

## BABERGH DISTRICT COUNCIL

<b>From: Cabinet</b>	<b>Report Number: BC/17/29</b>
<b>To: COUNCIL</b>	<b>Date of meeting: 20 February 2018</b>

### JOINT MEDIUM TERM FINANCIAL STRATEGY AND BABERGH 2018/19 BUDGET

#### 1. Purpose of Report

- 1.1 To consider the Joint Medium Term Financial Strategy (MTFS) and 2018/19 Budget, covering the General Fund, Council Housing and Capital Investment.
- 1.2 These reflect the challenges and opportunities facing the Council in the short and medium/long term, the business model that is being put in place to address these and an investment strategy to deliver the Council's strategic priority outcomes as set out in the Joint Strategic Plan.
- 1.3 This report sets out, therefore, how the Council intends to use its available resources and funding to not only achieve the agreed strategic priority outcomes but also realign resources to them and undertake a programme of transformational activities and projects over the medium term.
- 1.4 To enable Members to consider key aspects of the 2018/19 Budgets, including Council Tax and Council House rent levels.

#### 2. Recommendations to Council

- 2.1 That the Joint Medium Term Financial Strategy (MTFS) and Budget proposals set out in the report be approved.
- 2.2 That the final General Fund Budget for 2018/19 is based on an increase to Council Tax of £5 per annum (10p per week) for a Band D property, which is equivalent to 3.25%, to support the Council's overall financial position, be approved.
- 2.3 That the Housing Revenue Account (HRA) Investment Strategy 2018/19 to 2022/23 and HRA Budget for 2018/19 be agreed.
- 2.4 That the mandatory decrease of 1% in Council House rents, equivalent to an average rent reduction of £0.90 a week as required by the Welfare Reform and Work Act be implemented.
- 2.5 That Sheltered Housing Supported people cost of £3 per week be removed and Service charges be increased by £5 per week for each scheme (set at £4 cap per week last year) meaning a net increase of £2 per week to tenants. This will reduce the subsidy by £27k.
- 2.6 That Sheltered Housing utility charges are kept at the same level.
- 2.7 That in principle, Right to Buy receipts should be retained to enable continued development and acquisition of new council dwellings.

- 2.8 That garage rents are kept at the same level.
- 2.9 That the revised HRA Business Plan in Appendix E be noted.
- 2.10 That the Capital Programme in Appendix D be agreed.
- 2.11 That the offer to participate for Babergh in the Business Rate Pilot for 2018/19 as set out in paragraph 11.9 to 11.10 below be accepted.

### 3. Financial Implications

- 3.1 These are detailed in the report.

### 4. Legal Implications

- 4.1 These are detailed in the report

### 5. Risk Management

- 5.1 This report is most closely linked with the Councils' Significant Business Risks no. 5f. If we do not understand our financial position and respond in a timely and effective way, then we will be unable to deliver the entirety of the Joint Strategic Plan. The key risk at this stage is outlined below: -

<b>GENERAL FUND</b>			
<b>Risk Description</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigation Measures</b>
If the Council does not plan and identify options to meet the medium-term budget gap, then it will have a detrimental impact on the resources available to deliver services and the strategic priorities.	Unlikely - 2	Bad - 3	Clear priority outcomes and robust business cases for investment plus use of the Transformation Fund to support the MTFS and an Investment Strategy.
<b>HRA</b>			
If we do not consider the ongoing impacts of the Welfare and Funding Reforms then it could lead to unpreparedness for further changes.	Unlikely - 2	Bad - 3	Ensure adequate bad debt provision and that the Income Management Strategy seeks to mitigate the impact of the changes on residents, the Council's income streams and budgets.

If there are increases in inflation and other variables, then Council Housing self-financing could result in a greater risk to investment and service delivery plans.	Unlikely - 2	Noticeable - 2	Inflation and interest rate assumptions have been modelled in the HRA business plan. Capital receipts and capital programme funding reviewed.
If we fail to spend retained RTB receipts within 3 year period, then it will lead to requirement to repay to Government with an additional 4% interest.	Unlikely - 2	Bad - 3	Provision has been made in the updated HRA Investment Strategy to enable match funding and spend of RTB receipts, subject to the announcement of the details of the Housing & Planning Bill measures affecting council housing.

- 5.2 A full risk assessment by the Section 151 Officer on the General Fund Budget proposals and the adequacy of General Fund reserves, as required by statute is attached at Appendix C.

## 6. Consultations

- 6.1 Consultation has taken place with the Senior Leadership Team and Corporate Managers.

## 7. Equality Analysis

- 7.1 Equality Analyses will be undertaken for any service areas where significant changes are proposed as a result of the above process.

## 8. Shared Service / Partnership Implications

- 8.1 The Joint Strategic Plan and MTFs determine and shape the Council's future plans and service provision, with regard to each Council's financial position.
- 8.2 The Budgets for 2018/19 reflect the estimated sharing of costs and savings between the two Councils. However, there are and will be ongoing differences in the detailed financial position of each Council's General Fund and HRA. There will be instances, therefore, when staff resources and money is focused on a specific priority in one Council.
- 8.3 Actual staffing and other costs will have to be reflected in the accounts year on year and funding adjusted accordingly to ensure that each Council's finances are accounted for separately and that costs and benefits from integration and shared services continue to be allocated appropriately to each Council.

## 9. Links to Joint Strategic Plan

- 9.1 Ensuring that the Council has the resources available is what underpins the ability to achieve the priorities set out in the Joint Strategic Plan.

## 10. STRATEGIC CONTEXT

- 10.1 In recent years the government policy frameworks have been reducing core funding for local government as part of its deficit reduction strategy and increasingly incentivising funding to councils to deliver local economic and housing growth and to facilitate the development of strong, safe, healthy and self-sufficient communities. This is continuing, so encouraging and supporting both business and housing growth is essential to the financial future of the Council.
- 10.2 The Government confirmed as part of the provisional finance settlement on 19 December, that they aim to increase business rates retention for all local authorities to 75% in 2020/21 to help meet the commitment to give local authorities more control over the money they raise locally. Babergh and Mid Suffolk along with the other five district and borough councils in Suffolk and Suffolk County Council were one of the 10 new areas selected for the 100% business rates retention of growth pilots in 2018/19.
- 10.3 The Fair Funding Review continues, with Government issuing a 12 week consultation that aims to implement a new system based on the consultation findings in 2020/21.
- 10.4 The Council recognised the changing funding landscape, the challenges and opportunities this creates and has developed a Medium Term Financial Strategy (MTFS) that responds to this challenge. The updated MTFS is attached at Appendix F and continues the direction of travel of the Councils in developing the business model to respond to the financial challenges.
- 10.5 The strategic response to those challenges, to ensure long term financial sustainability, is set out in five key actions:
- (1) Aligning resources to the Councils' refreshed strategic plan and essential services.
  - (2) Continuation of the shared service agenda, collaboration with others and transformation of service delivery.
  - (3) Behaving more commercially, generating additional income and considering new funding models (e.g. acting as an investor).
  - (4) Encouraging the use of digital interaction and transforming our approach to customer access.
  - (5) Taking advantage of various forms of local government finance (e.g. New Homes Bonus (NHB), Business Rates Retention) by enabling sustainable business and housing growth.

The actions that have been taken under the strategy since 2014/15 mean that the Council is in a better position to withstand the reduction in government funding and deal with the additional cost pressures. Further work is needed in order to address the budget gap over the medium term.

- 10.6 The future funding of New Homes Bonus continues to remain an uncertainty, with this in mind, the intention is to strive for a position over the period of the MTFS where the Council is no longer reliant on New Homes Bonus to balance the core budget.

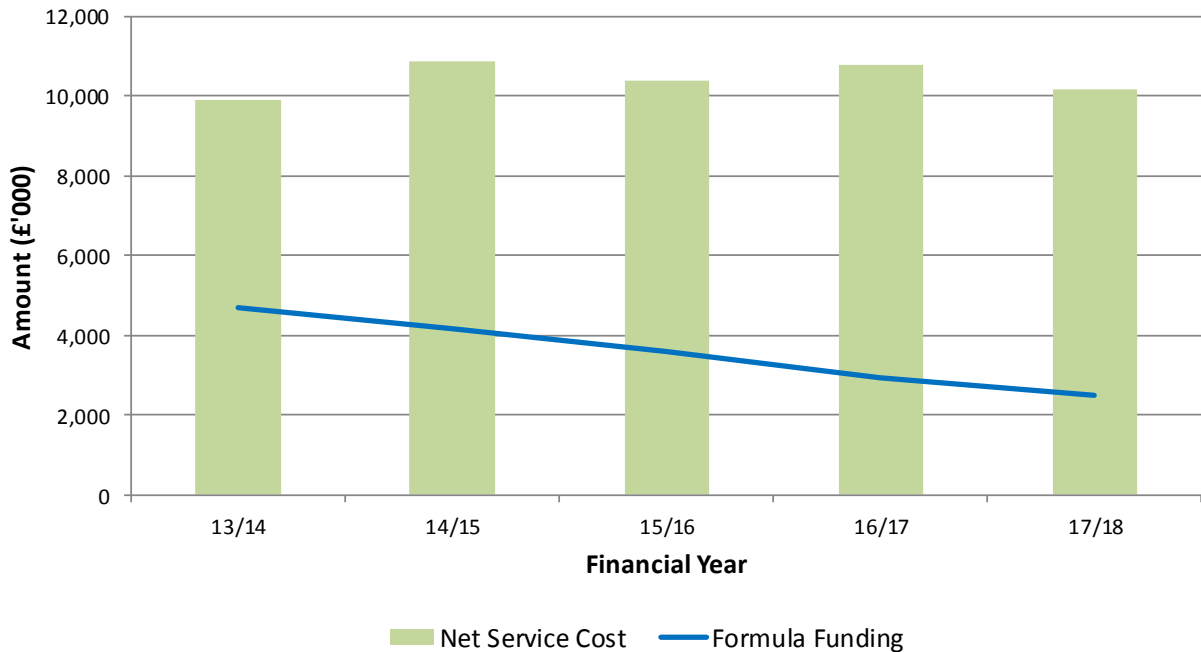
- 10.7 The details within the Joint MTFs show a cumulative funding pressure over the three years 2019/20 to 2021/22, of £1.2m using all of the minimum New Homes Bonus allocation over the three years. This does not allow for any housing growth in future years. As shown in the MTFs, based on the projected completions the picture improves to a cumulative deficit of £405k by 2021/22. As mentioned in 10.6 above the intention is to move away from reliance on New Homes Bonus, if this reliance was removed, the cumulative funding pressure increases to £2m by 2021/22.
- 10.8 Each Council is being asked to agree the key aspects of the proposed Budget for 2018/19 and endorse the Joint MTFs in order to achieve a sustainable financial basis in the medium term. Without this strategy, which focuses on achieving outcomes, invest to save and generating income, there is a significant risk that each Council will be unsustainable financially in the medium to longer term.

