



ORDINARY MEETING OF THE COUNCIL WEDNESDAY 24TH SEPTEMBER 2014

Book 3 - 2014/2015

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David Marchant LLB (Hons) BSc (Hons) CEng FICE FCMI
Chief Executive

A **MEETING OF THE COUNCIL** of the Borough of Castle Point will be held in the Council Chamber, Council Offices, Kiln Road, Thundersley, on **WEDNESDAY, 24TH SEPTEMBER, 2014 at 7.30 p.m.**, and all Members of the Council, listed below, are hereby summoned to attend to transact the undermentioned business.

Councillors Mrs J.E.E.Govier (The Worshipful the Mayor), A.G.Sheldon, (Deputy Mayor), A.J .Acott, J. Anderson, L.J. Barrett, A.J.Bayley, D.A. Blackwell, P.M. Burch B.Campagna, S.Cole ,D.T. Cross, W.J.C. Dick, Mrs B. Egan, E. Egan, Mrs W. Goodwin, P.C. Greig, S.Hart , N.R. Harvey, R.C. Howard, J. Hudson,R.Hurrell, G.I. Isaacs, Mrs.J.King, N.E.Ladzrie,, P.J. May, B.A.Palmer, J.A.Payne, Mrs.J.Payne, A. Partridge, C.G. Riley, W.K.Sharp, T.F. Skipp, N.G. Smith, J.A. Stanley, M.J.A. Tucker, P.E.Varker, A.C.Walter, Mrs L. Wass, Mrs G. Watson N. Watson and B.S.Wood.

Chief Executive

AGENDA

PART I **(Business to be taken in public)**

Before commencing the business of the meeting, prayers will be offered by the Chaplain.

1. Apologies for absence

2. Members' Interests

Under this item with the permission of the Mayor Councillor Andrew Sheldon will make a personal statement to the Council.

3. Minutes

To receive the Minutes of the meeting of the Ordinary Council held on 23rd July 2014.

4. Mayor's Announcements

The Mayor will report at the meeting.

5. Presentation

Ken Wickham of Essex Crimestoppers Board is to make a presentation to Council.

6. Questions from members of the public of which Notice has been received

None have been received.

7. To deal with any business from the last Council Meeting

At the meeting of the Council on 23.7.2014 two notices of Motion were adjourned without discussion to enable Cabinet to consider whether it wished to report on the matter. Council Procedure Rule 13 Motions on Expenditure applied. The Cabinet meeting on the 20.8.2014 considered reports on the budget implications of the Motions. A report is attached.

8. Any explanations for urgent decisions taken by Cabinet

There are none.

9. Any references from the Policy and Scrutiny Committees/Regulatory Committees

There are none.

10. Consideration of recommendations from Cabinet:

To be dealt with under item 7 before.

11. Financial Results and Statement of Accounts 2013/14

Council is asked to consider the attached report.

12. Report from the Leader of the Council

The Leader is to report at the meeting.

13. Notices of Motion

See attached report.

14. Petitions submitted by Members of the Council of which Notice has been given

The Mayor wishes to present a petition opposing the closure of the Barclays Bank branch at Tarpots.



ORDINARY COUNCIL MINUTES

23RD JULY 2014

MINUTES of the Ordinary Meeting of the Council of the Borough of Castle Point held in the Council Chamber, Council Offices, Kiln Road, Thundersley on 23rd July 2014.

PRESENT:

Councillors Mrs J.E.E.Govier (The Worshipful the Mayor), A.G.Sheldon,(Deputy Mayor), A. Acott, J. Anderson, L.J.Barrett, A.J.Bayley, D.A. Blackwell, P.M. Burch B.Campagna, S.Cole ,D.T. Cross, W.J.C. Dick, Mrs B. Egan, E. Egan, P.C. Greig, S.Hart, R.C.Howard, J.Hudson,R.Hurrell, G.I. Isaacs Mrs.J.King, N.E.Ladzrie, P.J.May, B.A.Palmer, Mrs.J.Payne, A. Partridge, C.G. Riley, W.K.Sharp, T.F. Skipp, N.G. Smith, M.J.A. Tucker, P.E.Varker, A.C.Walter, Mrs L. Wass, Mrs G. Watson N. Watson and B.S.Wood

Apologies for absence were received from Councillors Mrs W. Goodwin, N.R. Harvey and J.A. Stanley.

15. MEMBERS' INTERESTS

Councillor Palmer declared a disclosable non pecuniary interest in respect of Minute 29 Notice of Motion as his wife was trustee of the Friends of Concorde Beach.

Councillor Sharp referred to his declaration of interest in the report at Minute 22 Consideration of Recommendations from the Cabinet: Draft New Local Plan – Task & Finish Group.

16. MINUTES

The Minutes of the meeting of the Ordinary Council held on 26th March 2014 and the Annual Meeting held on 4th June 2014 were taken as read and signed as a correct record. The Mayor signed the Minutes.

17. MAYOR'S ANNOUNCEMENTS

The Mayor on behalf of the Council expressed sorry and sympathy to all Castle Point residents suffering as a result of the severe floods which affected the Borough on Sunday 20th July 2014.

The Mayor made no other announcements other than to bring forward the following item for consideration.

18. REPORT ON MAJOR FLOOD INCIDENT – SUNDAY 20TH JULY 2014

The Mayor had agreed to consider this item as urgent business under Section 100B(4)(b) Local Government Act 1972 in order that the Council could be briefed on the major flood incident which affected the Borough on Sunday 20th July and subsequent action.

The Council received a report on the severe storm which had affected the Borough when in excess of 60mm of rain fell in a short time.

The worst areas of the Borough affected were on Canvey Island but property in Hadleigh was also affected. Some of the properties had been flooded by a similar incident in August 2013.

Efforts were currently in hand to establish the total number of properties affected but it was anticipated that this could exceed 200 in total.

The report before the Council described the action taken by the Emergency Services and other agencies including the Environment Agency, Anglian Water and Essex County Council. The Council's Emergency Team had continued to operate and manage the Council's response to the flooding.

Pinnacle PSG had been requested to redirect their resources to cleaning up the areas affected by flooding.

The Council was offering a free special collection service for any resident that wanted to dispose of goods damaged by the flood. Council Housing officers had visited the flood affected areas to ensure that any problems with council tenants were dealt with as soon as possible and the Council's maintenance contractor Kier and electrical contractor JP.Taylor were assisting with this work.

Further advice about whom and how to contact the emergency services had been updated on the front page of the Council's website.

High level discussions had already taken place with Essex Police, Environment Agency and ECC to assess the next steps once the immediate emergency response has subsided. Following discussions with the Leader and Cabinet Member for Flooding and Canvey Island a further multi agency meeting had been called by the Chief Executive and was to take place on 28.7.2014.

Rebecca Harris MP had been briefed during the event. The Leader of the Council reported to Council on the arrangements made through the efforts of Rebecca Harris MP for the Government's Chief Scientific Officer Sir Mark Walcott to investigate this flooding event. Members would be kept informed

Members spoke to describe their personal experiences of the event and its consequences. Members paid tribute to the actions of all those who had assisted the community during the event and its aftermath.

All Members were keen to see action being undertaken to ensure the necessary investment was made in the Borough to prevent the major inundation of property by flood water happening again.

Resolved – To note the report and the action being taken.

19 QUESTIONS FROM MEMBERS OF THE PUBLIC OF WHICH NOTICE HAD BEEN RECEIVED

There were none.

20. ANY EXPLANATIONS FOR URGENT DECISIONS TAKEN BY CABINET

There were none.

21. ANY REFERENCES FROM THE POLICY & SCRUTINY COMMITTEES /REGULATORY COMMITTEES

There were none.

22. CONSIDERATION OF RECOMMENDATIONS FROM THE CABINET: DRAFT NEW LOCAL PLAN – TASK & FINISH GROUP

At the beginning of consideration of this item, Councillor Hart made a personal statement withdrawing from membership of the Task & Finish Group. Councillor Isaacs was nominated to take up the place allocated to the Conservative Group. Council considered and discussed the report before Council.

At the Cabinet meeting on 18.6.2014, Cabinet agreed to refer both the nominations to the Draft Local Plan Task & Finish Group and appointment of the Chairman to Full Council.

Details of the nominations to the Task & Finish Group made at Cabinet were before the Council. The report before Council also contained Terms of Reference for the Task & Finish Group set out below.

A draft programme of work for the Task & Finish Group was attached to the report. The Task & Finish Group would be a formally constituted meeting of the Council and reflect the political balance of the Council. Members' attention was drawn in the report to the legal implications which rehearsed the personal risks for Councillors and the risk of legal challenge of the Council's decision on the draft new Local Plan if the Council failed to appoint a properly constituted Task & Finish Group.

**Draft New Local Plan
Consultation Responses Task & Finish Group
Terms of Reference**

Introduction

The Draft New Local Plan was issued for consultation from 24th January to 31st March 2014.

Responses to that consultation need to be considered by the Council to determine whether changes, if any, are required to the Draft New Local Plan.

Council has agreed that a Consultation Responses Task & Finish Group shall be established for this purpose.

Consultation Responses Task & Finish Group - Composition

The Chairman of the Task & Finish Group shall be appointed by Council.

It will comprise 10 Members of the Council selected to reflect the political balance of the Council.

No Member of the Council having a Disclosable Pecuniary Interest with respect to the New Local Plan shall participate in the Task & Finish Group or take part in any deliberations.

The Head of Regeneration and Neighbourhoods and/or his appointed officer(s) will attend to provide technical and expert advice.

The Head of Governance and/or her appointed officer(s) will prepare the agenda for all meetings and take minutes of any relevant discussions.

The Head of Regeneration and Neighbourhoods and the Head of Governance will prepare a written report of the Task & Finish Group's deliberations and final recommendations to Council on completion of the work of the Group

The Task and Finish Group is a properly constituted Sub-committee of the Council and normal Council Procedure Rules will apply.

Consultation Responses Task & Finish Group – Role

The Task & Finish Group will be provided with an agenda prepared for each meeting.

In reviewing the consultation responses it shall be guided by the vision and objectives in the Draft New Local Plan and all relevant policies contained in the Plan.

In reviewing the consultation responses it shall be also guided by the National Planning Policy Framework (and in particular the tests of soundness for a local plan) together with the national Planning Practice Guidance.

Its remit will be to ensure that appropriate consideration has been given to all the consultation responses to the Draft New Local Plan as received from all consultees.

It shall report the outcome of its considerations together with any recommendations for changes to the Draft New Local Plan which may be appropriate and supported with evidence to Council, which shall then decide on the Council's final response to the consultation.

It will not be necessary for the Task & Finish Group to reach a unanimous view, since differing views can be reported for final analysis by Council.

The Consultation Responses Task & Finish Group – other matters

The Task & Finish Group shall meet in the Council Offices at a time agreed with the Chairman.

The meetings of the Task & Finish Group and any agenda and minutes shall be made publicly available, and the Access to Information Rules shall apply. It is intended to web cast all meetings of the Task and Finish Group to enable residents to view the proceedings and to record all comments and discussions.

Resolved:

1. To appoint the Draft New Local Plan Task & Finish Group membership to comprise 10 Members (5 Conservative Group members Cllrs Dick, Isaacs, Ladzrie, Sheldon & Smith; 4 Canvey Island Independent Group members Cllrs Anderson, Blackwell, Tucker & N.Watson; 1UKIP member Cllr Varker)
2. To appoint Councillor Smith to be the Chairman of the Draft New Local Plan Task & Finish Group.
3. To approve the Terms of Reference of the Draft New Local Plan Task & Finish Group.
4. To note the draft work programme of the Draft New Local Plan Task & Finish Group.

