

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: 24 JANUARY 2023
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 2023.

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 2023/24 financial year.

3 ADVICE OF POLICY AND FINANCE COMMITTEE AND BUDGET WORKING GROUP

- 3.1 The Budget Working Group met in August 2022 to consider the council's three year budget forecast for the financial years 2023/24 – 2025/26 in detail. In light of the considerable budget gap forecasted they made a number of recommendations that were approved by this Committee at your meeting in September 2022, including that fees and charges for the 2023/24 financial year should be increased by the rate of the September CPI.
- 3.3 All committees have therefore been asked to review their fees and charges in order to achieve the overall target increase in fees and charge income per the September CPI rate of 10.1% as a minimum.
- 3.4 For this committee, a minimum 10.1% increase in fees and charges would generate additional income of £19,820 when compared to the current year base budget for those income streams included within the review.

4 REVIEW OF FEES AND CHARGES FOR 2023/24

- 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 is undertaken:
- Budget holders are provided with an indication of the fees and charges factoring in the 10.1% increase on the base budget.
 - A discussion meeting is then held between the 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 10.1% increase.
- 4.3 Following these discussions a **proposed** set of fees and charges for implementation from 1 April 2023 has been produced for this committee and is shown at Annex 1.

- 4.4 The annex provides a breakdown of general fees and charges and sets out:
- the current charge for 2022/23;
 - the current year base budgeted income estimated to be raised by each charge (Net of VAT);
 - the proposed charges for implementation from 1 April 2023;
 - an indication of the potential income that may be achieved in 2023/24 compared to the current base budget, should the proposals be agreed (Net of VAT);
 - the resulting percentage increase in the charge from 2022/23 to 2023/24;
 - Date that each charge was last increased (They are all reviewed annually, but may not necessarily be increased)
- 4.5 The indication of potential income which is shown throughout Annex 1 is provided for guidance purposes only and is based on the 2022/23 base budget. No account is taken of any change in service use which may be influenced by a change in charge levels or reductions in demand that may result from market conditions.

Summons costs

- 4.6 Regulation 34(7) of the Council Tax (Administration and Enforcement) Regulations 1992 (SI 1992 No.613) sets out that a court, when granting a liability order, shall make an order reflecting the aggregate of the outstanding council tax and "a sum of an amount equal to the costs reasonably incurred by the applicant in obtaining the order."
- 4.7 Charges for summonses are therefore set on a cost recovery basis and following a review of estimated associated costs for next year it is proposed to increase these charges by 5% from £60.00 to £63.00.
- 4.8 Proposals to increase fees in other areas have achieved the minimum target increase of 10.1%.

Summary

- 4.9 If you agree the recommended charges shown in Annex 1, the estimated extra income raised based on current budgeted demand levels as follows:

Additional Income Raised Compared to Current Budget		
Summonses	Other income	TOTAL
£4,290	£11,250	£15,540
5%	10.19%	7.92%

5 PROPOSED NEW CHARGE

- 5.1 As a corporate rather than service specific charge, photocopying charges are approved by this committee annually.
- 5.2 During discussions with Heads of Service it was raised that standard photocopying charges are not sufficient to cover the cost of work that sometimes needs to be carried out to redact information from printouts before they can be issued to the public.

5.3 It is therefore proposed that a new document redaction fee be introduced from April and that this be charged on a cost recovery basis.

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 in advance of the next financial year.

7.2 This committee have recommended that fees and charges be increased by the September 2022 CPI rate (10.1%).

7.3 Due to restrictions on the setting of charges for summonses, the proposed increases set out in this report will raise an additional 7.92% income next financial year compared to the current year budgets.

8 RECOMMENDATION THAT COMMITTEE

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

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PD9-23/VT/AC
10 JANUARY 2023

For further information please ask for Valerie Taylor extension 4436

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2023

LOCAL LAND CHARGES - LANDC	Ledger Code	VAT	Date of last change	Charge from 1st April 2021	Current charge 2022/23	Budgeted Income Net of VAT for 2022/23	Proposed Charges for 2023/24	Indication of Potential Income Net of VAT for 2023/24	Percentage Increase in Charge
				£	£	£	£	£	%
Search Certificate	LANDC/8408z	Non Vatable	01-Apr-22	21.80	22.50	12,640.00	25.00	14,040.00	11.11%

