



INDIVIDUAL CABINET MEMBER AND OFFICER DELEGATED DECISIONS

THURSDAY, 2 JULY 2009

Please find enclosed Decision Notices in connection with the following:

Individual Cabinet Member Decisions:-

1. **Applications for Discretionary Rate Relief** (Pages 1 - 11)
2. **The Neptune Baby and Young Child Memorial Garden Torrisholme Cemetery** (Pages 12 - 21)
3. **Place Survey 2008/09** (Pages 22 - 25)

Officer Delegated Decision:-

4. **Tender Acceptance - Kingsway External Refurbishment** (Page 26)

Please note that these are subject to call-in.

Queries regarding these documents

Please contact Tom Silvani, Democratic Services, Telephone 01524 582132 or e-mail tsilvani@lancaster.gov.uk.

Gillian Noall,
Head of Democratic Services,
Town Hall,
Dalton Square,
Lancaster LA1 1PJ

Published on Thursday, 2 July 2009

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

EXECUTIVE DECISIONS TAKEN BY CABINET PORTFOLIO HOLDER OR DELEGATED OFFICER NOTICE OF DECISION

THIS SECTION TO BE COMPLETED BY THE PORTFOLIO HOLDER AND CONTACT OFFICER

TITLE OF DECISION:		AWARDS OF DISCRETIONARY RATE RELIEF	
NAME OF DECISION TAKER:	COUNCILLOR ROGER MACE		
POSITION AND RESPONSIBILITY HELD:	CABINET PORTFOLIO HOLDER FOR REVENUE SERVICES		
CONTACT OFFICER:	GRAHAM SAYERS		
TELEPHONE:	01524 582203		
E-MAIL:	gsayers@lancaster.gov.uk		
Details of Decision:			
(1) That having considered each of the cases on merit :			
(a) Application A from Furniture Matters be awarded 20% "top up" discretionary rate relief from the 29 th March 2009 – 31 st March 2010			
(b) Application B1 & B2 from N-Compass North West Ltd be awarded 20% "top up" discretionary rate relief from the 1 st April 2009 – 31 st March 2010			
(c) Application C from Heysham Golf Club be refused 100% discretionary rate relief from the 1 st April 2009 – 31 st March 2010 as mandatory relief of 80% is available through CASC registration but the membership has chosen not to apply.			
Reasons for the decision (continue on separate sheet or append relevant papers as necessary):			
Having considered each case on its merits, the decisions are in line with previous decisions made in respect of similar applications.			
Is the decision URGENT Yes/NO Please delete as appropriate and give reasons for urgency below:			
<u>No</u>			
<i>*To be completed in the case of URGENT decisions</i>			
I CONFIRM THAT I HAVE BEEN CONSULTED ON THE ABOVE DECISION AND THAT IT IS URGENT AND REASONABLE IN ALL THE CIRCUMSTANCES. (IN ACCORDANCE WITH SECTION 17 OF THE OVERVIEW & SCRUTINY PROCEDURE RULES)			
SIGNATURE OF THE OVERVIEW & SCRUTINY CHAIRMAN:		N/A	
I confirm that I have taken account of the options proposed by officers, the various implications set out in the report and the comments of the Monitoring and Section 151 Officers and am authorising the decision as set out above.			
SIGNATURE OF DECISION TAKER:		Roger Mace	
DATE:		17 th June 2009	
<i>THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES</i>			REF NO.
			PD237
DATE DECISION TAKEN:	17/06/09	DATE RECEIVED BY DEMOCRATIC SERVICES:	18/06/09
DATE DECISION PUBLISHED:	02/07/09	IMPLEMENTATION DATE (publication day + 5 working days):	10/07/09

A copy of the report considered by the decision taker should be appended to this form and forwarded immediately to Democratic Services on completion.



Applications for Discretionary Rate Relief

Individual Cabinet Member Decision (Councillor Roger Mace) Report of Head of Revenue Services

PURPOSE OF REPORT			
<p>The Council has a discretionary power to award rate relief to Business ratepayers in specified circumstances.</p> <p>This report requests the Cabinet Member to consider:</p> <p>2 new applications for 20% top-up relief (A & B1 & B2) 1 new application for 100% discretionary relief (C)</p>			
Key Decision	<input type="checkbox"/>	Non-Key Decision	<input checked="" type="checkbox"/> Referral from Cabinet Member
Date Included in Forward Plan	Not Applicable		
This report is public			

RECOMMENDATIONS:

It is recommended that after taking in to account the merits of each case and previous decisions to ensure consistency of treatment:

Applications A & B1 & B2 are granted 20% top-up relief

Application C is refused 100% discretionary relief

1. Introduction

1.1 Under Section 43 of the Local Government Finance Act 1988, where a property is occupied by a registered charity or trustees for a charity, liability to Non-Domestic Rate is reduced by 80%.

Under Section 47 of the Act, the Council has discretion to 'top-up' to 100%, the relief given to any organisation receiving mandatory relief.

In addition, further discretion is available to grant up to 100% rate relief to other non-profit making organisations.

