

# **Local Service Delivery Committee (Macclesfield) Agenda**

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**Date:** Monday, 19th December, 2011  
**Time:** 9.15 am  
**Venue:** Meeting Room B, Macclesfield Library

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1. **Apologies**

To receive apologies for absence.

2. **Minutes** (Pages 1 - 4)

To approve the minutes as a correct record.

3. **Declarations of Interest**

To provide an opportunity for Members to declare any personal and/or prejudicial interests in any item on the agenda.

4. **Public Speaking/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the meeting on any matter relevant to the work of the meeting. Individual members of the public may speak for up to 5 minutes but the Chairman or person presiding will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

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For requests for further information

**Contact:** Julie North  
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5. **Continuation of Discussion on Special Expenses Levy** (Pages 5 - 36)

To finalise the recommendations to Cabinet on the level of service and related budgets the Committee wishes to see continue to be provided in the unparished area of Macclesfield, potentially leading to the levying on a relevant charge.

The supporting papers for this item are those submitted to the last meeting and are attached to the agenda, for ease of reference.

Also attached is the additional information requested at the last meeting, as follows :-

Five year forecast for markets.

Breakdown of the Council's budget for Christmas lights.

Draft Community Toilet Scheme.

Breakdown of costs for floral displays.

**CHESHIRE EAST COUNCIL****Minutes of a meeting of the Local Service Delivery Committee  
(Macclesfield)**

held on Friday, 25th November, 2011 at Macclesfield Library - Macclesfield

**PRESENT**

Councillor D Druce, Chairman

Councillors C Andrew, L Brown, K Edwards, A Harewood and M Hardy

**Participating/Local Ward Members**

Councillors J Jackson, B Murphy and D Neilson.

**In attendance**

Councillors H Murray, W Livesley, L Smetham,

**Officers in attendance**

Vivienne Quayle – Head of Performance and Capacity

Chris Allman - Project Manager East

Paul Goodwin - Finance Lead Places

Mark Wheelton – Leisure Services and Greenspace Manager

John Leach – Market Manager

Rob McGarry – Streetscape and Technical Support Manager

George Broughton – Parks Development Manager

**Apologies**

Councillor Jeuda

**15 MINUTES****RESOLVED**

That the minutes be approved as a correct record.

**16 DECLARATIONS OF INTEREST**

There were no declarations of interest at this point in the meeting. However, Cllr Edwards declared a personal and prejudicial interest at minute 19, by virtue of being a member of Bollington Town Council, when discussion took place regarding the role of the Town Centre Manager and left the room during consideration of the matter.

**17 PUBLIC SPEAKING/OPEN SESSION**

Honorary Alderman, Norman Edwards attended the meeting and used public speaking time to highlight problems regarding accessibility by electric scooters, provided for people with disabilities, in Macclesfield Town Centre and on the Middlewood Way. He referred to the former Macclesfield Borough Council Access Panel, which had dealt with such issues and suggested that a similar Panel/Committee be introduced by Cheshire East Council.

The Committee agreed to pass this request to the appropriate body within the Council for consideration.

Mr Bob Toms used public speaking time to express concern regarding the introduction of a second tax on the people of Macclesfield, to pay for local facilities and questioned how many local people were aware of the possibility of a special levy being introduced. He considered that the residents of Macclesfield would be paying twice for the facilities. He also asked why there was not a Town Council for Macclesfield and commented that the Local Service Delivery Committee members were selected, rather than elected.

## **18 PRINCIPLES OF LOCALISM**

A discussion took place on the merits of working locally, what this meant in Cheshire East and how the Local Delivery Committee could support this process. As part of this discussion attendees gave views on special expenses levy, the particular situation in Macclesfield and the desire to make sure that solutions were appropriate for the local area. The membership of the local service delivery committee was discussed as well as the influence that the Committee could have in the future.

## **19 LOCAL SERVICE DELIVERY - TRANSFER AND DEVOLUTION**

At the previous meeting of the Committee, Members had requested some additional information to help inform their recommendations to Cabinet on the level of service and related budgets they wished to see continue to be provided in the unparished area of Macclesfield.

This information was now been provided, together with a summary of the 2012/13 budget for Macclesfield, including individual service budgets and a breakdown of support services charges.

The Committee made recommendations to Cabinet in respect of each of the areas under consideration as follows :-

### **Allotments**

#### **RESOLVED**

That Cabinet be informed that the Committee does not feel it is appropriate for these costs to be included in a special expenses levy, as they are a statutory duty of the lowest level of government, this being Cheshire East Council.

(Councillor Edwards abstained from voting).

### **Senior Citizens Hall**

It was noted that, at the previous meeting of the Committee, it had been questioned whether this item should be considered, when the hall fell within the Macclesfield Town Centre Development area.

#### **RESOLVED**

That Cabinet be informed that that the Committee does not feel it is appropriate for these costs to be included in a special expenses levy, at this point in time, when the status of the hall is uncertain. The Committee may wish to reconsider its position when the hall's status becomes more certain.

(Councillor Edwards abstained from voting).

### **Weston Community Centre**

Concern was expressed regarding the condition of the Centre and it was felt that it needed to be brought up to a reasonable standard. It was also considered that the library room, situated within the Centre, was a vital cultural resource for the community and should be retained and that any future proposals relating to the library should be brought back to the Committee for consideration.

### **RESOLVED**

That Cabinet be recommended to defer the decision in respect of the Weston Community Centre, until such a time as the Centre is brought up to a reasonable standard and that the position regarding the library be the subject of further discussion.

(Councillor Edwards abstained from voting).

### **Markets**

Further information was requested, for consideration at the next meeting, to include a budget forecast for the next five years for the indoor and outdoor markets, including an analysis with regard to assets and clarification regarding the figure relating to service management and support services for the markets. It was also suggested that the Council should review and reduce the figures in respect of overtime, as part of its harmonisation of terms and conditions.

