

# Your 2019/20 Business Rates Explained





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## Foreword from the Managing Director

**As residents know, we have had to take some difficult decisions in recent years in the light of reducing Government funding and particularly the closure of Rugeley Power Station with the significant loss in business rates this created. All councils are having to deal with challenging financial issues and uncertainty about the future system of funding local government.**

We remain committed to improving the lives of everyone and we are ambitious about the future of Cannock Chase.

A new Corporate Plan covering 2018-2023 was unveiled last year. This sets out what we want to achieve across our two new priorities of Promoting Prosperity and Improving Community Wellbeing. You can read about our plans under each priority at [www.cannockchasedc.gov.uk/corporateplan](http://www.cannockchasedc.gov.uk/corporateplan)

During the past 12 months we have seen significant achievements in the District:

- The McArthurGlen Designer Outlet in Cannock started construction in July 2018. The Retails Skills Academy will start to recruit soon so that people can develop the skills to secure jobs in this new facility.
- Rugeley Power Station has moved from being a dormant site with an uncertain future in 2017 to one that has a strategic planning policy framework jointly agreed with Lichfield District Council; detailed public engagement is underway by ENGIE on plans for the future and demolition of the power station structures in progress. The site has huge potential and its regeneration should have a positive effect on Rugeley town centre.

- Working closely in partnership with South Staffordshire College, further education has now been re-established in the District with the opening of the Cannock Chase Skills and Innovation Hub.
- Phase 1 of the development of the former Stadium site on Pye Green Road has delivered fantastic recreation facilities for the local and wider community.
- The refurbishment of the Fitness Gym at Chase Leisure Centre as part of the contract with Inspiring Healthy Lifestyles (IHL) enhances this excellent facility even more.

Looking ahead, the Council has agreed its Budget for the next three years covering 2019/20 to 2021/22. It has based its Budget on the following key principles:

- No cuts to frontline services
- Services will be enhanced only where necessary
- Jobs, Economic Growth, Improving Health and the Environment representing the Council's key priorities
- Council Tax increases only to take place when absolutely essential
- Compulsory staff redundancies to be avoided if at all possible

1. We aim to spend £13.072m (net after income) from our General Fund in 2019/20 - followed by a modest rise to £13.301m in 2020/21 and a reduction to £13.230m in 2021/22. We will be using this money to provide District Council services (highlighted in green on the next page). Here you can also read about the services provided by our key partners.
2. Our Housing Revenue Account - this £20m budget funds the District Council Housing services and comes from the rent that tenants pay us. The Council has produced 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.
3. Council tax to increase by 1.95% from 2019/20 - Councils are permitted by Government to increase Council Tax by up to 3%. Cannock Chase Council has decided on a smaller increase of 1.95% as part of its share of the Council Tax bill you are receiving alongside this leaflet. This will make a Band D property's Council Tax charge £217.09 for the next year, a rise of 7p per week to protect the services and amenities your District Council provides for you and your household.

### Looking Ahead 2019/20 to 2021/22

We know that the area is continuing to see high investment in housing, our business sector is expanding and our transport links are improving (including the electrification of the Chase Line linking us to the second city and with direct rail services to London from May). We were delighted to learn that Cannock Chase recorded the highest economic growth in 2017 of all the areas that make up the Greater Birmingham and Solihull Local Enterprise Area - that includes, alongside ourselves, Birmingham, Bromsgrove, East Staffordshire, Lichfield, Redditch, Solihull, Tamworth and Wyre Forest.

As a Council we were thrilled that Cannock Chase was confirmed as a Commonwealth Games venue to host the mountain biking event in 2022. Furthermore, in terms of community wellbeing, we continue to achieve National Green Flag standard for six of the District's parks: Brereton Park, Castle Ring, Cannock Park, Elmore Park, Hednesford Park, and Stile Cop Cemetery.

Going forward, this Council will continue to make Cannock Chase a prosperous and attractive place to live and work in.



**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. This provides a direct financial incentive for authorities to work with local businesses to create a favourable local environment for growth since authorities will benefit from growth in business rates revenues. The money, together with revenue from council tax payers and certain other sums, is used to pay for the services provided by local authorities in your area.