23. LOCAL COUNCIL TAX SUPPORT SCHEME OPTIONS AND CONSULATION ARRANGEMENTS

Council considered options for consultation in relation to the 2015/16 Local Council Tax Support Scheme. These were set out in paragraph 5.5 of the report and included:

- a) Working age residents can currently receive support with up to 70% of their Council Tax liability. Should this % be reduced so that they receive less support and are required to pay more themselves? Yes/No.
- b) If you answered 'Yes' to question 'a', how much should the % of support be reduced to? 68%, 65%, 63%, 60%.
- c) Support is currently calculated on Band D for any working age residents who live in a property of Council Tax Band E, F, G, or H. Should this be reduced so that those living in a property with a Band of D, E, F, G, or H, would have their support calculated on Council Tax Band C? Yes/No.
- d) The length of time someone has resided in the borough is not currently a factor in entitlement for support. Should the scheme include a residency rule so that people who have not been resident in the borough for a certain period of time are not entitled to support? Yes/No.
- e) If you answered 'Yes' to question 'd', how long should a person be resident to qualify for support? 1 year, 3 years, 5 years, 7 years.
- f) Should people who can't work due to sickness or disability be protected from all of these proposed changes to the scheme? Yes/No.
- g) Should people who can't work because they provide care for a sick or disabled relative be protected from all of these proposed changes to the scheme? Yes/No.

Council also considered the financial implications associated with the scheme detailed in the report.

Resolved:

1. To note the financial implications included in section 8 and the scheme models at Appendix B of the report and

2. To approve the elements set out in paragraph 5.5 of the report for consultation.

24. CORPORATE PLAN

The Corporate Plan was an important document for the Council setting out the strategic direction for the organisation as well as how the Council would achieve its aims and priorities through appropriate action planning.

The Council had adopted a five year Corporate Plan back in 2007 which had been refreshed annually. The plan came to the end of its useful life in 2012 and had been subject to further development during 2013 following a Cabinet decision to re-develop a new Corporate Plan.

The draft Corporate Plan had been subject to detailed consideration by Councillors through the Policy and Scrutiny process and had been subject to wide consultation.

The results of the consultation had resulted in the development of four proposed new aims as well as medium term targets and annual objectives. The four new aims, known under the acronym 'PETE' were to replace the current priorities known under the acronym of 'ERIC' and were based on analysis of the issues facing the Borough as well as the results of the consultation. They were:

- Public Health & Wellbeing**
- Environment**
- Transforming our Community**
- Efficient and Effective Customer Focussed services**

Cabinet had approved the draft Corporate Plan for submission to Council for approval. Discussion took place on the plan a copy of which was before all Councillors.

Resolved –

To approve and adopt the Castle Point Borough Council Corporate Business Plan 2014-2017 'Turning Opportunity into Reality.'

25. REPORT OF THE LEADER OF THE COUNCIL

The Leader of the Council updated Council on pledges made by him on his appointment at the Annual Council. The Leader was meeting with the Chief Executive and senior officers to understand the challenges facing the Council. The new Local Plan Task and Finish Group had now been established. Work was in progress to develop the five new community forums. The Health and Wellbeing Policy and Scrutiny Committee was to commence work on responding to consultation on the delivery of primary health care in Castle Point and obesity.

The Leader was also meeting with the leaders of Essex County Council and neighbouring Councils to develop relationships.

The Leader reaffirmed his wish to be open and transparent and to work with Leaders of the two other political groups on the Council.

26. NOTICES OF MOTION

This notice of Motion was brought forward by the Mayor for consideration as the Motion had cross party support and the Chairman of Scrutiny was already in discussion with officers as to how to progress a review of the Constitution.

Councillor Hart had given notice of the following:

‘That the Constitution of Castle Point Borough Council be referred to the Overview and Scrutiny of Castle Point Borough Council for it to be scrutinised by the Councillors of that Committee’

The Motion was Moved and Seconded .A vote took place which was CARRIED and RESOLVED accordingly.

27. NOTICES OF MOTION

Councillor Blackwell had given notice of the following:

‘Canvey Independent Party calls upon this administration to help local businesses at the Furtherwick Road Shopping Centre by abolishing the Oak Road car park charges.’

The Motion was Moved, Seconded and ADJOURNED without debate to enable Cabinet to consider whether it wished to report on the matter Council Procedure Rule 13 Motions on Expenditure applied.

28. NOTICES OF MOTION

Councillor Anderson had given notice of the following:

‘We, the Canvey Island Independent Party Councillors would propose that this Council put back into working order the running track behind Waterside Farm, for the benefit of all residents and running clubs, in Castle Point. This would enable the Council to make good its promise to put in place facilities to help our residents keep fit in order to raise the health and Wellbeing in the Borough

The Motion was Moved, Seconded and ADJOURNED without debate to enable Cabinet to consider whether it wished to report on the matter Council Procedure Rule 13 Motions on Expenditure applied.

Arising from a Point of Order o under this item the Council congratulated Jessica Judd on her selection to represent England at the Commonwealth Games and wished her good luck.

29. NOTICES OF MOTION

Councillor Watson had given notice of the following:

Regarding the New Tidal Pool on Canvey Sea Fronts Concorde Beach in South Ward.

'We the Canvey Independent Party call upon Castle Point Borough Council to complete the long overdue works to make the new Tidal Pool safe.

The previous concreting of the pool bed has already been identified as unsafe and Cabinet has already agreed the funds needed to rectify it, 18 months on why has nothing been done.

The Motion was MOVED and Seconded by Councillor Campagna. Debate took place during which Members were informed of arrangements to complete the works in October. At the conclusion a vote was taken which was CARRIED and RESOLVED accordingly.

30. NOTICES OF MOTION

Councillor Mrs. Grace Watson had given notice of the following:

'We the Canvey Independent Party call upon Castle Point Borough Council to write to Essex County Council and bring the case for Castle Point to have its Street lights turned back on after 12am thus taking away our residents fear and actual crime'

The Motion was MOVED and Seconded by Councillor Neville Watson. Debate took place during which an amendment was MOVED and Seconded

'That Castle Point Borough Council writes to Essex County Council and brings the case for Castle Point to have its Street lights turned back on after 12am thus taking away our residents fear and actual crime'

The Proposer and Seconder accepted the amendment which became the substantive Motion on which debate took place. At the conclusion a vote was taken which was CARRIED and RESOLVED accordingly.

31. NOTICES OF MOTION

Councillor Neville Watson had given notice of the following:

'We the Canvey Independent Party request to have it explained to us why there is a delay, in the setting up of the Task and Finish Group tasked to evaluate the consultation responses emanating from the Draft New Local Plan.

It is not unreasonable to suggest that the monitoring officer's judgement should be supported by this Chamber with regard to the suitability of those members on this committee '

The Notice of Motion was withdrawn as the appointment of the Draft New Local Plan Task & Finish Group had been dealt with under Minute 22.

32. PETITIONS SUBMITTED BY MEMBERS OF THE COUNCIL OF WHICH NOTICE HAS BEEN GIVEN

There were none.

Mayor

ORDINARY COUNCIL

24th September 2014

Subject: Any Business from the Last Council Meeting – Notice of Motion: Athletics Track Waterside Farm

1. Purpose of Report

To present to Council the report and recommendations of the Cabinet on the Motion adjourned from the Ordinary Council meeting on 23.7.2014.

2. Links to Council's priorities and objectives

**Public Health and Well Being
Environment
Efficient and Effective Customer Focused Services.**

3. Recommendations

That the Motion is considered in the light of the following recommendations of Cabinet:

- 1. To note the data surrounding athletics provision, needs analysis and cost and**
- 2. That the works already carried out on the running track are satisfactory for the needs of the Borough and that the track will continue to be monitored.**

4. Background

At the Ordinary Council meeting the following Motion was adjourned without debate to enable Cabinet to consider whether it wished to report on the matter. Council Procedure Rule 13 Motions on Expenditure applied.

"We, the Canvey Island Independent Party Councillors would propose that this Council put back into working order the running track behind Waterside Farm, for the benefit of all residents and running clubs, in Castle Point. This would enable the Council to make good its promise to put in place facilities to help residents keep fit in order to raise the health and well being in the Borough".

5. Proposals

The Cabinet meeting on 20.8.2014 considered a report a copy of which is attached for Council's consideration.

The Cabinet considered data surrounding athletics provision, needs analysis and costs regarding the athletics track at Waterside Farm Leisure Centre.

Cabinet noted that work had already been carried out to ensure that the track was available for informal use by the community for training purposes and this would continue.

The data concerning athletics provision, needs analysis and costs did not support the provision of an up to date facility.

Cabinet recommended to Council

1. To note the data surrounding athletics provision, needs analysis and cost and
2. That the works already carried out on the running track are satisfactory for the needs of the Borough and that the track will continue to be monitored.

6. Corporate Implications

(a) Financial Implications

See the Cabinet report

(b) Legal Implications

See the Cabinet report

(c) Human Resources and Equality Implications

See the Cabinet report

(d) IT and Asset Management Implications

See the Cabinet report

7. Timescale for implementation and Risk Factors

See the Cabinet report

8. Background Papers

Report item 5(b) Cabinet 20.8.2014

Report Author:

Ann Horgan – Head of Governance

CABINET

20th August 2014

Subject: Athletics Provision Needs Analysis

Cabinet Member: Councillor Skipp - Environment and Leisure

1. Purpose of Report

To consider the Motion put to Council on 23rd July 2014 requesting the Council to put back into working order the running track behind Waterside Farm.

To inform Cabinet of the data surrounding athletics provision, needs analysis and costs regarding the athletics track at Waterside Farm Leisure Centre.

2. Links to Council Priorities and Objectives

Public Health and Well Being

Environment

Efficient and Effective Customer Focused Services.

3. Recommendations

- That the Cabinet note the data surrounding athletics provision, needs analysis and cost; and
- That Cabinet decides if it wishes to report on the matter to Council.

4. Background

The Motion put to Council was that "We, the Canvey Island Independent Party Councillors would propose that this Council put back into working order the running track behind Waterside Farm, for the benefit of all residents and running clubs, in Castle Point. This would enable the Council to make good its

promise to put in place facilities to help residents keep fit in order to raise the health and well being in the Borough”.

Waterside Farm Leisure Centre was built in the 1970's. The original construction included an athletics area. The area has had areas such as the hammer throw and high jump areas removed for safety; however the track remains in place at Waterside.

This area is not currently an operational asset but some residents do access the track to train. Some basic remedial works have recently been undertaken to ensure that the track is safe for this informal use at a cost of £2,500.

There are no accurate records detailing when the track was last hired out as a 'useable' facility. From recollections of current staff we can go back approximately 12 years and know that the facility was not in operational use.

The development of a Leisure and Recreation Strategy is currently underway. The provision and need for leisure provision, including athletics facilities, is being considered as part of the development of the strategy.

5. Athletics needs analysis

Sport England Data

Sport England's market segmentation tool provides data on numbers currently participating in athletics and those who currently participate.

Nationally

Nationally 5% of adults participate in Athletics.