### **RESOLVED**

That Cabinet be informed that the Committee is minded to make a recommendation to accept that it is appropriate for these costs to be included in a special expenses levy, on condition that a five year forecast for the indoor and outdoor markets is provided for the next meeting of the Committee, to include an analysis with regard to assets; and that Cheshire East Council reviews and reduces the figures in respect of overtime, as part of its harmonisation of terms and conditions.

(Councillor Edwards abstained from voting).

### **Town Centre Management**

(Councillor Edwards had declared a personal and prejudicial interest in this matter and left the room during its consideration).

### **RESOLVED**

That Cabinet be informed that the Committee would wish to include this area in any special expenses levy and that the Committee would like to have an input

into the job description for the Town Centre Manager and have influence over their job role and accountability.

(Councillor Edwards returned to the meeting).

### **Christmas Lights**

A detailed breakdown of the Council's budget provision of £20,000 was requested.

### **RESOLVED**

That a detailed breakdown of the following year's costs, including the Christmas tree and decorations be provided, for consideration at the next meeting of the Committee.

(Councillor Edwards abstained from voting).

### **Public Conveniences**

At the previous meeting of the Committee it had been suggested that consideration be given to closing of the existing public conveniences and paying an amount of money to suitable local retailers, to enable use of their toilets by the public.

### **RESOLVED**

That Cabinet be informed that the Committee recommends that the possibility/feasibility of engaging local retailers to provide toilet facilities for the public be explored, including provision for the disabled, to replace the two current sites and accepts that the Committee would be responsible for any associated costs.

(Councillor Edwards abstained from voting).

### **Floral Displays**

It was noted that the figures relating to floral displays included baskets, troughs, planters and tubs, but excluded flowerbeds. A detailed breakdown of the costs was requested for consideration at the next meeting.

### **RESOLVED**

That a detailed breakdown of the costs be provided for the next meeting.

## **20 DATE OF NEXT MEETING**

The next meeting would take place, at 9.15am on Monday 19 December 2011, at Macclesfield Library.

The meeting commenced at 9.30 am and concluded at 1.15 pm

Councillor D Druce (Chairman)

## CHESHIRE EAST COUNCIL

### Local Service Delivery Committee - Macclesfield

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<b>Date of Meeting:</b>	25 November 2011
<b>Report of:</b>	Vivienne Quayle:- Head of Performance, Customer Services and Capacity
<b>Subject/Title:</b>	Update on Local Service Delivery
<b>Portfolio Holder:</b>	Cllr Rachel Bailey Cllr David Brown Cllr Michael Jones

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#### 1.0 Report Summary

- 1.1 The report and appendices are intended to provide members of the committee with responses to the main issues raised at the previous meeting and provide further clarification on the most up to date financial issues
- 1.2 It is acknowledged that the role of the Committee encompasses the monitoring of performance and a forum for debate about those services. However, the focus for the next two meetings leading up to a recommendation to cabinet needs to be focused on the issues relating to special expenses payment.
- 1.3 Based on the information previously provided and the current position, members of the Committee alongside the views of ward members present, need to make an informed recommendation on those existing services that they wish to see be provided in the currently unparished area of Macclesfield (consistent with those transferring to parished areas).

#### 2.0 Decision Requested

- 2.1 The Committee is asked to agree a recommendation to Cabinet on the level of service and related budgets they wish to see continue to be provided in the unparished area of Macclesfield.

#### 3.0 Reasons for Recommendations

- 3.1 Macclesfield is currently an unparished area and as such has no local Council at present to represent the area. In order to ensure that the area of Macclesfield has similar opportunities and choices as the other parished areas and that all areas of Cheshire East are treated consistently, it has been necessary to set up specific committees to carry out the functions as outlined in the Terms of Reference.

- 3.2 A prime role of the Committee is to make a recommendation to cabinet (and ultimately Council) on the level of service in the unparished area and any enhancements leading to a special expenses levy. This is part of the overall framework for Council Tax setting and, will therefore be finally agreed in the February cycle of meetings alongside the Council's budget and Council Tax decisions. This Committee has an opportunity to influence that decision within the Macclesfield unparished area
- 3.3 Previous meetings have given background information and financial analysis. This is a changing picture as financial assumptions are being made across the authority in all services in order to formulate the overall Cheshire East budget. It is important to position this Committee's work in the context of the overall business planning process and acknowledge that the draft budget is not yet finalised. Therefore, all figures are at this stage the most accurate position that can be provided but may be subject to changes in the context of the overall budget position. Clearly the Committee will be kept up to date on any necessary changes.

#### **4.0 Wards Affected**

- 4.1 Macclesfield West and Ivy
- 4.2 Macclesfield Hurdsfield
- 4.3 Broken Cross and Upton
- 4.4 Macclesfield South
- 4.5 Macclesfield Central
- 4.6 Macclesfield Tytherington
- 4.7 Macclesfield East

#### **5.0 Local Ward Members**

- 5.1 All Macclesfield members

#### **6.0 Policy Implications including – Carbon Reduction - Health**

- 6.1 This initiative aligns with the first priority of the Sustainable Community Strategy “nurturing strong communities” and is part of Cheshire East's stated drive to ensure that working locally is at the heart of what we do.
- 6.2 National policy is designed to decentralise government and give communities power to make a difference in their area. This initiative clearly aligns with this national drive.

#### **7.0 Financial Implications (Authorised by the Director of Finance and Business Services)**

- 7.1 At the last meeting members asked for a detailed explanation around a number of items: The up to date financial figures are still being considered and will be circulated prior to the meeting. The following



points are in response to the specific queries raised and are those of the service leads:

### **Support services Cost**

This will be provided to members prior to the meeting as further work needs to be undertaken alongside the budget setting process.

### **Markets**

Overtime is used to bridge the gap between contracted hours and the hours required to manage the market. Additionally payments to erect the outdoor markets are overtime as the personnel involved have other contractual employment in the authority.

