

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

DECISION

meeting date: 19 JANUARY 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 2021.

**2 BACKGROUND**

- 2.1 The Council's fees and charges are reviewed on an annual basis as part of the budget setting process.
- 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 the 1 April 2021 and would operate for the duration of the 2021/22 financial year.
- 2.3 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 2021/22 by this amount when compared with this year's original budget estimate.
- 2.4 After applying this percentage increase, proposed charges have generally been rounded up or down to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.

**3 FEES AND CHARGES BUDGET PREPARATION**

- 3.1 There are extremely high levels of uncertainty around income levels from the council's fees and charges in light of Covid-19 and the impact this is having on use of the council's services and facilities. In the current financial year the government is partly compensating the council for lost income at 75% of lost sales, fees and charges income – after first adjusting for 5% of total budgeted income. It is on the continuation of this, or alternatively the recovery of income levels, that the fees and charges have been set.
- 3.2 A budget working group meeting was held on 28 September which amongst other things considered the setting of next year's budget. At the meeting of Policy and Finance Committee on 17 November 2020, it was agreed that the approach as discussed at Budget Working Group should be taken.
- 3.3 In respect of the council's income budgets for 2021/22 budgets should therefore be prepared on the base budget plus inflation of 2%. Service committees are therefore requested to review their fees and charges in order to achieve this targeted increase to income.
- 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 £183,760 and a 2% increase would therefore generate £3,675.

## 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 2021 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2020/21
- the current year base budgeted income estimated to be raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2021
- an indication of the potential income that may be achieved in 2021/22, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2020/21 to 2021/22
- 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 £2,300 an overall increase of 1.25%. Due to restrictions on the setting of charges for summonses it is proposed to freeze this charge for 2021/ 22. 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 £1,375.

## 5 PROPOSED NEW CHARGES

5.1 With regards to legal fees for section 106 agreements, new fees have been proposed for variations to agreements, in order to provide clarity on those fees when variations are agreed. It is proposed to charge a fee of £150 for variations to S106 agreements of 20 houses or less, and £300 for variations to agreements of more than 20 houses.

5.2 A new, one-off £50 administration fee has also been proposed for new garage licences to cover the extensive administration involved in preparing the licence agreement, carrying out inspections of the garage and other necessary administration involved.

## 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 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.

## 8 RECOMMENDATION THAT COMMITTEE

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

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF6-21/VT/AC  
JANUARY 2021

For further information please ask for Valerie Taylor extension 4433

LOCAL LAND CHARGES - LANDC	Ledger Code	VAT	Date of last change	Charge from 1st April 2019	Current charge 2020/21	Budgeted Income Net of VAT for 2020/21	Proposed Charges for 2021/22	Indication of Potential Income Net of VAT for 2021/22	Percentage Increase in Charge
				£	£	£	£	£	%
<b>Search Certificate</b>	LANDC/8408z	Non Vatable	01-Apr-20	20.80	21.30	12,030.00	21.80	12,310.00	2.35%

<b>Part I Enquiries</b>	LANDC/8408n	VAT Inclusive	01-Apr-20	131.80	134.50	46,861.00	137.50	47,910.00	2.23%
<b>Part II Enquiries</b>	LANDC/8408n	VAT Inclusive	01-Apr-20	27.00	27.60	9,805.00	28.50	10,120.00	3.26%
<b>Part II (Question 22)</b>	LANDC/8408n	VAT Inclusive	01-Apr-20	29.90	30.50	3,200.00	31.50	3,300.00	3.28%
<b>Express Service</b>	LANDC/8408n	VAT Inclusive	01-Apr-20	206.00	210.20	1,215.00	214.50	1,240.00	2.05%
<b>Additional Questions</b>	LANDC/8408n	VAT Inclusive	01-Apr-20	13.00	13.30	129.00	14.00	140.00	5.26%

LEGAL SERVICES - CEXEC	Ledger Code	VAT	Date of last change	Charge from 1st April 2019	Current charge 2020/21	Budgeted Income Net of VAT for 2020/21	Proposed Charges for 2021/22	Indication of Potential Income Net of VAT for 2021/22	Percentage Increase in Charge	
				£	£	£	£	£	%	
<b>Section 106 Agreement Review and Completion</b>	- 20 houses or less	CEXEC/8402z	Non Vatable	01-Apr-20	396.80	405.00	1,690.00	414.00	1,730.00	2.22%
	- more than 20 houses	CEXEC/8402z	Non Vatable	01-Apr-20	744.60	760.00	3,980.00	775.00	4,060.00	1.97%

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2021

LEGAL SERVICES - CEXEC		Ledger Code	VAT	Date of last change	Charge from 1st April 2019	Current charge 2020/21	Budgeted Income Net of VAT for 2020/21	Proposed Charges for 2021/22	Indication of Potential Income Net of VAT for 2021/22	Percentage Increase in Charge
					£	£	£	£	£	%
S106 Variation to Agreement	- 20 houses or less	CEXEC/8402z	Non Vatable	new charge			0.00	150.00	new charge	
	- more than 20 houses	CEXEC/8402z	Non Vatable	new charge			0.00	300.00	new charge	
Notice of Assignment	- Notice of Assignment	CEXEC/8402z	Non Vatable	01-Apr-20	17.00	17.40	310.00	18.00	320.00	3.45%