Castle Point

The data tells us that those who participate in Athletics in Castle Point currently ranges from 2.1% in some areas to somewhere between 5.1% and 10% in others.

2.1% – 5.5% of people in Castle Point indicated that they would like the opportunity to participate in Athletics.

Age range

The Sport England market segmentation data additionally tells us the profiles of those participating in athletics or wanting to.

Athletics predominantly appeals to those in the 18 – 55 age bracket. In the main it is males between 26 and 45 with a 13% take up.

Castle Point has an increasingly elderly population and participation in Athletics and desire to participate in athletics in those over 55 falls to an average of 1% of the local population.

Distance to facilities

Sport England advise that for most strategic facilities such as swimming pools, sports halls and athletics tracks a 20 minute drive time figure is a general principle for assessing adequate accessibility.

There are athletics facilities in neighbouring authorities at Basildon Sporting Village and Southend Leisure and Tennis Centre.

England Athletics

Waterside Athletics track has not been certified by the England Athletics Association for some years. It is therefore not a 'recognised' athletics track for the purposes of ascertaining the level of provision locally and would not feature in any athletic track calculations.

From their assessment of athletics track provision, which did not include Waterside Farm, England Athletics have stated that they do not feel any more athletics tracks are needed.

5. Corporate Implications

(a) Financial Implications

General Financial Statement:

The Medium Term Financial Forecast presented to Council in February 2014, indicates a significant funding gap in each financial year from 2015/16 which the Council must address in order to maintain existing service levels.

The Council is already effectively committed beyond its means in future years i.e. spending funds it does not have, and will need to identify reductions to existing services.

The position with regard to Council reserves is also serious. Whilst at the current time reserves appear healthy, there are very real and significant financial risks which may or may not materialise in future years, particularly around planning appeals and associated legal costs. These risks, coupled with the projected budget gap, will result in a complete depletion of general reserves within the next four financial years.

A programme of work is currently underway which it is hoped will contribute towards closing the funding gap. However, until each financial year is balanced, the Council should not enter into new and ongoing financial commitments, nor should it take any actions resulting in a significant ongoing reduction in any income streams.

Specific Cost Implications:

Indicative facilities costs for the development of community sports facilities are available on the Sport England website. The rounded costs provided are based on typical schemes funded through the Lottery and CAD layouts developed in accordance with Sport England design guidance notes. The indicative costs are as at 4th quarter 2013. There is an assumption of a 2-3% rise by December 2014.

Athletics track:

6 lane sports lighting, 110 straight both sides, grass infield, artificial throws, jumps and end fans: Cost: £1,150,000

8 lane sports lighting, 110 straight both sides, grass infield, artificial throws, jumps and end fans: Cost: £1,250,000

In addition to the initial capital outlay there would be ongoing maintenance and operational costs.

Whilst potentially external funding could be sought in order to progress the provision of a new facility, it is likely that the Council would need to make a significant contribution towards the cost of the project as it would be unrealistic to expect the project to be entirely grant funded. However given the lack of an identified need for the facility the chance of a successful grant application is slim.

(b) Legal Implications

None associated with this report.

(c) Human Resources and Equality Implications

None associated with this report.

Report Author: Diane Logue, Community Services and Corporate Support Manager

Background Papers:

Sport England market segmentation
Sport England facility cost calculator
Castle Point Local Sports Profile

ORDINARY COUNCIL

24th September 2014

Subject: Any Business from the Last Council Meeting – Notice of Motion: Abolition of Parking Charges Oak Road Car Park

1. Purpose of Report

To present to Council the report and recommendations of the Cabinet on the Motion adjourned from the Ordinary Council meeting on 23.7.2014

2. Links to Council's priorities and objectives

**Public Health and Well Being
Environment
Efficient and Effective Customer Focused Services.**

3. Recommendations

That the Motion is considered in the light of the following recommendations of Cabinet:

4. Background

At the Ordinary Council meeting the following Motion was adjourned without debate to enable Cabinet to consider whether it wishes to report on the matter. Council Procedure Rule 13 Motions on Expenditure applied.

"The Canvey Independent Party calls upon this administration to help local businesses at the Furtherwick Road Shopping Centre by abolishing the Oak Road car park charges".

5. Proposals

The Cabinet meeting on 20.8.2014 considered a report a copy of which is attached for Council's consideration.

Parking charges were introduced following a comprehensive review of Council operated car parks by the Policy and Scrutiny Committee (formerly the Policy Development Committee) and endorsement of the new charges and waiting restrictions by Cabinet.

To ensure that car parks were used for their intended purpose and to ensure a consistent charging regime was in place across the Borough, three hour waiting restrictions apply (no return within two hours) in all short stay town centre car parks along with a charge of 40p for up to 1 hour, 80p up to 2 hours and £1.50 for up to 3 hours parking between specified times during weekdays. Parking at weekends is free.

Free off street car parking provision remained in each of the main shopping areas, i.e. Hadleigh (Homestead), Thundersley (Hart Road), Benfleet (Richmond Avenue) and Canvey (The Paddocks).

It was agreed that £240k of reserves would be used in order to avoid any delay in starting the much needed refurbishment programme. The long standing drainage issues at Oak Road car park had been resolved and both Oak Road and Richmond Hall car park had been resurfaced, at a cost of £143K. Phase 2 of the car parks improvement programme would commence shortly.

Cabinet was mindful that the upgrading of the chargeable car parks and increased maintenance budgets were agreed on the basis that these would be funded in the longer term by the additional income secured through the introduction of the new charges.

The impact of the new charges had been closely monitored and to date there had been no significant problems as a consequence of displacement parking.

Cabinet noted that there was a charge for the car park in Canvey Town Centre operated by the Knightswick Centre.

Cabinet recommended to Council:

To note the contents of this report and that no change should be made to the charges structure for this car park.

6. Corporate Implications

(a) Financial Implications

See the Cabinet report

(b) Legal Implications

See the Cabinet report

(c) Human Resources and Equality Implications

See the Cabinet report

(d) IT and Asset Management Implications

See the Cabinet report

7. Timescale for implementation and Risk Factors

See the Cabinet report

8. Background Papers

Report item 6(a) Cabinet 20.8.2014

Report Author:

Ann Horgan – Head of Governance

CABINET

20th August 2014

Subject: Motion to Council – Oak Road Car Parking Charges

Cabinet Member: Councillor Skipp – Environment and Street Scene

1. Purpose of Report

To consider the Motion put to Council on 23rd July 2014 requesting the abolition of car parking charges at the Oak Road car park.

2. Links to Council's Priorities and Objectives

Environment & Efficient and Effective Customer Focussed Services

3. Recommendations

It is recommended that Cabinet notes the content of this report and decides if it wishes to report on the matter.

4. Background

- 4.1 The Motion put to Council was that "The Canvey Independent Party calls upon this administration to help local businesses at the Furtherwick Road Shopping Centre by abolishing the Oak Road car park charges".
- 4.2 The Motion was adjourned without debate to the next Council meeting to enable Cabinet to consider whether it wishes to report on the matter. Council Procedure Rule 13 Motions on Expenditure applies.
- 4.3 Charges were introduced following a comprehensive review of Council operated car parks by the Policy and Scrutiny Committee (formerly the Policy Development Committee) and endorsement of the new charges and waiting restrictions by Cabinet.
- 4.4 The key issues and challenges which were identified during the review were:

- Lack of off-street parking policy to steer provision and management of off-street parking facilities
- Ad hoc/reactive management/maintenance and deteriorating condition of car parks with resultant need to upgrade car parking facilities
- Inconsistent charging policy across the Borough
- Off-street car parks need to support local businesses/issues with long term parking
- General acceptance that it is reasonable to charge for parking
- Shortcomings of the Council's existing Off- Street Traffic Regulation Order in terms of car park usage.

4.5 Having acknowledged the key issues facing the Service, the following service objectives were endorsed by Cabinet:

- Ensure the provision of well maintained and safe off-street parking facilities through improved asset management arrangements;
- Ensure a consistent charging regime is in place which is affordable and fair;
- Support local businesses by ensuring that Council operated car parks are being used for their intended purpose;
- Ensure suitable conditions are in place to control usage of Council operated car parks;
- Realise maximum benefit from the Council's car parking assets and to recognise their potential for development as brown field sites;
- Ease traffic congestion by ensuring that off-street parking provision and controls align with on- street parking availability and controls;
- Provide effective and targeted parking enforcement; and
- Effectively promote Council operated car parking provision in the borough.

4.6 Five key types of car parks based on intended usage were identified. Namely these are;

- Town Centre Short Stay
- Long Stay
- Seasonal
- Commuter
- Council Facility

4.7 Each of the Council operated car parking facilities has been placed in one of these categories and Cabinet has endorsed the principle that there should be a consistent management approach to each of these car park types, as far as is practicable.

4.8 Following extensive consultation Cabinet resolved to proceed with the making of The Borough Council of Castle Point (Off Street Parking Places) (General) Order 2013.

4.9 This Order and the new charges became effective from 1 February 2014.

4.10 To ensure that car parks are used for their intended purpose and to ensure a consistent charging regime is in place across the borough, three hour waiting

restrictions apply (no return within two hours) in all short stay town centre car parks along with a charge of 40p for up to 1 hour, 80p up to 2 hours and £1.50 for up to 3 hours parking between specified times during weekdays. Parking at weekends is free.

- 4.11 Free off street car parking provision remains in each of the main shopping areas, i.e. Hadleigh (Homestead), Thundersley (Hart Road), Benfleet (Richmond Avenue) and Canvey (The Paddocks).
- 4.12 It was agreed that £240k of reserves would be used in order to avoid any delay in starting the much needed refurbishment programme. The long standing drainage issues at Oak Road car park have been resolved and both Oak Road and Richmond Hall car park have been resurfaced, at a cost of £143K. Phase 2 of the car parks improvement programme will commence shortly.
- 4.13 The upgrading of the chargeable car parks and increased maintenance budgets were agreed on the basis that these would be funded in the longer term by the additional income secured through the introduction of the new charges.
- 4.14 It should be noted that there is also a car park in Canvey Town Centre operated by the Knightswick Centre and there is a charge for the use of this car park.
- 4.15 The impact of the new charges have been closely monitored and to date there have been no significant problems as a consequence of displacement parking.

5. Corporate Implications

(a) Financial Implications

General Financial Statement:

The Medium Term Financial Forecast presented to Council in February 2014, indicates a significant funding gap in each financial year from 2015/16 which the Council must address in order to maintain existing service levels.

The Council is already effectively committed beyond its means in future years i.e. spending funds it does not have, and will need to identify reductions to existing services.

The position with regard to Council reserves is also serious. Whilst at the current time reserves appear healthy, there are very real and significant financial risks which may or may not materialise in future years, particularly around planning appeals and associated legal costs. These risks, coupled with the projected budget gap, will result in a complete depletion of general reserves within the next four financial years.

A programme of work is currently underway which it is hoped will contribute towards closing the funding gap. However, until each financial year is balanced, the Council should not enter into new and ongoing financial commitments, nor should it take any actions resulting in a significant ongoing reduction in any income streams.

Specific Financial Implications:

Income from each of the town centre car parks has been consistent since the introduction of the new charges with Oak Road averaging £300 per week, Richmond Hall averaging £450 per week Rectory Road £1,050 per week.

In order to adhere to our stated objective to have a consistent charging regime in place for short stay town centre car parks, if charges were suspended at Oak Road then they would also need to be suspended in Rectory Road and Richmond Hall car parks too.

