

**CANNOCK CHASE COUNCIL**

**COUNCIL MEETING**

**WEDNESDAY, 13 FEBRUARY, 2013 AT 4.00 P.M.**

**COUNCIL CHAMBER, CIVIC CENTRE, BEECROFT ROAD, CANNOCK**

Notice is hereby given of the above mentioned meeting of the Council which you are summoned to attend for the purpose of transacting the business set out below:-

**1. Apologies**

**2. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members**

To declare any interests in accordance with the Code of Conduct.

Members should refer to the guidance included as part of this agenda.

**3. Minutes**

To confirm the Minutes of the Council Meeting held on 23 January, 2013, Minute No's. 65 – 74 and 75; Page No's. 54 – 61 and 62.

**4. The Chairman's Announcements and Correspondence**

**5. Questions in Accordance with Rule 8**

No questions have been submitted in accordance with Rule 8.

**6. Housing Revenue Account Business Plan**

Joint Report of the Head of Housing and the Head of Finance (Item 6.1 – 6.20).

## **7. Rent Restructuring**

Joint Report of the Head of Housing and the Head of Finance (Item 7.1 – 7.5).

## **8. Housing Revenue Account Budget 2013-14 to 2015-16: Cabinet Resolutions**

Council is requested to consider recommendations referred from Cabinet held on 31 January, 2013, in respect of the Housing Revenue Account Budget:

- (i) HRA Budgets 2013-14 to 2015-16
- (ii) HRA Capital Programmes 2013-14 to 2015-16

*Members are requested to bring to the meeting the agenda and reports circulated for the Cabinet meeting held on 31 January, 2013. The relevant Cabinet resolutions of that day, circulated as part of the Minutes of Cabinet, are attached as Appendices to this Agenda.*

## **9. Budget Timetable – Procedural Issues**

Joint Report of the Head of Finance and the Council Solicitor (Item 9.1 – 9.7)

## **10. Budget 2012-13 to 2015-16: Cabinet Resolutions**

Council is requested to consider recommendations referred from Cabinet held on 31 January, 2013, in respect of the Budget 2012-13 to 2015-16:

- (i) Draft General Fund Revenue Budget 2013-14 to 2015-16
- (ii) Section 106 Capital Programme 2012-13 to 2015-16
- (iii) General Fund Capital Programme 2012-13 and Resources 2012-13 to 2015-16
- (iv) Treasury Management Strategy Statement

Members will note that the Council Tax Resolution and Budget Statement (Tables and supporting information) will be submitted to the 27 February, 2013 Council meeting following final agreement of the budget and receipt of all relevant Precepts.

(A copy of the relevant Cannock Chase Council Budget Related Annexes are detailed in the Cabinet Resolutions.)

In accordance with paragraph 2.3 of the Budget and Policy Framework Procedure Rules, (see Agenda Item 9: Budget Timetable – Procedural Issues), consideration will also be given to any valid alternative proposals presented by Political Groups and individual Council Members as a referral back to Cabinet.

**The Chief Executive must be advised of the intent to submit alternative balanced budget proposals 5 working days before the Council meeting, and the Section 151 Officer has agreed to receive pre-advised proposals by no later than 7 February, 2013.** Any proposals received by the deadline will be circulated to Members prior to the meeting.

*Members are requested to bring to the meeting the agenda and reports circulated for the Cabinet meeting held on 31 January, 2013. The relevant Cabinet resolutions of that day, circulated as part of the Minutes of Cabinet, are attached as Appendices to this Agenda.)*



S.G. Brown  
Chief Executive

Civic Centre,  
Beecroft Road,  
Cannock.  
WS11 1BG

5 February, 2013



## **GUIDANCE ON DECLARING PERSONAL, PECUNIARY AND DISCLOSABLE PECUNIARY INTERESTS AT MEETINGS**

### **DEFINITION OF WHAT IS A PERSONAL, PECUNIARY AND DISCLOSABLE PECUNIARY INTEREST**

**A PERSONAL INTEREST** is one where your well-being or financial position, or those of a member of your family or any person with whom you have a close association would be affected to a greater extent than the majority of Council Tax payers, ratepayers, or inhabitants of the electoral ward(s) affected by the decision. You automatically have a personal interest if you have given notice in the Register of Members' Interests, e.g. if you are appointed to an outside body by the Council.