Grosvenor Centre Service Charge – This is a legacy agreement which determined that the markets pay 2/3rds of the charge and the car parking service the remaining third. The reasoning behind this is not known however if it is based entirely on surface area then a further redistribution would be required.

### **Vacant Stalls**

Currently 2 out of 50 indoor stall are vacant. The outdoor market is subject to more fluctuation although trader numbers are generally around 10% down during this financial year.

### **Income**

The current trend in market trading performance is in line with the National Trend, namely the market is suffering and in particular the Indoor market is facing very challenging retail conditions. Against this financial setting it is anticipated that market performance will remain challenged. Local investment and measures to increase the vitality and visibility of the market could help to improve this position.

### **Toilets**

Overtime is used to bridge the gap between contracted hours and the hours required to clean the facilities over a 7 day period.

### **Allotments**

Appendix A gives members detail clarification around the question raised in relation to allotments and Appendix B provides further background information on the allotments in Macclesfield and is split into 3 parts:

- Illustrates tenancy & catchment area of tenants on site.
- A brief summary of charges.
- A summary of the breakdown of charges last year (2010/2011) and indicators of discounts given to tenants on our sites.

## **8.0 Legal Implications (Authorised by the Borough Solicitor)**

- 8.1 The position on legal implications was provided at the first meeting of this Committee in recognition of the context for setting a special expenses levy.
- 8.2 Since this advice there is a further consideration which is the announcement of a Council Tax freeze. As any special expenses levy is part of Council Tax legislation and conditions we await the definitive view of the Department for Communities and Local Government on the detailed conditions for a Council Tax freeze and the consequent grant to fund the freeze. This may affect the Council's ability to set a special expenses levy.

## **9.0 Risk Management**

- 9.1 There is a potential risk that inconsistencies could occur where there are parished and unparished areas within the authority. This Committee has been set up to ensure that consistency issues are properly considered and also to give the unparished area a voice given that there is no Town or Parish Council to provide this function. If these issues are not tackled there is a risk that parished areas could unfairly fund services that continue to be funded in unparished areas.
- 9.2 There is a risk that the DCLG guidance on the Council Tax freeze will prevent the setting of a special expenses levy for 2012/13 and that any enhancements to services recommended by this Committee become a further pressure on Cheshire East's overall budget. This will be closely monitored and we are awaiting clarity on this issue from DCLG.
- 9.2 There is a risk that any charge on the people of Macclesfield is unclear given the potential for a special expense and a charter trustee level as well as the usual Council Tax. This is part of the reason for setting up this Local Delivery Committee and communication of the agreed position will focus on giving clear information to residents.

## **10.0 Background and Options**

- 10.1 At the second meeting of Local service delivery committee for Macclesfield, Members of the committee asked for further detailed financial information on the services that will form the special expense payment.
- 10.2 As part of Cheshire East Council's initiative to transfer and devolve services to Town and Parish Councils, Full Council agreed that Local Service Delivery Committees are required to represent the unparished areas in the Borough to determine the level of local services required by communities. This decision was taken in November 2010.

- 10.3 The list of such services in this area is as the report to Cabinet on 5<sup>th</sup> September 2011. (The report was circulated to Members of the Committee prior to the last meeting)
- 10.4 In order to be consistent with the overall Cheshire East policy un parished areas need an assessment of the cost of the relevant services and consideration by this local service delivery committee. This may result in a special expense levy on the CEC Council Tax bill. This is designed to be an equivalent to a precept for local services provided by a Town or Parish Council.
- 10.5 If and when a Town or Parish Council is established in these areas, the local service delivery committee will no longer be required.

**11.0 Access to Information**

The background papers relating to this report can be inspected by contacting the report writer:

Name: Vivienne Quayle

Designation: Head of Performance, Customer Services and Capacity

Tel No: 01270 685859

Email: [Vivienne.quayle@cheshireeast.gov.uk](mailto:Vivienne.quayle@cheshireeast.gov.uk)

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## Appendix A

**Allotment Queries Macclesfield****1. How many individual plot holders are there in the Macclesfield area and where do they live?**

As we are concerned over data protection, we have produced figures to identify them within the localities. Using the 10 sites within the area - summary of 295 tenants actually on site is:

Macclesfield	89.5%
Bollington	2.4%
Hurdsfield	0.7%
Henbury	1.0%
Rainow	0.3%
Sutton	5.4%
Gawsworth	0.7%
<u>Total 295 Tenants</u>	<u>100.0%</u>

These figures are slightly different from previous data as they were produced from actual figures produced at the end of April 2011 - some tenants have changed already due to withdrawals & new tenants coming in, for this we have used updated tenant information rather than giving the retrospective picture. Further, the 295 figure does now include the prospective 12 new tenants that are on standby for the newly refurbished Springfield Road site.

Macclesfield town allotments (those sites that would not fall into a parish), do hold tenants who live in the parishes. Tenants from parishes with no allotment provision are from; Henbury, Rainow and Gawsworth. There are also only limited plots in Bollington. The following sites are currently classed as Macclesfield town but do fall within a parish area; Springhill in Higher Hurdsfield and Lyme View in Sutton. But most of the tenants on these sites are from the Macclesfield town area.

**2. To what extent are we complying with our legal duty in terms of statutory provision?**

Cheshire East Council, in taking over from the former Districts has endeavoured to meet its statutory duty by providing a reasonable level of service.. Our aim has been to manage the sites successfully, encourage productivity, deal with problem tenants, have tenancy agreements and respond to groups if they approach us asking for us to look for additional plots. The main requirement is to provide sufficient allotments to meet demand.

**3. What formal relationship do we have with the local associations in terms of legal agreements and what annual return do they make to us.**

The Associations hold a tenancy agreement with us. Generally on non association sites, the plot holders are the tenant and have individual tenancy agreements. The tenancy agreements with associations tend to be old and do vary from site to site. They outline the responsibilities of the association and those of the local authority. Some, but not all associations, then also require the individuals on their sites to enter into an agreement with the association. Some of these are of their own creation; some are based on the CEC tenancy agreement. Generally we expect all tenants, whether on an association site or not, to comply with the same standards and protocols as outlined in the CEC tenancy agreement. The self managing associations take on some tasks and management of tenancies and in

return have the rental for the site reduced, and so they build up their accounts. The income we generate from allotments is after that deduction is made.