Cessation of charges at all three car parks would result in an annual reduction in budgeted income of approximately £100,000. There would only be a small saving in expenditure budgets for cash collection costs and similar. The Service Level Agreement with Chelmsford City Council for off-street enforcement would need to be renegotiated to reduce the amount of enforcement hours performed at off-street car parks.

(b) Legal Implications

The Council could if it so determined suspend the charges without having to make an amendment to the Order.

(c) Human Resources and Equality Implications

(d) Human Resources

None associated with this report.

(e) Equality Implications

Blue badge holders can park for free provided they do not exceed the three hour waiting restriction at each of the town centre car parks.

To be equitable, charges at each of the town centre car parks should be consistent across the whole of the borough.

6. Timescale for implementation and Risk Factors

Not applicable.

Background Papers

Information packs and presentations to EPDG on 18 October 2011, 14 December 2011, 26 January 2012 and 20 March 2012.

Cabinet report - 21 March 2012.

Report and information pack to Environment Policy & Scrutiny Committee on 22 October 2012

Presentation and information pack provided to Environment Policy & Scrutiny Committee on 22 January 2013.

Cabinet report – 20 February 2013

Cabinet report – 23 July 2013

Report Author: Trudie Bragg, Head of Environment

ORDINARY COUNCIL

24th September 2014

Subject: Financial Results and Statement of Accounts for 2013/14

Cabinet Member: Councillor Stanley – Resources and Performance

Note for Members: it is requested that any questions on the Statement of Accounts are submitted in advance of the meeting in order to ensure that replies are available at the meeting. Please submit questions to Chris Mills – Head of Resources.

1 Purpose of Report

1.1 This report submits the financial out-turn results and audited Statement of Accounts for 2013/14, for approval by Council.

1.2 This report has the following four sections:

- **Annexe A** - A summary of 2013/14 financial results for the Council's three main funds: the General Fund, the Housing Revenue Account and the Capital Programme, including details of unspent budgets carried forward to 2014/15 and comments on budget variances. The Annexe is split into 5 separate sections.
- **Annexe B** - Supporting information for the benefit of Members including explanations of changes to the financial statements and an analysis of figures and disclosures presented in the accounts. It is recommended that this annexe is considered alongside the full Statement of Accounts to aid interpretation.
- **Summary Accounts 2013/14** - Presenting highlight information taken from the full Statement of Accounts.
- **Statement of Accounts 2013/14** - The full statutory audited Accounts.

2 Links to Council's priorities and objectives

The scrutiny and approval of the financial results and the Council's Statement of Accounts is linked to the Council's objective of Improving the Council through sound financial management.

3 Recommendations:

That following scrutiny:

1. The financial results for 2013/14 and explanations of budget variances and significant items are noted.
2. The audited Statement of Accounts is formally approved.

Resolution required.

4 Background

- 4.1 Under the Accounts and Audit Regulations 2011, the Council has a duty to approve and publish an Annual Statement of Accounts within statutory timescales. The regulations require that:
- The un-audited Statement of Accounts is signed by the Council's responsible financial officer by 30 June to certify that the accounts give a true and fair value of the Council's financial position and financial performance, and
 - Subsequent to the independent audit by the Council's external auditors, BDO LLP, the accounts are re-certified by the responsible financial officer, approved by Council Members by way of resolution at a meeting, and then published. Approval and publication are required by the 30 September.
- 4.2 The Statement of Accounts must be prepared in accordance with International Financial Reporting Standards (IFRS) and proper accounting requirements, as set out in the Code of Practice on Local Authority Accounting in the United Kingdom 2013/14, and the associated Guidance notes for Practitioners, both published by the Chartered Institute of Public Finance and Accountancy (CIPFA).
- 4.3 There is a statutory change to accounting policies impacting on the 2013/14 accounts relating to the accounting and disclosure requirements for post – employment benefits, i.e. pension costs. Adoption of this change required the Council to restate relevant amounts for 2012/13 from those published last year. Full details can be found on pages 46 and 47 of the accounts. The Accounts also reflect the implementation of the new Business Rates Retention Scheme and Local Council Tax Support Scheme arrangements on 1st April 2013. Prior year entries were not required to be restated for these changes.

5 Public inspection, audit and publication of the Statement of Accounts

- 5.1 The Statement of Accounts was audited by the Council's external auditors, BDO LLP, during July and August 2014. There were also rights of public inspection of the accounts and relevant supporting documents during the period 30 June to 25 July 2014. Subsequent to formal approval at this meeting, the Statement of Accounts will be published by the 30 September 2014 on the Council's website.

6 Scrutiny of the Statement of Accounts

- 6.1 The Statement of Accounts is an important document, therefore it is equally important to ensure that it is subject to a robust process of scrutiny and discussion prior to approval. It is recognised that the accounts and supporting notes are lengthy and complex and therefore to assist Council Members in fulfilling the process of scrutiny, Officers have produced additional guidance, as follows:
- Annexe A to this report provides Members with a high level interpretation of the accounts including explanations of account variances.
 - Annexe B to this report sets out the purpose of each of the key financial statements and provides an analysis of figures, changes and movements between years.
 - A separate report to Audit Committee in June 2014 and Cabinet in July 2014 summarised the Council's Treasury Management activity for 2013/14.

7 Corporate Implications

a Legal implications

The legal requirements relating to the Statement of Accounts are set out at 4 and 5 above. The Council's Financial Procedure Rules reserve approval of the Statement of Accounts to full Council.

b Financial implications

Prompt closure of the accounts gives the major advantage of knowing last year's out-turn at an early stage in the new financial year, usually around late May to mid June. It is most important that the General Fund underspend achieved in 2013/14 is considered in relation to the Financial Planning Strategy and Medium Term Financial Forecast. The same requirement applies to the Housing Revenue Account underspend, in relation to the long term HRA business plan.

c Human resource and equality implications

No new implications.

d Timescale for implementation and risk factors

The timescale for approval and publication of the Statement of Accounts is summarised as follows:

- June 2014 – Un-audited Statement of Accounts signed and certified by the Head of Resources.
- July to August 2014 – BDO LLP external audit of the Statement of Accounts performed.
- September 2014 – Audited Statement of Accounts re-certified by the Head of Resources.
- 24 September 2014 – Audited Statement of Accounts approved by Council.
- By 30 September 2014 – Audited Statement of Accounts published.

8 Conclusion

The overall financial results for 2013/14 generally indicate sound budgeting and good budgetary control.

The audited Statement of Accounts is commended to Members.

Report Author: Ian Stapleton, Financial Services Manager

Background Papers:

CIPFA: Code of Practice on Local Authority Accounting in the United Kingdom 2013/14, and associated Guidance Notes.

2013/14 Summary financial results

1 Overview

1.1 Annexe A provides a summary of the 2013/14 financial results for the Council's three main funds: the General Fund, the Housing Revenue Account and the Capital Programme.

1.2 The annexe has the following sections:

Section 1 A summary of the year end position for each main Fund.

Section 2 A summary of budgets approved by the Head of Resources for carry forward into the 2014/15 financial year or transfer into earmarked reserves.

Section 3 Variances on the General Fund in excess of £10k, including comments on the variances.

Section 4 Variances on the Housing Revenue Account in excess of £10k, including comments on the variances.

Section 5 Variances on the Capital Expenditure programme in excess of £10k, including comments on the variances.

2 General Fund (GF)

2.1 The General Fund Revenue Account is the account that is charged with all expenditure incurred on delivering the Council's services or meeting its day to day expenses, except those relating to the Housing Revenue Account (as described below), and credited with income generated through those services. The net of this expenditure and income is funded by grants and contributions from Central Government and from Council Tax collected from residents

2.2 The final year end position on the General Fund after unspent budgets approved to be carried forward was an underspend of **£5k**. The balance on the main General Fund reserve at 31 March 2014 was **£3.8m**. Any allocation of reserves above the recommended minimum level of **£2.4m** must be considered in the context of the Financial Planning Strategy and Medium Term Financial Forecast.

2.3 Annexe A Section 3 shows General Fund variances in excess of plus or minus £10k after approval of budgets transferred into earmarked reserves or carried forward into the 2014/15 financial year, including comments on the variances.

3 Housing Revenue Account (HRA)

3.1 The Housing Revenue Account (HRA) records the income and expenditure relating to the Council's stock of dwellings and garages. Income received from tenants of these properties is receipted into the HRA. The Council is required to maintain the HRA as a separate account, distinct from the General Fund.

- 3.2 The final year end position on the HRA after unspent budgets approved to be carried forward was an underspend of **£713k**. The balance on the main HRA reserve at 31 March 2014 was **£2.4m**. Any allocation of reserves above the recommended minimum level of **£467k** must be considered in the context of the long term HRA business plan.
- 3.3 Annexe A Section 4 shows HRA variances in excess of plus or minus £10k after approval of budgets carried forward into the 2014/15 financial year, including comments on the variances.

4 Capital Programme

- 4.1 The Capital Programme records the acquisition or enhancement of non-current (long term) assets, which are assets with a usable life of greater than 1 year, such as property, land, vehicles and equipment. The programme covers non-current assets relating to both the General Fund and Housing Revenue Account.
- 4.2 The final year end position on the Capital Programme after unspent budgets approved to be carried forward was an overspend of **£74k** on General Fund expenditure and an underspend of **£553k** on HRA expenditure.
- 4.3 Annexe A Section 5 shows variances in excess of plus or minus £10k after approval of budgets carried forward into the 2014/15 financial year, including comments on the variances.

Summary financial results statement 2013/14

| General Fund (GF) revenue expenditure | £ | |
|---|----------------|------------|
| Actual net expenditure | (609,492) | |
| Budget carried forward to 2014/15 (Annexe A section 2) | 1,218,700 | |
| Budget transferred to earmarked reserves (Annexe A section 2) | 303,000 | |
| Other transfers to / (from) earmarked reserves | (1,730,200) | |
| Net total | (817,992) | |
| Revised budget (surplus) / deficit | (813,225) | |
| Final variance | (4,767) | Underspend |
| Variance as a percentage of the gross General Fund budget (£117.3m) | 0.00% | |

| Housing Revenue Account (HRA) expenditure | £ | |
|---|------------------|------------|
| Actual net expenditure | (1,447,510) | |
| Budget carried forward to 2014/15 (Annexe A section 2) | 0 | |
| Other transfers to / (from) earmarked reserves | 778,000 | |
| Net total | (669,510) | |
| Revised budget (surplus) / deficit | 43,900 | |
| Final variance | (713,410) | Underspend |
| Variance as a percentage of the gross HRA budget (£14.3m) | -4.99% | |
| The majority of the variance here relates to a reduced contribution from HRA revenue to fund capital expenditure due to the HRA capital underspend shown below. | | |

| Capital Expenditure Programme - GF | £ | |
|--|---------------|-----------|
| Actual gross expenditure | 3,374,875 | |
| Budget carried forward to 2014/15 (Annexe A section 2) | 582,000 | |
| Gross total | 3,956,875 | |
| Revised gross budget | 3,882,400 | |
| Final variance | 74,475 | Overspend |
| Variance as a percentage of the GF Capital Programme budget | 1.92% | |
| £75k of ICT revenue expenditure was reclassified as capital expenditure at the end of the financial year, which has resulted in the overspend reported above. However this has been funded by a contribution from revenue. | | |

| Capital Expenditure Programme - HRA | £ | |
|--|------------------|------------|
| Actual gross expenditure | 2,231,405 | |
| Budget carried forward to 2014/15 (Annexe A section 2) | 0 | |
| Gross total | 2,231,405 | |
| Revised gross budget | 2,785,000 | |
| Final variance | (553,595) | Underspend |
| Variance as a percentage of the HRA Capital Programme budget | -19.88% | |

