

Your 2021/22 Business Rates Explained





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Foreword from the Managing Director



This time last year I wrote in my foreword there was 'now more certainty on the country's future direction' following a clear result from a General Election and the UK's departure from the EU.

Twelve months on we find that certainty is once more in doubt as we contend with a global pandemic few of us could have anticipated.

In Cannock Chase District we have seen first-hand the devastation this disease has brought with close on 250 lives lost to Covid-19 at the time of writing and families in mourning, jobs going and incomes reduced or threatened, and mental health issues across all ages coming to the fore and quite rightly being acknowledged.

However, at the same time, we have seen an amazing community spirit unleashed to support those most in need: through the work of this Council and its staff and Members, the County Council and our partners; from the voluntary sector and foodbanks; local community groups using social media in a truly positive way to mobilise help with food parcel and pharmacy deliveries and just being there as a source of comfort; the generosity of our companies providing free PPE last spring and last but not least the dedication and duty of NHS staff and key workers in the District.

Now, as we move forward to better times with the impressive vaccination rollout, the emphasis is firmly on recovery.

As a Council we started planning for recovery last summer alongside responding to Covid-19 and restoring our services. We are also looking to reshape services where it makes sense.

This has involved planning for, and beginning to implement, recovery for the local economy, the community, the Council's finances, and the way the Council organises its work and priorities. We have been doing this in conjunction with Members and our Recovery Overview Board. There are recovery plans for each of the areas mentioned. Some of the planning involves our partners, for example the need for a revised economic prosperity strategy we aim to publish this summer.

New Corporate Plan

A centrepiece of 'recovery' has been the production of a new Corporate Plan for 2021-2024. We believed it was necessary to replace our current plan considering the issues raised by the pandemic. The new plan, which we engaged Members and residents on, sets out our new priorities for the next three years which are:

- Supporting Economic Recovery
- Supporting Health and Wellbeing
- Financially Resilient Council

These priorities are underpinned by a range of specific objectives.

Our Budget

The Council has recently set its budget for the next three years, covering 2021-2024.

From its General Fund the Council aims to spend £14.667m (net income) in 2021/22 followed by £14.361m in 2022/23 and £14.520m in 2023/24. This money will be spent on providing Council services.

- 1 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 has been created amounting to £12.9m to build new Council houses for those in high priority need, and this year has been supplemented with a further £12 m for the period 2023-24 to 2027-28
- 2 Council tax will increase by 1.95% from 2021/22. This small increase will make a Band D property's Council tax charge £225.64 for the next year. We believe it is necessary to protect the services and amenities your District Council provides for you and your household.

Achievements during the past year

Here is a summary of some of our achievements, month-by-month:

April '20: Council processes business support grants (over £28m has been allocated to date).

May '20: Cannock Chase Community Vulnerability Hub, set up by the Council, in full swing to provide support for the vulnerable.

June '20: Council supports non-essential shops to re-open with advice on social distancing and hygiene measures.

July '20: Shutters of empty shop units in Cannock town centre to have a makeover.

August '20: Council helps South Staffordshire College secure government funding for new Digital Skills Academy from Stoke-on-Trent and Staffordshire Local Enterprise Partnership (SSLEP).

September '20: Council funding approved towards a new mountain bike trail at Birches Valley as legacy project for Commonwealth Games.

October '20: Work is underway to build 44 new homes on former Council depot land in Hawks Green.

November '20: Covid Support Team begins work to help retail and hospitality businesses with their Covid security measures in partnership with Staffordshire Police.

December '20: Pay by phone service and contactless ticketing machines introduced in car parks. Football Foundation grant announced to help cover costs of providing new artificial grass pitch in Rugeley in time for next football season.

January '21: Further £12m being invested in social housing as phase 2 works begin including major retrofit programme. First electric taxi licensed in the District.

February '21: Council supports leisure provider Inspiring Healthy Lifestyles so facilities can continue across the District.