Because of the legal requirements for the length of notice to be given to an organisation when varying or cancelling relief, it is the Council's policy to grant discretionary relief for one year only rendering each case subject to an annual review. If it is determined that relief should be granted, it will be awarded to 31st March 2010

Attached as **Appendix 1** to this report is a guidance note, which the Cabinet Member may wish to use as a basis for their decision in granting relief.

Shown below is a summary of the current criteria used to judge various applications when considering claims for mandatory or discretionary rate relief under each particular category.

1. **Scouts, Guides, etc.**
80% mandatory relief and 20% discretionary relief normally given.
2. **Sports Organisations**
100% discretionary relief or 80% mandatory and 20% 'top-up' where there is no bar.
50% discretionary relief where there is a bar.
3. **Recreational Organisations**
80% mandatory relief and 20% discretionary relief or 100% discretionary relief, if no mandatory relief.
4. **Village Halls/Community Centre**
80% mandatory relief and 20% discretionary relief, or 100% discretionary relief if no mandatory relief.
5. **Educational Organisations**
80% mandatory relief but no additional discretionary relief.
6. **Charity Shops**
80% mandatory relief but no additional discretionary relief unless the charity solely or mainly benefits local residents.
7. **Welfare Groups**
80% mandatory relief but no additional discretionary relief unless the organisation solely or mainly benefits local residents.
8. **Miscellaneous Organisations**
Playgroups have been given 80% mandatory relief and 20% discretionary relief, or 100% discretionary relief where appropriate. Other organisations falling within this category have been treated according to the merits of their case.

2.0 Proposal Details

New Applications:

A.	<i>Name</i>	Furniture Matters
	<i>Situation</i>	2-4 Perpignan Way
	<i>Description</i>	Shop & Premises – Category 6
	<i>Rateable Value</i>	£49750

Application for 20% top up Discretionary Rate Relief (Recommendation to grant relief)

Rate Charge after Mandatory Relief		Cost to General Fund of agreeing recommendation	
2008/09 ●	37.78		28.34
2009/10	4825.75		3619.31
TOTAL	4863.53		3647.65

● Backdated to 29th March 2009

The objectives of this charity are to improve the quantity and quality of used and reconditioned furniture and other household goods available at low cost to people in need in the district. The shop has been secured on a six month licence in a prime location providing the local community with second-user furniture, and providing volunteering and training opportunities for local people.

B1	<i>Name</i>	N-compass North West Ltd
	<i>Situation</i>	B31 St Leonards House
	<i>Description</i>	Offices & Premises – Category 7
	<i>Rateable Value</i>	£890

Application for 20% top up Discretionary Rate Relief (Recommendation to grant relief)

Rate Charge after Mandatory Relief		Cost to General Fund of agreeing recommendation	
2009/10	86.33		64.75
TOTAL	86.33		64.75

B2 Name N-compass North West Ltd
Situation B32-B32A St Leonards House
Description Offices & Premises – Category 7
Rateable Value £1100

**Application for 20% top up Discretionary Rate Relief
 (Recommendation to grant relief)**

Rate Charge after Mandatory Relief		Cost to General Fund of agreeing recommendation	
2009/10	106.70		80.03
TOTAL	106.70		80.03

The Charity’s objects are to promote, support and provide advocacy as a means by which people disadvantaged by disability, illness, age or social exclusion can make known their needs to obtain appropriate services, and so increase their quality of life.

The above premises were formerly in the name of Lancaster Advocacy, and in receipt of top-up discretionary relief. However, in April 2009 Lancaster Advocacy was merged in N-compass North West Ltd as a result of the way advocacy in the north-west was funded. However a decision was made to continue to use the above premises for the sole purpose of continuing to service the needs of people in the Lancaster area only. This decision to continue with a Lancaster office was not taken lightly since there were significant extra costs to bear but it means a more efficient use of the Lancaster advocates time since they will not have to travel back and forth to Blackpool and can remain based in Lancaster.

C. Name **Heysham Golf Club Ltd**
Situation Heysham Golf Club
Description Golf Course & premises - Category 2
Rateable Value £61000

**Application for Discretionary Rate Relief
 (Recommendation to refuse 100% relief)**

Rate Charge		Cost to General Fund of agreeing recommendation	
2009/10	29585.00		7396.25
TOTAL	29585.00		7396.25

The above golf club has a bar and therefore it would be the policy to only grant 50% discretionary relief as opposed to 100% relief. The secretary of the golf club has been contacted and advised to apply for Community Amateur Sports Club relief (CASC) which would entitle the club to 80% mandatory relief. However, it requires 75% of member support and they are unable to achieve this. This is because the whole of the golf course and club are incorporated within the site boundary of a new proposed nuclear power station in Heysham. If the course is sold, members will not be entitled to a dividend if the club was registered for CASC.

In the circumstances, it is not considered appropriate to award discretionary rate relief as there other means available to the club in obtaining 80% mandatory rate relief which the membership have chosen not to pursue. It would therefore seem unfair to place any additional burden on Council Tax payers to fund a proportion of discretionary rate relief when other options have been refused.