Budgets carried forward to 2014/15

In accordance with the Council's Financial Regulations, the following budgets have been approved by the Head of Resources for carry forward into 2014/15 or transfer into earmarked reserves.

| | £ |
|---|-------------------------|
| General Fund | |
| Central and Corporate Services | |
| 1 Audit and Investigations Unit | 8,500 |
| 2 Democratic Services and Elections | 20,700 |
| 3 Other Corporate Costs | 37,000 |
| | <u>66,200</u> |
| Communities and Housing | |
| 4 Homelessness & Housing Advice | 26,000 |
| 5 Revenue Services, Benefits, Tax Collection and Concessionary Travel | 206,000 |
| | <u>232,000</u> |
| Environment | |
| 6 Environmental Health Services | 94,800 |
| 7 Street Scene and Operational Services | 58,300 |
| 8 Refuse and Recycling Collection | 35,000 |
| 9 Parks and Open Spaces | 32,000 |
| 10 Leisure Centres, Golf Course and Halls | 211,100 |
| | <u>431,200</u> |
| Neighbourhoods and Regeneration | |
| 11 Planning Services | 14,000 |
| 12 Partnerships and Community Engagement | 99,400 |
| | <u>113,400</u> |
| Resources | |
| 13 Information Technology Unit | 351,000 |
| | <u>351,000</u> |
| Other Operating Income and Expenditure | |
| 14 Other Operating Income and Expenditure | 327,900 |
| | <u>327,900</u> |
| Total | |
| General Fund total: | <u><u>1,521,700</u></u> |

Of the above total £405,700 (26.7%) relates to unspent external grant funding.

£

Housing Revenue Account

There are no Housing Revenue Account roll forwards

Capital Programme**Leisure Centres**

| | | |
|---|------------------------------|---------|
| 1 | Waterside Farm refurbishment | 422,700 |
|---|------------------------------|---------|

Housing Services

| | | |
|---|----------------------------|--------|
| 2 | Disabled Facilities Grants | 94,800 |
|---|----------------------------|--------|

Neighbourhoods and Regeneration

| | | |
|---|-----------------------------------|--------|
| 3 | Regeneration - Industrial estates | 64,500 |
|---|-----------------------------------|--------|

Total**Capital Programme total:****582,000**

General Fund

Comments on variances in excess of £10,000 between actual expenditure and revised budget after approval of budgets carried forward into 2014/15, or transferred into earmarked reserves.

| | | Variance Over/(under) £ | Commentary |
|--|---|--|---|
| Central and Corporate Services | | | |
| 1 | Audit and Investigations Unit | (29,920) | Delay in recruitment. |
| 2 | Democratic Services and Elections | (15,379) | Combination of underspends on costs of electoral registration, IT systems, travel and hospitality costs. |
| 3 | Other Corporate Costs | (36,720) | Various small underspends also £10k unbudgeted Audit Commission rebate. |
| Communities and Housing | | | |
| 4 | Revenue Services, Benefits and Tax Collection | 61,382 | The variance represents 0.26% of the total expenditure on Housing Benefit payments. |
| 5 | Land Charges | 27,659 | Variance largely as a result of a provision to cover potential repayment of fees resulting from current litigation. |
| Environment | | | |
| 6 | Street Scene and Operational Services | (29,706) | Primarily underspends within Public Conveniences and Car Parks |
| 7 | Refuse and Recycling Collection | (98,420) | Combination of underspends within salaries, transport and direct material costs, and also a small deficit on recycling income |
| 8 | Parks and Open Spaces | (34,738) | £21k for works originally budgeted for but no longer required and a combination of smaller underspends over other areas. |
| Neighbourhoods and Regeneration | | | |
| 9 | Licensing | (11,016) | A combination of various small underspends across a number of codes. |
| Resources | | | |
| 10 | Information Technology Unit | (79,222) | Underspend due to recategorisation of £75k of expenditure as capital - see Annexe A Part 5. |
| 11 | Facilities and Asset Management | (48,308) | Overall savings on stationery, repairs and maintenance and utility costs, as well as additional rental income following renewal by the Health Authority of the lease on Sydevelt Road office. |
| 12 | Human Resources | (22,124) | Savings on subscriptions and departmental and central training costs. |

General Fund

Comments on variances in excess of £10,000 between actual expenditure and revised budget after approval of budgets carried forward into 2014/15, or transferred into earmarked reserves.

| | Variance Over/(under) £ | Commentary |
|---|--|--|
| Other Operating Income and Expenditure | | |
| 13 Other Operating Income and Expenditure | 176,562 | Overspend primarily due to £191k of levy required to be paid to Central Government on additional National Non Domestic Rates (NNDR) income above baseline levels, partly offset by saving of £54k on cost of NNDR discretionary reliefs no longer directly chargeable to the General Fund. Also a variance in overall value of recharges between the General Fund and HRA. |
| Net total of all other variances | (16,617) | |
| Variance on earmarked reserves transfers | 151,800 | |
| Net General Fund Over / (Under) spend | (4,767) | |

Housing Revenue Account

Comments on variances in excess of £10,000 between actual expenditure and revised budget after approval of budgets carried forward into 2014/15.

| | | Variance Over/(under) £ | Commentary |
|---|-------------------------------------|-------------------------------|---|
| Income | | | |
| 1 | Rents | 25,420 | Reduction in income arising from increased voids due to ongoing major repair and maintenance works and increased void rates on garages. |
| Expenditure | | | |
| 2 | Supervision and Management | (39,057) | Reduced ICT costs in respect of new and existing computer systems. |
| 3 | Repairs and Maintenance | (45,716) | Underspend on void maintenance costs partly offset by increased cost of cyclical maintenance. |
| 4 | Other Service Expenditure | (29,384) | Reduced utility costs and lower than anticipated bad debt provision contribution. |
| Other Operating Income and Expenditure | | | |
| 5 | Capital items and other adjustments | (618,196) | Reduced recharges from General Fund to HRA and a reduction in revenue contribution to fund the capital programme due to the underspend there - see Annexe A part 5. |
| | | | |
| Net total of all other variances | | (6,477) | |
| Net HRA Over / (Under) spend | | <u>(713,410)</u> | |

Capital Expenditure Programme

Comments on variances in excess of £10,000 between actual expenditure and revised budget after approval of budgets carried forward into 2014/15.

| | Variance Over/(under) £ | Commentary |
|--|-------------------------------|--|
| General Fund | | |
| Central and Corporate Services | | |
| 1 ICT expenditure | 74,632 | £75k of ICT revenue expenditure was reclassified as capital expenditure at the end of the financial year. However this has been funded by a contribution from revenue. |
| Housing Revenue Account | | |
| Annual programmes for replacement and repair | | |
| 2 Total annual programmes for replacement and repair | (553,595) | Underspend due to costs per property being lower than expected on the kitchen replacements and electrical works contracts. Works to Amelia Blackwell House expected to take place late in 2013/14 were postponed to 14/15 to enable completion of required asbestos works. |
| | | |
| Total of all other variances | (157) | |
| Capital Programme Over / (Under) spend | (479,120) | |

Supporting information for the benefit of Members

Introduction and overview

The Statement of Accounts has been prepared in accordance with proper accounting practices. These practices primarily comprise The Code of Practice on Local Authority Accounting in the United Kingdom 2013/14, based on International Financial Reporting Standards (IFRS) (“the Code”), and the associated Guidance Notes for Practitioners, as well as the Service Expenditure Reporting Code of Practice (SeRCOP) 2013/14, as published by the Chartered Institute of Public Finance and Accountancy (CIPFA). These accounting practices must be followed by Councils in compiling their accounts, to ensure that similar transactions are treated in the same manner within the accounts of all organisations.

The Statement of Accounts is a lengthy and extremely detailed document, therefore the purpose of this document and that of the Summary Accounts is to:

- Provide answers to potential items of interest arising from the accounts;
- Present information in a less technical way to aid understanding; and
- Explain the purpose of each of the key financial statements.

It is intended that this document be referred to alongside the full Statement of Accounts, which includes supporting notes required by the code as well as the Summary of Significant Accounting Policies, on pages 28 to 45 of the Statement of Accounts. These policies set out the accounting treatments which have been adopted by the Council in producing the Statement of Accounts. The Explanatory Foreword that opens the main Statement of Accounts document also provides further supporting information to assist users of the accounts.

Changes of significance shown within the Statement of Accounts

There is a statutory change to accounting policies impacting on the 2013/14 accounts relating to the accounting and disclosure requirements for post-employment benefits, i.e. pension costs. Adoption of this change required the Council to restate relevant amounts for 2012/13 from those published last year. Full details can be found in Note 1 on pages 46 to 47 of the accounts. The Accounts also reflect the implementation of the new Business Rates Retention Scheme and Local Council Tax Support Scheme arrangements on 1st April 2013. Prior year entries were not required to be restated for these changes.

Key Financial Statements

There are 4 core financial statements and 3 supplementary financial statements included within the full Statement of Accounts.

Core Financial statements:

- Movement in Reserves Statement (MIRS) – pages 18 and 19;
- Comprehensive Income and Expenditure Statement (CI&ES) – pages 20 and 21;
- Balance Sheet – pages 22 and 23, and the
- Cash Flow Statement – pages 24 and 25.

Supplementary financial statements:

- Housing Revenue Account (HRA) Income and Expenditure Statement – page 97;
- Movement on the Housing Revenue Account (HRA) Statement – page 98, and
- Collection Fund Income and Expenditure Account – pages 102 and 103.

Supporting information for the benefit of Members

The statements are supported by a series of notes as prescribed by the Code and these notes are indexed on the face of each core and supplementary financial statement as appropriate.

Movement in Reserves Statement (MIRS) – Pages 18 and 19

The Movement in Reserves Statement summarises the changes in the financial year across each of the reserves and balances held by the Council. These arise both from incurring expenses and generating income through the Council's services, as well as from changes in the fair values of assets held by the Council, and changes in the pension fund liability.

The MIRS is split between Usable and Unusable Reserves. The difference between these 2 categories is described on page 21 of this annexe.

Comprehensive Income and Expenditure Statement (CI&ES) - Pages 20 and 21

This statement reports the net cost for the year of the revenue functions for which the Council is responsible, and shows how that cost has been financed from general government grants, income from local taxpayers and re-distributed non-domestic rates.

For all of the Council's revenue services, on both the General Fund and the Housing Revenue Account, the surplus or deficit for the financial year represents the degree to which income is greater or less than expenditure. The total surplus or deficit amount includes accounting entries such as:

- those representing the use of Non Current Assets in the provision of services;
- revaluation and impairment losses and adjustments, and
- the projected value of retirement benefits earned by employees in the year.

These entries are required in order to comply with the Code, and to represent the financial results for the year on an accounting basis. However, as these items do not form part of the charge made to local taxpayers and rent payers, they are removed for the purposes of calculating the Council Tax. These reversals, along with other statutory entries are reported through the "Adjustments between accounting basis and funding basis under regulations" line on the Movement in Reserves Statement. They are also analysed in full in note 2 to the Core Financial Statements, on pages 48 to 51 of the Statement of Accounts.

