starting negotiations and again immediately before contractual commitment, credit checks are made on these companies, using 'Creditsafe' to ensure they are financially robust. Current ratings identify these companies as 'Good' and 'Very Good'.

The proposed lease to the cinema operator is 25 years and to the foodstore operator is 20 years, both representing long terms and demonstrating their confidence in, and their commitment to, Wokingham and I might add as an aside that even last evening I was approached by a fourth cinema operator wanting to come to Wokingham. So that shows that there is interest in Wokingham. The rents being discussed, together with the term of the lease, are part of a much wider negotiation with each prospective tenant who will have carried out their own research into a whole host of issues including the locations in which they want to operate, the unit requirements, and the rent payable. Once agreed and signed, the agreements with the respective tenants will form a binding commitment from each party to the agreement, and thus demonstrate that the rents are sustainable over the period of the lease.

### **Supplementary Question**

Because Councillor Ferris's supplementary question might stray into areas which could relate to Part 2 information he agreed to ask his question outside the meeting.

## **70. COUNCIL OWNED COMPANIES' BUSINESS**

*(Councillors Pauline Jorgensen and Anthony Pollock declared personal interests in this item)*

The Executive considered a report relating to an update on the operational position for the period to 31 September 2015 and the budget monitoring position for the period ending 31 August 2015.

The Leader of Council highlighted a number of areas in the report including that fact that following a Care Quality Commission inspection Suffolk Lodge residential home had received an overall rating of 'good'. Councillor Baker also reported on changes in personnel in Optalis which included the appointment of Metta Le Jakobsen as Managing Director and Sanjay Gandhi as Finance Director. He thanked Paul Steadman, the previous Finance Director, for all his hard work which had been a major contributor to the success of Optalis.

With regard to Wokingham Housing Ltd (WHL) Members were informed that the Phoenix Avenue project was progressing well and the successful contractor would be on site in November 2015. In addition the Fosters Extra Care Home project had now received nine returns from interested parties and WHL were about to go back to those contractors that had met the pre-qualification questionnaire criteria.

Councillor Baker also reported that Loddon Homes had submitted their registration documents, to become a for-profit registered provider, to the HCA and a new director, Lionel Haynes, had been appointed to the Loddon Homes Board.

**RESOLVED** that:

- 1) the budget monitoring position for the month ending 31 August 2015 be noted;
- 2) the operational update for the period to 31 September 2015 be noted.

#### **71. REVENUE MONITORING 2015/16 - END OF SEPTEMBER 2015**

The Executive considered a report setting out the forecast outturn position of the revenue budget and the level of forecast balances of the General Fund, Housing Revenue Account, Schools Block and the Authority's investment portfolio as well as requests for supplementary estimates for Children's Services and Health and Wellbeing.

The Executive Member for Economic Development and Finance went through the report and highlighted some of the pressures that had led to the variances which included: a grant that was expected but which was subsequently withdrawn after the budget was agreed; a reduction in healthcare funding; a rise in residential placements; and an increase in homelessness in the Borough. As a result of these pressures supplementary estimates for Children's Services and Health and Wellbeing areas were being requested.

With regard to the request for a supplementary estimate for Children's Services Councillor Haitham Taylor highlighted the importance of the Multi-Agency Safeguarding Hub (MASH) as an important aspect of children's safeguarding. By bringing all partners together in one place allowed intelligence to be shared and thereby better inform initial safeguarding decisions. This would contribute to much better outcomes for children and young people in the Borough.

#### **RESOLVED** that:

- 1) the forecast outturn position of the revenue budget and the level of forecast balances in respect of the General Fund, Housing Revenue Account, Schools' Block and the Authority's investment portfolio be noted;
- 2) Supplementary Estimates for Children's Services in the sum of £50,000 and Health and Wellbeing in the sum of £300,000 be approved.

#### **72. CAPITAL MONITORING 2015/16 - END OF SEPTEMBER 2015**

The Executive considered a report setting out the current position of the Capital budget and requesting the allocation of s106 money to a number of currently approved projects.

The Executive Member for Economic Development and Finance informed the meeting that the Capital budget was on track and was only showing a slight variance of £14k; which in an overall budget of £1.7m was very small. Councillor Pollock highlighted that the Council still had around £70m in investments which supports a large amount of the capital programme.

The Executive Member for Planning and Highways clarified that although it appeared that the Council was substantially underspending on roads this was not actually the case. Because of the closure of the A327 it was decided to pull the work that was due to be undertaken on the barriers and this had the effect of pushing £1.5m worth of work into next year. Also because a grant had been received for street lighting this had the effect of reducing that budget by about £8m and work had been delayed until confirmation of the grant was received.

The list of currently approved projects that required the allocation of s106 monies, as set out in Appendix B, was noted.

**RESOLVED** that:

- 1) the Capital Monitoring report for 2<sup>nd</sup> quarter of 2015/16, as set out in Appendix A to the report, be noted;
- 2) the allocation of s106 to currently approved projects, as listed in Appendix B to the report, which will reduce borrowing costs by £395,014.73 (plus indexation to be calculated) be approved.

### **73. EXTENSION TO TERM MAINTENANCE CONTRACT**

The Executive considered a report proposing an extension of no more than 12 months of the Term Maintenance Contract. This contract provides the Council's response to reactive maintenance needs across its estate eg offices and schools.

Members were advised by the Executive Member for Regeneration and Communities that following agreement to set up an Operational Property Shared Service with the Royal Borough of Windsor and Maidenhead (RBWM) the opportunity was being taken to consider aligning both authorities' Term Maintenance Contracts. The RBWM contract was not due to expire until the end of May 2016, which was after the expiry date of the Wokingham contract, therefore the proposal was to extend the Wokingham contract for no more than 12 months. This would ensure that savings from the existing contract could be maintained and would afford the opportunity to negotiate a joint contract next year.

**RESOLVED:** That an extension of the Term Maintenance Contract for no more than 12 months be agreed.

### **74. OFFICER SCHEME OF DELEGATION**

The Executive considered a report proposing a revised Officer Scheme of Delegation. Most of the delegations included in the Scheme related primarily to matters which were functions of the Executive and therefore best practice states that the Executive should be approving these delegations prior to full Council adoption for inclusion in the Constitution.

Members noted that the revised Officer Scheme of Delegation had been considered and agreed by the Constitution Review Working Group.

**RESOLVED** that: revised Sections 11.2 and 11.3 of the Constitution, as set out in Appendix A to the report, be recommended to Council for adoption and inclusion in the Council's Constitution.

### **75. NEW LEASE TO A CINEMA OPERATOR ON ELMS FIELD SITE**

The Executive considered a report outlining a proposal to agree a new lease to a cinema operator on the Elms Field Site.

The Executive Member for Regeneration and Communities reported that a cinema in Wokingham Town Centre was one of the facilities that residents had asked for and that the proposal would deliver a three screen boutique cinema that would not just show films but live performances as well, in conjunction with other events.

Councillor Mirfin informed Members that the Council was in the process of holding a number of meetings with stakeholders about the Elms Field site and hopefully the planning application for the site would be submitted by the end of November. As part of this operation the Council had sought to secure leases for some of the primary areas on the

site and already agreements had been reached with Premier Inn for a hotel to be built at the bottom of Elms Field.

Members were pleased to note that the pre-contract lease that was being proposed with the contractor was for a minimum of 25 years which was very good given that currently the average lease term that was being secured across the country, particularly in the retail environment, was just over 5 years.

Councillor Jorgensen requested that any agreement would have some form of inflation clause built in. Councillor Kaiser also wanted to ensure that that if the operator ever decided to pull out or something happened during the lease term that the cinema would revert back to the Council rather than the operator being able to hand it over to another operator.

**RESOLVED** That:

- 1) a pre-let with the operator identified within Part 2 of the report be agreed;
- 2) any further related and subsidiary decisions, if required to complete the transaction, be delegated to the Chief Executive in conjunction with the Leader and Executive Member for Regeneration and Communities.

#### **76. NEW LEASE TO A FOODSTORE OPERATOR ON ELMS FIELD SITE**

The Executive considered a report setting out a proposal to provide a new lease to a foodstore operator on the Elms Field Site.

The Executive Member for Regeneration and Communities informed the meeting that following a review of the marketplace it had become clear from undertaking this exercise that a large foodstore, as was previously envisaged, was not required in the current climate. Several operators had come forward and following negotiations an operator had been identified who was keen to trade in Wokingham and would require a 20 year lease with the option of an additional 20 years.

Councillor Mirfin further advised that the combined value of the hotel, cinema and foodstore leases, with a further potential restaurant in Elms Field, would amount to approximately 72% pre-lets prior to any construction commencing.

Members were pleased with the lease arrangements and praised the Officers who had negotiated these agreements and particularly the way the negotiations had been handled.

**RESOLVED** That:

- 1) a pre-let with the operator identified within Part 2 of the report be agreed;
- 2) any further related and subsidiary decisions, if required to complete the transaction, be delegated to the Chief Executive in conjunction with the Leader and Executive Member for Regeneration and Communities.

# Agenda Item 82.

<b>TITLE</b>	<b>Council Owned Companies Business</b>
<b>FOR CONSIDERATION BY</b>	The Executive on 26 November 2015
<b>WARD</b>	None specific
<b>DIRECTOR</b>	Graham Ebers, Director of Finance and Resources
<b>LEAD MEMBER</b>	Keith Baker, Leader of The Council

## **OUTCOME / BENEFITS TO THE COMMUNITY**

Transparency in respect of Council Owned Companies

## **RECOMMENDATION**

The Executive is asked to:

- 1) note the budget monitoring position for the month ending 30 September 2015;
- 2) note the operational update for the period to 31 October 2015.

## **SUMMARY OF REPORT**

### **Strategy and Objectives of the Council's Subsidiary Companies**

There has been no change to the Strategy and Objectives of the Council's Subsidiary Companies since the last report to Executive in October 2015.

### **Operational Update**

An operational update is provided from each of the companies as at 31 October 2015 in paragraph 2 below.

### **Financial Report**

A budget monitoring report is provided for each of the companies for September 2015, which confirms that overall the group has incurred a deficit as forecast. This again reflects the high level of WHL capital works being undertaken which has previously been reported, and which will be followed in later years by income flows from the investments. This together with the management costs of WBC (Holdings) Ltd offset the profit earned by Optalis Ltd. The position for each of the companies is explained in paragraph 3 below.

## **REPORT**

### **1. Directorship Report**

- There has been one change in the directorship of Optalis Limited since the appointment of Sanjay Gandhi as finance director and company director in September 2015.

## **2. Operational Update to 31 October 2015**

### **2.1 WBC (Holdings) Ltd**

WBC (Holdings) Ltd does not undertake any operations as it is a holding company.

### **2.2 Optalis Ltd**

- Suffolk Lodge has now launched its dementia service and is progressing towards full occupancy.
- The HealthWatch report on Westmead is now available on the HealthWatch website.
- The company is working with the Care Quality Commission to achieve full compliance in relation to registration of managers. It is anticipated that this will have been achieved by the end of the year.
- Three residential care homes for people with learning disabilities are set to 'de-register' during November, meaning that they cease to operate as residential care homes, but become tenanted accommodation with support, affording greater security of tenure for residents and a more modern approach to care provision.
- Focus on training and competence assessment for front line care workers is a key priority
- Recruitment remains very challenging at all levels of the organisation and there is an ongoing impact on the use of agency staff which is undesirable for reasons of quality and cost. All possible efforts are being made to address these areas. Notwithstanding this difficulty, Optalis has so far recruited 102 people to the organisation this year.
- Optalis continues to support the integration of health and social care through the provision of Step Up Step Down at Alexandra Place and we are pleased to have been asked to provide night time home care in order to contribute to hospital admission avoidance.

