

Public Document Pack



Executive Board

Thursday, 18 March 2021 2.00 p.m.
To be held remotely, please contact Clerk
for access

A handwritten signature in black ink, appearing to read 'David W R'.

Chief Executive

ITEMS TO BE DEALT WITH IN THE PRESENCE OF THE PRESS AND PUBLIC

PART 1

Item	Page No
1. MINUTES	1 - 14
2. DECLARATION OF INTEREST	
Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
3. HEALTH AND WELLBEING PORTFOLIO	
(A) SUBSTANCE MISUSE SERVICE WAIVER REQUEST - KEY DECISION	15 - 18

Please contact Ann Jones - a.jones@halton.gov.uk or 0151 511 8276 for further information.

The next meeting of the Committee is on Thursday, 15 April 2021

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4. ECONOMIC DEVELOPMENT PORTFOLIO	
(A) VOLUNTARY SECTOR FUNDING – GRANT ALLOCATION 2021/22 - KEY DECISION	19 - 22
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6. SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985	
PART II	
<p>In this case the Board has a discretion to exclude the press and public and, in view of the nature of the business to be transacted, it is RECOMMENDED that under Section 100A(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.</p>	
7. CHILDREN, EDUCATION AND SOCIAL CARE PORTFOLIO	
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In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 25 February 2021 held remotely

Present: Councillors Polhill (Chair), D. Cargill, Harris, R. Hignett, S. Hill, Jones, T. McInerney, Nelson, Wharton and Wright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: A. Jones, G. Cook, D. Parr, I. Leivesley, M. Vasic, M. Reaney, E. Dawson, A. Jones and M. Hibbard

Also in attendance: Councillor Ratcliffe and one member of the press

**ITEMS DEALT WITH
UNDER POWERS AND DUTIES
EXERCISABLE BY THE BOARD**

	<i>Action</i>
<p>EXB63 MINUTES</p> <p style="padding-left: 40px;">The Minutes of the meeting held on 21 January 2021 were taken as read and signed as a correct record.</p> <p>LEADER'S PORTFOLIO</p> <p>EXB64 URGENT DECISIONS</p> <p style="padding-left: 40px;">The Executive Board received a report from the Chief Executive, which provided the urgent decision/s taken since the last meeting of the Board and during the COVID-19 Pandemic.</p> <p style="padding-left: 40px;">It was noted that the Council's constitution gave authority to the Chief Executive to take urgent decisions, in consultation with the Leader of the Council and the Operational Director Finance and/or the Operational Director Legal and Democratic Services, where necessary.</p> <p style="padding-left: 40px;">A list of these decision/s were provided to Members in the report and full details were published on the Council's website.</p> <p style="padding-left: 40px;">RESOLVED: That the urgent decision taken since the last meeting of the Executive Board be noted.</p>	

CHILDREN, EDUCATION & SOCIAL CARE PORTFOLIO

EXB65 HOME TO SCHOOL TRAVEL AND TRANSPORT POLICY - KEY DECISION

The Board received the *Home to School Travel and Transport Policy*, as required under the Department for Education (DfE) Home to School Travel and Transport Guidance (statutory guidance) 2014; the Education Act 1996; and the Education and Inspections Act 2006.

It was noted that the Council's current Policy was regularly reviewed to ensure it met statutory requirements. Further to an investigation made by the Local Government Ombudsman, the Council was asked to consider some recommendations that would further enhance the Policy and assist parents and carers in their understanding of school admissions and eligibility to assistance with transport.

The revised Policy incorporated the Ombudsman's recommendations and there were no changes to the eligibility criteria, which were statutorily set. It was noted that in addition to the minor Policy amendments, a revision of the guidance notes and application forms was in progress. These would provide enhanced information for parents and carers and support them with their application for assistance with transport.

Reason(s) for Decision

The decision is required to fulfil the Council's statutory duty to promote the use of sustainable travel and transport and provide assistance with transport to eligible children and young people.

Alternative Options Considered and Rejected

None.

Implementation Date

With immediate effect following approval.

RESOLVED: That the Executive Board approve the Home to School Travel and Transport Policy 2020-21 (Statutory School Age) for implementation, with immediate effect.

Strategic Director
- People

EXB66 YOUTH PROVISION - KEY DECISION

The Board considered a report from the Strategic Director – People, which provided an update on the Integrated Youth Support Service consultation and proposed future model.

The report provided details of feedback from the recent Halton Youth Provision consultation and set out the Council's proposed response. It was noted that the consultation evidenced that there was support for the proposed model and areas of agreement included: the need to work in partnership across all sectors, the importance of valuing volunteers and existing local voluntary and community provision providers, and the need for qualified workers to support those children and young people in most need. Further, the proposal put forward had taken account of the feedback whilst also recognising the financial challenges faced, the changing service needs and the current and future landscape due to Covid-19.

Reason(s) for Decision

To agree the future shape of youth services in Halton

Alternative Options Considered and Rejected

To put the service out to the market as one commission. This was rejected, as it did not allow local organisations with good local networks the opportunity to provide a service.

Implementation Date

1 April 2021.

RESOLVED: That the Executive Board approves the implementation of a new model of grant funded and commissioned Youth Provision across Halton.

Strategic Director
- People

EXB67 APETITO (PROVISION OF MEALS TO ST LUKE'S AND ST PATRICK'S CARE HOMES) : DIRECT AWARD

The Board received a report from the Strategic Director – People, which sought a waiver in compliance with Procurement Standing Order 1.14.4 (v) of Part 3, for the granting of a Direct Award to 'Apetito' for the supply of pre-prepared meals to St Luke's and St Patrick's Care Homes, from 1 March 2021 to 28 February 2022.

The report outlined the rationale behind the waiver

request and the ongoing challenges faced by care homes in responding to the Pandemic was recognised. A more permanent interim arrangement was needed therefore, until the service had capacity to complete a full review of catering in care homes. The above waiver was requested, with the option to extend for a further 12 months should the Pandemic continue to place pressures.

RESOLVED: That Executive Board

- 1) note the contents of the report and associated appendix; and
- 2) approve a waiver in compliance with Procurement Standing Order 1.14.4 (v) of Part 3, for the Direct Award to 'Apetito' for a period of one year.

Strategic Director
- People

EXB68 SERVICES FOR MISSING FROM HOME AND CARE FOR YOUNG PEOPLE ACROSS CHESHIRE FOR HALTON, CHESHIRE EAST, CHESHIRE WEST & CHESTER AND WARRINGTON: REQUEST FOR WAIVER OF STANDING ORDERS

The Board considered a report from the Strategic Director – People, which requested a waiver in compliance with Procurement Standing Order 1.14.4 (iv) of Part 3, to allow the continuation of a contract with 'We are With You' to deliver, on behalf of the Council, the Pan Cheshire Missing from Home and Care Service, for a period of one year from 1 July 2021 to 30 June 2022.

The report outlined the rationale for the request and the value of the contract extension. It was noted that all contributing local authorities had agreed to continue with a joint commissioning approach with Halton acting as the lead.

RESOLVED: That Executive Board

- 1) note the contents of the report; and
- 2) approve a waiver in compliance with Procurement Standing Order 1.14.4 (non emergency procedures – exceeding a value threshold of £1000,00) to allow the continuation of a contract with 'We are With You' to deliver the Pan Cheshire Missing from Home and Care Service, for a period of one year.

Strategic Director
- People

HEALTH & WELLBEING PORTFOLIO

EXB69 HEALTH REFORMS

The Board considered a report from the Chief Executive, which presented the proposed reforms on the Integration of Health and Social Care. This included the proposed Memorandum of Understanding and a request for a representative from Halton to join the Cheshire and Merseyside Health and Care Partnership (C&MHCP) Board.

Appended to the report was the Council and Liverpool City Region's joint response to the consultation on the proposals at appendix one; and appendix two contained the correspondence from Alan Yates (Chair, C&MHCP) and the Memorandum of Understanding – January 2021.

RESOLVED: That the Executive Board

Chief Executive

- 1) note the contents of the letters;
- 2) agree the proposed Memorandum of Understanding; and
- 3) agree that the Chair of the Halton Health and Wellbeing Board represent Halton on the Cheshire and Merseyside Health and Care Partnership Board.

CHILDREN, EDUCATION & SOCIAL CARE PORTFOLIO AND ECONOMIC DEVELOPMENT PORTFOLIO

EXB70 CRADLE TO CAREER TRANSFORMATION OF CHILDREN AND YOUNG PEOPLE'S OUTCOMES

The Board received a report from the Strategic Director – People, informing of a forthcoming initiative with philanthropists and Right to Succeed, in collaboration with the Liverpool City Region (LCR) to deliver a place shaping transformational approach for children and young people in an agreed ward.

It was reported that the Steve Morgan Foundation had been working collaboratively with SHINE, the Right to Succeed and the LCR to deliver a place based transformation programme for children and young people in North Birkenhead; details of this pilot project were provided in the report. The ambition of the programme was to provide place based intense support from cradle to career to lift aspirations and achievement, thus the overall wellbeing of the next generation and the community. Discussions were

being held with the LCR and Right to Succeed about replicating this approach in Halton.

Further to dialogue with Children's Services and Regeneration, Halton Lea Ward had been identified as an appropriate area to participate in the programme, the reasons were outlined in the report together with the indicative budget information.

RESOLVED: That Executive Board

- 1) note the report; and
- 2) approve Halton Lea Ward to be the area to benefit from the support and focussed approach of the programme.

Strategic Director
- People

ENVIRONMENTAL SERVICES PORTFOLIO

EXB71 HALTON SMART MICRO GRID

The Board considered a report from the Chief Executive, which presented the proposals for the development of a smart micro grid that would seek to decarbonise Council buildings, electricity, heating and transport, via the culmination of several technologies.

It was noted that the Council completed construction of a 1MW Solar Farm connected by private wire to the DCBL Stadium on the former St Michael's Golf Course in September 2020. Following completion of the project further feasibility work had been undertaken to see if there was scope to extend the Solar Farm and create a micro grid connecting other Council buildings.

The report provided details of the key features of the feasibility study and the provisional costings of the schemes discussed.

RESOLVED: That Executive Board agree

- 1) that a formal bid be made to the Strategic Investment Fund for 50% funding of the estimated total project costs (circa £4,971k);
- 2) that a bid of £60k be made to the Energy from Waste Environmental Fund to support pre development costs; and
- 3) subject to a successful Strategic Investment Fund

Chief Executive

Bid, a further report be brought to Executive Board setting out a detailed financial case to support the project.

RESOURCES PORTFOLIO

EXB72 BUDGET 2021-22 - KEY DECISION

The Board considered a report of the Operational Director, Finance, which outlined a recommendation to Council in respect of the Budget, Capital Programme and Council Tax for 2021/22.

The Medium Term Financial Strategy (MTFS) was approved at the Executive Board meeting on 19 November 2020. It was noted that there were funding gaps of around £15.2m in 2021/22, £3.9m in 2022/23 and £3m in 2023/24. The Strategy had the following objectives:

- Deliver a balanced and sustainable budget;
- Prioritise spending towards the Council's priority areas;
- Avoid excessive Council Tax rises;
- Achieve significant cashable efficiency gains;
- Protect essential front line services and vulnerable members of the community; and
- Deliver improved procurement.

In terms of consultation, it was noted that the Council used various methods to listen to the views of the public, and Members' own experiences through their Ward work was an important part of that process. Individual consultations had taken place in respect of specific budget proposals and equality impact assessments would be completed where necessary.

The proposed revenue budget for 2021/22 totalled £111.446m. Appendix B outlined proposed budget savings for 2021/22, totalling £1.369m. The departmental analysis was shown in Appendix C and the major reasons for change from the current budget were shown in Appendix D.

The Board was advised the final Local Government Finance Settlement figures were awaited, along with confirmation of some 2020/21 grant allocations including the Public Health grant. It was confirmed that the Council would continue to participate in the pilot of the 100% Business Rates Retention Scheme, as part of the Liverpool City Region (LCR).

