

DECISION
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**RIBBLE VALLEY BOROUGH COUNCIL  
REPORT TO POLICY AND FINANCE COMMITTEE**

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meeting date: 7 NOVEMBER 2023  
title: REVIEW OF FEES AND CHARGES  
submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE  
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 the 1 April 2024.

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 2024/25 financial year.

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 1 April 2024 and would operate for the duration of the 2024/25 financial year.

3 POLICY AND FINANCE COMMITTEE SEPTEMBER 2023

3.1 In September 2023, this committee agreed the overall three-year Budget Forecast. The forecast includes an assumption that fees and charges for the 2024/25 financial year will be increased overall by 4%.

3.2 All committees have therefore been asked to review their fees and charges to achieve this average overall target increase in income.

3.3 For this committee, a minimum 4% increase in fees and charges would generate additional income of £7,860 when compared to the current year base budget.

4 REVIEW OF FEES AND CHARGES FOR 2024/25

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 4% increase on the current 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 4% increase.

4.3 Following discussions a proposed set of fees and charges for implementation from 1 April 2024 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 2023/24;
  - the current year base budgeted income estimated to be raised by each charge (Net of VAT);
  - the **proposed** charges for implementation from 1 April 2024;
  - an indication of the potential income that may be achieved in 2024/25 compared to the current base budget, should the proposals be agreed (Net of VAT);
  - the resulting percentage increase in the charge from 2023/24 to 2024/25;
  - 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 shown throughout Annex 1 is provided for guidance purposes only and is based on the 2023/24 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.
- 4.6 If Committee agree the fees and charges as show in Annex 1, the overall increase based on current budgeted demand levels is expected to be 4.87%.

## 5 PROPOSED NEW FEES AND CHARGES

- 5.1 Following a review by the legal services section of the council's current legal services fee structure it is proposed to charge a fee from 1 April 2024 for the estimated administrative cost of undertaking the following legal work:

Proposed charge	Fee £
Deed of covenant/affordable housing	123.00
Mortgage redemption fee	61.50
Lease renewal fee	123.00
Rent review	123.00
Licence change of use	61.50
Mortgage questionnaire	30.75
Freehold reversion	61.50
Letter of consent	30.75

## 6 PROPOSED INCREASE TO S106 AGREEMENT FEES

- 6.1 The council has subscribed to online Building Control Information Services at a cost of £1,664 for the current year. This annual subscription allows for access to indices that are required to calculate S106 obligations. It is proposed to recover the cost of the subscription from developers through the S106 agreement charge, hence the larger increase seen against this charge:

S106 Agreement	Current Fee £	Proposed Fee £	Increase %
Standard	550.00	727.00	32.18%
Complex	1,030.00	1,360.00	32.04%

## 7 RISK ASSESSMENT

7.1 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.

## 8 CONCLUSION

8.1 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.

8.2 The council's three-year budget forecast that was approved by this committee in September 2023 assumes that fees and charges are increased next year by 4%.

8.3 If you agree with the increases in charges as set out in the annexes to the report, then this committee will meet the 4% target for the financial year 2024/25.

## 9 RECOMMENDATION THAT COMMITTEE

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

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES  
AND DEPUTY CHIEF EXECUTIVE

PD74-23/VT/AC  
26 OCTOBER 2023

For further information please ask for Valerie Taylor extension 4433

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2024

LOCAL LAND CHARGES - LANDC	Ledger Code	VAT	Date of last change	Charge from 1st April 2022	Current charge 2023/24	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
<b>Search Certificate</b>	LANDC/8408z	Non Vatable	01-Apr-23	22.50	25.00	11,230	26.00	11,680	4.00%

<b>Part I Enquiries</b>	LANDC/8408n	VAT Inclusive	01-Apr-23	141.70	156.00	46,740	162.20	48,600	3.97%
<b>Part II Enquiries</b>	LANDC/8408n	VAT Inclusive	01-Apr-23	29.40	32.50	10,110	33.80	10,510	4.00%
<b>Part II (Question 22)</b>	LANDC/8408n	VAT Inclusive	01-Apr-23	32.50	36.00	3,330	37.40	3,460	3.89%
<b>Express Service</b>	LANDC/8408n	VAT Inclusive	01-Apr-23	221.00	243.50	-	253.20	-	3.98%
<b>Additional Questions</b>	LANDC/8408n	VAT Inclusive	01-Apr-23	14.50	16.00	40	16.60	40	3.75%

