

# Community Services Committee

**Thursday 12 November 2020 at 7.30pm**

**This meeting will be held remotely via MS Teams with audio access to the public via registered dial-in only**

## Members of the Committee

Councillors I Chaudhri (Chairman), C Howorth (Vice-Chairman), M Adams, T Burton, D Clarke, M Harnden, N King, A Neathey, J Olorenshaw and S Walsh.

## AGENDA

### Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Miss C Pinnock, Democratic Services, Law and Governance Business Centre, Civic Centre, Station Road, Addlestone (Tel. Direct Line: 01932 425627). (Email: [clare.pinnock@runnymede.gov.uk](mailto:clare.pinnock@runnymede.gov.uk)).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on [www.runnymede.gov.uk](http://www.runnymede.gov.uk).
- 4) You are only permitted to hear the debate on the items listed in Part I of this Agenda, which contains matters in respect of which reports have been made available for public inspection. You will not be able to hear the debate for the items in Part II of this Agenda, which contains matters involving Exempt or Confidential information in respect of which reports have not been made available for public inspection. If you wish to hear the debate

for the Part I items on this Agenda by audio via MS Teams you must register by 10.00 am on the day of the meeting with the Democratic Services Team by emailing your name and contact number to be used to dial-in to [democratic.services@runnymede.gov.uk](mailto:democratic.services@runnymede.gov.uk)

5) **Audio-Recording of Meeting**

As this meeting will be held remotely via MS Teams, you may only record the audio of this meeting. The Council will not be recording any remote meetings.

## **LIST OF MATTERS FOR CONSIDERATION**

### **PART I**

#### **Matters in respect of which reports have been made available for public inspection**

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### **PART II**

#### **Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection**

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**1. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP**

**2. MINUTES**

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 17 September 2020, which were circulated by email to all Councillors in October 2020.

It is a requirement of the Council's Constitution that the minutes of the Committee are signed at the next available meeting. However, as the meeting is being held remotely, the Chairman will ask the Members of the Committee if they approve the Minutes which will then be signed when this is physically possible.

**3. APOLOGIES FOR ABSENCE**

**4. DECLARATIONS OF INTEREST**

If Members have an interest in an item please record the interest on the form circulated with this Agenda and email it to the Legal Representative or Democratic Services Officer by 5pm on the day of the meeting.

Members are advised to contact the Council's Legal Section prior to the meeting if they wish to seek advice on a potential interest.

Members are reminded that a non pecuniary interest includes their appointment by the Council as the Council's representative to an outside body and that this should be declared. Membership of an outside body in their private capacity as a director, trustee, committee member or in another position of influence thereon should be regarded as a disclosable pecuniary interest, as should an appointment to an outside body by the Council as a trustee.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is a disclosable pecuniary interest or if the interest could reasonably be regarded as so significant as to prejudice the Member's judgement of the public interest.

**5. ST ANN'S HILL LODGE – UPDATE (COMMUNITY DEVELOPMENT, CHRIS HUNT)**

**Synopsis of report:**

**The Lodge is located on St Ann's Hill in Chertsey and Councillors resolved at the meeting of this Committee in January 2019, that it should be refurbished to allow for the property to be privately rented. This report includes information on how the property has been marketed to date, the proposed structure of the leases required, the level of rent and an application to the Charity Commission for consent to this arrangement**

**Recommendation that:**

- i) the marketing process undertaken be noted;**
- ii) the structure of the proposed leases be agreed;**

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| <p>iii) the level of rent be agreed; and</p> <p>iv) an application be made to the Charity Commission for a scheme and/or an order consenting to the arrangement.</p> |
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## 1. Context of report

- 1.1 St Ann's Hill Park in Chertsey was given to Chertsey Urban District Council in three parcels, the first donated in 1913 by Henry Edwards Paine for the purpose of public pleasure grounds, and the latter two in 1927 by Sir William Evert Berry, for use as public recreation grounds.
- 1.2 At the centre of the park is a hill fort (not all of which is in the ownership of Runnymede Borough Council) and part of the Park is therefore a grade II listed Scheduled Ancient Monument under the Historic Buildings and Ancient Monuments Act 1953. More information on the site's historical context can be found at [www.chertseymuseum.org/St\\_Anns\\_Hill](http://www.chertseymuseum.org/St_Anns_Hill).
- 1.3 Historically, to overcome the legal prohibition on land being held in perpetuity, any land that was to be held for a charitable purpose which would mean the land would be held by one party permanently, required that land to be enrolled i.e. entered on records held by the Charity Commission. That legal requirement no longer applies. Following the abolition of that requirement a large number of local authorities that held land proceeded to register formal charities to deal with the retention of such land. When the land was transferred by Sir William Evert Berry, it was 'enrolled' at the Charity Commission, and has been held by Runnymede Borough Council and its predecessor bodies as charitable trustee. However, regrettably, a registered charity has never been set up in respect of the land. Although formalising the charity has been intended for some time, the level of income of the St Ann's Hill Park land has not previously been at a level that triggers compulsory registration of the charity.
- 1.4 Close to the entrance to St Ann's Hill Park, on a part held on charitable trust, is a small residential property called the Lodge. It is not clear when the property was built, however, there was one in existence at the time of the conveyances in 1927. A site plan and photographs are attached at Appendix 'A'. The Lodge had been occupied by Council Parks Staff since 1975, the member of staff having responsibility for opening and closing gates and litter picking on site. The property comprises two bedrooms, two reception rooms, kitchen, bathroom, garden and parking space. Since the last such member of staff vacated the property in 2017, it has stood empty.
- 1.5 The Lodge is no longer needed for a purpose ancillary to the charitable use of St Ann's Hill Park as a public recreation ground such as for the accommodation of grounds maintenance staff, and is therefore vacant. The residential property is not suited to any planned or feasible use ancillary to the charitable purpose of the land as a public recreation ground.
- 1.6 Whilst the Lodge remains vacant it will need maintenance, which will be a burden on the unregistered charity, which has no charitable endowment; it is otherwise likely to fall into disrepair and may thus become a burden on the charitable land.
- 1.7 The purpose of this report is to seek approval for The Lodge to be let on the terms set out below, and for the reasons set out in the following paragraphs.
- 1.8 In January 2019, this Committee agreed that capital funding should be made available for the house to be refurbished with a new kitchen, bathroom, heating system and floorings and redecoration throughout.

1.9 The property was to be rented out privately with income used to fund the cost of managing St Ann's Hill Park.

## **2. Report**

2.1 In late February 2020, work on the refurbishment of the property was completed and plans were made for the house to be rented out. The lockdown in March disrupted marketing the property and it was not advertised on Zoopla and Rightmove until June 2020.

2.2 The property received 160 calls and e-mails, and this was narrowed down to 18 viewings which took place in late June 2020. There were three offers from interested parties and initial checks were carried out with further ones due closer to the time when the property will be rented. Due to the nature of the property, it was difficult to find a similar property to compare it with in terms of rental value but eventually it was marketed at £1,200 per month, less than originally anticipated, but still generating £14,400 per annum.

2.3 When the legal implications were further considered, details of which are in the legal section of this report, it was determined that to rent out the property would effectively require two leases; the first with RBCI, as the managing agent for 7 years initially and a second for the person who was offered the lease to rent the property.

2.4 The RBCI lease would be at a peppercorn rent but with the requirement that any proceeds of letting the property to a third party, after discharge of fees and appropriate maintenance costs is passed to the charitable trust on a quarterly basis.

2.5 The key heads of terms for both the leases are set out below:

### **Head lease**

Tenant: RBCI

Term: 5 years with the opportunity to extend for a further 2 years making the headlease 7 years.

Tenure: Excluded

Rent: A peppercorn

Alienation: not to be assigned to any third party or underlet save on a permitted underlease or Assured Shortterm Tenancy (AST)

Other terms: To use reasonable endeavours to let the property on ASTs at the best market rent reasonably obtainable to suitable private tenants, and all income from such leases to the Council after deduction of the management costs at 10% and the costs of letting the property and the ongoing cost for the maintenance of the property including the garden from year to year.

Insurance: RBCI will cover the building insurance of the property and this will be an inclusive rent

Arrears: RBCI will endeavour to collect the rents in a timely manner but if there is default of payment or arrears RBCI will have to take appropriate legal action for which the trust will have to pay.

### **Underlease**

Tenant: private renter

Term: 2 years?

Tenure: AST

Rent: £1,200 pcm

Alienation: Prohibited

Other terms: unfurnished, exclusive of utilities, Council Tax etc  
Deposit – 6 weeks to be held in RDS (rent deposit scheme)

2.6 The rationale for the recommendations are set out below:

**Q: Why is letting the land appropriate?**

A: the residential property is no longer needed for a purpose ancillary to the charitable use (i.e. accommodation for grounds maintenance staff), and is therefore vacant. It is not suited to any planned or feasible use ancillary to the charitable purpose of the land as a public recreation ground, and a letting would generate an income which would benefit the charity

**Q: How the disposal will be of benefit to the charity or will enable the purpose to be better achieved;**

A: Letting the Lodge will generate an income which can be used to maintain both this residential property and the wider charitable land, without a permanent disposal of the Lodge;

**Q: If the trustee is not going to replace the land, why the purpose of the charity can no longer suitably be served by providing the land for use for the charitable purpose.**

A: It is not proposed to dispose permanently of the Lodge which forms part of the wider land held for a charitable purpose. It has to be accepted that not undertaking remedial work to the Lodge would have led to it falling into disrepair and becoming a burden on the charity. The Lodge cannot appropriately be used for the charitable purpose so this proposal seeks authority to let the Lodge which will enable the charity to generate an income to offset maintenance costs of the Lodge and at the same time prevent the Lodge from becoming a burden upon the charity.

