



## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

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meeting date: 9 NOVEMBER 2021  
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 2022.

### 2 BACKGROUND

- 2.1 The annual review of the council's fees and charges has been undertaken as part of the budget setting process for the forthcoming 2022/23 financial year.
- 2.2 The council's latest budget forecast allows for a 3% inflationary increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2022/23 by this amount when compared with this year's original budget estimate.
- 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 1<sup>st</sup> April 2022.

### 3 ADVICE OF POLICY AND FINANCE COMMITTEE AND BUDGET WORKING GROUP

- 3.1 At the meeting in September, this Committee considered and approved the overall three-year Budget Forecast. This forecast assumes that fees and charges are increased overall by 3%.
- 3.2 Policy and finance Committee asked that Budget Working Group give guidance to committees based on the budget forecast. Service committees have been asked to review their fees and charges in order to achieve this overall target increase in income of 3%.
- 3.4 The base budgeted income to be received from fees and charges which are set by this committee as set out in Annex 1 is £185,730 and a 3% increase would therefore generate £5,572.

### 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 3% 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 3% increase.

4.3 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2022 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2021/22
- the current year base budgeted income estimated to be raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2022
- an indication of the potential income that may be achieved in 2022/23, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2021/22 to 2022/23
- 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 or reductions in income that may result from the impact of Covid-19.

4.5 If you agree the recommended charges shown in Annex 1, the estimated extra income raised based on **current budgeted demand levels** is £4,100 or an overall increase of 2.21%. Due to restrictions on the setting of charges for summonses it is proposed to freeze this charge for 2022/ 23. As a result of this the full 3% target increase in fees and charges for this committee will not quite be met, but with a shortfall of just £1,472.

## 5 PROPOSED NEW CHARGES – LEGAL SERVICES

5.1 Following a full review by the Head of Legal and Democratic Services, several new charges have been proposed for implementation from April next year.

5.2 Committee have previously approved a £50 admin fee to cover the extensive administration that is involved when officers issue new garage licences. It is now proposed to extend the scope of this administration charge to cover other areas which involve extensive administration such as market licences and road closure orders.

5.3 For legal agreements of a more complex nature that involve land and property transactions, a listing of fees is proposed between the range of £350 and £550 as a minimum for professional services. Such agreements can be highly complex and time consuming for officers to complete. The fees have been proposed following a benchmarking exercise of charges applied at other local authorities and through an appraisal of the approximate timescales involved to complete the work in each category.

5.4 The final new fee proposed is a £10 charge for providing a proof of life service. Where a resident of the UK draws a foreign pension, the funder may require periodic evidence of proof of life and this can only be provided by specified bodies, one of which is a local authority. In view of the time and resources required to provide this service it is felt appropriate that a nominal fee should be charged in recognition of the service provided.

5.5 It is also proposed to increase charges for S106 Agreement Review and Completion work by 20.6%. This is following a review of the time taken to complete the task and is based on a solicitor rate, including departmental oncosts.

## 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, should the proposals be approved.

7.2 The council's three-year budget forecast that was approved by this Committee in September 2021 assumes that fees and charges are increased next year by 3%.

7.3 If you agree with the increase in charges, this committee will only marginally fall short of this target.

## 8 RECOMMENDATION THAT COMMITTEE

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

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF68-21/VT/AC  
1 NOVEMBER 2021

For further information please ask for Valerie Taylor extension 4433

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2022

LOCAL LAND CHARGES - LANDC	Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
				£	£	£	£	£	%
<b>Search Certificate</b>	LANDC/8408z	Non Vatable	01-Apr-21	21.30	21.80	12,270.00	22.50	12,660.00	3.21%

