



Agenda

Finance and Democracy Committee

Date:	Monday, 25 January 2021 at 6:30pm
Venue:	Remote meeting via Zoom
Committee members:	Councillor Karen Buckley (Chairman) Councillor Vince Settle (Vice-Chairman) Councillors Peter Anthony, Peter Collins, Ellie Gaunt, Linda Nulty, Liz Oades, David O'Rourke, Richard Redcliffe, Elaine Silverwood, John Singleton JP, Michael Withers.

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Public Platform

To hear representations from members of the public in accordance with Article 15 of the Constitution.
To register to speak under Public Platform: see [Public Speaking at Council Meetings](#)

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1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 23 November 2020 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	25 JANUARY 2021	4
FINANCIAL FORECAST UPDATE 2020/21 TO 2024/25 (POSITION AS AT JANUARY 2021)			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

This report provides Members with an update of the financial forecast for the five years 2020/21 to 2024/25. The main purpose of this update is to reflect the impact of the provisional 2021/22 Local Government Finance Settlement, details of which were announced on 17th December 2020.

Earlier this year, the government announced that it would delay the implementation of the Fair Funding Review from the revised scheduled implementation date of April 2021. Similarly, the planned reform of the Business Rates system from April 2021 will also now be delayed. Consequently, the finance settlement for 2021/22 is a single-year only settlement.

The continuation of the option for a Lancashire-wide Business Rates Pool was confirmed for 2021/22 as part of the Settlement announcement, with all existing pool members in Lancashire opting to remain in the pool for 2021/22.

As part of the settlement it was confirmed that the government will consult on reforms to the New Homes Bonus scheme, with a view to implementing reform in 2022/23. Given that New Homes Bonus is a major source of funding for the Council this represents a significant risk to the overall level of future central government funding. For 2021/22 the settlement confirmed a single year New Homes Bonus grant allocation for 2021/22, along with the legacy payments from earlier years. The updated provisional New Homes Bonus grant for 2021/22 is shown within the summary at Appendix E to this report.

Estimations of central government funding beyond 2021/22 are therefore extremely difficult to make until the outcome of the funding reviews are known. The Financial Forecast will be updated for 2022/23 onwards as and when there is greater clarity regarding the central government funding regime.

Additional grants were also announced for 2021/22 as part of the Settlement which for Fylde Council were in the sums of £378,808 (Lower Tier Services Grant - a one off un-ringfenced grant to maintain the current assumed level of Core Spending Power); £392,070 (a further un-ringfenced Covid support grant to manage immediate and long term aspects of the pandemic); £130,482 (an un-ringfenced grant to meet the anticipated additional costs of providing Local Council Tax support in 2021/22); and, in addition to these specific grants, it was announced that there would also be an extension of the Sales, Fees and Charges Compensation Scheme to include the first quarter of 2021/22.

The settlement also included a guarantee from central government to compensate local authorities

for 75% of irrecoverable business rates and council tax lost income for 2020/21.

These grants and compensation schemes are in addition to the various Covid 19 support grants that were detailed in the update to the Financial Forecast presented to this committee in November 2020 and to Council in December 2020.

Furthermore, in late November 2020 the Council was notified of a further grant allocation in the sum of £888,580 from the Contain Outbreak Management Fund which provides funding to local authorities in England to help reduce the spread of coronavirus and support local public health. There are a range of types of activity that may be undertaken using this funding including test, trace and contain activity in order to reduce the spread of coronavirus in your area, support for the local economy and public health. Some of this funding has already been directed towards activities such as supporting delivery of the track and trace scheme and options as to the use of the remaining funds are being considered.

The full impact of the income losses and additional costs that the Council will have suffered as a consequence of the covid pandemic, together with the extent to which the various grant and compensation schemes have gone in off-setting those losses and additional costs, will not be known until the conclusion of the 2020/21 financial year or until the current situation has passed.

The assumptions set out in this forecast are the latest best estimates and will be updated as and when further information is made available.

RECOMMENDATION

The Committee is recommended:

1. To note the implications of this updated financial forecast, and to also note that this update report will be presented to the Council meeting on 15th February 2021; and
2. To note that following the confirmation of the amount of New Homes Bonus grant to be received for 2021/22, allocations of a proportion of this grant to town and parish councils have been calculated in the total sum of £58,049 in accordance with the decision of the Finance and Democracy Committee on this matter at the meeting of 23rd November 2020.

SUMMARY OF PREVIOUS DECISIONS

The Council set its budget for 2020/21 at the meeting of 4th March 2020. This report provides Members with a further update to the financial forecast following the position that was considered by this Committee in November 2020.

CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	√
Environment – To deliver services customers expect	√
Efficiency – By spending money in the most efficient way	√
Tourism – To create a great place to live and visit	√

REPORT

1. PURPOSE OF THE FINANCIAL FORECAST UPDATE

- 1.1 This report updates the financial forecast which was considered by this Committee in November 2020. Attached at Appendix A is the financial forecast position reported to Members at that time. Appendix B shows the general assumptions underpinning the base forecast, whilst Appendix C sets out the latest changes and Appendix D sets out the supporting narrative to the latest changes. **Appendix E details the latest updated forecast position.**
- 1.2 The forecast has been updated to reflect the impact of the 2021/22 Local Government Finance Settlement, announced on 17th December 2020.
- 1.3 This latest financial forecast update is designed to:
- Present an updated five-year financial forecast for revenue and capital spending following the announcement of the Local Government Finance Settlement in December 2020;
 - Review and update the currently identified risks and opportunities;
 - Alert Members to any new specific risks and opportunities;
 - Inform Members of any changes required to budgets due to external factors outside the Council's control; and,
 - Provide a basis on which Members can begin to make future spending decisions.

2. THE CAPITAL PROGRAMME

- 2.1 The in-year position on the Capital Programme, along with the associated financial risks, was reported at the November cycle of programme committee meetings.
- 2.2 Any future capital financing issues facing the Council will be addressed as part of the Council's budget proposals for 2021/22 which will be published in mid-February 2021.

3. KEY CHANGES TO THE GENERAL FUND REVENUE BUDGET FORECAST

- 3.1 Many of the financial risks as set out in the Financial Forecast update considered by this Committee in November 2020 and Council in December 2020 remain. The changes to the General Fund Revenue Forecast are those arising from the Local Government Finance Settlement, together with some further in-year revenue budget changes. These are detailed below:

The 2021/22 Local Government Finance Settlement

The main document detailing the Local Government Finance Settlement is entitled 'Provisional local government finance settlement: England, 2021 to 2022'. Full details of the settlement can be found at the following link:

[Provisional-local-government-finance-settlement-england-2021-to-2022](#)

The key points arising from the Finance Settlement for Fylde Council are:

a) Delays to the Fair Funding Review and the Reform of the Business Rates System

Earlier this year, the government announced that it would delay the implementation of the Fair Funding Review from the revised scheduled implementation date of April 2021. Similarly

the planned reform of the Business Rates system from April 2021 will also now be delayed. Consequently the finance settlement for 2021/22 is a single-year only settlement.

b) Confirmation of acceptance of the bid by Lancashire authorities to continue to operate a Business Rate Pooling arrangement for 2021/22

The continuation of a Lancashire-wide Business Rates Pool was confirmed for 2021/22, subject to no single member of the pool exercising their right to withdraw from the pool within 28 days of the Finance Settlement announcement (as per the terms of the pooling arrangement) which would cause the pool to end. It is not expected that any member of the Lancashire Business Rates pool will exercise this option for 2021/22. The latest in-year monitoring and future modelling suggest that continued participation in a Lancashire Business Rate Pool for 2021/22 would be of financial benefit to Fylde Council, as it has been since participation in the pool commenced.

c) Confirmation of a single year New Homes Bonus allocation in 2021/22 and a future review of the scheme

The provisional settlement confirms that a review of the New Homes Bonus scheme will be undertaken during the next financial year and that the 2021/22 grant allocation is for one year only (as it was for 2020/21) and not an annual allocation for a four year period as was the case for earlier years.

Given that New homes Bonus is a major source of funding for the Council this represents a significant risk to the overall level of future central government funding.

The forecast of New Homes Bonus income for 2021/22 has been updated in line with the provisional allocation announced in the settlement. In respect of all other years, due to the uncertainty surrounding future funding levels the estimated amounts for 2022/23 onwards are in line with the forecast as approved by Council in March 2020.

d) Confirmation of further Government Grants for 2021/22

Additional grants were also announced for 2021/22 as part of the settlement which for Fylde Council were in the sums of £378,808 (Lower Tier Services Grant - a one off un-ringfenced grant to maintain the current assumed level of Core Spending Power); £392,070 (a further un-ringfenced Covid support grant to manage immediate and long term aspects of the pandemic); £130,482 (an un-ringfenced grant to meet the anticipated additional costs of providing Local Council Tax support in 2021/22); and, in addition to these specific grants, it was announced that there would also be an extension of the Sales, Fees and Charges Compensation Scheme to include the first quarter of 2021/22.

These additional grants have been reflected in the summary at Appendix E to this report.

In relation to the Lower Tier Services Grant, the term 'Core Spending Power' is the measure used by the government of the total financial resources available to local authorities to fund service delivery. The purpose of this grant is to ensure that a local authority does not suffer a reduction in resources for 2021/22, as compared to 2020/21, on the assumption that Council Tax is increased to the maximum level for 2021/22 without the requirement for a local referendum (for 2021/22 that being an increase for Fylde of a maximum of £5.00 for a Band D property, equivalent to 2.5%).

The settlement also included a guarantee from central government to compensate local authorities for 75% of irrecoverable business rates and council tax lost income for 2020/21.

These grants and compensation schemes are in addition to the various covid 19 support grants that were detailed in the update to the Financial Forecast presented to this committee in November 2020 and to Council in December 2020.

Furthermore, in late November 2020 the Council was notified of a further grant allocation in the sum of £888,580 from the Contain Outbreak Management Fund which provides funding to local authorities in England to help reduce the spread of coronavirus and support local public health. There are a range of types of activity that may be undertaken using this funding including test, trace and contain activity in order to reduce the spread of coronavirus in your area support for the local economy and public health. Some of this funding has already been directed towards activities such as supporting delivery of the track and trace scheme and options as to the use of the remaining funds are being considered.

The full impact of the income losses and additional costs that the council will have suffered as a consequence of the covid pandemic, together with the extent to which the various grant and compensation schemes have gone in off-setting those losses and additional costs, will not be known until the conclusion of the 2020/21 financial year or until the current situation has passed.

e) Confirmation of the 2021/22 General Council Tax Referendum Principles

As part of the 2021/22 Finance Settlement the government announced the general council tax referendum principles (the upper limit on the year-on-year increase that can be applied without the requirement for prior approval through a local referendum) as the higher of a 1.99% increase or an increase of £5.00 (as was the case for 2020/21).

(An increase of £5.00 for a Band D property in Fylde for 2021/22 would equate to a percentage increase of around 2.5%).

Referendum principles will not be extended to town and parish councils for 2021/22 but could be applied to these councils in future years.

f) Employee Costs

The majority of the total employee costs of the council are driven by the national pay agreement for Local Government and the agreed 2020/21 pay award is reflected in the updated Financial Forecast.

As part of the Spending Review it was announced that public sector pay would not be increased in 2021/22. However, as the pay award will need to be approved by the national pay awarding bodies prior to being decided for 2021/22, a pay freeze has not been reflected in the revised Financial Forecast at this stage, pending the outcome of those negotiations which will take place during 2021.

Other Revenue Budget Adjustments

g) New Homes Bonus Distribution to Town and Parish Councils

The Finance and Democracy Committee meeting of 23rd November 2020 approved the provisional continuation of the scheme for the distribution of a portion of the New Homes Bonus Grant income to town and parish Councils, dependent upon confirmation of the level of New Homes Bonus grant to be received by Fylde council for 2021/22. Following the confirmation of the amount of New Homes Bonus grant as part of the 2021/22 financial Settlement, allocations of a proportion of this grant to town and parish councils have been

calculated in the total sum of £58,049 in line with the recommendation from the committee. The financial consequence of this decision is contained within the summary Financial Forecast at Appendix E to this report and individual allocations to Town and Parish Councils are shown at Appendix F.

h) Other budget adjustments

A limited number of further budget adjustments have been made to this updated financial forecast following a further budget-rightsizing review undertaken since the forecast was last updated. These are included within the variance analysis at Appendix C to this report and an explanation of each is provided at Appendix D. Council Tax income projections have also been updated from the November financial forecast to reflect the actual Council Tax base information for 2021/22 which was finalised in December 2020.

3.2 Other Continuing Financial Risks

Many of the other financial risks that were detailed within the previous Financial Forecast Update that was presented to the Finance and Democracy Committee meeting of 23rd November and Council on 7th December 2020 remain. These are:

- **Future Central Government Funding Reductions**
- **Announcement of a 'Fair Funding Review'**
- **Retained Business Rates**
- **Borrowing Costs Assumptions**
- **Reduction in Housing Benefit Administration Grant**
- **Universal Credit**
- **Grounds Maintenance (External Contracts)**
- **The Living Wage**
- **Community Infrastructure Levy (CIL)**

Full details of each of these can be found within the November 2020 Financial Forecast report via the following link: www.fylde.gov.uk/

4. CONCLUSIONS

4.1 The 2021/22 Local Government Financial Settlement has not fundamentally changed the general financial standing of Fylde Council. The additional grants detailed in paragraph 3.1 (d) are to be welcomed as they improve the financial position of the Council and its ability to deal with the impacts of the pandemic. There remains (as reported in the November 2020 Financial Forecast update to this committee) a projected surplus for 2020/21 and 2021/22 followed by a period of uncertainty as the national framework for the financing of local government will be subject to review.

4.2 The confirmation of the continuation of a Business Rates Pool amongst Lancashire authorities is welcomed. Developments with regard to future proposals (the implementation of a 'Fair Funding Review' encompassing a possible re-assessment of relative need within local government generally) will be followed closely and any implications reported within future Financial Forecast updates when known.

4.3 The impact of the Covid-19 restriction measures on the financial position of the Council for 2020/21, and possibly beyond 2020/21, were detailed within the Financial Forecast Update presented to this committee in November and to the Council in December 2020. These impacts, together with the potential for future reductions in central government funding and uncertainties around the level of retained business rates from 2021/22 onwards, require

that in order to maintain the current financial position and be able to deliver on the Corporate Plan priorities the Council needs to continue with the approach to delivering savings and efficiencies and maximising income which have helped deliver balanced budgets over recent years. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save money and maintain frontline services to customers. This work has yielded ongoing savings to help improve the Council's overall financial position over that period.

- 4.4 Although it is clear that further uncertainty lies ahead, **the finances of the Council remain robust and the reserves and balances are at healthy levels as compared to earlier periods.** Furthermore, Fylde Council has a past record of taking actions in order to meet and overcome financial challenges as they arise. The Council will continue to seek opportunities to maintain a robust financial position in the face of a changing financial environment. This approach will ensure that the Council continues to achieve and sustain a balanced budget position on an ongoing basis and is able to deliver the priorities set out in the Corporate Plan.
- 4.5 The assumptions set out in this forecast are the latest best estimates and will be updated as and when further information becomes available.

