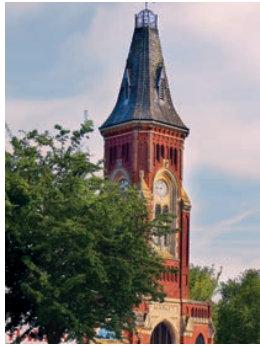


# Your 2023/24 Council Tax Explained



## Take a look inside...



Foreword from the  
Leader of the Council



Facts about your  
Council Tax



Who does what?



Where does your  
money go?

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I am aware that receiving a demand for Council Tax payment is not going to be popular with residents right now, especially with the cost of living crisis, which is why it is important to inform you what Cannock Chase Council does with its share of your council tax payment as my Foreword explains.

## Council Tax in 2023/24

In this next 12 months our wide range of services will be provided to you for **£4.56 a week (based on an average Band D property)**. About 11.5% of your overall Council Tax bill goes to Cannock Chase Council to provide our services. The remainder is collected on behalf of Staffordshire County Council and the Staffordshire Commissioner (Police & Crime and Fire & Rescue) to fund their own services.

“ For our contribution - costing about **65p a day** we deliver services in over **40 different areas**. They include collecting and recycling your waste, providing leisure and cultural facilities and services (via our partner Inspiring Healthy Lifestyles), award-winning parks and green spaces, housing and homelessness services, planning and building control, and environmental health services. ”

Council Tax will increase by 2.99% from 2023/24 which will make a Band D property's Council Tax charge £236.92 for the next year.

We believe this small rise in our share is necessary to protect the frontline services and our range of discretionary services that you depend upon.

## What we achieved over the last 12 months

- Successfully staged the Commonwealth Games' mountain biking event at Cannock Chase Forest and the Queen's Baton Relay - legacies coming this year include new interpretation and signage for the Cannock Chase Heritage Trail;
- Progressed the £20m project for Cannock town centre, securing land and buildings we need, shaping our designs and consulting on our vision;
- Achieving six Green Flags for our parks and green spaces - putting us among the best in the West Midlands;
- Secured £3m from the UK Shared Prosperity Fund which will fund a range of economic and community initiatives;
- Published a climate change action plan to become carbon neutral by 2030;
- Launched a new dual stream service to improve recycling rates;
- Ran a Binworld theatre in education project to encourage the next generation of recyclers;
- Agreed to refurbish several play areas and Elmore Park toilets in Rugeley;
- Staged several community engagement events with partners in Rugeley, Cannock and Hednesford; and
- Agreed to share a single management team and our services with Stafford Borough Council, to be more efficient and maximise the impact we can make locally, regionally and nationally;

## Looking ahead to 2023/24

What is certain in the next 12 months is that there will be a degree of uncertainty. Who could have predicted we would be welcoming refugees from Ukraine, that energy prices would soar and, with it, inflation? But what is certain is that councillors and officers alike will do all they can to deliver value for money and good services, whatever the challenges.

Key activities will be:

- Development of town centres;
- Allocating the UK Shared Prosperity Fund, with all parts of the District benefitting;
- Launching a new Council website and customer relationship management system to improve the way we serve you;
- Doing our bit to become carbon neutral and encouraging residents and businesses to follow suit;
- Making a success of shared services working with Stafford Borough Council, by transforming the way we work to attract new funds and to be influential while also protecting our own identity

These key activities apart, there are a multitude of service tasks and planning going on each day to provide the services you rely on. Many are rather 'unsung' but they all matter and contribute to living and working successfully in our District. They will all be part of our work in 2023/24.

## Our Budget to fund work in 2023/24

From its General Fund the Council aims to spend £14.941m (net income) in 2023/24. This money will be spent on providing Council services.

Our separate Housing Revenue Account has a £20m budget to fund the District Council's Housing Services and comes from the rent that tenants pay us. The Council has a 30-year sustainable Business Plan for its housing stock. An HRA Housing Investment Fund exists and amounts to £12.9m and is there to build new Council houses for those in high priority need.