Part I Enquiries	LANDC/8408n	VAT Inclusive	01-Apr-22	137.50	141.70	51,060.00	156.00	56,210.00	10.09%
Part II Enquiries	LANDC/8408n	VAT Inclusive	01-Apr-22	28.50	29.40	8,430.00	32.50	9,320.00	10.54%
Part II (Question 22)	LANDC/8408n	VAT Inclusive	01-Apr-22	31.50	32.50	4,110.00	36.00	4,550.00	10.77%
Express Service	LANDC/8408n	VAT Inclusive	01-Apr-22	214.50	221.00	490.00	243.50	540.00	10.18%
Additional Questions	LANDC/8408n	VAT Inclusive	01-Apr-22	14.00	14.50	210.00	16.00	230.00	10.34%

LEGAL SERVICES - CEXEC	Ledger Code	VAT	Date of last change	Charge from 1st April 2021	Current charge 2022/23	Budgeted Income Net of VAT for 2022/23	Proposed Charges for 2023/24	Indication of Potential Income Net of VAT for 2023/24	Percentage Increase in Charge	
				£	£	£	£	£	%	
Section 106 Agreement Review and Completion	Standard	CEXEC/8402z	Non Vatable	01-Apr-22	414.00	499.50	1,690.00	550.00	1,860.00	10.11%
	Complex	CEXEC/8402z	Non Vatable	01-Apr-22	775.00	935.10	3,970.00	1,030.00	4,370.00	10.15%
S106 Variation to Agreement	Standard	CEXEC/8402z	Non Vatable	01-Apr-22	150.00	154.50	430.00	170.00	470.00	10.03%
	Complex	CEXEC/8402z	Non Vatable	01-Apr-22	300.00	309.00	430.00	340.00	470.00	10.03%
Notice of Assignment	- Notice of Assignment	CEXEC/8402z	Non Vatable	01-Apr-22	18.00	18.60	330.00	20.50	360.00	10.22%

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2023

LEGAL SERVICES - CEXEC	Ledger Code	VAT	Date of last change	Charge from 1st April 2021	Current charge 2022/23	Budgeted Income Net of VAT for 2022/23	Proposed Charges for 2023/24	Indication of Potential Income Net of VAT for 2023/24	Percentage Increase in Charge
				£	£	£	£	£	%
Admin Fee for new or variation to standard legal agreement (for example, but not limited to garage licence, market lease, road closure order)	Vatable	CEXEC/8703n	VAT Inclusive	New from 01/04/22	50.00	420.00	55.00	460.00	10.00%
	Non-Vatable	CEXEC/8703z CEXEC/8703I	Non Vatable	New from 01/04/22	41.67	320.00	45.83	350.00	9.99%
Proof of life	- Proof of life	CEXEC/8703n	VAT Inclusive	New from 01/04/22	10.00	100.00	11.00	110.00	10.00%
Legal services - Land and Property Transactions	Sale of small site - up to 10hrs work *	CEXEC/8975I	Non Vatable	New from 01/04/22	350.00	5,950.00	386.00	6,560.00	10.29%
	Sale of other land - up to 20hrs work *	CEXEC/8975I	Non Vatable	New from 01/04/22	550.00		606.00		10.18%
	Licence to occupy - up to 10hrs work *	CEXEC/8975I	Non Vatable	New from 01/04/22	350.00		386.00		10.29%
	Short-term lease - up to 10hrs work *	CEXEC/8975I	Non Vatable	New from 01/04/22	350.00		386.00		10.29%
	Long-term business lease - up to 20hrs work *	CEXEC/8975I	Non Vatable	New from 01/04/22	550.00		606.00		10.18%
	Licence to assign	CEXEC/8975I	Non Vatable	New from 01/04/22	350.00		386.00		10.29%
	Licence for alterations	CEXEC/8975I	Non Vatable	New from 01/04/22	350.00		386.00		10.29%
	Licence to underlet	CEXEC/8975I	Non Vatable	New from 01/04/22	350.00		386.00		10.29%
	Surrenders	CEXEC/8975I	Non Vatable	New from 01/04/22	350.00		386.00		10.29%
	Registration of assignment or underlease	CEXEC/8975I	Non Vatable	New from 01/04/22	40.00		44.00		10.00%

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2023

LEGAL SERVICES - CEXEC	Ledger Code	VAT	Date of last change	Charge from 1st April 2021	Current charge 2022/23	Budgeted Income Net of VAT for 2022/23	Proposed Charges for 2023/24	Indication of Potential Income Net of VAT for 2023/24	Percentage Increase in Charge
Grant of easement etc	CEXEC/8975I	Non Vatable	New from 01/04/22		350.00		386.00		10.29%
Deed of Variation to lease of licence	CEXEC/8975I	Non Vatable	New from 01/04/22		350.00		386.00		10.29%