IMPLICATIONS	
Finance	The financial implications are contained within the body of the report.
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul O'Donoghue Chief Financial Officer	01253 658566	January 2021

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Medium Term Financial Strategy (MTFS) Update, Including General Fund, Capital Programme and Treasury Management for 2019/20 – 2023/24	Budget Council meeting 4 th March 2020	www.fylde.gov.uk
MTFS – Outturn Position For 2019/20 (Including General Fund, Capital Programme & Treasury Management)	Finance and Democracy Committee meeting 28 th July 2020	www.fylde.gov.uk
Revenue Budget Monitoring Report 2020/21 – to 30 th September 2020	Finance and Democracy Committee meeting 23 rd November 2020	www.fylde.gov.uk
Capital Programme Monitoring Report 2020/21 – to 30 th September 2020	Finance and Democracy Committee meeting 23 rd November 2020	www.fylde.gov.uk
Medium Term Financial Strategy (MTFS) Update, Including General Fund, Capital Programme and Treasury Management for 2020/21 – 2024/25	Finance and Democracy Committee meeting 23 rd November 2020	www.fylde.gov.uk

Attached documents

1. Appendix A - Forecast approved at Council on 4th March 2020
2. Appendix B - Schedule of general assumptions underpinning the forecast
3. Appendix C - Schedule of changes to the forecast
4. Appendix D - Explanation of changes to the forecast
5. Appendix E - Updated latest forecast position
6. Appendix F - New Homes Bonus Grant Allocations to Town & Parish Councils 2021/22

General Fund Budget Forecast 2020/21 to 2024/25 - 7th December 2020

	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	Adverse / Favourable
Forecast approved at Council on 4th March 2020	10,450	10,652	10,869	11,394	11,394	
Forecast Changes - per Appendix Ci of December 2020 MTFS report	396	190	242	311	614	Adverse
Forecast Changes - per Appendix Cii of December 2020 MTFS report	- 143	2	2	2	2	Favourable
Forecast Budget Requirement	10,703	10,844	11,113	11,707	12,010	
Financed by:						
Council Tax Funding:						
Council Tax - Precept	6,456	6,660	6,869	7,084	7,306	
Council Tax - Share of Previous Years Surplus/(Deficit)	109					
Sub Total - Council Tax Income	6,565	6,660	6,869	7,084	7,306	
Business Rates Funding:						
Retained Rates (including pooling benefit)	3,767	4,359	2,600	2,600	2,600	
Sub Total - Business Rates Income	3,767	4,359	2,600	2,600	2,600	
New Homes Bonus	1,822	1,136	1,136	1,136	1,136	
Less - NHB distribution to Town & Parish Councils	- 76					
Sub Total - Other Income	1,746	1,136	1,136	1,136	1,136	
Forecast Financing	12,078	12,155	10,605	10,820	11,042	
Forecast surplus(-)/deficit for year	- 1,375	- 1,311	508	887	968	
Reserves						
Forecast surplus/deficit (-) for year from above:	1,375	1,311	- 508	- 887	- 968	
Less: Proposed Transfer to Capital Investment Reserve	- 1,375	- 1,311				
Balance of surplus/deficit(-) remaining:	0	0	- 508	- 887	- 968	
Balance of General Fund Reserves b/f	4,272	4,272	4,272	3,764	2,877	
Less transfer to/from(-) General Fund Reserves in year			- 508	- 887	- 968	
Forecast Reserves at Year End	4,272	4,272	3,764	2,877	1,909	
Band D Council Tax (Excl Parish Precepts)	£210.71	£214.91	£219.19	£223.56	£228.02	
Band D Average Council Tax Increase	£4.11	£4.20	£4.28	£4.37	£4.46	
Band D Average Council Tax Increase	1.99%	1.99%	1.99%	1.99%	1.99%	

General Assumptions

The forecast has been prepared on the basis of the following assumptions:

- General Prices Inflation – a freeze or cash-limiting of all general revenue expenditure budgets with the exception of payroll budgets;
- Slippage - underspend items from 2019/20 agreed by the Finance and Democracy Committee in July 2020 have been slipped into 2020/21;
- Pay award - assumed to be 2.75% per annum for 2020/21 and each year thereafter;
- Employers Pension Contributions – the Council’s contribution to the Lancashire pension fund scheme is set in accordance with the estimated outcome of the 2016 Triennial Pension Review at 15.2% plus 9% deficit recovery lump sum payment for the period to 2019/20; any amendments resulting from the final review will be reflected in later updates to the Financial Forecast;
- Employer’s National Insurance contributions – the forecast reflects the statutory contribution rates currently in place, including a reduced contribution rate as a result of the Council being part of the pension scheme;
- Council tax increases – assumed at 1.99% increase per annum from 2021/22 onwards;
- New Homes Bonus Grant – the forecast for 2021/22 currently assumes a reduced level of New Homes Bonus based upon a further single year allocation for 2021/22, together with the legacy payments from earlier year as previously notified.
- Fees and Charges – The forecast takes account of the revised fee levels as approved by Budget Council in March 2020. For future years budget-holders have reviewed fee levels as appropriate and any proposed changes to fees & charges will be considered at the Budget Council in March 2021 following consideration by the appropriate programme committee;
- Vacancy Savings – the forecast assumes vacancy savings of £300k per annum from 2020/21 onwards;
- Localisation of Council Tax Benefit Scheme – the forecast assumes a fully funded scheme with no cost to the Council from 2020/21 onwards.

Forecast changes since December 2020 Council meeting

	2020/21	2021/22	2022/23	2023/24	2024/25	
	£000	£000	£000	£000	£000	<u>ADVERSE /</u> <u>FAVOURABLE /</u> <u>NEUTRAL</u>
1 CHANGES AS A RESULT OF MEMBER APPROVALS:						
St.Annes Town Centre commissioning of vision/strategy funded by Funding Volatility Reserve - F&D Committee - 28/09/20	150	0	0	0	0	ADVERSE
Additional resource to support Town Centes/Blackpool Enterprize Zone funded by the Funding Volatility Reserve - F&D Committee - 23/11/20	30	121	97	73	0	ADVERSE
St.Annes Foreshore sand extraction development studies & regulatory applications funded by the Funding Volatility Reserve - F&D Committee - 23/11/20	70	162	0	0	0	ADVERSE
COVID-19 Council Tax Hardship Fund - F&D Committee - 23/11/20	50	0	0	0	0	ADVERSE
2 BUDGET RIGHTSIZING EXERCISE:						
Revenue impact of budget right-sizing across all budget areas of the Council	-89	-103	-113	-12	-103	FAVOURABLE
3 UPDATED ESTIMATES OF INCOME BUDGETS:						
Planning applications - reduction in fee income	75	0	0	0	0	ADVERSE
Fairhaven Game site - reduction in fee income	12	0	0	0	0	ADVERSE
Car Parking - reduction in fee income	75	0	0	0	0	ADVERSE
Car Parking Enforcement - reduction in fee income	5	0	0	0	0	ADVERSE
Cemetery & Crematorium - reduction in fee income (interment & cremations)	55	0	0	0	0	ADVERSE
Land Charges - additional fee income	-10	0	0	0	0	FAVOURABLE
Public Conveniences - additional fee income	-8	0	0	0	0	FAVOURABLE
Government Compensatory Grant for Sales, Fees and Charges Income (Estimated)	-145	0	0	0	0	FAVOURABLE
Disabled Facilities Grant - additional fee income	-20	0	0	0	0	FAVOURABLE
Rental Income - Adjustment based on Actuals and Lockdown 2 & 3 Subsidies / Relief	24	0	0	0	0	ADVERSE
Covid-19 Grant Income - Additional New Burdens - Grant Administration Funding	-58	0	0	0	0	FAVOURABLE
Covid-19 Grant Income - Support & Recovery Grant	0	-392	0	0	0	FAVOURABLE
4 OTHER FORECAST CHANGES						
Housing Benefits - Additional Subsidy income	-50	0	0	0	0	FAVOURABLE
Housing Benefits - Additional Discretionary Housing Payments Grant income	-100	0	0	0	0	FAVOURABLE
Cemetery & Crematorium - implementation of covid safety measures	52	0	0	0	0	ADVERSE
Neighbourhood Plan re-phasing of referendum costs to 2021.22	-26	26	0	0	0	NEUTRAL
TOTAL	92	-186	-16	61	-103	

Explanations of Forecast Changes set out in Appendix C

Appendix D

The following notes relate to specific adjustments made to the Forecast set out in Appendix C

(1) Changes as a Result of Member Approvals

The forecast that was approved at the Council meeting in March 2020 has been updated to reflect the financial impact of Member decisions made since then.

(2) Impact of budget-right-sizing exercise across all budget areas of the Council

Each year officers carry out a series of budget right-sizing exercises focussing on a review of budget variations across all budget areas. This latest exercise has yielded a level of favourable adjustments which have been reflected in the revised forecast.

(3) Updated income forecasts

The forecast has been updated to reflect revised income expectations arising from a number of budget areas following a review of income budgets in consultation with budget-holders. The main reason for a number of the variances is the impact of the covid restriction measures, which have resulted in a reduction in the level of fee income across numerous service areas including planning application fee income, games site income and car park fee income. The losses are partially offset by a compensatory grant from central government which equates to 71.25% of losses suffered.

Further government covid grants have been announced in the form of an additional New Burdens Grant for 2020/21 relating to the costs of administration of the various Business Support Grant schemes, and a covid-19 'Support & Recovery Grant' 2021/22. Plans as to the most effective use of the remaining covid grants are being developed and will be reflected in future updates to the Financial Forecast.

(4) Other Forecast Changes:

Housing Benefits - Additional Subsidy and Additional Discretionary Housing Payments Grant income

An updated assessment as to the estimated full year net cost of the provision of Housing benefits, together with an increase in the level of government grant for discretionary housing payments, have led to these favourable variances and the budgets will be amended accordingly.

Cemetery & Crematorium - implementation of covid safety measures

These additional costs arise due to the safety and social distancing measures that have been introduced at the cemetery and crematorium for visitors and in relation to the conduct of services under the covid restriction measures.

Neighbourhood Plan re-phasing of referendum costs to 2021/22

This budget relates to the legal challenge to the St Annes Neighbourhood Plan. It is now unlikely that a Neighbourhood Planning referendum will be required in 2020/21 and consequently this funding has been rescheduled into 2021/22.

Latest General Fund Budget Forecast 2020/21 to 2024/25

	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	Adverse / Favourable
Forecast approved at Council on 7th December 2020	10,703	10,844	11,113	11,707	12,010	
Forecast Changes - per Appendix C	92	- 186	- 16	61	- 103	Favourable
Forecast Budget Requirement	10,794	10,658	11,097	11,768	11,907	
Financed by:						
Council Tax Funding:						
Council Tax - Precept	6,456	6,657	6,866	7,081	7,302	
Council Tax - Share of Previous Years Surplus/(Deficit)	109					
Sub Total - Council Tax Income	6,565	6,657	6,866	7,081	7,302	
Business Rates Funding:						
Retained Rates (including pooling benefit)	3,767	4,359	2,600	2,600	2,600	
Sub Total - Business Rates Income	3,767	4,359	2,600	2,600	2,600	
Lower Tier Services Grant		379				
New Homes Bonus	1,822	1,161	1,136	1,136	1,136	
Less - NHB distribution to Town & Parish Councils	- 76	- 58				
Sub Total - Other Income	1,746	1,482	1,136	1,136	1,136	
Forecast Financing	12,078	12,498	10,602	10,817	11,038	
Forecast surplus(-)/deficit for year	- 1,284	- 1,840	495	951	869	
Reserves						
Forecast surplus/deficit (-) for year from above:	1,284	1,840	- 495	- 951	- 869	
Use of Reserves - Funding Volatility Reserve (as per Appendix C)	250	283	97	73		
Less: Proposed Transfer to Capital Investment Reserve	- 1,534	- 2,123				
Balance of surplus/deficit(-) remaining:	0	0	- 398	- 878	- 869	
Balance of General Fund Reserves b/f	4,272	4,272	4,272	3,874	2,996	
Less transfer to/from(-) General Fund Reserves in year			- 398	- 878	- 869	
Forecast Reserves at Year End	4,272	4,272	3,874	2,996	2,127	
Band D Council Tax (Excl Parish Precepts)	£210.71	£214.91	£219.19	£223.56	£228.01	
Band D Average Council Tax Increase	£4.11	£4.20	£4.28	£4.37	£4.45	
Band D Average Council Tax Increase	1.99%	1.99%	1.99%	1.99%	1.99%	

New Homes Bonus - allocations to Town & Parish Councils 2021.22

Parish/Town Council	NHB Allocation 2021.22 - £
St.Annes	13,723
Bryning-with-Warton	13,586
Newton-with-Clifton	7,273
Medlar-with-Wesham	5,489
Kirkham	4,392
Westby-with-Plumpton	5,078
Ribby-with Wrea	3,980
Freckleton	2,333
Little Eccleston-with-Larbreck	1,784
Singleton	137
Treales, Roseacre & Wharles	137
Greenhalgh-with-Thistleton	137
Total Allocation 2021.22	58,049

Elswick	Nil growth in excess of baseline
Weeton-with-Preese	Nil growth in excess of baseline
Staining	Nil growth in excess of baseline

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	FINANCE AND DEMOCRACY COMMITTEE	25 JANUARY 2021	5
BUDGET SETTING – FEES AND CHARGES 2021/22			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

Each year, as part of the budget-setting process, the schedule of fees and charges for the coming year (for each of the services that the Council provides) is reviewed by budget-holders prior to that schedule being considered by the relevant Programme Committee and finally being approved at the March Budget Council meeting.

Each Programme Committee is required to recommend to the Council for approval a schedule of fees and charges for those activities within the remit of the Committee.

This report requests that Members consider the proposed schedule of fees and charges for those services within the remit of this committee as detailed at Appendix A to this report and provide a recommendation to Council in this regard.

Note: A full schedule of proposed fees and charges for all Council services for 2021/22 is accessible at the link below:

<https://new.fylde.gov.uk/council/finance/draft-fees-and-charges-2021-22/>

RECOMMENDATIONS

The Committee is requested to consider the schedule of fees and charges for those activities within the remit of this committee as detailed in Appendix A to this report and:

1. To recommend to Council a proposed schedule of fees and charges applicable for 2021/22; and
2. To note that the final fees and charges for 2021/22 will be approved by the Budget Council in March 2021.

SUMMARY OF PREVIOUS DECISIONS

The proposed fees and charges for services that are within the terms of reference of each programme committee are recommended to Council for approval as part of the annual budget-setting process. There have been no previous decisions in respect of these fees and charges for 2021/22.

CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	√
Environment – To deliver services customers expect	√
Efficiency – By spending money in the most efficient way	√
Tourism – To create a great place to live and visit	√

REPORT

1. Each year, as part of the budget-setting process for the coming financial year, budget-holders are required to review the fees and charges that the Council applies to the range of services which it delivers.
2. There are different considerations for assessing changes to the level of fees and charges depending upon the nature of the service. This is explained below:
 - For certain activities, for example some environmental health-related activities, fee levels are set by statute at a prescribed level. In respect of these types of activity the review of fees and charges is restricted to ensuring that the correct amount is approved by Council and is correctly applied for the forthcoming year;
 - For other types of charges in respect of services for which the Council has statutory responsibilities (for example in relation to licensing matters) fee levels must be set at an appropriate level such that only eligible costs are recovered. In respect of these types of activity the review of fees and charges comprises a review of costs and the adjustment of fees where necessary to avoid the under or over-recovery of costs. Where only minor discrepancies are found between costs and fee levels the charges may be left unchanged until the next review to avoid the costs associated with more regular leaflet re-printing etc.; and
 - For other activities which are not set by statute and for which the Council is not acting under statutory powers (e.g. games site fees) fee levels may be set at levels that are determined by the Council itself. In respect of these types of activity the review of fees and charges comprises a review of costs, a review of the fee levels of competitor providers and after a consideration of the likely effect on demand for the services and the total income that would be received at different fee levels.
3. Fee levels for all services have been reviewed according to the differing criteria as described above and the Programme Committee is invited to consider and provide comments as appropriate.
4. The role of the Council's Programme Committees in providing a recommendation to Council of a schedule of fees and charges for services within the remit of that committee is a key part of the budget-setting process for the coming year. The final schedule of fees and charges for all Council services will be considered by the Budget Council in March 2021.

IMPLICATIONS	
Finance	The recommendation to Council of a schedule of proposed fees and charges for services within the remit of each Programme Committee is a key part of the budget-setting process for the coming year. This report requests that Members consider the schedule of fees and charges as detailed at Appendix A and provide a recommendation to Council as appropriate. Any financial implications from proposed changes to fees and charges will be quantified and reflected in the financial forecast contained in the final Medium Term Financial Strategy report to be considered by Budget Council in March 2021.
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Management Team		December 2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
n/a	n/a	n/a

Fees and Charges 2021/22

Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2020/21 Fees & Charges £	DRAFT 2021/22 Fees & Charges £
<u>FINANCE AND DEMOCRACY COMMITTEE</u>					
<u>Revenues & Benefits Service</u>					
Council Tax Administration					
Recovery of admin costs in issuing summonses & liability orders	d	Each	D	72.50	72.50
Business Rates (NDR) Administration					
Recovery of admin costs in issuing summonses & liability orders	d	Each	D	72.50	72.50
<u>Electoral Services</u>					
Register of Electors					
Sale of copies :- (a) Data Format	d	Each	P	20.00 plus £1.50 per 1000 names (or part)	20.00 plus £1.50 per 1000 names (or part)
- (b) Printed Format	d	Each	P	10.00 plus £5.00 per 1000 names (or part)	10.00 plus £5.00 per 1000 names (or part)
Price of a copy of return or declaration of election expenses (or accompanying document)	d	Each side	P	0.20	0.20
Sale of marked copies of Register / Absent Voters List					
- (a) Printed Format	d	Each	P	10.00 plus £2.00 per 1000 names (or part)	10.00 plus £2.00 per 1000 names (or part)
- (b) Data Format	d	Each	P	10.00 plus £1.00 per 1000 names (or part)	10.00 plus £1.00 per 1000 names (or part)

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

Fees and Charges 2021/22

Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2020/21 Fees & Charges £	DRAFT 2021/22 Fees & Charges £
<u>Estates</u>					
Fees for Disposal of Freehold (including lease premiums / reverse premiums)					
Commercial, Charities and Community Groups:					
Up to £5,000	c	Per transaction	D	500.00	500.00
£5,000 - £10,000	c	Per transaction	D	825.00	825.00
£10,000 - £25,000	c	Per transaction	D	1,000.00	1,000.00
£25,000 - £50,000	c	Per transaction	D	1,250.00	1,250.00
Over £50,000	c	Per transaction	D	3% of transaction	3% of transaction
Fees for Disposal of Leaseholds					
Commercial:					
New Lease Rent up to £7,500 pa	c	Per transaction	D	750.00	750.00
New Lease Rent over £7,500 pa	c	Per transaction	D	950.00	950.00
Lease Renewal	c	Per transaction	D	750.00	500.00
Fees for Disposal of Leaseholds continued					
Charities and Community Groups:					
New Lease Rent up to £7,500 pa	c	Per transaction	D	250.00	300.00
New Lease Rent over £7,500 pa	c	Per transaction	D	350.00	400.00
Lease Renewal	c	Per transaction	D	250.00	200.00

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

Fees and Charges 2021/22

Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2020/21 Fees & Charges £	DRAFT 2021/22 Fees & Charges £
Fees for Easements, Licences and Agreements					
Commercial:					
Less than 1 year	c	Per transaction	D	350.00	350.00
Over 1 year	c	Per transaction	D	500.00	500.00
Licence Renewals	c	Per transaction	D	150.00	150.00
Charities and Community Groups:					
Less than 1 year	c	Per transaction	D	50.00	50.00
Over 1 year	c	Per transaction	D	150.00	150.00
Licence Renewals	c	Per transaction	D	50.00	50.00
Fees for Assignment, Alterations and User Clause					
Commercial:					
Assignment without Guarantor / Rent Deposit	c	Per transaction	D	750.00	750.00
Assignment with Guarantor / Rent Deposit	c	Per transaction	D	950.00	950.00
Licence to alter / vary terms within a lease	c	Per transaction	D	950.00	950.00
Commercial:					
Change of User Clause	c	Per transaction	D	Negotiable – minimum £850	Negotiable – minimum £850
Charities and Community Groups:					
Assignment without Guarantor / Rent Deposit	c	Per transaction	D	250.00	250.00
Assignment with Guarantor / Rent Deposit	c	Per transaction	D	350.00	350.00

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

Fees and Charges 2021/22

Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2020/21 Fees & Charges £	DRAFT 2021/22 Fees & Charges £
Fees for Assignment, Alterations and User Cause continued					
Charities and Community Groups:					
Licence to alter / vary terms within a lease	c	Per transaction	D	500.00	500.00
Change of User Clause	c	Per transaction	D	450.00	450.00
Fees for Surrender /Re-Gear of Leasehold Interest					
Commercial:					
Surrender	c	Per transaction	D	750.00*	750.00*
Re-Gear of Leasehold	c	Per transaction	D	1,250.00*	1,250.00*
* represents a minimum – premium fees apply					
Fees for Statutory Management / Covenant Breach					
Commercial:					
S146 Notice	c	Per transaction	D	750.00	750.00
Other Covenant Breaches	c	Per transaction	D	650.00	650.00
Charities and Community Groups:					
S146 Notice	c	Per transaction	D	250.00	250.00
Other Covenant Breaches	c	Per transaction	D	150.00	150.00
Note – All Transactions					
All transactions (most cases will be within the set price scale but more complex cases charges may exceed this)	c	Per transaction	D	500.00-1500.00	500.00-1500.00

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

Fees and Charges 2021/22

Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2020/21 Fees & Charges £	DRAFT 2021/22 Fees & Charges £
Filming and Photography					
Licence Agreement*	c	Per transaction	D	350.00	350.00
Student Filming and Photography	c	Per transaction	D	50.00	50.00
*Plus additional charge for use of land, property, parking and overnight storage / welfare facilities per request	c	Per transaction	D	Negotiable	Negotiable
<u>Civic Room Hire</u>					
Civil and Naming Ceremonies					
Monday - Friday	c	Per Ceremony	D	350.00	350.00
Saturday - Sunday and Bank Holidays	c	Per Ceremony	D	550.00	550.00
Corkage Charge – Celebratory drinks package with customers own drinks	c	Per Bottle	D	10.00	10.00

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	25 JANUARY 2021	6
BOUNDARY COMMISSION REVIEW – CROSS PARTY WORKING GROUP			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

The report proposes the continuation of the cross-party Working Group which was initially appointed by this committee to produce a council size submission. This work was successfully completed, and subsequently endorsed by the Council, and submitted during December to the Local Government Boundary Commission (LGBC). The following members served on the Working Group: Councillor Buckley (Chairman) and Councillors Green, Nulty, Oades, Singleton and Small.

In February, the Commission will be moving onto its second phases of work regarding Ward Boundaries. Although this involves a wider consultation than the initial council size stage of work, the council is encouraged to submit its own proposals in response to warding arrangements. It is suggested that this work could be furthered by the cross-party Working Group with advice and support from officers. There may be a final piece of work to complete in the summer months to consider the draft recommendations of the Commission.

RECOMMENDATIONS

- (i) That the cross-party Working Group comprising Councillor Buckley (Chairman) and Councillors Green, Nulty, Oades, Singleton and Small be re-convened in order to develop a proposal for Warding arrangements
- (ii) That the deliberations of the Working Party be reported back to the Finance and Democracy Committee, prior to being presented to the Council for its approval (29th March and 19th April meetings)
- (iii) That the Working Party be re-convened, as necessary, in order to consider the draft recommendations of the Commission and provide feedback if required during the summer months

SUMMARY OF PREVIOUS DECISIONS

Finance and Democracy Committee – 28th September – Establishment of cross-party working group to produce a council size submission

Finance and Democracy Committee – 23rd November – Endorsement of Council size submission with a recommendation to the Council to endorse the same

CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	✓
Environment – To deliver services customers expect	✓
Efficiency – By spending money in the most efficient way	✓
Tourism – To create a great place to live and visit	✓

REPORT

1. Members are reminded of the programme of work of the Local Government Boundary Commission on its forthcoming review work. The review timetable is set out below in table one.
2. Members are reminded that the work is dealt with in two distinct phases. The first of which was around the council size going forward with effect from 2023, in terms of the number of elected members, with the latter part focusing on warding patterns. This first phase of work has now been successfully completed and the Council's submission has made to the LGBC. Feedback is expected at the latter end of January.
3. The second phase is a wider consultation programme with both the council and its communities regarding warding arrangements.

Table One – Review Timetable

Draft council size submission	2 December 2020 (Completed)
Final council size submission <i>including checklist document</i>	16 December 2020 (Completed)
Receive electoral forecasts	5 November 2020 (Completed)
Council size Commission meeting	19 January 2021
Warding patterns consultation opens	2 February 2021
Warding patterns consultation closes	12 April 2021
Commission meeting to agree draft recommendations	15 June 2021
Draft recommendations consultation opens	29 June 2021
Draft recommendations consultation closes	6 September 2021
Commission meeting to agree final recommendations	16 November 2021
Final recommendations published	30 November 2021

4. At the meeting of the Committee on 28th September 2020, it was agreed to establish a cross-party working group of members in order that a submission could be prepared for the Local Government Boundary Committee with respect to the council size. This was in order to establish the council's position with respect to a proposed number of councillors going forward and to address and provide a range of information being sought by the commission.
5. The Working Group successfully completed this work and the outcome of this was reported to this Committee at its November meeting prior to the Council being invited to approve the proposal at its meeting on 7th December.
6. The Commission will move onto its second phase of work regarding Ward Boundaries in February. The aim of this piece of work is to gather feedback in order that the Commission can re-draw ward boundaries whilst ensuring that statutory criteria is met. Both the Council, together with its communities, will have an opportunity to put forward ideas in this latter phase of consultation – this stage of the review is led and conducted by the Commission. The statutory criteria for considerations in this latter piece of work are:
 - a *Deliver electoral equality for all voters*
 - b *Reflect community interests and identities*
 - c *Promote effective and convenient local government*
7. The Council is encouraged to submit its own proposals in response to warding arrangements. It is suggested that this work could be furthered by the cross-party Working Group with advice and support from officers.

8. It is therefore recommended that the Working Group, comprising its previous membership, be continued in order to develop a proposal for Warding arrangements. This proposal would initially be considered by the Finance and Democracy Committee, prior to the Council being invited to consider the same.
9. There may be a further need for the Working Group to re-convene once more during the summer months in order to consider the draft recommendations from the Commission.

IMPLICATIONS	
Finance	None as a result of this report
Legal	None as a result of this report
Community Safety	None as a result of this report
Human Rights and Equalities	None as a result of this report
Sustainability and Environmental Impact	None as a result of this report
Health & Safety and Risk Management	None as a result of this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Tracy Manning	tracy.manning@fylde.gov.uk	January 8 th 2021

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
The Boundary Commission	Live	https://boundarycommissionforengland.independent.gov.uk/
The Member Portal	Live	https://fyldegovuk.sharepoint.com/sites/BoundaryCommissionReview

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DIRECTOR OF RESOURCES	FINANCE AND DEMOCRACY COMMITTEE	25 JANUARY 2021	7

LYTHAM INSTITUTE – CHARITY REPORTING & CONSULTATION

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

This report outlines the information that the corporate trustee (the Council) is required to submit to the Charity Commission regarding Lytham Institute as part of an annual return that all charities are required to make.

The report also provides an update on the consultation process on the charitable objective that was suspended in response to the COVID 19 lockdown in March 2020.

RECOMMENDATIONS

The committee is recommended:

1. To approve the re-opening and completion of the consultation on the proposed objects of the Lytham Institute Trust after the current national COVID 19 lockdown that was announced from January 5th, 2020.
2. To approve that the re-opened consultation on the charitable objects will be for a minimum period of 21 days with publication and promotion of the commencement date at least 7 days before the consultation is re-open.
3. To approve the Trustees Annual Report and Annual Accounts for the period to 31st March 2020 as shown at the appendices to this report for submission to the Charity Commission by the statutory deadline of 31st January 2021.

SUMMARY OF PREVIOUS DECISIONS

[Finance & Democracy Committee 22 July 2019:](#)

1. Register the Lytham Institute as a charitable trust, and then seek immediate advice and discussion with the Charity Commission on the governance and future management of the trust.
2. Open discussions with community groups and interested stakeholders to determine the most effective use of the Institute to fulfil the required objectives of the Trust.

[Finance and Democracy Committee 17 February 2020](#)

It was therefore RESOLVED for the item to be referred to Council on the 9th March 2020.

[Full Council March 9th, 2020](#)

1. That the council acting as trustee of the Lytham Institute approve the proposed objects as set out in paragraph 12 of the report for consultation in accordance with the Charity Commission guidance.
2. That the council acting as the trustee of the Lytham Institute accept the recent advice of the Charity Commission that administrative provisions as referred to in paragraph 13 of the report should be adopted by

way of a resolution under section 280 of the Charities Act 2011 and instruct the officers to draft detailed administrative provisions, to include the matters set out in paragraph 13, to be considered by members prior to consultation

3. That the council acting as trustee of the Lytham Institute approve consultation on the proposed objects, with the stakeholders listed in paragraph 15 of the report, with a deadline date of April 20th after which all feedback will be considered by members prior to submission of the proposed revised objects to the Charity Commission.
4. The council acknowledges that, under part 3 of the constitution, Finance and Democracy Committee is the appropriate forum to take future decisions of the council as trustee of the Lytham Institute, in line with Charity Commission guidance that decisions by local authorities in their capacity as charity trustee should be taken through their normal decision-making procedures; and that a special meeting of the committee is scheduled to consider the feedback from the consultation on 1 above.

Delegation Decision Notice – Friday April 3rd, 2020

To suspend the Lytham Institute Consultation for an undetermined period with the commitment to re-open the consultation at the first opportunity after the return to normal business.

