

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 6

meeting date: 19 NOVEMBER 2019
title: REVIEW OF FEES AND CHARGES
submitted by: DIRECTOR OF RESOURCES
principal author: VALERIE TAYLOR

1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2020.

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 2020/21 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 2020/21 by this amount.
- 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 2020.

3 ADVICE OF BUDGET WORKING GROUP

- 3.1 In September and October 2019, the Budget Working Group considered the overall three-year Budget Forecast. This forecast assumes that fees and charges are increased overall by 2%.
- 3.2 Guidance from Budget Working Group to service committees is that they review their fees and charges in order to achieve this overall target increase in income of 2%.
- 3.3 The current budgeted income to be received from fees and charges which are set by this committee is £175,740 and a 2% increase would therefore generate £3,510.

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 2020 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2019/20
- an estimate of the level of 2019/20 income raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2020
- an indication of the potential income that may be achieved in 2020/21, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2019/20 to 2020/21
- 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 2020/21 and such budget proposals will be reported back to this committee in January 2020 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 £1,910 an overall increase of 1.09%. Due to restrictions on the setting of charges for summonses it is proposed to freeze this charge for 2020/ 21. 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 £1,600.

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.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF66-19/VT/AC
8 November 2019

For further information please ask for Valerie Taylor extension 4433

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2020

LOCAL LAND CHARGES - LANDC		Ledger Code	Date of last change	VAT	Current Charge 2019/20 £	Budgeted Income Net of VAT for 2019/20 £	Proposed Charges for 2020/21 2% Inflation £	Indication of Potential Income Net of VAT for 2020/21 £	Percentage Increase in Charge %
Search Certificate		LANDC/8408z	01-Apr-19	Non Vatable	20.80	10,790	21.30	11,050	2.40
Part I Enquiries		LANDC/8408n	01-Apr-19	VAT Inclusive	131.80	46,090	134.50	47,030	2.05
Part II Enquiries		LANDC/8408n	01-Apr-19	VAT Inclusive	27.00	7,460	27.60	7,630	2.22
Part II (Question 22)		LANDC/8408n	01-Apr-19	VAT Inclusive	29.90	3,500	30.50	3,570	2.01
Express Service		LANDC/8408n	01-Apr-19	VAT Inclusive	206.00	710	210.20	720	2.04
Additional Questions		LANDC/8408n	01-Apr-19	VAT Inclusive	13.00	20	13.30	20	2.31

LEGAL SERVICES - CEXEC		Ledger Code	Date of last change	VAT	Current Charge 2019/20 £	Budgeted Income Net of VAT for 2019/20 £	Proposed Charges for 2020/21 2% Inflation £	Indication of Potential Income Net of VAT for 2020/21 £	Percentage Increase in Charge %
Section 106 Agreement Review and Completion	- 20 houses or less	CEXEC/8402z	01-Apr-19	Non Vatable	396.80	450	405.00	460	2.07
	- more than 20 houses	CEXEC/8402z	01-Apr-19	Non Vatable	744.60	1,690	760.00	1,720	2.07
Notice of Assignment	- Notice of Assignment	CEXEC/8402z	01-Apr-19	Non Vatable	17.00	550	17.40	560	2.35