Further information about the business rates system, including transitional and other reliefs, may be obtained at  [www.gov.uk](http://www.gov.uk)

### 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 officers of the Valuation Office Agency (VOA), an agency of Her Majesty's Revenue and Customs. They draw up and maintain a full list of all rateable values, available at [www.gov.uk/government/organisations/valuation-office-agency](http://www.gov.uk/government/organisations/valuation-office-agency). 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. For the revaluation that came into effect on 1st April 2017, this date was set as 1st April 2015.

The valuation officer may alter the value if circumstances change. The ratepayer (and certain others who have an interest in the property) can request a change to the value shown in the list if they believe it is wrong, through the reformed Check, Challenge, Appeal (CCA) process introduced in April 2017. Full details on the CCA process are available from the VOA or from [www.gov.uk](http://www.gov.uk). Your billing authority can only backdate any business rates rebate to the date from which any change to the list is to have effect.

Further information about the grounds on which appeals may be made and the process for doing so can be found on the  [www.gov.uk](http://www.gov.uk) website.

### National Non-Domestic Rating Multiplier

The local authority works out the business rates bill by multiplying the rateable value of the property by the appropriate multiplier. There are two multipliers: the standard non-domestic rating multiplier and the small business non-domestic rating multiplier. The former is higher to pay for small business rate relief. Except in the City of London where special arrangements apply, the Government sets the multipliers for each financial year for the whole of England according to formulae set by legislation.

The current multipliers are shown on the front of your bill.

### 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 businesses 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.

### Revaluation 2017 and Transitional Arrangements

All rateable values are reassessed at a general revaluation. The most recent revaluation took effect from 1st April 2017. Revaluations make sure each ratepayer pays their fair contribution and no more, by ensuring that the share of the national rates bill paid by any one ratepayer reflects changes over time in the value of their property relative to others.

A £3.6 billion transitional relief scheme limits changes in rate bills as a result of the 2017 revaluation. To help pay for the limits on increases in bills, there are also limits on reductions in bills. Under the transitional scheme, limits continue to apply to yearly increases and decreases until the full amount is due (rateable value times the appropriate multiplier). The scheme applies only to the bill based on a property at the time of the revaluation. If there are any changes to the property after 1st April 2017, transitional arrangements will not normally apply to the part of a bill that relates to any increase in rateable value due to those changes. Changes to your bill as a result of other reasons (such as changes to the amount of small business rate relief) are not covered by the transitional arrangements. The transitional arrangements are applied automatically and are shown on the front of your bill. Further information about transitional arrangements and other reliefs may be obtained from Cannock Chase District Council or the website [www.gov.uk/introduction-to-business-rates](http://www.gov.uk/introduction-to-business-rates).



### Unoccupied Property Rating

Business rates will not be payable in the first three months that a property is empty. This is extended to six months in the case of certain industrial properties. After this period rates are payable in full. In most cases the unoccupied property rate is zero for properties owned by charities and community amateur sports clubs. In addition, there are a number of exemptions from the unoccupied property rate. Full details on exemptions can be obtained from Cannock Chase District Council.

## Partly Occupied Property Relief

A ratepayer is liable for the full non-domestic rate whether a property is wholly occupied or only partly occupied. Where a property is partly occupied for a short time, the local authority has discretion in certain cases to award relief in respect of the unoccupied part. Full details can be obtained from Cannock Chase District Council.

## Small Business Rate Relief

Ratepayers who occupy a property with a rateable value which does not exceed £50,999 (and who are not entitled to other mandatory relief 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.

In addition, generally, if the sole or main property is shown on the rating list with a rateable value which does not exceed £15,000, the ratepayer will receive a percentage reduction in their rates bill for this property of up to a maximum of 100%. For a property with a rateable value of not more than £12,000, the ratepayer will receive a 100% reduction in their rates bill.

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 £2,899.



The aggregate rateable value of all the properties mentioned in (b) must not exceed £19,999 outside London or £27,999 in London on each day for which relief is being sought. If the rateable value, or aggregate rateable value, increases above those levels, relief will cease from the day of the increase.