CORPORATE PRIORITIES	
Economy – To create a vibrant and healthy economy	√
Environment – To deliver services customers expect	√
Efficiency – By spending money in the most efficient way	√
Tourism – To create a great place to live and visit	√

REPORT

Consultation on the Charitable Objects

1. As part of the registration of Lytham Institute as a charitable trust there was a requirement to review and change the charitable objects, the rationale for the revised objects and the consultation process were outlined in the report to council on March 9th, 2020.
2. The report stated that the Charity Commission had recommended a suitable consultation exercise before proceeding with the scheme application. The consultation exercise should seek the views of those who would be affected by or might have an interest in the changes proposed. The council would provide details of consultation that has been carried out and a summary of any responses received to the Commission. The council will also explain how this has helped inform its decision-making. Consultation will be carried out in accordance with the guidance produced by the Charity Commission.
3. It was agreed that consultation would be carried out from March 20th through to April 20th, 2020. The process was started but the national lockdown in response to the COVID 19 pandemic resulted in a delegated decision on Friday April 3rd 2020 to suspend the Lytham Institute Consultation for an undetermined period with the commitment to re-open the consultation at the first opportunity after the return to normal business.
4. Since that time the opportunity to re-open and complete the consultation has been limited however, during the period that the consultation was open there were 25 representations submitted from individuals and community groups. It was intended to announce the re-opening and completion of the consultation on the charitable objects at this committee, but the third national lockdown was then announced. In order to be able to re-open and complete the consultation process at the first available appropriate opportunity the committee is asked to approve that after the current lockdown the consultation is re-open for a minimum period of 21 days with at least 7 days advance notice of the commencement date. During the advance notice period key stakeholders will be notified of the commencement date and it will be published on all council media.

5. The responses that have been received to date have been retained are on record there will be no requirement to resubmit the feedback however, any stakeholder can submit further comment if they desire.

Charity Commission Return

6. The Trustee (The Council) must make an annual return to the Charity Commission regarding Lytham Institute as part of an annual return that all charities are required to make. This return sets out the objectives and activities of the Trust, its achievements and performance, and incorporates a financial review together with any information on structures, governance and management. Members will appreciate that this return does not contain a significant level of detail at this point as the charitable objects consultation having yet to take place. This return is attached at Appendix A to this report.

Preparation and Independent Examination of the Financial Accounts of the Trust

7. As the charity's trustee Fylde Council is also responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Council has sought the advice of specialist accountants Rushtons Chartered Accountants in the preparation of the accounts. Rushtons have also undertaken the independent examination of the charity's accounts as required under section 145 of the Charities Act 2011. The accounts are shown at Appendix B to this report and the committee is requested to approve those accounts prior to the submission of the accounts to the Charity Commission as is required.

IMPLICATIONS	
Finance	There are no financial implications arising directly from this report.
Legal	None
Community Safety	None
Human Rights and Equalities	None.
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None.

LEAD AUTHOR	CONTACT DETAILS	DATE
Tracy Manning	Tracy.manning@fylde.gov.uk	7 th December 2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

Attached Documents:

Appendix A - Lytham Institute Trustees Annual Report to 31st March 2020

Appendix B - Lytham Institute Annual Accounts to 31st March 2020



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2019 to 31st March 2020

Charity name: **The Lytham Institute**

Charity registration number: **1186995**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To maintain Lytham Institute for public use under the provisions of the Public Libraries Acts 1892 – 1901 and the Museum and Gymnasiums Act 1891 or any Acts re-enacting or amending the said Acts or any of them
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The charity has maintained and managed the Lytham Institute building and has ongoing arrangements with several community groups. Activity has been limited following the library operator ceasing its activities from the building. Lytham Heritage Group and the Civic Society occupy rented space on the first floor of the premises.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustee has had regard to Charity Commission guidance on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	NA
Policy on social investment including program related investment	Para 1.38	NA
Contribution made by volunteers	Para 1.38	Several community groups, including the Heritage Group & Civic Society, have an involvement in the use of the building historically although its future use is to be the subject of consultation going forward.

Other		NA
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society.	Para 1.20	<p>Lancashire County Council formally surrendered their user rights to occupy part of Lytham Institute building on 30 July 2020.</p> <p>Following the library/registrars operator ceasing its activities from the building use has been limited to the following community activities:</p> <ul style="list-style-type: none"> • yoga • slimming club • music society / judo • dog agility classes • Lytham Heritage Group storage • Lytham Civic Society office <p>A comprehensive building condition survey was undertaken in 2019. The survey estimated that the cost to convert/refurbish the building for future community/public use was £1,689,669.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	NA
Performance of fundraising activities against objectives set	Para 1.41	NA
Investment performance against objectives	Para 1.41	NA
Other		One of the main items of expenditure for the Trust last year was the building survey which was a key piece of work to be considered against the future use of the building

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial statements for the Trust are contained in a separate document appended to this report.
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Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	NA
Investment policy and objectives including any social investment policy adopted	Para 1.46	NA
A description of the principal risks facing the charity	Para 1.46	NA
Other		NA

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Indenture dated 29 September 1917
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	No trustees have been appointed since 1917. The sole trustee expects to seek a change to its trusts to (inter alia) enable it to appoint additional trustees.

Reference and Administrative details

Charity name	The Lytham Institute
Other name the charity uses	
Registered charity number	1186995
Charity's principal address	Town Hall Lytham St Annes FY8 1LW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Fylde Borough Council			
2				
3				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Fylde Borough Council		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

REGISTERED CHARITY NUMBER: 1186995

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31 MARCH 2020
FOR
THE LYTHAM INSTITUTE**

Rushtons
Chartered Accountants
Shorrock House
1 Faraday Court
Fulwood
Preston
Lancashire
PR2 9NB

THE LYTHAM INSTITUTE

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

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Report of the Trustees	1 to 2
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Detailed Statement of Financial Activities	9

THE LYTHAM INSTITUTE**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2020**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS**Registered Charity number**

1186995

Principal address

Fylde Council
Town Hall
Lytham St Annes
Lancashire
FY8 1LW

Trustees

Fylde Borough Council

Independent examiner

Rushtons
Chartered Accountants
Shorrock House
1 Faraday Court
Fulwood
Preston
Lancashire
PR2 9NB

STRUCTURE, GOVERNANCE AND MANAGEMENT**Governing document**

The charity is controlled by its governing document, Indenture dated 29 September 1917 and constitutes an unincorporated charity.

No trustees have been appointed since 1917. The sole trustee expects to seek a change to its trusts to (inter alia) enable it to appoint additional trustees.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

THE LYTHAM INSTITUTE

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2020**

OBJECTIVES AND ACTIVITIES

Objectives and aims

To maintain Lytham Institute for public use under the provisions of the Public Libraries Acts 1892 - 1901 and the Museum and Gymnasiums Act 1891 or any Acts re-enacting or amending the said Acts or any of them.

The charity has maintained and managed the Lytham Institute building and has ongoing arrangements with a number of community groups. Activity has been limited following the library operator ceasing its activities from the building.

The trustee has had regard to Charity Commission guidance on public benefit.

A number of community groups have an involvement in the use of the building historically although its future use is to be the subject of consultation going forward.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Lancashire County Council formally surrendered their user rights to occupy part of Lytham Institute building on 30 July 2020.

Following the library/registrar operator ceasing its activities from the building use has been limited to the following community activities:

- yoga
- slimming club
- music society / judo
- dog agility classes

A comprehensive building condition survey was undertaken in 2019. The survey estimated that the cost to convert/refurbish the building for future community/public use was £1,689,669.

One of the main items of expenditure for the Trust last year was the building survey which was a key piece of work to be considered against the future use of the building.

Approved by order of the board of trustees on and signed on its behalf by:

.....
Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE LYTHAM INSTITUTE**

I report on the accounts for the year ended 31 March 2020, which are set out on pages four to eight.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

Adam Calvert
ACA
Rushtons
Chartered Accountants
Shorrock House
1 Faraday Court
Fulwood
Preston
Lancashire
PR2 9NB

Date:

THE LYTHAM INSTITUTE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted fund £
INCOMING RESOURCES		
Incoming resources from generated funds		
Voluntary income		1,000
Activities for generating funds	2	49,892
Total incoming resources		<u>50,892</u>
RESOURCES EXPENDED		
Costs of generating funds		
Costs of generating voluntary income	3	36,633
Governance costs		<u>14,259</u>
Total resources expended		<u>50,892</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>-</u></u>

The notes form part of these financial statements

THE LYTHAM INSTITUTE

BALANCE SHEET
AT 31 MARCH 2020

	Notes	Unrestricted fund £
FIXED ASSETS		
Tangible assets	6	1,000
CREDITORS		
Amounts falling due within one year	7	(1,000)
NET CURRENT ASSETS/(LIABILITIES)		<u>(1,000)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		-
NET ASSETS		<u>-</u>
FUNDS	8	
Unrestricted funds		-
TOTAL FUNDS		<u>-</u>

The financial statements were approved by the Board of Trustees on
and were signed on its behalf by:

.....
Trustee

The notes form part of these financial statements

THE LYTHAM INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**1. ACCOUNTING POLICIES****Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. ACTIVITIES FOR GENERATING FUNDS

	£
LCC Library contribution	26,606
Room rental	8,064
Funded by Fylde Council	15,222
	<hr/>
	49,892
	<hr/> <hr/>

THE LYTHAM INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2020**3. COSTS OF GENERATING VOLUNTARY INCOME**

	£
Staff costs	4,101
Rates and water	6,891
Insurance	2,322
Light and heat	3,087
Sundries	179
Repairs and maintenance	3,818
Support costs	16,235
	<u>36,633</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020.

5. STAFF COSTS

	£
Wages and salaries	23,245
	<u>23,245</u>

The average monthly number of employees during the year was as follows:

-

-

No employees received emoluments in excess of £60,000.

6. TANGIBLE FIXED ASSETS

	Freehold property £
COST	
Additions	1,000
	<u>1,000</u>
NET BOOK VALUE	
At 31 March 2020	1,000
	<u>1,000</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Other creditors	1,000
	<u>1,000</u>

THE LYTHAM INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2020

8. MOVEMENT IN FUNDS

	Net movement in funds £	At 31.3.20 £
TOTAL FUNDS	-	-

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	50,892	(50,892)	-
TOTAL FUNDS	50,892	(50,892)	-

THE LYTHAM INSTITUTE

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2020**

£

INCOMING RESOURCES**Voluntary income**

Donations	1,000
-----------	-------

Activities for generating funds

LCC Library contribution	26,606
--------------------------	--------

Room rental	8,064
-------------	-------

Funded by Fylde Council	15,222
-------------------------	--------

	49,892
--	--------

Total incoming resources

	50,892
--	--------

RESOURCES EXPENDED**Costs of generating voluntary income**

Agency staff	4,101
--------------	-------

Rates and water	6,891
-----------------	-------

Insurance	2,322
-----------	-------

Light and heat	3,087
----------------	-------

Sundries	179
----------	-----

Repairs and maintenance	3,818
-------------------------	-------

	20,398
--	--------

Governance costs

Wages	2,909
-------	-------

Accountancy	1,000
-------------	-------

Professional fees	10,350
-------------------	--------

	14,259
--	--------

Support costs**Management**

Wages	12,325
-------	--------

Finance

Wages	3,910
-------	-------

	50,892
--	--------

Net income

	-
--	---

This page does not form part of the statutory financial statements

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	25 JANUARY 2021	8
UPDATE FYLDE COUNCIL HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2020-2025			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

At its meeting on 5 January 2021 Environmental Health and Housing Committee noted an update on Fylde Council's Homelessness and Rough Sleeping Strategy 2020-2025. The Committee also considered proposals for re-allocation of funding from the Flexible Homelessness Support Grant (FHSG) and Homeless Reduction Act; new burdens funding (HRA) to meet service priorities.

The Flexible Homelessness Support Grant (FHSG) is a new source of funding announced by Government in 2017. The grant is paid direct to local authorities and is designed to transform the way councils fund homelessness services to give them greater flexibility to prioritise the prevention of homelessness.

Homelessness Reduction Act: new burdens funding (HRA) was announced by Government on the October 2017 and is paid direct to local authorities. The funding is an additional national funding to support all housing authorities in implementing and managing the new processes and systems required to meet data requirements of the Homelessness Reduction Act.

In December 2018 Fylde Council, working jointly with Lancaster and Wyre councils applied for and was awarded **Rapid Re-housing** funding to support the MHCLG Rough Sleeping Strategy 2018 to 2027. This funding has enabled a Rapid Rehousing Officer to be employed to undertake support for clients presenting with multiple complex support needs who are at risk of and rough sleeping. This post is funded till March 2022.

In October 2020 Fylde Council, working jointly with Wyre council applied for and was awarded **Next Steps** grant funding to help vulnerable accommodated as part of the Covid 19 emergency response. This funding secures financial assistance for additional temporary accommodation provision, financial support to secure and establish move on accommodation for clients and funds a Customer Services Housing Specialist role to deal with lower level housing enquiries immediately and expand on information provided by clients, to support Housing Officers. This post is currently funded to March 2021.

The Environment, Health and Housing Committee having considered the proposals recommended that Finance and Democracy Committee approve the FHSG and HRA funding for 2019/20 be re-allocated and funding for 2020/21 be allocated to; continue the funding of the Rapid Rehousing Officer post from 2022 to 2026 in line with MHCLG Rough Sleeping Strategy to 2027; be used to fund the Customer Services Housing Specialist Role for 12 months from the 1st April 2021; with the remainder to be used to continue to support clients facing homelessness.

RECOMMENDATIONS

Committee are requested to:

1. Approve fully funded revenue budget increases in the sums of £26,274 in 2022/23, £27,524 in 2023/24, £28,058 in 2024/25 and £28,604 in 2025/26 to continue the Rapid Rehousing Officer project to be met from a revision to the FHSG and HRA funding received in 2019/20, (approved by this Committee in February 2020 totalling £70,921) and in addition to this, funding received for 2020/21 of £69,421 under the FHSG and HRA. Totalling £140,343;
2. Approve a fully funded revenue budget increase in the sum of £13,201 in 2021/22 to continue the Customer Services Housing Specialist role within Customer Services for a further 12 months from 1st April 2021 to 31st March 2022 to be met from the remaining FHSG and HRA funding for 2020/21; and
3. Approve a fully funded budget increase for 2021/22 for the housing services team such that the remainder of the funding in the sum of £16,682 from the FHSG and HRA funding may be used to support the work of the housing service to provide continued support for clients facing homelessness in 2021/22.