Further information was provided on the budget outlook, Halton's Council Tax, Precepts for Parishes, Police, Fire and Liverpool City Region Mayor, the Capital Programme, Prudential Code and School Budgets.

RESOLVED: That

- 1) Council be recommended to adopt the resolution set out in Appendix A, which includes setting the budget at £111.446m, the Council Tax requirement of £54.509m (before Parish, Police, Fire and LCR Combined Authority precepts) and the Band D council Tax for Halton of £1,549.34; and
- 2) Council be recommended to approve the revenue budget proposals for 2021/22 set out in Appendix B and capital programme set out in Appendix F.

Operational
Director - Finance

EXB73 REVENUE SPENDING AS AT 31 DECEMBER 2020

The Board received a report from the Operational Director – Finance, which reported the Council's overall revenue net spending position as at 31 December 2020 together with an initial forecast outturn position, and reported the financial impact of Covid-19 and the Government funding made available to the Council to date.

A summary of spending against the operational revenue budget up to 31 December 2020 was presented in Appendix 1 and Appendix 2 provided detailed figures for each individual Department. In overall terms the outturn forecast for the year showed that net spend would be over the approved budget by £1.180m. It was noted that in comparison to the forecast overspend of £4.752m reported at the end of September 2020, this represented a significantly improved position. Appendix 3 presented the Capital Programme as at 31 December 2020.

RESOLVED: That

- 1) all spending continues to be limited to only absolutely essential items;
- 2) departments seek to implement those approved budget savings proposals which currently remain to be actioned;
- 3) Strategic Directors take urgent action to identify areas where spending could be reduced or suspended for the remainder of the current financial year; and

Operational
Director - Finance

- 4) Council be requested to approve the revisions to the Capital Programme as set out in paragraph 3.18.

EXB74 CAPITAL STRATEGY 2021-22

The Board considered a report of the Operational Director – Finance, on the Council’s Capital Strategy for 2021/22.

It was reported that all councils were required to produce a Capital Strategy annually, the aim of which was to ensure that the Council understood the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite.

Members were advised that the Capital Strategy should be read in conjunction with the Treasury Management Statement, included on the same agenda. It was noted that the successful delivery of the Capital Strategy would assist the Council in planning and funding its capital expenditure over the next three years.

RESOLVED: That Council be recommended to approve the 2021/22 Capital Strategy, as presented in the Appendix attached to the report.

Operational
Director - Finance

EXB75 TREASURY MANAGEMENT STRATEGY STATEMENT 2021-22

The Board considered the Treasury Management Strategy Statement, (TMSS) which incorporated the Annual Investment Strategy (AIS) and the Minimum revenue Provision (MRP) Strategy for 2021/22.

The TMSS was appended to the report and detailed the expected activities of the treasury function in the forthcoming financial year (2021/22). Its production and submission to Council was a requirement of the CIPFA Prudential Code and the CIPFA Treasury Management Code.

The Local Government Act 2003 required the Council to have regard to the Prudential Code and to set Prudential Indicators for the next three years, to ensure that the Council’s capital investment plans were affordable, prudent and sustainable.

The Act therefore required the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy, which set out the Council’s policies for

managing its investments and for giving priority to the security and liquidity of those investments. Government guidance notes stated that authorities could combine the TMSS and the AIS into one report, which the Council had done and was included in Section 4.

Members noted that the provision of a Minimum Revenue Provision Policy Statement was required and a formal statement for approval was contained within the report at paragraph 2.3, with the full policy shown in Appendix A.

RESOLVED: That Council be recommended to adopt the policies, strategies, statements, prudential and treasury indicators outlined in the report.

Operational
Director - Finance

EXB76 PENSIONS DISCRETION STATEMENT

The Board received a report of the Strategic Director, Enterprise, Community and Resources, on the annual publication of the Pensions Discretion Statement.

The Board was advised that the 2021/22 Statement was based on the previous Statement (2020/21) and that no new discretions had been either added or removed. In addition, there had been no material changes to the Local Government Pension Scheme Regulations 2013 that would result in a change in the Statement.

RESOLVED: That the Pensions Discretion Statement for 2021/22 be approved.

Strategic Director
- Enterprise,
Community and
Resources

EXB77 TAXI LICENSING - TEMPORARY POLICY - AMENDMENT TO THE CURRENT AGE RESTRICTIONS ON LICENSED HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

The Board considered a report from the Strategic Director – Enterprise, Community and Resources, requesting approval for a temporary amendment to the current age restrictions of licensed Hackney Carriage and Private Hire Vehicles.

The background to the request was provided in the report and a consultation exercise was undertaken with the taxi trade, the responses of which were attached at appendix A and the findings were summarised in the report.

The Regulatory Committee considered the matter at its meeting on 13 January 2021 and after considering the consultation responses and the current economic situation

resulting from the Coronavirus Pandemic, recommended that Executive Board approve a temporary amendment to the current restrictions of licensed Hackney Carriage and Private Hire Vehicles.

RESOLVED: That the Executive Board approves the temporary amendment of the maximum age restriction on Hackney Carriage and Private Hire Vehicles by two years, for a two-year period, with the following conditions:

- 1) Any vehicle taking advantage of the relaxation of the restriction be subject to 3 tests per year; and
- 2) No vehicle taking advantage of the relaxation of the restriction may be transferred to another proprietor.

Strategic Director
- Enterprise,
Community and
Resources

EXB78 CALENDAR OF MEETINGS FOR 2021-22

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which set out the proposed Calendar of Meetings for the 2021/22 Municipal Year, which was appended to the report for information.

RESOLVED: That Council be recommended to approve the Calendar of meetings for the 2021/22 Municipal Year, as appended to the report.

Strategic Director
- Enterprise,
Community and
Resources

PHYSICAL ENVIRONMENT PORTFOLIO

EXB79 FOUNDRY LANE RESIDENTIAL

The Board considered a report from the Strategic Director – Enterprise, Community and Resources, which provided an update on proposals for residential development at Foundry Lane, Widnes, and to seek approval to appoint a development partner following the procurement process.

It was noted that this regeneration project was last reported to Executive Board in January 2019 (EXB77) where Members supported the acquisition of the Stobart site, forming a larger site with the former Tarmac site; both sites had now been vacant since February 2020.

The Board was advised that due to delays caused by Covid-19, in June 2020 Homes England withdrew its grant funding of £1.8m. The Liverpool City Region Combined Authority (LCR) had agreed since, as part of its Brownfield Land Fund, to make the grant funding of this project one of its key priorities, subject to the normal application process.

The report outlined the tender process for a development partner, which was carried out in conjunction with the LCR throughout. This resulted in Cityheart Limited scoring the highest overall, following evaluation as described in the report.

RESOLVED: That Executive Board

- 1) approves the appointment of Cityheart Limited to act as Development Partner in the regeneration of the Foundry Lane area;
- 2) authorises the Operational Director for Economy, Enterprise and Property and/or the Operational Director for Legal and Democratic Services, to ensure full legal compliance with statutory planning matters throughout the regeneration project; and
- 3) the Operational Director for Economy, Enterprise and Property be authorised to seek and secure grant funding in relation to the project.

Strategic Director
- Enterprise,
Community and
Resources

EXB80 HOMELESSNESS FUNDING GRANT ALLOCATIONS

The Board received a report from the Strategic Director – People, which described the various grants that had been issued by Central Government to support rough sleepers and people who were, or likely to become homeless.

It was noted that the Coronavirus Pandemic had made the need to support rough sleepers and potentially homeless people more urgent and further guidance had been issued to councils as a result.

Halton had been allocated Homeless Prevention Grant funding for 2021/22 of £344,828, which was an increase of £92,077 from 2020/21. The proposals for allocation of these monies were presented in Appendix 1. Also, received was the Rough Sleeper Initiative funding of £109,000 for 2020/21, with the commitment that the allocation for 2021/22 would be at least the same amount. The proposals for the use of this grant were presented in appendix 2.

RESOLVED: That Executive Board approves the recommendations for expenditure against the grants, as described in Appendices 1 and 2 of the report.

Strategic Director
- People

EXB81 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

- 1) whether members of the press and public should be excluded from the meeting of the Board during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972, because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972; and
- 2) whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following item of business, in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

RESOURCES PORTFOLIO

EXB82 ACQUISITION OF ELITE HOUSE, SHAW STREET, RUNCORN

The Board considered a report from the Strategic Director – Enterprise, Community and Resources, which sought approval for the acquisition of the freehold interest in Elite House, Shaw Street, Runcorn.

The report provided Members with details of the proposals and financial implications for their consideration.

RESOLVED: That Executive Board

- 1) approves the acquisition and of the freehold interest in Elite House, Shaw Street, Runcorn, on the terms reported in paragraph 3.4; and
- 2) authorises the Operational Director – Economy, Enterprise and Property, to arrange for all required documentation for the transactions to be completed to the satisfaction of the Operational Director – Legal and Democratic Services, in consultation with the Portfolio Holder for Resources.

Strategic Director
- Enterprise,
Community and
Resources

MINUTES ISSUED: 2 March 2021

CALL-IN: 9 March 2021 at 5.00 pm

Any matter decided by the Executive Board may be called in no later than 5.00pm on 9 March 2021.

Meeting ended at 3.15 p.m.

REPORT TO:	Executive Board
DATE:	18 March 2021
REPORTING OFFICER:	Director of Public Health
PORTFOLIO:	Health & Wellbeing
SUBJECT:	Substance Misuse Service Waiver Request
WARD(S)	Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To seek a waiver in compliance with Procurement Standing Order 1.14.4 (v) of part 3, for the granting of a Direct Award for the delivery of a Substance Misuse Service from 1 April 2021 to 30 September 2021.

2.0 RECOMMENDATION: That Members of the Executive Board:

- i) Note the contents of the report; and
- ii) Approve a waiver in compliance with Procurement Standing Order 1.14.4 (v) of part 3, for the granting of a Direct Award for the delivery of a Substance Misuse Service from 1 April 2021 to 30 September 2021.

3.0 SUPPORTING INFORMATION

3.1 Halton Borough Council is responsible for commissioning services to support local people with substance (drugs and alcohol) misuse problems. The overall aim of this service is to improve health and social care outcomes, reduce the harm from addiction to legal and illicit substances and reduce health inequalities for local people.

3.2 The provision of an effective specialist community substance misuse service contributes towards the aim of the Safer Halton Partnership to ensure Halton is a pleasant, safe and secure place to live and work with attractive, safe surroundings, good quality local amenities and the ability of people to enjoy life where they live. The service also contributes towards the aim of the Halton Health and Wellbeing Board by promoting the health and wellbeing of all service users and their families and reducing alcohol-related harm locally.

3.3 In September 2015 the Executive Board granted authority to the Director of Public Health to carry out all necessary steps in relation to the open tendering and commissioning of Specialist Community

Substance Misuse services. The contract was awarded in line with Halton Borough Council's Procurement Policy to Change, Grow, Live (CGL) for a fixed period of five years and is due to end on 31st March 2021, with no contractual arrangement for extension.

- 3.4 It had been anticipated that a full procurement exercise would have taken place during 2020 to enable a new contract to be in place. However, the impact of the covid pandemic has placed a significant strain on the capacity of both providers and the wider public health and council workforce.
- 3.5 In addition, the Council has not sought to destabilise the current provision of essential services to some of the Boroughs most vulnerable clients during this difficult time.
- 3.6 The Government has also recently announced a programme of additional investment of £80million pounds to be shared and allocated to Local Authorities to improve access to drug treatment. We are awaiting the local allocation which will have significant implications on the services that we are able to commission and inform the development of a new service specification.
- 3.7 This report seeks a waiver of the Council's Standing Orders to directly award a contract for a six month period for the continued delivery of the specialist substance misuse service. This will enable the provision of essential public health services, whilst at the same time enable approval to be sought to commence the formal procurement of a new contract as part of an open and transparent process.
- 3.8 This award via a waiver is sought on the following basis:
- To prevent disruption to the delivery of important and mandated services.
 - CGL is the current provider of services currently working on behalf of Halton Borough Council.
 - CGL offer value for money to the Council as the largest regional provider of services which enables projects and services to be organised at scale that would be otherwise unaffordable for individual local authorities.
 - The extension will enable the delivery of a formal procurement process to secure a new contract for the delivery of this essential service.
- 3.9 A waiver in compliance of Procurement Standing Order 1.14.4 (v) of part 3 is sought to award CGL (Change, Grow, Live) a contract for a six month period from 1st April 2021 to 30th September 2021.