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2020

CIVIC SUITE - CIVST All organisations to be charged without exception		Ledger Code	Date of last change	VAT	Current Charge 2019/20 £	Budgeted Income Net of VAT for 2019/20 £	Proposed Charges for 2020/21 2% Inflation £	Indication of Potential Income Net of VAT for 2020/21 £	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	01-Apr-19	Non Vatable	35.70	1,070	36.50	1,090	2.24
	- All Day (09.00 - 18.00)	CIVST/8520I	01-Apr-19	Non Vatable	61.20	-	62.50	-	2.12
COUNCIL CHAMBER									
Charity or Recognised Community or Public Organisation	- Session (09.00 - 13.00 or 13.00 - 18.00)	CIVST/8520I	01-Apr-19	Non Vatable	81.60	3,170	83.30	3,240	2.08
	- All Day (09.00 - 18.00)	CIVST/8520I	01-Apr-19	Non Vatable	137.70	-	140.50	-	2.03
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	01-Apr-19	Non Vatable	20.40	300	20.90	310	2.45
	- All Day (09.00 - 18.00)	CIVST/8520I	01-Apr-19	Non Vatable	35.70	-	36.50	-	2.24
OPTIONAL CHARGE IN ADDITION TO HIRE CHARGE - PRS MUSIC LICENCE UP TO 100 PERSONS - £13.00									
ALL AREAS - COMMERCIAL ORGANISATIONS - 100% SURCHARGE									

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2020

GARAGE - RENTS		Ledger Code	Date of last change	VAT	Current Charge 2019/20 £	Budgeted Income Net of VAT for 2019/20 £	Proposed Charges for 2020/21 2% Inflation £	Indication of Potential Income Net of VAT for 2020/21 £	Percentage Increase in Charge %
Chatburn Road, Clitheroe	Plot:	ESTAT/8830n	01-Apr-19	VAT Inclusive	136.40	910	139.20	930	2.05
	A, B, C, D, E, F, G, H								
Fort Street, Read	Plot Numbers:	ESTAT/8830n	01-Apr-19	VAT Inclusive	136.40	2,960	139.20	3,020	2.05
	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	01-Apr-19	VAT Inclusive	136.40	1,590	139.20	1,620	2.05
	1, 2, 3, 4, 5, 6, 7, 8, 8A, 9, 10, 11, 12, 13								
Victoria Street, Longridge	Plot Numbers:	ESTAT/8830n	01-Apr-19	VAT Inclusive	136.40	680	139.20	690	2.05
	1, 2, 3, 4, 5, 6								
Brights Close, Newton	Plot Numbers: N/A	ESTAT/8830n	01-Apr-19	VAT Inclusive	205.10	170	209.30	170	2.05
Queensway, Waddington	Plot Numbers:	ESTAT/8835n	01-Apr-19	VAT Inclusive	463.00	9,260	472.30	9,450	2.01
	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 2020

COUNCIL TAX AND NATIONAL NON-DOMESTIC RATES - CLTAX	Ledger Code	Date of last change	VAT	Current Charge 2019/20	Budgeted Income Net of VAT for 2019/20	Proposed Charges for 2020/21 2% Inflation	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
				£	£	£	£	%
Issue of Summons (Agreed with Magistrates' Court)	CLTAX/8714z	01-Apr-11	Non Vatable	60.00	83,700	60.00	83,700	0.00
Issue of Summons (Agreed with Magistrates' Court)	NNDRC/8714z	01-Apr-11	Non Vatable	60.00	-	60.00	-	0.00

Photocopying - Corporate Charges	Detail Code	Date of last change	VAT	Current Charge 2019/20	Budgeted Income Net of VAT for 2019/20	Proposed Charges for 2020/21 2% Inflation	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge	
				£	£	£	£	%	
Photocopying (Black and White)	- A4 First Page	8227n	01-Apr-19	VAT Inclusive	0.50	670	0.50	670	0.00
	- A4 Continuation Sheet	8227n	01-Apr-19	VAT Inclusive	0.50		0.50		0.00
	- A1 Plan	8227n	01-Apr-19	VAT Inclusive	8.80		8.80		0.00
	- A0 Plan	8227n	01-Apr-19	VAT Inclusive	8.90		8.90		0.00
	- A3 Copies	8227n	01-Apr-19	VAT Inclusive	1.00		1.00		0.00
	- A2 Copies	8227n	01-Apr-19	VAT Inclusive	8.70		8.70		0.00

Total Income from fees and charges set by this committee

175,740

177,650

1.09%

Overall extra income generated

1,910