Looking ahead to 2021/22

We all want to look forward to better times. Over the next 12 months we will work hard to deliver services to the community and support major projects that will improve all our lives. These include:

- Responding to the economic impact of Covid-19 by promoting job and skills opportunities as we know many residents are concerned about their financial wellbeing;
- Supporting the opening of the McArthurGlen Designer Outlet where over 40 brand names have been announced;
- Working with ENGIE as Rugeley Power Station's iconic cooling towers are blown down and the site is cleared to make way for innovative new housing, a new secondary school, and leisure and business facilities;
- A continued focus on attracting developers to take forward our ambitious plans for Cannock town centre in a post Covid-19 world;
- Progressing plans for the hosting of the Commonwealth Games mountain biking event scheduled for August 2022;
- Pushing forward with our own social housing programme including the development of the former Aelfgar school site in Rugeley; and
- Actively pursuing the Council's commitment to making the District Carbon Neutral by 2030 as the UK hosts the climate change conference COP 26 in Glasgow.

We anticipate another busy year ahead and our staff and Members will continue to work hard to provide the services you expect from your local Council.

Tony McGovern, Managing Director

General Explanatory Notes

Non-Domestic Rates

Non-Domestic Rates, or business rates, collected by local authorities are the way that those who occupy non-domestic property contribute towards the cost of local services. Under the business rates retention arrangements introduced from 1st April 2013, authorities keep a proportion of the business rates paid locally. The money, together with revenue from council taxpayers, locally generated income and grants from central government, is used to pay for the services provided by local authorities in your area.

Business Rates Instalments

Payment of business rate bills is automatically set on a 10-monthly cycle. However, the Government has put in place regulations that allow ratepayers to require their local authority to enable payments to be made through 12 monthly instalments. If you wish to take up this offer, you should contact Cannock Chase District Council as soon as possible.

National Non-Domestic Rating Multiplier

The local authority works out the business rates bill for a property by multiplying the rateable value of the property by the appropriate non-domestic multiplier. There are two multipliers: the national non-domestic rating multiplier and the small business non-domestic rating multiplier. The Government sets the multipliers for each financial year, except in the City of London where special arrangements apply.

Ratepayers who occupy a property with a rateable value which does not exceed £50,999 (and who are not entitled to certain other mandatory relief[s] or are liable for unoccupied property rates) will have their bills calculated using the lower small business non-domestic rating multiplier, rather than the national non-domestic rating multiplier.

The multiplier for a financial year is based on the previous year's multiplier adjusted to reflect the Consumer Price Index (CPI) inflation figure for the September prior to the billing year. The current multipliers are shown on the front of your bill.

Rateable Value

Apart from properties that are exempt from business rates, each non-domestic property has a rateable value which is set by the Valuation Office Agency (VOA), an agency of Her Majesty's Revenue and Customs. They compile and maintain a full list of all rateable values, available at www.gov.uk/voa. The rateable value of your property is shown on the front of your bill. This broadly represents the yearly rent the property could have been let for on the open market on a particular date specified in legislation. For the current rating list, this date was set as 1st April 2015.

The Valuation Office Agency may alter the valuation if circumstances change. The ratepayer (and certain others who have an interest in the property) can also check and challenge the valuation shown in the list if they believe it is wrong.

Revaluations

All non-domestic property rateable values are reassessed at revaluations. The most recent revaluation took effect from 1st April 2017. Revaluations ensure that business rates bills are up-to-date, more accurately reflect current rental values and relative changes in rents. Frequent revaluations ensure the system continues to be responsive to changing economic conditions.

Business Rate Reliefs

Depending on individual circumstances, a ratepayer may be eligible for a rate relief (i.e. a reduction in your business rates bill). There are a range of available reliefs. Some of the permanent reliefs are set out below but temporary reliefs are often introduced by the Government at Budgets. You should contact Cannock Chase District Council for details on the latest availability of business rates reliefs and advice on whether you may qualify. Further detail on reliefs is also provided at www.gov.uk/introduction-to-business-rates or at the website of Cannock Chase District Council which is normally shown on your rate bill.

Small Business Rates Relief

If a ratepayer's sole or main property has a rateable value which does not exceed an amount set out in regulations, the ratepayer may receive a percentage reduction in their rates bill for this property of up to a maximum of 100%. The level of reduction will depend on the rateable value of the property - for example eligible properties below a specified lower threshold will receive 100% relief, and you may receive partial tapered relief up to a specified upper threshold. The relevant thresholds for relief are set out in regulations and can be obtained from your local authority or at www.gov.uk/introduction-to-business-rates.

