

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 9

meeting date: 20 NOVEMBER 2018
title: REVIEW OF FEES AND CHARGES
submitted by: DIRECTOR OF RESOURCES
principal author: VAL TAYLOR

1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2019.

2 BACKGROUND

- 2.1 The council's fees and charges are reviewed on an annual basis as part of the budget setting process. These proposals are the first stage in the review of this committee's budget for the forthcoming 2019/20 financial year.
- 2.2 The council's latest budget forecast allows for a 2% inflationary increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2019/20 by this amount as a minimum.
- 2.3 After applying this percentage increase, proposed charges have generally been rounded up or down. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.
- 2.4 This report requests that members consider proposals for the increase in fees and charges for this committee's service. Such charges would be implemented with effect from 1st April 2019.

3 ADVICE OF BUDGET WORKING GROUP

- 3.1 In September 2018, the Budget Working Group considered the overall three-year Budget Forecast. In summary the forecast shows a potential budget deficit for 2019/20 of £101k after taking £250k from general fund balances.
- 3.2 The forecast includes an overall increase in income from fees and charges of 2%. Service committees are requested to review their fees and charges in order to achieve this targeted income.
- 3.3 The current budgeted income to be received from fees and charges which are set by this committee is £199,120. A 2% increase on this total would therefore generate £3,980.

4 REVIEW OF FEES AND CHARGES

- 4.1 The review of fees and charges is coordinated by financial services, working together with heads of service and budget holders.
- 4.2 The following process was taken:

- Budget holders are provided with an indication of the fees and charges factoring in a 2% increase.
- A discussion meeting is then held between budget holder 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 different from a 2% increase.

4.3 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2019 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2018/19
- an estimate of the level of 2018/19 income raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2019
- an indication of the potential income that may be achieved in 2019/20, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2018/19 to 2019/20
- 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 2019/20 and such budget proposals will be reported back to this committee in January 2019 for approval.

4.6 If you agree the recommended charges shown in Annex 1, the estimated extra income raised based on **current budgeted demand levels** is £2,390, an overall increase of 1.2%. Due to restrictions on the setting of charges for summonses it is proposed to freeze this charge for 2019/ 20. As a result of this the full 2% target increase in fees and charges for this committee will not quite be met, but with a shortfall of just £1,590.

5 RISK ASSESSMENT

5.1 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.

6 CONCLUSION

- 6.1 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, should the proposals be approved.
- 6.2 The Budget Working Group recommends that all service committees seek to increase their fees and charges overall by 2.0%. If you agree with the increase in charges, this committee will only marginally fall short of this target.

7 RECOMMENDATION THAT COMMITTEE

- 7.1 Approve the proposed fees and charges as set out in Annex 1.

TEMPORARY SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF69-18/VT/AC
9 November 2018

For further information please ask for Valerie Taylor extension 4433

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2019

LOCAL LAND CHARGES - LANDC	Ledger Code	VAT	Date of last change	Current charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20 2% Inflation	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
				£	£	£	£	%
Search Certificate	LANDC/8408z	Non Vatable	01-Apr-18	20.30	11,830.00	20.80	12,120.00	2.46
Part I Enquiries	LANDC/8408n	VAT Inclusive	01-Apr-18	129.20	61,750.00	131.80	62,990.00	2.01
Part II Enquiries	LANDC/8408n	VAT Inclusive	01-Apr-18	26.40	6,580.00	27.00	6,730.00	2.27
Part II (Question 22)	LANDC/8408n	VAT Inclusive	01-Apr-18	29.30	5,160.00	29.90	5,270.00	2.05
Express Service	LANDC/8408n	VAT Inclusive	01-Apr-18	202.00	270.00	206.00	280.00	1.98
Additional Questions	LANDC/8408n	VAT Inclusive	01-Apr-18	12.80	80.00	13.00	80.00	1.56

LEGAL SERVICES - CEXEC	Ledger Code	VAT	Date of last change	Current charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20 2% Inflation	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge	
				£	£	£	£	%	
Section 106 Agreement Review and Completion	- 20 houses or less	CEXEC/8402z	Non Vatable	01-Apr-18	389.00	1,620.00	396.80	1,650.00	2.01
	- more than 20 houses	CEXEC/8402z	Non Vatable	01-Apr-18	730.00	2,180.00	744.60	2,220.00	2.00
Notice of Assignment	- Notice of Assignment	CEXEC/8402z	Non Vatable	01-Apr-18	16.60	190.00	17.00	190.00	2.41

