

**RIBBLE VALLEY BOROUGH COUNCIL**  
**REPORT TO HEALTH AND HOUSING COMMITTEE**

DECISION

Agenda Item No 5

meeting date: 29 NOVEMBER 2012  
title: REVIEW OF FEES AND CHARGES  
submitted by: DIRECTOR OF RESOURCES  
principal author: NEIL SANDIFORD

**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.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

HH10-12/LO/AC  
13 November 2012

For further information please ask for Lawson Oddie, extension 4541

BACKGROUND PAPERS – None

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

CLITHEROE CEMETERY - CLCEM		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>Exclusive Burial Rights</i>	Grave Plot	CLCEM/8447u	Non Vatable	01 April 2012	345.00	9,530	355.00	9,810	2.90%
	Ashes Plot	CLCEM/8447u	Non Vatable	01 April 2012	85.00	1,840	90.00	1,950	5.88%
	Woodland Burial	CLCEM/8447u	Non Vatable	01 April 2012	345.00	6,210	355.00	6,390	2.90%
<i>Woodland Burials</i>	Tree and Wild Flower Planting	-	-	01 April 2012	No Charge	-	No Charge	No Charge	No Charge
<i>Interments</i>	Stillborn to 1 month	-	-	01 April 2012	No Charge	-	No Charge	No Charge	No Charge
	3 depth	CLCEM/8441u	Non Vatable	01 April 2012	305.00	1,170	315.00	1,210	3.28%
	2 depth	CLCEM/8441u	Non Vatable	01 April 2012	275.00	6,290	285.00	6,520	3.64%
	1 depth ( <i>Includes Woodland Burials</i> )	CLCEM/8441u	Non Vatable	01 April 2012	245.00	7,480	255.00	7,790	4.08%
	Ashes ( <i>Includes Woodland Burials</i> )	CLCEM/8441u	Non Vatable	01 April 2012	85.00	4,160	90.00	4,400	5.88%
	Saturday Surcharge - Funeral	CLCEM/8441u	Non Vatable	01 April 2012	160.00	0	165.00	0	3.13%
	Saturday Surcharge - Ashes Interment	CLCEM/8441u	Non Vatable	01 April 2012	80.00	0	85.00	0	6.25%
	Copy of Extract From Burial Register	CLCEM/8441n	VAT Inclusive	01 April 2012	19.00	0	20.00	0	5.26%
<i>Fees for Memorials</i>	Provision of Foundation	CLCEM/8446n	VAT Inclusive	01 April 2012	82.00	1,400	84.00	1,430	2.44%
	Right to Erect Headstone	CLCEM/8442u	Non Vatable	01 April 2012	110.00	1,700	114.00	1,760	3.64%
	Right to Place Stone Plaque on Ashes Plot	CLCEM/8442u	Non Vatable	01 April 2012	30.00	350	31.00	360	3.33%

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

CLITHEROE CEMETERY - CLCEM					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 %
	Ledger Code	VAT	Date of Last Change						
	Right to Place Vase on Grave	CLCEM/8442u	Non Vatable	01 April 2012	30.00	0	31.00	0	3.33%
Grave Maintenance (OLD SECTION) Scheme I	General Tidy Up	CLCEM/8443u	Non Vatable	01 April 2012	25.00	0	26.00	0	4.00%
Grave Maintenance (OLD SECTION) Scheme II	Spring and Summer Bedding	CLCEM/8443u	Non Vatable	01 April 2012	63.00	80	65.00	80	3.17%
Please Note: Fees are double (for purchase of burial rights and interment) for persons who are non-residents of the Ribble Valley.									