**A PECUNIARY INTEREST** is a personal interest where the matter

- a) affects your financial position or that of a member of your family or any person with whom you have a close association or a body in which you have registered in the Register of Members Interests or
- b) relates to the determining of any consent, licence, permission or registration in relation to you or any person with whom you have a close association or a body in which you have registered in the Register of Members Interests

and, in either case, where a member of the public knowing the facts would reasonably regard the interest as so significant it is likely to affect your judgement of the public interest

**A DISCLOSABLE PECUNIARY INTEREST** is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) in respect of employment, office, trade, profession or vocation carried out for profit or gain; sponsorship; contracts; land; licences; corporate tenancies; or securities, as defined with the Localism Act, 2011.

### **PLEASE MAKE IT CLEAR WHETHER IT IS A PERSONAL, PECUNIARY OR DISCLOSABLE PECUNIARY INTEREST.**

It would be helpful if, prior to the commencement of the meeting, Members informed the Monitoring Officer of any declarations of interest, of which you are aware. This will help in the recording of the declarations in the Minutes of the meeting.

### **DECLARING INTERESTS AT FULL COUNCIL**

The Code of Conduct requires that personal interests where you have a personal interest in any business of the Council, and where you are aware or ought

reasonably to be aware of the existence of the personal interest, and you attend a meeting of the Council at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

Some items will be mentioned in the papers for full Council but are not actually being considered by Full Council. In such circumstances the Monitoring Officer's advice to Members is that there is no need to declare an interest unless the particular matter is mentioned or discussed. As a general rule, Members only need to declare an interest at full Council in the following circumstances:

- Where a matter is before the Council for a decision and/or
- Where the matter in which the Member has an interest is specifically mentioned or discussed at the Council meeting.

**CANNOCK CHASE COUNCIL**

**EXTRACT FROM  
MINUTES OF THE MEETING OF THE**

**CABINET**

**HELD ON THURSDAY, 31 JANUARY, 2013 AT 5.45 P.M.**

**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**

**IN RESPECT OF BUDGET RESOLUTIONS:  
HOUSING REVENUE ACCOUNT and GENERAL FUND**

**PART 1**

PRESENT: Councillors:

Adamson, G.	Leader of the Council
Toth, J.	Deputy Leader of the Council and Environment Portfolio Leader
Dixon, D.I	Corporate Improvement Portfolio Leader
Holder, M.J.	Crime and Partnerships Portfolio Leader
Mitchell, Mrs. C.	Culture and Sport Portfolio Leader
Alcott, G.	Economic Development and Planning Portfolio Leader
Davis, Mrs. M.A	Health and wellbeing Portfolio Leader
Allen, F.W.C.	Housing Portfolio Leader
Todd, Mrs. D.M.	Town Centre Regeneration Portfolio Leader

**HOUSING REVENUE ACCOUNT**

**139. Housing Revenue Account Budgets: 2013-14 to 2015-16**

Consideration was given to the Joint Report of the Head of Housing and Head of Finance (Item 14.1 – 14.10 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The revised position with regard to estimated income and expenditure for 2012-13 and the proposed Housing Revenue Account budgets for the period 2013-14 to 2015-16, as set out as part of Appendix 1 to the report, be noted.
- (B) Council on 13 February, 2013 be recommended to:
  - (i) Determine a minimum level of working balances of £1,505,700 for 2013-14 and indicative working balances of £1,529,480 and

£1,542,850 for 2014-15 and 2015-16, respectively.

- (ii) Approve the HRA Revenue Budget for 2013-14, 2014-15 and 2015-16 (and note the estimated outturn for 2012-13) as summarised at Appendix 1 of the report.