## Our priority areas and performance

Last year we produced a new Corporate Plan for 2022-26 which has four priorities: Economic Prosperity, Health and Wellbeing, The Community, and Responsible Council. We are currently delivering 67 projects related to these priorities in 2022/23, with 89% already completed or on track by the end of December 2022.



The Corporate Plan and our performance information can be found on our website, visit [www.cannockchasedc.gov.uk/corporateplan](http://www.cannockchasedc.gov.uk/corporateplan)



**Councillor Olivia Lyons**  
Leader of Cannock Chase Council

- Your Council Tax is based on the valuation band of your property and on two adults living in that property.
- Discounts, reductions and exemptions are available based on your circumstances.
- If you are unemployed or on a low wage, you may be able to get your bill reduced. If you think that you may qualify for this reduction, please visit our website and use the online calculator [www.cannockchasedc.gov.uk/benscalc](http://www.cannockchasedc.gov.uk/benscalc)



## Could I get a discount or reduction on my bill?

This depends on the number of adults in your house and their circumstances. If any of the adults are on the list below, they may not be counted for Council Tax purposes. If this takes the number of 'counted' adults below two, you are eligible for a discount.



- Full time students, student nurses, apprentices, youth training trainees and foreign language assistants
- Young people for whom child benefit is payable and 18/19 year olds who have just left school or college
- Patients resident in hospital or being looked after in care homes
- Severely mentally impaired people
- People in hostels or night shelters
- Low paid care workers usually working for charities
- People caring for a person with a disability who is NOT their partner or child under 18
- Members of religious communities such as monks or nuns
- People in detention (except for non-payment of Council Tax or a fine)
- Spouses or dependants of students who are non-British subjects and are prevented by immigration regulations from working or claiming benefits
- Members of visiting forces, certain international and defence organisations and those with diplomatic privilege or immunity.

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## Reduction for people with disabilities

Your bill may be reduced if you (or someone who lives with you) need a room, an extra bathroom or kitchen, or extra space in your property to meet the required needs arising from a disability.



The bill may be reduced to that of a property in the band immediately below the band of your property. If your property is in Band A, a reduction (equivalent to a band) will be given. This reduction is not based on your income or savings.

## Annexe Discount

A discount of 50% may be applicable to a separately assessed annexe (or similar self contained part of a property) which is occupied as part of the main property or is the main home of a relative of the council taxpayer of the main property.



## Empty and second homes

Council tax on empty or second homes in the Cannock Chase area will be payable as follows:

Type of home	Description	Discount period	Charge
Furnished and 2nd homes	Furnished and unoccupied		100%
Empty homes	Unfurnished and unoccupied for less than 2 years	Up to 28 days 100%	100% (after the 28 day discount period).
Long-term empty homes	Unfurnished and unoccupied for more than 2 years but less than 5 years		200%
	Unfurnished and unoccupied for more than 5 years but less than 10 years		300%
	Unfurnished and unoccupied for more than 10 years		400%
Uninhabitable properties: under-going major repair work or structural alterations	Unfurnished and unoccupied	Up to 12 months 100%	100% (after the 12 month discount period).
			200% (after property empty between 2 and 5 years)
			300% (after property empty between 5 and 10 years)
			400% (after property empty more than 10 years)
Empty homes: where the liable person is living elsewhere in job-related or armed forces accommodation	Unoccupied due to liable person living in job-related or armed forces accommodation		50%

The Council Tax team can give you more information about how the above charges may affect you and may be able to refer you to someone who can give you advice about bringing your property back into use.

## Could I be exempt from Council Tax?



Some properties may be exempt from Council Tax.

Unoccupied properties which are:

- Owned by a charity (allowed for up to six months)
- Left empty by someone who has gone to prison
- Previously occupied by a person in permanent residential care
- Owned by the estate of a deceased person and waiting for probate or letters of administration to be granted (continuous for up to six months after being granted)
- Empty because occupation is forbidden by law
- Waiting to be occupied by a minister of religion
- Left empty by someone who has moved to receive personal care by reason of old age or disability
- Left empty by someone who has moved to provide personal care to another person
- Owned by a student and last occupied by a student
- Subject to a Repossession Order
- The responsibility of a bankrupt person's trustee
- A site for a caravan, mobile home or mooring
- Unable to be let separately because it is linked to, or in the grounds of, another property and planning conditions do not allow separate letting.