## **GENERAL FUND (GF)**

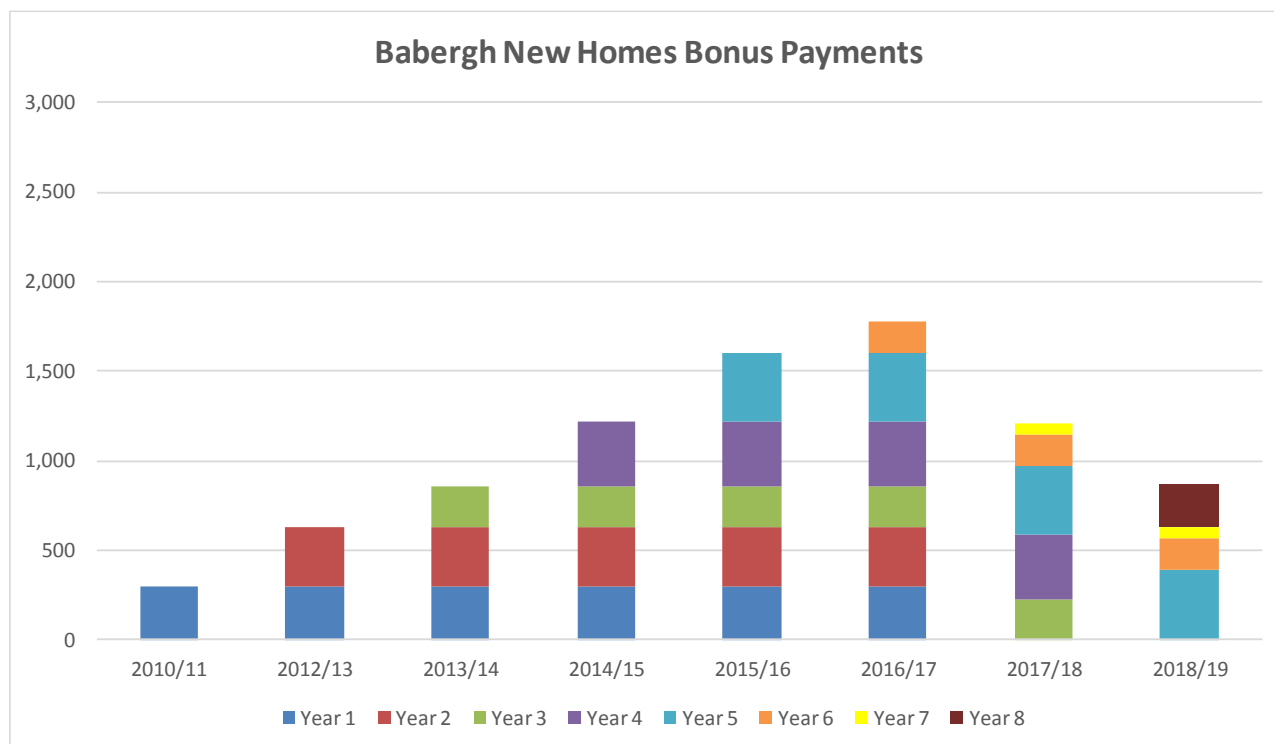
### **11 GF Financial Position**

- 11.1 Funding arrangements for councils have changed significantly, Babergh has seen a 65% cumulative cut in revenue support grant over the four years from 2013/14 to 2017/18.
- 11.2 As part of the four-year settlement in 2015, the government indicated that a tariff would be payable to central government of £131k in 2019/20 to redistribute the core funding and council tax generating capabilities to other councils across the country based on spending needs. The Secretary of State has confirmed that the government will be looking at options for dealing with this, and will be consulting on proposals before next year's settlement.
- 11.3 The Council's service cost budget has remained fairly static over the same period, as various budget saving and income generating initiatives have meant that service levels could be maintained.
- 11.4 The graph below shows the net service cost budget since 2013/14 and the Revenue Support Grant including the business rates element of the formula funding, over the same period.

## Babergh District Council Formula Funding Vs Net Service Cost



- 11.5 The Council has become reliant on Business Rates income and ‘incentivised’ funding such as the New Homes Bonus to support the Council’s service cost budget. Since New Homes Bonus was introduced in 2011/12 the Council has received in total £7.6m, most of which has been used to balance the budget and the rest transferred to the Transformation Fund reserve.
- 11.6 The table and graph below shows the New Homes Bonus received over the last seven years plus the 2018/19 allocation. This clearly shows how the NHB has declined ever since the Government announced it would reduce the allocation from 6 years to 5 years in 2017/18 and to 4 years in 2018/19, as well as introducing 0.4% growth cap in 2017/18. For Babergh this means that the first 151 new homes built will receive no payment, so significant housing growth will need to be achieved to match historic income levels



Payments	2010/11	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Year 1	295	295	295	295	295	295		
Year 2		334	334	334	334	334		
Year 3			226	226	226	226	226	
Year 4				360	360	360	360	
Year 5					387	387	387	387
Year 6						177	177	177
Year 7							63	63
Year 8								239
<b>Total</b>	<b>295</b>	<b>630</b>	<b>856</b>	<b>1,215</b>	<b>1,602</b>	<b>1,779</b>	<b>1,212</b>	<b>866</b>

11.7 Further details of the Government's provisional spending announcement on the 19 December 2017, and the final settlement announced on the 6<sup>th</sup> February 2017, are set out below:-

- The council tax referendum threshold has been increased from 2% to 3% for most authorities for 2018/19 and 2019/20;
- Shire district councils will be allowed increases of less than 3%, or up to and including £5, whichever is higher in 2018-19 and 2019-20;
- Parish and town councils will continue to not be subject to the council tax referendum
- Continuation, and an increase for 2018/19 only of the rural (SPARSE) services delivery grant; For Babergh, as a result of the 100% Business Rates pilot for 2018/19 this grant (£228k), along with the Revenue Support Grant (£204k), are to be funded from the 100% business rate growth retained.

- 11.8 It must be emphasised that the Council's core funding is now predominantly business rates and council tax income, especially for Babergh. The Council now moves to a position where the estimated core funding for next year and future years is not a fixed guaranteed amount as it is now dependent on variations in business rates income. Business rates and new homes growth will, therefore, be the main sources of additional income (plus investment income) if we are to achieve a sustainable budget in the years ahead.
- 11.9 As mentioned in 10.2 above Suffolk has been awarded 100% retention of Business Rates growth pilot status for 2018/19 based on the proposal that was submitted in October last year. The proposal builds on the successful Suffolk pool which has been operating since 2013. As mentioned in 11.8 above in all pilot areas, the councils within the pool have to forego the funding streams of Revenue Support Grant and Rural Services Delivery Grant in return for retention of higher shares of business rates growth. Any additional business rates collected in Suffolk will be invested in inclusive growth. This is unique nationally and reflects our 'place based' way of working, supporting the urban and rural areas.
- 11.10 Based on the proposal submitted, Babergh is expecting to receive a one-off benefit in the region of £1m as a result of the pilot, however this will be reviewed once we have submitted our business rates NNDR1 return at the end of January. This has not been included within the numbers of this report as it will be placed in an earmarked reserve. The detailed agreement with the partners across Suffolk means that the Leader will need to reach agreement on the activities to be funded from this reserve with the Leader from Suffolk County Council, but if agreement cannot be achieved then the District will retain 75% and 25% will go to the County.
- 11.11 Business Rates will need to be carefully monitored and the volatility and risks managed, for example the level of appeals, will affect the amount of income received, but this is a complex area and difficult to predict with any degree of certainty. However, we are working closely with our partners in the pool (pilot for 2018/19) to develop a robust modelling tool to assist with the monitoring and forecasting.

## **12. GF Overall Financial and Budget Strategy (short and medium term)**

- 12.1 In order to address the budget gap, both in the short and medium term the budget process for 2018/19 has involved several strands of work with the focus on maximising our income streams, continuing to make efficiencies and productivity savings and using new ways of working to work as cost effectively as possible.
- 12.2 Finance has worked closely with Corporate Managers and reviewed each budget in detail and taken a zero based budget approach again for each service, challenging budgets and focussing on the service needs.
- 12.3 The Deputy Chief Executive along with the Assistant Director for Corporate Resources undertook a piece of work throughout the summer where they reviewed every budget, line by line with the Corporate Manager for Finance and the Senior Business Partner, challenging the budget and exploring opportunities for savings or income generating ideas. Senior Leadership Team provided further challenge and review to these suggestions, and this work along with detailed budget discussions with the Corporate Managers delivered savings for the 2018/19 budget and for future years. However, this review has also identified some cost pressures, a full list of the current changes from the 2017/18 budget to the 2018/19 budget can be found at Appendix B.



- 12.4 Further work will continue on other initiatives during the year as set out in the Medium Term Financial Strategy (MTFS) at Appendix F, one of the strands that require further work at this stage is the Leisure Review.

The Leisure, Sport and Physical Activity Strategy was adopted by the Council at the Cabinet meeting on 7 December 2017. Although no decision has been taken on additional financial implications two major investment projects will be considered by Babergh Cabinet early in 2018. If approved this could result in capital investment in 2018/19 and 2019/20 of approximately £3.2m. The proposals would see all capital repayments, principal and interest, being financed by South Suffolk Leisure Trust. In addition to the potential capital investment a further transformation bid for temporary resource to assist in implementing the LS&PA Strategy for 2018/19 of circa £60k across both Councils will be required.

- 12.5 During 2017/18 work has progressed with CIFCo Capital Ltd which has been trading since June 2017. The Company purchased their first property investment in December 2017, and the £25m approved fund should be fully invested by December 2018. It is estimated that this will generate an additional £546k over the next four years.
- 12.6 The budget models an increase in Council Tax of £5 in 2018/19, this would generate an additional £164k.

### 13. GF 2018/19 Budget

- 13.1 A summary of the pressures and actions taken is set out below. A summary of detailed key changes between 2017/18 and 2018/19 and across the period of the MTFS is shown at Appendix B.

<b>SUMMARY</b>	
<b>Budget Pressures</b>	<b>£'000</b>
Funding - Business Rates Collection Fund Deficit	1,256
Minimum Revenue Provision	322
Employees - pay award and increments	267
Funding - Government Grants & Baseline Business Rates	217
Inflation (net)	43
Funding - Reduction in Council Tax Collection Fund Surplus	28
Funding - Tax base increase	(51)
<b>Total Budget Pressures</b>	<b>2,082</b>
<b>Action Taken</b>	
Employees - other	(320)
CIFCO	(157)
Service Area changes	(45)
Funding - Business Rates Pooling Benefit	(97)
Investment Income	(61)
Funding - Council Tax	(164)
<b>Total Action Taken</b>	<b>(844)</b>
<b>Reserves</b>	
New Homes Bonus Allocation	(866)
Movement in Reserves	(43)
<b>Total Reserves</b>	<b>(909)</b>
<b>Budget deficit</b>	<b>329</b>

- 13.2 A summary of the General Fund budget position is shown in Appendix A. A full breakdown can be found in the form of the Council's Budget Book attached at Appendix G.
- 13.3 In order to achieve a balanced budget for 2018/19 Babergh have had to utilise all of the £866k of New Homes Bonus in 2018/19 and £329k of the Transformation Fund – a total of £1,195k compared to £1,362k required in 2017/18. This will leave a balance of £154k in the Transformation Fund.
- 13.4 This is an improvement of £93k from the position reported in January 2018, the reason for the changes are set out in the table below:

<b>BABERGH</b>	<b>£'000</b>
<b>Budget deficit - January Cabinet Report</b>	<b>1,287</b>
<b>New Homes Bonus (NHB)</b>	<b>(866)</b>
<b>Budget deficit (after NHB)</b>	<b>422</b>
<b>Changes</b>	
Pre- app charges (net)	(88)
Leisure	(77)
Staff savings	(74)
CIFCO / Investment Income	(67)
Funding - Government Grants & Baseline Business Rates additional RSDG	(45)
Other items (net)	(40)
MRP	(34)
ICT - corporate licenses	(18)
BMS Invest	(15)
External Audit Fees	(4)
Additional Funding of Business Rates Collection Fund Deficit (reserves)	279
IRP review	70
Charge to HRA	13
LCTS Admin grant reduction	5
<b>Revised Deficit</b>	<b>329</b>

- 13.5 A number of key assumptions have been made in formulating the General Fund Budget proposals. The overall picture is set out in Appendix A with further detail in Appendix B of which some of the key aspects are outlined below:-
- A Council Tax increase in the Band D Council Tax of £5 per annum (10p per week) for a Band D property, which takes it to £158.86 and equates to a 3.25% increase.
  - Certain fees and charges e.g. rental income, water sampling have been increased by 3%.
  - For salaries we have assumed a 2% pay award and an increment for all staff that are eligible.
- 13.6 In relation to earmarked reserves, the estimated balance at the end of 2018/19 is £1.3m, including the Transformation Fund balance of £154k. Further details of the earmarked reserves can be found in Appendix F, Attachment 5. In addition to this there is £1.2m, the minimum approved level, in the General Fund reserve/working balance.

## **14 GF Capital Programme Investment**

- 14.1 The Capital Programme is attached at Appendix D.
- 14.2 A zero-based approach has been adopted for the preparation of the Capital Programme for 2018/19 to 2021/22, to ensure that resources are aimed at delivery of the Council's strategic priorities.