The narrative on the following pages of this annexe provides an analysis of the movements between 2012/13 and 2013/14 on the amounts reported on the CI&ES. A summary of variances against revised budgets for 2013/14 with explanations can be found in Annexe A.

Members are advised that the changes mentioned below relating to capital accounting entries, internal recharges and pension costs generally have no impact on the charge made to Council Taxpayers for the General Fund and to Housing Rents for the Housing Revenue Account.

Supporting information for the benefit of Members

| | |
|---|------------|
| Central Services to the Public: | £000s |
| A net increase of £129k is reported against this heading, as follows: | |
| • Changes in internal recharges | 171 |
| • Changes in income from fees and charges, rental income, etc | (32) |
| • Changes in election expenses (none carried out in 2013/14) | (95) |
| • Creation of a provision re Land charges cost | 83 |
| • Net total of all other changes | 2 |
| Total change from 2012/13 to 2013/14 | 129 |

| | |
|---|--------------|
| Cultural Services: | £000s |
| A net decrease of £568k is reported against this heading, as follows: | |
| • Changes in staffing costs, including agency, pensions and severance | 64 |
| • Changes in premises and land costs, including utilities and repairs/maintenance | (310) |
| • Changes in equipment, materials and similar costs | 25 |
| • Changes in internal recharges | (229) |
| • Changes in capital related costs | 169 |
| • Changes in income from fees and charges, rental income, etc | (303) |
| • Net total of all other changes | 16 |
| Total change from 2012/13 to 2013/14 | (568) |

| | |
|---|--------------|
| Environmental and Regulatory Services: | £000s |
| A net decrease of £350k is reported against this heading, as follows: | |
| • Changes in staffing costs, including agency, pensions and severance | (42) |
| • Changes in internal recharges | (345) |
| • Changes in capital related costs | 41 |
| • Changes in income from fees and charges, rental income, etc | 45 |
| • Changes in grants & contributions received and associated expenditure | 47 |
| • Changes in refuse and recycling income and expenditure (excluding staffing costs) | (60) |
| • Changes in other contracts and similar items | (32) |
| • Net total of all other changes | (4) |
| Total change from 2012/13 to 2013/14 | (350) |

Supporting information for the benefit of Members

| | |
|--|------------|
| Highways, Roads and Transport Services: | £000s |
| A net increase of £342k is reported against this heading, as follows: | |
| • Changes in staffing costs, including agency, pensions and severance | 80 |
| • Changes in premises costs, including utilities and repairs/maintenance | 77 |
| • Changes in equipment, materials and similar costs | 26 |
| • Changes in internal recharges | 413 |
| • Changes in income from fees and charges, rental income, etc | (105) |
| • Changes in grants & contributions received and associated expenditure | 22 |
| • Changes in grounds maintenance and street cleansing contract costs | (165) |
| • Net total of all other changes | (6) |
| Total change from 2012/13 to 2013/14 | 342 |

| | |
|---|-----------|
| Planning Services: | £000s |
| A net increase of £74k is reported against this heading, as follows: | |
| • Changes in staffing costs, including agency, pensions and severance | 78 |
| • Changes in income from fees and charges, rental income, etc | (21) |
| • Changes in planning contracts and similar items | 32 |
| • Net total of all other changes | (15) |
| Total change from 2012/13 to 2013/14 | 74 |

| | |
|---|--------------|
| Other housing services (General Fund housing services): | £000s |
| A net decrease of £115k is reported against this heading, as follows: | |
| • Changes in staffing costs, including agency, pensions and severance | 30 |
| • Changes in internal recharges | (205) |
| • Changes in capital related costs | 146 |
| • Changes in grants & contributions received and associated expenditure | (59) |
| • Changes in net housing benefits expenditure and subsidy | (15) |
| • Net total of all other changes | (12) |
| Total change from 2012/13 to 2013/14 | (115) |

Supporting information for the benefit of Members

| | |
|---|--------------|
| Corporate and Democratic Core: | £000s |
| A net decrease of £151k is reported against this heading, as follows: | |
| • Changes in internal recharges | (118) |
| • Changes in external audit fees | (25) |
| • Net total of all other changes | (8) |
| Total change from 2012/13 to 2013/14 | (151) |

| | |
|---|--------------|
| Non Distributed Costs: | £000s |
| A net decrease of £250k is reported against this heading, as follows: | |
| • Changes in pension costs | (240) |
| • Changes in internal recharges | (22) |
| • Net total of all other changes | 12 |
| Total change from 2012/13 to 2013/14 | (250) |

| | |
|---|----------------|
| Local Authority Housing: Housing Revenue Account (HRA): | £000s |
| A net decrease of £4,266k is reported against this heading, as follows: | |
| • Changes in staffing costs, including agency, pensions and severance | 134 |
| • Changes in premises costs, including utilities and repairs/maintenance | 43 |
| • Changes in capital related costs (primarily relating to an increase in the housing stock valuation) | (4,103) |
| • Changes in income from fees and charges, rental income, etc | (341) |
| • Net total of all other changes | 1 |
| Total change from 2012/13 to 2013/14 | (4,266) |

See pages 22 and 23 of this annexe for further commentary on the HRA.

Supporting information for the benefit of Members

Exceptional items and other operating expenditure:

Exceptional items:

There were two exceptional items included in 2012/13 – a small reimbursement of VAT, and a provision for an expected insurance repayment under the Scheme of Arrangement for the Municipal Mutual Insurance liability. Further information can be found on both items in Note 4 on page 57 of the Statement of Accounts and Note 24 on page 94. There were no new exceptional items for 2013/14.

(Gain) / loss on disposal / derecognition of non-current (long term) assets:

Two types of transaction are reported in this line:

- The first is the gain or loss on disposal of non-current assets, which takes into account the carrying value of the asset sold compared with the sale proceeds.

There were a number of vehicles disposed of during 2013/14, as well as several properties sold to residents through the Right to Buy scheme.

- The second type of transaction relates to a specific requirement under IFRS. When carrying out works to enhance non-current assets, the Council must remove (derecognise) from the asset an estimated amount equal to the previous value recorded for that part of the asset that has had enhancement works performed.

These adjustments are recorded in 2013/14 in relation to works which took place during the year on Waterside Farm Sports Centre and the Council's housing stock.

The above transactions are reversed through the Movement in Reserves Statement (MIRS) and therefore have no impact on Council Taxpayers or Housing rents.

The line also includes income and costs in relation to sales of assets below £10,000. These are treated as revenue items, and are not reversed through the MIRS.

Payment of Housing Pooled Capital Receipts to the Government Pool:

The Council is required to pay part of the capital receipts received from the sale of council houses to the Government. The transaction is reversed through the MIRS and therefore has no impact on Council Taxpayers, or Housing rents.

Financing and Investment income and expenditure:

Interest payable on debts and finance leases, and similar charges:

This is primarily interest paid by the Council in respect of debt held with the Public Works Loans Board (PWLB), but also includes the interest element of re-payments made for leases on three refuse and recycling freighters.

Supporting information for the benefit of Members

Financing and Investment income and expenditure (continued):**Interest and investment income receivable, and similar income:**

The average interest rate for 2013/14 was 0.355%. The average funds invested during the year were £17.4m. A separate item to Audit Committee in June and Cabinet in July reported on Treasury Management activity for the financial year.

Investment Properties - income, expenditure, changes in the fair value of assets, and (gains)/losses on disposal or derecognition:

Investment properties are those assets of the Council which are rented out under leasing and similar arrangements, or are being held for capital appreciation purposes, as opposed to those used by the Council in the provision of services. The expenditure relates to structural repairs undertaken by the Council as part of the relevant rental agreements.

Investment properties are revalued on an annual basis, and the changes in value are also reported in this line, as well as disposal and derecognition adjustments similar to those included in the Other Operating Expenditure category above for non-current assets. These amounts are reversed through the Movement in Reserves Statement.

Pensions – net interest on the defined benefit liability:

This line reflects the interest costs of financing the pension deficit for the Council, partly offset by the expected return on pension investment activities throughout the year (based on information provided by Essex County Council and the pension fund actuaries). These transactions are reversed through the Movement in Reserves Statement and therefore have no impact on Council Taxpayers and Housing rents.

Taxation and non-specific grant income and expenditure:

The Council's income from Council Tax, National Non-domestic Rates (NNDR), and general Central Government grants are reported in this section.

Central Government grants which are specific to an individual service are reported within the relevant service line.

This section also includes Capital grants, which are required by the Code to be recognised in this section. However these grants are reversed through the Movement in Reserves Statement and therefore have no impact on Council Taxpayers and Housing rents.

Other comprehensive income and expenditure:

The two items reported in this section represent other gains and losses that impact on the net worth of the Council as shown in the Balance Sheet. However although both are required to be reported on the Comprehensive Income and Expenditure Statement neither is actually recognised in the General Fund or Housing Revenue Account, so as a result neither directly affects the level of Council Tax or Housing rents.

Supporting information for the benefit of Members

Balance Sheet - Pages 22 and 23

The Balance Sheet summarises the assets and liabilities held by the Council as at the end of the financial year, i.e. at 31 March 2014. It shows the value of the assets in the Council's ownership, the money owed to and by the Council and the level of reserves held by the Council at that date.

Non-current (long term) assets:

Revaluations of non-current assets (excluding council houses and investment properties) are carried out on a rolling five-year programme. Investment properties and council houses have been re-valued as at 1 April 2014. Changes in the values of the Council's non-current assets are reflected in this section of the Balance Sheet as well as in the Total Reserves section of the statement. They represent unrealised gains, so form part of Unusable Reserves, until such time as any assets are disposed of. Revaluations do not impact on the charge made to Council Taxpayers or Housing rents.

Current assets:

Short term investments:

Within the day-to-day cash management no distinction is made between revenue cash and capital cash. Investments held by the Council at the end of the financial year increased by £1,461k, including accrued interest.

Short term debtors:

The amounts included in short term debtors are analysed into categories in note 16 on page 79 of the Statement of Accounts.

The Council follows prudent procedures for the recovery of debt and does not write any debt off until it has exhausted all options for recovery. The Council maintains a provision for bad debts in line with best recommended practice.

Current and Non - Current Liabilities:

Short term creditors:

The amounts included in short term creditors are analysed into categories in note 17 on page 80 of the Statement of Accounts.

Revenue and Capital Grants Receipts in Advance:

This line represents grants received or receivable by the Council that have outstanding conditions which could require the grants to be repaid back to the grant providers if those conditions were not complied with. When the grant conditions are satisfied the grants are transferred into either the relevant service line or Taxation and Non-Specific Grant Income.

An analysis of the individual grants included in this line as at both 31 March 2013 and 31 March 2014 is reported in Note 18 to the Core Financial Statements, on page 80 of the Statement of Accounts.

Supporting information for the benefit of Members

Current and Non - Current Liabilities (continued):

Provisions:

A provision was made in 2012/13 for an insurance repayment expected to be required in 2013/14. Part of the provision was paid out in 2013/14. Additional provisions were made in 2013/14 relating to National Non-Domestic Rates and Land Charges income repayments. Further information can be found in Note 24 on pages 94 and 95 of the Statement of Accounts.

