

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Council held on
Thursday, 26 February 2004 at 2.00 p.m.

PRESENT: Councillor RF Bryant – Chairman
Councillor Mrs MP Course – Vice-Chairman

Councillors: SJ Agnew, Dr DR Bard, CC Barker, RE Barrett, JD Batchelor, EW Bullman, NN Cathcart, JP Chatfield, RF Collinson, NS Davies, R Driver, G Elsbury, TJ Flanagan, CJ Gravatt, R Hall, Dr SA Harangozo, Mrs SA Hatton, Mrs JM Healey, Dr JA Heap, Mrs EM Heazell, MP Howell, Mrs J Hughes, SGM Kindersley, Mrs JE Lockwood, LCA Manning JP, RM Matthews, Mrs CAED Murfitt, JA Nicholas, CR Nightingale, Dr JPR Orme, R Page, DJ Regan, Mrs DP Roberts, WH Saberton, NJ Scarr, J Shepperson, Mrs GJ Smith, RGR Smith, Mrs DSK Spink MBE, JH Stewart, RT Summerfield, Mrs LM Sutherland, Mrs VM Trueman, Mrs BE Waters, DALG Wherrell, LJ Wilson and AW Wyatt MBE

Apologies for absence were received from Councillor EL Monks, Mrs JA Muncey, DL Porter, JA Quinlan and PL Stroude.

1. MINUTES

The Minutes of the meeting of Council held on 11th December 2003 were confirmed as a correct record.

Notice of Motion Standing in the name of Councillor NJ Scarr (Minute 14.1)

The Deputy Prime Minister's response had been received and would be circulated to all Members.

2. DECLARATIONS OF INTEREST

The following interests in items before Council were declared:

Councillor Mrs GJ Smith as a member of the Stop Stansted Campaign, in relation to item 13.1 (Notice of Motion, Stansted Airport Expansion); and
as the Chairman of a disability advice group, a non-prejudicial interest in relation to item 18.2 (Minutes of New Offices Working Group 13th January 2004, Room Lettings Policy)

3. CHAIRMAN'S ANNOUNCEMENTS

- There would be a wine and cheese reception for Members and their partners on 22nd June at the new offices
- The Chairman's Reception would be on 17th September at Chilford Hall
- The Chairman's Charity had already received £3,800. Three seats on a flight over Cambridgeshire could be won as prizes in the new fundraising raffle
- Rachel Raymond, leader of the Comprehensive Performance Assessment (CPA) team, was welcomed to the meeting
- Briefings on the CPA process were scheduled for 2nd, 4th and 11th March and Members were encouraged to register

- The Chief Constable and the Southern Division Commander would be available to speak to members from 1.30 pm before the Council meeting on 29th April

4. PUBLIC QUESTIONS

None received.

5. RECOMMENDATIONS

In answer to Councillor R Page, the Leader clarified that the collective responsibility of Cabinet applied only to decisions taken by the Cabinet and not to recommendations to Council, and that votes were recorded at Cabinet meetings

Recommendations to Council were considered:

5 (a) **Priorities and Spending Plans 2004/05 - 2006/07 (Minute 4, Cabinet 8th January 2004)**

The proposed priorities had been identified through public consultation and at the special Council meeting in September 2003. The Council had suffered pressures in previous years from too many annual priorities and this reduced list, to be adopted as a three-year programme with a review each year, would help direct funding.

Concerns were raised:

- Some priorities could be achieved only through partnership work, leaving the Council at risk of not being in full control of resources and implementation;
- The Local Strategic Partnership was in the process of adopting the Community Strategy, so the latter did not need to be retained as a priority;
- The number of lists of priorities considered to this point caused confusion
- Sheltered housing was not on the list;
- Affordable housing should be the Council's top priority;
- The Council had a duty under the Crime and Disorder Act to seek ways to reduce crime and the fear of crime, both of which were major issues identified through public consultation;
- "Sustainable development" was being used in an economic, rather than a social and environmental perspective when referring to Cambridgeshire, although the Council could require sustainable features such as rainwater harvesting and renewable energy in new developments;
- The low turnout at the public consultation meetings meant that the responses were not necessarily representative of the population and it was impossible to predict the outcome of consultation in future years.

Councillor RF Collinson, seconded by Councillor NJ Scarr, proposed that priority vii be amended to read "Sustainable development and the new settlements at Northstowe and Cambridge fringes". The amendment was put to a vote and **CARRIED**.

Councillor SGM Kindersley, seconded by Councillor R Page, proposed the deletion of recommendation (c), "That the Council will address priorities emerging from public consultation (fear of crime; youth provision; rural transport and cleaner villages) in 2005/06 and 2006/07", on the grounds that assumptions should not be made about the results of consultation. The amendment was put to a vote and **CARRIED**.

Councillor NN Cathcart, seconded by Councillor AW Wyatt, proposed that priorities iv, v and viii, reducing the fear of crime, youth provision and rural transport, be removed but the implementation of the Community Strategy reinstated, through which these would be

addressed. The amendment was put to a vote and **LOST**.

Council **RESOLVED**:

- (a) That the following be adopted as a three-year programme of annual priorities from 2004/05:
- i. Electronic Service Delivery (ESD) and customer service
 - ii. Affordable homes
 - iii. Decent homes
 - iv. Reducing the fear of crime
 - v. Youth provision
 - vi. Cleaner villages
 - vii. Sustainable development and the new settlements at Northstowe and Cambridge fringes
 - viii. Rural Transport
 - ix. Recycling and waste minimisation
- (b) Approval of the three-year strategy to:
- i. address the following annual priorities in 2004/05:
 1. Continuing the programme towards electronic service delivery and improved customer service;
 2. Establishing objectives and an effective Council-wide approach to Northstowe and other major developments;
 3. Affordable housing;
 4. Completion of the current integrated recycling / refuse collection scheme;
 - ii. focus more on achieving change in the following areas in 2005/06 and 2006/07:
 5. Developing the capacity of the organisation;
 6. Addressing the concerns of the public in recent and previous consultation and in the Community Strategy; and
 - iii. to request Management Team to prepare a more detailed three-year programme to enable Members to plan for 2005/06 onwards.

5 (b) Management Team - Terms of Reference (Minute 4, Cabinet 22nd January 2004)

Council **RESOLVED** that the Management Team terms of reference as amended by Cabinet be included in the Constitution.

5 (c) Priorities and Spending Plans 2004/05 - 2006/07 (Minute 2, Cabinet 29th January 2004)

In response to a question from Councillor SGM Kindersley, Councillor CC Barker confirmed that the Council had received the £50,000 DEFRA grant for plastics recycling. The facilities would be installed in late spring or early summer.

Members expressed concerns about the underlying Council tax and the need to raise the tax next year. The level of central government support was criticised, although it was pointed out that the Council's historic low level of tax and spending could be to blame for government grants nearly half the average paid to shire districts.

Council **RESOLVED** that the draft budget incorporate:

- (a) a Band D Council Tax of £70 for 2004/05;

- (b) £503,000 additional spend for 2004/05 with recurring costs of £457,000 in subsequent years (both figures gross of the identified savings of £146,000), reflecting:
- i. only the inescapable funding bids of £94,000, comprising:
 - Bed and Breakfast costs (£20,000);
 - Licensing Officer (cost neutral);
 - Environmental Health Private Sector Housing Officer (£22,000);
 - Development Control consultancy budget for land drainage (£5,000);
 - Networking Costs – Cambourne and Cambridge Offices (£33,000);
 - Implementation of single status (£14,000);
 - ii. the CASCADE bid of £224,000 and the Land and Property Gazetteer bid of £20,000;
 - iii. the senior Strategic Housing Officer bid of £43,000; and
 - iv. the plastics recycling banks bid of £50,000, subject to:
 - £50,000 costs in 2004/05 being funded by the DEFRA grant; and
 - the ongoing revenue costs of £42,000 being funded from “savings” within the Environmental Health portfolio;
- (c) the additional expenditure on refuse collection and street cleansing service estimated at £76,000.

Councillor Mrs DSK Spink refuted Councillor R Page’s claim that non-executive members were prevented from making a contribution to the discussion at the Cabinet meeting on 29th January and suggested that Councillor Page would better understand the issues if he attended more meetings. Councillor NJ Scarr noted that he had not yet received a written response to the question he asked at that meeting.

5 (d) Capital and Revenue Estimates and Council Tax (Minute 3, Cabinet 16th February 2004)

Council **RESOLVED** that:

- (a) the capital programme up to the year ending 31st March 2007 be approved as submitted, including the sum of £34.189 million to be spent on affordable housing for the years from 2004/05 to 2006/07;
- (b) the revised revenue estimates for the year 2003/04 and the revenue estimates for 2004/05 be approved as submitted;
- (c) the District Council demand for general expenses for 2004/05 be £3.821 million;
- (d) the following amounts be now calculated by the Council for the year 2004/05 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:
 - i. £58,698,201 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the Act (gross expenditure including parish precepts and the Housing Revenue Account);
 - ii. £46,710,100 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the Act (gross income including the Housing Revenue Account and use of the reserves);

- iii. £11,988,101 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year (net expenditure);
- iv. £5,943,620 being the aggregate of the sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates and revenue support grant increased / decreased by the amount of the sums which the Council estimates will be transferred in the year from / to its collection fund to / from its general fund in accordance with Section 97(3) (Council Tax transactions) and Section 98(4) (Community Charges transactions) of the Local Government Finance Act 1988;
- v. £110.74 being the amount calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of council tax for the year (average Council Tax for a band D property for the District including parishes)
- vi. £2,223,811 being the aggregate amount of all special items referred to in Section 34(1) of the Act (parish precepts)
- vii. £70.00 being the amount calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates (average Council Tax for a Band D property for the District excluding parishes), the amounts being for each of the categories of dwellings shown below:

A	B	C	D	E	F	G	H
£46.67	£54.44	£62.22	£70.00	£85.56	£101.11	£116.67	£140.00

- viii. in accordance with Section 34(3) of the Act, the basic amounts of council tax for the year for dwellings in those parts of its area to which a special item relates are shown by adding the amounts for band D in paragraph (vii) and Appendix 'A';
- ix. in accordance with Section 36(1) of the Act, the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands are shown by adding the amounts for each band in paragraph (vii) and Appendix 'A';
- (e) it be noted that for the year 2004/05 the Cambridgeshire County Council and the Cambridgeshire Police and Fire Authorities have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

Valuation Bands – County Council

A	B	C	D	E	F	G	H
£542.16	£632.52	£722.88	£813.24	£993.96	£1,174.68	£1,355.40	£1,626.48

Valuation Bands – Police Authority

A	B	C	D	E	F	G	H
£86.22	£100.59	£114.96	£129.33	£158.07	£186.81	£215.55	£258.66

Valuation Bands – Fire Authority

A	B	C	D	E	F	G	H
£30.66	£35.77	£40.88	£45.99	£56.21	£66.43	£76.65	£91.98

- (f) the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the amounts set out in Appendix 'B' as the amounts of council tax for the year 2004/05 for each of the categories of dwellings shown in Appendix 'B'; and
- (g) the prudential indicators from the Prudential Code for Capital Finance in Local Authorities be approved.