Occupied properties where:

- All the residents are students
- The property is used for UK armed forces accommodation, whether occupied or not
- At least one liable person is a member of a visiting force
- All residents are less than 18 years old
- All liable residents are severely mentally impaired
- At least one liable person is a foreign diplomat
- The property is annexed to a family home and occupied by that family's elderly or disabled relatives

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## Can I appeal against my Council Tax band?



There are several situations where you can appeal against the band in which your house has been placed:

- Within six months of becoming the new tax payer for the property.
- Within six months of the Valuation Office Agency making a change to the band.
- If there have been specific material changes in the property value.

Any queries about appeals and bandings should be made direct to the Valuation Office Agency. See handy contacts on **page 17**



## What if I don't think I should be paying Council Tax?

You can appeal to Cannock Chase Council if you think you are not liable to pay Council Tax, for example because you are not the resident or owner, or because your property is exempt or you are entitled to a discount.



You should not withhold payment if you are making an appeal. You should pay as normal and a refund will be made if you are successful.

## Changes in circumstances

If you have been granted a reduction you must tell the Council of any change in circumstances which will affect your entitlement within 21 days. If you fail to do so you may be faced with a penalty of £70.



For more details about Council Tax discounts and exemptions see [page 6 & 8](#)

## How we collect and use information

Cannock Chase Council, as the data controller, will use the information that you provide to update your Council Tax account.



We want to be able to provide appropriate, timely and effective services so it is important to us that we co-ordinate what we do for you properly. To do this, we will share basic information such as name and address between services within the Council. This allows us to keep our information on you as up-to-date as possible in order to improve our services to you.

Even though our systems are joined-up, we ensure that staff within the Council can only access the information they need to do their job. Please be advised, we won't sell or give your information to any third party for marketing purposes unless we have asked for your permission.

We will only share your information, when necessary, with agencies involved in the administration of your Council Tax account, or where the law requires or allows us to, for example, to prevent or detect fraud and error within the Council Tax and/or Benefit System.



For more information, please see [www.cannockchasedc.gov.uk/PrivacyNotice](http://www.cannockchasedc.gov.uk/PrivacyNotice) or visit [www.cannockchasedc.gov.uk/nfi](http://www.cannockchasedc.gov.uk/nfi).



## Cancel your single person discount

Contact the **Cannock Chase Council Tax team** on **01543 464285** or visit [www.cannockchasedc.gov.uk/counciltax](http://www.cannockchasedc.gov.uk/counciltax)





# Council Tax valuation bands

The Valuation Office Agency which is part of HM Revenue and Customs (not your local Council) has put every property into one of eight valuation bands.

A full list of valuation bands is available online at [www.voa.gov.uk](http://www.voa.gov.uk)



Band	Range of values (based on 1991 prices)	Proportion of Band D Council Tax Payable
A	Up to £40,000	6/9
B	£40,001 to £52,000	7/9
C	£52,001 to £68,000	8/9
D	£68,001 to £88,000	1
E	£88,001 to £120,000	11/9
F	£120,001 to £160,000	13/9
G	£160,001 to £320,000	15/9
H	Over £320,000	18/9

The charge for each property band is as follows:-

Band	District £	County £	Fire £	Police £	Total £
A	157.95	980.82	56.17	173.71	1,368.65
B	184.27	1,144.29	65.53	202.67	1,596.76
C	210.60	1,307.76	74.89	231.62	1,824.87
D	236.92	1,471.23	84.25	260.57	2,052.97
E	289.57	1,798.17	102.97	318.47	2,509.18
F	342.22	2,125.11	121.69	376.38	2,965.40
G	394.87	2,452.05	140.42	434.28	3,421.62
H	473.84	2,942.46	168.50	521.14	4,105.94

Your Council Tax bill states which band applies to your home and your home's valuation is based on an estimate of how much it was worth on 1 April 1991. Price changes since that time won't affect the valuation.