4.0 **POLICY IMPLICATIONS**

- 4.1 These services are commissioned in pursuance of the local

authority's statutory responsibility to improve the health and well-being of the local population through the delivery of specialist Public Health advice and the continued access to health improvement services for residents in Halton. The method of procurement complies with the Council's Procurement Standing Orders and Public Contract Regulations 2015. The service objectives are in line with the Health and Wellbeing and Clinical Commissioning Group Priorities.

5.0 **FINANCIAL IMPLICATIONS**

5.1 The provision of substance misuse services and functions is an essential element of the Public Health Grant and the resources are included in the ring fenced budget. It is anticipated that the budget will not exceed £650,000 for the six month period.

6.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

6.1 **Children & Young People in Halton**

The proposal supports the delivery of the Health & Wellbeing Strategy and elements of the Children's Plan.

6.2 **Employment, Learning & Skills in Halton**

Employment, Learning and Skills is a key determinant of health and wellbeing and is therefore a key consideration when developing strategies to address health inequalities.

6.3 **A Healthy Halton**

The proposal supports the council's delivery of the Health and Wellbeing strategy and contributes to the achievement of the council's outcomes, including population health and reducing health inequalities as outlined in the priorities contained in the Joint Strategic Needs Assessment (JSNA).

6.4 **A Safer Halton**

The service contributes to a Safer Halton by supporting local people in reducing risk taking behaviour, such as alcohol, drugs, etc. Community services also play an important role in reducing crime and anti-social behaviour

6.5 **Halton's Urban Renewal**

None identified.

7.0 **RISK ANALYSIS**

7.1 There is a significant risk to the health and wellbeing of the local population if access to local substance misuse services are disrupted. The waiver will ensure the continued provision of essential services and enable a formal procurement to take place in an open and transparent way.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 An Equality Impact Assessment (EIA) is not required for this report.

9.0 **REASON(S) FOR DECISION**

A decision is required as the outcome will result in the local authority incurring expenditure which is significant; and is significant in terms of its effects on communities.

10.0 **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

At this stage alternative options have not been considered.

11.0 **IMPLEMENTATION DATE**

1st April 2021

12.0 **LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

None.

REPORT TO: Executive Board

DATE: 18th March 2021

REPORTING OFFICER: Strategic Director, People

PORTFOLIO: Economic Development

SUBJECT: Voluntary Sector Funding – Grant Allocation 2021/22

WARD(S): Borough-wide

1.0 **PURPOSE OF REPORT**

1.1 To report on the Voluntary Sector Grant Funding Awards for 2021/22.

2.0 **RECOMMENDED: That the Board approve the grant allocations as outlined in the report.**

3.0 **SUPPORTING INFORMATION**

3.1 Halton Borough Council has been awarding direct grants to local voluntary and charitable organisations for a number of years. The opportunity is advertised on the council website and applications invited. Applications are assessed against key criteria including: impact on and outcomes for local people; demonstrable wider social impact such as volunteering and training and development opportunities for local people; impact on reducing the need for statutory services.

Applications are assessed and recommendations agreed by a panel consisting of the Executive Board Member with portfolio responsibility for the Voluntary Sector and Officers from the People Directorate.

3.2 **Monitoring Arrangements**

- 1) All grants must agree a Service Level Agreement and provide quarterly monitoring reports. Grants under £5,000 provide mid-year and end of year reports.
- 2) Review meetings are held with the organisations in receipt of core grant on an annual basis.
- 3) Voluntary sector grant performance monitoring information contributes to corporate assessments.

4.0 APPROVAL OF GRANTS 2020/21

4.1 Voluntary Sector Core Funding Grants

The grants are listed below; the report is in the context of the budget allocation and the panel's assessment. These recommendations are for an annual allocation for the financial year 2021/22.

The budget available is £226,640

	2021/22
Cheshire Asbestos Victims Support	£5,000
Halton Citizens Advice Bureau	£143,350
Cheshire Race & Equality Council (CHAWREC)	£3,000
Halton Children's Contact Centre	£5,000
Halton & St Helens VCA	£38,700
Relate	£9,000
Runcorn & Frodsham MENCAP	£2,590
Samaritans	£4,500
Vision Support	£4,000
Widnes & Runcorn Cancer Support Group	£11,500
TOTAL	226,640

5.0 POLICY IMPLICATIONS

5.1 None identified.

6.0 FINANCIAL IMPLICATIONS

6.1 The recommended grants do not exceed the current budget allocations

6.2 The work of the voluntary sector organisations receiving grants impacts greatly on health improvements, social inclusion, community involvement, anti-poverty and diversity issues.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

The service delivery from organisations receiving core grants in many cases is cross cutting in the context of the Council's strategic priorities. There are significant levels of welfare rights and debt handling support provided which impacts on anti-poverty issues for the Borough.

7.1 **Children & Young People in Halton**

The work delivered by Relate in preventing family breakdown and offering counselling to teenagers has a direct impact on those children and young people in the Borough.

The Samaritans is open to all age ranges and does receive calls from young people in the Borough looking for support.

Widnes & Runcorn Cancer support group offer support to all members of families affected by the disease, encompassing young members of families.

Mencap runs a weekly youth group for young people with extra needs.

Halton CAB provides advice to Sure Start families.

Cheshire, Halton and Warrington Race and Equality Centre, in partnership with Manchester Metropolitan university has undertaken a three year research project - Schools Stand Up 2 Racism to research racism and its effects in Cheshire, Halton and Warrington secondary schools.

7.2 **Employment, Learning & Skills in Halton**

The voluntary sector organisations have a significant reliance on volunteer time to deliver services. The organisations provide training opportunities for volunteers to enable the delivery of service and improve their skills and employability.

The CAB in particular has experienced local volunteers gaining local employment as result of the training and experience.

Halton and St Helens VCA supports volunteers to gain work experience, train and get qualifications and develop new skills which enable them to explore new career paths.

Relate offers placements for students on counselling degrees.

7.3 **A Healthy Halton**

Widnes & Runcorn Cancer support have a major impact on the health and well being of our residents diagnosed and in remission from cancer through the support, advocacy and therapies they are able to offer.

Cheshire Asbestos works with sufferers and their families to support them through the illness, offering welfare support and recreational breaks for the sufferers and their families.

Vision support provides a resource centre for visually impaired and offers home visits and welfare rights support.

Halton Talking Newspaper service enables their clients to receive news on current affairs and community activities on a weekly basis including GP/Pharmacy opening times.

7.4 A Safer Halton

Cheshire, Halton & Warrington Race & Equality Centre work with minority groups in the Borough to contribute to a cohesive and integrated community in Halton. They offer support to individuals experiencing discrimination and will support in challenging discriminatory practice and will help people through tribunal processes.

Mencap provides a community meeting point for disabled members in Halton offering a safe environment for their clients to engage in community activity and participate in skill development and recreational activity.

7.5 Halton's Urban Renewal

None identified.

8.0 RISK ANALYSIS

8.1 The Quality Assurance Team will monitor the grants and ensure the Council and Halton residents receive value for money.

9.0 EQUALITY & DIVERSITY ISSUES

9.1 To receive a grant, organisations have to demonstrate that acceptable equality and diversity policies are in place.

10.0 REASON(S) FOR DECISION

A decision is required as the outcome will result in the local authority incurring expenditure. The expenditure will provide valuable services to Halton residents, which may otherwise not be financially sustainable.

11.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

No alternative options are available to provide these funded services.

12.0 IMPLEMENTATION DATE

1st April 2021.

13.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

None under the meaning of the Act.

REPORT TO:	Executive Board
DATE:	18 March 2021
REPORTING OFFICER:	Strategic Director – Enterprise, Community & Resources
PORTFOLIO:	Resources
SUBJECT:	Review of Council wide Fees and Charges
WARDS:	Borough Wide

1.0 PURPOSE OF THE REPORT

- 1.1 In conjunction with the annual budget review, it is proposed to charge the fee rates for services in accordance with the schedules shown in Appendix A, B and C. This report presents the proposed fees and charges for 2021/22 for services provided by both of the Council's Directorates.

2.0 RECOMMENDATION: That;

- (i) **The proposed fees and charges for 2021/22 as set out in Appendix A and for 2022/23 as set out in Appendices B and C, be approved;**

3.0 SUPPORTING INFORMATION

- 3.1 The review of fees and charges has been carried out as part of the budget preparations for 2021/22.
- 3.2 The general aim in setting fees and charges is to ensure the Council fully recovers the cost incurred in providing a service. In a number of cases this is achieved by breaking down the cost of providing a service on a unit basis but given the volume of services the Council provides isn't feasible on a case by case basis. Estimated costs will be reviewed at individual service level and budgeted income targets set to ensure the Council fully recovers the cost of providing that service.
- 3.3 Recovering the full cost of services through the year is also dependent on a number of other factors outside the agreed charge, including:
- Demand – will change year on year and could be determined by a number of drivers such as weather, economy, regional and national events, demographics etc...
 - Competition – There are a number of services the Council provides for which there is a strong competitive market. Costs within the private sector are generally lower than in the public sector, for example employee terms and conditions.
 - Statutory Element – Some charges are outside control of the Council with there being no discretion to what can be charged.

- 3.4 The setting of fees and charges is an annual exercise and where the Council has been successful in recovering costs, generally charges for the new financial year have been set by the inflation level highlighted in the Medium Term Financial Strategy, at 1%. As mentioned there will be reasons why the Council will have amended charges at a different rate to this, supporting reasons for any significant increases or decreases to charges have been provided within the schedules.
- 3.5 All proposed charges are exclusive of VAT. Where applicable, VAT will be added to the charges set out in the appendices.
- 3.6 As part of the in-year budget monitoring process, actual income from fees and charges will be regularly reviewed against budgeted income. Supporting narrative will be provided within monitoring reports to highlight areas where the Council has not fully recovered the cost of providing a service.
- 3.7 The schedule in the appendices includes guidance on the charge being a discretionary or statutory fee. Statutory fees may result in changes throughout the year and therefore the relevant fees will be amended accordingly.

Covid

- 3.8 The impact of covid-19 and resulting closure and reduced use of services has had a significant impact on generated income levels during 2020/21 and it is expected this will continue to be the case in the first quarter of 2021/22. The gradual removal of restrictions during 2021/22 should see a steady increase in the use of services but it remains unknown on how quickly usage will revert to pre Covid levels.
- 3.9 Over the past year Government have committed to compensating local authorities up to 75% of irrecoverable and unavoidable losses relating to sales, fees and charges. Commercial investment revenues and rental income are not considered eligible losses and will not be compensated for under the scheme. Government have confirmed the scheme will continue for the first quarter of 2021/22.

4.0 POLICY IMPLICATIONS

- 4.1 The effects of the proposed changes have been incorporated where possible into budgets for 2021/22. As per the Medium Term Financial Strategy budgeted income for 2021/22 has been increased by 1%, except where additional increases have been proposed as saving items, statutory fee increases apply or where income targets have been reduced to reflect the actual recovery rate. Individual fees and charges have been reviewed and increases proposed by Service Managers which also reflect the particular circumstances of each area.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The financial implications are as presented in the report and appendices.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1 **Children and Young People in Halton**

There are no implications for this priority.

6.2 Employment, Learning and Skills in Halton

There are no implications for this priority.

6.3 A Healthy Halton

There are no implications for this priority.

6.4 A Safer Halton

There are no implications for this priority.

6.5 Halton's Urban Renewal

There are no implications for this priority.

7.0 RISK ANALYSIS

7.1 There is a requirement for the fees to be paid and in order to avoid the risk of them not being paid; the fees should be received before the service is provided.

