

## **EAST LINDSEY DISTRICT COUNCIL EXECUTIVE DECISION NOTICE**

1. Decision to be taken: To agree the tax Base of 44,971 for 2020/21 as outlined in the attached report.
2. This is a: Decision of the Chief Executive under powers delegated by full council, and as identified in the Council's Constitution.

PORTFOLIO HOLDER SUPPORTED OFFICER DECISION

**Note: This form should not be used for Key Decisions**

3. The following is the decision making body or person:  
  
Robert Barlow, Chief Executive after  
  
consultation with Councillor Fry, Portfolio Holder for Finance
4. Financial implications from this decision have been communicated to the Portfolio Holder for Finance and the Leader? Yes
5. The decision was taken on: 3<sup>rd</sup> January 2020

**Note: - the above date to be completed by Democratic Services upon publication**

6. Contact Officer and details: Sharon Hammond.  
[Sharon.hammond@pspsl.co.uk](mailto:Sharon.hammond@pspsl.co.uk)
7. List of documents submitted for consideration in relation to the matter in respect of which the decision is to be made :  
  
2020/21 Tax Base report as attached.
8. Where the documents are held and where they can be obtained from (except exempt items) when they become available: as attached.
9. The reason for the decision and other alternative options considered and rejected:

Between 1 December and 31 January, the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 require the Council to calculate its next financial year Tax Base for Council Tax setting purposes. This is for the whole and each relevant part of its area and the figures have to be projected to the end of the next financial year. The Council is also required to notify its major precepting body / bodies (Lincolnshire County Council and Lincolnshire Police Authority) and its Parish / Town Councils of the Tax Base figures calculated.

Decision Notice Form ( ExD2)

10. Declaration of any conflicts of interest of the decision making body or the individual:None
  11. Provide a note of any subsequent dispensations granted by the Head of Paid service: None
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12. Financial Implications of this Decision:-

Estimated cost:- Not applicable

Funded from:- Not applicable

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**N.B. Please enter names below, signatures will be retained as a hard copy and will not be published therefore should be provided on page 3 of this form:**

13. This decision has been signed off by:

Head of Paid Service/S151 Officer or person presiding

**(insert name – signatures should be provided overleaf on page 3)**

Robert Barlow

Leader/Officer **(insert name):**

Sharon Hammond

Portfolio Holder **(insert name):**

Councillor Fry





**PSPS**  
Public Sector Partnership Services Ltd

**TO:** CHIEF EXECUTIVE, ELDC  
**COPY TO:** S151 OFFICER, ELDC  
**DATE:** 16 DECEMBER 2019  
**SUBJECT:** APPROVING THE 2020/21 TAX BASE FOR COUNCIL TAX SETTING PURPOSES

**Brief description of report content and the decision being asked for:**

**Summary:**

This report covers the calculation of the 2020/21 Tax Base for Council Tax setting purposes for East Lindsey as a whole and the various parts of its area.

**Recommendations:**

The amount calculated by East Lindsey District Council as its 2020/21 Tax Base for the whole area, expressed as full band D equivalent homes, shall be **44,971** and for the parts of its area the amounts are detailed in **Appendix A**.

**This report has been prepared by:**

Mark Woolerton (Revenues and Recovery Team Leader, PSPP)  
Tel: 01775 764631 - e-mail: mark.woolerton@pspsl.co.uk

**This report was prepared after consultation with:**

Adrian Sibley (s151 Officer, ELDC)  
Sharon Hammond (Head of Service - Revenues and Benefits, PSPP)  
Steven Houchin (Head of Service - Finance, PSPP)

**This report is number 1 in a series of 1.**

## **LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW**

(papers relied on to write the report but which are not published and do not contain exempt information)

1. Not applicable

## **OTHER HELPFUL PAPERS**

(papers which the report author considers might be helpful – this might include published material)

1. Not applicable

## **Local Government (Access to Information Act) 1985**

**Is the report Exempt? No**

**Please contact the person who has written this report if you want more information about this report or the background papers.**