Generally, this percentage reduction (relief) is only available to ratepayers who occupy either -

- A** one property, or
- B** one main property and other additional properties providing those additional properties each have a rateable value which does not exceed the limit set in regulations.

The aggregate rateable value of all the properties mentioned in (b), must also not exceed an amount set in regulations. For those businesses that take on an additional property which would normally have meant the loss of small business rate relief, they will be allowed to keep that relief for a fixed additional period. Full details on the relevant limits in relation to second properties and the current period for which a ratepayer may continue to receive relief after taking on an additional property can be obtained from Cannock Chase District Council or at www.gov.uk/introduction-to-business-rates.

Certain changes in circumstances will need to be notified to the local authority by the ratepayer who is in receipt of relief (other changes will be picked up by the local authority). The changes which should be notified are -

- A** the property falls vacant,
- B** the ratepayer taking up occupation of an additional property, and
- C** an increase in the rateable value of a property occupied by the ratepayer in an area other than the area of the local authority which granted the relief.

Charity and Community Amateur Sports Club Relief

Charities and registered Community Amateur Sports Clubs are entitled to 80% relief where the property is occupied by the charity or the club and is wholly or mainly used for the charitable purposes of the charity (or of that and other charities), or for the purposes of the club (or of that and other clubs).

The local authority has discretion to give further relief on the remaining bill. Full details can be obtained from Cannock Chase District Council.

Unoccupied Property Rate Relief

Business rates are generally payable in respect of unoccupied non-domestic property. However, they are generally not payable for the first three months that a property is empty. This is extended to six months in the case of certain other properties (for example industrial premises).

Transitional Rate Relief

At a revaluation, some ratepayers will see reductions or no change in their bill whereas some ratepayers will see increases.

Transitional relief schemes are introduced at each revaluation to help those facing increases. This relief has been funded by limiting the reduction in bills for those who have benefitted from the revaluation. Transitional relief is applied automatically to bills.

Local Discounts

Local authorities have a general power to grant discretionary local discounts and to give hardship relief in specific circumstances. Full details can be obtained from the local authority.

State Aid

The award of discretionary reliefs is considered likely to amount to State aid. However, it will be state aid compliant where it is provided in accordance with the De Minimis Regulations EC 1407/2013. The De Minimis Regulations allow an undertaking to receive up to EUR 200,000 'de minimis' aid over a rolling three-year period. If you are receiving, or have received, any 'de minimis' aid granted during the current or two previous financial years (from any source), you should inform the local authority immediately with details of the aid received.

Rating Advisers

Ratepayers do not have to be represented in discussions about their rateable value or their rates bill. However, ratepayers who do wish to be represented should be aware that members of the Royal Institution of Chartered Surveyors (RICS - website www.rics.org) and the Institute of Revenues, Rating and Valuation (IRRV - website www.irrv.org.uk) are qualified and are regulated by rules of professional conduct designed to protect the public from misconduct. Before you employ a rating adviser or company you should check that they have the necessary knowledge and expertise, as well as appropriate indemnity insurance. Take great care and, if necessary, seek further advice before entering into any contract.

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



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	150.43	907.08	52.52	159.05	1,269.08
B	175.50	1,058.26	61.27	185.55	1,480.58
C	200.57	1,209.44	70.03	212.06	1,692.10
D	225.64	1,360.62	78.78	238.57	1,903.61
E	275.78	1,662.98	96.29	291.59	2,326.64
F	325.92	1,965.34	113.79	344.60	2,749.65
G	376.07	2,267.70	131.30	397.62	3,172.69
H	451.28	2,721.24	157.56	477.14	3,807.22

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.

Why the increase in spend?

