

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: 12 NOVEMBER 2024
title: REVIEW OF FEES AND CHARGES 2025/26
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 2025.
- 1.2 These proposals are the first stage in the review of this Committee's budget for the forthcoming 2025/26 financial year.

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 1 April 2025 and would operate for the duration of the 2025/26 financial year.
- 2.3 The Council's latest budget forecast allows for a 2.5% inflationary increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2025/26 by this amount as a minimum.

3 POLICY AND FINANCE COMMITTEE SEPTEMBER 2024

- 3.1 In September 2024, budget working group and this Committee considered the overall three-year Budget Forecast. This forecast is based on many assumptions including inflation levels. It assumes that fees and charges are increased overall by 2.5% in 2025/26.
- 3.2 The current budgeted income to be received from fees and charges which are set by this Committee and are considered for a percentage increase each year is £202,980. A 2.5% increase on this total would therefore increase budgeted income to £208,050.

4 REVIEW OF FEES AND CHARGES FOR 2025/26

- 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 undertaken:
 - Heads of Service were provided with an indication of the fees and charges factoring in the 2.5% increase on the current base budget.
 - Discussions were then held between the Heads of Service 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 2.5% increase.

4.3 Following these discussions a proposed set of fees and charges for implementation from 1 April 2025 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 2024/25;
- the current year base budgeted income estimated to be raised by each charge (Net of VAT);
- the **proposed** charges for implementation from 1 April 2025;
- an indication of the potential income that may be achieved in 2025/26 compared to the current base budget, should the proposals be agreed (Net of VAT);
- the resulting percentage increase in the charge from 2024/25 to 2025/26;
- 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 2024/25 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 3.65%, increasing budgeted income by £7,410 to £210,390.

5 PROPOSED INCREASES ABOVE 2.5%

Land Charges

5.1 This council is responsible for maintaining the Borough's Local Land Charges Registry and charges a fee to customers who request searches of the registry. If the search also requests information that is recorded at County Council level then this Council incurs fees when requesting the required information from LCC. It is proposed to incorporate recent increases to the fees levied by LCC into RVBC's charges from April 2025 to ensure that these additional costs are recovered.

Fee	Current Fee £	Proposed Fee £	Increase %
Part I Enquiries	162.20	169.00	4.19%
Part II (Q22)	37.40	42.40	13.37%
Express Service	253.20	262.20	3.55%

Queensway Garages

5.2 A valuation has been obtained to review the annual rent charged for Queensway Garages at Waddington. The valuer has provided a current market rental figure of £520 plus VAT. It is therefore proposed to increase the annual rent charged for the garages to the current market rate plus 2.5% from April 2025. This is expected to generate income of £1,180 above standard inflation for the 2025/26 financial year.

Fee	Current Fee £	Proposed Fee £	Increase %
Queensway Garages	567.00	640.00	12.87%

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 Service committees are asked to review their fees and charges in order to achieve an overall increase in budgeted income of 2.5%, as assumed in the Council's Budget Forecast.

7.2 The proposed list of fees and charges for this Committee's services for implementation from 1 April 2025 is attached at Annex 1. The proposed fees and charges are based on a review undertaken by Financial Services, Heads of Service and budget holders.

7.3 If Committee agree with the increases in charges as set out in the annex to the report, then this committee will meet the 2.5% target for the financial year 2025/26.

8 RECOMMENDATION THAT COMMITTEE

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

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

PF59-24/VT/AC
31 October 2024

For further information please ask for Valerie Taylor extension 4433

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2025

LOCAL LAND CHARGES - LANDC		Ledger Code	VAT	Date of last change	Charge from 1st April 2023	Current Charge 2024/25	Budgeted Income Net of VAT for 2024/25	Proposed Charges for 2025/26	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
					£	£	£	£	£	%
Search Certificate		LANDC/8408z	Non Vatable	01-Apr-24	25.00	26.00	11,680	26.70	11,994	2.69%
Part I Enquiries		LANDC/8408n	VAT Inclusive	01-Apr-24	156.00	162.20	45,957	169.00	47,884	4.19%
Part II Enquiries		LANDC/8408n	VAT Inclusive	01-Apr-24	32.50	33.80	11,973	34.60	12,256	2.37%
Part II (Question 22)		LANDC/8408n	VAT Inclusive	01-Apr-24	36.00	37.40	3,686	42.40	4,179	13.37%
Express Service		LANDC/8408n	VAT Inclusive	01-Apr-24	243.50	253.20	426	262.20	441	3.55%
Additional Questions		LANDC/8408n	VAT Inclusive	01-Apr-24	16.00	16.60	588	17.00	602	2.41%
LEGAL SERVICES - CEXEC		Ledger Code	VAT	Date of last change	Charge from 1st April 2023	Current Charge 2024/25	Budgeted Income Net of VAT for 2024/25	Proposed Charges for 2025/26	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
					£	£	£	£	£	%
Section 106 Agreement Review and Completion	Standard	CEXEC/8402z	Non Vatable	01-Apr-24	550.00	727.00	1,720	745.00	1,763	2.48%
	Complex	CEXEC/8402z	Non Vatable	01-Apr-24	1,030.00	1,360.00	4,060	1,394.00	4,162	2.50%
S106 Variation to Agreement/Revocation/Discharge*	Standard	CEXEC/8402z	Non Vatable	01-Apr-24	170.00	177.00	0	181.00	0	2.26%
	Complex	CEXEC/8402z	Non Vatable	01-Apr-24	340.00	354.00	400	363.00	410	2.54%
Notice of Assignment	- Notice of Assignment	CEXEC/8402z	Non Vatable	01-Apr-24	20.50	21.30	310	22.00	320	3.29%