### **Business Development:**

#### Oxfordshire County Council

- Optalis has submitted a tender to run three extra-care schemes, two already being operated by another provider and one new build scheme coming on stream shortly. We were shortlisted for interview and this took place on Monday 26 October. We await the final response.
- A further tender has been submitted for an extra-care framework agreement, which would enable Optalis to bid for new schemes in future. The outcome is not yet known.

#### LATCo consultancy

- Optalis continues to provide expert consultancy to Bury Manchester Metropolitan Borough Council in support of the development of their own LATCo. 'Persona Care & Support' launched on 1 October 2015. Phase 3 support is currently being scheduled.

#### Bracknell Borough Forest Council

- The Council has signalled its intention for Optalis to increase its homecare delivery for the borough, in particular through the extra-care scheme, Clement House, where Optalis provides both the background support and spot purchased home care.
- The authority has also asked Optalis to quote for work to review a sample of their domiciliary care packages for size and appropriateness. Negotiations are ongoing.

### Better Care Fund projects (BCF)

The BCF is a programme consists of a number of projects aimed at admission avoidance, support for self-care, and better integration of services to improve customer pathways:

- Step Up Step Down – the pilot project is going well, with 9 referrals to the middle of October and rates of referral and occupancy increasing. Ambition is to increase to six beds in the next phase which will increase Optalis' contribution.
- Domiciliary care plus – this programme has a number of facets and Optalis is engaged in two ways: 1) Project support provided through B&PS (see operational report), and 2) Homecare overnight response service – this is currently in negotiation and Optalis has been asked to mobilise in the next month.

### Learning Disability Supported Living

- Optalis has been approached to take on bespoke WBC funded support packages for individuals with complex needs. Negotiations and assessments are underway.

## **2.3 Wokingham Housing Ltd (WHL)**

### **2.3.1 WHL Completed schemes:**

Managing our developments at Hillside and Vauxhall Drive is now 'business as usual' with regular Key Performance Indicators (KPI) provided to the Loddon Homes Board on Tenant Services housing management performance.

The remaining defects on Vauxhall Drive will be finally costed and reports due at the end of November. This will provide a final figure for defects existing in the building when it was taken over by WHL allowing payment to be requested. Loddon Homes has agreed to take over responsibility for the lease from WHL for Vauxhall Drive because the savings in VAT within the two housing companies will be greater than any maintenance liabilities that might arise and that have not yet been agreed with WBC.

### **2.3.2 WHL Schemes in Progress and/or Development:**

Phoenix Avenue: Hill Partnership are now on site (November 2015), with completion expected in March 2017, and initial handovers starting in January 2017.

Of particular note is that since last reported, it has been discovered that further works are necessary to prepare the site for construction as a result of the demolition. We had confirmation from our Employers Agent that the additional costs would be in the region of £80-150k. The higher end of this estimate will be incurred if there are contaminants found in the debris left on site. The latest reports are that only a very small amount of asbestos fibre was found in one location of four test areas. At present the contractor is advocating the removal for one load only, but will keep a close eye out during removal of debris for any other contaminants. On this basis our estimates are that costs will be at the lower end of the range – between £80-110k.

We do not expect this issue to affect completion dates.

Fosters Extra Care Home: There are no major issues to report and progress for finalising designs and tendering the contract to six potential contractors is progressing well. In light of the demolition issues raised at Phoenix Avenue, we have instructed further surveys to check that no similar issues will be found at Fosters.

Pipe-line sites: As part of the Small Contractor Framework process we will be tendering the three sites with planning permission – Grovelands, Barrett Crescent and Anson Walk – as part of the Framework arrangements.

Norton Road was put before the Planning Committee on 11th November and for planning permission was achieved for 9 homes – 3 houses for social rent and a block of 6 shared ownership apartments.

Therefore with Phoenix and Fosters projects as well as our smaller sites, WHLs pipeline programme now has a total of 123 homes to develop.

Loddon Homes: The Homes and Communities Agency (HCA) provided a response to the Loddon Homes application to register as a For-Profit Registered Provider on 15th October 2015. Their assessment and a suggested initial action plan to provide the additional assurance requested was presented to the Loddon Homes Board on 3rd November. A meeting with the HCA and our consultants took place on 11<sup>th</sup> November to discuss what is required to achieve registration. The meeting was positive and the quality of our submission was acknowledged. Assurance is primarily sought around Loddon Homes' independence and funding – especially around cash flow.

In broad terms it appears that assurance can be achieved without the need for any changes to documentation already submitted, such as the Inter-Group Agreement (IGA) and merely through further explanation of our arrangements within our narrative.

Staffing Update: Interviews to replace the part-time Development Manager with a permanent Development Officer took place on 20th October, with the appointment of Holly Morris. She will join WHL on 23rd November and there will be a three week handover period with Derek Thurgood. Derek's contract is effectively a zero hours contract until 17th February 2016 and we have advised him that we will see what, if any, our business needs are in the New Year.

Arrangements around WHL and LHLs finance support arrangements have developed, with John McNiece able to stay on a part-time 2.5 day per week basis. John will be splitting his time between WHL and Crown Simmonds as interim Finance Director, a small RP. These arrangements suit us well as the work to register Loddon Homes with the HCA and improve our financial systems and reporting, is largely now in hand and can be progressed on a more part-time basis. We anticipate that longer term arrangements around our financial resource requirement will be decided in the New Year with John continuing with us into the Spring/ early Summer. The work to create the job description for a part-time permanent finance person is still underway, but with less urgency and any advertising now on hold.

WHL Business Plan: A well developed and revised WHL Business Plan 2015 has been approved by WHL and was put to WBC (Holdings) Ltd for sign-off at their November meeting. This provides clarity of mission and a solid basis for further developing and growing the business, with profitability achieved within 2017-18.

### **3. Financial Report** **Budget Monitoring for 2015-16 financial year (To 30 September 2015)**

#### **3.1 WBC Group Consolidated, (i.e. comprising WBC (Holdings) Ltd, Wokingham Housing Group, and Optalis Group).**

The figures shown below represent the overall expenditure and income of the Council's subsidiary companies. Budget figures are being reviewed by WHL and therefore an overall comparison of spend against budget is not possible for WHL at present:

At the operational level, the net deficit was £33k.

#### **3.2 WBC (Holdings) Ltd**

A loss of £92k is reported compared to a budgeted loss of £165k. This is largely due to a saving on interest as anticipated works on Eustace Crescent are being rephased, and the budget is currently being reviewed.

#### **3.3 Optalis**

- The pre-tax result for September is a profit of £12k - favourable to budget by £8k (budget £4k profit)
- The key favourable variances to budget relate to new business from Independent Living Services (Orchard and Shipman) plus backdated Suffolk Lodge Dementia unit income, and cost savings from the deferral of appointments to the Chairperson, external NED, and Managing Director roles respectively.
- These were mitigated by unfavourable variances in agency spend, and lack of private homecare growth. September included recruitment fee for Finance Director.
- The September result assumes a drawdown of £8k against the budgeted underwriting of £100k made by WBC against the impact of implementing the National Pay Agreement in January 2015 (YTD £40k).
- The YTD post-tax result is a profit of £24k - favourable to budget by £4k (budget £20k)
- The full year pre-tax result is forecast at £50k as budgeted (which is after a return of £250k to the Commissioner as budgeted).
- Net assets at 30 September are £177k (budget £182k).
- Cash at 30 September was £376k (budget £732k).
- The YTD September results are summarised in the table below

Total Company Sep YTD	Actual (£000)	Budget (£000)	Budget Variance (£000)
Turnover	5,798	5,441	357
Costs	(5,725)	(5,371)	(354)
<b>Operating Profit</b>	<b>73</b>	<b>70</b>	<b>3</b>
Non trading costs	0	-	0
Depreciation	(43)	(45)	2
<b>Profit before tax</b>	<b>30</b>	<b>25</b>	<b>5</b>
Corporation tax	(6)	(5)	(1)
<b>Net profit</b>	<b>24</b>	<b>20</b>	<b>4</b>

### 3.4 Wokingham Housing (Including Wokingham Housing Ltd & Loddon Homes Ltd)

Total Sub Group September	Sep	Sep	Budget	Prior Mth	
	Actual	Budget	Variance	Actual	Variance
	(£000)	(£000)	(£000)	(£000)	(£000)
Income	7	Note (a)	Note (a)	7	Note (a)
Costs	(41)	Note (a)	Note (a)	(50)	Note (a)
Operating Loss	(34)	-	-	(43)	-
Non Trading costs	-	Note (a)	Note (a)	-	Note (a)
Depreciation	(2)	Note (a)	Note (a)	(2)	Note (a)
Loss before Tax	(35)	-	-	(45)	-
Taxation	-	Note (a)	Note (a)	-	Note (a)
Net Loss	(35)	-	-	(45)	-

#### Wokingham Housing Limited (Consolidated)

Profit and Loss Account for the period to 30 <sup>th</sup> September 2015	Sept Year To Date		
	Actual £	Budget £	Variance £
Income	45,319	Note (a)	
Operating Expenditure	(294,419)	Note (a)	
Operating Loss	(249,100)	Note (a)	

**Note (a) - Budget for the Group is under review, approval is being sought to reflect the current operational plan.**

Income for September 2015 is £7k (Year to date £45k). A draft budget for 2015/16 has been prepared and is currently being finalised to determine appropriate financial targets. This budget includes the costs associated with setting up framework agreements for contract tendering (WHL) and professional advice for HCA Registered Provider application (LHL). The financial budget for development of Phoenix (imminent) and Fosters remain as estimate until detailed negotiations with the appointed contractor determine the cost profile for each scheme. This work will provide an appropriate budget for approval by all appropriate boards.

Operating expenditure excluding depreciation is for the month was £41k and year to date is £282k

### Balance Sheet

Net assets total £760k at 30<sup>th</sup> September 2015. In total there are 1,900,000 issued and fully paid Ordinary £1 shares held by WBC (Holdings) Ltd. The share capital remains at £1.9m.

### FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

*The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.*

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	See other financial implications below	Yes	Revenue
Next Financial Year (Year 2)	See other financial implications below	Yes	Revenue
Following Financial Year (Year 3)	See other financial implications below	Yes	Revenue

### Other financial information relevant to the Recommendation/Decision

The Council will benefit from reduced costs in commissioning services, the interest and management charges to WBC (Holdings) Ltd and future profits paid out as dividend. These will be factored into the Medium Term Financial Plan under the appropriate service.

### Cross-Council Implications

No Cross-Council Implications

### List of Background Papers

None

<b>Contact</b> Emma Lyons	<b>Service Resources</b>
<b>Telephone No</b> 07769957900	<b>Email</b> Emma.Lyons@wokingham.gov.uk
<b>Date</b> 16 November 2015	<b>Version No.</b> 2

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# Agenda Item 83.

<b>TITLE</b>	<b>Fees and Charges</b>
<b>FOR CONSIDERATION BY</b>	The Executive on 26 November 2015
<b>WARD</b>	None specific
<b>STRATEGIC DIRECTOR</b>	Graham Ebers, Director of Finance and Resources
<b>LEAD MEMBER</b>	Anthony Pollock, Executive Member for Economic Development and Finance

## **OUTCOME/BENEFITS TO THE COMMUNITY**

Sound Finances and Value for Money.  
Maintaining services to the community through ensuring appropriate fees and charges for services.