7.2 The Council's budget assumes an increase in fees and charges income in line with those proposed in the Medium Term Financial Strategy. If increases are not approved it may lead to a shortfall in budgeted income targets.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no Equality and Diversity implications arising as a result of the proposed action.

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

9.1 There are no background papers under the meaning of the Act.

ENVIRONMENTAL INFORMATION

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
REQUESTS FOR INFORMATION REGARDING POTENTIALLY CONTAMINATED LAND			
Information relating to statutory designation under Part 2A of the Environmental Protection Act 1990, e.g. details of an entry on the Statutory Register	No Charge	No Charge	D
Searches for land contamination information for a given property or site against all information held by HBC relating to known or potential contamination including historical land use, landfill locations and details of site investigations and remediation contamination. The charge varies depending on the size of the site for which information is requested:-			
For premises equivalent to less than 1 hectares in size, (e.g. a single domestic property or a small factory unit)			
(i) The premises site only	76.50	78.00	D
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	122.40	125.00	D
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	204.00	208.00	D
For premises equivalent to more than 1 hectares in size, (e.g. a Housing estate or a large factory unit)			
(i) The premises site only	122.40	125.00	D
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	204.00	208.00	D
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	279.48	285.00	D
Additional enquiries charged at £60 per hour			

LICENCE FEES

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
HACKNEY CARRIAGE & PRIVATE HIRE CHARGES			
Single Status Driver			
First Grant (max 3 year licence)	206.00	208.00	D
First Grant - inc DBS (max 3 year licence)	246.00	248.00	D
Renewal (max 3 year licence)	188.00	190.00	D
Renewal - inc DBS (max 3 year licence)	228.00	230.00	D
Replacement Badges	13.00	13.10	D
Vehicle Licence			
Grant and Renewals 1 Year – Hackney Carriage ++ ##	263.50	265.50	D
Note: £21.50 added for to recover the costs of the Hackney Carriage Vehicle unmet demand survey			
Grant and Renewals 1 Year – Private Hire ++ ##	244.00	246.00	D
Transfer of Existing Vehicle Licence	30.50	30.75	D
Temporary Transfer Fees (Licence issued for a maximum of 2 months)	95.50	96.50	D
Replacement Vehicle Plate (each)	19.25	19.50	D
Replacement Bracket (each)	19.25	19.50	D
Replacement Doors Stickers Private Hire (Pair)	25.50	25.75	D
Replacement Internal plate	13.00	13.10	D
Change to Personalised Number Plate	56.50	57.00	D
Private Hire Operator Licence:	294.00	297.00	D
Private Hire Operator Licence (5 years)	588.00	594.00	D
LOWERHOUSE LANE DEPOT FEES:			
Hackney Carriage & Private Hire			
Hackney Carriage and Private Hire - Vehicle Test Fee	62.50	63.00	D
Hackney Carriage and Private Hire - Vehicle Re-test Fee	25.00	25.25	D
Hackney Carriage and Private Hire - Vehicle Test Un-notified Cancellation Fee	24.00	24.25	D
Notes			
Hackney Carriage and Private Hire - ++Includes Taximeter Sealing Fee			
Owners of Private Hire Vehicles that are not equipped with meters may apply for the meter charge to be discounted from the annual licence fee ## Unless part of a single transaction involving a simultaneous grant in which case £30.50			
Street Trading			
First Grant & Renewal	414.00	418.00	D
Additional Vehicles (Per Vehicle)	206.00	208.00	D
"Static" First Grant	477.00	481.50	D
Change of Vehicle	31.50	31.75	D
Daily Fee for Temporary Extension of Existing Consent (max 5 days per year)	70.50	71.00	D
Daily Fee for Temporary Consent (max 5 days per year)	106.50	107.50	D
Hawkers etc. Cheshire County Council Act	246.00	248.50	D
Sex Establishments*	1,512.50	1,527.50	D
Scrap Metal Dealers	206.00	208.00	D
Notes			
* The expression "Sex Establishment" includes Sex Entertainment Venues, Sex Cinemas and Sex Shops			
LOCAL LAND CHARGES (Search Fees)			
Official Certificate (LLC1)	30.00	30.00	D
Form CON29R	80.00	80.00	D
Official Search (LLC1 & CON29)	110.00	110.00	D
Each additional (LLC1) parcel***	5.00	5.00	D
Each additional (CON29) parcel***	80.00	80.00	D
CON29O Optional Enquiries (per person, per parcel)	12.00	12.00	D
Each Additional Enquiry	14.00	14.00	D
Personal Search	0.00	0.00	D
Notes			
***Parcel of land means land (including a building or part of a building) which is separately occupied or separately rated, in separate ownership. For the purposes of this definition an owner is a person who (in his own right or as a trustee for another person) is entitled to receive the rack rent of land, or, where the land is not a rack rent, would be so entitled if it were so let.			

HIGHWAYS

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
ROAD TRAFFIC REGULATION ACT 1984			
Temporary Order at request of a third party	2,100.00	2,150.00	D
Temporary Order at request of non-commercial organisations – Section 16A plus actual cost of advertising	100.00 plus advertising	100.00 plus advertising	D
Permanent Order	At Cost plus 15% Admin Fee	At Cost plus 15% Admin Fee	D
Temporary Closure Notice (incl emergency) at request of a third party	380.00	380.00	D
Diversory Notice at request of a third party	320.00	320.00	D
HIGHWAYS ACT 1980			
Applying to the Magistrates Court for an Order to stop up or divert a highway - Permanent closure (Excluding appeal costs). Also applies to closures/diversions under Town & Country Planning Act 1990	720.00	735.00	D
Issuing of Scaffolding/Hoarding permit	100.00	100.00	D
Issuing of Scaffolding/Hoarding permit (Additional week or part thereof) – Note, 2021/22 charge increased by 14% in of reducing occupancy on highway	35.00	40.00	D
Issuing of Skip Permit – Initial Fee (up to 14 days)	35.00	40.00	D
Skip Permit – Additional periods (each additional 7 days)	25.00	20.00	D
Skip found without a licence (plus current permit fee)	115.00	115.00	D
Removal of unauthorised skip	At cost plus 15% admin fee	At cost plus 15% admin fee	D
Issuing of Cherry Picker/Mobile Platform permit (Initial week)	100.00	100.00	D
Issuing of Cherry picker/Mobile Platform permit (Additional week or part thereof)	35.00	35.00	D
Issuing of permits to erect structures/equipment over or under the highway (Minimum £80)	At cost plus 15% admin fee	At cost plus 15% admin fee	D
Construction of vehicular crossings on footways	As agreed by the Strategic Director	As agreed by the Strategic Director	D
Section 38 Agreements	10% of works cost. Minimum charge £2,562	10% of works cost. Minimum charge £2,613	D
NOTE: If construction of road foundation commences before agreement is in place, then an additional fee of £2,562.00 will be payable			
PLUS Legal Agreement fee as detailed below			
(a) Basic Agreement	800.00	815.00	D
(b) Moderately Complex Agreement	1,335.00	1,360.00	D
(c) Highly Complex Agreement	2,130.00	2,170.00	D
NOTE: The Council will determine the appropriate agreement			
Section 278 Agreements	As agreed by the Strategic Director	As agreed by the Strategic Director	D
Alfresco Dining Areas Licence	115.00	117.00	D
'A' Board Licence – Per Annum	60.00	60.00	D
Shop Displays Licence – Per Annum	130.00	133.00	D
Other Part VIIa e.g. Promotions & Leisure – Commercial Organisations. (Applications made within 7 working days of the event will incur an additional administration fee of £130.00)	180.00	184.00	D
Other Part VIIa e.g. Promotions & Leisure – Non-Commercial Organisations	As agreed by the Strategic Director	As agreed by the Strategic Director	D
Minor Highways Works Permits	1,600.00 plus refundable	1,600.00 plus refundable	D
NOTE: The refundable cash bond is the value of the works as determined by the Council			
Clearance of Accident Debris/Unauthorised obstructions on the Highway	At Cost plus 15% Admin Fee	At Cost plus 15% Admin Fee	D
Structural checking and technical approval of highways structures	As agreed by the Strategic Director	As agreed by the Strategic Director	D

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Relocation of lighting column at request of third party			
Commercial Organisations	At Cost plus 15% Admin Fee	At Cost plus 15% Admin Fee	D
Non-commercial organisations	630.00	640.00	D
HIGHWAY SEARCHES			
Letter and plan showing adopted highway	55.00	56.00	D
Additional questions	18.00	18.00	D
SIGNING			
Design and Erection of a Traffic Sign(s) at the request of a third party	At Cost plus 15% Admin Fee	At Cost plus 15% Admin Fee	D
Initial Assessment of Application for Tourism Signs	140.00	150.00	D
Provision of H Bar Road Markings	100.00	105.00	D
Authorisation of Temporary Direction Signs (Normally for Housing Developments and Temporary Events)	160.00	165.00	D
Provision of Disabled Persons Parking Space (subject to meeting criteria)	No charge subject to meeting criteria	No charge subject to meeting criteria	D
TRAFFIC SIGNALS			
Supply of Information on Operation of Traffic Signals	230.00	245.00	D
Switching Off/On Traffic Signals and Bagging Over heads during normal working hours (08.00 - 19.00; Monday - Saturday (excluding bank holidays)) –	600.00	620.00	D
Switching Off/On Traffic Signals and Bagging Over outside normal working hours -	700.00	720.00	D
Bagging over traffic signal head	20.00	20.00	D
Bagging over pedestrian push button / demand unit	10.00	10.00	D
Temporary Portable Traffic Signals (Multi Phase) (Administration Fee)	170.00	180.00	D
BUILDING ACT 1984 Section 18			
Legal Charge for supplying and administering agreements (together with design checking and supervision charges as determined by the Strategic Director- Enterprise, Community & Resources)	210.00	210.00	D
STREET NAMING AND NUMBERING			
Up to 2 Dwellings	41.00	42.00	D
Between 3 and 10 dwellings	206.00	210.00	D
Schemes Over 10 dwellings	386.00	394.00	D
Re-numbering of properties where original numbering has already been confirmed	£52 per plot	£53 per plot	D
ROAD SAFETY			
Supply of Accident Data (per road/junction for up to 3 years)	180.00	185.00	D
Road Safety Courses	As agreed by the Strategic Director	As agreed by the Strategic Director	D
TRAFFIC DATA			
Supply of Automatic Traffic Count Data	160.00	165.00	D
CLOSURE OF BUS STOPS FOR ROADWORKS			
Closure of Bus Stop for Roadworks (per stop)	179.00	183.00	D
Commissioning of Temporary Stop (per stop)	179.00	183.00	D
Bus Stop Closure Notice and Notice to the Public (per stop)	97.00	99.00	D
Section 50 - Street Works Income (i) All Apparatus			
Minor Works	400.00	425.00	D
Standard Works	800.00	850.00	D
Major Works	1,600.00	1,700.00	D

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Miscellaneous			
Supply Photocopy of the Following:			
Building Regulation Approval or Completion Certificate and planning decision notice (max 4 pages)	30.60	31.21	D
Any Other Chargeable Documents	40.80	41.62	D
Assistance from Council Staff to Extract, Interpret or Describe this Material	30.60	31.21	D
A4 Aerial Photograph	As A4 Doc	As A4 Doc	D
Copy of tree preservation order	As A4 Doc	As A4 Doc	D
Copy of Consultant Report	71.40	72.83	D
Copy of larger format plans	16.32	16.65	D
Map Production:			
Admin Charge - inclusive of copying of first sheet.	15.30	15.61	D
A4 –per subsequent sheet.	0.71	0.72	D
A3 - per subsequent sheet	1.02	1.04	D
A2 –per subsequent sheet	1.73	1.76	D
A1 - per subsequent sheet	6.78	6.92	D
A0 - per subsequent sheet	10.86	11.08	D
Price per Copy (Colour)			
A4 –per subsequent sheet.	1.73	1.76	D
A3 - per subsequent sheet	2.24	2.28	D
A2 –per subsequent sheet	3.77	3.85	D
A1 - per subsequent sheet	12.95	13.21	D
A0 - per subsequent sheet	21.11	21.53	D
Price Per Disc - CD-R	59.16	60.34	D
Price Per Disc – DVD-R	73.95	75.43	D
Assistance from Council Staff to Extract, Interpret or Describe Material	112.20	114.44	D
Flat Rate to be Added for Access to OS Data	17.34	17.69	D
Weekly List of Planning Applications to Non-Public Authority Applicants for One Year	362.10	369.34	D
Provision of Non-Statutory Info. – Per Question (Estate Agents etc.)	47.94	48.90	D
Provision of Non-Statutory Info. – Per Question Reporting Conditions Compliance	73.44	74.91	D
Provision of Non-Statutory Info. – Per Question (Estate Agents etc.)	47.94	48.90	D
Provision of Non-Statutory Info. – Per Question Reporting Conditions Compliance	73.44	74.91	D

PLANNING

PRE APPLICATION PLANNING FEE SCHEDULE Charges for pre application are applied prior to planning requests being submitted to the Council. Planning application fees are set nationally.