LEGAL SERVICES - CEXEC		Ledger Code	VAT	Date of last change	Charge from 1st April 2022	Current charge 2023/24	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
					£	£	£	£	£	%
<b>Section 106 Agreement Review and Completion</b>	Standard	CEXEC/8402z	Non Vatable	01-Apr-23	499.50	550.00	1,820	727.00	2,410	32.18%
	Complex	CEXEC/8402z	Non Vatable	01-Apr-23	935.10	1,030.00	4,310	1,360.00	5,690	32.04%
<b>S106 Variation to Agreement</b>	Standard	CEXEC/8402z	Non Vatable	01-Apr-23	154.50	170.00	0	177.00	-	4.12%
	Complex	CEXEC/8402z	Non Vatable	01-Apr-23	309.00	340.00	380	354.00	400	4.12%
<b>Notice of Assignment</b>	- Notice of Assignment	CEXEC/8402z	Non Vatable	01-Apr-23	18.60	20.50	300	21.30	310	3.90%

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2024

LEGAL SERVICES - CEXEC	Ledger Code	VAT	Date of last change	Charge from 1st April 2022	Current charge 2023/24	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25	Indication of Potential Income Net of VAT for 2024/25	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 lease, road closure order)	Vatable	CEXEC/8703n	VAT Inclusive	01-Apr-23	50.00	55.00	300	57.20	310	4.00%
	Non-Vatable	CEXEC/8703z CEXEC/8703l	Non Vatable	01-Apr-23	41.67	45.83	790	47.67	820	4.01%
<b>Proof of life</b>	- Proof of life	CEXEC/8703n	VAT Inclusive	01-Apr-23	10.00	11.00	160	11.40	170	3.64%
<b>Legal services - Land and Property Transactions (complex)</b>	Sale of small site - up to 10hrs work *	CEXEC/8975l	Non Vatable	01-Apr-23	350.00	386.00	-	402.00	-	4.15%
	Sale of other land - up to 20hrs work *			01-Apr-23	550.00	606.00	-	630.00	-	3.96%
	Licence to occupy - up to 10hrs work *			01-Apr-23	350.00	386.00	5,880	402.00	6,120	4.15%
	Short-term lease - up to 10hrs work *			01-Apr-23	350.00	386.00	-	402.00	-	4.15%
	Long-term lease - up to 20hrs work *			01-Apr-23	550.00	606.00	-	630.00	-	3.96%
	Licence to assign			01-Apr-23	350.00	386.00	-	402.00	-	4.15%
	Licence for alterations			01-Apr-23	350.00	386.00	-	402.00	-	4.15%

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

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2024

LEGAL SERVICES - CEXEC		Ledger Code	VAT	Date of last change	Charge from 1st April 2022	Current charge 2023/24	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge		
					£	£	£	£	£	%		
Legal services - Land and Property Transactions (complex)	Licence to underlet	CEXEC/89751	Non Vatable	01-Apr-23	350.00	386.00	-	402.00	-	4.15%		
	Surrenders			01-Apr-23	350.00	386.00	-	402.00	-	4.15%		
	Registration of assignment or underlease			01-Apr-23	40.00	44.00	670	46.00	700	4.55%		
	Grant of easement etc			01-Apr-23	350.00	386.00	-	402.00	-	4.15%		
	Deed of Variation to lease of licence			01-Apr-23	350.00	386.00	-	402.00	-	4.15%		
	Deed of Covenant/affordable housing							New fee		123.00	-	-
	Mortgage redemption fee							New fee		61.50	-	-
	Lease renewal fee							New fee		123.00	-	-
	Rent review							New fee		123.00	-	-
	Licence change of use							New fee		61.50	-	-
	Mortgage questionnaire							New fee		30.75	-	-
	Freehold reversion							New fee		61.50	-	-
	Letter of consent							New fee		30.75	-	-