SUMMARY OF PREVIOUS DECISIONS

[MHCLG Next Steps Funding to support homeless households 19/10/2020](#)

[EHH Recommendation to F&D for reallocation of funding 05/01/2021](#)

CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	
Environment – To deliver services customers expect	v
Efficiency – By spending money in the most efficient way	
Tourism – To create a great place to live and visit	

Report

Revision of MHCLG funding arrangements within the housing service

1. Grants to support homelessness and housing advice service provision by local authorities are received direct from Government and new grants are announced to tackle national pressures.
2. **The Flexible Homelessness Support Grant (FHSG)** is a new source of funding announced by Government in 2017. The grant is paid direct to local authorities and is designed to transform the way councils fund homelessness services to give them greater flexibility to prioritise the prevention of homelessness. **Homelessness Reduction Act: new burdens funding (HRA)** was announced by Government on the 16th October 2017. The funding is an additional national funding to support all housing authorities in implementing and managing the new processes and systems required to meet data requirements of the Homelessness Reduction Act.
3. This report recommends a revision to the FHSG and HRA funding received in 2019/20, (approved by this Committee in February 2020 totalling £70,921) and in addition to this, funding received for 2020/21 of £69,421 under the FHSG and HRA. Totalling £140,343.
4. It is requested the funding be used to continue the Rapid Rehousing Officer post for from 2022 to 2026, in line with MHCLG Rough Sleeping Strategy to 2027 and be used to fund the Customer Services Housing Specialist Role for 12 months from the 1st April 2021. The remaining funds to be used to support the work of the housing service to provide continued support for clients facing homelessness in 2021/22.
5. In December 2018 Fylde Council, working jointly with Lancaster City and Wyre councils bid for and was awarded **Rapid Re-housing funding from MHCLG**. The funding was launched as part of MHCLG Rough Sleeping Strategy in August 2018 and the commitment under the Rough Sleeping Strategy August 2018, to

half rough sleeping in the UK by 2022 and to end it by 2027. The pathway brings together 4 policy elements – somewhere safe to stay, supported lettings, navigators and local lettings agencies.

6. This funding has enabled a Rapid Rehousing Officer to be employed to undertake support for clients presenting with multiple complex support needs. The role supports rough sleepers and those at risk of rough sleeping, for example clients with a history of failed tenancies and leaving institutional care, throughout the process of locating and obtaining accommodation, supports them in the transition from being susceptible to rough sleeping into managing and/or maintaining a tenancy. This post is funded till March 2022.
7. In October 2020 Fylde Council, working jointly with Wyre Council, bid for and was awarded **Next Steps** grant funding to help vulnerable accommodated as part of the Covid 19 emergency response. This funding secures financial assistance for additional temporary accommodation provision, financial support to secure and establish move on accommodation for clients and funds a Customer Services Housing Specialist role to deal with lower level housing enquiries immediately and expand on information provided by clients, to support the Homeless Service. This post is currently funded to March 2021.

Conclusion

8. Committee are requested to recommend the proposals for re-allocated of funding to projects from the Flexible Homelessness Support Grant (FHSG) and Homeless Reduction Act; new burdens funding (HRA).
9. Approve fully funded revenue budget increases in the sums of £26,274 in 2022/23, £27,524 in 2023/24, £28,058 in 2024/25 and £28,604 in 2025/26 to continue the Rapid Rehousing Officer project to be met from a revision to the FHSG and HRA funding received in 2019/20, (approved by this Committee in February 2020 totalling £70,921) and in addition to this, funding received for 2020/21 of £69,421 under the FHSG and HRA. Totalling £140,343;
10. Approve a fully funded revenue budget increase in the sum of £13,201 in 2021/22 to continue the Customer Services Housing Specialist role within Customer Services for a further 12 months from 1st April 2021 to 31st March 2022 to be met from the remaining FHSG and HRA funding for 2020/21; and
11. Approve a fully funded budget increase for 2021/22 for the housing services team such that the remainder of the funding in the sum of £16,682 from the FHSG and HRA funding may be used to support the work of the housing service to provide continued support for clients facing homelessness in 2021/22.
12. Table 1 below provides the proposed breakdown of the funding for posts and support from 2021/22 to 2025/26.

Table 1: Breakdown of funding for posts

	<u>2021 / 22</u>	<u>2022 / 23</u>	<u>2023 / 24</u>	<u>2024 / 25</u>	<u>2025 / 26</u>	<u>2026 / 27</u>	
Rapid Re-housing (scale 5 - 30 Hrs)	0	24,274	25,524	26,058	26,604	0	
Rapid Re-housing Support Budget		2,000	2,000	2,000	2,000	0	
Housing Options (Scale 4 - 50%)	13,201	0	0	0	0	0	
Balance to support housing services	16,682						
	29,883	26,274	27,524	28,058	28,604	0	
							140,342
Funding :							
Committee Approval Feb 2020	70,921						
20.21 FHSG & HRA	69,421						
	140,342						

IMPLICATIONS	
Finance	This report requests a number of fully-funded revenue budget increases in the total sum of £140,343 as detailed within the report, to support the work of the housing service, all funded budget increases to be met from the FHSG and HRA funding received in 2019/20, (approved by this Committee in February 2020 totalling £70,921) and the funding in the sum of £69,421 also received from the FHSG and HRA.
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Kirstine Riding	Kirstine.riding@fylde.gov.uk	18/12/2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Fylde Council Homelessness and Rough Sleeping Strategy 2020-2015	January 2020	Fylde Council Homelessness and Rough Sleeping Strategy 2020-2015
Fylde Council Tenancy Support Policy	January 2020	Fylde Council Tenancy Support Policy
MHCLG Rough Sleeping Strategy	August 2018	MHCLG The Rough Sleeping Strategy

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	25 JANUARY 2021	9

BLACKPOOL ROAD NORTH PLAYING FIELDS DRAINAGE

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

This report details the approved plan to replace the culverted drain at Blackpool Road North Playing Fields, St Anne's. The works will replace the existing culvert along the full length of the sports field which has partially collapsed in areas. These works are a requirement under riparian ownership responsibilities as set out by the Environment Agency (EA). An Increase in funding for the project was approved at the Tourism and Leisure Committee held 7th January 21.

RECOMMENDATIONS

The committee is recommended:

- To approve an increase in the sum of £20,000 to the Blackpool Road North Playing Fields Drainage project within the Council's 2020/21 capital programme, to be met in full from the Capital Investment Reserve.

SUMMARY OF PREVIOUS DECISIONS

Tourism and Leisure Committee, 7th January 2021

Resolved -To support the recommendation to the Finance and Democracy Committee for approval of a fully funded capital budget increase of £20,000 to proceed with the Blackpool Road North Playing Fields Drainage project within the Council's 2020/21 capital programme, to be met in full, from the Capital Investment Reserve;

To support the draw-down of £20,000, in addition to the £105,000 already approved, subject to the approval of the fully funded budget increase by the Finance and Democracy Committee, for the Blackpool Road North Playing Fields Drainage project.

To note the procurement route and support the award of the tender to Cleveland Land Services.

Tourism and Leisure Committee, 9th January 2020

Resolved:

To support the capital bid of £105,000 for Blackpool Road North Playing Fields drainage

CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	√
Environment – To deliver services customers expect	√
Efficiency – By spending money in the most efficient way	√
Tourism – To create a great place to live and visit	√

REPORT

BACKGROUND

1. Blackpool Road North Playing Fields (BRNPF) has a culverted drain that runs the full length of the field along the southern boundary, originating at Blackpool Road North, heading towards the Hawthorns estate. Fylde Council are the riparian owners of this culverted (enclosed underground) watercourse and as such have the responsibility to “let water flow naturally” through the site. This drain at BRNPF is not part of a comprehensive field drainage system.
2. The current culverted drain, which is of a porous concrete construction, has degraded as a result of sulphate attack (where the naturally occurring sulphates in the ground water corrode the concrete pipe) and has collapsed in sections along the field. There is no remedial solution for this, and the drain must be replaced at an approximate length of 380m.
3. There are numerous concerns with the continuation of this culverted drain downstream, which passes through the lands of 3 riparian owners before outfall. However, the Technical Services team have worked with these riparian owners since the capital bid in January and established a way forward to remediate these issues. The outfall and subsequent watercourse have been de-silted by Blackpool Airport and the vegetation has been cut back. A partial collapse of the culvert and heavy silting has been identified on a private riparian owner’s land. The Technical services department have worked collaboratively with this riparian owner to rectify these issues without a lengthy enforcement procedure, which has not required the assistance of the Lead Local Flood Authority.
4. The remediation works carried out thus far have eased the restriction on the flow of water throughout the culvert.
5. There will be a requirement for all riparian owners of this watercourse to work collaboratively again to desilt the culvert after the works have been completed. However, due to the design of the replacement culvert, it is expected that silt will be captured at Blackpool Road in the future, where previously it passed downstream, silting the culvert and increasing the levels at the outfall.

SCHEME DETAIL

6. The existing culvert at Blackpool Road North Playing Fields will be replaced with a 450mm plastic twin wall pipe with perforations surrounded by stone to create a French drain and replaces the existing culvert’s construction of porous concrete. Two catch pit manholes will be installed to assist with future maintenance, and a 150mm lateral drain of French drain construction will intersect the pitches.

Table 1 Cost Plan

Summary of cost	£
Construction contract	102,000
Ancillary and enabling works	2,000
Contingencies @ 20%	20,800
Overall total for revised budget	125,000

PROCUREMENT

7. Through a previous procurement exercise for this project it was determined that the required works far exceeded the original budget. Using [The Council's Contracts Procedure Rules](#) as the basis for procurement compliance the Technical Services team in consultation with the Procurement Officer, chose to use the 'request for quotation' procedure, which is compliant for mid-range contracts up to the value of £100,000. Unfortunately, as the tender prices came in much higher, than the pre-tender estimate, this placed the contract into the category of a large contract. As a result, the tenders were pulled, the specification was re-evaluated and the works were re-tendered using the large contracts tender procedure as detailed below in paragraph 9.
8. This increase in cost, through consultation with the original tendering contractors has been attributed to several reasons. Material shortages due to the pandemic, and risk. The risk arising in part from the pandemic, placing uncertainty on labour and contract programme. However, the risk presented from difficult ground conditions, a high-water table, the scale of the required trench, and the potential need for extensive reinstatement works attributed high on the rationale for increased costs. The realisation of this by the Technical Services department led to the original tender being withdrawn and a re-evaluation of the works before retendering.
9. Officers from the Technical Services team along with the Council's Procurement Officer have led the second procurement process. The tender has followed a traditional procurement route, using a 2-stage restricted tender procedure using the CHEST procurement portal. Stage 1 requested expressions of interest and the completion of a selection questionnaire. This detailed the Council's mandatory requirements for a contract, Health and Safety requirements and requested 3 contract examples of similar works, which were to be evaluated in order to select preferred contractors for stage 2. There was much interest in the works, and this resulted in 15 compliant expressions of interest. From the 15 expressions of interest, 5 contractors were identified as suitable and were then invited to tender for the works. Following a robust stage 2 evaluation, Cleveland Land Services were selected as the preferred contractor, providing the most economically advantageous tender.
10. The works will be managed under an NEC 4 Engineering and Construction Short Contract.

PROGRAMME

- Award of Contract From 1st February 2021 following F&D approval.
- Commence on Site From 1st April 2021 (Pending Contractor Availability)
- Completion June 2020

FINANCIAL IMPLICATIONS

11. The original budget for Blackpool Road Playing Fields Drainage in the approved capital programme for 2020/21 is £105,000. This was based on an estimate using known rates for similar works. Following the procurement exercise, the requirement to undertake some enabling works and an assessment of the likely risks the total project cost is estimated at £125,000 as detailed above in Table 1. As such a budget increase of £20,000 is requested to complete this project.

CONCLUSION

12. The report requests a fully funded budget increase of £20,000 to enable the culvert replacement at Blackpool Road North Playing Fields.

IMPLICATIONS

Finance	The report recommends to the Finance and Democracy Committee approval to a fully funded increase in the sum of £20,000 to the current scheme within the approved Capital Programme for 2020/21 in respect of the Blackpool Road North Playing Fields Drainage project, to be met in full from the Capital Investment Reserve.
Legal	None
Community Safety	Removes collapsed sections of public use land and removes trip hazards.
Human Rights and Equalities	None.
Sustainability and Environmental Impact	Reduces surface water flooding to the playing fields.
Health & Safety and Risk Management	None.

LEAD AUTHOR	CONTACT DETAILS	DATE
Jon Rutter	Jon.rutter@fylde.gov.uk 01253 658492	7 th December 2020

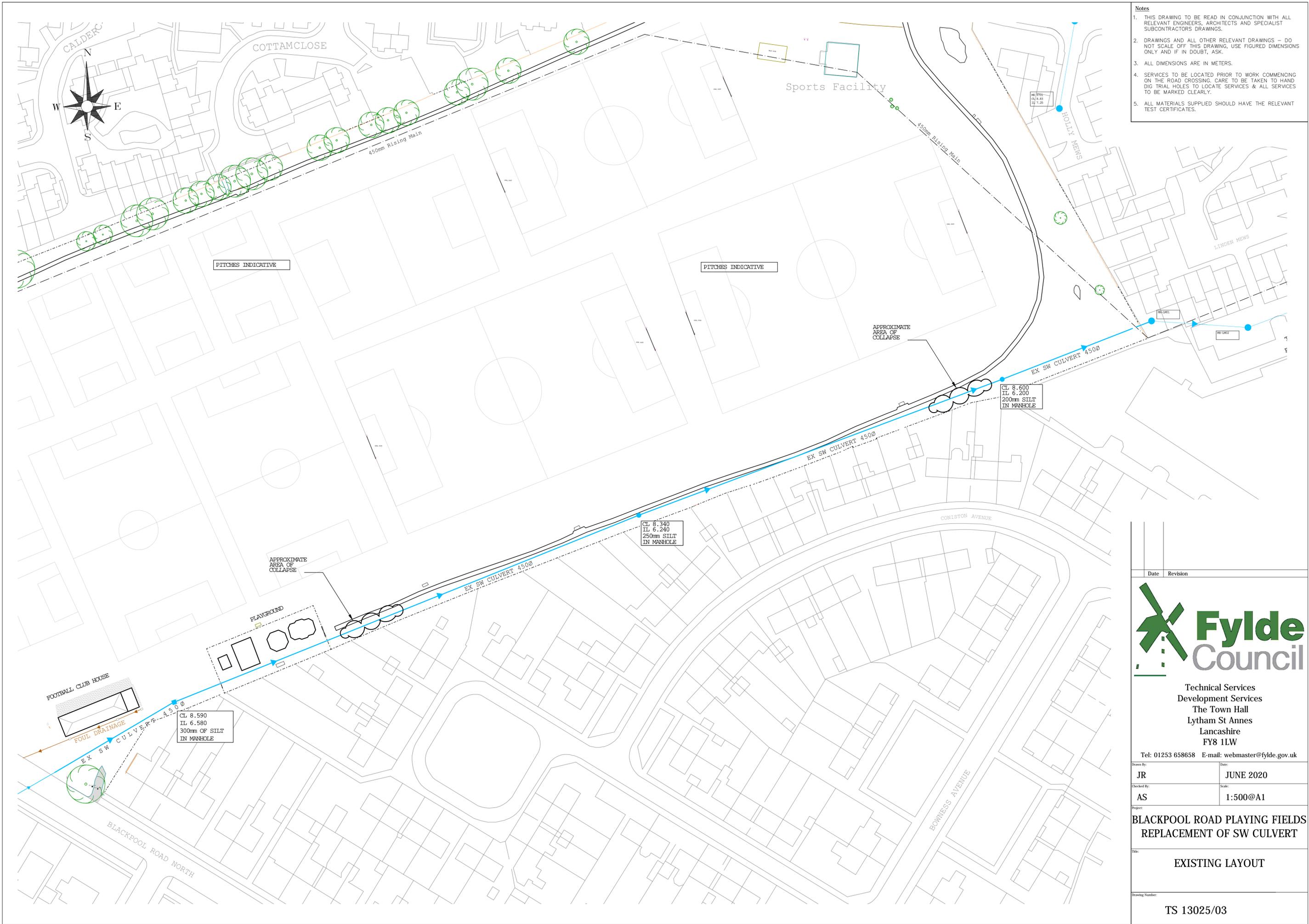
BACKGROUND PAPERS

Name of document	Date	Where available for inspection
Blackpool Road North Playing Fields drainage capital bid	9 th January 2020	Reports archive.