Development Category	Charging Rates 2021/22
Category A – Householder Development	<ul style="list-style-type: none"> £130 – unaccompanied visit and formal response to request. Meetings can be arranged by agreement with the Case Officer at a cost of £100 per hour per Officer.
Category B – Minor Development See also notes: (1), (2)	<ul style="list-style-type: none"> £310 to cover one unaccompanied site visit and formal response to request. Meetings can be arranged by agreement with the Case Officer at a cost of £100 per hour per Officer. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category C – Intermediate Development See also notes: (1), (2),	<ul style="list-style-type: none"> £620 to cover one site visit, formal response to request and one meeting. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category D – Small Scale Development See also notes: (1), (2),	<ul style="list-style-type: none"> £1500 to cover one site visit, formal response to request and up to two meetings. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category E – Significant Development See also notes: (1), (2),	<ul style="list-style-type: none"> £2500 to cover one site visit, formal response to request and up to two meetings. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category F – Large Scale Development See also notes: (1), (2),	<ul style="list-style-type: none"> £3000 for schemes of 50 houses plus an additional fee of £100 per house over 50 houses to a maximum fee of £30000. Fee covers one site visit, formal response to request and up to two meetings. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc
Notes:	
(1) Current hourly rate is £100 per hour for all Officers.	
Householder (Category A) meetings and Minor Development (Category B) meetings, where requested, are with the Case Officer. Additional officers at hourly rate.	
Meetings included in Categories C to F include the Case Officer and a Highways Officer. Additional officers will be charged at an hourly rate.	
(2) Green Belt/Conservation Areas/Listed Buildings: Proposals involving one or more of these categories will incur additional fees due to the additional considerations involved. Additional fees for Category A £100, Category B £150, Category C £250, Category D £350, Category E £500, Category F £1000	

ADULT SOCIAL CARE

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Maximum Charges for Community Based Care			
Domiciliary Care (per hour) – Note – Full cost recovery applies if above threshold level	Full cost recovery as per charge by care provider	Full cost recovery as per charge by care provider	S
Residential Care – Note – Full cost recovery applies if above threshold level	Full cost recovery as per charge by care provider	Full cost recovery as per charge by care provider	S
Day Care (per session)	17.25	17.40	D
Family Placement (per session)	17.25	17.40	D
Naughton Fields and Barkla Fields Support Charge (per week)	14.10	14.25	D
Key Safe	57.75	58.30	D
Transport (per journey)	3.20	3.25	D
Meals in the Community			
Family Placement Breakfast	2.15	2.20	D
Family Placement Lunch	2.60	2.65	D
Family Placement Tea	2.45	2.50	D
Meals - Delivered to People in Their Own Homes	4.15	4.20	D
Meals - Tea Time Pack Delivered to People in Their Own Home	2.90	2.95	D
Charges Community Based Services			
Pitch Charges (weekly) Riverview Gypsy Site 21 pitches @	62.20	63.10	D
Pitch Charges (weekly) Riverview Gypsy Site 1 pitch @	72.65	73.95	D
Water & Sewerage (weekly) - Riverview Gypsy Site	14.80	15.40	D
Combined Pitch and Water/Sewerage Charge – Canalside Traveller Site	83.75	85.00	D
Pitch Charges (daily) - Transit Site	13.90	14.10	D
Charges to Other Local Authorities			
Older People in Residential Intermediate Care (per week)	720.50	727.50	D
Adults in Supported Accommodation (per week) Bredon	624.25	630.50	D
Day Care - Older People (per session)	49.85	50.35	D
Day Care - Adults with Learning Disability (per session)	88.45	89.35	D
Day Care - Adults with Physical/Sensory Disability (per session)	102.50	103.50	D
Appointee/Deputyship Charges*			
Securing Property	110.00	110.00	D
Continuous Monitoring of Property (when property holder is unable - cost per hour)	27.50	27.50	D
Storage of Wills (annual cost)	27.50	27.50	D
Property Searches, Meter Readings etc (cost per hour)	27.50	30.00	D
Charging structure for the Appointeeship Service:			
Appointeeship clients (residential) per annum	380.00	380.00	D
Appointeeship clients (community based) per annum.	624.00	624.00	D
Deputyship clients	charged in accordance with the fees set by the Office of the Public Guardian	charged in accordance with the fees set by the Office of the Public Guardian	S
Duchy of Lancaster Referrals (where people have died intestate)	Actual cost	Actual cost	S
Applications to the Court of Protection	Actual cost	Actual cost	S
Administration charge following a client leaving the Appointeeship service.	300.00	300.00	D
Funeral Arrangements	350.00	360.00	D
Same day payment of personal allowances	5.00	5.00	D
Community Wardens/Lifeline Charges			
Single Occupancy – per person charge			
Level 1 Call centre monitoring plus community warden reactive response. (Assessment and support plan, review within the first 6 weeks and then 6 monthly, unless further review is indicated.)	6.40	6.45	D
Level 2 Call centre monitoring plus reactive callout. Community warden visits up to two weekly, according to assessed need and support planning.	10.30	10.40	D
Houses of Multiple Occupation	3.43	3.45	D

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Fees for Licensing Residential Park Home Sites			
New License Application: 1-5 Pitches	515.00	520.00	D
New License Application: 6-15 Pitches	555.00	560.00	D
New License Application: 16-45 Pitches	594.00	600.00	D
New License Application: >46 Pitches	633.00	640.00	D
Transfer of Existing License: 1-5 Pitches	129.00	130.00	D
Transfer of Existing License: 6-15 Pitches	129.00	130.00	D
Transfer of Existing License: 16-45 Pitches	129.00	130.00	D
Transfer of Existing License: >46 Pitches	129.00	130.00	D
Application to vary a Site License: 1-5 Pitches	212.00	215.00	D
Application to vary a Site License: 6-15 Pitches	265.00	270.00	D
Application to vary a Site License: 16-45 Pitches	318.00	320.00	D
Application to vary a Site License: >46 Pitches	371.00	375.00	D
Annual License Fee: 1-5 Pitches	84.00	85.00	D
Annual License Fee: 6-15 Pitches	110.00	110.00	D
Annual License Fee: 16-45 Pitches	166.00	170.00	D
Annual License Fee: >46 Pitches	333.00	335.00	D
Deposit of Site Rules: 1-5 Pitches	32.00	32.25	D
Deposit of Site Rules: 6-15 Pitches	32.00	32.25	D
Deposit of Site Rules: 16-45 Pitches	32.00	32.25	D
Deposit of Site Rules: >46 Pitches	32.00	32.25	D

CHILDREN'S SOCIAL CARE

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Halton Lodge Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	7.10	7.20	D
Meeting Room – Voluntary Group Daily Rate	38.00	38.40	D
Meeting Room – Private Group Hourly Rate	9.20	9.30	D
Meeting Room – Private Group Daily Rate	53.00	53.50	D
Training Room 1&2 – Voluntary Group Hourly Rate	7.10	7.20	D
Training Room 1&2 – Voluntary Group Daily Rate	38.00	38.40	D
Training Room 1&2 – Private Group Hourly Rate	9.20	9.30	D
Training Room 1&2 – Private Group Daily Rate	53.00	53.50	D
Training Room 1 – Voluntary Group Hourly Rate	3.80	3.80	D
Training Room 1 – Voluntary Group Daily Rate	15.60	15.80	D
Training Room 1 – Private Group Hourly Rate	6.00	6.10	D
Training Room 1 – Private Group Daily Rate	30.50	30.80	D
Training Room 2 – Voluntary Group Hourly Rate	3.80	3.80	D
Training Room 2 – Voluntary Group Daily Rate	15.60	15.80	D
Training Room 2 – Private Group Hourly Rate	6.00	6.10	D
Training Room 2 – Private Group Daily Rate	30.50	30.80	D
Community Room – Voluntary Group Hourly Rate	4.90	4.90	D
Community Room – Voluntary Group Daily Rate	23.10	23.30	D
Community Room – Private Group Hourly Rate	7.60	7.70	D
Community Room – Private Group Daily Rate	42.30	42.70	D
Quiet Room – Voluntary Group Hourly Rate	2.80	2.80	D
Quiet Room – Voluntary Group Daily Rate	10.80	10.90	D
Quiet Room – Private Group Hourly Rate	5.50	5.60	D
Quiet Room – Private Group Daily Rate	26.90	27.20	D
Halton Brook Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	7.10	7.20	D
Meeting Room – Voluntary Group Daily Rate	38.00	38.40	D
Meeting Room – Private Group Hourly Rate	9.20	9.30	D
Meeting Room – Private Group Daily Rate	53.00	53.50	D
Windmill Hill Children's Centre			
Play Room – Voluntary Group Hourly Rate	9.20	9.30	D
Play Room – Voluntary Group Daily Rate	53.00	53.50	D
Play Room – Private Group Hourly Rate	11.40	11.50	D
Play Room – Private Group Daily Rate	67.90	68.60	D
Training Room – Voluntary Group Hourly Rate	7.10	7.20	D
Training Room – Voluntary Group Daily Rate	38.00	38.40	D
Training Room – Private Group Hourly Rate	9.20	9.30	D
Training Room – Private Group Daily Rate	53.00	53.50	D
Family Room – Voluntary Group Hourly Rate	4.90	4.90	D
Family Room – Voluntary Group Daily Rate	23.10	23.30	D
Family Room – Private Group Hourly Rate	7.60	7.70	D
Family Room – Private Group Daily Rate	42.30	42.70	D