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2019

CIVIC SUITE - CIVST All organisations to be charged without exception		Ledger Code	VAT	Date of last change	Current charge 2018/19 £	Budgeted Income Net of VAT for 2018/19 £	Proposed Charges for 2019/20 2% Inflation £	Indication of Potential Income Net of VAT for 2019/20 £	Percentage Increase in Charge %
Tea and coffee included if required - food charged extra at cost									
COMMITTEE ROOMS 1 AND 2							-		
Charity or Recognised Community or Public Organisation	- Session (09.00 - 13.00, 14.00 -18.00 or 18.00 - 22.00)	CIVST/8520I	Non Vatable	01-Apr-18	35.00	160.00	35.70	160.00	2.00
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-18	60.00	2,230.00	61.20	2,270.00	2.00
COUNCIL CHAMBER							-		
Charity or Recognised Community or Public Organisation	- Session (09.00 - 13.00 or 13.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-18	80.00	700.00	81.60	710.00	2.00
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-18	135.00	1,300.00	137.70	1,330.00	2.00
FOYER AREA ONLY									
Charity or Recognised Community or Public Organisation	- Session (09.00 - 13.00, 14.00 -18.00 or 18.00 - 22.00)	CIVST/8520I	Non Vatable	01-Apr-17	20.00	50.00	20.40	50.00	2.00
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-18	35.00	0.00	35.70	-	2.00
OPTIONAL CHARGE IN ADDITION TO HIRE CHARGE - PRS MUSIC LICENCE UP TO 100 PERSONS - £12.70							-		
ALL AREAS - COMMERCIAL ORGANISATIONS - 100% SURCHARGE									

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2019

GARAGES - ESTAT		Ledger Code	VAT	Date of last change	Current charge 2018/19 £	Budgeted Income Net of VAT for 2018/19 £	Proposed Charges for 2019/20 2% Inflation £	Indication of Potential Income Net of VAT for 2019/20 £	Percentage Increase in Charge %
Chatburn Road, Clitheroe	Plot:	ESTAT/8830n	VAT Inclusive	01-Apr-18	133.70	890.00	136.40	910.00	2.02
	A, B, C, D, E, F, G, H								
Fort Street, Read	Plot Numbers:	ESTAT/8830n	VAT Inclusive	01-Apr-18	133.70	2,890.00	136.40	2,950.00	2.02
	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								
Mersey Street, Longridge	Plot Numbers:	ESTAT/8830n	VAT Inclusive	01-Apr-18	133.70	1,560.00	136.40	1,590.00	2.02
	1, 2, 3, 4, 5, 6, 7, 8, 8A, 9, 10, 11, 12, 13								
Victoria Street, Longridge	Plot Numbers:	ESTAT/8830n	VAT Inclusive	01-Apr-18	133.70	670.00	136.40	680.00	2.02
	1, 2, 3, 4, 5, 6								
Brights Close, Newton	Plot Numbers: N/A	ESTAT/8830n	VAT Inclusive	01-Apr-18	201.00	170.00	205.10	170.00	2.04
Queensway, Waddington	Plot Numbers:	ESTAT/8835n	VAT Inclusive	01-Apr-18	453.90	7,570.00	463.00	7,720.00	2.00
	8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31								

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2019

COUNCIL TAX AND NATIONAL NON DOMESTIC RATES - CLTAX	Ledger Code	VAT	Charge from 1st April 2017	Current charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20 2% Inflation	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge
			£	£	£	£	£	%
Issue of Summons (Agreed with Magistrates' Court)	CLTAX/8714z	Non Vatable	60.00	60.00	85,580.00	60.00	85,580.00	0.00
Issue of Summons (Agreed with Magistrates' Court)	NNDRC/8714z	Non Vatable	60.00	60.00	5,030.00	60.00	5,030.00	0.00

Photocopying - Corporate Charges	Detail Code	VAT	Date of last change	Current charge 2018/19	Budgeted Income Net of VAT for 2018/19	Proposed Charges for 2019/20 2% Inflation	Indication of Potential Income Net of VAT for 2019/20	Percentage Increase in Charge	
				£	£	£	£	%	
Photocopying (Black and White)	- A4 First Page	8227n	VAT Inclusive	01-Apr-18	0.40	660.00	0.50	830.00	25.00
	- A4 Continuation Sheet	8227n	VAT Inclusive	01-Apr-18	0.40		0.50		25.00
	- A1 Plan	8227n	VAT Inclusive	01-Apr-18	8.60		8.80		2.33
	- A0 Plan	8227n	VAT Inclusive	01-Apr-18	8.70		8.90		2.30
	- A3 Copies	8227n	VAT Inclusive	01-Apr-18	0.90		1.00		11.11
	- A2 Copies	8227n	VAT Inclusive	01-Apr-18	8.50		8.70		2.35
Total income from fees and charges set by this committee						199,120.00		201,510.00	
Overall extra income generated								2,390.00	