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

CLITHEROE MARKET – CLMKT		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>Cabins</i>	Tuesday, Thursday and Saturday - per week	CLMKT/8824n	VAT Inclusive	01 April 2011	50.50	92,510	50.50	92,510	0.00%
	Use of Cabins (preparation purposes): Non Market Days	CLMKT/8824n	VAT Inclusive	01 April 2011	24.20	1,080	25.00	1,120	3.31%
	Special Sunday Events	CLMKT/8824n	VAT Inclusive	01 April 2011	8.40	0	8.50	0	1.19%
<i>Stalls - Tuesday and Saturday</i>	- 10 ft	CLMKT/8825n	VAT Inclusive	01 April 2012	16.20	9,260	16.60	9,490	2.47%
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2012	8.10	0	8.30	0	2.50%
	- 8 ft	CLMKT/8825n	VAT Inclusive	01 April 2012	13.00	2,390	13.30	2,450	2.31%
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2012	6.50	0	6.65	0	2.31%
<i>Stalls - Sunday Events</i>	Regular Contract Traders	CLMKT/8825n	VAT Inclusive	01 April 2012	8.75	0	9.00	0	2.86%
	None Contract Traders	CLMKT/8825n	VAT Inclusive	01 April 2012	17.50	0	18.00	0	2.86%
<i>Stalls - Thursdays</i>	- 10 ft	CLMKT/8825n	VAT Inclusive	01 April 2012	8.10	140	8.30	140	2.50%
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2012	4.05	0	4.15	0	2.50%
	- 8 ft	CLMKT/8825n	VAT Inclusive	01 April 2012	6.50	560	6.70	580	3.08%
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2012	3.25	0	3.35	0	3.08%
<i>Stalls - Fridays</i>	Flea Market	CLMKT/8826n	VAT Inclusive	01 April 2011	5.00	770	5.25	810	5.00%
<i>Pitches</i>	Tuesday and Saturday - per day	CLMKT/8826n	VAT Inclusive	01 April 2012	13.00	3,590	13.30	3,670	2.31%

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CLITHEROE MARKET – CLMKT		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 %
	Thursday	CLMKT/8826n	VAT Inclusive	01 April 2012	6.50	440	6.65	450	2.31%
	Special Sunday Events	CLMKT/8826n	VAT Inclusive	01 April 2012	17.50	0	18.00	0	2.86%

DOG WARDEN AND PEST CONTROL - DOGWD		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>Pest Control</i>	Commercial - Single Treatment Charge (per hour plus materials - minimum charge 1 hour)	DOGWD/8416n	VAT Inclusive	01 April 2012	41.00	0	42.00	0	2.44%
	Commercial - Annual Contract	DOGWD/8416n	VAT Inclusive	01 April 2012	33.00	9,020	33.80	9,240	2.42%
	Domestic Single Treatment Charge (Rodents)***	DOGWD/8416n	VAT Inclusive	01 April 2012	20.00	1,930	20.50	1,980	2.50%
	Domestic - Out of Hours (Rodents)	DOGWD/8416n	VAT Inclusive	01 April 2012	40.00	0	41.00	0	2.50%
	Domestic - Callout Charge (unspecified reason)	DOGWD/8416n	VAT Inclusive	01 April 2012	10.00	0	10.50	0	5.00%
	Domestic - Public Health Pests	-	-	01 April 2012	No Charge	-	No Charge	No Charge	No Charge

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

DOG WARDEN AND PEST CONTROL - DOGWD		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>Non-Public Health Insect Treatment</i>	Per visit during working hours ***	DOGWD/8412n	VAT Inclusive	01 April 2012	40.00	3,520	41.00	3,610	2.50%
	Each additional nest treated on same visit ***	DOGWD/8412n	VAT Inclusive	01 April 2012	15.00	0	15.50	0	3.33%
	Missed Appointments	DOGWD/8412n	VAT Inclusive	01 April 2012	40.00	0	41.00	0	2.50%
	Out of Hours	DOGWD/8412n	VAT Inclusive	01 April 2012	80.00	0	82.00	0	2.50%
*** 50% Concession if householder is eligible for State Pension, Housing or Disability Benefits									

