

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO HEALTH AND HOUSING COMMITTEE

DECISION

Agenda Item No 5

meeting date: 31 OCTOBER 2013
title: REVIEW OF FEES AND CHARGES
submitted by: DIRECTOR OF RESOURCES
principal author: AMY JOHNSON

1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2014.
- 1.2 These proposals are the first stage in the review of this committee's budget for the forthcoming 2014/15 financial year.

2 BACKGROUND

- 2.1 The Council's fees and charges are reviewed on an annual basis as part of the budget setting process.
- 2.2 This report requests that members consider proposals for the increase in fees and charges for this committee's services. Such charges would be implemented with effect from the 1 April 2014 and would operate for the duration of the 2014/15 financial year.
- 2.3 The council's latest budget forecast allows for a 2.75% increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2014/15 by this amount as a minimum.
- 2.4 After applying this percentage increase, proposed charges have been rounded up or down to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.

3 ADVICE OF BUDGET WORKING GROUP

- 3.1 In September 2013, a report was taken to Budget Working Group on the review of the council's fees and charges for 2014/15.
- 3.2 The report asked for a steer on the level of increase that should be sought in the review, whether there were any areas of charging that they thought should not be reviewed this year and conversely whether there were any areas that should be increased at a higher rate.
- 3.3 At their meeting, Budget Working Group agreed with the proposals to increase the council's fees and charges for 2014/15 by 2.75%, allowing for roundings to the nearest 5p which may result in higher or lower increases.

4 REVIEW OF THE FEES AND CHARGES

4.1 The review of the fees and charges is coordinated by financial services, working together with heads of service and budget holders.

4.2 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2014 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2013/14
- an estimate of the level of 2013/14 income raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2014
- an indication of the potential income that may be achieved in 2014/15, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2013/14 to 2014/15
- date that each charge was last increased (they are all reviewed annually, but may not necessarily be increased)

4.3 The indication of potential income which is shown throughout Annex 1 is provided for guidance purposes only and is based on past and current activity levels. No account is taken of any change in service use which may be influenced by a change in charge levels.

4.4 Work is still underway on forecasting income budget levels for 2014/15 and such budget proposals will be reported back to this committee in January 2014 for approval.

5 CONCLUSION

5.1 Substantial work has been undertaken by financial services, heads of service and budget holders in reviewing the fees and charges operated by this committee. This review has now been completed as part of the budget process, for implementation from 1 April, should the proposals be approved.

6 RECOMMENDATION THAT COMMITTEE

6.1 Consider the charges at Annex 1 and approve them for implementation with effect from the 1 April 2014.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH14-13/AJ/AC
16 October 2013

For further information please ask for Amy Johnson, extension 4498

BACKGROUND PAPERS – None

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

CLITHEROE CEMETERY - CLCEM		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
<i>Exclusive Burial Rights</i>	Grave Plot	CLCEM/8447u	Non Vatable	01 April 2013	355.00	9,790	365.00	10,060	2.80%
	Grave Plot – New Extension	CLCEM/8447u	Non Vatable	-	New Charge	-	450.00	New Charge	New Charge
	Ashes Plot	CLCEM/8447u	Non Vatable	01 April 2013	90.00	1,370	92.50	1,410	2.78%
	Woodland Burial	CLCEM/8447u	Non Vatable	01 April 2013	355.00	6,860	365.00	7,050	2.80%
<i>Woodland Burials</i>	Tree and Wild Flower Planting	-	-	01 April 2013	No Charge	-	No Charge	No Charge	No Charge
<i>Interments</i>	Stillborn to 1 month	-	-	01 April 2013	No Charge	-	No Charge	No Charge	No Charge
	3 depth	CLCEM/8441u	Non Vatable	01 April 2013	315.00	2,370	325.00	2,450	3.18%
	2 depth	CLCEM/8441u	Non Vatable	01 April 2013	285.00	5,560	295.00	5,750	3.50%
	1 depth (<i>Includes Woodland Burials</i>)	CLCEM/8441u	Non Vatable	01 April 2013	255.00	9,210	265.00	9,570	3.90%
	Ashes (<i>Includes Woodland Burials</i>)	CLCEM/8441u	Non Vatable	01 April 2013	90.00	2,440	92.50	2,510	2.78%
	Saturday Surcharge - Funeral	CLCEM/8441u	Non Vatable	01 April 2013	165.00	0	170.00	0	3%
	Saturday Surcharge - Ashes Interment	CLCEM/8441u	Non Vatable	01 April 2013	85.00	0	88.00	0	3.53%
	Copy of Extract From Burial Register	CLCEM/8441n	VAT Inclusive	01 April 2013	20.00	0	Delete	Delete	Delete
<i>Fees for Memorials</i>	Provision of Foundation	CLCEM/8446n	VAT Inclusive	01 April 2013	84.00	1,440	85.00	1,460	1.19%
	Right to Erect Headstone	CLCEM/8442u	Non Vatable	01 April 2013	114.00	1,920	118.00	1,990	3.50%
	Right to Place Stone Plaque on Ashes Plot	CLCEM/8442u	Non Vatable	01 April 2013	31.00	180	32.00	190	3.23%

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

CLITHEROE CEMETERY - CLCEM	Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %	
	Right to Place Vase on Grave	CLCEM/8442u	Non Vatable	01 April 2013	31.00	0	Delete	Delete	Delete
Grave Maintenance (OLD SECTION) Scheme I	General Tidy Up	CLCEM/8443u	Non Vatable	01 April 2013	26.00	80	Delete	Delete	Delete
Grave Maintenance (OLD SECTION) Scheme II	Spring and Summer Bedding	CLCEM/8443u	Non Vatable	01 April 2013	65.00		67.00	67	3.08%
Please Note: Fees are double (for purchase of burial rights and interment) for persons who are non-residents of the Ribble Valley.									