**3. Resource implications**

3.1 The Council holds various pieces of recreational land which have been donated by benefactors, often with conditions attached that the land is held in trust. So far as it can do so under the trusts, the Council manages these land holdings as if they were Council owned property due to the fact that no endowment was given and the cost of managing the land far outweighs whatever income, if any, the lands generate. St Ann's Hill open space is one such trust.

3.2 Keeping the property vacant means there are ongoing costs of approximately £6,500 which the Council will need to bear until such time that the property is relet.

3.3 When the original report was produced, the options of selling or letting the Lodge were considered with both generating additional income going forward. It was determined that the best option was to keep the asset and rent it out as a private let. Whilst producing a lower annual income, it would ensure a consistent income stream (with the exception of void periods – such as at present), with the benefit of capital appreciation allowing for potential sale in the future (provided always that the Charity Commission would consent to such a sale).

3.4 As identified in the report, gross income of £14,400 per annum from the rental of the property could be obtained. After taking out costs, including the payback of the capital sum and management fees, a net income of approximately £1,200 pcm could be anticipated. Any surpluses at the end of the financial year would be ring fenced in a reserve account similar to that held for the Runnymede Pleasure Grounds for future work at the site.

**4. Legal implications**

- 4.1 Runnymede Borough Council has delegated its decision making as charitable trustee to the Community Services Committee. It therefore falls upon the Members of this Committee to exercise that function in accordance with the terms of the trust (i.e. use of the land for the purpose of a public recreation ground) and in its best interests.
- 4.2 This Committee in its exercise of the delegated function of charity trustee must consider, amongst other things, whether the proposed disposal would be in the best interests of the charity. This is the main responsibility of the trustee of the charity, it must always be considered and prioritised and must be borne in mind throughout the process of decision making. The overriding duty of all charity trustees of a charity is to ensure that the charity's assets and resources are used only for the purposes of the charity. In fulfilling this duty, they must:
- a) Always act in the best interests of the charity.
  - b) Safeguard and protect the assets of the charity.
  - c) Exercise such care and skill as is reasonable in the circumstances.
- 4.3 This means that before committing to the recommended leases, this Committee should be satisfied that the transaction as a whole is in the best interests of the charity. Ultimately, the charity land and the charitable purpose need to benefit from all income from the Lodge.

#### Charity Law compliance

- 4.4 When dealing with the assets of a charity a legal framework for such dealings is provided by the Charities Act 2011, and any dealings in respect of land must adhere to the parameters of that framework.
- 4.5 The consent of, or an order of the Charity Commission may be required for disposals (which includes leases) of the land at St Ann's Hill Park, because this is land which is fundamental to the charity's objects (e.g. recreational land which it is the charity's purpose to make available for public use). Before approaching the Charity Commission for consent, the Council (as charity trustee) in justifying any proposed course of action faces a series of questions that have to be answered. Those questions and answers are set out in section 2.6 above:
- 4.5.1 Why it is better for the charity that the land should be disposed of, i.e. why it is no longer suitable to serve the purpose of the charity and needs to be leased?
  - 4.5.2 How the disposal will be of benefit to the charity or will enable the purpose to be better achieved;
  - 4.5.3 If the trustee is not going to replace the land, why the purpose of the charity can no longer suitably be served by providing the land for use.
- 4.6 The application for such consent asks for detailed information including:
- a) The charity accounts; these have not to date been prepared separately by the Council
  - b) This report confirms that the trustees have received written advice on the disposal
  - c) The heads of terms being considered are those detailed in this report at section 2 above);



- d) Details of what the written advice says about marketing the property and the value of the disposal (see section 2 above)
- e) There has been no opposition to the proposed letting

4.7 Because this charity is one of dedicated land, the Charity Commission may not consider that the charity has the power to dispose of the Lodge by letting without amending its purposes and thus that it is appropriate for the charity to apply for a scheme to provide the necessary power and new purposes specific to the letting of the Lodge, which would allow the leases to be granted with the Charity Commission's consent.

4.8 Actions of the charity trustees needed to comply with the Charities Act 2011 for the proposed lease to be granted are:

4.8.1 Advertisement or Charity Commission discretionary consent:

Because the 'trusts' of the charity in the 1927 conveyance require the use of the land on which the Lodge is situated to be as a 'Public Recreation Ground', the provisions of section 121 of the Charities Act 2011 are triggered. These require the advertisement by the charity trustees of the proposed disposal specifying the land in question, to be advertised for no less than a month in a newspaper circulating in the area in which the land is situated. However, leases of no more than 2 years (other than one granted wholly or partly in consideration of a fine) are exempted. If the lease being granted must be more than 2 years in length and the Council considers that it is in the interests of the charity not to undergo the advertisement period, then the Charity Commission could be applied to in writing, to exercise their discretion and make an order that the advertisement and consideration requirements do not apply to this specific lease, which it can do if it is satisfied that it would be in the interests of the charity for the Commission to give the direction.

4.8.2 Order of the Court or the Charity Commission:

If (as is the case with the proposed lease to RBCI) the proposed lease is to a 'connected person', the Charities Act 2011 requires an order of the Court or an Order of the Charity Commission to allow the grant of the lease.

4.8.3 Advice and considerations that must be made by charity trustees:

s119(1) of the Charities Act 2011 must be complied with. This stipulates the advice to obtain and considerations for the trustees (i.e. written report from a qualified surveyor acting exclusively for the charity, market the disposition as advised by the surveyor and decide that they are satisfied that the disposition proposed is on terms that are the best that can reasonably be obtained by the charity. [In this case the subsection does not apply because the proposed disposition is a lease to RBCI of 7 years or less, not granted for a premium or fine. However, the Charity Commission's application form for consent to disposals still requires information in respect of written advice from a surveyor and whether the advice as to advertisement has been taken and whether the trustees are satisfied that the terms are the best that can reasonably be obtained.]

4.8.4 Registration of the Charity:

The income to date of St Ann's Hill Park has not been sufficient to trigger the requirement to register the charity. It is necessary to register the charity if the charity income is more than £5,000 per annum. This requirement will be triggered if the proposed leases are granted. Officers are preparing documentation to register the charity should consent to these lettings be given. Separate accounts will need to be maintained for the charity once the property is let and the charity registered.

#### Local Government Act 1972 compliance

4.9 Because the charitable trustee which owns St Ann's Hill Park is a local authority, and it is an Open Space the following provisions of the Local Government Act 1972 apply to any disposal of the land:

- 4.9.1 Section 123: If the disposal is a sale or a lease of more than seven years the Council must secure the best consideration reasonably possible for such a disposal (i.e. the lease granted by Runnymede Borough Council).
- 4.9.2 Section 123A: if the Council proposes to dispose (i.e. let or sell) land forming part of an open space it has to advertise its intention to do so specifying the land in question, to be advertised in two consecutive weeks in a newspaper circulating in the area in which the land is situated, and consider any objections to the proposed disposal.

**(To resolve)**

#### **Background papers**

None Stated.

The Lodge, St Ann's Hill



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Map exported on Tue Oct 27 2020 11:36:37 GMT+0000 (Greenwich Mean Time)



St Ann's Hill - The Lodge, from the driveway,  
accessed off St Ann's Hill Road and below  
the front of the property



St Ann's Hill - The Lodge from The Dingle picnic area



**6. PUBLIC SPACES PROTECTION ORDERS (PSPOs) – UPDATE (COMMUNITY DEVELOPMENT, KATIE WALKER)**

**Synopsis of report:**

**To provide information on the two Public Space Protection Orders (PSPOs) which were put in place in 2018 in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014 and to present the results of the public consultation exercise carried out after the meeting of this Committee in July 2020.**

**Recommendation that:**

- i) the Public Space Protection Orders for areas of Englefield Green and Addlestone, as described in the report, remain in place until June 2021; and**
- ii) Officers to prepare a report for the March 2021 meeting of this Committee to determine whether the orders should be extended and, if so, in an amended form, prior to their expiry in June 2021'**

**1. Context of report**

- 1.1 This report sets out the results of the public consultation in respect of two Public Space Protection Orders (PSPOs) within the Borough. These being an area in Englefield Green West comprising: Hazel Close, Elmbank Avenue, Holly Close, Ilex Close, Blays Lane and Swallowfield, which will be referred to as the Englefield Green PSPO for the purpose of this report and Addlestone Town Centre (in Addlestone South).
- 1.2 Runnymede Borough Council implemented these PSPOs in June 2018, owing to unreasonable and persistent behaviour, which was having, or was likely to have, a detrimental effect on those living in the localities.
- 1.3 Following a review of PSPO breach data only, it was unclear whether the orders were having the desired effect of reducing and/or preventing incidents of anti-social behaviour. Also, public consultation had not been held in relation to either order.
- 1.4 At the meeting of this Committee in July 2020 it was resolved that public consultation should be undertaken to determine whether it was proportionate for the orders to remain in place.

**2. Report**

Consultation survey

- 2.1 A consultation survey was produced via Survey Monkey for both PSPOs and was made available to the public to complete from 12 August to 13 September 2020.
- 2.2 The surveys were published on the Council's social media outlets of Facebook and Twitter. Surrey Police assisted with publicising the survey via their Runnymede Beat Facebook account, local Councillors also assisted, and a link to the survey was provided on each area on the Council's website pages dedicated to PSPOs.

- 2.3 The surveys were intended to assess the respondent's perception of the effectiveness of the PSPOs, preferred outcome and capturing thoughts on any potential amendments to the current orders.

