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Boston Borough Council

**Chief Executive
Rob Barlow**

Municipal Buildings
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Monday, 17 February 2025

Dear Councillor

Cabinet – Wednesday, 19th February, 2025

Please find attached documents for consideration at the Cabinet on Wednesday, 19th February, 2025, which were previously marked as to follow.

Agenda No	Item
4	Annual Budget Report 2025/26, Medium Term Financial Strategy, Capital Programme and Capital Strategy Treasury management Policy/Strategy, and Annual Delivery Plan (Pages 57 - 270) (A report by Christine Marshall, Deputy Chief Executive (Corporate) & S151)
6	Boston Markets and Severe Weather Policies (Pages 271 - 340) (A report by Phil Perry, Assistant Director – Leisure & Culture)

If you have any queries please contact a member of the Democratic Services Team (01205 314591 or demservices@boston.gov.uk).

Yours sincerely

ROB BARLOW
Chief Executive

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REPORT TO:	Cabinet
DATE:	19th February 2025
SUBJECT:	Annual Budget Report 2025/26, Medium Term Financial Strategy, Capital Programme and Capital Strategy Treasury management Policy/Strategy, and Annual Delivery Plan
PURPOSE:	<i>To approve: The General Fund Budget for 2025/26, including the use of reserves, Medium Term Financial Strategy, Capital Programme and Strategy, Treasury management Policy/Strategy and the Annual Delivery Plan including the approval of Council Tax levels for recommendation to Full Council.</i>
KEY DECISION:	N/A
PORTFOLIO HOLDER:	Councillor Sandeep Ghosh – Portfolio Holder for Finance
REPORT OF:	Christine Marshall, Deputy Chief Executive Corporate Development (S151)
REPORT AUTHOR:	Carl Holland – Head of Finance (Client) and Jennifer Mackin (Strategic Finance Manager)
WARD(S) AFFECTED:	All
EXEMPT REPORT?	No

SUMMARY

Attached to this report is the final detail of the 2025/26 budget, the 5-year Medium Term Financial Strategy (MTFS) from 2025/26 to 2029/30, Capital Programme, Capital Strategy, Treasury Management Policy/Strategy and the Annual Delivery Plan for 2025/26.

The report also includes the recommended level of Council Tax for 2025/26 taking into account pressures including that of the IDB levy.

The final budget includes efficiencies that have been identified to support the short and medium-term financial strategy (MTFS) and the remaining efficiency target still to be achieved against which a plan of activity has been developed.

Due to some outstanding information, there may be further changes between Cabinet and Council.

RECOMMENDATIONS

That the Cabinet approves the following recommendations for onward referral to Full Council on 3rd March 2025:

- 1. That the Revenue Estimates for the General Fund and BTAC for 2025/26 (Appendices 1, 1a and 1b) be approved.*
- 2. That the Council Tax for a Band D property in 2025/26 be set at £223.65 (a £7.56 per annum increase on 2024/25 levels).*
- 3. That the Council tax for a band D property in 2025/26 for BTAC be set at £81.09 (a 72p per annum increase on 2024/25 levels).*
- 4. The additions to and use of reserves (as detailed at Appendix 1) be approved.*
- 5. The Medium Term Financial Strategy (at Appendix 1) be approved.*
- 6. The Capital Programme and Capital Strategy (Appendices 2 and 3) be approved.*
- 7. The Section 25 addendum (Appendix 1) be noted.*
- 8. That the Treasury Management Policy Statement and Treasury Management Strategy Statement including MRP Policy (at Appendix 4a and 4b) be approved.*
- 9. The proposed Fees and Charges Schedule as set out in Appendix 5 be approved.*
- 10. The Annual Delivery Plan for 2025/26 (Appendix 6) be approved.*
- 11. That Cabinet notes the results of the Budget Consultation process at Appendix 7.*

REASONS FOR RECOMMENDATIONS

To comply with the budgetary and policy framework and legislative requirement.

OTHER OPTIONS CONSIDERED

No other options were considered.

1. BACKGROUND

- 1.1 This year's budget has been set within a background of unprecedented inflationary pressures and significant changes in resident, customer, and business needs as well as proposed significant changes to funding arrangements. Despite these challenges the Council's financial position means that it is able to take a considered approach to mitigating these exceptional challenges. The attached Budget Report sets out the Council's Revenue and Capital Budgets for 2025/26, the MTFs to 2029/30 and associated financial strategies and Annual Delivery Plan.
- 1.2 The preparation of the budget for 2025/26 has been a detailed process involving officers and the attached appendices reflect the latest known position. The report below sets out the

basis for the final budget and MTFS for the next five years and assumptions used in its development.

- 1.3 The Local Government Settlement announced on 3rd February 2025 provided detail of continuing one-off support to Councils including confirmation of allocations of Revenue Support Grant (RSG), New Homes Bonus, Funding Floor, an increased allocation for IDB support and a new Recovery Grant.
- 1.4 An enhanced and revised s25 statement is provided as an Addendum to the Budget report which clearly sets out the risks within the budget and the strategy for dealing with the two most significant factors of the IDB pressure of £913,338 (where we await a government announcement in terms of the financial support following the increase in allocation as part of the settlement from £3m to £5m) and an additional efficiency target which is in place (backed by the Annual Delivery Plan and other initiatives) for the Council as in previous years, which for 2025/26 is £510,000.
- 1.5 In order to support the Council's budget for 2025/26, 50% of the EPR funding £473,000 has been included in the budget and an additional £400,000 support from the funding volatility reserve reflecting a number of pressures including those within the Collection Fund particularly business rates.
- 1.6 A further significant change for the budget is the use of MRP to fund the contribution to the GMLC Capital project in 2026/27. This will alleviate depletion of reserves during a period of financial challenges leaving flexibility to cope with any future challenges that may emerge.

2. REPORT

- 2.1 A budget consultation process with the public has been undertaken and the results are attached at Appendix 6. The budget proposals were subject to review by the Audit and Governance Committee on 27th January 2025 and Corporate and Community Committee on 23rd January 2025. The draft Treasury Management Strategy was also presented to Governance and Audit Committee on that date.

3. KEY BUDGET PRESSURES

- 3.1 Identified below are the major changes and key pressures that are being included within the proposed budget:
 - A reduction in Government Support through the settlement.
 - A pay award for 2024/25 (£1,925 per pay point) was agreed in October 2024 being a rise of up to 5.58% for the lowest paid through to 2.82% for those on the highest bands. For 2025/26 a 3% increase has been assumed with this moving to 2.5% for 2026/27 onwards.
 - Pension contributions will be 23.8% in 2025/26 with an additional lump sum amount payable towards the deficit on the pension scheme. This rate is applied only to those staff in the local government pension scheme. The pension contribution rate is assumed to stay at 23.8% throughout the life of the MTFS.
 - The return on cash investment reflects the level of cash balances and current Bank of England base rates alongside the forecasts provided by our external treasury advisors.

- Electricity and gas costs have been based on 2024/25 actuals and current contract prices.
- Vehicle fuel costs have been based on 2024/25 actuals and current fuel prices.
- Increased Internal Drainage Board levy is a hugely significant feature within the budget.
- Increased contract and service costs are similarly a feature of the budget, albeit officers and members are working closely to seek to manage these implications and impacts, these include items such as: increased demand for homelessness support and its associated subsidy implications, external audit fees and the PSPS contract increase.

4. COUNCIL TAX AND BUSINESS RATES

- 4.1 The previous Medium Term Financial Strategy (MTFS) committed to a Council Tax increase in line with the maximum allowed under the recent Local Government Settlement. For Boston Borough Council in 2025/26 this is a £7.56 (3.50%) per annum increase (for band D properties), and including the BTAC amount of £0.72 (0.90%) is an overall increase of 2.99%.
- 4.2 The tax base projections for 2025/26 indicate a reduction of 11 band D equivalent properties reflecting the slow down in the housing market, the approved change in the CTSS scheme and increasing demand for Council Tax Support. Future growth has been projected at 1.5%.
- 4.3 The National Non-Domestic Rates Form (NNDR1) production is now particularly important in terms of changes to the business rate yield which heavily influences not just our own budgets, but also the Pool we are part of within Lincolnshire and significantly the County Council. This is an area of focus as we seek to understand the changes within the yield, particularly as a result of economic impacts and changes in Government Policy which are due to be announced in the short term so this income stream has a significantly higher level of risk.
- 4.4 In order to manage and review this important income stream and the changes within it regular review meetings are taking place internally. There have also been some significant changes which need further and detailed consideration in terms of growth and appeals.

5. LOCAL GOVERNMENT SETTLEMENT

- 5.1 The final local government settlement delivered on 3rd February 2025 has provided the following support, being a reduction of £265,000 from the previous year and therefore is creating pressure for the 2025/26 budget:

Boston	Budget 24/25	Budget 25/26 Settlement 03.02.24	Movement from 24/25 to 25/26
	£	£	£
Revenue Support Grant	454	482	(28)
Rural Services delivery Grant	116	0	116
Services Grant	19	0	19
Funding Guarantee/Funding Floor	550	255	295
New Homes Bonus	343	174	169
Recovery Grant	0	306	(306)
Total	1,482	1,217	265

5.2 The 2025/26 local government finance settlement is for one year only. The main points are set out below:

- Discontinued Grants: Services Grant, Rural Services Delivery Grant
- New Funding: Recovery Grant being a significant shift away from using measures relating to rurality to those relating to deprivation.
- New Homes Bonus continues for one more year – proposals expect to consult ending the scheme in its current format.
- The long awaited “reset” of accumulated business rate growth is promised allowing government to reallocate some or all of locally accumulated growth using revised and up to date relative needs formulas. These plans will be set out in early 2025 with a technical consultation.
- A focus on evidence based policy – using the best available economic and statistical techniques along with the latest reliable data.
- A plan for a multi-year settlement looking forward.
- The introduction as intended of Extended Producer Responsibility payments which for 2025/26 have been guaranteed. This funding may be needed to support the revenue account depending upon any final funding arrangements for IDB's.

It would however be prudent to assume that future grant levels will further reduce and this will need to be factored into the forecasts looking forward.

6 INTERNAL DRAINAGE BOARDS

6.1 The budget continues to have substantial embedded pressures from previous year increases mainly due to power costs and other inflationary pressures being felt by IDB's. The Council is liaising with the local Internal Drainage Boards who have been trying to limit future increases. Representations have been and continue to be made to government due to the substantial and unaffordable impact on the Councils budget.

6.2 The table below illustrates this point clearly with the impact from 21/22 to 25/26 now totalling £913,338 as an annual and recurring impact and no funding other than the one-off grant allocations of £431,000 in 2024/25 and £318,890 in 2023/24.

Council	Total Council Tax Received per year 2025/26	Total IDB levy per year 2025/26	Estimated Increase 2025/26	Council Tax 2025/26 Increase	Increase from 2021/22 to 2025/26
Boston Borough Council	£4.538m	£2.927m	£102k	£151k	£913k (45%)

- 6.3 The Council has been in detailed discussion with government officials regarding this difficult position over the few past years. We are also aware that the IDBs have made extensive representations to DEFRA and via ADA of this significant issue. The Special Interest Group we have led in setting up to lobby Government on this matter with our partners and meetings with MHCLG continue to take place and we await a response on this key and critical issue for the Councils budget

7 CAPITAL PROGRAMME

- 7.1 The Capital Programme and Capital Strategy are included in Appendices 1,2 and 3.
- 7.2 The five year General Fund Capital Programme includes provision for Investment and Growth linked to the Councils Strategic objectives, mainly funded through grant funding from Levelling Up Funds, Waste Services Investment, IT investment and Disabled Facilities Grants. The main areas of continued investment are:
- GMLC
 - Disabled Facilities Grant
 - Waste Vehicles and Caddies
 - IT Systems
 - To support Grant Funding bids.
- 7.3 Due to the nature of some capital projects, it can be common for large scale project timing to change over the medium term. This budget provides the best estimates of deliverability available at the time of production and the programme will be flexed over time as reported in quarterly reports to Cabinet and Council. In addition this Capital Programme now allows for slippage from 2024/25.

8 RESERVES

- 8.1 General Fund Specific Reserves have been historically used predominantly to fund the Capital Programme this is not sustainable and internal borrowing/MRP is now being used. This figure will change as a result of the outturn for 2024/25. A detailed breakdown of Reserve movements are included in Appendix 1 to this report.

9 BALANCING THE BUDGET AND OTHER PROPOSED CHANGES

- 9.1 In terms of balancing the budget the following areas have been considered as part of the budget setting process:

Short Term

- Service Reviews planned.
- Continued work to engage on the Internal Drainage Board financing challenge.
- Review of all new pressures and service budgets to consider efficiency opportunities and alternative options.

- Commercialisation/opportunities.
- Alternative service delivery.
- Reviews of fees and charges in light of inflationary increases in costs, where appropriate.
- Reviewing all assets to maximise income and efficiency of use.

Medium Term

- Work with PSPS in terms of its transformation plans for the future and to help finance contract cost pressures.
- Driving transformational change using the SELCP sub-regional partnership as a driver for innovation and efficiency.
- Delivering and supporting economic growth

9.2 Detailed efficiency and transformation plans are being put together for members consideration and the Leader and Finance PFH oversee this process.

10 ADDITIONAL CONSIDERATIONS

10.1 Fees and Charges

Appendix 4 sets out the Councils proposal for Fees and Charges for 2025/26. The document also compares the proposed fees and charges against those levied in 2024/25. It is proposed due to continued significant inflationary pressures, to include an annual RPI uplift for all fees and charges, where applicable.

10.2 Annual Delivery Plan

The South and East Lincolnshire Councils Partnership Annual Delivery Plan (Appendix 5) identifies the planned programme of work for the Partnership and sovereign Councils for 2025/26, drawing on the previously approved Partnership Work Programme, as well as wider opportunities that have since been identified.

10.3 Consultation

A summary of the consultation results, which ended on 6th January 2025, can be seen in Appendix 6.

10.4 Section 25 Statement by s151

Previously the section 25 statement was embedded as part of the budget documentation. This has now been enhanced into an additional addendum to the budget for members consideration and this is attached at Appendix 1.

11 CONCLUSION

Cabinet is recommended to approve this report for onward approval by Full Council as part of the formal annual budget setting process.

EXPECTED BENEFITS TO THE PARTNERSHIP

This report enables Boston Borough Council to approve its Budget and Council Tax for 2025/26.

IMPLICATIONS

SOUTH AND EAST LINCOLNSHIRE COUNCILS PARTNERSHIP

This budget support the SELCP partnership arrangements

CORPORATE PRIORITIES

This budget has been built in line with corporate priorities.

STAFFING

The Equality Act requires ELDC to consider any equality impacts in relation to staff from these plans. As projects within the programme are developed a draft impact assessment will be discussed with Trades Unions and staff, and especially as individual projects are delivered.

WORKFORCE CAPACITY IMPLICATIONS

Contained within the report.

CONSTITUTIONAL AND LEGAL IMPLICATIONS

This report is required by virtue of the Local Government Finance Act 1992, as amended by the Localism Act 2011.

DATA PROTECTION

None

FINANCIAL

Contained within the report.

RISK MANAGEMENT

Risk management is considered as part of the budget setting process.

STAKEHOLDER / CONSULTATION / TIMESCALES

The Council has a legal duty to consult residents on its budget proposals.

REPUTATION

None

CONTRACTS

None

CRIME AND DISORDER

None

EQUALITY AND DIVERSITY/ HUMAN RIGHTS/ SAFEGUARDING

New Equality Impact Assessments will be developed and published wherever these are required and will be made available during the management and decision-making of the Programme.

HEALTH AND WELL BEING

None

CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

None

ACRONYMS

ADA – Association of Drainage Authorities

IDB – Internal Drainage Board

DEFRA – Department for Environment, Food and Rural Affairs

DLUCH – Department for Levelling Up, Housing and Communities

LUF – Levelling Up Funding

MTFS – Medium Term Financial Strategy

NNDR – National Non Domestic Rates

NOP – National Portfolio Organisation

UKSPF – UK Shared Prosperity Fund

APPENDICES

Appendix 1 – Draft Budget Setting Report 2025/26 and Section 25 Statement

Appendix 1a – Medium Term Financial Strategy 2025 to 2030 (By Account)

Appendix 1b – Medium Term Financial Strategy 2025 to 2030 (By Service)

Appendix 2 – Capital Programme

Appendix 3 – Capital Strategy

Appendix 4a – Treasury Management Policy Statement

Appendix 4b – Investment Strategy

Appendix 5 – Fees and Charges 2025/26

Appendix 6 – South and East Lincolnshire Councils Partnership Annual Delivery Plan 2025/26

Appendix 7 – Results of the Budget Consultation process

BACKGROUND PAPERS

None

CHRONOLOGICAL HISTORY OF THIS REPORT

Cabinet - 19th February 2025

A and G Committee – 27th January 2025

Corporate and Community Committee – 23rd January 2025

REPORT APPROVAL

Report author:	Carl Holland (Head of Finance – Client) and Jennifer Mackin (Strategic Finance Manager)
Signed off by:	Christine Marshall, Deputy Chief Executive Corporate Development Christine.Marshall@sholland.gov.uk
Approved for publication:	Councillor Sandeep Ghosh, Portfolio Holder for Finance

CHECKLIST - DELETE BEFORE SUBMISSION TO DEMOCRATIC SERVICES

S151 Officer consulted on financial implications:	Yes
Monitoring Officer consulted on legal and constitutional implications:	No
Portfolio Holder consulted:	Yes
Ward Member consulted:	NA



BOSTON BOROUGH COUNCIL

REPORT OF SANDEEP GHOSH, FINANCE PORTFOLIO HOLDER

(Authors: Christine Marshall (Deputy Chief Executive Corporate Development (S151)) and Carl Holland (Head of Finance – Client))

BUDGET SETTING REPORT AND ASSOCIATED FINANCIAL STRATEGIES - 2025/26-2029/30

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Appendices: -

- 1 - Revenue Budget and Medium Term Financial Strategy Summary
Section 25 Statement

1a – MTFS by Account
1b – MTFS by Service Area
- 2 - Capital Programme
- 3 - Capital Strategy
- 4 - Treasury Management Policy Statement and Treasury Management Investment Strategy (including MRP Policy)
- 5 - Fees and Charges 2025/26
- 6 - South and East Lincolnshire Councils Partnership Annual Delivery Plan 2025/26
- 7- Consultation Report

FOREWORD TO THE BUDGET FROM COUNCILLOR SANDEEP GHOSH - FINANCE PORTFOLIO HOLDER

The 2025/26 budget has been created within the context of unprecedented levels of funding changes in addition to continued changes in resident, customer, and business needs. Despite these challenges, the Council's financial position means that it is well placed and able to take a considered approach to mitigating these exceptional circumstances.

The Government has provided a one-year settlement; however, the uncertainty remains significant into the medium-term.

Boston Borough Council remains sovereign in terms of its constitution and budget, as do the Councils we partner with, and our BBC priorities are to ensure that the Council remains financially resilient, able to deliver services it has to by law, and to provide support to the district's most vulnerable residents. Secondly, to continue the process of redressing the imbalances created by the cost of living crisis by focussing on the provision of financial support to underpin economic recovery for the district and seeking to invest in our places.

Despite the challenges we have continued to work to develop new opportunities, efficiencies, and income streams to support the Council's revenue budget.

A significant element of the Council's budget is the Drainage Board Levy. Like the Council, the drainage boards are also experiencing increased cost demands. The Council is liaising with the Boards, who are attempting to limit future increases, where possible. This is proving increasingly difficult with significant increases in power costs being experienced. Representations to government have been made and continue to be made due to the substantial cost to the Council,

Another key component of the council's budget is its share of business rates income which has seen changes following the settlement in December. In addition, inflationary pressures have been seen across all areas of the council's budget, particularly pay and contracts.

The proposed council tax increase for 2025/26 is an increase of £7.56 for a band D property.

A series of short and medium term mitigations have been identified to balance the budget.

The Council has maintained a capital resource base commensurate with our capital delivery ambitions and is moving towards use of the minimum revenue provision for financing ongoing asset investment requirements.

The Budget for 2025/26 proposes:

- A Council Tax increase of £7.56 per year (for Band D homes this is equivalent to 0.14p per week).

- To continue with the generation of additional efficiencies, shared services and income from commercial activities guided by our Delivery Plans.
- Increased capital investment in Council assets to help generate new income streams, reduce running costs, and help deliver services more efficiently.
- Significant grant expenditure

Our focus is to deliver well the projects we have already committed to through the Towns Fund, Levelling Up Fund and Long Term Towns Funding to support our community and places to thrive in a challenging economic environment.

Councillor Sandeep Ghosh, Portfolio Holder for Finance



EXECUTIVE SUMMARY: BOSTON BOROUGH COUNCIL

Overview	2024/25	2025/26
Boston Borough Council Precept	£4.387m	£4.538m
Council Tax Increase	3.45%*	3.50%*
Relative Basic Amount (including BTAC)		2.99%
Council Tax Band D	£216.09	£223.65
Government Funding	£1.482m	£1.217m
Retained Business Rates used to support budget	£5.598m	£5.063m
Boston Town Area Committee Special Expense Account	£0.769m	£0.769m
Earmarked Reserves (at 1 April)	£13.030m	£12.216m

*See note at 4.5 - Council Tax

1. INTRODUCTION

- 1.1 This Appendix sets out the 2025/26 budget estimates and Medium-Term Financial Strategy (MTFS) for the period 2025/26 to 2029/30 for the Council's General Fund. The Medium-Term Strategy sets out the current and forecast future costs of the Council and is linked to the Sub-regional Strategy and Partnership Annual Delivery Plan, which sets out the aims and ambitions of the Council.
- 1.2 The MTFS establishes a set of financial policies and principles which aim to provide a sound basis for maintaining the financial integrity of the Council over the medium term.
- 1.3 This Appendix sets out:
 - The Council's Medium Term Financial Strategy for the period 2025/26 to 2029/30.
 - The 2025/26 General Fund Revenue Budget & associated Financing.
 - The General Fund Reserves Position.
 - The General Fund Capital Programme and Financing.
 - Risks, key issues, sensitivity, and monitoring.
 - Enhanced s25 Statement as an Addendum.
- 1.4 The provisional government settlement delivered in mid-December for Boston included Revenue Support Grant £482k, New Homes Bonus £174k, Funding Floor £255k and Recovery Grant £306k overall a reduction of £265k.
- 1.5 In 2025/26, a budget is proposed that allows expenditure to be financed through the creation of efficiencies and appropriate funding in order to smooth the impact of the council's ongoing pressures. Savings are required going forward as a result of increased inflationary costs and other cost pressures but particularly in relation to substantial pressure from the IDB levy where the Council has and continues to lead on raising this issue with its partners in the South and East Lincolnshire Partnership. This means that the Council can continue to provide services whilst also supporting its overall objectives. The Council will continue to strive to be as efficient as possible in all its work, building on the SELCP Partnership with its partners whilst ensuring it maximises the income it receives.

2. BUDGET ASSUMPTIONS

Table 1 – Assumptions which influence the five year financial strategy.

Assumption	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Budgeted inflation ¹	0%	0%	0%	0%	0%	0%
Pay costs increase ²	3.5%	3%	2.5%	2.5%	2.5%	2.5%
Number of Full Time Equivalent Employees	227.16	220.40	214.33	213.09	213.09	213.09
Staffing levels ³	96%	96%	96%	96%	96%	96%
Pension contribution rate – current service cost ⁴	23.6%	23.6%	23.6%	23.6%	23.6%	23.6%
Pension contribution cash amount to fund deficit on scheme ⁴	£713,000	£741,000	£741,000	£741,000	£741,000	£741,000
Return on cash investments ⁵	4.55%	4.10%	3.70%	3.50%	3.50%	3.50%
Return on property funds ⁶	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Utility cost rises ⁷	0%	0%	0%	0%	0%	0%
Fuel cost rises ⁸	0%	0%	0%	0%	0%	0%
Tax base ⁹	0.1%	1.5%	1.5%	1.5%	1.5%	1.5%

Notes to Assumptions

These assumptions reflect, where known, future changes which may arise from the implementation of the council's organisational development plans including the South and East Lincolnshire Councils Partnership with South Holland District Council and East Lindsey District Council (see Section 7).

1. Although inflation does affect the price of supplies and services that the Council procures, because services are given cash limited budgets, they have to absorb the cost of inflation within the resources they have – as such the net impact of inflation is reduced to zero within the estimates. The only exceptions are those contracts which have an agreed inflationary arrangement built into them, we expect that contract costs will substantially increase on renewal.
2. An award for 2024/25 has been agreed being a rise of up to 5.58% for the lowest paid through to 2.82% for those on the highest bands. For 2025/26 a 3% increase has been allowed for moving to 2.5% from 2026/27 onwards.
3. An annual General Fund saving in staff costs (£383k) has been built into the budget (equivalent to 4% of the staff budget) due to anticipated staff vacancies during the year.

4. Based on the Pension Triennial Valuation the pension contribution will be 23.6% in 2025/26 with an additional lump sum amount payable towards the deficit on the pension scheme – this rate is applied only to those staff in the local government pension scheme. A further review will take place which could change the amount from 2027/28 onwards. Any vacant posts are assumed to be within the pension scheme. The pension contribution rate is assumed to stay at 23.6% throughout the life of the MTFS. The lump sum of £741k towards the deficit is confirmed for 2025/26.
5. These are the estimated returns on cash. Average rate achieved to Q3 2024/25 was 5.092%.
6. These are the estimated returns on the Property Fund that the council holds. Average rate achieved to Q3 2024/25 was 3.445%. Asked Sean
7. Utility costs for 25/26 budget assumptions have been based on actuals for 2024/25 to rebase the budgets where needed to reflect actual spend.
8. Vehicle fuel costs reflect current fuel cost forecasts and volumes from 2024/25.
9. The tax base projections for 2025/26 have provided for a reduction of 12 band D equivalent properties. Future growth has been projected at 1.5% (see section 4.6 and Table 3).

3. RESOURCES AND SPENDING PLANS

- 3.1 The following section of the Appendix outlines the resources that will be available to the Council under 6 headings, Business Rates, Council Tax, Revenue Support Grant and other Government Grants, New Homes Bonus, Fees and Charges and Other Income.
- 3.2 On 3rd February 2025 the Final Local Government Finance Settlement for 2025/26 was delivered. The papers included a continuation of New Homes Bonus for a final year with a consultation due in 2025/26, the removal of services grant and rural services delivery grant and the introduction of a Recovery Grant with a continuation of the Funding Guarantee.
- 3.3 On 16th December 2024 the Government also issued the English Devolution White Paper which will impact on the Council into the medium term and will influence spending plans.
- 3.4 In addition, a consultation is now underway with regards to the future funding of local government including a review of the business rates system. There is a desire to move to a multi-year settlement although the detail of this is not yet known.
- 3.5 As a result of these announcements, it makes planning the years from 2026/27 onwards very challenging as many things could change because of these planned reviews and resets. As and when further announcements are made Members will be kept up to date accordingly and the financial impact assessed.

4. DETAILED RESOURCES AND SPENDING PLANS

DETAILED RESOURCES

Business Rates

- 4.1 Under the current arrangements for retained Business Rates, where a Council collects rates above an assessed baseline level set by the Government, a 50% levy is applied that is paid to the Government. In order to avoid this 50% levy a business rates pool was adopted with the County Council and other districts within Lincolnshire.
- 4.2 The Council budgets to expect a number of appeals. A provision has been put aside based on intelligence from the Council's advisors to hopefully cover any effects from this but there still remains a large amount of uncertainty in this area.
- 4.3 Table 2 provides details of the anticipated business rates figures for 2025/26 and provisional figures for 2026/27 through to 2029/30.

Table 2 – Business Rates

Business Rates (Income)/Expenditure	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£'000	£'000	£'000	£'000	£'000	£'000
Retained Business Rates	(8,110)	(8,301)	(8,434)	(8,577)	(8,723)	(8,872)
S31 Grants relating to Business Rates	(2,724)	(2,382)	(2,420)	(2,461)	(2,502)	(2,545)
Tariff	5,368	5,471	5,559	5,653	5,749	5,847
Pre- levy income	(5,466)	(5,212)	(5,295)	(5,385)	(5,476)	(5,570)
Renewable Energy (100% retained by Boston BC)	(222)	(245)	(249)	(253)	(258)	(262)
Levy payment to Lincolnshire Pool	312	315	320	326	331	337
Estimated (Surplus)/Deficit Collection Fund	(222)	79	-	-	-	-
Net Retained Business Rates Income	(5,598)	(5,063)	(5,224)	(5,312)	(5,403)	(5,495)

- 4.4 As well as the potential for the authority to attract additional income through retained business rates there is also the risk of uncertainty through a reduction in the amount of business rates that it collects, this has been further exacerbated by economic impacts. This coupled with uncertainties relating to appeals against rateable values for business premises, with the potential for successful appeals being backdated makes estimating income accurately extremely challenging and potentially volatile.

Council Tax

- 4.5 The MTFs assumes a Council Tax increase in line with the maximum allowed under the Local Government Settlement. In the case of BBC for 2025/26 this is a £7.56 (3.50%) per annum increase (for band D properties). See Table 3 below for the estimated changes in the tax base and council tax collected.

Table 3 – Council Tax

		2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
a	Council Tax base (Band D equivalents)	20,302	20,291	20,594	20,903	21,217	21,535
b	Council Tax Band D (£.p)	216.09	223.65	231.30	239.04	246.87	254.79
	Annual Increase £	7.20	7.56	7.65	7.74	7.83	7.92
	Annual Increase % (see table 4)	3.45	3.50	3.42	3.35	3.28	3.21
c	Annual Council Tax collected (a x b) £	£4,387,059	£4,538,082	£4,763,392	£4,996,653	£5,237,841	£5,486,903
	Annual Increase in Council Tax collected £	£152,023	£151,023	£225,310	£233,261	£241,188	£249,062
d	In year Surplus / (deficit) on the collection fund £	(£52,514)	(£136,919)	£0	£0	£0	£0
	Gross Council Tax (c + c) £	£4,334,545	£4,401,163	£4,763,392	£4,996,653	£5,237,841	£5,486,903

**Local authorities are permitted to increase council tax by up to 3% or £5, whichever is higher, relating to the relative basic amount. The RBA takes into account the total of the council tax precepts plus Boston Town Area Committee, the table below demonstrates that the annual increase is within the 3% threshold when considering the RBA.*

The increase in the in-year deficit is due to an increase in arrears and an increase in the usage of the Council Tax Support Scheme in the preceding year.

Relative Basic Amount Calculation	2024/25		2025/26		Movement	
	Precept (£)	Band D (£)	Precept (£)	Band D (£)	£	%
BTAC	768,772.00	80.37	769,057.00	81.09	0.72	0.90
BBC	4,387,059.00	216.09	4,538,082.00	223.65	7.56	3.50
Total – RBA	5,155,831.00	253.96	5,307,139.00	261.55	7.59	2.99
Tax Base	No of Properties					
BTAC	9,566		9,484		-82	-0.86
BBC	20,302		20,291		-11	-0.05

BTAC expenses

		2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	2029/30 £'000
	BTAC Expenses	769	769	784	803	826	852

Table 4 – Precepting Authority Band D charges

Authority	Proposed Band D amount. £p	Increase over 2024/25 £p	Increase over 2024/25 %
Lincolnshire County Council *	1,625.85*	47.16	2.99
Police and Crime Commissioner **	318.15*	13.95	4.59
Boston BC	223.65	7.56	3.50
Parishes (average)	68.97	2.60	3.91

*LCC Precept is subject to approval on 23rd February, if there are any changes an updated schedule will be provided.

** PCC Provisional request of the Lincolnshire Police and Crime Panel

Revenue Support Grant (RSG) and Section 31 Grants

- 4.6 The table below currently builds in the assumption that RSG will continue throughout the MTFS period until such time as we have more information regarding future funding. Other than S31 grants for Business Rates (see table 2) the other main non-specific grants received by the Council relate to the more recent Recovery Grant and Funding Floor.

Table 5 - Revenue Support Grant and other Non-Specific S31 Government Grants

	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£'000	£'000	£'000	£'000	£'000	£'000
Revenue Support Grant	454	482	482	482	482	482
Rural Services Delivery Grant	116	0	0	0	0	0
Services Grant	19	0	0	0	0	0
Recovery Grant	0	306	306	306	306	306
Funding Floor/Guarantee	550	255	255	255	255	255
Total Received	1,139	1,043	1,043	1,043	1,043	1,043
Reduction in resource		96				

New Homes Bonus

- 4.7 New Homes Bonus (NHB) allocations were announced as part of the Local Government Finance Settlement for 2025/26. The government has added a year of additional grant and a consultation is planned on changes to this funding so for future years this has been assumed to have been removed.

Table 6 – New Homes Bonus estimates

	Final 2024/25 £000	Draft 2025/26 £000	Draft 2026/27 £000	Draft 2027/28 £000	Draft 2028/29 £000	Draft 2029/30 £000
New Homes Bonus	343	174	0	0	0	0

Fees and Charges

- 4.8 The Council is dependent on direct payment for many of its services in the form of various fees, charges and rents. Fees and charges play an important role in the effective delivery of services; they not only raise income but can control access to services, help the council respond to competition, fund investment and guide client behaviour.
- 4.9 In some cases, the levels of fees are set by the Government and the Council has no control over what is charged. Where the Council has had control, it has not always increased these charges in line with inflation or other market conditions. Given future uncertainty around levels of government grant support and business rates income, it is assumed that the budget will apply RPI increases to all discretionary fees and charges on an annual basis where appropriate.

Table 7 – Fees and charges income budgets

Budget Area	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	2029/30 £'000
Building control	201	215	221	228	235	242
Licensing	151	165	167	170	173	175
Land charges	58	54	55	55	56	56
Bereavement	978	995	1,015	1,035	1,056	1,077
Garden Waste	680	737	751	766	781	796
Trade waste	395	398	406	414	423	431
Planning fees	645	661	675	688	702	715
Parking	906	942	961	979	998	1,018
Markets	95	95	95	95	95	95
Other small areas	190	118	124	126	129	149
TOTAL FEE INCOME	4,299	4,381	4,470	4,557	4,646	4,755

Other Income

4.10 The Council also receives other forms of income, as shown in the following table.

Table 8 – Other Income

	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£'000	£'000	£'000	£'000	£'000	£'000
Interest on Investments	2,398	2,544	1,716	1,543	1,547	1,542
Housing Benefit Subsidy	12,391	11,845	11,329	10,840	10,374	9,930
Housing Benefit/Universal Credit Overpayments	30	30	30	30	30	30
Council tax and Housing benefit administration grant	183	143	137	132	127	122
Specific Government Grants	419	274	264	196	198	196
Court Income & Council Tax Penalties	265	274	274	274	274	274
Rental income	815	563	565	567	569	571
NNDR admin grant	91	91	93	94	96	98
Capital Grants	0	8,283	1,000	0	0	0
Other Contributions (from external bodies for sharing of services and posts)	6	1,392	961	995	1,022	1,050
Other Income/Grants	22,361	5,239	5,087	5,080	5,280	5,341
Use of Reserves	384	1,348	336	280	155	159
Total Other Income	39,342	32,026	21,792	20,030	19,672	19,311

- Use of Reserve values will change as and when new schemes are approved for inclusion within the programme.
- Decrease in the Housing Benefit Subsidy income is due to a realignment of the budget to reflect current anticipated levels of activity. There is a corresponding decrease in expenditure.
- Assumptions have been made on investment income levels due to a variety of factors.

4.11 Summary

Table 9 – All sources of income

	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£'000	£'000	£'000	£'000	£'000	£'000
Business Rates	5,598	5,063	5,224	5,312	5,403	5,495
Revenue Support Grant	454	482	482	482	482	482
Services Grant	19	0	0	0	0	0
Rural Services Delivery Grant	116	0	0	0	0	0
New Homes Bonus	343	174	0	0	0	0
Funding Floor/Guarantee	550	255	255	255	255	255
Recovery Grant	0	306	306	306	306	306
Council Tax	4,335	4,401	4,763	4,997	5,238	5,487
EPR Funding*	0	946	0	0	0	0
Funding	11,415	11,627	11,030	11,352	11,684	12,025
Fees, Charges, Rents*	4,299	4,381	4,470	4,557	4,646	4,755
Other Income	39,342	32,026	21,792	20,030	19,672	19,311
Fees, Charges & Other Income	43,641	36,407	26,262	24,587	24,318	24,066

*Extended Producer Responsibility Payments

2025/26 SPENDING PLANS

- 4.12 Table 10 below shows the estimated Council spending plans for the next 5 years. It shows expenditure analysed by the CIPFA Standard classification. The paragraphs below the table provide explanations for the main variances across the MTFS.

Table 10 – Spending Plans

	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	2029/30 £000
Employees	11,258	11,865	11,933	12,175	12,477	12,804
Premises	2,543	2,046	2,039	2,064	2,081	2,111
Transport	2,469	2,174	2,189	2,205	2,222	2,239
Supplies and Services	3,140	3,280	3,023	3,148	3,177	3,194
Third Party Payments	4,884	5,193	4,703	4,707	4,709	4,712
Drainage Board Levies*	2,825	2,927	3,073	3,227	3,388	3,558
Parish Councils' Precepts	579	579	579	579	579	579
Transfer Payments	29,251	20,470	12,701	11,236	10,789	10,360
Direct Revenue Financing of Capital	0	636	155	0	0	0
Interest Payable on Borrowing	111	111	111	224	336	336
Minimum Revenue Provision	129	207	381	600	1,048	1,100
Capital Charges Contra Entry	0	785	690	690	690	690
Contributions to Reserves	60	533	60	18	60	60
Gross Expenditure	57,250	50,857	41,688	40,922	41,608	41,795

**Drainage Board Levies increase of 5% for 2026/27 onwards*

- 4.13 Employee costs have been prepared in accordance with the Council's Pay Policy. Pay generally has been increased by salary increments due to staff, and by an estimated 3% for 2025/26 and 2.5% thereafter. Pension cost estimates have been prepared on the basis of current staff in the pension scheme at October 2024/25, and all vacant posts assumed to be within the pension scheme. There have been some staffing changes which are mainly grant funded as a result of successful bidding to government departments. The employee costs also include the latest results of the Pension Triennial Review.

- 4.14 The Council applied a supplement to the lowest paid officers to enhance their hourly rate to the same level as the Real Living Wage rate, as set by the Living Wage Foundation. This supplement is also applied to South Holland District Council and East Lindsey District Council employees. The budget assumes the continued implementation of a pay supplement to enhance pay to a minimum of £12.60 per hour for all employees of the Council paid on the National Joint Council (NJC) pay rate.
- 4.15 All utilities budgets are now reflective of the actual volumes in 2024/25 and adjusted for the new contract prices.
- 4.16 Transport costs have decreased from 2024/25 levels due to realignment of budgets to actual spend of fleet maintenance recharges and fuel, as well as a review of the vehicle washing contract.
- 4.17 Supplies and Services budgets have increased mainly due to realignment of building maintenance recharges and also the transfer of GMLC leisure costs to Parkwood leisure.
- 4.18 Third party payments - These budgets reflect payments to Public Sector Partnership Services and other outside bodies.
- 4.19 Transfer Payments – There is a large decrease from 2024/25 levels due to less project grant funding being received.
- 4.20 Capital Charges – Changes in capital charges relate to revisions to the capital programme between years which do not affect the General Fund bottom line as they are funded from reserves.
- 4.21 Internal Drainage Board (IDB) increases are set out in the table below. Post 2025/26 increases have been estimated at 5% per annum. The Council is liaising with the local Internal Drainage Boards to work towards limiting future increases where possible. Lobbying of government is also underway with the impact of this loss of revenue to the Council due to the embedded levy having an impact every year that passes.

	2021/22 Actual £	2022/23 Actuals £	2023/24 Actuals £	2024/25 Actuals £	2025/26 Budget £	Increase from 2021/22 to 2025/26 £/%	Increase from 2024/25 to 2025/26 £
Witham Fourth Internal Drainage Board	1,108,050	1,196,693	1,256,520	1,507,824	1,547,276	£439,226/ 40%	£39,452/2.62%
Welland and Deepings Internal Drainage Board	61,851	66,799	77,962	83,348	85,478	£23,627/ 38%	£2,130/2.56%
Black Sluice Internal Drainage Board	842,838	885,757	1,139,128	1,232,588	1,293,006	£450,168/ 53%	£60,418/4.90%
South Holland Drainage Board	973	1,051	1,130	1,220	1,290	£317/ 33%	£70/5.74%
TOTAL LEVY	2,013,712	2,150,300	2,474,740	2,824,980	2,927,050	£913,338 / 45%	£102,070 / 3.61%

5. BUDGET REQUIREMENT

4.1 The budget requirement is formed by comparing resource prediction and spending plans as set out in Table 11 below.

4.2 Appendices 1a and 1b bring together the budgeted expenditure and income and show the overall MTFS position analysed by income and expenditure type, service area and by portfolio budgets.

Table 11 – Budget Requirement

	2024/25 Estimate £'000	2025/26 Estimate £'000	2026/27 Estimate £'000	2027/28 Estimate £'000	2028/29 Estimate £'000	2029/30 Estimate £000
Fees, Charges & Other Income (table 9) *	(43,641)	(36,407)	(26,262)	(24,587)	(24,318)	(24,066)
Gross Expenditure (table 10)	57,250	50,857	41,688	40,922	41,608	41,795
Efficiency Target IDB	(674)	(913)	(1,059)	(1,213)	(1,375)	(1,544)
Efficiency Target	(172)	(511)	(1,921)	(2,337)	(2,775)	(2,678)
Net Budget	12,762	13,206	12,445	12,785	13,140	13,507
<u>Funded By</u>						
Retained Business rates	(5,598)	(5,063)	(5,224)	(5,312)	(5,403)	(5,495)
Revenue Support Grant	(454)	(482)	(482)	(482)	(482)	(482)
Service Grant	(19)	0	0	0	0	0
Rural Services Delivery Grant	(116)	0	0	0	0	0
FundingFloor, Funding Guarantee	(550)	(255)	(255)	(255)	(255)	(255)
Recovery Grant	0	(306)	(306)	(306)	(306)	(306)
New Homes Bonus	(343)	(174)	0	0	0	0
BTAC	(769)	(769)	(784)	(803)	(826)	(852)
Parish Precepts	(579)	(630)	(630)	(630)	(630)	(630)
Council Tax	(4,335)	(4,401)	(4,763)	(4,997)	(5,238)	(5,487)
EPR Funding	0	(946)	0	0	0	0
Total Funding	(12,762)	(13,206)	(12,445)	(12,785)	(13,140)	(13,507)

The Council has a significant efficiency target for 2025/26 in respect of which plans are already underway to address in addition to the continued liaison with the Government on the IDB issue.

4.3 Boston Area Town Committee

Boston Town Area Committee (BTAC) special expenses are a separate charge to the residents of Boston for services provided in their town and are charged as a supplement to the main council tax. The BTAC budget for 2025/26 is estimated at £769,058 (2024/25 - £768,772). The detailed estimate was reported on 30th January 2025 to the Boston Town Area Committee.

Other Budget Matters

- 5.5 In order to meet the Council's Equalities obligations, equality impact assessments will be carried out when the nature of proposed changes to services and the potential mitigation (if any) is clear, so that the implications of decision are fully understood as they affect specific groups and communities. These have been, and will continue to be, regularly undertaken and considered as part of the decision making process.

6. RESERVES

In order to comply with the requirements of the Local Government Act 2003, the Authority must undertake a review of the level of reserves as part of annual budget preparation. A review of the reserves has been undertaken to make sure that they have a defined purpose, identified and approved values for additions to and usage of each reserve, and that they are set at an appropriate value which identifies the current and future requirements and risks the Council might face. This has included an assessment of risk registers, pressures upon services, inflation and interest rates and any underwriting arrangements. The proposed budget has been developed on the basis of not requiring any long-term support from reserves for the revenue budget.

6.1 General reserves

The General Fund balance is estimated to stand at £2.0m for the next five years, which the Council's Section 151 Officer believes to be prudent for the Council at this time, when taken in the context of the other reserves that the Council has.

6.2 Specific Reserves

Specific reserves are set up to provide funds for known future commitments or provide resources for unexpected events. Given the risks and uncertainties facing both the local and national economy the Council is committed to retaining robust levels of reserves, whilst ensuring resources are available to enable efficient service delivery.

Table 12 – Reserve Balances

Reserves	Balance 31.03.2025 £'000	Balance 31.03.2026 £'000	Balance 31.03.2027 £'000	Balance 31.03.2028 £'000	Balance 31.03.2029 £'000	Balance 31.03.2030 £'000
Capital Funding Reserve	(6,278)	(5,642)	(5,487)	(5,487)	(5,487)	(5,487)
Transformation Reserve	(498)	(428)	(413)	(260)	(277)	(294)
Repairs and Renewals Reserve	(630)	(633)	(636)	(639)	(642)	(645)
ICT Reserve	(18)	(18)	(18)	(18)	(18)	(18)
Housing Reserve	(1,368)	(1,361)	(1,361)	(1,361)	(1,361)	(1,361)
Controlling Migration Reserve	(14)	(14)	(14)	(14)	(14)	(14)
Insurance Reserve	(197)	(197)	(197)	(197)	(197)	(197)
Property Fund Returns Risk Mitigation Reserve	(1,116)	(1,061)	(1,003)	(941)	(875)	(805)
Funding Volatility Reserve	(2,017)	(1,617)	(1,617)	(1,617)	(1,617)	(1,617)
Contingency Reserve	(272)	(200)	(200)	(200)	(200)	(200)
Climate Change Reserve	(73)	(73)	(73)	(73)	(73)	(73)
Planning Reserve	(325)	(275)	(225)	(175)	(125)	(75)
S106 & Commuted Sums Reserve	(128)	(128)	(128)	(128)	(128)	(128)
Property Fund Reserve	(96)	(96)	(96)	(96)	(96)	(96)
Extended Producer Responsibility Reserve		(473)	(473)	(473)	(473)	(473)
Total Specific Reserves	(13,030)	(12,216)	(11,941)	(11,679)	(11,583)	(11,483)
General Reserve	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
BTAC Reserve	(204)	(204)	(204)	(204)	(204)	(204)
Total Reserves	(15,234)	(14,420)	(14,145)	(13,883)	(13,787)	(13,687)

Capital Reserve

This reserve consists of past and annual revenue contributions. It may be used to finance the capital programme depending on future plans.

Transformation Reserve

The purpose of this reserve is so the council can invest in service transformation for the future.

Repairs & Renewals Reserve

These reserves come from annual contributions from service areas to deal with the maintenance and replacement of facilities, vehicles and equipment.

ICT Reserve

This reserve comes from annual contributions from service areas to deal with the planned maintenance and replacement of software and hardware

Housing Reserve

Funded by grants this is used to support the capital acquisitions and strategic housing solutions.

Controlling Migration Reserve

This reserve is for use to support community engagement activities.

Insurance Reserve

The reserve is held to deal with any loss, low value claims and other excess on other policies. It can also be used to finance risk management initiatives.

Property Funds Returns Mitigation Reserve

This mitigation reserve holds year-end balances on operational surpluses/deficits and is used to mitigate impacts of the funds as required.

Funding Volatility Reserve

This reserve holds the year end balances of any accounting adjustments necessary for the Council's Collection Fund or other volatile components in the Councils Revenue Account including in-year deficits should they occur.

Contingency Reserve

This reserve is held for member priorities and was previously related to Covid arrangements..

Climate Change Reserve

For implementation of smaller schemes, help fund preparation for larger capital scheme funding bids and also fund feasibility reports.

Planning Reserve

Various sums are received for Planning related work, large planning windfalls may similarly be placed here.s. The Council's policy is to draw sums from here to support the work of the planning service as required e.g the creation of the local plan.

S106 and Commuted sums reserve

Funds assigned under section 106 legal agreement to the Council from property developer planning agreements.

Property Fund Reserve

Used to mitigate the impact on the Councils Revenue Account as a result of surplus and deficit returns on property funds against budgeted amounts should they occur.

Extended Producer Responsibilities Funding

This grant is to contribute towards the costs of disposing of waste already in the system so available for general use as those costs are already being financed.

Table 13 – Contribution to/from Reserves 2025/26

	2025/26 £'000
Contribution to Reserves	
<u>Transformation Reserve</u>	
District Council Elections 25.26 contribution	(42)
<u>Repairs and Renewals Reserve</u>	
Riverside Ind Est-25% income	(18)
<u>Extended Producer Responsibility Reserve</u>	
Extended Producer Responsibility Funding	(473)
Contribution to Reserves total	(533)
Contribution from Reserves	
<u>Capital Funding Reserve</u>	
Capital Programme 25.26	636
<u>Transformation Reserve</u>	
Server Room Relocation	9
Accessing Town Deal Capacity Fund	12
Technology Forge Migration	25
Temporary roles for 2 years to oversee food waste	25
Tender Work	20
Interim Waste Manager	2
Shared S113 Officer – Environmental Services Project Coordinator	7
HR Transformation 25/26	12
<u>Housing Reserve</u>	
Housing Options Advisor (Proforma B 002)	7
<u>Repairs & Renewals Reserve</u>	
CCTV Repairs and Renewals	15

Property Funds Returns Risk Mitigation Reserve	
Property Funds	55
Planning Reserve	
Local Plan works slippage from 24/25	50
Contingency Reserve	
Lead Safety Officer	8
Fly Tipping Liaison Officer	14
BBC Christmas Event	50
Funding Volatility Reserve	400
Contribution from Reserves total	1,347
Net contribution (to)/from Reserves	814

CAPITAL PROGRAMME AND TREASURY MANAGEMENT

- 7.1 The Capital Strategy and Asset Management Strategy will generate potential future capital investment requirements. Specific schemes and values will only be included in the recommended programme when the need and likely costs have been further established in detailed business cases, and the Council has ensured that it has sufficient capital and revenue resources to implement such schemes.
- 7.2 The Council has limited capital resources and must look to new ways of financing its capital expenditure. It must also seek to reduce the running costs of its assets and maximise capital receipts.
- 7.3 The Council's proposed 5 year Capital Programme and its 5 year capital resource projections are shown in the table below reflecting the latest estimates of slippage from 2025/26 as set out in Appendix 2.