## **RECOMMENDATION**

That the Executive approve the schedule of fees and charges, as set out in Appendix A to the report, to be effective from the dates listed on the schedule.

## **SUMMARY OF REPORT**

Members are presented with the schedule of proposed fees and charges.

Members are requested to agree the fees and charges contained in this report at Appendix A, effective from the dates shown on the schedule, of which most are enacted from 1 December 2015.

## Background

The Council is currently projecting an in year budgetary pressure and forecasting an overspend. Implementation of the new fees and charges early will help the Council to offset this challenge and is considered to be responsible. Executive are asked to approve the schedule of fees and charges (Appendix A). The estimated income from the approved level of fees and charges will form part of the overall 2016/17 budget figures to be submitted to Executive in February 2016.

## Analysis of Issues

The report contains proposed charges for services as set out in Appendix A.

## Corporate Implications

Those fees and charges which are subject to annual inflationary increases have in general been increased by an average 1.1% (and rounded where appropriate) in line with the Retail Price Index (RPI) as at August 2015. Some fees and charges, largely in Health and Wellbeing, vary according to the cost of providing the service.

## FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	N/A	N/A	Revenue
Next Financial Year (Year 2)	N/A	N/A	Revenue
Following Financial Year (Year 3)	N/A	N/A	Revenue

### Other financial information relevant to the Recommendation/Decision

The approved fees and charges income will be included in the MTFP to be submitted to Executive in February 2016.

### Cross-Council Implications

The fees and charges schedule affects all service areas which provide chargeable services.

### List of Background Papers

None

<b>Contact</b> Stephen McGrail	<b>Service</b> Resources
<b>Telephone No</b> 0118 974 6560	<b>Email</b> Stephen.McGrail@wokingham.gov.uk
<b>Date</b> 16 November 2015	<b>Version No.</b> 3

## Finance &amp; Resources

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £
<b>Concessionary Travel:</b>					
Replacement of lost National Bus Pass 21		Zero Rated	Full Cost Plus	£5.80	<b>£5.90</b>
<b>Accountancy and Procurement:</b>					
Charge for printed copies of the MTFP or Statement of Accounts		Standard	Full cost recovery	£17.50	<b>£17.70</b>
<b>Revenues and Benefits - Cash Office:</b>					
Credit Card Handling Fees		Zero Rated	Full Cost recovery	£2.00	<b>£2.00</b>
<b>LOCAL LAND CHARGES:</b>					
Part 1 enquiry and certificate of search		Non Business	Service costs are fully covered.	£109.60	<b>£110.80</b>
Each optional question on part two of the enquiry form		Non Business		£17.40	<b>£17.60</b>
Each additional question not covered by parts one and two		Non Business		£28.10	<b>£28.40</b>

## Finance &amp; Resources - Registrars

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £	
<b>Registration of Births, Marriages and Deaths</b>						
<b>Licence Fees for Approved Premises:</b>						
Initial and Renewal of licences for Approved Premises (valid for 3 years)		Non Business		£1,932.00	<b>£1,953.00</b>	
Licence Fees for Civil Partnerships in Religious Buildings		Non Business		£800.00	<b>£809.00</b>	
Licence Amendment Fee		Non Business		£358.00	<b>£362.00</b>	
<b>Marriage Fees / Civil Partnership Fees:</b>						
Attendance of Superintendent Registrar and Registrar at a marriage or Civil Partnership at <b>approved premise</b>						
Monday - Thursday	per ceremony	Non Business	To cover costs benchmarked against other LA's	£395.00	<b>£399.00</b>	
Late Weddings 6-8pm	per ceremony	Non Business		£469.00	<b>£474.00</b>	
Friday - Saturday	per ceremony	Non Business		£455.00	<b>£460.00</b>	
Late Weddings 6-8pm	per ceremony	Non Business		£528.00	<b>£534.00</b>	
Sunday and Bank Holidays	per ceremony	Non Business		£518.00	<b>£524.00</b>	
Late Weddings 6-8pm	per ceremony	Non Business		£666.00	<b>£673.00</b>	
<b>Ceremony Room</b>						
Monday to Thursday	per ceremony	Non Business		£143.00	<b>£145.00</b>	
Late Weddings 6-8pm	per ceremony	Non Business		£217.00	<b>£219.00</b>	
Friday or Saturday	per ceremony	Non Business		£254.00	<b>£257.00</b>	
Sunday or Bank Holidays	per ceremony	Non Business	£365.00	<b>£369.00</b>		
<b>Naming / Renewal of Vows:</b>						
Naming / Renewal of Vows in Ceremony Room:						
Monday to Thursday	per ceremony	Standard	£135.00	<b>£136.00</b>		
Friday or Saturday	per ceremony	Standard	£284.00	<b>£287.00</b>		
Sunday and Bank Holidays	per ceremony	Standard	£372.00	<b>£376.00</b>		
Naming / Renewal of Vows in an Approved Premises:						
Monday to Thursday	per ceremony	Standard	£293.00	<b>£296.00</b>		
Friday or Saturday	per ceremony	Standard	£340.00	<b>£344.00</b>		
Sunday and Bank Holidays	per ceremony	Standard	£397.00	<b>£401.00</b>		
Naming / Renewal of Vows in Private Premises						
Monday to Thursday	per ceremony	Standard	£274.00	<b>£277.00</b>		
Friday or Saturday	per ceremony	Standard	£340.00	<b>£344.00</b>		
Sunday or Bank Holidays	per ceremony	Standard	£397.00	<b>£401.00</b>		
<b>Nationality Checking Service</b>						
	per Adult	Standard	£65.00	<b>£69.00</b>		
	per child	Standard	£35.00	<b>£54.00</b>		
Family = two adults and up to two children. Additional children charged at £35	per family 2 adults & up to 3 children	Standard	£161.00	<b>£208.00</b>		
<b>Private Citizenship Ceremony</b>						
Citizenship Ceremony Fees in Ceremony Room	Mon-Fri	Non Business	£120.00	<b>£120.00</b>		
	Saturday	per ceremony	£248.00	<b>£248.00</b>		
<b>Miscellaneous:</b>						

## Finance &amp; Resources - Registrars

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £
All other charges will be made at either cost price or a reasonable charge.			Full cost and be competitive with other LA's		

## Children's Services DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15  inc VAT (if applic)  £	CHARGE from 1.12.15  inc VAT (if applic)  £
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### YOUTH & COMMUNITY SERVICE:

#### Wokingham Youth & Community Centre: Commercial rates agreed on negotiation

Activity	per hour	Exempt	Covers full costs	£12.80	£12.90	
Hall	per hour	Exempt		£16.00	£16.20	
Hard Court	per hour	Exempt		£15.50	£15.70	
Kitchen	per hour	Exempt		£9.80	£9.90	
Meeting	per hour	Exempt		£12.80	£12.90	
Premises	per hour	Exempt		£38.60	£60.00	
<b>Woodley Airfield: Commercial Hire:</b>						
Hall	per hour	Exempt		£18.60	£18.80	
Coffee Bar	per hour	Exempt		£15.00	£15.20	
<b>Community Hire:</b>						
Hall	per hour	Exempt		£15.50	£15.70	
Coffee Bar	per hour	Exempt		£13.50	£13.60	
<b>Private Hire:</b>						
Hall	per hour	Exempt	£15.50	£15.70		
Coffee Bar	per hour	Exempt	£12.80	£12.90		

### Home To School / College Transport

Concessionary Fare (average)	per pass	Zero Rated	Full cost recovery	£609.00	£645.00
Lost Pass replacement fee	per pass	Zero Rated	Full cost recovery	£15.00	£15.00

### Respite Care - accommodation provided under Children Act 1989

Other parents (contribution to cost of meals)	per night	Non Business		£4.80	£4.90
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### Disabled Children's Saturday Clubs

Cost to other local authorities	per visit	Non Business		£91.00	£92.00
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CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £
<b>Home Care Service &amp; Community Support Services:</b>					
Full cost recovery (means Tested) except where two carers required where only one will be charged (maximum charge to individual is the actual cost incurred by WBC)	Hour	Non Business	Cost	Full cost recovery	<b>Full cost recovery</b>
Second carer		Non Business		Full cost recovery	<b>Full cost recovery</b>
<b>OLDER PEOPLE:</b>					
<b>Residential Care:</b>					
<b>WBC Homes for Older People</b>					
Full Standard charge - residents - Suffolk Lodge	Week	Non Business		Full cost recovery	<b>Full cost recovery</b>
Full Cost to other local authorities - Suffolk Lodge	Week	Non Business		Full cost recovery	<b>Full cost recovery</b>
<b>Independent Sector Homes for the Elderly</b>					
Maximum charge to resident is the actual cost incurred by WBC		Non Business		Full cost recovery	<b>Full cost recovery</b>
<b>Respite Care:</b>					
<b>Adults - charge to resident - WBC Homes</b>					
WBC Home - Suffolk Lodge - Maximum charge subject to a financial assessment	Week	Non Business		Full cost recovery	<b>Full cost recovery</b>
<b>Adults - charge to resident - Independent Sector</b>					
Maximum charge to resident is the actual cost incurred by WBC		Non Business		Full cost recovery	<b>Full cost recovery</b>

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £
<b>ADULTS AND MENTAL HEALTH:</b>					
<b>Day Care Service:</b>					
Where a meal is received, flat rate charge	Day	Non Business		Full cost recovery	<b>Full cost recovery</b>
Two or more meals received, minimum charge	Day	Non Business		Full cost recovery	<b>Full cost recovery</b>
<b>Day Care:</b>					
Full cost to other local authorities	Day	Non Business		Full cost recovery	<b>Full cost recovery</b>
Full cost recovery for day services subject to a maximum additional charge of £50 per week up to March 2017	Week	Non Business		Full cost recovery	<b>Full cost recovery</b>
<b>Self Funders:</b>					
Setup charge for non-residential services	Annual	Non Business		£260.00	<b>£260.00</b>
Annual Administration charge for non-residential services	Annual	Non Business		£194.00	<b>£194.00</b>
<b>Deferred Payment Agreements (DPA)</b>					
Setup charge excluding disbursements	Annual	Non Business		£755.00	<b>£755.00</b>
Setup charge including disbursements	Annual	Non Business		£600.00	<b>£600.00</b>
Annual Administration excluding disbursements	Annual	Non Business		£261.00	<b>£261.00</b>
Annual Administration including disbursements	Annual	Non Business		£172.00	<b>£172.00</b>
Maximum interest charged against Deferred Payments set per annum by the Department of Health	Annual	Non Business		2.25%	<b>2.25%</b>
<b>Training Course Fees:</b>					
Charge to other unitary authorities within Berkshire & statutory agencies	Day	Non Business		£64.30	<b>£65.00</b>
Cancellation fee, not payable if attendance cancelled more than 7 days before course date	Per Course	Non Business		£64.30	<b>£65.00</b>
Charge to voluntary bodies	Day	Non Business		£28.30	<b>£28.60</b>