## **1.0. INTRODUCTION**

- 1.1. Between 1 December and 31 January, the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 require the Council to calculate its next financial year Tax Base for Council Tax setting purposes. This is for the whole and each relevant part of its area and the figures have to be projected to the end of the next financial year. The Council is also required to notify its major precepting body / bodies (Lincolnshire County Council and Lincolnshire Police Authority) and its Parish / Town Councils of the Tax Base figures calculated.
- 1.2. Responsibility for deciding this matter each year has been delegated to the Chief Executive until further notice by the Executive Board and this is in accordance with the Local Government Act 2003. It is intended that the Council will go on to set the actual amount of next year's Council Tax at its meeting on 4 March 2019.
- 1.3. The Tax Base is a projected figure, expressed in terms of 'full band D equivalent homes' for the area concerned. It represents all the differently banded homes, on average, that we will have in that area for the coming year. These are adjusted to take into account discounts, exemptions, disabled band reductions, empty homes premiums and the likely cost of the Local Council Tax Support scheme.
- 1.4. The Band D Council Tax charge is worked out by taking the spending that we want to be met from Council Tax and dividing it by the Tax Base. The Tax Base, in turn, is the exact amount in £'s that would be raised for each £1 of Band D Council Tax set by the Council.
- 1.5. A number of factors are considered in reaching the Tax Base, including anticipated new building developments, changes in discounts, exemptions, premiums, Council Tax Support take up and our likely Council Tax collection rates. Further details of these are provided in Sections 2 and 3 of this report.

## 2.0. BACKGROUND

- 2.1. Each year we have to estimate our Tax Base for the coming year's council tax setting process. The calculation comprises several main stages to convert all the homes in our area to a number of full band D equivalents.
- 2.2. Gross Tax Base: this is derived using the same methodology as used for the CTB form required from us by the Ministry of Housing, Communities and Local Government each October, except the regulations require us to update the information to show a starting point as at 30 November. This stage analyses the Valuation List to show the number of properties in the various council tax bands and it provides further details of properties subject to a full charge, disabled band reduction, discount and exemption.
- 2.3. Adjustments: relevant adjustments for factors such as valuation band changes, movements on / off the valuation list and discount / exemption / disabled band reduction / empty homes premium / Council Tax Support changes are then estimated to the end of the following financial year. The resulting adjusted totals are then converted to full band D equivalent homes for each of the valuation bands. The totals are known as 'relevant amounts'. Adding together the relevant amounts for each valuation band gives the total full band D equivalent homes that we anticipate having on average throughout the following financial year.
- 2.4. Collection rate: inevitably, there will be some losses on collection in respect of council taxes that prove to be irrecoverable at the end of the day despite our best endeavours. Therefore, we have to reduce the Tax Base to allow for this.
- 2.5. Contributions for armed forces accommodation: this type of accommodation is exempt from council tax but we receive contributions from the Government in lieu of council tax. Therefore, this contribution is converted to a number of full band D equivalent homes and added to our Tax Base. The result is the Tax Base for the whole of our area for council tax setting purposes later in the year.
- 2.6. Parished and Unparished Areas: the equivalent Band D Tax Base is then derived for each constituent parish and any unparished areas using the same methodology as described above. The calculated Tax Bases for the parts of our area are shown in **Appendix A**.

## 3.0. SUBJECT INFORMATION AND ISSUES/FACTS AND FIGURES

- 3.1. The calculation of the Tax Base for each financial year is to some extent uncertain and so it is necessary to make assumptions for some of the factors referred to earlier. Valuation List changes will impact at parish level, whereas assumptions about collection have to be made across the whole area.
- 3.2. A list of possible amendments to the amount of Council Tax collectable during the year is set out here:
- new housing developments completed during the year – subject to part year and possible exemption periods
  - properties not yet banded or removed from the Valuation List

- disabled band reduction applications – a reduction by one band in approved cases
- valuation and liability appeals
- discount and exemption variations – changes will occur as awareness of these reliefs is promoted through the annual billing exercise
- empty homes becoming reoccupied – the Council’s decision to charge a 100% charge for homes empty between 2 months and 2 years, a 200% charge for those empty between 2 & 5 years and a 300% for those empty more than 5 years. This should continue to encourage more homes to be brought back into use and that could result in a lower council tax charge of 75% for a single adult occupier or even less if the new household is eligible for Council Tax Support
- changes in the amount of Council Tax Support paid out – this, like council tax benefit before it, is demand led and prone to unpredictable variation according to local economic prosperity but prior to 1 April 2013 the Council would have received full subsidy from the Government to cover the cost whereas now funding is rolled into the Revenues Support Grant
- provision for bad/doubtful debts – although high levels of collection continue to be achieved.