Table 14 – Capital Programme, Funding and Resource Implications

Ref	Scheme	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	2029/30 £'000	Total
1	Disabled Facilities Grants	785	785	785	785	785	3,925
2	Vehicle Replacement	773	-	2,004	425	-	3,202
3	Information Technology Infrastructure Refresh	368	265	549	100	100	1,382
4	Uniform	291	-	-	-	-	291
5	Unit 4 Implementation	47	17	-	-	-	64
6	Affordable Housing Commuted Sum	1,074	-	-	-	-	1,074
	Total Projects (Excl Towns Funds, LUF & LUP)	3,338	1,067	3,338	1,310	885	9,938
7	Towns Fund - Leisure	7,758	5,592	-	-	-	13,350
8	Towns Fund - Mayflower	2,517	-	-	-	-	2,517
9	Towns Fund - Healing the High St (incl Shodfriars)	2,465	-	-	-	-	2,465
	Towns Fund Total	12,740	5,592	-	-	-	18,332
10	LUF – Civic Hub	640	100	-	-	-	740
11	LUF – Crown House	4,522	900	-	-	-	5,422
12	LUF – Public Realm	5,384	600	-	-	-	5,984
	LUF Total	10,546	1,600	-	-	-	12,146
13	Boston Partnership Funding (formerly LUP) - Boston United Football Sports Complex	1,025	-	-	-	-	1,025
14	BPF – Affordable Homes (Quadrant Housing Development)	755	-	-	-	-	755
15	BPF – Haven Wharf	2,550	-	-	-	-	2,550
16	BPF – PE21 Rosegarth Square	391	-	-	-	-	391
17	BPF – Boston Connected	478	-	-	-	-	478
18	BPF – Boston Community Research	299	-	-	-	-	299
	BPF Total	5,498	-	-	-	-	5,498
	Approved Programme Total	32,122	8,259	3,338	1,310	885	45,914

	New Projects/Additions						
1	Boston Crematorium	-	-	525	-	-	525
2	Capital Enhancements	250	200	-	-	-	450
3	Depot Purchase	150	-	-	-	-	150
4	Food Waste	784	-	-	-	-	784
	New Projects/Additions Total	1,184	200	525	-	-	1,909
	Grand Total	33,306	8,459	3,863	1,310	885	47,823
	Funded By:						
	Internal Borrowing	(1,163)	(5,003)	(3,078)	(525)	(100)	(9,869)
	External Grants	(30,298)	(3,256)	(785)	(785)	(785)	(35,909)
	Capital Reserve	(771)	(200)	-	-	-	(971)
	S106	(1,074)	-	-	-	-	(1,074)
	Grand Total	(33,306)	(8,459)	(3,863)	(1,310)	(885)	(47,823)

Note: The Council holds sufficient S106 funds in accordance with CIPFA guidance on the balance sheet as a liability.

Treasury Management

- 7.4 The Council is required to calculate a prudent provision of Minimum Revenue Provision (MRP) on its unfinanced capital expenditure which ensures that the outstanding debt liability is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits. Regulations have been further amended with full effect from April 2025 to expressly provide that in determining a prudent provision local authorities cannot exclude any amount of Capital Financing Requirement (CFR) from its calculation.

Appendix 5.7 at the back of Appendix 3b Treasury Management Strategy, MRP Policy Statement and Annual Investment Strategy 2025/26 provides a copy of a report that went to Audit and Governance Committee on 27 January 2025 providing detailed information on the implications of this change to the Council.

7.5 The Treasury Management Strategy Statement pulls together the decisions of capital investment and our cash flow and revenue budgets.

Table 15 – Treasury Assumptions

Treasury Assumptions	2025/26	2026/27	2027/28	2028/29	2029/30
Average Investment Balances	£39.2m	£23.2m	£18.4m	£18.5m	£18.4m
Investment assumptions – cash investments return	4.10%	3.70%	3.50%	3.50%	3.50%
Investment assumptions – property fund return (revenue return only)	4.00%	4.00%	4.00%	4.00%	4.00%
External Borrowing	£1m	£1m	£4m	£7m	£7m
Average Borrowing Rate	11.125%	11.125%	5.594%	4.804%	4.804%

7.6 These assumptions include:

- The Council's available cash balances and investment returns will be influenced by the future development of the Council's Asset Management Plan and all decisions made regarding the use of the Council's Reserves for capital and revenue purposes.

8. CONSULTATION

8.1 Under the Gunning Principles, the following points are the golden rules of consultation:

- Proposals must contain enough information for the respondent to provide intelligent consideration.
- Must give adequate time for a response.
- Responses must be conscientiously taken into account.

8.2 Using these principles, the budget consultation process for the 2025/26 budget comprised a number of elements. A budget consultation exercise was undertaken and in addition to this the Council consulted through a number of Member forums: Audit and Governance and Corporate and Community Committee.

8.4 Following the budget consultation process, comments received through the Member meetings and consultation exercise were taken into account in preparing and recommending the proposed budget for Cabinet review and formal Council approval on 19th February 2025 and 3rd March 2025 respectively.

9. EFFICIENCY TARGETS

- 9.1 The projected budgets recognise an increasingly challenging and uncertain position through the five year period of our financial strategy. The current financial environment requires a significant transformation in the way public services are both paid for and provided, with an emphasis on business and housing growth to both improve economic development and maximise funding to the Council to help offset ongoing reductions in overall resources. The Councils partnership and the outsourced services within its TECKAL company PSPS Ltd provide significant opportunity to drive savings, efficiencies, transformation, and improvement across the 3 Councils.
- 9.2 Based upon current budget assumptions the value of efficiency savings required to set a balanced budget for the next five years are as follows:

Table 16 – Efficiency Targets

	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	2029/30 £'000
Budget Efficiency Requirement (£'000) – annual	510	1,921	2,337	2,775	2,678
IDB Funding Requirement (£'000)	913	1,059	1,213	1,375	1,544
Total	1,423	2,980	3,550	4,150	4,222

- 9.3 The ongoing delivery of a significant level of efficiencies and savings is recognised as a key challenge to the Council that will require both political and cultural direction to ensure it is met.

10. SOUTH AND EAST LINCOLNSHIRE COUNCILS' PARTNERSHIP PLANS

- 10.1 As we think of 2025/26 there is great uncertainty with the central funding which could be allocated to Boston. This is driven by several financial matters which remain unresolved such as the implications of the Fairer Funding Review, Business Rates baseline reset and a review of the Business Rates retention scheme. It should therefore be noted the Councils assumptions on future budget gaps whilst prudent could well be understated. The Council is taking a positive response to this uncertainty by seeking to influence those matters raised above through both engagement and lobbying to ensure a fair deal is delivered for rural communities.

As we look forward into 2025/26 Cabinet will be promoting projects which aim to drive commercial opportunities, place the customer at the centre of everything we do and achieve as much as is possible through greater collaboration through the South and East Lincolnshire Councils Partnership. Some of these key projects to be developed during 2025/26 include.

- Realising efficiencies working together with East Lindsey District Council and South Holland District Council through the South and East Lincolnshire Councils Partnership
- Investment in infrastructure and facilities through the Towns Fund, LUF, LTTF, NPO and UKSPF
- A Council service modernisation programme through investment with PSPS and also in ICT
- Building the case for investment in infrastructure
- Empowering communities in the way services are provided
- Commercialisation of services
- Addressing Deprivation in the area
- Tackling Climate Change through the Green Homes Initiative
- Delivering the Boston Town Centre Strategy and Action Plan

11. RISK AND SENSITIVITY

11.1 The following table shows the key risks and how we intend to treat them through our risk management practices. This table was reviewed in detail by the A and G Committee on the 27th January 2025.

11.2 Table 17 – Key Risks

Risk	Likelihood	Impact	Mitigating Action
Fairer Funding, Business Rate reset/changes, Impact on Rural Councils	High	High	To lobby as required
IDB Levy	High	High	Special Interest Group lobby established, MPs being engaged and on going liaison with ADA, MHCLG and Ministers.
Interest Rates Changing	High	High	Ongoing proactive management of opportunities in the market and staircasing of loans to maximise longer term lock and premium rates in the LA market.

Growth plans may require borrowing at some point in the future	Medium	Medium	Substantial external funding has been leveraged to the benefit of the Town and this is now fully incorporated into the Councils budgets.
Increased demand for Homelessness Support Services – relating to Homelessness Reduction Act	High	High	Monitor service demand and impact on costs. Optimise use of grant funding and closely monitor changes in service requirements. Work with commissioners and suppliers to minimise benefit subsidy implications.
Lack of clarity for funding levels beyond 24/25 and spending review	High	High	Prudent budget set to provide best estimate. Transitional arrangements have been applied in similar previous changes imposed on funding arrangements. Promptly review new information as it becomes available.
Volatility and Fluctuation in business rates	High	High	Regular monitoring of business rates, debt levels, recovery action and impact of changes in government support.
Pension fund deficit	Medium	Medium	Review Pension fund data and use specialists as required to support this process.
Additional bad debts as a result of economic circumstances	High	High	The Council has pro-active debt management and pre-pay fee policies. Supporting business through economic development team support.
Increased maintenance costs of ageing physical assets	High	High	£450,000 has been allocated from the Capital Reserve in 2025/26 to 2026/27 to support required works for assets.
Inflation rises by more than budgeted projections	Medium	Medium	Budget assumptions kept up to date with most recent projections. Inflationary pressures have now mainly come under control.
Court Income	High	Medium	Court income projections are in line with budget. The budget has not been increased due to concerns over collectability of this income.
PSPS may be unable to deliver an effective service within the agreed contract price.	Low	Medium	Reviewing Service Level Agreements, activity levels and service priorities, development of Transformation Programme has been undertaken.
Fee Income volatility	High	High	Early monitoring of deviations and reporting through to Cabinet. Controlling costs where service demand is reducing.
Contract Cost volatility	High	High	To seek to pre-purchase where necessary, contract management to ensure that projects are maintained within revenue and capital budget affordability levels.

Lack of funding to partners causing displacement of service demand	High	High	Engagement and realism
Inadequate capital resources to finance future desired plans	High	Medium	The Council has been very successful in achieving significant capital funding.
Central Government policy changes	High	High	Engagement in consultation and policy creation
Reductions in NHB impacting on future plans	High	High	Once a consultation is launched reviewing the proposals and lobbying as required.
VAT – partial exemption	High	High	Close forecasting VAT partial exemption position
Failure to deliver the required transformation programme	High	High	Effective programme and project management
Reduction in Investment Values	Medium	High	Regular Monitoring is reported of investment valuations to Audit and Governance Committee and the Finance PFH. A specific reserve is allocated.
Central Government policy changes	High	High	Engagement in consultation and policy creation
Increased demand for services in general	High	High	To have in place a robust management framework to understand and respond appropriately to increased demand

12. OPTIONS

- 12.1 There are no alternative budget options presented, however if Council does not accept the proposed budget, then any changes to income or expenditure which will produce a revised balanced budget must be presented and approved at the Council meeting.

13. RECOMMENDATIONS

- 13.1 Reason for recommendation - To comply with the budgetary and policy framework.

- 13.2 Recommendations – That Cabinet recommends to Full Council to approve:

- the General Fund budget 2025/26 including the setting of Council Tax;
- The Councils Capital Programme;
- Other associated strategies, policies and plans as set out in the covering report and associated Appendices.

Addendum - Section 25 Report of S151 Officer

“Robustness” of Budgets

1.0 Background

- 1.1 Under Section 25 of the Local Government Act 2003, the S151 Officer must report as to the robustness of the estimates included within the budget and highlight the risks associated with its deliverability and sustainability and the adequacy of reserves. This Addendum should be read in conjunction with the assumptions and plans outlined in the Budget Appendix attached, as this statement provides critical context for budget discussions.
- The framework within which the Council's budget setting process operates and within which the financial plan was developed is governed by legislation which provides regulatory safeguards for the Council:

Section 25 of the Local Government Act 2003 requires the authority's Chief Financial Officer to report on the robustness of the estimates and the adequacy of reserves allowed for in the budget proposals in the financial plan report, so Members are informed and can consider this when they make their budget decisions.

Section 114 of the Local Government Finance Act 1988 highlights the Chief Financial Officer's responsibility to report to the external auditor and members if it appears to them that an unbalanced budget is likely to be set for the year. Further, the CFO shall make a report under Section 114 if it appears that the expenditure incurred during a financial year is likely to exceed the resources available to meet that expenditure; or if any unlawful expenditure is planned/takes place.

Local Government Finance Act 1992 identifies the requirement to set a balanced budget.

Section 151 of the Local Government Act 1972 - Financial Administration requires that authorities should appoint a Section 151 Officer to have responsibility for the proper administration of its financial affairs.

The Accounts and Audit Regulations 2015 – Regulation 4 requires that the accounting records and control systems include measures to ensure that risk is appropriately managed.

The CIPFA Financial Management Code 2019 - includes the following standard which should be complied with: “The budget report includes a statement by the chief finance officer on the robustness of the estimates and a statement on the adequacy of the proposed financial reserves”.

The requirements of the Prudential Code must also be complied with (a separate report on prudential Indicators is included elsewhere in this suite of Medium-Term Financial Strategy (MTFS) reports).

Section 106 of the Local Government Finance Act 1992 makes it a criminal offence for any Member with arrears of Council Tax which have been outstanding for two months or more to attend any meeting of the Council or one of its committees at which a decision affecting the budget is to be made, unless the Member concerned declares at the outset of

the meeting that he or she is in arrears, and will not be voting on the decision for that reason. The Member concerned must then abstain from voting.

The Local Authorities (Standing Orders) (England) (Amendment)

Regulations 2014 provide that the Council's procedures must provide for the minutes to record how each Councillor voted (including any abstentions) when determining the Council's budget and the level of Council Tax to be levied.

- 1.2 CIPFA guidance on Local Authority Reserves and Balances also requires that a statement reporting on the annual review of earmarked reserves should be made to Council, at the same time as the budget. The statement should list the various earmarked reserves, the purpose for which they are held and provide advice on the appropriate levels. It should also show the estimated opening balances for the year, planned additions/withdrawals and the estimated closing balance.

Robustness of Estimates – Overview

- 1.3 Local authorities have been operating within an extended period of financial constraints over the last 10 years with significant cuts in grants from Government since 2013/14 and restrictions on the level of council tax increases that could be applied. It is becoming increasingly evident that councils are experiencing significant financial difficulties.
- 1.4 The Medium-Term Financial Strategy highlights the continued significant uncertainty on the council's projected financial position going forward. The council has received confirmation of grant allocations from the finance settlement for 2025/26 but there is no indication of the level of grant that can be expected from 2026/27. The new Government has given a clear indication that finance reforms are imminent and are expected to start consulting on their proposals in the next few months.
- 1.5 The impact of the economic climate of recent high inflation and higher investment income levels has had a significant impact on the council's budget. Whilst inflation has fallen, there is still uncertainty in the market which is keeping interest rates high for an extended period of time although these are expected to reduce in 2025/26.
- 1.6 Taking these factors into consideration, the projections for the council's financial position beyond 2025/26 is still subject to a high degree of uncertainty and therefore, the estimates reflect a number of assumptions on the financial position over the Medium Term to assist with financial planning for the longer term. As with any assumptions or projections of budgets over a five-year period, some will have a level of risk against them, and the Financial Strategy and Plans 2025/26 to 2029/30 are no exception.
- 1.7 The Local Government Finance Policy Statement announced on 28 November 2024 set out the Governments intentions for the local government finance settlement for 2025/26. This was shortly followed by the provisional funding settlement on 18 December 2024. These both served to provide some early certainty in respect of the funding settlement for 2025/2026 with a view that it would 'ensure stability and maintain balance on council tax'.
- 1.8 The financial strategy assumes that the main Revenue Grants will continue to reduce into the medium term, whilst we await more detail on the Governments planned restructuring of Grant towards areas of most need. The Council has lost Rural Services Delivery Grant and Services Grant however has benefited from the Recovery Grant so future adjustments may or may not

benefit the Council. A new significant funding source for 2025/26 is the Extended Producer Responsibility Grant.

- 1.9 The proposed funding reforms also include the review of the Business Rates Retention Scheme. Detailed arrangements for the review and implementation of a new scheme are still unknown at this time and any re-set of the baseline could mean that the Council does not retain all the growth that has been achieved and is currently included in the Plan. The continuation of 100% retention of rates from renewable energy is also factored into the plan which may also change as part of the reset. The council has benefitted from increased business rates income due to the increase in the business rates multiplier and this has been reflected in the projected figures. However, no additional growth is included in future years due to the level of uncertainty and risk around business rates funding but also because of increased uncertainty from the impacts of the economy and the impact on the Council's ability to sustain levels of income from growth in a market where businesses and individuals are themselves experiencing the effects in increased costs.
- 1.10 In the previous two Financial Strategies mainly due to the embedded Internal Drainage Board levy increase pressure, a savings orientated service review and transformation plan approach has been adopted to balancing the budget, whilst we have awaited government awards for financial support. These grant support payments have been forthcoming for 2023/24, 2024/25 and are within the Draft Provisional Statement for 2025/26 albeit still at £3m which has not reflected the increases over the period 21/22 to 25/26 from £6m to circa £14-15m nationally. We continue to lead the way and lobby heavily on this issue which is significantly and adversely impacting on the Councils budgets. If government does not increase its support for this pressure it may be that Council needs to look at other options for funding this impact although this could only be a short term plan, with a view to more significant and radical savings requirements into the future to fund these rising costs. The council has been prudent in building up a level of reserves in previous years and the use of the Extended Producer Responsibility payments to offset any unfunded IDB pressure will be a necessity plus potentially the use of reserves.
- 1.11 Whilst the Council has made very positive progress with its plans for 2024/25 an even more robust approach will be required in 2025/26 and saving, efficiency, service review and transformation plans will need to be closely monitored and RAG rated in reporting to ensure progress continues to be positive.
- 1.12 The safety net of the level of reserves which could if necessary be re-prioritised, provides for a degree of comfort and robustness and in the opinion of the S151 Officer are adequate for the purposes of the Council for the period up to 2026/2027. From 2026/2027 the risks associated with the budget significantly change and many different factors are in transition. As noted in the strategy, there are a number of operational and financial risks facing the Council that could possibly impact on the level of Reserves held, which may result in balances depleting earlier than anticipated depending particularly on the outcome of the government position regarding support for the Internal Drainage Board Levy increases.
- 1.13 The main risks facing the Council are as follows:

Internal Drainage Board Levy funding and increases – The most significant financial challenge for the Council is in respect of the Internal Drainage Board levy increases. Representations continue to be made at any possible point to seek to increase the grant

funding that is now in its third year to a level closer to the pressure that exists in the Councils budget.

Business Rates Reset – There is no assumption for increased growth in the financial strategy as this currently presents a significant level of risk. Alongside this, there is a risk that an element of the growth will be removed as part of the baseline re-set with the implementation of the new Business Rates Retention Scheme arrangements. There is also concern that some of the business rates generated from renewable energy will also be withdrawn under the new scheme. These are currently retained at 100% so presents considerable risk if any or all of this is removed. With any new financial reforms is the assumption that there will be some dampening mechanism to soften the impact of any significant funding reductions but until further announcements are made on the detail and timing of the implementation of a reset, it remains a significant risk. These risks will continue to be monitored and reported to management and members as information on new arrangements for the scheme emerge. The pooling gain similarly supporting the baseline position may also be subject to changes again impacting on Council budgets.

Future Funding – The government has announced a fundamental review of funding to take place in 2025/26 with a view to future multi-year settlements. These proposed changes have also resulted in the creation of a recovery grant in 2025/26 with a clear direction of travel to support authorities with high levels of need and low ability to raise finance to support those pressures. These changes have already impacted on the Councils budgets in terms of the withdrawal of Rural Services Delivery Grant and Services Grant. Additional targeted funding has been received around certain high pressure areas such as Homelessness and Rough Sleeping. The position around Long Terms Towns Funding and UK Shared Prosperity Funding is also starting to crystallise as more details become available. The other new and significant factor is the introduction of Employer Responsibility Payments which reflect the cost of dealing with waste that is currently in the system. The National Insurance cost has not been fully funded and an improved approach is being considered by government on this and adjustments have taken place as part of the final settlement are a positive move forwards. The costs to our contractors which will be passed on however will not be met and budgets will need to accommodate this additional pressure. Changes to the waste system due to be implemented in 2026/27 also represent financial risk if not fully funded and in light of rural delivery being more expensive could be substantial.

Operational Risks – There will always be an element of risk in the robustness of estimates where many services are demand led. This level of risk is especially heightened during this period of uncertainty in the economy. This is particularly the case where large or volatile budgets exist – mainly the income driven budgets e.g. planning, building control, rents and car parking fees.

Past experience shows that the risk from these service areas, whilst significant in financial terms, can be dealt with through good budget management which quickly identifies any potential issues and enables prompt corrective action to be taken and where necessary with the use of balances. However, since the pandemic and the following economic impact, there has been a notable change in the demand for some services and there is a degree of uncertainty on whether they will return to previous levels.. Additionally, the cost of living impacting households and businesses will continue to impact on the demand for services and indeed debt levels/management. The performance against budgets is included in regular monitoring reports to management and members and in the event that action is necessary, approval can be gained quickly.

General Economic Risks – Assumptions on inflation made within the budget are detailed in the report. Where inflation factors rise above the assumed levels there will be an impact on the budget. The risk can be reduced through strong budget monitoring of spend and corrective action being taken. In the event that costs cannot be contained then the working balances and reserves come into effect.

Provision was previously included to increase budgets for gas and electricity, reflecting changes to unit costs emerging during 2023. However, these costs are now coming down and the forecast have been amended for this. Utility costs are affected by global supply and delivery levels and there remains a volatility risk that these could change over the medium-term financial plan. Predictions for these supplies will continue to be obtained and the anticipated impact reported in monitoring reports to management and members.

There is a risk to the budget from further changes in interest rates, especially in the current economic climate. The bank rate has seen significant increases since December 2021 from 0.10% to the current rate of 4.75% following the decisions made by the Bank of England Monetary Policy Committee in their objective to control inflation. This has a direct influence on the interest paid on the Council's investments. The risk is reduced through good financial management practices and monitoring of the markets and budget position. Interest rates in the Financial Strategy reflect the forecast bank rate which is anticipated to continue to reduce during 2025/26 and thereafter.

Capital Schemes, Partnerships and Contracts – The Council will always be subject to general financial risks inherent within large capital schemes, major outsourcing arrangements and partnership arrangements. More recently, the impact of inflation, NI increases and the current economic climate has had an impact on a number of the projections for some of the major projects causing volatility and uncertainty in any projections over the short term period. Whilst these risks can be reduced through the existence of good governance arrangements, active participation in the schemes and sound project management, it is critical that the projects are frequently reassessed from a financial perspective and the monitoring of the risks remains constant so that actions can be considered at the earliest opportunity. The monitoring and performance of major projects is reported through existing mechanisms. The Councils external contracts continue to be closely monitored to ensure they continue to provide value for money and to ensure that contract inflation is mitigated as far as practicably possible.

Business Continuity – In terms of risk management there are a number of issues that present a risk to the Council. The most highly rated risks are concerned with finance – the impact of the IDB levy on the Councils finances and future sustainability, reductions in government grant, inflation impacting on economic activity, increasing costs of capital projects and variation to service demand with an impact on income and increases to delivery costs for services to the vulnerable. The implementation of the new Business Rates Retention Scheme and the Fair Funding Review impacts the certainty with which the Council can plan and implement its longer term aims, such as economic growth. All these risks have been considered and are being proactively managed where possible.

Local Government Re-organisation

The impacts of the governments white paper need to be carefully considered and managed in light of the information and timelines associated with this.

Legislation/Statutory/Accounting Guidance – There are always risks associated with such changes, for example, changes to Statutory Overrides, Minimum Revenue Provision, VAT

rules or environmental legislation could have significant impact on the Financial Plan of the Council. There is little that can be done to mitigate these risks other than to continue to be aware of the potential changes and inform and act accordingly.

9.5 Delivering the MTFS

The MTFS requires a number of key actions to be implemented in order to achieve a stable and sustainable financial position for the Council. These include:

- Continued robust lobbying regarding the IDB financial pressure which is uncontrollable and unaffordable
- implementing savings, efficiency, sharing and transformation plans
- identifying further efficiencies or savings that are sustainable in nature
- reviewing contracts for best value
- delivering income generation projects
- considering how services can be delivered more efficiently
- ensuring a commercial approach is taken where applicable
- increasing revenues by encouraging more businesses into the district
- increasing revenues by continuing to support and encourage housing development

These will need to be managed against a backdrop of the local government finance reforms.

To ensure delivery, officers at the Council are advised to ensure that:

- Teams are suitably resourced to deliver the Council's objectives - particularly projects or initiatives that the financial plan is dependent on delivery that resources are at the right level and with the right skills.
- Officers continue to review service delivery which balance service improvement with reducing costs and being more efficient.
- Grant funding opportunities are maximised.
- Sufficient funding is set aside to support delivering the Council's objectives – particularly those projects or initiatives that the financial plan is dependent on delivery and especially those with an invest to save basis, with clear criteria and expectations of return.
- Processes, procedures and practices are continually updated to reflect the Council approach to secure value for money or secure efficiencies/savings where applicable.

Members are advised to ensure that:

- progress against efficiency plans are regularly monitored by the Executive and Portfolio Holders.
- members take future decisions that support the aim of maintaining a financially stable and sustainable Council as set out in the MTFS, including clear funding source where applicable.
- business cases for investment projects should be rigorously reviewed to ensure they deliver value for money to the Council.

Area	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	£	£				
Employee Related Expenditure	11,258	11,865	11,933	12,175	12,477	12,804
Premises Related Expenditure	2,543	2,046	2,039	2,064	2,081	2,111
Transport Related Expenditure	2,469	2,174	2,188	2,205	2,222	2,239
Supplies & Services	3,140	3,280	3,023	3,148	3,177	3,194
Drainage Board Levies	2,825	2,927	3,073	3,227	3,388	3,558
Parish Precepts	579	630	630	630	630	630
Third party Payments	4,884	5,193	4,703	4,707	4,709	4,712
Transfer Payments	29,251	20,470	12,701	11,236	10,789	10,360
Depreciation and Impairment Losses	2,167	-	-	-	-	-
Capital Grants	-	- 8,283	- 1,000	-	-	-
Income	- 40,859	- 24,874	- 23,852	- 23,406	- 23,257	- 23,006
Investment Income	- 2,398	- 1,902	- 1,074	- 901	- 905	- 900
Efficiencies Required - IDB	- 674	- 913	- 1,059	- 1,213	- 1,375	- 1,544
Efficiencies Required	- 172	- 511	- 1,921	- 2,337	- 2,775	- 2,678
COUNCIL SUB-TOTAL	15,013	12,102	11,383	11,534	11,160	11,480
Direct Revenue Financing of Capital Expenditure	0	636	155	0	0	0
Capital Charges Contra Entry	- 2,167	785	690	690	690	690
Minimum Revenue Provision	129	207	381	600	1,048	1,100
Interest on borrowing	111	111	111	224	336	336
Contributions from Reserves	- 384	- 1,348	-336	-280	-155	-159
Contributions to Reserves	60	533	60	18	60	60
NET COST OF SERVICES	12,762	13,026	12,445	12,785	13,139	13,507
Financing						
Net retained Business Rates	- 2,964	- 3,075	-3,124	-3,177	-3,231	-3,286
Section 31 Grant	- 2,724	- 2,382	-2,420	-2,461	-2,503	-2,546
less Pooling Levy returned to LCC	312	315	320	326	331	337
NNDR share of Collection Fund (Surplus)/Deficit	- 222	79	0	0	0	0
Revenue Support Grant	- 454	- 482	-482	-482	-482	-482
New Homes Bonus Grant	- 343	- 174	0	0	0	0
Council Tax	- 4,387	- 4,538	-4,763	-4,997	-5,238	-5,487
Specific Grants	- 685	- 561	-561	-561	-561	-561
Town & Parish Councils	- 579	- 630	-630	-630	-630	-630
BTAC	- 769	- 769	-784	-803	-826	-852
Share of Council Tax Collection Fund (Surplus)/Deficit	53	137	0	0	0	0
ERP	-	- 946	0	0	0	0
FUNDING	- 12,762	- 13,026	-12,445	-12,785	-13,139	-13,507
TAX BASE	20,302	20,291	20,594	20,903	21,217	21,535
BOSTON BC BAND D COUNCIL TAX	£216.09	£223.65	£231.30	£239.04	£246.87	£254.79
Total Council Tax	4,387	4,538	4,763	4,997	5,238	5,487

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Area	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	£	£	£	£	£	£
Corporate	2,027	2,245	2,190	2,216	2,233	2,245
Finance	4,670	4,284	4,492	4,694	4,894	5,099
Wellbeing and Community Leadership	1,899	1,041	1,156	1,181	1,210	1,223
Economic Growth	153	245	241	246	252	258
Governance	785	974	981	1,175	1,035	1,055
General Fund Assets	292	372	324	326	310	292
Leisure and Culture	2,124	1,986	1,662	1,683	1,700	1,727
Neighbourhoods	3,223	3,335	3,437	3,475	3,563	3,655
Planning & Strategic Infrastructure	231	317	334	345	357	367
Regulatory	723	677	672	695	716	738
Strategic Growth & Development	-36	-48	-50	-52	-54	-56
Investment Income	-2,398	-1,902	-1,074	-901	-905	-900
Efficiencies Required IDB	-674	-913	-1,059	-1,213	-1,375	-1,544
Efficiencies Required	-172	-511	-1,921	-2,337	-2,775	-2,678
COUNCIL SUB-TOTAL	12,846	12,101	11,384	11,534	11,160	11,480
Direct Revenue Financing of Capital Expenditure	0	636	155	0	0	0
Capital Charges Contra Entry	0	785	690	690	690	690
Minimum Revenue Provision	129	207	381	600	1,048	1,100
Interest on Borrowing	111	111	111	224	336	336
Contributions from Reserves	-384	-1,348	-336	-280	-155	-159
Contributions to Reserves	60	533	60	18	60	60
NET COST OF SERVICES	12,762	13,026	12,445	12,785	13,139	13,507
Financing						
Net Retained Business Rates	-2,964	-3,075	-3,124	-3,177	-3,231	-3,286
Section 31 Grant	-2,724	-2,382	-2,420	-2,461	-2,503	-2,546
less Pooling Levy returned to LCC	312	315	320	326	331	337
NNDR share of Collection Fund (Deficit)/Surplus	-222	79	0	0	0	0
Revenue Support Grant	-454	-482	-482	-482	-482	-482
New Home Bonus Grant	-343	-174	0	0	0	0
Council Tax	-4,387	-4,538	-4,763	-4,997	-5,238	-5,487
Specific Grants	-685	-561	-561	-561	-561	-561
Town & Parish Councils	-579	-630	-630	-630	-630	-630
BTAC	-769	-769	-784	-803	-826	-852
Share of C Tax Collection Fund (Deficit)/Surplus	53	137	0	0	0	0
ERP	0	-946	0	0	0	0
FUNDING	-12,762	-13,026	-12,445	-12,785	-13,139	-13,507
TAX BASE	20,302	20,291	20,594	20,903	21,217	21,535
BOSTON BC BAND D COUNCIL TAX	£216.09	£223.65	£231.30	£239.04	£246.87	£254.79
Total Council Tax	4,387	4,538	4,763	4,997	5,238	5,487

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Scheme	Approved 2024/25 £'000	Slippage from 2024/25 £'000	Revised 2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	2029/30 £'000	Total £'000
Disabled Facilities Grants	1,570	-	1,570	785	785	785	785	785	3,925
Resurfacing & footpath improvements	45	-	45	-	-	-	-	-	-
Town Centre Heritage Scheme	116	-	116	-	-	-	-	-	-
Vehicle Replacement	367	(367)	-	773	-	2,004	425	-	3,202
Housing Strategy	57	-	57	-	-	-	-	-	-
Information Technology Infrastructure Refresh	428	(114)	314	368	265	549	100	100	1,382
Markets Regeneration	57	-	57	-	-	-	-	-	-
Pool Cars	68	-	68	-	-	-	-	-	-
Fly-Tipping Intervention	9	-	9	-	-	-	-	-	-
Swimming Pool Support Fund	115	-	115	-	-	-	-	-	-
Uniform	49	-	49	291	-	-	-	-	291
Unit 4 Implementation	25	-	25	47	17	-	-	-	64
Affordable Housing Commuted Sum	1,074	(1,074)	-	1,074	-	-	-	-	1,074
Total Projects (Excl Towns Funds, LUF & LUP)	3,980	(1,555)	2,425	3,338	1,067	3,338	1,310	885	9,938
Towns Fund - Leisure	11,028	(10,433)	595	7,758	5,592	-	-	-	13,350
Towns Fund - Mayflower	9,248	(2,517)	6,731	2,517	-	-	-	-	2,517
Towns Fund – St Botolph's Library	69	-	69	-	-	-	-	-	-
Towns Fund - Healing the High St (incl Shodfriars)	1,712	(1,462)	250	2,465	-	-	-	-	2,465
Towns Fund – Boston Station	2,268	-	2,268	-	-	-	-	-	-
Towns Fund Total	24,325	(14,412)	9,913	12,740	5,592	-	-	-	18,332
UKSPF (Capacity building projects for local groups)	323	-	323	-	-	-	-	-	-

UKSPF Rural (Community projects aimed at reducing the cost of living)	203	-	203	-	-	-	-	-	-
UKSPF Total	526	-	526	-	-	-	-	-	-
LUF – Civic Hub	840	(690)	150	640	100	-	-	-	740
LUF – Crown House	6,403	(4,403)	2,000	4,522	900	-	-	-	5,422
LUF – Public Realm	5,289	(4,739)	550	5,384	600	-	-	-	5,984
LUF Total	12,532	(9,832)	2,700	10,546	1,600	-	-	-	12,146
BPF – Boston United Football Sports Complex	1,450	(1,025)	425	1,025	-	-	-	-	1,025
BPF – Affordable Homes (Quadrant Housing Development)	1,755	(755)	1,000	755	-	-	-	-	755
BPF – Haven Wharf	2,800	(2,550)	250	2,550	-	-	-	-	2,550
BPF – PE21 Rosegarth Square	2,300	(391)	1,909	391	-	-	-	-	391
BPF – Community Organisations Package	690	-	690	-	-	-	-	-	-
BPF – Boston Connected	571	(478)	93	478	-	-	-	-	478
BPF – Boston Community Research	370	(299)	71	299	-	-	-	-	299
BPF – St Botolph's Church Visitor Offer	50	-	50	-	-	-	-	-	-
BPF Total	9,986	(5,498)	4,488	5,498	-	-	-	-	5,498
Approved Programme Total	51,349	(31,297)	20,052	32,122	8,259	3,338	1,310	885	45,914
New Projects/Additions									
Boston Crematorium				-	-	525	-	-	525
Capital Enhancements				250	200	-	-	-	450
Depot Purchase				150	-	-	-	-	150
Food Waste				784	-	-	-	-	784
New Projects/Additions Total				1,184	200	525	-	-	1,909
Grand Total	51,349	(31,297)	20,052	33,306	8,459	3,863	1,310	885	47,823

Funded By:									
Internal Borrowing	(506)	110	(396)	(1,163)	(5,003)	(3,078)	(525)	(100)	(9,869)
External Grants	(47,274)	27,937	(19,337)	(30,298)	(3,256)	(785)	(785)	(785)	(35,9109)
Capital Reserve	(2,280)	2,175	(105)	(771)	(200)	-	-	-	(971)
Other Reserves	(214)	-	(214)	-	-	-	-	-	-
S106	(1,074)	1,074	-	(1,074)	-	-	-	-	(1,074)
Grand Total	(51,349)	31,297	(20,052)	(33,306)	(8,459)	(3,863)	(1,310)	(885)	(47,823)

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CAPITAL STRATEGY

2025/26 ONWARDS

PART 1

1.0 Introduction

1.1 Background

- 1.1.1. This strategy is a high level summary of Boston Borough Council's approach to longer term capital investment in the future of the Borough. It guides the development of service capital plans, and sets out the policies and practices that the Council uses to establish, monitor and manage its capital programme, in line with the Medium Term Financial Strategy (MTFS).
- 1.1.2 The Council's priorities provide the backdrop to the MTFS which in turn ensures all new resources, be they revenue or capital, are allocated through the principles on which they are based.
- 1.1.3 The early sections of this document describe the Council's financial position. This indicates a requirement to ensure that the Council's Capital Strategy supports the Council going forward. In addition, guidance around using capital for mixed/commercial purposes and a revision of treasury and investment guidance is now in place pending a platform to support and protect councils looking to work in different ways, driven by long term financial pressures.
- 1.1.4 Boston Borough Council produces and renews its Capital Strategy on an annual basis. The Prudential Code 2021 recognises this as best practice and provides guidance to Local Authorities on how they should administer their Capital activities.
- 1.1.5 The Council expects continuous improvement in its performance and financial management. This requires strong executive leadership, strong challenge from scrutiny and commitment from employees. The Council's Organisational plans provide the framework to help drive and embed the necessary improvements.

1.1.6 This strategy has nine sections;

- Legislative and Best Practice Framework
- About Boston Borough Council
- Aims of the Strategy
- Financial Position Statement
- Strategic Objectives
- Capital Expenditure
- Capital Resources, and Plans
- Stewardship
- Risk Management

1.1.7 This document sets out how we will support the Council's Corporate Strategy and objectives with the capital resources at our disposal. There are inevitably more demands on the money needed than resources available, meaning that best value has to be sought by the Council on behalf of its residents, local businesses and users of services.

PART 2

2.0 Legislative and Best Practice Framework

2.1 Relevant Legislation

2.1.1 Councils have the power potentially to do almost anything. This is enshrined through the General Power of Competence (GPOC) in the Localism Act 2011. It is a very broadly expressed power, which overlaps other powers. GPOC, however, has important limits. It cannot be used in breach of other legislation, and is therefore supplemental to specific powers that allow councils to borrow and invest. Councils have the general power to borrow under Section 1 of the Local Government Act 2003. The power to invest is set out in the Local Government Act 2003, Section 12, which gives the Council the power to invest for any purpose relevant to its functions under any enactment, or for the purposes of the prudent management of its financial affairs. The power that allows councils to spend for capital purposes is included in the Local Government Act 2003.

2.2 Current Guidance & Best Practice

2.2.1 The Prudential Code 2021 summarises the overriding matters that should be considered in determining a Capital Strategy. The Prudential Code makes it clear that councils' capital expenditure plans must be affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice and in full understanding of the risks involved.

PART 3

3.0 About Boston

3.1 Facts about the Borough

- 3.1.1 Boston, town and borough (district), administrative and historic county of Lincolnshire, England. It is located on the River Witham on the northern margin in the Fens.
- 3.1.2 Boston is a small port and market town with an incredibly rich and significant history. Emigrants from Boston have named several settlements around the world after the town, most notably Boston, Massachusetts in the United States.
- 3.1.3 There are a wealth of family-friendly attractions and activities in the town from wildlife parks to historic buildings. St Botolph's Church or 'The Stump' is widely thought of as the town's most notable landmark, being the largest church in England and visible from miles around.
- 3.1.4 Boston town has served as a small port and market town since the 13th century, when, as a member of the Hanseatic League, it traded in wool, wine, leather, tin, lead, and other commodities. With the progressive silting of the river and changing patterns of trade, the town's prosperity declined. It was from Boston that many of the Puritans set forth for the New World.
- 3.1.5 Boston's church is a landmark for the surrounding extensive area of flat reclaimed peat and silt marshland constituting the Fens. The tower, known as Boston Stump, is 272.5 feet (83 metres) high. It is the tallest parish church tower (exclusive of spire) in England. The church itself is a Decorated style building extensively restored since 1931.
- 3.1.6 The contemporary importance of the town of Boston derives from its continued modest function as a port and from the presence of agricultural and cattle markets. Industries are based largely on agricultural processing. The surrounding borough is mostly rural and intensively cultivated.

PART 4

4.0 Aims of the Strategy

- 4.1 The specific aims of this strategy are to ensure:
- Physical assets and related resources are efficiently and effectively used to support Boston Borough Council's priorities. These inputs will then be reviewed against the outputs from capital schemes to demonstrate Value for Money;
 - Issues related to property and other assets are fully reflected in the Council's planning, specifically adequate funds for maintenance are available;

- The strategy itself is a useful tool to assist stakeholders' understanding of the Council's decision-making processes and project management of its capital investments;
- Provision is made for delivering corporate priorities and this is demonstrated through effective resource allocation;
- Invest to save projects are encouraged;
- The Council works within the Prudential Code framework and demonstrates robust and linked capital and treasury management;
- Review of the Asset Management Strategic Framework to identify surplus assets which can move through a disposal process to generate new capital resources;
- Capital spending plans are affordable and integrated with the Medium Term Financial Strategy;
- We work effectively with our partners in the South and East Lincolnshire Councils Partnership (SELCP), sharing expert resources and maximising funding opportunities, increasing the voice of the sub-region; and,
- Support for our partners by acting as an enabler in drawing down external funding for community projects. To further act as a match fund provider.

PART 5

5.0 Financial Position Statement

5.1 Financial overview

- 5.1.1 When taking financial decisions the considerations are multi-faceted. This means a single decision may impact upon revenue, capital, treasury and assets. These areas are all interlinked and should be fully understood to ensure plans are in place to maintain the Council's financial standing.

5.2 Revenue

- 5.2.1 Through to 2029/30 the Council anticipates pressure on revenue budgets due to significant inflationary pressures, changes in customer requirements and reductions in income post covid and due to international events. Each year the ability to balance the budget is becoming more challenging, with options ranging from becoming more efficient, raising additional income and/or reducing services. The Council has an ongoing programme to develop plans to address the known challenges. In addition to this the impacts of changes to the localised business rate retention system, the proposed spending review and fairer funding from 2025/26 and beyond are unknown and have the potential to raise the budget gap significantly. There are no signs of an upturn in Council or indeed Government finances to provide optimism. Therefore the Council must continue to look to become self-financing by seeking alternative sources of finance. The Council will look towards its capital and treasury activities to mitigate and contribute towards relieving pressure on its future revenue budgets particularly as interest rates increase.

5.3 Capital

- 5.3.1 Annually the Council is required to invest in assets and projects which have a life of longer than one year. This investment, be it in IT systems, vehicles, property or equipment must be funded. The Council will look towards its capital and treasury activities to provide medium and long term resources for future capital expenditure. The Council also needs to consider ways of innovation that limit the amount of investment required during the timescale of this strategy in light of the significant pressures upon its resources, which may include new borrowing.

5.4 Treasury

- 5.4.1 The Council holds surplus cash during the year. These funds are largely monies held in reserves or short term cash holdings before payments are made to major preceptors and currently average approximately £57m including property fund investments. Whilst cash is held it is invested with full appreciation of the Prudential Code which requires Councils to consider security, liquidity and yield (in that order). In addition, many councils participate in borrowing to fund their capital programme. The Council will look towards its treasury activities making the best use of borrowing and investing with all decisions being undertaken having an appropriate approach towards prudence and proportionality, as well as security, liquidity and yield. Treasury management will be expected to make a positive contribution towards both revenue and capital pressures.

5.5 Asset Management

- 5.5.1 The Council has a balance sheet with fixed assets valued at circa £38m. The Council has focused its attentions on areas such as investment in Housing Companies, disposal of surplus assets and developing its Organisational plans. In addition the Council has been successful in bidding for funding both as part of the new SELCP partnership and in its own right. These funds have and will significantly bolster the Councils capital programme and support future plans.

PART 6

6.0 Strategic Objectives

6.1 Strategic fit

- 6.1.1 The financial strategies must support and empower the corporate strategy and priorities of the Council. This intrinsic link works both ways. By adopting the new strategy the Council will be looking to ensure the ongoing provision of both statutory and discretionary services to local residents and businesses. It must have due regard to legislation and guidance. All strategies adopted must also have full regard to the legislative framework and best practice guidance adopted by the sector. These offer clear boundaries and exemplify considerations for decision making and risk management.

6.1.2 This strategy links to a number of other corporate strategies and plans:

- Treasury Management Policy and Strategy Statement
- The Local Plan
- Medium Term Financial Strategy
- Risk Management Strategy
- Economic Development Strategic Framework
- Homelessness Strategy
- Asset Management Plan
- Crime and Disorder Strategy

PART 7

7.0 Capital Expenditure

7.1 Definition and considerations

7.1.1 The Local Government Act 2003 – which includes the legislation for the capital finance system – does not specify what precisely constitutes capital expenditure. Instead it:

- Refers to “expenditure of the authority which falls to be capitalised in accordance with proper practices”.
- Enables the Secretary of State to prescribe by regulation which local authority expenditure shall be treated as capital expenditure and which shall not be treated as capital expenditure
- Enables the Secretary of State to prescribe by regulation that the spending of a particular local authority shall – or shall not – be treated as capital expenditure

7.1.2 For the purposes of this strategy document, capital expenditure is defined as expenditure to acquire or upgrade assets (such as property, plant and equipment), so that future economic benefit or service potential will flow from the asset for more than one year.

7.1.3 The Council has set a de minimis limit of £10,000 for expenditure to be considered for capitalisation. The following categories of expenditure will require capital resources to fund their purposes:

1. The acquisition, reclamation, enhancement or laying out of land exclusive of roads, buildings or other structures
2. The acquisition, construction, preparation, enhancement or replacement of roads, buildings and other structures
3. The acquisition, installation or replacement of movable or immovable plant, machinery and apparatus and vehicles and vessels

4. The making of advances, grants or other financial assistance towards expenditure incurred or to be incurred on items detailed in points 1 to 3 above or on the acquisition of investments
5. The acquisition of share capital or loan capital in any body corporate
6. The issue of loan instrument in respect of which not all repayments by the authority are due within 1 year of issue
7. Works to increase substantially the thermal insulation of a building
8. Works to increase substantially the extent to which a building can be used by a disabled or elderly person
9. The acquisition of computer software, plus the in-house preparation of it, provided that the intention is to use the software for at least 1 year

7.1.4 Regulations state that expenditure on repair and maintenance which does not increase the life, value or extent of use of an asset is not deemed as capital expenditure.

7.2 Future expenditure plans

7.2.1 The Council has approved a five year (short/medium term) funded capital programme. Beyond this time capital resources will be limited unless funded through revenue support or external grants. In addition the Council will have an ongoing need for capital expenditure for replacement and renewal of its key assets used in delivering services.

7.2.2 Future capital projects will need to be subject to suitable business cases which will include how such schemes support corporate/strategic priorities. One way of creating capital resources can be through the borrowing of funds and then spending it on capital or through internal borrowing supported by a Minimum Revenue Provision requirement.

7.3 Capital Loans

7.3.1 The council has discretion to make loans for a number of reasons, primarily for housing development. These loans are treated as capital expenditure.

7.3.2 In making loans the council is exposing itself to the risk that the borrower defaults on repayments. The council, in making these loans, must therefore ensure they are prudent and risk implications have been fully considered

7.3.3 The council will ensure that a full due diligence exercise is undertaken, and adequate security is in place. The business case will balance the benefits and the risks. All loans are agreed by Cabinet. All loan arrangements will be subject to close, regular monitoring and reporting.

PART 8

8.0 Capital resources, and plans

8.2 Capital Expenditure and the Minimum Revenue Provision

- 8.2.1 One important area of the Capital and Treasury guidance is the Minimum Revenue Provision (MRP) requirement. Where a Council undertakes capital expenditure, financed by borrowing, there is an expectation that each year the Council's revenue account should make a contribution to a reserve which will build up over time so that when the borrowing has to be repaid money is there to do so. Where the Council chooses to invest in assets which will not, or are unlikely to, have sufficient realisable value at the point of redemption to repay the borrowing, then this is essential for prudent management of the Council's affairs. The Council will ensure a suitable MRP policy is in place.

8.3 Other Capital Considerations

Capital Receipts

- 8.3.1 The forward availability of capital receipts will play an important part in both the timing and scope of the capital programme. The Council is looking at ways of obtaining capital receipts through the active marketing of its surplus assets and a review of how assets will be needed in the future to provide value for money services to the community

Section 106 – Planning obligations

- 8.3.2 The Council has powers under Section 106 to provide for infrastructure and facilities to support the local community alongside planning and development projects.

8.4 External Grants and Contributions

- 8.4.1 A partnership approach to service delivery is a core approach for the Council. Through its services, partnership working, supportive funding and innovation, the Council will seek to attract investment into the Borough. Acquiring grants and external funding is of increasing importance given lower levels of resources through core government funding.

8.5 Borrowing

- 8.5.1 Under the 'Prudential' framework for local authority capital, the Council can determine what level of long term borrowing it wishes to undertake to finance its capital priorities, within the framework of prudent, sustainable and affordable borrowing. Given the diminishing resources available to it the Council has to make appropriate decisions regarding servicing the financing costs before it undertakes any new borrowing. Regulations require the Council to approve its 'Prudential Indicators' at least annually, and they are included with the Treasury Management Strategy Statement. As the Council is required to have a balanced revenue budget over the medium term it will be important that the Council robustly reviews future

spending proposals and likely resources available before borrowing to finance future capital investment.

8.6 Revenue contributions

- 8.6.1 The Council's budget and MTFS sets out the approach to the allocation of reserve balances and this Council's approach to managing its surplus cash. The budget makes provision for annual revenue contributions in support of some capital expenditure e.g. Vehicle Replacement. Where applicable specific contributions are identified from reserves or revenue contributions from specific services (such as ICT).

8.7 Balances and Reserves

- 8.7.1 Boston Borough Council holds limited levels of both general and specific reserves.

8.8 New sources

- 8.8.1 The Council is aware of the need to be innovative and to work closely with the Private, Public and Voluntary Sectors to deliver outcomes for local people at a time when there will be reduced levels of capital resources.

PART 9

9.0 Stewardship

9.1 General Governance Issues

- 9.1.1 Annually the Council produces a medium term (five years) revenue budget, a medium term (five years) capital programme which is supported by a capital strategy, a treasury management and investment strategy. Sitting behind these are the financial procedure rules within the constitution and treasury management practices which provide day to day operational guidance. Cabinet and Scrutiny Committees are not excluded from shaping these documents however the Governance and Audit Committee is charged with reviewing and recommending most of these documents to Full Council for approval. The requirement for Full Council to be involved is enshrined within statute.
- 9.1.2 The Council has adopted a risk management strategy which places the Council as having an open and aware approach towards risk.

9.2 Internal Governance

- 9.2.1 The Capital Programme will continue to be monitored by the Capital Programme Working Group (internal officer group), with additions to the programme approved by Cabinet, as part of its quarterly performance monitoring. Full Council will approve all capital additions over £500k, in line with the Council's financial procedure rules.

9.3 Revised External Governance

- 9.3.1 The views of the Council's treasury advisors, external auditors, counsel's opinion, professional bodies and peers have been considered in the production of this Strategy. Annually there will be a review of the Capital Strategy and formally approved as part of the budget setting process. This will ensure all matters of consideration and best practice are routinely acknowledged.

9.4 Performance measurement

- 9.4.1 The Council is determined to ensure high quality customer-focused services for all its residents and visitors to Boston Borough Council. The Council also wants to deliver high quality services, although recognises the issues associated with reduced resources that are already impacting on its ability to deliver and maintain them.
- 9.4.2 Capital projects identify milestones and key outputs and these are used to integrate the delivery of Capital projects into the performance management framework.