## Health &amp; Wellbeing - Sports

## DISCRETIONARY FEES AND CHARGES

All changes in charges to come into effect from 1st January 2016

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.1.16 inc VAT (if applic) £
<b>SPORTS ACTIVITIES:</b>					
<b>Children's Holidays Sports Activities:</b>					
Wokingham Active Kids Full Day Course (9:30 am - 3:30pm)		Exempt		£15.70	<b>£15.90</b>
Wokingham Active Kids Full Day Course (9:30 am - 3:30pm) - Weeks Charge		Exempt		£70.70	<b>£71.50</b>
Wokingham Active Kids Full Day Course (8 am - 6pm)		Exempt		£24.40	<b>£24.70</b>
Wokingham Active Kids Full Day Course (8 am - 6pm) - Week Charge		Exempt		£109.70	<b>£110.90</b>
15 % Off Discount if you book before specified date Week (9:30 - 3:30)		Exempt		£60.00	<b>£60.70</b>
15 % Off Discount if you book before specified date Day (9:30 - 3:30)		Exempt		£13.30	<b>£13.40</b>
15 % Off Discount if you book before specified date Week (8 - 6)		Exempt		£93.20	<b>£94.20</b>
15 % Off Discount if you book before specified date Day (8-6)		Exempt		£20.70	<b>£20.90</b>
Specialised Sports Camps (Courses) Per Day		Exempt		£24.40	<b>£24.70</b>
All sports 1/2 day 9 - 12pm		Exempt		£9.20	<b>£9.30</b>
All Sports 1/2 day 9 - 12pm (Weeks Course Discount)		Exempt		£41.80	<b>£42.30</b>
1/2 Day Special Offer Price (5 for the Price of 4)		Exempt		£37.20	<b>£37.60</b>
Full Day Special Offer Price (5 for the Price of 4)		Exempt		£64.10	<b>£64.80</b>
Early pick up and late pick up (Price per am and pm charge)		Exempt		£2.90	<b>£2.90</b>
Wokingham Active Kids Membership (12 - 6 Months - Per Child)		Exempt		£10.20	<b>£10.30</b>
Wokingham Active Kids Membership (12 - 6 Months - Family Rate - max.4 Children)		Exempt		£25.60	<b>£25.90</b>
Wokingham Active Kids Membership ( 6 Months or Less - Per Child)		Exempt		£6.70	<b>£6.80</b>
Wokingham Active Kids Membership (6 Months or Less - Family Rate - max.4 Children)		Exempt		£20.00	<b>£20.20</b>
Wokingham Active Kids Member Rate Week (9:30 - 3:30)		Exempt		£60.00	<b>£60.70</b>
Wokingham Active Kids Member Rate Day (9:30 - 3:30)		Exempt		£13.30	<b>£13.40</b>
Wokingham Active Kids Member Rate Week (8 - 6)		Exempt		£93.20	<b>£94.20</b>
Wokingham Active Kids Member Rate Day (8 - 6)		Exempt		£20.70	<b>£20.90</b>
<b>Children's Term Time Sports Activities:</b>					
Term Time Activities (Sports) - Per Week		Exempt	Subsidised	£3.00	<b>£3.00</b>
Term Time Activity Term Price		Exempt		£27.00	<b>£27.30</b>
Term Time Activities (Specialised Sports) - Per Week		Exempt		£3.60	<b>£3.60</b>
Term Time (Specialised Activity) - Per Term		Exempt		£31.80	<b>£32.10</b>
Children's Parties (Facility and Coach) Up to 20 Children		Exempt		£107.30	<b>£108.50</b>
Children's Parties (Facility and Coach) Additional Cost per Child (Over 20)		Exempt		£5.30	<b>£5.40</b>

## Health &amp; Wellbeing - Sports

## DISCRETIONARY FEES AND CHARGES

All changes in charges to come into effect from 1st January 2016

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.1.16 inc VAT (if applic) £
10% Sibling Discount		Exempt	10% discount of the above fees (Children's Term Time Sports Activ		
20% CAN Card Holder Discount		Exempt	20% discount of the above fees (Children's Term Time Sports Activ		
Buy One Day Get One Day Half Price		Exempt			
Buy 5 Pay for 4 (Get 1 Free)		Exempt			
3 for 2 (Get 1 Free)		Exempt			
<b>Over 50's Physical Activities (S.H.I.N.E) / Adults with Health Conditions (Disability)</b>					
Membership Direct Debit (Monthly)		exempt		n/a	<b>£180.00</b>
12 month for cost of 10 (One off payment)		exempt		n/a	<b>£150.00</b>
Block of 10 Sessions (£2.50)		exempt		n/a	<b>£25.00</b>
Specialist Sessions (Archery-Pilates-Yoga) Block of 10		exempt		n/a	<b>£50.00</b>
<b>Adult Classes:</b>					
General Class (Book 10 Weeks in advance)		Exempt		£38.60	<b>£40.00</b>
Specialised Courses (Book 10 Weeks in advance)		Exempt		£49.30	<b>£50.00</b>
<b>Specialised Health Prevention Projects</b>					
Steady Steps (£3.50 X weeks per term(based on 10weeks))		Exempt		£0.00	<b>£35.00</b>
Cardiac Rehab (10 Week block)		Exempt		N/A	<b>£35.00</b>
Cardiac Rehab Health Checks		Exempt		N/A	<b>£10.00</b>
LTHC Rehab Gym and classes (Pay as You Go)		Exempt		N/A	<b>£3.50</b>
LTHC Rehab Gym - 10% discount for paying for 10 sessions in advance		Exempt		N/A	<b>£32.50</b>
GP Referral 6 month membership		Exempt		£20.00	<b>£20.00</b>
GP referral non-specialist sessions		Exempt		£2.00	<b>£2.00</b>
GP referral specialist sessions		Exempt		£4.00	<b>£4.00</b>
GP (10% Discount for paying for 10 sessions in advance)		Exempt		£18.00	<b>£18.00</b>
GP Referral Activities Continuation		Exempt		N/A	<b>£2.50</b>
GP Referral Activities Continuation (10% discount for paying for 10 sessions in advance)		Exempt		N/A	<b>£22.50</b>
Rehab Gym Hire (Gym hire only) Loddon & Bulmershe (Instructor needs to be qualified)		Exempt		N/A	<b>£20.00</b>
Phase 4 Cancer Rehab - pay as you go		Exempt		N/A	<b>£3.50</b>
Phase 4 Cancer Rehab - (10% discount for paying for 10 sessions in advance)		Exempt		N/A	<b>£32.50</b>
Rehab Gym Hire (Gym hire & Instructor)		Exempt		£36.20	<b>£40.00</b>

## Health &amp; Wellbeing - Sports

## DISCRETIONARY FEES AND CHARGES

All changes in charges to come into effect from 1st January 2016

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.1.16 inc VAT (if applic) £
Room Hire for Personal Trainers		Exempt		N/A	£13.00
<b>Adults with Health Conditions &amp; Additional Needs (Disability)</b>					
General Class (10 sessions)		Exempt		N/A	£37.00
Specialised Courses (10 sessions)		Exempt		N/A	£50.00
<b>Children with Health Conditions &amp; Additional Needs (Disability)</b>					
General Class (10 weeks)		Exempt		N/A	£37.00
General Class (CAN Card Holders 10 weeks)		Exempt		N/A	£27.00
General Class (12 weeks)		Exempt		N/A	£43.00
General Class (CAN Card Holders 12 weeks)		Exempt		N/A	£35.00
Specialised Courses		Exempt		N/A	£50.00
<b>Additional Services:</b>					
Provision of Coach / Instructor Per Hour		Exempt		£23.70	£24.00
Provision of Specialised Coach / Instructor Per Hour		Exempt		£32.20	£32.60
<b>Multi Use Courts (Chalfont - Sports Unit):</b>					
Adult per court per hr		Standard	To recover Service costs and overheads	£24.50	£15.00
Junior per court per hr		Standard		£12.10	£10.00
<b>Events Tournaments</b>					
Team Event (Commercial)		Standard		N/A	£25.00
Team Event (Non- Commercial)		Standard		N/A	£15.00
Individual Event (Amateur)		Standard		N/A	£10.00

## Health &amp; Wellbeing - Housing

## DISCRETIONARY FEES AND CHARGES

All changes in charges to come into effect from 1st April 2016

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.4.16 inc VAT (if applic) £
<b>Gypsy Caravan Sites:</b>					
Carters Hill Park - Licence Fee	per week	Non Business		£53.00	<b>£53.60</b>
Twyford Orchards - Licence Fee	per week	Non Business		£49.30	<b>£49.80</b>
Hostel room 1	per week	Non Business		£89.26	<b>£90.20</b>
Hostel room 2	per week	Non Business		£89.26	<b>£90.20</b>
Hostel room 3	per week	Non Business		£109.26	<b>£110.50</b>
Hostel room 4	per week	Non Business		£114.26	<b>£115.50</b>
Hostel room 5	per week	Non Business		£119.26	<b>£120.60</b>
Hostel room 6	per week	Non Business		£109.26	<b>£110.50</b>
Hostel room 7	per week	Non Business		£119.26	<b>£120.60</b>
Hostel room h - Room no longer available after renovation works	per week	Non Business		£0.00	<b>£0.00</b>
Hostel room 8	per week	Non Business		£109.26	<b>£110.50</b>
Hostel room 9	per week	Non Business		£134.26	<b>£135.70</b>
Grovelands a	per week	Non Business		£87.40	<b>£88.40</b>
Grovelands b	per week	Non Business		£87.40	<b>£88.40</b>
Grovelands c	per week	Non Business		£87.40	<b>£88.40</b>
Grovelands d	per week	Non Business		£87.40	<b>£88.40</b>
Grovelands e	per week	Non Business		£87.40	<b>£88.40</b>
Grovelands Park f	per week	Non Business		£87.40	<b>£88.40</b>
Grovelands Park g	per week	Non Business		£87.40	<b>£88.40</b>
Grovelands Park h	per week	Non Business		£87.40	<b>£88.40</b>
Grovelands Park i	per week	Non Business		£87.40	<b>£88.40</b>
Grovelands Park k	per week	Non Business		£87.40	<b>£88.40</b>
Grovelands Park l	per week	Non Business		£87.40	<b>£88.40</b>
Grovelands plot fees	per week	Non Business		£38.10	<b>£38.52</b>
Groveland Garages - tenants - non-vatable x 2	per week	Non Business		£7.57	<b>£7.65</b>
Groveland Garages - non-tenants - vatable x 16	per week	Standard		£10.78	<b>£10.90</b>
Bed & Breakfast - family room	room per week	Non Business		£19.80	<b>£20.00</b>
Bed & Breakfast - single room	room per week	Non Business		£11.60	<b>£12.00</b>
Storage costs	per week	Non Business		£7.00	<b>£8.00</b>

## Environment - Building Control

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGED from 1.12.15 inc VAT (if applic) £
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## Building Control Residual

Demolition notice	Each	Non business	Cost recovery & Contribution toward income generation	£195.00	<b>£230.00</b>
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## Building Control Solutions

**Research, retrieval and copy charge per property for Building Regulation Decision  
Notice(s) and/or Completion Certificate(s) intended for commercial re-use.**

To professionals for commercial purposes or owners/buyers	<b>per hour</b>	Non business		n/a	<b>£28.50</b>
48 hour response	<b>per hour</b>	Non business		n/a	<b>£57.00</b>
Research and response to enquiry per property where no documentation is supplied	<b>per hour</b>	Non business		n/a	<b>£28.50</b>
First issue of Completion Certificates on archive applications		Standard		n/a	<b>£77.00</b>
Provide pre-application advice (first hour free of charge)	<b>per hour</b>	Standard		n/a	<b>£77.00</b>
Subsequent Building Regulation Charges may be reduced accordingly to reflect this advice.					

