



RECORD OF OFFICER DECISION

Date: Friday, 22 December 2023

Time: 10.00 am

1.	Calculation of Council Tax Base 2024/25	Pages 3 - 12
	Record of Decision by the Director of Resources.	

Issued on Friday, 22 December 2023

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**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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Agenda Item 1

RECORD OF OFFICER DECISION

This form must be completed by or on behalf of the relevant Officer immediately after any decision has been made. Please send to the Proper Officer for publication in accordance with the Council's Constitution.	
NAME OF OFFICER MAKING DECISION	Lisa Fillery, Director of Resources
SUBJECT OF DECISION BEING MADE BY OFFICER	Calculation of Council Tax Base 2024/25
SUMMARY OF OFFICER DECISION AND REASON FOR THAT DECISION	<p>This report presents Swale Borough Council's Council Tax Base, for 2024/25 and the Tax Bases for the Parish and Town Councils. The Council will use the Council Tax Base for 2024/25 in setting the Council Tax and determining the level of Council Tax income for 2024/25.</p> <p>The Council Tax Base is a measure of the Council's taxable capacity, for the purpose of setting its Council Tax.</p> <p>The Council Tax Base for 2024/25 must be notified to major precepting authorities by 31 January 2024.</p> <p>The Council Tax Base for 2024/25 is 50,367.85</p>
DATE OF OFFICER DECISION	22 December 2023
DETAILS OF ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	The alternative option would be to use an alternative collection rate to apply to the tax base.
DETAILS OF ANY CONSULTATION UNDERTAKEN	There has been no consultation undertaken.
DETAILS OF ANY CONFLICTS OF INTERESTS	There are no conflicts of interests
CONTACT FOR ENQUIRIES/FURTHER INFORMATION	Claire Stanbury Head of Finance & Procurement clairestanbury@swale.gov.uk
DELEGATED AUTHORITY UNDER WHICH OFFICER IS ACTING	
DELEGATING COMMITTEE OR INDIVIDUAL	Lisa Fillery, Director of Resources Regulations made under the Local Government Finance Act 1992 (The Local

	<p>Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended)) require each billing authority to calculate its 'Council Tax Base'. The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 (SI 2012:2914) provides amended statutory guidance to incorporate the changes as a result of the introduction of the council tax support scheme from 1 April 2013.</p> <p>Section 84 of the Local Government Act 2003 amends Section 67 of the Local Government Finance Act 1992 so that a full council meeting is no longer required to adopt the Council Tax Base that is used when setting Council Taxes.</p> <p>Under paragraph 14 of the Swale Borough Council Constitution Delegations to the Chief Financial Officer, the Chief Financial Officer has the authority to "set the council tax and business rate base".</p>
TITLE OF REPORT TO COMMITTEE	Not applicable
DECISION/RECOMMENDATION MADE BY COMMITTEE	Not applicable
DATE OF COMMITTEE DECISION	Not applicable
A copy of this Notice will be published on the Council's website	

1. Purpose of Report and Executive Summary

- 1.1 This report sets out the Council Tax Base for 2024/25 which must be notified to major precepting authorities by 31 January 2024.

2. Background

- 2.1 Regulations made under the Local Government Finance Act 1992 (The Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended)) require each billing authority to calculate its 'Council Tax Base'. The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 (SI 2012:2914) provides amended statutory guidance to incorporate the changes as a result of the introduction of the council tax support scheme from 1 April 2013.
- 2.2 The Council Tax Base is a measure of the Council's taxable capacity, for the purpose of setting its Council Tax.
- 2.3 This report presents Swale Borough Council's Council Tax Base, for 2024/25 and the Tax Bases for the Parish and Town Councils. The Council will use the Council Tax Base for 2024/25 in setting the Council Tax and determining the level of Council Tax income for 2024/25.