9.5 Project evaluation

- 9.5.1 All capital projects need to be appraised and options appraisals are also required to ensure value for money in achieving the project objectives and realising benefits. Core principles to be followed, matters to be considered within the capital bidding process are:

- Council Objective/Priority
- Whole life cost of the proposal including the revenue effects
- Affordability and source of funding
- Partnership involvement
- Options appraisal
- Project appraisal
- Risks
- Improvements in service delivery
- Customer facing outcomes
- Other benefits and success criteria
- Efficiencies
- In principle support from the Service and Portfolio Holder
- Exit strategy
- Timescales
- Environmental considerations

- 9.5.2 Project evaluation should include the following activities:

- Feasibility
- Appraisal (to include report, financial appraisal, risk appraisal)
- Budget

- Monitoring and review
- Outturn

9.5.3 These processes will ensure that any capital scheme that feeds into the programme will comply with the principles of the Prudential Code and have appropriate regard to:

- Affordability
- Sustainability
- Prudence
- Proportionality
- Security
- Liquidity
- Yield

9.6 Consultation and Communication

9.6.1 The consultation process used to inform our priorities has enabled the Council to identify its strategic objectives to allow prioritisation of resources. The Council also consults annually as part of the budget setting process. This includes a general consultation exercise with the community.

9.7 Sustainability

9.7.1 Sustainability Impact Assessments are completed for Council projects where required.

9.8 Procurement

9.8.1 The purchase of capital assets should be conducted in accordance with Contract Procedure Rules, ensuring value for money, legality and sustainability at all times. Contract standing orders and rules governing the disposal or write off of assets are contained in the Constitution which is regularly reviewed.

9.9 Value for Money

9.9.1 The Council recognises that effective procurement lies at the heart of delivering value for money and is essential if the Council is to obtain real improvements to quality and service costs. The Council seeks to achieve value for money by applying rigorous procurement standards in the selection of suppliers and contractors to ensure efficiency, economy and effectiveness is received throughout the life of a contract. The significant resources applied to capital expenditure require the adopted principles of value for money to be at the heart of the Capital and Treasury Strategy. Specifically the Council will seek to strengthen the outcome indicators as part of post project reviews.

9.10 Invest to save

9.10.1 Whilst there are often revenue implications for investing in capital schemes, the Council is keen to invest in areas that result in long-term revenue savings and 'invest to save' schemes. It is also an aim to invest in assets that generate a revenue income or efficiencies.

9.11 Links to other partners

9.11.1 Partnership working is embedded in the organisation and the Council's approach to working with others has been commended. The Council's thrust in partnership working has three main strands being the SELCP as outlined above, the Greater Lincolnshire Local Economic Partnership, Strategic Service Delivery Partnerships and networking partnerships. In order to address the needs of the local community the integration of the Capital Strategy with those who the Council seeks to work with will be necessary to deliver on shared visions.

9.12 Equality

9.12.1 As part of the process of preparing business case for potential capital projects Equalities Impact Assessments will be completed when necessary. The Council recognises and values the diversity in the local community and the contribution that people from different backgrounds and cultures bring to the development and wellbeing of the Borough. Boston Borough Council is therefore committed to principles of equality in its capacity as an employer and service provider to all sections of the community.

PART 10

10.0 Risks and their management

10.1 Risk Awareness

10.1.1 With the scale of the approach to ensuring that the Council will be better able to provide for future capital spend there are associated risks (and also opportunities).

10.1.2 All capital projects will have a risk log that is regularly reviewed and updated. All risks that may affect a project must be considered. These can include political, economic, legal, technological environmental and reputational as well as financial. Large projects will be managed in accordance with the Council's adopted project management principles.

10.1.3 A specific risk as a VAT registered body is the recovery of exempt VAT only up to a value of 5% of all the VAT it incurs. This is known as the de-minimis limit. Monitoring and control of exempt input tax is essential for the Council as where exempt input tax exceeds the 5% limit the whole amount is irrecoverable and will

represent an additional cost to the Council. Each capital investment will be closely reviewed to assess its VAT implications.

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Treasury Management Policy Statement 2025/26

Boston Borough Council defines its treasury management activities as:

1. The management of the local authority's borrowing, investments and cash flows, including its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
2. This Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.
3. This Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.

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Boston Borough Council
Treasury Management Strategy
Statement

Minimum Revenue Provision Policy Statement and
Annual Investment Strategy 2025/26

1. Introduction

1.1 Background

The Council is required to operate a balanced revenue budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans, or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives.

The contribution the treasury management function makes to the Council is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.

The Chartered Institute of Public Finance and Accountancy (CIPFA) defines treasury management as:

“The management of the local authority's borrowing, investments and cash flows, including its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

The Council's treasury function is undertaken by Public Sector Partnership Services Ltd (PSPSL) on behalf of the Council. PSPSL is responsible for the:

- Production of the annual treasury management strategy
- Production of regular treasury management policy reports
- Production of treasury management practices
- Production of budget and budget variations relating to the treasury management function
- Production of management information reports

- Provision of adequate treasury management resources and skills, and effective division of responsibilities within the treasury management function
- Arrangement of the appointment of external service providers.

Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities, (arising usually from capital expenditure), and are separate from the day-to-day treasury management activities.

1.2 Reporting Requirements

1.2.1 Capital Strategy

The CIPFA 2021 Prudential and Treasury Management Codes require all local authorities to prepare a Capital Strategy report, which will provide the following:

- a high-level long term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
- an overview of how the associated risk is managed
- the implications for future financial sustainability

The aim of this capital strategy is to ensure that all elected members on the full council fully understand the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite.

1.2.2 Treasury Management reporting

The Council is required to receive and approve, as a minimum, three main treasury reports each year, which incorporate a variety of policies, estimates and actuals.

- **Prudential and treasury indicators and treasury strategy** (this report)
 - The first, and most important report is forward looking and covers:
 - the capital plans (including prudential indicators);
 - a minimum revenue provision (MRP) policy (how residual capital expenditure is charged to revenue over time);
 - the Treasury Management Strategy (how the investments and borrowings are to be organised) including treasury indicators; and
 - an Annual Investment Strategy (the parameters on how investments are to be managed).

- **A mid year treasury management report** – This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision. In addition, this Council will receive quarterly update reports.
- **An annual treasury report** – This is a backward looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

Scrutiny

The above reports are required to be adequately scrutinised before being recommended to the Full Council. This role is undertaken by the Audit and Governance Committee.

Quarterly reports

In addition to the three major reports detailed above, from 2023/24 quarterly reporting (end of June/end of December) has also been required. However, these additional reports do not have to be reported to Full Council/Cabinet but do require to be adequately scrutinised. This role is undertaken by the Audit and Governance Committee. The reports, specifically, should comprise updated Treasury/Prudential Indicators.

1.3 Treasury Management Strategy for 2025/26

The strategy for 2025/26 covers two main areas:

Capital Issues

- the capital expenditure plans and the associated prudential indicators;
- the minimum revenue provision (MRP) policy.

Treasury management issues

- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy; and
- policy on use of external service providers.

These elements cover the requirements of the Local Government Act 2003, Department for Levelling Up, Housing and Communities (DLUHC now MHCLG)

Investment Guidance, DLUHC MRP Guidance, the CIPFA Prudential Code and the CIPFA Treasury Management Code.

1.4 Training

The CIPFA Treasury Management Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny. The Council addresses this by targeted training courses for relevant members.

The training needs of PSPSL treasury management officers are periodically reviewed and is supplemented by targeted training as necessary and technical advice from our treasury management advisors.

As a minimum, authorities should carry out the following to monitor and review knowledge and skills:

- Record attendance at training and ensure action is taken where poor attendance is identified.
- Prepare tailored learning plans for treasury management officers and members.
- Require treasury management officers and members to undertake self-assessment against the required competencies (as set out in the schedule that may be adopted by the Council).
- Have regular communication with officers and members, encouraging them to highlight training needs on an ongoing basis.

Training for members will be arranged as required and the training needs of treasury management officers are periodically reviewed.

A formal record of the training received by officers central to the Treasury function will be maintained by the Treasury and Investments Manager (PSPSL). Similarly, a formal record of the treasury management/capital finance training received by members will also be maintained by Democratic Services.

1.5 Treasury management consultants

PSPSL uses MUFG Corporate Markets (previously Link Group) as its external treasury management advisors for the Council.

The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review.

2 The Capital Prudential Indicators 2025/26 – 2029/30

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans are prudent, affordable and sustainable.

2.1 Capital Expenditure and financing

This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts.

Other long-term liabilities - the above financing need excludes other long-term liabilities, such as PFI and leasing arrangements that already include borrowing instruments.

The capital expenditure plans mirror those within the budget report and will be amended throughout the year as spending plans alter.

The following table summarises the capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

CAPITAL PROGRAMME £'000	2024/25 £'000 Estimate	2025/26 £'000 Estimate	2026/27 £'000 Estimate	2027/28 £'000 Estimate	2028/29 £'000 Estimate	2029/30 £'000 Estimate
Non Towns Fund	2,425	3,338	1,067	3,338	1,310	885
Towns Fund	9,913	12,740	5,592	-	-	-
UKSPF Projects	526	-	-	-	-	-
LUF Projects	2,700	10,547	1,600	-	-	-
LUP Projects	4,488	5,497	-	-	-	-
New Bids	0	1,199	155	525	-	-
GRAND TOTAL	20,052	33,321	8,414	3,863	1,310	885
FUNDED BY						
External Grants	(19,337)	(30,298)	(3,256)	(785)	(785)	(785)
Capital Reserves	(105)	(786)	(155)	-	-	-
Section 106	-	(1,074)	-	-	-	-
Housing Reserve	(157)	-	-	-	-	-
COVID 19 Reserve	(57)	-	-	-	-	-
TOTAL FUNDING	(19,656)	(32,158)	(3,411)	(785)	(785)	(785)
BORROWING REQUIREMENT	396	1,163	5,003	3,078	525	100

2.2 The Council's borrowing need (the Capital Financing Requirement)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's indebtedness and so its underlying borrowing need. Any capital expenditure above, which has not immediately been paid for through a revenue or capital resource, will increase the CFR.

The CFR does not increase indefinitely, as the MRP is a statutory annual revenue charge which broadly reduces the indebtedness in line with each assets life, and so charges the economic consumption of capital assets as they are used.

The CFR includes any other long term liabilities (e.g. Public Finance Initiative (PFI) schemes, finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of scheme include a borrowing facility and so the Council is not required to separately borrow for these schemes.

The CIPFA LAASAC Local Authority Accounting Code Board deferred implementation of IFRS16 Accounting for Leases until 1 April 2024, the 2024/25 financial year. Work is currently being undertaken to calculate the full value of lease liabilities which need to be included in the Council's CFR.

As part of the formal governance process, the Council approves the cumulative CFR projections as follows:

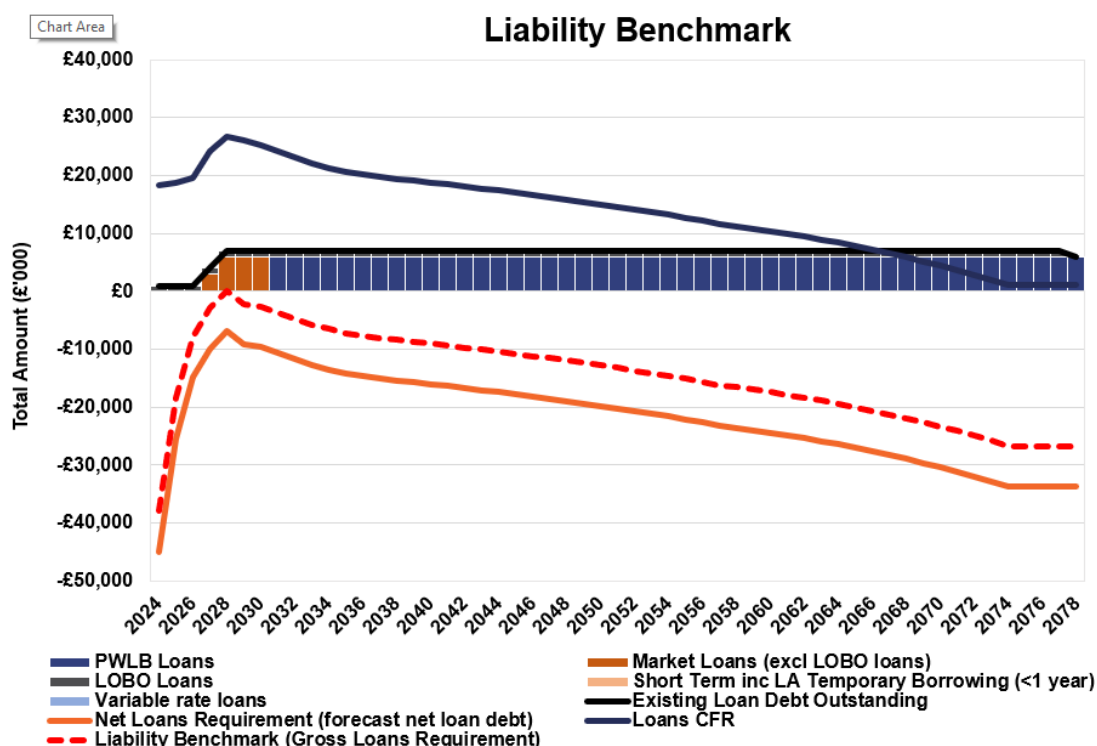
£000's	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate	2029/30 Estimate
CFR – General Fund	2,460	3,471	8,152	10,692	10,235	9,304
CFR - Non-treasury investments	16,194	16,139	16,080	16,018	15,952	15,883
Total CFR	18,654	19,610	24,232	26,710	26,187	25,187
Movement in CFR	248	956	4,622	2,478	(523)	(1,000)
Net financing need for the year above)	396	1,163	5,003	3,078	525	100
Less MRP/VRP and other financing movements	(148)	(207)	(381)	(600)	(1,048)	(1,100)
Movement in CFR	248	956	4,622	2,478	(523)	(1,000)

2.3 Liability Benchmark

The Council is required to estimate and measure the Liability Benchmark (LB) for the forthcoming financial year and the following two financial years, as a minimum.

There are four components to the LB: -

1. **Existing loan debt outstanding:** the Council's existing loans that are still outstanding in future years.
2. **Loans CFR:** this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned MRP.
3. **Net loans requirement:** this will show the Council's gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cash flows forecast.
4. **Liability benchmark** (or gross loans requirement): this equals net loans requirement plus short-term liquidity allowance.



2.4 Core funds and expected investment balances

The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.).

Year End Resources £m	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate	2029/30 Estimate
General Fund Balance	2,000	2,000	2,000	2,000	2,000	2,000
BTAC Reserve	204	204	204	204	204	204
Capital Funding	6,278	5,642	5,487	5,487	5,487	5,487
Transformation	498	428	413	260	277	294
Repairs and Renewals	630	633	636	639	642	609
ICT	18	18	18	18	18	18
Housing	1,368	1,361	1,361	1,361	1,361	1,361
Controlling Migration	14	14	14	14	14	14
Insurance	197	197	197	197	197	197
Property Fund Returns Risk Mitigation	1,116	1,061	1,003	941	875	805
Funding Volatility	2,017	1,617	1,617	1,617	1,617	1,617
Contingency Reserve	272	200	200	200	200	200
Climate Change Reserve	73	73	73	73	73	73
Planning Reserve	325	275	225	175	125	75
S106 & Commuted Sums Reserve	128	128	128	128	128	128
Property Fund Reserve	96	96	96	96	96	96
Employer Producer Responsibility	-	473	473	473	473	473
Capital Grants Unapplied	18,222	2,825	763	763	763	763
Capital Receipts	275	275	275	275	275	275
Total core funds	33,731	17,520	15,183	14,921	14,825	14,689
Working capital	2,000	2,000	2,000	2,000	2,000	2,000
Under borrowing	(17,654)	(18,610)	(20,232)	(19,710)	(19,187)	(18,187)
Expected investment	18,077	910	(3,049)	(2,789)	(2,362)	(1,498)

2.5 Minimum revenue provision (MRP) policy statement

Under Regulation 27 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, where the Council has financed capital expenditure by borrowing it is required to make a provision each year through a revenue charge (MRP). The 2003 Regulations have been further amended with full effect from April 2025 to expressly provide that in determining a prudent provision local authorities cannot exclude any amount of CFR from its calculation, unless by an exception set out in statute.

Appendix 5.7 at the back of this strategy document provides a copy of a report that went to Audit and Governance Committee on 27 January 2025 providing detailed information on the implications of this change to the Council.

The Council is required to calculate a prudent provision of MRP which ensures that the outstanding debt liability is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits. The MRP Guidance (2018) provides four ready-made options for calculating MRP. A Council can use a mix of these options if it considers it appropriate to do so.

The MRP policy statement requires Full Council approval in advance of each financial year.

The Council is recommended to approve the following MRP Statement:

For all unsupported borrowing from 1 April 2008 the MRP policy will be:

- Asset life method (straight line)
- Asset life method (annuity)
- Another method which the Authority has deemed a more suitable method after having regard to the MRP Guidance

Regulation 27(3) allows a local authority to charge MRP in the financial year following the one in which capital expenditure financed by debt was incurred.

Capital expenditure incurred during 2024/25 will not be subject to an MRP charge until 2025/26, or in the year after the asset becomes operational.

The Council will apply the asset life method for any expenditure capitalised under a Capitalisation Direction.

Leases/PFI

MRP in respect of assets acquired under Finance Leases or PFI will be charged at an amount equal to the principal element of the annual repayment.

Capital Receipts

Any unfinanced loans issued to Third Parties which are classed as capital expenditure will increase the Council's CFR. The Council will earmark the proceeds from the repayment of the loans to reduce the CFR.

Where no principal repayment is being made in a given year, the Council will make an MRP charge where there is an expected credit loss or impairment.

This charge will be for the full amount of the loss being recognised in accordance with regulations.

Share Capital

Where a Council incurs expenditure that is capitalised on or after April 2008, which is financed by borrowing for the acquisition of share capital, Regulation 25(1)(d) Acquisition of share capital sets out the maximum period for an authority to provide MRP of 20 years. Where it can be proved that the underlying asset has a greater useful life than 20 years then the greater life can be used. This would have to be backed up by suitably qualified professional opinion.

As of 31 March 2025 the Council will have £15.724m of unfinanced property fund investments (excluding M&G) in this category. The M&G Property Fund is currently being liquidated and the sale proceeds will be used to finance an equivalent MRP charge to reduce this unfinanced capital expenditure.

As the underlying assets of the property funds are predominantly property, the Council will seek an appropriate professional opinion that confirms the acceptability of using a 50 year useful life.

The Council's MRP policy for its unfinanced equity stake in property funds will be to use Asset Life Method (Annuity) over a 50 year useful life. The appropriate annuity rate will be the PWLB 50 year annuity rate on the day the MRP Policy is approved by Council. So where the first MRP charge is in the 2025/26 financial year the appropriate date will be 27 February 2025.

The Council will ensure that any receipts generated from the sale of property fund units or liquidation of a fund will be earmarked and set aside when received to reduce the CFR liability by the amount of the original borrowing for units sold if MRP/VRP has not previously been provided for.

The Council will also monitor the performance of its Property Fund holdings on a regular basis with performance reported to the Audit and Governance Committee quarterly.

MRP Overpayments

Under the MRP guidance, charges can be made in excess of the statutory MRP known as voluntary revenue provision (VRP).

VRP can be reclaimed in later years if deemed necessary or prudent. In order for these amounts to be reclaimed for use in the budget, this policy must disclose the cumulative overpayment made each year.

At the end of the 2023/24 financial year the Council had made no VRP contributions. If this changes during the 2024/25 financial year it will be reported in the Annual Treasury Report for 2024/25.

3. Borrowing

The capital expenditure plans set out in Section 2 provide details of the service activity of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury/prudential indicators, the current and projected debt positions and the annual investment strategy.

3.1 Current portfolio position

The overall treasury management portfolio as at 31 March 2024 and for the position as at 31 January 2025 based on cost are shown in the following table for both borrowing and investments.

TREASURY PORTFOLIO				
	actual	actual	current	current
	31/03/24	31/03/24	31/01/25	31/01/25
Treasury investments	£000	%	£000	%
Banks	630	1%	207	0%
Building societies - unrated	0	0%	0	0%
Building societies - rated	0	0%	0	0%
Local authorities	9,000	20%	20,500	36%
DMADF (H.M.Treasury)	0	0%	4,000	7%
Money Market Funds	5,000	11%	7,300	13%
Certificates of Deposit	14,000	30%	8,000	14%
Total managed in house	28,630	62%	40,007	70%
Bond Funds	0	0%	0	0%
Property Funds (At Cost)	17,326	38%	17,326	30%
Total managed externally	17,326	38%	17,326	30%
Total treasury investments	45,956	100%	57,333	100%
Treasury external borrowing				
Local Authorities	0	0%	0	0%
PWLB	0	0%	0	0%
LOBOs	1,000	100%	1,000	100%
Total external borrowing	1,000	100%	1,000	100%
Net treasury investments / (borrowing)	44,956	0	56,333	0

The Council's forward projections for borrowing are summarised in the following table. The table shows the actual external debt, against the underlying capital borrowing need, (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

£'000's	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate	2029/30 Estimate
Debt & Temporary Borrowing at 1 April (subject to change)	1,000	1,000	1,000	4,000	7,000	7,000
Expected change in Debt due to Temporary Borrowing (subject to change)	-	-	3,000	3,000	-	-
Actual gross debt at 31 March	1,000	1,000	4,000	7,000	7,000	7,000
The Capital Financing Requirement	18,654	19,610	24,232	26,710	26,187	25,187
(Under) /over borrowing	(17,654)	(18,610)	(20,232)	(19,710)	(19,187)	(18,187)

Within the range of prudential indicators, there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2025/26 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue or speculative purposes.

The Section 151 Officer reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

3.2 Treasury Indicators: limits to borrowing activity

The operational boundary. This is the limit beyond which external borrowing is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

Operational boundary (£'000)	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate	2029/30 Estimate
Debt	10,000	30,000	30,000	30,000	30,000	30,000
Other long term liabilities	5,000	5,000	5,000	5,000	5,000	5,000
Total	15,000	35,000	35,000	35,000	35,000	35,000

These limits have been increased to allow the Council to externally borrow up to its projected capital financing requirement and to take account of the fact that the Council is still invested in property funds.

The authorised limit for external debt - This is a key prudential indicator and represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt, which while not desired, could be afforded in the short term, but is not sustainable in the longer term.

- This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.
- As part of the formal governance process, the Council approves the following indicators as shown below:

Authorised Limit (£'000)	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate	2029/30 Estimate
Borrowing	13,000	33,000	33,000	33,000	33,000	33,000
Other long term liabilities	5,000	5,000	5,000	5,000	5,000	5,000
Total	18,000	38,000	38,000	38,000	38,000	38,000

3.3 Prospects for interest rates

The Council has appointed MUFG Corporate Markets as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. MUFG provided the following forecasts on 11 November 2024. These are forecasts for certainty rates, gilt yields plus 80 basis points (bps).

Link Group Interest Rate View	11.11.24												
	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27
BANK RATE	4.75	4.50	4.25	4.00	4.00	3.75	3.75	3.75	3.50	3.50	3.50	3.50	3.50
3 month ave earnings	4.70	4.50	4.30	4.00	4.00	4.00	3.80	3.80	3.80	3.50	3.50	3.50	3.50
6 month ave earnings	4.70	4.40	4.20	3.90	3.90	3.90	3.80	3.80	3.80	3.50	3.50	3.50	3.50
12 month ave earnings	4.70	4.40	4.20	3.90	3.90	3.90	3.80	3.80	3.80	3.50	3.50	3.50	3.50
5 yr PWLB	5.00	4.90	4.80	4.60	4.50	4.50	4.40	4.30	4.20	4.10	4.00	4.00	3.90
10 yr PWLB	5.30	5.10	5.00	4.80	4.80	4.70	4.50	4.50	4.40	4.30	4.20	4.20	4.10
25 yr PWLB	5.60	5.50	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.60	4.50	4.50
50 yr PWLB	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.60	4.50	4.40	4.30	4.30

Additional notes by MUFG on this forecast table: -

Following the 30 October Budget, the outcome of the US Presidential election on 6 November, and the 25 bps Bank Rate cut undertaken by the Monetary Policy Committee (MPC) on 7 November, we have significantly revised our central forecasts for the first time since May. In summary, our Bank Rate forecast is now 50bps – 75bps higher than was previously the case, whilst our PWLB forecasts have been materially lifted to not only reflect our increased concerns around the future path of inflation, but also the increased level of Government borrowing over the term of the current Parliament.

If we reflect on the 30 October Budget, our central case is that those policy announcements will be inflationary, at least in the near-term. The Office for Budgetary Responsibility and the Bank of England concur with that view. The latter have the consumer price index (CPI) measure of inflation hitting 2.5% year on year (y/y) by the end of 2024 and staying sticky until at least 2026. The Bank forecasts CPI to be 2.7% y/y (Q4 2025) and 2.2% (Q4 2026) before dropping back in 2027 to 1.8% y/y.

The anticipated major investment in the public sector, according to the Bank, is expected to lift UK real gross domestic product (GDP) to 1.7% in 2025 before growth moderates in 2026 and 2027. The debate around whether the Government's policies lead to a material uptick in growth primarily focus on the logistics of fast-tracking planning permissions, identifying sufficient skilled labour to undertake a resurgence in building, and an increase in the employee participation rate within the economy.

There are inherent risks to all the above. The worst-case scenario would see systemic blockages of planning permissions and the inability to identify and resource the additional workforce required to deliver large-scale IT, housing and infrastructure projects. This would lead to upside risks to inflation, an increased prospect of further Government borrowing & tax rises, and a tepid GDP performance.

Our central view is that monetary policy is sufficiently tight at present to cater for some further moderate loosening, the extent of which, however, will continue to be data dependent. We forecast the next reduction in Bank Rate to be made in February and for a pattern to evolve whereby rate cuts are made quarterly and in keeping with the release of the Bank's Quarterly Monetary Policy Reports (February, May, August and November).

Any movement below a 4% Bank Rate will, nonetheless, be very much dependent on inflation data in the second half of 2025. The fact that the November MPC rate cut decision saw a split vote of 8-1 confirms that there are already some concerns around inflation's stickiness, and with recent public sector wage increases beginning to funnel their way into headline average earnings data, the market will be looking very closely at those releases.

Regarding our PWLB forecast, the short to medium part of the curve is forecast to remain elevated over the course of the next year, and the degree to which rates moderate will be tied to the arguments for further Bank Rate loosening or otherwise. The longer part of the curve will also be impacted by inflation factors, but there is also the additional concern that with other major developed economies such as the US and France looking to run large budget deficits there could be a glut of government debt issuance that investors will only agree to digest if the interest rates paid provide sufficient reward for that scenario.

So far, we have made little mention of the US President election. Nonetheless, Donald Trump's victory paves the way for the introduction/extension of tariffs that could prove inflationary whilst the same could be said of further tax cuts and an expansion of the current US budget deficit. Invariably the direction of US Treasury yields in reaction to his core policies will, in all probability, impact UK gilt yields. So, there are domestic and international factors that could impact PWLB rates whilst, as a general comment, geo-political risks abound in Europe, the Middle East and Asia.

Our revised PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1 November 2012.

Gilt yields and PWLB rates

The overall longer-run trend is for gilt yields and PWLB rates to fall back over the timeline of our forecasts, but the risks to our forecasts are to the upsides. Our target borrowing rates are set two years forward (as we expect rates to fall back) and the current PWLB (certainty) borrowing rates are set out below: -

PWLB debt	Current borrowing rate as at 11.11.24 p.m.	Target borrowing rate now (end of Q3 2026)	Target borrowing rate previous (end of Q3 2026)
5 years	5.02%	4.30%	3.90%
10 years	5.23%	4.50%	4.10%
25 years	5.66%	4.90%	4.40%
50 years	5.42%	4.70%	4.20%

Borrowing advice: Our long-term (beyond 10 years) forecast for Bank Rate has been increased to 3.25% (from 3%). As all PWLB certainty rates are currently significantly above this level, borrowing strategies will need to be reviewed in that context. Overall, better value can be obtained at the shorter end of the curve and short-dated fixed local authority (LA) to LA monies should also be considered. Temporary borrowing rates will, generally, fall in line with Bank Rate cuts.

Our suggested budgeted earnings rates for investments up to about three months' duration in each financial year are as follows: -

Average earnings in each year	Now	Previously
2024/25 (residual)	4.60%	4.25%
2025/26	4.10%	3.35%
2026/27	3.70%	3.10%
2027/28	3.50%	3.25%
2028/29	3.50%	3.25%
Years 6 to 10	3.50%	3.25%
Years 10+	3.50%	3.50%

We will continue to monitor economic and market developments as they unfold. Typically, we formally review our forecasts following the quarterly release of the Bank of England's Monetary Policy Report but will consider our position on an ad hoc basis as required.

Our interest rate forecast for Bank Rate is in steps of 25 bps, whereas PWLB forecasts have been rounded to the nearest 10 bps and are central forecasts within bands of + / - 25 bps. Naturally, we continue to monitor events and will update our forecasts as and when appropriate.

(End of MUFG Commentary)

3.4 Borrowing strategy

The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need, (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Authority's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as medium and longer dated borrowing rates are expected to fall from their current levels, albeit only once prevailing inflation concerns are addressed by restrictive near-term monetary policy. That is, Bank Rate remains relatively elevated in 2025 even if some rate cuts arise.

Against this background and the risks within the economic forecast, caution will be adopted with the 2025/26 treasury operations. The Section 151 Officer will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- *if it was felt that there was a significant risk of a sharp FALL in borrowing rates, then borrowing will be postponed.*

- *if it was felt that there was a significant risk of a much sharper RISE in borrowing rates than that currently forecast, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.*

Any decisions will be reported to the appropriate decision-making body at the next available opportunity.

3.5 Policy on borrowing in advance of need

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

3.6 Debt rescheduling

Rescheduling of current borrowing in our debt portfolio may be considered whilst premature redemption rates remain elevated but only if there is surplus cash available to facilitate any repayment, or rebalancing of the portfolio to provide more certainty is considered appropriate.

If rescheduling is to be undertaken, it will be reported to the Cabinet, at the earliest meeting following its action.

3.7 New financial institutions as a source of borrowing and / or types of borrowing

Currently the PWLB Certainty Rate is set at gilts + 80 basis points. However, consideration may still need to be given to sourcing funding from the following sources for the following reasons:

- Local authorities (primarily shorter dated maturities out to 3 years or so – generally still cheaper than the Certainty Rate).
- Financial institutions (primarily insurance companies and pension funds but also some banks, out of forward dates where the objective is to avoid a “cost of carry” or to achieve refinancing certainty over the next few years).

Our advisors will keep us informed as to the relative merits of each of these alternative funding sources.

3.8 Approved Sources of Long and Short-Term Borrowing

On Balance Sheet	Fixed	Variable
PWLB	●	●
UK Municipal Bond Agency	●	●
Local Authorities	●	●
Banks	●	●
Pension Funds	●	●
Insurance Companies	●	●
UK Infrastructure Bank	●	●
Market (long-term)	●	●
Market (temporary)	●	●
Market (LOBO's)	●	●
Stock Issues	●	●
Local Temporary	●	●
Local Bonds	●	
Local Authority Bills	●	●
Overdraft		●
Negotiable Bonds	●	●
Internal (capital receipts & revenue balances)	●	●
Commercial Paper	●	
Medium Term Notes	●	
Finance Leases	●	●

4 Annual Investment Strategy

4.1 Investment policy – management of risk

The Ministry of Housing, Communities and Local Government (MHCLG)) and CIPFA have extended the meaning of 'investments' to include both financial and non-financial investments. This report deals solely with treasury (financial) investments, (as managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets and service investments, are covered in the Capital Strategy, (a separate report).

The Council's investment policy has regard to the following:

- MHCLG's Guidance on Local Government Investments ("the Guidance")
- CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2021 ("the Code")
- CIPFA Treasury Management Guidance Notes 2021

The Council's funds are managed by PSPSL with reference to a detailed cash flow forecast on a daily basis. Protocols are in place to govern the movement of funds within specific limits.

The Council's investment priorities will be security first, portfolio liquidity second and then yield, (return). The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and within the Council's risk appetite.

In the current economic climate, it is considered appropriate to maintain a degree of liquidity to cover cash flow needs but to also consider "laddering" investments for periods up to 12 months with high credit rated financial institutions, whilst investment rates remain elevated, as well as wider range fund options.

The above guidance from the MHCLG and CIPFA place a high priority on the management of risk. This Council has adopted a prudent approach to managing risk and defines its risk appetite by the following means: -

- Minimum acceptable **credit criteria** are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short term and long-term ratings.
- **Other information:** ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as "**credit default swaps**" (CDS) and overlay that information on top of the credit ratings.
- **Other information sources** used will include the financial press, share price and other such information pertaining to the financial sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
- This Council has defined the list of **types of investment instruments** that the treasury management team are authorised to use. There are two lists in **Appendix 5.3** under the categories of 'specified' and 'non-specified' investments.
 - **Specified investments** are those with a high level of credit quality and subject to a maturity limit of one year or have less than a year left to run to maturity if originally they were classified as being non-specified investments solely due to the maturity period exceeding one year.

- **Non-specified investments** are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.
- **Non-specified investments limit.** The Council has determined that it will limit the maximum total exposure to non-specified investments to £10m of the total investment portfolio, (see paragraph 4.3).
- **Lending limits**, the maximum total investments to any individual financial institution or its parent group is £5m. The maximum limit for individual money market funds is £7.5m. There is no maximum limit for deposits with the UK Debt Management Agency Deposit Facility (DMADF) as this is effectively the UK Government. The maximum permitted duration of investments for each institution will be determined in accordance with paragraph 4.2.
- **Transaction limits** are set for each type of investment in paragraph 4.2.
- This Council will set a limit for the amount of its investments which are invested for **longer than 365 days**, (see paragraph 4.4).
- Investments will only be placed with counterparties from countries with a specified minimum **sovereign rating**, (see paragraph 4.3).
- PSPSL has engaged **external consultants**, (see paragraph 1.5), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this Council in the context of the expected level of cash balances and need for liquidity throughout the year.
- All investments will be denominated in **sterling**.
- As a result of the change in accounting standards for 2023/24 under IFRS 9, this Council will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund.

However, this Council will also pursue value for money in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance, (see paragraph 4.5). Regular monitoring of investment performance will be carried out during the year.

Changes in risk management policy from last year.

The above criteria are unchanged from last year.

4.2 Creditworthiness policy

This Council applies the creditworthiness service provided by MUFG. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's, and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- “watches” and “outlooks” from credit rating agencies;
- CDS spreads to give early warning of likely changes in credit ratings;
- sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, and any assigned Watches and Outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads. The end product of this is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands:

- Yellow 5 years*
- Dark pink 5 years for Ultra-Short Dated Bond Funds with a credit score of 1.25
- Light pink 5 years for Ultra-Short Dated Bond Funds with a credit score of 1.5
- Purple 2 years
- Blue 1 year (only applies to nationalised or semi nationalised UK Banks)
- Orange 1 year
- Red 6 months
- Green 100 days
- No colour not to be used

** Please note: the yellow colour category is for UK Government debt, or its equivalent, money market funds and collateralised deposits where the collateral is UK Government debt.*

The MUFG creditworthiness service uses a wider array of information other than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue preponderance to just one agency's ratings.

Typically, the minimum credit ratings criteria the Council uses will be a Short Term rating (Fitch or equivalents) of F1 and a Long Term rating of A-. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

All credit ratings will be monitored daily. PSPSL is alerted to changes to ratings of all three agencies through its use of the MUFG creditworthiness service.

- if a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- in addition to the use of credit ratings PSPSL will be advised of information in movements in CDS spreads against the iTraxx European Senior Financials benchmark and other market data on a daily basis provided exclusively to it by MUFG. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

Sole reliance will not be placed on the use of this external service. In addition, this Council will also use market data and market information and information on any external support for banks to help support its decision making process.

Creditworthiness.

Significant levels of downgrades to Short and Long-Term credit ratings have not materialised since the crisis in March 2020. In the main, where they did change, any alterations were limited to Outlooks. Nonetheless, when setting minimum sovereign debt ratings, this Authority will not set a minimum rating for the UK.

CDS prices

Although bank CDS prices, (these are market indicators of credit risk), spiked upwards during the days of the Truss/Kwarteng government in the autumn of 2022, they have returned to more average levels since then. However, sentiment can easily shift, so it will remain important to undertake continual monitoring of all aspects of risk and return in the current circumstances. MUFG monitor CDS prices as part of their creditworthiness service to local authorities and the Authority has access to this information via its MUFG provided Passport portal.

4.3 Limits

Due care will be taken to consider the exposure of the Council's total investment portfolio to non-specified investments, countries, groups and sectors.

- **Non-specified investment limit.** The Council has determined that it will limit the maximum total exposure to non-specified investments to £10m of the total investment portfolio (excluding non treasury investments).
- **Country limit.** The Council has determined that it will only use approved counterparties from the United Kingdom or countries with a minimum sovereign credit rating of AA- from Fitch (or equivalent). The list of countries that qualify using this credit criteria as at the date of this report are shown in **Appendix 5.4**. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

- **Other limits.** In addition:
 - no more than £5m will be placed with any non-UK country at any time;
 - limits in place above will apply to a group of companies;
 - sector limits will be monitored regularly for appropriateness

4.4 Investment strategy

In-House Funds. Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e., rates for investments up to 12 months). Greater returns are usually obtainable by investing for longer periods. The current shape of the yield curve suggests that the risks are relatively balanced between Bank Rate staying higher for longer, if inflation picks up markedly through 2025 post the 30 October 2024 Budget, or it may be cut quicker than expected if the economy stagnates. The economy only grew 0.1% in Q3 2024, but the CPI measure of inflation is now markedly above the 2% target rate set by the Bank of England's Monetary Policy Committee two to three years forward.

Accordingly, while some cash balances are required in order to manage the ups and downs of cash flow, where cash sums can be identified that could be invested for longer periods, the value to be obtained from longer-term investments will be carefully assessed.

Investment returns expectations

The current forecast shown in paragraph 3.3, includes a forecast for Bank Rate to fall to a low of 3.5%.

The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year are as follows:

Average earnings in each year	
2024/25 (residual)	4.25%
2025/26	3.35%
2026/27	3.10%
2027/28	3.25%
2028/29	3.25%
Years 6 to 10	3.25%
Years 10+	3.50%

As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts.

For its cash flow generated balances, the Council will seek to utilise its business reserve instant access and notice accounts, money market funds and short-dated deposits, (overnight to 100 days), in order to benefit from the compounding of interest.

Investment treasury indicator and limit - Total principal funds invested for greater than 365 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

As part of the formal governance process, the Council approves the treasury indicator and limit, as shown below:

£'000	2025/26	2026/27	2027/28	2028/29	2029/30
Principal sums invested > 365 days (excluding non-treasury investments)	10,000	10,000	10,000	10,000	10,000
Current treasury investments as at 31 January 2025 in excess of 1 year maturing in each year	0	0	0	0	0

4.5 Investment risk benchmarking

The Council has not adopted any formal benchmarks in this area. Officers believe that decisions on counterparties and maximum investment levels are adequate to monitor the current and trend position, and will amend the operational strategy to manage risk as conditions change.

This Council will use an investment benchmark to assess the investment performance of its investment portfolio of the 3 month Sterling Overnight Index Average (SONIA) rate.

4.6 End of year investment report

At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

5 Appendices

- 5.1 Prudential and treasury indicators
- 5.2 Interest rate forecasts
- 5.3 Treasury management practice 1 – credit and counterparty risk management
- 5.4 Approved countries for investments
- 5.5 Treasury management scheme of delegation
- 5.6 The treasury management role of the Section 151 Officer
- 5.7 Copy of Audit and Governance Committee Report providing an Update on Changes to Statutory Guidance: “Capital Finance: Guidance on Minimum Revenue Provision” and Its Impact on the Council.

APPENDIX 5.1 THE CAPITAL PRUDENTIAL AND TREASURY INDICATORS 2025/26 – 2029/30

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans are prudent, affordable and sustainable.

Full details are provided in paragraph 2.1 and summary totals are shown below.

5.1.1 Capital expenditure (subject to change during the budget setting process)

CAPITAL PROGRAMME £'000	2024/25 £'000 Estimate	2025/26 £'000 Estimate	2026/27 £'000 Estimate	2027/28 £'000 Estimate	2028/29 £'000 Estimate	2029/30 £'000 Estimate
Non Towns Fund	2,425	3,338	1,067	3,338	1,310	885
Towns Fund	9,913	12,740	5,592	-	-	-
UKSPF Projects	526	-	-	-	-	-
LUF Projects	2,700	10,547	1,600	-	-	-
LUP Projects	4,488	5,497	-	-	-	-
New Bids	0	1,199	155	525	-	-
GRAND TOTAL	20,052	33,321	8,414	3,863	1,310	885
FUNDED BY						
External Grants	(19,337)	(30,298)	(3,256)	(785)	(785)	(785)
Capital Reserves	(105)	(786)	(155)	-	-	-
Section 106	-	(1,074)	-	-	-	-
Housing Reserve	(157)	-	-	-	-	-
COVID 19 Reserve	(57)	-	-	-	-	-
TOTAL FUNDING	(19,656)	(32,158)	(3,411)	(785)	(785)	(785)
BORROWING REQUIREMENT	396	1,163	5,003	3,078	525	100

5.1.2 Affordability prudential indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

a. Ratio of financing costs to net revenue stream

This indicator identifies the trend in the cost of capital, (borrowing and other long-term obligation costs net of investment income), against the net revenue stream.

%	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate	2028/29 Estimate	2029/30 Estimate
Treasury	(9.05%)	(9.24%)	(1.47%)	2.53%	6.72%	6.96%
Property Funds	(6.46%)	(6.74%)	(6.96%)	(6.77%)	(6.59%)	(6.41%)
Total	(15.51%)	(15.98%)	(8.43%)	(4.24%)	0.13%	0.55%

The estimates of financing costs include current commitments and the proposals in this budget report.

5.1.3 Maturity structure of borrowing

These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

The Council is asked to approve the following treasury indicators and limits:

Maturity structure of fixed interest rate borrowing 2025/26		
	Lower	Upper
Under 12 months	0%	100%
12 months to 2 years	0%	100%
2 years to 5 years	0%	100%
5 years to 10 years	0%	100%
10 years to 20 years	0%	100%
20 years to 30 years	0%	100%
30 years to 40 years	0%	100%
40 years to 50 years	0%	100%
Maturity structure of variable interest rate borrowing 2025/26		
	Lower	Upper
Under 12 months	0%	100%
12 months to 2 years	0%	100%
2 years to 5 years	0%	100%
5 years to 10 years	0%	100%
10 years to 20 years	0%	100%
20 years to 30 years	0%	100%
30 years to 40 years	0%	100%
40 years to 50 years	0%	100%

5.1.4. Control of Interest Rate Exposure

Please see paragraphs 3.3, 3.4 and 4.4.

5.2 APPENDIX: Interest Rate Forecast 2024 - 2027

Link Group Interest Rate View 11.11.24													
	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27
BANK RATE	4.75	4.50	4.25	4.00	4.00	3.75	3.75	3.75	3.50	3.50	3.50	3.50	3.50
3 month ave earnings	4.70	4.50	4.30	4.00	4.00	4.00	3.80	3.80	3.80	3.50	3.50	3.50	3.50
6 month ave earnings	4.70	4.40	4.20	3.90	3.90	3.90	3.80	3.80	3.80	3.50	3.50	3.50	3.50
12 month ave earnings	4.70	4.40	4.20	3.90	3.90	3.90	3.80	3.80	3.80	3.50	3.50	3.50	3.50
5 yr PWLB	5.00	4.90	4.80	4.60	4.50	4.50	4.40	4.30	4.20	4.10	4.00	4.00	3.90
10 yr PWLB	5.30	5.10	5.00	4.80	4.80	4.70	4.50	4.50	4.40	4.30	4.20	4.20	4.10
25 yr PWLB	5.60	5.50	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.60	4.50	4.50
50 yr PWLB	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.60	4.50	4.40	4.30	4.30

PWLB forecasts are based on PWLB certainty rates.

APPENDIX 5.3 - Treasury Management Practice (TMP1) – Credit and Counterparty Risk Management

SPECIFIED INVESTMENTS: All such investments will be sterling denominated, with **maturities up to maximum of 1 year**, meeting the minimum ‘high’ quality criteria where applicable. (Non-specified investments which would be specified investments apart from originally being for a period longer than 12 months, will be classified as being specified once the remaining period to maturity falls to under twelve months.)

	Minimum ‘High’ Credit Criteria	Use
Debt Management Agency Deposit Facility	N/A	In-house (no maximum limit)
Term Deposits - UK Local Authorities	N/A	In-house
Term Deposits – BBC Parish Councils	N/A	In-house
Term deposits – banks and building societies	Minimum colour of green on our external treasury advisers credit rating matrix	In-house
Treasury Bills	UK sovereign rating	In-house
Certificates of Deposit issued by banks and building societies	Minimum colour of green on our external treasury advisers credit rating matrix	In-house
Bonds issued by multilateral development banks	AAA	In-house buy and hold
Money Market Funds – CCLA (Church, Charities & Local Authority)	AAA	In-house (£7.5m limit for cash flow purposes)
Money Market Funds CNAV (Constant Net Asset Value)	AAA	In-house
Money Market Funds LVAV (Low Volatility Asset Value)	AAA	In-house
Money Market Funds VNAV (Variable Net Asset Value)	AAA	In-house

Term deposits with nationalised banks and banks and building societies.

	Minimum Credit Criteria	Use	Max of total investments	Max. maturity period
UK part nationalised banks	Minimum colour of green on our external treasury advisers credit rating matrix	In-house	£5m	1 year
Banks part nationalised by AAA or AA- sovereign rating countries – non UK	Minimum colour of green on our external treasury advisers credit rating matrix	In-house	£5m	1 year

If forward deposits are to be made, the forward period plus the deal period should not exceed one year in aggregate.

Accounting treatment of investments. The accounting treatment may differ from the underlying cash transactions arising from investment decisions made by this Council. To ensure that the Council is protected from any adverse revenue impact, which may arise from these differences, we will review the accounting implications of new transactions before they are undertaken.

NON-SPECIFIED INVESTMENTS: These are any investments which do not meet the Specified Investment criteria. A maximum of £10m treasury investments can be held in aggregate in non-specified investment.

Maturities of ANY period

	Minimum Credit Criteria	Use	Max of non-specified investments	Max. maturity period
Fixed term deposits with variable rate and variable maturities: -Structured deposits	Sovereign rating of AAA to AA- and minimum colour of green on our external treasury advisers credit rating matrix	In-house	£5m	1 year
UK Government Gilts	UK sovereign rating	In-house buy and hold	£5m	2 year
Sovereign bond issues (other than the UK govt)	AAA	In-house buy and hold	£5m	2 year
Bond issuance issued by a financial institution which is explicitly guaranteed by the UK Government (e.g. National Rail)	UK sovereign rating	In-house buy and hold	£5m	2 year
Collateralised deposits (see note 1)	UK Sovereign rating	In-house	£5m	1 year

Collective Investment Schemes structured as Open Ended Investment Companies (OEICs)				
Property Funds: (excluding non-treasury investments)		In-house	£8m	
<p><i>The use of property funds can be deemed capital expenditure, and as such will be an application (spending) of capital resources. This Council will seek guidance on the status of any fund it may consider using. Appropriate due diligence will also be undertaken before investment of this type is undertaken.</i></p> <p><i>The Section 151 and Deputy Section 151 Officer will have delegated authority to invest in property funds subject to consultation with the Portfolio Holder for Finance.</i></p>				

Collective Investment Schemes structured as Open Ended Investment Companies (OEICs): -				
	Minimum Credit Criteria	Use	Max of non-specified investments	Max. maturity period
1. Government Liquidity Funds	Long-term AAA volatility rating MR1+	In-house	£10m	1 month notice period
2. Ultra-Short Dated Bond Funds with a credit score of 1.25	Long-term AAA volatility rating MR1+	In-house	£10m	1 month notice period
3. Ultra-Short Dated Bond Funds with a credit score of 1.5	Long-term AAA volatility rating MR1+	In-house	£10m	1 month notice period
4. Bond Funds	Long-term AAA volatility rating MR1+	In-house	£10m	1 month notice period
5. Gilt Funds	Long-term AAA volatility rating MR1+	In-house	£10m	1 month notice period

Note 1 : as collateralised deposits are backed by collateral of AAA rated local authority LOBOs, this investment instrument is regarded as being a AAA rated investment as it is equivalent to lending to a local authority.

Maturities in excess of 1 year

	Minimum Credit Criteria	Use	Max. of total investments	Max. maturity period
Term Deposits – UK local authorities	N/A	In-house	£5m	5 year
Term Deposits – BBC Parish Councils	N/A	In-house	£5m	5 year
Term deposits to Registered Social Landlords	None	In-house subject to due diligence report by MUFG	£5m	5 year
Term deposits – banks and building societies	Sovereign rating of AAA to AA- and minimum colour of orange on our external treasury advisers credit rating matrix	In-house	£5m	2 year
Certificates of deposit issued by banks and building societies	Sovereign rating of AAA to AA- and minimum colour of orange on our external treasury advisers credit rating matrix	In-house	£5m	2 year
Bonds issued by multilateral development banks	AAA	In-house	£5m	2 year

The maximum total investment to any individual financial institution or its parent group is £5m except for the instant access money market fund which has a limit of £7.5m and the UK Debt Management Agency Deposit Facility (UK Government) which has no maximum limit.

HSBC provides banking services to the Council and the above limits do not include the day to day balance in the Council's current account.

Whilst these are maximum limits, under normal circumstances the Section 151 Officer will ensure lower limits are maintained. The higher limits are required to allow flexibility in the movement of funds if a particular issue or circumstance arose e.g. global banking crisis.

Environmental, Social and Governance Considerations

The Council continues to develop its strategy in this area.

The Council is interested in undertaking actions to reduce climate change and as an ethical investor will consider the environmental, social and governance issues.

Officers are working with the Council's external treasury advisors to establish how these issues can be taken into consideration when MUFG formulate their Suggested Credit List which is used by the Council.

APPENDIX 5.4 - Approved countries for investments

This list is based on those countries which have sovereign ratings of AA- or higher, (we show the lowest rating from Fitch, Moody's and S&P) and also, (except - at the time of writing - for Hong Kong and Luxembourg), have banks operating in sterling markets which have credit ratings of green or above in the MUFG credit worthiness service.

Based on lowest available rating (as at 25.11.24)

AAA

- Australia
- Denmark
- Germany
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

AA+

- Canada
- Finland
- U.S.A.

AA

- Abu Dhabi (UAE)
- Qatar

AA-

- Belgium
- France
- U.K.

APPENDIX 5.5 - Treasury management scheme of delegation

Council	<ul style="list-style-type: none"> - Receive, Review and Approval of Treasury Policy Statement – February/March cycle - Receive, Review and Approval of Treasury Management Strategy Statement incorporating the Annual Investment Strategy and Minimum Revenue Provision Policy – February/March cycle followed by mid year report update. Updates or revisions at other times as required - Receive, Review and Approval of Annual Treasury Outturn Report by 30 September after the year end
Cabinet	<ul style="list-style-type: none"> - Recommend to Council a Treasury Policy Statement - Recommend to Council a Treasury Management Strategy Statement incorporating the Annual Investment Strategy and Minimum Revenue Provision Policy – February/March cycle followed by mid year report update - Extraordinary Activity and Investment Management arrangements – as soon as possible after significant change occurs - Recommend to Council a Treasury Management Outturn Report by 30 September after the year end
Audit and Governance Committee	<ul style="list-style-type: none"> - Receive Treasury Management Mid Term report - Receive Treasury Management Outturn Report - Receive Treasury Management Practices annually if amended - Scrutiny of the Treasury Management Strategy before the commencement of each financial year - Scrutiny of Treasury Management performance as part of the Mid Term report and quarterly reports.