*Description expanded to include Revocation/Discharge from 2025/26

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2025

LEGAL SERVICES - CEXEC	Ledger Code	VAT	Date of last change	Charge from 1st April 2023	Current Charge 2024/25	Budgeted Income Net of VAT for 2024/25	Proposed Charges for 2025/26	Indication of Potential Income Net of VAT for 2025/26	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	01-Apr-24	55.00	57.20	189	59.00	195	3.15%
	Non-Vatable	CEXEC/8703z CEXEC/8703l CEXEC/8703u	Non Vatable	01-Apr-24	45.83	47.67	820	49.17	846	3.15%
Proof of life	- Proof of life	CEXEC/8703n	VAT Inclusive	01-Apr-24	11.00	11.40	291	12.00	306	5.26%
Legal services - Land and Property Transactions (complex)	Sale of small site - up to 10hrs work *	CEXEC/8975l	Non Vatable	01-Apr-24	386.00	402.00	816	412.00	836	2.49%
	Sale of other land - up to 20hrs work *	CEXEC/8975l	Non Vatable	01-Apr-24	606.00	630.00	0	646.00	0	2.54%
	Licence to occupy - up to 10hrs work *	CEXEC/8975l	Non Vatable	01-Apr-24	386.00	402.00	1,632	412.00	1,673	2.49%
	Short-term lease - up to 10hrs work *	CEXEC/8975l	Non Vatable	01-Apr-24	386.00	402.00	816	412.00	836	2.49%
	Long-term business lease - up to 20hrs work *	CEXEC/8975l	Non Vatable	01-Apr-24	606.00	630.00	640	646.00	656	2.54%
	Licence to assign	CEXEC/8975l	Non Vatable	01-Apr-24	386.00	402.00	0	412.00	0	2.49%
	Licence for alterations	CEXEC/8975l	Non Vatable	01-Apr-24	386.00	402.00	0	412.00	0	2.49%

*Thereafter charge to be based on hourly rate

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2025

LEGAL SERVICES - CEXEC	Ledger Code	VAT	Date of last change	Charge from 1st April 2023	Current Charge 2024/25	Budgeted Income Net of VAT for 2024/25	Proposed Charges for 2025/26	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge	
				£	£	£	£	£	%	
Legal services - Land and Property Transactions (complex)	Licence to underlet	CEEXEC/8975I	Non Vatable	01-Apr-24	386.00	402.00	0	412.00	0	2.49%
	Surrenders	CEEXEC/8975I	Non Vatable	01-Apr-24	386.00	402.00	0	412.00	0	2.49%
	Registration of assignment or underlease	CEEXEC/8975I	Non Vatable	01-Apr-24	44.00	46.00	0	47.00	0	2.17%
	Grant of easement etc	CEEXEC/8975I	Non Vatable	01-Apr-24	386.00	402.00	0	412.00	0	2.49%
	Deed of Variation to lease of licence	CEEXEC/8975I	Non Vatable	01-Apr-24	386.00	402.00	408	412.00	418	2.49%
	Deed of Covenant/affordable housing	CEEXEC/8975I	Non Vatable	01-Apr-24	New Charge	123.00	624	126.00	639	2.44%
	Mortgage redemption fee	CEEXEC/8975I	Non Vatable	01-Apr-24	New Charge	61.50	0	63.00	0	2.44%
	Lease renewal fee	CEEXEC/8975I	Non Vatable	01-Apr-24	New Charge	123.00	624	126.00	639	2.44%
	Rent review	CEEXEC/8975I	Non Vatable	01-Apr-24	New Charge	123.00	749	126.00	767	2.44%
	Licence change of use	CEEXEC/8975I	Non Vatable	01-Apr-24	New Charge	61.50	0	63.00	0	2.44%
	Mortgage questionnaire	CEEXEC/8975I	Non Vatable	01-Apr-24	New Charge	30.75	0	32.00	0	4.07%
	Freehold reversion	CEEXEC/8975I	Non Vatable	01-Apr-24	New Charge	61.50	375	63.00	384	2.44%
	Letter of consent	CEEXEC/8975I	Non Vatable	01-Apr-24	New Charge	30.75	125	32.00	130	4.07%