<b>Part I Enquiries</b>	LANDC/8408n	VAT Inclusive	01-Apr-21	134.50	137.50	47,800.00	141.70	49,260.00	3.05%
<b>Part II Enquiries</b>	LANDC/8408n	VAT Inclusive	01-Apr-21	27.60	28.50	10,000.00	29.40	10,320.00	3.16%
<b>Part II (Question 22)</b>	LANDC/8408n	VAT Inclusive	01-Apr-21	30.50	31.50	3,260.00	32.50	3,360.00	3.17%
<b>Express Service</b>	LANDC/8408n	VAT Inclusive	01-Apr-21	210.20	214.50	1,240.00	221.00	1,280.00	3.03%
<b>Additional Questions</b>	LANDC/8408n	VAT Inclusive	01-Apr-21	13.30	14.00	130.00	14.50	130.00	3.57%

LEGAL SERVICES - CEXEC	Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge	
				£	£	£	£	£	%	
<b>Section 106 Agreement Review and Completion</b>	Standard	CEXEC/8402z	Non Vatable	01-Apr-21	405.00	414.00	1,730.00	499.50	2,090.00	20.65%
	Complex	CEXEC/8402z	Non Vatable	01-Apr-21	760.00	775.00	4,060.00	935.10	4,900.00	20.66%
<b>S106 Variation to Agreement</b>	Standard	CEXEC/8402z	Non Vatable	01-Apr-21	New Charge	150.00	-	154.50	-	3.00%
	Complex	CEXEC/8402z	Non Vatable	01-Apr-21	New Charge	300.00	-	309.00	-	3.00%
<b>Notice of Assignment</b>	- Notice of Assignment	CEXEC/8402z	Non Vatable	01-Apr-21	17.40	18.00	320.00	18.60	330.00	3.33%

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2022

LEGAL SERVICES - CEEXEC	Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
				£	£	£	£	£	%
<b>Admin Fee for new or variation to standard legal agreement</b> (for example, but not limited to garage licence, market licence, road closure order)	Vatable	CEEXEC/8703n	VAT Inclusive		New charge		50.00	-	-
	Non-Vatable	CEEXEC/8703z	Non Vatable		New charge		41.67	-	-
<b>Proof of life</b>	- Proof of life	CEEXEC/8703n	VAT Inclusive		New charge		10.00	-	-
<b>Legal services - Land and Property Transactions</b>	Sale of small site - up to 10hrs work *	CEEXEC/8975I	Non Vatable		New charge		350.00	-	-
	Sale of other land - up to 20hrs work *	CEEXEC/8975I	Non Vatable		New charge		550.00	-	-
	Licence to occupy - up to 10hrs work *	CEEXEC/8975I	Non Vatable		New charge		350.00	-	-
	Short-term lease - up to 10hrs work *	CEEXEC/8975I	Non Vatable		New charge		350.00	-	-
	Long-term business lease - up to 20hrs work *	CEEXEC/8975I	Non Vatable		New charge		550.00	-	-
	Licence to assign	CEEXEC/8975I	Non Vatable		New charge		350.00	-	-
	Licence for alterations	CEEXEC/8975I	Non Vatable		New charge		350.00	-	-
	Licence to underlet	CEEXEC/8975I	Non Vatable		New charge		350.00	-	-
	Surrenders	CEEXEC/8975I	Non Vatable		New charge		350.00	-	-

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2022

LEGAL SERVICES - CEEXEC	Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
Registration of assignment or underlease	CEEXEC/8975I	Non Vatable		New charge			40.00	-	-
Grant of easement etc	CEEXEC/8975I	Non Vatable		New charge			350.00	-	-
Deed of Variation to lease of licence	CEEXEC/8975I	Non Vatable		New charge			350.00	-	-