5 (e) Housing Revenue Account, Rents and Charges (Minute 4, Cabinet 16th February 2004)

The government penalised Housing Revenue Accounts (HRAs) for authorities in receipt of housing subsidy whose rents went above the set guideline rent limits. Although South Cambridgeshire District Council rents were above the guideline, the Council had not received housing subsidy and was thus not penalised. However, housing benefits were to be transferred to the General Fund and subsidised by the government, therefore the Council would be penalised if it failed to abide by the guideline rent. To avoid penalty would require a variation in rent of no more than 50p.

Cabinet had recommended a variation of £1.25 per week, having been concerned that otherwise the HRA reserves would fall below the recommended £1 million in future years. The Head of Shire Homes was confident that the reserve could be kept at £1 million by slowing progress on the Decent Homes Standard (DHS) target and by other measures. The Council was on schedule to complete the DHS programme in 2006, well ahead of the 2010 deadline.

Councillor Mrs EM Heazell, Housing Portfolio Holder, urged Council not to approve the Cabinet recommendation, reminding Members that Council had objected to previous government requirements to levy charges to help fund housing projects elsewhere in the country. She proposed a variation in rents of 50 pence per week, which would bring £143,000 into the HRA without incurring any rent rebate penalty, which was a penalty on tenants.

For an increase of a maximum of £1.25 per week

- A compromise solution;
- The last nil increase in rents had been followed by a large percentage increase the following year;
- The £99,000 rent rebate penalty was a one-off if rents were held at guideline levels but the additional £116,000 to the HRA would be on-going;
- Council rents were lower than open market rents and mortgages;
- If rents were not raised this year, a larger increase would follow next year and it was easier for tenants if increases were phased in, especially with the Council Tax rise in 2005/06;
- Tenants would not suffer any reduction in service if the penalty were paid to the government, but the Council would suffer if there was not sufficient funding to carry

- out necessary works;
- It was important to be practical and not emotional about the increases.

For an increase of a maximum of 50 pence per week

- An increase of an average of £1.25 per week would bring £116,000 more into the HRA, but incur a £99,000 penalty;
- The use of the rent rebate penalty was uncertain as it would be paid to the Department of Work and Pensions;
- Tenants were the least able to pay an increased rent, especially with an increased Council tax in 2005/06;
- It was unfair to ask Council tenants to pay money which would be going to the government, especially in light of the low government grant received in return;
- Increasing charges for Council tenants was a moral issue.

Councillor Mrs DP Roberts defended her support of the £1.25 increase, explaining that, although she objected to large Council tax rises, the rent increase was not a tax but a payment to the Council as a social landlord and an amount in line with inflation.

Councillor R Page, citing the case of an elderly couple in Barton whose request to be included on the sheltered warden scheme had been refused, queried why Supporting People appeared to be putting red tape before people. Councillor Mrs Heazell explained that Supporting People funding was based on designated properties rather than people. Upon learning of the situation she had asked the local commissioning body for a variation and had received an encouraging response. A meeting had been scheduled at which it was hoped that the scheme would be altered to allow people to be designated for sheltered warden services. She commended the work of officers, in particular the Head of Shire Homes, noting that they had to work within the current legislation, and queried why Councillor Page had not contacted her directly about the situation in Barton.

Councillor Mrs Heazell clarified that recommendation (d) referred to indications that Supporting People funding could change as the government wanted to decrease expenditure, although it was uncertain how this would be implemented. She noted that South Cambridgeshire already had more sheltered housing per head of population than the other Cambridgeshire Districts, so was not perceived as needing additional schemes. The Acting Head of Housing Strategic Services was preparing a report for Members explaining this more fully, and the report would include a statement about Supporting People which it was hoped would clarify issues.

Councillor SGM Kindersley, seconded by Councillor Page, proposed that the Housing Revenue Accounts for 2004/05 be varied by 50 pence per week (i.e. a maximum plus or minus variation of 50 pence per week). At the request of Councillor Kindersley, supported by at least 5 other Members, a recorded vote was taken:

FOR

SJ Agnew
 JD Batchelor
 RF Bryant
 NN Cathcart
 JP Chatfield
 RF Collinson
 G Elsbury
 TJ Flanagan
 Dr SA Harangozo
 Mrs SA Hatton
 Dr JA Heap

AGAINST

Dr DR Bard
 CC Barker
 RE Barrett
 EW Bullman
 Mrs MP Course
 NS Davies
 R Driver
 CJ Gravatt
 R Hall
 Mrs JM Healey
 Mrs J Hughes

ABSTAIN

Mrs EM Heazell	LCA Manning	
MP Howell	RM Matthews	
SGM Kindersley	CR Nightingale	
Mrs JE Lockwood	Mrs DP Roberts	
Mrs CAED Murfitt	J Shepperson	
JA Nicholas	RGR Smith	
Dr JPR Orme	Mrs DSK Spink	
R Page	RT Summerfield	
DJ Regan	Mrs LM Sutherland	
WH Saberton	Mrs BE Waters	
NJ Scarr	LJ Wilson	
Mrs GJ Smith		
JH Stewart		
Mrs VM Trueman		
DALG Wherrell		
AW Wyatt		
27	22	0

Council **RESOLVED** that:

- (a) the Housing Revenue Account (HRA) revised revenue estimates for 2003/04 and estimates 2004/05 be approved;
- (b) the HRA rents for 2004/05 be increased by 50 pence per week (i.e. this means a maximum plus or minus variation of 50 pence per week);
- (c) the following proposed charges be adopted:

Services and Facilities – Charges to Tenants

Service or Facility	Current charge per week £.p	Proposed charge per week £.p
Sheltered Housing Service Charge for Tenants		
• support element		
• those in residence prior to 01/04/03	7.92	8.12
• other tenants	14.42	14.78
• other (communal facilities etc)	5.50	5.64
Garage Rents		
• up to two garages rented to a Council house tenant	5.50	5.64
• other garages rented to a Council house tenant	5.50 +VAT	5.64 +VAT
• garages not rented to a Council house tenant	6.50 +VAT	6.66 +VAT
Rent reduction for tied accommodation occupied by wardens, deputy wardens or rangers	(12.13)	(12.43)

Services and Facilities – Sheltered Housing Service Charges to Equity Shareholders

Service or Facility	Current charge per week £.p	Proposed charge per week £.p
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Sheltered Housing Service Charge for Shareholders

• schemes with all facilities		
those in residence prior to 1/04/03	16.20	16.61
other shareholders	22.70	23.27
• schemes without a common room		
those in residence prior to 1/04/03	10.70	10.97
other shareholders	17.20	17.63

- (d) the Portfolio Holder for Housing be given delegated authority to vary any charges that qualify for aid from the Supporting People Pot in order to bring such charges in line with the level of financial assistance available in 2004/05.

5 (f) Investment Strategy (Treasury Management) (Minute 5, Cabinet 16th February 2004)

Council **RESOLVED** to approve the investment strategy.

5 (g) Refuse Collection Services - Refuse Design Guide (Minute 4, Development and Conservation Control Committee 4th February 2004)

The Head of Legal Services had confirmed that the flexibility of capacity could be between 1½ to 2½m², depending on the size of the development.

Council **RESOLVED** to adopt the Refuse Design Guide, with the amendment on flexibility of capacity, as Council policy and, in due course, as a Supplementary Planning Document.

6. SWAVESEY BYEWAYS RATE

Council **RESOLVED** to:

- (a) maintain the current level of Swavesey Byeways maintenance for the period 2004/05; and
- (b) levy a rate of 90 pence per hectare to fund the required maintenance for the period 2004/05.

7. CAMBOURNE OFFICE - RECORDED VOTING SYSTEM

Council **RESOLVED**

- (a) that a recorded voting system should be purchased in advance for the Cambourne office; and
- (b) that the New Offices Working Group be given delegated authority to incur the additional expenditure of £15,400 for the smart card readers and £5,154 for the software.

8. PROGRAMME OF COUNCIL MEETINGS 2004/05

Council considered the recommendations of the Constitution Review Working Party on the frequency, programming and timing of Council meetings:

- Meetings would be scheduled for the fourth Thursday each month, but cancelled if there were insufficient business, cancellations being made at least a fortnight before the scheduled meeting date;
- A larger number of meetings could increase pressure on officers but would provide

more opportunities for non-executive members to be involved in meaningful debate and decrease feelings of marginalisation. Conversely, the Cabinet system was adopted to streamline the decision process and more Council meetings could create a top-heavy framework and a loss of public confidence in the system;

- The proposal tried to rationalise the number of extra meetings of the whole Council;
- It was hoped that a regular schedule of meetings would benefit Members with full-time jobs;
- Later starting times had not appeared to be popular
- Questions to Portfolio Holders, not to each Portfolio Holder, would be a new standing agenda item. Three days' notification of questions would be appreciated;
- It was more efficient to approve minutes by date rather than page by page; and
- The meeting scheme would be reviewed in a year.

Council **RESOLVED** that:

- (a) meetings for the conduct of business for the whole Council be programmed for once each month other than (normally) August and December;
- (b) for 2004 only, an extraordinary meeting of Council be held in August to approve the Draft Statement of Accounts; in other years approval be taken to a regular meeting;
- (c) meetings be programmed for the 4th Thursday in each month;
- (d) timings of meetings be reviewed one year after the office move to Cambourne;
- (e) the Council agenda contain a slot for questions to Portfolio Holders, notification of questions being received in advance if possible; and
- (f) the minutes of meetings of Cabinet and Committees be presented at Council by title and date only, rather than page by page.

9. AMENDMENTS TO THE CONSTITUTION

Council considered the recommendations of the Constitution Review Working Party, and noted that further recommendations would be brought to the next Council meeting.

Councillor RF Collinson supported the amalgamation of the Conservation Portfolio with the Sustainability and Community Planning Portfolio and asked that the title be amended to reflect all responsibilities.

Councillor SGM Kindersley, in response to a question from Councillor R Page, explained that the Comprehensive Performance Assessment (CPA) peer review team had suggested that the title of the Scrutiny Committee be changed to Scrutiny and Overview.

Council **RESOLVED**:

- (a) To amend Section B-6, Policy Framework, to read:
 - a. Policy Framework. The policy framework means the following plans and strategies and such others as the Council shall determine to be included in the policy framework:
 - Best Value Performance Plan;
 - Financial Strategy;
 - Crime and Disorder Reduction Strategy;
 - Plans and strategies which together comprise the Development Plan;

- Council's Corporate Strategy;
 - Food Law Enforcement Service Plan;
 - The plans and strategies which comprise the Housing Investment Programme, including the Housing Revenue Account strategy and Business Plan;
 - Community Strategy
- (b) That the title of the Scrutiny Committee be changed to "Scrutiny and Overview Committee" and any consequential amendments be made; and
- (c) That, with effect from the 2004/05 municipal year, the position of Conservation Portfolio Holder be amalgamated into the Sustainability and Community Planning Portfolio Holder remit and any consequential amendments be made.