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

CLITHEROE MARKET – CLMKT		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
<i>Cabins</i>	Tuesday, Thursday and Saturday - per week	CLMKT/8824n	VAT Inclusive	01 April 2011	50.50	93,590	52.00	96,370	2.97%
	Use of Cabins (preparation purposes): Non Market Days	CLMKT/8824n	VAT Inclusive	01 April 2013	25.00	0	25.70	0	2.8%
	Special Sunday Events	CLMKT/8824n	VAT Inclusive	01 April 2013	8.50	0	8.75	0	2.94%
<i>Stalls - Tuesday and Saturday</i>	- 10 ft	CLMKT/8825n	VAT Inclusive	01 April 2013	16.60	6,950	17.00	7,120	2.4%
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2013	8.30	0	8.50	0	2.4%
	- 8 ft	CLMKT/8825n	VAT Inclusive	01 April 2013	13.30	3,890	13.60	3,980	2.26%
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2013	6.65	30	6.80	30	2.26%
<i>Stalls - Sunday Events</i>	Regular Contract Traders	CLMKT/8825n	VAT Inclusive	01 April 2013	9.00	0	9.25	0	2.78%
	None Contract Traders	CLMKT/8825n	VAT Inclusive	01 April 2013	18.00	0	18.50	0	2.78%
<i>Stalls - Thursdays</i>	- 10 ft	CLMKT/8825n	VAT Inclusive	01 April 2013	8.30	160	8.50	160	2.41%
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2013	4.15	0	4.25	0	2.41%
	- 8 ft	CLMKT/8825n	VAT Inclusive	01 April 2013	6.70	740	6.80	750	1.49%
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2013	3.35	0	3.40	0	1.49%
<i>Stalls - Fridays</i>	Flea Market	CLMKT/8826n	VAT Inclusive	01 April 2013	5.25	900	5.40	930	2.86%
<i>Pitches</i>	Tuesday and Saturday - per day	CLMKT/8826n	VAT Inclusive	01 April 2013	13.30	4,670	13.60	4,780	2.26%
	Thursday	CLMKT/8826n	VAT Inclusive	01 April 2013	6.65	250	6.80	260	2.26%

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

CLITHEROE MARKET – CLMKT		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
	Special Sunday Events	CLMKT/8826n	VAT Inclusive	01 April 2013	18.00	0	18.50	0	2.78%

DOG WARDEN AND PEST CONTROL - DOGWD		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2015/15 £	Percentage Increase in Charge %
<i>Pest Control</i>	Commercial - Single Treatment Charge (per hour plus materials - minimum charge 1 hour)	DOGWD/8416n	VAT Inclusive	01 April 2013	42.00	0	43.00	0	2.38%
	Commercial - Annual Contract	DOGWD/8416n	VAT Inclusive	01 April 2013	33.80	0	34.75	0	2.81%
	Domestic Single Treatment Charge (Rodents)***	DOGWD/8416n	VAT Inclusive	01 April 2013	20.50	4,030	21.00	4,130	2.44%
	Domestic - Out of Hours (Rodents)	DOGWD/8416n	VAT Inclusive	01 April 2013	41.00	0	42.00	0	2.44%
	Domestic - Callout Charge (unspecified reason)	DOGWD/8416n	VAT Inclusive	01 April 2013	10.50	0	11.00	0	4.76%
	Domestic - Public Health Pests	-	-	01 April 2013	No Charge	-	No Charge	No Charge	No Charge

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

DOG WARDEN AND PEST CONTROL - DOGWD		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
<i>Non-Public Health Insect Treatment</i>	Per visit during working hours ***	DOGWD/8412n	VAT Inclusive	01 April 2013	41.00	3,610	42.00	3,700	2.44%
	Each additional nest treated on same visit ***	DOGWD/8412n	VAT Inclusive	01 April 2013	15.50	0	16.00	0	3.23%
	Missed Appointments	DOGWD/8412n	VAT Inclusive	01 April 2013	41.00	0	42.00	0	2.44%
	Out of Hours	DOGWD/8412n	VAT Inclusive	01 April 2013	82.00	0	84.00	0	2.44%
*** 50% Concession if householder is eligible for State Pension, Housing or Disability Benefits									