3.0 Details of Consultation

3.1 No consultation has taken place.

4.0 Options and Options Analysis (including risk assessment)

4.1 There are two options available for consideration in respect of all applications.

4.2 Option 1-

To grant discretionary rate relief in respect of the new applications, each individually on their merits, based on the guidelines provided in this report and with reference to previous decisions made in respect of similar organisations.

4.3 Option 2-

To refuse discretionary rate relief in individual cases, based on the facts of each one and providing the reasons for refusal.

5.0 Officer Preferred Option (and comments)

Option 1 is the preferred option in respect of Applications A & B1-2, granting discretionary relief in accordance with officer recommendations and Council guidelines.

Option 2 is the preferred option in respect of Application C, which is to refuse the award of discretionary relief in accordance with officer recommendations.

6.0 Conclusion

6.1 The decision should be made in accordance with Officer recommendations.

RELATIONSHIP TO POLICY FRAMEWORK

The proposals within this report link to the strategy within our existing Corporate Plan whereby we aim to provide and improve upon Lancaster City Council services in the most effective and efficient way.

In addition, the report displays our commitment to joint working with voluntary organisations and recognises the positive contribution that voluntary and community groups play in the provision and prioritisation of service delivery.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

This report raises no implications.

FINANCIAL IMPLICATIONS

Appendix 2 sets out the details of the financial implications of granting relief for the new applications as shown in the recommendations.

The Council has discretion to 'top-up' to 100%, the relief given to an organisation receiving mandatory relief. In addition, further discretion is available to grant up to 100% rate relief for other non-profit making organisations.

The account arrangements for discretionary relief are somewhat unusual in that the awards for a particular financial year are not accounted for until the following year. As a consequence, relief awarded in 2009/10 will be included in the 2010/11 revenue estimates. It is expected that the total annual cost to General fund of continuing relief to these organisations will be around £67,900 in 2009/10.

The council currently works on the basis that the budget will be driven by the policy for granting mandatory/discretionary relief, rather than the budget (and therefore the granting of relief) being cash limited. If the recommendations are agreed the budget for the cost of relief for 2009/10 will be increased by £3,800 including backdated amounts from 2008/09 and by the same amount in future years.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments to add.

LEGAL IMPLICATIONS

Legal Services have been consulted and has no further comments to add.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments to add.

BACKGROUND PAPERS

Exempt under Paragraph 3 of Schedule 12a
Local Government Act 1972

Contact Officer: Melanie Cragg
Telephone: 01524 582215

E-mail: mcragg@lancaster.gov.uk
Ref:

DISCRETIONARY RATE RELIEF

Under Section 47, Local Government Finance Act 1988 a charging authority may grant relief from all or part of the amount payable by way of National Non-Domestic Rate in respect of hereditaments occupied by a charity for charitable purposes, by certain voluntary bodies of a philanthropic nature, for recreation or by clubs and societies not established or conducted for profit.

Considerations

The notes shown below have been prepared to provide the Cabinet Member with guidance when considering applications for discretionary rate relief.

Due to the wide range of bodies eligible for discretionary rate relief, not all of the criteria shown below will be applicable in each case, therefore each case should be considered on its own merits, taking into account the contribution the organisation makes to the amenities of the area. Guidance is also provided for certain organisations where the Cabinet Member has previously considered applications and in an attempt to provide a consistent approach, the decision of the Cabinet Member has been provided.

When considering an application, the following points should be considered.

i. Access

A Is membership open to all sections of the community?

There may be legitimate restrictions placed on membership which relate for example to ability in a sport or to the achievement of a standard in the field covered by the organisation or where the capacity of the facility is limited. Clubs or organisations should not be considered if they have membership rates set at such a high level as to exclude the general community.

B Does the organisation actively encourage membership from particular groups in the community, e.g. young people, women, older age groups, persons with a disability, etc?

An organisation, which encourages such membership, might expect more sympathetic consideration than one, which makes no effort to attract members from groups, which the authority considered to be particularly deserving of support.

C Are the facilities made available to people other than members, e.g. schools, casual public sessions, etc?

The wider use of facilities should be encouraged and rate relief might be one form of recognition that an organisation was promoting its facilities more widely.

ii. Provision of Facilities

A Does the organisation provide training or education for its members?

Are there schemes for particular groups to develop their skills, e.g. young people, the disabled, retired people?

An organisation providing such facilities might deserve more support than one, which does not.

- B Have the facilities available been provided by self-help or grant aid?

The fact that a club uses or has used self-help for construction or maintenance or had facilities funded by grant aid might be an indicator that they were more deserving of relief.

- C Does the organisation run a bar?

The mere existence of a bar should not in itself be a reason for not granting relief. The Committee has, in all cases where the organisation operates a bar, limited the relief to a maximum of 50%.

The Authority should look at the main purpose of the organisation. In sports clubs, for example, the balance between playing and non-playing members might provide a useful guide as to whether the main purpose of the club is sporting or social activities. A social club whose main aim is to bring together people with similar interests should not be excluded from relief just because of the existence of a licensed bar.

- D Does the organisation provide facilities which indirectly relieve the authority of the need to do so, or enhance and supplement those which it does provide?