Short Term and Long Term Borrowing and Finance Lease Liabilities:

Borrowing is divided between long and short-term debt on the Balance Sheet and represents amounts borrowed from the Public Works Loan Board (PWLB), and accrued interest payments. The decrease in the short-term debt is mainly due to the repayment of £2m of General Fund debt during 2013/14.

The two lines also include the outstanding liability on three five-year leases on recycling freighters.

Liability related to defined benefit pension scheme:

This line shows the underlying commitment that the Council has in the long run to pay future retirement benefits. It is offset by the Pensions Reserve line within the Total Reserves section of the Balance Sheet. There is no impact on Council Taxpayers or Housing Rents.

Total Reserves:

Reserves are reported in two categories:

- **Usable Reserves** are those reserves that the Council may use to provide services and meet future expenditure, both revenue and capital in nature. These are subject to the need to maintain a prudent level of reserves and also any statutory limitation on the use of specific reserves (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt).
General Fund and HRA reserves represent those sums set aside to cushion the Council against future possible events based on the strategic, operational and financial risks facing the Council.
The total Usable Reserves as at 31 March 2014 is £13.219m.
- **Unusable Reserves** are those reserves that the Council is not able to use to provide services. This category includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets were sold, and reserves that hold timing differences shown in the Movement in Reserves Statement line "Adjustments between accounting basis and funding basis under regulations." These represent the differences between the outcome of applying proper accounting practices, and the requirements of statutory arrangements for funding expenditure from Council Tax and Housing Rent receipts.
The total Unusable Reserves as at 31 March 2014 is £49.938m.

Supporting information for the benefit of Members

Cash Flow Statement - Pages 24 and 25

The Cash Flow Statement shows the changes in cash and cash equivalents of the Council during the reporting period. The statement shows how the Council generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

Cash and cash equivalents, as shown on the Cash Flow statement and also within Current Assets on the Balance Sheet, are those sums held for the purposes of meeting short term cash commitments, as opposed to those sums held for investment and other purposes. There are no strict criteria set in the Code for local authorities to follow relating to the nature and maturity of items treated as cash equivalents. Therefore it is down to local authorities to determine a suitable policy themselves. The Council's policy for determining the composition of cash and cash equivalents is as follows:

- Cash and cash equivalents shall include the Council's net balance or overdraft on its current and call accounts with Lloyds Bank and the Co-operative bank. These all play an integral part in the Council's cash management procedures; and
- Cash and cash equivalents shall also include any amounts held in petty cash floats.

The total movement in cash and cash equivalents during 2013/14 was a decrease of £1.029m.

Housing Revenue Account (HRA) Income and Expenditure Statement – Page 97 & Movement on the Housing Revenue Account (HRA) Statement – Page 98

The HRA Income and Expenditure Statement details the income and expenditure on HRA services, expenditure in accordance with accounting practices. These items are generally also included in the whole Council Comprehensive Income and Expenditure Statement, as described above. The Movement on the HRA Statement reports the adjustments necessary to arrive at the final balance on the HRA for the year.

Income:

Gross dwelling rents and non dwelling rents:

The year on year increase in income from dwelling rents is primarily due to 53 weekly rent periods falling within the year whilst an increase in average weekly rents of £2.88 to £85.29 also had an impact. These increases were partly offset by an increase in the overall void loss compared with the previous year.

Charges for services and facilities:

The income from charges for services and facilities in 2013/14 is shown as increasing from 2012/13, this is primarily due to the full year impact of the introduction of new service charges.

Supporting information for the benefit of Members

Expenditure:

Repairs and maintenance:

Repair and maintenance expenditure was £1k higher than the previous year, with reductions in void works being offset by an increase in planned and cyclical maintenance.

Supervision and management:

The cost of Supervision and Management for the year increased in comparison with the previous financial year, this was as a result of a restructuring of the Housing Team increasing staff costs, investment in IT systems and the removal of a salary recharge to Capital Repairs and Maintenance.

Rents, rates, taxes and other charges:

The year on year increase in costs of £3k is as a result of general rises in utility prices offset by a more mild winter.

Interest Payable:

This represents the annual interest cost of the debt taken out in March 2012 as part of the self financing reform of HRA.

Depreciation, revaluation and impairment of non-current (long term) assets:

This category represents the capital cost of providing housing assets for the year, and consists of annual depreciation charges as well as any revaluation or impairment increases or decreases which have been applied to the HRA rather than to the revaluation reserve. The valuer advised a 5.3% increase in the value of the Housing Stock at the end of 2013/14 and this increase is reflected within this line.

Changes in valuation are currently reversed through the Movement in Reserves Statement, and do not therefore impact on HRA reserves or Housing rents.

Within the full Statement of Accounts further information can be found in Note 4 to the HRA, on pages 100 and 101.

Change in provision for bad debts:

The value of this provision is recalculated annually on tenant's arrears in accordance with CIPFA guidelines and for 2013/14 has increased by £9k.

Housing Revenue Account surplus carried forward:

The minimum level of reserves recommended by the Head of Resources for 2013/14 was £454k. At the end of the year, HRA reserves exceeded this level, at £2.394m, with an overall increase of £670k during the year.

A summary of HRA variances to revised budget for the year with explanations may be found in Annexe A section 4.

Supporting information for the benefit of Members

Collection Fund Income and Expenditure Account – Pages 102 and 103

The Collection Fund is an agent's statement that reflects the statutory obligation for the Council, as a billing authority, to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers and distribution to local authorities and Central Government of Council Tax and National Non-domestic Rates (NNDR).

At the end of 2013/14 the Collection Fund reported a surplus on Council Tax of £1.370m and a deficit on National Non-Domestic Rates of £364k. These amounts will be shared between the Council, Central Government and the other major precepting authorities (Essex County Council, Essex Fire Authority and the Police and Crime Commissioner for Essex) in subsequent years. Any balance on the fund is restricted to being used to lower or increase the amount required from local Taxpayers in future years.



CASTLE POINT BOROUGH COUNCIL

Summary Financial Statements

**Financial Year 2013/2014
Covering the period from
1st April 2013 to 31st March 2014**



Head of Service Statement

The Council's full Statement of Accounts is prepared in line with proper accounting guidelines that the Council must follow. The figures in this Summary are based on the figures set out in the full Statement of Accounts, but some changes have been made to provide more focused and simpler information. All amounts have been rounded to the nearest thousand pounds ("£000s" or "k").

A section that provides a definition of technical terms and phrases is included on page 8.

The Audit Commission's independently appointed external auditor, BDO LLP, undertook an audit of the accounts during July and August 2014.

Chris Mills, CPFA, Head of Resources

Summary Financial Review

The following is a summary of some of the key points from the accounts:

General Fund financial performance

Following contributions to and from earmarked reserves and amounts carried forward to the next financial year, the General Fund had an overall surplus for the year of **£818k**, compared to a revised budget planned surplus of **£813k**, which is a difference of **£5k**.

Please see page 5 for further details on the General Fund.

Housing Revenue Account financial performance

Following contributions to earmarked reserves, the Housing Revenue Account had an overall surplus for the year of **£669k** compared to a revised budget planned draw from reserves of **£44k**, which is a difference of **£713k**.

Please see page 6 for further details on the Housing Revenue Account.

Capital Expenditure financial performance

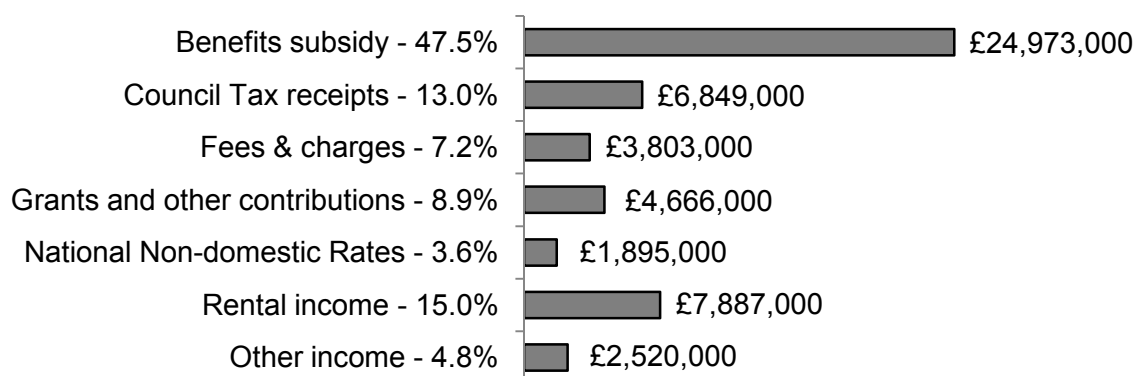
The Council has a capital programme, which is shared between both General Fund and Housing Revenue Account activities. Overall, capital expenditure for the year was **£5,606k**.

Please see page 7 for further details on capital expenditure.

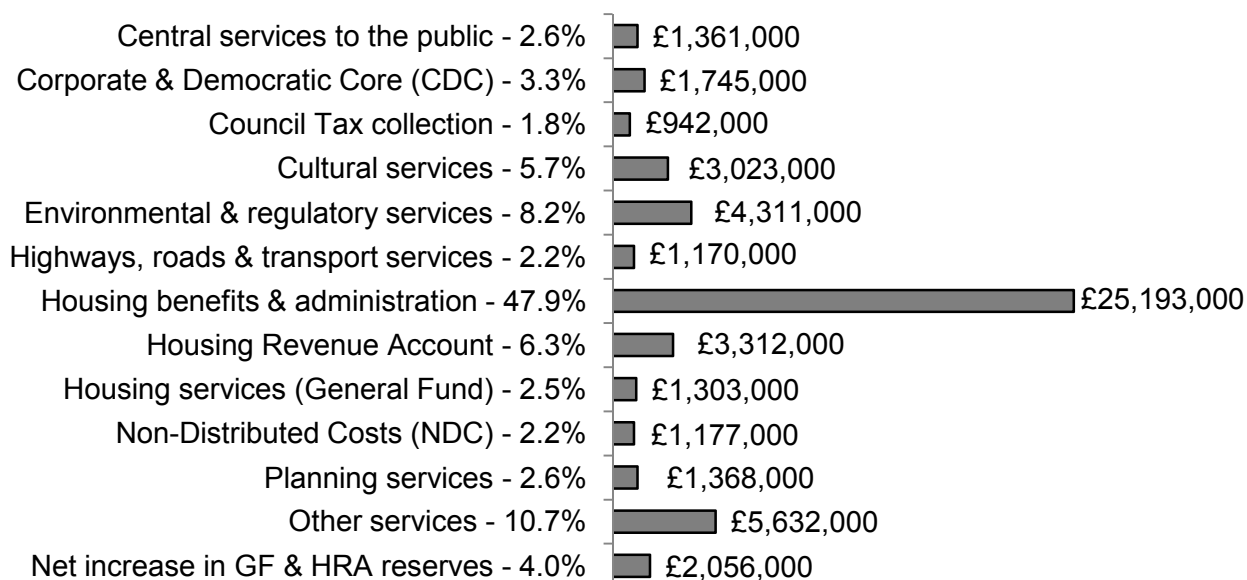
Cost of Council Services

The charts below show in broad terms what the Council's money was spent on (the services provided) and how that spending was funded. These figures cover both the General Fund (GF) and the Housing Revenue Account (HRA). They represent a simplified version of the Council's revenue income and expenses, without some of the statutory adjustments such as capital charges that are required to be used in the full Statement of Accounts.