Attached documents.

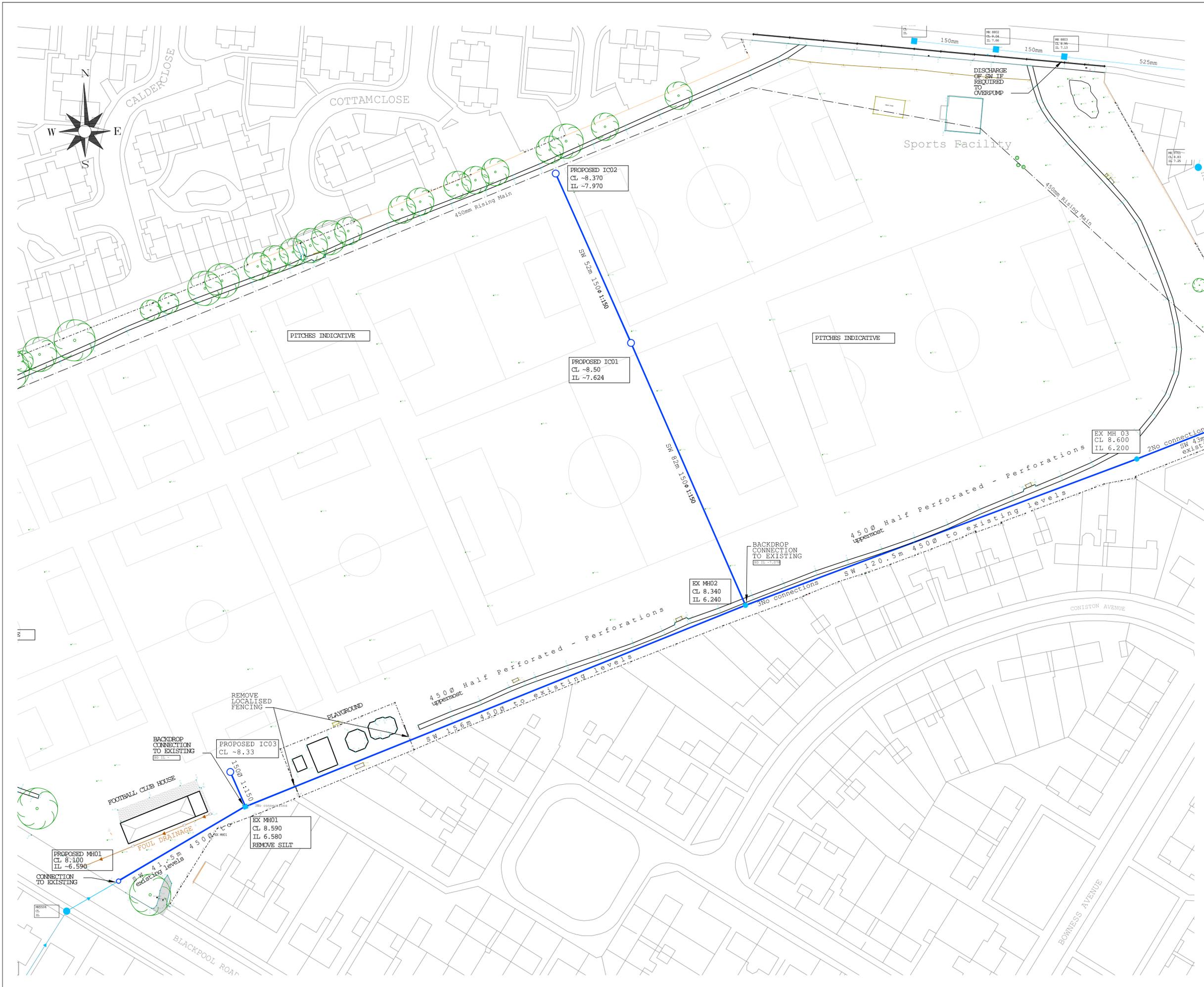
Drawing TS 13025_03 Existing site plan.

Drawing TS 13025_04 Proposed site plan.



- Notes**
1. THIS DRAWING TO BE READ IN CONJUNCTION WITH ALL RELEVANT ENGINEERS, ARCHITECTS AND SPECIALIST SUBCONTRACTORS DRAWINGS.
 2. DRAWINGS AND ALL OTHER RELEVANT DRAWINGS - DO NOT SCALE OFF THIS DRAWING. USE FIGURED DIMENSIONS ONLY AND IF IN DOUBT, ASK.
 3. ALL DIMENSIONS ARE IN METERS.
 4. SERVICES TO BE LOCATED PRIOR TO WORK COMMENCING ON THE ROAD CROSSING. CARE TO BE TAKEN TO HAND DIG TRIAL HOLES TO LOCATE SERVICES & ALL SERVICES TO BE MARKED CLEARLY.
 5. ALL MATERIALS SUPPLIED SHOULD HAVE THE RELEVANT TEST CERTIFICATES.

Date	Revision
	
Technical Services Development Services The Town Hall Lytham St Annes Lancashire FY8 1LW Tel: 01253 658658 E-mail: webmaster@fylde.gov.uk	
Drawn By:	Date:
JR	JUNE 2020
Checked By:	Scale:
AS	1:500@A1
Project: BLACKPOOL ROAD PLAYING FIELDS REPLACEMENT OF SW CULVERT	
Title: EXISTING LAYOUT	
Drawing Number: TS 13025/03	



- Notes**
1. THIS DRAWING TO BE READ IN CONJUNCTION WITH ALL RELEVANT ENGINEERS, ARCHITECTS AND SPECIALIST SUBCONTRACTORS DRAWINGS.
 2. DRAWINGS AND ALL OTHER RELEVANT DRAWINGS – DO NOT SCALE OFF THIS DRAWING, USE FIGURED DIMENSIONS ONLY AND IF IN DOUBT, ASK.
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 4. SERVICES TO BE LOCATED PRIOR TO WORK COMMENCING ON THE ROAD CROSSING. CARE TO BE TAKEN TO HAND DIG TRIAL HOLES TO LOCATE SERVICES & ALL SERVICES TO BE MARKED CLEARLY.
 5. ALL MATERIALS SUPPLIED SHOULD HAVE THE RELEVANT TEST CERTIFICATES.
 6. ALL WORKS AND MATERIALS ETC. IN ACCORDANCE WITH CG 501 DESIGN OF HIGHWAY DRAINAGE SYSTEMS

Date	Revision
	
Technical Services Development Services The Town Hall Lytham St Annes Lancashire FY8 1LW Tel: 01253 658658 E-mail: webmaster@fylde.gov.uk	
Drawn By:	Date:
JR	JUNE 2020
Checked By:	Scale:
AS	1:500
BLACKPOOL ROAD PLAYING FIELDS REPLACEMENT OF SW CULVERT	
PROPOSED LAYOUT	
Drawing Number:	
TS 13025/04	

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	25 JANUARY 2021	10
SNOWDON ROAD DEPOT WELFARE IMPROVEMENTS			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

This report details the approved plan for Snowdon Road Depot Welfare Improvements scheme, and requests approval of a fully funded increase in the sum of £71,000 for 2020/21, to be met in full from the Capital Investment Reserve in order to deliver the project. If approved, this would increase the total value of the scheme to £414,000. An Increase in funding for the project was approved by Operational Management Committee on the 12th January 21.

RECOMMENDATIONS

The Committee is recommended to:

- To approve an increase in the sum of £71,000 to the Snowdon Road Depot Welfare Improvements scheme within the Council's 2020/21 capital programme, to be met in full from the Capital Investment Reserve, which if approved would increase the value of the scheme to £414,000.

SUMMARY OF PREVIOUS DECISIONS

Operational Management Committee at its meeting on 12th January 2021 resolved:

- To approve and recommend, to the Finance and Democracy Committee, approval of a fully funded increase in the sum of £71,000 to the Snowdon Road Depot Welfare Improvements scheme, within the approved Capital Programme for 2020/21, to be met in full from the Capital Investment Reserve; and
- To approve the draw-down of £71,000, in addition to the £343,000 already approved in the Council's 2020/21 capital programme, subject to the approval of the increase to the Snowdon Road Depot Welfare Improvements scheme by the Finance and Democracy Committee; and
- To note the procurement route and award the tender to F Parkinson.

Operational Management Committee at its meeting on 13th November 2018 resolved:

- To approve the additional funding of £143,000 increasing the original budget of £200,000 to a total of £343,000. This increase in budget reflected the need to expand the original proposal which was to provide fit-for-purpose welfare facilities for operational Waste members of staff. This proposal would now encompass all Waste and Parks operational staff under one building, bringing staff together, providing both welfare, training and meeting facilities, and represented value for money by addressing site space limitations whilst designing with future operational needs in mind.

Operational Management Committee at its meeting on 14th January 2020 resolved:

- To approve the budget of £200,000 in order to provide fit-for-purpose office and welfare accommodation for the Waste management and cleansing office staff who currently occupy a small single-story building by the entrance to the site. This was required as the existing toilet facilities do not meet the minimum

standards required by the Health and Safety at work act 2013. This would be achieved by improving and extending the existing portal frame parks building.

CORPORATE PRIORITIES	
Economy – To create a vibrant and healthy economy	
Environment – To deliver services customers expect	√
Efficiency – By spending money in the most efficient way	√
Tourism – To create a great place to live and visit	

REPORT

BACKGROUND AND STRATEGIC CONTEXT

1. In January 2020 Council approved an unfunded budget increase for 2019/20 in the sum of £143k in respect of the Snowdon Road depot welfare improvements, totalling the budget to £343k. This provided the mandate for Technical Services to proceed with developing the scheme that is within the approved Capital Programme, to provide fit for purpose welfare facilities for the Waste, Cleansing and Parks operational staff.
2. The Architectural design and subsequent drawings for the works have been carried out in house by Technical Services which have been thoroughly consulted on interdepartmentally.
3. Ground investigations have indicated that due to the poor ground conditions a piled foundation will be required. In addition, sulphate resistant concrete shall be adopted within the design due to the aggressive nature of sulphides which have been found evident within the ground.
4. The structural design has been provided externally by Graham Schofield Associates.
5. Full planning permission has been sought and was granted on the 24th June 2020; planning application number 20/0284. The particulars of this application requires 12 additional parking spaces and states the reason; *“In order to ensure the provision of adequate provision for vehicle parking off the highway in the interests of road safety and the amenity of existing and future occupiers in accordance with the requirements of Fylde Local Plan to 2032 policies GD7 and T5, and the National Planning Policy Framework”*.

SCHEME DETAILS

6. The design and construction of the extension to the existing Parks portal frame shall be of approximately 14m in length, totalling 2 portal frame bays. The design has specified that the existing colour and profile steel sheeting be continued to match the existing building both on the exterior walls and roof.
7. The scheme will, as previously reported in January 2020, provide much needed welfare, training and meeting facilities for the operational staff. This will be realised by the provision of a large communal break out room suited with tables, chairs and lockers. In addition, there will be a formal meeting room separated by a movable wall, allowing for future adaptation of the building should operational requirements change and additionally a private 1 to 1 interview room. The welfare will be provided by the construction and installation of 2 drying rooms, one kitchenette, 5 WC's, 4 showers, and urinals, which will accommodate both male and female workers and is designed to be accessible for disabled users. The general arrangement for the building can be found in Appendix 1.

PROJECT GOVERNANCE

8. The Scheme shall adopt a simplified PRINCE2 management process-based approach. (**PR**ojects **IN** **C**ontrolled **E**nvironments).

PROCUREMENT AND VALUE FOR MONEY

9. The Technical Services section have conducted a 2-stage tender process which has ensured a thorough and robust selection process for a Contractor. The first stage evaluated quality through the submission of previous works examples and included a pass/fail criterion to meet with the Councils mandatory requirements. The

second stage evaluated the price submissions and further evaluated quality through programme, experience, Contract Management, Site Management, Health and Safety and methodology submissions as part of the overall final tender submission.

- 10. 3 compliant tenders were submitted, with prices ranging from £357,000, £385,000 and £463,000. These tenders were evaluated using a 60% price 40% quality matrix which subsequently did not score the lowest price tender as the overall winner of the evaluation exercise.
- 11. The works will be managed by the Technical Services section under an NEC Engineering and Construction Contract.

COST OF SCHEME AND METHOD OF FINANCING

- 12. The original estimate and budget for the scheme was £343k which was arrived at through consultation with an appointed Quantity Surveyor. The actual contract value is £385k. This is an increase of £42k. In addition, it is recommended to allow a minimum of a 5% contingency, which is prudent due to poor ground conditions. Furthermore, the Contractors offer excluded prices to upgrade the existing services, therefore a sum of £10,000 should be included within the overall budget.

13. Table 2 – Estimated project costs

Item	Cost (£000)
Construction	£385
Contingency (5%)	£19
Services upgrade	£10
Total Cost	£414

FUTURE REVENUE BUDGET IMPACT

- 14. Once completed the extension will come under the responsibility of Technical Services to maintain, warranties and guarantees of certain items excepted. Initially this should reduce the maintenance burden in the immediate short term. However, due to the proposed usage of the building it should be expected that a light touch redecoration be carried out at yr. 2 and a small refurbishment at yr. 4-6.

RISK ASSESSMENT

- 15. The Scheme is considered to be a low risk project.

VIABLE ALTERNATIVES

- 16. The current scheme has been designed with end user consultation. In addition, previous consultation with members presented several design and cost options, and it was this option, option 4, that was selected. Any alternative designs would have to be resubmitted to the Local Planning Authority, re designed and re tendered.

OBJECTIVES, OUTPUTS AND OUTCOMES

- 17. The objectives, outputs and outcomes of the building extension is to provide modern, fit for purpose and compliant welfare facilities for the Council’s operational staff.

DRAWINGS AND PLANS

- 18. The general arrangement design of the building extension area is contained in Appendix 1, Drawing TS18019-007 GA Proposed extension.

CONCLUSION

- 19. The Committee is requested to approve an increase in the sum of £71,000 to the Snowdon Road Depot Welfare Improvements scheme within the Council’s 2020/21 capital programme, to be met in full from the Capital Investment Reserve.

