

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 8

meeting date: 22 NOVEMBER 2011  
title: REVIEW OF FEES AND CHARGES  
submitted by: DIRECTOR OF RESOURCES  
principal author: LAWSON ODDIE

### 1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2012.
- 1.2 These proposals are the first stage in the review of this committee's budget for the forthcoming 2012/13 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 the 1 April 2012 and would operate for the duration of the 2012/13 financial year.
- 2.3 The council's latest budget forecast allows for a 2.5% increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2012/13 by this amount as a minimum. Proposed charges are rounded up to the nearest 5p to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge.
- 2.4 As members will be aware, for 2012/13 the council must identify savings in the region of £600,000. In addressing the savings needed through the service reviews that have recently taken place, some proposals will have an impact on the fees and charges proposals. As the service review proposals are currently under consultation, they have been disregarded for the purposes of the reports that have been sent to service committees.

### 3 REVIEW OF THE FEES AND CHARGES

- 3.1 Each year as part of the budget process a review of our Fees and Charges is undertaken with a view to implementing increases from 1 April. This review is coordinated by financial services, working together with heads of service and budget holders.

- 3.2 Following discussions a proposed set of fees and charges for implementation from 1 April 2012 has been produced for this committee and is shown at Annex 1. This annex provides details of:
- the current charge for 2011/12
  - an estimate of the level of 2011/12 income attributable to each charge
  - the proposed charges for implementation from 1 April 2012
  - an indication of the potential income that may be achieved in 2012, should the proposals be agreed
  - the proposed percentage increase from 2011/12 to 2012/13
- 3.3 The largest proportion of income for this committee from fees and charges is from the issues of summonses. This was last increased from the 1 April 2011, from £50 to £60. It is not proposed to increase this particular charge again next financial year due to the sizeable increase in 2011/12. The last time that the charge was increased for summonses, prior to 1 April 2011, was 1 April 2008.
- 3.4 For the meals on wheels service (WRVS), the proposal is to freeze the price at £1.50. The charge was last increased in April 2005, prior to which the charge was £1.25. As members will be aware from a report submitted in June 2011, the user numbers for the meals on wheels service through the WRVS has been decreasing, as increasingly referrals through Lancashire County Council have been to a company called iCare rather than the WRVS. Lancashire County Council is currently meeting with the WRVS to discuss this lower level of referrals.
- 3.5 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.
- 3.6 Work is still underway on forecasting income budget levels for 2012/13 and such budget proposals will be reported back to this committee in January 2012 for approval.

#### 4 CONCLUSION

- 4.1 Substantial 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.
- 4.2 Whilst the proposal is that the charge for court summonses remains unchanged, it was increased substantially for the current financial year.

#### 5 RECOMMENDATION THAT COMMITTEE

- 5.1 Consider the charges at Annex 1 and approve them for implementation with effect from the 1 April 2012, for the 2012/13 financial year.

HEAD OF FINANCIAL SERVICES

PF72-11/LO/AC  
15 November 2011

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

LOCAL LAND CHARGES - LANDC	Ledger Code	VAT Liability	Current Charge 2011/12 £	Budgeted Income Net of VAT for 2011/12 £	Proposed Charges for 2012/13 £	Indication of Potential Income Net of VAT for 2012/13 £	Percentage Increase in Charge %
Search Certificate	LANDC/8408z	Non Vatable	17.50	12,390	17.95	12,710	2.57%
Part I Enquiries	LANDC/8408z	Non Vatable	93.00	48,990	95.35	50,230	2.53%
Part II Enquiries	LANDC/8408z	Non Vatable	12.50	6,380	12.80	6,530	2.40%
Part II (Question 22)	LANDC/8408z	Non Vatable	21.00	2,990	21.55	3,070	2.62%
Express Service	LANDC/8408z	Non Vatable	145.00	2,550	148.65	2,610	2.52%
Personal (Imposed by Statute)	LANDC/8408z	Non Vatable	22.00	Not applicable	Ceased	Not applicable	Not applicable

COUNCIL TAX AND NATIONAL NON DOMESTIC RATES - CLTAX	Ledger Code	VAT Liability	Current Charge 2011/12 £	Budgeted Income Net of VAT for 2011/12 £	Proposed Charges for 2012/13 £	Indication of Potential Income Net of VAT for 2012/13 £	Percentage Increase in Charge %
Issue of Summons (Agreed with Magistrates' Court)	CLTAX/8714z	Non Vatable	60.00	78,120	60.00	78,120	0.00%

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

MEALS ON WHEELS - Various	Ledger Code	VAT Liability	Current Charge 2011/12 £	Budgeted Income Net of VAT for 2011/12 £	Proposed Charges for 2012/13 £	Indication of Potential Income Net of VAT for 2012/13 £	Percentage Increase in Charge %
Meals on Wheels charge per meal	8203m	Non Vatable	1.50	10,550	1.50	10,550	0.00%

CIVIC SUITE - CIVST All organisations to be charged without exception	Ledger Code	VAT Liability	Current Charge 2011/12 £	Budgeted Income Net of VAT for 2011/12 £	Proposed Charges for 2012/13 £	Indication of Potential Income Net of VAT for 2012/13 £	Percentage Increase in Charge %	
<b>COMMITTEE ROOMS 1 AND 2</b>								
<i>Charity or Recognised Community Organisation</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	30.00	350	31.00	360	3.33%
	- All Day	CIVST/8520I	Non Vatable	42.50	420	44.00	430	3.53%
<i>Commercial Organisations</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	60.00	0	61.50	0	2.50%
	- All Day	CIVST/8520I	Non Vatable	85.00	1,480	87.00	1,510	2.35%
<b>COUNCIL CHAMBER</b>								
<i>Charity or Recognised Community Organisation</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	67.50	1,120	69.00	1,140	2.22%
	- All Day	CIVST/8520I	Non Vatable	100.00	220	102.50	230	2.50%
<i>Commercial Organisations</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	135.00	0	138.50	0	2.59%
	- All Day	CIVST/8520I	Non Vatable	200.00	870	205.00	890	2.50%
<b>FOYER AREA ONLY</b>								
<i>Charity or Recognised Community Organisation</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	17.50	0	18.00	0	2.86%
	- All Day	CIVST/8520I	Non Vatable	25.00	0	26.00	0	4.00%
<i>Commercial Organisations</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	35.00	0	36.00	0	2.86%
	- All Day	CIVST/8520I	Non Vatable	50.00	0	51.50	0	3.00%

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

Photocopying - Corporate Charges		Ledger Code	VAT Liability	Current Charge 2011/12 £	Budgeted Income Net of VAT for 2011/12 £	Proposed Charges for 2012/13 £	Indication of Potential Income Net of VAT for 2012/13 £	Percentage Increase in Charge %
Photocopying	- A4 First Page	8227n	VAT Inclusive	0.20	300	0.20	300	0.00%
	- A4 Continuation Sheet	8227n	VAT Inclusive	0.20		0.20		0.00%
	- A1/A0 Plan	8227n	VAT Inclusive	10.60		10.50		-0.94%
	- A3 Copies	8227n	VAT Inclusive	2.00		2.00		0.00%