## **HOUSING REVENUE ACCOUNT (HRA)**

### **15 HRA Financial Position**

- 15.1 The HRA Business Plan has been updated to reflect the impact of an increase in rents from 2020/21 of Consumer Price Index CPI + 1%. This follows the current rent reduction, introduced by the Chancellor of the Exchequer in 2015/16. The Business Plan is attached at Appendix E and shows additional detail for years 1-10.
- 15.2 The self-financing regime replaced the old Housing Revenue Account subsidy system on 1 April 2012. Babergh's settlement payment was calculated at £83.6m based on projected income, expenditure and existing stock values. This took HRA long term borrowing to £89.6m.
- 15.3 HRA Capital Financing Requirement levels are predicted to be £86.6m at 31 March 2018 providing borrowing headroom of £11.2m. New build/acquisitions funding within the Capital Programme 2018 – 2022 totals £16m and HRA reserve balances 2018–2022 are forecast at £4.8m. This will provide a total HRA Investment Fund contribution of £32m to deliver Members strategic housing priorities and outcomes (or, in relation to the HRA reserve balances, to set aside provision for future maturity debt repayment).
- 15.4 The Joint Strategic Plan sets out clearly the Councils' aligned strategic priorities. The key housing projects supporting delivery of the priorities are outlined in the HRA Business Plan.
- 15.5 For example: The delivery of the Homes and Communities Agency (HCA) 27 new affordable homes between 2015/16 to 2017/18, and acquisition of 7 affordable homes (2016/17), which will become new HRA assets. These new homes will deliver New Homes Bonus for the Council, additional rent and council tax and local businesses will benefit. All these factors will bring growth to our local economy.

### **16 HRA Overall Financial and Budget Strategy (short and medium term)**

- 16.1 The Babergh HRA Business Plan presents a positive financial picture over the longer term (a thirty-year period as required under the self-financing regime) but there are short to medium term challenges. These challenges were exacerbated by the proposals announced in the Chancellor's July 2016 Budget:
- The Welfare Reform and Work Act includes a requirement for all social landlords to reduce their rents by 1% each year from 2016 to 2019. However, the recent Government announcement that rents can be increased by CPI +1% for five years from 2020/21 will reduce the impact of this on the 30-year plan.
  - This Act reduced the benefit cap for working age families from £23k to £20k

- This Act also requires councils to sell their high value council homes to fund Right to Buy discounts for housing association tenants. A letter from the Housing Minister following the Autumn Statement explained that the pilot scheme for housing association Right to Buy will be expanded. The government have not made it clear when the introduction of this levy may commence. Details of how the levy will be calculated are still unknown. On the advice of the Chartered Institute of Housing the budget does not include a figure for the levy.
- The impact of these measures and the action required to mitigate them are described in section 18.4 of this report

16.2 The Government proposal to cap housing benefit in the social housing sector at Local Housing Allowance (LHA) rates has been dropped. This is good news for our tenants, especially those under 35, as they would have been responsible to pay the difference between their rent and the LHA putting them at risk of rent arrears.

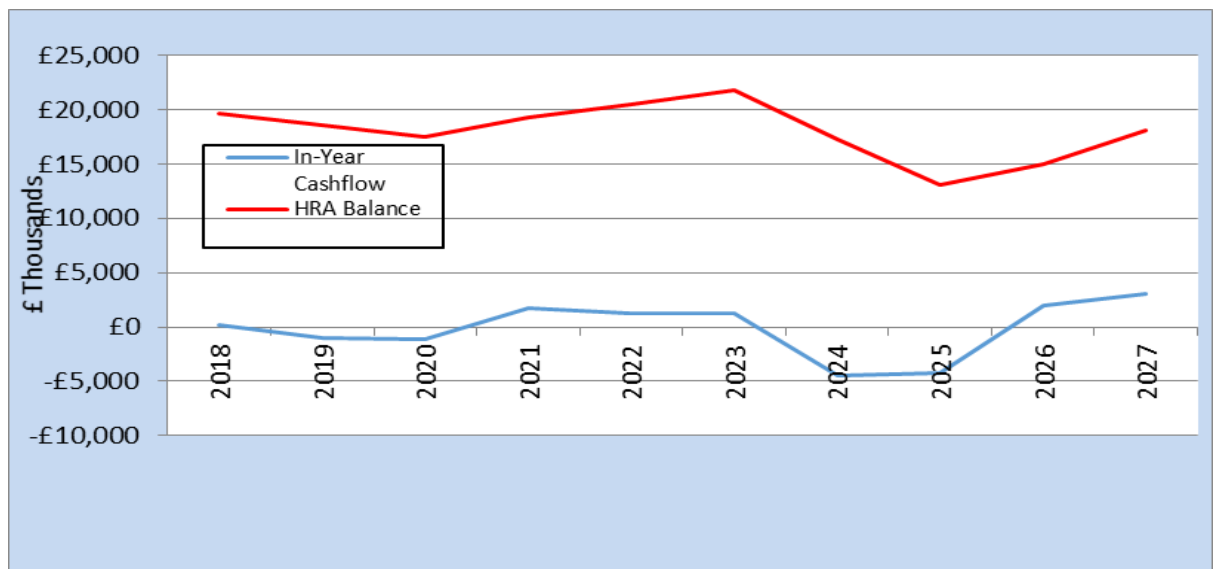
## 17. HRA Potential Resources Available for Investment

17.1 A key aspect of the business plan is the revenue cash flow predicted over the coming years. Another important feature is the amount available for building new homes. Both are illustrated in the following graphs:-

Graph A - Revenue cash flows from 2018/19 for 10 years

This graph shows reserve balances within the HRA decreasing to approximately £18m by Year 10 (2027/28) based on annual rent reductions of 1% for the next two years followed by a rent increase of CPI +1% for five years from 2020/21.

Graph A

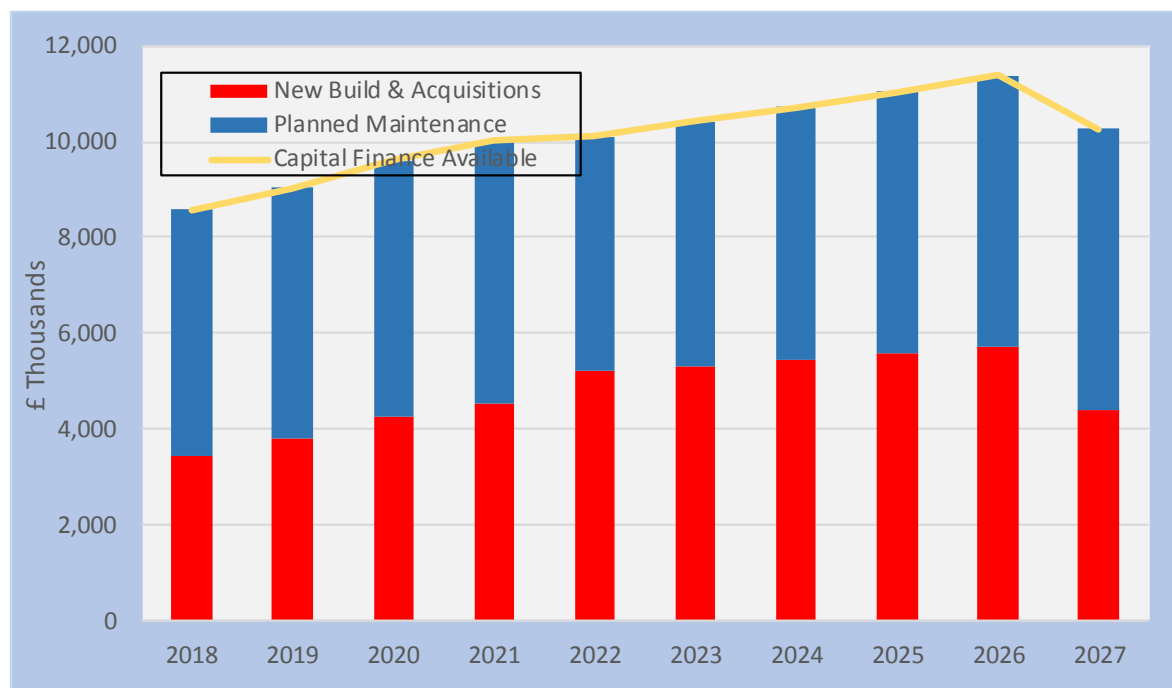


Graph B - Capital Programme from 2018/19 for 10 years (based on a 1% rent reduction in years 1 to 2 followed by a CPI +1% rent increase in years 3 to 10)

This graph shows proposed Capital Programme expenditure and debt cap levels within the HRA Business Plan up to Year 10 (2018/19 to 2027/28). The HCA new build programme does not extend beyond year 1, although significant investment continues through the Right to Buy replacement programme.

Graphs A and B are inter-dependent with revenue surpluses providing financial availability for investment in homes and improvement programmes.

Graph B



## 18 HRA Key Challenges

- 18.1 HRA Self-financing has provided significant opportunities for Babergh. The development of 27 new council homes supported by Homes and Communities Agency Grant funding is a good example of how the funds available within the HRA are being used differently.
- 18.2 These opportunities, however, are threatened by the proposals described in paragraph 16.1. The table in paragraph 19.1 sets out the HRA budget for 2018/19 and highlights the variances from the current year as a result of a 1% rent reduction (an average rent reduction of 90 pence per week for Babergh tenants).
- 18.3 It is important to understand that the 30-year HRA business plan was predicated on an annual rent increase of CPI + 1%, the formula agreed by the government in 2014. In business planning terms the loss to the HRA was forecast to be £4.5m over years 2016/17 to 2019/20.

However, the recent announcement that Local Authorities can increase their rents by up to CPI +1% for five years from 2020/2021 has resulted in an impact of greater than 1% per annum. The cumulative impact of the rent increase results in a higher income (against business plan projections 2017/18) to the HRA as follows:

Years	Babergh
1 to 5	£1.0m
1 to 10	£5.4m
1 to 15	£10.7m

This will increase the resources available to deliver services, to maintain and improve the existing housing stock and to develop new council housing.

18.4 A balanced budget has been achieved for 2018/19 by reducing both revenue and capital budgets (see table in 19.1). A fundamental review of the housing service has been undertaken during 2017/18 to identify savings, efficiencies and income generation opportunities that will achieve a sustainable business plan into the future. The review has examined:

- Performance management measures and complaints handling
- New build programme and retention of Right to Buy receipts. A back to back contract with Orbit Housing is about to be completed which will provide 15 affordable rental homes and 12 Shared ownership at a cost of £3.2m. Icen Homes have been appointed to look into development opportunities to enable us to deliver our affordable housing programme.
- A number of Council landholdings such as underutilised open space, garage sites and severed gardens are currently being assessed by the Investment and Development Team and could be added to the pipeline subject to their suitability.
- Our approach to HRA business planning includes, reviewing and realigning housing stock condition data and capital programme expenditure. The data has been reviewed and Ridge have been appointed to carry out a stock condition survey on 24% of housing stock by the end of February 2018 to enable us to produce a robust 30-year capital programme. A contingency amount, based on £1,300 per property, has been put into the 2018/19 Budget and 4-year MTFS 2018/19. Once the capital programme is completed the budget will be allocated against the relevant areas of spend.
- The Sheltered Housing Review concluded that some schemes which are difficult to let would be 'de-sheltered' ahead of a predicted reduction in Housing Related Support funding, this work has now been completed. The business plan has been amended to reflect the reduction in expenses and service charge income following the de-sheltering of properties in April 2017, as well as the loss of the Supporting People Grant of £42k from Suffolk County Council (SCC) from April 2018.
- Councillors approved the formation of a new Babergh & Mid Suffolk Building Services (BMBS) team, which carries out responsive repairs and programmed works. The BMBS business plan forecasts a surplus within five years of its implementation.
- The HRA Accounting Team are implementing a robust budget setting and monitoring process together with financial controls.
- Leaseholders service charges have been reviewed to identify the gap between costs incurred and the amount recharged. Completion of this work allows us to increase income over the next three years to bring us to a cost neutral position.

- 18.5 **Sheltered housing** - Babergh District Council has historically subsidised sheltered service charges from the HRA by approximately £400k each year. However, following the de-sheltering of units and increase in service charges last year, the subsidy has now reduced to £260k.

The new pressures of rent reduction and removal of the Housing Related Support Grant from Suffolk County Council of £42k from April 2018 make this subsidy unsustainable in the long term.

To reduce the subsidy from the HRA, we propose the following:

- to increase service charges for sheltered residents, which are eligible for housing benefit, by £5 per week from April 2018,
- that the Housing Related Support charge of £3 per week, which is an ineligible cost for housing benefit purposes, is removed from April 2018.