Authorities should not refuse relief on the grounds that an organisation is in competition with the Authority itself, but should look at the broader context of the needs of the community as a whole. Provision of facilities to meet a new need, not being provided by the Authority itself, but identified, as a priority for action, might be particularly deserving of support.

iii. **Other Considerations**

- A Is the organisation affiliated to local or national organisations, e.g. local sports or arts councils, national representative bodies?
- B Is membership drawn from people mainly resident in the billing authority's area?
- C Do the facilities provided benefit the Authority's area as a whole?

The Cabinet Member should be aware that for any application granted, 25% of the total granted will be borne by the taxpayers.

If the facilities provided do not benefit the area as a whole, the taxpayers may be financing a national organisation that is locally based.

The Cabinet Member has previously refused applications if the organisation does not benefit the area as a whole.

iv. **Charity Shops**

- A If the charity does not solely or mainly benefit local residents the Committee has previously *limited the total relief granted to the organisation to 80%* (this includes the 80% mandatory relief that is granted to registered charities).
- B Is the organisation used wholly or mainly for the sale of goods donated to a charity and are the proceeds of sale applied to the purposes of the charity?

Charity shops, which wholly or mainly sell goods bought under normal trading conditions, are not entitled to relief (this arose from the decision in Oxfam v Birmingham City Council (1975)).

Decisions and Determinations

For all applications for discretionary relief, the Authority must send written notification of the outcome of the application. The notification must state:

- i. Where relief is awarded –
 - (a) The first day to which the decision operates;
 - (b) If in respect of a particular period, the last day to which the decision operates;
and
 - (c) the amount chargeable.
- ii. Where relief is refused –
 - (a) The reasons for refusing the application.
- iii. Where relief is revoked or varied –
 - (a) The day on which the revocation or variation takes place;
 - (b) the amount chargeable;
and
 - (c) the reasons for the revocation/variation.

Summary

- i. **When considering an application for discretionary relief, the Cabinet Member should consider the points mentioned above.**
- ii. **The Cabinet Member should try to ensure that there is consistency in the level of relief granted to organisations of a similar nature.**
- iii. **25% of the total value of discretionary relief granted will be borne by the taxpayers. However, in cases where mandatory relief has been granted and the Cabinet Member grants the additional 20% 'top-up' relief, 75% of any additional relief granted will be borne by the taxpayers.**
- iv. **If an application for relief is refused, the Cabinet Member must give reasons for his decision.**

APPENDIX 2

PROPERTY ELIGIBLE FOR RATE RELIEF	TYPE OF RELIEF	AMOUNT OF RELIEF	FINANCIAL IMPLICATIONS			
			Proportion offset against payments into NDR Pool	Proportion borne locally by Council Taxpayers 2008/09 2009/10		
Property wholly or mainly used for charitable purposes which is occupied by a Registered, Excepted or Exempt Charity.	Mandatory	80%	100%	--	£ --	£ --
	Discretionary	Up to a further 20%	25%	75%	28.34	3764.09
Property, all or part of which is occupied for the purposes of a non-profit making: (a) institution or other organisation, whose main objects are philanthropic or religious or concerned with social welfare, science, literature or the fine arts, or; (b) club, society or other organisation and is used for the purposes of recreation or sport	Discretionary	Up to 100%	75%	25%	£ -	£ -
	Discretionary	Up to 100%	75%	25%	-	-
Property, all or part of which is occupied, other than as a trustee, by a charging or precepting authority.	None	None	--	--	--	--



**EXECUTIVE DECISIONS TAKEN BY CABINET PORTFOLIO HOLDER OR DELEGATED OFFICER
NOTICE OF DECISION**

THIS SECTION TO BE COMPLETED BY THE PORTFOLIO HOLDER AND CONTACT OFFICER

TITLE OF DECISION: Neptune Baby & Young Child Memorial Garden Fees & Charges 2009/10			
NAME OF DECISION TAKER:	CLLR DAVID KERR		
POSITION AND RESPONSIBILITY HELD:	CABINET MEMBER PORTFOLIO HOLDER FOR HEALTH & WELLBEING		
CONTACT OFFICER:	STEVE MANN		
TELEPHONE:	01524 582737		
E-MAIL:	smann@lancaster.gov.uk		
Details of Decision:			
That the introduction of new charges, as set out in Appendix 1 be approved.			
Reasons for the decision (continue on separate sheet or append relevant papers as necessary):			
The baby and young child memorial garden provides a new service within the District. The options have been carefully considered and result from research and visits to other dedicated baby areas to assess the types of service required to fulfil the needs of the bereaved in such circumstances.			
Is the decision URGENT NO Please delete as appropriate and give reasons for urgency below:			
N/A			
<i>*To be completed in the case of URGENT decisions</i>			
I CONFIRM THAT I HAVE BEEN CONSULTED ON THE ABOVE DECISION AND THAT IT IS URGENT AND REASONABLE IN ALL THE CIRCUMSTANCES. (IN ACCORDANCE WITH SECTION 17 OF THE OVERVIEW AND SCRUTINY COMMITTEE PROCEDURE RULES)			
SIGNATURE OF THE OVERVIEW AND SCRUTINY COMMITTEE CHAIRMAN:		N/A	
I confirm that I have taken account of the options proposed by officers, the various implications set out in the report and the comments of the Monitoring and Section 151 Officers and am authorising the decision as set out above.			
SIGNATURE OF DECISION TAKER:		David Kerr	
DATE:		30 th June 2009	
<i>THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES</i>			REF NO. PD238
DATE DECISION TAKEN:	30/06/09	DATE RECEIVED BY DEMOCRATIC SERVICES:	30/06/09
DATE DECISION PUBLISHED:	02/07/09	IMPLEMENTATION DATE (publication day + 5 working days):	10/07/09

A copy of the report considered by the decision taker should be appended to this form and forwarded immediately to Democratic Services on completion.