#### **140. Housing Revenue Account Capital Programmes: 2013-14 to 2015-16**

Consideration was given to the Joint Report of the Head of Housing and Head of Finance (Item 15.1 – 15.9 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The estimated availability of Housing Revenue Account capital resources for the period 2013-14 to 2015-16 , as set out in Appendix 1 to the report, and the proposed three year Housing Revenue Account Capital Programme for the period 2013-14 to 2015-16, as set out in Appendix 2 to the report, be noted.
- (B) Council on 13 February, 2013 be recommended to approve a three year HRA Capital Programme for 2013-14; 2014-15; and 2015-16 in accordance with the HRA Capital Expenditure requirements as set out in the report and summarised at Appendix 2 to the report.

#### **GENERAL FUND**

#### **133. Draft General Fund Revenue Budget 2013-14 to 2016-17**

Consideration was given to the Report of the Head of Finance (Item 8.1 – 8.31 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The report of the Head of Finance in relation to General Fund Revenue Budget 2013-14 to 2016-17 (Enclosure 8.1 to 8.31) be noted.
- (B) Council be recommended to:
  - (i) Support the recommendation on Working Balances that, subject to no material changes being made to the Consultation Budget proposed by Cabinet or the Council Tax Base, as considered by Council at its meeting of the 26 January, 2013, they be set at £0.729m; £0.702m; and £0.714 m for 2013-14 to 2015-16..
  - (ii) In so doing, approve a minimum level of working balances for the budget of £729,000 for 2013-14 with indicative levels of



£702,000 and £714,000 for subsequent years.

- (i) Set a 2013-14 Council Tax for District Council purposes of £200.95, (Band D property), an increase of 2.0% over the current year.
- (ii) Support the proposals for service developments set out at Annex 1 to these Minutes.
- (iii) Support the use of Section 106 Funds for Economic Development purposes as set out at Annex 2 to these Minutes.
- (iv) Approve indicative Council Tax increases of 2.0% in 2014-15 and 2.0% in 2015-16.
- (v) As a result of the above, approve the outturn budget for 2012-13 and the three year budget for 2013-14 to 2015-16 as set out at Annex 3 to these Minutes.

**134. Section 106 Capital Programme 2012-13 to 2015-16**

Consideration was given to the Report of the Head of Finance (Item 9.1 – 9.10 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The report of the Head of Finance in respect of the Section 106 Capital Programme 2012-13 to 2015-16 be noted.
- (B) Council be recommended to approve the Section 106 Capital Programme for 2013-14 to 2015-16, as shown in Appendices 3 – 4 of the report.

**135. General Fund Capital Programme 2012-13 and Resources 2012-13 to 2015-16**

Consideration was given to the Report of the Head of Finance (Item 10.1 – 10.15 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The report of the Head of Finance in respect of the General Fund Capital Programme 2012-13 and Resources 2012-13 to 2015-16 be noted.
- (B) Council be recommended to:

- (i) Support the provision of the Capital Service Developments as set out at Annex 4 to these Minutes and, in particular, the creation of a Stadium Development Fund.
- (ii) Hence approve the General Fund Capital Budget 2013-14 to 2015-16 as shown at Annex 5 to these Minutes.

### **136. Treasury Management Strategy Statement**

Consideration was given to the Report of the Head of Finance (Item 11.1 – 11.28 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The report of the Head of Finance in respect of the Treasury Management Strategy Statement be noted.
- (B) Council be recommended to:
  - (i) Adopt the control framework set out at paragraph 2.1 of the report.
  - (ii) Adopt the revised Code and Treasury Management Policy Statement (TCMP).
  - (iii) Approve the Treasury and Prudential Indicators at Annexe 6 to these Minutes, arising from the various Budget Recommendations, detailed above in these Minutes.