Survey Results

<b>PSPO area</b>	<b>Englefield Green</b>	<b>Addlestone Town Centre</b>
No. of Questions	15	14
No. of responses and (initial consultation)	124 (30)	292 (289)
Respondents indicating PSPO successful	22%	26%
Respondents indicating PSPO unsuccessful	24%	29%
Respondents indicating unsure whether PSPO successful	54%	46%
In favour of retaining the PSPO	93%	95%
In favour of no changes to the PSPO required	55%	55%
In favour of amendments to the PSPO	38%	44%

- 2.4 The Committee is asked to note the marked increase in responses for Englefield Green and that both exercises attracted a good level of participation.
- 2.5 In relation to both PSPOs as to whether amendments were required, the only real change noted was in relation to the dispersal time. The orders currently result in a dispersal time of 48 hours, should this be utilised, and respondents felt that Officers should be able to use their discretion on a case by case bases as to the length of time dispersed.
- 2.6 Respondents were also given a free text box to document any behaviours being displayed in the community which are not already covered by the PSPO in order to determine whether it would be beneficial to add new prohibitions.
- 2.7 The majority of these comments related to behaviours either already covered by the orders, criminal complaints or behaviours which have alternative enforcement options already available. Of the remaining comments, there were no common complaints to suggest a need for further prohibitions. (The comment themes for Englefield Green covered music, driving complaints, litter, dogs, drugs, urination, climbing, tree felling and the use of bikes and scooters and for Addlestone; music, vehicle related issues such as parking and driving, drugs, graffiti, litter, spitting, alcohol, and begging and the use of bikes and scooters).

2.8 Respondents were asked whether the enforcement area of the orders was correct. For Englefield Green, 76% indicated that the area needed to be made bigger, with general comments relating to the inclusion of all roads within the Forest Estate, along with the cemetery and roads behind the cemetery. For Addlestone, 63% said the area should be bigger, and suggested locations are shown in Appendix 'B'.

2.9 The overall review of the responses indicates that both PSPOs should remain with consideration being given to amending the enforcement area and dispersal time.

### **3. Legal Implications**

3.1 The PSPOs were put in place in accordance with provisions under the Anti-social Behaviour, Crime and Policing Act 2014. The consultation requirements are detailed in section 72 of the Act, subsections (3) to (7). Before an authority varies, extends or discharges a PSPO it must carry out the 'necessary consultation' and 'necessary publicity'. Such consultation includes with the local police, 'appropriate' community representatives and the 'owners or occupiers' of land within the 'restricted area' to the extent that, it is 'reasonably practicable' to do so.

3.2 The 'necessary publicity' for a variation or discharge would be of the text of the proposal. The proposed order must be 'notified' to the County Council.

### **4. Equalities Implications**

4.1 The Council is required to have due regard to its public sector Equality Duty as stated under the Equality Act 2010 which is to have regard to the need to:

- a) eliminate unlawful discrimination, harassment or victimisation
- b) advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it
- c) foster good relations between those who share a relevant characteristic and those who do not

4.2 The PSPOs are intended to benefit all residents and visitors to the borough but may be more beneficial for those with the protected characteristics of age and disability who might be disproportionately affected by some of the anti-social behaviours included in the orders. Within the orders are provisions of how young people under the age of 18 would be treated differently with regard to enforcement action.

4.3 The Protected characteristics of race and religious belief are engaged by the reference to face coverings in the Addlestone PSPO, where a person is prohibited from wearing face coverings in an attempt to conceal their identity to cause harassment, alarm or distress to any person; this includes scarves, balaclavas, and masks. In mitigation, this would not include face coverings worn in respect of religious or cultural beliefs, nor those in the circumstances currently required by Government guidance.

4.4 Officers have reviewed the EQIA Screening that was completed when the PSPOs were introduced in 2018 and consider no amendments to it are necessary.

### **5. Conclusion**

5.1 Residents have indicated that both PSPOs should remain with comments received suggesting that they have made improvements to behaviours since introduced, and that there is public support for any enforcement tools which deter negative behaviour whilst encouraging acceptable behaviour.

5.2 Both PSPOs are due to expire in June 2021 and at the meeting of this Committee in March 2021, Officers recommend that consideration should be given to an application to extend the orders with amendments to the enforcement areas. Consultation with Surrey Police would also be undertaken regarding the suitability of dispersal time being amended.

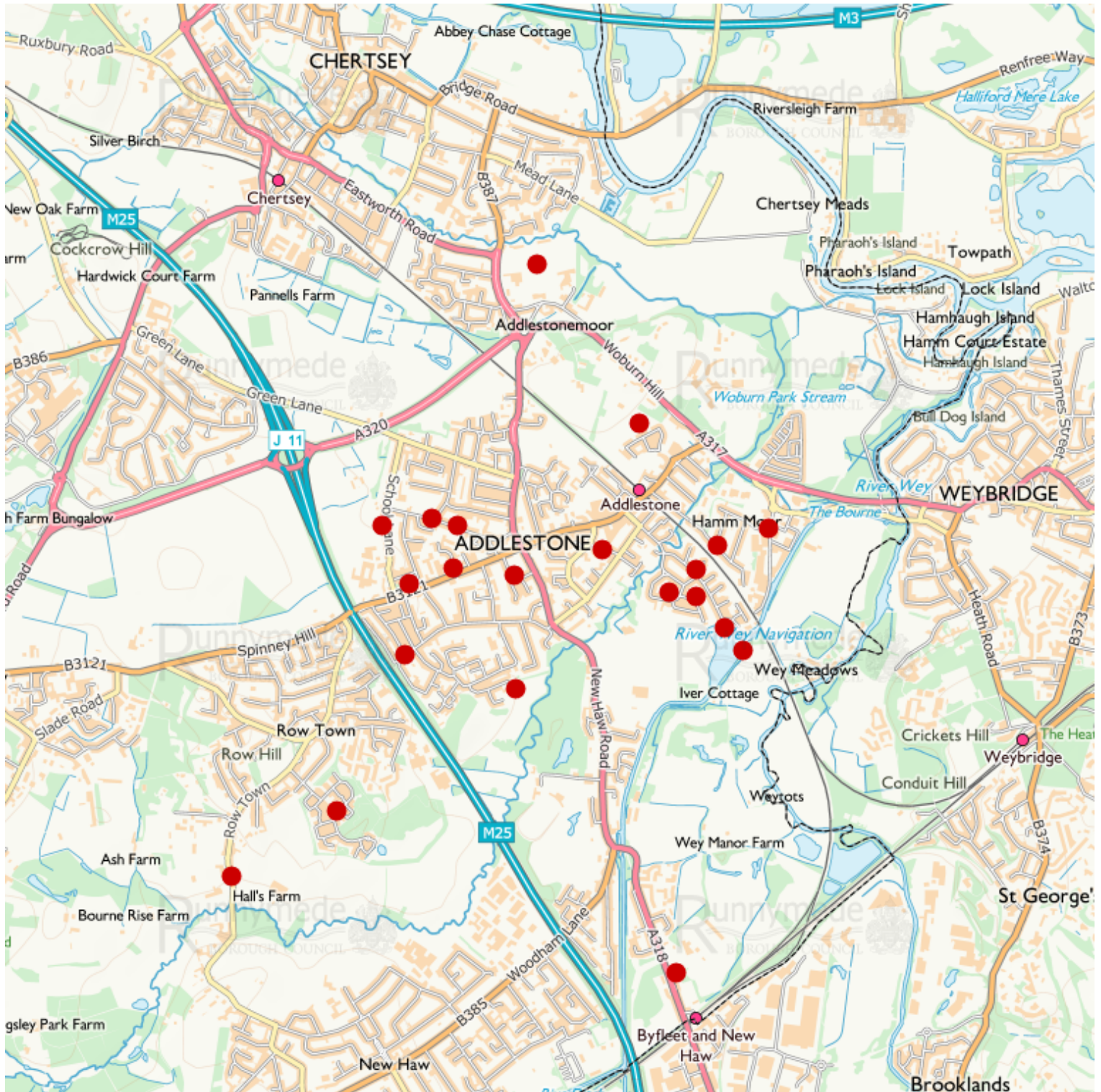
**(To resolve)**

**Background papers**

None Stated.



Areas identified in Addlestone Town PSPO coverage



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**7. COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES FEES AND CHARGES 2021/2022 (FINANCIAL SERVICES, JILL STOCKDALE)**

**Synopsis of report:**

**To recommend the proposed fees and charges under this Committee's remit for the next financial year 2021/2022.**

**Recommendation that:**

**the proposed fees and charges as set out in Appendix 'C' be approved, to be effective from the dates within the appendix or as soon as practical thereafter.**

**1. Context of report**

1.1 The current fees and charges were agreed by this Committee in November 2019.

**2. Report**

2.1 The Council's Constitution grants delegated authority to Officers to alter fees, charges and prices without reference to Committee in order to respond to market conditions, new needs, changes in tax rates, and so on. Nonetheless, the annual review of charges still remains an important part of the overall budget setting process and the policy framework for service provision in general.

2.2 As part of the budget setting process, service managers are requested to review their charges each year. Members have previously agreed that Officers put forward recommended increases based on:

- Current market conditions
- Local competition
- The likely yield of any fee increase
- On-going savings targets and revenue reduction programmes

2.3 Members have accepted that in some service areas it may not be possible to significantly increase fees, and in others it may be necessary to decrease them to stimulate demand. However, an average of 2% for discretionary locally set charges should be aimed for as the Council's financial plans assume at least an inflationary increase.

2.4 This report reviews current levels of fees and charges across Community Development and Community Services, with a view to helping to balance next year's budget and is a key strand of the Council's Medium Term Financial Strategy of net revenue reductions.

2.5 The fees and charges proposed by service managers for next year are set out at Appendix 'C' along with the dates they will take effect. The appendix includes a Yield column showing the current year's budget for each charges/group of charges, so that Members can estimate the financial implications of any price rises.