In addition a further charge is included for the spending of Parish Councils where appropriate.

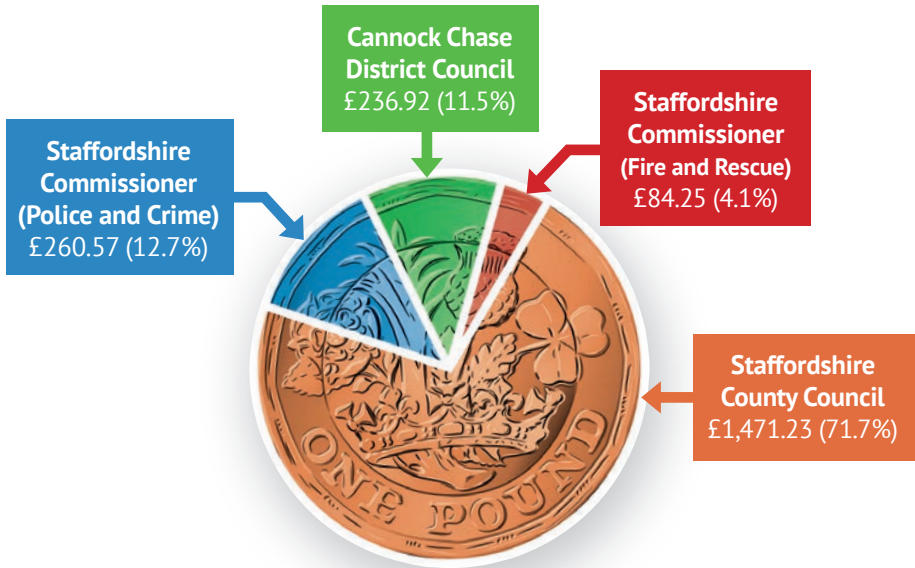
# About your Council Tax Bill

Your Council Tax bill comprises charges from four principal authorities in the area, Staffordshire County Council, Staffordshire Commissioner (Police and Crime), Staffordshire Commissioner (Fire and Rescue) and Cannock Chase Council.

Cannock Chase Council is solely responsible for collection of Council Tax.

**Cannock Chase Council provides its services for just £4.56 a week.\***

\*Based on the average Band D Council Tax



## How is your District Council charge calculated?

The amount of money required by the Council for 2023/24 to carry out its functions and provide services (its budget requirement) is £13.086 million (£12.425 million in 2022/23).

A proportion of this is met by Business Rates Retention with the balance being met from council taxpayers.

The table below provides an analysis of the funding of the budget requirement and illustrates how the charge of **£236.92** is calculated.

2022-23 £'000s £	Band D Equivalent		2023-24 £'000s £	Band D Equivalent
12,425	421.80	Budget Requirement	13,086	438.39
-	-	Less Central Government Support	-	-
5,649	191.76	Less Business Rates Retention	6,014	201.47
6,776	230.04	Amount to be raised from Council Tax	7,072	236.92

