

## CALCULATION OF COUNCIL TAX BASE AND OTHER TAX SETTING ISSUES

Council - 16 February 2016

Report of the: Chief Finance Officer

Status: For Decision

Also considered by: Cabinet - 14 January 2016

Key Decision: No

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### Executive Summary:

This report sets out details of the calculation of the District's tax base for council tax setting purposes. These figures are used to determine tax rates for each of the council tax bands once the Council's budget requirement is known. The report also advises Members of the timetable for setting the 2016/17 council tax.

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**This report supports the Key Aim of** efficient management of the Council's resources.

**Portfolio Holder** Cllr. Searles

**Contact Officer** Roy Parsons, Principal Accountant Ext 7204

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**Recommendation to Cabinet:** That it be recommended to Council that:

- (a) the report of the Chief Finance Officer for the calculation of the Council's tax base for the year 2016/17 be approved;
- (b) pursuant to the report of the Chief Finance Officer and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) the amount calculated by the Sevenoaks District Council as its council tax base for the whole area for the year 2016/17 shall be 48,895.68;
- (c) pursuant to the report of the Chief Finance Officer and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) the amount calculated by the Sevenoaks District Council as the council tax base for 2016/17 for the calculation of local precepts shall be:

<u>Parish</u>	<u>Tax Base</u>
Ash-cum-Ridley	2,407.77
Badgers Mount	330.21

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Brasted	783.17
Chevening	1,443.79
Chiddingstone	599.08
Cowden	416.68
Crockenhill	646.70
Dunton Green	993.01
Edenbridge	3,462.90
Eynsford	924.22
Farningham	638.94
Fawkham	283.79
Halstead	759.02
Hartley	2,510.65
Hever	599.68
Hextable	1,645.57
Horton Kirby & South Darenth	1,277.09
Kemsing	1,816.83
Knockholt	619.96
Leigh	803.25
Otford	1,664.06
Penshurst	835.26
Riverhead	1,232.06
Seal	1,193.50
Sevenoaks Town	9,225.61
Sevenoaks Weald	613.40
Shoreham	677.81
Sundridge	921.84
Swanley	5,308.16
Westerham	1,957.48
West Kingsdown	2,304.19

- (d) any expenses incurred by the Council in performing in part of its area a function performed elsewhere in its area by a parish or community council or the chairman of a parish meeting shall not be treated as special expenses for the purposes of section 35 of the Local Government Finance Act 1992.
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**Recommendation to Council:** That the various calculations detailed above be approved.

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**Reason for recommendations:** As part of the tax setting process for 2016/17, the Council needs to formally approve the tax base at individual town and parish level as well as for the District as a whole.

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## Introduction and Background

- 1 The Local Authorities (Calculation of Council Tax Base) Regulations 1992, made under powers of the Local Government Finance Act 1992, specify formulae for calculating the council tax base which must be set between 1 December and 31 January.
- 2 The council tax base is a measure of the number of dwellings to which council tax is chargeable in an area or part of an area. It is used for the purposes of calculating a billing authority's and other precepting authorities' band D council tax.
- 3 Under the regulations, the council tax base is the aggregate of the relevant amounts calculated for each valuation band multiplied by the Council's estimated collection rate for the year.
- 4 The Council is required to calculate a tax base figure for the Department for Communities & Local Government (DCLG). This is based on the valuation list as at 14 September 2015 and occupancy information at 5 October 2015. The tax base for tax setting purposes is based on information available in December 2015. In addition, other factors may be taken into account to reflect likely changes to the tax base during 2016/17. These factors include:-
  - An allowance for changes in the amount of disabled relief
  - An allowance for changes in the number of exempt properties
  - An estimate of the number of new properties liable to council tax
  - An estimate of the number of properties ceasing to be liable to council tax
  - An allowance for changes in the number of single person discounts
  - An allowance for the effect of appeals by taxpayers on the banding of their properties
- 5 It has always been the practice to assume that these items will be self-balancing and hence no adjustment to the overall tax base was made other than the usual allowance for non-collection. Over the last few years the tax base has been rising due to new properties being built. However, the rate of increase is not significant enough to warrant a change from the self-balancing assumption.

## Detailed Tax Base Calculations

- 6 The current year's tax base calculation assumes a 99.3% collection rate, which also allows for some movement in the items mentioned in Paragraph 4. Having assessed previous years' collection rates plus the effect of changes to council tax support, it is considered prudent to change the collection rate to 99.4% for 2016/17.
- 7 The second column of the table below sets out the number of band D equivalents based on the valuation list and occupancy information at 1 December 2015 for each parish, together with a summary for the District. The figures are then subjected to the collection rate adjustment in column 3 to arrive at the tax base for council tax setting purposes appearing in column 4. The corresponding figures for 2015/16 appear in column 5.

<u>(1)</u> <u>Parish</u>	<u>(2)</u> <u>Band D</u> <u>Equivalents</u>	<u>(3)</u> <u>Collection</u> <u>Rate</u> <u>Multipliers</u>	<u>(4)</u> <u>Tax base</u> <u>2016/17</u>	<u>(5)</u> <u>Tax base</u> <u>2015/16</u>
Ash-cum-Ridley	2,422.30	0.994	2,407.77	2,381.61
Badgers Mount	332.20	0.994	330.21	329.08
Brasted	787.90	0.994	783.17	765.50
Chevening	1,452.50	0.994	1,443.79	1,433.69
Chiddingstone	602.70	0.994	599.08	586.47
Cowden	419.20	0.994	416.68	406.93
Crockenhill	650.60	0.994	646.70	632.84
Dunton Green	999.00	0.994	993.01	901.64
Edenbridge	3,483.80	0.994	3,462.90	3,446.21
Eynsford	929.80	0.994	924.22	910.78
Farningham	642.80	0.994	638.94	610.40
Fawkham	285.50	0.994	283.79	280.52
Halstead	763.60	0.994	759.02	748.62
Hartley	2,525.80	0.994	2,510.65	2,477.44
Hever	603.30	0.994	599.68	593.81
Hextable	1,655.50	0.994	1,645.57	1,634.97
Horton Kirby & South Darenth	1,284.80	0.994	1,277.09	1,255.25
Kemsing	1,827.80	0.994	1,816.83	1,798.82
Knockholt	623.70	0.994	619.96	616.16
Leigh	808.10	0.994	803.25	809.10