IMPLICATIONS

Finance	The report requests that the Finance and Democracy Committee approve an increase in the sum of £71,000 to the Snowdon Road Depot Welfare Improvements scheme within the Council's 2020/21 capital programme to be met in full from the Capital Investment Reserve.
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

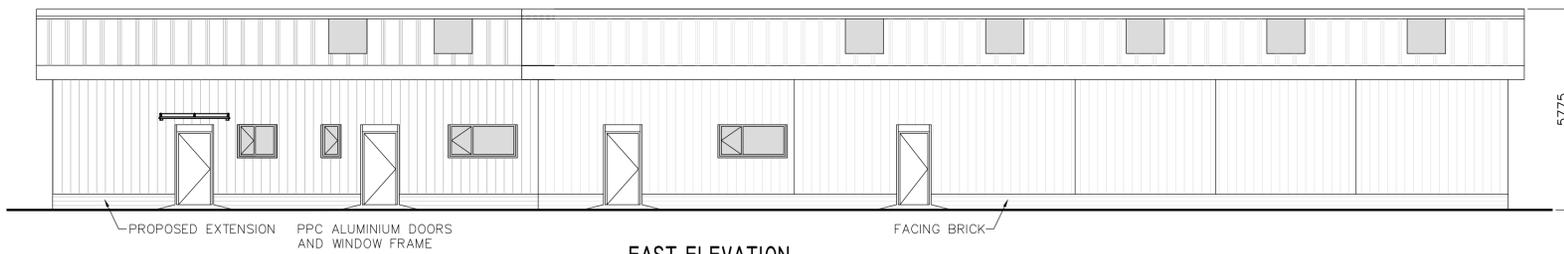
LEAD AUTHOR	CONTACT DETAILS	DATE
Jon Rutter	Jon.Rutter@fylde.gov.uk 01253 658492	11 January 2021

BACKGROUND PAPERS

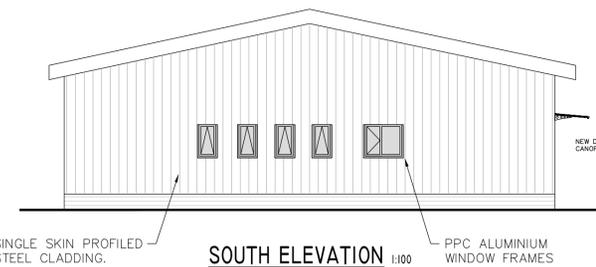
Name of document	Date	Where available for inspection
Planning Consent	21/4/17	https://www3.fylde.gov.uk/online-applications/applicationDetails.do?keyVal=_FYLDE_DCAPR_53063&activeTab=summary

Attached documents - Appendix 1 – Proposed Extension

EX. TRIPLE SKIN CRP ROOF LIGHTS TO 10% OF FLOOR AREA

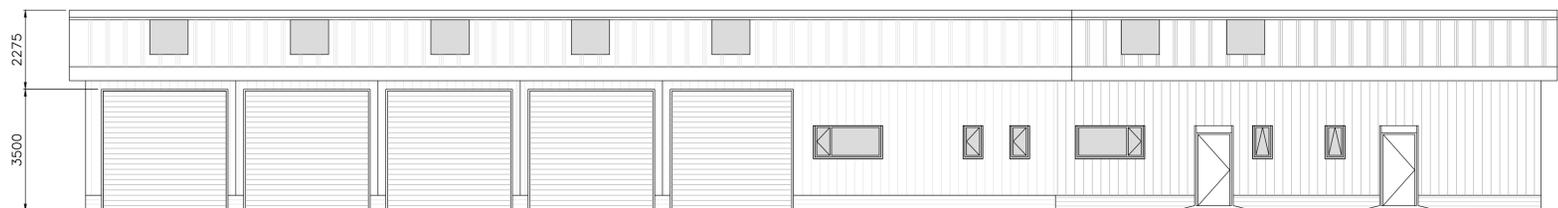


EAST ELEVATION 1:100

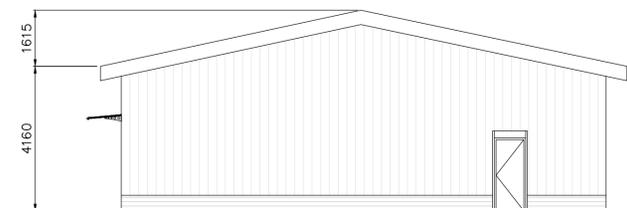


SOUTH ELEVATION 1:100

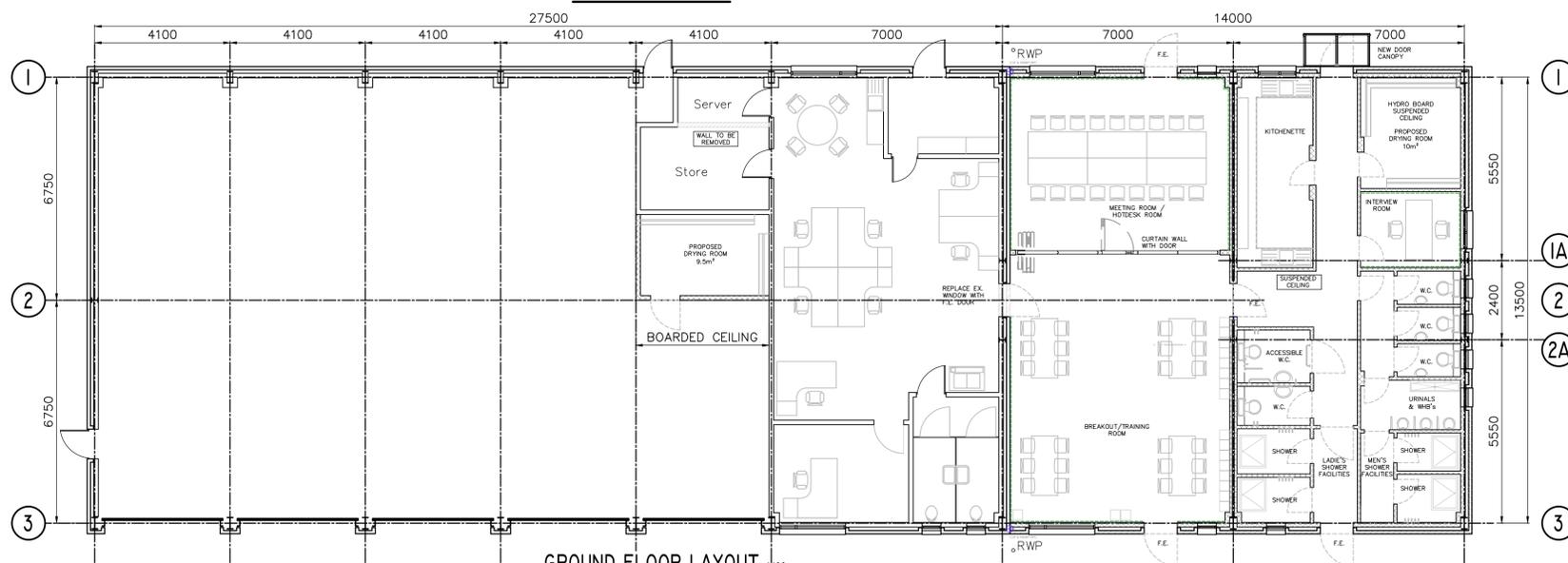
- Notes**
1. ALL DIMENSIONS RELATING TO EXISTING STRUCTURE TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF WORKS.
 2. DO NOT SCALE OFF THIS DRAWING, USE ONLY FIGURED DIMENSIONS & IF IN DOUBT ASK. ALL DIMENSIONS ARE IN MILLIMETERS. ALL LEVELS ARE IN METRES.



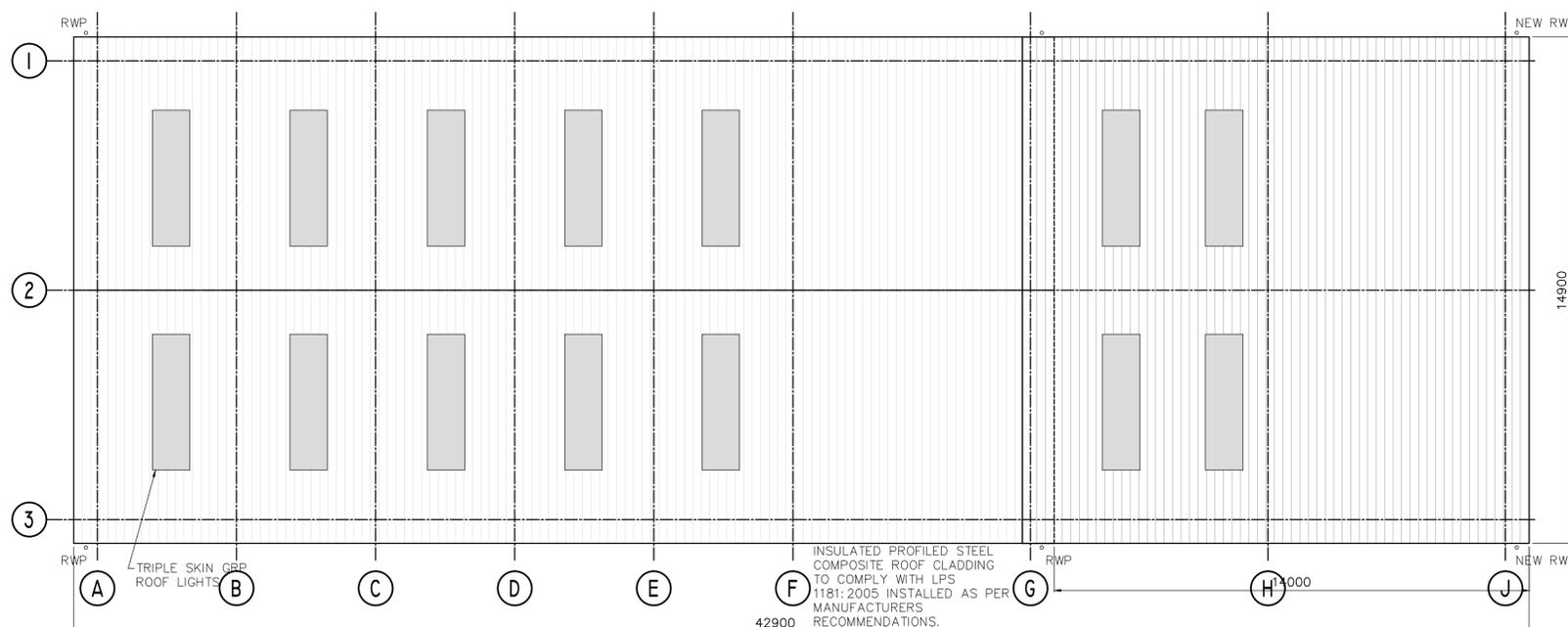
WEST ELEVATION 1:100



NORTH ELEVATION 1:100

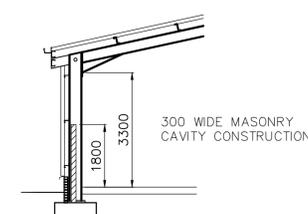


GROUND FLOOR LAYOUT 1:100



ROOF PLAN 1:100

STEELWORK IS INDICATIVE ONLY SUBJECT TO DETAILED DESIGN BY THE STRUCTURAL ENGINEER



TYPICAL SECTION 1:100



SCALE 1 : 100

Date	Revision
A 04.11.20	Internal walls - Mens showers changed to blockwork. Kitchen and Drying Room Butressing



Technical Services
Development Services
The Town Hall
Lytham St Annes
Lancashire
FY8 1LW

Tel: 01253 658658 E-mail: webmaster@fylde.gov.uk

Drawn By:	AS	Date:	11/2019
Checked By:	AMS	Scale:	1:100

Project:
SNOWDON ROAD DEPOT FACILITIES EXTENSION

Title:
EXISTING DEPOT BUILDING WITH PROPOSED EXTENSION

Drawing Number:
TS 18019 - 007

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	25 JANUARY 2021	11
USE OF SECTION 106 MONIES – M55-HEYHOUSES LINK ROAD			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

The council currently holds £125,000 paid in accordance with a Section 106 agreement relating to land east of Cropper Road, Westby with Plumpton. The money was secured in order to: *‘be used towards improving accessibility of the Development’*. Detailed design work of the M55-Heyhouses link is being carried out by a consultant engineering company and it is proposed to use the contribution currently held by Fylde Council to finance the design and the overseeing of design work by Lancashire County Council by way of a funded budget increase to the scheme for this purpose within the current approved Capital Programme. The Head of Governance has confirmed that the use of the monies in this manner would accord with the provisions of the agreement.

RECOMMENDATIONS

1. To approve a funded budget increase in the sum of £125,000 for 2020/21 to the M55 Link Road (design works) scheme that is within the current approved Capital Programme, to be met in full from S106 developer contributions for delivery of the link road currently held by the Council for this purpose in the same sum; and
2. To note that the developer contribution is intended to provide funding for the design of the link road and consequently to approve that the payment in the total sum of £125,000 may be made to the appointed consultant engineering company and to Lancashire County Council in accordance with their respective costs.

SUMMARY OF PREVIOUS DECISIONS

Planning Committee 20 January 2021 RESOLVED:

1. To request that the Finance and Democracy Committee approve a funded budget increase in the sum of £125,000 for 2020/21 to the M55 Link Road (design works) scheme that is within the current approved Capital Programme, to be met in full from S106 developer contributions for delivery of the link road currently held by the Council for this purpose in the same sum; and
2. To note that the developer contribution is intended to provide funding for the design of the link road and consequently to approve that, on the assumption that the increase in the scheme funding is approved by the Finance and Democracy Committee, the payment in the total sum of £125,000 may be made to the appointed consultant engineering company and to Lancashire County Council in accordance with their respective costs.

Council 18 March 2020 RESOLVED:

In the event that it was not possible to secure additional external funding, including contributions through section 106 agreements, to:

1. Commit up to £1m of Business Rate growth from the Blackpool Enterprise Zone as a further contribution towards the accelerated construction of the M55-Heyhouses Link Road;
2. Approve the transfer into the M55 Link Road Reserve of current and future Business Rate growth receipts

arising from the Blackpool Airport Enterprise Zone to a maximum sum of £1m;

3. Approve that in the event that less than £1m of Business Rate growth has accumulated by the time that the funds are required by Lancashire County Council to deliver the road, that any shortfall would be met from the Funding Volatility Reserve.

Council 25 March 2019 RESOLVED:

to approve a fully funded addition to the capital programme in 2019/20 of £1,000,000 fully funded from the M55 Link Road Reserve that was created in 2016/17 and to authorise the payment of £1,000,000 to Lancashire County Council towards the construction of the accelerated M55 link road based on Heads of Terms as detailed in the report.

Council 16 April 2018 RESOLVED:

1. To approve a funded budget increase in the sum of £250,000 for 2018/19 to the M55 Link Road (design works) scheme that is within the current approved Capital Programme, to be met in full from S106 developer contributions for delivery of the link road currently held by the Council for this purpose in the same sum; and

2. To note that the developer contribution is intended to provide funding for the design of the link road and consequently that payment of the total sum of £250,000 will be made to the appointed consultant engineering company and to Lancashire County Council in accordance with their respective costs.

Council 4th December 2017 RESOLVED:

1. To approve a funded budget increase in the sum of £250,000 to the M55 Link Road (design works) scheme that is within the current approved Capital Programme for 2017/18, to be met in full from S106 developer contributions for delivery of the link road currently held by the Council for this purpose in the same sum; and

2. To note that the developer contribution is intended to provide funding for the design of the link road and consequently that the total sum of £250,000 will be made to the appointed consultant engineering company and to Lancashire County Council in accordance with their respective costs.