**3. Resource implications**

Community Services

### 3.1 Meals charges

3.2 The current charge for both centre meals and meals at home (provided Monday to Fridays) for two courses is £4.40 and three courses £5.20. It is proposed to increase the three course meals from April 2021 by 10p to £5.30 per meal which represents a 1.92% increase but leave the price of a two course meal remain unchanged at £4.40 per meal. This decision was suggested in order to harmonise the charging structure between Runnymede and Surrey Heath Borough Councils. It is also proposed that the cost of providing meals at weekends are increased from £4.90 to £4.95 for a two course meal (an increase of 1.02%) and a three course meal could be increased from £5.50 to £5.60 (an increase of 1.82%). It is proposed that afternoon teas remains the same at £2.80 for the next financial year.

### 3.3 Community Transport services

3.4 Community transport are proposing to increase the cost of a day centre fare by 10p from £3.70 to £3.80, this represents an increase of 2.7%. It is also proposed that the cost of the dial a ride service for journeys within one zone be increased by 10p from £3.10 to £3.20 (3.23% increase) and journeys to each subsequent zone be increased from £2.50 to £2.60, which is an increase of 4%.

### 3.5 School Transport service

3.6 As agreed by full Council on 28 September the pricing structure for school fares is to be streamlined with a flat fare of £4.00 per child per day being implemented when the service resumes. This means that the "sibling discount" will be withdrawn when the services recommences.

### 3.7 Careline Charges

3.8 The Careline charge at Runnymede is currently among the most expensive in the county and there is concern that if we increase our charges we may lose customers. In order to remain competitive, it is proposed that the charges are not increased this year.

### 3.9 Other Centre Charges

3.10 It is proposed that the hire of the centres for commercial or trade shows is increased from £48 to £48.50 per hour, an increase of 1.04%. We also propose that the weekday hire of halls is increased by 50 pence per hour an increase of 2.17% and that weekends are increased by a minimum of 1.19%. In order to provide consistency in the rates charged for the use of the hairdressing salons we propose that the charge at Eileen Tozer day centre is increased by 20p to £7.40 per hour, while Manor Farm and Woodham are increased by 5p per hour to £7.55. It is also proposed that full day fees for the Chiropodist is increased by 50p from £27.50 to £28.00 an increase of 1.82%

## Community Development

### 3.11 Chertsey Museum

3.12 The Museum Curator has reviewed the current prices and where possible has built in an increase for the 2021/2022 fees and charges. However, where it is felt necessary to stimulate or maintain demand, prices have been frozen. Demand from

schools for both an Anglo Saxon day held at the museum and an increased number of Prehistoric workshops held at the relevant schools means we are able to propose an increase in charges of up to 13% and 22.73% respectively.

3.13 The fees and charges at the museum run in line with the school academic year and will therefore not be introduced until September 2021.

3.14 Allotments

3.15 Under the terms of their leases, allotment holders must be informed of any increases in charges twelve months before they take effect. Therefore, charges from April 2021 were set by this Committee in November 2019. It is now proposed that the charges for 2021/2022 be increased by 40p to £20.00 per 25m<sup>2</sup> (rod) per annum and for those paying by annual direct debit to £17.50.

3.16 Community Halls

3.17 In order to stimulate the number of bookings taken by the halls, a new pricing policy was agreed to be trialled by this Committee in March 2019. This was subsequently introduced in August 2019. Therefore, it is proposed that there will be no further increases to the fees and charges at this time.

3.18 Parks and Open Spaces

3.19 On average, it is proposed to increase the various charges by between 2% and 3.9% and details of specific charges will be found in Appendix 'C'.

3.20 Cemeteries and Closed Churchyards

3.21 on average, it is now proposed to increase fees by between 2%.and 5% and details can be found in Appendix 'C'.

3.22 Safer Runnymede

3.23 It is proposed that Safer Runnymede fees and charges are increased by 2%.

4. **Legal implications**

4.1 Where the status of a charge is marked as 'statutory', the Council is required under the law to levy a fee. Where the status is given as 'discretionary', the Council may amend the fee charged or choose to make no charge for the service.

5. **Equality implications**

5.1 Where any major changes to the structure of any charging regime are proposed, an Equality Impact Screening Assessment will have been completed by the relevant Budget Manager.

**(To resolve)**

**Background papers**

None Stated.

## Fees and charges

### Meals and transport charges

	Charge Status	From April 2020 £	From April 2021 £	% Increase	Yield £	VAT treatment
<b><u>Meals at Home and Day centres</u></b>						
Monday - Friday	Cost per two course meal	4.40	4.40	0.00%	} 334,800	Outside scope
	Cost per three course meal	5.20	5.30	1.92%		Outside scope
Saturday and Sunday	Cost per two course meal	4.90	4.95	1.02%		Outside scope
	Cost per three course meal	5.50	5.60	1.82%		Outside scope
	Afternoon Tea	2.80	2.80	0.00%		Outside scope
<b><u>Community transport</u></b>						
Fare for return transport to day centres (Monday - Friday)	Discretionary	3.70	3.80	2.70%	} 62,800	Zero Rated
Journey within one zone (minimum fare)	Discretionary	3.10	3.20	3.23%		Zero Rated
Journey to each subsequent zone	Discretionary	2.50	2.60	4.00%		Zero Rated
School Transport Service	Discretionary	N/A	4.00		180,200	Zero Rated

## Fees and charges

### Careline system

	Charge Status	From April 2020 £	From April 2021 £	% Increase	Yield £	VAT treatment
<b><u>New weekly charging structure.</u></b>						
Full weekly charge (price to include a free smoke alarm on take up of contract)	(plus VAT) Discretionary	4.90	4.90	0.00%	247,700	Standard

## Fees and charges

### Centre lettings

		Charge Status	From April 2020 £	From April 2021 £	% Increase	Yield £	VAT treatment	
<b><u>Community use per hour - (Eileen Tozer, Manor Farm, Woodham and New Haw)</u></b>								
Monday to Friday	5pm to 11pm	Discretionary	23.00	23.50	2.17%	37,800	Exempt	
Saturday	9am to 5pm	Discretionary	29.50	30.00	1.69%		Exempt	
Saturday	5pm to 11pm	Discretionary	42.00	42.50	1.19%		Exempt	
<b><u>Commercial hire/trade shows (per hour)</u></b>								
Saturdays only	9am to 11pm	Discretionary	48.00	48.50	1.04%		Exempt	
<b><u>Catering facilities</u></b>								
Full use of kitchen		Discretionary	67.00	67.00	0.00%	Exempt		
Full use of tea bar		Discretionary	N/A	N/A		Exempt		
Use of public address system		Discretionary	N/A	N/A		Exempt		
<b><u>Registered charities</u></b>								
A 20% reduction is available per booking upon application to the Day Centre Manager. It is proposed that there will be no additional charge for the use of the tea bar or public address system when a booking is taken								

## Fees and charges

### Centre rental charges

	Charge Status	From April 2020 £	From April 2021 £	% Increase	Yield £	VAT treatment
<b><u>Hairdressing salons - hourly rates</u></b>						
Eileen Tozer Day Centre	(Incl VAT) Discretionary	7.20	7.40	2.78%	8,700	Standard
Manor Farm Day Centre	(Incl VAT) Discretionary	7.50	7.55	0.67%		Standard
Woodham and New Haw Day Centre	(Incl VAT) Discretionary	7.50	7.55	0.67%		Standard
These rates are based upon the standard of facilities available						
<b><u>Chiropodist fees (full day)</u></b>	Discretionary	27.50	28.00	1.82%	1,900	Exempt

## Fees and charges

### Chertsey Museum

	Charge Status	From Sept 2020 £	From Sept 2021 £	% Increase	Yield £	VAT treatment
<u>School's membership scheme</u>						
<u>Annual membership fee</u>						
Schools with 0 - 150 pupils	Discretionary	25.00	30.00	20.00%	} 2,600	Outside Scope
Schools with 151 - 250 pupils	Discretionary	35.00	40.00	14.29%		Outside Scope
Schools with 251+ pupils	Discretionary	45.00	50.00	11.11%		Outside Scope
<u>Talks held at Museum</u>						
<u>Member schools</u>						
One 1/2 day session	Discretionary	65.00	65.00	0.00%	} 21,600	Outside Scope
Two 1/2 day session (same day)	Discretionary	80.00	85.00	6.25%		Outside Scope
<u>All day sessions at the museum (max 32 children)</u>						
<u>Member schools</u>						
Tudor activity day	Discretionary	105.00	105.00	0.00%	} 21,600	Outside Scope
WW2 activity day	Discretionary	95.00	100.00	5.26%		Outside Scope
Viking day (with re-enactor)	Discretionary	195.00	195.00	0.00%		Outside Scope
Viking day (no re-enactor)	Discretionary	105.00	105.00	0.00%		Outside Scope
Roman/Greek activity day	Discretionary	125.00	135.00	8.00%		Outside Scope
Victorian activity day	Discretionary	120.00	120.00	0.00%		Outside Scope
Anglo Saxon day	Discretionary	115.00	130.00	13.04%		Outside Scope
Big dig	Discretionary	170.00	180.00	5.88%		Outside Scope
Prehistoric Day	Discretionary	130.00	125.00	-3.85%		Outside Scope
<u>Talks held at schools within 10 miles of Chertsey Museum (approx 90 minutes)</u>						
<u>Member schools</u>						
One session (max.32 children per session)	Discretionary	50.00	50.00	0.00%	} 21,600	Outside Scope
Two of the same sessions (in the same half day)	Discretionary	80.00	80.00	0.00%		Outside Scope
Three of the same sessions (in same day)	Discretionary	105.00	105.00	0.00%		Outside Scope
2 x Two hour toy/seaside workshop (in the same day)	Discretionary	135.00	150.00	11.11%		Outside Scope
Tudor workshop	Discretionary	95.00	95.00	0.00%		Outside Scope
2 x Tudor workshop	Discretionary	175.00	175.00	0.00%		Outside Scope
3 x Tudor workshop	Discretionary	195.00	200.00	2.56%		Outside Scope
Prehistoric workshop - 30 children	Discretionary	80.00	85.00	6.25%		Outside Scope
Prehistoric workshop - 60 children (two sessions)	Discretionary	110.00	135.00	22.73%		Outside Scope