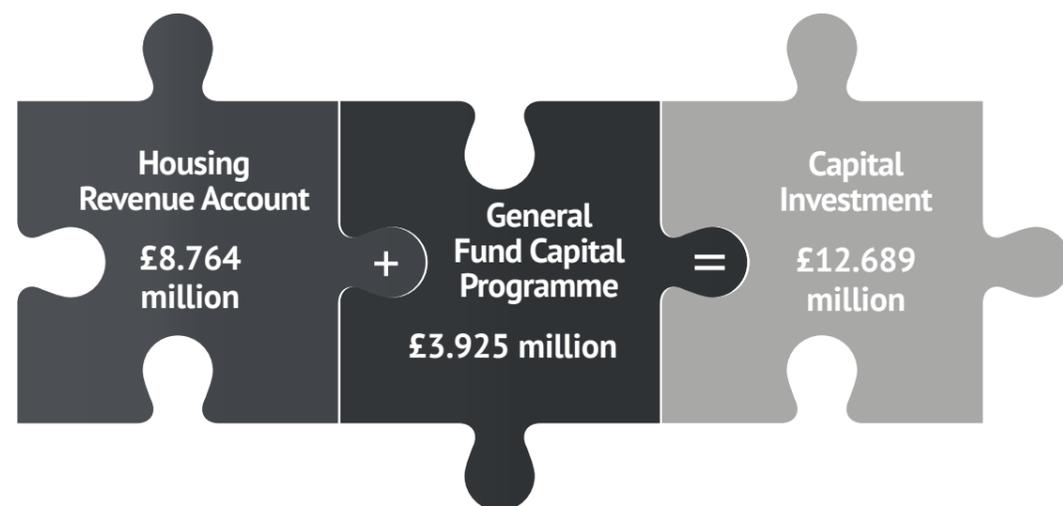
The Council's budget requirement for 2021/22 of £11.983 million is £321,000 more than in 2020/21. The adjacent table identifies the major reasons for this:



	£'000s
Inflation and price increases	122
Changes in income	(596)
Covid (net of additional grants)	906
Other variations	(111)
Increase in budget requirement	321

Capital Expenditure

In 2021/22 Cannock Chase Council will be spending approximately £12.689 million on capital investment, which is split £8.764 million on the Housing Revenue Account and £3.925 million on the General Fund Capital Programme.



Areas of investment in the Housing Capital Programme include new building on the Hawks Green and Aelfgar site to provide additional council houses. 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 works to Rugeley ATP, Stadium development, play areas (including £50,000 annual contribution) 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 2021 is estimated to be £82 million.

Staffing

Budgeted staffing for 2021/22 is shown in the adjacent table with the previous year's figures as a comparison (part time staff are shown as full time equivalents):

	Full time equivalents 2020-21 £	Full time equivalents 2021-22 £
General Fund	325.2	326
Housing Revenue Account	119.3	121.8
Budget requirement	444.5	447.8

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.

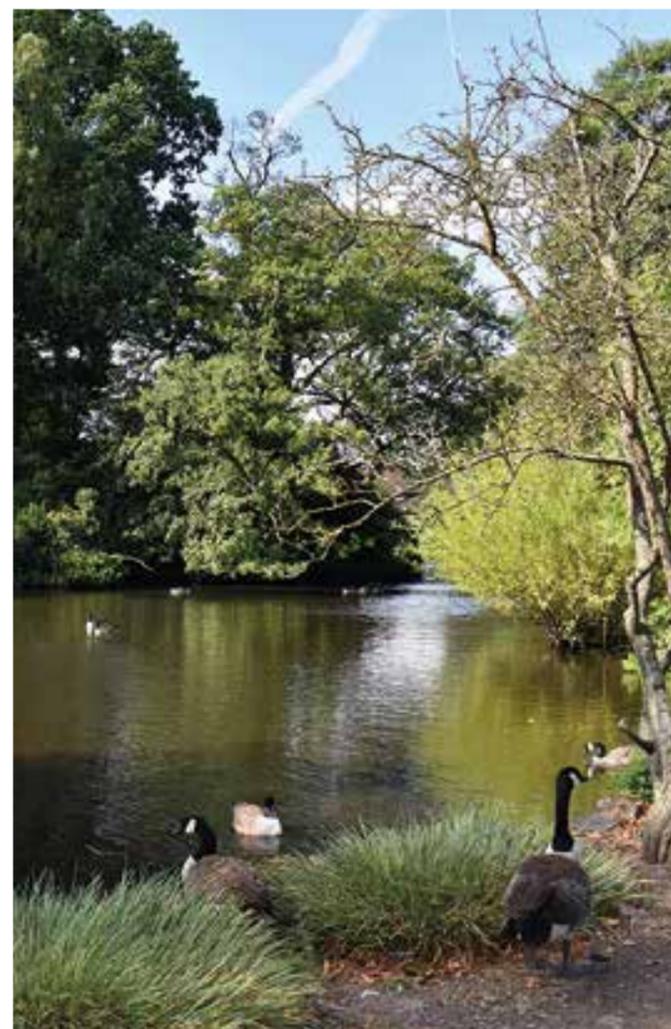
The detailed analysis has been provided by Rugeley/Hednesford Town Council in line with the Local Government Act 1992 which requires all Parish/Town Councils with a precept in excess of £140,000 to provide details of expenditure and income to Council Tax/National Non-domestic Rate Payers.