Appendix B Performance Measures North gives more detail around this.

**4. How many individual plot holders were there in the Macclesfield area?**

The analysis refers to period 2010/2011. In addition, included are the figures for the rents covering period 2011/2012 for your reference.

Springfield Road Allotment is being developed from Capital. Once completed, calculations of the plot sizes & projected rent will be carried out.

An issue to be aware of relates to site water costs; We only have water costs for the Birtles Road site - despite many having stand-pipes on the sites, these do not appear to have been billed. We are raising this with United Utilities so that the costs can be fully understood.

**5. What was the current waiting list for each site and a breakdown of where those on the waiting list lived?**

Appendix B gives a detail breakdown of sites and waiting lists.

**6. What percentages of the allotments are currently unoccupied, where are the vacant allotments and what was the consequent loss in income?**

Appendix B gives further details of vacant plots and sites.

		APPLICANTS - Catchment Area							APPLICANTS - Catchment Area						
Allotment site (Association managed sites marked (A) )	Number of Vacant Plots	Number of Requests For Site From Waiting List	Macclesfield	Bollington	Sutton / Langley	Gawsworth	Rainow	Prestbury	Number of Requests For Site From Waiting List	Macclesfield	Bollington	Sutton / Langley	Gawsworth	Rainow	Prestbury
11. Birtles Rd, Macclesfield (A)	2	57	56			1			57	98.2%			1.8%		
12. Brookfield Lane, Macclesfield (A)	0	69	69						69	100.0%					
13. Laburnam Rd, Macclesfield (A)	0	56	51		5				56	91.1%		8.9%			
14. Byrons St, Maple Ave, Macclesfield	2	13	13						13	100.0%					
15. Park Grove, Macclesfield	2	22	22						22	100.0%					
16. Stamford Rd, Macclesfield (A)	2	28	26		1		1		28	92.9%		3.6%		3.6%	
17. Springfield Rd, Macclesfield		16	16						16	100.0%					
18. Springhill, Hurdsfield, Macclesfield	0	19	16	3					19	84.2%	15.8%				
19. Knowsley Rd, Macclesfield	0	21	20			1			21	95.2%			4.8%		
20. Lyme View, Sutton, Macclesfield	0	35	23		10		1	1	35	65.7%		28.6%		2.9%	2.9%
Summary - As at Nov 2011	8	336	312	3	16	2	2	1	336						
			92.9%	0.9%	4.8%	0.6%	0.6%	0.3%	100.0%	92.9%	0.9%	4.8%	0.6%	0.6%	0.3%
Qty Of Individuals Registered On Waiting List - Nov 2011	238														

<b>ALLOTMENT RENTALS - Charges</b>	<b>2011/12</b>
Charge per square metre without water or roads	£0.074
Charge per square metre with either water or roads	£0.116
Charge per square metre with both water and roads	£0.154

<b>ALLOTMENT RENTALS - Discounts</b>	<b>2011/12</b>
Discount reduction for senior citizens	50%
Discount reduction for Allotment Associations	30%



INCOME F/CAST 2011/12				INCOME BREAKDOWN 2010/11				DISCOUNT VALUE GIVEN 2010/11				EXPENDITURE - 2010/2011		
Number of Plots	Water on Site	Path/Road Maint	Rental Income To Be Invoiced for Period 2011/2012	Rental Income Excluding Any Discounts £	ACTUAL Total Rent Invoiced £	ACTUAL Full Price Rents £	ACTUAL Pensioner Rents £	VALUE Pensioner/ Disabled Disc Taken	VALUE Society Discount Taken	VALUE FOC Discount Taken	VALUE Site Rep Payments	Cost Centre (Maintenance/ Expenditure) £	United Utilities Water Charges £	Land Rents Paid Over £
49	✓	✓	£510.14	£1,047.40	£436.73	£140.29	£296.44	£296.44	£314.22	—	—	—	£393.33	—
60	✓	✓	£679.35	£1,404.52	£655.01	£326.86	£328.15	£328.15	£421.35	—	—	—	—	—
47	✓	✓	£647.92	£1,534.76	£624.71	£175.09	£449.62	£449.62	£460.43	—	—	—	—	—
33	✓*	✓*	£427.75	£477.82	£443.30	£406.78	£36.52	£36.52	—	—	—	—	—	—
5	X	X	£46.47	£53.91	£53.91	£53.91	—	—	—	—	—	—	—	—
52	✓**	✓**	£845.14	£1,399.00	£813.17	£647.04	£166.13	£166.13	£419.70	—	—	£56.45	—	—
7	✓	✓	tbc	—	—	—	—	—	—	—	—	—	—	—
3	X	X	£129.15	£124.53	£124.55	£124.55	—	—	—	—	—	—	—	—
31	✓	✓	£633.69	£697.77	£618.64	£539.51	£79.13	£79.13	—	—	—	£148.09	—	—
25	✓	✓	£348.03	£388.35	£335.56	£282.77	£52.79	£52.79	—	—	—	—	—	—
			£4,267.64	£7,128.06	£4,105.58	£2,696.80	£1,408.78	£1,408.78	£1,615.70	£0.00	£0.00	£204.54	£393.33	£0.00

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**LOCAL SERVICE DELIVERY COMMITTEE – MACCLESFIELD****BUDGET UPDATE**

The development of the budgets for 2012/13 has continued in the weeks since the last Committee meeting, with Service Managers assisting with refinement of figures, as appropriate.