3.3. We have factored in amendments to reflect an estimate of how the number of homes will increase in the next financial year. Our estimates are based on information provided by Planning and Building Control staff.

3.4. Based on previous year collection performance, and in recognition of the impact of the current economic climate, we have once again set a starting point that 99.5% of the council tax charged will be successfully collected. However, in recognition of the number of low income households that will have to continue paying at least 25% of their Council Tax bill, we have had to factor in our estimate of the additional losses we anticipate. A lower than 99.5% collection rate has also been assumed for the additional charges arising as a consequence of local decisions in respect of empty homes. The net effect of all these adjustments is to assume an overall collection rate of 98.68% for next year.

3.5. The tables below show the summary and significant calculations. They also include the effect of the additional income we anticipate collecting from the Council using its discretion to reduce the council tax discount on second homes from 50% to 0%.



## Area Tax Base

Item	No. of full band D equivalent homes
Gross Tax Base at present	49,394
Estimated net growth in year	244
Net addition arising from discretion to charge more on homes empty for less than 2 years	873
Addition for Empty Homes Premiums (those empty for 2 years or more)	516
Loss due to Council Tax Support	(6,250)
Addition for 2 <sup>nd</sup> homes	510
<b>Band D equivalent homes</b>	<b>45,287</b>
Less 1.32% loss on collection	(598)
<b>Sub-total</b>	<b>44,689</b>
Armed forces contribution	282
<b>Tax Base for 2019/20</b>	<b>44,971</b>

**Relevant Amounts (statutory requirement to show these figures)**

<b>Valuation Band</b>	<b>Relevant Amounts (No. of full band D equivalent homes before collection rate adjustment and MoD Contributions)</b>
Band A (with DBR)	29
Band A	11,933
Band B	9,053
Band C	11,861
Band D	6,042
Band E	3,808
Band F	1,672
Band G	824
Band H	65
<b>Relevant Amounts for 2020/21</b>	<b>45,287</b>

**4.0. SUPPLEMENTARY FACTS**

4.1. The area Tax Base for 2019/20 was 44,264 and so the figure for 2020/21 of 44,971 represents a 1.60% increase.

**5.0. COUNCILLOR COMMENTS – If no comments are received from one or more of the Ward Members consulted state which Councillor(s) did not respond**

5.1. Not applicable

**6.0. DISCUSSION / CONSIDERATION – ISSUES / CONCLUSION – including reasons for recommendation(s)**

6.1. This Tax Base calculation is required under the regulations and timescales mentioned in paragraph 1.1 and it represents our best estimates based on all relevant information currently available.

**7.0. OTHER OPTIONS FOR CONSIDERATION (drawn from previous sections)**

7.1. There is an option to vary the projections set out above for likely changes to the Tax Base and the overall collection rate. However, the figures presented are the best we can estimate according to the information currently available to us.

**8.0. PERFORMANCE MONITORING**

8.1. The actual Tax Base will be monitored periodically throughout the coming year although there are very few aspects that can be influenced through performance management since most elements are completely outside the Council's control.

**9.0. RISK ASSESSMENT**

9.1. The process of calculating the Tax Base is considered to be low risk even given the uncertainties associated with it this year since any margin of error will feed into the calculation of the Council's Collection Fund surplus or deficit which will be made good the following year and shared with the County and Police.

**10.0. FINANCIAL CONSIDERATIONS/IMPLICATIONS. PLEASE ALSO INCLUDE NAME OF OFFICER RESPONDING**

10.1. The Tax Base has no financial implication on its own. However, it does feed into the calculation and setting of the council tax for next year.

