

DECISION LIST

FINANCE AND ADMINISTRATION COMMITTEE MEETING – 16 JUNE 2010

AGENDA ITEM	ITEM	DECISION	REASON	OFFICER
5	LEAD OFFICER'S REPORT Saffron Walden Town Council	RESOLVED to endorse the action undertaken by the Chief Executive in consultation with the Chairman of the Finance and Administration Committee agreeing that Uttlesford District Council provides an interim Town Clerk for the Saffron Walden Town Council pending the recruitment of a new Town Clerk. It was agreed that this support would be at no cost to the Town Council.	In a spirit of partnership in view of the duties recently assumed to be carried out in future by the Town Council in lieu of the District Council. It was anticipated that a new Town Clerk would be recruited in November 2010.	AW
6	LAND AT CHURCHFIELDS ASHDON	RESOLVED to transfer land/play space currently in the Council's ownership to Ashdon Parish Council at nil value, subject to agreement being reached that the Council would be entitled to 50% of the capital receipt achieved in the event of subsequent resale by the parish council of the land, in whole or in part, to a third party.	To provide a play area.	SW
8	ANNUAL REPORT ON TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS 2009/10	RESOLVED to approve the actual 2009/10 prudential indicators within the report and the treasury management outturn for 2009/10.	As required by the CIPFA Treasury Management Code	SJ

9	2010/11 INSURANCE RENEWAL	RESOLVED that the Zurich renewal terms for 2010/11 as detailed in the Appendix to the report be approved	To ensure adequate insurance cover is in place.	SJ
10	2010/11 BUDGET MONITORING (FINANCE & ADMINISTRATION COMMITTEE)	RESOLVED to note and approve this report, including the updating of the General Fund favourable variance figure from £135,000 to £ 235,000.	<p>The Committee is responsible for overseeing various General Fund Service Budgets and Capital Programme Schemes.</p> <p>The report sets out financial performance for the period April to July 2010 and a forecast outturn to the end of the financial year. The Committee will receive an update on its budgets in January</p>	SJ
11	PLANNING AND DEVELOPMENT RESERVE	<p>RESOLVED</p> <p>That the Finance and Administration Committee shall</p> <p>(i) Make provision in revised 2010/11 budgets for unbudgeted expenditure of £416,700 as set out in the report and summarised in Appendix One, allocated to Committees as follows:</p>	<p>To support delivery of services. It is not possible to estimate at present whether any income will be received in 2010/11 from the proposed New Homes Bonus.</p> <p>Both the Development</p>	SJ

		<p>a) Environment Committee £71,700</p> <p>b) Development Control Committee £255,000</p> <p>c) Finance and Administration Committee £90,000</p> <p>(ii) Draw down £416,700 from the planning and development reserve to cover the expenditure in 2(i) above.</p> <p>(iii) Retain in the reserve the sum of £230,000 as set out in the report and summarised in Appendix One for the specific purposes identified.</p> <p>(iv) Transfer the balance of £122,900 from the planning and development earmarked reserve to the change management reserve</p>	<p>Control and Environment Committees have received reports on the use of the PDR in the August/September 2010 cycle of meetings and both agreed to support the use of the reserve as set out in this report</p>	
12	2010/11 BUDGET MONITORING (CORPORATE)	<p>RESOLVED to:</p> <p>1. to note and approve this report, including the updating of the General Fund favourable variance figure from £259,000 to £ 359,000.</p> <p>2. Approve the Capital Programme budget adjustments detailed in the report.</p>	<p>The report detailed financial performance relating to General Fund, Housing Revenue Account, Capital Programme and Treasury Management. It was based upon actual expenditure and income from April to July and</p>	SJ

			forecasts for the end of the financial year. The Strategic Management Board had reviewed the report on 1 September and their comments were included.	
13	MEDIUM TERM FINANCIAL STRATEGY MID YEAR REVIEW	RESOLVED to note and approve this report including the revised financial forecasts.	As a part of the budget process.	SJ
14	2011/12 BUDGET STRATEGY	The Committee is recommended to approve the 2011/12 Budget Strategy and key actions as set out in this report.	To meet the estimated requirement for the budget of savings of £600,000, subject to significant uncertainties as to the amounts of necessary expenditure and of funding available	SJ
15	PRICING AND CONCESSIONS POLICY	RESOLVED that a new Pricing & Concessions policy based on the principles set out in paragraph 14 (below), as amended to take account of the comments at paragraphs 4 and 5 (below), should be adopted and implemented with effect from April 2011. Principles 2. The principles that were consulted upon were as follows:	To ensure greater consistency and fairness in the application of discounts, and greater transparency on the extent to which service costs are covered by the fees. Consultation was carried out and the results	SJ

		<p>a) The policy shall apply to all prices and concessions that the Council has discretion to set. [services where we have discretion include: pest control, museum, pre-application planning advice, street naming & numbering, bulky waste services, trade waste services, septic tank emptying, Lifeline, animal licensing and car parks (see item (b) re. car parks)].</p> <p>b) Car park charges shall be a known exemption to the policy, and will be the subject of separate detailed consideration.</p> <p>c) There shall be consistency in the way charges are calculated and concessions are applied.</p> <p>d) The full cost of the service, including an element for corporate overheads, will be the starting point for calculating charges.</p> <p>e) Where alternative service providers are available, market forces will be taken into account when calculating charges.</p> <p>f) Any subsidy of the full cost of the service, including an element of corporate overheads, will be made clear and be a conscious decision designed to meet service objectives.</p>	<p>detailed in the report. No responses required the intended principles to be amended. It was therefore proposed that a policy be adopted based on these principles.</p>	
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