CIVIC SUITE - CIVST		Ledger Code	VAT	Date of last change	Charge from 1st April 2019	Current charge 2020/21	Budgeted Income Net of VAT for 2020/21	Proposed Charges for 2021/22	Indication of Potential Income Net of VAT for 2021/22	Percentage Increase in Charge
					£	£	£	£	£	%
All organisations to be charged without exception										
Tea and coffee included if required - food charged extra at cost										
<b>COMMITTEE ROOMS 1 AND 2</b>										
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-20	35.70	36.50	76.00	40.00	80.00	9.59%
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-20	61.20	62.50	1,077.00	65.00	1,120.00	4.00%
<b>COUNCIL CHAMBER</b>										

<b>CIVIC SUITE - CIVST</b>		Ledger Code	VAT	Date of last change	Charge from 1st April 2019	Current charge 2020/21	Budgeted Income Net of VAT for 2020/21	Proposed Charges for 2021/22	Indication of Potential Income Net of VAT for 2021/22	Percentage Increase in Charge
All organisations to be charged without exception					£	£	£	£	£	£
Charity or Recognised Community or Public Organisation	- Session (09.00 - 13.00 or 13.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-20	81.60	83.30	288.00	85.00	290.00	2.04%
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-20	137.50	140.50	859.00	144.00	880.00	2.49%
<b>FOYER AREA ONLY</b>										
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-20	20.40	20.90	0.00	22.00	-	5.26%
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-20	35.70	36.50	0.00	38.00	-	4.11%
<b>OPTIONAL CHARGE IN ADDITION TO HIRE CHARGE - PRS MUSIC LICENCE UP TO 100 PERSONS</b>				01-Apr-20	12.70	13.00	0.00	13.30	-	2.31%
<b>ALL AREAS - COMMERCIAL ORGANISATIONS - 100% SURCHARGE</b>										

<b>GARAGE - RENTS</b>		Ledger Code	VAT	Date of last change	Charge from 1st April 2019	Current charge 2020/21	Budgeted Income Net of VAT for 2020/21	Proposed Charges for 2021/22	Indication of Potential Income Net of VAT for 2021/22	Percentage Increase in Charge
					£	£	£	£	£	£
Chatburn Road, Clitheroe	Plot:	ESTAT/8830n	VAT Inclusive	01-Apr-20	136.40	139.20	930.00	142.00	950.00	2.01%
	A, B, C, D, E, F, G, H									

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2021

GARAGE - RENTS		Ledger Code	VAT	Date of last change	Charge from 1st April 2019 £	Current charge 2020/21 £	Budgeted Income Net of VAT for 2020/21 £	Proposed Charges for 2021/22 £	Indication of Potential Income Net of VAT for 2021/22 £	Percentage Increase in Charge %
<b>Fort Street, Read</b>	Plot Numbers:	ESTAT/8830n	VAT Inclusive	01-Apr-20	136.40	139.20	3,000.00	142.00	3,060.00	2.01%
	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									
<b>Mersey Street, Longridge</b>	Plot Numbers:	ESTAT/8830n	VAT Inclusive	01-Apr-20	136.40	139.20	1,630.00	142.00	1,660.00	2.01%
	1, 2, 3, 4, 5, 6, 7, 8, 8A, 9, 10, 11, 12, 13									
<b>Victoria Street, Longridge</b>	Plot Numbers:	ESTAT/8830n	VAT Inclusive	01-Apr-20	136.40	139.20	700.00	142.00	710.00	2.01%
	1, 2, 3, 4, 5, 6									
<b>Brights Close, Newton</b>	Plot Numbers: N/A	ESTAT/8830n	VAT Inclusive	01-Apr-20	205.10	209.30	180.00	213.50	180.00	2.01%
<b>Queensway, Waddington</b>	Plot Numbers:	ESTAT/8835n	VAT Inclusive	01-Apr-20	463.00	472.30	9,450.00	481.80	9,640.00	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									
Admin fee for new rental agreement		ESTAT/8703n	VAT Inclusive	new charge			0	50.00	new charge	

COUNCIL TAX AND NATIONAL NON DOMESTIC RATES - CLTAX	Ledger Code	VAT	Date of last change	Charge from 1st April 2019	Current charge 2020/21	Budgeted Income Net of VAT for 2020/21	Proposed Charges for 2021/22	Indication of Potential Income Net of VAT for 2021/22	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 2019	Current charge 2020/21	Budgeted Income Net of VAT for 2020/21	Proposed Charges for 2021/22	Indication of Potential Income Net of VAT for 2021/22	Percentage Increase in Charge	
				£	£	£	£	£	%	
Photocopying (Black and White)	- A4 First Page	8227n	VAT Inclusive	01-Apr-19	0.50	0.50	680.00	0.50	690.00	0.00%
	- A4 Continuation Sheet	8227n			0.50	0.50		0.50		0.00%
	- A1 Plan	8227n			8.80	8.80		9.00		2.27%
	- A0 Plan	8227n			8.90	8.90		9.10		2.25%
	- A3 Copies	8227n			1.00	1.00		1.00		0.00%
	- A2 Copies	8227n			8.70	8.70		8.90		2.30%

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

**183,760.00**

**186,060.00**

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

**2,300.00**

**1.25%**