Council 4th July 2016 RESOLVED:

Approve an addition to the capital programme for 2016/17 in the sum of £424,765.02, which has been met in full from the balance of S106 developer contributions for construction of the link road currently held by the Council for this purpose in the same sum. The developer contribution is intended to provide funding for the design and the contractual management of the link-road scheme by Lancashire County Council, and Members are requested to note that this payment has been made in accordance with the terms of the planning obligation.

CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	√
Environment – To deliver services customers expect	√
Efficiency – By spending money in the most efficient way	
Tourism – To create a great place to live and visit	√

REPORT

1. The delivery of the M55-Heyhouses Link Road is a key priority for the council which is identified as an essential piece of infrastructure in the Corporate Plan, the adopted local plan and the Fylde Coast Highway and Transport Masterplan.
2. Planning permission was granted by the Secretary of State for the construction of the link road in June 2012. Funding for the project has been secured through a number of legal agreements (Sn 106) entered into prior to the granting of planning permission for those developments where it was considered likely that an increase in traffic generation would be such that resulting conditions on the local highway network would be unacceptable without significant improvements in the network. The link road has been identified as an essential addition to the highway network that would deliver the necessary improvements to facilitate those developments.

3. Prior to granting outline planning permission for the residential development of land to the east of Cropper Road, Westby-with-Plumpton, (Application ref:12/0717) the developer entered into a Section 106 Agreement to contribute towards improvements in the local transport network. The agreement secured a contribution of £492,353 'to be paid to the Council to be used towards improving the accessibility of the Development'. This money has been paid in instalments. To date, £3750,000 of this money has been paid to the council and the Council has previously (4 December 2017) agreed to allocate £250,000 of these funds to the design of the M55 link road.
4. Clearly the provision of a new road linking the site to Lytham and St Annes will improve the accessibility of the development and the design of the highway will be a key element in the delivery of the road. The design work is already underway, funded by previous contributions from this and several other developments at Whitehills and Heyhouses in line with previous decisions of the council, and is being carried out by a national engineering company overseen by Lancashire County Council in their role as highway authority.
5. A significant element of funding of the link road has been secured through government grant schemes, Lancashire County and Fylde Council capital programmes and the residential development at Queensway.
6. In order to ensure there are no delays in the delivery of the link road, Members are asked to approve a funded budget increase to the capital scheme for the M55 Link Road (design works) in the sum of £125,000 to be fully funded by the residential development of land east of Cropper Road, Westby-with-Plumpton (planning application 12/0717) that has been paid to the council for this purpose. The developer contribution is intended to be used to fund the remaining design work related to the M55-Heyhouses link road as well as the work of the Highway Authority in ensuring that the road will be designed and constructed to the appropriate standards. Consequently, the sum of £125,000 will be made to the appointed consultant engineering company and to Lancashire County Council in accordance with their respective costs and will be spent during the latter part of the current financial year and the first quarter of 2021/22.

IMPLICATIONS	
Finance	The report requests that the Committee approve a funded budget increase in the sum of £125,000 in 2020/21 to the M55 Link Road (design works) scheme that is within the current approved Capital Programme, to be met in full from S106 developer contributions for delivery of the link road currently held by the Council for this purpose; and that the Committee approve that the payment be made to the appointed consultant engineering company and to Lancashire County Council in accordance with their respective costs.
Legal	The use of the funding for the purposes identified would be within the purposes of the Cropper Road section 106 agreement.
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	The sustainability and Environmental impacts of the scheme were fully considered at the time planning permission was granted for the development.
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Mark Evans	mark.evans@fylde.gov.uk & Tel 01253 658460	January 2021

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Planning Application 12/0717 (Residential Development)	16/10/2013	www3.fylde.gov.uk/online-applications
Planning Application 10/0779 (M55-Heyhouses Link Road)	21/06/2012	www3.fylde.gov.uk/online-applications

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	FINANCE AND DEMOCRACY COMMITTEE	25 JANUARY 2021	12
BUDGET SETTING – REVENUE BUDGET 2021/22 - FIRST DRAFT			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

The first draft of the revenue budget for 2021/22 has been prepared and is available via the link below. As in previous years, the budget has been prepared on a continuation basis and has been updated to reflect all Committee and Council decisions made to date, the outcome of the budget-rightsizing exercise and all virements.

SOURCE OF INFORMATION

Revenue Budget Book 2021/22 – First Draft

LINK TO INFORMATION –

<https://new.fylde.gov.uk/council/finance/budget-book-2021-22-first-draft/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The provision of a first draft of the 2021/22 Revenue Budget to the Council's Programme Committees allows members of each Programme Committee to review the draft revenue budget for the services within the Committee's terms of reference and to provide any comments or feedback as appropriate to the committee Lead Officer, Service Director or budget holders.

This first draft does not reflect any changes to fees and charges for 2021/22 as these will be considered by Programme Committees during the January cycle of meetings. Nor does it reflect any revenue growth items or the revenue implications of capital bids. At this stage the draft budget for 2021/22 does not include recharges in respect of support services and service management costs as these elements remain to be finalised. A further budget-rightsizing exercise will be carried out early in 2021 and this first draft will be updated to reflect any changes arising from that piece of work.

The final revenue budget for 2021/22 will include any subsequent decisions made and will be presented to Members for approval at the Council meeting on 4th March 2021.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.
 Tel 01253 658566 e-mail: paul.o'donoghue@fylde.gov.uk

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
TOWN CENTRE WORKING GROUP	FINANCE AND DEMOCRACY COMMITTEE	25 JANUARY 2021	13

COVID 19 LOCAL AUTHORITY GRANTS TO TOWN CENTRES

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

In response to the significant challenges facing the local economy, in particular the high streets and town centres as a result of the COVID 19 lockdown and social distancing measures, the council awarded a grant of £5,000 to each town centre business group. Each partnership was advised that the grant was intended to fund initiatives that support recovery in the town centre and asked to report back to this committee with details of the schemes they have supported.

The need to respect the various restrictions on travel and trading introduced since the summer have delayed the implementation of several of the initiatives put forward by the business groups.

SOURCE OF INFORMATION

The information has been provided by the three town centre business groups: Kirkham Business Partnership, Lytham Business Partnership and St Annes Enterprise Partnership (STEP).

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

In awarding the grants, the committee requested that details of the schemes that have been supported be reported back to this committee.

FURTHER INFORMATION

Contact: Mark Evans, Head of Planning & Housing. e: mark.evans@fyle.gov.uk t:01253 658460

Attachment 1 – Grant notification letter

Dear [Business Group Contact]

The importance of maintaining the long-term vitality and viability of the three main town centres of the borough has long been recognised by Fylde Council. Earlier this year, I was asked to create a Town Centres Working Group, with the intention of examining the issues faced by our town centres and what can be done to improve their prosperity. The long term goals of the working group remain, but our immediate focus must clearly turn to assisting the recovery from the impacts of the Coronavirus lockdown.

As restrictions on trading are eased and businesses begin to reopen, the council has been considering how it can help promote trading within the centres. Fylde Council is working with Lancashire County Council to investigate how it might safely reallocate road space to facilitate the social distancing required to reassure the public that our town centres are a safe environment in which to shop and relax.

The groups that represent the businesses in each of our town centres will play an important part in the recovery and to assist their activities Fylde Council has made available a grant of £5,000 for each business group. The grant must be used to promote the prosperity of the relevant town centre, for example through promotion of the centre or parts of it through improved signage, the holding of events (subject to observing any restrictions or guidance) or to increase the awareness and membership of your group. We do not wish to inhibit innovative use of these funds by limiting their use, however, you should bear in mind that Lancashire, Fylde and the relevant town councils are also carrying out works to support the town centres. To ensure there is no unnecessary duplication of effort, Fylde Council will need to agree any proposals you have to use the funding before it is spent.

Please would you advise the council of your banking details (name of account, account number and sort code) by emailing our Head of Planning and Housing at mark.evans@fylde.gov.uk so we can arrange transfer the funds to your organisation. Mark will also be the contact point for agreeing the projects that you propose to take forward with these funds.

I look forward to working with your group in the coming weeks and months to promote the town centres that you represent.

Regards

Cllr Richard Redcliffe
Deputy Mayor
Chair, Town Centres Working Group

Attachment 2 – Feedback request (by e-mail 23 October 2020)

Good Afternoon

As part of a review of activities carried out to support local businesses during the coronavirus pandemic, I have been asked by Fylde Council's Town Centres Working Group to provide an update on how the £5,000 grant awarded to yourselves has been or is proposed to be utilised.

The group is not looking for a detailed financial breakdown, just an indication of the project on which the monies have been or are proposed to be spent and an assessment of how the project is considered to have benefited your town centre.

If you could provide the information by completing the simple table below, that would be appreciated.

If you have identified more than one project, please use a different line for each proposal.

Name of Project	Brief Details of project	Completed/proposed	Total Cost	Assessment of benefit to town centre

Attachment 3 – Summary of proposed/actual spend

Kirkham Business Partnership

Name of Project	Brief Details of project	Completed to date	Total spend	Assessment of benefit to town centre
<p>'Love Kirkham' Loyalty Card Scheme</p>	<p>A loyalty card that is "stamped" every time a customer spends £5 or more at a Kirkham Shop/Business. The full card is entered into a monthly draw, drawn live on Facebook and social media, to win vouchers that can be spent at participating Kirkham businesses.</p>	<p>Design and printing Customer Loyalty Cards Designing and printing promotional leaflets Designing the logo and artwork for Love Kirkham Marketing love kirkham Monies set aside for each prize draw which will run to the end of 2021 Banners for promoting the scheme</p>	<p>£5000</p>	<p>The Feedback from the Community has been really positive and well over 100 completed cards have already been returned. The first draw was made on Monday 14th December 2020.</p> <p>The group considers that the objectives of the scheme: <i>To bring footfall to the high Street, give customers a sense of belonging and community and also "reward" residents for supporting Kirkham High Street, through a scheme that will last longer and create more Customer Loyalty and Support, have been met.</i></p>

Lytham Business Partnership

Name of Project	Brief Details of the project	Completed/proposed	Total Cost	Assessment of benefit to the town centre
Town Map	Design & production of a 'quirky' town map, showing the town layout, some of the main 'attractions', and places to park The map could (in future) be printed on mugs, coasters, canvas shopping bags etc	Have tendered to 3 graphic Designers	Up to £1000	'Branding' of Lytham
Video	Produce a video to show not just individual businesses but Lytham's appeal to all ages	Had initial discussion but need to go out to tender	Up to £1250	Highlight that Lytham appeals to many demographics and to promote the many attractions of Lytham
Website	There is an existing website Lytham Life and Style with a business Directory all business to be added to the directory	Ongoing	Up to £1250	Details of the majority of the High Street businesses all in one place
Social Media	Seek professional guidance on management and delivery of social media	When video produced and website populated engage with a SM expert to spread message through Paid targeted ads	Up to £500	Further expands the reach of the website and video
Craft Market	Artisan Craft Market	Establish a (seasonal) monthly artisan craft market (Spring 2021)	Up to £1000	Give locals & visitors a reason to venture into town

The partnership have engaged 3 graphic designers to submit proposals for the town map for consideration.

Production of the promotional video has been placed on hold pending lifting of current coronavirus travel restrictions.

Again, restrictions during the November 2020 lockdown, the Tier 4 restrictions on trading and the current national lockdown have hampered plans to hold any craft markets.

As a result, expenditure to date has been negligible.

St Annes Enterprise Partnership

Name of Project	Brief Details of project	Completed/proposed	Total Cost	Assessment of benefit to town centre
Open for Business Event	A weekend of music and entertainment held in St Annes Town Centre n 25 and 26 July 2020.	Hire or marquees Event Insurance Event Marshall Social Distancing Boards Entertainment and Equipment Voucher sheets Signage	£2957.15	The event was well attended and created a vibrant atmosphere in the town centre across the weekend. A number of visitors advised that they had decided to visit St Annes town centre a result of the entertainment on offer. Whilst it was not possible to carry out an empirical assessment of the benefits, attendance and footfall was visibly higher than previous weekends and the event encouraged people to venture out into the town centre.

Additional invoices for 'thank you' cards, hand sanitizer stand, cones/ signage, raffle gift and traffic management.

Any remaining funds are proposed to be put towards a similar event this summer

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	25 JANUARY 2021	14

FIBRE OPTIC CO-OPERATIVE MEMBERSHIP

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

The Economic Prosperity Board (EPB)¹ at its September 2020 meeting received a presentation on how the Local Full Fibre network www.FibreBlackpool.com recently established in Blackpool could be expanded and developed further to benefit the wider Fylde Coast.

Blackpool Council was successful in bidding to the Department of Culture Media and Sport (DCMS) for a Full Fibre Wave 2 Grant under the Asset Reuse method by using an existing ducting asset in the Tramway to build a fibre optic spine along the Tramway. The effect of the award had been to create a spinal fibre network infrastructure to connect Council assets and to service both Enterprise Zones (Blackpool Airport and Hillhouse), the new Conference Centre at the Winter Gardens as well as establish a series of Meet me chambers across the Promenade. Work on this spine is nearly complete and already businesses are reporting on the advantages of that to their business.

The delivery vehicle for this initiative is the [Cooperative Network Infrastructure \(CNI\)](#) and is open to both large and small Internet Service Providers as well public sector organisations who wish to collaborate in enabling the building out of a Local Full Fibre infrastructure under dig once principles. For example if the Council is carrying out some public realm works which involve digging up a pavement it makes sense at the same time to install a fibre duct and make the spare capacity in this duct available to co-op members at a market rate thereby avoiding multiple telecoms companies digging the pavement and installing their own separate fibre ducts. In essence the Cooperative Network Infrastructure brings together public and private sector organisations to create and share new digital infrastructure.

The EPB were supportive of this collaboration and resolved to recommend to both Fylde and Wyre Borough Councils to join the cooperative and enter into further dialogue with Tony Doyle Head of ICT Services at Blackpool Council who leads on the Full Fibre initiative in Blackpool and Shaun Fensom the Chair of the cooperative.

Following this recommendation, an application for Fylde Council to join the cooperative has been approved. Over time this collaboration should assist in sharing and developing Fibre optic infrastructure on the Fylde Coast. The cooperative also provides the vehicle for bids for government funding to be made that could help to increase speeds and access for rural towns and villages.

¹ The Economic Prosperity Board (or joint committee) comprises of the leaders of the three constituent councils (Fylde, Wyre and Blackpool), with partners (co-opted members) from the private sector. Such an arrangement will deliver effective oversight on the work being undertaken in the Enterprise Zones, political interface and accountability on strategic policy areas for the Fylde coast and the link with the Lancashire Enterprise Partnership.

SOURCE OF INFORMATION

The information has come from the report to the Economic Prosperity Board at its meeting on 16 September 2020.

LINK TO INFORMATION

[Economic Prosperity Board agenda and minutes](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

To make members aware of this initiative and the benefits that could be achieved

FURTHER INFORMATION

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