10. DESIGNATION OF LOCAL NATURE RESERVES AT GREAT SHELFORD AND AT TRUMPINGTON & HASLINGFIELD

Councillor Mrs EM Heazell, local member, reported that Haslingfield Parish Council was happy with the proposal for Byron's Pool.

Council

RESOLVED that the delegation of South Cambridgeshire District Council's functions under Section 21 of the National Parks and Access to the Countryside Act 1972, as amended, to Cambridge City Council be confirmed to enable designation of the areas known as Nine Wells and Byron's Pool as Local Nature Reserves, and instructions be given to the Head of Legal Services to complete the Deed of Delegation of Functions.

11. ANNUAL AUDIT LETTER

Council **RECEIVED** and **NOTED** the Annual Audit Letter.

12. QUESTIONS BY MEMBERS

No questions were received.

13. NOTICES OF MOTION

Councillor R Page presented two Notices of Motion:

13 (a) Recording of Meetings

Councillor Page argued that it was important to install a recording system to produce a record equivalent to Hansard for accuracy and accountability. Although the Head of Legal Services had advised Members that concerns could be reported to him, Councillor Page felt that written concerns could lead to accusations of slander. The motion was seconded by Councillor Mrs SA Hatton.

Points made in debate included:

- concern about the logistics of recording meetings as the record was only of use if transcribed, creating a huge amount of secretarial effort
- problems of identifying speakers
- with possible referrals to the Standards Committee, a full record was imperative

- recording should not be seen as a threat but as a useful aid
- recording was a natural extension of the recorded voting system and could be linked to individual card ID's to identify the speaker.
- recording could stifle debate
- quotes could be used out of context
- recording would be expensive and unnecessary
- analogies with Parliament were not appropriate as officials did not speak: the effect on officers should be addressed before proceeding further

The Chief Executive explained that recording meetings would cause concern for officers if they were asked to commit themselves to a response without any recourse to their notes. It could, in some cases, slow the meeting or lead to business being deferred. He felt that the recording could assist Democratic Services, but the minutes would become longer. Legal advice was that a record of decision was vital, but that it was unnecessary to record every word of a debate. It was for members to amend the minutes if they believed something was missed.

Councillor Mrs GJ Smith, although not opposed to recording meetings, favoured the current format of minutes rather than transcripts. Councillor Page explained that he was not asking for transcripts, but that MiniDisc recordings be kept in case queries arose. He believed that officers should be accountable for their advice.

Councillor Mrs DSK Spink proposed an amendment to the motion, seconded by Councillor RF Collinson, which was put to a vote and **CARRIED**.

The amendment was put to a vote as a substantive motion and Council

RESOLVED that legal and other implications for officers and the financial and practical implications of recording meetings be investigated and that a report be brought to the 29th April 2004 meeting of Council.

13 (b) Stansted Airport Expansion

The Chairman confirmed that Councillor Mrs GJ Smith, who had declared an interest as a member of the Stop Stansted Campaign, would be allowed to speak and vote on this item.

Councillor R Page outlined his opposition to the expansion of Stansted Airport:

- Aircraft contributed 3.5% of greenhouse gases, a figure expected to rise to 15% by 2050 and the quality of life in Cambridgeshire would decrease due to this and other forms of pollution;
- Aircraft fuel was not taxed and VAT was not charged on travel, resulting in what was essentially a £9 billion annual subsidy to airports;
- Low-cost flights were encouraging more people to fly and placing greater reliance on air travel as a means of transport;
- The expansion would bring more jobs to an area of high employment, rather than to other regions where jobs they needed; and
- Environmental and social consequences could not be overestimated and the effect on South Cambridgeshire residents was not worth the expansion of Stansted Airport.

Councillor Mrs DP Roberts seconded the motion and added her concerns about the increased noise from air traffic in the past five years, and felt that it was immoral that fuel, a finite resource, was not being taxed. She appreciated the need for business travel but agreed with Councillor Page that low-cost flights were a direct cause of the rise in air travel, especially for holidaymakers. Councillor Mrs GJ Smith believed that the areas

affected by aircraft noise would be wider than that shown in government publications. She argued that the expansion would not bring significant benefits to Cambridgeshire and agreed that this was not an area in need of increased employment.

Councillor NN Cathcart supported the motion, but cautioned that stopping the Stansted expansion would not decrease reliance on air travel. Councillor CJ Gravatt felt that it was important that the Council add its voice to the opposition and reminded members that the original Inspector had concluded that there should not be expansion at Stansted.

Councillor G Elsbury noted that expansion, which he believed was inevitable, would bring more houses to South Cambridgeshire and the Council would need to direct development. He felt that it would be morally wrong for him to oppose expansion as he could only visit his grandchildren by flying.

Councillor Dr DR Bard totally supported the motion, with an amendment deleting the reference to Germaine Greer, which he felt weakened the motion. The amended motion, seconded by Councillor Mrs Roberts, was put to the vote as a substantive motion and Council

RESOLVED that the Deputy Prime Minister be informed that this Council is totally opposed to the current unsustainable plan for the expansion of Stansted Airport and considers the new runway to be environmentally and socially unacceptable.

14. REPORTS OF FOLLOWING MEETINGS

The Minutes of the following meetings were **RECEIVED**, subject to the comments recorded in Minutes 15 to 20 below:

Cabinet	18th December 2003
Cabinet	8th January 2004
Cabinet	22nd January 2004
Cabinet	29th January 2004
Cabinet	16th February 2004
New Offices Working Group	15th December 2003
New Offices Working Group	13th January 2004
Development and Conservation Control Committee	3rd December 2003
Development and Conservation Control Committee	7th January 2004
Development and Conservation Control Committee	4th February 2004
Electoral Arrangements Committee	11th December 2003
Employment Committee	22nd January 2004
Scrutiny Committee	27th November 2003
Scrutiny Committee	18th December 2003
Scrutiny Committee	22nd January 2004
Scrutiny Committee	12th February 2004
Audit Panel	17th December 2003
Crime and Disorder Partnership Group	26th January 2004

15. CABINET 22ND JANUARY 2004

15 (a) Travellers Consultative Group (Minute 11)

The Chief Executive confirmed that a letter had been sent to the Office of the Deputy Prime Minister, but that no response had been received.

16. CABINET 29TH JANUARY 2004**16 (a) Priorities and Spending Plans 2004/05 - 2006/07 (Minute 2)**

Councillor SGM Kindersley believed that comments on staffing made at the meeting had been unfair and were demoralising to officers. He thanked the Leader for taking action and hoped that other Members were equally supportive. Councillor Mrs DP Roberts, in response, claimed that her comments were now being twisted: any professional organisation would consider staffing costs. She believed that queries on staffing costs were legitimate. Councillors Mrs Roberts and Mrs SA Hatton both stated that their comments had been recorded correctly.

Councillor NN Cathcart wished to distance himself from the comment in the minutes that officers of all levels disregarded Members. Councillor Mrs Roberts replied that she had not been recorded correctly and asked for the statement to be removed. The Chairman reminded members that Cabinet had already confirmed the minutes as a correct record. Councillor Mrs DSK Spink explained that the comment had upset staff and this had prompted her e-mail as some officers were planning to raise the issue with UNISON. Councillor R Page noted that this confirmed the need to record meetings. He queried why Members were expressing concern for officers at this time, as he believed that little consideration for staff views had been given at the time of the decision to move to Cambourne.

The Chief Executive reported that the Audit Commission had erred in its background figures: the average of all shire district grants was £69.98 (this figure did not include unitary authorities). The minute, however, was correct as it recorded the figures quoted in good faith at the meeting.

17. CABINET 16TH FEBRUARY 2004**17 (a) Corporate Identity (Minute 6)**

The Chairman imposed a twenty-minute time limit on discussion of this item, which was being presented to Council for decision in view of the considerable concern aroused among members. Councillor JD Batchelor, Information and Customer Services Portfolio Holder, explained that the £8,800 had been the total cost of revamping the Council's public image, as well as the necessary expense of reprinting all stationery with the new address, not just the cost of the logo design. The exercise was essentially cost-neutral as funding came from savings within the Information and Customer Services budget. Cabinet and Management Team had both recommended that the modern logo be adopted.

In favour of the modern logo – "S"

- A modern logo would match the modern offices and a modern Council
- Public consultation revealed low awareness of the crest and poor identification of it with the Council
- It was easier to identify a simple symbol than a complex crest

In favour of the traditional logo – Council Crest

- Recognisable and incorporates aspects of the District still relevant today
- Gives the Council a suitable and identifiable heritage and a link with the past
- The motto "Nothing without Effort" was important to keep
- The "S" looked too much like a generic corporate logo
- Already printed on all the wheeled bins
- The Council was not a corporation but represented the people: the crest reflected what the Council was and identified with its history

Regardless of the outcome, the Council's coat of arms would be maintained and used when appropriate, such as on the Chairman's letterhead. Councillor JH Stewart queried what would happen to Members' letterhead, as many Members would prefer to retain the crest.

Councillor RF Collinson expressed disappointment that his suggestion to design a modern logo incorporating elements of the crest had not been progressed. Councillor Mrs DP Roberts felt that the decision should have been made earlier.

A vote was held and Council

RESOLVED that the logo, style and stationery incorporating the Council's crest be adopted as the new corporate identity.

During discussion of this item a majority of Members voted in favour of continuing the meeting beyond the four-hour time limit.

17 (b) Housing Strategy and Business Plan Consultation Draft (Minute 7)

It was clarified that the sheltered housing scheme referred to in the minutes was at Meldreth rather than Melbourn. Councillor Mrs EM Heazell explained that this scheme was still on hold.

17 (c) Great Shelford Village Design Statement (Minute 9)

The minute should include Councillor Mrs LM Sutherland's support for the Village Design Statement.

The local members commended the Village Design Statement and thanked Cabinet for considering it as an urgent item. The Parish Council had been disappointed with GO-East for changing its policy, putting the £5,000 grant in jeopardy. The residents on the design team found GO-East to be very belittling of a project to which they had dedicated three years of work. Councillor Mrs DSK Spink confirmed that a letter expressing the District Council's disappointment had already been sent to GO-East.

18. NEW OFFICES WORKING GROUP 13TH JANUARY 2004

18 (a) Matters Arising: Removals and Disposal of Old Furniture (Minute 2.6)

Councillor Mrs GJ Smith requested that the Portfolio Holder arrange for surplus Council furniture to be advertised in the CCVS newsletter for voluntary organisations.

18 (b) Room Lettings Policy at Cambourne (Minute 4)

Councillor Mrs GJ Smith believed that the proposed rates were reasonable but queried disability access to the meeting rooms and asked if a disability access group could tour the building.

Councillor RT Summerfield agreed to investigate both matters.