**11.0. LEGAL CONSIDERATIONS/IMPLICATIONS. PLEASE ALSO INCLUDE NAME OF OFFICER RESPONDING**

11.1. The process of calculating the Tax Base ensures compliance with statutory requirements.

**12.0. INCLUDE IF APPROPRIATE AND ONLY BRIEF EXPLANATION OF ISSUE. PLEASE ALSO INCLUDE NAME OF OFFICER RESPONDING**

- 12.1. **Environmental issues** – not applicable
- 12.2. **Human Resources** – not applicable
- 12.3. **Section 17** – not applicable
- 12.4. **FOI/Human Rights/Data Protection** – not applicable
- 12.5. **Equality and Diversity** – not applicable

### **13.0. RECOMMENDATIONS**

- 13.1. That the Chief Executive on behalf of Council, in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, confirms that the amount calculated as its Tax Base for the whole area for the year 2020/21 shall be **44,971**
- 13.2. That the Chief Executive on behalf of Council, in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, confirms that the amounts calculated as its Tax Base for each part of its area will be as detailed in **Appendix A**.

(The Tax Base is the amount in £'s that would be raised for every £1 of council tax set.)

REASON: The calculation of the Tax Base follows statutory requirements. Where estimates are involved, these are based on information currently available, previous experience and professional judgement.

### **14.0. HOW DO THE ACTIONS/RECOMMENDATIONS CONTAINED IN THIS REPORT DELIVER OUR COMMUNITY AND CORPORATE STRATEGIES?**

- 14.1. The calculation of the Tax Base for Council Tax setting purposes is a statutory requirement. It supports our aim to promote good practice on equality and governance.

**EAST LINDSEY DISTRICT COUNCIL**

**TAX BASES 2020/21**

<b>Parish</b>	<b>Properties on Valuation List at 30/11/19</b>	<b>Net Band D Equivalents</b>	<b>Collection Adjustment 2020-21 -1.32%</b>	<b>Armed Forces Contribution 2020-21 (Band D)</b>	<b>Final Tax Base 2020-21 (Rounded)</b>
Aby & Greenfield	90	63.4	-0.8	0	63
Addlethorpe	162	119.2	-1.6	0	118
Alford	1,793	1,055.3	-13.9	0	1,041
Alvingham	117	100.1	-1.3	0	99
Anderby	259	171.9	-2.3	0	170
Ashby & Scremby	75	57.7	-0.8	0	57
Asterby Group	127	121.2	-1.6	0	120
Aswardby	19	18.6	-0.2	0	18
Authorpe	54	44.2	-0.6	0	44
Baumber	89	65.5	-0.9	0	65
Beesby & Saleby	100	76.9	-1.0	0	76
Belchford Group	173	146.7	-1.8	0	145
Belleau	12	9.9	-0.1	0	10
Benniworth	89	82.2	-1.1	0	81
Bilsby Group	215	173.7	-2.3	0	171
Binbrook	464	322.2	-4.3	0	318
Bolingbroke	165	143.0	-1.9	0	141
Brackenborough Group	37	32.3	-0.4	0	32
Brinkhill	48	45.2	-0.6	0	45
Bucknall Group	164	130.6	-1.7	0	129
Burgh le Marsh	1,246	821.0	-10.8	0	810
Burgh on Bain	55	44.6	-0.6	0	44
Burwell	33	26.3	-0.3	0	26
Calcethorpe Group	27	19.9	-0.3	0	20
Candlesby & Gunby	74	53.0	-0.7	0	52