SCRUTINY AND MONITORING

Council delegates the scrutiny and monitoring of the Treasury Management function to the Audit and Governance Committee. As a minimum they will receive quarterly reports and a Mid Term Treasury report on investment issues and performance. Training will be made available for members of the Audit and Governance Committee to ensure they have the necessary skills to undertake this role.

The Audit and Governance Committee will also have access to professional and independent advice and support as required in order to undertake this role.

APPENDIX 5.6 - The treasury management role of the section 151 officer and deputy

The S151 Officer's main functions with regards to treasury are to:

- recommend clauses, treasury management policy/practices for approval, review the same regularly, and monitor compliance
- submit regular treasury management policy reports
- submit budgets and budget variations
- receive and review management information reports
- review the performance of the treasury management function
- ensure the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function
- ensure the adequacy of internal audit, and liaise with external audit
- recommending the appointment of external service providers
- preparation of a capital strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long term timeframe
- ensuring that the capital strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money
- ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the Council
- ensure that the Council has appropriate legal powers to undertake expenditure on non-financial assets and their financing
- ensuring the proportionality of all investments so that the Council does not undertake a level of investing which exposes the Council to an excessive level of risk compared to its financial resources
- ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long term liabilities
- provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees
- ensuring that members are adequately informed and understand the risk exposures taken on by the Council
- ensuring that the Council has adequate expertise, either in house or externally provided, to carry out the above
- creation of Treasury Management Practices (TMP) which specifically deal with how non treasury investments will be carried out and managed, to include the following:
 - Risk management (TMP1 and schedules), including investment and risk management criteria for any material non-treasury investment portfolios;
 - Performance measurement and management (TMP2 and schedules), including methodology and criteria for assessing the performance and success of non-treasury investments;
 - Decision making, governance and organisation (TMP5 and schedules), including a statement of the governance requirements for decision making in relation to non-treasury investments; and arrangements to ensure that appropriate professional due diligence is carried out to support decision making;
 - Reporting and management information (TMP6 and schedules), including where and how often monitoring reports are taken;

- Training and qualifications (TMP10 and schedules), including how the relevant knowledge and skills in relation to non-treasury investments will be arranged.

As an added safeguard, as part of the Section 151's statutory responsibility, the Chief Finance Officer (CFO) is obliged to notify the Monitoring Officer of any material change proposed to approved treasury policies and of any major breaches which have occurred.

Any significant operational or other changes will be notified and discussed with the relevant Portfolio Holder. This is currently the Portfolio Holder for Finance. Any actions resulting from this will be reported to Audit and Governance. If timescales are such that due to urgency, the formal reporting process cannot be utilised, then emergency authorisation will be sought through existing mechanisms.

The CFO has delegated powers through this policy to take the most appropriate form of borrowing from the approved sources, and to take the most appropriate form of investments in approved instruments.

The CFO may delegate power to borrow and invest to members of staff. All dealing transactions must be conducted by the CFO, or staff authorised by the CFO, to act as temporary cover for leave/sickness. All transactions must be authorised by at least two of authorised signatories, one of which must be employed by Boston BC.

The CFO and the Monitoring Officer will ensure that the Policy is adhered to, and if not, will bring the matter to the attention of Councillors as soon as possible.

Prior to entering into any capital financing, lending or investment transaction, it is the responsibility of the CFO to be satisfied, by reference to the Monitoring Officer, the Council's Legal Department and external advisors, as appropriate, that the proposed transaction does not breach any statute, external regulation or the Council's Financial Regulations.

It is also the responsibility of the CFO to ensure that the Council complies with the requirements of the Non Investment Products Code for principals and broking firms in the wholesale markets as well as the Financial Services Authority's Code of Market Conduct.

The CFO will ensure an accurate record of daily notifications received and document all investment decisions.

Public Sector Partnership Services Limited is responsible for the provision of:

- treasury management strategy statements and practices for approval
- regular treasury management policy reports
- budget and budget variations
- management information reports
- adequate treasury management resources and skills, and effective division of responsibilities within the treasury management function, and;
- arranging the appointment of external treasury management advisors.

Where the use of particular instant access accounts, notice accounts and money market funds has been approved by the Section 151 Officer, PSPSL treasury officers have delegated authority to withdraw and deposit funds within the agreed limits contained in this strategy.

APPENDIX 5.7 – Copy of Audit and Governance Committee Report Providing an Update on Changes to Statutory Guidance: “Capital Finance: Guidance on Minimum Revenue Provision”



Report To:	Audit and Governance Committee
Date:	Tuesday, 27 January 2025
Subject:	Update on changes to Statutory Guidance: “Capital Finance: Guidance on Minimum Revenue Provision”
Purpose:	To provide Members with an update on changes to the Statutory Guidance: “Capital Finance: Guidance on Minimum Revenue Provision” and its impact on the Council.
Key Decision:	No
Portfolio Holder:	Councillor Sandeep Ghosh, Portfolio Holder for Finance.
Report Of:	Christine Marshall, Deputy Chief Executive - Corporate Development (S151).
Report Author:	Sean Howsam, Interim Treasury Manager (PSPSL).
Ward(s) Affected:	None directly.
Exempt Report:	No.

Summary

This report updates Members on recent changes to Statutory Guidance “Capital Finance: Guidance on Statutory Minimum Revenue Provision” which is mainly effective from the 2025/26 financial year.

Statutory Guidance on Minimum Revenue Provision prescribes how Council’s calculate their annual Minimum Revenue Provision (MRP) charge for all unfunded capital expenditure which makes up its Capital Financing Requirement (CFR).

As this report is a Treasury Management Report it is being brought to Audit and Governance for scrutiny prior to its submission to Council on 3 March 2025.

Recommendations

It is recommended that Members of the Audit and Governance Committee:

- 1) Note the changes to Statutory Guidance “Capital Finance: Guidance on Statutory Minimum Revenue Provision”.
- 2) Consider the proposed changes to the 2025/26 MRP Policy (paragraph 2.7) which will be recommended to Council as part of the budget setting report (included in the Treasury Management Strategy 2025/26) which will detail how MRP will be calculated on the unfinanced capital equity investments in Property Funds.
- 3) Note the increased MRP budget pressure on the Council in relation to its total unfinanced capital equity investment in Property Funds starting from the 2025/26 financial year.

Reasons for Recommendations

The CIPFA Code of Practice for Treasury Management suggests that members should be informed of Treasury Management activity. As there is a legislation and statutory guidance change in relation to Treasury Management with financial implications to the Council, this report is being brought to Audit and Governance for scrutiny, prior to its submission to Council. This report therefore ensures this Council is embracing Best Practice in accordance with CIPFA’s revised Code of Practice.

Other Options Considered

As this is an update report there are no further options for consideration, but Members of the Audit and Governance Committee will be able to make any observations or comments to Council for its consideration as they see fit.

1. Background

- 1.1 The Council approves a Capital Programme each year as part of the budget setting report. This capital expenditure can be financed from grant receipts or the use of reserve balances such as capital receipts or other reserves. Expenditure financed in this way does not increase the Council’s Capital Financing Requirement (CFR) (also referred to as an underlying need to borrow). Where the capital expenditure is financed, there is no requirement to make a Minimum Revenue Provision (MRP) charge annually over the lifetime of the asset because it has been paid for.
- 1.2 Where capital expenditure is “unfinanced” this creates an “underlying need to borrow” which subsequently increases the Council’s CFR and this requires the Council to charge MRP annually over the lifetime of the asset. Where there is a borrowing requirement, the Council has the option to externally borrow (usually from the Public Works Loan Board (PWLB)) to cover the expenditure or it can internally borrow (utilise its cash balances) if it is a Council which is generally a net lender.

- 1.3** The Council is required to approve its MRP Policy ahead of each financial year as part of the budget setting report. This policy explains how the Council will calculate the MRP charge on its unfinanced capital expenditure.

2. Report

- 2.1** On 10 April 2024, the Secretary of State issued “Capital Finance: Guidance on Minimum Revenue Provision (5th edition) which replaced the previous version of this guidance.
- 2.2** The new guidance is effective for accounting periods on or after 1 April 2025 except for any new capital loan issued from 7 May 2024. MRP on these new loans must be calculated based on the new guidance.
- 2.3** The first charge of MRP is made in the first full financial year after the year in which the expenditure is incurred and there is no change to this under the new guidance.
- 2.4** Where applicable, MRP in respect of assets acquired under Finance Leases or Private Finance Initiative (not applicable) will continue to be charged at an amount equal to the principal element of the annual repayment under the new guidance.
- 2.5** Unfinanced Capital Loans

Where a Council has unfinanced capital loans, under the new guidance it has been made clear that where a loan repayment is used to reduce the MRP charge it can only be used to reduce the MRP charge relating to the loan for which the payment is received.

From April 2025 for all new and existing capital loans other than commercial capital loans the amended 2003 Regulations provide local authorities a policy choice as to whether to charge MRP with respect to any debt used to finance a capital loan.

The treatment of Expected Credit Losses (ECL) and impairment on capital loans has been clarified as follows:

The use of capital receipts (which are loan repayments) to be used in lieu of MRP charges with respect to ECL's or impairments has been clarified that this is not permitted.

Where new unfinanced capital loans have been issued on or after 7 May 2024, there is now a requirement to make an MRP charge with respect to the ECL or impairments which must be charged in full in the same year that the loss is recognised. There is no option to spread that charge over future years.

As of 31 December 2024 the Council had no unfinanced capital loans.

- 2.6** Unfinanced Equity Investments (e.g. Property Fund Investments)

Under the new guidance the Council must make MRP and cannot defer making MRP on the basis that the debt is associated with an investment asset that the

authority believes will retain or increase capital value which is the approach taken by this Council currently.

The Council currently makes an annual MRP charge of £50,000 in respect of its unfinanced property fund investments.

From 2025/26 the Council must make an annual MRP charge based on the lifetime of the asset and guidance states for equity this must be charged over a maximum useful life of 20 years. Where it can be proved that the underlying asset has a greater useful life than 20 years then the greater life can be used. This would have to be backed up by suitably qualified professional opinion.

As the underlying assets of the Property Fund investments are property, it will be recommended that the Council uses an expected life of 50 years when calculating MRP rather than 20 years and seek an appropriate professional opinion that confirms the acceptability of this approach.

The Council has the option to use the Straight Line Method or the Annuity Method for calculating its annual MRP charge but will need to clearly define its chosen method in its 2025/26 Minimum Revenue Provision Policy to be approved by Council in March 2025 as part of the Treasury Management Strategy Statement included as part of the budget setting report.

Where the annuity method is used guidance states that an Authority should use “an appropriate interest rate” within their annuity calculations. Typically, other Local Authorities use an annuity rate which is based on either of the following:

- Weighted average rate of the authority’s external borrowing
- PWLB annuity rate at the date of the change in MRP Policy
- Average PWLB annuity rate for the financial year

Council will be recommended to use the annuity method for equity investments based on the PWLB annuity rate at the date of the change in MRP Policy. Based on a 50 year term this rate is currently 5.94%.

Officers have been in discussions with KPMG with a view to obtaining confirmation from them that they are in agreement with this approach being taken by the Council.

As of 31 March 2025, the Council will have £15,724,428.67 of unfinanced Property Fund investments (excluding M&G) which will be subject to an annual MRP charge from 2025/26 and will need to be included in the budget. **Appendix 1** provides details of the annual MRP charge over 50 years using the asset life “annuity” method and a rate of 5.94%.

The M&G Property Fund is currently being liquidated and the sale proceeds are being used to finance an equivalent MRP charge to reduce this unfinanced capital expenditure. Expectations are that there will be a small surplus over and above the purchase cost.

It can be seen from **Appendix 1** that over the next five financial years the annual MRP charge and budget pressure based on the unfinanced equity position on 31 March 2025 will be:

<u>Financial Year</u>	<u>New MRP Charge</u>	<u>Previous MRP Charge</u>	<u>Budget Pressure</u>
2025/26	55,248.52	50,000.00	5,248.52
2026/27	58,530.28	50,000.00	8,530.28
2027/28	62,006.98	50,000.00	12,006.98
2028/29	65,690.19	50,000.00	15,690.19
2029/30	69,592.19	50,000.00	19,592.19

This money which will be set aside cannot be recovered to the Councils revenue account at a future point as the rules stand currently, irrespective of the fact that when the assets are sold it is anticipated that full recovery of capital will be received.

3. Conclusion

- 3.1** This report provides an update to Members on recent changes to Statutory Guidance “Capital Finance: Guidance on Statutory Minimum Revenue Provision” which is mainly effective from the 2025/26 financial year and the financial implications to the Council.
- 3.2** The revised regulations are expected to create a budget pressure in 2025/26 of £5,248.52 as the Council will be required to make an higher annual MRP charge for its unfinanced capital equity investments in Property Funds.

Implications

South and East Lincolnshire Councils Partnership

None

Corporate Priorities

None

Staffing

None

Workforce Capacity Implications

None

Constitutional and Legal Implications

The Council is required to adhere to regulations and statutory guidance. The regulations are mainly effective from the 2025/26 so the Council will be required to include any financial implications of the legislation in its 2025/26 budget setting process.

Data Protection

None

Financial

The financial implications are covered in detail in **Appendix 1** and in section 2 above.

Risk Management

The Council will consider the financial implications of this report when setting its budget for 2025/26.

It will also consider the increased annual revenue costs charged to the Boston BC budget which are attributable to its overall investment in Property Funds and consider these costs when reviewing its investments in Property Funds.

Stakeholder / Consultation / Timescales

The Portfolio Holder for Finance is briefed on treasury matters on a regular basis.

Link Group, who are external treasury advisors to the Council, have been consulted in the production of this report.

Reputation

None

Contracts

None

Crime and Disorder

None

Equality and Diversity / Human Rights / Safeguarding

None

Health and Wellbeing

None

Climate Change and Environmental Implications

None

Acronyms

CFR – Capital Financing Requirement

CIPFA - Chartered Institute of Public Finance and Accountancy

ECL – Expected Credit Loss

MRP – Minimum Revenue Provision

PWLB - Public Works Loan Board

Appendices

Appendices are listed below and attached to the back of the report:

Appendix 1 - Property Funds Equity, MRP Based on Annuity Rate 5.94% Over 50 Years

Background Papers

Background papers used in the production of this report are listed below: -

Document title.

Where the document can be viewed.

Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management.	CIPFA Website
Statutory Instrument 2004 no. 478 The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2024	<u>The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2024</u>
Guidance on MRP (5th edition)	<u>Capital finance: guidance on minimum revenue provision (5th edition) - GOV.UK</u>
BBC Treasury Management Strategy Statement for 2024/25	<u>(Public Pack)Agenda Document for Full Council, 04/03/2024 18:30</u>

Chronological History of this Report

Name of Body

Date

Governance and Audit

27 January 2025 (this report)

Report Approval

Report author: Sean Howsam – Interim Treasury Manager (PSPSL)
Sean.Howsam@pspsl.co.uk

Signed off by: Christine Marshall – Deputy Chief Executive (Corporate Development) & S151 christine.marshall@sholland.gov.uk

Approved for publication: Councillor Sandeep Ghosh, Portfolio Holder for Finance.

Checklist – Complete before submission to Democratic Services

S151 Officer consulted on financial implications:	Yes
Monitoring Officer consulted on legal and constitutional implications:	Yes
Have PSPS been consulted in regard to any aspect of this report that might require action on their part?	Yes
Portfolio Holder consulted:	Yes
Ward Member consulted:	N/A

BBC Property Funds MRP Based On Annuity Rate 5.94%				
	Property Fund Unfinanced Capital Expenditure			15,724,428.97
	Adjustment A (£000)			-
	Annuity rate			5.94%
	Period (years)			50.00
	Year	Opening CFR Balance	MRP charge @ Annuity	Closing CFR Balance
1	2025/26	15,724,428.97	55,248.52	15,669,180.45
2	2026/27	15,669,180.45	58,530.28	15,610,650.17
3	2027/28	15,610,650.17	62,006.98	15,548,643.20
4	2028/29	15,548,643.20	65,690.19	15,482,953.01
5	2029/30	15,482,953.01	69,592.19	15,413,360.82
6	2030/31	15,413,360.82	73,725.96	15,339,634.85
7	2031/32	15,339,634.85	78,105.29	15,261,529.56
8	2032/33	15,261,529.56	82,744.74	15,178,784.82
9	2033/34	15,178,784.82	87,659.78	15,091,125.04
10	2034/35	15,091,125.04	92,866.77	14,998,258.27
11	2035/36	14,998,258.27	98,383.06	14,899,875.22
12	2036/37	14,899,875.22	104,227.01	14,795,648.21
13	2037/38	14,795,648.21	110,418.09	14,685,230.12
14	2038/39	14,685,230.12	116,976.93	14,568,253.19
15	2039/40	14,568,253.19	123,925.36	14,444,327.83
16	2040/41	14,444,327.83	131,286.52	14,313,041.30
17	2041/42	14,313,041.30	139,084.94	14,173,956.36
18	2042/43	14,173,956.36	147,346.59	14,026,609.77
19	2043/44	14,026,609.77	156,098.98	13,870,510.79
20	2044/45	13,870,510.79	165,371.26	13,705,139.54
21	2045/46	13,705,139.54	175,194.31	13,529,945.23
22	2046/47	13,529,945.23	185,600.85	13,344,344.38
23	2047/48	13,344,344.38	196,625.54	13,147,718.84
24	2048/49	13,147,718.84	208,305.10	12,939,413.74
25	2049/50	12,939,413.74	220,678.42	12,718,735.32
26	2050/51	12,718,735.32	233,786.72	12,484,948.60
27	2051/52	12,484,948.60	247,673.65	12,237,274.94
28	2052/53	12,237,274.94	262,385.47	11,974,889.48
29	2053/54	11,974,889.48	277,971.16	11,696,918.32
30	2054/55	11,696,918.32	294,482.65	11,402,435.67
31	2055/56	11,402,435.67	311,974.92	11,090,460.75
32	2056/57	11,090,460.75	330,506.23	10,759,954.52
33	2057/58	10,759,954.52	350,138.30	10,409,816.22
34	2058/59	10,409,816.22	370,936.51	10,038,879.71
35	2059/60	10,038,879.71	392,970.14	9,645,909.56
36	2060/61	9,645,909.56	416,312.57	9,229,596.99
37	2061/62	9,229,596.99	441,041.54	8,788,555.46
38	2062/63	8,788,555.46	467,239.40	8,321,316.05
39	2063/64	8,321,316.05	494,993.42	7,826,322.63
40	2064/65	7,826,322.63	524,396.03	7,301,926.60
41	2065/66	7,301,926.60	555,545.16	6,746,381.44
42	2066/67	6,746,381.44	588,544.54	6,157,836.90
43	2067/68	6,157,836.90	623,504.09	5,534,332.81
44	2068/69	5,534,332.81	660,540.23	4,873,792.59
45	2069/70	4,873,792.59	699,776.32	4,174,016.27
46	2070/71	4,174,016.27	741,343.03	3,432,673.24
47	2071/72	3,432,673.24	785,378.81	2,647,294.43
48	2072/73	2,647,294.43	832,030.31	1,815,264.12
49	2073/74	1,815,264.12	881,452.91	933,811.21
50	2074/75	933,811.21	933,811.21	- 0.00

	Charges 2024.25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
Burial Fee - Adult (Resident of the Borough)	943.00	39.00	982.00	Non business - no VAT
Burial Fee - Adult (Non resident within 5 years)	1,886.00	78.00	1,964.00	Non business - no VAT
Burial Fee - Child 6 - 17 years	0.00	0.00	0.00	Non business - no VAT
Burial Fee - Child 1 month - 5 years	0.00	0.00	0.00	Non business - no VAT
Burial Fee - Child up to 1 month	0.00	0.00	0.00	Non business - no VAT
Burial Fee - Non Viable Foetus or Baby Tissues resulting from post mortem	0.00	0.00	0.00	Non business - no VAT
Excavation of grave space in preparation for construction of brick vault:		0.00	0.00	
Brick Vault : Single	POA		POA	Non business - no VAT
Double	POA		POA	Non business - no VAT
Others (pro rata)	POA		POA	
Re-opening of grave for interment in existing vault (excavation & re-filling)	943.00	39.00	982.00	Non business - no VAT
Cremated remains placed in coffin for interment	98.00	4.00	102.00	Non business - no VAT
Interment (beneath surface) or exhumation of cremated remains in Cemetery	173.00	7.00	180.00	Non business - no VAT
Double interment of cremated remains (one excavation, 2 caskets or both in same casket)	260.00	10.00	270.00	Non business - no VAT
Scatter of Cremated Remains in cemetery (unwitnessed)	77.00	3.00	80.00	Non business - no VAT
Officer attendance at witnessed scattering or interment of ashes - (by appointment only)	35.00	2.00	37.00	Non business - no VAT
Exhumation of coffined body from cemetery	POA		POA	Standard rate
Fees and Charges			0.00	
Purchase of Exclusive Right of burial (including memorial permit) - single space (resident of Borough)	1,381.00	57.00	1,438.00	Non business - no VAT
Purchase of Exclusive Right of burial (including memorial permit) - single space (non resident)	2,762.00	114.00	2,876.00	non business - no VAT
Purchase of Exclusive Right of Burial for a cremated remains plot at Fosdyke Cemetery	671.00	28.00	699.00	Non business - no VAT
Transfer of grave ownership fee	43.00	2.00	45.00	non business - no VAT
Administration fee for surrender of Exclusive Right of Burial or rectification to change to alternative grave space	68.00	3.00	71.00	Non business - no VAT
Permit for vase (unpurchased graves)	91.00	4.00	95.00	Non business - no VAT
Exclusive right of burial for child grave including memorial permit	0.00	0.00	0.00	Non business - no VAT
Permit for additional inscription on existing memorial	56.00	2.00	58.00	Non business - no VAT
Grave maintenance - Annual contract	0.00		0.00	
With Planting - Single	133.00	6.00	139.00	Non business - no VAT
With Planting - Double	265.00	11.00	276.00	Non business - no VAT
With Planting - Triple	398.00	16.00	414.00	Non business - no VAT
With Planting - Quadruple	530.00	22.00	552.00	Non business - no VAT
Family History Searches:			0.00	
To locate names in the indexes & registers through to identification of the grave on site per grave	3.00	0.00	3.00	Non business - no VAT
Non-genealogical searches or names not found in indexes			0.00	

Charges 2024.25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
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BOSTON CREMATORIUM

	Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
Memorial Price List				
Book of Remembrance				
2 Line Inscription	98.00	4.00	102.00	Standard rate
5 Line Inscription	144.00	6.00	150.00	Standard rate
8 Line Inscription	183.00	7.50	190.50	Standard rate
Illustration, Badge, Coat of Arms etc (to accompany 5 & 8 line entries only)	98.00	4.00	102.00	Standard rate
Miniature Book of Remembrance 2 line entry	98.00	4.00	102.00	Standard rate
Miniature Book of Remembrance 5 line entry	144.00	6.00	150.00	Standard rate
Miniature Book of Remembrance 8 line entry	183.00	7.50	190.50	Standard rate
Memorial card - 2 line entry	36.00	1.50	37.50	Standard rate
Memorial card - 5 line entry	41.00	2.00	43.00	Standard rate
Memorial card - 8 line entry	49.00	2.00	51.00	Standard rate
Each additional line in existing Miniature Book	24.00	1.00	25.00	Standard rate
Correction or addition to Book of Remembrance entry (client error)	24.00	1.00	25.00	Standard rate
Fixed Term Memorials				
Renewal of dedication for existing individual roses, trees & shrubs - per annum	31.00	1.00	32.00	Exempt - No Vat
Each 5 year dedication of one granite Bench plaque (one third share, 3 plaques per granite bench), bench remains the property of the Council	490.00	20.00	510.00	Exempt - No Vat
Each 5 year dedication of plaque on wooden bench (one plaque per bench only), includes maintenance of bench which remains the property of the Council	732.00	30.00	762.00	Exempt - No Vat
Inscribed granite wall plaque or tower plaque- initial set up plus first year of dedication	106.00	4.00	110.00	Exempt - No Vat
Inscribed granite wall plaque or tower plaque - per each year of dedication	31.00	1.00	32.00	Exempt - No Vat
Single Leather Recordia Panel in Chapel of Remembrance (1st yr)	63.00	3.00	66.00	Exempt - No Vat
Leather Recordia Panel (per year-2nd year onwards), single or double	31.00	1.00	32.00	Exempt - No Vat
Double Leather Recordia Panel in Chapel of Remembrance (1st yr)	123.00	5.00	128.00	Exempt - No Vat
Re-enameling of lettering on existing memorial tablet (all types) (5year old or more)	122.00	5.00	127.00	Exempt - No Vat
Plaque on babies memorial wall, initial set up charge	61.00	2.50	63.50	Exempt - No Vat
Lease of plaque for babies memorial (per year)	17.00	1.00	18.00	Exempt - No Vat
Granite Ash Vaults				

BOSTON CREMATORIUM

	Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
Placement of ashes in above-ground granite vault , including plaque and urn - 10 year lease	1,146.00	47.00	1,193.00	Exempt - No Vat
20 year lease	1,724.00	71.00	1,795.00	Exempt - No Vat
30 year lease	2,298.00	94.00	2,392.00	Exempt - No Vat
50 year lease	3,628.00	149.00	3,777.00	Exempt - No Vat
Second placement of ashes in existing above-ground granite vault (existing lease period stands), including plaque and urn	322.00	13.00	335.00	Exempt - No Vat
Photo plaque on Vault plaque or Columbarium plaque (each plaque)	160.00	7.00	167.00	Exempt - No Vat
Columbarium Niches				
Placement of ashes in columbarium niche, includes inscribed granite tablet and urn 10 year lease	665.00	27.00	692.00	Exempt - No Vat
20 year lease	999.00	41.00	1,040.00	Exempt - No Vat
30 year lease	1,331.00	55.00	1,386.00	Exempt - No Vat
50 year lease	2,383.00	98.00	2,481.00	Exempt - No Vat
2nd placement in existing columbarium niche (remaining lease period stands). Includes inscribed granite tablet and urn	322.00	13.00	335.00	Exempt - No Vat
Supplement for each additional casket of ashes placed during same appointment (or if large casket containing two sets of ashes). Vaults and columbarium	74.00	3.00	77.00	Exempt - No Vat
Other Charges				
Replacement or re-facing of memorial tablet (memorial pathway) incl 30 letters	975.00	0.00	975.00	Standard Rate
Grey Granite memorial tablet for Garden of Rest (opposite front entrance), incl 30 letters	373.00	15.00	388.00	Exempt - No Vat
Each additional letter of inscription on memorial tablet (memorial pathway & opposite front entrance)	4.00	0.00	4.00	Exempt - No Vat
Replacement metal flower container for existing memorial tablet	19.00	1.00	20.00	Exempt - No Vat
Additional name/plaque on existing Rose/Shrub or Tree (perspex type)	41.00	2.00	43.00	Exempt - No Vat
Addition to or replacement of existing cast bronze plaque in communal rose bed	126.00	5.00	131.00	Exempt - No Vat
Upgrade to Cast bronze plaque on existing memorial tree or rose bush	126.00	5.00	131.00	Exempt - No Vat
Media Fees				
Video file recording (MP4) of funeral service supplied as downloadable link	35.00	2.00	37.00	Standard rate
Video file recording (MP4) of funeral service with VT embedded - downloadable link	52.00	2.00	54.00	Standard rate

BOSTON CREMATORIUM

	Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
Video file (MP4) of the Visual Tribute (on its own) supplied as downloadable link	25.00	1.00	26.00	Standard rate
Video recording of the whole service on DVD or USB	51.00	2.00	53.00	Standard rate
Video recording of the whole service with the VT embedded on DVD or USB	64.00	3.00	67.00	Standard rate
Video recording of the visual tribute (on its own) on DVD or USB	30.00	1.00	31.00	Standard rate
Each additional DVD or USB video recording	25.00	1.00	26.00	Standard rate
Live webcasting of funeral service, includes 7 days on demand	69.00	3.00	72.00	Standard rate
Visual tribute - single still image	21.00	1.00	22.00	Standard rate
Slideshow - up to 25 images with music	87.00	4.00	91.00	Standard rate
Slideshow - up to 25 images, no music	43.00	2.00	45.00	Standard rate
Each additional 25 images (1 to 25)	24.00	1.00	25.00	Standard rate
Family video file	25.00	1.00	26.00	Standard rate
Orders/ media for Tributes received after our 48hr cut-off period (additional fee)	86.00	4.00	90.00	Standard rate
Fees and Charges				
Cremation Fee - Adult	935.00	58.00	993.00	Exempt - no VAT
Cremation Fee - Direct cremation. (ATTENDED) No funeral service. Up to 15 mourners, 2 pieces of music, 10 minutes of chapel time. 8.30am or 4pm time slot only (cremation next day). Includes 2 pallbearers (wheeled)	735.00	58.00	793.00	Exempt - no VAT
Cremation Fee - Direct cremation. (UNATTENDED) No funeral service or mourners, 8.30am or 4pm time slot only (cremation next day). Includes 2 pallbearers (wheeled)	535.00	58.00	593.00	Exempt - no VAT
Cremation Fee - Child 6 - 15 years	0.00	0.00	0.00	Exempt - no VAT
Cremation Fee - Child 1 month to 5 years	0.00	0.00	0.00	Exempt - no VAT
Cremation Fee - Child under 1 month, non-viable foetus or body part resulting from post mortem	0.00	0.00	0.00	Exempt - no VAT
Cremation Fee - Batch Cremation of pre-12 week foetuses (per batch not exceeding 20.)	55.00	3.00	58.00	Exempt - no VAT
Provision of one pall bearer	29.00	1.00	30.00	Standard rate
Provision of two pall-bearers (maximum & only if available)	58.00	2.00	60.00	Standard rate
Additional service slot in Chapel (when available)	230.00	10.00	240.00	Exempt - no VAT

BOSTON CREMATORIUM

	Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
Use of Crematorium Chapel for a burial or memorial service or for training purposes.	230.00	10.00	240.00	Exempt - no VAT
Storage of cremated remains after 28 days	10.00	0.00	10.00	Exempt - no VAT
Bronze Urn	25.00	1.00	26.00	Exempt - no VAT
Polytainer	17.00	1.00	18.00	Exempt - no VAT
Interment/ exhumation of cremated remains at Crematorium (unwitnessed)	173.00	7.00	180.00	Exempt - no VAT
Interment/ exhumation of cremated remains at Crematorium (witnessed with staff present)	208.00	9.00	217.00	Exempt - no VAT
Scattering of Cremated remains (Witnessed with staff present)	35.00	2.00	37.00	Exempt - no VAT
Scattering of Cremated remains from other Crematoria (unwitnessed)	77.00	3.00	80.00	Exempt - no VAT
Scattering of Cremated remains from other Crematoria (Witnessed with staff present)	112.00	5.00	117.00	Exempt - no VAT
Double interment of cremated remains, (one excavation, 2 caskets or both in same casket)	260.00	10.00	270.00	Exempt - no VAT
Additional Certificate of Cremation (if remains are split or original lost)	19.00	1.00	20.00	Exempt - no VAT
Photocopy of Registrars or Coroners disposal certificate	19.00	1.00	20.00	Exempt - no VAT
Letter of delcaration for customs - remains taken abroad	19.00	1.00	20.00	Exempt - no VAT

COMMERCIAL WASTE FEES AND CHARGES

	Charges 2024/2025	Proposed Increase 2025/26	Proposed Charges 2025/26	VAT LIABILITY
	£	£	£	
Green Bin prices (residual waste)				
240 Litre - Once Weekly		Price on application		Non Business
240 Litre - Twice Weekly		Price on application		Non Business
240 Litre - Fortnightly		Price on application		Non Business
240 Litre - Monthly		Price on application		Non Business
360 Litre - Once Weekly		Price on application		Non Business
360 Litre - Twice Weekly		Price on application		Non Business
360 Litre - Fortnightly		Price on application		Non Business
360 Litre - Monthly		Price on application		Non Business
660 Litre - Once Weekly		Price on application		Non Business
660 Litre - Twice Weekly		Price on application		Non Business
660 Litre - Fortnightly		Price on application		Non Business
660 Litre - Monthly		Price on application		Non Business
1100 Litre - Once Weekly		Price on application		Non Business
1100 Litre - Twice Weekly		Price on application		Non Business
1100 Litre - Fortnightly		Price on application		Non Business
1100 Litre - Monthly		Price on application		Non Business
Trade Bags (10 bags per roll)		Price on application		Non Business
Blue Bin prices				
240L weekly		Price on application		Non Business
240L fortnightly		Price on application		Non Business
240L Monthly		Price on application		Non Business
360L - Fortnightly		Price on application		Non Business
360L - Monthly		Price on application		Non Business
660L Fortnightly		Price on application		Non Business
660L Monthly		Price on application		Non Business
1100L weekly		Price on application		Non Business
1100L Fortnightly		Price on application		Non Business
1100L Monthly		Price on application		Non Business
Trade bags (10 bags per roll)		Price on application		Non Business

Other charges:				
Commercial waste bins:				
Re-instatement of bin		Price on application		Non Business

WASTE SERVICES

	Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
BULKY COLLECTION CHARGES - DOMESTIC				
<u>Bulky Collections: Standard Items</u>				
Collection of 1-2 standard items	21.20	0.90	22.10	Non business
Collection of 3 standard items	29.70	1.20	30.90	Non business
Collection of 4-5 standard items	37.10	1.50	38.60	Non business
<u>Bulky Collections: White Items</u>				
Collection of 1 large white goods	31.80	1.30	33.10	Non business
Collection of 2 large white goods	42.40	1.70	44.10	Non business
<u>Any Other Items</u>			0.00	
Eg Carpets, sheds, wood, garden waste	POA		POA	Non business
<u>Refuse Bins</u>				
New/ replacement 240L bin	42.40	1.70	44.10	Non business
New/ replacement 360L bin	58.30	2.40	60.70	Non business
New/ replacement 660L bin	174.90	7.20	182.10	Non business
New/ replacement 1100L bin	201.40	8.30	209.70	Non business
Delivery charge	10.00	0.40	10.40	Non business
<u>Hire of 1100L bins</u>				Non business
Hire and collection of 1100L bin for a fortnight	68.90	2.80	71.70	Non business
Hire and collection of 1100L bin for a fortnight (including 1 extra pick up within the fortnight)	132.50	5.40	137.90	Non business
Hire and collection of 1100 bin for a fortnight (including 2 extra pick ups within the fortnight)	196.10	8.00	204.10	Non business
<u>Garden Waste Collections</u>				
Garden waste collections for 1 bin (per annum)	50.00	2.50	52.50	non business
Garden waste collections for each extra bin (per annum)	30.00	1.20	31.20	non business
Garden waste 240L bin purchase	42.40	1.70	44.10	non business
BULKY COLLECTIONS - COMMERCIAL				
<u>Commercial Waste Bulky collections: Standard</u>				

Collection of 1-2 standard items		33.90	1.40	35.30	Non business
Collection of 3 standard items		47.70	2.00	49.70	Non business
Collection of 4-5 standard items		58.30	2.40	60.70	Non business
<u>Commercial Waste Bulky collections: White Items</u>					
Collection of 1 large white goods		53.00	2.20	55.20	Non business
Collection of 2 large white goods		68.90	2.80	71.70	Non business
<u>STREET CLEANING - COMMERCIAL</u>					
Street Cleaning - large sweeper (Driver +1) Hourly rate-min 2 hours		Price on Application			Standard rate
Street Cleaning - small sweeper (Driver +1) Hourly rate - min 2 hours		Price on Application			Standard rate
Street Cleaning - large sweeper (Driver +1) Day rate - min 1 day		Price on Application			Standard rate
Street Cleaning - small sweeper (Driver +1) Day rate - min 1 day		Price on Application			Standard rate

GROUNDS MAINTENANCE CHARGES

	Charges 2024/2025 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
Commercial Tree Services:				
Commercial contract services (Tree)-with cherry picker (plus disposal costs of any waste)	Price on Application			Standard rate
Commercial contract services (Tree)- without cherry picker (plus disposal costs of any waste)	Price on Application			Standard rate
Commercial Play inspections and repairs:				
Commercial contract services - Play equipment inspections	Price on Application			Standard rate
Commercial contract services - Play equipment repairs	Price on Application			Standard rate

CCTV Closed Circuit TV

	Charges 2024/2025	Proposed Increase 2025/26	Proposed Charges 2025/26	VAT LIABILITY
	£	£	£	
Insurance/solicitor, Image review	50.00	20.00	70.00	Business
Insurance/solicitor, Evidence package	100.00	40.00	140.00	Business

GUILDHALL

	Charges 2024/2025 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
<u>Private Hire (after 6pm there is a minimum of 2 hours hire required)</u>				
Private hire within normal opening hours (per hour)		Price on Application		Standard Rates
Private hire outside normal opening hours (per hour) *		Price on Application		Standard Rates
Charity private hire within normal opening hours (per hour)		Price on Application		Standard Rates
Charity private hire outside normal opening hours (per hour) *		Price on Application		Standard Rates
<u>Meeting Room Hire</u>				
Meeting room hire within normal opening hours (per hour)	34.60	1.40	36.00	Standard Rates
Meeting room hire outside normal opening hours 8am to 6pm (per hour)		Price on Application		Standard Rates
Use of equipment	17.30	0.70	18.00	Standard Rates
<u>Wedding Hire</u>				
Wedding hire - Ceremony only		Price on Application		Standard Rates
Reception to follow wedding (per hour)		Price on Application		Standard Rates
Wedding hire - Ceremony only Outside normal opening hours		Price on Application		Standard Rates
Reception to follow wedding (per hour) Outside normal opening hours		Price on Application		Standard Rates
<u>Tours (price is for upto 20 people)</u>				
Group guided tour within opening hours (booking required)	86.90	3.60	90.50	Standard Rates
Bespoke tours/talks/on and off site/packages		Price on Application		Standard Rates
Paranormal investigations groups		Price on Application		Standard Rates
<u>Other</u>				
Refreshments (per serving)	23.00	1.00	24.00	Standard Rates
Linen Charge (per table)	5.70	0.20	5.90	Standard Rates
Bespoke stands at events		Price on Application		Standard Rates
Location Hire		Price on Application		Standard Rates
Hire of entire Guildhall		Price on Application		Standard Rates
Photography fee for occasion events		Price on Application		Standard Rates

* Upto 10pm and excluding Christmas and Bank Holidays

The Guildhall is not available for wedding bookings or other hire on bank holidays and during its Christmas closure period

All bookings are subject to availability
Admin fee charged on third party services e.g catering, venue dressing etc

ENVIRONMENTAL SERVICES

	Charges 2024/2025 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
Health Education - 3217				
Unfit Food Examination (Charge for initial 1st Hour)	104.10	4.30	108.40	Non business - No VAT charge
Unfit Food Examination (Charge per hour after initial hour)	49.20	2.00	51.20	Non business - No VAT charge
Request for a revisit	172.80	7.10	179.90	Non business - No VAT charge
Disposal of Voluntarily surrendered food - hourly rate as above + disposal charges incurred by the authority	POA	0.00	POA	Non business - No VAT charge
Training courses (food safety)				
Setting up a food business	85.90	3.50	89.40	Non business - No VAT charge
Food Hygiene refresher (Half day)	115.50	4.70	120.20	Non business - No VAT charge
Food Hygiene refresher (Full day)	201.40	8.30	209.70	Non business - No VAT charge
Management system coaching	85.90	3.50	89.40	Non business - No VAT charge
Short courses	28.60	1.20	29.80	Non business - No VAT charge
Dog Warden - 3219				
Dog Fines (Seizure) - FIXED BY STATUTE	25.00	0.00	25.00	Non business - No VAT charge
Stray Dogs - Admin Charge per dog.	22.00	3.00	25.00	Standard rate
Kennelling fees (per day)	12.50	0.50	13.00	Non business - No VAT charge
Dog Control				
Dog Fouling (Fixed penalty) - FIXED BY STATUTE	100.00	0.00	100.00	Non business - No VAT charge
Failing to exclude your dog from a fenced off children's play area - FIXED BY STATUTE	100.00	0.00	100.00	Non business - No VAT charge
Failing to put a nuisance or dangerous dog on a lead when requested to do so by an authorised officer - FIXED BY STATUTE	100.00	0.00	100.00	Non business - No VAT charge
Failure to provide evidence of the means to clear up dog faeces (Bag or receptacle).- FIXED BY STATUTE	100.00	0.00	100.00	Non business - No VAT charge
Mobile Homes Act 2013 - licence fees				
New Site Licence	443.10	18.20	461.30	Non business - No VAT charge
New Site Licence per pitch	9.80	0.40	10.20	Non business - No VAT charge
Transfer / amendment of existing site licence	276.70	11.30	288.00	Non business - No VAT charge
Significant amendments	362.50	14.90	377.40	Non business - No VAT charge

Annual fee for existing site licence per pitch		3.40	0.10	3.50	Non business - No VAT charge
Enforcement notices		115.50	4.70	120.20	Non business - No VAT charge
Enforcement notices additional one		57.20	2.30	59.50	Non business - No VAT charge
Depositing site rules		57.20	2.30	59.50	Non business - No VAT charge
Pollution - 3216					
Contaminated Land (consultation and advice) - charged per hour		35.00	1.40	36.40	Non business - No VAT charge
Food Safety					
Export Certificate - Issued within council opening hours		137.80	5.60	143.40	Non business - No VAT charge
Export Certificate - Issued outside council opening hours		276.70	11.30	288.00	Non business - No VAT charge
Food safety packs		17.00	0.70	17.70	Non business - No VAT charge
				0.00	
Port Health - 3214				0.00	
Ship Sanitation Certificate up to 1000 gross tonnage of vessel - FIXED BY STATUTE		135.00	0.00	135.00	Non business - No VAT charge
Ship Sanitation Extension - FIXED BY STATUTE		105.00	0.00	105.00	Non business - No VAT charge
Street Cleansing - 3235					
Litter Fixed Penalty - FIXED BY STATUTE (£150 if paid within 10 days)		150.00	0.00	150.00	Non business - No VAT charge
Litter Fixed Penalty - FIXED BY STATUTE (£250 if paid after 10 days)		250.00	0.00	250.00	Non business - No VAT charge
Fly tipping penalty - FIXED BY STATUTE (£550 if paid within 10 days)		550.00	0.00	550.00	Non business - No VAT charge
Fly tipping penalty - FIXED BY STATUTE (£1,000 if paid after 10 days)		1000.00	0.00	1000.00	Non business - No VAT charge
Public Conveniences - 8006					
Radar Keys		5.00	0.00	5.00	Non business - No VAT charge

HACKNEY CARRIAGE, PRIVATE HIRE VEHICLE AND OTHER LICENCES

	Charges 2024/2025 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
Hackney Carriage/Private Hire Drivers Licence - New	229.00	9.40	238.40	Non business - No VAT charge
Hackney Carriage/Private Hire Drivers Licence - Renewal	177.00	7.30	184.30	Non business - No VAT charge
Operator New (5 year Licence)	250.00	10.30	260.30	Non business - No VAT charge
DVLA Licence check	5.00	-5.00	0.00	Removed
Additional manual DVLA check	5.00	-5.00	0.00	Removed
Hackney Carriage Vehicle Licence - New	175.00	7.20	182.20	Non business - No VAT charge
Hackney Carriage Vehicle Licence - Renewal	175.00	7.20	182.20	Non business - No VAT charge
Hackney Carriage Vehicle Transfer	48.50	2.00	50.50	Non business - No VAT charge
Private Hire Vehicle Licence - New	175.00	7.20	182.20	Non business - No VAT charge
Private Hire Vehicle Licence - Renewal	175.00	7.20	182.20	Non business - No VAT charge
Private Hire Vehicle Licence Transfer	48.50	2.00	50.50	Non business - No VAT charge
Hire of Vehicle Plate	26.00	0.00	26.00	Non business - No VAT charge
Replacement Drivers Badge	17.50	0.70	18.20	Non business - No VAT charge
Name and Address change	27.50	1.10	28.60	Non business - No VAT charge
Drivers Knowledge Test Fee	29.00	1.20	30.20	Non business - No VAT charge
Mogo Plate Fee	13.00	0.00	13.00	Non business - No VAT charge
Mogo Plate Bracket	13.00	0.00	13.00	Non business - No VAT charge

These fees are subject to a 28 day public consultation - this will commence on xx.xx.xxxx

MISCELLANEOUS LICENCES

	Charges 2024/25 Total £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 Part A £	Proposed Charges 2025/26 Part B £	Proposed Charges 2025/26 Total £	VAT LIABILITY
Sex Establishments (1st Application)	1,790.00	73.40	1,603.10	260.30	1,863.40	Non business - No VAT charge
Sex Establishments (Renewal Application)	666.00	27.40	433.10	260.30	693.40	Non business - No VAT charge
Dangerous Wild Animals (1st Application)	541.50	22.20			563.70	Non business - No VAT charge
Dangerous Wild Animals (Renewal Application)	312.00	12.80			324.80	Non business - No VAT charge
Dog Breeding (New) + Vets fees rechargeable at invoiced amount	499.60	20.50	476.80	43.30	520.10	Non business - No VAT charge
Dog Breeding (Renewal)	374.60	15.40	346.70	43.30	390.00	Non business - No VAT charge
Riding Establishment (New) + Vets fees rechargeable at invoiced amount	499.10	21.00	476.80	43.30	520.10	Non business - No VAT charge
Riding Establishment (Renewal) + Vets fees rechargeable at invoiced amount	374.60	15.40	346.70	43.30	390.00	Non business - No VAT charge
Selling Animals as Pets (New)	499.10	21.00	476.80	43.30	520.10	Non business - No VAT charge
Selling Animals as Pets (Renewal)	374.60	15.40	346.70	43.30	390.00	Non business - No VAT charge
Boarding Dogs/Cats, Home Boarding and Day Care (new)	499.60	20.50	476.80	43.30	520.10	Non business - No VAT charge
Boarding Dogs/Cats, Home Boarding and Day Care (renewal)	374.60	15.40	346.70	43.30	390.00	Non business - No VAT charge
Exhibition of Animals (New)	499.60	20.50	476.80	43.30	520.10	Non business - No VAT charge
Exhibition of Animals (Renewal)	374.60	15.40	346.70	43.30	390.00	Non business - No VAT charge
Re-inspection on request	250.00	10.30			260.30	Non business - No VAT charge
Additional Activity payable in addition to the higher fee (inspection fee)	250.00	10.30			260.30	Non business - No VAT charge
Change of name/address	41.50	1.70			43.20	Non business - No VAT charge
Transfer due to death of a licence holder	41.50	1.70			43.20	Non business - No VAT charge
Variation of Licence + vets fees rechargeable at invoiced amount where applicable	41.50	1.70			43.20	Non business - No VAT charge
Zoo Licence Grant 4 years	2,081.00	85.40	1,733.30	433.10	2,166.40	Non business - No VAT charge
Zoo Licence Renewal 6 years	2,081.00	85.40	1,733.30	433.10	2,166.40	Non business - No VAT charge
Zoo Licence Transfer	208.00	8.50			216.50	Non business - No VAT charge
Zoo Licence Annual Inspection	416.00	17.10			433.10	Non business - No VAT charge
Tattooing, ear piercing, acupuncture & electrolysis Premises Registration	128.00	5.30	97.90	35.40	133.30	Non business - No VAT charge
Tattooing, ear piercing, acupuncture & electrolysis Personal Registration	69.50	2.80			72.30	Non business - No VAT charge
Street Trading Consent	152.00	6.20			158.20	Non business - No VAT charge
Street Trading daily consent	41.60	1.70			43.30	Non business - No VAT charge
<u>Scrap Metal Dealers</u>						
Scrap Metal Dealer Site Licence	603.00	24.70	411.20	216.50	627.70	Non business - No VAT charge
Scrap Metal Dealer Collector Licence Fee	302.00	12.40	238.40	76.00	314.40	Non business - No VAT charge
Variation of licence collector to site	239.50	9.80			249.30	Non business - No VAT charge
Variation of licence site to collector	83.00	3.40			86.40	Non business - No VAT charge
Change of site manager	62.50	2.60			65.10	Non business - No VAT charge
Minor change e.g. change of licensee details	52.00	2.10			54.10	Non business - No VAT charge
Duplicate Licence (Standard replacement Licence fee for all licence types)	12.20	0.50			12.70	Non business - No VAT charge
Register entry fee (for the first entry and £0.50 per entry thereafter)	12.20	0.50			12.70	Non business - No VAT charge

LAND CHARGES

	2025.26	2025.26	2024.25	2025.26	2025.26	2025.26	2025.26	
	LCC	LCC	BBC	BBC	BBC	BBC	Total Proposed charges	VAT LIABILITY
	Element (no VAT) £	Element (with VAT) £	Element (no VAT) £	Proposed increase £	Element (no VAT) £	Element (with VAT) £	with VAT £	
CON 29 Search Fee - Part R (Manual)	65.00	78.00	60.62	2.55	63.17	75.80	153.80	Standard rate
CON 29 Search Fee - Part R (Electronic)	65.00	78.00	60.62	2.55	63.17	75.80	153.80	Standard rate
CON 29 Search Fee - Part O Optional Enquiry 4	5.00	6.00	16.59	0.70	17.29	20.75	26.75	Standard rate
CON 29 Search Fee - Part O Optional Enquiry 8	5.00	6.00	4.70	0.01	4.71	5.65	11.65	Standard rate
CON 29 Search Fee - Part O Optional Enquiry 21	8.33	10.00	14.03	0.64	14.67	17.60	27.60	Standard rate
CON 29 Search Fee - Part O Optional Enquiry 22	15.00	18.00	10.57	0.01	10.58	12.70	30.70	Standard rate
CON 29 Search Fee - Part O Optional Enquiry	0.00		14.00	0.67	14.67	17.60	17.60	Standard rate
Additional Enquiries	0.00		21.00	0.92	21.92	26.30	26.30	Standard rate
CON 29 Search Fee - (manual & electronic) Additional Parcels of Land			19.00	0.83	19.83	23.80	23.80	Standard rate
Cancellation of CON 29	0.00		35.00	1.42	36.42	43.70	43.70	Standard rate
Informal Searches	0.00		30.00	1.21	31.21	37.45	37.45	Standard rate

Premises Licence and Club Premises Certificates 2025/26

Statutory fees - no increase.