19. SCRUTINY COMMITTEE 22ND JANUARY 2004

19 (a) Public Questions: High Court Appeal - Planning Permission 307 Huntingdon Road (Minute 4)

Councillor SGM Kindersley noted that a response had been promised to the questioners within a fortnight but none had been received. The Chief Executive agreed to ensure that the Head of Legal Services responded within the next 24 hours.

20. SCRUTINY COMMITTEE 12TH FEBRUARY 2004

The Chairman of the Scrutiny Committee asked that the minutes of this meeting be withdrawn, as there were a number of amendments to be made.

21. QUESTIONS ON JOINT MEETINGS

No questions were received.

22. CHAIRMAN'S ENGAGEMENTS

The Chairman's engagements since the last meeting were **NOTED**. The Chairman reported that the funeral for former Councillor Harry Davies had been well attended.

Councillor NJ Scarr reported that former Councillor Bill Hames, who had represented Fulbourn for over 30 years, had passed away earlier in the year.

The meeting ended at 6.40 pm

South Cambridgeshire District Council

[External Audit 2002-03](#)

[Annual Audit Letter](#)

December 2003

Contents

Section	Page	
1	Introduction	1
2	Key messages from our audit	3
3	Financial aspects of corporate governance	6
4	Accounts	9
5	Performance management	10
6	Grant claims	14
7	Working with the Audit Commission	15
8	Our audit going forward	17
9	Concluding remarks	18

Appendix A: Key recommendations and Action plan

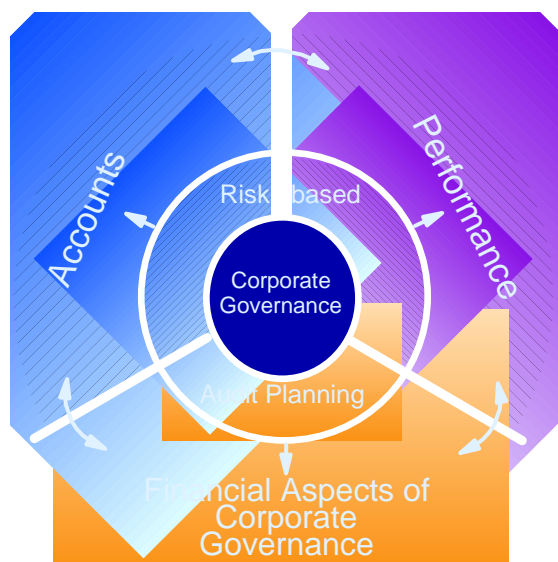
1 Introduction

Summary

- 1.1 This Annual Audit Letter has been compiled for the members of South Cambridgeshire District Council ('the Council'), in accordance with the requirements of the Audit Commission's Code of Audit Practice 2000. It summarises the results of the audit work we have undertaken at the Council, relating to the audit year 2002-03.
- 1.2 Our key messages are outlined in **Section 2**; and are presented in more detail in **Sections 3-6**. In **Section 7**, we set out how we work with the Audit Commission and in **Section 8** we look ahead to our future audit work. As indicated in the concluding **Section 9**, individual aspects of our work this year are supported by more detailed reports, where appropriate.

Background and coverage of this Letter

- 1.3 The work we have completed in 2002-03 was described in our Audit Plan, which was agreed by officers and members in March 2003. The Code of Audit Practice, which sets out our audit responsibilities, specifies that our work should cover three core areas, which are set out in the diagram below.



1 Introduction

1.4 The key aspects considered under each code area are shown in table one:

Table one – Key elements of the Code of Audit Practice

Code Area	Key Elements of Work
Financial Aspects of Corporate Governance	<ul style="list-style-type: none"> • <i>Systems of Internal Control</i> • <i>Financial Standing</i> • <i>Standards of Financial Conduct, and the prevention and detection of fraud and corruption</i> • <i>Legality of financial transactions</i>
Accounts	<ul style="list-style-type: none"> • <i>Opinion on financial statements</i>
Performance Management	<ul style="list-style-type: none"> • <i>Use of Resources</i> • <i>Performance management arrangements</i> • <i>Best Value Performance Plan</i> • <i>Best Value Performance Indicators</i>

1.5 The work we undertake focuses on our assessment of the risks to the Council, which we summarised within our Audit Plan. Our work also applies the principles of the managed audit, whereby we work closely with management, Internal Audit and others, to ensure overall audit efficiency and effectiveness is maximised.

1.6 Our findings in this Letter demonstrate that we have met our overall responsibility under the Code of Audit Practice to review and report on, to the extent required by the relevant legislation and the requirements of the Code, the adequacy of the Council's arrangements in each of the Code areas.

Status of our Annual Audit Letter to the Council

1.7 Our Annual Audit Letter is prepared in the context of the Statement of Responsibilities of Auditors and Audited Bodies, issued by the Audit Commission. It is prepared for the sole use of the Council and no responsibility is taken by us to any member or officer, in their individual capacity, or to any third party.

1.8 Our procedures are designed to support our audit opinion and they cannot be expected to identify all potential weaknesses or inefficiencies in an audited body's systems and working practices. In addition, whilst our audit can provide an indication to the Council as to its general state of preparedness for the forthcoming Comprehensive Performance Assessment (CPA), its scope is limited to meeting the requirements of the Code of Audit Practice. It therefore does not replace the need for full and formal preparation for the CPA, which is scheduled for March 2004.

2 Key messages from our audit

- 2.1 Overall, the results of our audit indicate that South Cambridgeshire District Council has adequate arrangements in place to ensure the proper conduct of its financial affairs and to manage its performance and use of resources. There are a number of key messages arising from the audit which we wish to highlight to the Council. These are summarised in table two below and discussed in **Sections 3-7.**

Table two – Key messages arising from this year's audit

Key Issue
<p>Financial aspects of corporate governance</p> <p>The Council has established adequate arrangements around financial aspects of corporate governance, including systems of internal financial control, financial standing, financial conduct and legality.</p> <p>Our review of budgetary control confirmed the findings of Internal Audit and the Strategic Review of Financial Management undertaken by the Council that improvements need to be made to the budgetary and management control process in order to achieve budgets and utilise the Council's reserves in line with its financial strategy.</p>
<p>Accounts</p> <p>The accounts audit went smoothly. We anticipate issuing an unqualified opinion on the accounts in December 2003.</p> <p>The Council is required to bring forward the accounts production process by one month for 2003/04 in accordance with the 2003 Accounts and Audit Regulations. Our interim report identified a number of measures which may assist management in meeting this deadline.</p>
<p>Corporate Governance</p> <p>We are generally satisfied that the Council has appropriate arrangements in place around Corporate Governance.</p> <p>We recognise that the Council is in the early stages of developing a risk management framework, that a risk management strategy is now in place and risk registers have been produced for major projects. It is important now that the risk management framework is fully developed and a formal risk management programme is implemented, including incorporation of individual risk registers into a corporate risk register covering all of the activities of the Council</p>
<p>Performance management</p> <p>We are generally satisfied that the Council has appropriate arrangements in place to manage its performance and to secure economy, efficiency and effectiveness in the use of its resources.</p> <p>The key issue for the Council is to ensure that the targets set to meet priorities and the assessment of the extent to which services meet them, have a clear and consistent external focus based on outcomes identifiable to residents and service users.</p>
<p>Best Value Performance Plan</p> <p>We have reviewed the Council's Best Value Performance Plan (BVPP), and anticipate issuing an unqualified opinion. We have identified areas where the plan can be strengthened, including the need to ensure a more consistent use of measurable outcome targets that adopt an external service user focus.</p> <p>Our audit of the Best Value Performance Indicators (BVPIs) identified a small number of reservations and amendments. We provided our opinion on the BVPIs in accordance with requirements.</p>

2 Key messages from our audit

Grant claims
Our grant certification work to date has not identified any significant issues which we wish to highlight. Our work on Housing Subsidy and Housing & Council Tax benefits is to be completed in the near future.
Comprehensive Performance Assessment (CPA)
The Council began to prepare early for the CPA which is to be undertaken in March 2004. While our formal role in CPA relates to completion of the "Audit Scored Judgments" which will be completed in early 2004, we have discussed the Council's approach with officers and have provided a commentary on the self assessment prepared for the peer review. Our informal view is that the Council has made good preparations for the CPA process but that further focus on the issues likely to be raised is necessary.
Relocation to Cambourne
We understand that the Council's relocation to new offices at Cambourne is progressing and remains on course for May 2004. There is an enhanced risk that the relocation may distract management from day to day activities and we would re-emphasise the well understood need to manage the remaining phases closely.

2.2 We set out in our audit plan for the year's audit, agreed by the Council in Spring 2003, our assessment of the risk associated with each area of the audit. Table three summarises those initial risk assessments and highlights key messages arising from our audit for each element of the Code of Audit Practice.

Table three– Summary of Audit Plan risk assessments

Audit objective	Code Objective met?	Risk assessment: (High = higher audit risk areas)	Key messages
Financial aspects of corporate governance			
Has the Council put in place adequate arrangements to satisfy itself that its systems of internal financial control are both adequate and effective in practice?	✓	Medium risk	Confirmed. Internal audit has completed their audit programme and we were able to place reliance on their work. Our testing of reconciliation controls identified a number of control weaknesses, which we reported in our interim report to the Council. The Council has implemented a new Financial Management System for 2003/04.
Has the Council put in place adequate arrangements to ensure that its financial standing is soundly based?	✓	Medium risk	Confirmed. The Council remains debt free with relatively high levels of reserves. However, the Council has again failed to utilise existing reserves in line with its financial strategy and the accounts for 2002/03 show an underspend on the CRA of £2.572million against planned expenditure budgets.

2 Key messages from our audit

Audit objective	Code Objective met?	Risk assessment: (High = higher audit risk areas)	Key messages
Does the Council have adequate arrangements to maintain proper standards of financial conduct, and to prevent and detect fraud and corruption ?	✓	Medium risk	Confirmed. Corporate governance arrangements continue to be developed. The Council included a Statement of Internal Financial Control in its 2002/03 accounts as required. For future years the Council will be required to include a wider Statement on Internal Control in its accounts.
Has the Council put in place adequate arrangements to ensure the legality of transactions that might have significant financial consequences?	✓	Low risk	Confirmed. No significant issues have arisen from our work on arrangements to ensure legality of significant financial transactions.
Accounts			
Do the 2002-03 accounts present fairly the financial position of the Council and its expenditure and income for the year and were they prepared properly in accordance with relevant legislation and applicable accounting standards?	✓	Medium risk	Confirmed. A number of weaknesses were identified in reconciliation controls during the year. However, the final accounts process ran smoothly and accounts and supporting information were available at the beginning of our audit.
Performance management			
Does the Council have adequate arrangements to secure economy, efficiency and effectiveness in its use of resources ?	✓	Medium risk	Confirmed. The Council is developing its performance management framework and working towards the CPA assessment due in March 2004.
Has the Council put in place adequate arrangements for collecting, recording and publishing specified performance information ?	✓	High risk	Confirmed. Arrangements in place were generally effective. Our audit work identified two reservations and 13 amendments to published Performance Indicators.
Is the Best Value Performance Plan compliant with statutory requirements in respect of its preparation and publication?	✓	Low risk	Confirmed. An unqualified opinion will be provided on the Council's BVPP.