What is your Parish spending?

2020-21 £	Parish	2021-22 £	Band D Equivalent
62,969	Brereton and Ravenhill	62,969	32.01
7,400	Bridgtown	7,500	11.87
4,400	Brindley Heath	4,000	16.10
11,400	Cannock Wood	11,400	28.28
75,000	Heath Hayes and Wimblebury	110,000	27.30
194,500	Hednesford	196,850	35.33
91,274	Norton Canes	96,063	39.15
303,634	Rugeley	303,634	57.70

Rugeley Town Council Precept

	Revenue Expenditure 2020-21 £	Revenue Expenditure 2021-22 £
Administration	62,225	91,525
Charter Fair	10,000	0
Christmas	39,000	39,000
Council office	31,771	32,406
Elections	5,000	0
Small grants	4,000	4,000
Other services	24,476	41,706
Neighbourhood Plan	2,030	5,000
Community events & regeneration	36,800	22,500
Rugeley Rose	149,017	169,711
Total gross expenditure	364,319	405,848
Income	80,909	58,288
Total net expenditure	283,410	347,560
Total precept	303,634	303,634



Hednesford Town Council Precept

	Revenue Expenditure 2020-21 £	Revenue Expenditure 2021-22 £
Council administration	156,966	32,922
CCTV	24,000	24,000
Town Centre maintenance	4,000	4,000
Christmas lights	5,000	5,000
Community events	9,000	21,500
Citizens Advice Grant	5,000	5,000
Community Grants	11,000	6,000
Pye Green Community Centre	24,050	94,567
Town Regeneration	0	56,139
Community Engagement	0	22,412
Town Magazine	0	8,000
Total gross expenditure	239,016	279,540
Income	44,580	23,070
Income from Pye Green Community Centre		28,000
Contribution from reserves		31,620
Total precept	194,500	196,850
Total gross income	239,080	279,540
Total net expenditure	-64	0

Hednesford Town Council provides services for the residents, businesses and town, additional to those already provided by the District and County Council. These additional services are funded through the local precept or council tax payment.

As well as running an efficient and financially responsible organisation, your Town Council is focused on the residents of Hednesford feeling the positive impact of having a non-political, independently run authority through the energy and excitement of a town on the rise. Your Town Council seeks to achieve these outcomes through a focus on regeneration, community cohesion and better facilities, including the community centre, all delivered through value for money from this portion of your council tax.





The regeneration agenda will build upon the longstanding agreement with the District Council to provide free short and long stay car parking in the shopper car park on Anglesey Street and in the parking bays along Market Street. We consider this as vital support for the town centre and local businesses which will help to encourage residents to shop locally. The cost of this is offset by a contribution to the expense of the CCTV provision and monitoring in the town centre, helping to ensure that Hednesford is a safe place to visit day and night.

2020 saw the appointment of a Regeneration Manager working full time for your Town Council to build on these foundations and already sees the profile of Hednesford and local businesses being raised through the Visit Hednesford social media platforms, regular press releases and the maintenance of the Hednesford Town Council website to keep you up to date on local plans and news. A monthly Farmers and Craft Market on the last Saturday of the month in the town centre is building a high profile event that helps to boost footfall which also benefits local businesses.

Grant funding support provided directly from your Town Council for 20 local businesses to assist with the journey out of Covid restrictions is a demonstrable action in support of local, small business.