**Research, retrieval and examination of Building Regulation record**

To professionals for commercial purposes	<b>per hour</b>	Non business		n/a	<b>£28.50</b>
To residential owners/occupiers for private purposes		Non business		n/a	<b>Free</b>
Letter confirming exemption		Non business		n/a	<b>£38.00</b>
Letter confirming enforcement action will not be taken		Non business		n/a	<b>£38.00</b>
Pre-application site inspections to discuss possible work e.g.view trial holes. Payment is required in advance		Standard		n/a	<b>£77.00</b>
This payment will be credited against an application made for this property within the next twelve months.					
Submission of a Demolition Application		Non business		n/a	<b>£230.00</b>
Retrieve archive file, undertake research, further inspection(s) and issue a completion certificate in respect of a project, following a period of three years since the last inspection of the work	<b>per hour</b>	Standard		n/a	<b>£77.00</b>

CHARGE - changes from 1st April 2016	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.4.16 inc VAT (if applic) £
Scaffold licence	Each	Non business	Cost recovery & Contribution toward income generation	£176.00	£177.90
Scaffold licence extension	Each	Non business	Cost recovery & Contribution toward income generation	£110.00	£111.20

## Environment - Planning

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £
<b>Application Fees</b>					
Planning Application fee levels are set nationally and individual local planning authorities have no powers to vary them. The anticipated income is based on current fee levels.					
<b>Pre-application Charges:</b>					
<b>Application Type:</b>					
House Holder - Standard	Per application	Standard		£100.00	£90.00
House Holder - Enhanced (includes site visit)	Per application	Standard		£100.00	£150.00
Non-householder < 200m2	Per application	Standard		£515.00	£576.00
Non-householder > 200m2 but < 500m2	Per application	Standard		£773.00	£648.00
Non-householder > 500m2 but < 1000m2	Per application	Standard		£773.00	£816.00
Non-householder > 1000m2 but < 2000m2	Per application	Standard		£773.00	£1,008.00
Non-householder > 2000m2 but < 3000m2	Per application	Standard		£773.00	£1,176.00
Non-householder > 3000m2 but < 5000m2	Per application	Standard		£773.00	£1,416.00
Non-householder > 5000m2	Per application	Standard		£773.00	£7,200.00
Non-householder 1 to 9 units	Per Dwelling	Standard		£193.00	£195.10
Non-householder 10 to 30 units	Per application	Standard		£1,932.00	£1,953.30
Non-householder 31 to 50 units	Per application	Standard		£3,220.00	£3,255.40
Non-householder > 51+ units	Per application	Standard		£6,440.00	£6,510.80
<b>Copying Charges:</b>					
Copying Decision Notice	per A4 sheet	Standard	Statutory constraints / Guidance	£0.10	£0.10
Copying T.P.O.	per A4 sheet	Standard	Statutory constraints / Guidance	£0.10	£0.10
<b>General Photocopying:</b>					
A4 additional sheets	per A4 sheet	Standard	Statutory constraints / Guidance	£0.10	£0.10
A3 additional sheets	per A4 sheet	Standard	Statutory constraints / Guidance	£0.10	£0.10
<b>Plan Printing:</b>					
Reprographics service charge - single charge levied per batch of plan printing		Standard	Statutory constraints / Guidance	£3.00	£3.00
A2		Standard	Statutory constraints / Guidance	£1.00	£1.00
A1		Standard	Statutory constraints / Guidance	£2.00	£2.00
A0		Standard	Statutory constraints / Guidance	£3.00	£3.00
Ordnance Survey extracts	Per set of O/S plans produced	Standard	Statutory constraints / Guidance	£32.00	£32.40
Ordnance Survey (1:1250 Scale extracts)	Per set of O/S plans produced	Standard	Statutory constraints / Guidance	£26.00	£26.30
Ordnance Survey (1:500 Scale extracts)	Per set of O/S plans produced	Standard	Statutory constraints / Guidance	£7.00	£7.10
High Hedges Legislation		Non Business		£830.00	£839.10
Copy of a Tree Preservation Order		Non Business		£0.10	£0.10
Highways Design Guide - paper copy of document		Standard	Demand Driven	£103.00	£104.10

## Environment - Transportation

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 Peak inc VAT (if applic) £	CHARGE from 1.4.15 Off-Peak inc VAT (if applic) £	CHARGE from 1.12.15 Peak inc VAT (if applic) £	CHARGE from 1.12.15 Off-Peak inc VAT (if applic) £
<b>Park &amp; Ride User</b>		standard	Full cost recovery	£1.00	£1.00	<b>£1.00</b>	<b>£1.00</b>
<b>Winnersh Station Parking</b>							
Train User		standard	Full cost recovery	£4.00	£4.00	<b>£4.00</b>	<b>£4.00</b>
Day Parking		standard	Full cost recovery	£4.00	£4.00	<b>£4.00</b>	<b>£4.00</b>

## Environment - Cemeteries

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £
<b>CEMETERIES / BURIAL &amp; CREMATION:</b>					
<b>Interment fees:</b>					
Under 1 month		Non Business	Not applicable	FREE	<b>FREE</b>
Under 1 month out of Borough		Non Business		n/a	<b>£100.00</b>
1 month - 12 years		Non Business		FREE	<b>FREE</b>
1 month - 12 years out of Borough		Non Business		n/a	<b>£200.00</b>
Over 12 years*		Non Business	To cover Maintenance cost	£789.10	<b>£790.00</b>
Cremated remains*		Non Business		£331.30	<b>£330.00</b>
Columbaria - ashes interment for 10 years only*		Non Business	To provide an additional service	£614.00	<b>£850.00</b>
Columbaria fee for additional ashes into the same slot (2nd and final interment only)*		Non Business		£307.20	<b>£150.00</b>
Renewal fee for the above (at end of 10 year period) per year		Non Business		£41.00	<b>£42.00</b>
<b>Exclusive Rights of Burial:</b>					
Burial*		Non Business	To cover Maintenance cost	£860.40	<b>£860.50</b>
Cremated Remains*		Non Business		£386.60	<b>£387.00</b>
Scattering of Cremated Remains on WBC land		Non Business		n/a	<b>£65.00</b>
<b>Memorials:</b>					
Memorial Bench (provided by WBC) without plaque		Standard	To provide an additional service	Price on application	<b>POA</b>
Memorial Bench (provided by WBC) with plaque 10 year lease		Standard		Price on application	<b>POA</b>
Renewal of lease for a further 10 years		Standard		£400.00	<b>£400.00</b>
Installation of memorial bench on grass		Standard		£242.00	<b>£245.00</b>
Memorial Tree for period of 10 years, includes supply, plant and plaque		Standard		n/a	<b>£942.00</b>
Renewal of lease for a further 10 years		Standard		n/a	<b>£400.00</b>
For the right to erect any headstone or monument on a burial grave space		Standard	To cover maintenance and administration cost	£239.30	<b>£242.00</b>
Memorial Mushroom or similar for period of 10 years		Standard		n/a	<b>£407.00</b>
Renewal of lease for further 10 years		Standard		n/a	<b>£220.00</b>
Additional Inscription or works		Standard		£77.30	<b>£77.50</b>
Cremation Tablet		Standard		£239.30	<b>£120.00</b>
Transfer of exclusive Right of Burial (not done at time of interment)		Standard		n/a	<b>£35.00</b>
Family History Search of Burial Records		Standard	Full Cost	£11.27	<b>£11.50</b>
*Non residents are charged triple fees for the purchase of a plot and for the first interment.					

## Environment - Countryside Services

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £
<b>Car Parking @ California Country Parks and Dinton Pastures</b>					
To comply with advertising requirement all car parking changes to be implimented from 1st January 2016					
Coach Parking per day		Standard	Full cost plus	£15.50	<b>£16.00</b>
Charge per Visit -per hour off peak Mon-Friday 1st Oct - 1st March		Standard		£1.20	<b>£1.20</b>
Charge per hr peak Sat & Sun all year, weekdays 2nd March-30th Sept	per hr	Standard		£1.20	<b>£1.50</b>
Charge per Visit - over 4 hours		Standard		£4.00	<b>£6.00</b>
Annual Season Ticket - 6 month		Standard		£57.00	<b>£75.00</b>
Annual Season Ticket - 12 month		Standard		£113.00	<b>£150.00</b>
Annual Season Ticket - 6 month concessionary		Standard		£36.00	<b>£56.00</b>
Annual Season Ticket - 12 month concessionary		Standard		£72.00	<b>£112.50</b>
Angling					
<b>Fishing Syndicates</b>					
White Swan Lake	per person	Standard	full cost plus	n/a	<b>£540.00</b>
White Swan winter	per person	Standard		n/a	<b>£215.00</b>
Black Swan Lake	per person	Standard		n/a	<b>£540.00</b>
River Loddon	per person	Standard		n/a	<b>£140.00</b>
Longmoor Lake	per person	Standard		n/a	<b>£200.00</b>
Gold Ticket	per person	Standard		n/a	<b>£950.00</b>
Twyford Reserve	per person	Standard		n/a	<b>£200.00</b>
Guest ticket	per person	Standard		n/a	<b>£20.00</b>
Day season tickets full	per person	Standard		n/a	<b>£65.00</b>
Day season discount	per person	Standard		concession	n/a
waiting list deposit non refundable , taken off first year members	per person	Standard	full cost plus	n/a	<b>£20.00</b>
Day ticket per rod	per rod	Standard		n/a	<b>£5.00</b>
<b>CALIFORNIA COUNTRY PARK</b>					
Paddling Pool		Exempt	Full cost	£2.00	<b>£2.00</b>
<b>Commercial Activities on Countryside Parks, Parks &amp; Nature Reserves</b>					
Commercial users of sites including commercial dog walkers , personal fitness instructors etc	per annual licence	Standard	full cost plus	n/a	<b>£625.00</b>

## Environment - Activity Centre

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	CHARGE from 1.4.15 Member inc VAT (if applic) £	CHARGE from 1.4.15 Non Member inc VAT (if applic) £	CHARGE from 1.12.15 Member inc VAT (if applic) £	CHARGE from 1.12.15 Non Member inc VAT (if applic) £
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Additional discounts and offers may be offered from time to time

Individual pricing will apply to individual events

Proposed charges have been benchmarked against local competitors

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## Annual Membership Fees:

Adult	pp	Standard	N/A	£55.00	N/A	£56.00
Concession	pp	Standard	N/A	£27.00	N/A	£28.00
Family	4 people	Standard	N/A	£82.00	N/A	£84.00

## Boat Storage Fees:

Dinghy	per boat	Standard	£161.00	N/A	£163.00	N/A
Canoe/Kayak/Windsurf	per boat	Standard	£75.00	N/A	£76.00	N/A

## Event / Course

## Activities for Adults :

Adult Sailing Course (2 days or equivalent)	pp	Exempt	£162.90	£181.00	£163.00	£181.00
Adult Sailing Refresher Course (1 days or equivalent)	pp	Exempt	N/A	N/A	£85.00	£95.00
Adult Powerboat Course (2 days or equivalent)	pp	Exempt	£216.00	£240.00	£216.00	£240.00
Adult Paddlesport Course (2 days or equivalent)	pp	Exempt	£99.00	£110.00	£99.00	£110.00