The following budget tables reflect this work and main changes have been:

- Revision of Allotments budgets, following greater clarification on (i) employee costs which have been added and calculated based on time allocations provided by officers, (ii) a revised apportionment of costs not directly attributable to specific sites, that are held centrally and (iii) re-alignment of some expenditure headings to provide a more detailed cost analysis.
- Revision of Senior Citizens Hall and Weston Community Centre budgets with minimal overall financial effect, to reflect re-alignment of some expenditure headings to provide a more detailed cost analysis.
- Revision of Markets budgets, to show further analysis of the 2012-13 estimate between the Indoor and Outdoor markets. In addition, a further note has been added to show the income potential if the market was operating a full capacity.
- Inclusion of all “mobile” floral displays, in addition to hanging baskets, in line with the local service approach for other Towns
- Reduction in Support Services costs, principally relating to removal of depreciation charges from the previously estimated figures

A Summary of the 2012/13 budget for Macclesfield is attached, followed by individual Service budgets and a breakdown of Support Services charges.

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## LOCAL SERVICE DELIVERY - Summary

Macclesfield		
NET OPERATING EXPENDITURE & INCOME		
	2011-12 Forecast £	2012-13 Estimate £
Allotments	956	46
Senior Citizens Hall	30,470	28,011
Weston Community Centre	14,862	25,221
Markets	(106,912)	(109,230)
Public Conveniences	46,553	47,028
Town Centre Management	43,921	43,921
Christmas Lights	20,000	20,000
Street Furniture	1,232	1,232
Floral Displays	5,027	5,153
<b>Total</b>	<b>56,109</b>	<b>61,382</b>
Service Management and Support		60,624
		<b>122,006</b>
Tax Base (2011-12 Band D equivalent)*		19053.79
<b>Illustrative "Special Expense" Council Tax</b>		<b>£6.40</b>

\* The Tax Base for 2012-13 will be slightly different from this figure

Note:

Floral Displays - includes: baskets, troughs, planters/tubs and hay mangers (ie transportable features), they exclude: flower beds (flat or raised).

**LOCAL SERVICE DELIVERY**

Service	Allotments		
	2010-11 Actual £	2011-12 Forecast £	2012-13 Estimate £
<b>Employees</b>	2,600	2,600	2,682
<b>Premises</b>			
- Water + Sewerage Charges	393	564	564
- Repairs & Maintenance - General	272	914	400
- Grounds Maintenance General	-	500	500
<b>Transport</b>	-	-	-
<b>Supplies</b>			
- Grants & Subscriptions	-	-	-
- Materials	-	-	-
- Printing & Stationery	-	-	-
- Promotional Materials	-	-	-
- Hired & Contracted Services	-	-	-
<b>TOTAL EXPENDITURE</b>	<b>3,265</b>	<b>4,578</b>	<b>4,146</b>
<b>Income</b>			
- Rents	(3,981)	(3,622)	(4,100)
<b>TOTAL INCOME</b>	<b>(3,981)</b>	<b>(3,622)</b>	<b>(4,100)</b>
<b>NET OPERATING EXPENDITURE / (INCOME)</b>	<b>(716)</b>	<b>956</b>	<b>46</b>

**Comments:**

Site locations are as follows:

- Birtles Road, Brookfield Lane, Byron Street/Maple Avenue, Knowsley Road, Laburnum Road/Byrons Lane, Lyme View - Sutton, Park Grove - South Park, Springfield Road and Stamford Road

Employee costs have been calculated based on time allocations provided by officers and are recorded for information purposes. The primary roles carried out include: site inspections, allocation of plots, tenancy letters, maintenance of waiting lists, detailing maintenance records, raising invoices and subsequent queries.

The expenditure budgets above are calculated at 42.5% of the total costs incurred which is considered to be a fair apportionment for the unparished areas.

## LOCAL SERVICE DELIVERY

Service	Senior Citizens Hall		
	2010-11 Actual £	2011-12 Forecast £	2012-13 Estimate £
<b>Employees</b>	8,650	8,697	8,697
<b>Premises</b>			
- Building Improvements & Maintenance	4,397	5,770	4,400
- Cleaning Materials	1,019	620	620
- Electricity	7,177	12,460	9,330
- Gas	3,360	3,320	4,368
- Water & Sewerage	1,033	1,810	1,100
- Business Rates	4,554	5,080	5,080
<b>Transport</b>			
- Employee Mileage	180	200	200
<b>Supplies</b>			
- Food & Provisions	-	44	44
- Clothing & Uniforms	-	44	44
- Furniture & Equipment	-	244	244
- General Equipment	-	44	44
- Grants to Other Organisations	3,200	3,200	3,200
- Telephone Rentals	25	600	360
- Hired & Contracted Services	200	200	200
- Refuse Collection	434	510	450
- General Licences & Fees	159	900	180
<b>Insurance</b>	-	-	1,150
<b>TOTAL EXPENDITURE</b>	<b>34,388</b>	<b>43,743</b>	<b>39,711</b>
<b>Income</b>			
- Room Hire Charges	(11,481)	(13,273)	(11,700)
<b>TOTAL INCOME</b>	<b>(11,481)</b>	<b>(13,273)</b>	<b>(11,700)</b>
<b>NET OPERATING EXPENDITURE / (INCOME)</b>	<b>22,907</b>	<b>30,470</b>	<b>28,011</b>

**Comments:**

2012-13 Employee budget is based upon actual costs incurred for April to September 2011.

Insurance is not charged to individual facilities within CEC. The figure provided is an estimate based on the former Macclesfield BC budgets: Fire £760, Third Party £210 and Engineering £180

"Grants to Other Organisations" reflects the element of free use that is currently offered within the Centre, this amount is also included within the income analysed above as "Room Hire Charges".