The Government has introduced additional support to small businesses. For those businesses that take on an additional property which would normally have meant the loss of small business rate relief, the Government has confirmed that they will be allowed to keep that relief for a period of 12 months.

Where a ratepayer meets the eligibility criteria and has not received the relief they should contact their local authority. Provided the ratepayer continues to satisfy the conditions for relief which apply at the relevant time as regards the property and the ratepayer, they will automatically continue to receive relief in each new valuation period.

Certain changes in circumstances will need to be notified to Cannock Chase District Council by a 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 ratepayer taking up occupation of an additional property, and
- B** 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.

## Relief for Local Newspapers

The Government is providing funding to local authorities so that they can provide a discount worth up to £1,500 a year on office space occupied by local newspapers. This was due to run for 2 years from 1st April 2017. At Autumn Budget 2018, the Government extended the scheme for an additional year (2019/20). This scheme provides up to a maximum of one discount per local newspaper title and per hereditament, and up to state aid limits. The relief will be delivered through local authority discretionary discount powers (under section 47(3) of the Local Government Finance Act 1988). Eligibility criteria for this relief is set out in a guidance note: "The case for a business rates relief for local newspapers", which can be obtained at [www.gov.uk/government/consultations/the-case-for-a-business-rates-relief-for-local-newspapers](http://www.gov.uk/government/consultations/the-case-for-a-business-rates-relief-for-local-newspapers).

## Spring Budget 2017 Relief Scheme: Supporting Small Business

Ratepayers losing Small Business or Rural Rate Relief as a result of the 2017 revaluation will have their increases limited to the greater of either (i) a cash value of £600 per year, or (ii) the matching cap on increases for small properties in the transitional relief scheme. This relief will run until the next revaluation in 2021 and ratepayers will receive the relief until this date or they reach what their bill would have been without the relief scheme, whichever is first.

This relief will be delivered through local authority discretionary discount powers (under section 47(3) of the Local Government Finance Act 1988). Further information can be obtained from Cannock Chase District Council.

## Spring Budget 2017 Relief Scheme: Discretionary Scheme

The Government is providing £300 million of funding to local authorities over 4 years to 31st March 2021 to provide discounts to ratepayers in their area on a discretionary basis. Each authority has been allocated a share with which to design and implement a scheme to deliver targeted support to ratepayers.

Local Authority allocations can be found at:

[www.gov.uk/government/consultations/discretionary-business-rates-relief-scheme](http://www.gov.uk/government/consultations/discretionary-business-rates-relief-scheme)

This relief will be delivered through local authority discretionary discount powers (under section 47(3) of the Local Government Finance Act 1988). Further information can be obtained from Cannock Chase District Council.

## Retail Discount

At Autumn Budget 2018, the Government announced a one-third discount for eligible retail businesses with a rateable value of less than £51,000, up to state aid limits. This scheme will run for two years from April 2019. This discount will be applied to the bill after the application of any reliefs, excluding any local discounts.

The Government has issued guidance on the operation of the scheme, which can be found at: <https://www.gov.uk/government/publications/business-rates-retail-discount-guidance>

This relief will be delivered through local authority discretionary discount powers (under section 47(3) of the Local Government Finance Act 1988). Further information can be obtained from Cannock Chase District Council.

## Local Discounts

Local authorities have a general power to grant discretionary local discounts. Full details can be obtained from Cannock Chase District Council.

## State Aid

The award of discounts 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 Cannock Chase District Council immediately with details of the aid received.

## Hardship Relief

The local authority has discretion to give hardship relief in specific circumstances. Full details can be obtained from Cannock Chase District Council.

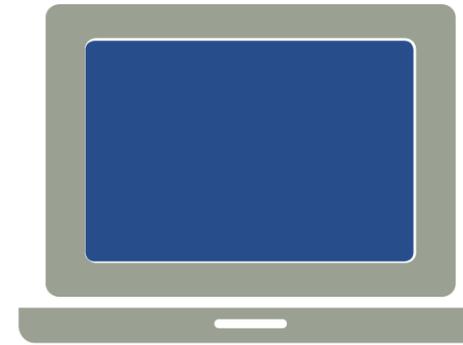
## Rating Advisers

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](http://www.rics.org)) and the Institute of Revenues, Rating and Valuation (IRRV - website [www.irrv.org.uk](http://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, you should check that they have the necessary knowledge and expertise, as well as appropriate indemnity insurance.