This will mean that all residents, whether they be self-payers or not, will only see a net increase of £2 per week in 2018/19 in comparison to the £4 increase in 2017/18

- 18.6 **Garage rents** – It is proposed that following a number of significant increases in garages rents, it is not sustainable to continue with a further increase in 2018/19. This would make garages undesirable as a result we propose to maintain garage rents at current levels.

### **HRA New build programme and retention of Right to Buy receipts**

- 18.7 Right to Buy (RTB) sales for Babergh were higher than projections in business plans. In 2016/17 Babergh sold 26 against original projections of 24 sales.
- 18.8 The money received from RTB sales can only be used as 30% towards the cost of a replacement home. The remaining 70% of the replacement cost has to be found from other HRA resources. As sales increase, it means that the level of match funding required (70%) increases. If the receipts are not spent within the 3-year period allowed, they have to be repaid to Government with 4% above the base rate interest added.
- 18.9 The Government has applied a cap to the amount that Councils can borrow through the HRA. This means that borrowing levels are artificially restricted. The supported spending of RTB receipts, building new council homes and investing in the maintenance and improvement of council homes is still achievable within current borrowing headroom. However, the 1% rent reduction and the proposed high value dwellings levy threaten to make finding the 70% match funding for Right to Buy receipts unsustainable; although the announcement that we can increase rent by a maximum of CPI +1% for five years from 2020/21 will help to mitigate this risk.

## **19 HRA Budget 2018/19**

- 19.1 The table below sets out the HRA budget for 2018/19, based on a 1% rent decrease, highlighting the variance from 2017/18.

Description	2017/18 £000	2018/19 £000	Variance £000	Reason
Rent and other income	(16,717)	(16,645)	72	Based on a proposed average rent decrease of 1%. Offset by increase in number of affordable homes, and service charges
Bad Debt Provision	115	155	40	Universal Credit is being implemented during 2017/18, so the provision has been increased to reflect the likelihood of additional rent arrears and bad debts.
Interest	(16)	(15)	1	
<b>Total Net Income</b>	<b>(16,618)</b>	<b>(16,504)</b>	<b>114</b>	
Repairs and Maintenance, Management and other costs	5,503	6,069	565	Reflects a review of all costs including BMBS following higher than expected increases in material costs.
Capital Charges	2,803	2,847	44	Reflects interest costs on fixed rate long term loans which has increased following a correction to the interest rates. This has been partially offset by the £500k paid against debt.
Revenue Contribution to Capital Programme	5,605	4,124	(1,481)	RCCO is used to cover capital spend once the Major Repairs Allowance has been used. As capital spend is budgeted to be lower in 2018/19 the RCCO requirement has also reduced.
Depreciation	2,735	2,721	(14)	
Debt Repayment	500	500	0	
<b>Total Expenditure</b>	<b>17,146</b>	<b>16,260</b>	<b>(997)</b>	
In-year operating (surplus)/deficit	527	(244)	772	Reflects reduction in Capital spend financing requirements which is offset by increases in Repairs and maintenance costs and reduction in rental income
Year-end transfer to/(from) reserves	(527)	244	(772)	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	

19.2 A revised and updated HRA Business Plan is attached at Appendix E, based on annual rent reduction of 1% until 2019/20 then increasing by CPI +1% from 2020/21 also reflecting;

- HCA scheme development costs;
- Funding to support spend of RTB receipts and capital programme expenditure.

19.3 HRA Business Plans are currently viable over the 30-year business plan with Treasury debt forecast to be reduce to £1.1m in year 19 before rising to £12.1m in year 25 after taking out a new Treasury loan of £11.1m.



19.4 The established rent formula empowers Government to restrict our ability to increase rents through applying a 'limit rent' this is the average rent level at which full housing benefit will be paid. If our average rent exceeds this amount then a payment has to be made to the Government to make up the difference. Limit rent figures will be released at the end of January 2018. This could still have an impact on rent levels in addition to the -1% change required.

## 20 HRA Capital Programme Investment

20.1 The Capital Programme is attached at Appendix D.

20.2 The proposed Capital Programme headlines for 2018 – 2021 are:-

<b>Expenditure</b>	<b>£m</b>
Housing Maintenance Programmes	<b>21.2</b>
New build (HCA programme)	<b>0.1</b>
RTB receipt funding	<b>15.9</b>
<b>Total</b>	<b>37.2</b>
<b>Financing</b>	
Capital receipts disposals and RTB receipts and HCA Grant	<b>17</b>
Revenue Contributions	<b>20.2</b>
Borrowing	<b>0</b>
<b>Total</b>	<b>37.2</b>
Remaining Borrowing Headroom available (31 March 2021)	<b>13.2</b>

## 21. Appendices

<b>Title</b>	<b>Location</b>
Appendix A – General Fund Budget Summary 2018/19	Attached
Appendix B – Movement of service cost budget year on year	Attached
Appendix C - Budget, Funding and Council Tax Requirements and Robustness of Estimates and Adequacy of Reserves	Attached
Appendix D – Capital Programmes	Attached
Appendix E – updated HRA Business Plan	Attached
Appendix F – Joint Medium Term Financial Strategy	Attached
Appendix G – Budget Book 2018/19	Attached

## 22. Background Documents

Local Government Finance Settlement.

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**General Fund Budget Summary 2018/19****GENERAL FUND REVENUE BUDGET SUMMARY**

	2017/18 £'000	2018/19 £'000	Movement £'000
1 Employee Costs	8,028	7,971	(57)
2 Premises	851	807	(45)
3 Supplies & Services	3,441	3,577	136
4 Transport	182	279	96
5 Contracts	4,108	4,244	136
6 Third Party Payments	20,202	20,202	(0)
7 Income	(27,450)	(27,738)	(289)
8 Charge to HRA	(1,138)	(1,106)	32
9 Charge to Capital	(407)	(227)	180
<u>Capital Financing Charges</u>			
10 Debt Management Costs	25	3	(23)
11 Interest Payable (Pooled Funds)	8	9	0
12 Interest Payable (CIFCo)	242	594	352
13 MRP	645	933	288
<u>Investment Income</u>			
14 Pooled Funds	(363)	(421)	(57)
15 Interest Receivable (Cash Surplus)	(4)	(8)	(4)
16 Interest Receivable (CIFCo)	(555)	(1,064)	(509)
<u>Transfers to Reserves</u>			
17 (a) New Homes Bonus	1,212	866	(346)
18 (b) S31 Business Rates Grant	650	797	147
19 (c) Other	23	27	4
20 <b>Net Service Cost</b>	<b>9,700</b>	<b>9,744</b>	<b>44</b>
21 Transformation Fund - Staffing (NHB)	(484)	(50)	434
22 Transfers from Reserves - earmarked	-	(1,038)	(1,038)
23 S31 Grant	(650)	(797)	(147)
24 New Homes Bonus to balance the budget	(727)	(866)	(138)
25 Surplus on Council Tax Collection fund	(40)	(12)	28
26 Revenue Support Grant (RSG) - now included with Baseline business rates	(504)	-	504
27 Baseline business rates	(1,997)	(2,488)	(491)
28 Business rates – growth/pooling benefit	(109)	(206)	(97)
29 Business rates – 17/18 collection fund deficit	-	1,256	1,256
30 Transition Grant	(22)	-	22
31 Rural Services Delivery Grant - now included with Baseline business rates	(182)	-	182
32 Council Tax	(5,000)	(5,214)	(214)
33 <b>Total Funding</b>	<b>(9,715)</b>	<b>(9,415)</b>	<b>301</b>
34 Shortfall (Surplus) funding	(15)	329	344
35 Transfer to / (from) reserve	15	(329)	(344)
	-	-	-
Council Tax Base	(32,489)	(32,822)	(333)
Council Tax for Band D Property	153.86	158.86	5.00
<b>Council Tax</b>	<b>(4,999)</b>	<b>(5,214)</b>	<b>(215)</b>

**Movement of service cost budget year on year**

<b>BABERGH - MOVEMENT YEAR ON YEAR</b>	<b>17/18 to 18/19 £000</b>
<b>Net Service Cost previous year</b>	<b>9,700</b>
<b><u>Cost Pressures</u></b>	
<b><u>Inflation</u></b>	
Employees - 2% pay award	165
Employees - increments	102
Employees - deficit pension fund change (2.4% reduction in 19/20, 1% increase from 20/21)	-
Other Employee costs	1
Contracts	42
Premises	-
Supplies & Services	7
Insurance Premiums	5
Business Rates	12
<b>Sub total cost pressure</b>	<b>333</b>
<b><u>Other increases to net service cost</u></b>	
<b><u>BMS Invest</u></b>	
(net) expenditure	26
<b><u>Communities</u></b>	
Car Park income - revision of budgets (including ECNs)	58
Strong and Safe Communities - staff costs	37
Street and Major Road Cleanisng - recycling performance payments	26
Business Rates - car parks	15
Domestic Homicide Review	12
<b><u>Corporate Resources</u></b>	
Reduction to Housing Benefit and LCTS Admin Grants	31
Organisational Development inc Health and Safety - staff costs	25
Phased reduction of general savings	20
Shared Revenues Partnership contract increase	20
Borehamgate - reduction in rental income (empty units)	14
Reduction to income received for Credit Card charges.	6
<b><u>Customer Services</u></b>	
Contribution to Customer Access Point	4
Customer Services - staff costs	3
<b><u>Environment and Commercial Partnerships</u></b>	
Net reduction to Building Control Income	61
Waste - recycling performance payments	39
Trade Waste Income (net) including glass collection service cost	25
Environmental Protection - legal expenses	6

<b>BABERGH - MOVEMENT YEAR ON YEAR</b>	<b>17/18 to 18/19 £000</b>
<b><u>Housing</u></b>	
Homelessness - staff costs (funded from grants)	115
<b><u>Law &amp; Governance</u></b>	
IRP review	70
Governance - staff costs (including Scanners)	44
Information Management - staff costs (re-allocation of time charged to Capital)	39
Shared Legal Services (net) including staff costs	35
Internal Audit - staff costs	6
<b><u>Planning for Growth</u></b>	
Community Housing Fund inc fixed term post for 2 years (funded from grant in earmarked reserves)	95
Development Management - staff costs (funded from 20% inc to planning fees)	95
<b><u>Property Services</u></b>	
Hadleigh HQ security costs	114
Belle Vue House - reduction in rental income	19
Wenham Depot - includes reduction to rental income	12
PV Panels - cleaning and repairs / maintenance	6
<b><u>Other Cost Pressures</u></b>	
Minimum Revenue Provision	288
Recharge to Capital (can be offset in part by capital projects - staff costs below)	180
Other items (net)	96
Recharge to HRA	32
Modern Apprentice Levy - net cost	14
<b>Sub total other increases to net service cost</b>	<b>1,688</b>

BABERGH - MOVEMENT YEAR ON YEAR	17/18 to 18/19 £000
<b><u>Actions to offset increases to net service cost</u></b>	
Inflation - income	(23)
<b><u>Communities</u></b>	
Public Realm - staff costs	(25)
Increase to fees for dog & litter bin emptying	(2)
<b><u>Corporate Resources</u></b>	
Management Review Savings	(160)
Commissioning and Procurement - staff costs	(14)
External Audit Fees	(15)
Corporate Training	(10)
Stationery	(8)
I-Trent	(7)
Finance - staff costs	(5)
Contracted services (Vertas)	(3)
<b><u>Customer Services</u></b>	
ICT costs - server room, printers, general savings	(74)
ICT - staff costs	(30)
<b><u>Environment and Commercial Partnerships</u></b>	
Leisure Contract - repayment of borrowing costs (SSL)	(72)
Reduction of payments to third parties for Bring sites - Glass & Textile recycling	(20)
Building Control - staff costs	(18)
Garden Waste Income (net)	(12)
Leisure Contract - reduction in management fee	(5)
Energy Proficiency Certificates (SAPs) income	(4)
Income for Food Hygiene Rating System rescore visits	(1)
<b><u>Housing</u></b>	
Homelessness - flexible support and new burden grants	(191)
<b><u>Law and Governance</u></b>	
Alignment of Chairman's expenses	(7)
Course conference fees for members	(4)
<b><u>Planning for Growth</u></b>	
Planning fee income - 20% price increase	(120)
Planning fee income - volume increase	(110)
Pre-application Charges	(88)
Reduction of License costs for UNIFORM	(39)
CIL 5% to cover administration costs	(11)
<b><u>Property Services</u></b>	
Capital Projects - staff costs	(107)
East House running costs	(9)
<b><u>Other Savings</u></b>	
Removal of Transformation Funded Posts	(367)
CIFCO	(157)
Increase vacancy management contingency to 2.5%	(86)
Pooled Funds income	(57)
SLT staff costs	(47)
Accommodation - All Together	(42)
Debt Management Fees	(23)
Reduction of Neighbourhood Planning Grants to earmarked reserve	(5)
Interest payable / receivable	(4)
<b>Sub total actions</b>	<b>(1,979)</b>
<b>Total Net Service Cost movement</b>	<b>42</b>
<b>New Net Service Cost</b>	<b>9,744</b>