ENVIRONMENT HEALTH - ENVHT		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 %
Licences	Animal Boarding Establishments	ENVHT/8403u	Non Vatable	01 April 2012	77.00	390	79.00	400	2.60%
	Dog Breeding Establishments (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2012	54.00	80	55.50	80	2.78%
	Pet Shops (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2012	77.00	170	79.00	170	2.60%
	Riding Establishments (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2012	77.00	110	79.00	110	2.60%
Licences	Dangerous Wild Animals (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2012	77.00	110	79.00	110	2.60%

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

ENVIRONMENT HEALTH - ENVHT		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 %
	Zoo (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2012	136.00	100	140.00	100	2.94%
	Acupuncture - Ear Piercing	ENVHT/8403u	Non Vatable	01 April 2012	92.25	200	95.00	210	2.98%
	Tattooing	ENVHT/8403u	Non Vatable	01 April 2012	92.25	70	95.00	70	2.98%
	Electrolysis	ENVHT/8403u	Non Vatable	01 April 2012	92.25	70	95.00	70	2.98%
	Street Trading Consent - Classes I, II & III per annum	ENVHT/8430u	Non Vatable	01 April 2012	625.00	4,100	645.00	4,230	3.20%
	Street Trading Consent Class V per Event	ENVHT/8430u	Non Vatable	01 April 2012	87.50	0	90.00	0	2.86%
	Street Trading Consent Class IV	-	-	01 April 2012	No Charge	0	No Charge	No Charge	No Charge
<b>Water Sample Analysis: FEE CEILING SET BY CENTRAL GOVERNMENT</b>	Risk Assessment	ENVHT/8417u	VAT Inclusive	17 November 2011	At cost max. £500	0	At cost max. £500	-	-
	Other Investigations	ENVHT/8417u	VAT Inclusive	17 November 2011	At cost max. £100	0	At cost max. £100	-	-
	Grant of Authorisation	ENVHT/8417u	VAT Inclusive	17 November 2011	100.00	0	102.50	0	2.50%
	Small Water Supply	ENVHT/8417u	VAT Inclusive	17 November 2011	50.80	0	52.50	0	3.35%
<b>Water Sample Analysis: FEE CEILING SET BY CENTRAL GOVERNMENT</b>	Large Water Supply - Audit Monitoring	ENVHT/8417u	VAT Inclusive	17 November 2011	271.50	0	280.00	0	3.13%

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

ENVIRONMENT HEALTH - ENVHT		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 %
	Large Water Supply - Check Monitoring	ENVHT/8417u	VAT Inclusive	17 November 2011	77.20	2,150	80.00	2,230	3.63%
	Bacteriological	ENVHT/8417u	VAT Inclusive	17 November 2011	38.90	730	40.00	750	2.83%
Basic Food Hygiene Course	Per Student	ENVHT/8519z	VAT Inclusive	01 April 2012	57.50	0	60.00	0	4.35%
Removal of Unfit Food	Per hour or part hour	ENVHT/8519z	VAT Inclusive	01 April 2012	49.00	0	50.00	0	2.04%
Please Note: * Figure for initial sample - charge at cost for follow up plus standard analytical administration fee.									

CONTAMINATED LAND - CLAND		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>Enquiry</i>		CLAND/8623n	VAT Inclusive	01 April 2012	67.50	0	70.00	0	3.70%

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

HOUSING ADVANCES - HSADV	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>Enquiries from Prospective Second Mortgagors</i>	HSADV/8604z	Non Vatable	01 April 2012	52.80	0	54.10	0	2.46%
<i>Charge for Registration on Second Charges</i>	HSADV/8604z	Non Vatable	01 April 2012	26.40	0	27.10	0	2.65%

IMPROVEMENT GRANTS - IMPGR	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 %
Administration Charges	IMPGR/8716m	Non Vatable	01 April 2012	5% of Total Cost	4,000	5% of Total Cost	4,000	-
Administration Charges	IMPGR/8717n	VAT Inclusive	01 April 2012	5% of Total Cost	4,000	5% of Total Cost	4,000	-