## LOCAL SERVICE DELIVERY

## Service

	Weston Community Centre		
	2010-11 Actual £	2011-12 Forecast £	2012-13 Estimate £
<b>Employees</b>	13,504	13,107	13,107
<b>Premises</b>			
- Building Improvements & Maintenance	43	2,870	500
- Cleaning & Domestic Supplies	137	550	550
- Electricity	446	1,060	500
- Gas	10,359	2,200	10,500
- Water & Sewerage	2,167	310	2,100
- Business Rates	2,111	2,360	2,360
<b>Transport</b>			
- Employee Mileage	200	200	200
<b>Supplies</b>			
- Clothing & Uniform	-	44	44
- Furniture & Equipment	-	84	84
- General Equipment	-	44	44
- Grants to Other Organisations	800	800	800
- Phones	23	120	120
- Hired & Contracted Services	200	200	200
- Refuse Collection	448	610	610
- General & Entertainment Licences	217	252	252
<b>Third Party Payments</b>	-	-	-
<b>Insurance</b>	-	-	650
<b>TOTAL EXPENDITURE</b>	<b>30,655</b>	<b>24,811</b>	<b>32,621</b>
<b>Income</b>			
- Budget General Fees & Charges (inc Casual Lettings)	(7,606)	(9,949)	(7,400)
<b>TOTAL INCOME</b>	<b>(7,606)</b>	<b>(9,949)</b>	<b>(7,400)</b>
<b>NET OPERATING EXPENDITURE / (INCOME)</b>	<b>23,049</b>	<b>14,862</b>	<b>25,221</b>

**Comments:**

Approx £280 per month is received as an internal recharge towards premises costs incurred in respect of the library which is in the same building.

Insurance is not charged to individual facilities within CEC. The figure provided is an estimate based on the former Macclesfield BC budgets: Fire £320, Third Party £260 and Engineering £70

"Grants to Other Organisations" reflects the element of free use that is currently offered within the Centre, this amount is also included within the income analysed above as "Room Hire Charges".



## LOCAL SERVICE DELIVERY

Service	Markets			Analysis of 12-13 Estimate		
	2010-11 Actual £	2011-12 Forecast £	2012-13 Estimate £	Indoor Market £	Outdoor Market £	2012-13 Estimate £
<b>Employees</b>						
- Salaries & Wages	38,750	70,107	74,000	50,000	24,000	74,000
- Overtime	56,830	63,651	64,000	6,000	58,000	64,000
	95,580	133,758	138,000	56,000	82,000	138,000
<b>Premises</b>						
- Electricity	40,281	21,175	21,700	21,700		21,700
- Gas	4,083	4,100	4,200	4,200		4,200
- Service Charge	37,856	46,060	47,440	47,440		47,440
- Insurance	4,360	4,360	4,360	4,360	-	4,360
- Building Maintenance	13,070	13,070	13,070	13,070	-	13,070
- LA Rates	335	305	350	350		350
- Water + Sewerage Charges	4,775	5,045	5,170	5,170		5,170
- Repairs & Maintenance	2,454	-	-	-		-
- Waste Collection	10,050	10,000	10,250	10,250		10,250
- Cleaning Materials/ Contracts	14,740	12,555	12,870	12,870		12,870
	132,004	116,670	119,410	119,410	-	119,410
<b>Transport</b>						
- Internal Transport Recharges	-	3,000	3,000	200	2,800	3,000
- Employee Allowances	1,564	-	-			-
	1,564	3,000	3,000	200	2,800	3,000
<b>Supplies</b>						
- General Equipment & Maintenance	362	7,980	7,980	4,410	3,570	7,980
- Hired & Contracted Services	544	1,000	1,000	1,000		1,000
- Clothing & Uniforms	87	300	300	300		300
- Mobile Phones	546	480	480	480		480
- Printing & Stationery	-	280	280		280	280
- Advertising	678	1,620	1,620	700	920	1,620
- Miscellaneous	5	-	-			-
	2,222	11,660	11,660	6,890	4,770	11,660
<b>TOTAL EXPENDITURE</b>	231,370	265,088	272,070	182,500	89,570	272,070
<b>Income</b>						
- Rents / Service Charges	(296,436)	(356,000)	(364,900)	(308,120)	(56,780)	(364,900)
- Electricity Recharges	(15,587)	(16,000)	(16,400)	(16,400)	-	(16,400)
<b>TOTAL INCOME</b>	(312,023)	(372,000)	(381,300)	(324,520)	(56,780)	(381,300)
<b>NET OPERATING EXPENDITURE / (INCOME)</b>	(80,653)	(106,912)	(109,230)	(142,020)	32,790	(109,230)

## Income:

The Estimate for 12-13 Indoor is based on total occupancy less forecast / Estimated void units (est 10%). The full occupancy position for 2012-13 is £342k and can be split between Rent & Service Charge as follows:

Rent	154,477
Service Chg	187,515
	<u>341,992</u>

**Comments:**

The figures above include both the Indoor & Outdoor Markets & 2012-13 Estimate has been split for information.

In 2011-12 more accurate coding of employee costs through the core payroll coding has enabled clearer analysis of costs.

In 2010-11, electricity costs reflected in the figures above appear somewhat higher than the 11-12 budget or forecast out-turn, this arose due to some energy costs relating to 09-10 being charged out to services in 10-11.

Service Charge - This reflects a proportion of the total service charge payable by CEC for the Grosvenor Centre, the total charge is allocated 2/3rds Markets (indoor), 1/3rd Car Parks. The Service Charge is included in the calculation of the service charge payable by occupiers of the indoor market, but not all the charge is included due to decision by the former Macclesfield B C to retain a % when the head lessor increased the charge significantly in 2008-09.

Insurance & Building Maintenance - CEC has centralised budgets/expenditure against these cost headings (ie they are not charged directly to services). The figures shown here reflect the budgets that were in place in the legacy account at Macclesfield.

Rents / Service Charges - The income here can be split between the lease rental which is reviewed every 3 years and the Service charge element which is reviewed annually.

