

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 6

meeting date: 20 NOVEMBER 2012
title: REVIEW OF FEES AND CHARGES
submitted by: DIRECTOR OF RESOURCES
principal author: TRUDY HOLDERNESS

1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2013.
- 1.2 These proposals are the first stage in the review of this committee's budget for the forthcoming 2013/14 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 2013 and would operate for the duration of the 2013/14 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 2013/14 by this amount as a minimum.
- 2.4 After applying this percentage increase, proposed charges have been 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, particularly when the current charge is low.

3 ADVICE OF BUDGET WORKING GROUP

- 3.1 In September 2012, a report was taken to Budget Working Group on the review of the council's fees and charges for 2013/14.
- 3.2 The report asked for a steer on the level of increase that should be sought in the review, whether there were any areas of charging that they thought should not be reviewed this year and conversely whether there were any areas that should be increased at a higher rate.
- 3.3 At their meeting, Budget Working Group agreed with the proposals to increase the council's fees and charges for 2013/14 by 2.5%, allowing for roundings to the nearest 5p which may result in higher increases.

3.4 Budget Working Group gave guidance to service committees that all charges should be reviewed and increased, but with the suggestion that car parking charges, under Community Services Committee, remain at the level charged in 2012/13.

4 REVIEW OF THE FEES AND CHARGES

4.1 The review of the fees and charges is coordinated by financial services, working together with heads of service and budget holders.

4.2 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2013 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2012/13
- an estimate of the level of 2012/13 income raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2013
- an indication of the potential income that may be achieved in 2013/14, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2012/13 to 2013/14
- Date that each charge was last increased (They are all reviewed annually, but may not necessarily be increased)

4.3 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.

4.4 Work is still underway on forecasting income budget levels for 2013/14 and such budget proposals will be reported back to this committee in January 2013 for approval.

5 CONCLUSION

5.1 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.

6 RECOMMENDATION THAT COMMITTEE

6.1 Consider the charges at Annex 1 and approve them for implementation with effect from the 1 April 2013.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF65-12/TH/AC
7 November 2012

BACKGROUND PAPERS: None

For further information please ask for Trudy Holderness, extension 4436.

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2013

LOCAL LAND CHARGES - LANDC	Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
<i>Search Certificate</i>	LANDC/8408z	Non Vatable	01 April 2012	17.95	10,150	18.40	10,400	2.50%
<i>Part I Enquiries</i>	LANDC/8408z	Non Vatable	01 April 2012	95.35	50,500	97.75	51,770	2.52%
<i>Part II Enquiries</i>	LANDC/8408z	Non Vatable	01 April 2012	12.80	5,440	13.15	5,590	2.73%
<i>Part II (Question 22)</i>	LANDC/8408z	Non Vatable	01 April 2012	21.55	3,710	22.10	3,800	2.55%
<i>Express Service</i>	LANDC/8408z	Non Vatable	01 April 2012	148.65	2,000	152.40	2,050	2.52%

COUNCIL TAX AND NATIONAL NON DOMESTIC RATES - CLTAX	Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
Issue of Summons (Agreed with Magistrates' Court)	CLTAX/8714z	Non Vatable	01 April 2011	60.00	78,800	60.00	78,800	0.00%

MEALS ON WHEELS - Various	Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
Meals on Wheels charge per meal	8203m	Non Vatable	01 April 2005	1.50	10,550	1.50	10,550	0.00%

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2013

CIVIC SUITE - CIVST All organisations to be charged without exception		Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
COMMITTEE ROOMS 1 AND 2									
<i>Charity or Recognised Community Organisation</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2012	31.00	170	31.80	170	2.58%
	- All Day	CIVST/8520I	Non Vatable	01 April 2012	44.00	80	45.10	80	2.50%
<i>Commercial Organisations</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2012	61.50	0	63.00	0	2.44%
	- All Day	CIVST/8520I	Non Vatable	01 April 2012	87.00	1,300	89.20	1,330	2.53%
COUNCIL CHAMBER									
<i>Charity or Recognised Community Organisation</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2012	69.00	1,380	70.70	1,410	2.46%
	- All Day	CIVST/8520I	Non Vatable	01 April 2012	102.50	320	105.10	330	2.54%
<i>Commercial Organisations</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2012	138.50	170	142.00	170	2.53%
	- All Day	CIVST/8520I	Non Vatable	01 April 2012	205.00	1,020	210.10	1,050	2.49%
FOYER AREA ONLY									
<i>Charity or Recognised Community Organisation</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2012	18.00	80	18.50	80	2.78%
	- All Day	CIVST/8520I	Non Vatable	01 April 2012	26.00	30	26.70	30	2.69%
<i>Commercial Organisations</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2012	36.00	20	36.90	20	2.50%
	- All Day	CIVST/8520I	Non Vatable	01 April 2012	51.50	0	52.80	0	2.52%

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2013

PHOTOCOPYING - CORPORATE CHARGE		Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
Photocopying	- A4 First Page	8227n	VAT Inclusive	01 April 2012	0.20	0	0.20	0	0.00%
	- A4 Continuation Sheet	8227n	VAT Inclusive	01 April 2012	0.20	0	0.20	0	0.00%
	- A1/A0 Plan	8227n	VAT Inclusive	01 April 2012	10.50	0	10.50	0	0.00%
	- A3 Copies	8227n	VAT Inclusive	01 April 2012	2.00	0	2.00	0	0.00%