Carrington	249	174.2	-2.3	0	172
Chapel St Leonards	2,163	1,198.1	-15.8	0	1,182
Claxby & Moorby	24	20.6	-0.3	0	20
Claythorpe	12	9.0	-0.1	0	9
Coningsby	1,945	1,068.6	-14.1	159	1,213
Conisholme	31	26.7	-0.4	0	26
Covenham Group	148	145.0	-1.9	0	143
Croft	411	315.2	-4.2	0	311
Cumberworth	57	38.8	-0.5	0	38
Donington on Bain	169	127.7	-1.7	0	126
E & W Barkwith	191	164.4	-2.2	0	162
East Keal	175	141.6	-1.9	0	140
East Kirkby	129	99.6	-1.3	0	98
Eastville, Midville & New Leake	313	186.5	-2.5	0	184
Edlington Group	60	57.2	-0.8	0	56
Elkington (N & S)	124	108.5	-1.4	0	107
Firsby Group	520	386.8	-5.1	0	382
Fotherby	207	157.8	-2.1	0	156
Friskney	689	453.7	-6.0	0	448
Frithville Group	281	219.0	-2.9	0	216
Fulstow	241	215.6	-2.8	0	213
Gayton le Marsh	63	47.2	-0.6	0	47
Gayton le Wold	23	16.6	-0.2	0	16
Grainthorpe	297	229.6	-3.0	0	227
Grt & Ltl Carlton	20	98.3	-1.3	0	97
Great Sturton	79	17.5	-0.2	0	17
Greetham Group	847	68.5	-0.9	0	68
Grimoldby & Manby	118	607.6	-8.0	0	600
Hagworthingham	162	145.6	-1.9	0	144
Hainton	50	36.7	-0.5	0	36
Hallington	18	14.3	-0.2	0	14
Haltham	60	48.4	-0.6	0	48
Halton Holegate	222	153.4	-2.0	0	151
Hameringham	31	29.8	-0.4	0	29

Hannah cum Hagnaby	24	20.0	-0.3	0	20
Harrington	21	24.2	-0.3	0	24
Hatton	54	48.3	-0.6	0	48
Hemingby	108	91.8	-1.2	0	91
High Toynton	33	25.6	-0.3	0	25
Hogsthorpe	478	291.5	-3.8	0	288
Holton le Clay	1,760	1,315.1	-17.4	0	1,298
Horncastle	3,585	2,307.8	-30.5	3	2,280
Horsington	115	90.8	-1.2	0	90
Hundleby	238	184.1	-2.4	0	182
Huttoft	281	193.0	-2.5	0	190
Ingoldmells	1,059	539.8	-7.1	0	533
Keddington	77	60.1	-0.8	0	59
Kirkby on Bain	139	120.3	-1.6	0	119
Langrville	180	133.6	-1.8	0	132
Langton by Horncastle	13	14.1	-0.2	0	14
Langton by Wragby	46	37.7	-0.5	0	37
Langton/Sutterby	24	16.6	-0.2	0	16
Legbourne	315	270.7	-3.6	0	267
Little Cawthorpe	75	76.4	-1.0	0	75
Louth	8,401	5,217.3	-68.9	0	5,148
Low Toynton	15	14.7	-0.2	0	14
Ludborough	90	92.0	-1.2	0	91
Ludford	212	158.6	-2.1	0	156
Lusby & Winceby	45	37.1	-0.5	0	37
Mablethorpe Group	7,118	3,948.5	-52.1	0	3,896
Maidenwell	28	24.7	-0.3	0	24
Maltby le Marsh	180	141.5	-1.9	0	140
Mareham le Fen	468	326.7	-4.3	0	322
Mareham on the Hill	39	38.5	-0.5	0	38
Markby	31	21.3	-0.3	0	21
Market Stainton	18	14.9	-0.2	0	15
Marshchapel	347	250.8	-3.3	0	247
Mavis Enderby	34	30.0	-0.4	0	30