## Instructor Training:

RYA Assistant Instructor / Cadet Leader Course	pp	Exempt	N/A	£129.00	N/A	£130.00
RYA Dinghy Instructor Pre-Assessment	pp	Exempt	N/A	£95.00	N/A	£95.00
RYA Dinghy Instructor Course	pp	Exempt	N/A	£345.00	N/A	£345.00
BCU FSRT	pp	Exempt	N/A	£75.00	N/A	£60.00
BCU Level 1 Coach Course	pp	Exempt	N/A	£240.00	N/A	£240.00
Emergency First Aid	pp	Exempt	£85.50	£95.00	N/A	£86.00

## Environment - Activity Centre

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	CHARGE from 1.4.15 Member inc VAT (if applic) £	CHARGE from 1.4.15 Non Member inc VAT (if applic) £	CHARGE from 1.12.15 Member inc VAT (if applic) £	CHARGE from 1.12.15 Non Member inc VAT (if applic) £
<b>Activities for Juniors (8yrs +):</b>						
Junior Sailing Course (5 days or equivalent)	pp	Exempt	£189.00	£210.00	<b>£189.00</b>	<b>£210.00</b>
Junior Paddling Course (6 evenings or equivalent)	pp	Exempt	N/A	N/A	<b>£81.00</b>	<b>£90.00</b>
Multi Activity Days (1 day or equivalent)	pp	Exempt	£31.50	£35.00	<b>£31.50</b>	<b>£35.00</b>
Adventure Days (1 day or equivalent)	pp	Exempt	£41.40	£46.00	<b>£41.00</b>	<b>£46.00</b>
<b>Activity Clubs:</b>						
Junior Clubs	pp	Exempt	£12.00	£13.20	<b>£12.00</b>	<b>£14.00</b>
Family Clubs	pp	Exempt	£10.80	£12.00	<b>£10.50</b>	<b>£12.00</b>
Open Water Swimming	pp	Exempt	N/A	£3.00	<b>N/A</b>	<b>£3.00</b>
<b>Days Out:</b>						
Promotional Events	pp	Exempt	N/A	£2.00	<b>N/A</b>	<b>£3.00</b>
Themed Watersports Events	per Adult/Junior	Exempt	N/A	£8/£6	<b>N/A</b>	<b>£8/£6</b>
Themed Land Events	pp	Exempt	N/A	£3.00	<b>N/A</b>	<b>£3.00</b>
Nature Events	pp	Exempt	N/A	£8.00	<b>N/A</b>	<b>£8.00</b>
Guided Paddles	per Adult/Junior	Exempt	N/A	£15/£10	<b>N/A</b>	<b>£15/£10</b>
<b>Personal Tuition:</b>						
1:1 Tuition	pp 2hrs	Exempt	£45.90	£51.00	<b>£54.00</b>	<b>£60.00</b>
2:1 Tuition	2ppl 2hrs	Exempt	£78.30	£87.00	<b>£90.00</b>	<b>£100.00</b>
<b>Taster Sessions:</b>						
Taster Sessions: 10% discount for multiple bookings	1 hr30 session	Exempt	N/A	£15.00	<b>N/A</b>	<b>£20.00</b>
<b>School and Youth Group Activities:</b>						
One Activity (min group size 20)	pp 1hr30	Exempt	N/A	£13.10	<b>N/A</b>	<b>£15.00</b>
Two Activities (min group size 20)	pp 3hrs	Exempt	N/A	£14.60	<b>N/A</b>	<b>£17.00</b>
Three Activities (min group size 20)	pp 4hrs30	Exempt	N/A	£29.20	<b>N/A</b>	<b>£18.00</b>
Regular Sessions (min group size 12)	pp 2hrs	Exempt	N/A	£12.50	<b>N/A</b>	<b>£13.00</b>
Season Ticket (max group size 20)	per WBC Term	Standard	N/A	£240.00	<b>N/A</b>	<b>£243.00</b>
Envior Education One Activity - Self Led	pp for upto hours	Exempt	N/A	£3.00	<b>N/A</b>	<b>£4.00</b>
Envior Education Two Activities - Self	pp upto 6 hours	Exempt	N/A	£5.00	<b>N/A</b>	<b>£6.00</b>

## Environment - Activity Centre

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	CHARGE from 1.4.15	CHARGE from 1.4.15	CHARGE from 1.12.15	CHARGE from 1.12.15
			Member inc VAT (if applic) £	Non Member inc VAT (if applic) £	Member inc VAT (if applic) £	Non Member inc VAT (if applic) £
Envior Education Ranger to lead package	per Ranger /per hour	Exempt	N/A	£24.10	N/A	£25.00

## Environment - Activity Centre

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	CHARGE from 1.4.15 Member inc VAT (if applic) £	CHARGE from 1.4.15 Non Member inc VAT (if applic) £	CHARGE from 1.12.15 Member inc VAT (if applic) £	CHARGE from 1.12.15 Non Member inc VAT (if applic) £
<b>Adult Group Activities:</b>						
One Activity (min group size 10)	pp 1hr30	Exempt	N/A	£17.40	N/A	£24.00
Two Activities (min group size 10)	pp 3hrs	Exempt	N/A	£19.50	N/A	£26.00
Three Activities (min group size 10)	pp 4hrs30	Exempt	N/A	£38.90	N/A	£29.00
<b>Junior Group Activities:</b>						
One Activity (min group size 10)	pp 1hr30	Exempt	N/A	£17.40	N/A	£19.00
Two Activities (min group size 10)	pp 3hrs	Exempt	N/A	£19.50	N/A	£21.00
Three Activities (min group size 10)	pp 4hrs30	Exempt	N/A	£38.90	N/A	£23.00
Premium Package (min group size 10) - includes room hire, lunch, cake and party bag	pp	Exempt	N/A	N/A	N/A	£10.00
<b>Rock Climbing Wall Private Hire:</b>						
wall + 2 ins + equip + delivery + PL	for upto 3 hours	Exempt	N/A	£460.00	N/A	£465.00
wall + 2 ins + equip + delivery + PL	for upto 6 hours	Exempt	N/A	£615.00	N/A	£622.00
Two extra instructors	for upto 6 hours	Exempt	N/A	£256.00	N/A	£259.00
Delivery to location outside of borough	per two way journey	Standard	N/A	£120.00	N/A	£120.00
<b>Room Hire: DAC and Loddon Emmbrook rooms</b>						
Commercial Rate	per hour	Exempt	£21.42	£23.80	N/A	£24.00
Youth/Education/WBC Rate	per hour	Exempt	£17.37	£19.30	N/A	£20.00
Commercial Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt	N/A	£20.20	N/A	£20.00
Youth Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt	N/A	£16.40	N/A	£17.00
Late lock up fee (after 5pm)	one off charge	Standard	N/A	£35.00	N/A	£50.00
BBQ Hire	per day	Standard	N/A	£35.00	N/A	£45.00
<b>Pay &amp; Play:</b>						
Single Handed Dinghy	per boat two hours	Standard	£19.80	£22.00	£22.50	£25.00
Double Handed Dinghy	per boat two hours	Standard	£30.60	£34.00	£36.00	£40.00
Day Ticket (launch your own boat)	per boat, per day	Standard	N/A	£10.00	£0.00	£15.00
Boat Hire (canoe, kayak, kata-kanu etc)	pp per half hour	Standard	£6.30	£7.00	£5.00	£6.00

## Environment - Activity Centre

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	CHARGE from 1.4.15 Member inc VAT (if applic) £	CHARGE from 1.4.15 Non Member inc VAT (if applic) £	CHARGE from 1.12.15 Member inc VAT (if applic) £	CHARGE from 1.12.15 Non Member inc VAT (if applic) £
<b>Staff Resources:</b>						
Senior Instructor	per hour	Exempt	N/A	£35.80	N/A	£37.00
Lead Instructor	per hour	Exempt	N/A	£24.10	N/A	£25.00
Instructor	per hour	Exempt	N/A	£19.50	N/A	£20.00
<b>Power Boat Hire:</b>						
Safety Boat (RIB) + driver	per hour	Standard	N/A	£61.40	N/A	£63.00
Power Boat (Rigiflex)	per hour	Standard	N/A	£20.50	N/A	£21.00
Power Boat (Rigiflex) + driver	per hour	Standard	N/A	£44.50	N/A	£45.00
<b>Rock Climbing Wall Hire:</b>						
Wall Only	per day	Standard	N/A	£430.50	N/A	£436.00
Climbing Harness Hire	per day	Standard	N/A	£3.00	N/A	£4.00
Climbing Harness Helmet	per day	Standard	N/A	£3.00	N/A	£4.00
<b>Boat Hire:</b>						
Paddle Board	per day	Standard	N/A	£36.00	N/A	£37.00
Single Handed Dinghy	per day	Standard	N/A	£66.00	N/A	£68.00
Double Handed Dinghy	per day	Standard	N/A	£102.00	N/A	£104.00
Rafting Equipment	per 2hrs	Standard	N/A	£126.00	N/A	£130.00
Rafting Equipment	per day	Standard	N/A	£42.00	N/A	£44.00
Single Kayak	per day	Standard	N/A	£36.00	N/A	£38.00
Double Kayak	per day	Standard	N/A	£54.00	N/A	£56.00
Canadian Canoe	per day	Standard	N/A	£72.00	N/A	£56.00
Kata-Kanu	per day	Standard	N/A	£126.00	N/A	£130.00
<b>Watersports Equipment Hire:</b>						
Buoyancy Aid	per day	Standard	N/A	£3.00	N/A	£4.00
Paddle (kayak/canoe/sup)	per day	Standard	N/A	£3.00	N/A	£4.00
Watersports Helmet	per day	Standard	N/A	£3.00	N/A	£4.00
Wetsuit	per day	Standard	N/A	£3.00	N/A	£5.00

## Environment - Leisure &amp; Amenities

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £	RELEVANT COMMENTS
<b>SPORTS PITCH HIRE:</b>						
<b>Artificial Pitch, Cantley Park, Wokingham - these charges will alter from 1st April 2016 due to VAT Regulations</b>						
Full Pitch - Peak per hr (Peak - Weekdays after 6pm & all day Saturday)		Standard	Demand Driven. Also to recover service cost	£102.40	<b>£77.00</b>	
Half Pitch - Peak per hr (Peak - Weekdays after 6pm & all day Saturday)		Standard		£46.10	<b>£52.00</b>	
Full Pitch - Off Peak per hr (Off Peak - Weekdays before 6pm & all day Sunday, off peak rate for WBC teams)		Standard		£75.80	<b>£47.00</b>	
Half Pitch - Off Peak per hr (Off Peak - Weekdays before 6pm & all day Sunday, off peak rate for WBC teams)		Standard		£32.80	<b>£22.00</b>	
<b>Grass Pitch All sites:</b>						
Senior Pitch (90 x 60 & above) per game		Standard	Demand Driven. Also to recover service cost	£57.10	<b>£45.00</b>	
Junior Pitch (80 x 50 & smaller) per game		Standard		£28.55	<b>£22.00</b>	
<b>SPORTS PAVILION HIRE:</b>						
<b>Ashridge room inc kitchen, &amp; upstairs toilets only, Cantley:</b>						
Hire per hr - Off peak (before 6pm weekdays & Sundays inc WBC users)		Standard	To cover service cost plus overheads	£17.50	<b>£12.00</b>	
Hire per hr - Peak times (Weekdays after 6 pm & all day Saturday)		Standard		£19.80	<b>£15.00</b>	
Standard overrun charge per booking based on 50% of hourly rate		Standard		n/a	<b>£6.00-£7.50</b>	
<b>East Park Farm Pavilion, Charvil:</b>						
Hire per hr - Off peak (before 6pm weekdays & Sundays inc WBC users)		Standard	To cover service cost plus overheads	£26.20	<b>£12.00</b>	
Hire per hr - Peak times (Weekdays after 6 pm & all day Saturday)		Standard		£110.10	<b>£15.00</b>	
Standard overrun charge per booking based on 50% of hourly rate		Standard		n/a	<b>£6.00-£7.50</b>	
<b>HIRE OF CHANGING ROOMS / SHOWER FACILITIES:</b>						
Cantley - per game		Standard		£35.20	<b>£27.00</b>	
East Park Farm per game		Standard		£17.60	<b>£27.00</b>	