\*non members pay additional £10 booking



## Fees and charges

### Chertsey Museum

	Charge Status	From Sept 2020 £	From Sept 2021 £	% Increase	Yield £	VAT treatment
<u>Talks held at Schools within 11-15 miles of Chertsey Museum (approx 90 minutes)</u>						
<u>Member schools</u>						
One session (max.32 children per session)	Discretionary	65.00	65.00	0.00%	}	Outside Scope
Two of the same sessions (in the same half day)	Discretionary	95.00	95.00	0.00%		Outside Scope
Three of the same sessions (in same day)	Discretionary	120.00	120.00	0.00%		Outside Scope
Tudor workshop	Discretionary	110.00	110.00	0.00%		Outside Scope
2 x Tudor workshop	Discretionary	190.00	190.00	0.00%		Outside Scope
3 x Tudor workshop	Discretionary	210.00	215.00	2.38%		Outside Scope
Prehistoric workshop - 30 children	Discretionary	95.00	100.00	5.26%		Outside Scope
Prehistoric workshop - 60 children (two sessions)	Discretionary	125.00	150.00	20.00%		Outside Scope
<u>Talks held at schools within 16-20 miles of Chertsey Museum ( Approx 90 minutes)</u>						
<u>Member schools</u>						
One session (max.32 children per session)	Discretionary	80.00	80.00	0.00%	} Included in other areas	Outside Scope
Two of the same sessions (in the same half day)	Discretionary	110.00	110.00	0.00%		Outside Scope
Three of the same sessions (in same day)	Discretionary	135.00	135.00	0.00%		Outside Scope
Tudor workshop	Discretionary	125.00	125.00	0.00%		Outside Scope
2 x Tudor workshop	Discretionary	205.00	205.00	0.00%		Outside Scope
3 x Tudor workshop	Discretionary	225.00	230.00	2.22%		Outside Scope
Prehistoric workshop - 30 children	Discretionary	110.00	115.00	4.55%		Outside Scope
Prehistoric workshop - 60 children (two sessions)	Discretionary	140.00	165.00	17.86%		Outside Scope
<u>School assemblies (max.30 mins)</u>						
School Assemblies - schools within Runnymede (max. 30 mins)	Discretionary	45.00	45.00	0.00%	}	Outside Scope
School Assemblies - schools outside Runnymede (max. 30 mins)	Discretionary	55.00	55.00	0.00%		Outside Scope
School Assemblies - non member schools (max. 30 mins)	Discretionary	75.00	75.00	0.00%		Outside Scope
<u>Talks to groups</u>						
At the Museum outside of opening hours - Borough Community Groups	Discretionary	35.00	35.00	0.00%	} 500	Outside Scope
At the Museum outside of opening hours - Non Borough Community Groups	Discretionary	50.00	50.00	0.00%		Outside Scope
Talks held outside the Museum - Borough Community Groups	Discretionary	35.00	35.00	0.00%		Outside Scope
Talks held outside the Museum - Non Borough Community Groups	Discretionary	55.00	55.00	0.00%		Outside Scope
<u>Children's activities at the Museum</u>						
Children's activity session per child - price based on activity	Discretionary	POA	POA		} 1,700	Exempt
Concessionary activity session per child	Discretionary	POA	POA			Exempt
<u>Use of photocopier</u>						
A4 Copies (plus VAT)	Discretionary	0.45	0.50	11.11%	} 0	Standard
A3 Copies (plus VAT)	Discretionary	0.52	0.55	5.77%		Standard
<u>Charge for late return of school loan boxes</u> (plus VAT)	Discretionary	25.00	25.00	0.00%	0	Standard
<u>Missing item from loan boxes (per day)</u> (plus VAT)	Discretionary	10.00	10.00	0.00%	0	Standard

\*non members pay additional £10 booking

## Fees and charges

### Chertsey Museum

	Charge Status	From Sept 2020 £	From Sept 2021 £	% Increase	Yield £	VAT treatment
<u>Photographic orders</u>						
101.6mm by 152.4mm (4" by 6")	(plus VAT) Discretionary	3.00	3.00	0.00%	} 0	Standard
127mm by 177.8mm (5" by 7")	(plus VAT) Discretionary	3.50	3.50	0.00%		Standard
152.4mm by 203.2mm (6" by 8")	(plus VAT) Discretionary	4.00	4.00	0.00%		Standard
203.2mm by 254mm (8" by 10")	(plus VAT) Discretionary	5.50	5.50	0.00%		Standard
304.8mm by 457.2mm (12" by 18")	(plus VAT) Discretionary	10.00	10.00	0.00%		Standard
Handling charge (1 per order)	(plus VAT) Discretionary	2.00	2.00	0.00%		Standard
Postage charge	(plus VAT) Discretionary	2.00	2.00	0.00%		Standard

Members of the following groups are entitled to a discount of 10% on certain items in the Museum shop:

- Friends of the Museum
- Members of the Museum Association
- Members of the National Art Collection Fund
- Runnymede Loyalty Card holders

School charges are increased at the start of the academic year in September although increases in material costs are passed on at time of booking

## Fees and charges

### Allotments

	Charge Status	From April 2021 £	From April 2022 £	% Increase		Yield £	VAT treatment
Charge per 25m <sup>2</sup> (rod) per annum:							
- Payment by annual direct debit	Discretionary	17.10	17.50	2.34%	}	26,000	Outside Scope
- Payment by other means	Discretionary	19.60	20.00	2.04%			Outside Scope
There is a 50% abatement for all senior citizens over 60 years of age							
<b>(Due to statute the fees and charges for allotments are set one year in advance)</b>							
Charge per 25m <sup>2</sup> (rod) per annum:							
- Payment by annual direct debit							Outside Scope
- Payment by other means							Outside Scope
There is a 50% abatement for all senior citizens over 60 years of age who had an allotment before the 1st April 2019. New allotment holders who take a site on or after the 1st April 2019 will only be entitled to the 50% abatement once they have reached the state pension age.							

## Fees and charges

### Community Halls

<b>Charge Status</b>	<b>From Aug 2019 £</b>	<b>From April 2021 £</b>	<b>% Increase</b>	<b>Yield £</b>	<b>VAT treatment</b>					
<b><u>Chertsey Hall</u></b>										
<b><u>Community package Monday to Friday 8.30 to 17:00 hrs</u></b>										
Main Hall (per hour)		(plus VAT)	Discretionary	22.26	22.26	0.00%	}	67,900	Standard	
Meeting Room A (per hour)		(plus VAT)	Discretionary	9.48	9.48	0.00%		Standard		
Meeting Room C (per hour)		(plus VAT)	Discretionary	6.06	6.06	0.00%		Standard		
Meeting Room D (per hour)		(plus VAT)	Discretionary	7.80	7.80	0.00%		Standard		
<b><u>Community package - Monday to Friday 17:00 to 23:00 hrs</u></b>										
Main Hall (per hour)		(plus VAT)	Discretionary	29.75	29.75	0.00%		Standard		
Meeting Room A (per hour)		(plus VAT)	Discretionary	13.48	13.48	0.00%		Standard		
Meeting Room C (per hour)		(plus VAT)	Discretionary	9.15	9.15	0.00%		Standard		
Meeting Room D (per hour)		(plus VAT)	Discretionary	11.85	11.85	0.00%		Standard		
<b><u>Community package - Weekends 8.30 to 17:00 hrs</u></b>										
Main Hall (per hour)		(plus VAT)	Discretionary	30.38	30.38	0.00%		Standard		
Meeting Room A (per hour)		(plus VAT)	Discretionary	13.77	13.77	0.00%		Standard		
Meeting Room C (per hour)		(plus VAT)	Discretionary	9.56	9.56	0.00%		Standard		
Meeting Room D (per hour)		(plus VAT)	Discretionary	12.27	12.27	0.00%		Standard		
<b><u>Community Package - weekends 17:00 to 23.00</u></b>										
Main Hall (per hour)		(plus VAT)	Discretionary	40.40	40.40	0.00%		Standard		
Meeting Room A (per hour)		(plus VAT)	Discretionary	18.31	18.31	0.01%		Standard		
Meeting Room C (per hour)		(plus VAT)	Discretionary	12.71	12.71	0.01%		Standard		
Meeting Room D (per hour)		(plus VAT)	Discretionary	16.32	16.32	0.00%		Standard		
<b><u>Business Package</u></b>										
Main Hall (per hour)		(plus VAT)	Discretionary	58.33	58.33	0.00%		Standard		
Meeting Room A (per hour)		(plus VAT)	Discretionary	25.00	25.00	0.00%		Standard		
Meeting Room C (per hour)		(plus VAT)	Discretionary	20.83	20.83	-0.02%		Standard		
Meeting Room D (per hour)		(plus VAT)	Discretionary	20.83	20.83	-0.02%		Standard		
Business packages includes room hire, projector, screen, flip chart, kitchen for beverages										
<b><u>Children's Party Packages</u></b>										
Main Hall (3 hours, 30+ people)		(plus VAT)	Discretionary	125.00	125.00	0.00%		Standard		
Main Hall (each additional hour)		(plus VAT)	Discretionary	33.33	33.33	-0.01%		Standard		
Room A (3 hours, 30 people or less)		(plus VAT)	Discretionary	62.50	62.50	0.00%		Standard		
Room A (each additional hour)		(plus VAT)	Discretionary	25.00	25.00	0.00%		Standard		
Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence. If alcohol is required please refer to function package which would apply										
<b><u>Functions Packages</u></b>										
Main Hall (6 hours)		(plus VAT)	Discretionary	333.33	333.33	0.00%		Standard		
Main Hall (each additional hour)		(plus VAT)	Discretionary	50.00	50.00	0.00%		Standard		
Main Hall (less than 6 hours) (per hour)		(plus VAT)	Discretionary	58.33	58.33	0.00%		Standard		
Room A (6 hours)		(plus VAT)	Discretionary	133.33	133.33	0.00%		Standard		
Room A (each additional hour)		(plus VAT)	Discretionary	20.83	20.83	0.00%		Standard		
Room A (less than 6 hours) (per hour)		(plus VAT)	Discretionary	25.00	25.00	0.00%		Standard		
Room C (per hour)		(plus VAT)	Discretionary	16.67	16.67	0.00%		Standard		
Room D (per hour)		(plus VAT)	Discretionary	16.67	16.67	0.00%		Standard		
Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence and access to bar provision. Small rooms for functions only available to hire when booking a package										
<b><u>Use of kitchen</u></b>										
Up to 100 people		(plus VAT)	Discretionary	41.67	41.67	0.00%	}	6,335	Standard	
100+ people		(plus VAT)	Discretionary	83.33	83.33	0.00%		Standard		