Otford	1,674.10	0.994	1,664.06	1,664.07
Penshurst	840.30	0.994	835.26	823.30
Riverhead	1,239.50	0.994	1,232.06	1,218.41
Seal	1,200.70	0.994	1,193.50	1,165.48
Sevenoaks Town	9,281.30	0.994	9,225.61	9,055.46
Sevenoaks Weald	617.10	0.994	613.40	609.80
Shoreham	681.90	0.994	677.81	661.34
Sundridge	927.40	0.994	921.84	910.48
Swanley	5,340.20	0.994	5,308.16	5,255.55
Westerham	1,969.30	0.994	1,957.48	1,952.44
West Kingsdown	2,318.10	0.994	2,304.19	2,272.88
TOTALS	49,190.80		48,895.68	48,209.05

- 8 The Council has previously resolved that its expenses are to be treated as general expenses. In addition the Council has formally to approve what are to be regarded as special expenses now that parish precepts are treated as part of the District Council's general fund and therefore its budget requirement.

#### Timetable for Setting the Tax

- 10 The County Council and Fire and Rescue Service have advised me of their budget meeting dates for 2016/17. Confirmation of the Police & Crime Commissioner's budget meeting date is awaited:

County Council	11 February 2016
Police & Crime Commissioner	Expected by 9 February 2016
Fire and Rescue Service	12 February 2016

- 11 The council tax for the Sevenoaks area cannot be set before the Fire, Police or County precepts have been ratified. There are several dates laid down in regulations on, or by which, certain tasks in relation to the budget process and tax setting have to be carried out. These key dates appear in the Appendix.
- 12 As part of the tax setting process, the Council is required to make an estimate of the collection fund surplus or deficit at 15 January 2016 or the first working day after this, for the year ending 31 March 2016.
- 13 The amount of any surplus or deficit which a billing authority estimates in its collection fund will not remain in the collection fund but will be shared and taken into account by both billing and major precepting authorities in calculating their basic amounts of council tax for 2016/17.

- 14 In estimating any surplus or deficit, items relating to community charge will not be taken into account. These are to remain with the billing authority and will be taken into account by it in calculating its basic amount of council tax for the year.
- 15 An authority's share of any surplus or deficit relating to council tax is to be in the same proportion as its demand bears to the total demand and precepts on the collection fund for 2015/16. Payment is to be made during 2016/17 on the same dates as precept payments.

## **Key Implications**

### Financial

- 16 There are no financial implications.

### Community Impact and Outcomes

- 17 There are no community impacts arising from this report.

### Legal Implications and Risk Assessment Statement

- 18 Calculation of the tax base for the District is a statutory requirement. The information is used by other authorities in setting their precepts. The actual tax base will vary during the year as new properties are built and exemptions and discounts are granted or withdrawn. Any difference in the revenue raised to that needed to pay precepts remains in the collection fund to be distributed to or collected from major precepting authorities in the following year.

### Equality Assessment

- 19 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

## **Conclusions**

- 20 Members are asked to approve the calculation of the District's tax base for council tax setting purposes and to note the timetable for setting the 2016/17 council tax.

**Appendices:** Appendix A - Key dates in the council tax setting process

**Background Papers:** None

**Adrian Rowbotham**  
**Chief Finance Officer**

## KEY DATES IN THE COUNCIL TAX SETTING PROCESS

## **APPENDIX**

- |       |   |  |
|-------|---|--|
| i)    | By 16 October 2015                          | Notify tax base for grant settlement purposes to Department for Communities & Local Government (DCLG)  |
| ii)   | During December 2015                        | DCLG notifies schedule of payment dates for Revenue Support Grant (RSG) and Non-Domestic Rates (NDR). DCLG notifies the NDR multiplier (rate in £) for 2016/17 |
| iii)  | By 31 December 2015                         | Issue proposed schedule of payment dates to precepting authorities   |
| iv)   | By 31 January 2016                          | Agree actual schedule of precept payment dates   |
| v)    | Between 1 December 2015 and 31 January 2016 | Notify tax base for tax setting purposes to KCC, Fire & Rescue Service and Police & Crime Commissioner   |
| vi)   | On 15 January 2016                          | Estimate collection fund surplus or deficit for year and calculate the amount to be shared between SDC, KCC, Fire and Police (where applicable)                |
| vii)  | By 22 January 2016                          | Notify KCC, Fire and Police of their shares of the surplus or deficit and when amounts are to be paid or transferred during 2016/17 (where applicable)         |
| viii) | During January and February 2016            | Notify Town/Parish Councils of tax bases for their areas within 10 days of them making such a request  |
| ix)   | During February 2016                        | DCLG notifies entitlements and payment dates of Formula Spending Share (FSS), RSG and NDR  |
| x)    | By 1 March 2016                             | KCC, Fire & Rescue Service, Police & Crime Commissioner and Town/Parish Councils issue their precepts  |
| xi)   | By 11 March 2016                            | District sets council tax for 2016/17, taking account of its own budget requirement and those of the precepting authorities                                    |