<b>BABERGH - MOVEMENT YEAR ON YEAR</b>	<b>17/18 to 18/19 £000</b>
<b>Funding previous year</b>	<b>(9,700)</b>
<b>Cost Pressures</b>	
Movement in Reserves - NHB, Transformation Fund, S31 grant	(1,233)
Removal of Revenue Support Grant (RSG) - now included within baseline Business Rates	504
Business Rates - collection fund deficit 2017/18	1,256
Removal of Rural Services Support Grant (RSDG) - now included in Baseline Business Rates (18/19 only)	182
Change to Council Tax Collection fund surplus	28
Removal of Transition Grant	22
<b>Sub total cost pressure</b>	<b>759</b>
<b>Savings / Actions to increase funding</b>	
Business Rates - baseline (now includes RSG & RSDG)	(491)
Business Rates - pooling benefit	(97)
RSG - tariff	
Council Tax (£5 increase to Band D)	(164)
Growth in taxbase	(51)
<b>Sub total savings /actions to increase funding</b>	<b>(803)</b>
<b>New Year Funding</b>	<b>(9,744)</b>
<b>Annual Budget (surplus)/deficit</b>	<b>0</b>

**Budget, Funding and Council Tax Requirements**

1. The precept requirements of Parish / Town Councils must be aggregated with the requirement of this authority to arrive at an average Council Tax figure for the district / parish purposes. This figure however is totally hypothetical and will not be paid by any taxpayer (other than by coincidence). A schedule of the precept requirements from Parish / Town Councils will be reported to Council on 20 February.
2. The County and the Police and Crime Commissioner's precept requirements are added to this.
3. The legally required calculation is set out below:
  - 1) The General Fund Budget requirement for the District Council purposes in 2018/19 will be £158.86, based on an increase to Council Tax of 10p per week for a Band D property which is the equivalent to 3.25%.
  - 2) The County Council precept requirement is still to be determined, but is likely to be £1,242.54 for a Band D property in 2018/19, an increase of 4.99%.
  - 3) The Police and Crime Commissioner's precept requirement is likely to increase by £12 or 6.8% to £188.82.
  - 4) At the time of preparing this report, not all Parish / Town Councils have supplied formal notification of their 2018/19 precept. The final figures will be reported to Council.
4. Babergh is a billing authority and collects council tax and non-domestic rates on behalf of the other precepting authorities i.e. Suffolk County Council, Suffolk Police and Crime Commissioner and Parish / Town Councils. The dates that monies collected are paid over to the County Council, and the Police and Crime Commissioner ("precept dates") need to be formally agreed under Regulation 5(i) of the Local Authorities (Funds) (England) Regulations 1992.
5. Established practice is for payments to be made in 12 equal instalments on the 15<sup>th</sup> of each month or the next banking day if the 15<sup>th</sup> falls on a weekend or bank holiday. Accordingly the precept dates applicable for 2018/19 are expected to be as follows:

16 April 2018	15 May 2018	15 June 2018	16 July 2018
15 August 2018	17 September 2018	15 October 2018	15 November 2018
17 December 2018	15 January 2019	15 February 2019	15 March 2019



## Budget and Council Tax Resolutions 2018/19

## Summary of Budget 2018/19

	2018/19 Budget Requirement £	2018/19 Council Tax at Band D £	2017/18 Budget Requirement £
<b>Babergh District Council</b>			
General Fund Budget Requirement - District Council Purposes	6,458,200	196.76	7,852,508
Parish/Town Council Precepts (net of Council Tax Support Scheme grant)	2,609,197	79.50	2,546,886
	<b>9,067,397</b>	<b>276.26</b>	<b>10,399,394</b>
Settlement Funding from Government	(2,488,130)	(75.81)	(2,610,052)
Rural Services Delivery Grant	-	-	(181,970)
Transition Grant	-	-	(22,492)
Business Rates Collection Fund Deficit	1,256,000	38.27	-
Council Tax Collection Fund Surplus	(11,960)	(0.36)	(39,750)
Babergh's basic amount under section 33 of the 1992 Local Government Act	<b>7,823,307</b>	<b>238.36</b>	<b>7,545,130</b>
<b>LESS</b> Parish/Town Council Precepts	(2,609,197)	(79.50)	(2,546,886)
Basic amount under s.34 of the 1992 Act for dwellings to which no special items relate	<b>5,214,110</b>	<b>158.86</b>	<b>4,998,244</b>
Suffolk County Council Precept Requirement	40,782,760	1,242.54	38,450,625
Suffolk Police and Crime Commissioner's Requirement	6,197,467	188.82	5,745,664
<b>Basic amount for areas where there are no special items.</b>	<b>52,194,337</b>	<b>1,590.22</b>	<b>49,194,533</b>

**Council Tax Resolution 2018/19**

1. It is a requirement for the billing authority to calculate a council tax requirement for the year as opposed to its budget requirement.
2. It be noted that the Council, as delegated to the Section 151 Officer, calculated the taxbase:
  - a) for the whole Council area as 32,822.09 and,
  - b) for dwellings in those parts of its area to which a Parish precept relates as further in Appendix C.
3. The council tax requirement for the Council's own purposes for 2018/19 (excluding Parish precepts) is £5,214,110.
4. That the following amounts be calculated for the year 2018/19 in accordance with Sections 31 to 36 of the Act:

a)	53,516,787	Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A)(2) of the Act taking into account all precepts issued to it by Parish Councils (gross expenditure)
b)	(45,693,480)	Being the aggregate of the amounts which the Council estimates for items set out in Section 31(A)(3) of the Act (gross income)
c)	7,823,307	Being the amount by which the aggregate at 4(a) above exceeds the aggregate at 4(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act) (net expenditure)
d)	238.36	Being the amount at 4(c) above (item R) all divided by item T (2(a) above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its council tax for the year (including Parish precepts) (average council tax)
e)	2,609,197	Being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per Appendix C)
f)	158.86	Being the amount at 4(d) above less the result given by dividing the amount at 4(e) above by item T (2(a) above) calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no Parish precept relates (basic council tax)

5. To note that Suffolk County Council and the Police and Crime Commissioner have issued precepts to the Council in accordance with section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in Section 7 below.
6. That the Council in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below and further in Appendix C as the amounts of council tax for 2018/19 for each part of its area and for each of the categories of dwellings.

7. Since the Cabinet meeting Committee on 8 February 2018, the precept levels of other precepting bodies have been received. These are detailed below;

**a) Suffolk County Council**

Suffolk County Council met on 8 February 2018 and set their precept at £40,782,760, this includes an adjustment for the Collection Fund contribution of £60,920. This results in a Band D council tax of £1,242.54.

**b) Suffolk Police and Crime Commissioner**

The Police and Crime Commissioner has set their precept at £6,197,467, adjusted by a Collection Fund contribution of £9,105. This results in a Band D council tax of £188.82

**c) Babergh District Council**

The General Fund council tax requirement for Babergh District Council is based on an increase in council tax from £153.86 to £158.86 for a Band D property.

**d) Aggregated council tax requirement**

The aggregated council tax requirement for Suffolk County Council, Suffolk Police and Crime Commissioner and Babergh District Council results in a Band D council tax of £1,590.22.

	Suffolk County Council	Police and Crime Commissioner	Babergh District Council	Aggregated Council Tax requirement
Valuation Bands	£	£	£	£
A	828.36	125.88	105.91	<b>1,060.15</b>
B	966.42	146.86	123.56	<b>1,236.84</b>
C	1,104.48	167.84	141.21	<b>1,413.53</b>
D	1,242.54	188.82	158.86	<b>1,590.22</b>
E	1,518.66	230.78	194.16	<b>1,943.60</b>
F	1,794.78	272.74	229.46	<b>2,296.98</b>
G	2,070.90	314.70	264.77	<b>2,650.37</b>
H	2,485.08	377.64	317.72	<b>3,180.44</b>

8. The Town and Parish Council Precepts for 2018/19 are detailed further in Appendix C and total £2,609,197. The increase in the average Band D for Town and Parish Councils is 1.4% and results in an average Band D council tax figure of £79.50 for 2018/19.

## Appendix C

### Council Taxbase for Parishes and District – 2018/19

Parish	COUNCIL TAX BASE		% Change	Parish	COUNCIL TAX BASE		% Change
	17/18	18/19			17/18	18/19	
Acton	628.19	631.12	0.46%	Holton St Mary	101.76	103.04	1.24%
Aldham	81.76	82.74	1.18%	Kersey	183.47	180.98	-1.38%
Alpheton	107.48	106.30	-1.11%	Kettlebaston	38.81	39.05	0.61%
Erwarton	55.41	55.00	-0.75%	Lavenham	859.10	880.94	2.48%
Assington	173.40	177.22	2.16%	Lawshall	361.05	365.85	1.31%
Belstead	87.35	90.54	3.52%	Layham	251.13	248.36	-1.12%
Bentley	325.62	328.44	0.86%	Leavenheath	586.09	588.82	0.46%
Bildeston	368.27	372.87	1.23%	Lindsey	86.52	86.04	-0.56%
Boxford	538.06	534.94	-0.58%	Little Cornard	141.26	138.96	-1.66%
Boxted	52.78	52.04	-1.42%	Little Waldingfield	143.79	152.66	5.81%
Brantham	862.77	868.43	0.65%	Little Wenham	19.71	19.76	0.25%
Brent Eleigh	78.88	78.94	0.08%	Long Melford	1,412.50	1,445.59	2.29%
Brettenham	124.18	122.08	-1.72%	Milden	54.86	56.80	3.42%
Bures St Mary	408.89	399.89	-2.25%	Monks Eleigh	240.90	246.35	2.21%
Burstall	96.38	98.60	2.25%	Nayland with Wissington	516.15	515.11	-0.20%
Capel St Mary	1,126.40	1,136.50	0.89%	Nedging with Naughton	171.68	170.80	-0.52%
Chattisham	85.18	83.80	-1.65%	Newton	208.13	211.69	1.68%
Chelmondiston	403.24	398.91	-1.09%	Pinewood	1,419.39	1,427.84	0.59%
Chelsworth	84.27	86.90	3.03%	Polstead	381.37	381.69	0.08%
Chilton	147.32	149.93	1.74%	Preston St Mary	100.12	100.88	0.75%
Cockfield	373.72	376.28	0.68%	Raydon	203.85	203.94	0.04%
Copdock & Washbrook	427.57	433.61	1.39%	Semer	67.10	66.85	-0.37%
East Bergholt	1,120.05	1,116.94	-0.28%	Shelley	31.89	31.07	-2.64%
Edwardstone	164.92	164.23	-0.42%	Shimpling	182.47	183.80	0.72%
Elmsett	307.43	305.66	-0.58%	Shotley	723.93	751.77	3.70%
Freston	55.37	55.68	0.56%	Somerton	41.42	40.87	-1.35%
Glemsford	1,229.10	1,268.44	3.10%	Sproughton	556.23	559.54	0.59%
Great Cornard	2,694.20	2,676.91	-0.65%	Stanstead	148.84	148.88	0.03%
Great Waldingfield	607.09	604.92	-0.36%	Stoke by Nayland	296.53	293.25	-1.12%
Great Wenham	56.86	54.35	-4.62%	Stratford St Mary	319.04	319.05	0.00%
Groton	127.69	129.54	1.43%	Stutton	331.07	332.99	0.58%
Hadleigh	2,824.57	2,847.21	0.80%	Sudbury	4,167.38	4,281.50	2.67%
Harkstead	117.33	122.28	4.05%	Tatingstone	221.13	227.62	2.85%
Hartest	226.98	228.11	0.50%	Thorpe Morieux	113.86	115.58	1.49%
Higham	75.67	73.72	-2.65%	Wattisham	43.63	46.37	5.91%
Hintlesham	240.27	240.57	0.12%	Whatfield	139.42	138.56	-0.62%
Hitcham	294.46	296.09	0.55%	Wherstead	114.38	115.73	1.17%
Holbrook	630.01	648.56	2.86%	Woolverstone	99.83	105.22	5.12%
					<b>32,488.91</b>	<b>32,822.09</b>	<b>1.02%</b>