Minting & Gautby	132	119.5	-1.6	0	<b>118</b>
Muckton	15	11.5	-0.2	0	<b>11</b>
Mumby	227	154.2	-2.0	0	<b>152</b>
North Cockerington	88	67.1	-0.9	0	<b>66</b>
North Cotes	288	194.0	-2.5	0	<b>192</b>
North Ormsby	20	18.0	-0.2	0	<b>18</b>
North Somercotes	808	564.5	-7.5	0	<b>557</b>
North Thoresby	602	470.2	-6.2	0	<b>464</b>
Orby	165	114.2	-1.5	0	<b>113</b>
Partney & Dalby	134	97.8	-1.3	0	<b>96</b>
Raithby	68	58.2	-0.8	0	<b>57</b>
Raithby Cum Maltby	36	30.4	-0.4	0	<b>30</b>
Reston (N & S)	91	66.0	-0.9	0	<b>65</b>
Revesby	107	80.2	-1.1	0	<b>79</b>
Rigsby & Ailby	8	7.3	-0.1	0	<b>7</b>
Roughton	327	251.8	-3.3	0	<b>248</b>
Saltfleetby Group	256	197.3	-2.6	0	<b>195</b>
Sausthorpe	43	34.2	-0.5	0	<b>34</b>
Scamblesby	124	108.7	-1.4	0	<b>107</b>
Scrivelsby	18	15.8	-0.2	0	<b>16</b>
Sibsey	933	705.0	-9.3	0	<b>696</b>
Skegness	10,657	5,799.5	-76.6	0	<b>5,723</b>
Skendleby	73	56.6	-0.7	0	<b>56</b>
Skidbrooke Group	279	186.2	-2.5	0	<b>184</b>
Sotby	25	23.0	-0.3	0	<b>23</b>
South Cockerington	104	86.3	-1.1	0	<b>85</b>
South Ormsby	39	27.9	-0.4	0	<b>27</b>
South Somercotes	102	71.7	-0.9	0	<b>71</b>
South Willingham	77	65.1	-0.9	0	<b>64</b>
Spilsby	1,559	920.3	-12.2	0	<b>908</b>
Stenigot	20	13.3	-0.2	0	<b>13</b>
Stewton	28	21.6	-0.3	0	<b>21</b>
Stickford	218	169.8	-2.2	0	<b>168</b>
Stickney	473	332.9	-4.4	0	<b>328</b>



Strubby Group	94	59.1	-0.8	0	58
Swaby Group	154	112.1	-1.5	0	111
Tathwell/Haugham	119	98.3	-1.3	0	97
Tattershall Group	1,328	738.3	-9.7	121	849
Tetford	246	206.0	-2.7	0	203
Tetney	785	642.5	-8.5	0	634
Theddlethorpe	324	233.5	-3.1	0	230
Thimbleby	118	92.4	-1.2	0	91
Thornton le Fen	146	114.4	-1.5	0	113
Thorpe St Peter	151	98.0	-1.3	0	97
Toyton All Saints	177	141.9	-1.9	0	140
Toyton St Peter	112	80.0	-1.1	0	79
Tumby	94	66.6	-0.9	0	66
Ulceby & Fordington	61	43.2	-0.6	0	43
Utterby	155	123.8	-1.6	0	122
Wainfleet All Saints	813	471.2	-6.2	0	465
Wainfleet St Mary	475	285.3	-3.8	0	281
Walmsgate	14	6.6	-0.1	0	6
Well	44	36.2	-0.5	0	36
Welton le Marsh	112	84.2	-1.1	0	83
Welton le Wold	58	59.4	-0.8	0	59
West Ashby	116	93.2	-1.2	0	92
West Fen	49	39.3	-0.5	0	39
West Keal	160	116.9	-1.5	0	115
West Torrington	36	30.5	-0.4	0	30
Wildmore	239	178.6	-2.4	0	176
Willoughby & District	299	214.5	-2.8	0	212
Withcall	30	27.4	-0.4	0	27
Withern & Stain	192	136.8	-1.8	0	135
Wood Enderby	72	60.7	-0.8	0	60
Woodhall Spa	2,064	1,694.7	-22.4	0	1,672
Woodhall/Stixwold	105	93.3	-1.2	0	92
Wragby	903	621.9	-8.2	0	614
Wyham cum Cadeby	15	14.0	-0.2	0	14

Yarburgh	71	54.4	-0.7	0	54
Ranby	27	26.7	-0.4	0	26
<b>ELDC Area</b>	<b>69,569</b>	<b>45,287</b>	<b>-598</b>	<b>282</b>	<b>44,971</b>

**NOTE: Net Band D Equivalents includes addition for second homes, estimated growth in year, consequences of technical changes & empty homes premium and council tax reduction scheme)**