2021 already has an amazing year planned to help the town with the recovery from the impact of Covid, as a brand new Hednesford Business Forum is established to create a single business voice for companies across all sectors. A new Pop-up shop scheme will be launched to encourage new business start-ups in the town centre and reduce the number of void premises. The environment in the town centre will be enhanced further with more floral displays including new hanging baskets and flower towers and regular graffiti removal helping to ensure that Hednesford is an attractive place to visit.



This year Hednesford Town Council will also be undertaking projects such as the installation of new cycle storage in the town centre to encourage cyclists to visit Hednesford, new way-finding signage to raise the profile of the location of the town centre and a new collective outdoor food court to enable local eateries to offer alfresco dining. These projects will be funded from the Community Infrastructure Levy (CIL) and Section 106 funding from the historic Tesco, Aldi and housing developments in Hednesford.

Fantastically organised and supported events have grown to be a key feature of our town and these will continue with your Town Council remaining as the principal sponsor for the annual Summer Festival in Hednesford Park and the town's Christmas lights display and switch-on event. Both of these popular events attract visitors and families alike to boost the local economy and brings the community together for all ages. Your Town Council is building the community events diary further with a 3-day Open Air Cinema in Hednesford Park. This is new for 2021 and aims to raise the profile of the town whilst also creating an event for the whole community.

Connecting this through our amazing community groups is essential to achieve a connected town where a huge amount of work, effort and energy goes in to supporting each other. Your Town Council has further invested in a Community Officer to help join these groups together and deliver on projects and volunteering in our community. The annual grant pot in 2020 supported 25 community organisations and projects, the highest number in the Council's history, and grant funding will again be available for 2021. All this work bringing our community together builds on the ongoing support for the Citizen's Advice Bureau which holds a weekly outreach at Pye Green Community Centre.

This Council inherited a fantastic but underutilised facility in Pye Green Community Centre and during 2021 your Council is undertaking a root and branch review of the facility, its use and value to the community.

Finally, communication with, to and from residents is of critical importance to your Town Council as an independent, non-political council which takes its priorities from the priorities of the community. A quarterly town magazine was launched known as "Hednesford Life". This is delivered for free to every household in the town and supported by advertisements from the businesses in the town to keep residents up to date on news and information. The content will build further as it becomes an established part of life in Hednesford through 2021. Further up to date information can be found through your Town Council's social media presence, in particular its two Facebook Pages "Visit Hednesford" and "Hednesford Town Council" and for a copy of the 2021/22 events guide please see www.hednesford-tc.gov.uk

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

Parish	2020-21 £'000s £	2021-22 £'000s £
Gross expenditure	75,473	58,034
Levies raised	2,137	2,180
Total Council Tax base (Band D property equivalents)	1,848	1,842

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%.

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 £2,137,291 in 2020/2021 to £2,180,037 for 2021/2022.

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.

Handy Contacts

Cannock Chase Council Contact Centre	01543 462621
Main fax	01543 462317
Web address	www.cannockchasedc.gov.uk
24 hour telephone payment line	0161 621 4113 or 01543 215020
To pay on-line	www.cannockchasedc.gov.uk/payonline
Business Rates enquiries	01543 464282
Business Rates email	businessrates@cannockchasedc.gov.uk
Council Tax enquiries	01543 464285
Council Tax email	counciltax@cannockchasedc.gov.uk
Benefits section	01543 464292
Valuation Office Agency website	www.gov.uk/voa/contact
Listing Officer, Valuation Office Agency	03000 501501
Staffordshire Commissioner (Fire and Rescue)	Fire HQ, Stoke-on-Trent and Fire Staffordshire and Rescue, Pirehill, Stone, ST15 0BS www.staffordshirefire.gov.uk
	08451 221155 In an Emergency Dial 999
Staffordshire Commissioner (Police and Crime)	Police Headquarters, PO Box 3167, Stafford, ST16 9JZ www.staffordshire.police.uk/
	Police single non emergency number 101
	In an Emergency Dial 999
Staffordshire County Council	St Chad's Place, Stafford, ST16 2LR www.staffordshire.gov.uk Main reception 0300 111 8000

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