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Brookvale Children's Centre			
Woodhatch Room – Voluntary Group Hourly Rate	9.20	9.30	D
Woodhatch Room – Voluntary Group Daily Rate	53.00	53.50	D
Woodhatch Room – Private Group Hourly Rate	11.40	11.50	D
Woodhatch Room – Private Group Daily Rate	67.90	68.60	D
Wellbrook Room – Voluntary Group Hourly Rate	7.10	7.20	D
Wellbrook Room – Voluntary Group Daily Rate	38.00	38.40	D
Wellbrook Room – Private Group Hourly Rate	9.20	9.30	D
Wellbrook Room – Private Group Daily Rate	53.00	53.50	D
Helston Room – Voluntary Group Hourly Rate	5.50	5.60	D
Helston Room – Voluntary Group Daily Rate	26.90	27.20	D
Helston Room – Private Group Hourly Rate	7.60	7.70	D
Helston Room – Private Group Daily Rate	42.30	42.70	D
Kilncroft Room – Voluntary Group Hourly Rate	4.30	4.30	D
Kilncroft Room – Voluntary Group Daily Rate	19.30	19.50	D
Kilncroft Room – Private Group Hourly Rate	6.60	6.70	D
Kilncroft Room – Private Group Daily Rate	34.20	34.50	D
Portleven Room – Voluntary Group Hourly Rate	4.30	4.30	D
Portleven Room – Voluntary Group Daily Rate	19.30	19.50	D
Portleven Room – Private Group Hourly Rate	6.60	6.70	D
Portleven Room – Private Group Daily Rate	34.20	34.50	D
Clovelly Room – Voluntary Group Hourly Rate	4.30	4.30	D
Clovelly Room – Voluntary Group Daily Rate	19.30	19.50	D
Clovelly Room – Private Group Hourly Rate	6.60	6.70	D
Clovelly Room – Private Group Daily Rate	34.20	34.50	D
Hanover Full Room – Voluntary Group Hourly Rate	9.20	9.30	D
Hanover Full Room – Voluntary Group Daily Rate	53.00	53.50	D
Hanover Full Room – Private Group Hourly Rate	11.40	11.50	D
Hanover Full Room – Private Group Daily Rate	67.90	68.60	D
Hanover Half Room – Voluntary Group Hourly Rate	4.60	4.60	D
Hanover Half Room – Voluntary Group Daily Rate	26.60	26.90	D
Hanover Half Room – Private Group Hourly Rate	7.10	7.20	D
Hanover Half Room – Private Group Daily Rate	33.80	34.10	D
Ditton Library			
Community Room & Kitchen– Voluntary Group Hourly Rate	9.20	9.30	D
Community Room & Kitchen – Voluntary Group Daily Rate	53.00	53.50	D
Community Room & Kitchen – Private Group Hourly Rate	11.40	11.50	D
Community Room & Kitchen – Private Group Daily Rate	67.90	68.60	D
Quiet Room – Voluntary Group Hourly Rate	3.30	3.30	D
Quiet Room – Voluntary Group Daily Rate	11.90	12.00	D
Quiet Room – Private Group Hourly Rate	5.60	5.70	D
Quiet Room – Private Group Daily Rate	26.90	27.20	D
Play Room – Voluntary Group Hourly Rate	5.60	5.70	D
Play Room – Voluntary Group Daily Rate	26.90	27.20	D
Play Room – Private Group Hourly Rate	7.60	7.70	D
Play Room – Private Group Daily Rate	41.70	42.10	D

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Ditton Children's Centre			
Conference Room – Voluntary Group Hourly Rate	7.10	7.20	D
Conference Room – Voluntary Group Daily Rate	38.00	38.40	D
Conference Room – Private Group Hourly Rate	9.20	9.30	D
Conference Room – Private Group Daily Rate	53.00	53.50	D
Community Room – Voluntary Group Hourly Rate	5.50	5.60	D
Community Room – Voluntary Group Daily Rate	26.90	27.20	D
Community Room – Private Group Hourly Rate	7.60	7.70	D
Community Room – Private Group Daily Rate	41.70	42.10	D
Quiet Room – Voluntary Group Hourly Rate	3.30	3.30	D
Quiet Room – Voluntary Group Daily Rate	11.90	12.00	D
Quiet Room – Private Group Hourly Rate	5.60	5.70	D
Quiet Room – Private Group Daily Rate	26.90	27.20	D
Upton Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	5.40	5.50	D
Meeting Room – Voluntary Group Daily Rate	26.30	26.60	D
Meeting Room – Private Group Hourly Rate	7.40	7.50	D
Meeting Room – Private Group Daily Rate	40.80	41.20	D
Play Room – Voluntary Group Hourly Rate	6.90	7.00	D
Play Room – Voluntary Group Daily Rate	37.20	37.60	D
Play Room – Private Group Hourly Rate	9.00	9.10	D
Play Room – Private Group Daily Rate	51.90	52.40	D
Warrington Road Children's Centre			
Buttercup Room – Voluntary Group Hourly Rate	9.20	9.30	D
Buttercup Room – Voluntary Group Daily Rate	53.00	53.50	D
Buttercup Room – Private Group Hourly Rate	11.40	11.50	D
Buttercup Room – Private Group Daily Rate	67.90	68.60	D
Daisy Room – Voluntary Group Hourly Rate	5.60	5.70	D
Daisy Room – Voluntary Group Daily Rate	26.90	27.20	D
Daisy Room – Private Group Hourly Rate	7.60	7.70	D
Daisy Room – Private Group Daily Rate	41.70	42.10	D
Daffodil Room – Voluntary Group Hourly Rate	5.60	5.70	D
Daffodil Room – Voluntary Group Daily Rate	26.90	27.20	D
Daffodil Room – Private Group Hourly Rate	7.60	7.70	D
Daffodil Room – Private Group Daily Rate	41.70	42.10	D
Daisy and Daffodil Room – Voluntary Group Hourly Rate	9.20	9.30	D
Daisy and Daffodil Room – Voluntary Group Daily Rate	53.00	53.50	D
Daisy and Daffodil Room – Private Group Hourly Rate	11.40	11.50	D
Daisy and Daffodil Room – Private Group Daily Rate	67.90	68.60	D
Kitchen – Voluntary Group Hourly Rate	9.20	9.30	D
Kitchen – Voluntary Group Daily Rate	53.00	53.50	D
Kitchen – Private Group Hourly Rate	11.40	11.50	D
Kitchen – Private Group Daily Rate	67.90	68.60	D
Poppy Room – Voluntary Group Hourly Rate	3.30	3.30	D
Poppy Room – Voluntary Group Daily Rate	11.90	12.00	D
Poppy Room – Private Group Hourly Rate	5.60	5.70	D
Poppy Room – Private Group Daily Rate	26.90	27.20	D
Kingsway Children's Centre			
Community Room – Voluntary Group Hourly Rate	9.20	9.30	D
Community Room – Voluntary Group Daily Rate	53.00	53.50	D
Community Room – Private Group Hourly Rate	11.40	11.50	D
Community Room – Private Group Daily Rate	67.90	68.60	D
Quiet Room – Voluntary Group Hourly Rate	3.30	3.30	D
Quiet Room – Voluntary Group Daily Rate	11.90	12.00	D
Quiet Room – Private Group Hourly Rate	5.60	5.70	D
Quiet Room – Private Group Daily Rate	26.90	27.20	D
Meeting Room – Voluntary Group Hourly Rate	4.30	4.30	D
Meeting Room – Voluntary Group Daily Rate	19.30	19.50	D
Meeting Room – Private Group Hourly Rate	6.60	6.70	D
Meeting Room – Private Group Daily Rate	34.20	34.50	D
For All Above - Equipment HireTV,OHP,Projector,DVD Player available at an hourly rate of £2.75 each			
For All Above - 25% discount on all block bookings over 10 sessions			

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Early Years Day Care Parental Fees			
Warrington Road Bambini Daycare Centre			
Full Day 8am – 6pm	40.00	40.50	D
Morning 8am – 1pm	26.50	26.75	D
Afternoon 1pm – 6pm	25.50	25.75	D
Ditton Early Years Centre			
Full Day 8am – 6pm	40.00	40.50	D
Morning 8am – 1pm	26.50	26.75	D
Afternoon 1pm – 6pm	25.50	25.75	D

OPEN SPACES

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Allotments			
Allotment Plot	0.47p m ²	0.47p m ²	D
New Tenant Admin Fee (includes £20 refundable cost of key)	43.50	43.50	D
Cemeteries and Crematorium Charges			
Purchase of Exclusive Right of Burial (50 year lease):			
Three interments	980.00	990.00	D
One or two interments	870.00	878.00	D
Cremated remains grave	520.00	525.00	D
Extension of lease for further 50 years after initial purchase		0.00	
Three Interments	980.00	990.00	D
One or two interments	870.00	878.00	D
Cremated remains grave	520.00	525.00	D
<i>Price includes fee for concrete beam for installation of memorial</i>			
Interment Fees (Mon to Thurs 10am to 3pm and Fri 10am to 2pm):			
1 interment - adult	815.00	825.00	D
2 interments - adult	925.00	935.00	D
3 interments - adult	1,040.00	1,050.00	D
Stillborn child or child not exceeding 12 months	Nil	Nil	D
Burial of cremated remains (Mon-Fri)	210.00	210.00	D
Burial of two cremated caskets at same time or double cremated remains casket (Mon-Fri)	310.00	313.00	D
Burial of two cremated remains casket/double casket at the same time – non-resident	595.00	600.00	D
Burial of Body Parts/ Organs	80.00	80.00	D
Burial of cremated remains child under 16 (Mon-Fri)	Nil	Nil	D
Additional fee outside of core times (<i>Monday to Thursday 10.00 a.m. – 2.00 pm, Friday – 10.00 a.m. to 1.30 pm</i>).	145.00	146.00	D
Saturday morning additional fee (full burials)	+50% of interment fee	+50% of interment fee	D
Non-resident charge for A-H above +100%(If Previous Borough resident when grave purchased – no extra charge)	1.00	1.00	D
Late Arriving Funeral – 10 minutes or more	55.00	55.00	D
Incorrect coffin size for Cremation or Burial (New Charge 2020/21)	75.00	75.00	D
Excessive coffin length for Burial (over 6ft 6) (New Charge 2020/21)	75.00	75.00	D
Indemnity fee	93.00	94.00	D
Use of Crematorium Chapel for funeral service	125.00	126.00	D
Transfer of Ownership of Exclusive Right of Burial	93.00	94.00	D
Replacement Grave Deed	55.00	55.00	D
Grave search – up to 10 names	45.00	45.00	D
Memorials:			
New Headstone	195.00	195.00	D
Additional Inscription	55.00	55.00	D
Vase/tablet/book – up to 18" x 12" x 12"	77.00	77.00	D
Registration of BRAMM registered masons	nil	nil	D
Inscription to Baby Headstone in Baby Garden	67.00	67.00	D
Replacement headstone/kerb/refix to NAMM	55.00	55.00	D
Memorial Benches (10 year lease)			
5ft hardwood bench, with engraved plaque	809.00	818.00	D
Renewal of 10 year lease (existing bench)	721.00	730.00	D

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Crematorium Charges			
Cremation charge – adult	765.00	799.00	D
Cremation charge – child (1 year-16 years)	350.00	nil	D
Cremation charge – child under 1 year	75.00	nil	D
Cremation charge – after anatomical examination	405.00	410.00	D
Cremation webcast Live service charge	30.00	30.00	D
Cremation webcast service charge	46.50	46.50	D
Cremation webcast physical Copy (DVD/Blu-Ray/USBcharge service)	51.50	52.00	D
Saturday morning – additional charge	0.50	0.50	D
Scattering of remains (cremation at Widnes Crematorium) – Monday to Friday	73.00	74.00	D
Scattering of remains (no attendance) when cremation has taken place at another crematorium - Monday to Friday	120.00	121.00	D
Scattering of Ashes no appointment (other crematorium) (New Charge 2020/21)	50.00	50.00	D
Casket – wooden	80.00	81.00	D
Token box	25.00	25.00	D
Storage of cremated remains after one calendar month from date of cremation	80.00	80.00	D
Postage of cremated remains (by secure carrier)	By Request	By request	D
Certified Extract from the Cremation Register	57.00	57.00	D
Miscellaneous Charges			
Civil Funeral Celebrant	205.00	207.00	D
Reprinting of Invoice Schedule	27.00	27.00	D
Incomplete cremation forms	10.00	10.00	D
Late Cremation / Burial Forms	25.00	25.00	D
Storage of Headstone After Burial - Up to 6 Months – Note, cost not recovered	nil	nil	D
Storage of Headstone After Burial - Monthly Charge Thereafter - Note increase in charge reflects actual cost	10.00	25.00	D
Release fee after hours from any Halton Cemetery (New Charge 2021/2022)	N/A	50.00	
Plaques (10 year lease)			
Bronze plaque	276.00	280.00	D
Renewal for further 10 years	132.00	133.00	D
Granite plaque on Planter – Four Seasons/ Runcorn Cemetery Sundial	430.00	435.00	D
Renewal for further 10 years	175.00	177.00	D
Memeorial Plaque on Marble Bench - Peel House Cemetery only (New Charge 2021/2022)	N/A	475.00	
Book of Remembrance -			
2 line entry	103.00	104.00	D
3 line entry	134.00	135.00	D
4 line entry	165.00	166.00	D
5 line entry	191.00	192.00	D
6 line entry	227.00	230.00	D
7 line entry	252.00	255.00	D
8 line entry	283.00	285.00	D
Flower designs	93.00	94.00	D
Other designs	103.00	104.00	D
Extra line to existing entry	57.00	57.00	D
Slate Tablets			
Slate Tablets per letter – 2020/21 increase of 20% to reflect costs	6.00	6.00	D
Sanctum Vaults:			
10 year lease (includes wooden casket)	670.00	676.00	D
Renewal for further 10 years	305.00	309.00	D
20 year lease (includes wooden casket)	895.00	904.00	D
Renewal for further 20 years	435.00	440.00	D
Placing 2nd casket of remains – Monday to Friday only	73.00	74.00	D
Opening vault on request - 2020/21 increase of 13% to reflect costs	45.00	45.00	D