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2025

CIVIC SUITE - CIVST All organisations to be charged without exception		Ledger Code	VAT	Date of last change	Charge from 1st April 2023	Current Charge 2024/25	Budgeted Income Net of VAT for 2024/25	Proposed Charges for 2025/26	Indicatio n of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
					£	£	£	£	£	%
Tea and coffee included if required - food charged extra at cost							0			
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-24	91.00	95.00	21	97.00	21	2.11%
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-24	148.00	154.00	1,505	158.00	1,544	2.60%
COUNCIL CHAMBER	- Session (09.00 - 13.00 or 13.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-24	193.00	200.00	0	205.00	0	2.50%
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-24	327.00	340.00	3,325	349.00	3,413	2.65%
FOYER AREA ONLY	- Session (09.00 - 13.00, 14.00 - 18.00 or 18.00 - 22.00)	CIVST/8520I	Non Vatable	01-Apr-24	50.00	52.00	0	53.00	0	1.92%
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-24	87.00	90.50	0	93.00	0	2.76%
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 2025

GARAGE - RENTS		Ledger Code	VAT	Date of last change	Charge from 1st April 2023	Current Charge 2024/25	Budgeted Income Net of VAT for 2024/25	Proposed Charges for 2025/26	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
					£	£	£	£	£	%
Chatburn Road, Clitheroe	Plot: A, B, C, D, E, F, G, H	ESTAT/8830n	VAT Inclusive	01-Apr-24	160.00	167.00	1,137	171.00	1,164	2.40%
Fort Street, Read	Plot Numbers: 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	ESTAT/8830n	VAT Inclusive	01-Apr-24	160.00	167.00	3,511	171.00	3,595	2.40%
Mersey Street, Longridge	Plot Numbers: 1, 2, 3, 4, 5, 6, 7, 8, 8A, 9, 10, 11, 12, 13	ESTAT/8830n	VAT Inclusive	01-Apr-24	160.00	167.00	2,273	171.00	2,327	2.40%
Victoria Street, Longridge	Plot Numbers: 1, 2, 3, 4, 5, 6	ESTAT/8830n	VAT Inclusive	01-Apr-24	160.00	167.00	426	171.00	436	2.40%
Brights Close, Newton	Plot Numbers: N/A	ESTAT/8830n	VAT Inclusive	01-Apr-24	240.00	250.00	213	256.00	218	2.40%
Queensway, Waddington	Plot Numbers: 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31	ESTAT/8835n	VAT Inclusive	01-Apr-24	545.00	567.00	11,340	640.00	12,800	12.87%

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2025

COUNCIL TAX AND NATIONAL NON DOMESTIC RATES - CLTAX	Ledger Code	VAT	Date of last change	Charge from 1st April 2023	Current Charge 2024/25	Budgeted Income Net of VAT for 2024/25	Proposed Charges for 2025/26	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
				£	£	£	£	£	%
Issue of Summons (Agreed with Magistrates' Court)	CLTAX/8714z	Non Vatable	01-Apr-24	63.00	65.50	86,940	67.10	89,064	2.44%
Issue of Summons (Agreed with Magistrates' Court)	NNDRC/8714z	Non Vatable	01-Apr-24	63.00	65.50	2,580	67.10	2,643	2.44%

Photocopying - Corporate Charges	Detail Code	VAT	Date of last change	Charge from 1st April 2023	Current Charge 2024/25	Budgeted Income Net of VAT for 2024/25	Proposed Charges for 2025/26	Indication of Potential Income Net of VAT for 2025/26	Percentage Increase in Charge
				£	£	£	£	£	%
Photocopying (Black and White)	- A4 Copies	8227n	VAT Inclusive	01-Apr-23	0.55	0.55	800	0.60	9.09%
	- A1 Plan	8227n	VAT Inclusive	01-Apr-24	10.20	10.60		10.90	2.83%
	- A0 Plan	8227n	VAT Inclusive	01-Apr-24	10.30	10.70		11.00	2.80%
	- A3 Copies	8227n	VAT Inclusive	01-Apr-24	1.10	1.15		1.20	4.35%
	- A2 Copies	8227n	VAT Inclusive	01-Apr-24	10.10	10.50		10.80	2.82%

CHARGES WHERE THE PRINTED MATERIALS REQUIRE REDACTING IN ADVANCE - TO BE CHARGED ON A COST RECOVERY BASIS

Total budgeted Income from fees and charges set by this committee	202,980	210,390
Overall extra income generated compared to base budget		7,410 3.65%