ENVIRONMENT HEALTH - ENVHT		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
Licences	Animal Boarding Establishments	ENVHT/8403u	Non Vatable	01 April 2013	79.00	490	81.25	500	2.85%
	Dog Breeding Establishments (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2013	55.50	100	57.25	100	3.15%
	Pet Shops (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2013	79.00	230	81.25	240	2.85%
	Riding Establishments (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2013	79.00	230	81.25	240	2.85%
Licences	Dangerous Wild Animals (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2013	79.00	80	81.25	80	2.85%
	Zoo (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2013	140.00	0	144.00	0	2.86%

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

ENVIRONMENT HEALTH - ENVHT		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
	Acupuncture - Ear Piercing	ENVHT/8403u	Non Vatable	01 April 2013	95.00	280	98.00	290	3.16%
	Tattooing	ENVHT/8403u	Non Vatable	01 April 2013	95.00	190	98.00	200	3.16%
	Electrolysis	ENVHT/8403u	Non Vatable	01 April 2013	95.00	90	98.00	90	3.16%
	Street Trading Consent - Classes I, II & III per annum	ENVHT/8430u	Non Vatable	01 April 2013	645.00	4,200	665.00	4,330	3.1%
	Street Trading Consent Class V per Event	ENVHT/8430u	Non Vatable	01 April 2013	90.00	0	92.50	0	2.78%
	Street Trading Consent Class IV	-	-	-	No Charge	0	No Charge	No Charge	No Charge
Water Sample Analysis: FEE CEILING SET BY CENTRAL GOVERNMENT	Risk Assessment	ENVHT/8417u	VAT Inclusive	17 November 2011	At cost max. £500	0	At cost max. £500	-	-
	Other Investigations	ENVHT/8417u	VAT Inclusive	17 November 2011	At cost max. £100	0	At cost max. £100	-	-
	Grant of Authorisation	ENVHT/8417u	VAT Inclusive	01 April 2013	102.50	0	Delete	Delete	Delete
	Small Water Supply	ENVHT/8417u	VAT Inclusive	01 April 2013	52.50	0	52.50	0	0%
Water Sample Analysis: FEE CEILING SET BY CENTRAL GOVERNMENT	Large Water Supply - Audit Monitoring	ENVHT/8417u	VAT Inclusive	01 April 2013	280.00	0	60.00	0	-
	Large Water Supply - Check Monitoring	ENVHT/8417u	VAT Inclusive	01 April 2013	80.00	1,950	80.00	1,950	0%
	Large Water Supply – Audit & Check Monitoring	ENVHT/8417u	VAT Inclusive	-	New Charge	-	105.00	New Charge	New Charge
	Bacteriological	ENVHT/8417u	VAT Inclusive	01 April 2013	40.00	1,000	40.00	1,000	0%
Basic Food Hygiene Course	Per Student	ENVHT/8519z	VAT Inclusive	01 April 2013	60.00	0	61.50	0	2.5%

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

ENVIRONMENT HEALTH - ENVHT		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
Removal of Unfit Food	Per hour or part hour	ENVHT/8519z	VAT Inclusive	01 April 2013	50.00	0	51.50	0	3%
Please Note: * Figure for initial sample - charge at cost for follow up plus standard analytical administration fee.									

CONTAMINATED LAND - CLAND		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
<i>Enquiry</i>		CLAND/8623n	VAT Inclusive	01 April 2013	70.00	0	72.00	0	2.86%

HOUSING ADVANCES - HSADV		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
<i>Enquiries from Prospective Second Mortgagors</i>		HSADV/8604z	Non Vatable	01 April 2013	54.10	0	55.60	0	2.77%
<i>Charge for Registration on Second Charges</i>		HSADV/8604z	Non Vatable	01 April 2013	27.10	0	27.85	0	2.77%

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

IMPROVEMENT GRANTS - IMPGR		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
Administration Charges		IMPGR/8716m	Non Vatable	01 April 2013	5% of Total Cost	4,000	5% of Total Cost	4,000	-
Administration Charges		IMPGR/8717n	VAT Inclusive	01 April 2013	5% of Total Cost	4,000	5% of Total Cost	4,000	-

GARAGE RENTS – GRAGE		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
Chatburn Road, Clitheroe	Plot:								
	A, B, C, D, E, F, G, H	GRAGE/8830n	VAT Inclusive	01 April 2013	121.00	810	124.35	830	2.77%
Fort Street, Read	Plot Numbers:								
	1, 1A, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25	GRAGE/8830n	VAT Inclusive	01 April 2013	121.00	2,460	124.35	2,530	2.77%
Mersey Street, Longridge	Plot Numbers:								
	1, 2, 3, 4, 5, 6, 7, 8, 8A, 9, 10, 11, 12, 13	GRAGE/8830n	VAT Inclusive	01 April 2013	121.00	1,410	124.35	1,450	2.77%
Victoria Street, Longridge	Plot Numbers:								
	1, 2, 3, 4, 5, 6	GRAGE/8830n	VAT Inclusive	01 April 2013	121.00	600	124.35	620	2.77%
Brights Close, Newton	Plot Numbers: N/A	GRAGE/8830n	VAT Inclusive	01 April 2013	182.00	150	187.00	150	2.75%