*Thereafter 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 2021	Current charge 2022/23	Budgeted Income Net of VAT for 2022/23	Proposed Charges for 2023/24	Indication of Potential Income Net of VAT for 2023/24	Percentage Increase in Charge
					£	£	£	£	£	%
Tea and coffee included if required - food charged extra at cost										
COMMITTEE ROOMS 1 AND 2	- Session (09.00 - 13.00, 14.00 -18.00 or 18.00 - 22.00)	CIVST/8520I	Non Vatable	01-Apr-22	80.00	82.40	2,420.00	91.00	2,670.00	10.44%
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-22	130.00	134.00		148.00		10.45%
COUNCIL CHAMBER	- Session (09.00 - 13.00 or 13.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-22	170.00	175.20		193.00		10.16%
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-22	288.00	296.80		327.00		10.18%
FOYER AREA ONLY	- Session (09.00 - 13.00, 14.00 -18.00 or 18.00 - 22.00)	CIVST/8520I	Non Vatable	01-Apr-22	44.00	45.40		50.00		10.13%
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-22	76.00	78.40		87.00		10.97%
OPTIONAL CHARGE IN ADDITION TO HIRE CHARGE - PRS MUSIC LICENCE - TO BE CHARGED ON A COST RECOVERY BASIS										
ALL AREAS - 50% DISCOUNT FOR CHARITY OR RECOGNISED COMMUNITY GROUP										

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2023

GARAGE - RENTS	Ledger Code	VAT	Date of last change	Charge from 1st April 2021	Current charge 2022/23	Budgeted Income Net of VAT for 2022/23	Proposed Charges for 2023/24	Indication of Potential Income Net of VAT for 2023/24	Percentage Increase in Charge	
				£	£	£	£	£	%	
Chatburn Road, Clitheroe	Plot:	ESTAT/8830n	VAT Inclusive	01-Apr-22	142.00	146.30	980.00	160.00	1,070.00	9.36%
	A, B, C, D, E, F, G, H									
Fort Street, Read	Plot Numbers:	ESTAT/8830n	VAT Inclusive	01-Apr-22	142.00	146.30	3,170.00	160.00	3,470.00	9.36%
	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-22	142.00	146.30	1,830.00	160.00	2,000.00	9.36%
	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-22	142.00	146.30	610.00	160.00	670.00	9.36%
	1, 2, 3, 4, 5, 6									
Brights Close, Newton	Plot Numbers: N/A	ESTAT/8830n	VAT Inclusive	01-Apr-22	213.50	220.00	180.00	240.00	200.00	9.09%
Queensway, Waddington	Plot Numbers:	ESTAT/8835n	VAT Inclusive	01-Apr-22	481.80	496.30	9,930.00	545.00	10,900.00	9.81%
	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 2023

COUNCIL TAX AND NATIONAL NON-DOMESTIC RATES - CLTAX	Ledger Code	VAT	Date of last change	Charge from 1st April 2021	Current charge 2022/23	Budgeted Income Net of VAT for 2022/23	Proposed Charges for 2023/24	Indication of Potential Income Net of VAT for 2023/24	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	63.00	85,880.00	5.00%
Issue of Summons (Agreed with Magistrates' Court)	NNDRC/8714z	Non Vatable	01-Apr-11	60.00	60.00	4,000.00	63.00	4,200.00	5.00%

Photocopying - Corporate Charges	Detail Code	VAT	Date of last change	Charge from 1st April 2021	Current charge 2022/23	Budgeted Income Net of VAT for 2022/23	Proposed Charges for 2023/24	Indication of Potential Income Net of VAT for 2023/24	Percentage Increase in Charge	
				£	£	£	£	£	%	
Photocopying (Black and White)	- A4 First Page	8227n	VAT Inclusive	01-Apr-19	0.50	0.50	710.00	0.55	780.00	10.00%
	- A4 Continuation Sheet	8227n	VAT Inclusive	01-Apr-19	0.50	0.50		0.55		10.00%
	- A1 Plan	8227n	VAT Inclusive	01-Apr-22	9.00	9.30		10.20		9.68%
	- A0 Plan	8227n	VAT Inclusive	01-Apr-22	9.10	9.40		10.30		9.57%
	- A3 Copies	8227n	VAT Inclusive	01-Apr-19	1.00	1.00		1.10		10.00%
	- A2 Copies	8227n	VAT Inclusive	01-Apr-21	8.90	9.20		10.10		9.78%
Charges where the printed materials require redacting of information in advance - cost recovery basis										

Total budgeted Income from fees and charges set by this committee

196,200.00

211,740.00

Overall extra income generated compared to base budget

15,540.00

7.92%