In terms of the overall total costs of the Macclesfield Market (including Service Management and Support costs and Depreciation) the position is as follows, Net Operational Budget (£109,230) + SMSS £38,865 + Depreciation

**LOCAL SERVICE DELIVERY****Service**

	<b>Public Conveniences</b>		
	<b>2010-11 Actual £</b>	<b>2011-12 Forecast £</b>	<b>2012-13 Estimate £</b>
<b>Employees</b>			
- Salaries & Wages	23,588	23,088	23,080
- Overtime	5,876	5,922	5,920
	<u>29,464</u>	<u>29,010</u>	<u>29,000</u>
<b>Premises</b>			
- Electricity	472	4,748	4,880
- LA Rates	2,153	5,196	5,465
- Water + Sewerage Charges	2,952	1,926	2,010
	<u>5,577</u>	<u>11,870</u>	<u>12,355</u>
<b>Transport</b>			
	<u>-</u>	<u>-</u>	<u>-</u>
<b>Supplies</b>			
- General materials	45	-	-
- Hired & Contracted Services	648	650	650
- Miscellaneous			
	<u>693</u>	<u>650</u>	<u>650</u>
<b>Third Party Payments</b>	-	-	-
<b>Insurance</b>	952	952	952
<b>Building Maintenance</b>	2,006	2,006	2,006
<b>Re-allocated costs from Pub Cons General</b>	1,050	2,065	2,065
<b>TOTAL EXPENDITURE</b>	<u>39,742</u>	<u>46,553</u>	<u>47,028</u>
<b>Income</b>			
- Admission Charges	-	-	-
- Other	-	-	-
<b>TOTAL INCOME</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET OPERATING EXPENDITURE / (INCOME)</b>	<u>39,742</u>	<u>46,553</u>	<u>47,028</u>

**Comments:**

The above figures are based on the conveniences at Churchill Way & Park Green, Macclesfield only.

Employees - the figures above include cleaning costs plus an allocation of the Public Convenience Supervisor who operates across all sites and any overtime incurred re opening/closing facilities. The Supervisor allocation = £4,500.

Premises - Any cleaning material costs will be included in the allocation from the General Public Conveniences code. As will any assumed electricity costs

Insurance & Building Maintenance - CEC has centralised budgets/expenditure against these cost headings (ie they are not charged directly to services). The figures shown here reflect the budgets that were in place in the legacy account at Macclesfield. Re-allocated costs include cleaning materials and equipment not directly coded to specific sites.

## LOCAL SERVICE DELIVERY

Service	Town Centre Management		
	2010-11 Actual £	2011-12 Forecast £	2012-13 Estimate £
<b>Employees</b>	*	35,628	35,628
<b>Premises</b>	*	-	-
<b>Transport</b>	*	1,667	1,667
<b>Supplies</b>			
- General Equipment & Maintenance			
- General Materials			
- Hire of Equipment			
- Hired & Contracted Services	*	2,500	2,500
- Artist/Performer fees	*	2,500	2,500
- Street Furniture (Directional Signs etc)	*	500	500
- Projects + Activities	*	626	626
- Grants to other Orgs	*	500	500
- Miscellaneous			
<b>Third Party Payments</b>	*	-	-
<b>Insurance</b>	*	-	-
<b>Building Maintenance</b>	*	-	-
<b>TOTAL EXPENDITURE</b>	-	43,921	43,921
<b>Income</b>			
- Other	*	-	-
<b>TOTAL INCOME</b>	-	-	-
<b>NET OPERATING EXPENDITURE / (INCOME)</b>	-	43,921	43,921

**Comments:**

\* The 2010-11 data is not available in a format that analyses between towns

To provide a service to co-ordinate activity to promote the town centre to generate additional footfall through retail activity and events, thereby

- Developing and co-ordinating a programme of town centre events and activities throughout the year, but particularly over the Christmas period
- Close liaison with retailers and their representatives to provide advice and support where appropriate
- To identify operational and strategic issues/opportunities to officers of Cheshire East Council, Police, etc.
- Advice and support to organisations seeking to utilise the town centre environment for their own promotional purposes.

## LOCAL SERVICE DELIVERY

Service	Christmas Lights		
	2010-11	2011-12	2012-13
	Actual £	Forecast £	Estimate- Unparished £
Employees	*	-	-
Premises	*	-	-
Transport	*	-	-
Supplies			
- Hired & Contracted Services	*	20,000	20,000
Third Party Payments	*	-	-
Insurance	*	-	-
Building Maintenance	*	-	-
TOTAL EXPENDITURE	-	20,000	20,000
Income			
- Other	*	-	-
TOTAL INCOME	-	-	-
NET OPERATING EXPENDITURE / (INCOME)	-	20,000	20,000

**Comments:**

\* The 2010-11 data is not available in a format that analyses between towns

The CEC budget provision of £20k is for Christmas lights, tree, decorations etc.

It is understood that the Macclesfield Charter Trustees budget for 2011-12 (Dec 2011) is £16k and is for NEW lights, publicity and event support.

**LOCAL SERVICE DELIVERY - MACCLESFIELD****SERVICE MANAGEMENT & SUPPORT SERVICES**

The following table shows main support services cost allocations, by type and by Service. Assets Service charges reflect the management support to operational premises used by Services, as well as an apportionment of costs of running/ maintaining corporate buildings.

The figures are lower than indicated in previous reports, mainly due to exclusion of depreciation charges.