THE NEPTUNE BABY AND YOUNG CHILD MEMORIAL GARDEN

Burial Options	£
Purchased Grave including headstone and plaque with up to 6 lines of text.	1,140.00 + VAT
Exclusive Right of Burial	306.25
Public Grave	Free of Charge
Cremated Remains	
Niche Wall Plaques including up to 4 lines of text	195.00 + VAT
10 year lease for external niche wall	175.00
10 year lease for internal altar niche	350.00
Scattering of ashes	Free of Charge
Memorial Plaques	
Perimeter plaque including up to 4 lines of text	195.00 + VAT
10 year lease for perimeter plaque	150.00
Centre feature plaque including up to 6 lines of text	345.00 + VAT
10 year lease for centre plaque	350.00
Charges for Extras	
Additional line of inscription	30.00 + VAT
Posy holders for niche wall	10.00 + VAT
Motifs	30.00 + VAT
Custom Motif	P.O.A.
Oval Ceramic Photo Plaque 5cm x 7cm (Colour)	65.00 + VAT
Oval Ceramic Photo Plaque 5cm x 7cm (Black & White)	35.00 + VAT

CABINET

**The Neptune Baby and Young Child Memorial Garden
Torrisholme Cemetery**

Fees and Charges 2009/10

Individual Cabinet Member Decision

Report of Head of Health & Strategic Housing

PURPOSE OF REPORT			
This report sets out the proposed fees and charges for the new baby area at Torrisholme Cemetery.			
Key Decision		Non-Key Decision	X Referral from Cabinet Member
Date Included in Forward Plan	N/A		
This report is public.			

RECOMMENDATIONS OF HEAD OF HEALTH AND STRATEGIC HOUSING

(1) That the introduction of new charges are agreed.

1.0 Introduction

1.1 The Council did not have a specific and dedicated area for the burial and memorialisation of babies and young children in any of its cemeteries. This was highlighted by the Cemeteries Task Group and should be provided to meet the Charter for the Bereaved standards.

1.2 Having regard to location and availability of land, it was decided to construct this area at Torrisholme Cemetery. This dedicated baby and young child memorial garden is available to all parents who have suffered the loss of a child, regardless of where the funeral took place, as the Council appreciates the need for all parents to be united and to share each others' grief.

Being a coastal authority it was decided at the planning stage to have a maritime theme and the Neptune idea was subsequently created. The Neptune and family characters have been arranged in this feature to provide a marine mythological and spiritual element but most importantly to be subconsciously comforting to children and parents visiting a loved ones' grave or memorial.

1.3 The burial and memorial options on offer have been carefully considered and result from research and visits to other dedicated baby areas to assess the types of

services required to fulfil the needs of the bereaved in such circumstances. In particular, the need to have a section offering public graves, ie, communal/unpurchased graves was identified. In these circumstances, the family will have a number of memorial plaque options which could be purchased.

2.0 Proposal Details

2.1 Appendix 1 sets out the proposed charges which have been determined to reflect the cost of provision and charges made by burial authorities providing similar services.

2.2 Appendix 2 contains the current fees & charges for cemetery services for comparison.

3.0 Options and Options Analysis (including risk assessment)

3.1 The options are:

- (i) To approve the proposed charges.
- (ii) To approve a different set of charges.

4.0 Officer Preferred Option (and comments)

4.1 The officer preferred option is (i)

RELATIONSHIP TO POLICY FRAMEWORK

Fees and Charges form an integral part of the budget setting process and this new area will generate income over future years.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

The fee structure and options available will not disadvantage those residents least able to pay and the proposed charges are considered to be fair and reasonable.

FINANCIAL IMPLICATIONS

Should either of the proposals in this report be accepted, it is expected that this will give rise to an increase in the income on the Cemeteries budget in respect of all items in Appendix 1 except for the EROB on baby graves. EROB estimates have already been included in the original budget, however the remaining income streams are not quantifiable at this moment, as the service is new to the Lancaster district and therefore uptake of the service is unknown.

The actual income received will be monitored for the first 6 months. This will give some idea of the uptake and the budgets will be adjusted to reflect the new income streams as part of 2009/2010 budget process.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments to add.

LEGAL IMPLICATIONS

Legal Services have been consulted and have no further comments to add.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

Cemeteries Task Group Report.
Fees & Charges 2009/10 Report to Cabinet
20 January 2009.

