

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 6

meeting date: 25 OCTOBER 2016  
title: REVIEW OF FEES AND CHARGES  
submitted by: DIRECTOR OF RESOURCES  
principal author: TRUDY HOLDERNESS

### 1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2017.
- 1.2 These proposals are the first stage in the review of this committee's budget for the forthcoming 2017/18 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 2017 and would operate for the duration of the 2017/18 financial year.
- 2.3 The council's latest budget forecast allows for a 1.5% increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2017/18 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 2016, the Budget Working Group considered the overall three-year Budget Forecast. In Summary the forecast shows a potential budget deficit for 2017/18 of £265k after taking £300 from general fund balances.
- 3.2 The forecast has already factored in an overall increase in income from fees and charges of 1.5%. Service committees are requested to review their fees and charges in order to achieve this target income.
- 3.3 With regard to the charge for issuing of summonses, there is no proposed increase in the charge. This charge is required to be set on a basis that reflects our costs associated with issuing a summons, and the current charge of £60 is seen to reflect this.
- 3.4 Excluding summonses income, the current budgeted income to be received from fees and charges which are set by this committee is £103,230. A 1.5% increase on this total would therefore generate £1,548.

## 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.

This follows the following process:

- Budget holders are provided with an indication of the fees and charges factoring in the budget working group proposals.
  - A discussion meeting is then held between budget holders and financial services to enable the budget holder to propose a set of fees and charges for their services. This may depend on where there is a national requirement or service specific reason for setting a fee or charge at a different level than the budget working group target.
- 4.3 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2017 has been produced for this committee and is shown at Annex 1. This annex provides details of:
- the current charge for 2016/17
  - an estimate of the level of 2016/17 income raised by each charge (Net of VAT)
  - the proposed charges for implementation from 1 April 2017
  - an indication of the potential income that may be achieved in 2017/18, should the proposals be agreed (Net of VAT)
  - the resulting percentage increase from 2016/17 to 2017/18
  - Date that each charge was last increased (They are all reviewed annually, but may not necessarily be increased)
- 4.4 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.
- 4.5 Work is still underway on forecasting income budget levels for 2017/18 and such budget proposals will be reported back to this committee in January 2017 for approval.
- 4.6 If you agree the recommended charges in Annex 1, the estimated increase in income would be £1,650, an overall increase 1.6%.

## 5. ACCESS TO ENVIRONMENTAL INFORMATION

- 5.1 The Court of Justice of the European Union has judged that public authorities may charge for 'Access to environmental information', but that such a charge should not exceed a reasonable amount. Land Charges re one such charge that falls under this category. As a general rule charges may not exceed actual costs of producing the material, and it is on this basis that the proposed land charges fee has been set.
- 5.2 Should material changes in service cost be identified as the budget is finalised, then these charges would be brought back to committee for reconsideration.

## 6 RISK ASSESSMENT

6.1 The approval of this report may have the following implications:

- Resources – Fees and Charges provide a key income source for the Council. Fees and charges also provide a mechanism to target concessions, and also to charge service users directly rather than allowing the financial burden of certain service provision to fall on the council tax.
- Technical, Environmental and Legal – The Local Government Acts of 2000 and 2003 extended authorities' powers to charge for discretionary services.
- Political – none
- Reputation – Substantial increases to charges can generate adverse publicity.
- Equality and Diversity – One of the aims of the fees and charges mechanism on many services is to pass on service concession in order to increase inclusivity.

## 7 CONCLUSION

7.1 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 2017, should the proposals be approved.

7.2 The Budget Working Group recommends that all service committees seek to increase their fees and charges overall by 1.5%. If you agree with the recommended charges, this committee will meet the target required.

## 8 RECOMMENDATION THAT COMMITTEE

8.1 Consider the charges at Annex 1 and approve them for implementation with effect from 1 April 2017.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF55-16/TH/AC  
13 October 2016

BACKGROUND PAPERS: None

For further information please ask for Trudy Holderness.

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

GARAGE RENTS - ESTAT		Ledger Code	VAT	Date of Last Change	Current Charge 2016/17	Budgeted Income Net of VAT for 2016/17	Proposed Charges for 2017/18	Indication of Potential Income Net of VAT for 2017/18	Percentage Increase in Charge
					£	£	£	£	%
Chatburn Road, Clitheroe	Plot:								
	A, B, C, D, E, F, G, H	ESTAT/8830n	VAT Inclusive	01 April 2016	128.80	860	131.00	870	1.71
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	ESTAT/8830n	VAT Inclusive	01 April 2016	128.80	2,790	131.00	2,840	1.71
Mersey Street, Longridge	Plot Numbers:								
	1, 2, 3, 4, 5, 6, 7, 8, 8A, 9, 10, 11, 12, 13	ESTAT/8830n	VAT Inclusive	01 April 2016	128.80	1,500	131.00	1,530	1.71
Victoria Street, Longridge	Plot Numbers:								
	1, 2, 3, 4, 5, 6	ESTAT/8830n	VAT Inclusive	01 April 2016	128.80	650	131.00	660	1.71
Bright's Close, Newton	Plot Numbers:								
	N/A	ESTAT/8830n	VAT Inclusive	01 April 2016	193.70	160	197.00	160	1.70
Queensway, Waddington	Plot Numbers:								
	8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31	ESTAT/8835n	VAT Inclusive	01 April 2016	438.00	7,660	445.00	7,780	1.60