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Design and Lettering			
Lettering (per letter)	4.60	4.65	D
Small design	87.00	88.00	D
Large design	113.00	114.00	D
Photo tile (portrait – 1 person)	158.00	160.00	D
Photo tile (landscape – 2 persons)	204.00	206.00	D
Outdoor Facility Charges			
Summer Games:			
Adult Bowling Green Card (Annual)	25.00	25.00	D
Couples Bowling Green Card (Annual) (in same household)	43.33	43.33	D
Junior Bowling Green Card (Annual)	12.50	12.50	D
Summer Rugby Adult	575.00	585.00	D
Summer Rugby Juniors - #	340.00	345.00	D
Winter Games:			
Adult B/B Pitch Hire (Alternate weeks)	585.00	590.00	D
Junior B/B Pitch Hire (Alternate weeks)	345.00	348.50	D
Mini Soccer B/B Hire	265.00	268.00	D
Youth B/B Pitch Hire - no changing rooms (Alternate Weeks New Charge for 21/22)	N/A	200.00	
Mini Soccer B/B Pitch Hire - no changing rooms (Alternate Weeks New Charge for 21/22)	N/A	150.00	
Adult Baseball Field (Annual)	575.00	580.00	D
Junior Baseball Field (Annual)	340.00	345.00	D
Adult Casual Pitch	34.00	34.50	D
Junior Casual Pitch	21.25	21.50	D
Bandstand Hire			
Halton Constituted Community Groups	POA	POA	D
Halton Registered Charities	POA	POA	D
Event Land Hire – Non Commercial			
Halton Constituted Community Groups	POA	POA	D
Halton Registered Charities	POA	POA	D
Land Hire Bond (Refundable)	POA	POA	D
Event Land Hire - Commercial			
Commercial Land Hire	POA	POA	D

PUBLIC HEALTH & PUBLIC PROTECTION SERVICES

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Environmental Information			
Basic outstanding Environmental Health search	Free	Free	S
Access to information on Public Register	Free	Free	S
Provision of other environmental information that is not publicly available (per hour)	21.80	22.00	D
Environmental Protection Act			
List of authorised part "B" Processes	44.40	44.85	S
List of authorised part "A" Processes	45.50	45.95	S
Condemned Food Certificates			
Disposal of condemned food following statutory or voluntary process	At cost	At cost	S
Certification of Food Products for Export			
Certificates requiring signature	68.45	68.45	S
Other documents requiring stamp	22.65	22.65	S
National Food Hygiene Rating Scheme			
Request for Re-Inspection	117.20	118.40	S
Kennelling of Dogs			
Reclaiming of Stray Dogs	On Application*	On Application*	S
Collection of Dogs from repossessed premises	84.40	85.25	S
Transportation of non-seized animals i.e. dogs/cats to kennels or other premises	84.40	85.25	S
*As agreed with Strategic Director People or Director of Public Health			
Animal Welfare Licensing of Activities involving Animals (Regulations 2018)			
Pet Shop	221.20	223.45	S
Pet Shop with Dangerous Animals	327.85	331.15	S
Boarding Cats	242.05	244.50	S
Boarding Dogs	242.05	244.50	S
Breeding Dogs	349.10	352.60	S
Hiring Horses	349.10	352.60	S
Home Boarding Dogs	199.15	201.15	S
Dog Day Care	199.15	201.15	S
Exhibition Animals	242.45	244.90	S
EPA Authorisation			
Application	Statutory fee	Statutory fee	S
Renewal	Statutory fee	Statutory fee	S
Health and Safety At Work Act 1974 etc.			
Provision of information obtained under the Act including production of statements and reports as requested (per hour)	21.80	22.00	S
Acupuncture, Tattooing, Ear Piercing and Electrolysis Establishments Registration fee	117.85	119.05	S
Additional Individual Operator Registration	37.25	37.60	S
Border Agency Accommodation Inspections	78.55	79.35	S
Return of Seized Sound Equipment (Noise Act 1996)	138.70	140.10	S
Housing Enforcement Notices under Section 49 of the Housing Act 2004	197.35	199.25	S
Houses in Multiple Occupation up to and including 5 rooms. 5 year license	520.20	525.40	S
Houses in Multiple Occupation with 6 rooms. 5 year license	557.25	562.85	S
Houses in Multiple Occupation with 7 rooms. 5 year license	593.70	599.65	S
Houses in Multiple Occupation with 8 rooms. 5 year license	630.40	636.70	S
Houses in Multiple Occupation with 9 rooms. 5 year license	667.10	673.80	S
Houses in Multiple Occupation with 9 rooms and over. 5 year license	703.80	710.85	S
Petroleum Consolidation Regulations 2014 Certificate and Licensing	Statutory Fee	Statutory Fee	S

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Pest Control Charges			
Commercial Charge for all pests (per hour, minimum 1 hour)	80.00	80.80	D
Academy School Charge:			
Ants	57.75	58.30	D
Fleas	57.75	58.30	D
Wasps	57.75	58.30	D
Cockroaches	57.75	58.30	D
Mice	57.75	58.30	D
Rats	57.75	58.30	D
Journal or Cheque Book School Charge:			
Ants	57.75	58.30	D
Fleas	57.75	58.30	D
Wasps	57.75	58.30	D
Cockroaches	57.75	58.30	D
Mice	57.75	58.30	D
Rats	57.75	58.30	D
Domestic Charges - #:			
Ants	48.05	48.50	D
Fleas	48.05	48.50	D
Wasps	43.45	43.90	D
Bedbugs	53.76	54.30	D
Cockroaches	27.75	28.00	D
Mice	27.75	28.00	D
Rats	Free	Free	S
Regulatory Enforcement and Sanctions Act			
The first 10 hours of advice in a financial year to all businesses	Free	Free	S
Hourly rate for additional consultancy to primary authority businesses	60.10	60.70	S

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Trading Standards Services			
Fireworks			
Type of Application			
One year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	185.00	185.00	S
Two year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	243.00	243.00	S
Three year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	304.00	304.00	S
Four year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	374.00	374.00	S
Five year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	423.00	423.00	S
One year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	86.00	86.00	S
Two year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	147.00	147.00	S
Three year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	206.00	206.00	S
Four year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	266.00	266.00	S
Five year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	326.00	326.00	S
One year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	109.00	109.00	S
Two year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	141.00	141.00	S
Three year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	173.00	173.00	S
Four year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	206.00	206.00	S
Five year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	239.00	239.00	S
One year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	54.00	54.00	S
Two year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	86.00	86.00	S
Three year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	120.00	120.00	S
Four year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	152.00	152.00	S
Five year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	185.00	185.00	S
Varying the name of licensee or address of site. Statutory fee.	36.00	36.00	S
Any other kind of variation.	Reasonable cost to the licensing authority of having the work carried out	Reasonable cost to the licensing authority of having the work carried out	S
Transfer of licence. Statutory fee.	36.00	36.00	S
Replacement of licence. Statutory fee.	36.00	36.00	S
Weights and Measures charged per office hour	63.77	64.40	S
Feeding stuffs – Manufacturing (statutory fee)	451.00	451.00	S
Feeding stuffs – Placing on the Market (statutory fee)	226.00	226.00	S
PUBLIC HEALTH			
Health Improvement Team – exercise session charge	3.00	3.00	D

COMMUNITY DEVELOPMENT

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
COMMUNITY CENTRES			
Activities			
Badminton (Juniors)	9.99	10.00	D
Badminton (Adults)	12.10	12.25	D
Climbing Wall (Adults – per hourly session)	2.85	2.85	D
Climbing Wall (Juniors – per hourly session)	1.15	1.15	D
Climbing Wall (Hire per hour inc. instructor)	39.40	40.00	D
Community Groups:			
Room Hire – Hall (per hour)	9.25	9.30	D
Room Hire – Small Room (per hour)	3.70	3.70	D
Room Hire – Medium Room (per hour)	5.25	5.30	D
Room Hire – Large Room (per hour)	5.89	5.90	D
Private Groups:			
Room Hire – Hall (per hour)	11.56	11.60	D
Room Hire – Small Room (per hour)	4.62	4.70	D
Room Hire – Medium Room (per hour)	6.40	6.40	D
Room Hire – Large Room (per hour)	7.15	7.20	D
Commercial Groups:			
Room Hire – Hall (per hour)	13.99	14.00	D
Room Hire – Small Room (per hour)	6.10	6.10	D
Room Hire – Medium Room (per hour)	7.99	8.00	D
Room Hire – Large Room (per hour)	8.51	8.60	D
Weekend Room Hire	Relevant room hire charge +50%	Relevant room hire charge +50%	D
Performing Rights (of total charge)	0.05	0.05	D
Sportshall at Upton Community Centre (Adults)	35.20	35.25	D
Sportshall at Upton Community Centre (Juniors)	28.37	28.40	D

LEISURE & RECREATION

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Swimming			
Adult	3.58	3.58	D
Junior	2.08	2.08	D
Halton Leisure Card (HLC)	2.25	2.25	D
Family Swim (2 x adults & 2 x juniors)	8.58	8.58	D
Aquababes	3.60	3.60	D
Private lesson 121	16.00	16.00	D
Private lesson 221	22.00	22.00	D
Child Swim Lesson - 30 min membership	21.20	21.20	D
Child Swim Lesson - 60 min membership	28.00	28.00	D
Adult Swim Lesson - 30 min membership	22.00	22.00	D
Private lesson 121 membership	54.00	54.00	D
Private lesson 221 membership	35.00	35.00	D
Crash Course - 30 min (5 day)	24.00	24.00	D
Certificate and badge (New Charge 2020.21)	2.00	2.00	D
Memberships			
Single membership new membership	21.67	21.67	D
Joint membership -	39.58	39.58	D
HLC Membership	21.00	21.00	D
Swim Only membership	19.58	19.58	D
Gym only membership (BRC/RSP)	13.33	13.33	D
Gym only membership (KLC)	14.99	14.99	D
Teen Membership	13.33	13.33	D
Family membership -	43.33	43.33	D
Activities			
Bowls	46.67	46.67	D
Halton Day Services	93.00	93.00	D
Men's 50+ Badminton	3.58	3.58	D
Karate Club	12.10	12.10	D
Trampoline Private Hire	11.67	11.67	D
Trampoline Membership	5.20	5.20	D
Badminton Club Hire (Per court, per hour, plus admission)	50.50	50.50	D
Liverpool Canoe Club	285.00	285.00	D
Netball Leagues	3.50	3.50	D
Back to Netball	2.10	2.10	D
Sports Hall Admit Adult	1.17	1.17	D
Sports Hall Admit Junior	1.33	1.33	D
HLC Admit	3.50	3.50	D
Squash Adult	1.75	1.75	D
Squash Junior	29.17	29.17	D
Casual Gym/Aerobics	4.33	4.33	D
Junior Fitness	2.25	2.25	D
Health Suite	5.10	5.10	D
Table Tennis Adult	2.17	2.17	D
Table Tennis Junior	1.20	1.20	D
Spectator Adult	50.00	50.00	D
Spectator Junior	91.00	91.00	D
Spectator HLC	34.00	34.00	D
Half Hall Booking KLC	26.80	26.80	D
Full Hall Booking KLC	85.00	85.00	D
Gymnasium KLC	50.00	50.00	D
Creche	46.67	46.67	D