Contact Officer: Steve Mann

Telephone: 01524 582737

E-mail: smann@lancaster.gov.uk

Ref: C82

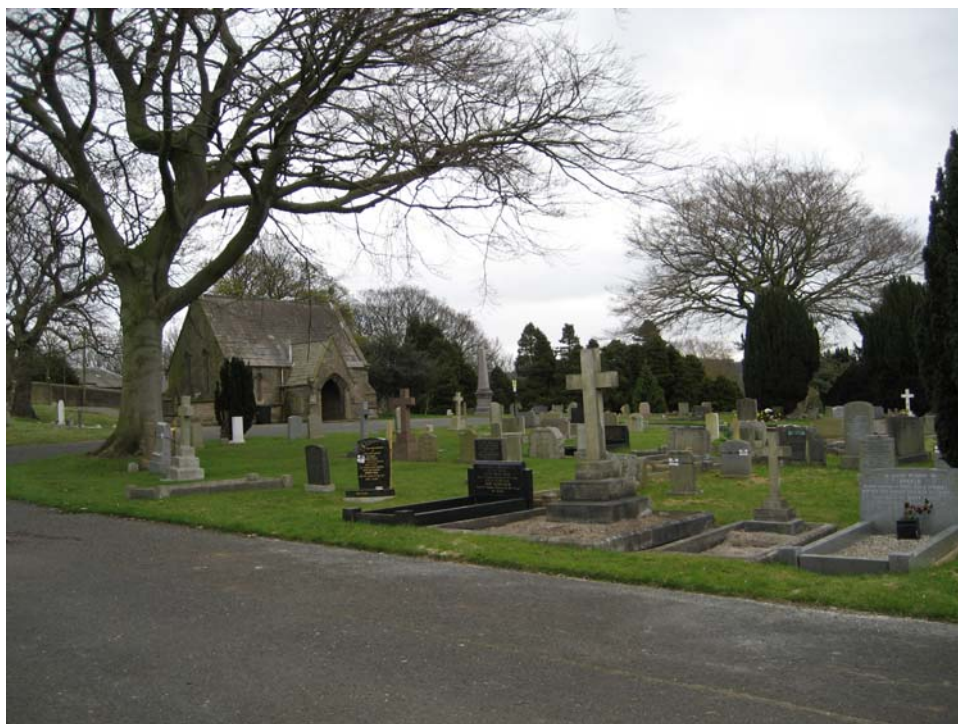
APPENDIX 1

THE NEPTUNE BABY AND YOUNG CHILD MEMORIAL GARDEN

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Oval Ceramic Photo Plaque 5cm x 7cm (Colour)	65.00 + VAT
Oval Ceramic Photo Plaque 5cm x 7cm (Black & White)	35.00 + VAT



Cemetery fees & charges in effect from 1st April 2009



☰ Cemeteries Department
Morecambe Town Hall
Marine Road
Morecambe
LA4 5AF

☎ 01524 582635

✉ environmentalhealth@lancaster.gov.uk

🌐 www.lancaster.gov.uk/cemeteries

Exclusive Right of Burial

For the exclusive right of burial for a period of 75 years from the date of purchase of a single or double earthen grave, walled grave or vault	£612.50
Exclusive right of burial in a woodland/green burial area	
Nb. each woodland grave is for ONE burial only	£612.50
- 2 space (i.e. 2 graves side by side)	£306.25
- 1 space	
Exclusive Right of burial in baby area	£306.25
Transfer of Grave Deed	Legal Costs
Duplicate Grave Deed	£79.00
Searches – hourly rate	£35.50

Interment Charges

For the interment in a grave either where the exclusive right of burial **HAS** or **HAS NOT** been granted:-

i) of the body or cremated remains of a still-born child or a child whose age at the time of death did not exceed one year	No charge
ii) of the body of a child whose age at the time of death exceeded one year but did not exceed 16 years	£162.25
iii)...of the body of a person whose age at the time of death exceeded 16 years	£547.50
Additional fee for the interment of a person who at the time of death was not resident in the Lancaster City Council area (this includes interments in woodland Area)	No charge
iv) interment of cremated remains	£131.25
v) interment of cremated remains under headstone (or where headstone would be sited)	£200.00
Scattering of Cremated Remains	£34.25
Use of Cemetery Chapel	£89.75

Walled Graves and Vaults

	Cost	Vat	Total
For one person	£951.75	£142.76	£1094.51
For two persons	£1586.00	£237.90	£1823.90
For opening and resealing vault	£318.75	£47.81	£366.56

Garden of Remembrance Memorials

Torrisholme, Scotforth, Skerton, Hale Carr & Carnforth

	Cost	Vat	Total
Aluminium plaque – Carnforth	£108.75	£16.31	£125.06
Bronze plaque in woodland area	£Price on application		

OLD STYLE:

	Cost	Vat	Total
Granite memorial incorporating flower vase and inscription up to 3 lines	£456.75	£68.51	£525.26
For each additional line (up to 6 in total)	£44.00	£6.60	£50.60
Carriage fee for returning memorials for additional inscription	£41.25	£6.19	£47.44

NEW STYLE:

	Cost	Vat	Total
Granite memorial incorporating flower vase and part or full inscription	£484.25	£72.64	£556.89
Deed of Grant fee	£32.25		
New inscription	£96.75	£14.51	£111.26
Motif	£10.75	£1.61	£12.36