## Precepts and Council Tax Band D for Parishes

Parish	2017/18 Parish Precept	Tax Base	Council Tax Band D	2018/19 Parish Precept	Tax Base	Council Tax Band D	Increase / Decrease (-)
	£		£	£		£	£
Acton	45,000.00	628.19	71.63	45,000.00	631.12	71.30	-0.33
Aldham	1,210.00	81.76	14.80	1,210.00	82.74	14.62	-0.18
Alpheton	3,091.00	107.48	28.76	3,236.00	106.30	30.44	1.68
Erwarton	-	55.41	-	-	55.00	-	0.00
Assington	7,800.00	173.40	44.98	8,596.94	177.22	48.51	3.53
Belstead	7,000.00	87.35	80.14	7,000.00	90.54	77.31	-2.82
Bentley	14,500.00	325.62	44.53	14,500.00	328.44	44.15	-0.38
Bildeston	21,095.00	368.27	57.28	22,370.00	372.87	59.99	2.71
Boxford	37,127.00	538.06	69.00	37,280.00	534.94	69.69	0.69
Boxted	400.00	52.78	7.58	400.00	52.04	7.69	0.11
Brantham	44,485.00	862.77	51.56	45,659.00	868.43	52.58	1.02
Brent Eleigh	2,100.00	78.88	26.62	2,150.00	78.94	27.24	0.61
Brettenham	4,290.00	124.18	34.55	4,469.00	122.08	36.61	2.06
Bures St Mary	26,435.00	408.89	64.65	26,435.00	399.89	66.11	1.46
Burstall	4,545.12	96.38	47.16	5,982.00	98.60	60.67	13.51
Capel St Mary	83,113.00	1,126.40	73.79	87,338.00	1,136.50	76.85	3.06
Chattisham	1,565.67	85.18	18.38	1,545.43	83.80	18.44	0.06
Chelmondiston	24,430.00	403.24	60.58	24,750.00	398.91	62.04	1.46
Chelsworth	900.00	84.27	10.68	950.00	86.90	10.93	0.25
Chilton	7,721.00	147.32	52.41	7,858.00	149.93	52.41	0.00
Cockfield	33,432.00	373.72	89.46	40,845.00	376.28	108.55	19.09
Copdock & Washbrook	24,032.00	427.57	56.21	24,032.00	433.61	55.42	-0.78
East Bergholt	124,000.00	1,120.05	110.71	102,000.00	1,116.94	91.32	-19.39
Edwardstone	5,625.00	164.92	34.11	5,710.00	164.23	34.77	0.66
Elmsett	10,000.00	307.43	32.53	10,200.00	305.66	33.37	0.84
Freston	800.00	55.37	14.45	800.00	55.68	14.37	-0.08
Glemsford	92,159.00	1,229.10	74.98	93,910.00	1,268.44	74.04	-0.95
Great Cornard	207,727.00	2,694.20	77.10	210,512.00	2,676.91	78.64	1.54
Great Waldingfield	45,450.00	607.09	74.87	45,290.00	604.92	74.87	0.00
Great Wenham	-	56.86	-	-	54.35	-	0.00
Groton	4,149.00	127.69	32.49	4,290.00	129.54	33.12	0.62
Hadleigh	312,990.00	2,824.57	110.81	315,499.00	2,847.21	110.81	0.00
Harkstead	2,500.00	117.33	21.31	2,500.00	122.28	20.44	-0.86
Hartest	10,921.00	226.98	48.11	11,139.42	228.11	48.83	0.72
Higham	-	75.67	-	-	73.72	-	0.00
Hintlesham	4,416.33	240.27	18.38	4,436.57	240.57	18.44	0.06
Hitcham	6,550.00	294.46	22.24	7,000.00	296.09	23.64	1.40
Holbrook	25,000.00	630.01	39.68	26,250.00	648.56	40.47	0.79
Holton St Mary	4,722.00	101.76	46.40	4,972.00	103.04	48.25	1.85

## Appendix C

## Precepts and Council Tax Band D for Parishes

Parish	2017/18 Parish Precept	Tax Base	Council Tax Band D	2018/19 Parish Precept	Tax Base	Council Tax Band D	Increase / Decrease (-)
	£		£	£		£	£
Kersey	7,340.00	183.47	40.01	7,953.00	180.98	43.94	3.94
Kettlebaston	2,200.00	38.81	56.69	2,420.00	39.05	61.97	5.29
Lavenham	69,000.00	859.10	80.32	70,000.00	880.94	79.46	-0.86
Lawshall	7,853.00	361.05	21.75	8,089.00	365.85	22.11	0.36
Layham	10,500.00	251.13	41.81	10,500.00	248.36	42.28	0.47
Leavenheath	19,494.00	586.09	33.26	19,461.00	588.82	33.05	-0.21
Lindsey	2,720.00	86.52	31.44	3,140.00	86.04	36.49	5.06
Little Cornard	4,931.38	141.26	34.91	4,851.00	138.96	34.91	-0.00
Little Waldingfield	8,250.00	143.79	57.38	8,415.00	152.66	55.12	-2.25
Little Wenham	-	19.71	-	-	19.76	-	0.00
Long Melford	122,281.88	1,412.50	86.57	127,647.62	1,445.59	88.30	1.73
Milden	925.29	54.86	16.87		56.80	-	-16.87
Monks Eleigh	17,713.00	240.90	73.53	17,718.00	246.35	71.92	-1.61
Nayland with Wissington	33,682.00	516.15	65.26	34,120.00	515.11	66.24	0.98
Nedging with Naughton	4,922.00	171.68	28.67	4,915.00	170.80	28.78	0.11
Newton	10,000.00	208.13	48.05	10,372.81	211.69	49.00	0.95
Pinewood	141,835.88	1,419.39	99.93	151,561.27	1,427.84	106.15	6.22
Polstead	18,286.00	381.37	47.95	18,302.00	381.69	47.95	0.00
Preston St Mary	4,700.00	100.12	46.94	5,235.00	100.88	51.89	4.95
Raydon	15,400.00	203.85	75.55	15,400.00	203.94	75.51	-0.03
Semer	800.00	67.10	11.92	3,500.00	66.85	52.36	40.43
Shelley	-	31.89	-	-	31.07	-	0.00
Shimpling	7,001.32	182.47	38.37	7,106.00	183.80	38.66	0.29
Shotley	57,172.00	723.93	78.97	58,830.00	751.77	78.26	-0.72
Somerton	420.00	41.42	10.14	440.00	40.87	10.77	0.63
Sproughton	50,139.00	556.23	90.14	50,437.00	559.54	90.14	-0.00
Stanstead	8,322.00	148.84	55.91	8,488.00	148.88	57.01	1.10
Stoke by Nayland	12,100.00	296.53	40.81	12,385.00	293.25	42.23	1.43
Stratford St Mary	15,800.00	319.04	49.52	15,800.00	319.05	49.52	-0.00
Stutton	11,120.00	331.07	33.59	11,120.00	332.99	33.39	-0.19
Sudbury	609,221.00	4,167.38	146.19	642,477.00	4,281.50	150.06	3.87
Tattingstone	9,650.00	221.13	43.64	9,995.00	227.62	43.91	0.27
Thorpe Morieux	1,800.00	113.86	15.81	2,300.00	115.58	19.90	4.09
Wattisham	1,525.00	43.63	34.95	1,525.00	46.37	32.89	-2.07
Whatfield	3,231.00	139.42	23.17	3,231.00	138.56	23.32	0.14
Wherstead	2,650.00	114.38	23.17	2,650.00	115.73	22.90	-0.27
Woolverstone	2,619.00	99.83	26.23	2,697.00	105.22	25.63	-0.60
<b>Total</b>	<b>2,546,885.87</b>	<b>32,488.91</b>	<b>78.39</b>	<b>2,609,197.06</b>	<b>32,822.09</b>	<b>79.50</b>	<b>1.10</b>

## Precept for each banding by Parish

	Valuation Bands (£)							
	A	B	C	D	E	F	G	H
Babergh District Council	105.91	123.56	141.21	158.86	194.16	229.46	264.77	317.72
Suffolk County Council	828.36	966.42	1,104.48	1,242.54	1,518.66	1,794.78	2,070.90	2,485.08
Police and Crime Commissioner	125.88	146.86	167.84	188.82	230.78	272.74	314.70	377.64
Aggregate of Council Tax Requirements	<b>1,060.15</b>	<b>1,236.84</b>	<b>1,413.53</b>	<b>1,590.22</b>	<b>1,943.60</b>	<b>2,296.98</b>	<b>2,650.37</b>	<b>3,180.44</b>
Parish	Total Amount of Council Tax for 2018/19							
	6/9 ths	7/9 ths	8/9 ths		11/9 ths	13/9 ths	15/9 ths	18/9 ths
	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Acton	1,107.68	1,292.29	1,476.91	1,661.52	2,030.75	2,399.97	2,769.20	3,323.04
Aldham	1,069.89	1,248.21	1,426.52	1,604.84	1,961.47	2,318.10	2,674.73	3,209.68
Alpheton	1,080.44	1,260.51	1,440.59	1,620.66	1,980.81	2,340.95	2,701.10	3,241.32
Erwarton	1,060.15	1,236.84	1,413.53	1,590.22	1,943.60	2,296.98	2,650.37	3,180.44
Assington	1,092.49	1,274.57	1,456.65	1,638.73	2,002.89	2,367.05	2,731.22	3,277.46
Belstead	1,111.69	1,296.97	1,482.25	1,667.53	2,038.09	2,408.65	2,779.22	3,335.06
Bentley	1,089.58	1,271.18	1,452.77	1,634.37	1,997.56	2,360.76	2,723.95	3,268.74
Bildeston	1,100.14	1,283.50	1,466.85	1,650.21	2,016.92	2,383.64	2,750.35	3,300.42
Boxford	1,106.61	1,291.04	1,475.48	1,659.91	2,028.78	2,397.65	2,766.52	3,319.82
Boxted	1,065.27	1,242.82	1,420.36	1,597.91	1,953.00	2,308.09	2,663.18	3,195.82
Brantham	1,095.20	1,277.73	1,460.27	1,642.80	2,007.87	2,372.93	2,738.00	3,285.60
Brent Eleigh	1,078.31	1,258.02	1,437.74	1,617.46	1,976.90	2,336.33	2,695.77	3,234.92
Brettenham	1,084.55	1,265.31	1,446.07	1,626.83	1,988.35	2,349.87	2,711.38	3,253.66
Bures St Mary	1,104.22	1,288.26	1,472.29	1,656.33	2,024.40	2,392.48	2,760.55	3,312.66
Burstall	1,100.59	1,284.03	1,467.46	1,650.89	2,017.75	2,384.62	2,751.48	3,301.78
Capel St Mary	1,111.38	1,296.61	1,481.84	1,667.07	2,037.53	2,407.99	2,778.45	3,334.14
Chattisham	1,072.44	1,251.18	1,429.92	1,608.66	1,966.14	2,323.62	2,681.10	3,217.32
Chelmondiston	1,101.51	1,285.09	1,468.68	1,652.26	2,019.43	2,386.60	2,753.77	3,304.52
Chelsworth	1,067.43	1,245.34	1,423.24	1,601.15	1,956.96	2,312.77	2,668.58	3,202.30
Chilton	1,095.09	1,277.60	1,460.12	1,642.63	2,007.66	2,372.69	2,737.72	3,285.26
Cockfield	1,132.51	1,321.27	1,510.02	1,698.77	2,076.27	2,453.78	2,831.28	3,397.54
Copdock & Washbrook	1,097.09	1,279.94	1,462.79	1,645.64	2,011.34	2,377.04	2,742.73	3,291.28
East Bergholt	1,121.03	1,307.86	1,494.70	1,681.54	2,055.22	2,428.89	2,802.57	3,363.08
Edwardstone	1,083.33	1,263.88	1,444.44	1,624.99	1,986.10	2,347.21	2,708.32	3,249.98
Elmsett	1,082.39	1,262.79	1,443.19	1,623.59	1,984.39	2,345.19	2,705.98	3,247.18
Freston	1,069.73	1,248.01	1,426.30	1,604.59	1,961.17	2,317.74	2,674.32	3,209.18
Glemsford	1,109.51	1,294.42	1,479.34	1,664.26	2,034.10	2,403.93	2,773.77	3,328.52
Great Cornard	1,112.57	1,298.00	1,483.43	1,668.86	2,039.72	2,410.58	2,781.43	3,337.72
Great Waldingfield	1,110.06	1,295.07	1,480.08	1,665.09	2,035.11	2,405.13	2,775.15	3,330.18
Great Wenham	1,060.15	1,236.84	1,413.53	1,590.22	1,943.60	2,296.98	2,650.37	3,180.44
Groton	1,082.23	1,262.60	1,442.97	1,623.34	1,984.08	2,344.82	2,705.57	3,246.68
Hadleigh	1,134.02	1,323.02	1,512.03	1,701.03	2,079.04	2,457.04	2,835.05	3,402.06
Harkstead	1,073.77	1,252.74	1,431.70	1,610.66	1,968.58	2,326.51	2,684.43	3,221.32
Hartest	1,092.70	1,274.82	1,456.93	1,639.05	2,003.28	2,367.52	2,731.75	3,278.10
Higham	1,060.15	1,236.84	1,413.53	1,590.22	1,943.60	2,296.98	2,650.37	3,180.44
Hintlesham	1,072.44	1,251.18	1,429.92	1,608.66	1,966.14	2,323.62	2,681.10	3,217.32
Hitcham	1,075.91	1,255.22	1,434.54	1,613.86	1,972.50	2,331.13	2,689.77	3,227.72
Holbrook	1,087.13	1,268.31	1,449.50	1,630.69	1,993.07	2,355.44	2,717.82	3,261.38