2.3 The following sections of this Letter set out our findings in greater detail. We invite the Council to receive our Annual Audit Letter.

3 Financial aspects of corporate governance

Introduction

- 3.1 Our governance work was mainly undertaken at the interim stage of the audit and was reported to the Audit Panel in April 2003. Much of our work in this area involves liaison with Internal Audit and we will continue to work closely with Internal Audit, to improve our joint working arrangements and increase understanding of our respective roles and responsibilities.

Systems of Internal Financial Control

Overall arrangements

- 3.2 One of the Council's main control resources in this area is its Internal Audit service, which is provided under contract by Deloitte. We have assessed internal audit against the CIPFA Code of Practice for Internal Audit, as a means of ensuring that it was operating in accordance with proper professional practice, and was likely to provide appropriate assurance to the S151 Officer in this respect.
- 3.3 It should be noted that the CIPFA Code of Practice for Internal Audit has been reviewed and was republished in September 2003 with a set of enhanced standards which internal audit will be required to comply with. We will discuss the changes to the code of practice with internal audit during the 2003/04 audit year although we do not anticipate there being any significant changes to the service.
- 3.4 We are pleased to report that we have no significant issues to raise regarding the organisational status and quality of internal audit staff, or the planning and management controls in place. We therefore consider that the service has generally been provided in accordance with the CIPFA code.
- 3.5 We have reviewed the work of internal audit on key financial systems on which we look to place reliance for final accounts audit purposes. We have generally been able to place reliance on the work of internal audit. We will continue to work with internal audit to ensure that, where possible, their work covers the controls on which we look to place reliance and have provided internal audit with our list of key areas for 2003/04 audit.

Systems of internal financial control

- 3.6 Our work on reviewing the Council's financial systems identified a number of control weaknesses, which have been reported in our Interim Report to Management. The key weaknesses identified were in relation to the operation of reconciliation controls during the year, which have been addressed by management. There are no further issues which we wish to bring to your attention.

Information Systems General Controls

- 3.7 We have completed a review of the Council's overall controls over Information Systems. Our work indicated that the Council has an acceptable level of control in place with regard to the IS/IT environment. There are no significant areas of weakness around Information Systems which we wish to

3 Financial aspects of corporate governance

highlight for your attention. However a number of areas for improvement were identified and these have been reported separately to management together with our recommendations.

Financial Standing

3.8 Our work in this area involves considering the Council's overall arrangements, including the arrangements for budgetary control. In addition, we monitor your financial performance, as the year progresses, primarily through reviewing the financial performance reports produced during the year.

Budgetary control arrangements

3.9 Our review of budgetary control confirmed the findings of Internal Audit, and the Strategic Review of Financial Management undertaken by the Council, that improvements need to be made to the budgetary and management control process in order to achieve budgets and utilise the Council's reserves in line with its financial strategy. As outlined below the Council has, again, underspent against budgets for 2002/03.

3.10 Our audit plan for the two year period 2002-2004 includes provision for a more detailed review of budgetary control, financial management and financial strategy. The results of this work will be reported upon completion, which is planned to be in March 2004.

Financial position

3.11 The Council's financial position remains strong with balances on the general fund and Housing Revenue Account of £10.4 million and £3.6 million respectively. The Council's financial strategy remains that of reducing the levels of these reserves over a period of years.

3.12 For the 2002/03 financial year the Council budgeted to use £3.1 million of Consolidated Revenue Account (CRA) reserves. The financial accounts for 2002/03 indicate that the Council has underspent against this budget by £2.6 million, thus utilising only £0.5 million of CRA reserves.

3.13 A surplus of £0.2 million is recorded on the Housing Revenue Account (HRA) against a budgeted deficit of £0.6 million, representing an underspend on the HRA of £0.8 million. As a result HRA balances have increased to £3.6 million.

3.14 The Collection fund records a surplus of £0.3 million for 2002/03 with a balance carried forward of £0.1 million.

3.15 In addition to the General Fund and HRA, the Council has other earmarked revenue reserves totalling £5.1 million at the year end.

3.16 The Balance Sheet shows net current assets of £53.3 million as at 31 March 2003, including £60.2 million of investments held at the year end. Fixed asset values have increased by £61.9 million mainly owing to revaluations during the year, these being matched by an increase in the Capital Reserve.

3.17 We pay particular attention during our audit to the recoverability of debtors and have held discussion with officers around the calculation of bad debt provisions. We have reviewed debtors and the Council's bad debt provisions against those debtors as part of our final accounts work. In overall terms we are satisfied that the Council has made adequate provision for debts that may not be collectable.

3 Financial aspects of corporate governance

Standards of Financial Conduct and Fraud and Corruption

- 3.18 The Council has established arrangements to manage its affairs in accordance with proper standards of governance and conduct. The full range of governance policies and protocols have been prepared, and were up to date or had been identified for review where required. Training on policies and protocols was arranged as appropriate and the Council has appointed a Standards Committee.
- 3.19 We also found that arrangements for registering the pecuniary and non-pecuniary interests of the Council's members and senior officers are in place.

Legality

- 3.20 Our work has not identified any significant issues that we wish to bring to your attention in respect of the Council's arrangements to ensure the legality of transactions that may have a financial consequence. There have been no questions raised by members of the public during the year requiring our consideration.

4 Accounts

Introduction

- 4.1 We were presented with the Council's draft accounts for audit on 15 September 2003 and the Council complied with the requirement to approve the accounts in accordance with the statutory deadline of 30 September 2003. The audit was undertaken during September and October. In accordance with the revised Statement of Auditing Standard (SAS) 610, our detailed findings have been discussed with officers and reported to the Audit Panel on 23 October 2003. Overall the audit went smoothly and we would like to thank officers for their assistance during the course of the audit. We will issue an unqualified opinion on the accounts in December 2003.

Audit findings

- 4.2 We noted no errors on the primary financial statements that would impact on our audit opinion, or that would require adjustment to the accounts. We identified a number of disclosure matters which in our view would improve the presentation of the accounts. Most of these were straightforward and had little impact on the Council's reported performance. As reported to the Audit Panel in our report to those charged with governance, (technically known as a SAS610 report), we do not consider it necessary to identify these individually.

Public Inspection of documents

- 4.3 Section 15 of the Audit Commission Act 1998 provides that any interested person may inspect the accounts, bills, vouchers and receipts related to the accounts being audited. It is the responsibility of the local authority to advertise this right; and it is the responsibility of the auditor to respond to any questions raised by a local government elector for the council area. The audit may not be certified as complete until this process has been completed. Usually, this is completed during the period of the audit. This year, the Council did not advertise the inspection during the audit process, and is yet to do so. As a result, the inspection will take place during January 2004, and the audit cannot be certified as complete until the inspection period has ended and any matters arising have been addressed.

Accounts timetable in future years

- 4.4 Under the Accounts and Audit Regulations (2003) the Council is required to bring forward the accounts production process by one month in each of the next three financial years, such that the accounts must be approved by the Council by 31 August in 2004, by 31 July in 2005 and by 30 June in 2006 and subsequent years. Our interim report identified a number of steps for the Council to take to enable it to meet these shorter timescales.

5 Performance management

Introduction

5.1 The Code of Audit Practice states that '*It is the responsibility of the audited body to put in place proper arrangements to manage its performance, to secure economy, efficiency and effectiveness in its use of resources*'. As auditors, we consider these arrangements by reviewing and examining evidence that these arrangements are in place.

Overall arrangements

5.2 As a result of our work to date, as set out in the following paragraphs, we are generally satisfied that the Council has appropriate arrangements in place to manage its performance and secure economy, efficiency and effectiveness. As referred to in Section 7 of this Letter, next year the Council will receive its first Comprehensive Performance Assessment (CPA). Our performance audit work, whilst meeting the requirements of the Code of Audit Practice, has also been undertaken, in part, to provide an indication to the Council as to its general state of preparedness for the forthcoming CPA.

5.3 This year we carried out the following work under our Code responsibilities:

- ◆ participation in the Council's preparation for the Comprehensive Performance Assessment;
- ◆ review of overall management arrangements;
- ◆ audit of the Best Value Performance Plan;
- ◆ audit of performance information; and
- ◆ follow up of previous recommendations

This section of the report summarises all the above aspects of this year's performance audit.

Comprehensive Performance Assessment

5.4 The Comprehensive Performance Assessment (CPA) was introduced by The Audit Commission in 2002. It draws upon existing audit and inspection information and the work of a Corporate Assessment Team (CAT) to arrive at an overall evaluation of Councils' performance and capacity to improve.

5.5 As the Council's appointed auditor we have contributed to the CPA process to date by:

- ◆ providing ad hoc advice and guidance to the Council;
- ◆ auditing the Council's published performance information;
- ◆ considering the auditors' scored judgements which will contribute to the final assessment; and
- ◆ provided challenge on the Council's draft self-assessment document.

Overall Management Arrangements

Corporate Governance

- 5.6 The Council continues to develop its corporate governance framework. Although the Council has many of the elements of a Code of Corporate Governance these have not been fully integrated to create a full Code in accordance with CIPFA/SOLACE guidance.
- 5.7 The Council has made progress in establishing a risk management policy and risk registers for major developments (e.g. the relocation to Cambourne). However further work is required to ensure that the framework and processes for managing risk are fully developed and implemented across the Council. In addition the Council needs to develop risk registers covering all of the activities of the Council. We understand that the Council has recently contracted with Zurich in order to move forward on risk management and we shall review the outcome of that work as part of the 2003/04 audit.

Performance Management

- 5.8 We have reviewed the Council's Overall Management Arrangements. From our work we have concluded that the Council has established a recognisable corporate performance management framework. The establishment of Continuous Improvement Plans for all services is a consistent element in the Council's annual service planning cycle.
- 5.9 There are however a number of areas where improvements can be made to the existing performance management framework, including:
- The need to create and implement a Communications Strategy, and a model procedure for policy development, implementation and review;
 - Implement supporting procedures in order to ensure that risk management is integrated within service planning and delivery and corporately monitored and reviewed;
 - Ensure that targets intended to deliver the strategic objectives specify externally focussed measures of impact readily identifiable by residents and service users;
 - Ensure that objective setting and meeting corporate objectives is achieved to a consistent standard across the Council;
 - Ensure that the BVPP commits the Council to meeting national performance targets, and has in place action plans to do so where necessary;
 - Ensure that the Community Strategy and its partnership priorities relate clearly to the Council's discretionary and statutory obligations;
 - Ensure that the CIPs model incorporates measures of impact that are externally focussed;
 - Adopt an HR strategy that incorporates mechanisms to identify and build capacity, and fill future capacity gaps;
 - Ensure that the link of appraisals to delivering continuous improvement is corporately applied to an agreed standard, and
 - Actively involve members, (perhaps through Scrutiny) in the regular and annual review of action and improvement plans, taking corrective action where necessary.