3. Proposal

- 3.1 The Council Tax Base has been arrived at by making a calculation of the relevant amount for each band i.e.
 - 3.1.1 the number of dwellings within the area of the Council as notified by the Valuation Officer;
 - 3.1.2 reductions anticipated during the year with due allowance for only part of the year;
 - 3.1.3 a prudent view on estimating the number of new properties that will be included on the Council Tax register;
 - 3.1.4 the estimated number of discounts;
 - 3.1.5 the assessment of these discounts at the appropriate percentage;
 - 3.1.6 the number of dwellings which will be exempt;
 - 3.1.7 an allowance where it is anticipated that, due to disability, the person liable to pay the Council Tax is to pay a sum relating to a band lower than that under which the property is listed;
 - 3.1.8 a premium charged on empty properties.
- 3.2 A further adjustment is required to the Tax Base due to the Council Tax Support Scheme (CTSS) that replaced Council Tax Benefit, and was introduced for the first time in 2013/14. The CTSS is treated as a discount rather than a benefit and therefore reduces the Tax Base.

- 3.3 In determining the Tax Base, I have also reviewed the allowance made for the total collection rate. For 2023/24 the Council had a collection rate of 98.99%, and it is my opinion that this should be reduced to 98.70% for 2024/25.
- 3.4 The result of these calculations is that the Council Tax Base for 2024/25 is 50,367.85 (49,673.46 for 2023/24).
- 3.5 The details of the calculations for the whole of the Swale Borough Council and for the Parish and Town Councils within the Borough are shown in Appendices I and II.
- 3.6 As a billing authority, Swale Borough Council must issue to precepting authorities by 31 December a schedule of proposed payments in respect of their precepts and its own. This schedule of proposed payments must be confirmed and notified to precepting authorities by 31 January.
- 3.7 The payment of Parish Precepts is to be the same as for the payment of Parish Precepts in 2023/24, i.e. 50% by end of April 2024 and 50% by end of September 2024.

4. Alternative Options

- 4.1 The alternative option would be to use an alternative collection rate to apply to the tax base.

5. Consultation Undertaken or Proposed

- 5.1 There has been no consultation undertaken.

6. Implications

Issue	Implications
Corporate Plan	None
Financial, Resource and Property	The Council Tax Base will be used to calculate the income from Council Tax for the Council following the setting of the Council Tax at the Council meeting on 21 February 2024.
Legal, Statutory and Procurement	The Council must calculate the tax base each year in accordance with the Local Government Finance Act 1992 (The Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended)), the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 (SI 2012:2914), and the Local Government Act 2003. Section 84 of the Local Government Act 2003 amends Section 67 of the Local Government Finance Act 1992 so that a full council meeting is no longer required to adopt the Council Tax Base that is used when setting Council Taxes.
Crime and Disorder	None
Environment and Climate/Ecological Emergency	None

Issue	Implications
Health and Wellbeing	None
Safeguarding of Children, Young People and Vulnerable Adults	None
Risk Management and Health and Safety	Risk Implications – This Officer Decision means that the Council will meet its statutory duty to approve the Council Tax Base for 2024/25 and notify precepting authorities by 31 January 2024.
Equality and Diversity	None
Privacy and Data Protection	None

7. Appendices

7.1 The following documents are to be published with this report and form part of the report

- Appendix I: 2024/25 Tax Base Calculation for the Whole Council Area
- Appendix II: 2024/25 Tax Base for Parishes in the Swale Area

8. Background Papers

8.1 The Finance Department and the Revenues and Benefits Section hold detailed information on the makeup of the tax base for each Parish and every unparished area.