*\*Thereafter charge to be based on hourly rate*

CIVIC SUITE - CIVST All organisations to be charged without exception	Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budget ed Income Net of VAT for 2021/22	Propose d Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge	
				£	£	£	£	£	%	
<b>Tea and coffee included if required - food charged extra at cost</b>										
<b>COMMITTEE ROOMS 1 AND 2</b>	- Session (09.00 - 13.00, 14.00 -18.00 or 18.00 - 22.00)	CIVST/8520I	Non Vatable	01-Apr-21	73.00	80.00	<b>2,350</b>	82.40	<b>2,420</b>	3.00%
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-21	125.00	130.00		134.00		3.08%
<b>COUNCIL CHAMBER (including foyer area)</b>	- Session (09.00 - 13.00 or 13.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-21	166.60	170.00		175.20		3.06%
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-21	281.00	288.00		296.80		3.06%
<b>FOYER AREA ONLY</b>	- Session (09.00 - 13.00, 14.00 -18.00 or 18.00 - 22.00)	CIVST/8520I	Non Vatable	01-Apr-21	41.80	44.00		45.40		3.18%

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2022

CIVIC SUITE - CIVST All organisations to be charged without exception		Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budget ed Income Net of VAT for 2021/22	Propose d Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-21	73.00	76.00		78.40		3.16%
OPTIONAL CHARGE IN ADDITION TO HIRE CHARGE - PRS MUSIC LICENCE UP TO 100 PERSONS - £13.60										
ALL AREAS - 50% DISCOUNT FOR CHARITY OR RECOGNISED COMMUNITY GROUP										

GARAGE - RENTS		Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
					£	£	£	£	£	%
Chatburn Road, Clitheroe	Plot:	ESTAT/8830n	VAT Inclusive	01-Apr-21	139.20	142.00	950.00	146.30	980.00	3.03%
	A, B, C, D, E, F, G, H									
Fort Street, Read	Plot Numbers:	ESTAT/8830n	VAT Inclusive	01-Apr-21	139.20	142.00	3,060.00	146.30	3,150.00	3.03%
	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-21	139.20	142.00	1,670.00	146.30	1,720.00	3.03%
	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-21	139.20	142.00	710.00	146.30	730.00	3.03%
	1, 2, 3, 4, 5, 6									
Brights Close, Newton	Plot Numbers: N/A	ESTAT/8830n	VAT Inclusive	01-Apr-21	209.30	213.50	180.00	220.00	190.00	3.04%

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2022

GARAGE - RENTS		Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
Queensway, Waddington	Plot Numbers:	ESTAT/8835n	VAT Inclusive	01-Apr-21	472.30	481.80	9,640.00	496.30	9,930.00	3.01%
	8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31									

COUNCIL TAX AND NATIONAL NON DOMESTIC RATES - CLTAX		Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
					£	£	£	£	£	%
Issue of Summons (Agreed with Magistrates' Court)		CLTAX/8714z	Non Vatable	01-Apr-11	60.00	60.00	81,790.00	60.00	81,790.00	0.00%
Issue of Summons (Agreed with Magistrates' Court)		NNDRC/8714z	Non Vatable	01-Apr-11	60.00	60.00	3,880.00	60.00	3,880.00	0.00%

Photocopying - Corporate Charges		Detail Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
					£	£	£	£	£	%
Photocopying (Black and White)	- A4 First Page	8227n	VAT Inclusive	01-Apr-19	0.50	0.50	690.00	0.50	710.00	0.00%
	- A4 Continuation Sheet	8227n	VAT Inclusive	01-Apr-19	0.50	0.50		0.50		0.00%



## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2022

Photocopying - Corporate Charges	Detail Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
	- A1 Plan	8227n	VAT Inclusive	01-Apr-21	8.80	9.00		9.30	3.33%
	- A0 Plan	8227n	VAT Inclusive	01-Apr-21	8.90	9.10		9.40	3.30%
	- A3 Copies	8227n	VAT Inclusive	01-Apr-19	1.00	1.00		1.00	0.00%
	- A2 Copies	8227n	VAT Inclusive	01-Apr-21	8.70	8.90		9.20	3.37%

**Total budgeted Income from fees and charges set by this committee**

**185,730.00**

**189,830.00**

**Overall extra income generated compared to base budget**

**4,100.00**

**2.21%**