## Fees and charges

### Community Halls

			Charge Status	From Aug 2019 £	From April 2021 £	% Increase	Yield £	VAT treatment	
<b><u>The Hythe Centre</u></b>									
<b><u>Community package- Monday to Friday 8.30 to 17:00 hrs</u></b>									
Main Hall	(per hour)	(plus VAT)	Discretionary	22.26	22.26	0.00%	87,100	Standard	
Small Hall	(per hour)	(plus VAT)	Discretionary	10.60	10.60	0.00%			
Room 1	(per hour)	(plus VAT)	Discretionary	6.06	6.06	0.00%			
Room 2/ Bar Lounge	(per hour)	(plus VAT)	Discretionary	7.80	7.80	0.00%			
<b><u>Community package - Monday to Friday 17:00 to 23:00 hrs</u></b>									
Main Hall	(per hour)	(plus VAT)	Discretionary	29.75	29.75	0.00%			
Small Hall	(per hour)	(plus VAT)	Discretionary	14.56	14.56	0.00%			
Room 1	(per hour)	(plus VAT)	Discretionary	9.15	9.15	0.00%			
Room 2/ Bar Lounge	(per hour)	(plus VAT)	Discretionary	11.85	11.85	0.00%			
<b><u>Community use - Weekends 8.30 to 17:00 hrs</u></b>									
Main Hall	(per hour)	(plus VAT)	Discretionary	30.38	30.38	0.00%			
Small Hall	(per hour)	(plus VAT)	Discretionary	14.76	14.76	0.00%			
Room 1	(per hour)	(plus VAT)	Discretionary	9.56	9.56	0.00%			
Room 2/ Bar Lounge	(per hour)	(plus VAT)	Discretionary	12.27	12.27	0.00%			
<b><u>Community use - Weekends 17.00 to 23:00 hrs</u></b>									
Main Hall	(per hour)	(plus VAT)	Discretionary	40.40	40.40	0.00%			
Small Hall	(per hour)	(plus VAT)	Discretionary	19.63	19.63	0.00%			
Room 1	(per hour)	(plus VAT)	Discretionary	12.71	12.71	0.00%			
Room 2/ Bar Lounge	(per hour)	(plus VAT)	Discretionary	16.32	16.32	0.00%			
<b><u>Business package</u></b>									
Main Hall	(per hour)	(plus VAT)	Discretionary	58.33	58.33	0.00%			
Small Hall	(per hour)	(plus VAT)	Discretionary	29.17	29.17	0.00%			
Room 1	(per hour)	(plus VAT)	Discretionary	20.83	20.83	0.00%			
Room 2 /Bar Lounge	(per hour)	(plus VAT)	Discretionary	20.83	20.83	0.00%			
Business packages includes room hire, projector, screen, flip chart, kitchen for beverages								Standard	
<b><u>Children's Party Packages</u></b>									
Main Hall (3 hours, 40+ people)		(plus VAT)	Discretionary	125.00	125.00	0.00%		Standard	
Main Hall (each additional hour)		(plus VAT)	Discretionary	33.33	33.33	0.00%		Standard	
Small Halls 1 or 2 (3 hours, 40 people or less)		(plus VAT)	Discretionary	83.33	83.33	0.00%		Standard	
Small Halls 1 or 2 (each additional hour)		(plus VAT)	Discretionary	29.17	29.17	0.00%		Standard	
Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence. If alcohol is required please refer to function package which would apply									
<b><u>Functions packages</u></b>									
Main Hall (6 hours package)		(plus VAT)	Discretionary	333.33	333.33	0.00%		Standard	
Main Hall (each additional hour)	(per hour)	(plus VAT)	Discretionary	50.00	50.00	0.00%		Standard	
Main Hall Function Rate (less than 6 hrs) minimum 2 hours	(per hour)	(plus VAT)	Discretionary	58.33	58.33	0.00%		Standard	
Small Halls 1 or 2 (6 hour package)		(plus VAT)	Discretionary	166.67	166.67	0.00%		Standard	
Small Halls 1 or 2 (each additional hour)		(plus VAT)	Discretionary	25.00	25.00	0.00%		Standard	
Small Halls 1 or 2 (6 hour package)		(plus VAT)	Discretionary	29.17	29.17	0.00%		Standard	
Room 1	(per hour)	(plus VAT)	Discretionary	16.67	16.67	0.00%		Standard	
Room 2	(per hour)	(plus VAT)	Discretionary	16.67	16.67	0.02%		Standard	
Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence and access to bar provision. Small rooms for functions only available to hire when booking a package									

## Fees and charges

### Community Halls

	Charge Status	From Aug 2019 £	From April 2021 £	% Increase		Yield £	VAT treatment
<b><u>The Hythe Centre</u></b>							
<b><u>Use of kitchen</u></b>							
Up to 100 people	(plus VAT) Discretionary	41.67	41.67	0.01%	}	4,500	Standard
100+ people	(plus VAT) Discretionary	83.33	83.33	0.00%			Standard

## Fees and charges

### Community Halls

<b>Charge Status</b>	<b>From Aug 2019 £</b>	<b>From April 2021 £</b>	<b>% Increase</b>	<b>Yield £</b>	<b>VAT treatment</b>		
<b>Community Halls</b>							
<b>Equipment Hire</b>							
TV & Video Recorder/ DVD player		(plus VAT)	Discretionary	29.17	29.17	0.00%	} included in other areas
Screen/presentation projector/TV on movable (per booking)		(plus VAT)	Discretionary	29.17	29.17	0.00%	
House P.A. system including microphone (per booking)		(plus VAT)	Discretionary	41.67	41.67	0.00%	
2 way radios (per booking)		(plus VAT)	Discretionary	16.67	16.67	0.00%	
CD player C/W Ipod dock (per booking)		(plus VAT)	Discretionary	8.33	8.33	0.00%	
Indoor Bowls carpet and woods (per hour : 2 hours min)		(plus VAT)	Discretionary	5.33	5.33	0.00%	
Flip chart and pad (per booking)		(plus VAT)	Discretionary	12.50	12.50	0.00%	
Flip chart stand only (per booking)		(plus VAT)	Discretionary	4.17	4.17	0.00%	
Electric piano (per booking)		(plus VAT)	Discretionary	8.33	8.33	0.00%	
Extension leads (per booking)		(plus VAT)	Discretionary	2.50	2.50	0.00%	
Stage lighting with access (per booking)		(plus VAT)	Discretionary	41.67	41.67	0.00%	

**Notes for Community Halls**

- Hiring's to registered Charities are by law exempt from VAT and therefore no VAT will be added to the above charges
- All small rooms only available to hire when booking package
- Deposit required for all hires
- All Hires minimum of 2 hours except Childrens Parties minimum of 3 hours
- Prices are subject to variation from time to time to reflect any amendments approved by the Council.
- All above charges for Audio, Visual Aid and Additional Equipment are per booking unless otherwise stated
- Hires are charged on an Hourly basis
- All times booked must include set up and clear down time
- The Head of Community Development has the delegated authority to make reductions and develop marketing packages to promote usage
- Cancellations - all cancellations will be subject to an administrative fee of 10% of total cost excluding VAT