<u>Bands</u>	A	B	C	D	E
Non-Domestic rateable value	£0 - £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and over

Premises Licences and Club Premises Certificates (New, Variations & Conversion)

If Band D and E are used exclusively or primarily for supply of alcohol for consumption on the premises then a multiplier applies:

Band D = £450 X 2 = £900

Band E = £635 X 3 = £1905

<u>Bands</u>	A	B	C	D	E
Non-Domestic rateable value	£100	£190	£315	£450	£635
Multiplier Charge see above	£0	£0	£0	£900	£1,905

Additional Fee Based on Capacity over 5000 (For New and Variation)

<u>Capacity</u>	5,000 - 9,999	10,000 - 14,999	15,000 - 19,999	20,000 - 29,999	30,000 - 39,999	40,000 - 49,999	50,000 - 59,999	60,000 - 69,999	70,000 - 79,999	80,000 - 89,999	90,000 - Plus
Additional Fee (£)	1,000.00	2,000.00	4,000.00	8,000.00	16,000.00	24,000.00	32,000.00	40,000.00	48,000.00	56,000.00	64,000.00

Annual Fee and Variation Fee For Premises Licenses and Club Premises Certificates

Payable on anniversary of grant

Plus additional fee see below if capacity is over 5,000

Multiplier applies to band D and E

If Band D and E are used exclusively or primarily for supply of alcohol for consumption on the premises then a multiplier applies:

Band D = £320 X 2 = £640

Band E = £350 X 3 = £1050

For Club paid by secretary

<u>Bands</u>	A	B	C	D	E
Non-Domestic rateable value	70.00	180.00	295.00	320.00	350.00

Additional Fee Based on Capacity over 5000

<u>Capacity</u>	5,000 - 9,999	10,000 - 14,999	15,000 - 19,999	20,000 - 29,999	30,000 - 39,999	40,000 - 49,999	50,000 - 59,999	60,000 - 69,999	70,000 - 79,999	80,000 - 89,999	90,000 - Plus
Additional Fee (£)	500.00	1,000.00	2,000.00	4,000.00	8,000.00	12,000.00	16,000.00	20,000.00	24,000.00	28,000.00	32,000.00

Other Fees

	OTHER FEE	£
PREMISES	Theft, Loss etc. of Premises Licence or Summary	10.50
	Provisional Statement	315.00
	Change of Name or Address (Premises Licence Holder)	10.50
	Variation of Designated Premises Supervisor	23.00
	Transfer: Premises Licence	23.00
	Interim Authority	23.00
CLUBS	Theft, Loss etc. of Club Premises Certificates or Summary	10.50
	Change of Name or Alteration of Club Rules	10.50
	Change of Registered Address of Club	10.50
TEMPORARY EVENT NOTICE	Temporary Event Notice	21.00
	Theft, Loss etc. of Temporary Event Notice	10.50
PERSONAL LICENCE	Grant/Renewal of Personal Licence	37.00
	Theft, Loss etc. of Personal Licence	10.50
	Change of Name and Address	10.50
FREEHOLDER/LEASEHOLDER	Register of Interest	21.00

FEES FOR GAMBLING ACT 2005 (introduced wef 21st May 2007)

LICENCE TYPE	2024/25 BBC Charge	2025/26 Proposed increase	2025/26 BBC Charge
Bingo Premises Licence			
Application fee for provisional statement	901.00	36.90	937.90
Licence for provisional statement premises	531.00	21.80	552.80
Application fee new premises	901.00	36.90	937.90
Annual Fee	661.50	27.10	688.60
Variation of Licence	810.00	33.20	843.20
Transfer fee	517.00	21.20	538.20
Application for reinstatement	517.00	21.20	538.20
Adult Gaming Centre			
Application fee for provisional statement	833.00	34.20	867.20
Licence for provisional statement premises	494.00	20.30	514.30
Application fee new premises	833.00	34.20	867.20
Annual Fee	515.50	21.10	536.60
Variation of Licence	810.00	33.20	843.20
Transfer fee	517.00	21.20	538.20
Application for reinstatement	517.00	21.20	538.20
Family Entertainment Centre			
Application fee for provisional statement	833.00	34.20	867.20
Licence for provisional statement premises	471.00	19.30	490.30
Application fee new premises	833.00	34.20	867.20
Annual Fee	479.50	19.70	499.20
Variation of Licence	810.00	33.20	843.20
Transfer fee	517.00	21.20	538.20
Application for reinstatement	517.00	21.20	538.20
Betting Premises			
Application fee for provisional statement	833.00	34.20	867.20

Licence for provisional statement premises	494.00	20.30	514.30
Application fee new premises	833.00	34.20	867.20
Annual Fee	456.00	18.70	474.70
Variation of Licence	810.00	33.20	843.20
Transfer fee	517.00	21.20	538.20
Application for reinstatement	517.00	21.20	538.20
Miscellaneous			
Change of circumstances	27.00	1.10	28.10
Fee for copy notices	15.00	0.60	15.60
Fee for copy of a licence	16.00	0.70	16.70
Fee for Permits - Statutory	15.00	0.00	15.00
Temporary Use Notices	189.00	7.70	196.70
Gambling permit			
Gambling permit - Club gaming permit (new/renewal)	200.00	0.00	200.00
Gambling permit - Club gaming permit annual fee	50.00	0.00	50.00
Gambling permit - Club gaming permit - copy of permit	15.00	0.00	15.00
Gambling permit - Club gaming permit - Variation	100.00	0.00	100.00
Gambling permit - Club gaming machine permit (new/renewal)	200.00	0.00	200.00
Gambling permit - Club gaming machine permit annual fee	50.00	0.00	50.00
Gambling permit - Club gaming machine permit - copy of permit	15.00	0.00	15.00
Gambling permit - Club gaming machine permit - variation	100.00	0.00	100.00
Gambling permit - club fast track gaming/gaming machine permit (new/renewal/ Transitional fee)	100.00	0.00	100.00
Gambling permit - club fast track gaming/gaming machine permit Annual fee	50.00	0.00	50.00
Gambling permit - small society lottery registration	40.00	0.00	40.00
Gambling permit - small society lottery registration annual fee	20.00	0.00	20.00
Alcohol and entertainment licences/temporary events permits			
Gambling permit - FEC gaming machine (new/renewal)	300.00	0.00	300.00
Gambling permit - FEC permit - change of name	25.00	0.00	25.00
Gambling permit - FEC permit - copy of permit	15.00	0.00	15.00
Gambling permit - Prize gaming (new/renewal)	300.00	0.00	300.00
Gambling permit - Prize gaming - change of name	25.00	0.00	25.00
Gambling permit - Prize gaming - copy of permit	15.00	0.00	15.00
Gambling permit - Alcohol licensed premises - Notification of 2 or less machines	50.00	0.00	50.00
Gambling permit - Alcohol licensed premises - more than 2 machines	150.00	0.00	150.00

Gambling permit - Alcohol licensed premises - more than 2 machines - Annual fee	50.00	0.00	50.00
Gambling permit - Alcohol licensed premises - more than 2 machines - Change of name	25.00	0.00	25.00
Gambling permit - Alcohol licensed premises - more than 2 machines - Copy of permit	15.00	0.00	15.00
Gambling permit - Alcohol licensed premises - more than 2 machines - Variation	100.00	0.00	100.00
Gambling permit - Alcohol licensed premises - more than 2 machines - Transfer	25.00	0.00	25.00

MARKET CHARGES

	Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
<u>Market Place</u>				
Stall / gazebo / pitch hire - 3.05m x 3.05m				
<u>Regular trader **</u>				
per market (monthly in arrears)	22.00	-7.00	15.00	Exempt - no VAT
<u>Casual Trader</u>				
per market	27.00	-9.00	18.00	Exempt - no VAT
<u>Gazabos</u>				
Hire charge per Gazabo per market			2.00	Exempt - no vat
Farmers/Craft/Antique similar markets	24	-2	22.00	Exempt - no VAT
<u>Pitches (per 1ft. Frontage)</u>				
<u>Regular trader **</u>				
per market (monthly in arrears)	1.60	0.00	1.60	Exempt - no VAT
<u>Casual Trader</u>				
per market	2.20	0.00	2.20	Exempt - no VAT
<u>Electricity Charge</u>				
Electricity (other than for lights in winter) - per day	2.30	2.70	5.00	Exempt - no VAT
Council Supplied Generator - small or large capacity unit - per hour			Price upon request	Exempt - no VAT
<u>Parking surcharge</u>				
Parking vehicle near stall on Market day (per vehicle)	2.00	0.50	2.50	Exempt - no VAT

MARKET CHARGES

	Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY

MARKET CHARGES

	Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
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The Borough Council has reduced the fees for Regular & Casual stallholders for 2025/26. As with all locally determined fees and charges, these will be kept under review.

Any REGULAR trader that stands every week, April to February, (excluding their holiday entitlement and inclement weather day entitlement) can stand for free in March.

Once a NEW REGULAR trader status has been approved (stood for 8 consecutive markets), they will get the next 4 consecutive markets for free.

****Proposed new incentive for BBC Market Policy review**** Any NEW CASUAL trader that stands at least 4 times in a calendar month, will be entitled to the next 2 consecutive markets, for free. Upfront payment required for all 4 initial markets for offer to be valid

****Proposed statement in BBC Market Policy review**** For those speciality markets underrepresented on Boston Market, the Council may offer discounted fee's until they deem fit.

MARKET CHARGES

Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
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CRAFT MARKET CHARGES

	Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
<u>Christmas Market - (One day)</u>				
One market stall or pop up gazebo	35.00	5.00	40.00	Standard rate
Pitches (per 1ft frontage)	4.00	3.00	7.00	Standard rate
Food plot per 1 ft. frontage	6.00	1.00	7.00	Standard rate
Council supplied Electric / Generator - small or large capacity - per hour			Price on request	Standard rate
<u>Other Events - (One day)</u>				
Pop up gazebo	25.00	0.00	25.00	Standard rate
Catering	60.00	5.00	65.00	Standard rate
Large Amusements per unit			125.00	Standard rate
Small Amusements per unit	60.00	5.00	65.00	Standard rate
Bar			Price on application	Standard rate
Council supplied Electric / Generator - small or large capacity - per hour			Price on request	Standard rate
Barriers for external events - per hour			25.00	Standard rate
Venue Hire			Price on application	Standard rate

A Stall maybe be free of charge if a group are performing at the event

Stalls may not exceed 5 ft. in depth

EVENT CHARGES

	Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
Community/Individual Event fee not for profit (up to 500 people)	80.60	3.30	83.90	standard rate
Community/Individual Event fee not for profit (between 500 -999 people)	109.40	4.49	113.89	standard rate
Registered Charity (up to 500 people)	80.60	3.30	83.90	standard rate
Registered Charity (between 500 - 999 people)	109.40	4.49	113.89	standard rate
All Commercial events	Price negotiated			standard rate
Use of Premises Licence (500 -999 people)	86.40	3.54	89.94	Non Standard
Use of Premises Licence (up to 500 people)	57.60	2.36	59.96	Non Standard
Assistance with External Events - per hour			25.00	

List of Event Spaces – this relates to Borough Council land only
Other spaces, such as Market Place, are owned and controlled by Lincolnshire County Council)

- Broadfield Lane Recreation Ground
- Burgess Pit Recreation Ground
- Shelton's Field Recreation Ground
- Garfit's Lane
- Central Park
- St. Johns Recreation Ground
- Witham Way Country Park
- Woodville Road Recreation Ground

Parking Fees 2024/25

For more info refer to Boston Car Park Guide

			Hours £													
On/Off Street	Car Parks		0.5hr	1hr	2hr	3hr	4hr	All Day 8am-6pm	Sun 8am-6pm	Eve 6pm-8am	24 hrs (1 day)	48 hrs (2 days)	72 hrs (3 days)	120hrs (5 days)	168 hrs (7 days)	
On	SHORT-STAY CAR PARKS (Mon-Sat 8am-6pm)															
	Bargate Green	PE21 6RU	0.80	1.60	2.60				1.40	1.10						
	Custom House Quay	PE21 6NH		1.60	2.60				1.40	1.10						
	Market Place	PE21 6EH	0.80	1.60					1.40	1.10						
	Pump Square	PE21 6QW		1.60	2.60				1.40	1.10						
	Wide Bargate	PE21 6RX		1.60	2.60				1.40	1.10						
	MIXED-STAY CAR PARKS (Mon-Sat 8am-6pm)															
	Cattle Market	PE21 6RX		1.60	2.20	2.80	3.20	4.20	1.40	1.10						
	Botolph Street	PE21 6TU		1.60	2.20	2.80	3.20	4.20	1.40	1.10						
	Doughty Quay	PE21 8SP		1.60	2.20	2.80	3.20	4.20	1.40	1.10						
On	West End	PE21 8SS		1.60	2.20	2.80	3.20	4.20	1.40	1.10						
	St George's Road	PE21 8YB		1.60	2.20	2.80	3.20	4.20	1.40	1.10		5.50	7.50		16.00	
	LONG-STAY CAR PARKS (Mon-Sat 8am-6pm)															
	Municipal Buildings	PE21 8SS			1.20	1.60	2.00	3.00	1.40	1.10						
	South Square	PE21 6HX			1.20	1.60	2.00	3.00	1.40	1.10						
	Irby Street	PE21 8SA					Permit only - £165 per year									
	Artillery Row	PE21 6TY			1.20	1.60	2.00	3.00	1.40	1.10						
	Maud Street	PE21 6TP			1.20	1.60	2.00	3.00	1.40	1.10						
	Blue Street	PE21 8UW					Permit only - £165 per year									
	Buoy Yard	PE21 6JX			1.20	1.60	2.00	3.00	1.40	1.10						
On	Victoria Place	PE21 8UL			1.20	1.60	2.00	3.00	1.40	1.10						
	Staniland	PE21 8SS			1.20	1.60	2.00	3.00	1.40	1.10						
	George Street	PE21 8XF			1.20	1.60	2.00	3.00	1.40	1.10						
	Spayne Road	PE21 6JT			1.20	1.60	2.00	3.00	1.40	1.10						
	Station Approach	PE21 8RN			1.20	1.60	2.00	3.00	1.40	1.10		5.50	7.50		16.00	
	Tunnard Street	PE21 6PL			1.20	1.60	2.00	3.00	1.40	1.10				9.00	13.00	
	Coach Parking - 24 Hours											4.00				
	Standard Non Business		Off Street Parking On Street Parking													

Seasonal Tickets Valid at:
Botolph Street PE21 6TU

PARKING SEASON TICKETS AND FINES

		Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £
Trade bay (annual)	24 hours per day	400.00	20.00	420.00
Traders bay (quarterly)	24 hours per day	110.00	5.00	115.00
Traders bay (monthly)	24 hours per day	38.00	2.00	40.00
Parent Parking Permits (selected car parks only)	(per day according to number of school days each term)	0.55	0.05	0.60
Premier Permit (annual) - long stay	24 hours per day	480.00	20.00	500.00
Premier Permit (quarterly) - long stay	24 hours per day	130.00	5.00	135.00
Premier Permit (monthly) - long stay	24 hours per day	48.00	2.00	50.00
24 hour EV charging permit (annual)	24 hours per day	420.00	20.00	440.00
Season Tickets - daily (annual) - long stay	8 am - 6 pm	380.00	15.00	395.00
Season Tickets - daily (quarterly) - long stay	8 am - 6 pm	105.00	5.00	110.00
Season Tickets - daily (monthly) - long stay	8 am - 6 pm	38.00	2.00	40.00
Season Ticket - overnight (annual)	6 pm - 8.00 am	225.00	10.00	235.00
Season Ticket - overnight (quarterly)	6 pm - 8.00 am	65.00	3.00	68.00
Season Ticket - overnight (monthly)	6 pm - 8.00 am	26.50	1.50	28.00
Overnight EV permit (monthly)	6 pm - 8.00 am	21.50	1.50	23.00
Resident's season tickets (annual)	24 hours per day	240.00	10.00	250.00
Resident's season tickets (quarterly)	24 hours per day	65.00	2.50	67.50

PARKING SEASON TICKETS AND FINES

		Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £
Resident's season tickets (monthly)	24 hours per day	24.00	1.00	25.00
Resident's season ticket-daily (annual)	8am - 6pm	190.00	7.50	197.50
Resident's season ticket-daily (quarterly)	8am - 6pm	52.50	2.50	55.00
Resident's season ticket - daily (monthly)	8am - 6pm	19.00	1.00	20.00
Resident's season ticket- overnight (annual)	6pm - 8am	112.50	5.00	117.50
Resident's season ticket- overnight (quarterly)	6pm - 8am	32.50	1.50	34.00
Resident's season ticket - overnight (monthly)	6pm - 8am	13.25	0.75	14.00
Resident's overnight EV permit (monthly)	6pm - 8am	18.50	0.00	18.50
Irby Street / Blue Street season ticket	24 hours per day	160.00	5.00	165.00
Staff Charges	7 Days	n/a		n/a
Bus Departures		0.32	0.03	0.35
Lower Band Penalty Charge Notice(PCN) (paid within 14 days)		25.00		25.00
Lower Band Penalty Charge Notice(PCN) (paid within 14-28 days)		50.00		50.00
Lower Band Penalty Charge Notice(PCN) (paid after 28 days)		75.00		75.00
Higher Band Penalty Charge Notice(PCN) (paid within 14 days)		35.00		35.00

PARKING SEASON TICKETS AND FINES

		Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £
Higher Band Penalty Charge Notice(PCN) (paid within 14-28 days)		70.00		70.00
Higher Band Penalty Charge Notice(PCN) (paid after 28 days)		105.00		105.00
Electricity per KWH		0.55	0.02	0.57

Seasonal Tickets Valid at:

Botolph Street
Doughty Quay
St George's Road
Artillery Row
Maud Street
Buoy Yard
Victoria Place
Staniland
George Street
Spayne Road
Tunnard Street

The above parking charges are inclusive of VAT

Penalty Charge Notices are Non-Vatable

The bus departure rates are exclusive of VAT (standard rated)

Building Control Fees and Charges 2024.25

Domestic	FP Plan Charge	1 House type
Domestic	FP Plan Charge	2 House types
Domestic	FP Plan Charge	3 House types
Domestic	FP Plan Charge	4 House types
Domestic	FP Plan Charge	5 House types
Domestic	FP Plan Charge	6 House types
Domestic	FP Plan Charge	7 House types
Domestic	FP Plan Charge	8 House types
Domestic	FP Plan Charge	9 House types
Domestic	FP Plan Charge	10 House types
Domestic	FP Inspection Charge	1 Plot
Domestic	FP Inspection Charge	2 Plots
Domestic	FP Inspection Charge	3 Plots
Domestic	FP Inspection Charge	4 Plots
Domestic	FP Inspection Charge	5 Plots
Domestic	FP Inspection Charge	6 Plots
Domestic	FP Inspection Charge	7 Plots
Domestic	FP Inspection Charge	8 Plots
Domestic	FP Inspection Charge	9 Plots
Domestic	FP Inspection Charge	10 Plots
Domestic	FP Combined Fee	Extension of floor area not exceeding 10m ²
Domestic	Building Notice	Extension of floor area not exceeding 10m ²
Domestic	FP Combined Fee	Extension of floor area exceeding 10m ² but not exceeding 40m ²
Domestic	Building Notice	Extension of floor area exceeding 10m ² not exceeding 40m ²
Domestic	FP Combined Fee	Extension of floor area exceeding 40m ² but not exceeding 60m ²
Domestic	Building Notice	Extension of floor area exceeding 40m ² but not exceeding 60m ²
Domestic	FP Plan Charge	Extension of floor area exceeding 60m ² but not exceeding 100m ²
Domestic	FP Inspection Charge	Extension of floor area exceeding 60m ² but not exceeding 100m ²
Domestic	Building Notice	Extension of floor area exceeding 60m ² but not exceeding 100m ²
Domestic	FP Combined Fee	Provision of one or more rooms in a roof space
Domestic	Building Notice	Provision of one or more rooms in a roof space
Domestic	Building Notice	Erection or extension of a detached or attached building which consists of a garage, car port or out building having a floor area not exceeding 100m ² in total and intended to be used in common with an existing building, and which is not an exempt building
Domestic	FP Combined Fee	Conversion of a garage in a dwelling to habitable room(s)
Domestic	Building Notice	Internal alterations/installation of fittings (< £2k)
		Internal alterations/installation of fittings (< £5k)
Domestic	Building Notice	Internal alterations/installation of fittings (< £25k)
Domestic	FP Combined Fee	Internal alterations/installation of fittings (£25,001-50,000)
Domestic	Building Notice	Internal alterations/installation of fittings (£25,001-50,000)
Domestic	FP Combined Fee	Internal alterations/installation of fittings (£50,001-75,000)
Domestic	Building Notice	Internal alterations/installation of fittings (£50,001-75,000)
Domestic	BN	Electrical Installation where Local Authority is requested to carry out electrical test
Domestic	Building Notice	Underpinning

Domestic	Building Notice	Window replacement (up to 20 windows)
Domestic	Building Notice	Re-roof
Domestic	Building Notice	Replacement Sewage Treatment Plant
Domestic	Building Notice	Domestic Sewer Connection
Domestic	Building Notice	Multi Fuel Stove
Domestic	Building Notice	Renovation of a Thermal Element
Commercial	FP Plan Charge	BC Commercial - Extension & New Build < 40m ²
Commercial	FP Inspection Charge	BC Commercial - Extension & New Build - Inspection < 40m ²
Commercial	FP Plan Charge	BC Commercial - Extension & New Build - Inspection < 100m ²
Commercial	FP Inspection Charge	BC Commercial - Extension & New Build - Inspection < 100m ²
Commercial	FP Plan Charge	BC Commercial - Extension & New Build - < 200m ²
Commercial	FP Inspection Charge	BC Commercial - Extension & New Build - Inspection < 200m ²
Commercial	FP Combined Fee	BC Commercial - Other alterations up to £5,000
Commercial	FP Combined Fee	BC Commercial - Plan - Other alterations £5,001 up to £25,000
Commercial	FP Plan Charge	BC Commercial - Plan - Other alterations £25,001 up to £50,000
Commercial	Inspection Charge	BC Commercial - Inspection - Other alterations £25,001 up to £50,000
		Dangerous Structure - Out of hours emergency site visit
		Demolition Control (S81 Notice)

Proposed 2025/2026		
Net £	VAT £	Gross £
£315.00	£63.00	£378.00
£420.00	£84.00	£504.00
£525.00	£105.00	£630.00
£630.00	£126.00	£756.00
£735.00	£147.00	£882.00
£840.00	£168.00	£1,008.00
£945.00	£189.00	£1,134.00
£1,050.00	£210.00	£1,260.00
£1,155.00	£231.00	£1,386.00
£1,260.00	£252.00	£1,512.00
£525.00	£105.00	£630.00
£630.00	£126.00	£756.00
£770.00	£154.00	£924.00
£945.00	£189.00	£1,134.00
£1,120.00	£224.00	£1,344.00
£1,330.00	£266.00	£1,596.00
£1,470.00	£294.00	£1,764.00
£1,610.00	£322.00	£1,932.00
£1,750.00	£350.00	£2,100.00
£1,820.00	£364.00	£2,184.00
£455.00	£91.00	£546.00
£560.00	£112.00	£672.00
£560.00	£112.00	£672.00
£700.00	£140.00	£840.00
£665.00	£133.00	£798.00
£770.00	£154.00	£924.00
£315.00	£63.00	£378.00
£420.00	£84.00	£504.00
£875.00	£175.00	£1,050.00
£560.00	£112.00	£672.00
£700.00	£140.00	£840.00
£420.00	£84.00	£504.00
£350.00	£70.00	£420.00
£280.00	£56.00	£336.00
£385.00	£77.00	£462.00
£490.00	£98.00	£588.00
£700.00	£140.00	£840.00
£805.00	£161.00	£966.00
£770.00	£154.00	£924.00
£980.00	£196.00	£1,176.00
Price on request		
Price on request		

£140.00	£28.00	£168.00
£175.00	£35.00	£210.00
£175.00	£35.00	£210.00
£175.00	£35.00	£210.00
£175.00	£35.00	£210.00
£210.00	£42.00	£252.00
£280.00	£56.00	£336.00
£420.00	£84.00	£504.00
£420.00	£84.00	£504.00
£560.00	£112.00	£672.00
£490.00	£98.00	£588.00
£700.00	£140.00	£840.00
£420.00	£84.00	£504.00
£560.00	£112.00	£672.00
£280.00	£56.00	£336.00
£490.00	£84.00	£506.00
	£0.00	£105 PH
£235.00	£0.00	£235.00

	Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
Planning Application information searches - flat cost per site to include copy of decision notices	35.30	1.45	36.75	Standard rate
Production of Plans for consultation and inspection purposes only				
A0 size (841mm x 1189mm)	4.77	0.20	4.97	Standard rate
A1 size (841mm x 594mm)	2.44	0.10	2.54	Standard rate
A2 size (420mm x 594mm)	1.17	0.05	1.22	Standard rate
A3 size (297mm x 420mm) Black & White	0.32	0.01	0.33	Standard rate
A3 size (297mm x 420mm) Colour	0.74	0.03	0.77	Standard rate
A4 size (297mm x 210mm) Black & White	0.11	0.00	0.11	Standard rate
A4 size (297mm x 210mm) Colour	0.21	0.01	0.22	Standard rate
Administartion charge *	8.59	0.35	8.94	Standard rate
Adopted South East Lincolnshire Local Plan	89.78	3.68	93.46	Standard rate
Postage & Packaging	6.36	0.26	6.62	Standard rate
Copy of Tree Preservation Orders	0.00	0.00	0.00	Non business - no VAT charge
Copies of Local Development Schemes	19.72	0.81	20.53	Zero rated - 0%
If invoice is required for any of above services	6.25	0.26	6.51	VAT liability depends on what invoice is for
Administrative charge - Cheque payments, hard copy applications etc (see note)	25.00	1.00	26.00	Standard rate
Handling fee for invalid planning application (Major development)	100.00	5.00	105.00	Standard rate
Handling fee for invalid planning application (Non-Major development)	50.00	2.00	52.00	Standard rate

*Where requests for documents/information exceed 30minutes of Technical Support time, an admin handling charge is to apply at the discretion of the Planning Office Manager

Planning Application Fees

APPENDIX 6

		Charges 2023/24 £	Charges 2024/25 £	Charges 2025/26 £	VAT LIABILITY
Outline Planning Permission					
Site Area	Not more than 0.5 hectares	N/A	£578 for each 0.1 hectare (or part thereof)	£588 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
	Between 0.5 hectares and 2.5	N/A	£624 for each 0.1 hectare (or part thereof)	£635 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
	Not more than 2.5 hectares	£462 per 0.1 hectare	N/A	N/A	Non business - no VAT charge
	More than 2.5 hectares	£11,432 + £138 per 0.1 hectares up to a maximum of £150,000	£15,433 + £186 for each additional 0.1 hectare (or part thereof) in excess of 2.5 hectares Maximum fee of £202,500	£15,695 + £189 for each additional 0.1 hectare (or part thereof) in excess of 2.5 hectares Maximum fee of £205,943	Non business - no VAT charge
The Erection of Building (not dwellinghouses)	Not more than 1 hectare	N/A	£578 for each 0.1 hectare (or part thereof)	£588 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
	Between 1 hectare and 2.5 hectare	N/A	£624 for each 0.1 hectare (or part thereof)	£635 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
	More than 2.5 hectares	N/A	£15,433 + £186 for each additional 0.1 hectare (or part thereof) in excess of 2.5 hectares Maximum fee of £202,500	£15,695 + £189 for each additional 0.1 hectare (or part thereof) in excess of 2.5 hectares Maximum fee of £205,943	Non business - no VAT charge
Householder Applications					
Alterations / extensions to a single dwellinghouse , including works within boundary	Single dwellinghouse	£206.00	£258.00	£528.00	Non business - no VAT charge
Works within /along the boundary of an existing dwellinghouse (excluding flats)				£262.00	Non business - no VAT charge
Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)					
Alterations or extensions to existing dwellinghouses , including works within boundaries	Single dwellinghouse (or single flat)	£206.00	£258.00	£528.00	Non business - no VAT charge
	2 or more dwellinghouses (or two or more flats)	£407.00	£509.00	£1,043.00	Non business - no VAT charge
New dwellinghouses	Not more then 10 new dwellinghouses	£462 per dwellinghouse	£578 for each dwellinghouse	£588 for each dwellinghouse	Non business - no VAT charge
	Between 10 and 50 dwellinghouses	N/A	£624 for each dwellinghouse	£635 for each 0.1 hectare (or part thereof)	Non business - no VAT charge

	More than 50 new dwellinghouses	£22,859 + £138 per additional dwellinghouse up to a maximum £300,000	£30,860 + £186 for each additional dwellinghouse in excess of 50 Maximum fee of £405,000	£31,385 + £189 for each additional dwellinghouse in excess of 50 Maximum fee of £411,885	Non business - no VAT charge
Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery)					
Gross floor space to be created by development	No increase in gross floor space or no more than 40 sq m	£234.00	£293.00	£298.00	Non business - no VAT charge
	More than 40 sq m but no more than 75 sq m	£462.00	N/A	N/A	Non business - no VAT charge
	More than 40 sq m but no more than 1,000 sq m	N/A	£578 for each 75 square metres (or part thereof)	£588 for each 75 square metres (or part thereof)	Non business - no VAT charge
	More than 75 sq m but no more than 3,750 sq m	£462 for each 75sq m or part thereof	N/A	N/A	Non business - no VAT charge
	Between 1,000 sq m and 3,750 sq m	N/A	£624 for each 75 square metres (or part thereof)	£635 for each 75 square metres (or part thereof)	Non business - no VAT charge
	More than 3,750 sq m	£22,859 + £138 for each additional 75 sq m in excess of 3,750 sq m to a maximum of £300,000	£30,680 + £186 for each additional 75 square metres (or part thereof) in excess of £3,750 square metres Maximum fee of £405,000	£31,385 + £189 for each additional 75 square metres (or part thereof) in excess of £3,750 square metres Maximum fee of £411,885	Non business - no VAT charge
The erection of buildings (on land used for agriculture for agricultural purpose)					
Gross floor space to be created by development	Not more than 465 sq m	£96.00	£120.00	£122.00	Non business - no VAT charge
	More than 465 sq m but not more than 540 sq m	£462.00	£578.00	£588.00	Non business - no VAT charge
	More than 540 sq m but not more than 1,000 sq m	N/A	£578 for first 540 sq m + £578 for each additional 75 sq m in excess of 540 sq m	£588 for first 540 sq m + £588 for each additional 75 sq m in excess of 540 sq m	Non business - no VAT charge
	More than 540 sq m but not more than 4,215 sq m	£462 for first 540 sq m + £462 for each 75 sq m (or part thereof) in excess of 540 sq m	N/A	N/A	Non business - no VAT charge
	Between 1,000 sq m and 4.215 sq m	N/A	£624 for first 1,000 sq m + £624 for each additional 75 sq m in excess of 1,000 sq m	£5,077 for first 1,000 sq m + £635 for each additional 75 sq m in excess of 1,000 sq m	Non business - no VAT charge

	More than 4,215 sq m	£22,859 + £138 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to a maximum of £300,000	£30,860 + £186 for each additional square metres (or part thereof) in excess of 4,215 square metres Maximum fee of £405,000	£31,385 + £189 for each additional 75 square metres (or part thereof) in excess of 4,215 square metres Maximum fee of £411,885	Non business - no VAT charge
Erection of Glasshouses and Polytunnels (on land used for the purposes of agriculture)					
Gross floor space to be created by development	Not more than 465 sq m	£96.00	£120.00	£122.00	Non business - no VAT charge
	More than 465 sq m	£2,580.00	N/A		Non business - no VAT charge
	More than 465 sq m but not more than 1,000 sq m	N/A	£3,225.00	£3,280.00	Non business - no VAT charge
	1,000 sq m or more	N/A	£3,483.00	£3,542.00	Non business - no VAT charge
Erection / alterations / replacement of plant and machinery					
Site area	Not more than 1 hectares	N/A	£578 for each 0.1 hectare (or part thereof)	£588 for each 0.1 hectare (or part thereof)	
	More than 1 hectare but not more than 5 hectares	N/A	£624 for each 0.1 hectare (or part thereof)	£635 for each 0.1 hectare (or part thereof)	
	Not more than 5 hectares	£462 for each 0.1 hectare (or part thereof)	N/A	N/A	Non business - no VAT charge
	More than 5 hectares	£22,859 + additional £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £300,000	£30,860 + £186 for each additional 0.1 hectares (or part thereof) in excess of 5 hectares Maximum fee of £405,000	£31,385 + £189 for each additional 0.1 hectares (or part thereof) in excess of 5 hectares Maximum fee of £411,885	Non business - no VAT charge

Applications other than Building Works					
Car parks, service roads or other accesses	For existing uses	£234.00	£293.00	£298.00	Non business - no VAT charge
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)					
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)	£316 for each 0.1 hectare (or part thereof)	£321 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
	More than 15 hectares	£34,934 + £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000	£47,161 + £186 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares Maximum fee of £105,300	£47,963 + £189 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares Maximum fee of £107,090	Non business - no VAT charge
Operations connected with exploratory drilling for oil or natural gas					
Site area	Not more than 7.5 hectares	£508 for each 0.1 hectare (or part thereof)	£686 for each 0.1 hectare (or part thereof)	£698 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
	More than 7.5 hectares	£38,070 + additional £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £300,000	£51,395 + £204 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares. Maximum fee of £405,000	£52,269 + £207 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares. Maximum fee of £411,885	Non business - no VAT charge
Operations (other than exploratory drilling) for the winning and working of oil or natural gas					
Site area	Not more than 15 hectares	£257 for each 0.1 hectare (or part thereof)	£347 for each 0.1 hectare (or part thereof)	£353 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
	More than 15 hectares	£38,520 + additional £151 for each 0.1 in excess of 15 hectare up to a maximum of £78,000	£52,002 + additional £204 for each 0.1 hectare in excess of 15 hectares Maximum fee of £105,300	£52,886 + additional £207 for each 0.1 hectare in excess of 15 hectares Maximum fee of £107,090	Non business - no VAT charge
Other operations (winning & working of minerals) excluding oil and natural gas					
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)	£316 for each 0.1 hectare (or part thereof)	£321 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
	More than 15 hectares	£34,934 + additional £138 for each 0.1 in excess of 15 hectare up to a maximum of £78,000	£47,161 + additional £186 for each 0.1 hectare in excess of 15 hectares Maximum fee of £105,300	£47,963 + additional £189 for each 0.1 hectare in excess of 15 hectares Maximum fee of £107,090	Non business - no VAT charge

Other operations (not coming within any of the above categories)					
Site area	Any site area	£234 for each 0.1 hectare (or part thereof) up to a maximum of £2,028	£293 for each 0.1 hectare (or part thereof) Maximum fee of £2,535	£298 for each 0.1 hectare (or part thereof) Maximum fee of £2,578	Non business - no VAT charge
Lawful Development Certificates					
Existing use or operation		Same as Full	Same as Full	Same as Full	
Existing use or operation - lawful not to comply with any condition or limitation		£234.00	£293.00	£298.00	Non business - no VAT charge
Proposed use or operation		Half the normal planning fee	Half the normal planning fee	Half the normal planning fee	Non business - no VAT charge
Prior Approval					
Larger Home Extensions (from 19 August 2019)		£96.00	£120.00	£240.00	Non business - no VAT charge
Agriculture and Forestry buildings & operations		£96.00	£120.00	£240.00	Non business - no VAT charge
Demolition of buildings		£96.00	£120.00	£240.00	Non business - no VAT charge
Communications (previously referred to as 'Telecommunications Code Systems Operators')		£462.00	£578.00	£588.00	Non business - no VAT charge
Change of use *refer to guidance		£96.00	£120.00	£240.00	Non business - no VAT charge
Change of use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E) to Dwellinghouses (Use Class C3)		£96.00	£125 for each dwellinghouse	£250 for each dwellinghouse	Non business - no VAT charge
Change of use including building operations * refer to guidance		£206.00	£258.00	£516.00	Non business - no VAT charge
Collection facility within the curtilage of a shop		£96.00	£120.00	£240.00	Non business - no VAT charge
Temporary Buildings or use associated with commercial Film-Making		£96.00	£120.00	£240.00	Non business - no VAT charge
Non-Domestic Extensions, alterations etc		£96.00	£120.00	£240.00	Non business - no VAT charge
Heritage and Demolition		£96.00	£120.00	£240.00	Non business - no VAT charge
Renewable Energy		£96.00	£120.00	£240.00	Non business - no VAT charge
Construction of new dwellinghouses		Not more than 10 dwellinghouses	N/A	£418 for each dwellinghouse	£425 for each dwellinghouse
	Between 10 and 50 dwellinghouses	N/A	£451 for each dwellinghouse	£459 for each dwellinghouse	Non business - no VAT charge
	Not more than 50 dwellinghouses	£334 for each dwellinghouse	N/A	N/A	Non business - no VAT charge
	More than 50 Dwellinghouses	£16,525 +£100 for each dwellinghouse in excess of 50 - Maximum fee of £300,000	£22,309 + £135 for each dwellinghouse in excess of 50 Maximum fee of £405,000	£22,688 + £137 for each dwellinghouse in excess of 50 Maximum fee of £411,885	Non business - no VAT charge
Reserved Matters					

APPENDIX 6					
Application for approval of reserved matters following outline approval		Full fee due or if full fee already paid then £462 due	Full fee due or if full fee already paid then £578 due	Full fee due or if full fee already paid then £588 due	
					Non business - no VAT charge
Approval / Variation / discharge of condition					
Application for removal or variation of a condition following grant of planning permission		£234.00	£293.00	**New Scale of charges introduced - see below**	Non business - no VAT charge
	Householder Development			£86.00	Non business - no VAT charge
	Major Development			£2,000.00	Non business - no VAT charge
	Any Other Case			£586.00	Non business - no VAT charge
Request for confirmation that one or more planning conditions have been complied with		£34 per request for Householder otherwise £116 per request	£43 per request for householder otherwise £145 per request	£86 per request for householder otherwise £298 per request	Non business - no VAT charge

Change of Use of a building to use as one or more separate dwellinghouses, or other cases					
Number of dwellinghouses	Not more than 10 dwellinghouses	N/A	£578 for each dwellinghouse	£588 for each dwellinghouse	Non business - no VAT charge
	Between 10 and 50 dwellinghouses	N/A	£624 for each dwellinghouse	£635 for each dwellinghouse	Non business - no VAT charge
	Not more than 50 dwellinghouses	£462 for each	N/A	N/A	Non business - no VAT charge
	More than 50 dwellinghouses	£22,859 + £138 for each in excess of 50 up to a maximum of £300,000	£30,860 + £186 for each additional dwellinghouse in excess of 50. Maximum fee of £405,000	£31,385 + £189 for each additional dwellinghouse in excess of 50. Maximum fee of £411,885	Non business - no VAT charge
Other Charges of Use of a building or land		£462.00	£578.00	£588.00	Non business - no VAT charge
Advertising					
Relating to the business on the premises		£132.00	£165.00	£168.00	Non business - no VAT charge
Advance signs which are not situated on or visible from the site, directing the public to a business		£132.00	£165.00	£168.00	Non business - no VAT charge
Other advertisements		£462.00	£578.00	£588.00	Non business - no VAT charge
Application for a Non-material Amendment Following a Grant of Planning Permission					
Applications in respect of householder developments		£34.00	£43.00	£44.00	Non business - no VAT charge
Applications in respect of other developments		£234.00	£293.00	£298.00	Non business - no VAT charge
Application for Permission in Principle					
Site area		£402 for each 0.1 hectare (or part thereof)	£503 for each 0.1 hectare (or part thereof)	£512 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
Application under Section 257 for diversion of Public Right of Way		£2500 (Developer may be required to pay additional costs such as advertising)	£3500 (Developer may be required to pay additional costs such as advertising)	£3644 (Developer may be required to pay additional costs such as advertising)	Non business - no VAT charge

NB: The above fees may change, as Central Government will not release the formal legislation until late March, new fees to commence 1st April 2025

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4.10%

	Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
TYPE OF DEVELOPMENT				
Householder development including alterations and extensions.	98.00	4.00	102.00	Standard rate
Change of use including siting of caravans.	230.00	9.00	239.00	Standard rate
Development of 1-10 dwellings, or residential development on sites of less than 0.50 ha including changes of use to residential.	Based on no. of dwellings; £255 for 1st dwelling; plus £150 for each additional dwelling. Based on site area i.e. principle only, £255 for 0.1ha; plus £150 for each additional 0.1ha (or part thereof).	10 5	Based on no. of dwellings; £265 for 1st dwelling; plus £155 for each additional dwelling. Based on site area i.e. principle only, £265 for 0.1ha; plus £155 for each additional 0.1ha (or part thereof).	Standard rate
Development of 11-50 dwellings, or residential development on sites of over 0.50 ha but less than 1.0 ha including changes of use to residential.	Based on no. of dwellings; £1,680 for the 11th dwelling plus £75 for each additional dwelling to a maximum of £3,000. Based on site area i.e. principle only; £1,680 for 0.5ha; plus £150 for each additional 0.1ha (or part thereof).	70 5 70 5	Based on no. of dwellings; £1,750 for the 11th dwelling plus £80 for each additional dwelling to a maximum of £3,000. Based on site area i.e. principle only; £1,750 for 0.5ha; plus £155 for each additional 0.1ha (or part thereof).	Standard rate
Development of 51+ dwellings, or residential development on sites of more than 1.0 including changes of use to residential.	£4,000 Although Planning Performance Agreement encouraged.	165.00	£4,165 Although Planning Performance Agreement encouraged.	Standard rate
Non residential development up to 499 square metres floor area or 0.50 hectare site area.	230.00	9.00	239.00	Standard rate
Non residential development of over 500 and 999 square metres floor area or between 0.51 and 1.0 hectares site area.	£285 for 500sqm or 0.5ha plus £145 for each additional 100m²; or £145 for each 0.1ha (or part thereof)	10 5	£295 for 500sqm or 0.5ha plus £150 for each additional 100m²; or £150 for each 0.1ha (or part thereof)	Standard rate
Non residential development of over 1000 and 4999 square metres floor area or between 1.1 and 2.0 hectares site area.	£1,010 for 1000m² plus £145 for each additional 1000m² or 0.1ha	40 5	£1,050 for 1000m² plus £150 for each additional 1000m² or 0.1ha	Standard rate
Non residential development of over 5000 square metres floor area or over 2.1 hectares site area.	£2,875 Although Planning Performance Agreement encouraged.	115.00	£2,990 Although Planning Performance Agreement encouraged.	Standard rate
Alterations to non-residential development where no new floor area space is created.	116.00	5.00	121.00	Standard rate
Listed Building Advice	138.00	6.00	144.00	Standard rate
<input type="checkbox"/> Variation or removal of planning conditions, <input type="checkbox"/> Telecommunication Development <input type="checkbox"/> Advertisements,	92.00	4.00	96.00	Standard rate
Hazardous Substances Consent	138.00	6.00	144.00	Standard rate
Any other proposals not captured by the above	230.00	9.00	239.00	Standard rate

4.10%

	Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
Exemptions and Reductions				
Proposals by parish and town councils and non profit making organisations	No Charge		No Charge	
Proposals relating to the needs of persons with disabilities.	No Charge		No Charge	
Proposals by registered social landlords	No Charge		No Charge	
S7:S13S7:S14S10S7:S12S7:S16R7:S16Q7:S16				
Where a proposal covers more than one category of development the highest of the relevant fees will be charged.				
Follow up enquiry including revised details to be charged at 50% of fee, if within 6months of the original response				
Fees for Planning Performance Agreements are negotiated on a case-by-case basis. The charges incurred are to be negotiated between the Council and the development proposer, following an initial understanding of both the scheme and the resource implications. The Council will seek to recover costs associated with the resourcing of the agreement (such as Officer time) and including fees incurred from specialists within and external to the Council as may be required. In addition, the fees will cover administration of the agreement, but may exclude the costs associated with drawing up or signing the agreement depending on whether this is undertaken by the Council or the proposer.				Standard rate

S106 Monitoring Fees 2021/22

	Charges 2024/25	Proposed Increase 2025/26	Proposed Charges 2025/26
Development Size	Fee		Fee
Minor Developments – less than 10 residential units and where the gross floor space to be built is up to 1,000 square metres, or where the site area is less than 1 hectare. Where the number of dwellings to be constructed or floor area proposed is not given in the application, a site area of less than 0.5 hectares is classed as a minor development.	1750.00	75.00	1825.00
Small scale Major Developments – 10-199 residential units (inclusive) and where the gross floor space to be built is 1,000 – 9,999 square metres, or where the site area is 1 hectare and less than 2 hectares. Where the number of dwellings to be constructed or floor area proposed is not given in the application, a site area of between 0.5 hectares and less than 4 hectares is classed as a small scale major development.	2915.00	120.00	3035.00
Large scale Major Developments – 200 or more residential units and where the gross floor space to be built is 10,000 square metres or more, or where the site area is 2 hectares or more. Where the number of dwellings to be constructed or floor area proposed is not given in the application, a site area of 4 hectares or more is classed as a large scale major development.	4028.00	167.00	4195.00
Deeds of Variations – For all Deeds of Variation agreements.	424.00	16.00	440.00
Confirmation of compliance with Section 106 planning obligations (desktop assessment)* per property	110.00	5.00	115.00
Compliance checks on subsequent properties	27.50	1.00	28.50

Standing Rate / Including VAT

Standing Rate / Including VAT

*Site Visit associated with Confirmation of Compliance with Section 106 planning obligations	116.50	5.00	121.50

Standing Rate / Including VAT

The above fees apply to all new S106 agreements from 1 December 2020. The monitoring fees will be in the form of an obligation which is payable to the Council within 14 days of completion of the legal agreement and will be non-refundable.

The Council seeks to support Registered Providers (RPs) who actively bring forward affordable housing schemes to meet the strategic and corporate aims of the council and which seek to meet our identified housing need. Where RPs bring forward sites for 100% Affordable Housing schemes, there are often no other obligations beyond the Affordable Housing as a result of the need to obtain grant funding from Homes England. In such cases the requirement for monitoring is much reduced, with the obligation securing the affordable housing in perpetuity. As the Council seeks to support Affordable Housing provision as a strategic aim, it is considered that a concession can be applied to certain schemes based on the following:

Monitoring fees for new agreements can therefore be reduced by 50%, when all of the following are met:

- Where the scheme would only deliver Affordable Housing; and
- Where there are no other obligation requirements; and
- Where the scheme is brought forward by a Registered Provider or where evidence is provided that demonstrates one is on-board to deliver the scheme.

Where other obligation clauses are required, the aforementioned fees would apply. Additionally, the aforementioned reductions would not apply to Deeds of Variation which are to be retained at the aforementioned rate. All of the above will be reviewed

Legal Fees & Charges

Description	Charges 2024/25	Proposed Increase 2025/26
Section 106 / Unilateral Undertaking	1250	50
Deed of Variation / Deed of Release	650	25
Checking fee - Unilateral Undertaking for self build	150	5

These charges have not yet been introduced - currently pending delegated authority to given recent change from external legal provider, to inhouse through Senior Lawyer at Proposed increase inline with 4.1% (rounded for simplicity of user)

[illegible]

Biodiversity Net Gain - Fees & Charges

Description

Biodiversity Net Gain

Charges 2024/25	Proposed Increase 2025/26	Proposed Charges 2025/26
		Price on Application

VAT
LIABILITY

Rational

Authorities are faced with significant cost burdens associated with fulfilling the Biodiversity Net Gain requirements. For example, LPAs are required to secure significant habitat creation or enhancement via a section 106 planning obligation with planning applicants, and they then have the responsibility to monitor these agreements to ensure that the agreed habitat targets and corresponding management and maintenance obligations are met over the 30 year BNG period. Herein, LPA staff must review habitat management and monitoring plans submitted by the applicant pre-commencement, and thereafter review the monitoring reports periodically submitted over this 30 year period. In addition, site visits by an authority ecologist to independently assess and verify the condition of habitats will also be periodically required over this 30 year period (e.g., every 5 years), and potential enforcement actions may also be required.

[To offset the costs associated with the BNG monitoring burden, national guidance states: "Local planning authorities can charge a monitoring fee though section 106 planning obligations, to cover the cost of monitoring and reporting on delivery of that section 106 agreement" \(Biodiversity net gain - GOV.UK\).](#)

Fee Determination

To help LPAs estimate the appropriate monitoring fees, Verna (<https://verna.earth/>) has developed a monitoring fee calculator tool, which an increasing number of authorities are using to provide an evidence base when determining fees. For example, the Central Lincs Partnership has published a BNG monitoring fee schedule, calculated using the tool above (available from: Biodiversity Net Gain (BNG) supporting documents | North Kesteven District Council), with fees ranging from £3,416 to £15,493. Note that the Verna calculator has the capacity to incorporate inflation into its estimates so that LPAs are not locking themselves into a deficit over the 30 year monitoring period required for securing BNG.

The fee calculation is based on inputting a combination of development site-specific features (e.g., size, technical difficulty of habitat creation/enhancement, years to complete habitat creation/enhancement), which are used to estimate the number of staff hours required for desktop review and site visits over the 30 year period. These are then combined with a series of agreed input values (e.g., subject to annual review), which include: percentage overheads, chargeable hours per year, inflation rate (e.g., 2%), additional costs to LPA per site, and management plan progress risk expressed as a % (e.g., 10%; LPAs assess the management plan and review progress reports on these plans. Should progress be slower than expected, additional monitoring may be required/agreed. This 10% takes this risk into account).

Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
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First Home Application

	Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £
First home application processing fee	150.00	93.40	243.40

VAT LIABILITY
Non business - No VAT charge

Housing Standards fees and charges

4.10%

Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
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HMO Licence fees

Variation of existing licence	0.00		0.00	Non business - No VAT charge
Process of initial application cost - Part 1	507.70	20.80	528.50	Non business - No VAT charge
Post approval application cost - Part 2	497.10	20.40	517.50	Non business - No VAT charge

Housing Act Notice

Hazard Awareness Notice (Owner Occupier)	No Charge		No Charge	Exempt
Hazard Awareness Notice (private rented sector)	106.00	4.30	110.30	Exempt
Improvement Notice; Prohibition Order; Demolition Order, Notice of Emergency Remedial Action, Emergency Prohibition Order - (for one hazard)	233.20	9.60	242.80	Exempt
Improvement Notice; Prohibition Order; Demolition Order, Notice of Emergency Remedial Action, Emergency Prohibition Order- (for each additional hazard included within the Notice / Order)	63.60	2.60	66.20	Exempt

Penalty Charge Notice - civil penalty as an alternative to prosecution under Housing Act

Score range 11-20	500.00	0.00	500.00	Exempt
Score range 21-30	750.00	0.00	750.00	Exempt
Score range 21-40	1,000.00	0.00	1,000.00	Exempt
Score range 41-45	2,500.00	0.00	2,500.00	Exempt
Score range 46-50	5,000.00	0.00	5,000.00	Exempt
Score range 51-60	10,000.00	0.00	10,000.00	Exempt
Score range 61-70	15,000.00	0.00	15,000.00	Exempt
Score range 71-80	17,500.00	0.00	17,500.00	Exempt
Score range 81-90	20,000.00	0.00	20,000.00	Exempt
Score range 91-100	22,500.00	0.00	22,500.00	Exempt
Score range 101-110	25,000.00	0.00	25,000.00	Exempt
Score range 111-120	27,500.00	0.00	27,500.00	Exempt
Score range 121 and above	30,000.00	0.00	30,000.00	Exempt

Penalty charge notice - Failure to comply with Energy Efficiency Compliance Notice

Failure to comply - first occasion	500.00	0.00	500.00	Exempt
Failure to comply - second occasion	100.00	0.00	100.00	Exempt
Failure to comply - third and subsequent occasion	1,500.00	0.00	1,500.00	Exempt
Where the landlord has registered false or misleading information - first occasion	500.00	0.00	500.00	Exempt
Where the landlord has registered false or misleading information - second occasion	750.00	0.00	750.00	Exempt
Where the landlord has registered false or misleading information - third and subsequent occasion	1,000.00	0.00	1,000.00	Exempt
Where a landlord has let a property in contravention to regulations for less than 3 months - first occasion	1,000.00	0.00	1,000.00	Exempt
Where a landlord has let a property in contravention to regulations for less than 3 months - second occasion	1,500.00	0.00	1,500.00	Exempt
Where a landlord has let a property in contravention to regulations for less than 3 months - third and subsequent occasions	2,000.00	0.00	2,000.00	Exempt

Housing Standards fees and charges

4.10%

	Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
Where a landlord has let a property in contravention to regulations for more than 3 months - first occasion	1,500.00	0.00	1,500.00	Exempt
Where a landlord has let a property in contravention to regulations for more than 3 months - second occasion	2,500.00	0.00	2,500.00	Exempt
Where a landlord has let a property in contravention to regulations for more than 3 months - third and subsequent occasions	4,000.00	0.00	4,000.00	Exempt

Penalty charge notice - Failure to comply with The Electrical Safety Standards

Failure to comply - first occasion	1,000.00	0.00	500.00	Exempt
Failure to comply - second occasion	2,500.00	0.00	100.00	Exempt
Failure to comply - third occasion	5,000.00	0.00	1,500.00	Exempt
Failure to comply - fourth and subsequent occasion	7,500.00	0.00	1,500.00	Exempt
Failure to carry out Urgent Remedial action within the specified period - first occasion	3,000.00	0.00	3,000.00	Exempt
Failure to carry out Urgent Remedial action within the specified period - second occasion	6,000.00	0.00	6,000.00	Exempt
Failure to carry out Urgent Remedial action within the specified period - third occasion	10,000.00	0.00	10,000.00	Exempt
Failure to carry out Urgent Remedial action within the specified period - fourth and any subsequent occasions	20,000.00	0.00	20,000.00	Exempt

Other Housing Charges

Property inspection and report (per hour)	100.70	4.10	104.80	Exempt
Failure to comply with Smoke and Carbon Monoxide Regulations (Maximum fine)	5,000.00	0.00	5,000.00	Exempt
Failure to comply with Property Redress Scheme Registration (Maximum fine)	5,000.00	0.00	5,000.00	Exempt

Street Naming and numbering

Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
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Existing street/property

Renaming/renumbering of an existing street at the request of all of its residents.	£98.40	per street plus	Price on application			Non business - no VAT charge
	£24.60	per plot				
Renaming /renumbering/adding name to an already numbered property	£36.90	per polt	£23.10	£60.00	per polt	Non business - no VAT charge
Develpoment renumbering due to change in layout (plot numbers of positions)	£24.60	per polt	£5.40	£30.00	per polt	Non business - no VAT charge

New street/property

Naming of a new street	£98.40	per street	£21.60	£120.00	per street	Non business - no VAT charge
Naming or numbering of a new dwelling on an existing street.*	£36.90	per polt	-£11.90	£25.00	per polt	Non business - no VAT charge
Naming or numbering of a new dwelling on a new development consisting of 1 – 5 plots.*	£36.90	per polt	-£11.90	£25.00	per polt	Non business - no VAT charge
Naming or numbering of a new dwelling on a new development consisting of 6 – 10 plots.	£30.80	per dwelling	Removed			Non business - no VAT charge
Naming or numbering of a new dwelling on a new development consisting of 11 - 29 plots.	£24.60	per dwelling	Removed			Non business - no VAT charge
Naming or numbering of a new dwelling on a new development consisting of 30 - 74 plots.	£18.40	per dwelling	Removed			Non business - no VAT charge
Naming or numbering of a new dwelling on a new development consisting of 6-25 plots. *	-	-	New	£20.00	per polt	Non business - no VAT charge
Naming or numbering of a new dwelling on a new development consisting of 25-75 plots. *	-	-	New	£15.00	per polt	Non business - no VAT charge
Naming or numbering of a new dwelling on a new development consisting of 75 + plots *	£14.15	per polt	-£4.15	£10.00	per polt	Non business - no VAT charge
* Fee payable in addition to per plot cost of above fees	-	-	New	£200.00		Non business - no VAT charge
Naming/numbering following conversion of existion property to alternative configuration	-	-	New	as above		Non business - no VAT charge
Additional charge where naming of a new building is required (i.e. block of flats/office suites)	-	-	New	£120.00	Per building	Non business - no VAT charge
Confirmation of address to solicitors/conveyance's/occupiers or owners	-	-	New	£30.00		Non business - no VAT charge

4.10%

	Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
Hire of Council Chamber	24.80	1.00	25.80	Standard rate
Hire of Meeting Room	24.80	1.00	25.80	Standard rate
Hire of Committee Room	24.80	1.00	25.80	Standard rate
Hire of Haven Room	12.30	0.50	12.80	Standard rate
Hire of Maud Foster	12.30	0.50	12.80	Standard rate
Refreshments at meetings	17.60	0.70	18.30	Standard rate
Sale of Electoral Registers - FIXED BY STATUTE				

* These charges are per hour of rental

Digital Display Advertising income

	Charges 2024/25 £	Proposed Increase 2025/26 £	Proposed Charges 2025/26 £	VAT LIABILITY
Community Group/Charity/not for profit - based within the Borough				
-First advert in a quarter	-	New	0.00	Standard rate
-Additional adverts (per screen) in each quarter	-	New	20.00	Standard rate
Community groups/charity/not for profit - based outside the Borough (price per screen)				
-Advert shown upto 1 month	-	New	20.00	Standard rate
-Advert shown for 1-3 months	-	New	50.00	Standard rate
-Advert shown for 6-3 months	-	New	120.00	Standard rate
-Advert shown for 6-12 months	-	New	250.00	Standard rate
Business within the Borough				
-Advert shown upto 1 month	-	New	50.00	Standard rate
-Advert shown for 1-3 months	-	New	120.00	Standard rate
-Advert shown for 3-6 months	-	New	250.00	Standard rate
-Advert shown for 6-12 months	-	New	400.00	Standard rate
Business outside the Borough				
-Advert shown upto 1 month	-	New	80.00	Standard rate
-Advert shown for 1-3 months	-	New	200.00	Standard rate
-Advert shown for 3-6 months	-	New	350.00	Standard rate
-Advert shown for 6-12 months	-	New	500.00	Standard rate

Partnership Alignment and Delivery Plan 2025/26



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South & East Lincolnshire Councils Partnership

Golden Thread

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Partnership's Sub-regional Strategy priorities



Our Partnership's Sub-regional Strategy can be viewed at
www.selcp.co.uk/SRS



Purpose of this Plan and tracking



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South & East Lincolnshire Councils Partnership

The Partnership needs to agree a programme of work annually for the following key reasons:

- To provide direction for Members and Officers;
- To deliver on the agreed Partnership priorities, both financial and non-financial; and
- To help direct and manage resources effectively and efficiently across the Partnership.

Note:

1. At this time the new Government’s policies are still being developed. As the new policies come forward this may result in additional areas of work for the Partnership/Councils.
2. The Alignment and Delivery Plan sets out projects that Members support the principle of progressing. Some projects will require further decision making as they come forward.
3. Whilst most projects are allocated to a specific Directorate in this plan, many projects involve cross-Directorate working to facilitate their delivery.
4. Some projects span multiple financial years.

Action Status	
Completed	C
Not started	NS
On plan	
Off plan but mitigation in place to get back on plan	
Off plan and no mitigation	

Devolution / Local Government Re-organisation

It is acknowledged that some projects in this plan may be impacted by Devolution / Local Government Re-organisation.

Those that may be impacted will require further consideration in advance of delivery and are marked with an *.

Strategic Partnership deliverables (1 of 3)

Project title	Purpose	Project type	Strategic Priority	Delivery by date	Saving (-) / cost (+)	Priority Board	Assistant Director	Tracking
Internal Drainage Boards SIG	Continue to lead the LGA Special Interest Group to seek a new funding mechanism for IDBs.	Partnership	Partnership	Ongoing	N/A	N/a	Corporate	
Warm Homes Local Grant*	Prepare for and deliver a retrofit programme of home energy efficiency improvements – subject to Government funding.	Partnership	Environment	Q1 25/26	+£5.7m capital +£1.1m revenue	Environment/ SELCAN	Regulatory	
Community Safety Partnership Activity	Work with our partners across the system to tackle crime and disorder in South and East Lincolnshire. Focusing on reducing Anti-Social Behaviour, raise awareness of hate crime and reporting, increasing the safety of our streets with a focus on the safety of women and girls; and supporting those most vulnerable in our communities as defined by our South and East Lincolnshire Community Safety Partnership's Priorities and associated action plan.	Partnership	Safe and Resilience	Q4 25/26	TBC	Safer Communities	Communities and Housing Services	
Working with the Voluntary and Community Sector	Commission the Voluntary and Community Sector to deliver a programme of work that supports Community Leadership, Community Cohesion and Resilience.	Partnership	Healthy Lives	Q2 25/26	£0	Safer Communities/ Healthy Living	Communities and Housing Services	
Houses in Multiple Occupation Policy	Development and approval of a Houses in Multiple Occupation Policy to ensure shared understanding and consistency of standards across the sub region.	Policy Review	Healthy Lives / Safe and Resilient	Q4 25 /26	-£10k	Safer Communities	Communities and Housing Services	
Delivery of Cultural Framework for Renewal*	Deliver the action plans of the Cultural Framework and develop a Heritage Strategy to support cultural regeneration, including delivery of the year 3 National Portfolio Organisation programme and year 2 Cultural Development Fund.	Partnership	Growth and Prosperity	Ongoing	Externally funded	Economic Development	Economic Development	
Delivery of Growth and Prosperity Plan*	Ongoing delivery of the Growth and Prosperity Plan, which reflects the principles and strategic priorities of the adopted Plan.	Partnership	Growth and Prosperity	Ongoing	TBC	Economic Development	Strategic Growth	

Strategic Partnership deliverables (2 of 3)

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Project title	Purpose	Project type	Strategic Priority	Delivery by date	Saving (-) / cost (+)	Priority Board	Assistant Director	Tracking
Delivery of Destination Management Plan*	Implementation of the SELCP Destination Management Plan to support growth of the visitor economy in partnership with the Local Visitor Economy Partnership.	Partnership	Growth and Prosperity	Ongoing	TBC	Economic Development	Economic Development	
Implementation of National Planning changes*	Implement any changes required from the updated NPPF and any secondary planning legislation.	Legislative	Growth and Prosperity	Ongoing	NA	Economic Development	Planning	
Partnership Working with Town Boards	Continued support of three Town Boards (Connected Coast, Boston and Spalding) to oversee the delivery of funded projects and leveraging partnership working to enable further funding and investment.	Partnership	Growth and Prosperity	Ongoing	Externally funded	Economic Development	Economic Development	
Long Term Plan for Towns Programme	With partners, develop and commence delivery of plans to maximise the use of the £20m (each) awarded to Boston, Skegness and Spalding over the next 10 years. <i>From 24/25 A&DP</i>	Partnership	Growth and Prosperity	Q2 25/26	TBC	Economic Development		
Inward investment proposition*	Development and implementation of a sub-regional inward investment proposition, which maximises investment from the funding leveraged into the sub-region and is complimentary to the place branding work.	Partnership	Growth and Prosperity	Ongoing	TBC	Economic Development	Strategic Growth/ Economic Development	
Business engagement proposition	Development and implementation of a sub-regional business engagement proposition, which seeks to strengthen the relationship between the SELCP and its business community	Partnership	Growth and Prosperity	Q1 25/26	TBC	Economic Development	Strategic Growth	
UKSPF (Including Advice4Growth / Grants4Growth Business Support programme)*	To deliver the extended UKSPF programme to March 2026, across the themes of a) Communities and Place, b) Supporting Local Business and c) People and Skills. Including the extended A4G / G4G programme SELCP-wide.	Partnership	Growth and Prosperity	Q4 25/26	TBC	Economic Development	Strategic Growth	

Strategic Partnership deliverables (3 of 3)

Project title	Purpose	Project type	Strategic Priority	Delivery by date	Saving (-) / cost (+)	Priority Board	Assistant Director	Tracking
Environment Act – Waste Collection	Implement the waste collection requirements under the Environment Act across the Partnership.	Legislative	Environment	Q3 26/27	TBC	Environment	Neighbourhoods	
Sub-regional Neighbourhoods Service	Develop a strategy for future service delivery models across the sub-region, incorporating waste and street scene services (including policy alignment).	Service Review	Efficient and Effective	Q4 25/26	TBC	Environment	Neighbourhoods	
Rough Sleeping Initiative	Develop a business case for a partnership-wide scheme that provides support to those sleeping rough or at risk of rough sleeping – subject to Government funding.	Partnership	Healthy Lives/ Safe and Resilient	Q4 25/26	£0	Healthy Lives	Communities and Housing Services	
Healthy Living Activity	Work with our partners across the health system to ensure earlier interventions for our residents are in place, focusing on improving mental and physical wellbeing across the sub region as defined in our Health Living Board's Priorities and associated action plan.	Partnership	Healthy Lives	Q4 25/26	£0	Healthy Lives	Communities and Housing Services	
Deliver a sub-regional Leisure and Culture Offer*	Deliver an opportunity for an external leisure and culture service across the sub-region for the three Councils consideration – tender & contract award.	Service Review	Efficient and Effective	Q4 25/26	Subject to tender & contract award	Healthy Lives	Leisure and Culture	

Corporate deliverables (1 of 3)

Project title	Purpose	Project type	Strategic Priority	Delivery by date	Saving (-) / cost (+)	Directorate	Assistant Director	Tracking
Uniform implementation Partnership-wide	To complete initial phases of the Uniform implementation into SHDC and BBC	Digital	Efficient and Effective	Q4 25/26	Partnership -£514,679 (project total)	Corp Dev, Communities & Growth	Corporate, Regulatory & Planning	
Shared Server Room*	To move the Boston Borough Council ICT server room to South Holland District Council server room to address risks and improve resilience.	Digital	Efficient and Effective	Q1 25/26	BBC +£19,542 SHDC -£18,560	Corporate Development	Corporate (Head of Digital)	
Future ICT infrastructure*	Scope the future ICT infrastructure specification for the Partnership	Digital	Efficient and Effective	Q4 25/26	N/A	Corporate Development	Corporate (Head of Digital)	
Bring Your Own Device*	Explore the opportunity for Bring Your Own Device, which could result in reduced hardware costs through personal ICT equipment being used through a secure ICT environment.	Digital	Efficient and Effective	Q4 25/26	N/A	Corporate Development	Corporate (Head of Digital)	
Artificial Intelligence	Continue to explore how AI can benefit customers and add capacity to the Council through testing its use, where appropriate, in services. Also, consider any associated retention policies.	Digital	Efficient and Effective	Q4 25/26		Corporate Development	Corporate	
Shared Officer Pay*	Complete the implementation of a shared officer pay structure <i>From 24/25 A&DP</i>	Partnership	Efficient and Effective	Q3 25/26	TBC	Corporate Development	Corporate (Head of HR)	
Implement Terms and Conditions alignment*	Complete the implementation of the terms and conditions alignment <i>From 24/25 A&DP</i>	Partnership	Efficient and Effective	Q4 25/26	TBC	Corporate Development	Corporate (Head of HR)	
Automated approach to translation services	Explore means to reduce cost and speed up translation of written documents via Artificial Intelligence. To also consider braille and large print documents.	Partnership	Efficient and Effective	Q4 25/26	TBC	Corporate Development	Assistant Director – Corporate	
PSPS Service Modernisation Programme*	Support the delivery of the PSPS Service Modernisation Programme, subject to individual Business Cases and Equality Impact Assessments	Partnership	Efficient and Effective	2031	Partnership -£4.5m (SMP total)	Corporate Development	Assistant Director – Corporate	

Corporate deliverables (2 of 3)



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South & East Lincolnshire Councils Partnership

Project title	Purpose	Project type	Strategic Priority	Delivery by date	Saving (-) / cost (+)	Directorate	Assistant Director	Tracking
Discretionary Rate Relief Policy alignment	Bring forward for consideration an alignment opportunity. <i>From 24/25 A&DP</i>	Policy Review	Efficient and Effective & People	Q4 25/26	Partnership +£2,500 (for the review)	Corporate Development	Finance	
LCC and Mayoral Elections	Successfully deliver the elections.	Legislative	Efficient and Effective	Q1 25/26	Externally funded	Corporate Development	Governance	
Constitutional Review	Alignment of constitutions (as far as practicable). <i>From 24/25 A&DP</i>	Policy Review	Efficient and Effective	Q1 25/26	Partnership +£12,500	Corporate Development	Governance	
Service Review (Democratic Services)	To consider alignment of service provision.	Service Review	Efficient and Effective	Q3 25/26	TBC	Corporate Development	Governance	
Partnership-wide residents' survey	Undertake Residents' Survey to provide an evidence base to shape future policy.	People	Efficient and Effective	Q2 25/26	N/A	Corporate Development	Corporate	
Cautionary Contact arrangements	Develop Partnership working arrangements, policy and digital system for management of cautionary contacts.	Digital	Efficient and Effective	Q1 25/26	N/A	Corp Dev / Communities	Corporate and Regulatory	
Safety Advisory Group (SAG)	Develop options and business case for adopting a Partnership approach to Safety Advisory Groups (SAG).	Partnership	Efficient and Effective / Safe and Resilient	Q3 25/26	-£20,000 ELDC	Communities	Regulatory	
Fully implement the Communities and Housing Services service review	To ensure the full implementation of the service review.	Service Review	Efficient and Effective	Q4 25/26	TBC	Communities	Communities and Housing Services	
Empty Homes Policy	Adopt an Empty Homes Policy to increase housing supply whilst enhancing local environments.	Policy Review	Efficient and Effective / Healthy Lives / Safe and Resilient	Q4 25/26	TBC	Communities	Communities and Housing Services	

Corporate deliverables (3 of 3)

Project title	Purpose	Project type	Strategic Priority	Delivery by date	Saving (-) / cost (+)	Directorate	Assistant Director	Tracking
Public Conveniences Efficiency Assessment*	To ensure the provision of public conveniences in each Council area are served by the most efficient and effective service delivery model. <i>From 24/25 A&DP</i>	Assets & People	Efficient and Effective	Q3 25/26	TBC	Communities	Neighborhoods	
Partnership Play & Playing Fields Strategy	Develop a Partnership Play & Playing Fields Strategy (Dependent on the delivery of the Planning and Assets review of play provision during 24/25). <i>From 24/25 A&DP</i>	Policy Review	Healthy Lives	Q4 25/26	£0	Communities	Leisure and Culture / Neighborhoods	
Fully Implement the GF Assets Service Review.	To ensure the full implementation of the service review given the IT alignment achieved. <i>From 24/25 A&DP</i>	Service Review	Efficient and Effective	Q4 25/26	TBC	Programme Delivery	GF Assets	
Growth Directorate Service Reviews*	Planning (Phases I and II), Culture and Regeneration and Strategic Growth Service Review implementation.	Service Review	Efficient and Effective / Growth and Prosperity	Q4 25/26	TBC £100k – Planning (later phases)	Economic Development	Planning/ Economic Development / Strategic Growth	

Local deliverables – Boston (1 of 2)

Project title	Purpose	Project type	Delivery by date	Saving (-) / cost (+)	Portfolio Holder	Directorate	Assistant Director	Tracking
Borough Plan	Adopt a Borough-wide Plan for the Borough of Boston.	Partnership	Q1 25/26	TBC	Leader	Multi-department		
Town Centre Strategy	Continue to deliver Boston's Town Centre Strategy.	Partnership	Ongoing	TBC	Deputy Leader	Multi-department		
BBC Peer Review follow up	Deliver the 12-month LGA Peer Review follow up.	Partnership	Q1 25/26	+£100	Leader	Corporate Development	Corporate	
Green Flag Award Central Park	Develop Green Flag standard for Central Park.	Asset Project	Q4 25/26	TBC	Deputy Leader	Communities	Leisure and Culture	
Place Partnerships (Active Lincolnshire)	Working with Active Lincolnshire and health system partners to deliver a programme of activity that focuses on the health and wellbeing of Boston communities.	Local	Q4 25/26	£0	Communities (People), Culture	Communities	Communities and Housing Services	
PE21 – Crown House	Complete the demolition and reprovision of 'Crown House'.	Asset Project	Q4 25/26	TBC	Leader	Programme Delivery	Strategic Projects/GF Assets	
PE21 – Public Realm	Complete the PE21 public realm redevelopment.	Asset Project	Q4 25/26	TBC	Leader	Programme Delivery	Strategic Projects/GF Assets	
Boston Leisure	Completion of Boston Leisure.	Asset Project	Q3 26/27	TBC	Finance	Programme Delivery	Strategic Projects	
BBC Depot Extension	Secure and bring into operation the additional property assets required to accommodate the introduction of food waste collection across the Borough from April 2026.	Asset Project	Q4	TBC	Housing and Property	Programme Delivery	GF Assets	

Local deliverables – Boston (2 of 2)

Project title	Purpose	Project type	Delivery by date	Saving (-) / cost (+)	Portfolio Holder	Directorate	Assistant Director	Tracking
Boston Town Deal	Delivery of Towns Fund projects (internal and external led) and continued monitoring and evaluation with MHCLG.	Partnership	Q4 25/26	Externally funded	Leader	Economic Development	Economic Development	
Levelling Up Partnership	Implementation and delivery of eight funded projects (3 led by BBC and 5 externally led projects); monitoring and evaluation with MHCLG.	Partnership	Q4 25/26	Externally funded	Leader	Economic Development	Economic Development	
Future funding opportunities (LTPFT)*	Development of an evidence base for further investment and ensuring readiness for future funding opportunities.	Partnership	Ongoing	TBC	Leader	Economic Development	Economic Development	
Boston 2030*	Delivery of the Boston 2030 Plan.	Partnership	Q4 25/26	TBC	Culture	Economic Development	Economic Development	
Local Plan*	Consideration of options for review of the South East Lincolnshire Local Plan <i>From 24/25 A&DP</i>	Legislative	Q4 25/26	£500k (subject to new NPPF, devolution etc)	Planning	Economic Development	Planning	

Local deliverables – East Lindsey (1 of 3)

Project title	Purpose	Project type	Delivery by date	Saving (-) / cost (+)	Portfolio Holder	Directorate	Assistant Director	Tracking
ELDC Peer Review follow up	Deliver the 12 month LGA Peer Review follow up	Partnership	Q3 25/26	+£100	Leader	Corporate Development	Corporate	
Solar Scheme	Complete the Hub solar PV scheme to include Ground PV and Canopy PV to further move the Hub to net zero.	Asset Project	Q3 25/26	-£30,000 per annum	Leader	Programme Delivery	GF Assets	
Sutton Sea Colonnade	Successfully let the Sutton Sea Colonnade to one or more commercial organisations and bring into operation.	Asset Project	Q1 2025/26	TBC	Leader	Programme Delivery	GF Assets	
Car Park Machine Communications Upgrade	Convert all residual 3G communication units across the Parking Machine fleet to 4G specification.	Asset Project	Q2	TBA	Operational Services	Programme Delivery	GF Assets	
Mablethorpe Mobihub project	Deliver the outputs of the Phase 1 Mobihub project	Asset project	Q4 2026	£1.65m (£850k Externally funded)	TBC	Programme Delivery	Strategic Growth	
King George Playing Field, Sutton on Sea	The introduction of new facilities. <i>Still awaiting outcome of funding application.</i> <i>From 24/25 A&DP</i>	Asset Project	TBC	TBC	Operational Services	Programme Delivery	Strategic Projects	
	A revised sustainable management arrangement. <i>From 24/25 A&DP</i>		TBC	TBC				
ELDC Depot Extension*	Complete an options appraisal reconciling the additional space requirements at the Louth Depot to accommodate food waste collection and implement a sustainable solution to support food waste collection from April 2026.	Asset Project	Q4	TBC	Leader/ Operational Services	Programme Delivery	GF Assets	

Local deliverables – East Lindsey (2 of 3)

Project title	Purpose	Project type	Delivery by date	Saving (-) / cost (+)	Portfolio Holder	Directorate	Assistant Director	Tracking
Connected Coast Board	Delivery and continued support of monitoring and evaluation of Towns Fund and Cultural Development Fund	Partnership	Q4 25/26	Externally funded	Coastal Economy	Economic Development	Economic Development	
East Lindsey Investment Plan	Delivery of themed action plans and support for both the Connected Coast Board and the newly established Connected Wolds Group.	Partnership	Ongoing	TBC	Leader/ Coastal and Rural Economy	Economic Development	Economic Development	
Wolds Culture and Heritage Programme	(Levelling Up Funding) Delivery of three projects and monitoring and evaluation with MHCLG.	Partnership	Q4 25/26	Externally funded	Deputy Leader	Economic Development	Economic Development	
Lincs Coast 2100*	Working with Partners on emerging coastal strategy	Partnership	Ongoing	Externally funded	Leader	Economic Development	Planning	
Review of Local Plan*	Progress on Local Plan in the context of NPPF and emerging Coastal strategy <i>From 24/25 A&DP</i>	Legislative	Q4 25/26	£500k (subject to new NPPF, devolution etc)	Planning	Economic Development	Planning	
Future funding opportunities (LTPFT)*	Development of an evidence base for further investment and ensuring readiness for future funding opportunities.	Partnership	Ongoing	TBC	Coastal Economy & Market Towns and Rural Economy	Economic Development		
ELDC Temporary Accommodation Investment project	To deliver £2m investment in new temporary accommodation in East Lindsey and further opportunities as they arise	Asset project	Q4 2026	£2.065m (£1.06m Externally funded)	Communities and Better Ageing	Communities / Economic Development	Communities / Strategic Growth	

Local deliverables – East Lindsey (3 of 3)

Project title	Purpose	Project type	Delivery by date	Saving (-) / cost (+)	Portfolio Holder	Directorate	Assistant Director	Tracking
Place Partnerships (Active Lincolnshire)	Working with Active Lincolnshire and Health System Partners to deliver a programme of activity that focuses on the health and wellbeing of East Lindsey Communities	Local	Q4 25/26	£0	Leisure and Culture	Communities	Communities and Housing Services	
Campus for Future Living	Through the Campus for Future Living Partnership Board, continue to work with partners to explore opportunities for full outcome delivery	Local	Q4 25/26	N/A	Communities and Better Ageing	Communities	Communities and Housing Services	
Wellbeing Service	Embedding new Wellbeing Service contract and implementing new service criteria in respect to digital support	Contract	Q4 25/26	£0	Communities and Better Ageing	Communities	Communities and Housing Services	
3g Pitch Development	Deliver a 3g Pitch project in the district. Live planning application in for Louth. <i>From 24/25 A&DP</i>	Asset Project	Q4 25/26	+£1.4m (70% grant funded)	Deputy Leader	Communities	Leisure and Culture	

Local deliverables – South Holland (1 of 4)

Project title	Purpose	Project type	Delivery by date	Saving (-) / cost (+)	Portfolio Holder	Directorate	Assistant Director	Tracking
External funding to support the HRA business plan*	Seek external funding to enhance viability of the HRA business plan	Policy Review	Ongoing	TBC	Strategic and Operational Housing	Corporate Development	Housing	
HRA internally commissioned services	Undertake a financial assessment of HRA internally commissioned services	Service Review	Q2 25/26	TBC	Strategic and Operational Housing	Corporate Development	Housing	
Develop a Housing Strategy and Landlord Strategy (HRA)	New Strategy to replace existing Strategy in consultation with tenants	Policy Review	Q4 25/26	N/A	Strategic and Operational Housing	Corporate Development	Housing	
Workforce Development (HRA)	Compliance with new Regulatory requirements for Competence and Conduct Standard	People	Q3 25/26	TBC	Strategic and Operational Housing	Corporate Development	Housing	
Aids and Adaptations (HRA)	Benchmark existing offer and look to develop further	Policy Review	Q2 25/26	TBC	Strategic and Operational Housing	Corporate Development	Housing	
Strategic Asset Management for the HRA	Fit for purpose model for delivering investment and strategic decision making	Policy Review	Q3 25/26	TBC	Strategic and Operational Housing	Corporate Development	Housing	
Deliver housing Transformation Programme (HRA)	Deliver year 2 of the Housing Transformation Programme	Service Review	Ongoing	N/A	Strategic and Operational Housing	Corporate Development	Housing	
Tenant-led Engagement Strategy (HRA)	Develop strategy to replace existing framework	Policy Review	Q3 25/26	TBC	Strategic and Operational Housing	Corporate Development	Housing	

Local deliverables – South Holland (2 of 4)

Project title	Purpose	Project type	Delivery by date	Saving (-) / cost (+)	Portfolio Holder	Directorate	Assistant Director	Tracking
Sewage treatment works (HRA)	Establish a programme of investment to ensure sewage treatment works are at the industry adoptable standard.	Service Review	Ongoing	TBC	Strategic and Operational Housing	Corporate Development	Housing	
Boundary Commission Review	District Boundary Review for South Holland by the Boundary Commission for England	Legislative	Q4 25/26	TBC	Corporate, Governance and Communication	Corporate Development	Governance	
Land Charges HMLR Migration	To migrate the local land charges register to HM Land Registry. <i>From 24/25 A&DP</i>	Digital	Q2 25/26	+£60,000 External Funding +£20,000 new burdens	Public Protection	Communities	Regulatory	
Carbon Reduction	Following completion of a Carbon Reduction Plan, develop and seek approval for associated delivery plan.	Policy Review	Q3 25/26	N/A	Health, wellbeing, conservation & heritage	Communities	Regulatory	
Waste Collection Transformation*	To deliver a transformed waste collection service that meets legislative requirements and is optimum efficiency.	Service Review / Partnerships	Q4 26/27	TBC	Environmental Services	Communities	Neighbourhoods	
Technology Forge	Complete migration to Technology Forge to run day to day as the default IT application for all GF property data.	IT	Q2 25/26	TBC	Assets and Strategic Planning	Programme Delivery	GF Assets	
Belnie Meadows	Complete a lease of Belnie Meadows to support the development of a 'Men's shed' model in South Holland.	Assets	Q2 35/26	TBC	Assets and Strategic Planning	Programme Delivery	GF Assets	
Garage Site Disposal	Enable the marketing of three further garage sites in the South Holland Area	Assets	Q4 25/26	TBC	Assets and Strategic Planning	Programme Delivery	GF Assets	

Local deliverables – South Holland (3 of 4)

Project title	Purpose	Project type	Delivery by date	Saving (-) / cost (+)	Portfolio Holder	Directorate	Assistant Director	Tracking
South Holland Health and Wellbeing Hub	Progress delivery of the SHHWBH project	Partnership	Q2 26/27	TBC	Leader / Finance / Communities	Programme Delivery	Strategic Growth	
Spalding Reconnected	Implementation of recommendations from the Heritage Strategy for future funding opportunities.	Partnership	Ongoing	TBC	Housing, Wellbeing, Conservation, Tourism and Heritage	Economic Development	Culture and Regeneration	
Spalding Town Board	Ensuring continued partnership working and the development of an evidence base for further investment and ensuring readiness for future funding opportunities.	Partnership	Ongoing	TBC	Leader	Economic Development	Economic Development	
Holbeach FEZ	To continue to advance the delivery of the Holbeach FEZ, working with LCC, UoL and GLLEP.	Partnership	Ongoing	TBC	Leader	Economic Development	Strategic Growth	
SWRR	To continue to advance the delivery of the Spalding Western Relief Road, working in partnership with LCC	Partnership	Ongoing	TBC	Leader	Economic Development	Strategic Growth	
Spalding Gateway	Progress delivery of the Spalding Gateway allocated employment land, working with partners	Partnership	Ongoing	TBC	Leader	Economic Development	Strategic Growth	
Chequers Yard	Bring forward proposal for the delivery of the regeneration of the Chequers Yard, Holbeach	Partnership	Ongoing	TBC	Leader	Economic Development	Strategic Growth	

Local deliverables – South Holland (4 of 4)

Project title	Purpose	Project type	Delivery by date	Saving (-) / cost (+)	Portfolio Holder	Directorate	Assistant Director	Tracking
Mobilisation of Spalding BID	Support in the mobilisation of Y1 of the Spalding BID, as a partner to the businesses involved	Partnership	Ongoing	TBC	Leader	Economic Development	Strategic Growth	
Local Plan*	Consideration of options for review of the South East Lincolnshire Local Plan <i>From 24/25 A&DP</i>	Legislative	Q4 25/26	£500k (subject to new NPPF, devolution etc)	Assets and Strategic Planning	Economic Development	Planning	

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**Boston Borough Council
Budget 2025-26
Consultation Report
Published**



Introduction to this consultation

1. This report details the responses received for the Budget 2025/26 consultation undertaken between 5th December 2024 to 6th January 2025.
2. The exercise was performed to seek residents' views on the Council's Budget proposals for 2025/26.

Methodology

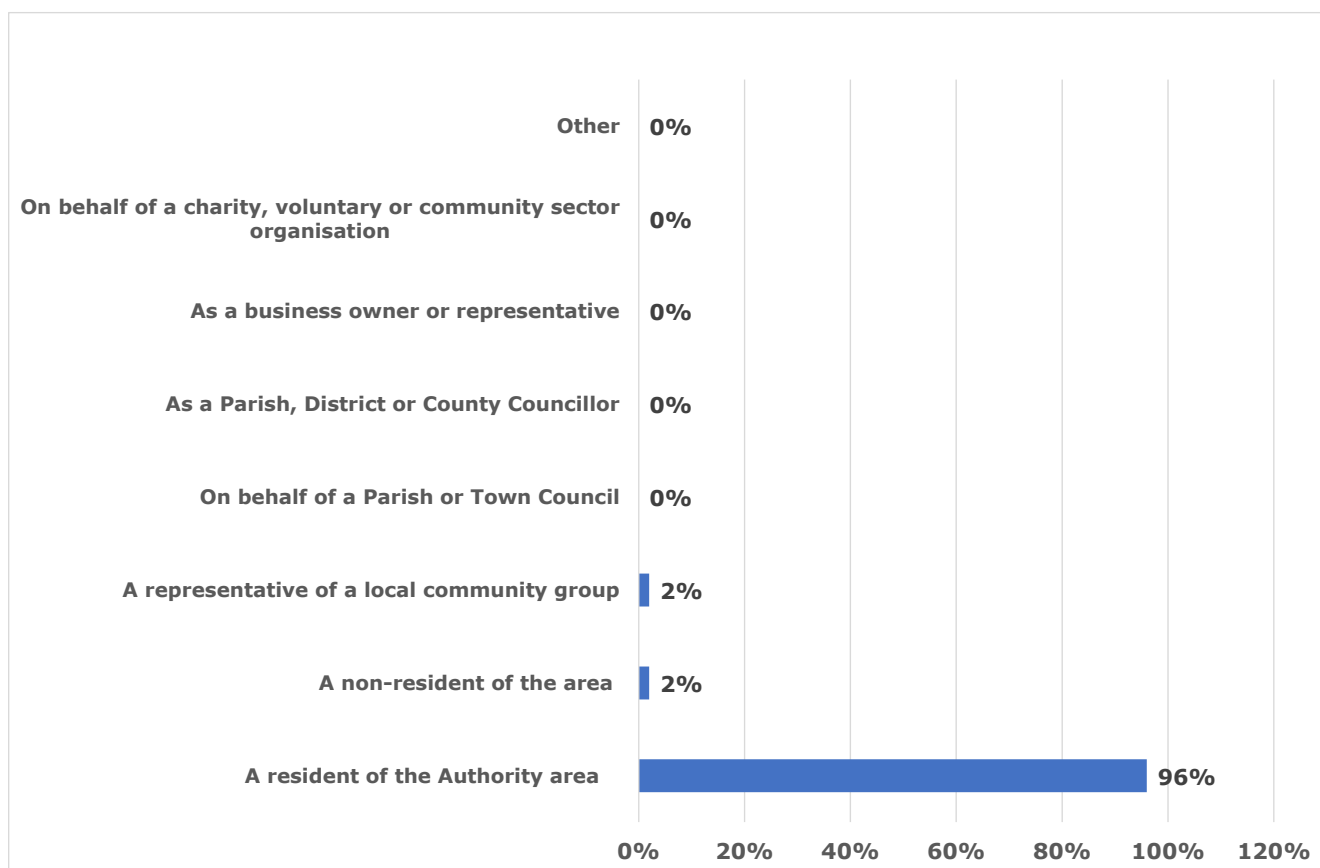
3. A media release was issued to local newspapers to promote the consultation and social media activity was ongoing throughout the consultation period.
4. A link to the electronic questionnaire was made available on the Council's website and in the Boston Bulletin. Paper copies of the questionnaire were available on request.
5. It should be noted that base data has been rounded to the nearest number (so may add up to between 99% and 101%).
6. No comparisons have been made to the previous consultation exercise undertaken in 2023/24 as the questions in this survey are different.

Response Rate

7. 50 electronic responses were received; an increase of 41 responses when compared with the previous consultation exercise undertaken in 2023/24.

Results and Analysis

8. All respondents were asked in what capacity they had responded to the consultation. The chart below shows that the majority (96%) of all respondents responded as 'A resident of the Authority area'. It also shows that the remaining 4% of all respondents responded as either 'A representative of a local community group' (2%) or 'A non-resident of the area' (2%).



9. One respondent responded as 'A representative of a local community group' and were asked who they responded on behalf of. They stated that they responded on behalf of 'Boston Friends'
10. All respondents were advised that to deliver on the agreed priorities, both financial and non-financial; and to help direct and manage resources effectively and efficiently, the Council set an annual delivery plan (a link to the current version on the partnership's website). They were then advised that following a period of high inflation and financial pressures that both residents and businesses were experiencing, the Council was looking to find different and innovative ways of working.

All respondents were then given the opportunity to state what changes they thought the Council could implement in order to support this. Numerous suggestions were made such as decreasing the number of projects and focusing on the ones that have the largest impact on people and areas that require it the most, consulting with the businesses that have expressed interest in trading in the town

and being flexible with them about rates, signage and fascia. One respondent suggested promoting the town centre and another thought it would be a good idea to have a Police presence in the town. A further respondent thought the Council should enforce byelaws on anti-social behaviour. One respondent suggested the Council should take on communal spaces associated with new builds so that those residents didn't have to pay a service charge as well as Council Tax. A full list of suggestions are detailed below.

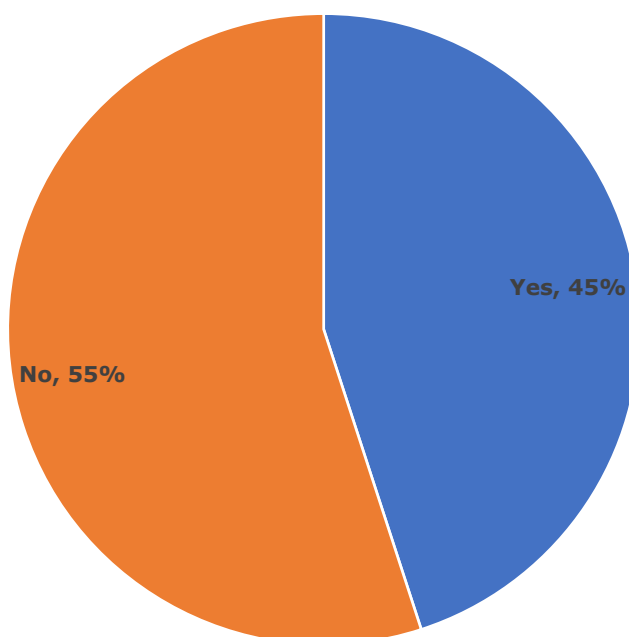
- How about everyone just gets paid minimum wage that would save millions
- Take charge of own administration and maintenance works.
- Decrease the amount of projects and focus on the ones that have the largest impact on the people and areas that require it most. A lot of project sound good and make good headlines, but the projects that really matter and have true impact are the ones that are less glamorous.
- I believe that LCC is spending too much on IDB's. I think IDB should be nationalised and/or be funded by farmers who's land benefits. I think a lot of the initiatives are a waste of time and money and will lead to increased council tax. I feel that CT should be reformed so it is no longer a regressive tax. I think LCC is wasting money, but is probably under financial pressure, due to their Statutory duties.
- Reduce the number of councillors and abolish the mayor
- Reinstate council taking on communal spaces on new builds so residents are not expected to pay both council tax and service charge increases or subsidise council tax for residents on new builds as other residents on older estates are also getting grounds maintenance for their paid council tax where as new build owners are receiving less service for the same money.
- Stop giving benefits and discounts to people already on benefits
- I did look at the plan. A massive amount of information , much of it delivered in technical and "corporate speak". I just want the authority to which I pay my council tax to maximise the amount which it receives from the tax and spend it in the most effective and financially viable way, as decided by the elected members.
- Stop highway maintenance travelling for two paid hours a day to come to Boston to work employ local people for local jobs
- The town is desperate for a visible police presence, on foot. The current situation is unacceptable. More needs to go towards that. Why is so much going to the drainage board??? We have a flood defence now.
- Consult with the hundreds of companies that have expressed interest in trading in the town and be very flexible this time. I have spoken to dozens of national firms and small businesses who were very keen to trade here but hit a brick wall when consulting with the council. Most were shocked by business rates here and spoke of rigid rules regarding signage and fascia's. Boston has lost millions of pounds in revenue due to these failures to negotiate and the word has spread throughout the sector
- Forget about the arts and culture until things recover financially
- Take control of more of the services and collect the income
- Council members to pay for their own meals, hotels, travel expenses etc.
- Promote town centre premises occupation to raise business rates.
- a moratorium on councillors expenses and remunerations.

- Enforce all bylaws on antisocial behaviour and generate income by punitive action.
- The amount you spend on work. From little jobs to major i.e. Geoff Moulder, you and council get screwed. But do it because it's not your money, so don't care.
- Trim down expenses claims

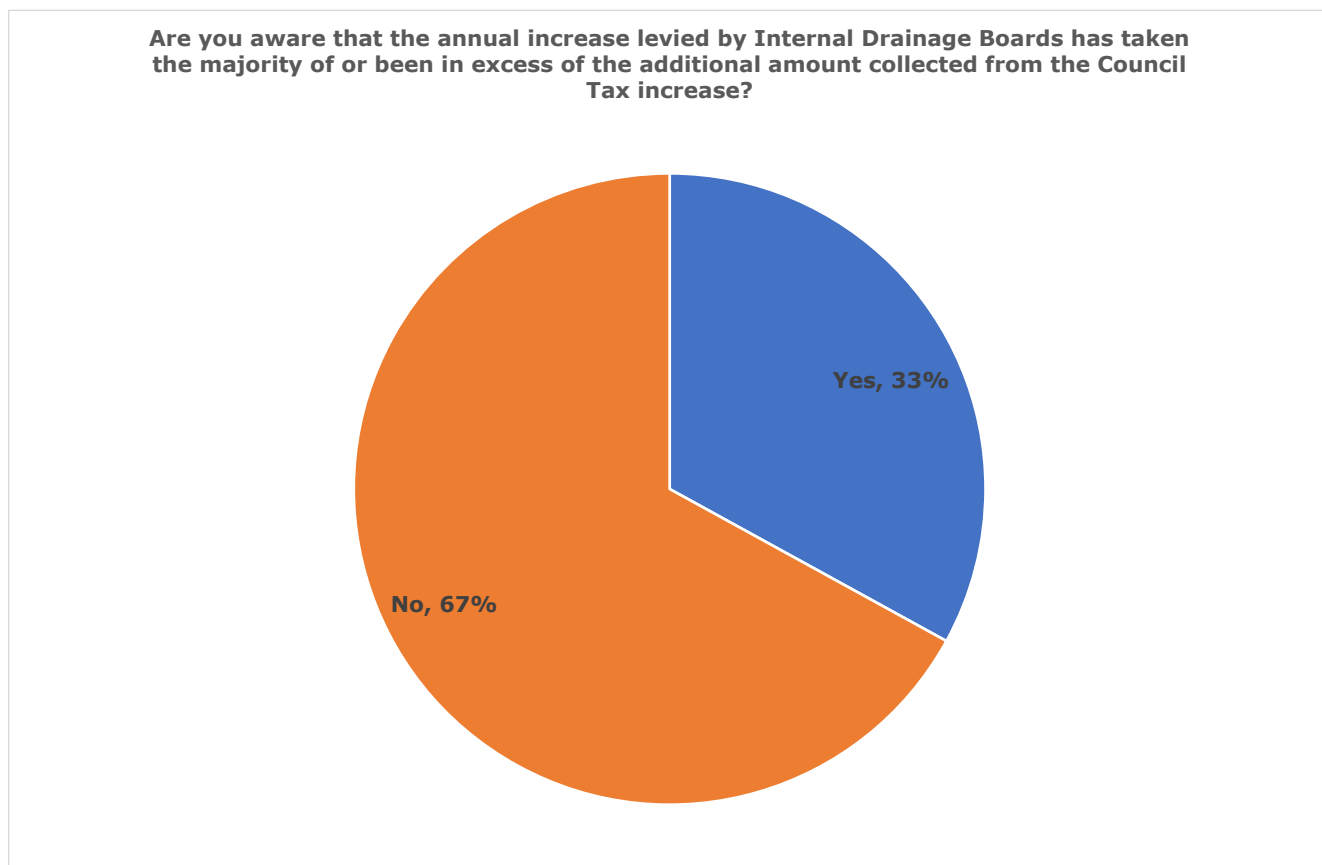
11. All respondents were informed that at times of high river and canal levels, pumping stations played a vital role in reducing the impact of flooding to homes, businesses, and farmland. Furthermore, these stations and some waterways were managed by public bodies called Internal Drainage Boards (IDBs). Like households and businesses, the IDBs have seen their costs and utility bills increase significantly, with these expecting to rise more next year. This means that even less money may be available for services through the money collected from Council Tax.

All respondents were asked if they were aware that for the equivalent of every £10 of the Council Tax charged to properties, Boston Borough Council only received £0.99p, and of that, the equivalent of £0.64p was passed on to the Internal Drainage Boards? The pie chart below shows that 45% of all respondents were aware that for the equivalent of every £10 of the Council Tax charged to properties, Boston Borough Council only received £0.99p, and of that, the equivalent of £0.64p was passed on to the Internal Drainage Boards, with the remaining 55% stating that they were not aware.

Are you aware that for the equivalent of every £10 of the Council Tax charged to properties, Boston Borough Council only receives £0.99p and of that the equivalent of £0.64p is passed on to the Internal Drainage Boards?

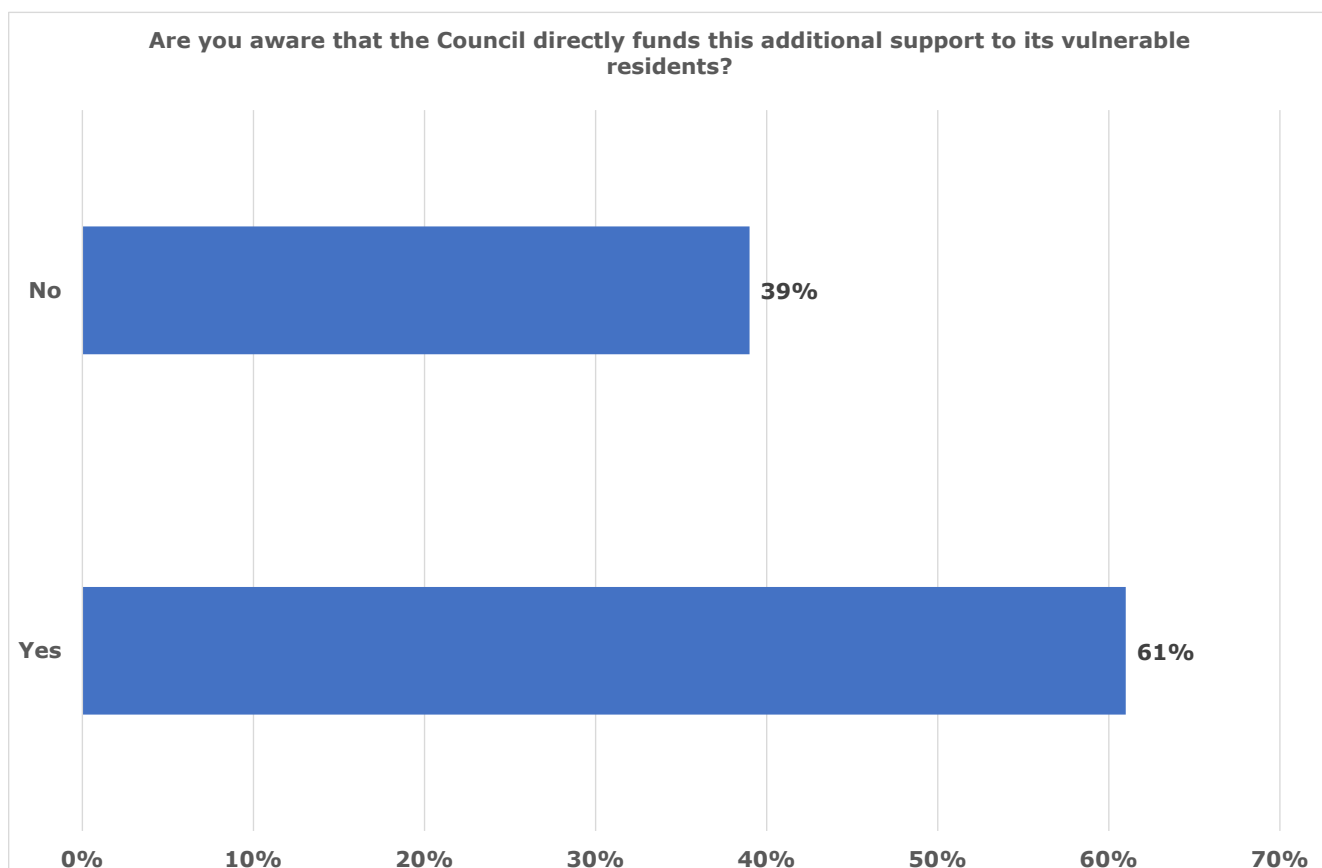


12. The pie chart below shows that 33% of all respondents were aware that the annual increase levied by Internal Drainage Boards had taken the majority of or been in excess of the additional amount collected from the Council Tax increase, with the remaining 67% stating that they were not aware.