## Environment - Leisure &amp; Amenities

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £	RELEVANT COMMENTS
<b>NETBALL &amp; TENNIS:</b>						
<b>Netball</b>						
Community use for clubs and Adult per court per hr		Standard	To cover service cost plus overheads	£15.90	<b>£10.00</b>	
<b>43</b>						
<b>Tennis Courts Season Tickets includes casual use of netball courts &amp; pre-booked games - CANTLEY, CHESTNUT &amp; EAST PARK FARM)</b>						Annual rate (April to March) and then reduced pro rata includes use of netball courts.
Household (family) - This was previously only for a four person family now unlimited		Standard	To cover service cost plus overheads	£131.10	<b>£180.00</b>	Full year = £180, rate reduces £30 per quarter so if joining in July it's £150 and then reducing to a minimum charge of £90. Quarterly rate £45
Adult		Standard		£65.50	<b>£100.00</b>	Full year = £100, rate reduces £20 per quarter so if joining in July it's £80 and then reducing to a minimum charge of £40. Quarterly rate £25. Increased to be in line with other local offers
Junior & Concessions		Standard		£23.60	<b>£50.00</b>	Full year = £50, rate reduces £10 per quarter so if joining in July it's £40 and then reducing to a minimum charge of £20. Quarterly rate £13. Increased to be in line with other local offers
<b>EVENTS *rates negotiable with WBC Service Managers consent. Labour rates &amp; extras upon request and negotiable.:</b>						
			Deposit of 10% required			
Hire of field/open space for event - Small (family gathering up to 30 with minimal impact on other users)		Standard	Bespoke needs will determine charge	n/a	<b>£50-£150</b>	
Hire of field/open space for event - Medium (Community event with between 30 and 70 attendees with medium impact on other users)		Standard		n/a	<b>£200-£400</b>	
Hire of field/open space for event - Large (Corporate event with 70-120 with restricted access to facility for other users)		Standard		n/a	<b>£500-£750</b>	
Hire of field/open space for event - Extra Large (Any event above 120 restricting use of facility for others)		Standard		n/a	<b>£750 +</b>	
<b>MISCELLANEOUS GROUNDS MAINTENANCE FEES:</b>						
Refundable deposit for all keys to Pavilions & Secure Sites (per set)		Exempt	N/A	£20.00	<b>£30.00</b>	

## Environment - Acorn Centre

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £
Hall (until 10pm)	1 hour	exempt	Fees & Charges need to be flexible to respond to the demand of market forces	£22.00	<b>£22.00</b>
Hall (until 10pm)	1 hour	exempt		£20.00	<b>£20.00</b>
Hall (10pm-12am)	1 hour	exempt		£40.00	<b>£40.00</b>
Meeting Room1 or Meeting Room 2	1 hour	exempt		£9.00	<b>£9.00</b>
Meeting Room1 or Meeting Room 2	1 hour	exempt		£8.00	<b>£8.00</b>
Meeting Rooms 1 & 2 combined	1 hour	exempt		£16.00	<b>£16.00</b>
Meeting Rooms 1 & 2 combined	1 hour	exempt		£15.00	<b>£15.00</b>
Meeting Room 3	1 hour	exempt		£11.00	<b>£11.00</b>
Meeting Room 3	1 hour	exempt		£10.00	<b>£10.00</b>
Art Room	1 hour	exempt		£11.00	<b>£11.00</b>
Art Room	1 hour	exempt		£10.00	<b>£10.00</b>
Sensory Room	1 hour	exempt		£16.00	<b>£16.00</b>
Sensory Room	1 hour	exempt		£15.00	<b>£15.00</b>

Environment - Highways

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £
Licence to Plant in the Highway		Non Business	Recovery of costs (Ref Highways Act S.142)	£204.70	<b>£300.00</b>
<b>Technical Approval of Highways Structures</b>					
Cat 0		Non Business	To recover service costs	n/a	<b>£800.00</b>
Cat 1					<b>£900.00</b>
Cat 2					<b>£1,550.00</b>
Cat 3					<b>Based on quote</b>
<b>Street Naming &amp; Numbering:</b>					
Change of Property Name		Non Business	Recovery of administration costs	£74.30	<b>£75.50</b>
To alter the address if plans altered by developer		Non Business		£25.60	<b>£26.00</b>
Research into archives (where not part of statutory function) Per hour set as minimum.		Non Business		£25.60	<b>£26.00</b>
To rename a street when requested by residents		Non Business		£409.60	<b>£415.00</b>
Confirmation of address to solicitors, agents etc		Non Business		£25.60	<b>£26.00</b>
<b>New Developments:</b>					
First Address		Non Business	Recovery of administration costs	£98.30	<b>£99.50</b>
Additional addresses		Non Business		£41.00	<b>£41.50</b>
Street Light Column Relocation - Admin Charge. (Recovery officers time and works cost is additional to this)		Non Business		£47.00	<b>£48.00</b>
NRSWA - Streetworks Licence up to 20m (over 20m to be pro-rated to max £)		Non Business	To recover service costs	£420 (£2,094)	<b>£420 (£2,094)</b>
Provisional Advance Authorisation	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business		£84.00	<b>£84.00</b>
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets	Non Business		£74.00	<b>£74.00</b>
Major Activity over 10 days and all makor works requiring a traffic regulation order	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business		£219.00	<b>£219.00</b>
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets	Non Business		£143.00	<b>£143.00</b>
Permit Variation	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business		£45.00	<b>£45.00</b>
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets	Non Business		£35.00	<b>£35.00</b>
Major Activity (4-10 days)	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business		£127.00	<b>£127.00</b>
Major Activity (up to 3 days)		Non Business		£63.00	<b>£63.00</b>
Standard Activity		Non Business		£127.00	<b>£127.00</b>

**Environment - Highways**

**DISCRETIONARY FEES AND CHARGES**

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £
Minor Activity		Non Business	To recover service costs	£63.00	<b>£63.00</b>
Minor Activity (carried out wholly outside traffic sensitive times)		Non Business		£51.00	<b>£51.00</b>
Immediate Activity		Non Business		£54.00	<b>£54.00</b>
Immediate Activity (carried out wholly outside traffic sensitive times)		Non Business		£44.00	<b>£44.00</b>
Skip Licence (max 2 weeks, additional fee per week)		Non Business	Recovery of costs (Ref Highways Act S.139)	£41.30 (£31.00)	<b>£42 (£32)</b>
Rechargeable works on the highway including accident damage - charges depend on actual value of the works		Non Business	Full cost plus	Variable	<b>Variable</b>

**TRAFFIC MANAGEMENT:**

Temporary Order		Non Business	Full cost plus	£2,257.10	<b>£2,282.00</b>
Temporary Notice	1	Non Business	Full cost plus	£348.90	<b>£353.00</b>
Special Events	1	Non Business	Subsidised	£1,123.30	<b>£1,136.00</b>
Street Parties (on Non through roads)	1	Non Business	Subsidised	£86.70	<b>£88.00</b>
Tourist Signing - formal application	1	Non Business	Full cost recovery	£102.00	<b>£103.00</b>
Tourist Signs - actual cost + admin	1	Non Business	Full cost recovery	£233.20	<b>£236.00</b>
Supervision of erection of signs	1	Non Business	Full cost recovery	£106.60	<b>£108.00</b>
Traffic light operations - per hour	Hour	Non Business	Full cost recovery	£180.00	<b>£182.00</b>
Traffic light operations - off peak/bank holidays	Hour	Non Business	Full cost recovery	£300.00	<b>£303.00</b>
Traffic Signal Switch off / on requests - initial instruction: Relates to third party request to switch off existing traffic signal installations to facilitate local roadworks (either Stats Company or Developer)	1	Non Business	Full cost plus	n/a	<b>£445.00</b>
Traffic Signal Switch off / on requests - follow up site visit as part of original request	1	Non Business	Full cost plus	n/a	<b>£189.00</b>
Access Protection Markings	1	Non Business	Full cost plus	£126.50	<b>£128.00</b>
Developer signing application	1	Non Business	Full cost recovery	£159.00	<b>£161.00</b>
<b>Accident data requests:</b>	1 - 20	Standard	Full cost recovery	£156.00	<b>£158.00</b>
	21 - 40	Standard	Full cost recovery	£195.48	<b>£198.00</b>
	41 - 60	Standard	Full cost recovery	£235.08	<b>£238.00</b>
	61 - 80	Standard	Full cost recovery	£274.56	<b>£278.00</b>
Traffic data request-Automated Traffic Counter Site / Junction Count Data	1	Non Business	Full cost plus	£143.20	<b>£145.00</b>
Diversion signing schedule sensitive streets	1	Non Business	Full cost plus	£498.50	<b>£504.00</b>
Diversion signing schedule non-sensitive streets	1	Non Business	Full cost plus	£393.50	<b>£398.00</b>
Cycle Helmets (Schools)	1	Standard	Full cost recovery	£9.00	<b>£9.00</b>
Cycle Helmets (Rural Schools)	1	Standard	Full cost recovery	£5.00	<b>£5.00</b>
Cycling Level 1/2 Training (3 day session)	1	Standard	Full cost recovery	£20.00	<b>£20.00</b>