Where the money came from (total £52,593,000):



What the money was spent on (total £52,593,000):



Definitions of Council Services

Central services to the public includes the cost of elections, emergency planning, land charges and grants and donations to voluntary and similar organisations.

Corporate and Democratic Core (CDC) includes all Members' activities and those corporate activities and costs which enable the infrastructure that allows services to be provided.



Council Tax benefits and collection includes the cost of collecting and administering Council Tax and National Non-domestic Rates and the cost of Council Tax Benefit payments made to claimants.

Cultural services includes leisure centres, community halls, allotments, parks and open spaces, sport and the arts.

Environmental and regulatory services includes food safety, animal & public health, pollution control, licensing, refuse collection and recycling, public conveniences, street cleaning and cemeteries.

Highways, roads and transport services includes car parks and public transport schemes.

Housing benefits and administration includes the cost of all Housing Benefit payments made to claimants, and the cost of administering the Housing Benefit function.

Housing Revenue Account includes the management and maintenance of the Council's own housing stock.

Housing services includes the cost of statutory homelessness and housing options functions, as well as other strategic housing functions.

Non-Distributed Costs (NDC) are overheads which are not allocated to a specific service, and include pension costs for past employees and properties not used as part of the Council's normal activities.

Planning services includes building control, development control, planning policy and economic development.

Other services includes payments of interest, the precept payment to Canvey Island Town Council, and contributions towards capital expenditure and capital funding.

Council Tax and Business Rates

Castle Point Borough Council raised Council Tax bills to the value of approximately **£44.5 million** in 2013/14. Around **£6.57 million** (14.75%) of this was kept by the Council to carry out its own services, and the remainder was paid over to Canvey Island Town Council, Essex County Council, Police and Crime Commissioner for Essex and Essex Fire Authority.

Overall the Council collected 97.98% of Council Tax owed in 2013/14, compared to 98.65% in 2012/13. It also collected 98.55% of Business Rates owed for 2013/14, compared to 98.59% in 2012/13.

Collection statistics for 2013/14:

| | |
|--|---------------|
| Population of Castle Point Borough (estimated) | 89,600 |
| Band D equivalent properties | 28,070 |
| Number of Direct Debits | 27,205 |
| Value of Direct Debits (full year) | £35.8 million |
| % of Direct Debits over total collection (full year) | 79.98% |

Balance Sheet

The Balance Sheet summarises the assets and liabilities held by the Council as at 31st March 2014. It shows information such as the value of the assets in the Council's ownership, the money owed to, and by, the Council and the levels of reserves held by the Council.

| | £000s |
|--|---------------|
| Council owned buildings, land, houses and other assets | 125,962 |
| Stocks | 48 |
| Cash in bank and investments | 14,385 |
| Money owed to the Council | 2,867 |
| Money owed by the Council | (5,845) |
| Long term borrowing | (41,792) |
| Liability related to defined benefit pension scheme | (32,468) |
| Total assets less liabilities | 63,157 |

Funded by:

| | |
|--------------------------------------|---------------|
| General Fund reserve | 3,839 |
| Housing Revenue Account reserve | 2,394 |
| Earmarked reserves | 5,594 |
| Pensions reserve (in deficit) | (32,468) |
| Usable capital reserves | 1,392 |
| Unusable reserves | 82,406 |
| Total Reserves & balances | 63,157 |

Reserves & balances

General Fund and Housing Revenue Account reserves represent those sums set aside to cushion the Council against future possible events based on the strategic, operational and financial risks facing the Council. Earmarked reserves are those amounts being held to be spent on specific projects and priorities. Any reserves in excess of the minimum recommended by the Head of Resources can be allocated to other priority based projects, subject to the requirements of the Council's financial strategy and medium term financial forecast. See pages 5 & 6 for further analysis of the General Fund, Housing Revenue Account and earmarked reserves.

Usable capital reserves – These accounts represent resources which may be used at the Council's discretion, for capital purposes only. They primarily consist of receipts of income from the sale of assets such as land or buildings, and capital grants which have not yet been spent.

Unusable reserves – These reserves do not represent a resource available to the Council. They primarily consist of those accounts which provide balancing or matching entries in respect of the non-current asset accounts which are required by legislation. The Council's share of any surplus on the Collection Fund is also included in this category.

General Fund

The General Fund is the main fund of the Council and covers the majority of the Council's activities. These are primarily financed through Council Tax, a contribution from National Non-domestic Rates and Government Grants. The main transactions during the year were:

| | £000s |
|---|-----------------|
| Gross expenditure on services | 42,786 |
| Income received by services | (32,564) |
| Net expenditure on services | 10,222 |
| Precept payment to Canvey Island Town Council | 267 |
| Net total of interest paid and interest received | 305 |
| Other costs and income, and other statutory adjustments and entries | 1,658 |
| Total net expenditure | 12,452 |
| Funded by: | |
| Income from Council Tax and the Collection Fund | (6,629) |
| Income from Council Tax on behalf of Canvey Island Town Council | (220) |
| | (6,849) |
| Grants received from Central Government | (3,887) |
| Capital Grants | (430) |
| National Non-domestic Rates income | (1,895) |
| Total funding | (13,061) |
| Net income and expenditure | 609 |
| Transfers from earmarked reserves (see page 6) | 209 |
| Net movement in the year | 818 |
| General Fund reserve brought forward at the start of the year | 3,021 |
| General Fund reserve carried forward at the end of the year | 3,839 |

Housing Revenue Account

The Housing Revenue Account (HRA) is a ring-fenced account that relates to the management and maintenance of the Council's own housing stock. The Account shows the major elements of housing revenue expenditure and how these are financed. The main transactions during the year were:

| | £000s |
|---|----------------|
| Income: | |
| Council house rents | (6,761) |
| Other income | (553) |
| | (7,314) |
| Expenditure: | |
| Repairs and maintenance of council houses | 973 |
| Supervision and management | 2,046 |
| Other costs, and other statutory adjustments and entries | 2,847 |
| | 5,866 |
| Net income and expenditure | 1,448 |
| Transfers to earmarked reserves (see below) | (778) |
| Net movement in the year | 670 |
| HRA reserve brought forward at the start of the year | 1,724 |
| HRA reserve carried forward at the end of the year | 2,394 |

Earmarked reserves

The Council maintains a number of earmarked reserves, where amounts are held for use on specific projects. The balances as at 31st March 2014 on these reserves were as follows:

| | £000s |
|--|--------------|
| Spend delayed from 2013/14 to 2014/15 | 1,219 |
| Unspent revenue grants | 353 |
| Leader's priority fund | 14 |
| Regeneration and planning initiatives and strategies | 94 |
| Initiatives and improvements funds | 606 |
| Asset maintenance fund | 441 |
| Insurance repayments reserve | 342 |
| Other insurances reserve | 100 |
| VAT reserve | 425 |
| Council Tax and business rates reserves | 444 |
| Housing Revenue Account loan repayment reserve | 1,556 |
| Total earmarked reserves | 5,594 |

Capital Expenditure

Capital Expenditure generally represents money spent by the Council on purchasing, upgrading and improving assets that it owns, such as buildings. The Council receives benefit from capital expenditure over a long period of time. The following table outlines the capital expenditure made during the financial year 2013/14:

| | £000s |
|---|--------------|
| Central Services | |
| Computer hardware and systems | 75 |
| Cultural Services | |
| Waterside Farm modernisation works, and new gym equipment | 2,185 |
| Environmental Services | |
| Vehicle replacement programme | 667 |
| Housing Services | |
| Disabled facilities grants | 448 |
| Housing Revenue Account | |
| Kitchen improvements | 400 |
| Roofs | 300 |
| Central Heating | 153 |
| Disabled adaptations | 115 |
| Bathroom improvements | 501 |
| Electrical rewiring | 141 |
| Common areas | 529 |
| Other Housing works | 92 |
| Total capital expenditure | 5,606 |

Definition of Technical Terms and Phrases

| | |
|-----------------------------|--|
| Assets | As shown on the Balance Sheet, this means the value of items owned by the Council including vehicles, buildings and land as at 31st March 2014. Also includes sums of money owed to the Council at that date. |
| Band D Equivalent | Intended to represent the average property/dwelling within the Borough. |
| Capital Expenditure | This is expenditure that results in obtaining or improving assets, such as land, buildings, plant and vehicles. |
| Council Tax | The tax levied on domestic dwellings. |
| Earmarked Reserves | Reserves held separate from the main General Fund and Housing Revenue Account reserves, and intended for use in future years on specific projects and priorities. |
| General Fund | The General Fund is the main fund of the Council and includes the majority of the Council's activities. These are primarily financed through Council Tax, contribution from National Non-domestic Rates and Government Grants. |
| Government Grants | Sums paid by Central Government towards either specific services or in support of services generally. |
| Housing Revenue Account | A separately ring-fenced account that relates to the management and maintenance of the Council's own housing stock. |
| Liability | As shown on the Balance Sheet, an amount owed by the Council as at 31st March 2014. |
| National Non-domestic Rates | A charge on businesses, based on a national rate set by the government. (Often referred to as Business Rates) |
| Ring-fenced account | An account which can only be used for a specific purpose. |

Further Information

The Statement of Accounts was approved at a meeting of Special Council on 24th September 2014. The reports which accompany the accounts to this meeting include detailed explanatory narrative of figures shown in the accounts. A copy of these reports may be viewed after the above date on our web-site or obtained at the Council Offices.

The full Statement of Accounts will be available for download at the end of September 2014 from the Council's website at www.castlepoint.gov.uk. If you require a copy of this document in another format, or have any views and comments on it, please email Finance@castlepoint.gov.uk or alternatively write to:

Ian Stapleton, Financial Services Manager, Castle Point Borough Council,
Council Offices, Kiln Road, Thundersley, Benfleet, Essex SS7 1TF.

ORDINARY COUNCIL

24th September 2014

Subject: Notices of Motion

1. Purpose of Report

To present to Council Notices of Motion received for consideration at this meeting.

1. Councillor Blackwell has given notice of the following:

‘Castle Point Council objects strongly to the Government's plans to re look at the lower Thames crossing at Canvey Island.’

The Motion is to be seconded by Councillor Neville Watson.

2. Councillor Blackwell has given notice of the following:

‘We call upon Castle Point Council to instruct the Monitoring Officer to hold an internal investigation into who copied and leaked the planning inspectors DVD to the newspaper.’

The Motion is to be seconded by Councillor Neville Watson

3. Councillor Anderson has given notice of the following:

‘We call upon Castle Point Council to fund £8,000 to the refurbishment of the Canvey Island War Memorial’

The Motion is to be seconded by Councillor Barry Campagna

This Motion will be adjourned without debate to the next Council meeting to enable Cabinet to consider whether it wishes to report on the matter. Council Procedure Rule 13 Motions on Expenditure applies.

4. Councillor May has given notice of the following:

‘We call upon Castle Point Council to do a complete independent survey on the 1066 at the paddocks and supplying an estimate to put into usable order’

The Motion is to be seconded by Councillor Janice Payne

This Motion will be adjourned without debate to the next Council meeting to enable Cabinet to consider whether it wishes to report on the matter. Council Procedure Rule 13 Motions on Expenditure applies.

5. Councillor Mrs. Grace Watson has given notice of the following:

We call upon Castle Point Council to deep clean and weed free Canvey Town Centre from Elm Road to Larup Avenue

The Motion is to be seconded by Councillor Martin Tucker