13. All respondents were advised that the Council Tax Support Scheme provided financial assistance through a reduction in Council Tax bills for households on a low income or receiving certain benefits. Boston Borough's scheme for working-age applicants was means-tested, with special consideration for vulnerable groups, including families with children, individuals with disabilities, and those with caring responsibilities. Additionally, the scheme protected War Disablement Pensioners, War Widows, War Widowers and Care Leavers. They were also advised that since 2013, the Council had offered a support scheme that covered up to 75% of Council Tax for working-age households on low incomes. Currently, the scheme supported around 4,700 households at a cost of approximately £4.38 million annually. A link to the Council Tax Support Scheme was provided, should respondents need more information.

All respondents were then asked if they were aware that the Council directly funded the additional support to its vulnerable residents? The chart below shows that 61% of all respondents stated they were aware that the Council directly funded the additional support to its vulnerable residents; with the remaining 39% stating they were not aware.



14. All respondents were given the opportunity to make any comments. Some respondents commented that the whole system needed an overhaul especially Internal Drainage Boards. Others thought that more money was needed from Lincolnshire County Council or the Government. One respondent queried whether landowners contributed towards the Internal Drainage Boards. A couple of respondents felt that there was little help available to those on low incomes and not on benefits but those on benefits tended to receive help. A further respondent commented that pressure should be put on employers to pay a decent wage so that residents did not rely on the Council for certain benefits. A full list of comments are listed below.

- The percentage must be reduced to 50% support. We are all paying this and clearly it is no longer affordable until a long-term IDB funding solution is found.
- Support the vulnerable as it's greatly appreciated
- With the number of 'vulnerable residents' taking so much of the money paid by Boston residents who probably don't have much income themselves it is obvious that more money needs to come from either Lincolnshire CC or from central Government.
- Do land owners pay towards the drainage board costs as they are the people who need the drainage most.

- To save money how about all the hierarchy in Boston get paid the minimum wage like all normal staff that would save millions and all elected members in the Council is councillors do it for free. A
- According to Google, my Council Tax is higher than a similar property in Kensington, yet the facilities are much less, and 'we' are expected to have the likes of pylons and wind generators, without thought to maintain their standards.
- I feel that closer inspection of those in receipt of the support needs to be taken as many use the system to their advantage when it is needed, which is costly and takes away from those in genuine need.
- Very little support for low incomes, earlier in the year I was a Universal Credit recipient. No support with CT was given. Whole system requires reform in my opinion. Especially IDB's. They should be paid for by farmers and/or the nation.
- Non-working households that are not unemployed due to retirement or illness should have measures to encourage them into work rather than living off of benefits as though they were an income.
- As the vulnerable receive benefits according to their situation the support should be reduced from 75% to not more than 50%.
- People not on benefits struggle more than those on benefits yet get no help because they bother to work. Stop giving more discounts to those already on benefits! I'm on low income but can't get help because I work, yet people on benefits earn more than I do yet qualify because they are on benefits! How is this fair?
- I do not want to contribute to other people's council tax. I already contribute to other people's electricity, gas, water, and broadband bills.
- I would just want to be reassured that the Council Tax is collected from every individual who has a liability to pay the tax.
- Please keep up support for this
- Woefully under resourced Council Tax fraud prevention. It needs to go to those who need it. I've seen with my own eyes it wrongly applied (worked on council tax)
- The system needs an overhaul
- The population of Boston is enormous now. And the services are at the worst level in living memory I feel that we need an independent audit to see why the maths do not add up and to find the missing millions.
- I think support for working aged people, who can but don't work, should be removed. The working people of this country pay enough already.
- This should come directly from the government not from Boston council tax!
- The Council should satisfy themselves and rate payers that they get good value for money and not just hand over the money using the providers financial statements. Any provider can spend money just to make sure they exceed budget so as to ensure the following years allowance.
- For single persons council tax should be halved unless they have more than two bedrooms
- There should be pressure on employers to pay a decent wage so that the reliance on handouts by local Councils is removed.

- Enforce the law, issues fines, reactivate the speed cameras. Reap the benefits and do your job in an effective, positive, and non-wasteful manner.
- Public toilets
- Look at all staff and check if actually needed, other front-line organisations have done this

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Report To:	Cabinet
Date:	19 th February 2025
Subject:	Boston Markets Policy and Severe Weather Policy review
Purpose:	To Present for Members Consideration an Update on the General Policy for Managing Boston Market/s and the Boston Market Severe Weather Policies,
Key Decision:	No
Portfolio Holder:	Councillor Dale Broughton – Deputy Leader
Report Of:	Phil Perry – Assistant Director, Leisure & Culture
Report Author:	David Smith – Markets Manager
Ward(s) Affected:	All
Exempt Report:	No

Summary

The Markets Service last reported to Cabinet on 27 March 2024, and following the implementation of the Boston Markets Development Plan, the Markets Service has undergone a full-service review in line with the South and East Lincolnshire Councils Partnership's (SELCP) Annual Delivery Plan.

This review highlighted the need to review the current Market and Severe Weather Policies, as a priority as the service evolves, to ensure the market is operated efficiently, consistently, and safely. This report details the draft revised and new policies for the service.

The purpose of the new Market Policy (**Appendix 2**) and Severe Weather Policy (**Appendix 3**) is to set out the matters the Council will take into account when considering and undertaking its duty to provide and manage its markets. It details the responsibilities of the council in official guidance of the policy for the Council to act in a particular way and the expectation set of the traders.

This report has also gone before the Environment and Performance Scrutiny Committee on 11 February 2024.

Recommendations

That Cabinet approves the updated draft Market Policy (**Appendix 2**) and Severe Weather policy (**Appendix 3**) as provided in this report.

Reasons for Recommendations

To enable members to review, comment, and challenge the information presented, and consider the new measures being proposed.

Other Options Considered

To not progress the reviewed draft Markets Policies. This has been discounted to ensure through a review, the commitments made by the Council's Cabinet are delivered against, to ensure the market is operated efficiently, consistently, and safely.

1. Background

- 1.1 The Markets Service last reported to Cabinet on 27 March 2024, and following the implementation of the agreed Boston Market Development/Action Plan, a review of the service, has been undertaken in line with its actions, including associated policies. This report details the draft revised and new policies for the service. This report also includes the current Market Policy appended as **Appendix 1** as a point of reference.

2. Report

- 2.1 The purpose of the Market Policy is to set out the matters the Council will take into account when considering and undertaking its duty to provide and manage its markets. It details the responsibilities of the council in official guidance of the policy for the Council to act in a particular way and the expectation set of the traders. The Markets Policies have been reviewed for the 2025/26 financial year and is attached as **Appendix 2**.
- 2.2 Markets Policies are reviewed annually to update fees and charges and minor changes to wording, but following the review of the service, it was determined that a wider review of the policy was also needed.
- 2.3 The review of the Markets Policies was undertaken with some extensive research of other local authority Markets policy and draws on best practice from them all. The policy also considers an increase of traders that don't necessarily have English as their first language, so it aims to make the policy terms clearer, using uncomplicated, basic wording as much as possible.

2.4 Within the draft Market policy, some of the principal changes to consider, aim to make the policy clearer and as accessible as possible, and are as follows:

- The Tenant mix has been made clearer.
- There is a new requirement for new traders to provide risk assessments if using their own stalls/equipment.
- New requirement for all new traders to pay only via Direct Debit.
- Charity stalls to be allowed to stand free, once a quarter, instead of a once a year, officers believe that it is better to filling the spaces available, rather than leaving them empty. If space becomes limited, traders will have priority.
- Clarity on fees when trading directly from a vehicle, and a minimum charge introduced for any pitch which isn't currently in place.
- New incentives added for new casual traders and traders that haven't traded at Boston for 12 months. This has the potential to raise additional revenue, so whilst there is space on the market, these offers would be a great tool for the future marketing and promotion of the market. Offers not available to traders on debt repayment plans or who have previously served a suspension with BBC.
- There is a debt repayment warning added, to remind Traders of timely payments of invoices, and late invoice payments are to be strictly monitored with disciplinary proceedings for those breaching the policy.
- Holiday entitlement has been made clearer, with traders holiday increased from 4 to 5 days for Traders who trade at a single Market each week, and 8 to 10 days for Traders who trade at both Markets each week.
- Inclement weather day entitlement increased from 1 to 2 for Traders who trade at a single Market each week, and 2 to 4 days for Traders who trade at both Markets each week.
- Significant changes have been made to the disciplinary procedures, with the Trader conduct section updated.
- Information on selling second-hand goods on the market has been added.
- Information on the provision of electric and generators used on the market.
- Erect and dismantle time for gazebos also added.
- Trading hours reduced by 30 minutes but instead, a strict compliance to not pack away until 30minutes prior to core trading hours ending. It's been noted that some traders are packing away earlier than the core trading hours. Feedback from traders is that customer behaviour has changed over the years, with most of their customers attending the market earlier leaving trade past 2pm very quiet. So, by enforcing this strict compliance, customers will have consistent trading timetable at each market.
- Emergency procedures have been added.
- The Fees table has been moved to a dedicated fees section.
- Health and safety inspection form for Market Officer, dismantling instructions for Council staff and trader application form removed from main body of the policy.

2.5 The Markets Service has also experienced changing weather patterns that have led to increasing numbers of storms affecting the markets, with higher windspeeds more often that can be dangerous due to the nature of gusts of wind being unpredictable. A new more formalised Severe Weather Policy has therefore been drafted in collaboration with the health and Safety Manager, to mitigate against the changing weather throughout the year, this draft policy is appended as **Appendix 3**.

2.6 The aim of the Severe Weather Policy is to determine when and how the decision to restrict or close a market is taken as it can cause a lot of disruption with the potential for financial and logistical impacts for all concerned, and therefore is never taken lightly. Its key priority is to protect the public, traders, and staff safety in the event of any severe weather which would affect any open-air market or event operated by Boston Borough Council. The policy should apply in the following circumstances:

2.6.1 A severe weather warning is in force and has been issued by the Met Office or,

2.6.2 in the opinion of the Markets Manager there is a risk to safety due to adverse weather conditions.

2.7 The objectives of the Severe Weather Policy are:

2.7.1 To comply with the Council's duties and obligations to its staff, traders, and members of the public under the Health and Safety at Work Act 1974.

2.7.2 To comply with the Council's common law duties under the Occupiers Liability Act 1984.

2.7.3 To comply with the Council's insurers.

2.7.4 To ensure any decision to close or restrict a market is taken fairly, consistently, and transparently and is communicated to all parties as soon as a decision is made.

3. Conclusion

3.1. The Boston Market Policies have been developed to support accountability within the service to deliver strategically and operationally what is required from this important borough asset.

3.2. In conclusion the draft Boston Market Policies have been reviewed and updated in line with the evolving markets service and best practice and are presented to the Environment and performance Scrutiny Committee for its consideration with a view to seeking feedback prior to submission to Cabinet on 19th February Cabinet 2025.

Implications

South and East Lincolnshire Councils Partnership

The Boston Market Policies are an integral part of a Partnership approach to delivering a more sustainable markets service. The Policies sit under the Boston Town Centre Strategy and Action Plan 2023-27, which recognises the contribution to the economy that Boston Town Centre plays in the South and East Lincolnshire sub-region as a wider strategic economic hub and the South and East Lincolnshire Councils Partnership from a place making perspective.

Corporate Priorities

The proposed Plan aligns to the following Sub-Regional South and East Lincolnshire Council Partnership priorities:

- Priority 1: Growth and Prosperity
- Priority 2: Healthy Lives
- Corporate Priority: Efficiency and Effectiveness

Staffing

None.

Workforce Capacity Implications

None.

Constitutional and Legal Implications

The Council's Markets are required to conform to the requirements of charters granted in 1308 for weekly Wednesday and Saturday markets, and 1545 through Boston's Charter of Incorporation.

Data Protection

There are no specific data protection implications to report as a consequence of the development of the report.

Financial

There are no direct financial implications to note regarding this report.

Risk Management

The Policies aim to mitigate against risks within the Markets Service.

Stakeholder / Consultation / Timescales

The Policies have been developed following engagement work with the Portfolio Holder, Lead Officers and Partners.

Reputation

The Policies support work to uphold the reputation of the Council by promoting an efficient and effective service that safeguards the appropriate use of the Boston Market for members of the public.

Contracts

None.

Crime and Disorder

There are no key implications relating to crime and disorder as a consequence of this report.

Equality and Diversity / Human Rights / Safeguarding

None.

Health and Wellbeing

None.

Climate Change and Environmental Implications

None.

Acronyms

BBC – Boston Borough Council

Appendices

Appendix 1	The current Boston Markets Policy 2024
Appendix 2	The draft Boston Markets Policy 2025
Appendix 3	The draft Boston Market Severe Weather Policy 2025

Background Papers

Background papers used in the production of this report are listed below: -

Document title	Where the document can be viewed.
Boston Market Update & Development Plan	Boston Market Update Development Plan Report.pdf

Report Approval

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MARKET POLICY & TERMS & CONDITIONS OF LETTING



**BOSTON BOROUGH COUNCIL
MUNICIPAL BUILDINGS
WEST STREET
BOSTON
LINCS PE21 8QR**

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1.0 AIMS AND OBJECTIVES

- 1.1 To maintain the operation of a Saturday and Wednesday market originally granted by Charter in 1545.
- 1.2 To preserve the market's joint function as an economic entity and visitor attraction by offering a diverse and attractive range of goods and services to shoppers and visitors.
- 1.3 To seek to manage the market on a cost neutral basis whilst providing the wider benefits to the town from having a vibrant town centre market.

2.0 GOVERNANCE

- 2.1 The market is part of the Council's Leisure & Culture Section. The following personnel have responsibility for operating and managing the market:-
 - The Markets Officer is responsible for day-to-day market operations.
 - The Markets Manager will act as Line Manager for all market operations.
 - The Assistant Director will act as Head of Service for all market operations.
- 2.2 The market will be subject to the Council's audit process.

3.0 PERFORMANCE MONITORING

- 3.1 The performance of the market will be monitored in terms of:
 - a) Average Market Traders attending per month
 - b) Income & costs in the context of the objective to operate on a cost neutral basis

4.0 FREQUENCY

- 4.1 The Council will hold Markets every Wednesday and Saturday throughout the year.
- 4.2 There will be a maximum of 3 days where markets will not be held to allow for the annual May Fair.
- 4.3 There may be days when markets will not be held to allow for the annual Christmas market and Christmas period.
- 4.4 During the Christmas period, there may be additional limited markets. There will be no stalls provided for these markets and limited pitches will be on a first come first served basis.



- 4.4 Details of all markets to be held will be published at the start of each year (January) on the Boston Borough Council website.

5.0 MARKETS ON BANK HOLIDAYS

- 5.1 When Christmas Day, Boxing Day or New Year's Day (Public Holidays) fall on a Boston market day, no market shall be held.

6.0 CAR BOOT SALES

- 6.1 A copy of the Council's Car Boot Policy is attached as Appendix 1.

7.0 SPECIALITY MARKETS

- 7.1 The Council may, where it considers it appropriate, encourage and support certain speciality markets providing they do not negatively impact upon the regular Wednesday and Saturday Markets. Such markets might include, but are not restricted to, farmers' markets, Christmas markets, continental markets and antiques and craft fairs.

8.0 TENANT MIX

- 8.1 In order to ensure the viability of Boston market, the Council will ensure that the market offers an extensive range of goods but does not have an excess of regular traders selling any particular type of goods. Market applications will be determined through Officer Delegation, with the Head of Service hearing any appeals.

9.0 TRADING ON BOSTON MARKET

- 9.1 Traders at Boston Market are categorised as either regular or casual traders.

9.1.1 Regular traders. Traders are deemed to be regular traders when they have stood at Boston Market for 8 consecutive trading days (this can be consecutive Wednesdays, Saturdays or a mix of Wednesday and Saturdays) and have met all of the criteria below. Traders categorised as regular traders will be offered, where possible, the same stall/pitch for each market they attend; however, locations may differ from Wednesday to Saturday.

9.1.2 Casual traders. Traders are deemed to be casual traders when they attend Boston Market intermittently and meet the criteria below. Casual traders will only be offered a stall/pitch subject to availability and will not be entitled to stand at the same location each time they attend. Casual traders will only be able to occupy a market stall/pitch when directed to do so by the Council's Markets Officer.

- 9.2 Permission to commence trading on Boston's markets, whether as a regular or casual trader, is subject to compliance, by the trader, with all the following conditions:



- 9.3 Receipt of a fully completed and signed application form accepting compliance with the market terms and conditions.
- 9.4 Receipt of a copy of a current certificate demonstrating valid Public Liability Insurance against an amount of not less than £5,000,000 (5 Million Pounds).
- 9.5 Receipt of a copy of current electrical and gas safety certificates for any equipment that is to be used on Boston market. All electrical equipment is also to be PAT tested and appropriately labelled.
- 9.6 Receipt of food hygiene, health and safety certificates if appropriate.
- 9.7 Where any of the above documentation has not been received by the Council in advance or is not passed to the Markets Officer upon arrival at the market, then the trader will not be permitted to trade and will be asked to leave immediately. It is the trader's responsibility to ensure they provide copies of all renewed documentation in a timely manner.

10.0 CASUAL MARKET STALL BOOKING

- 10.1 Casual market traders will need to book no later than 3pm the day before the Market they wish to stand on.
- 10.2 Stalls may only be booked via markets@boston.gov.uk by 3pm on the Tuesday or the Friday prior or; phone bookings can be made 10am - 3pm on a Tuesday and Friday only on 01205 314200
- 10.3 Casual Market stalls and pitches will be allocated on the morning of the market.
- 10.4 Any casual trader not attending following confirmation of booking will be charged the full fee for that market day.

11.0 CHARITIES AND NON-COMMERCIAL ORGANISATIONS

- 11.1 Where the market can be let to capacity to commercial traders, no charities or non-commercial organisations shall be permitted to stand.
- 11.2 All applications from charities and non-commercial organisations shall be treated in the same way as applications from commercial traders. However, each of these organisations shall be permitted to stand, free of charge, for the first market attendance in each financial year. Attendance at subsequent markets shall be chargeable at the full rate.
- 11.3 Each and every market appearance by a charity or non-commercial organisation must be supported by a separate application. Any and all such applications are to be referred to the Markets Officer for approval. In the absence of the Markets Officer, all such applications should be referred to the Markets Manager. The approving officer must sign and date the



application stating the decision and the reasons supporting that decision. These applications remain at the absolute discretion of the Council.

11.4 Boston Borough Council reserves the right to stand at any time to promote awareness of its own services where appropriate.

11.5 No organisation should be able to stand to promote and/or influence the public in political manner.

12.0 FEES

12.1 The fees payable for the hire of the market stalls or pitches shall be reviewed and set annually by the Council. Fees shall be set in each case relating to the size and/or number of stalls or pitches occupied by the trader and any additional trading area occupied by the trader. A table of current market fees is attached at Appendix 2 to this policy.

12.2 Fees will be invoiced retrospectively at the end of each month and payment can be made using the following methods: -

- Online: Log on to:

<https://www.boston.gov.uk/article/20221/Pay> (this service is available 24 hours a day, 7 days a week)

- Contact our financial services team on 01507 613302 during office hours.
- Pay at your local Post Office or Pay point Outlet by presenting your invoice with your payment.
- Direct Debit (please see above)
- Cheque – Cheques should be made payable to Boston Borough Council. Please ensure that your invoices reference is placed on the back of the cheque.
- Internet Banking/ BACS. Pay using your online bank account. Our sort code is 40-12-30, Account Number 51644807, Bank: HSBC
- Standing Order – contact our financial services team to request a mandate. If you chose this option, please ensure that you have included your customer number on your mandate before submitting it to the bank.

12.3 The Council's payment terms are strictly 14 days from the date of invoice. Failure to pay invoices in a timely manner may result in you being unable to trade on Boston Market until your account is settled in full.



- 12.4 All fees are subject to at least an annual review and changes are reported as part of the Council's ongoing budgetary process.

13.0 INDEMNITY AND INSURANCES

- 13.1 Traders shall indemnify the Council from and against all claims, damages, loss, expenses and costs in respect of any explosion, fire, accident or injury to any persons or property which may have arisen as a result of, or in connection with, the occupation or use of any stall or pitch on any part of Boston's market.
- 13.2 Proof of indemnity against an amount of no less than £5,000,000 (five million pounds) shall be presented upon initial application for the holding of a market stall and annually upon renewal of such insurance.
- 13.3 Failure to provide valid insurance for either casual or regular traders will mean immediate dismissal from the market until the correct paperwork is produced.

14.0 TRANSFER OR SUB-LETTING OF STALLS/PITCHES

- 14.1 The transfer or sub-letting of stalls and pitches, or any part thereof, is strictly prohibited.
- 14.2 In the event of a trader disposing of his or her business to another trader, a new application for permission to stand on Boston's market shall be completed by the purchasing trader and submitted to the Council for consideration. The Council, for its part, shall not unreasonably withhold permission and shall, where possible, allocate the same stalls or pitches as previously used by the vendor trader. The purchasing trader shall not stand prior to receiving the necessary consents.

15.0 ABSENCE FROM THE MARKETS

- 15.1 Regular traders are permitted authorised absence (holiday) from the market, without being liable for payment, for up to four markets if trading once per week, or up to eight markets if trading twice per week. The absence period will run from 1st April - 31st March.
- 15.2 In exceptional circumstances (such as the Pandemic of 2020/2021) the Council may wish to offer a period of free rent for all traders, but this will be determined at the time of any such incident.
- 15.3 Fees remain payable during any additional periods of absence if the trader wishes to resume trading under designated "regular trader" status, otherwise the trader will be pre-designated as a "casual trader" and their fees will be adjusted accordingly. A quarterly absence report shall be run to monitor leave; any outstanding rents will be billed as required.
- 15.4 If the absence is as a result of short-term illness, then holidays should be used. Any trader suffering a long-term illness is asked to provide written proof



and, in such cases, will not be charged for those periods of absence and will retain their regular status.

- 15.5 Traders are asked, wherever possible, to arrange hospital appointments outside of market trading days. Where this is not possible, then proof of appointment will be required, fees will then not be payable for that day.
- 15.6 The Council reserves the right to let vacant stalls and/or pitches to casual traders during periods of absence, regardless of the category of goods traded by that casual trader. However, the Council will aim to ensure a casual trader does not sell the same goods as where a regular trader would stand.
- 15.7 In the event of unavoidable absence by a trader through any reasonable cause, the Council will guarantee the stall or pitch until 8.15 am only; provided that the trader concerned has reported the anticipated delay to the Markets Officer on his mobile telephone number 07879 420966 by 8.00 am on the market day concerned. A later time may be agreed at the absolute discretion of the Markets Officer and in exceptional circumstances only. The Council reserves the right to re-let the stall/pitch after 8.30 am or after such other time as may have been agreed at the discretion of the Markets Officer.
- 15.8 Following absence by a trader of four consecutive markets, without proper notification of the cause of absence, the agreement for that trader shall be terminated and the stall/pitch re-let. All letting fees are due to the Council up to and including the date of termination.

16.0 TERMINATION OF LETTING

- 16.1 The Borough Council has the absolute right to terminate the letting of a stall or pitch, with immediate effect in the event of:
 - 16.1.1 Breach, by any trader, of the Markets Policy.
 - 16.1.2 Breach, by any trader, of any legislation pertaining to the operation of the market.
- 16.2 Where immediate termination is deemed appropriate, the trader will be ordered, by the Council, to leave the market and shall, within 10 days, be notified, in writing as to the reason or reasons for termination.
- 16.3 Where the breach is deemed not serious enough to warrant immediate termination, the breach will be dealt with as follows: -
 - 16.3.1 First Breach. Trader issued with a written warning which is recorded by the Council on the Trader's file.
 - 16.3.2 Second Breach. Trader issued with a further written warning which is recorded by the Council on the trader's file.



- 16.3.3 A third breach shall result in either suspension from the market, for a term to be determined by the Council or termination of the letting. The trader shall, within 7 days, be notified, in writing as to the reason or reasons for the suspension or termination.

17.0 GOODS TRADED

- 17.1 All goods sold must comply with the Sale of Goods Act 1979 (as amended) in that they must be:
- as described (either verbally or on the label or packaging or otherwise)
 - of satisfactory quality
 - fit for purpose unless, prior to sale, any defects are brought to the attention of the buyer or where any such defects would be obvious to a prudent buyer.
- 17.2 All goods sold must also be lawfully in the possession of and lawfully offered for sale by the seller.
- 17.3 All traders shall ensure that they are in a position to issue a written receipt showing the trader details, when it is requested by the purchaser.

18.0 CHANGES IN GOODS TRADED

- 18.1 In the event of a trader wishing to make a material change in the type or range of goods traded, then a new application to trade on Boston's market shall be completed by the trader. The Council, for its part shall not unreasonably withhold permission, but shall determine the application giving regards to Section 8. The trader shall not make any material changes in the type or range of goods traded prior to receiving the necessary consent.

19.0 LAYOUT

- 19.1 The Council reserves the right to alter the layout of the market from time to time in order to accommodate any works or other activities that are beyond the Council's control in the Market Place. Wherever possible, such changes will be notified to the traders affected by the changes in advance of market days.
- 19.2 The Council reserves the right to temporarily or permanently alter the layout of the market in the Market Place, subject to prior consultation with the market traders and/or their representatives. The Council's decision in this matter shall be final.

20.0 STALL & PITCH BOUNDARIES

- 20.1 Traders shall not, without specific approval from the Council, place goods or refuse or in any way occupy any area beyond the boundaries of the stall or pitch rented to them. This applies to all such goods or refuse, whether placed on the ground, on tables, boxes or rails, or suspended from the frame of the



stall. The boundary of the stall is defined as an area enclosed by the frame of the stall as supplied by the Council and for which the trader has agreed to pay a fee at the prevailing rates set by the Council. The boundary of a pitch is defined as an area agreed between the trader and the Council.

- 20.2 The Council shall permit extensions to stalls or pitches, at its discretion, where to do so would not impede the operation or safety of the market or the pedestrian flow nor prejudice the safety of the users of the market. Erection of extensions to stalls will be in agreement with the Markets Officer and subject to the extension not causing any obstruction to the market. The Council reserves the right to charge for any additional space occupied outside the usual stall or pitch boundary and this shall be based on the prevailing rates for the letting fee of pitch space, (based on width per foot), as set by the Council.

21.0 CONDUCT

- 21.1 Traders shall at all times conduct their business in an orderly manner without causing obstruction of the market or interfering in any way with the business of another trader and in compliance with instructions given from time to time by the Council.
- 21.2 Traders shall conduct their business in a lawful manner meeting all legislative requirements relevant to the operation of their business.
- 21.3 Traders shall at all times exercise courtesy towards other traders and members of the public passing through the market.
- 21.4 The Council will not tolerate any form of abuse or violent behaviour.
- 21.5 Failure to adhere to these requirements shall result in those traders found to have broken these rules being subject to the "termination of letting" procedures at Clause 15.

22.0 HEALTH & SAFETY

- 22.1 All traders have a legal responsibility to safeguard their staff, members of the public and any other person who has cause to use their stall. Traders are required to comply with all health and safety legislation and must report to the Council any reasonably foreseeable hazards that they do not have control over. Traders must comply with any reasonable requests made by the Council in respect of health and safety.
- 22.2 Traders are responsible for checking their trading area at regular intervals to ensure no risks are posed. They must either resolve any issues or report them immediately to the Markets Officer.
- 22.3 A health and safety inspection shall be carried out, by the Council, during each market; a copy of which will be held on file. The inspection shall take into account, but shall not be restricted to:



- 22.3.1 Stall frames
- 22.3.2 Stall frame safety pins
- 22.3.3 Cables
- 22.3.4 Electrical supplies and equipment
- 22.3.5 Stall holders' trading practices
- 22.3.6 Obstructions
- 22.3.7 Vehicular movement

A copy of the Health and Safety inspection sheet is at Appendix 3 to this Policy.

23.0 INCIDENTS IN THE MARKET PLACE

- 23.1 Boston Market is held in a Public Open Space and as such anyone can enter the space and Council Officers have no powers to remove anyone from the Market area, regardless of how inappropriate their behaviour might be. If any trader witnesses or experiences incidents of anti-social behaviour they should call 101 to report the matter to the Police and thereafter inform the Market Officer.

24.0 STALLS - ERECTION, DISMANTLING, USE AND DAMAGE

- 24.1 The erection and dismantling of Council market stalls is the responsibility of the Council and its employees. No other persons are to erect or dismantle Council market stalls. The Council will also provide and put in the stall frame pins into Council owned stalls. Once erected, no stall supplied by the Council shall be removed, disconnected or dismantled by any trader. If there are any concerns about this, traders should liaise with the Markets Officer.
- 24.2 Any trader using extension bars on a Council owned market stall must ensure that stall pins are put back before they trade.
- 24.3 Stalls will be erected on the evening/night before the market takes place i.e. Tuesday and Friday. Stalls will be erected between 4pm and 7pm; however, these times may change to suit Boston Borough Council's operational needs.
- 24.4 Where covers have been provided to traders for stalls, these covers remain the property of Boston Borough Council and are not to be used on other Markets away from the Borough.
- 24.5 Should damage occur or someone be injured as a result of any trader not putting their own stalls up safely, they will liable for this, rather than the Council and their details will be passed on to the third party.
- 24.6 Traders are to ensure they have sufficient weights and fastenings to support their stall(s) in inclement weather conditions.



25.0 COMPLIANCE WITH FOOD SAFETY REGULATIONS

- 25.1 All traders of hot or cold food will be required to comply with all relevant legislation and must have registered their business with the appropriate local authority. Standards to which traders must adhere are attached as Appendix 4. Traders are required to provide evidence of the registration to the Markets Officer.
- 25.2 All traders of hot or cold food must have a food hygiene rating of 4 or 5 in order to be able to stand on the market.
- 25.3 Council Environmental Health officers will routinely inspect food trailers. Any serious or persistent non-compliance with current legislation will result in the termination of lettings procedure being enacted.
- 25.4 All food traders must supply Boston Borough Council with the following:
- Documentation from the Local authority where your business is registered.
 - Documentation showing the date of your last food hygiene inspection; and
 - Your current hygiene rating.
- 25.5 Any action taken under the termination of lettings procedure does not preclude the Council from taking formal action for non-compliance of food safety legislation.

26.0 SALE OF ILLEGAL OR INAPPROPRIATE GOODS

- 26.1 The Council reserves the right to terminate any letting or to refuse any application on the grounds of illegality or inappropriateness of goods traded. Such goods include, but are not limited to: pornography, knives used for non-culinary purposes, BB guns, replica guns, ornamental weapons, drugs of any class and items displaying profane text or images.
- 26.2 No trader shall sell any item that contravenes any of the following, or similar associated legislation:
- a) Trade Descriptions Act 1968
 - b) Video Recordings Act 1984
 - c) Copyright Designs & Patents Act 1988
 - d) Trademarks Act 1994

27.0 CORE TRADING TIMES

- 27.1 Core trading times are those hours during which stalls and pitches must be occupied and trading.
- 27.2 Core trading times on Boston Market in the Market Place are:

1st April to 31st October
April 2024

8.30am to 3.30pm; and



- 27.3 Regular traders must take occupation of their pitch by 8.30am. Casual traders shall be allocated a pitch as early as possible after 8.00am, subject to availability. Please see Clause 10 regarding booking a casual market stall. In cases of extreme weather, trading times may be altered. See Section 29.

28.0 ALLOCATED PITCHES

- 28.1 All regular traders should, wherever possible, be allocated the same pitch each Wednesday, or each Saturday.
- 28.2 Traders who regularly attend each Wednesday and Saturday should, wherever possible, occupy the same position on both days. Where this is not possible, the Council will allocate a pitch as near as possible to the regular position, according to availability.
- 28.3 In all cases, the allocation of stalls remains at the absolute discretion of the Council.
- 28.4 Casual traders will be allocated available pitches on the day of the market. These may not always be in the same location.

29.0 VEHICLES

- 29.1 Each trader is permitted to park one vehicle close to their stall for the duration of the market. The location of the vehicle shall be agreed with the Market Officer to ensure that the area remains a safe environment for traders and members of the public. A parking permit must still be clearly displayed.
- 29.2 Any traders' vehicles that are parked off-site and in Council operated car parks shall display a valid parking permit, issued by Boston Borough Council Markets Officer, or a valid pay and display ticket. The Council will make known to traders those car parks where traders' vehicles can be parked.
- 29.3 Traders shall not return their off-site vehicles to the market during core trading times (as detailed in clause 26), nor shall on site vehicles be removed from the market during core trading times. In the case of emergency, as declared by the Council, or in the case of adverse weather conditions, as declared by the Council, these regulations may be relaxed either in individual cases, or collectively according to the circumstances. At the close of the market, traders must cease trading no later than 4.30pm and the Market Place must be vacated by 5.30 pm at the latest.
- 29.4 Vehicles driven by traders shall access the Market Place by means of the Town Bridge only and shall exit the Market Place via South Street. Vehicles shall not, except in the case of an emergency, as deemed by the emergency services, enter or exit the Market Place via Strait Bargate, or any other route.



Traders in breach of this regulation shall be subject to the "termination of letting" procedure as described at Clause 16 of this document.

30.0 REFUSE REMOVAL

- 30.1 Traders are required to keep their stalls and pitches and associated areas free from litter/refuse and in a condition to the satisfaction of the Council.
- 30.2 Traders may arrange and pay for additional wheeled refuse containers or bags to dispose of trade waste from a commercial waste company. These refuse containers must be sited in a position agreed with the Markets Officer and collection times agreed.
- 30.3 On no account shall traders dispose of commercial market waste in public bins.
- 30.4 No waste is to be left at the Market. Traders may leave themselves open to prosecution if any waste is left on site. Clause 16 will be used if required.

31.0 SEVERE WEATHER CONDITIONS

- 31.1 In the event of severe weather conditions where it is considered by the Council, or a market trader, that a serious risk of injury to the public and/or traders and/or damage to goods exists, the Council reserves the right either to permit the trader to leave the market immediately; to cancel the holding of the market on that day; or to call an early cessation to trading. Extreme weather conditions will be agreed in accordance with the guidance set out in the Council's Severe Weather Policy which is attached as Appendix 6.
- 31.2 Where trading has already commenced and the Council considers it appropriate to require the cessation of trading, they shall notify the traders accordingly and supervise the removal of all goods, equipment and vehicles from the Market Place.
- 31.3 Where a market is cancelled by the Council during a market day, or a trader is permitted to leave the market early in accordance with 31.1 above, no letting fee shall be payable by the trader concerned if trading ceases before 12 noon on that day. If no such action is taken before this time, then a full day's rent shall be payable.
- 31.4 Where a market is cancelled, due to adverse weather, the Council's decision will be deemed final and all traders will be required to vacate the Market Place immediately.
- 31.5 Traders are permitted to take one inclement weather day per trading market to use in weather conditions they deem not fit to trade in. (i.e. traders standing one day per week are permitted to take one inclement weather day between 1st April and 31st March and those traders standing two days per week are



entitled to take two). Rent will not be payable on these days, and this is in addition to the conditions set out at 31.3 above.

- 31.6 Where a trader wishes to no longer trade due to adverse, inclement, or extreme weather 'in their opinion' they may leave the market after seeking permission from the Markets Officer. Traders who choose to leave the market early due to inclement weather of their own decision will be charged a full day's rent.

32.0 COMPLAINTS

- 32.1 Any complaint by a market trader shall be directed in the first instance, either verbally, via email, or in writing, to the Markets Officer. If the trader considers that the matter has not been dealt with satisfactorily, or if the Markets Officer is unavailable, the complaint shall be directed, in writing, to the Council's Markets Manager.
- 32.2 If, after referral to the Markets Manager, the trader still considers that the issue has not been dealt with satisfactorily, then the Council's formal complaints procedure should be followed.
- 32.3 Where there is a dispute between a customer and a trader over goods purchased, the Council will advise the customer to try and resolve the dispute directly with the trader concerned. Where this is not possible, the customer should refer the matter to the Trading Standards Authority. If the dispute is still not resolved satisfactorily, the Council may take action to resolve the matter. In taking any action to resolve a dispute the Council will take into account the Sale of Goods Act 1979 and the conduct of the trader and customer.

33.0 CHANGES TO THIS POLICY

- 33.1 This policy will be reviewed annually or sooner and changes will be made where deemed necessary. Structural changes may be implemented without formal committee approval.



CAR BOOT SALES**SPECIAL CONDITIONS LAID DOWN BY BOSTON BOROUGH COUNCIL ON THE HOLDING OF CAR BOOT SALES FOR CHARITABLE PURPOSES.**

The Borough Council, as the Markets Authority, have considered the position of charities and other recognised voluntary organisations seeking to raise funds for good causes by the holding of car boot sales (including indoor "car boot sales") and has agreed to consider granting permission for such sales under the following conditions:-

- (1) Any space letting fee goes wholly to charity or other recognised voluntary organisations;
- (2) Sales can only be from cars and if stalls or tables are used they must have been carried in the boot of that car to the sale;
- (3) Not more than four car boot sales shall be held at a particular site in any one year;
- (4) Only private individuals shall be permitted to sell surplus household articles. No commercial traders will be allowed; and
- (5) No car boot sales shall be held on a Wednesday or Saturday within 6 & 2/3 miles of Boston town centre.

GUIDANCE NOTES

1. The object of this system is to preserve the rights of the Council under their Market Charter and to stop the growing practice of professional stallholders attending car boot sales and setting up what can be in effect a market.
2. Sales will be monitored to ensure that the conditions are being complied with. Contravention of the conditions may result in any future application being jeopardised.
3. Please note that Condition 2 prohibits the use of vehicles other than cars (e.g. vans, trailers, transit vans, caravans and buses).
4. The Council have granted delegated powers to officers to approve, but not refuse car boot sale applications. In order to avoid disappointment, it is recommended that applications be submitted at least 6 weeks in advance of the proposed date of sale to enable the application to be considered by the Committee if necessary.
5. If car boot sales are held on Sundays then the legislation with regard to Sunday Trading must be observed.



TABLE OF FEES AND CHARGES TO TRADE AT BOSTON MARKET 2023/2024

The following fees are payable by traders to trade on Boston Market:

Charging Item	Current Charge (£)
<u>Market Place Per Council Stall (10ft)</u>	
Regular Trader (Per Market)**	£22.00 - Exempt No VAT
Casual Trader (Per Market)	£27.00 - Exempt No VAT
<u>Market Place Per Pitches (per 1ft frontage)</u>	
Regular Trader (Per Market)**	£1.60 per 1 ft frontage - Exempt No VAT
Casual Trader (Per Market)	£2.20 per 1 ft frontage - Exempt No VAT
Electricity (other than for lights in winter)	£2.30 - Exempt No VAT
Parking Surcharge	£2 per vehicle per market - Exempt No VAT

** Incentive for REGULAR traders that stand every week April to February that the market is running (excluding their holiday entitlement) can stand free in March.

Incentive for NEW REGULAR traders – stand for 4 consecutive markets and get the next 4 consecutive markets free.



HEALTH & SAFETY INSPECTION FORM

Date..... Market.....

The following checks are to be made by the Markets Officer during every Wednesday and Saturday Market and a copy retained on file:

Observation Comments	Action taken	Action Required
1. Market Stalls. All market stalls are to be checked to ensure that they are in a safe condition. In the event of any stall being found in an unsafe condition the Markets Officer is to prevent use of this stall. If the stall is a Council stall contact the Stall Erection Team Supervisor to arrange for a replacement stall to be provided		
2. Stall Frame Safety Pins. Ensure pins are in traders stalls, make a note of the location of which stalls have been reviewed.		
3. Electric Cables All electric cables are to be checked to ensure that they do not pose a trip hazard. Any cables found that are considered to be a trip hazard should be removed or covered with appropriate matting, if sufficient quantities are available. Where matting is not available, make a note.		
4. Electrical Supply Boxes. All electrical supply boxes are to be checked to ensure that they are locked during market operations. At the end of each market the Markets Officer is to ensure that all electrical supply		



box doors are correctly located and secured.		
5. Stall Holders' Trading Practices. When completing checks of the market, ensure you cannot see any items that should not be sold, i.e. firearms, knives, and inappropriate adult content.		
6. Gangways/Obstructions All gangways through the Market and between stalls are to be checked to ensure that they are not obstructed. Any obstructions are to be removed immediately when they are found.		
7. Vehicles. Vehicles are to be checked to ensure that only those vehicles that have permission are parked behind market stalls. Vehicles are to be parked in a manner that does not cause an obstruction. Where unauthorised vehicles are parked in the Market Place, the Markets Officer is to summon assistance from Lincolnshire County Council to deal with the vehicles.		

At the end of the market the Markets Officer is to liaise with the Supervisor of the Street Cleansing team and the Supervisor of the Stall Erection team to ensure that they have completed their operations.

Name.....Signature.....Date....././.



BOSTON MARKET - STANDARD CONDITIONS FOR FOOD BUSINESS OPERATORS

The Council recognises the need for stringent food safety procedures in the prevention of food borne illness. The following conditions have been devised to ensure food businesses trading on Boston Market have appropriate food safety procedures. The conditions neither replace nor override existing or future food safety/labelling legislation, but must be complied with. Failure to do so may result in the business being prohibited from trading on Boston Market and/or formal legal action being instigated which may include prosecution and the seizure of any unsafe food.

1.0 All food businesses must:

- a) Provide evidence (letter from registering authority) that the food business is registered in accordance with the requirements of Regulation EC 852/2004 Article 6 (2)
- b) Ensure all suppliers are reputable and details of suppliers are available for inspection on Market days
- c) Have a food safety management system compliant with the requirements of Regulation EC 852/2004 Article 5. The procedures need not be complex but must accurately describe food activities carried out and food safety controls.
- d) Keep all high risk foods (ready to eat cooked meat, dairy and fishery products) at safe temperatures. Food must be kept at or below 8°C during storage and transport. During display practical measures must be taken to ensure safe temperatures are maintained especially when the ambient temperature is above 8°C. Such measures may involve the use of refrigerated display cabinets and ice/ice blocks but such facilities must be capable of maintaining temperature during the whole time the products are on display. The temperature of such foods must be checked at set up and regularly (every two hours when the ambient temperature is above 15°C) during display and records kept for inspection.
- e) Protect all high risk foods (ready to eat cooked meat, dairy and fishery products) so as to minimise the risk of contamination during transport and display
- f) Provide the following evidence for all high risk foods (ready to eat cooked meat, dairy and fishery products);
 - i. Name/type of the product
 - ii. Contact details of the producer including if relevant a 'health mark' (This is a unique number which confirms the producers is approved to produce products of animal origin i.e. meat, fishery, egg and dairy)
 - iii. 'Use By' date. This can only be determined by the producer and must not be changed
 - iv. Storage instructions. This can only be determined by the producer



2.0 Food businesses handling unwrapped high risk foods and/or cooking foods (in addition to a) to f) above) must:

- g) Comply with the Food Standards Agency guidance - E Coli 0157 Control of Cross Contamination. This can be downloaded at www.food.gov.uk
- h) Have food handlers who are trained and/or supervised and instructed in food hygiene matters
- i) Provide a suitable and sufficient structure which permits good food hygiene practice. The structure of the food unit must protect food and equipment against environmental elements and other sources of contamination. It must be capable of being kept clean
- j) Ensure all equipment is maintained in good repair and must be capable of being cleaned and where necessary disinfected
- k) Provide a separate hand wash basin with separate hot and cold or suitably mixed warm constant water supply. Liquid antibacterial soap and paper towels for hand drying must be available at all times the unit is in operation. The use of non-hand- operable taps is recommended. Hand washing procedures are critical to food safety and strict procedures must be implemented.
- l) Provide suitable equipment washing sink with an adequate supply of hot water.
- m) Provide appropriate cleaning chemicals and equipment (including single use wiping cloths). Any disinfectant or sanitiser used must at least meet the official standards of BS EN1276:1997 or BS EN 13697:2001. You can check with your supplier that chemicals meet these requirements.
- n) Monitor and record cooking temperatures. This will necessitate the use of a digital probe thermometer and disinfectant probe wipes. Cooked foods must reach a safe centre temperature of at least 75°C and checks must take place daily and be representative of the different types of high risk foods cooked. Records of temperature monitoring must be available for inspection.

3.0 Food businesses selling loose foods must have information available to customers on any allergens in the food. Loose foods include everything that is not pre-packed. Foods which are wrapped on the same site as they are sold are also known as loose foods. If you provide loose foods, you will have to supply information for every item that contains any of the 14 allergens. These are: cereals containing gluten, celery, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, nuts, peanuts, sesame, soya and sulphur dioxide (sulphites). Rules for declaring allergens in loose foods:

- Provide information about the allergens used in these foods.
- Allergen information should be available in writing or by speaking to staff.
- logos or symbols can be used when accompanied by words and numbers on
- Menus.

For loose foods, allergen information has to be:

- Easily accessible to all consumers.
- Accurate, consistent and verifiable.



Further information on allergens in loose foods can be found in the Food Standard Agency's leaflet; which can be accessed online using the following link: <https://www.food.gov.uk/sites/default/files/media/document/loosefoodsleaflet.pdf>

www.food.gov.uk/sites/default/files/media/document/loosefoodsleaflet.pdf

Please note that in order to stand on Boston Market, a food trader must have a food hygiene rating of 4 or 5.





**WEDNESDAY AND SATURDAY MARKETS
APPLICATION TO TRADE ON BOSTON MARKETS
April 2024-March 2025**

Full Name(s)	
Trading name (if different)	
Address	
Postcode	
National Insurance number	
Date of birth	
Telephone Number	
Mobile Number	
Email address	
Regular/Casual Trader	
Facebook page	

Trading Day(s): (please tick)

Wednesday	
Saturday	
Wednesday & Saturday	

Stalls or Pitches (please tick)

Stall		Pitch	
Number of stalls or pitches required			



Third Party Insurance: Please ensure a copy of your insurance is with this form.

Power requirements:

List of goods to be traded:

Do you have any disability or special needs you would like to make us aware of:

.....

.....

If you are a food trader, you must provide documentation:

- From the Local authority where your business is registered;
- Showing the date of your last food hygiene inspection; and
- Your current hygiene rating.

Rent terms: Fees are charged retrospectively at the end of each month. Payment terms are strictly 14 days from the date of the invoice.

.....
(Please Sign & Print Full Name)

Date:

By signing this form, you confirm that you have read and understood 'Boston Borough Council's Markets Policy, Terms and Conditions of Letting' and agree to abide by all of the conditions contained therein.

Please ensure that all relevant documentation is provided with your application.

Thank you.

APPENDIX 6

April 2024



Severe Weather Policy

Severe Weather Policy

Aim

The decision to close or curtail a market can cause a lot of disruption with the potential for financial and logistical impacts for all concerned and therefore is never taken lightly.

However, our key priority is always to protect the public, traders and staff safety in the event of any severe weather which would affect any open-air market or event operated by Boston Borough Council.

This policy should apply in the following circumstances.

- a) a severe weather warning is in force and has been issued by the Met Office
- Or
- b) in the opinion of the Markets Manager (MM) there is a risk to public safety due to adverse weather conditions.

This is an operational plan focussed solely on markets.

An extreme weather event may also constitute as being a “Major Emergency” which would mean the Council’s separate major incident, flood or mass evacuation plans may need to be activated.

Objectives

The objectives are.

1. To comply with the Council’s duties and obligations to its staff, traders and members of the public under the Health and Safety at Work Act 1974
2. To comply with the Council’s common law duties under the Occupiers Liability Act 1984
3. To comply with the Council’s insurers.
4. To ensure any decision to close or curtail a market is taken fairly, consistently and transparently and is communicated to all parties as soon as a decision is made.
5. In order to help the Market Manager make informed and effective decisions a weather diary will be kept to build up insight of the conditions that can seriously disrupt a market or event.



Roles and Responsibilities

Role	Responsibility
Assistant Director for Leisure & Culture (ADLC)	Reviews and approves this policy as required ensuring emergency contact numbers and weather risk table are all up to date. See Appendix 1 and 3.
Market Manager	Makes the decision to implement this policy. If the MM is not available the Markets Officer (MO) will be responsible for making the decision. When the policy is activated they will work with CCTV operators to act as a Silver Controller. Discretion to waive or reduce fees. Carry out a review of the decision to cancel a market/event post cancellation.
Markets Officer (MO)	Makes the decision to activate the policy in the absence of the MM. Stays on site at all times until the infrastructure is taken down or the weather warning is downgraded.
Staff	Any staff that are deployed to help when the policy is activated are to follow instructions and not place themselves in any personal danger.
Health and Safety Officer	Advises on the policy and during any live situations
Communications Team	Provides effective and timely public communications during any live situations.

Activating the policy

A severe weather warning in itself may not be considered a reason to cancel or curtail the market/event. The management team will actively seek advance weather warnings from the Met Office, Lincolnshire County Council and third-party forecasting services.

In making a decision whether the market/event can go ahead in a reduced capacity or cancelled completely the MM or the MO in their absence shall use their judgement and experience together with the following:

- Predicted and/or current weather conditions



- Weather and risk table – see Appendix 1
- Availability of staff
- Economic factors
- Insight – weather diary and previous occurrences

There are 2 key factors to be taken into account as follows.

1. The infrastructure e.g. stalls/gazebos etc. can be erected safely and remain safe throughout the duration of the market/event.
2. That there is sufficient manpower readily available at all times throughout the market/event to dismantle any infrastructure should the weather deteriorate whilst the market/event is taking place. The market stalls have been designed to allow for rapid dismantling. The stall once dismantled will be laid down on the market floor.

The MO must remain on site at all times until the infrastructure is taken down or the weather warning is downgraded.

If the market/event can still go ahead but at a reduced level, priority will be given to those traders who sell perishable goods e.g. butchers/bakery/grocers etc. and those who are prepared to trade from un-sheeted stalls.

The MM will endeavour to make a decision as early as possible to cancel the market/event in full or part before any infrastructure is erected, this must be made no later than 4pm on the day before the market/event.

The ADLC must be kept informed as to any decisions made. Once a decision has been made Traders will be immediately advised through a variety of methods including but not exclusive to:

- Social media e.g. Facebook and X
- BBC website
- Text
- Email
- Local Radio



In the case of cancellation, the Regular Trader will not be charged, in the event the trader has paid in advance they will receive a full credit.

In the case of reduced market, the Regular Trader will be offered the opportunity to stand at a discounted price.

In the case of reduced market and if the circumstances allow, the MM has the discretion to allow trading from the Traders vehicles. If this is the case, the MM will advise relevant departments and partner organisations.