Best Value Performance Plan Audit

- 5.10 The Council published its fourth annual Best Value Performance Plan (BVPP) in June 2003. The BVPP is a key public document that identifies the authority's assessment of how well it is performing and sets out its vision and plans for future priorities and targets for improvement.
- 5.11 As the Council's auditor we consider whether the Council has complied with the statutory requirements for preparation and publication of its BVPP and report our findings. However, we are not required to form a view on the completeness and accuracy of the information in the Council's BVPP or the realism and achievability of the assessments it contains. The Council is responsible for the information and assessments in the BVPP and the assumptions on which they are based.
- 5.12 We carried out our audit work in order to meet our statutory responsibilities which are to:
- certify that we have conducted the audit in accordance with Section 6 of the Local Government Act 1999;
 - give our opinion of whether the Council has prepared and published its BVPP for 2002-2003 in accordance with the Local Government Act 1999 and statutory guidance;
 - decide whether to recommend an inspection of the Council by the Audit Commission, or a direction from the Secretary of State; and
 - make recommendations regarding procedures in producing the BVPP.
- 5.13 We assessed the BVPP against the six criteria specified in guidance from the Audit Commission. Our audit confirmed that in all significant respects the Council prepared and published its BVPP in accordance with the law and regulations governing it.
- 5.14 Accordingly, we propose to issue an unqualified audit opinion on the Plan and will not be recommending referral to the Audit Commission or the Secretary of State.
- 5.15 Discussions during preparation and at draft stage of the BVPP meant most issues were resolved at this stage and the Council was able to satisfy us that the published Plan complied with the statutory requirements. We have made the following recommendations for improvements to next year's BVPP:
- clarify the reasons for having issues outstanding from best value review inspections, and
 - ensure a more consistent use of measurable outcome targets that adopt an external service user focus.

Best Value Performance Indicators

- 5.16 We completed our review of the Council's Best Value Performance Indicators (BVPIs) in accordance with the statutory deadline and submitted our opinion to the Audit Commission on 13 October 2003.
- 5.17 Whilst the Council has put in place adequate arrangements for collecting, recording and publishing specified performance information, our work identified a small number of issues with the published

5 Performance management

BVPIs, including two reservations and 13 amendments. These have been reported to the Audit Commission.

E-government

- 5.18 The Government's agenda for modernising the public sector, including local government, includes the rapid development of electronic service delivery. All levels of government are being encouraged to make full use of the potential for electronic service delivery to improve the speed, responsiveness, quality and coherence of services.
- 5.19 The Council has dedicated resources and a defined project management methodology to facilitate the delivery of the e-government initiatives. However, the current achievement percentage for systems online is 30%, which is half of the Council's planned target for March 2004. We strongly advise that the Council ensures that appropriate action is taken, and sufficient resources are directed to accelerate the development of e-government initiatives to meet the Government's stated goals for service delivery.
- 5.20 Our detailed findings in respect of E-government have been reported separately to management.

Financial strategy, budgetary control and financial management

- 5.21 Building on the work we have carried out this year, our audit plan for the two year period 2002-2004 includes provision for a review of financial strategy, budgetary arrangements and financial management at the Council. The findings from this review will be reported upon completion of the work and included in the 2004 Audit Letter.

6 Grant claims

Introduction

- 6.1 Each year we certify the expenditure funded by a number of specific central government grant claims. This forms a significant part of our audit and during 2002-03 we anticipate certifying claims for approximately ten schemes, including NNDR, Housing and Council Tax Benefits and Housing Subsidy.

Reports and amendments

- 6.2 At the time of writing we have completed work on three claims, namely NNDR, Housing Subsidy Base Data 2004/05 and Local Authority Social Housing Grant. The remaining claims have a deadline of 31 December 2003 and we will complete our work to meet these deadlines.
- 6.3 There are no significant issues arising from our work which we wish to highlight for your attention.

7 Working with the Audit Commission

7.1 This section explains how we work with the Audit Commission to support the improvement of the Council's services.

Relationship manager

7.2 This year, the Audit Commission introduced the post of Relationship Manager (RM) to its relations with the Council. The RM is responsible for coordinating the activities of the Audit and Inspection programme, although we remain responsible for delivery of the audit in accordance with the Code of Audit Practice.

7.3 As part of the new arrangements, we have liaised with the RM and have kept her informed of our performance audit findings, as they emerge. In addition, we anticipate attending joint meetings with the RM in the run up to the Council's Comprehensive Performance Assessment.

Comprehensive Performance Assessment (CPA)

7.4 Comprehensive Performance Assessment is about helping local councils improve local services for their communities. As well as looking at how well the Council delivers its services, it also considers how the Council is run, as this will impact on how well it delivers its services in the future.

7.5 South Cambridgeshire's CPA will be undertaken during March 2004, using the Commission's assessment framework of:

- a single overall judgement, covering core service performance and ability to improve;
- scoring individual corporate assessment themes on a 1 to 4 scale, where 1 is 'weak' and '4' is strong;
- five overall categories: excellent, good, fair, weak and poor; and
- a single rule that if any of the Benefit Fraud Inspectorate, external auditor or diagnostic assessments (housing or public space) receive the lowest possible rating, the Council can not be scored as 'excellent' overall.

7.6 The Audit Commission will produce a single management report for the Council, as well as a shortened community digest. Reports will be issued as soon as possible after the inspection (normally about 12 weeks after the on-site inspection period).

7.7 Our role will be to provide 'auditor scored judgements' on key criteria, based on our Code of Audit Practice experience at the Council. In addition, we will be available to discuss with officers and Members our audit perspective on the Council's preparations for the Assessment, as they emerge.

7.8 We are pleased to note that the Council has a programme of CPA preparation, which includes arrangements for self-assessment and has already undertaken a peer review. The Council commenced

7 Working with the Audit Commission

preparations for CPA in plenty of time and we were pleased to have had the opportunity of discussing our experience of CPA elsewhere with Senior Officers.

7.9 The Council gave us sight of its draft CPA self assessment and asked that we comment on it. Our comments sought to strengthen aspects of the self assessment.

7.10 We shall seek to assist the Council address matters raised by the Peer review, where appropriate, in the period leading up to the CPA inspection.

8 Our audit going forward

Planning for the 2003-04 audit

- 8.1 In line with new Audit Commission guidance this year, our current Audit Plan covers a period up to 31 March 2004. The audit work for the second year of this plan will not be completed until the audit of the annual accounts for the year ending 31 March 2004 has been concluded.
- 8.2 Although our current Audit Plan covered the period to 31 March 2004, incorporating two financial years, we will re-visit our planning process for 2003/04 to confirm whether or not our risk assessments from last year remain valid. If we feel that we need to change the direction of our audit work, in any way, as a result, we will report this to you in an update to our Audit Plan.
- 8.3 Within the Audit Plan for 2002-2004, we included provision for a performance audit of a specific area to be identified following CPA. We will discuss the requirements with officers as part of our planning process.

Looking ahead to 2004-05

- 8.4 Our plan for the 2004-05 audit will cover the full financial year, commencing 1 April 2004. In preparation for this, we will carry out our planning process and have discussions with relevant senior staff at the Council, in the spring of 2004. We currently anticipate that, in line with Audit Commission requirements, our audit plan will be finalised in May 2004.

9 Concluding remarks

Reports issued during the audit

9.1 We list below our reports that have been issued, during the year, following completion of specific aspects of our work.

- Audit Plan 2002-2004
- Report of issues arising from Interim Audit
- Information Systems Risk Assurance
- Final accounts audit issues (under SAS610)
- Annual Audit Letter

Further reports will be issued to the Council in respect of:

- BVPP audit opinion
- Aspects of Performance Management

Acknowledgement

9.2 We wish to take this opportunity to thank you for the assistance that has been provided to us during this year's audit. We aim to deliver an audit programme that is of a high standard and provides a positive contribution to the planning and assurance processes of the Council. Achieving this aim is helped through your co-operation and support.

Appendix A: Key Recommendations and Action Plan

The table below summarises the key recommendations arising from our work in 2002/03 for members' consideration:

Para.	Recommendation	Action Plan
3.9	<p>Budgetary and financial control</p> <p>Management should identify the improvements which need to be made to the budgetary and management control process in order to utilise the Council's reserves in line with its financial strategy.</p> <p>Steps should be taken to implement these changes as a matter of priority to enable the council to meet its own financial strategy.</p>	
4.3	<p>Accounts production timetable</p> <p>Management should identify the steps required to ensure that the Council is able to meet the requirements of the Accounts and Audit Regulations (2003) to bring forward the accounts production process by one month in each of the next three financial years, such that the accounts must be approved by the Council by 31 August in 2004, 31 July in 2005 and 30 June for 2006 and beyond.</p> <p>Our interim report identified a number of steps for the Council to take to enable it to meet these shorter timescales</p>	
5.7	<p>Risk management</p> <p>The Council should ensure that the framework and processes for managing risk are fully developed and implemented across the Council. In addition the Council needs to develop risk registers covering all of the activities of the Council.</p>	
5.9	<p>Performance management framework</p> <p>Management should review the Performance Management Framework with a view to implementing the recommendations outlined in paragraph 5.9 of this letter.</p>	
5.19	<p>E-government</p> <p>The Council should continue to ensure that appropriate action is taken, and sufficient resources are directed to accelerate, the development of e-government initiatives to meet the Government's stated goals for service delivery.</p>	