**Environment - Highways**

**DISCRETIONARY FEES AND CHARGES**

<b>CHARGE</b>	<b>UNIT</b>	<b>VAT Type</b>	<b>SERVICE POLICY</b>	<b>CHARGE from 1.4.15 inc VAT (if applic) £</b>	<b>CHARGE from 1.12.15 inc VAT (if applic) £</b>
Cycling Level 3 Training (2 day session)		Standard	Full cost recovery	£10.00	<b>£10.00</b>
<b>HIGHWAYS INFORMATION &amp; TRAFFIC SCHEME INFORMATION:</b>					
Highways information - ordnance survey extract	1st query	Standard	Demand Driven	£91.00	<b>£92.00</b>
Each additional query	1	Standard	Demand Driven	£23.80	<b>£24.50</b>
Traffic Scheme Information		Standard	Demand Driven	£89.90	<b>£91.00</b>
Access to Wokingham Transportation Model (by negotiation @ Commercial rates)				Price on Application	<b>Price on Application</b>
<b>HIGHWAY DEVELOPMENT</b>					
Combined S38/S278 works agreement - 9% of works value		Non Business	Demand Driven	Price on Application	<b>Price on Application</b>
S38 adoption of highways - 9% of works value		Non Business	Demand Driven	Price on Application	<b>Price on Application</b>
S278 works to existing highways - 9% of works value		Non Business	Demand Driven	Price on Application	<b>Price on Application</b>
Minor works agreement - works to existing highways.		Non Business	Demand Driven	£2,500.00	<b>£2,750.00</b>
<b>COMMUTED SUMS (payable prior to issue final certificate):</b>					
Highway Structures (per structure)	1	Non Business	Demand Driven	Price on Application	<b>Price on Application</b>
Structural & Non Structural Retaining Walls	1	Non Business	Demand Driven	Price on Application	<b>Price on Application</b>
Structural or Non Structural Noise Reducing Fences	1	Non Business	Demand Driven	Price on Application	<b>Price on Application</b>
Vehicle Road Restraint Systems	1	Non Business	Demand Driven	Price on Application	<b>Price on Application</b>
Soakaways (per soakaway)	1	Non Business	Demand Driven		<b>£4,100.00</b>
Catchpit (per Catchpit) (30 years)		Non Business	Demand Driven		<b>£4,100.00</b>
Road Gulley (per Gully)	1	Non Business	Demand Driven		<b>£500.00</b>
Petrol Interceptors (per interceptor) (30 years)	1	Non Business	Demand Driven		<b>£5,381.00</b>
Linear Drainage Systems, Carrier Drains, Headwalls & Storm Water C	1	Non Business	Demand Driven		<b>Price on Application</b>
Balancing Pond (per item)	1	Non Business	Demand Driven		<b>Price on Application</b>
Carriageway (per m2)	m2	Non Business	Demand Driven		<b>£150.00</b>
Anti Skid (per m2)	m2	Non Business	Demand Driven		<b>Price on Application</b>
Footway (per m2)	m2	Non Business	Demand Driven		<b>£50.00</b>
Verge (per m2)	m2	Non Business	Demand Driven		<b>£50.00</b>
Landscaped area within or adjacent highways (per m2)	m2	Non Business	Demand Driven		<b>£26.00</b>
Trees within or adjacent highways (per tree)	1	Non Business	Demand Driven		<b>£200.00</b>
Traffic Signal Junction	1	Non Business	Demand Driven		<b>Price on Application</b>
Pedestrian Crossing (Pelican/Toucan)	1	Non Business	Demand Driven		<b>Price on Application</b>
Zebra Crossing	1	Non Business	Demand Driven		<b>Price on Application</b>
Street Lighting	1	Non Business	Demand Driven		<b>£750.00</b>
Illuminated Road Signs/Traffic Bollards	1	Non Business	Demand Driven		<b>£500.00</b>
Non Illuminated Traffic Bollards	1	Non Business	Demand Driven		<b>£250.00</b>

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £
Traffic Calming (per item)	1	Non Business	Demand Driven		Price on Application
Bus Shelters with Real Time Information	1	Non Business	Demand Driven		Price on Application

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £
<b>FOOTWAY CROSSINGS:</b>					
Application fee (includes site assessment)		Non Business	Recovery of Administration costs (recovery of works cost is additional to this)	£148.40	<b>£150.00</b>
Site supervision fee where works undertaken by Term Contractor		Non Business		£37.40	<b>£38.00</b>
Site supervision fee where works undertaken by Other Contractor		Non Business		£96.20	<b>£98.00</b>
Charge per crossing where carried out by residents to an approved specification under council supervision		Non Business	Recovery of Administration costs	Price on Application	<b>Price on Application</b>
Charge for licensing tables and chairs on public highway		Non Business	Demand Driven	£487.00	<b>£495.00</b>
<b>Application for approval of Sustainable Drainage Systems (SUDS)</b>					
Standard charge for each application		Non Business	Recovery of administration	£350.00	<b>£354.00</b>
an <b>additional</b> amount up to £7,500 calculated by reference to the size of the construction area as follows:					
for each 0.1 hectare or fraction of a 0.1 of a hectare for the first 0.5 hectare		Non Business	To recover service costs	£70.00	<b>£71.00</b>
for each additional 0.1 hectare or fraction of a 0.1 of a hectare, from 0.5 hectare up to and including 1.0 hectare		Non Business	To recover service costs	£50.00	<b>£51.00</b>
for each additional 0.1 hectare or fraction of a 0.1 of a hectare, from 1.0 hectare up to and including 5.0 hectares; and		Non Business	To recover service costs	£20.00	<b>£21.00</b>
for each additional 0.1 hectare or fraction of a 0.1 of a hectare		Non Business	To recover service costs	£10.00	<b>£11.00</b>

## Environment - Libraries

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £
<b>OVERDUE CHARGES:</b>					
Adult books	per item per day	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£0.24 max £9.70	<b>£0.25 max £10.00</b>
Children's Books	per item per day	Non Business		£0.05 max £2.90	<b>£0.05 max £2.90</b>
CD's / Cassettes (No overdue charges for people with visual impairment)	per item per day	Non Business		£0.24 max £9.70	<b>£0.25 max £10.00</b>
DVD	per item per day	Non Business		£1.50 max £18.80	<b>£1.50 max £19.00</b>
<b>AUDIO VISUAL LOAN CHARGES :</b>					
Cassettes [1-2 tape sets] :	per set per 3 weeks	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£1.20	<b>£1.20</b>
People with Visual Impairment		Non Business		FREE	<b>FREE</b>
Concessionary Groups		Non Business		£0.50	<b>£0.50</b>
Cassettes [3-6 tape sets] :		Non Business		£1.40	<b>£1.40</b>
People with Visual Impairment		Non Business		FREE	<b>FREE</b>
Concessionary Groups		Non Business		£0.50	<b>£0.50</b>
Cassettes [7 or more tapes] :		Non Business		£2.20	<b>£2.20</b>
People with Visual Impairment		Non Business		FREE	<b>FREE</b>
Concessionary Groups		Non Business		£1.20	<b>£1.20</b>
Compact discs [1 disc in the item]		Non Business		£2.20	<b>£2.20</b>
People with Visual Impairment		Non Business		FREE	<b>FREE</b>
Concessionary Groups		Non Business		£1.20	<b>£1.20</b>
Compact discs [7 disc in the item]		Non Business		£3.60	<b>£3.60</b>
Children's cassettes		Non Business		£0.60	<b>£0.60</b>
Mixed Media packs [i.e. 3 or more formats in the item] :		Non Business		£2.20	<b>£2.20</b>
People with Visual Impairment		Non Business		FREE	<b>FREE</b>
<b>AUDIO-VISUAL LOAN CHARGES:</b>					
DVD	per week	Non Business	Tiered pricing system based on title popularity	between £2.10 and £3.60	<b>between £2.10 and £3.60</b>

## Environment - Libraries

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £
<b>RESERVATIONS:</b>					
Any item within Borough stock	per item	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£0.40	<b>£0.40</b>
Any item not currently in Borough stock	per item	Non Business		£3.10	<b>£3.10</b>
British Library Urgent Action Service	per item	Non Business		£7.30 + British Library Charge	<b>£7.40 + British Library Charge</b>
Bookclub Reservations	per annum	Non Business		£22.50	<b>£22.70</b>
Forget-Me-Not Service	per annum	Non Business		£27.60	<b>£27.90</b>
<b>LOST AND DAMAGED ITEMS:</b>					
<b>BOOKS:</b>					
Books on loan from British Library	per volume	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£7.30 + British Library Charge	<b>£7.40 + British Library Charge</b>
Items in print	per volume	Non Business		The greater of £7.30 or full cost of replacement	<b>The greater of £7.40 or full cost of replacement</b>
Out of print books lost or so damaged as to necessitate withdrawal	per volume	Non Business		£4.40	<b>£4.40</b>
Books in Indic languages	per volume	Non Business		The greater of £7.30 or full cost of replacement	<b>The greater of £7.40 or full cost of replacement</b>
<b>AUDIO-VISUAL ITEMS:</b>					
1-2 Tape Set	per set	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£11.20	<b>£11.30</b>
3-6 Tape Set	per set	Non Business		£22.20	<b>£22.40</b>
7 + Tape Sets	per set	Non Business		£33.30	<b>£33.70</b>
Compact Discs	per set	Non Business		£17.80	<b>£18.00</b>

## Environment - Libraries

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £
<b>DVDs:</b>					
Loss or damage necessitating withdrawal of item	per item	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	The greater of £20.50 or full cost of replacement	<b>The greater of £20.70 or full cost of replacement</b>
Inlays	per item	Non Business		£2.00	<b>£2.00</b>
Cassette cases	per item	Non Business		£1.30	<b>£1.30</b>
CD & CD-ROM cases	per item	Non Business		£1.30	<b>£1.30</b>
<b>LOST TICKETS:</b>					
Reader's Tickets (No charge for first replacement issued)	per ticket	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£2.00	<b>£2.00</b>
<b>PHOTOCOPYING:</b>					
Black & White:	per sheet A4	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£0.20	<b>£0.20</b>
	per sheet A3	Standard		£0.40	<b>£0.40</b>
<b>5</b> Copies supplied by post	per sheet	Standard		Copy cost + £3.00	<b>Copy cost + £3.00</b>
<b>FAXES:</b>					
Sending in UK	1st sheet	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£1.40	<b>£1.40</b>
	Each additional sheet thereafter	Standard		£0.60	<b>£0.60</b>
Outside UK	1st sheet	Standard		£4.50	<b>£4.50</b>
	Each additional sheet thereafter	Standard		£2.70	<b>£2.70</b>

## Environment - Libraries

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £
<b>WITHDRAWN STOCK:</b>					
Adult Fiction / Non-fiction	per volume	Zero Rated	Fees & Charges need to be flexible to respond to the demand of market forces	£1.40	<b>£1.40</b>
Children's & Paperbacks	per volume	Zero Rated		£0.60	<b>£0.60</b>
Reference Books	per volume	Standard		Min 15% of Cover price	<b>Min 15% of Cover price</b>
Cassettes	per item	Standard		£1.40	<b>£1.40</b>
CD	per item	Standard		£4.50	<b>£4.50</b>
CD-ROM	per item	Standard		£7.50	<b>£7.60</b>
<b>REFERENCE LIBRARY SERVICES:</b>					
<b>PRINTING FROM ELECTRONIC INFORMATION SOURCES:</b>					
Black & White / Colour	per sheet	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£0.30	<b>£0.30</b>
<b>EVENTS (WHERE CHARGED):</b>					
Adult Events	per event	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£2.40 - £12.90	<b>£2.40 - £13.00</b>
Children's Events	per event	Standard		£1.20	<b>£1.20</b>
Library Room Booking (non community & commercial)	maximum per hour	Standard		up to £16.00	<b>£16.20</b>

## Environment - Waste

## DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.15 inc VAT (if applic) £	CHARGE from 1.12.15 inc VAT (if applic) £
Green Waste 240L Wheelie Bin	Per annum	Non Business	Full cost	£60.00	<b>£60.00</b>
Green Waste 75L Compostable Sacks	Each	Non Business	Full cost	£1.00	<b>£1.00</b>
Provision of extra residual waste bags in rolls of 10	Per roll	Non Business	Full cost	£4.00	<b>£4.00</b>
Bulky / White Goods Collection (up to 5 items) without appointment	Per collection	Non Business	Full cost	£28.00	<b>£30.00</b>
Bulky / White Goods Collection (up to 5 items) with appointment	Per collection	Non Business	Full cost	£34.00	<b>£36.00</b>
Collection of fridge / freezers (without appointment)	Per collection	Non Business	Full cost	£22.00	<b>£24.00</b>
<del>£4</del> Collection of fridge / freezers (with appointment)	Per collection	Non Business	Full cost	£28.00	<b>£30.00</b>
EPA 1990, s45(1)(b) - Commercial Waste Collection			<b>Contractor deals direct with Business</b>		
EPA 1990, s45(1)(b) - Chargeable Household Waste Collection (excludes cost of disposal)			<b>Contractor deals direct with Charity</b>		