## Fees and charges

### Parks and open spaces

	Charge Status	From April 2020 £	From April 2021 £	% Increase	Yield £	VAT treatment
<b><u>Bowls (includes VAT)</u></b>						
Green fees per person						
Per hour	Discretionary	7.50	7.70	2.67%	} 13,000	Standard
Per hour (senior citizens/juniors/registered disabled)	Discretionary	4.00	4.10	2.50%		Standard
Per match	Discretionary	12.55	12.80	1.99%		Standard
Per match (senior citizens/juniors/registered disabled)	Discretionary	6.30	6.50	3.17%		Standard
Per season	Discretionary	119.00	122.00	2.52%		Standard
Per season (senior citizens/juniors/registered disabled)	Discretionary	59.00	61.00	3.39%		Standard
<b><u>Football pitches with changing - per match (includes VAT)</u></b>						
Full size pitches					} 17,000	
Senior clubs	Discretionary	106.00	109.00	2.83%		Standard
Junior clubs	Discretionary	53.00	55.00	3.77%		Standard
Small pitches up to 1hour 30 mins	Discretionary	51.00	53.00	3.92%		Standard
<b><u>Football pitches without changing - per match (includes VAT)</u></b>						
Full size pitches	Discretionary	41.00	42.00	2.44%	} 100	Standard
Small pitches up to 1hour 30 mins	Discretionary	33.70	35.00	3.86%		Standard
<b><u>Croquet (includes VAT)</u></b>						
Adults per Person per Hour	Discretionary	5.30	5.50	3.77%	} 100	Standard
Juniors/Senior Citizens/Registered Disabled per Person per Hour	Discretionary	2.80	2.90	3.57%		Standard
<b><u>Chertsey Recreation Ground multi purpose courts (includes VAT)</u></b>						
Court fees (team games) per hour per court	Discretionary	32.60	33.30	2.15%	} 15,000	Standard
Court fees (junior games) per hour per court	Discretionary	27.50	28.50	3.64%		Standard
Floodlighting per hour per court	Discretionary	10.90	11.20	2.75%		Standard
<b><u>Cricket (includes VAT)</u></b>						
Chertsey, Victory Park, Heathervale, Ottershaw and Abbeyfields					} 11,000	
Games commencing Before 5.00 p.m.	Discretionary	108.00	111.00	2.78%		Standard
Games commencing After 5.00 p.m.	Discretionary	68.00	70.00	2.94%		Standard
Junior Games	Discretionary	54.00	56.00	3.70%		Standard



## Fees and charges

### Parks and open spaces

	Charge Status	From April 2020 £	From April 2021 £	% Increase		Yield £	VAT treatment
<b>Additional and miscellaneous charges (includes VAT)</b>							
For Football, Hockey and Cricket Clubs, the majority of whose members live outside the Runnymede District							
Hire of rooms in pavilions - per hour (min 2 hours)	Discretionary	19.40	19.80	2.06%	}	900	Standard
Team use of park for training - per hour	Discretionary	26.00	26.60	2.31%			Exempt
Team use of park for training (junior teams) - per hour	Discretionary	13.00	13.30	2.31%			Standard
	Discretionary	60.00	62.00	3.33%			Standard
<b>Events (includes VAT)</b>							
Community and charity events	Discretionary	No charge	No charge		}	5,000	Standard
Firework displays							Standard
Less than 15 minutes	Discretionary	225.00	240.00	6.67%			Standard
More than 15 minutes	Discretionary	POA	POA				Standard
Fairgrounds							Standard
Operational days	Discretionary	597.00	620.00	3.85%			Standard
Non operational days	Discretionary	329.00	340.00	3.34%			Standard
Circuses	Discretionary	POA	POA	POA			Standard
Special interest and club events	Discretionary	POA	POA	POA			Standard
							Standard
POA - fee will depend on scale and type of event. A refundable ground deposit ranging from £50 to £3,000 depending on the scale and type of event will be chargeable for all events							
<b><u>Homewood Park car park (includes VAT) introduced from December 2014</u></b>							
<b><u>(Monday to Saturday)</u></b>							
No return within 3 hours	Disabled Person	No Charge	No Charge		}	700	Standard
	Fee up to 3 hours	No Charge	No Charge				Standard
	All Day Fee	Discretionary	2.60	2.80			7.69%

## Fees and charges

### Cemeteries

		Charge Status	From April 2020 £	From April 2021 £	% Increase	Yield £	VAT treatment	
<b><u>Exclusive Right of Burial</u></b>								
<u>Standard grave space 2.44m x 1.22m (8' x 4') for coffin burial</u>								
Exclusive burial rights	100 years - for immediate use	Discretionary	1,565.00	1,598.00	2.11%	110,000	Outside Scope	
	100 years - for future use	Discretionary	2,333.00	2,380.00	2.01%		Outside Scope	
Extended burial rights	25 years	Discretionary	200.00	250.00	25.00%		Outside Scope	
<u>"Classic traditional" grave space for coffin burial (to accommodate a brick built vault)</u>								
Exclusive burial rights	100 years - for immediate use	Discretionary	2,688.00	2,742.00	2.01%		Outside Scope	
	100 years - for future use	Discretionary	3,879.00	3,957.00	2.01%		Outside Scope	
Extended burial rights	25 years	Discretionary	914.00	933.00	2.08%	Outside Scope		
<u>Cremated remains grave space 1.22m x 1.22m (4' x 4')</u>								
Exclusive burial rights	100 years - for immediate use	Discretionary	730.00	745.00	2.05%	110,000	Outside Scope	
	100 years - for future use	Discretionary	1,104.00	1,127.00	2.08%		Outside Scope	
<u>Cremated remains grave space 0.79m x 0.91m (2.6' x 3')</u>								
Exclusive burial rights	100 years - for immediate use	Discretionary	337.00	550.00	63.20%	110,000	Outside Scope	
	100 years - for future use	Discretionary	507.00	830.00	63.71%		Outside Scope	
Extended burial rights	25 years	Discretionary	204.00	210.00	2.94%		Outside Scope	
<b><u>Vault</u></b>								
The right to construct a walled grave or vault		Discretionary	2,206.00	2,250.00	1.99%	110,000	Outside Scope	
<b><u>Interment fees (private and public grave)</u></b>								
Adult coffin		Discretionary	1,212.00	1,237.00	2.06%	101,000	Outside Scope	
Casket burial or oversized coffin		Discretionary	1,275.00	1,300.00	1.96%		Outside Scope	
Cremated remains		Discretionary	257.00	270.00	5.06%		Outside Scope	
Muslim section Englefield Green - weekdays (normal hours)		Discretionary	1,212.00	1,237.00	2.06%	101,000	Outside Scope	
Muslim section Englefield Green - outside normal hours and weekends		Discretionary	POA	POA			Outside Scope	
<b><u>Memorial fees</u></b>								
* Right to place a headstone no higher than 986mm (3' 3")		Discretionary	212.00	220.00	3.77%	21,000	Outside Scope	
* Right to place a kerb set not to exceed 1982mm x 762mm (6' 6" x 2' 6")		Discretionary	212.00	220.00	3.77%		Outside Scope	
* Right to place a Book or tablet memorial		Discretionary	159.00	165.00	3.77%		Outside Scope	
* Right to place memorial on Classic grave space		Discretionary	847.00	865.00	2.13%		Outside Scope	
Additional inscription		Discretionary	86.00	90.00	4.65%		Outside Scope	

\* These fees will be trebled in respect of Non-Runnymede residents

Burial, Interment and Vault fees will be trebled in respect of non-residents

Where the deceased is a child under the age of 18, fees will be charged at 50% and where appropriate claimed under the Children's Funeral Fund for England

## Fees and charges

### Cemeteries

	Charge Status	From April 2020 £	From April 2021 £	% Increase	Yield £	VAT treatment
<b><u>Genealogy search fees</u></b>						
Search fees per interment	Discretionary		20.00		} 600	Outside Scope
<b><u>Exhumation</u></b>						
For supervision only removal of coffin	Discretionary	POA	POA		} Not available	Outside Scope
For supervision only removal of cremated remains	Discretionary	POA	POA			Outside Scope
<b><u>Garden of Remembrance (Addlestone)</u></b>						
Interment	Discretionary	257.00	270.00	5.06%	} Not available	Outside Scope
Provision and installation of plaque by the Council	Discretionary	115.00	120.00	4.35%		Outside Scope
<b><u>Administration and other fees</u></b>						
Registration of transfer of exclusive right of burial (will or probate provided)	Discretionary	90.00	92.00	2.22%	} 2,800	Outside Scope
Registration of transfer of exclusive right of burial (No will or probate provided)	Discretionary	100.00	102.00	2.00%		Outside Scope
Copy of exclusive right of burial	Discretionary	90.00	92.00	2.22%		Outside Scope
Postponement or cancellation of burial after notice has been given	Discretionary	364.00	372.00	2.20%		Outside Scope
Charge for chapel (Per hour - minimum charge)	Discretionary	90.00	92.00	2.22%		Outside Scope
Selection fee - for Cemeteries Registrar to attend	Discretionary	153.00	157.00	2.61%		Outside Scope
Completion of Exhumation Applications	Discretionary	100.00	102.00	2.00%		Outside Scope

## Fees and charges

### Crime and disorder

	Charge Status	From April 2020 £	From April 2021 £	% Increase	Yield £	VAT treatment
<b>Safer Runnymede (Includes VAT)</b>						
CCTV System - supply of copy DVDs	Discretionary	143.52	146.39	2.00%	900	Standard
CCTV System - supply of copy photograph	Discretionary	23.28	23.75	2.00%		Standard
CCTV System - viewing DVD footage (per hour or part thereof)	Discretionary	62.78	64.04	2.00%		Standard

**8. COMMUNITY DEVELOPMENT PERFORMANCE INDICATORS – QUARTERS 1 AND 2 2020/2021 (COMMUNITY DEVELOPMENT – CHRIS HUNT)**

**Synopsis of report:**

**To advise Members of the performance of the Key Performance Indicators for Community Development for the first two quarters of 2020/2021**

**Recommendation:**

**None. This report is for information.**

**1. Context of Report**

1.1 The purpose of this report is to provide Members with the 2019/20 Key Performance/Activity results for the services within Community Development that are under this Committee’s remit. These include Community First, Community Development, Community Safety, the Green Space team, Safer Runnymede and residual Leisure Services such as Community Halls and Chertsey Museum.