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PARISH

Parish Council Special Expenses per dwelling

Valuation bands

	A		B		C		D		E		F		G		H	
	£	p	£	p	£	p	£	p	£	p	£	p	£	p	£	p
Great Abington		26.97		31.47		35.96		40.46		49.45		58.44		67.43		80.92
Little Abington		26.51		30.93		35.35		39.77		48.61		57.45		66.28		79.54
Abington Pigotts		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
Arrington		15.59		18.19		20.79		23.39		28.59		33.79		38.98		46.78
Babraham		24.03		28.03		32.04		36.04		44.05		52.06		60.07		72.08
Balsham		27.08		31.59		36.11		40.62		49.65		58.67		67.70		81.24
Bar Hill		34.23		39.93		45.64		51.34		62.75		74.16		85.57		102.68
Barrington		37.21		43.41		49.61		55.81		68.21		80.61		93.02		111.62
Bartlow		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
Barton		16.62		19.39		22.16		24.93		30.47		36.01		41.55		49.86
Bassingbourn		13.44		15.68		17.92		20.16		24.64		29.12		33.60		40.32
Bourn		40.35		47.08		53.80		60.53		73.98		87.43		100.88		121.06
Boxworth		17.36		20.25		23.15		26.04		31.83		37.61		43.40		52.08
Caldecote		19.99		23.32		26.65		29.98		36.64		43.30		49.97		59.96
Cambourne		31.11		36.29		41.48		46.66		57.03		67.40		77.77		93.32
Carlton		8.42		9.82		11.23		12.63		15.44		18.24		21.05		25.26
Castle Camps		25.83		30.13		34.44		38.74		47.35		55.96		64.57		77.48
Caxton		22.39		26.12		29.85		33.58		41.04		48.50		55.97		67.16
Childerley		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
Chishill		26.49		30.90		35.32		39.73		48.56		57.39		66.22		79.46
Comberton		32.55		37.97		43.40		48.82		59.67		70.52		81.37		97.64
Conington		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
Coton		35.29		41.18		47.06		52.94		64.70		76.47		88.23		105.88
Cottenham		25.69		29.98		34.26		38.54		47.10		55.67		64.23		77.08
Croxton		6.41		7.48		8.55		9.62		11.76		13.90		16.03		19.24
Croydon		21.24		24.78		28.32		31.86		38.94		46.02		53.10		63.72
Dry Drayton		9.36		10.92		12.48		14.04		17.16		20.28		23.40		28.08
Duxford		20.07		23.41		26.76		30.10		36.79		43.48		50.17		60.20
Elsworth		41.67		48.61		55.56		62.50		76.39		90.28		104.17		125.00
Eltisley		22.05		25.73		29.40		33.08		40.43		47.78		55.13		66.16
Great & Little Eversden		16.90		19.72		22.53		25.35		30.98		36.62		42.25		50.70
Fen Ditton		25.63		29.91		34.18		38.45		46.99		55.54		64.08		76.90
Fen Drayton		20.63		24.07		27.51		30.95		37.83		44.71		51.58		61.90
Fowlmere		24.21		28.25		32.28		36.32		44.39		52.46		60.53		72.64
Foxton		14.94		17.43		19.92		22.41		27.39		32.37		37.35		44.82
Fulbourn		27.43		32.00		36.57		41.14		50.28		59.42		68.57		82.28
Gamlingay		26.01		30.35		34.68		39.02		47.69		56.36		65.03		78.04
Girton		23.29		27.18		31.06		34.94		42.70		50.47		58.23		69.88
Little Gransden		12.82		14.96		17.09		19.23		23.50		27.78		32.05		38.46
Grantchester		27.99		32.65		37.32		41.98		51.31		60.64		69.97		83.96

PARISH

Parish Council Special Expenses per dwelling

Valuation bands

	A		B		C		D		E		F		G		H	
	£	p	£	p	£	p	£	p	£	p	£	p	£	p	£	p
Graveley		28.47		33.22		37.96		42.71		52.20		61.69		71.18		85.42
Hardwick		31.99		37.33		42.66		47.99		58.65		69.32		79.98		95.98
Harlton		23.15		27.00		30.86		34.72		42.44		50.15		57.87		69.44
Harston		16.40		19.13		21.87		24.60		30.07		35.53		41.00		49.20
Haslingfield		31.23		36.43		41.64		46.84		57.25		67.66		78.07		93.68
Hatley		14.34		16.73		19.12		21.51		26.29		31.07		35.85		43.02
Hauxton		15.25		17.80		20.34		22.88		27.96		33.05		38.13		45.76
Heydon		13.77		16.07		18.36		20.66		25.25		29.84		34.43		41.32
Hildersham		23.81		27.77		31.74		35.71		43.65		51.58		59.52		71.42
Hinxton		27.53		32.12		36.71		41.30		50.48		59.66		68.83		82.60
Histon		28.16		32.85		37.55		42.24		51.63		61.01		70.40		84.48
Horningsea		32.42		37.82		43.23		48.63		59.44		70.24		81.05		97.26
Horseheath		14.99		17.49		19.99		22.49		27.49		32.49		37.48		44.98
Ickleton		22.43		26.16		29.90		33.64		41.12		48.59		56.07		67.28
Impington		31.09		36.28		41.46		46.64		57.00		67.37		77.73		93.28
Kingston		24.79		28.92		33.05		37.18		45.44		53.70		61.97		74.36
Knapwell		10.00		11.67		13.33		15.00		18.33		21.67		25.00		30.00
Landbeach		18.62		21.72		24.83		27.93		34.14		40.34		46.55		55.86
Linton		36.71		42.83		48.95		55.07		67.31		79.55		91.78		110.14
Litlington		29.24		34.11		38.99		43.86		53.61		63.35		73.10		87.72
Lolworth		11.46		13.37		15.28		17.19		21.01		24.83		28.65		34.38
Longstanton		5.49		6.41		7.32		8.24		10.07		11.90		13.73		16.48
Longstowe		14.56		16.99		19.41		21.84		26.69		31.55		36.40		43.68
Madingley		30.30		35.35		40.40		45.45		55.55		65.65		75.75		90.90
Melbourn		35.51		41.42		47.34		53.26		65.10		76.93		88.77		106.52
Meldreth		30.39		35.46		40.52		45.59		55.72		65.85		75.98		91.18
Milton		32.31		37.69		43.08		48.46		59.23		70.00		80.77		96.92
Guilden Morden		33.04		38.55		44.05		49.56		60.57		71.59		82.60		99.12
Steeple Morden		29.57		34.49		39.42		44.35		54.21		64.06		73.92		88.70
Newton		9.16		10.69		12.21		13.74		16.79		19.85		22.90		27.48
Oakington/Westwick		20.47		23.89		27.30		30.71		37.53		44.36		51.18		61.42
Orwell		34.34		40.06		45.79		51.51		62.96		74.40		85.85		103.02
Over		23.70		27.65		31.60		35.55		43.45		51.35		59.25		71.10
Pampisford		31.75		37.04		42.33		47.62		58.20		68.78		79.37		95.24
Papworth Everard		39.31		45.87		52.42		58.97		72.07		85.18		98.28		117.94
Papworth St Agnes		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
Rampton		48.61		56.72		64.82		72.92		89.12		105.33		121.53		145.84
Sawston		48.51		56.60		64.68		72.77		88.94		105.11		121.28		145.54
Great Shelford		26.25		30.63		35.00		39.38		48.13		56.88		65.63		78.76
Little Shelford		21.45		25.02		28.60		32.17		39.32		46.47		53.62		64.34

PARISH

Parish Council Special Expenses per dwelling

Valuation bands

	A		B		C		D		E		F		G		H	
	£	p	£	p	£	p	£	p	£	p	£	p	£	p	£	p
Shepreth	18.01		21.01		24.01		27.01		33.01		39.01		45.02		54.02	
Shingay-cum-Wendy	9.19		10.73		12.26		13.79		16.85		19.92		22.98		27.58	
Shudy Camps	7.52		8.77		10.03		11.28		13.79		16.29		18.80		22.56	
Stapleford	20.20		23.57		26.93		30.30		37.03		43.77		50.50		60.60	
Stow-cum-Quy	19.20		22.40		25.60		28.80		35.20		41.60		48.00		57.60	
Swavesey	30.11		35.13		40.15		45.17		55.21		65.25		75.28		90.34	
Tadlow	4.01		4.68		5.35		6.02		7.36		8.70		10.03		12.04	
Teversham	18.08		21.09		24.11		27.12		33.15		39.17		45.20		54.24	
Thriplow	13.96		16.29		18.61		20.94		25.59		30.25		34.90		41.88	
Toft	35.52		41.44		47.36		53.28		65.12		76.96		88.80		106.56	
Waterbeach	33.55		39.15		44.74		50.33		61.51		72.70		83.88		100.66	
Weston Colville	20.41		23.81		27.21		30.61		37.41		44.21		51.02		61.22	
West Wickham	16.21		18.91		21.61		24.31		29.71		35.11		40.52		48.62	
West Wratting	23.33		27.22		31.11		35.00		42.78		50.56		58.33		70.00	
Whaddon	19.79		23.09		26.39		29.69		36.29		42.89		49.48		59.38	
Whittlesford	19.36		22.59		25.81		29.04		35.49		41.95		48.40		58.08	
Great Wilbraham	10.57		12.33		14.09		15.85		19.37		22.89		26.42		31.70	
Little Wilbraham	3.33		3.89		4.44		5.00		6.11		7.22		8.33		10.00	
Willingham	25.09		29.28		33.46		37.64		46.00		54.37		62.73		75.28	
Wimpole	11.80		13.77		15.73		17.70		21.63		25.57		29.50		35.40	

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COUNCIL TAX DEMAND 2004/05

PARISH	BAND 'D' EQUIVALENT CHARGE													
	SOUTH CAMBS. CAMBS. CAMBS. CAMBS.													
	BAND D TAX BASE	PARISH PRECEPT 2003/04	PARISH PRECEPT 2004/05	PARISH COUNCIL L	DISTRICT	COUNTY	POLICE	FIRE	TOTAL					
£	£	£	p	£	p	£	p	£	p	£	p	£	p	
Great Abington	346.00	14,000.00	14,000.00	40.46	70.00	813.24	129.33	45.99		1,099.02				
Little Abington	264.00	10,500.00	10,500.00	39.77	70.00	813.24	129.33	45.99		1,098.33				
Abington Pigotts	66.00	0.00	0.00	0.00	70.00	813.24	129.33	45.99		1,058.56				
Arrington	171.00	4,000.00	4,000.00	23.39	70.00	813.24	129.33	45.99		1,081.95				
Babraham	111.00	4,000.00	4,000.00	36.04	70.00	813.24	129.33	45.99		1,094.60				
Balsham	677.00	26,000.00	27,500.00	40.62	70.00	813.24	129.33	45.99		1,099.18				
Bar Hill	1,498.00	70,890.00	76,904.00	51.34	70.00	813.24	129.33	45.99		1,109.90				
Barrington	430.00	24,000.00	24,000.00	55.81	70.00	813.24	129.33	45.99		1,114.37				
Bartlow	53.00	0.00	0.00	0.00	70.00	813.24	129.33	45.99		1,058.56				
Barton	381.00	9,000.00	9,500.00	24.93	70.00	813.24	129.33	45.99		1,083.49				
Bassingbourn	1,240.00	25,000.00	25,000.00	20.16	70.00	813.24	129.33	45.99		1,078.72				
Bourn	413.00	48,000.00	25,000.00	60.53	70.00	813.24	129.33	45.99		1,119.09				
Boxworth	96.00	2,000.00	2,500.00	26.04	70.00	813.24	129.33	45.99		1,084.60				
Caldecote	579.00	12,145.00	17,360.00	29.98	70.00	813.24	129.33	45.99		1,088.54				
Cambourne	1,286.00	0.00	60,000.00	46.66	70.00	813.24	129.33	45.99		1,105.22				
Carlton	95.00	1,200.00	1,200.00	12.63	70.00	813.24	129.33	45.99		1,071.19				
Castle Camps	253.00	9,000.00	9,800.00	38.74	70.00	813.24	129.33	45.99		1,097.30				
Caxton	201.00	18,500.00	6,750.00	33.58	70.00	813.24	129.33	45.99		1,092.14				
Childerley	10.00	0.00	0.00	0.00	70.00	813.24	129.33	45.99		1,058.56				
Chishill	292.00	10,500.00	11,600.00	39.73	70.00	813.24	129.33	45.99		1,098.29				
Comberton	890.00	54,000.00	43,450.00	48.82	70.00	813.24	129.33	45.99		1,107.38				
Conington	61.00	0.00	0.00	0.00	70.00	813.24	129.33	45.99		1,058.56				
Coton	340.00	16,000.00	18,000.00	52.94	70.00	813.24	129.33	45.99		1,111.50				
Cottenham	2,335.00	71,000.00	90,000.00	38.54	70.00	813.24	129.33	45.99		1,097.10				
Croxton	78.00	750.00	750.00	9.62	70.00	813.24	129.33	45.99		1,068.18				
Croydon	102.00	2,180.00	3,250.00	31.86	70.00	813.24	129.33	45.99		1,090.42				
Dry Drayton	285.00	3,600.00	4,000.00	14.04	70.00	813.24	129.33	45.99		1,072.60				
Duxford	809.00	25,300.00	24,350.00	30.10	70.00	813.24	129.33	45.99		1,088.66				
Elsworth	288.00	14,000.00	18,000.00	62.50	70.00	813.24	129.33	45.99		1,121.06				
Eltisley	179.00	5,470.00	5,921.00	33.08	70.00	813.24	129.33	45.99		1,091.64				
Great & Little Eversden	355.00	5,500.00	9,000.00	25.35	70.00	813.24	129.33	45.99		1,083.91				
Fen Ditton	310.00	11,920.00	11,920.00	38.45	70.00	813.24	129.33	45.99		1,097.01				
Fen Drayton	315.00	9,750.00	9,750.00	30.95	70.00	813.24	129.33	45.99		1,089.51				
Fowlmere	526.00	18,547.00	19,102.00	36.32	70.00	813.24	129.33	45.99		1,094.88				
Foxton	531.00	12,500.00	11,900.00	22.41	70.00	813.24	129.33	45.99		1,080.97				
Fulbourn	1,823.00	75,000.00	75,000.00	41.14	70.00	813.24	129.33	45.99		1,099.70				