<b>Macclesfield</b>	<b>Community Centre/Halls £</b>	<b>Public Conveniences £</b>	<b>Markets £</b>	<b>Town Centre Management £</b>	<b>Christmas Lights/Trees £</b>	<b>TOTAL £</b>
Finance / Finance Shared Services	1,499	114	3,103	637	301	<b>5,654</b>
Assets	4,170	279	28,109	1,258	-	<b>33,816</b>
HR	555	-	567	697	-	<b>1,819</b>
Legal & Democratic Services	824	94	1,343	1,618	-	<b>3,879</b>
Policy & Performance	652	63	1,961	3,004	-	<b>5,680</b>
ICT	1,967	126	-	3,489	-	<b>5,582</b>
Places Management & Admin	-	412	3,782	-	-	<b>4,194</b>
<b>TOTAL</b>	<b>9,667</b>	<b>1,088</b>	<b>38,865</b>	<b>10,703</b>	<b>301</b>	<b>60,624</b>

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Macclesfield Indoor Market	2012/13	2013/14	2014/15	2015/16	2016/17
Employees salaries	61,000	61,610	62,225	62,850	63,475
Employees overtime	6,000	6,060	6,120	6,180	6,245
Premises	119,410	125,380	129,140	133,020	137,000
Transport	200	208	216	225	235
Supplies	6,890	7,096	7,310	7,529	7,755
Total Expenditure	193,500	200,354	205,011	209,804	214,710
Rent & Service Charges	308,120	317,360	326,885	353,035	363,630
Electricity recharges	16,400	19,680	21,650	23,810	26,200
Total Income	324,520	337,040	348,535	376,845	389,830
Net operating profit	131,020	136,686	143,524	167,041	175,120

AssumptionsBased on a market occupancy level of 100%

Employees salaries increased by	1.00%	1.00%	1.00%	1.00%
Premises costs increased by	3.00%	3.00%	3.00%	3.00%
Transport costs increased by	4.00%	4.00%	4.00%	4.00%
Supplies costs increased by	3.00%	3.00%	3.00%	3.00%
Rent & service charges increased by	3.00%	3.00%	8.00%	3.00%
Electricity recharges increased by	20.00%	10.00%	10.00%	10.00%

If the market occupancy level is 90%

Expenditure	193,500	200,354	205,011	209,804	214,710
Income	292,070	303,340	313,680	339,160	350,850
Net operating profit	98,570	102,986	108,669	129,356	136,140

Macclesfield Outdoor Market	2012/13	2013/14	2014/15	2015/16	2016/17
Employees salaries	13,000	13,130	13,260	13,394	13,528
Employees overtime	58,000	58,580	59,165	59,757	60,355
Transport	2,800	2,912	3,028	3,150	3,275
Supplies	4,770	4,913	5,060	5,212	5,368
Total Expenditure	78,570	79,535	80,513	81,513	82,526
Rent	56,780	58,485	60,240	62,045	63,906
Total Income	56,780	58,485	60,240	62,045	63,906
Net operating profit/loss	-21,790	-21,050	-20,273	-19,468	-18,620

Assumptions

Employees salaries increased by	1.00%	1.00%	1.00%	1.00%
Transport costs increased by	4.00%	4.00%	4.00%	4.00%
Supplies costs increased by	3.00%	3.00%	3.00%	3.00%
Rent increased by	3.00%	3.00%	3.00%	3.00%

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**Macclesfield**

**Costs for Christmas lights and trees.**

**Trees.**

**Market Place.**

Purchase, installation, decoration, dismantling, electricity.

Total cost £1,800 approx

**Heritage Centre.**

Purchase, installation, decoration, dismantling.

Total cost £ 350 approx.

**Street Decorations.**

Labour.

Installation & dismantling, call outs, repairs, storage.

Total cost £8,800 contractor approx + £ 6,000 CEC staff

Electricity

Total Cost approx. £1,800.

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## **Comfort Scheme – Cheshire East Community Toilet Scheme**

### **Principal Terms and Conditions**

1. The general public shall be permitted unobstructed access to the toilet facilities during the agreed opening hours.
2. Cheshire East Council may advertise the toilet on its website and in other publications/ locations.
3. The Council shall have the right to carry out monitoring inspections of the toilet with the Service Provider (the participating business).
4. The Service Provider must display at least one sign showing its membership of the Scheme on such window(s) or door(s) of its property to be agreed and provided by the Council. The sign will be provided by the Council.
5. The toilet shall be maintained in a clean and hygienic condition at all times and shall be adequately provided with toilet rolls, soap, bins and hand drying facilities. The toilet must be maintained and regularly monitored by the Service Provider to ensure it is safe to use by the general public.
6. The Council will agree a payment with the Service Provider to provide the agreed service (the agreed amount will depend on criteria specified by the Council and will include factors such as opening hours, likely usage and facilities provided). The Service Provider may terminate the agreement by giving two months written notice to the Council.
7. The Council may terminate the agreement as a result of the of a failure on the part of the Service Provider to provide a satisfactory service.

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Macclesfield Town Hall Window Boxes		
Number of Boxes 8		
Strip Spring Bedding		£2.59
Plant Spring Bedding		£18.36
Strip Summer Bedding		£1.60
Plant Summer Bedding		£11.02
Maintain Bedding Summer		£254.28
Water Summer		£180.60
Plant cost Winter & Summer		£88.00
<b>Total Annual Cost</b>		<b>£556.45</b>

Macclesfield Town Hall Small Cast Planters		
Number of Planters 4		
Strip Spring Bedding		£1.29
Plant Spring Bedding		£9.18
Strip Summer Bedding		£0.80
Plant Summer Bedding		£5.51
Maintain Bedding Summer		£127.14
Water Summer		£90.30
Spring Bulbs		£5.50
Plant Cost Winter & Summer		£278.22
<b>Total Annual Cost</b>		<b>£517.94</b>

Macclesfield Hanging Baskets			
Number of Baskets 66			
Cost Below Per Basket			
Erect		£30.86	
Dismantle		£21.25	
Make Up and Plant		£14.44	
Maintain		£1.71	
water		£24.84	
<b>Annual Cost Per basket</b>	<b>£93.10</b>	<b>x 66 =</b>	<b>Total for all 66 Baskets per yr £6144.60</b>

Macclesfield Market Place Large Cast Planters		
Number of Planters 3		
Prerare Planter Summer		£8.46
Prepare Planter Spring		£8.46
Plant Summer		£24.63
Plant Spring		£24.63
Maintain Summer		£6.71
Water Summer		£109.35
Spring Bulbs		£14.96
Plant Cost Winter & Summer		£275.40
<b>Total Annual Cost</b>		<b>£472.60</b>

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