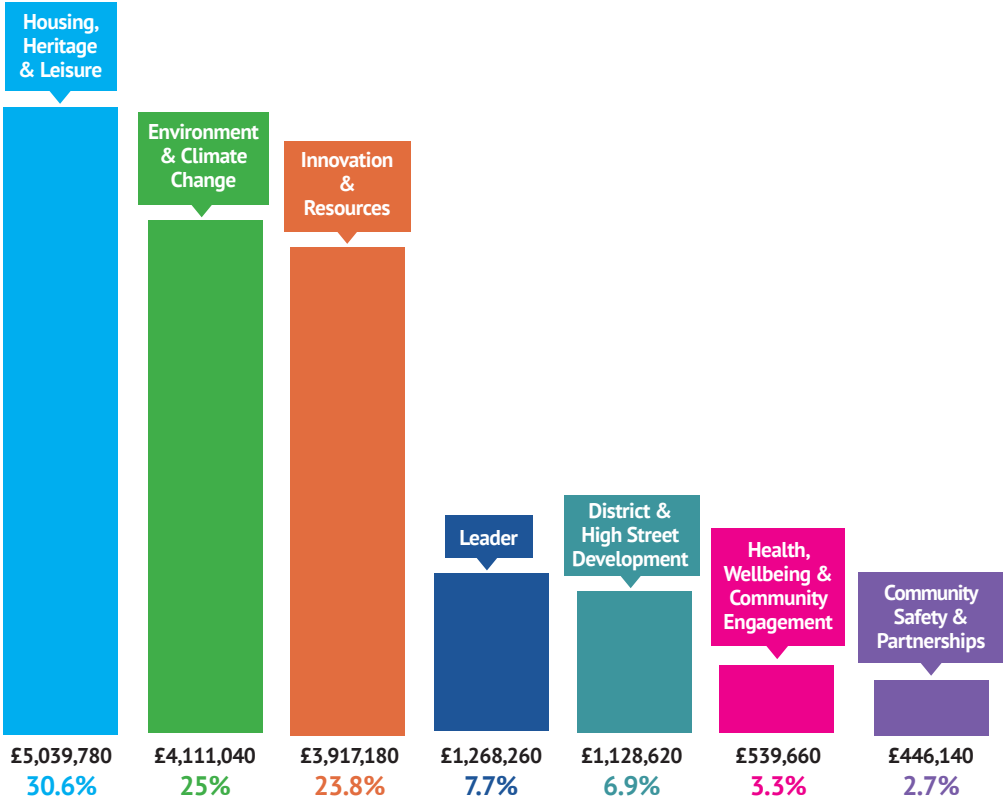
# Where does your money go?



## Spending on Council Services

(Net spending before technical adjustments)

The spend shown is for each Cabinet Member's portfolio of services.



£'000s

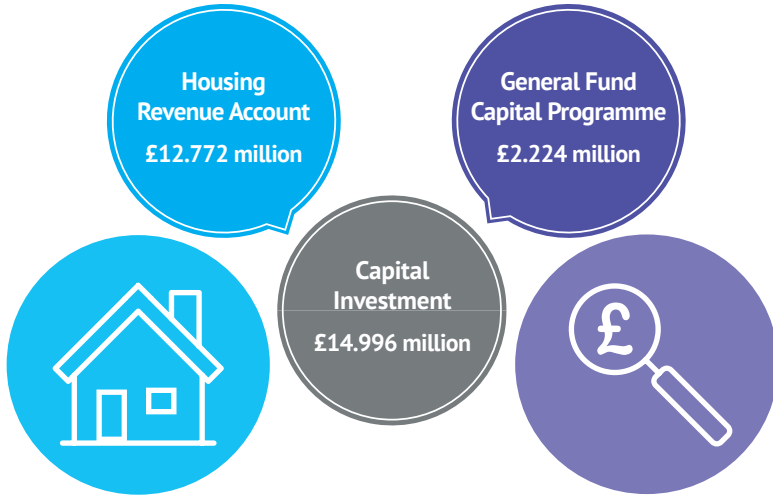
### Why the increase in spend?

The Council's budget requirement for 2023/24 of £13.086 million is £661,000 more than in 2022/23. The following table identifies the major reasons for this:

Inflation and price increases	1,100
Waste changes to service	477
Changes in income	(384)
Energy	205
Savings	(903)
Other variations	166
<b>Increase in budget requirement</b>	<b>661</b>

## Capital Expenditure

In 2023/24 Cannock Chase Council will be spending approximately £14.996 million on capital investment, which is split £12.772 million on the Housing Revenue Account and £2.224 million on the General Fund Capital Programme.



Areas of investment in the Housing Capital Programme include improvements to existing council housing including upgrading of central heating, kitchens, bathrooms and electrical systems. Funds have also been set aside for external and environmental works, disabled housing adaptations and sheltered scheme works.