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Activities continued			
Swimming Pool KLC	93.00	93.00	D
Small Pool	3.58	3.58	D
Studio 1 & 2	29.70	29.70	D
Swimming Pool RSP	40.00	40.00	D
Swimming Pool BRC	70.00	70.00	D
Five a Side Block Booking BRC	49.00	49.00	D
Five a Side Block Booking junior BRC	24.00	24.00	D
Five a Side Casual - Adult	35.00	35.00	D
Five a Side Casual - Junior	17.50	17.50	D
Full Hall Booking Adult BRC	69.50	69.50	D
Half Hall Booking Junior BRC	24.00	24.00	D
Full Hall Booking Junior BRC	39.50	39.50	D
Gymnasium Adult BRC	31.00	31.00	D
Gymnasium Junior BRC	21.00	21.00	D
Astro Casual Adult	33.33	33.33	D
Astro Casual Junior	18.33	18.33	D
Parties (BRC) - Multi - Full Hall	120.00	120.00	D
Parties (BRC) Half Hall	100.00	100.00	D
Parties (KLC) Half Hall	100.00	100.00	D
Frank Myler Activity Room Block Booking	16.00	16.00	D
Frank Myler MUGA Block Booking	13.30	13.30	D
Halton Leisure Card	3.33	3.33	D
Reservation Fees			
Items in Stock	Free	Free	D
Items Bought Into Stock	2.50	2.50	D
Items Bought Into Stock – Leisure Card Holders	1.50	1.50	D
Personal Computer Bookings			
Printing (per page) – Black and White	0.15	0.15	D
Printing (per page) – Colour	0.25	0.25	D
Printing (per page) – Black and White – Leisure Card Holders	0.10	0.10	D
Printing (per page) – Colour – Leisure Card Holders	0.15	0.15	D
Photocopies			
A4 (per sheet)	0.15	0.15	D
A3 (per sheet)	0.25	0.25	D
Fax			
Per Sheet Received	0.50	0.50	D
To UK – First Sheet	1.00	1.00	D
To UK – Subsequent Sheets	0.25	0.25	D
To Europe – First Sheet	2.00	2.00	D
To Europe – Subsequent Sheets	0.50	0.50	D
To Outside Europe – First Sheet	3.00	3.00	D
To Outside Europe – Subsequent Sheets	1.00	1.00	D
Lost Tickets			
Adults	2.20	2.20	D
Children and Leisure Card Holders	1.10	1.10	D
Room Hire			
Meeting Room 2 - Halton Lea (per hour)	15.50	15.50	D
Meeting Room 3 - Halton Lea (per hour)	15.50	15.50	D
Meeting Room 2 & 3 - Halton Lea (per hour)	31.00	31.00	D
Meeting Room 4 - Halton Lea (per hour)	9.00	9.00	D
Meeting Room 5 – Halton Lea ICT Suite (per hour)	15.50	15.50	D
Meeting Room 7 - Halton Lea (per hour)	10.00	10.00	D
Meeting Room 8 - Runcorn (per hour)	12.75	12.75	D
Meeting Room 9 - Runcorn (per hour)	9.00	9.00	D
Meeting Room 10 - Runcorn (per hour)	9.00	9.00	D

WASTE & ENVIRONMENTAL IMPROVEMENT SERVICES

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Waste Management			
Charge for a new or replacement wheeled bin	29.00	29.50	D
Charge for the collection of bulky household items (Up to 3 items)	25.00	25.50	D
Charges for the collection of an additional bulky item (To a maximum of 3 additional items)	6.25	6.50	D
Charge for collection of garden waste (per bin)	35.00	35.00	D
Charge for the collection of commercial waste	Increase of 2.5% on 2019/20 Charges	Increase of 2.5% on 2020/21 Charges	D
**Charge for collection of an abandoned shopping trolley	55.00	56.00	D
**Charge for storage of an abandoned shopping trolley (per day)	5.50	5.60	D
**Charge for the return of an abandoned shopping trolley to the owner	55.00	56.00	D
**Charge for the disposal of an abandoned shopping trolley	55.00	56.00	D

STADIUM

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
Room Hire			
Bridge Suite	440.00	440.00	D
Karalius Suite	300.00	300.00	D
Single Box	70.00	70.00	D
Double Box	140.00	140.00	D
Triple Box	210.00	210.00	D
Pitch Hire			
*1/4 Hire - Off Peak	50.00	50.00	D
*1/2 Hire - Off Peak	100.00	100.00	D
*Full Pitch Hire - Off Peak	200.00	200.00	D
**/4 Hire - Peak	60.00	60.00	D
**1/2 Hire - Peak	120.00	120.00	D
**Full Pitch Hire - Peak	240.00	240.00	D

ECONOMY, ENTERPRISE & PROPERTY SERVICES

	2020/21	2021/22	Statutory / Discretionary Charge (S/D)
PROPERTY SERVICES			
Industrial Estate Service Charges	Based on actual costs for the preceding year with uplift for inflation	Based on actual costs for the preceding year with uplift for inflation	D
ADULT LEARNING CLASSES – Note – Charges do not cover full cost of course, external grant covers the full remaining cost			
Maths	Nil	Nil	D
English	Nil	Nil	D
HEP Employability Skills	Nil	Nil	D
Employability Skills	Nil	Nil	D
10 Week Courses	60.00	60.00	D
22 Week Courses + £30 registration fee	120.00	120.00	D
33 Week Courses + £30 registration fee	160.00	160.00	D
Wellbeing Courses	Nil	Nil	D
Any course that does have a fee attached may be subject to fee remission (either 50% or 100%) dependant on which benefits the learner may be claiming			
Runcorn Town Hall Room Hire Charges per hour			
Committee Room 1 - 18 people	9.35	9.54	D
Committee Room 2 - 12 people	8.35	8.52	D
Civic Suite - 30 people or 50-60 theatre style	20.80	21.21	D
Chamber 80-90 people	31.20	31.83	D
Kingsway Learning Centre Room Hire Charges per hour (10% discount for 6 meetings or more)			
Room 10A - 15 people	7.83	8.00	D
Room 11 - 15 people	7.83	8.00	D
Room 15 - 15 people	7.83	8.00	D
Room 13 - 30 people	13.70	14.00	D

THE BRINDLEY

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
The Theatre			
Commercial Hirers (1 performance or up to 8 hours):			
Monday to Thursday	1,208.33	1,208.33	D
Friday to Sunday	1,375.00	1,375.00	D
Community Hirers (1 performance or up to 8 hours):			
Monday to Thursday	725.00	725.00	D
Friday and Saturday	825.00	825.00	D
Rehearsal Performance per 4 Hours (Monday to Thursday)	350.00	350.00	D
The Studio			
Per 8 hour performance with technical support:			
Monday to Thursday	335.00	335.00	D
Friday, Saturday and Sunday	385.00	385.00	D
Per 4 hour rehearsal with technical support:			
Monday to Thursday	200.00	200.00	D
Friday, Saturday and Sunday	241.66	241.66	D
Per 4 hours dressing room facility:			
Monday to Sunday	165.00	165.00	D
Per 8 hours dressing room facility:			
Monday to Sunday	248.33	248.33	D
Per 12 hour dressing room facility:			
Monday to Sunday	331.67	331.67	D
Workshops Per 1 hour (studio):			
Monday to Thursday (10am – 5pm) per hour	30.00	30.00	D
Saturday to Sunday	POA	POA	D
Technical Support	POA	POA	D
Workshops Per 4 hours (studio):			
Monday to Thursday (10am – 5pm) per hour	250.00	250.00	D
Saturday to Sunday	POA	POA	D
Technical Support			
Education Room Hire			
Hourly Rate	25.00	25.00	D
Day Rate	85.00	85.00	D
Technical Support	POA	POA	D
Gallery Walls Hire			
Standard Hire (Per Month)	400.00	400.00	D
Community Hire (Per Month)	Nil	Nil	D
Gallery Room Hire			
Hourly Rate	50.00	50.00	D
3 Hours Rate	100.00	100.00	D

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
Additional Charges			
Inclusion within the Brindley season Brochure	158.33	166.67	D
Brindley Website Facebook Advert	POA	POA	D
Brindley to manage ticket sales (per ticket)	0.46	0.46	D
Programme/Merchandise sales by Brindley staff	91.66	91.66	D
Merchandise Sales for Hirer by a Third Party (Per Show)	20.83	20.83	D
Additional technicians (per hour)	16.25	16.66	D
Pre rig (sound, lighting or stage) (Monday to Friday)	327.50	327.50	D
Pre rig (sound, lighting or stage) (Saturday, Sunday or Bank Holidays)	365.83	365.83	D
Use of the orchestra pit	31.00	31.00	D
Use of the Orchestra Pit (3 days +) Inclusive when hiring Brindley Theatre Music Stands and Lights –	Nil	Nil	D
Smoke Machine (day)	23.33	23.33	D
Smoke Machine (3 days +)	70.00	70.00	D
Haze Machine (day)	23.33	23.33	D
Haze Machine (3 days +)	70.00	70.00	D
Strobe Lights (day)	23.33	23.33	D
Strobe Lights (3 days +)	70.00	70.00	D
Radio Mics (each)	30.83	30.83	D
Radio Mics (3 days +) (per mic)	92.50	92.50	D
Music Stand and Light (day)	4.17	4.17	D
Music Stand and Light (3 days +)	12.50	12.50	D
Theatre Projector (day)	120.83	120.83	D
Theatre Projector (3 days +)	362.50	362.50	D
Studio Projector and Screen (day)	63.33	63.33	D
Studio Projector and Screen (3 days +)	190.00	190.00	D
Media Package – Projector and DVD Player (day)	45.00	45.00	D
Media Package – Projector and DVD Player (3 days +)	135.00	135.00	D
TV Monitor 65" and Stand (day)	62.50	62.50	D
TV Monitor 65" and Stand (3 days +)	187.50	187.50	D
Harlequin Dance Floor (day)	70.00	70.00	D
Harlequin Dance Floor (3 days +)	210.00	210.00	D
Star Cloth (day)	90.83	90.83	D
Star Cloth (3 days +)	272.50	272.50	D
Gauze (day)	46.66	46.66	D
Gauze (3 days +)	140.00	140.00	D
Pyrotechnics (day)	POA	POA	D
Pyrotechnics (week)	POA	POA	D
Steinway Grand Piano – (Theatre only) (day)	119.16	119.16	D
Steinway Grand Piano – (Theatre only) (3 days +)	357.50	357.50	D
Steinway Grand Piano tune (Theatre only) (weekday)	123.33	123.33	D
Steinway Grand Piano tune (Theatre only) (weekend)	153.33	153.33	D
Post show bar	100.00	100.00	D
Corkage Per Bottle (Wine)	8.33	8.33	D
Café Facility Per Hour (outside of normal opening hours) OR Café Space Hire	41.67	41.67	D

REGISTRARS SERVICE**

	2021/22	2022/23	Statutory / Discretionary Charge (S/D)
Boston Suite and Lounge			
Monday to Thursday	240.00	240.00	D
Friday	285.00	285.00	D
Saturday	325.00	325.00	D
Sunday (11am to 1pm)	410.00	410.00	D
Bank Holiday	510.00	510.00	D
Civic Suite, Runcorn Town Hall			
Monday to Thursday	355.00	355.00	D
Friday	365.00	365.00	D
Saturday	410.00	410.00	D
Sunday (11am to 1pm)	460.00	460.00	D
Bank Holiday	550.00	550.00	D
Leiria or Members Room, Runcorn Town Hall			
Monday to Thursday	325.00	325.00	D
Friday	335.00	335.00	D
Saturday	355.00	355.00	D
Sunday (11am to 1pm)	420.00	420.00	D
Bank Holiday	520.00	520.00	D
Council Chamber Runcorn Town Hall and Approved Premises			
Monday to Thursday	440.00	440.00	D
Friday	460.00	460.00	D
Saturday	520.00	520.00	D
Sunday	620.00	620.00	D
Bank Holiday	720.00	720.00	D
Note** - All charges are listed as discretionary but do include a statutory element applied by the General Registry Office			

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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