## Precept for each banding by Parish

	Valuation Bands (£)							
	A	B	C	D	E	F	G	H
<b>Babergh District Council</b>	105.91	123.56	141.21	158.86	194.16	229.46	264.77	317.72
<b>Suffolk County Council</b>	828.36	966.42	1,104.48	1,242.54	1,518.66	1,794.78	2,070.90	2,485.08
<b>Police and Crime Commissioner</b>	125.88	146.86	167.84	188.82	230.78	272.74	314.70	377.64
<b>Aggregate of Council Tax Requirements</b>	<b>1,060.15</b>	<b>1,236.84</b>	<b>1,413.53</b>	<b>1,590.22</b>	<b>1,943.60</b>	<b>2,296.98</b>	<b>2,650.37</b>	<b>3,180.44</b>
<b>Holton St Mary</b>	1,092.31	1,274.37	1,456.42	1,638.47	2,002.57	2,366.68	2,730.78	3,276.94
<b>Kersey</b>	1,089.44	1,271.01	1,452.59	1,634.16	1,997.31	2,360.45	2,723.60	3,268.32
<b>Kettlebaston</b>	1,101.46	1,285.04	1,468.61	1,652.19	2,019.34	2,386.50	2,753.65	3,304.38
<b>Lavenham</b>	1,113.12	1,298.64	1,484.16	1,669.68	2,040.72	2,411.76	2,782.80	3,339.36
<b>Lawshall</b>	1,074.89	1,254.03	1,433.18	1,612.33	1,970.63	2,328.92	2,687.22	3,224.66
<b>Layham</b>	1,088.33	1,269.72	1,451.11	1,632.50	1,995.28	2,358.06	2,720.83	3,265.00
<b>Leavenheath</b>	1,082.18	1,262.54	1,442.91	1,623.27	1,984.00	2,344.72	2,705.45	3,246.54
<b>Lindsey</b>	1,084.47	1,265.22	1,445.96	1,626.71	1,988.20	2,349.69	2,711.18	3,253.42
<b>Little Cornard</b>	1,083.42	1,263.99	1,444.56	1,625.13	1,986.27	2,347.41	2,708.55	3,250.26
<b>Little Waldingfield</b>	1,096.89	1,279.71	1,462.52	1,645.34	2,010.97	2,376.60	2,742.23	3,290.68
<b>Little Wenham</b>	1,060.15	1,236.84	1,413.53	1,590.22	1,943.60	2,296.98	2,650.37	3,180.44
<b>Long Melford</b>	1,119.01	1,305.52	1,492.02	1,678.52	2,051.52	2,424.53	2,797.53	3,357.04
<b>Milden</b>	954.24	1,113.28	1,272.32	1,431.36	1,749.44	2,067.52	2,385.60	2,862.72
<b>Monks Eleigh</b>	1,108.09	1,292.78	1,477.46	1,662.14	2,031.50	2,400.87	2,770.23	3,324.28
<b>Nayland with Wissington</b>	1,104.31	1,288.36	1,472.41	1,656.46	2,024.56	2,392.66	2,760.77	3,312.92
<b>Nedging with Naughton</b>	1,079.33	1,259.22	1,439.11	1,619.00	1,978.78	2,338.56	2,698.33	3,238.00
<b>Newton</b>	1,092.81	1,274.95	1,457.08	1,639.22	2,003.49	2,367.76	2,732.03	3,278.44
<b>Pinewood</b>	1,130.91	1,319.40	1,507.88	1,696.37	2,073.34	2,450.31	2,827.28	3,392.74
<b>Polstead</b>	1,092.11	1,274.13	1,456.15	1,638.17	2,002.21	2,366.25	2,730.28	3,276.34
<b>Preston St Mary</b>	1,094.74	1,277.20	1,459.65	1,642.11	2,007.02	2,371.94	2,736.85	3,284.22
<b>Raydon</b>	1,110.49	1,295.57	1,480.65	1,665.73	2,035.89	2,406.05	2,776.22	3,331.46
<b>Semer</b>	1,095.05	1,277.56	1,460.07	1,642.58	2,007.60	2,372.62	2,737.63	3,285.16
<b>Shelley</b>	1,060.15	1,236.84	1,413.53	1,590.22	1,943.60	2,296.98	2,650.37	3,180.44
<b>Shimpling</b>	1,085.92	1,266.91	1,447.89	1,628.88	1,990.85	2,352.83	2,714.80	3,257.76
<b>Shotley</b>	1,112.32	1,297.71	1,483.09	1,668.48	2,039.25	2,410.03	2,780.80	3,336.96
<b>Somerton</b>	1,067.33	1,245.21	1,423.10	1,600.99	1,956.77	2,312.54	2,668.32	3,201.98
<b>Sproughton</b>	1,120.24	1,306.95	1,493.65	1,680.36	2,053.77	2,427.19	2,800.60	3,360.72
<b>Stanstead</b>	1,098.15	1,281.18	1,464.20	1,647.23	2,013.28	2,379.33	2,745.38	3,294.46
<b>Stoke by Nayland</b>	1,088.30	1,269.68	1,451.07	1,632.45	1,995.22	2,357.98	2,720.75	3,264.90
<b>Stratford St Mary</b>	1,093.16	1,275.35	1,457.55	1,639.74	2,004.13	2,368.51	2,732.90	3,279.48
<b>Stutton</b>	1,082.41	1,262.81	1,443.21	1,623.61	1,984.41	2,345.21	2,706.02	3,247.22
<b>Sudbury</b>	1,160.19	1,353.55	1,546.92	1,740.28	2,127.01	2,513.74	2,900.47	3,480.56
<b>Tattingstone</b>	1,089.42	1,270.99	1,452.56	1,634.13	1,997.27	2,360.41	2,723.55	3,268.26
<b>Thorpe Morieux</b>	1,073.41	1,252.32	1,431.22	1,610.12	1,967.92	2,325.73	2,683.53	3,220.24
<b>Wattisham</b>	1,082.07	1,262.42	1,442.76	1,623.11	1,983.80	2,344.49	2,705.18	3,246.22
<b>Whatfield</b>	1,075.69	1,254.98	1,434.26	1,613.54	1,972.10	2,330.67	2,689.23	3,227.08
<b>Wherstead</b>	1,075.41	1,254.65	1,433.88	1,613.12	1,971.59	2,330.06	2,688.53	3,226.24
<b>Woolverstone</b>	1,077.23	1,256.77	1,436.31	1,615.85	1,974.93	2,334.01	2,693.08	3,231.70



## **Section 25 report on the robustness of estimates and adequacy of reserves**

### **1. Background**

- 1.1 Section 25 of the Local Government Act 2003 requires the Council, when setting its annual General Fund Budget and level of Council Tax, to take account of a report from its Section 151 Officer on the robustness of estimates and adequacy of reserves. This report fulfils that requirement for the setting of the Budget and Council Tax for 2018/19.
- 1.2 This is to ensure that when deciding on its Budget for a financial year, Members are made aware of any issues of risk and uncertainty, or any other concerns by the Chief Financial Officer (CFO). The local authority is also expected to ensure that its budget provides for a prudent level of reserves to be maintained.
- 1.3 The CFO has assessed that the minimum safe contingency level of unearmarked General Fund working balance/general reserve is £1.2m (the same figure as 2017/18).
- 1.4 Section 26 of the Act empowers the Secretary of State to set a minimum level of reserves for which a local authority must provide in setting its budget. Section 26 would only be invoked as a fallback in circumstances in which a local authority does not act prudently, disregards the advice of its CFO and is heading for financial difficulty. The Section 151 Officer and Members, therefore have a responsibility to ensure in considering the Budget that:
  - It is realistic and achievable and that appropriate arrangements have been adopted in formulating it
  - It is based on clearly understood and sound assumptions and links to the delivery of the Council's strategic priorities
  - It includes an appropriate statement on the use of reserves and the adequacy of these.

### **2. Basis of Advice for Section 25 Report**

- 2.1 In forming the advice for this year's Section 25 report, the CFO has considered the following:
  - The requirement established in the Council's Medium Term Financial Strategy (MTFS) to ensure that a safe contingency level of reserves is maintained
  - The degree to which the Council's financial plans are aligned to the Council's statutory obligations, local priorities and policy objectives
  - The adequacy of the information systems underpinning the Council's financial management processes
  - Risks associated with the Council's activities, as identified within the Significant Business Risks Register
  - The level of earmarked reserves and unearmarked reserves within the General Fund and the degree to which uncertainties exist within the proposed 2018/19 budget.

### 3. Robustness of Estimates

3.1 In terms of the overall approach to financial planning and setting the budget, the following aspects increase confidence in the robustness of estimates:

- Cost pressures and variations in key areas of income and expenditure have been carefully considered and reflected in the Budget
- Key assumptions have been made and updated during the Budget process to reflect the changing economic position and latest information
- Existing and new risks and uncertainties have been identified and carefully considered
- Detailed scrutiny, review and challenge of budgets by finance officers, Assistant Directors and Corporate Managers
- The Overview and Scrutiny Committee has reviewed the proposed Budget for 2018/19.