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SWALE BOROUGH COUNCIL**2024/25 TAX BASE CALCULATION FOR THE WHOLE AREA**

Description	Band A-	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
Dwellings	0.00	10,324.00	16,588.00	18,000.00	12,179.00	6,108.00	2,768.00	1,307.00	120.00	67,394.00
Exemptions	0.00	621.00	260.00	236.00	138.00	51.00	29.00	18.00	1.00	1,354.00
Deletions	0.00	3.00	1.00	0.00	0.00	0.00	1.00	0.00	0.00	5.00
Disabled Relief	4.00	33.00	21.00	(12.00)	(7.00)	(22.00)	(5.00)	(4.00)	(8.00)	0.00
CHARGEABLE DWELLINGS	4.00	9,733.00	16,348.00	17,752.00	12,034.00	6,035.00	2,733.00	1,285.00	111.00	66,035.00
<u>Discounts</u>										
Single Person Discount (25%)	(3.00)	(4,933.00)	(6,443.00)	(5,340.00)	(2,790.00)	(1,092.00)	(406.00)	(185.00)	(11.00)	(21,203.00)
Discount at 50%	0.00	0.00	(11.00)	(11.00)	(8.00)	(6.00)	(12.00)	(13.00)	(4.00)	(65.00)
Discount at 100%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Discounts	(3.00)	(4,933.00)	(6,454.00)	(5,351.00)	(2,798.00)	(1,098.00)	(418.00)	(198.00)	(15.00)	(21,268.00)
Discount Reduction	(0.75)	(1,233.25)	(1,616.25)	(1,340.50)	(701.50)	(276.00)	(107.50)	(52.75)	(4.75)	(5,333.25)
Long Term Empty Premium at 50%	0.00	60.00	18.00	13.00	10.00	5.00	1.00	1.00	2.00	110.00
NET DWELLINGS (1)	3.25	8,529.75	14,740.75	16,418.00	11,337.50	5,761.50	2,626.00	1,232.75	107.25	60,756.75
Number of Dwellings to be removed from Council Tax Base as a result of Council Tax Support scheme	0.60	1,936.94	2,170.50	1,512.27	435.03	83.98	26.76	6.87	0.00	6,172.94
NET DWELLINGS (2)	2.65	6,592.81	12,570.25	14,905.73	10,902.47	5,677.52	2,599.24	1,225.88	107.25	54,583.81
BAND D EQUIVALENT	1.46	4,330.64	9,692.45	13,182.33	10,880.72	6,934.06	3,752.53	2,042.56	214.50	51,031.25
Collection Rate										98.70%
TAX BASE										50,367.85

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2024/25 TAX BASE FOR PARISHES IN THE SWALE AREA

Parish/ Town Council	Tax Base	Tax Base
	2023/24	2024/25
Bapchild	492.42	591.91
Bobbing	985.80	984.39
Borden	1,101.54	1,103.97
Boughton	704.68	703.27
Bredgar	291.04	298.31
Doddington	228.21	226.20
Dunkirk	524.45	525.05
Eastchurch	854.12	842.82
Eastling	148.46	148.49
Faversham	7,189.88	7,387.56
Graveney & Goodnestone	186.07	185.39
Hartlip	368.77	369.35
Hernhill	319.34	321.76
Iwade	1,460.02	1,458.61
Leysdown	1,155.30	1,235.56
Lower Halstow	457.38	454.51
Luddenham	44.05	43.35
Lynsted	478.39	482.05
Milstead	93.26	94.13
Minster	5,677.01	5,714.24
Newington	1,061.11	1,054.01
Newnham	156.62	155.71
Norton & Buckland	190.94	191.55
Oare	174.57	173.24
Ospringe	287.48	284.39
Queenborough	911.35	906.78
Rodmersham	239.48	239.42
Selling	377.01	371.97
Sheerness	2,828.38	2,834.23
Sheldwich, Leaveland & Badlesmere	353.18	352.69
Stalisfield	100.38	101.84
Teynham	994.77	1,003.36
Throwley	146.45	144.87
Tonge	444.51	467.39
Tunstall	694.87	700.52
Upchurch	1,050.06	1,058.39
Warden	502.97	506.27
Total	33,274.32	33,717.55