A hard copy is available on request by writing to **Cannock Chase District Council** or calling **01543 464282**

## 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.



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	144.73	830.82	50.49	144.37	1,170.41
B	168.85	969.29	58.90	168.44	1,365.48
C	192.97	1,107.76	67.32	192.50	1,560.55
D	217.09	1,246.23	75.73	216.56	1,755.61
E	265.33	1,523.17	92.56	264.68	2,145.74
F	313.57	1,800.11	109.39	312.81	2,535.88
G	361.82	2,077.05	126.22	360.93	2,926.02
H	434.18	2,492.46	151.46	433.12	3,511.22

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?

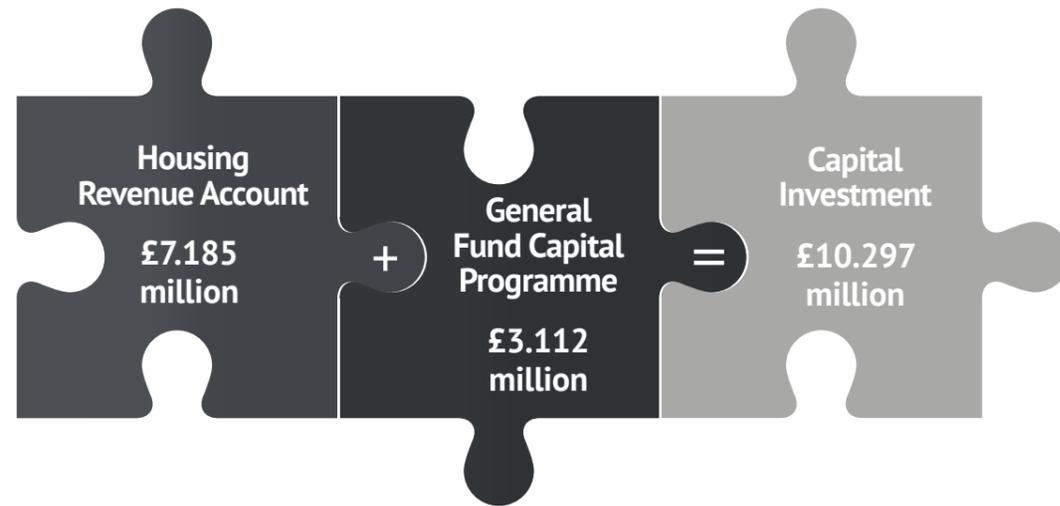


The Council's budget requirement for 2019/20 of £11.171 million is £620,000 more than in 2018/19. The adjacent table identifies the major reasons for this:

	£'000s
Inflation and price increases	304
Less: Efficiency savings	(111)
Changes in income	(104)
Other variations	531
<b>Increase in budget requirement</b>	<b>620</b>

## Capital Expenditure

In 2019/20 Cannock Chase Council will be spending approximately £10.297 million on capital investment, which is split £7.185 million on the Housing Revenue Account and £3.112 million on the General Fund Capital Programme.



Areas of investment in the Housing Capital Programme include developing former garage sites to provide additional council houses and 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 and disabled housing adaptations.

Areas of Investment on the General Fund Capital Programme include additional cemetery provision, replacement of vehicles 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 2019 is estimated to be £82 million.

## Staffing

Budgeted staffing for 2019/20 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	Full time equivalents 2018-19	Full time equivalents 2019-20
		£	£
General Fund		320.4	325.1
Housing Revenue Account		114.0	115.9
<b>Budget requirement</b>		<b>434.4</b>	<b>441.0</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 Town Council in line with the Local Government Finance 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?