VAULT MEMORIAL

	Cost	Vat	Total
Individual granite memorial for up to 4 standard plastic urns including first interment inscription and flower vase for a 25 yr. lease period.	£630.00	£94.50	£724.50
Back to back vault for up to 2 plastic urns including first interment inscription, flower vase for a 25 yr lease.	£500.00	£75.00	£575.00

	Cost	Vat	Total
Additional inscribed plaque for second interment	£145.00	£21.75	£166.75

Renewal of 25 yr lease period	£125.00		
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BABY AREA

Burial chamber including headstone for which the exclusive right of burial has been granted.	TBA		
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Inscribed plaque for headstone	TBA		
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Inscribed niche plaque	TBA		
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Inscribed memorial plaque	TBA		
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Memorial Fee

For the permit to erect a memorial on a particular grave in respect of which the exclusive right of burial has been granted		£94.50	
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Additional inscription		£31.25	
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Kerb or border stones not exceeding 2'6" (750 mm) in height:-

a) enclosing a space not exceeding 7'9" (2325 mm) in length by 3'3" (975 mm) in width		£126.75	
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b) enclosing a space not exceeding 7'9" (2325 mm) in length by 7'3" (2175 mm) in width		£254.00	
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A tablet or footstone not exceeding 1'6" (450 mm) by 1' (300 mm)		£57.75	
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Additional charge for exceeding the above size		£36.25	
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An inscribed vase		£31.25	
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Temporary marker		£13.75	
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	Cost	VAT	Total
Annual registration fee for Memorial Mason Registration Scheme	£40.00	£6.00	£46.00



**EXECUTIVE DECISIONS TAKEN BY CABINET PORTFOLIO HOLDER OR DELEGATED OFFICER
NOTICE OF DECISION**

THIS SECTION TO BE COMPLETED BY THE PORTFOLIO HOLDER AND CONTACT OFFICER

TITLE OF DECISION: PLACE SURVEY 2008/09			
NAME OF DECISION TAKER:	COUNCILLOR STUART LANGHORN		
POSITION AND RESPONSIBILITY HELD:	LEADER OF CABINET WITH RESPONSIBILITY FOR CONSULTATION		
CONTACT OFFICER:	RICHARD TULEJ, HEAD OF CORPORATE STRATEGY		
TELEPHONE:	582079		
E-MAIL:	rtulej@lancaster.gov.uk		
Details of Decision:			
That Ipsos MORI be invited to present their findings to Council Members in respect of the national Place Survey and that partners within the Lancaster District Local Strategic Partnership be invited to attend the presentation.			
Reasons for the decision (continue on separate sheet or append relevant papers as necessary):			
The Place survey is a statutory requirement and attempts to measure peoples perceptions about the place that they live in and their satisfaction with public services delivered in that area. The survey results will be announced by the Audit Commission on the 23 June 2009. A presentation of the findings would allow for questions, discussion and a greater understanding of the findings (which form a number of base line targets contained within the Corporate Plan and Sustainable Community Strategy.)			
IS THE DECISION URGENT - NO			
<i>*To be completed in the case of URGENT decisions</i>			
I CONFIRM THAT I HAVE BEEN CONSULTED ON THE ABOVE DECISION AND THAT IT IS URGENT AND REASONABLE IN ALL THE CIRCUMSTANCES. (IN ACCORDANCE WITH SECTION 17 OF THE OVERVIEW & SCRUTINY PROCEDURE RULES)			
SIGNATURE OF OVERVIEW AND SCRUTINY CHAIR: N/A			
I confirm that I have taken account of the options proposed by officers, the various implications set out in the report and the comments of the Monitoring and Section 151 Officers and am authorising the decision as set out above.			
SIGNATURE OF DECISION TAKER:	Stuart Langhorn		
DATE:	30 th June		
<i>THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES</i>			REF NO.
			PD239
DATE DECISION TAKEN:	30/06/09	DATE RECEIVED BY DEMOCRATIC SERVICES:	30/06/09
DATE DECISION PUBLISHED:	02/07/09	IMPLEMENTATION DATE (publication day + 5 working days):	10/07/09

A copy of the report considered by the decision taker should be appended to this form and forwarded immediately to Democratic Services on completion.

CABINET

PLACE SURVEY 2008/09

Individual Cabinet Member Decision Councillor Langhorn

Report of Corporate Director (Finance and Performance)

PURPOSE OF REPORT			
To seek approval to extend an invitation to Ipsos MORI to present their findings in respect of the national Place Survey to the Council and its partners.			
Key Decision	<input type="checkbox"/>	Non-Key Decision	<input checked="" type="checkbox"/>
			Referral from Cabinet Member
Date Included in Forward Plan	N/A		
This report is public.			

RECOMMENDATION OF COUNCILLOR LANGHORN

That Ipsos MORI be invited to present their findings to Council Members in respect of the national Place Survey and that partners within the Lancaster District Local Strategic Partnership be invited to attend the presentation.