3.2 No Budget can, however, be completely free from risk and these are still prevalent in the ongoing financial climate. This means that the Budget will always have a certain amount of uncertainty. The following are the main areas identified:

- **Government Funding** - The Council's funding now includes a reliance on business rates income and other 'incentivised' funding such as the New Homes Bonus. As part of the 100% pilot for 2018/19 Babergh will retain 100% of the business rates growth and the Revenue Support grant and Rural Services Delivery grant will be funded from the increased retention of growth. The risks of bad debts and other losses on collection as well as the impact of rating appeals and revaluation from April 2017 may affect the Council's income. An allowance has been made for these, but the actual amount of income could be higher or lower than this. The Council has included the amount reflected in the Government's 'baseline assessment', plus an element from being part of the Suffolk Pool in the 2018/19 Budget, but the actual amount of income could be lower - or higher (High Risk)
- **Welfare Reforms, Benefits and Council Tax Reductions** –The Budget for 2018/19 assumes that current caseloads will continue throughout next year. Sudbury job centre will go live with Universal Credit (UC) in May 2018. The impact of the introduction of Universal Credit on the Shared Revenues Partnership workload from the areas that have gone live to date remains low, with between 1.71% and 3.82% of Council Tax Reduction caseload in receipt of UC. (Medium Risk)
- **Capital Financing Costs** - These are influenced by variable factors such as cash flow, variations in the capital programme, interest rates, availability of capital receipts and other sources of capital funding and borrowing/financing costs. As the Council looks to undertake commercial property investment and development, as opportunities arise, then the level of capital financing costs could change considerably. (Medium Risk)

- **Income** - Whilst the Budget for 2018/19 has been prepared on the basis of trying to ensure that income estimates are realistic and achievable, with specific allowances for increased or reduced income on specific services, it is unknown as to how the economy and customer demand will fare during next year. Income has been included from the Capital Investment Fund following agreement by Council to establish the company structure. The amounts included in the Budget are based on forecast investments and returns however variances may occur. The Council is awaiting further guidance on investment in commercial property following a consultation at the end of 2017. The outcome of this could affect the level of income received. (Medium Risk)
- **Growth** – Following recent trends in additional growth, a number of budgets have been introduced or increased e.g. pre-application charges, planning fees and business rates. Whilst the increases are prudent compared to previous years actuals, there is a risk that there will be a downturn in growth in 2018/19, which will affect the income received. (Medium Risk)
- **Inflation and Other Cost Pressures** – Allowances for inflation have been made on some budgets including major contracts, where there is a contractual requirement to do so. (Low Risk)

3.3 Taking all of the above into consideration, the Section 151 Officer's opinion is that the Council's Budget and estimates are reasonable but cannot be absolutely robust, so a full assurance cannot be given that there will be no unforeseen adverse variances. This is an expected and acceptable situation for any organisation that is dealing with a large number of variables. Also, the general economic situation continues to impact on expenditure and income. Provided that the minimum safe level of reserves is maintained, any variations arising as a result of lack of robustness in the estimates should be manageable.

#### 4 Adequacy of Reserves

- 4.1 There is no available guidance on the minimum level of reserves that should be maintained. Each authority should determine a prudent level of reserves based upon their own circumstances, risk and uncertainties. Regard has been had to guidance that has been issued to CFO's and the risks and uncertainties faced.
- 4.2 The Medium Term Financial Strategy (MTFS) states that the Council is required to maintain adequate financial reserves to meet the needs of the authority. This is the General Reserve and provides a safe level of contingency.
- 4.3 The CFO's opinion is that the minimum level of unearmarked reserves should, for the time being, be maintained at the current level of £1.2m without increasing the risk to the Council. This represents 10% of the annual General Fund Budget, which is relatively low compared to a number of councils but is seen as acceptable, so no action is required as part of the 2018/19 Budget. This is partly based on the understanding that there are further sums available in earmarked reserves that will not be fully spent during 2018/19 as set out below.
- 4.4 Levels of earmarked reserves (excluding those relating to the Housing Revenue Account, but including the Transformation Fund) are forecast to be £1.3m as at 31 March 2019. The level of earmarked reserves as at the 31 March 2019 will depend on the extent to which the New Homes Bonus money that is transferred to the Transformation Fund is spent in 2018/19. The Transformation Fund is continuing to support the delivery of the Council's Joint Strategic Plan in 2018/19.

## **5. Background Documents**

Local Government Act 2003; Guidance Note on Local Authority Reserves and Balances – CIPFA 2003; Medium Term Financial Strategy

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**CAPITAL PROGRAMME FOR 2018/19 to 2021/22****General Fund**

BABERGH CAPITAL PROGRAMME 2018/19 - 2021/22 GENERAL FUND	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	TOTAL BUDGET (over 4 years) £'000	Capital Receipts £'000	Revenue Contributions to Capital £'000	Reserves £'000	Government Grants £'000	S106 £'000	Borrowing £'000	Total Financing £'000
<b>Supported Living</b>												
Mandatory Disabled Facilities Grant	409	409	409	409	1,637				1,637			1,637
Discretionary Housing Grants	100	100	100	100	400						400	400
Empty Homes Grant	100	100	100	100	400						400	400
<b>Total Supported Living</b>	<b>609</b>	<b>609</b>	<b>609</b>	<b>609</b>	<b>2,437</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,637</b>	<b>0</b>	<b>800</b>	<b>2,437</b>
<b>Environment and Projects</b>												
Replacement Refuse Freighters - Joint Scheme	185	185	185	0	555						555	555
Recycling Bins	65	65	65	65	260						260	260
<b>Total Environment and Projects</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>65</b>	<b>815</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>815</b>	<b>815</b>
<b>Communities and Public Access</b>												
Community Development Grants	117	117	117	117	468						468	468
Play Equipment	50	50	50	50	200						200	200
Planned Maintenance / Enhancements - Car Parks	36	38	35	35	144						144	144
<b>Total Community Services</b>	<b>203</b>	<b>205</b>	<b>202</b>	<b>202</b>	<b>812</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>812</b>	<b>812</b>

**CAPITAL PROGRAMME FOR 2018/19 to 2020/21****General Fund**

BABERGH CAPITAL PROGRAMME 2018/19 - 2021/22 GENERAL FUND	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	TOTAL BUDGET (over 4 years) £'000	Capital Receipts £'000	Revenue Contributions to Capital £'000	Reserves £'000	Government Grants £'000	S106 £'000	Borrowing £'000	Total Financing £'000
<b>Leisure Contracts</b>												
Kingfisher Leisure Centre - plant and other capital	145	40	50	50	285						285	285
Kingfisher Leisure Centre - Planned Maintenance	246	289	0	0	534						534	534
Kingfisher Leisure Centre Refurbishment	627	627	0	0	1,254						1,254	1,254
Hadleigh Pool and Leisure Refurbishment	351	1,757	0	0	2,109						2,109	2,109
Hadleigh Pool and Leisure - Planned Maintenance	43	0	0	0	43						43	43
Hadleigh Sports & Swimming Pool - General	0	0	0	0	0						0	0
<b>Total Leisure Contracts</b>	<b>1,412</b>	<b>2,713</b>	<b>50</b>	<b>50</b>	<b>4,225</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,225</b>	<b>4,225</b>
<b>Capital Projects</b>												
Planned Maint / Enhancements - Other Corp Buildings	48	48	48	48	192						192	192
<b>Total Capital Projects</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>192</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>192</b>	<b>192</b>
<b>Investment and Commercial Delivery</b>												
Land assembly, property acquisition and regeneration opportunities	2,973	2,973	2,973	2,973	11,892						11,892	11,892
<b>Total Investment and Commercial Delivery</b>	<b>2,973</b>	<b>2,973</b>	<b>2,973</b>	<b>2,973</b>	<b>11,892</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,892</b>	<b>11,892</b>
<b>Corporate Resources</b>												
ICT - Hardware / Software costs	200	200	200	200	800						800	800
<b>Total Corporate Resources</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>800</b>	<b>800</b>
<b>Total General Fund Capital Spend</b>	<b>5,695</b>	<b>6,998</b>	<b>4,332</b>	<b>4,147</b>	<b>21,173</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,637</b>	<b>0</b>	<b>19,536</b>	<b>21,173</b>

**CAPITAL PROGRAMME FOR 2018/19 to 2020/21****HRA**

BABERGH CAPITAL PROGRAMME 2018/19 - 2021/22	2018/19	2019/20	2020/21	2021/22	TOTAL BUDGET (over 4 years)	Capital Receipts	Revenue Contributions to Capital	Reserves	Government Grants	S106	Borrowing	Total Financing
HOUSING REVENUE ACCOUNT	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Housing Maintenance</b>												
Planned maintenance	4,587	4,782	4,888	5,006	19,262		9,802	9,460				19,262
ICT Projects	300	200	200	200	900		900					900
Environmental Improvements	50	50	50	50	200		200					200
Disabled Facilities work	200	200	200	200	800		800					800
Horticulture and play equipment	23	23	23	23	92		92					92
New build programme inc acquisitions	3,415	3,791	4,239	4,526	15,970	2,746	8,449	4,775				15,970
<b>Total HRA Capital Spend</b>	<b>8,575</b>	<b>9,045</b>	<b>9,599</b>	<b>10,005</b>	<b>37,224</b>	<b>2,746</b>	<b>20,243</b>	<b>14,235</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,224</b>

**Note:** the new build acquisitions and new build budgets for 2017-18 onwards will be set on the basis of what the business plan will allow when the other HRA capital budgets have been agreed.

**HRA Business Plan updated 2018/19 – 2027/28**

**Appendix E**

Year	2018.19	2019.20	2020.21	2021.22	2022.23	2023.24	2024.25	2025.26	2026.27	2027.28
£'000	1	2	3	4	5	6	7	8	9	10
<b>INCOME:</b>										
Rental Income	(15,986)	(15,855)	(16,405)	(17,001)	(17,649)	(18,351)	(19,080)	(19,644)	(20,225)	(20,794)
Void Losses	149	147	153	158	164	171	177	183	188	193
Service Charges	(585)	(585)	(585)	(585)	(604)	(624)	(645)	(666)	(688)	(711)
Non-Dwelling Income	(201)	(201)	(201)	(201)	(208)	(214)	(222)	(229)	(236)	(244)
Grants & Other Income	(22)	(39)	(39)	(39)	(41)	(42)	(43)	(45)	(46)	(48)
<b>Total Income</b>	<b>(16,645)</b>	<b>(16,532)</b>	<b>(17,077)</b>	<b>(17,668)</b>	<b>(18,338)</b>	<b>(19,061)</b>	<b>(19,812)</b>	<b>(20,401)</b>	<b>(21,007)</b>	<b>(21,604)</b>
<b>EXPENDITURE:</b>										
General Management	2,586	2,430	2,503	2,578	2,663	2,751	2,842	2,935	3,032	3,132
Special Management	935	907	937	969	1,001	1,034	1,068	1,103	1,140	1,177
Other Management	400	398	341	220	154	159	164	170	175	181
Bad Debt Provision	155	193	200	165	127	132	137	196	202	208
Responsive & Cyclical Repairs	2,153	2,326	2,329	2,396	2,482	2,564	2,649	2,736	2,826	2,919
<b>Total Revenue Expenditure</b>	<b>6,229</b>	<b>6,254</b>	<b>6,310</b>	<b>6,328</b>	<b>6,427</b>	<b>6,640</b>	<b>6,860</b>	<b>7,141</b>	<b>7,375</b>	<b>7,618</b>
Interest Paid	2,847	2,829	2,809	2,795	2,794	2,793	2,792	2,623	2,450	2,450
Interest Received	(15)	(14)	(14)	(14)	(20)	(21)	(20)	(15)	(14)	(17)
Depreciation	2,721	2,721	2,721	2,789	2,789	2,789	2,789	2,789	2,789	2,789
<b>Net Operating Income</b>	<b>(4,863)</b>	<b>(4,743)</b>	<b>(5,251)</b>	<b>(5,770)</b>	<b>(6,348)</b>	<b>(6,861)</b>	<b>(7,391)</b>	<b>(7,864)</b>	<b>(8,407)</b>	<b>(8,764)</b>
<b>APPROPRIATIONS:</b>										
Revenue Provision (HRACFR)	500	0	0	0	0	0	0	0	0	0
Revenue Contribution to Capital	4,124	5,796	6,332	3,991	5,090	5,603	11,876	12,085	6,448	5,735
<b>Total Appropriations</b>	<b>4,624</b>	<b>5,796</b>	<b>6,332</b>	<b>3,991</b>	<b>5,090</b>	<b>5,603</b>	<b>11,876</b>	<b>12,085</b>	<b>6,448</b>	<b>5,735</b>
<b>ANNUAL CASHFLOW</b>	<b>(239)</b>	<b>1,053</b>	<b>1,081</b>	<b>(1,779)</b>	<b>(1,258)</b>	<b>(1,258)</b>	<b>4,485</b>	<b>4,221</b>	<b>(1,959)</b>	<b>(3,029)</b>
Opening Balance	(7,306)	(7,545)	(6,492)	(5,411)	(7,191)	(8,449)	(9,706)	(5,221)	(1,000)	(2,960)
<b>Closing Balance</b>	<b>(7,545)</b>	<b>(6,492)</b>	<b>(5,411)</b>	<b>(7,191)</b>	<b>(8,449)</b>	<b>(9,706)</b>	<b>(5,221)</b>	<b>(1,000)</b>	<b>(2,960)</b>	<b>(5,989)</b>

**Note: The £6m increase in RCCO in 2024.25 and 2025.26 is due to a predicted additional payment on the loan**