Areas of Investment on the General Fund Capital Programme include Stadium development works, play areas and the purchase of replacement wheeled bins. Resources will continue to be made available for disabled facilities grants to private householders.

## Borrowing

The Council's total outstanding debt at 31 March 2023 is estimated to be £82 million.

## Staffing

Budgeted staffing for 2023/24 is shown in the following table with the previous year's figures as a comparison (part time staff are shown as full time equivalents):

	Full time equivalents 2022-23 £	Full time equivalents 2023-24 £
General Fund	326.4	323.3
Housing Revenue Account	123.8	125.1
<b>Total</b>	<b>450.2</b>	<b>448.4</b>

## Parish Councils

Parish Councils tell Cannock Chase Council how much income they need from Council Tax (their 'precept'). This is paid for from the District Council's General Fund and is recovered by setting a parish tax for each Parish Council.

The detailed analysis has been provided by Rugeley/Hednesford Town Council in line with the Local Government Act 1992 which requires all Parish/Town Councils with a precept in excess of £140,000 to provide details of expenditure and income to Council Tax/national non-domestic rate payers.

## What is your Parish spending?

2022-23 £	Parish	2023-24 £	Band D Equivalent
62,550	Brereton and Ravenhill	62,000	31.22
7,848	Bridgtown	8,162	12.76
4,055	Brindley Heath	4,272	16.90
11,856	Cannock Wood	12,330	30.26
112,500	Heath Hayes and Wimblebury	116,127	28.55
202,750	Hednesford	219,061	37.09
102,180	Norton Canes	109,900	41.07
315,502	Rugeley	317,393	59.70

## Rugeley Town Council Precept

	Revenue Expenditure 2022-23 £	Revenue Expenditure 2023-24 £
Administration	117,341	136,742
Christmas	42,900	50,000
Council Office	38,960	44,635
Elections	0	1,000
Small grants	4,000	4,000
Other services	4,160	5,200
Neighbourhood Plan	5,000	85
Community events & regeneration	32,500	24,750
Rugeley Rose	158,261	211,533
<b>Total gross expenditure</b>	<b>403,122</b>	<b>477,945</b>
<b>Income</b>	<b>94,371</b>	<b>120,209</b>
<b>Total net expenditure</b>	<b>308,751</b>	<b>357,736</b>
<b>Total precept</b>	<b>315,502</b>	<b>317,393</b>



## Hednesford Town Council Precept

	Revenue Expenditure 2022-23 £	Revenue Expenditure 2023-24 £
Council administration	50,141	94,000
CCTV	25,485	26,000
Town Centre maintenance	1,667	1,667
Christmas lights	5,000	7,000
Community events	10,500	3,000
Citizens Advice Grant	5,000	5,000
Community Grants	9,000	5,000
Pye Green Community Centre	84,953	89,868
Town Regeneration	50,210	37,359
Community Engagement	31,459	28,892
Farmers Market	10,800	10,800
Town Magazine	7,500	7,500
<b>Total gross expenditure</b>	<b>291,715</b>	<b>316,086</b>
<b>Income</b>	<b>19,538</b>	<b>6,750</b>
<b>Income from Pye Green Community Centre</b>	<b>29,500</b>	<b>29,500</b>
<b>Income from Market</b>	<b>12,000</b>	<b>10,000</b>
<b>Contribution from reserves</b>	<b>27,927</b>	<b>50,775</b>
<b>Total precept</b>	<b>202,750</b>	<b>219,061</b>
<b>Total gross income</b>	<b>291,715</b>	<b>316,086</b>
<b>Total net expenditure</b>	<b>0</b>	<b>0</b>



## The Environment Agency - Midlands Region

### The Council Tax (Demand Notices) (England) Regulations 2011.

The Environment Agency is a levying body for its Flood and Coastal Erosion Risk Management Functions under the Flood and Water Management Act 2010 and the Environment Agency (Levies) (England and Wales) Regulations 2011.