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2024

CIVIC SUITE - CIVST All organisations to be charged without exception		Ledger Code	VAT	Date of last change	Charge from 1st April 2022	Current charge 2023/24	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25	Indication of Potential Income Net of VAT for 2024/25	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-23	82.40	91.00	4,660	95.00	4,850	4.40%
	- All Day (09.00 – 18.00)	CIVST/8520I	Non Vatable	01-Apr-23	134.00	148.00		154.00		4.05%
<b>COUNCIL CHAMBER</b>	- Session (09.00 – 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01-Apr-23	175.20	193.00		200.00		3.63%
	- All Day (09.00 – 18.00)	CIVST/8520I	Non Vatable	01-Apr-23	296.80	327.00		340.00		3.98%
<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-23	45.40	50.00		52.00		4.00%
	- All Day (09.00 – 18.00)	CIVST/8520I	Non Vatable	01-Apr-23	78.40	87.00		90.50		4.02%
<b>OPTIONAL CHARGE IN ADDITION TO HIRE CHARGE – PRS MUSIC LICENCE – TO BE CHARGED ON A COST RECOVERY BASIS</b>										
<b>ALL AREAS – 50% DISCOUNT FOR CHARITY OR RECOGNISED COMMUNITY GROUP</b>										

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2024

GARAGE - RENTS		Ledger Code	VAT	Date of last change	Charge from 1st April 2022	Current charge 2023/24	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
					£	£	£	£	£	%
Chatburn Road, Clitheroe	Plot:	ESTAT/8830n	VAT Inclusive	01-Apr-23	146.30	160.00	1,090	167.00	1,140	4.38%
	A, B, C, D, E, F, G, H									
Fort Street, Read	Plot Numbers:	ESTAT/8830n	VAT Inclusive	01-Apr-23	146.30	160.00	3,530	167.00	3,680	4.38%
	1, 1A, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 20A, 21, 22, 23, 24, 25									
Mersey Street, Longridge	Plot Numbers:	ESTAT/8830n	VAT Inclusive	01-Apr-23	146.30	160.00	1,900	167.00	1,980	4.38%
	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-23	146.30	160.00	550	167.00	570	4.38%
	1, 2, 3, 4, 5, 6									
Brights Close, Newton	Plot Numbers: N/A	ESTAT/8830n	VAT Inclusive	01-Apr-23	220.00	240.00	200	250.00	210	4.17%
Queensway, Waddington	Plot Numbers:	ESTAT/8835n	VAT Inclusive	01-Apr-23	496.30	545.00	10,900	567.00	11,340	4.04%
	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 2024

COUNCIL TAX AND NATIONAL NON DOMESTIC RATES - CLTAX	Ledger Code	VAT	Date of last change	Charge from 1st April 2022	Current charge 2023/24	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge
				£	£	£	£	£	%
Issue of Summons (Agreed with Magistrates' Court)	CLTAX/8714z	Non Vatable	01-Apr-23	60.00	63.00	84,650	65.50	88,010	3.97%
Issue of Summons (Agreed with Magistrates' Court)	NNDRC/8714z	Non Vatable	01-Apr-23	60.00	63.00	2,140	65.50	2,220	3.97%

Photocopying - Corporate Charges	Ledger Code	VAT	Date of last change	Charge from 1st April 2022	Current charge 2023/24	Budgeted Income Net of VAT for 2023/24	Proposed Charges for 2024/25	Indication of Potential Income Net of VAT for 2024/25	Percentage Increase in Charge	
				£	£	£	£	£	%	
Photocopying (Black and White)	- A4 Copies	8227n	VAT Inclusive	01-Apr-23	0.50	0.55	770	0.55	800	0.00%
	- A1 Plan	8227n	VAT Inclusive	01-Apr-23	9.30	10.20		10.60		3.92%
	- A0 Plan	8227n	VAT Inclusive	01-Apr-23	9.40	10.30		10.70		3.88%
	- A3 Copies	8227n	VAT Inclusive	01-Apr-23	1.00	1.10		1.15		4.55%
	- A2 Copies	8227n	VAT Inclusive	01-Apr-23	9.20	10.10		10.50		3.96%
<b>Charges where the printed materials require redacting in advance - cost recovery basis</b>										

Total budgeted Income from fees and charges set by this committee

196,450

206,020

Overall extra income generated compared to base budget

9,570

4.87%