COUNCIL TAX DEMAND 2004/05

- PARISH	BAND 'D' EQUIVALENT CHARGE														
	SOUTH														
	PARISH PARISH PARISH CAMBS. CAMBS. CAMBS. CAMBS.														
	BAND D TAX BASE	PRECEPT 2003/04	PRECEPT 2004/05	L COUNCIL		DISTRICT		COUNTY		POLICE		FIRE		TOTAL	
£	£	£	p	£	p	£	p	£	p	£	p	£	p	£	p
Gamlingay	1,386.00	52,500.00	54,075.00	39.02	70.00	813.24	129.33	45.99	1,097.58						
Girton	1,547.00	52,150.00	54,050.00	34.94	70.00	813.24	129.33	45.99	1,093.50						
Little Gransden	130.00	2,750.00	2,500.00	19.23	70.00	813.24	129.33	45.99	1,077.79						
Grantchester	262.00	11,000.00	11,000.00	41.98	70.00	813.24	129.33	45.99	1,100.54						
Graveley	96.00	4,100.00	4,100.00	42.71	70.00	813.24	129.33	45.99	1,101.27						
Hardwick	896.00	42,000.00	43,000.00	47.99	70.00	813.24	129.33	45.99	1,106.55						
Harlton	144.00	5,000.00	5,000.00	34.72	70.00	813.24	129.33	45.99	1,093.28						
Harston	752.00	17,500.00	18,500.00	24.60	70.00	813.24	129.33	45.99	1,083.16						
Haslingfield	664.00	25,500.00	31,100.00	46.84	70.00	813.24	129.33	45.99	1,105.40						
Hatley	93.00	2,000.00	2,000.00	21.51	70.00	813.24	129.33	45.99	1,080.07						
Hauxton	306.00	6,000.00	7,000.00	22.88	70.00	813.24	129.33	45.99	1,081.44						
Heydon	121.00	2,500.00	2,500.00	20.66	70.00	813.24	129.33	45.99	1,079.22						
Hildersham	105.00	3,750.00	3,750.00	35.71	70.00	813.24	129.33	45.99	1,094.27						
Hinxton	138.00	5,500.00	5,700.00	41.30	70.00	813.24	129.33	45.99	1,099.86						
Histon	1,740.00	67,000.00	73,500.00	42.24	70.00	813.24	129.33	45.99	1,100.80						
Horningsea	146.00	7,100.00	7,100.00	48.63	70.00	813.24	129.33	45.99	1,107.19						
Horseheath	209.00	4,700.00	4,700.00	22.49	70.00	813.24	129.33	45.99	1,081.05						
Ickleton	327.00	9,700.00	11,000.00	33.64	70.00	813.24	129.33	45.99	1,092.20						
Impington	1,501.00	65,000.00	70,000.00	46.64	70.00	813.24	129.33	45.99	1,105.20						
Kingston	117.00	4,280.00	4,350.00	37.18	70.00	813.24	129.33	45.99	1,095.74						
Knapwell	40.00	600.00	600.00	15.00	70.00	813.24	129.33	45.99	1,073.56						
Landbeach	358.00	10,000.00	10,000.00	27.93	70.00	813.24	129.33	45.99	1,086.49						
Linton	1,711.00	84,130.00	94,225.00	55.07	70.00	813.24	129.33	45.99	1,113.63						
Litlington	342.00	12,000.00	15,000.00	43.86	70.00	813.24	129.33	45.99	1,102.42						
Lolworth	64.00	1,100.00	1,100.00	17.19	70.00	813.24	129.33	45.99	1,075.75						
Longstanton	728.00	40,000.00	6,000.00	8.24	70.00	813.24	129.33	45.99	1,066.80						
Longstowe	87.00	1,700.00	1,900.00	21.84	70.00	813.24	129.33	45.99	1,080.40						
Madingley	99.00	3,500.00	4,500.00	45.45	70.00	813.24	129.33	45.99	1,104.01						
Melbourn	1,832.00	98,500.00	97,575.00	53.26	70.00	813.24	129.33	45.99	1,111.82						
Meldreth	680.00	28,000.00	31,000.00	45.59	70.00	813.24	129.33	45.99	1,104.15						
Milton	1,651.00	71,000.00	80,000.00	48.46	70.00	813.24	129.33	45.99	1,107.02						
Guilden Morden	425.00	21,063.00	21,063.00	49.56	70.00	813.24	129.33	45.99	1,108.12						
Steeple Morden	451.00	19,000.00	20,000.00	44.35	70.00	813.24	129.33	45.99	1,102.91						
Newton	182.00	2,500.00	2,500.00	13.74	70.00	813.24	129.33	45.99	1,072.30						
Oakington/Westwic k	530.00	15,500.00	16,275.00	30.71	70.00	813.24	129.33	45.99	1,089.27						

COUNCIL TAX DEMAND 2004/05

BAND 'D' EQUIVALENT
CHARGE

- PARISH	SOUTH												TOTAL
	PARISH	PARISH	PARISH	CAMBS.	CAMBS.	CAMBS.	CAMBS.	POLICE		FIRE			
	BAND D	PRECEPT	PRECEPT	L	DISTRICT	COUNTY							
	TAX BASE	2003/04	2004/05	£	£	£	£	£	£	£	£	£	
		£	£	p	p	p	p	p	p	p	p	p	
Orwell	488.00	25,435.00	25,136.00	51.51	70.00	813.24	129.33	45.99	1,110.07				
Over	1,069.00	38,000.00	38,000.00	35.55	70.00	813.24	129.33	45.99	1,094.11				
Pampisford	147.00	7,000.00	7,000.00	47.62	70.00	813.24	129.33	45.99	1,106.18				
Papworth Everard	914.00	53,900.00	53,900.00	58.97	70.00	813.24	129.33	45.99	1,117.53				
Papworth St Agnes	33.00	0.00	0.00	0.00	70.00	813.24	129.33	45.99	1,058.56				
Rampton	192.00	9,900.00	14,000.00	72.92	70.00	813.24	129.33	45.99	1,131.48				
		173,915.0	187,455.0										
Sawston	2,576.00	0	0	72.77	70.00	813.24	129.33	45.99	1,131.33				
Great Shelford	1,841.00	74,000.00	72,500.00	39.38	70.00	813.24	129.33	45.99	1,097.94				
Little Shelford	373.00	11,500.00	12,000.00	32.17	70.00	813.24	129.33	45.99	1,090.73				
Shepreth	334.00	8,591.00	9,020.00	27.01	70.00	813.24	129.33	45.99	1,085.57				
Shingay-cum-Wendy	58.00	800.00	800.00	13.79	70.00	813.24	129.33	45.99	1,072.35				
Shudy Camps	133.00	2,100.00	1,500.00	11.28	70.00	813.24	129.33	45.99	1,069.84				
Stapleford	825.00	23,000.00	25,000.00	30.30	70.00	813.24	129.33	45.99	1,088.86				
Stow-cum-Quy	191.00	5,100.00	5,500.00	28.80	70.00	813.24	129.33	45.99	1,087.36				
Swavesey	952.00	43,000.00	43,000.00	45.17	70.00	813.24	129.33	45.99	1,103.73				
Tadlow	83.00	1,000.00	500.00	6.02	70.00	813.24	129.33	45.99	1,064.58				
Teversham	1,014.00	29,500.00	27,500.00	27.12	70.00	813.24	129.33	45.99	1,085.68				
Thriplow	406.00	8,500.00	8,500.00	20.94	70.00	813.24	129.33	45.99	1,079.50				
Toft	244.00	13,000.00	13,000.00	53.28	70.00	813.24	129.33	45.99	1,111.84				
Waterbeach	1,689.00	78,000.00	85,000.00	50.33	70.00	813.24	129.33	45.99	1,108.89				
Weston Colville	196.00	5,500.00	6,000.00	30.61	70.00	813.24	129.33	45.99	1,089.17				
West Wickham	181.00	4,250.00	4,400.00	24.31	70.00	813.24	129.33	45.99	1,082.87				
West Wrattling	220.00	7,210.00	7,700.00	35.00	70.00	813.24	129.33	45.99	1,093.56				
Whaddon	229.00	6,500.00	6,800.00	29.69	70.00	813.24	129.33	45.99	1,088.25				
Whittlesford	706.00	20,500.00	20,500.00	29.04	70.00	813.24	129.33	45.99	1,087.60				
Great Wilbraham	284.00	4,000.00	4,500.00	15.85	70.00	813.24	129.33	45.99	1,074.41				
Little Wilbraham	186.00	575.00	930.00	5.00	70.00	813.24	129.33	45.99	1,063.56				
Willingham	1,355.00	55,000.00	51,000.00	37.64	70.00	813.24	129.33	45.99	1,096.20				
Wimpole	113.00	2,000.00	2,000.00	17.70	70.00	813.24	129.33	45.99	1,076.26				

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