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

PHOTOCOPYING – CORPORATE CHARGES		Detail Code	VAT	Date of Last Change	Current Charge 2016/17	Budgeted Income Net of VAT for 2016/17	Proposed Charges for 2017/18 based on cost	Indication of Potential Income Net of VAT for 2017/18	Percentage Increase in Charge
					£	£	£	£	%
Photocopying (Black and White)	- A4 First Page	8227n	VAT Inclusive	01 April 2013	0.20	620	0.30	630	50.00
	- A4 Continuation Sheet	8227n	VAT Inclusive	01 April 2013	0.20		0.30		50.00
	- A1 Plan	8227n	VAT Inclusive	01 April 2016	8.40		8.40		0.00
	- A0 Plan	8227n	VAT Inclusive	01 April 2016	8.50		8.50		0.00
	- A3 Copies	8227n	VAT Inclusive	01 April 2016	0.70		0.80		14.29
	- A2 Copies	8227n	VAT Inclusive	01 April 2016	8.30		8.30		0.00
COUNCIL TAX – CLTAX NATIONAL NON DOMESTIC RATES - NNDRC		Ledger Code	VAT	Date of Last Change	Current Charge 2016/17	Budgeted Income Net of VAT for 2016/17	Proposed Charges for 2017/18 based on cost	Indication of Potential Income Net of VAT for 2017/18	Percentage Increase in Charge
					£	£	£	£	%
Issue of Summons (Agreed with Magistrates' Court)		CLTAX/8714z	Non Vatable	01 April 2011	60.00	89,850	60.00	89,850	0.00
		NNDRC/8714z	Non Vatable	01 April 2011	60.00	6,030	60.00	6,030	0.00

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

LOCAL LAND CHARGES - LANDC		Ledger Code	VAT	Date of Last Change	Current Charge 2016/17	Budgeted Income Net of VAT for 2016/17	Proposed Charges for 2017/18	Indication of Potential Income Net of VAT for 2017/18	Percentage Increase in Charge
					£	£	£	£	%
Search Certificate		LANDC/8408z	Non Vatable	01 April 2016	19.60	11,530	19.90	11,710	1.53
Part I Enquiries		LANDC/8408z	Non Vatable	01 April 2016	104.00	56,050	105.60	56,910	1.54
Part II Enquiries		LANDC/8408z	Non Vatable	01 April 2016	14.10	7,210	14.40	7,360	2.13
Part II (Question 22)		LANDC/8408z	Non Vatable	01 April 2016	23.50	3,910	23.90	3,980	1.70
Express Service		LANDC/8408z	Non Vatable	01 April 2016	162.20	890	164.70	900	1.54
Additional Questions		LANDC/8408z	Non Vatable	01 April 2016	8.90	40	9.10	40	2.25
Additional Questions		LANDC/8408z	Non Vatable	01 April 2016	10.00	40	10.20	40	2.00
LEGAL SERVICES - LSERV		Ledger Code	VAT	Date of Last Change	Current Charge 2016/17	Budgeted Income Net of VAT for 2016/17	Proposed Charges for 2017/18	Indication of Potential Income Net of VAT for 2017/18	Percentage Increase in Charge
					£	£	£	£	%
Section 106 Agreement Review and Completion	- 20 houses or less	LSERV/8402z	Non Vatable	01 April 2016	375.60	4,290	381.30	4,360	1.52
	- more than 20 houses	LSERV/8402z	Non Vatable	01 April 2016	507.50	590	515.20	600	1.52
Notice of Assignment	- Notice of Assignment	LSERV/8402z	Non Vatable	01 April 2016	15.80	350	16.10	360	1.90

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

CIVIC SUITE - CIVST All organisations to be charged without exception		Ledger Code	VAT	Date of Last Change	Current Charge 2016/17	Budgeted Income Net of VAT for 2016/17	Proposed Charges for 2017/18 1.5% Inflation	Indication of Potential Income Net of VAT for 2017/18	Percentage Increase in Charge
					£	£	£	£	%
<b>COMMITTEE ROOMS 1 AND 2</b>									
<b>Charity / Recognised Community Organisation / Public Body</b>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2016	33.80	130	34.40	130	1.78
	- All Day	CIVST/8520I	Non Vatable	01 April 2016	48.10	1,060	48.90	1,080	1.66
<b>Commercial Organisations</b>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2016	67.10	0	68.20	0	1.64
	- All Day	CIVST/8520I	Non Vatable	01 April 2016	94.90	0	96.40	0	1.58
<b>COUNCIL CHAMBER</b>									
<b>Charity / Recognised Community Organisation / Public Body</b>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2016	75.30	1,420	76.50	1,440	1.59
	- All Day	CIVST/8520I	Non Vatable	01 April 2016	111.80	1,440	113.50	1,460	1.52
<b>Commercial Organisations</b>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2016	151.10	0	153.40	0	1.52
	- All Day	CIVST/8520I	Non Vatable	01 April 2016	223.50	0	226.90	0	1.52
<b>FOYER AREA ONLY</b>									
<b>Charity / Recognised Community Organisation / Public Body</b>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2016	19.70	20	20.00	20	1.52
	- All Day	CIVST/8520I	Non Vatable	01 April 2016	28.50	20	29.00	20	1.75
<b>Commercial Organisations</b>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2016	39.30	0	39.90	0	1.53
	- All Day	CIVST/8520I	Non Vatable	01 April 2016	56.20	0	57.10	0	1.60

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2017

	Budgeted income for 2016/17 £	Potential income for 2017/18 £	Percentage increase in income %
Total income from fees and charges set by this committee	199,110	200,760	0.83
Less income from summonses	-95,880	-95,880	
Total income from fees and charges set by this committee excluding summonses	103,230	104,880	1.60
Overall income generated		1,650	