The following Budget Related Annexes also form part of these Minutes:

Annex 1	Financial Plan 2013-14 to 2015-16: Growth Options
Annex 2	Use of Section 106 Funds for Economic Development
Annex 3	General Fund Revenue Budget 2012-13 to 2016-17: Recommendation to Council
Annex 4	Financial Plan 2013-14 to 2015-16: Capital Growth Options Recommended to Council
Annex 5	General Fund Capital Budget 2013-14 to 2015-16: Recommendation to Council
Annex 6	Prudential Indicators

	<b>Annex 1</b>		
<b>Financial Plan 2013-14 to 2015-16</b>			
<b><u>Growth Options Allowed in the Budget</u></b>			
	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
<b>Option</b>			
Winter Gritting*	27,500	27,500	27,500
Hednesford Park Maintenance			30,000
Hednesford Park Heritage lottery Funding			-30,000
Public Health Officer *	25,000	25,000	25,000
Vulnerable Persons Champion	30,000	30,000	30,000
Apprenticeship Scheme *		50,000	
Southern Staffordshire Partnership	3,500	*	
Inflation		2,650	3,330
<b>Total</b>	<b>86,000</b>	<b>135,150</b>	<b>85,830</b>
* Subject to Report to Cabinet			

Annex 2

**Use Of Section 106 Funds for Economic Development**

**N  
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	<b>Actuals</b>	<b>Est Outturn</b>	<b>Budget</b>	<b>Total</b>	
	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>		
		<b>£</b>	<b>£</b>	<b>£</b>	
<b>1</b>	Cannock Town Centre	0	5,000	80,000	<b>85,000</b>
<b>2</b>	Tourism Initiatives	5,350	11,180	10,000	<b>26,530</b>
<b>3</b>	Economic Regeneration Strategy	9,180	16,800	48,000	<b>73,980</b>
<b>4</b>	Sub Regional Activities	8,820	13,000	14,000	<b>35,820</b>
	<b>Total Expenditure</b>	<b>23,350</b>	<b>45,980</b>	<b>152,000</b>	<b>221,330</b>
	Section 106 Monies Used	23,350	45,980	152,000	<b>221,330</b>
	<b>Total Funding</b>	<b>23,350</b>	<b>45,980</b>	<b>152,000</b>	<b>221,330</b>

- 1** Specialist advice re EU Procurement procedures as agreed by Cabinet June 2009.
- 2 & 3** Initiatives arising from implementation of the Cannock Chase Economic Regeneration and Tourism Strategies. For example, work to encourage linkages between schools and businesses and initiatives to support the education and skills agenda.
- 4** Provision for the Council's annual subscription to the Southern Staffordshire Partnership.

<u>General Fund Revenue Budget 2012-13 to 2016-17</u>					Annex 3		
Recommendation to Council							
				Forecast	Standstill	Standstill	Standstill
				Outturn	Budget	Budget	Budget
				2012-13	2013-14	2014-15	2015-16
				£m	£m	£m	£m
<b>Original Budget 2012-13</b>				<b>12.021</b>			
<b>Standstill Budget 2013-14 to 2016-17</b>					<b>11.690</b>	<b>12.006</b>	<b>12.222</b>
<b>Supplementary Estimates since Original Budget Approval</b>							
			Community Toilet Scheme	0.010			
			Chase Advice Centre	0.003	0.003	0.003	0.003
<b>Approved Budget</b>							
<b>Committed Changes</b>							
			Homelessness Grant trf to Fund Allocation		0.066	0.066	0.066
			Audit Fees	-0.034	-0.034	-0.034	-0.034
			Leisure Outsourcing	0.030			-0.078
			Staffing reviews				
			Mill Green incl Appropriation	0.004	0.042	0.042	0.042
			Economic Dev Support	-0.004	-0.042	-0.042	-0.042
			LEP Officer	-0.020		0.020	
<b>Likely Additional Commitments</b>							
			Land Drainage	-0.012	-0.012	-0.012	-0.012
			Community Toilet Scheme		0.020	0.020	0.020
			Interest on Balances	0.040	0.040	0.040	0.040
			Capital financing Charges	-0.171	-0.167	-0.130	-0.130
			2010 Actuarial Valuation - Gross				
			HRA Recharges				
			Insurance Reserve		-0.095	-0.095	-0.095
			Dog warden Service	0.009	0.009	0.009	0.009
<b>Inflation</b>							
			Contracts			-0.040	-0.080
			Pay Award/Inflation adj				
<b>Total Base Budget</b>				<b>11.876</b>	<b>11.520</b>	<b>11.852</b>	<b>11.931</b>