The Environment Agency has powers in respect of flood and coastal erosion risk management for 2369 kilometres of main river and along tidal and sea defences in the area of the Trent Regional Flood and Coastal Committee. Money is spent on the construction of new flood defence schemes, the maintenance of the river system and existing flood defences together with the operation of a flood warning system and management of the risk of coastal erosion. The financial details are:

### Trent Regional Flood and Coastal Committee

	2022-23	2023-24	
Gross expenditure	£75,561	£78,822	A change in the gross budgeted expenditure between years reflects the programme of works for both capital and revenue needed by the Regional Flood and Coastal Committee to which you contribute. The total Local Levy raised by this committee has increased by 2.0%.
Levies raised	£2,224	£2,268	
<b>Total Council Tax base</b>	<b>1,874</b>	<b>1,904</b>	

The majority of funding for flood defence comes directly from the Department for the Environment, Food and Rural Affairs (Defra). However, under the new Partnership Funding rule not all schemes will attract full central funding. To provide local funding for local priorities and contributions for partnership funding the Regional Flood and Coastal Committees recommend through the Environment Agency a local levy.



The total Local Levy raised has increased from £2,223,637 in 2022/2023 to £2,268,110 for 2023/2024



## Statement concerning adult social care funding

The Secretary of State made an offer to adult social care authorities ('Adult social care authorities' are local authorities which have functions under Part 1 of the Care Act 2014, namely county councils in England, district councils for an area in England for which there is no county council, London borough councils, the Common Council of the City of London and the Council of the Isles of Scilly.)

The offer was the option of an adult social care authority being able to charge an additional 'precept' on its council tax without holding a referendum, to assist the authority in meeting its expenditure on adult social care from the financial year 2016-17. It was originally made in respect of the financial years up to and including 2019-20. If the Secretary of State chooses to renew this offer in respect of a particular financial year, this is subject to the approval of the House of Commons.

Further information is available on **Staffordshire County Council** website [www.staffordshire.gov.uk/counciltax](http://www.staffordshire.gov.uk/counciltax)



## Handy Contacts

Cannock Chase Council Contact Centre	01543 462621
Web address	<a href="http://www.cannockchasedc.gov.uk">www.cannockchasedc.gov.uk</a>
24 hour telephone payment line	0161 621 4113 or 01543 215020
To pay on-line	<a href="http://www.cannockchasedc.gov.uk/payonline">www.cannockchasedc.gov.uk/payonline</a>
Business Rates enquiries	01543 464282
Business Rates online	<a href="http://www.cannockchasedc.gov.uk/businessrates">www.cannockchasedc.gov.uk/businessrates</a>
Council Tax enquiries	01543 464285
Council Tax online	<a href="http://www.cannockchasedc.gov.uk/counciltax">www.cannockchasedc.gov.uk/counciltax</a>
Benefits section	01543 464292
Valuation Office Agency website	<a href="http://www.gov.uk/voa/contact">www.gov.uk/voa/contact</a>
Listing Officer, Valuation Office Agency	03000 501501
Staffordshire Fire and Rescue Service	Staffordshire Fire and Rescue Service Headquarters, Pirehill, Stone, Staffordshire, ST15 0BS <a href="http://www.staffordshirefire.gov.uk">www.staffordshirefire.gov.uk</a>
	08451 221155 In an Emergency Dial 999
Staffordshire Police	Staffordshire Police Headquarters, Weston Road, Stafford, ST18 0YY <a href="http://www.staffordshire.police.uk/">www.staffordshire.police.uk/</a>
	Police single non emergency number 101  In an Emergency Dial 999
Staffordshire Commissioner (Police, Fire and Rescue, Crime)	Commissioner's Office, Block 9, Weston Road, Stafford, ST18 0YY <a href="mailto:PFCC@staffordshire-pfcc.gov.uk">PFCC@staffordshire-pfcc.gov.uk</a>
Staffordshire County Council	1 Staffordshire Place, Stafford, Staffordshire, ST16 2DH <a href="http://www.staffordshire.gov.uk">www.staffordshire.gov.uk</a> Main reception 0300 111 8000



If you would like to speak to a member of staff, please contact **01543 464285**