2018-19	Parish	2019-20	Band D Equivalent
£		£	
62,969	Brereton and Ravenhill	62,969	32.15
7,000	Bridgtown	7,400	12.94
4,400	Brindley Heath	4,400	18.22
10,591	Cannock Wood	11,000	27.97
73,000	Heath Hayes and Wimblebury	75,000	18.64
84,933	Norton Canes	85,800	39.15
301,190	Rugeley	303,542	57.68
137,500	Hednesford	137,500	26.14

Rugeley Town Council Precept	Revenue Expenditure 2018-19	Revenue Expenditure 2019-20
	£	£
Administration	76,000	72,987
Charter Fair	20,500	20,000
Christmas	31,500	38,500
Council office	14,787	24,559
Elections	5,000	11,710
Grant aid	3,000	3,000
Other services	56,250	23,320
Public toilets	0	0
Rugeley Rose	160,835	146,779
<b>Total gross expenditure</b>	<b>367,872</b>	<b>340,855</b>
<b>Income</b>	<b>70,000</b>	<b>82,050</b>
<b>Total net expenditure</b>	<b>297,872</b>	<b>258,805</b>
<b>Total precept</b>	<b>301,190</b>	<b>303,542</b>

## The Environment Agency

### 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

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.

Parish	2018-19 £'000s £	2019-20 £'000s £
Gross expenditure	46,438	74,586
Levies raised	2,054	2,095
<b>Total Council Tax base</b>	<b>1,792</b>	<b>1,821</b>

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 total Local Levy raised has increased from £2,054,297 in 2018/2019 to £2,095,383 for 2019/2020.

### Statement concerning adult social care funding

The Secretary of State for Communities and Local Government has 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 is the option of an adult social care authority being able to charge a 'precept' on its council tax for financial years from the financial year beginning in 2016 without holding a referendum, to assist the authority in meeting expenditure on adult social care. Subject to the annual approval of the House of Commons, the Secretary of State intends to offer the option of charging this 'precept' at an appropriate level in each financial year up to and including the financial year 2019-20.

## Handy Contacts

Cannock Chase Council Contact Centre	01543 462621
Main fax	01543 462317
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 email	<a href="mailto:businessrates@cannockchasedc.gov.uk">businessrates@cannockchasedc.gov.uk</a>
Council Tax enquiries	01543 464285
Council Tax email	<a href="mailto:counciltax@cannockchasedc.gov.uk">counciltax@cannockchasedc.gov.uk</a>
Benefits section	01543 464292
Benefits section email	<a href="mailto:benefits@cannockchasedc.gov.uk">benefits@cannockchasedc.gov.uk</a>
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 Commissioner (Fire and Rescue)	Fire HQ, Stoke-on-Trent and Fire Staffordshire and Rescue, Pirehill, Stone, ST15 0BS <a href="http://www.staffordshirefire.gov.uk">www.staffordshirefire.gov.uk</a>
	08451 221155 In an Emergency Dial 999
Staffordshire Commissioner (Police and Crime)	Police Headquarters, PO Box 3167, Stafford, ST16 9JZ <a href="http://www.staffordshire.police.uk/">www.staffordshire.police.uk/</a>
	Police single non emergency number 101
	In an Emergency Dial 999
Staffordshire County Council	St Chad's Place, Stafford, ST16 2LR <a href="http://www.staffordshire.gov.uk">www.staffordshire.gov.uk</a> Main reception 0300 111 8000



**Chase Matters, our magazine for residents, was delivered through your door last year.**

**Find out what's happening in your area including local projects, events, activities and fun places to visit plus the latest news about the new McArthurGlen Designer Outlet Cannock.**

**The next edition will be published Summer 2019**

To check out our latest Chase Matters visit [www.cannockchasedc.gov.uk/chasematters](http://www.cannockchasedc.gov.uk/chasematters)

Look out for more information on our  **Facebook page - [www.facebook.com/cannockchasedc](http://www.facebook.com/cannockchasedc)**



If you don't receive Chase Matters through your door please let us know. You can also register to receive an electronic copy via email: [communications@cannockchasedc.gov.uk](mailto:communications@cannockchasedc.gov.uk)

 or write to: **Communications, Cannock Chase Council, Civic Centre, Beecroft Road, Cannock, Staffordshire WS11 1BG**



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