<u>General Fund Revenue Budget 2012-13 to 2016-17</u>						
<u>Recommendation to Council</u>						
			Forecast	Standstill	Standstill	Standstill
			Outturn	Budget	Budget	Budget
			2012-13	2013-14	2014-15	2015-16
			£m	£m	£m	£m
<b>Potential Changes and Adjustments</b>						
<b>Base Budget Review</b>						
<b>Expenditure</b>						
<b>Income</b>						
				0.079	-0.079	-0.150
<b>Income - Development related fees</b>						
			0.100	0.200	0.200	0.200
			0.025	0.020	0.015	0.015
			0.030	0.030	0.030	0.030
			0.027	0.027	0.027	0.027
				0.020	0.020	0.020
			0.060	0.060	0.060	0.060
			0.028	0.033	0.038	-0.002
			-0.080	0.010	0.092	0.017
<b>Efficiency Savings</b>						
				-0.100	-0.100	-0.100
<b>Policy Options</b>						
						-0.814
				0.086	0.135	0.086
<b>Estimated Net Spending</b>			<b>12.066</b>	<b>11.985</b>	<b>12.291</b>	<b>11.320</b>

<b>General Fund Revenue Budget 2012-13 to 2016-17</b>				
<b>Recommendation to Council</b>				
	<b>Standstill Budget 2012-13 £m</b>	<b>Standstill Budget 2013-14 £m</b>	<b>Standstill Budget 2014-15 £m</b>	<b>Standstill Budget 2015-16 £m</b>
<b>Financing</b>				
<b>Anticipated Grant Income, Use of Balances &amp; Reserves</b>				
Balances	-0.316	0.105	0.813	0.075
Regeneration & Invest to Save Reserve				
Actuarial Valuation	0.053			
Stabilisation	0.061	0.116	0.116	
Interim use	0.034	-0.261	-0.251	
Reserves		0.124		
Collection Fund Surplus	0.065	0.065		
Business Rates Growth			0.474	0.483
<i>Government Funding</i>	5.843			
Revenue Support Grant		3.909	2.972	2.376
Business Rates - Baseline Funding		2.661	2.742	2.797
Council Tax	6.027	5.266	5.425	5.588
Council Tax Compensation Grant	0.299			
<b>Total Grant Income, Use of Balances &amp; Reserves</b>	<b>12.066</b>	<b>11.985</b>	<b>12.291</b>	<b>11.320</b>
<b>Amount to be found from Council Tax</b>	<b>6.027</b>	<b>5.266</b>	<b>5.425</b>	<b>5.588</b>
	30,590	26,204	26,466	26,730
<b>Estimated Council Tax Level</b>	<b>197.01</b>	<b>200.95</b>	<b>204.97</b>	<b>209.07</b>
<b>Estimated Council Tax Increase</b>	<b>0.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>
<b>Balances</b>				
<b>Opening Balances at 1 April</b>	<b>1.392</b>	<b>1.708</b>	<b>1.603</b>	<b>0.790</b>
Use of Balances to Support Budget	-0.316	0.105	0.813	0.075
<b>Closing Balances at 31 March</b>	<b>1.708</b>	<b>1.603</b>	<b>0.790</b>	<b>0.715</b>
<b>Saving Requirement</b>				
<b>Required Balances</b>	<b>0.741</b>	<b>0.729</b>	<b>0.702</b>	<b>0.714</b>
<b>Cumulative Surplus</b>	<b>0.967</b>	<b>0.874</b>	<b>0.088</b>	<b>0.001</b>