1.2 As part of the Performance Management Framework, quarterly performance reports are made to Corporate Management Committee on:-

- Financial Performance
- Corporate KPI Performance
- Projects Performance

**2. Report**

2.1 Within the Community Development Business Centre Plan, the following indicators are being monitored. Green indicates targets have been met but where up to -10% of target has been met it is amber and over -10% it is highlighted in red.

Performance Indicator	Target Q1 (Apr-June)	Actual	Target Q2 (Jul-Sept)	Actual	Current status	Trend
Numbers attending Surrey Youth Games Training.	250	0	0	0		
Percentage of Careline calls answered within 60 seconds.	99.8	99.93	99.8	99.92		
Number of Community Hall Bookings	600	0	400	0		
Numbers attending the sportability festival	0	0	0	0	March 21	
Number of FAC’s applications.	8	2(25%)	8	2(25%)		
Users of Chertsey Museum.	4,600	0	2,000	814 (41%)		
Number of schools using the Chertsey Museum Education sessions.	0	0	70	42 (60%)		
Numbers attending Junior Citizen.	0	0	0	0	Nov 20	
Numbers attending Living Well Week.	0	0	500	TBC	TBC	

- 2.2 Due to Covid19, several activities have not taken place and facilities were closed for much of the first two quarters. The Surrey Youth Games did not take place but prior to a decision being made not to hold the event we already had 219 registered with some spaces still available in some sports and there were 61 on waitlists. The free access to sports facility applications has also fallen off but this is understandable with leisure facilities closed and/or having limited access over the first 6 months of the year.
- 2.3 The Community Halls were closed until later in the second quarter and once re-opened many hires have not come back due to the restrictions on numbers and because a number of the groups are providing activities for more vulnerable groups.
- 2.4 Chertsey Museum re-opened in Quarter 2, but with limitations on numbers and several activities unable to take place. School educational sessions have been delivered since the start of September, but the number of schools signed up and sessions delivered has significantly reduced. The Committee will be pleased to learn that Emma Warren, Chertsey Museum's Curator, was awarded employee of the month in October and Doris Neville-Davies, one of the Museum's Assistants, was recently awarded the MBE for her services to education.
- 2.5 The living well week did take place at the end of September. The final number of participants is currently being collated so it is hoped these can be provided at the meeting.
- 2.6 The Junior Citizen event normally takes place in November at Thorpe Park, but due to the current restrictions, this may be moved to February 2021 or provided online. Discussions are still ongoing with the Police about the best delivery option.
- 2.7 This item presents the opportunity for Members of the Committee to ask any questions relevant to the remit of this Committee. However, to ensure that Officers are able to give a full response, Members are requested to give advance written notice of any questions to the Chairman, relevant departmental Corporate Head no less than 48 hours prior to the meeting.
- 2.8 Members are also asked to note that this report should be distinguished from committee specific reports and is a standard report submitted to all the service committees. The aim is to improve awareness of corporate performance and should be read in conjunction with this Committee's Business Centre Plan.

**(For information)**

**Background Papers**

None stated.

**9. COMMUNITY SERVICES PERFORMANCE INDICATORS – QUARTERS 1 AND 2 2020/2021 (COMMUNITY SERVICES, DARREN WILLIAMS)**

**Synopsis of report:**

**To provide Members with an update on the performance of the Community Services Business Centre, against the Key Performance Indicators set out in the 2020/2021 Business Centre Plan**

**Recommendation:****None. This report is for information.****1. Context of report**

1.1 As part of the performance monitoring process linked to the Community Services Business Centre Plan, a report on the performance of Community Services as a quarterly review against the Key Performance Indicators (KPI) set at the start of the year is required to be presented to Community Services Committee.

**2. Report**

2.1 This report gives an overview of levels of performance across the Community Services Business Centre in quarter 1 and quarter 2 of 2020/2021. The impact of the Covid pandemic and the requirement for Officers within Community Services to lead in the welfare response has meant that previous reporting on quarter 1 has not been possible.

2.2 The report shows both the impact on some of the Community Services provided as a result of the Covid pandemic, whilst also demonstrating the value of other services in continuing to support vulnerable residents throughout the pandemic.

2.3 The following table outlines the performance KPIs for Community Services for Quarters 1 and 2, against the target figures set within the 2020/2021 Community Services business Centre plan

**Table 1: 2020/2021 Q1 & Q2 Key Performance Indicators:****Key- % Achievement of Target**

Red: -10%+ of Quarter Target, Amber: Up to -10% of Quarter Target, Green: Met or exceeded target

<b>Performance Area</b>	<b>Target Q1</b>	<b>Actual Q1</b>	<b>Target Q2</b>	<b>Actual Q2</b>	<b>% Achievement of Target Set (Q1 &amp; Q2)</b>
Number of Meals at Home items served	<b>10,000</b>	15,023	<b>10,000</b>	12,894	139%
Number of meals served in Social Centres	<b>8,500</b>	0	<b>10,000</b>	0	0%
Number of users signed to social centre reward scheme as of end of quarter	<b>700</b>	0	<b>700</b>	0	0%
Number of individual hires at Social Centres	<b>650</b>	0	<b>675</b>	0	0%

Number of Homesafe Plus Referrals (Total for North West Surrey)	<b>110</b>	327	<b>110</b>	440	348%
Number of Homesafe Plus referrals to RBC services	<b>25</b>	68	<b>25</b>	93	316%
Number of Social Prescribing referrals received	<b>100</b>	32	<b>130</b>	82	70%
Number of Community Transport journeys completed	<b>13,000</b>	63	<b>13,000</b>	918	4%
Number of referrals to Handyperson service	<b>80</b>	87	<b>100</b>	150	131%
Number of Community Alarm & Telecare Users	1,500	1,425	1,500	1,422	95%
Number of enquiries received by Home Improvement Agency per quarter	<b>10</b>	N/A	<b>20</b>	N/A	N/A
Number of DFG grants award (all types) in quarter	<b>10</b>	3	<b>10</b>	5	80%
Percentage of payments for car parking made by Ringo cashless system per quarter	<b>25%</b>	<b>42%</b>	<b>25%</b>	<b>35%</b>	154%
Number of parking penalty charge notices issued ( <i>not a target, reported for monitoring purposes</i> )	N/A	347	N/A	1,209	N/A



- 2.4 Reviewing the information within the table, it is evident that four areas highlighted in red relate to activity within Day Centres and Community Transport. These services areas have been most affected as a result of the pandemic.
- 2.5 The Day Centres have remained closed throughout 2020/2021. Centre Staff have worked with great commitment to the wider pandemic response of the Council, undertaking a range of roles from making calls to shielded residents, preparing tea packs for Meals at Home, working as Covid Ambassadors in Egham and supporting their colleagues in Community Services across all other service areas. Whilst the services being closed has had an impact for both service users and staff, the team's commitment to the wider cause and in support of their colleagues has been exemplary.
- 2.6 Social Prescribing was also impacted in Q1 and to a lesser extent Q2. During this time, the Social Prescribing Officer led the implementation of a Befriending service as part of the pandemic response, at the request of Members. Again, whilst also supporting those engaged already with Social Prescribing, the Officer played a key role in the development of another support mechanism for residents. Looking forward, whilst sadly the Officer concerned has left RBC, we have successfully recruited two new Social Prescribing Officers through the Primary Care funding received, who have hit the ground running and who both have a drive and energy to take the service forward again in the coming months.
- 2.7 The successful increase in demand for Meals at Home during 2020/2021 has reflected the need for support for vulnerable residents during the pandemic. However, it would be unfair to solely attribute the increase in demand to this, as numbers in the latter months of 2019/2020 were steadily increasing. Regardless of the cause, the team have put on the PPE and continued to support vulnerable residents, and this is greatly appreciated.
- 2.8 The figures relating to the Homesafe Plus service demonstrate how it is becoming more and more relied upon by the wider health and care system. Work is underway to prepare a funding bid that will be submitted to the Integrated Care Partnership, which if approved, will further integrate the borough councils as a key part of hospital discharge and avoidance of hospital readmission. The intention is to develop the offer further and over time the range of services available. A report to Members will follow when progress has been made.
- 2.9 Finally, one area which has not been reported on is the number of enquiries received by the Home Improvement Agency. This should be a simple indicator to collate. However, as the final decision relating to the integrated partnership with Surrey Heath has been delayed, we have not yet been able to recruit to the additional posts detailed in the business case, approved as part of the business planning cycle for 2020/2021.
- 2.10 As a result, with very limited resources, and the wider responsibilities assumed as a result of Covid, the development of processes and monitoring systems has not yet been realised. As a result an indicator is not available. Officers hope that staffing issues will be resolved soon, allowing Community Services to make progress with the development of the Home Improvement Agency, so that come April the aspirations set out for this year are achieved.
- 2.11 To conclude, whilst the events of 2020/2021 have had a significant impact on Community Services, we consider that we can be proud of the business unit's achievements over this time, both in maintaining service provision and at the same time supporting the wider welfare response of the Council. The efforts of the team are greatly appreciated.

**(For Information)**

**Background Papers**

None stated.

**10. EXCLUSION OF PRESS AND PUBLIC**

**OFFICERS' RECOMMENDATION that -**

**the press and public be excluded from the meeting during discussion of the following report under Section 100A(4) of the Local Government Act 1972 on the grounds that the report in question would be likely to involve disclosure of exempt information of the description specified in paragraph 3 of Part 1 of Schedule 12A of the Act.**

**(To resolve)**

**PART II**

**Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection**

- |     |   |             |
|-----|---|-------------|
| a)  | <u>Exempt Information</u>   | <b>Para</b> |
| 11. | FRENCH BROTHERS   | <b>3</b>    |
| b)  | <u>Confidential Information</u><br>(No reports to be considered under this heading) |             |