Appendix 6.1

Severe Weather Table and Risks

Met Office Terminology	Definition	Risk – who may be harmed and how	Controls and Actions
Heavy snow	Snow falling at a rate of approx. 2cm per hour or more expected for at least 2 hours	Slips, trips and falls from unsafe or icy ground. Manual handling injuries from attempting to set up infrastructure in icy/snowy conditions. Impact injuries from vehicles (including the market tug) attempting to manoeuvre on icy or snowy surfaces and poor visibility. Increase in vehicle accidents on the highway and main roads and streets around the town centre if Traders and customers try to attend the market/event.	Check weather forecasts before market/event. Cancel or restrict market/event according to forecast. Ensure operatives/staff are on standby if forecast is uncertain. Monitor travel information around the town centre. In the case of lighter conditions ensure gritting of the main roads/streets and pedestrian areas. If a thaw is forecast, consider if there is sufficient safe ground to host the market/event.
Blizzards/drifting snow	Moderate or heavy snow with winds of 30mph or reduced visibility to 200 metres or less or drifting snow causing similar conditions		
Very heavy snowfall/blizzards /drifting snow	Expected to give depths of 15cm or more with potential to result in widespread disruption in communications . Blizzards are severe with visibility reduced to near zero		
Freezing rain and widespread icy roads	Rain freezes on contact with road surfaces		



Severe gales/storms	Gusts of 35 mph or more	Impact Crush injuries from flying debris, traders' goods, and collapse of stalls to stalls moving. Cuts and lacerations from shop windows broken by debris or stalls moving.	Check weather forecasts before market/event. Cancel or restrict market/event according to forecast. Ensure operatives/staff are on standby if forecast is uncertain. Monitor weather and circumstances throughout the market/event.
Met Office Terminology	Definition	Risk – who may be harmed and how	Controls and Actions
Heavy Rain	Expected to persist for at least 2 hours and to give at least 15mm within a 3-hour period or a period of rainfall of sufficient intensity to cause flooding on already saturated ground (includes melting snow) e.g. around 25mm per day	Flash flooding of urban areas and main roads/streets around the town centre impeding the access of emergency services and causing traffic management difficulties. Collapse of market canopies/sheeting/gazebos .	Monitor weather and circumstances in advance of the market. Flooding would be a risk if the ground area was already at saturation points. Consider an early finish if flooding seems to likely Traders encouraged and requested to ensure that water is not allowed to



			build up on top of the stalls/gazebos.
Dense fog	Visibility less than 50 metres	Increased risk of vehicle accidents on the main entry roads/streets around the town centre. Increased time spent in traffic tailbacks. Increased risk of accidents, particularly with market tug, leading to crush/impact injuries	Monitor weather and circumstances throughout the market/event. Consider an early finish in daylight if fog persists. Consider staffing levels – additional banksmen.

Appendix 6.2

Decision Making Framework

Is the Manpower available?	Weather Conditions		
	Good but deteriorating later in the day	Bad but improving later in the day.	Bad and Worsening
Yes	Hold the market/event if the time available to trade is acceptable. Warn staff that they could be called in at short notice to dismantle the infrastructure should conditions deteriorate to an unsafe state.	If possible, set out the basic stall infrastructure but leave stall boards off until the trader arrives with their stock to weigh the boards down.	Consider cancelling the market
No	Cancel the market	Cancel the market	Cancel the market
The MO must Stay on site at all times until the infrastructure is taken down or the weather warning is downgraded			



Dismantling stalls/gazebos in high winds procedure

1. Call the street scene team to secure the necessary manpower to dismantle the infrastructure.
2. Assign teams to work on the most affected/high priority areas of the market. The team will consist of 2 lifters and 1 spotter.
3. Use barrier tape to define the working areas for the teams who are dismantling the infrastructure.
4. Bring the trailers to the work areas to minimise lifting and carrying.
5. Market stalls should be dropped, laid flat on top of stall boards and left in situ until they can be put away safely. Stalls should only be put onto trailers if the following conditions are met:
 - The immediate vicinity is clear of members of the public e.g. the area surrounding the stall that is to be moved.
 - Spotter confirms that no public are in the immediate vicinity.
 - The trailer is moved as close as possible to the stall which is being manoeuvred.
 - 2 people are needed to lift the stall and they must both be confident they can do so safely.
 - The MM or most senior person in charge has verified that all conditions have been satisfied and gives permission to proceed.



MARKET POLICY, TERMS & CONDITIONS OF LETTING



BOSTON BOROUGH COUNCIL, MUNICIPAL BUILDINGS
WEST STREET, BOSTON
PE21 8QR

T: 01205 314200
E: Markets@Boston.gov.uk

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1. AIMS AND OBJECTIVES

- 1.1 To maintain the operation of a Saturday and Wednesday market originally granted by Charter in 1545.
- 1.2 To preserve the markets joint function as an economic entity and visitor attraction by offering a diverse and attractive range of goods and services to all.
- 1.3 To seek to manage the market on a cost neutral basis whilst providing wider benefits to Boston Town by having a vibrant Town Centre market.

2. GOVERNANCE

- 2.1 The market is part of the Council's Leisure & Culture Service. The following personnel have responsibility for operating and managing the market:
 - The Market Officer is responsible for day-to-day market operations.
 - The Market Manager will act as Line Manager for all market operations.
 - The Assistant Director will act as Head of Service for all market operations.

The market will be subject to the Council's audit process.

3. PERFORMANCE MONITORING

- 3.1 The performance of the market will be monitored in terms of:
 - The number of pitches sold.
 - Income & costs in the context of the objective to operate on a cost neutral basis.

4. FREQUENCY

- 4.1 The Council will hold markets on a Wednesday and Saturday throughout the year.
- 4.2 There will be a maximum of 3 days where markets will not be held to allow for the annual May Fair.
- 4.3 There may be days when markets will not be held to allow for the annual Christmas Market/Festival.
- 4.4 There may be days up until the 2nd January (Inclusive), when markets will not be held during the Christmas period.
- 4.5 There may be days up until 2nd January, (inclusive), where there may be limited markets on market days (No stalls/gazebos provided). Additional, limited markets on non-market days may be offered to traders. There may be no stalls/gazebos provided for these markets with limited pitches available.

- 4.6 Details of all markets to be held for the year will be published on the Boston Borough Council website as soon as practicable.
- 4.7 When Christmas Day, Boxing Day, or New Year's Day (Public Holidays) fall on a Boston Market day, no market shall be held.

5. SPECIALITY MARKETS

- 5.1 The Council may, where it considers it appropriate, encourage and support certain speciality markets providing they do not negatively impact upon the regular Wednesday and Saturday markets. Such markets might include, but are not restricted to, Farmers Markets, Seasonal Markets, Continental Markets and Antiques & Craft Fairs.
- 5.2 For those speciality markets underrepresented on Boston Market, the Council may offer discounted fee's until they deem fit.

6. TENANT MIX

- 6.1 There is no specific limit to the number of traders selling the same or similar product/service, but the Council is responsible for ensuring a balance of goods to make the market attractive to customers. In the first instance, any issues between traders are to be brought to the attention of the Market Officer, who will then seek advice and a decision from the Market Manager.
- 6.2 The Market Manager will assess new applications for trading against the current balance on the market. Prospective traders will only be granted permission to trade if there is space within the current market layout, and the goods they want to sell are not overrepresented on the market.
- 6.3 Any appeals will be dealt with by the Assistant Director of service.

7. CHANGES IN GOODS TRADED

- 7.1 In the event of a trader wishing to make a material change in the type or range of goods traded, then a new application to trade on Boston Market shall be completed by the trader.
- 7.2 Where traders request to sell specific items that are not generally related to the traders original/main line of goods, the Council may reject those items upon application. For example, a fruit and veg stall requesting to sell handbags, or a clothes stall requesting to sell fruit and veg.
- 7.3 When describing the type, or range of goods in the application, traders must describe with sufficient detail. For example, 'seasonal goods' would not be acceptable. This is to assist the Council to ensure a fair balance of goods and services for the market.

- 7.4 If traders have ceased selling a certain range of goods or services from their license and are not likely to continue to do so for the foreseeable future, they should notify the Market Manager via email – Markets@Boston.gov.uk.
- 7.5 The trader shall not make any material changes in the type or range of goods/services traded prior to receiving the necessary consent.

8. TRADING ON BOSTON MARKET

- 8.1 Traders at Boston Market are categorised as either 'regular' or 'casual' traders.

Regular traders - Traders are deemed to be regular traders when they have stood at Boston Market for 8 consecutive trading days. This can be consecutive Wednesdays, Saturdays or both days per week and have met all the conditions below. Regular traders will be offered, where possible, the same pitch for each market they attend; however, locations may differ depending on the day or event.

Casual traders - Traders are deemed to be casual traders when they attend Boston Market intermittently and meet the criteria below. Casual traders will only be offered a stall/gazebo/pitch subject to availability and will not be entitled to stand at the same location each time they attend. Casual traders will only be able to occupy a market stall/gazebo/pitch when directed to do so by the Council.

- 8.2 Permission to commence trading on Boston Market, whether as a regular or casual trader, is subject to compliance, by the trader, with all the following conditions:
- 8.3 Receipt of a fully completed and signed application form, accepting compliance with the market policy, terms and conditions and Severe Weather Policy.
- 8.4 Receipt of a copy of a current certificate demonstrating valid Public Liability Insurance against an amount of not less than £5,000,000 (5 million pounds).
- 8.5 Confirmation from Credit Control of the Direct Debit agreement.
- 8.6 Receipt of a copy of current electrical and gas safety certificates for any equipment that is to be used on Boston Market. All electrical equipment is also to be PAT tested and appropriately labelled.
- 8.7 Receipt of a copy of the traders food hygiene and health and safety certificates if appropriate.
- 8.8 Receipt of a copy of the traders risk assessment for any equipment used including their own stall/gazebos. If traders are unable to provide sufficient detail regarding their stall's/gazebo's limitations in severe weather conditions, the Council have

the right to restrict the use of the traders stall/gazebo in inclement weather.

- 8.9 Where any of the above documentation has not been received by the Council in advance, then the trader will not be permitted to trade. It is the traders responsibility to ensure they provide copies of all renewed documentation in a timely manner, no later than 7 days after its expiry.
- 8.10 All traders will be required to complete a Traders Contact Form and acknowledge their compliance with the Market Policy and Severe Weather Policy annually on April 1st. This must be completed and returned to Markets@Boston.gov.uk within 14 days.
- 8.11 No trader shall use amplified sound for the purpose of advertisement, entertainment, trade or business without permission from the Market Manager.

9. CASUAL TRADER BOOKINGS

- 9.1 Casual market traders will need to book no later than 1400 the day before the market. They must receive confirmation to stand from the Market Officer prior to attending the market.
- 9.2 Stalls/gazebos may only be booked via markets@boston.gov.uk or via contacting the Market Officer directly.
- 9.3 Pitches for casual traders will be allocated on the morning of the market.
- 9.4 Any casual trader not attending following confirmation of booking will be charged the full fee.

10. INDEMNITY AND INSURANCES

- 10.1 Traders shall protect the Council from and against all claims, damages, losses, expenses, and costs in respect of any explosion, fire, accident or injury to any persons or property which may have arisen as a result of, or in connection with, the occupation or use of any stall/gazebo/pitch on any part of Boston Market.
- 10.2 Proof of insurance against an amount of no less than £5,000,000 (five million pounds) shall be presented upon initial application to trade on Boston Market and annually upon renewal of such insurance.
- 10.3 Upon request from the Market Team, failure to provide proof of insurance by any trader or charity/organisation may result in suspension from trading until proof is provided.

11. CORE TRADING TIMES

- 11.1 Core trading times are those hours during which stalls/gazebos/pitches must be occupied, stock presented and available to trade.

11.2 Core trading times on Boston Market are:

- April 1st to October 31st – 0830-1500
- November 1st to March 31st – 0830-1400

11.3 Traders may only start packing away 30 minutes before core trading times end, this will be strictly monitored by the Market Officer.

11.4 Traders are welcome to trade until 1530, ensuring their stalls/gazebos/pitches are cleared by 1600 ready for Council Erectors to safely access the Market Place to dismantle equipment.

11.5 Regular traders must take occupation of their pitch by 8.30am. Casual traders shall be allocated a pitch as early as possible, subject to availability. In cases of inclement weather, trading times may be altered.

12. ALLOCATED PITCHES

12.1 All regular traders should, wherever possible, be allocated the same pitch each Wednesday, and each Saturday. Where this is not possible, the Council will allocate a pitch as near as possible to the regular position, according to availability.

12.2 In all cases, the allocation of stalls/gazebos/pitches remains at the absolute discretion of the Council.

13. VEHICLES

13.1 Traders are allowed vehicles within the footprint of the Market Place, at the discretion of the Markets Team.

13.2 The location of the traders vehicle(s) shall be agreed with the Market Officer to ensure that the area remains a safe environment for all. A parking permit must still be clearly displayed.

13.3 Traders must ensure that they do not cause any inconvenience to the public or other traders when loading and unloading.

13.4 Any traders vehicles that are parked off-site and in Council operated car parks shall display a valid parking permit, issued by Boston Borough Council, or a valid pay and display ticket.

13.5 Traders shall not return their off-site vehicles to the market during core trading times nor shall on-site vehicles be removed from the market during core trading times. In the case of an emergency, or in the case of inclement weather conditions, as declared by the Council, these regulations may be relaxed either in individual cases, or collectively according to the circumstances.

- 13.6 Vehicles driven by traders shall access the Market Place via the Town Bridge entrance and shall exit the Market Place via the South Street exit. Vehicles shall not, except in the case of an emergency, as deemed by the emergency services, enter or exit the Market Place via Strait Bargate, or any other route.

14. CHARITIES AND NON-COMMERCIAL ORGANISATIONS

- 14.1 Where the market can be let to capacity, priority will be with commercial traders to stand.
- 14.2 All applications from charities and non-commercial organisations shall be treated in the same way as applications from commercial traders, including complying with all conditions set within the policy.
- 14.3 Each charity/non-commercial organisation shall be permitted to stand, free of charge, once every 3 months. Attendance at subsequent markets shall be chargeable at the full casual rate.
- 14.4 There will be no more than 4 charity/non-commercial organisations pitches permitted at each market. Stalls/gazebo's may be provided depending on availability and staffing levels.
- 14.5 The charity/organisation must receive confirmation to stand from the Market Officer prior to attending the market.
- 14.6 Boston Borough Council reserves the right to stand at any time to promote awareness of its own services where appropriate.
- 14.7 No organisation shall stand to promote and/or influence political parties, political campaigns, the promotion of a particular religion, or the promotion of religion in general without the consent of the Council.
- 14.8 Car boot sales are by definition not markets and are not covered by this policy. The Council has a separate car boot sales policy.

15. FEES

- 15.1 We reserve the right to review market fees and alter the charges as we deem necessary. All traders will be notified at least 4 weeks before any changes are implemented.
- 15.2 The Markets Team have the right to dedicate part of the market footprint to an auctioneer, along with its own fees, to be confirmed upon application.
- 15.3 Fees shall be set in each case relating to the size and/or number of stalls/gazebos/pitches occupied by the trader and any additional trading area occupied by the trader.

15.4 The minimum charge for a pitch is £16.00 for a regular trader and £22.00 for a casual trader. This entitles the trader to a 3.05m x 3.05m pitch, any additional frontage required will be charged at the usual rate below.

15.5 For traders selling directly from their vehicles, they will be charged per 1ft for the length of their vehicle, with a minimum charge of one pitch, as noted above in **15.3.**

Charing Item, per market	Charge (£)
<u>Council stall/gazebo</u>	
Regular trader	£22.00 Exempt, no VAT
Casual trader	£27.00 Exempt, no VAT
<u>Pitches (per 1ft frontage)</u>	
Regular trader	£1.60 per 1ft frontage. Exempt, no VAT
Casual trader	£2.20 per 1ft frontage. Exempt, no VAT
Electricity, other than for lights in winter	£5.00 Exempt, no VAT
Council quiet generators	Price upon request
Parking surcharge	£2.50 per vehicle.

Please see the Severe Weather Policy regarding fees in inclement weather.

15.6 Incentives

- Any **REGULAR** trader that stands every week, April to February, (excluding their holiday entitlement and inclement weather day entitlement) can stand for free in March. **Doesn't include traders who have served a suspension within that period.*
- Any **NEW CASUAL** trader that stands at least 4 times within 4 weeks, will be entitled to the next 2 consecutive markets, for free. **Upfront payment is required to be cleared for all 4 initial markets to be eligible for the offer.*
- Once a **NEW REGULAR** trader status has been approved (stood for 8 consecutive markets), they will get the next 2 consecutive markets for free.
- Any traders that have previously traded on Boston Market but hasn't done so for over 12 months, will be entitled to all incentives. **Incentives 2 and 3 doesn't include traders who have previously served a suspension.*
- All incentives are subject to change, at any time, by the Council.

15.7 In exceptional circumstances, (such as the Pandemic of 2020/2021) the Council may wish to offer a period of free rent for traders permitted to stand, but this will be determined at the time of any such incident.

15.8 Fees will be invoiced retrospectively at the end of each month. As from 1st April 2025, all new traders must pay via Direct Debit and will be required to arrange their Direct Debit agreement with Credit Control on 01507 613302, prior to trading.

15.9 Traders registered before 1st April 2025, can pay via the below methods: -

- Online - Log on to:
<https://www.boston.gov.uk/article/20221/Pay> (this service is available 24 hours a day, 7 days a week)
- Contact Credit Control during office hours on 01507 613302.
- Pay at your local Post Office or Pay Point Outlet by presenting your invoice with your payment.
- Direct debit.
- Internet banking/BACS. Pay using your online bank account.
Boston Borough Council banking details:

Sort code: '40-12-30.' **Account number** '51644807'. **Bank:** HSBC
- Standing order – Contact our Credit Control Team to request a mandate. If you choose this option, please ensure that you have included your customer number on your mandate before submitting it to the bank.

15.10 The Council's payment terms are **strictly** 14 days from the **date of invoice**. Failure to pay invoices in a timely manner may result in traders being unable to trade on Boston Market until their account is settled in full and may be subject to disciplinary proceedings.

15.11 If traders fail to receive their expected invoices for unknown reasons, they have a responsibility to contact Credit Control to make that enquiry.

15.12 Regarding traders on debt repayment plans, failure to pay on the agreed time frames will result in immediate suspension from the market until those payments are made in full and may result in disciplinary proceedings.

15.13 All fee reviews and changes are reported as part of the Council's ongoing budgetary process. The Council have the right to change payment methods and

booking processes at any time but will ensure a minimum 4-week notice is given to traders.

16. LAYOUT

- 16.1 The Council reserves the right to alter the layout of the market from time to time, in order to accommodate any works, events or other activities in the Market Place. Wherever possible, such changes will be notified to the traders affected by the changes in advance of market days.
- 16.2 The Council reserves the right to temporarily or permanently alter the layout of the market, subject to prior consultation with the traders and/or their representatives. The Council's decision in this matter shall be final.

17. STALL & PITCH BOUNDARIES

- 17.1 All traders are responsible for ensuring the best presentation of their pitch. If the Markets Team request improvements to the presentation of the pitch, the trader shall fulfil those requirements. If traders fail to act on those requirements, it will be considered a breach of policy.
- 17.2 Traders shall not, without specific approval from the Council, place goods or refuse or in any way occupy any area beyond the boundaries of the stall/gazebo/pitch rented to them. This applies to all such goods or refuse, whether placed on the ground, on tables, boxes, rails, or suspended from the frame of the stall/gazebo.
- 17.3 The boundary of the stall/gazebo is defined as an area enclosed by the frame of the stall/gazebo as supplied by the Council. Stalls/gazebos/pitches are based on a 3.05m x 3.05m footprint and any additional space must be agreed with the Market Manager and charged accordingly, if instructed. This will also be dependent on the availability within the Market Place if pitches become limited.
- 17.4 The Council shall permit extensions to stalls/gazebos/pitches, at its discretion, where to do so would not impede the operation or safety of the market. Erection of extensions to stalls/gazebos will be in agreement with the Market Officer. The Council reserve the right to charge for any additional space occupied outside the usual stall/gazebo/pitch boundary and this shall be based on the prevailing rates for the letting fee of pitch space, (based on width per foot), as set by the Council.
- 17.5 Under no circumstances can anything be attached/hung from a Council gazebo frame by traders.
- 17.6 Traders must not use an empty pitch/stall/gazebo without obtaining permission from the Market Officer.
- 17.7 Traders must not display any sign other than those connected with their retail business.

18. ELECTRICITY SERVICES FOR TRADERS

- 18.1 All electrical apparatus used by traders shall be in accordance with IEE Regulations (17th Edition) and be weatherproof, fixed securely, protected by circuit breakers or fuses, adequately insulated, in good condition and fitted with proper terminals.
- 18.2 It is the responsibility of the trader to ensure all electrical equipment has been PAT tested annually. Any electricity that is utilised by the trader will be charged by the Council accordingly.
- 18.3 If any trader causes any damage to the market electrical supply equipment, they will be charged for the repair.

19. GENERATOR USE ON THE MARKET

- 19.1 Traders are asked to only use 'silent' generators on Boston Market. Please seek advice from the Market Officer for which generators are suitable.
- 19.2 If complaints are received regarding the noise of a traders generator, the Market Officer has the right to ask for the generator to be switched off. Failure to do so will be considered a breach of policy.

20. STALLS/GAZEBOS - ERECTION, DISMANTLING, USE AND DAMAGE

- 20.1 The erection and dismantling of Council market stalls/gazebos is the responsibility of the Council and its employees. No other persons are to erect or dismantle Council market stalls/gazebos. The Council will also provide and install the stall frame pins into Council owned stalls if the stalls require them. Once erected, no stall/gazebo supplied by the Council shall be removed, disconnected, or dismantles by any trader.
- 20.2 Any trader using extension bars on a Council owned market stall must ensure that stall pins are in place if required before they trade.
- 20.3 Stalls will be erected on a Tuesday and Friday between 1600-1900; and dismantled on market days between 1600-1900. However, these times may vary to suit the Council's operational needs.
- 20.4 If using Gazebo's, Market Erectors will erect on market mornings between 0600-0800. The Market Erectors will dismantle after the market finishes, between 1600-1800. However, these times may vary to suit the Council's operational needs.
- 20.5 Where covers, gazebo sides, weights and any other property belonging to Boston Borough Council have been provided to traders for stalls/gazebos, these remain the property of Boston Borough Council and are not to be used elsewhere.
- 20.6 If any Council equipment is provided to a trader, they must sign and agree to the

Handover and Returns Agreement to ensure all equipment is returned to the council. If items are not returned, missing or damaged, the trader will be charged accordingly.

- 20.7 Should damage occur or someone be injured as a result of any trader not using their own stalls/gazebos safely, they will be liable for this, rather than the Council.
- 20.8 Traders are to ensure they have sufficient weights and fastenings to support any stalls/gazebos used in inclement weather conditions.

21. TRANSFER OR SUB-LETTING OF STALLS/GAZEBOS/PITCHES

- 21.1 The transfer or sub-letting of stalls/gazebos/pitches, or any part thereof, is strictly prohibited.
- 21.2 In the event of a trader disposing of their business to another, a new application for permission to stand on Boston Market shall be completed by the new owner and submitted to the Council for consideration. The Council, for its part, shall not unreasonably withhold permission and shall, where possible, allocate the same pitch as previously used by the previous trader. The new owner shall not stand prior to receiving the necessary consent.

22. ABSENCE FROM THE MARKETS

- 22.1 Regular traders are assumed to be occupying their stall/gazebo/pitch unless they have provided prior notice in writing of non-attendance to Markets@Boston.gov.uk, including on days when the market is restricted due to inclement weather.
- 22.2 Regular traders are permitted authorised absence (holiday) from the market, without being liable for payment, for up to 5 market days if trading once per week, or up to 10 market days if trading twice per week. The absence period will run between the 1st April – 31st March.
- 22.3 Any regular trader wishing to book their holiday entitlement, **must only** do so via email to Markets@Boston.gov.uk. This must be done before 1400, the day before any market they do not wish to stand. Failure to do so, will incur a full fee.
- 22.4 Regular traders who stand 1 day per week are entitled to take 2 inclement weather entitlement days per year. Regular traders who stand 2 days per week are entitled to take 4 inclement weather entitlement days per year, 1st April to 31st March. Traders can use these days in weather conditions they deem not fit to trade in on open market days. Rent will not be payable on these days. This entitlement can only be used on days of inclement weather and be approved by the Market Officer. Please see the Severe Weather Policy for further details.
- 22.5 Fees remain payable during any additional periods of absence if the trader wishes to resume trading under designated "regular trader" status, otherwise the trader

will be predesignated as a “casual trader” and their fees will be adjusted accordingly.

- 22.6 If the absence is because of short-term illness, then holiday entitlement days should be used. Any trader suffering a long-term illness is asked to provide written proof, and, in such cases, will not be charged for those periods of absence and will retain their regular trader status. It will be for the Markets Manager to assess these incidents on an individual basis.
- 22.7 Traders are asked, wherever possible, to arrange hospital appointments outside of market trading days. Where this is not possible, then proof of appointment will be required, fees will then not be payable for that day.
- 22.8 The Council reserves the right to let vacant stalls/gazebos/pitches to casual traders during periods of absence. However, the Council will aim to ensure a casual trader doesn't sell the same goods as where a regular trader would stand.
- 22.9 Any trader anticipating a delay in arriving before core trading times due to an unavoidable event, must notify the Market Officer by 0800. Their pitch will be reserved until the trader arrives. If no notice is provided, the pitch will be available to be let from 0830.
- 22.10 Following absence by a trader of four consecutive markets, without proper notification of the cause of absence, the agreement for that trader shall be terminated and the stall/gazebo/pitch re-let. All letting fees are due to the Council up to and including the date of termination.

23. CONDUCT

- 23.1 It will be considered a breach of policy if any trader, their employees, or representatives behave in a manner which may be deemed a breach of the law, or which is of an anti-social nature, abusive or threatening (physical or verbal) behaviour.
- 23.2 If traders have any objections, grievances, or complaints regarding the Council's decisions for the market, they are expected to follow the Council's complaint procedure. If they fail to do so and are found to engage with any media or post any content online which results in bringing the Council or the market into disrepute, or in turn obstructs and affects the trade of existing traders in the opinion of the Council, this will be considered a breach of policy.
- 23.3 Traders shall always conduct themselves, in and out of the market environment in an orderly manner, including online. Their conduct should not cause any obstruction of the market or interfere in any way with the business of another trader and in compliance with instructions given from time to time by the Council.

24. TERMINATION OF LETTING AND DISCIPLINARY PROCEEDINGS

24.1 The Council has the absolute right to terminate the letting of a stall/gazebo/pitch, with immediate effect in the event of:

- Breach, by any trader, of the Market Policy.
- Breach, by any trader, of any legislation pertaining to the operation of the market.

24.2 Where immediate termination is deemed appropriate, the trader will be ordered, by the Council, to leave the market and shall, within 10 days, be notified in writing as to the reason or reasons for termination.

24.3 Where the breach is deemed not serious enough to warrant immediate termination, the breach may be dealt with via suspension, depending on the severity of the breach, or as follows: -

Stage 1

First breach of policy where the trader is issued with a 1st written warning which is recorded by the Council on their file.

Stage 2

Second breach of policy within a 12-month period where the trader will be issued with a final written warning which is recorded by the Council on their file. A warning will be given at this stage of the consequences of a 3rd breach within a 12-month period.

Stage 3

Third breach of policy within a 12-month period shall result in the trader being **suspended** from trading for a term to be determined by the Market Team, **or a termination** from trading. The trader shall, within 10 days, be notified, in writing as to the reason for the suspension or termination.

24.4 If any further breaches of policy occur within a 1-year period of their spent suspension, traders will be subject to immediate suspensions for a term to be determined by the Markets Team.

25. COMPLAINTS

25.1 Any complaint by a trader shall be dealt with in accordance with the Council's Customer Feedback Policy, which is held on the Council's website, on the Have your Say page. This page can also be accessed via the following link: [Have Your Say - Boston Borough Council](#).

25.2 Where there is a dispute between a customer and a trader over goods purchased, the Council will advise the customer to try and resolve the dispute directly with the trader concerned. Where this is not possible, the customer should refer the matter to the Trading Standards Authority.

26. GOODS TRADED AND OTHER RELEVANT LEGISLATION

26.1 All goods sold must comply with the Sale of Goods Act 1979 (as amended) in that they must be:

- as described (either verbally, on the label or packaging, or otherwise) of satisfactory quality and,
- fit for purpose unless, prior to sale, any defects are brought to the attention of the buyer or where any such defects would be obvious to a prudent buyer.

26.2 All goods sold must also be lawfully in the possession of, and lawfully offered for sale by the seller.

26.3 All traders shall ensure that they're able to issue a written receipt showing the traders details when it is requested by the buyer.

26.4 Goods for sale must comply with all the relevant legislation in line with Trading Standards. The following must be considered, this is not an exhaustive list:

- Electrical equipment must meet European standards, indicated by a CE mark, and
- Toys must be properly marked to ensure traceability, bear the CE mark, and be accompanied by instructions for use, and warnings where necessary, and
- Upholstered furniture should comply with the Furniture and Furnishings (Fire Safety) Regulations 1988.

26.5 Traders selling pet food and pet treats must meet the requirements laid down by the Food Standards Agency ([food.gov.uk/business-guidance/pet-food](https://www.food.gov.uk/business-guidance/pet-food)).

26.6 Traders must comply with the Children and Young Persons Act 1933 & 1963, the Education Acts 1944–48 and the Employment of Children Act 1973.

Definitions:

“Child” - Any person not over compulsory school age.

“Employed” - Includes any child who assists in a trade or occupation even where the child receives no monetary reward.

26.7 All traders are duty bound by law to follow the Health and Safety at Work etc. Act 1974. If traders fail to do so, traders may be suspended or permanently removed from the market. It is their responsibility to check and use the latest addition of the act, associated regulations, and guidance available.

26.8 The Council has the responsibility to upkeep the image of the market and to ensure quality goods and services are being sold. Therefore, traders wishing to sell new or secondhand items can do so at the discretion of the Market Manager.

This may be dependent on such things like, what is being sold, the condition and/or availability of pitches on the market.

27. SALE OF ILLEGAL OR INAPPROPRIATE GOODS

27.1 The Council reserves the right to terminate any letting, or to refuse any application on the grounds of illegality or inappropriateness of goods traded. Such goods include, but are not limited to pornography, knives used for non-culinary purposes, BB guns, replica guns, ornamental weapons, drugs of any class and items displaying abusive/lewd/obscene text or images.

27.2 No trader shall sell any item that contravenes any of the following, or similar associated legislation:

- a) Trade Descriptions Act 1968
- b) Video Recordings Act 1984
- c) Copyright Designs & Patents Act 1988
- d) Trademarks Act 1994

28. HEALTH & SAFETY

28.1 All traders have a legal responsibility to safeguard their staff, members of the public and any other person who has cause to use their stall/gazebo/pitch. Traders are required to comply with all health and safety legislation and must report to the Council any reasonably foreseeable hazards that they do not have control over. Traders must comply with any reasonable requests made by the Council in respect of health and safety.

28.2 Propane or Butane should be stored in a safe manner in accordance with relevant health and safety legislation and associated Health and Safety Executive Codes of Practice.

28.3 Traders are responsible for checking their trading area at regular intervals to ensure no risks are posed. They must either resolve any issues or report them immediately to the Market Officer.

28.4 Traders must ensure that your allocated pitch is clean and tidy throughout the day and cleaned down at the end of each day.

28.5 It is the traders responsibility to ensure all cables are covered and out of reach of members of the public, to prevent any injury.

28.6 All traders that use their own stalls /gazebos/equipment must complete a risk assessment and provide it to the council.

28.7 A health and safety inspection shall be carried out by the Market Officer during each market; a copy of which will be held on file for 7 years. If the Market Officer isn't available, the Council shall be responsible to organise the inspection by a suitable staff member. The inspection shall consider, but not be restricted to:

- Stall/gazebo frames.
- Stall/gazebo frame safety pins.
- Cables.
- Electrical supplies and equipment.
- Traders trading practices.
- Obstructions.
- Vehicle movement/positions.

29. EMERGENCY PROCEDURES

- 29.1 There may be occasions when it is necessary to evacuate the Market Place for safety reasons. Traders can play a valuable role in helping to ensure that a calm and effective evacuation takes place by giving clear guidance on what is expected of the members of the public.
- 29.2 There is no official designated assembly point and large numbers of people are likely to require moving. It is essential that such a movement is away from potential danger and that traders assist in ensuring members of the public are vigilant of emergency vehicles entering and exiting the Market Place.
- 29.3 The principal focus of an evacuation will be to protect members of the public, who will be expected to either disperse or await safe access back onto the market site, depending on the nature of the emergency.
- 29.4 To facilitate safe evacuations, traders should ensure that stalls do not encroach on walkways or traffic routes, taking account of the fact that there may be wheelchairs, pushchairs and prams etc. present.

30. INCIDENTS IN THE MARKET PLACE

- 30.1 Boston Market is held in a public open space and as such anyone can enter the space. Council staff have no powers to remove anyone from the market area, regardless of how inappropriate their behaviour might be. If any trader witnesses or experiences incidents of such behaviour they should call 101 or 999 to report the matter to the Police and thereafter, inform the Market Officer.

31. COMPLIANCE WITH FOOD SAFETY REGULATIONS

- 31.1 All traders of hot or cold food will be required to comply with all relevant legislation and must have registered their business with the appropriate local authority. Standards to which traders must adhere are attached as Appendix 1. Traders are required to provide evidence of the registration to the Market Officer.
- 31.2 All traders of hot or cold food must have a food hygiene rating of 4 or 5.

31.3 Council Environmental Health Officers will routinely inspect food trailers. Any serious or persistent non-compliance with current legislation will result in the termination of trading.

31.4 All food traders must supply the Council with the following:

- Documentation from the local authority where the business is registered.
- Documentation showing the date of their last food hygiene inspection; and
- Their current hygiene rating.

31.5 Any action taken under the disciplinary proceedings doesn't stop the Council from taking formal action for non-compliance of food safety legislation.

32. REFUSE REMOVAL

32.1 Traders may arrange and pay for additional wheeled refuse containers or bags to dispose of trade waste from a commercial waste company. These refuse containers must be sited in a position agreed with the Market Officer and collection times agreed.

32.2 Traders are strictly forbidden to dispose of commercial market waste in public bins.

32.3 No waste is to be left at the market in any circumstances. Traders may leave themselves open to prosecution if any waste is left on site.

33. SEVERE WEATHER CONDITIONS

33.1 Severe weather conditions will be assessed using the guidance set out in the Council's Severe Weather Policy and its Severe Weather Matrix. The Council will ensure any decision to close, restrict or cancel the market is taken fairly, consistently, and transparently and is communicated to all parties as soon as practicable.

33.2 The Market Manager will aim to assess the upcoming weather forecast at 1400 the day prior to a market day.

Please refer to the Council's Severe Weather Policy for further details.

34. CHANGES TO THIS POLICY

34.1 This policy will be reviewed annually or sooner if required, and changes will be made where deemed necessary. Changes may be implemented without formal committee approval.

35. CONTACTS AND RESOURCES

Markets Team – Markets@Boston.gov.uk

BBC Food Safety Team – Environmental.Health@Boston.gov.uk – 01205 314248

The Food Standards Agency – www.food.gov.uk

NABMA - www.nabma.com - info@nabma.com - 01691 680713

National Market Traders Federation – www.nmtf.co.uk - 01226 749021

BOSTON MARKET

STANDARD CONDITIONS FOR FOOD BUSINESS OPERATORS

The Council recognises the need for stringent food safety procedures in the prevention of food borne illness. The following conditions have been devised to ensure food businesses trading on Boston Market have appropriate food safety procedures. The conditions neither replace nor override existing or future food safety/labelling legislation but must be complied with. Failure to do, so may result in the business being prohibited from trading on Boston Market and/or formal legal action being instigated which may include prosecution and the seizure of any unsafe food.

1.0 All food businesses must:

- a) Provide evidence (letter from registering authority) that the food business is registered in accordance with the requirements of Regulation EC 852/2004 Article 6 (2)
- b) Ensure all suppliers are reputable and details of suppliers are available for inspection on market days.
- c) Have a food safety management system compliant with the requirements of Regulation EC 852/2004 Article 5. The procedures need not be complex but must accurately describe food activities carried out and food safety controls.
- d) Keep all high-risk foods (ready to eat cooked meat, dairy and fishery products) at safe temperatures. Food must be kept at, or below 8°C during storage and transport. During display, practical measures must be taken to ensure safe temperatures are maintained especially when the ambient temperature is above 8°C. Such measures may involve the use of refrigerated display cabinets and ice/ice blocks, but such facilities must be capable of maintaining temperature during the whole time the products are on display. The temperature of such foods must be checked at set up and regularly, (every two hours when the ambient temperature is above 15°C) during display and records kept for inspection.
- e) Protect all high-risk foods (ready to eat cooked meat, dairy and fishery products) so as to minimise the risk of contamination during transport and display.
- f) Provide the following evidence for all high-risk foods (ready to eat cooked meat, dairy and fishery products);
 - i. Name/type of the product.
 - ii. Contact details of the producer, including if relevant, a 'health mark' (This is a unique number which confirms the producers is approved to produce products of animal origin i.e. meat, fishery, egg, and dairy).
 - iii. 'Use By' date. This can only be determined by the producer and must not be changed.
- iv. Storage instructions. This can only be determined by the producer.

2.0 Food businesses handling unwrapped high-risk foods and/or cooking foods (in addition to a) to f) above) must:

- g) Comply with the Food Standards Agency guidance - E Coli 0157 Control of Cross Contamination. This can be downloaded at www.food.gov.uk
- h) Have food handlers who are trained and/or supervised and instructed in food hygiene matters.
- i) Provide a suitable and sufficient structure which permits good food hygiene practice. The structure of the food unit must protect food and equipment against environmental elements and other sources of contamination. It must be capable of being kept clean.
- j) Ensure all equipment is maintained and must be capable of being cleaned and where necessary, disinfected.
- k) Provide a separate hand wash basin with separate hot and cold or suitably mixed warm constant water supply. Liquid antibacterial soap and paper towels for hand drying must be always available whilst the unit is in operation. The use of non-hand-operable taps is recommended. Hand washing procedures are critical to food safety and strict procedures must be implemented.
- l) Provide a suitably equipped washing sink with an adequate supply of hot water.
- m) Provide appropriate cleaning chemicals and equipment (including single use wiping cloths). Any disinfectant or sanitiser used must at least meet the official standards of BS EN1276:1997 or BS EN 13697:2001. You can check with your supplier that chemicals meet these requirements.
- n) Monitor and record cooking temperatures. This will require the use of a digital probe thermometer and disinfectant probe wipes. Cooked foods must reach a safe centre temperature of at least 75°C. checks must take place daily and be representative of the different types of high-risk foods cooked. Records of temperature monitoring must be available for inspection.

3.0 Food businesses selling loose foods must have information available to customers on any allergens in the food. Loose foods include everything that is not pre-packed. Foods which are wrapped on the same site as they are sold are also known as loose foods. If you provide loose foods, you will have to supply information for every item that contains any of the 14 allergens. These are: cereals containing gluten, celery, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, nuts, peanuts, sesame, soya and sulphur dioxide (sulphites). Rules for declaring allergens in loose foods:

- Provide information about the allergens used in these foods.
- Allergen information should be available in writing, or by speaking to staff.
- Logos or symbols can be used when accompanied by words and numbers on menus.

For loose foods, allergen information must be:

- Easily accessible to all consumers.
- Accurate, consistent, and verifiable.
- Further information on allergens in loose foods can be found in the Food

Standard Agency's leaflet, which can be accessed online using the following link:

www.food.gov.uk/sites/default/files/media/document/loosefoodsleaflet.pdf

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Severe Weather Policy



BOSTON BOROUGH COUNCIL, MUNICIPAL BUILDINGS
WEST STREET, BOSTON
PE21 8QR

T: 01205 314200
E: Markets@Boston.gov.uk

Severe Weather Policy

Aim

The decision to restrict or close a market can cause a lot of disruption with the potential for financial and logistical impacts for all concerned and therefore is never taken lightly.

However, our key priority is always to protect the public, traders, and staff safety in the event of any severe weather which would affect any open-air market or event operated by Boston Borough Council.

This policy may apply in the following circumstances:

- a) a weather warning is in force and has been issued by the Met Office or,
- b) in the opinion of the Markets Manager there is a risk to safety due to adverse weather conditions.

An extreme weather event may also constitute as being a “major emergency” which would mean the Council’s separate, major incident, flood or mass evacuation plans may need to be activated.

Objectives

The objectives are:

1. To comply with the Council’s duties and obligations to its staff, traders, and members of the public under the Health and Safety at Work Act 1974.
2. To comply with the Council’s common law duties under the Occupiers Liability Act 1984.
3. To comply with the Council’s insurers.
4. To ensure any decision to close, cancel or restrict a market is taken fairly, consistently, and transparently and is communicated to all parties as soon as practicable.

Roles and Responsibilities

Role	Responsibility
Assistant Director for Leisure & Culture (ADLC)	Reviews and approves this policy as required.
Market Manager (MM)	Makes the decision to implement this policy. If the MM is not available, the Market Officer (MO) will be responsible for making the decision. Discretion will be used by the MM to waive or reduce fees. Make note of the decision to cancel a market.
Markets Officer (MO)	Makes the decision to activate the policy in the absence of the MM. Remains available at all times until infrastructures are taken down, or the weather warning is downgraded.
Staff	Any staff that are deployed to help when the policy is activated are to follow instructions and not place themselves in any personal danger.
Health and Safety Team	Advises on the policy and during any live situations, if required.
Communications Team	Provides effective and timely public communications during any live situations, if required.

A severe weather warning may not be considered a reason to cancel or restrict the market. The management team will actively review advance weather warnings from the Met Office, Lincolnshire County Council or third-party forecasting services, if needed.

In deciding whether the market can go ahead in a restricted capacity, or cancelled completely, the Market Manager or the Market Officer in their absence, shall use their judgement and experience together with the following:

- Predicted and/or current weather conditions.
- Weather and risk table.
- Availability of staff.
- Economic factors.

- Insight – Previous occurrences.

There are 2 key factors to be considered, as follows:

1. The infrastructure e.g. stalls/gazebos etc. can be erected safely and remain safe throughout the duration of its erection.
2. That there is sufficient staff readily available at all times throughout the market to dismantle any infrastructure should the weather deteriorate whilst the stalls/gazebo's are erected.

In circumstances where the weather has deteriorated and the market is cancelled, the Market Officer must remain on site until the infrastructure is taken down, or the weather has improved to a safe state.

If the market can still go ahead but at a restricted level, priority will be given to those traders who sell perishable goods e.g. butchers/bakery/grocers etc.

The ADLC must be kept informed as to any decisions made. Once a decision has been made, traders will be immediately advised through a variety of methods including but not exclusive to, social media, text and email.

Activating the policy

- If wind gusts are predicted to be between 36-39mph anytime between stall/gazebo erection, throughout core trading hours and up until stall/gazebo dismantling, the Market Manager may decide to restrict the market. He may do so by allowing stalls/gazebos, but the use of sides and covers to be strictly monitored on a regular basis by the traders and Market Officer. If the Market Officer deems there to be a significant risk to health and safety, he may instruct traders to remove all sides/covers immediately.
- If wind gusts are predicted to be over 39mph anytime between stall/gazebo erection, throughout core trading hours and up until stall/gazebo dismantling, the Market Manager may restrict the market by not allowing any stalls/gazebos, and instead, allowing traders to trade from their vans and approved stands/trestles. If this is the case, the Market Manager will advise relevant departments and partner organisations, if required. Depending on the severity of the wind, the Market Manager may decide to cancel the market.
- When no stalls or gazebos are permitted during a restricted market, the following conditions shall be adhered too:
 - Trading only allowed from vehicles, the floor or approved stands/trestles.
 - Grid paneling allowed on top of approved stands/trestles.
 - No solid topped tables/trolleys or boards to be used.
 - The maximum height of any crates/boxes used must not exceed 76cm.

- When using any equipment, please ensure you are appropriately supervising your equipment at all times, particularly when setting up and taking down.
- If no stalls or gazebo's are permitted, no parts of any stalls or gazebo's should be used outside of any traders vehicles.
- If a restricted market is declared by the Market Manager the day before the market, and the weather unexpectedly improves overnight resulting in predicted reasonable weather conditions during core trading hours, those traders with their own stalls/gazebos/equipment may be allowed to use them as usual with the Market Managers approval, or the Market Officer in their absence. The assessment for such incidents will be made at prior to 8.30am on the market day, using the Met Office Weather app. No traders shall start erecting any equipment until that decision has been made.
- Where trading has already commenced and the Council considers it appropriate to stop trading, they shall notify the traders accordingly and supervise the removal of all goods, equipment and vehicles from the Market Place.
- Where a market is cancelled, due to adverse weather, the Council's decision will be deemed final, and all traders will be required to cease trading and vacate the Market Place immediately.
- The Market Manager will aim to assess the upcoming weather via the Met Office website/app to maintain a consistent approach, at approx. 1400 the day before the market.

ABSENCE FROM THE MARKET ON INCLEMENT WEATHER DAYS

- Traders are assumed to be occupying their stall/gazebo/pitch unless they have provided prior notice in writing of non-attendance to Markets@Boston.gov.uk, including on days when the market is restricted due to inclement weather.
- Regular traders who stand 1 day per week are entitled to take 2 inclement weather entitlement days per year. Regular traders who stand 2 days per week are entitled to take 4 inclement weather entitlement days per year, 1st April to 31st March. Traders can use these days in weather conditions they deem not fit to trade in on open market days. Rent will not be payable on these days. This entitlement can only be used on days of inclement weather and be approved by the Market Officer. Please see the Severe Weather Policy for further details.

FEE'S

- In the case of the market being cancelled prior to the market day, traders will not

be charged. In the event the trader has paid in advance they will receive a full credit.

- In the case of a restricted market, **and** if no Council stall/gazebo provided, the trader will be offered the opportunity to stand, charged per 1ft on the length of their vehicle if trading from it, or the width of their trading area, or the depth of their trading area, whichever is greatest.
- In the case of a restricted market, and if a trader has been permitted to use their own stall/gazebo, they will be charged the usual rate per ft on the length of their vehicle, or the width of their trading area, or the depth of their trading area, whichever is greatest.
- In the case a market is cancelled by the Council during a market day, no letting fee shall be payable if trading ceases before 1200 on that day. If no such action is taken before this time, then a full day's fee shall be payable.
- In the case the market is open, and the trader is standing and wishes to no longer trade due to inclement weather 'in their opinion', they may leave the market after seeking permission from the Markets Officer. Traders who choose to leave the market early due to inclement weather of their own decision, will need to use their Holiday entitlement or Inclement Weather entitlement. If they have exhausted all their entitlement, they will be charged a full fee.
- In the case where the Market Manager has restricted the market, the trader will have a choice to stand or not, without being charged, and without having to use their holiday entitlement or their inclement weather entitlement, but they **must strictly** adhere to the following:
 - The trader must notify the Market Officer **in writing** (Text, email Markets@Boston.gov.uk) that they will not be standing on the restricted market, by 1400 the day before the market.
- Failure to inform the Market Officer within the specified time frame will result in the trader being charged full rent.

RISK ASSESSMENTS

- If traders who use their own stall/gazebo can provide the Council documentation from their stall/gazebo manufacturer of the wind gusts ratings/limitations, and these are above the wind gusts predicted during core trading hours, those traders may be allowed to use their own equipment if they abide by the manufacturer's instructions. This must be authorised by the Market Manager, or the Market Officer in their absence, prior to the start of the market and such documents must be made available upon request by any Council staff. Failure to do so will result in the trader not being permitted to use their equipment. The decision for such circumstances will be made prior to 8.30am on the market day.

- Consideration for traders to use their own stalls/gazebo's will be given to those traders unable to provide manufacturer's wind gust ratings/limitations but who have provided a detailed risk assessment for such circumstances. This risk assessment must be assessed by the Market Manager prior to the trader standing. The Market Manager may liaise with the Councils Health and Safety Team when assessing each risk assessment.
- A risk assessment will not automatically allow traders to use their equipment in severe weather conditions, it will be the Market Manager's decision, depending on the severity of the weather, on what will be allowed. Options are, but not limited to, trading with stalls/gazebo's as usual, trading without stall covers, trading without gazebo's side covers, trading from vehicles and floor with no stalls/gazebo's permitted. If stalls/gazebo's are permitted, the trader must ensure correct weights are used at all times and must complete regular safety checks on their equipment, as per their risk assessment.

Decision Making Framework

Are sufficient staff available?	Weather Conditions		
	Good but deteriorating later in the day	Bad but improving later in the day	Bad and worsening
Yes	Hold the market if the time available to trade is acceptable. Put certain restrictions in place if required.	If possible, set out the basic stall/gazebo infrastructure but leave stall boards, sheets/sides off until the traders arrive or it is safe to add. Put certain restrictions in place if required.	Consider restricting or cancelling the market.
No	Restrict or cancel the market.	Restrict or cancel the market.	Restrict or cancel the market.

SEVERE WEATHER TABLE AND RISKS

December 2024

Met Office Terminology	Definition	Risk – who may be harmed and how	Controls and Actions
Heavy snow	Snow falling at a rate of approx. 2cm per hour or more, expected for at least 2 hours.	Slips, trips, and falls from unsafe or icy ground. Manual handling injuries from attempting to set up infrastructure in icy/snowy conditions. Impact injuries	Check weather forecasts before market. Cancel or restrict market according to forecast. Ensure operatives/staff are on standby if forecast is uncertain. Monitor travel information around the Town Centre. In the case of lighter conditions, ensure gritting of the main roads/streets and pedestrian areas. If a thaw is forecast, consider if there is sufficient safe ground to host the market.
Blizzards/ Drifting snow	Moderate or heavy snow with winds of 30mph or reduced visibility to 200 metres or less or drifting snow causing similar Conditions.	from vehicles (including market vehicles) attempting to manoeuvre on icy or snowy surfaces and poor visibility. Increase in vehicle accidents on the highway, main roads and streets around the Town Centre if traders and customers try to attend the market.	
Very heavy snowfall	Expected to give depths of 15cm or more with potential to result in widespread disruption in communications. Blizzards are severe with visibility reduced to near zero		
Freezing rain	Rain freezes on contact with road surfaces		

Very windy	Gusts above 35mph	Impact/crush injuries from flying debris/traders goods, moving stalls/gazebo's and collapse of stalls/gazebo's. Bruising, cuts and lacerations resulting from above incidents.	Check weather forecast before market. Cancel or restrict market according to forecast. If possible, ensure operatives/ staff are on standby if forecast is uncertain. Monitor weather and circumstances throughout the market.
Heavy Rain	Expected to persist for at least 2 hours and to give at least 15mm within a 3-hour period or a period of rainfall of sufficient intensity to cause flooding on already saturated ground (includes melting snow) e.g. around 25mm per day.	Flash flooding of urban areas and main roads/streets around the Town Centre impeding the access of emergency services and causing traffic management difficulties. Collapse of market canopies/sheeting/gazebos.	Monitor weather and circumstances in advance of the market. Flooding would be a risk if the ground area was already at saturation points. Consider an early finish if flooding seems to be likely. Traders encouraged and requested to ensure that water is not allowed to build up on top of stalls/gazebo's.
Dense fog	Visibility less than 50 metres.	Increased risk of vehicle accidents on the main entry roads/streets around the Town Centre. Increased time spent in traffic tailbacks. Increased risk of accidents, particularly with market vehicles, leading to crush/impact injuries.	Monitor weather and circumstances throughout the market. Consider an early finish in daylight if fog persists. Consider staffing levels.

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