**Annex 4**

**Financial Plan 2013-14 to 2015-16**

**Capital Growth Options Recommended to Council**

<b>Option</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Disabled Facility Grants			200,000
Stile Cop Cemetery Phase 2	250,000		
Stadium Development Fund *			
Town Centres Improvements	200,000		
	<b><u>450,000</u></b>	<b><u>0</u></b>	<b><u>200,000</u></b>

Resources earmarked following receipt of Pye  
 \* Green Section 106 and other related Capital Receipts/Grants .



## Annex 5

**General Fund Capital Budget - Recommendation to Council**  
**2013-14 to 2015-16**

	2013-14	2014-15	2015-16
	Budget	Budget	Budget
	£	£	£
Bevan Lee Play Area	3,990	0	0
LF Hednesford Park *	100,000	1,148,770	1,148,770
Chase Leisure Centre Enhancement	134,000	0	0
Stadium Development Fund			
Disabled Facility Grants *	634,790	530,980	575,000
Affordable Housing *	545,800	355,520	300,000
Private Sector Decent Homes	161,290	0	0
Town Centre Improvement	359,260	0	0
Mill Green	880,400	2,641,200	0
Elizabeth Road	12,880	0	0
Home Security	55,240	36,000	36,000
Stile Cop Cemetery Phases 1 & 2	295,000	0	0
Cemetery Land	1,500,000	0	0
<b>Total Budget</b>	<b>4,682,650</b>	<b>4,712,470</b>	<b>2,059,770</b>

## ANNEX 6

Prudential Indicators

	2011-12 Actual	2012-13 Projected	2013-14 Estimated	2014-15 Estimated	2015-16 Estimated
<b>Affordability</b>					
Ratio Financing Costs to Net Revenue Stream					
General Fund	1.56%	4.67%	4.41%	5.51%	5.51%
HRA	8.36%	18.34%	18.05%	18.57%	18.14%
Incremental impact of capital investment decisions on Council Tax					
Incremental impact of capital investment decisions on average weekly housing rents					
<b>Capital Expenditure</b>	£m	£m	£m	£m	£m
Total Capital Expenditure (including external funding)					
General Fund	7.748	3.251	4.683	4.713	2.060
HRA	5.800	7.421	12.160	12.235	10.212
Capital Financing Requirement as at 31 March					
General Fund	12.762	16.622	17.786	17.289	16.812
HRA	82.007	82.007	82.007	85.029	85.029
<b>External Debt</b>					
Brought Forward at 1 April	21.487	83.546	90.881	92.378	95.396
New Borrowing	62.059	7.335	1.497	3.018	-0.838
Debt as at 31 March	83.546	90.881	92.378	95.396	94.558
<b>Prudence</b>					
Net Borrowing and the Capital	Net Borrowing is not expected to exceed the total of the Capital Financing Requirement (except in the short term)				

Treasury Indicators

<b>External Debt</b>					
Authorised Limit	94.443	101.773	103.270	106.289	105.447
Operational Boundary	87.600	94.930	96.247	99.446	98.604
HRA Debt	85.029	85.029	85.029	85.029	85.029
<b>Prudence</b>					
Net Borrowing and the Capital Finance Requirement	Net Borrowing is not expected to exceed the total of the Capital Financing Requirement (except in the short term)				

Interest Rate Exposure**Upper Limit Fixed**

Borrowing	100%	100%	100%	100%	100%
Investment	50%	50%	50%	50%	50%

**Upper Limit Variable**

Borrowing	10%	10%	10%	10%	10%
Investment	100%	100%	100%	100%	100%

Maturity Structure Of Borrowing

Under 12 months	0.0%
12 months to 24 months	3.4%
24 months to 5 years	3.9%
5 years to 10 years	
10 years and above	92.7%