1 INTRODUCTION

- 1.1 The 'Place Survey' is a replacement for the former Best Value Performance Indicator (BVPI) User Satisfaction Survey. It was carried out in autumn 2008 to measure satisfaction with the area in which people live and their perceptions about the services they receive from all agencies (as opposed to the previous survey which measured residents satisfaction with city council services). The data from this survey form part of the newly introduced National Indicators for public services and the results will feed into the first Lancashire Comprehensive Area Assessment scheduled for autumn 2009.

2 REPORT

- 2.1 Every local authority in England is required to conduct the survey every two years and submit their results to the Department for Communities and Local Government (CLG). In Lancashire, this means all 12 districts and the county council have been required to complete a postal survey according to CLG's methodology.

2.2 Lancaster City Council jointly commissioned the survey with all the other Lancashire councils. The Lancashire Partnership (LSP) supported this decision and part funded the survey (each district being required to make a financial contribution.) Ipsos MORI were commissioned to carry out the survey on the Lancashire Consortium's behalf.

2.3 In September 2008, the survey was sent to a random sample of 2500 households across all wards in the Lancaster District. Lancaster City Council now has received a copy of Ipsos MORI's findings and the survey results provide the council and its partners with useful statistical information which can be used to inform future priority setting and decision making.

3 DETAILS OF CONSULTATION

3.1 The Place Survey is itself a consultation and is a statutory requirement placed upon the Council.

4 OPTIONS AND OPTIONS ANALYSIS (including risk assessment)

4.1 To invite Ipsos MORI to present their findings to Council and its partners in respect of the national Place Survey.

4.2 To not invite Ipsos MORI to present their findings to Council and its partners in respect of the national Place Survey.

4.3 There is little risk attached to either option though it is thought that a presentation of the findings would allow for questions, discussion and a greater understanding of the findings (which form a number of base line targets contained within the Corporate Plan and Sustainable Community Strategy.)

5 OFFICER RECOMMENDATION

5.1 That Ipsos MORI be invited to present their findings to Council in respect of the national Place Survey and that partners within the Lancaster District Local Strategic Partnership be invited to attend the presentation.

RELATIONSHIP TO POLICY FRAMEWORK

Data from the Place Survey form part of the performance targets set out in both the Corporate Plan and Sustainable Community Strategy.

CONCLUSION OF IMPACT ASSESSMENT

No impacts – although data from the survey will be used to track residents perceptions about their area.

FINANCIAL IMPLICATIONS

The cost of inviting Ipsos MORI to present their findings is included with the Council's contribution toward the overall cost of the survey.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has nothing further to add

LEGAL IMPLICATIONS

There is a statutory requirement to carry out the Place Survey.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has nothing further to add.

BACKGROUND PAPERS

None

Contact Officer: Roger Muckle

Telephone: 01524 582022

E-mail: rmuckle@lancaster.gov.uk

Ref: RM/JEB



Promoting City, Coast & Countryside

**EXECUTIVE DECISIONS TAKEN BY CABINET PORTFOLIO HOLDER OR DELEGATED OFFICER
NOTICE OF DECISION**

THIS SECTION TO BE COMPLETED BY THE PORTFOLIO HOLDER AND CONTACT OFFICER

TITLE OF DECISION: TENDER ACCEPTANCE – KINGSWAY EXTERNAL REFURBISHMENT			
NAME OF DECISION TAKER:	MARK CULLINAN		
POSITION AND RESPONSIBILITY HELD:	CHIEF EXECUTIVE		
CONTACT OFFICER:	TIM WARNEFORD		
TELEPHONE:	01524 582426		
E-MAIL:	twarnford@lancaster.gov.uk		
Details of Decision: Upon completion of the tender price and evaluation of quality matrix, it was determined that VMC Construction Ltd be appointed to carry out the essential works for the Kingsway External Refurbishment Programme 2009-10 Contract.			
Reasons for the decision VMC Construction Ltd was the second most competitive in the price tender element and first with the evaluation of quality. They are a well established local firm and it is recommended that they be awarded the contract.			
IS THE DECISION URGENT Yes/NO PLEASE DELETE AS APPROPRIATE AND GIVE REASONS FOR URGENCY BELOW: N/A			
I CONFIRM THAT I HAVE BEEN CONSULTED ON THE ABOVE DECISION AND THAT IT IS URGENT AND REASONABLE IN ALL THE CIRCUMSTANCES. (IN ACCORDANCE WITH SECTION 17 OF THE OVERVIEW & SCRUTINY PROCEDURE RULES) SIGNATURE OF THE OVERVIEW & SCRUTINY CHAIRMAN: N/A			
I confirm that I have taken account of the options proposed by officers, the various implications set out in the report and the comments of the Monitoring and Section 151 Officers and am authorising the decision as set out above.			
SIGNATURE OF DECISION TAKER:	Mark Cullinan		
DATE:	26 th June 2009		
<i>THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES</i>			
		REF NO.	OD62
DATE DECISION TAKEN:	26/06/09	DATE RECEIVED BY DEMOCRATIC SERVICES:	26/06/09
DATE DECISION PUBLISHED:	02/07/09	IMPLEMENTATION DATE (publication day + 5 working days):	10/07/09

A copy of the report considered by the decision taker should be appended to this form and forwarded immediately to Democratic Services on completion.