

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

DECISION

Agenda Item No 6

meeting date: 12 NOVEMBER 2013  
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 2014.
- 1.2 These proposals are the first stage in the review of this committee's budget for the forthcoming 2014/15 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 2014 and would operate for the duration of the 2014/15 financial year.
- 2.3 The council's latest budget forecast allows for a 2.75% increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2014/15 by this amount as a minimum.
- 2.4 After applying this percentage increase, proposed charges have 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 ADVICE OF BUDGET WORKING GROUP**

- 3.1 In September 2013, a report was taken to Budget Working Group on the review of the council's fees and charges for 2014/15.
- 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 2014/15 by 2.75%, allowing for roundings to the nearest 5p which may result in higher increases.

#### 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 2014 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2013/14
- an estimate of the level of 2013/14 income raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2014
- an indication of the potential income that may be achieved in 2014/15, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2013/14 to 2014/15
- 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 2014/15 and such budget proposals will be reported back to this committee in January 2014 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 2014.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF53-13/TH/AC  
18 October 2013

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 2014

<b>LOCAL LAND CHARGES - LANDC</b>	<b>Ledger Code</b>	<b>VAT Liability</b>	<b>Date of Last Change</b>	<b>Current Charge 2013/14 £</b>	<b>Budgeted Income Net of VAT for 2013/14 £</b>	<b>Proposed Charges for 2014/15 2.75% Inflation £</b>	<b>Indication of Potential Income Net of VAT for 2014/15 £</b>	<b>Percentage Increase in Charge % £</b>
<b>Personal Search</b>	LANDC/8408z	Non Vatable	17 August 2010	No Charge	0	No Charge	0	0.00%
<b>Search Certificate</b>	LANDC/8408z	Non Vatable	01 April 2013	18.40	9,120	18.90	9,370	2.72%
<b>Part I Enquiries</b>	LANDC/8408z	Non Vatable	01 April 2013	97.75	47,150	100.45	48,450	2.76%
<b>Part II Enquiries</b>	LANDC/8408z	Non Vatable	01 April 2013	13.15	5,280	13.50	5,420	2.66%
<b>Part II (Question 22)</b>	LANDC/8408z	Non Vatable	01 April 2013	22.10	2,620	22.70	2,690	2.71%
<b>Express Service</b>	LANDC/8408z	Non Vatable	01 April 2013	152.40	1,020	156.60	1,050	2.76%

<b>COUNCIL TAX AND NATIONAL NON DOMESTIC RATES - CLTAX</b>	<b>Ledger Code</b>	<b>VAT Liability</b>	<b>Date of Last Change</b>	<b>Current Charge 2013/14 £</b>	<b>Budgeted Income Net of VAT for 2013/14 £</b>	<b>Proposed Charges for 2014/15 2.75% Inflation £</b>	<b>Indication of Potential Income Net of VAT for 2014/15 £</b>	<b>Percentage Increase in Charge % £</b>
<b>Issue of Summons (Agreed with Magistrates' Court)</b>	CLTAX/8714z	Non Vatable	01 April 2011	60.00	80,200	60.00	80,200	0.00%

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

CIVIC SUITE - CIVST All organisations to be charged without exception		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 2.75% Inflation £	Indication of Potential Income Net of VAT for 2014/15 £	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	01 April 2013	31.80	180	32.65	180	2.67%
	- All Day	CIVST/8520I	Non Vatable	01 April 2013	45.10	1,120	46.35	1,150	2.77%
<i>Commercial Organisations</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2013	63.00	0	64.75	0	2.78%
	- All Day	CIVST/8520I	Non Vatable	01 April 2013	89.20	0	91.65	0	2.75%
<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	01 April 2013	70.70	2,390	72.65	2,460	2.76%
	- All Day	CIVST/8520I	Non Vatable	01 April 2013	105.10	470	108.00	480	2.76%
<i>Commercial Organisations</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2013	142.00	0	145.90	0	2.75%
	- All Day	CIVST/8520I	Non Vatable	01 April 2013	210.10	710	215.90	730	2.76%
<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	01 April 2013	18.50	100	19.00	100	2.70%
	- All Day	CIVST/8520I	Non Vatable	01 April 2013	26.70	0	27.45	0	2.81%
<i>Commercial Organisations</i>	- Session (09.00 - 13.00 or 13.00 – 18.00)	CIVST/8520I	Non Vatable	01 April 2013	36.90	0	37.90	0	2.71%
	- All Day	CIVST/8520I	Non Vatable	01 April 2013	52.80	0	54.25	0	2.75%

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

MEALS ON WHEELS - Various	Detail Code	VAT Liability	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 2.75% Inflation £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge % £
Meals on Wheels charge per meal	8203m	Non Vatable	01 April 2005	1.50	7,870	1.50	7,870	0.00%

Photocopying - Corporate Charges	Detail Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge % £	
<b>Photocopying</b> *These charges can only be based on actual costs	- A4 First Page	8227n	VAT Inclusive	01 April 2012	0.20	1,130	870	0.20	0.00%
	- A4 Continuation Sheet	8227n	VAT Inclusive	01 April 2012	0.20			0.20	0.00%
	- A1 Plan	8227n	VAT Inclusive	01 April 2012	10.50			8.00	*-23.81%
	- AO Plan	8227n	VAT Inclusive	01 April 2012	10.50			8.20	*-21.90%
	- A3 Copies	8227n	VAT Inclusive	01 April 2012	2.00			0.65	*-67.50%
	- A2 Copies	8227n	VAT Inclusive	New Charge	0.00			8.00	New Charge